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 (appears at top left of blu webpage). A factor rate chart is available at http://controller.berkeley.edu/sites/default/files/FactorLeaveAccrualChartforBiweeklyPaidNonexemptEmployees_031114.pdf
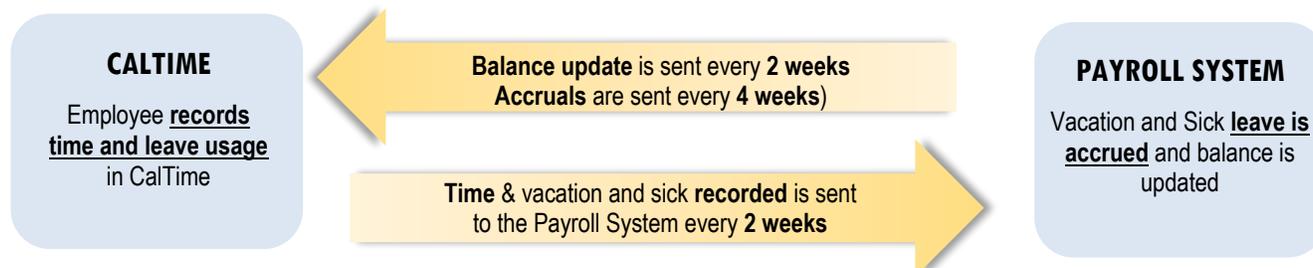
How are accruals calculated?

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 four-week cycle (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	160	X	.057692	=	9.230720
Sick Accrued	160	X	.046154	=	7.384640

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.

CALTIME

Employee **records time and leave usage** in CalTime

Balance update is sent every **2 weeks**
Accruals are sent every **4 weeks**)

Time & vacation and sick **recorded** is sent to the Payroll System every **2 weeks**

PAYROLL SYSTEM

Vacation and Sick **leave is accrued** and balance is updated

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 every 4 weeks. A complete schedule which includes the dates in which your balance is updated can be found on the caltime.berkeley.edu website.

Why does it appear I am getting less accrual?

Accruals appear to be slightly less because non-exempt employees accrue leave more frequently on a biweekly pay cycle then monthly. For example, a full time employee who previously accrued 10 hours of vacation each month accrued leave 12 times in a year. Biweekly employees accrue leave 13 times in year (26 pay cycles divided by the 4 weeks in which an employee accrues leave equates to 13). A chart is available on the payroll website: http://controller.berkeley.edu/sites/default/files/FactorLeaveAccrualChartforBiweeklyPaidNonexemptEmployees_031114.pdf *Let's compare a full-time employee previously monthly paid and receiving 10 vacation hours each month and now biweekly*

Monthly	10 vacation hours accrued	X	12 calendar months	=	120 vacation hours at the end of the year
Biweekly	9.230720 vacation hours accrued	X	13 (biweekly accrual cycles)	=	119.999360 vacation hours at the end of the year (rounds to 120)

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://caltime.berkeley.edu/training

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

If you swipe in and out at a terminal,
You can also see your leave on the terminal, by using the "View My Leave Balance" button, and following the onscreen directions.

Detailed printable Instructions (see pages 5 and 6 for leave instructions) can be found on the CalTime website:
http://caltime.berkeley.edu/sites/default/files/NEERealTimeTERMINALDEMOJobAid.pdf

Employees that do not have access to a computer or terminal
An employee that cannot access their balance via a computer or terminal should contact their supervisor for assistance.

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

Your balance is updated every biweekly pay period however sometimes

- a leave adjustment is processed
- you may have an adjustment to hours 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 supported by campus shared services, you can submit a ticket to CSS by sending an email to hrapscsshelp@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 by submitting a ticket to campus shared service. 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. For those departments that are supported by campus-shared services, you can submit a ticket to CSS by sending an email to hrapscsshelp@berkeley.edu or call **HR/APS:** 510-664-9000, option 3

Additional Information can be found at...

On the Controller's Office Payroll Website: http://controller.berkeley.edu/payroll/biweekly-pay-and-factor-leave-accruals

CalTime Leave Balance Update Schedule
For Non-Exempt Employees (biweekly paid employees)

When are leave accruals updated in CalTime?

Leave accruals such as vacation and sick leave are typically updated every other Friday. This is the Friday that immediately follows the close of a biweekly pay period. For exact dates please review the "Balance Updated in CalTime" column below.

