

VACATION ACCRUAL

Please note that in addition to entering accrued vacation days this year, payroll administrators will also be entering accrued sick and personal days into HRMS. Although a financial accrual will not be posted to the general ledger for accrued sick and personal days, this information is being captured for use in the new Time-Off Tracking system. Data entry screens will be available in mid May. Users will be notified via the PUG list and HRMS message board when the system is available.

All data must be entered and verified in HRMS by 5:00 p.m. on Tuesday, July 8th. Days should be entered to the nearest tenth of a day; valid values are between 0 and 22.0. For accounting purposes, accrued vacation days for eligible employees that are not entered and verified by 5:00 p.m. on Tuesday, July 8th, will automatically default to the maximum allowed 22 days, thus the maximum expense will be charged to the department. Accounting Services will post the vacation accrual journal by Friday, July 11th. For the Time-Off Tracking Leave Accrual Balances, accrued sick and personal days for eligible employees that are not entered and verified by 5:00 p.m. on Tuesday, July 8th, will be loaded with zeros. Adjustments will need to be made later to make these balances accurate.

Accrued vacation days entered should be the number of accrued vacation days that an employee would be paid out, if terminated on June 30, 2008. Accrued sick days and personal days entered should be the number of days an employee has available as of July 1, 2008. The University's Time-Off Policies can be found on the Human Resources website at <http://hr.wustl.edu/>.

Although departments may begin entering data in mid May, employee changes (i.e., transfers, terminations) will be continually updated on the list through June 30, 2008.

Vacation eligibility criteria include:

- Role = Staff
- Hires and Rehires with an Effective date up to 1 month prior to the end of the fiscal year will need accrued days entered. You will ***not*** be charged accrual amounts for these people. The days will only be used for the Time-Off Tracking Leave Balances.
- Regular Employees with total number of standard hours (for all jobs meeting criteria) equal to or greater than 20 hours
- Employee Status = Active, Unpaid Leave, Paid Leave, Suspended, or on Work Break
- The total FTE for all the jobs meeting the above criteria is > .49. Note: Vac Elig FTE is the total FTE for staff jobs only. Total FTE is the total of all jobs (including academic, if any).

How to Enter Data

The vacation accrual screens can be accessed by any HRMS user who has Vacation Accrual access. To access the vacation accrual screens, sign on to HRMS and select Vacation Accrual under the Personal Information menu item. The first screen is a search page. Enter your department number and click on the Search button.

The second screen is the data entry page. Data can be entered all at once or can be entered intermittently and saved. In addition, data entered and saved can be left unverified and changed until the cutoff date and time listed above. Data verification can be performed on a person by person basis as the days are entered or you can click on "Verify All" after all data has been verified.

CAUTION: Do not use the BACK button from the browser, as you will lose your work. You must use the "Save" button.

Please contact the FIS helpdesk at 5-5707 with vacation accrual related questions.

| Dept Accrual | | | | | | | | | | | | | |
|---|-----------|----------------------|--------------|---------------|-------------------|-----------------------|-------------------------------------|--------------|-----------|------------|-------------|-------------|---------------|
| Fiscal Year: 2008 | | | | | | | | | | | | | |
| Department: 000125 Danforth Dept | | | | | | | | | | | | | |
| Verify All | | | | | | | | | | | | | |
| Customize Find View | | | | | | | | | | | | | |
| Empl ID | Empl Rcd# | Name | Last FY Days | Vac Accr Days | Sick Accrual Days | Personal Accrual Days | Days Verified? | Vac Elig FTE | Total FTE | Hire Date | Rehire Date | Empl Status | Prim Job Role |
| ██████ | 0 | Avalon, Tom | 9.4 | 22.00 | 10.00 | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 08/16/2000 | | Active | STAF |
| ██████ | 0 | Beggenbower, Francis | 18.7 | 2.00 | 15.00 | 1.00 | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 04/17/1989 | | Active | STAF |
| ██████ | 0 | Braxton, Janet | 15.0 | 12.00 | 6.00 | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 09/10/2001 | | Active | STAF |
| ██████ | 0 | Cureo, Julia | 10.9 | 10.00 | | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 06/18/2001 | | Active | STAF |
| ██████ | 0 | Day Jr., Beauchamp | 0.0 | 15.00 | 1.00 | | <input checked="" type="checkbox"/> | 1.00 | 1.00 | 06/04/2007 | | Active | STAF |