

# Exempt Staff Vacation and Sick Leave Accruals

Find out the details regarding your accruals, usage, and balance



## What are Factor Leave Accruals?

Factor leave accruals are a method of accruing vacation and sick leave. The factor leave accrual method uses a factor rate multiplied by the hours an employee is on pay status in order to calculate vacation and sick leave accruals. To view your vacation and sick leave factor rate, you can login to [blu.berkeley.edu](http://blu.berkeley.edu) (appears at top left of blu webpage). A factor rate chart is available at [http://controller.berkeley.edu/sites/default/files/FactorAccrualChartExempt\\_031414.pdf](http://controller.berkeley.edu/sites/default/files/FactorAccrualChartExempt_031414.pdf)

## How are accruals calculated?

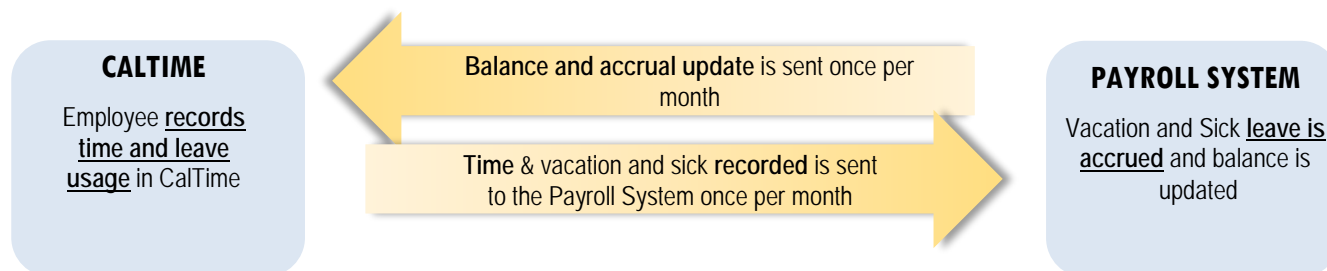
An accrual is assigned based on years of service, your "factor leave accrual rate". Within the campus payroll system, this rate is multiplied by your hours on pay status each month (pay status means the time you actually work, plus other paid time).

| Accrual Type     | Hours on pay status (two pay cycles) |   | Factor rate* |   | Accrual Amount |
|------------------|--------------------------------------|---|--------------|---|----------------|
| Vacation Accrued | 184                                  | X | .057692      | = | 10.615328      |
| Sick Accrued     | 184                                  | X | .046154      | = | 8.492336       |

Each month, the total number of hours on pay status changes therefore a full time employee working the entire month will see their accruals change each month. The total number of monthly working hours can be found on the payroll website: <http://controller.berkeley.edu/number-working-hours-month>.

## How do accruals get updated in CalTime?

The CalTime timekeeping system and payroll system are two different systems that communicate with each other. Leave is recorded in CalTime and when entered will adjust your CalTime balance; leave usage is sent to the payroll system. The payroll system calculates the leave balance by subtracting any leave taken from the employees existing balance and then adds leave accrued.



## When is my balance updated in CalTime?

Your balance is updated immediately every time you record leave taken. However leave accruals which are calculated in the payroll system are sent to the CalTime system once per month. A complete schedule which includes the dates in which your balance is updated can be found on the [caltime.berkeley.edu](http://caltime.berkeley.edu) website.

## Why does my leave accrual vary each month?

The amount of leave accrued is based on hours on pay status. The potential hours on pay status are based on the number of working hours in the month (number of business days (Mon-Fri) and those days change each month based on the calendar. Because the business days fluctuate and exemptions accrue leave per hour on pay status, you will accrue slightly less in some months and more leave in other months.

## **How to check how much leave you have:**

### **Using a Computer** (Available to all employees)

Log into CalTime and your timecard will open. Click on the handle at the bottom of your timecard and click on the accruals tab. You will see your current balances in CalTime.

Online video tutorial: <http://calttime.berkeley.edu/training>

Note: Supervisors have a different CalTime view than employees and can access "My information" via Workspaces at the top right have the CalTime webpage.

## **Sometimes I see my balance drastically change and I don't know why?**

Your balance is updated each monthly pay period however sometimes

- a leave adjustment is processed
- you may receive late pay processed by a timekeeper in CalTime or the payroll system

Note: In these cases you should be notified by your timekeeper or supervisor.