For Example, after a biweekly pay period closes on a Saturday, the following five days are used for supervisors to edit/approve time, for payroll processing, and CalTime must send the employee hours (includes vacation and sick leave time taken) to the payroll system. Since vacation and sick leave accruals are calculated in the payroll system, CalTime cannot be updated with a new vacation and sick leave balance until after the payroll processing has completed for the associated pay period. This is why the balance is typically updated on a Friday.

PAY PERIOD END DATE	BALANCE UPDATED IN CALTIME *Accruals updated, View balance in Cal Time after 3pm	ACCRUAL EFFECTIVE DATE (*Employees accrue every 2 Biweekly cycles)	*Employees accrue every 2 Biweekly cycles
12/29/2018	1/4/2019		Accrual period 1
1/12/2019	1/17/2019	1/13/2019	Accrual period 1
1/26/2019	2/1/2019		Accrual period 2
2/9/2019	2/14/2019	2/10/2019	Accrual period 2
2/23/2019	3/1/2019		Accrual period 3
3/9/2019	3/15/2019	3/10/2019	Accrual period 3
3/23/2019	4/2/2019		Accrual period 4
4/6/2019	4/15/2019	4/7/2019	Accrual period 4
4/20/2019	4/29/2019		Accrual period 5
5/4/2019	5/13/2019	5/5/2019	Accrual period 5
5/18/2019	5/27/2019		Accrual period 6
6/1/2019	6/10/2019	6/2/2019	Accrual period 6
6/15/2019	6/24/2019		Accrual period 7
6/29/2019	7/9/2019	6/30/2019	Accrual period 7
7/13/2019	7/22/2019		Accrual period 8
7/27/2019	8/5/2019	7/28/2019	Accrual period 8
8/10/2019	8/19/2019		Accrual period 9
8/24/2019	9/3/2019	8/25/2019	Accrual period 9
9/7/2019	9/16/2019		Accrual period 10
9/21/2019	9/30/2019	9/22/2019	Accrual period 10
10/5/2019	10/14/2019		Accrual period 11
10/19/2019	10/28/2019	10/20/2019	Accrual period 11
11/2/2019	11/11/2019		Accrual period 12
11/16/2019	11/25/2019	11/17/2019	Accrual period 12
11/30/2019	12/9/2019		Accrual period 13
12/29/2018	1/4/2019	12/30/2019	Accrual period 13

Note: There are 13 accrual periods in a year for biweekly paid employees

Viewing your information after CalTime is updated with new leave balances.......

Step 1: Refer to the CalTime balance update schedule above. Go to the "**balance update in CalTIme**" column and see dates when the system is updated with new leave information (this will tell you the date that CalTime was updated for a specific pay period).

PAY PERIOD END DATE	BALANCE UPDATED IN CALTIME *Accruals updated, View balance in Cal Time after 3pm	ACCRUAL EFFECTIVE DATE (*Employees accrue every 2 Biweekly cycles)	*Employees accrue every 2 Biweekly cycles
7/18/2015	7/24/2015 by 3pm	7/19/2015	Accrual period 8
8/1/2015	8/7/2015 by 3pm	8/2/2015 **	

Step 2: See instructions on the following page on how to run the Accrual Balance Report.

The effective date also known as the "As of" date for running the accrual balance report should be taken from the **"Accrual Effective Date"** column on the schedule.

For example, today is August 7, 2015 and I would like to view my current balance and accruals

Since today is August 7th (the CalTime has been updated with leave accruals information), you would run the accrual report using the date 08/02/15 which would provide your balance including leave usage. ***However if you run the report the first 5 days of the pay period (8/2-8/6) you may be missing your leave accrued as the system has not been updated yet*** *(Always look at date listed in the balance updated in CalTime column for the most recent update).*

