

New eLeave System Changes - A Comparison to ePayroll Leave

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With the transition toward paying Monthly and Academic employees from authorizations, it was necessary for UGA to develop a new means of recording *leave taken* for these employees. Additionally, since ePayroll is due to be decommissioned, it was necessary to develop a new means of entering leave adjustments. In the process, UGA made a few functional changes intended to simplify and streamline the process of recording leave for Monthly and Academic employees, and of adjusting leave for all pay types. This document highlights these changes.

Entering Leave Adjustments for ALL Employees

In the ePayroll system

For Monthly and Academic employees, leave adjustments were typically the result of leave that was not entered in time to be reflected on the appropriate voucher. For example, leave for a date in February which was not entered by the March payroll cutoff required an adjustment in order for the leave to be reflected in an employee's balance. For Salaried and Hourly employees, adjustments were reserved for actions which did not impact the amount of pay, i.e., moving an incorrectly entered sick leave transaction to annual leave instead.

In the new eLeave system

Monthly and Academic *leave taken* will be processed in a way such that 'pending' entries for any date after January 1st of the current calendar year will be marked 'applied' after the first working day of the following month. This means a leave adjustment will be required only if:

1. An 'applied' *leave taken* record was associated with the wrong leave type (e.g., sick instead of annual);
2. An 'applied' *leave taken* record was for more hours that were actually taken by the employee;
3. Hours need to be transferred to or from the employees' balance (e.g., shared leave donation, transfer from a qualifying former employer, etc.);
4. Leave hours must be entered that were taken in a prior calendar year.

For example, if in August it is determined that a February leave event was not entered, you can simply enter the leave record for the actual February date and it will be applied after the first working day of the following month. You do not have to enter an adjustment.

Additionally, if a leave entry was made for 4 hours, but it was later determined that the employee took 8, you can simply make another 4 hour entry on the date in question, rather than entering an adjustment.

Entering Monthly Employee *Leave Taken*

In the ePayroll system

In ePayroll, *leave taken* was reported on the voucher one month after the pay period in which it occurred to allow for a complete month of leave to be processed at a time. For example, *leave taken* in June was reported on the July voucher. This was necessary due to the fact that Monthly and Academic vouchers had to be returned well before the end of the actual pay period.

In the new eLeave system

Leave taken for Monthly and Academic employees is no longer associated with a payroll voucher or the payroll process. As a result, it will no longer be necessary to associate a leave transaction with an account number. After the first working day of the month all 'pending' monthly employee *leave taken* for ALL prior months in the same calendar year will be marked 'applied' and will be reflected in the employee's official leave balance. This means that departments should continue to enter leave as it is approved in the current month. *Leave taken* will be subtracted from the employee's leave balance up to one full month sooner than it would have been under the old system.

Employees will continue to use the Employee Self Service website to check their leave balances, so please continue to enter leave taken in a timely manner. Do not wait 1-2 months to enter large batches of transactions.

Salaried and Hourly Employees *leave taken* must be reported in Kronos

Salaried and Hourly employee *leave taken* must be reported in the Kronos system, from which updates will flow to the eLeave system as the applicable payroll is processed. The new eLeave system allows *leave taken* to be entered only for Monthly and Academic employees.