These changes would cause your balance to change. If you are unclear why your balance has changed, you may inquire with your manager or timekeeper. For those departments that are part of shared services, you can submit a ticket to CSS by sending an email to [hrapscsshhelp@berkeley.edu](mailto:hrapscsshhelp@berkeley.edu) or call HR/APS: 510-664-9000, option 3

## **I still think my accruals are not correct?**

Please work with your supervisor and timekeeper to investigate the issue further. Please try to provide information regarding why you believe your accrual is incorrect and if there is a particular day or pay period you are concerned about.

## **Additional Information can be found at...**

On the Controller's Office Payroll Website: [http://controller.berkeley.edu/sites/default/files/leave\\_accruals\\_for\\_employees\\_6.12.15.pdf](http://controller.berkeley.edu/sites/default/files/leave_accruals_for_employees_6.12.15.pdf)

# CalTime Leave Balance Update Schedule

*For Exempt Employees (monthly paid employees)*



## When are leave accruals updated in CalTime?

Leave accruals such as vacation and sick leave are available on the 1<sup>st</sup> of every month. For exact dates please review the "Balance Updated in CalTime" column in the schedule below.

| <b>PAY PERIOD<br/>END DATE</b> | <b>BALANCE UPDATED IN CALTIME</b><br>*Accruals updated,<br>View balance in Cal Time after 12pm | <b>ACCRUAL EFFECTIVE DATE</b><br>(*Employees updated once per<br>month) | <b>ACCRUAL PERIOD</b><br>Employees accrue once per<br>month |
|--------------------------------|--|---|---|
| 12/31/2017                     | 12/22/17   | 1/1/2018  | Accrual period 1  |
| 1/31/2018                      | 01/26/18   | 2/1/2018  | Accrual period 2  |
| 2/28/2018                      | 2/23/2018  | 3/1/2018  | Accrual period 3  |
| 3/31/2018                      | 3/23/2018  | 4/1/2018  | Accrual period 4  |
| 4/30/2018                      | 4/25/2018  | 5/1/2018  | Accrual period 5  |
| 5/31/2018                      | 5/23/2018  | 6/1/2018  | Accrual period 6  |
| 6/30/2218                      | 6/25/2018  | 7/1/2218  | Accrual period 7  |
| 7/31/2018                      | 7/26/2018  | 8/1/2018  | Accrual period 8  |
| 8/31/2018                      | 8/27/2018  | 9/1/2018  | Accrual period 9  |
| 9/30/2018                      | 9/25/2018  | 10/1/2018   | Accrual period 10   |
| 10/31/2018                     | 10/25/2018   | 11/1/2018   | Accrual period 11   |
| 11/30/2018                     | 11/26/2018   | 12/1/2018   | Accrual period 12   |

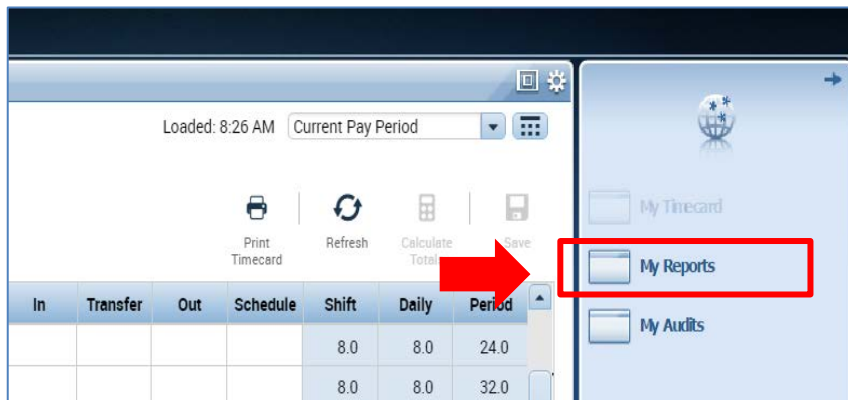
Note: There are 12 accrual periods in a year for monthly paid employees