If today is August 3, you would need to wait until the August 7th because CalTime is being updated with new leave accruals.
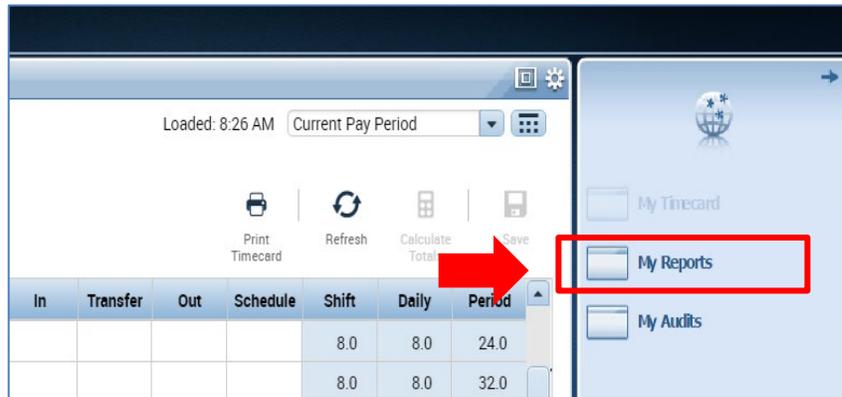
PAY PERIOD END DATE	BALANCE UPDATED IN CALTIME *Accruals updated, View balance in Cal Time after 3pm
7/18/2015	7/24/2015 by 3pm
08/1/2015	8/7/2015 by 3pm

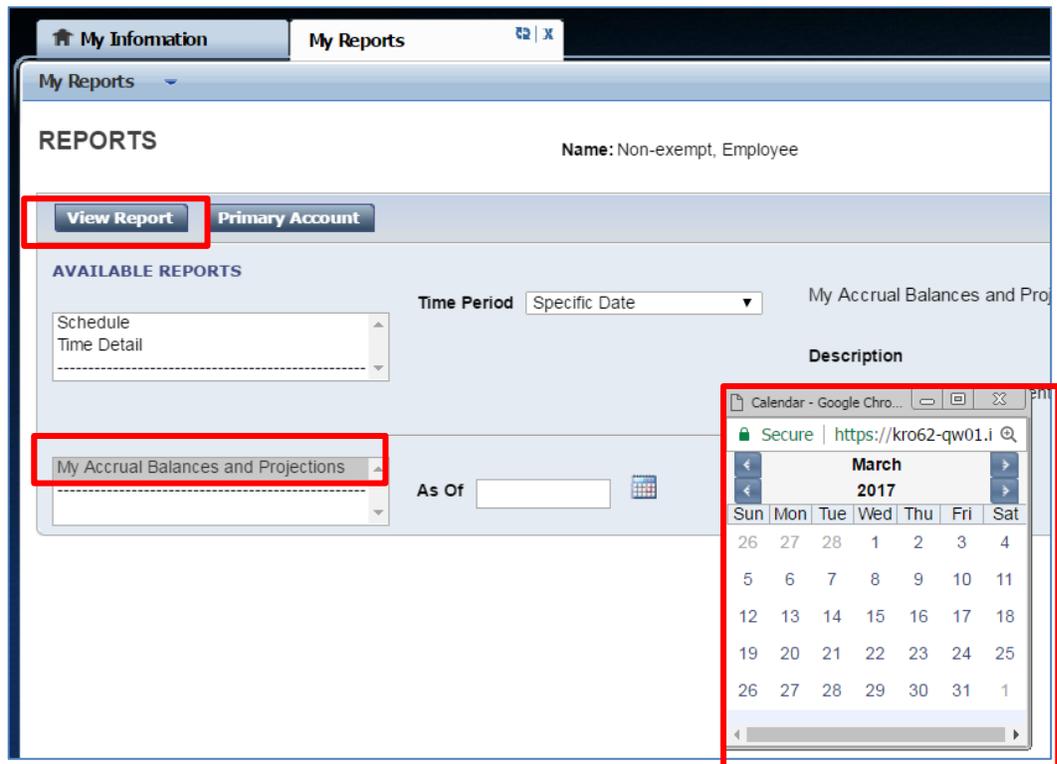# CalTime: For employees, viewing the accrual balance report

The Accrual Balance 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))	Loaded: 8:26 AM Current Pay Period Print Timecard Refresh Calculate Total Save My Timecard My Reports My Audits In Transfer Out Schedule Shift Daily Period 8.0 8.0 24.0 8.0 8.0 32.0
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.	My Information My Reports My Reports REPORTS Name: Non-exempt, Employee View Report Primary Account AVAILABLE REPORTS Schedule Time Detail --- Time Period Specific Date My Accrual Balances and Pro Description My Accrual Balances and Projections --- As Of Calendar - Google Chro... Secure | https://kro62-qw01.i ◄ March ► ◄ 2017 ► Sun Mon Tue Wed Thu Fri Sat 26 27 28 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1

CalTime : For employees, viewing the accrual balance report

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