# CalTime: For employees, viewing the accrual balance report

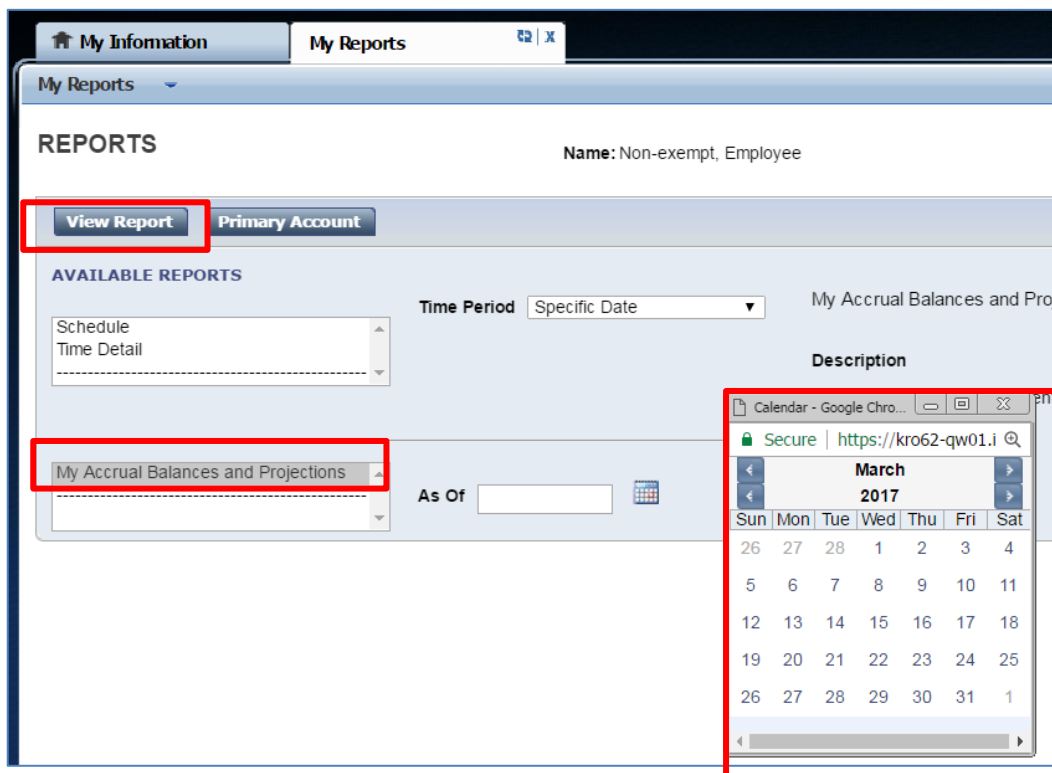
The Accrual Balances Report shows your leave accrued, leave taken, and beginning and ending leave balances for a specified period of time. Employees may consider producing the Accrual Balance report if they would like a summary of leave adjustments for more than one biweekly pay period (i.e. the last three biweekly pay periods, three months).

## Viewing the Accrual Balance Report

1. Click on **My Reports** (located on the right of your timecard in the blue tool bar))



2. Click on **My Accrual Balances and Projections**
3. Select **As Of** by clicking on calendar icon and click on date.
4. Click on **View Report**. A summary will appear on screen of your time detail. A summary of your leave balances will appear.



## Viewing the Time Detail Report Continued...

1. The Accrual Balance report will appear. In this example, we have removed names and employee IDs.

*Note: CalTime does not calculate projected amounts. Please ignore Projected Takings, Projected Credits, Projected Balance and Balance w/o Proj. Credits*

| My Information                      |              | My Reports            |                                | x                  |                   |                   |                           |
|-------------------------------------|--------------|-----------------------|--------------------------------|--------------------|-------------------|-------------------|---------------------------|
| My Reports                          |              |                       |                                |                    |                   |                   |                           |
| MY ACCRUAL BALANCES AND PROJECTIONS |              |                       |                                |                    |                   |                   |                           |
| Return                              |              |                       |                                |                    |                   |                   |                           |
| Date Selected: 1/04/2017            |              |                       |                                | Printed: 3/06/2017 |                   |                   |                           |
| Name: Non-exempt, Employee          |              |                       |                                | ID: 133133133      |                   |                   |                           |
| Accrual Code                        | Accrual Type | Period Ending Balance | Furthest Projected Taking Date | Projected Takings  | Projected Credits | Projected Balance | Balance w/o Proj. Credits |
| Comp Time                           | Hour         | 0.0                   | 1/04/2017                      | 0.0                | 0.0               | 0.0               | 0.0                       |
| Sick Accrual                        | Hour         | 0.0                   | 1/04/2017                      | 0.0                | 0.0               | 0.0               | 0.0                       |
| Sick Leave                          | Hour         | 0.0                   | 1/04/2017                      | 0.0                | 0.0               | 0.0               | 0.0                       |
| Vacation                            | Hour         | 0.0                   | 1/04/2017                      | 0.0                | 0.0               | 0.0               | 0.0                       |
| Vacation Accrual                    | Hour         | 0.0                   | 1/04/2017                      | 0.0                | 0.0               | 0.0               | 0.0                       |
| Vacation Lost Accruals              | Hour         | 0.0                   | 1/04/2017                      | 0.0                | 0.0               | 0.0               | 0.0                       |
| Vacation Maximum                    | Hour         | 0.0                   | 1/04/2017                      | 0.0                | 0.0               | 0.0               | 0.0                       |