

# Non-Exempts: 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/FactorLeaveAccrualChartforBiweeklyPaidNonexemptEmployees\\_031114.pdf](http://controller.berkeley.edu/sites/default/files/FactorLeaveAccrualChartforBiweeklyPaidNonexemptEmployees_031114.pdf)

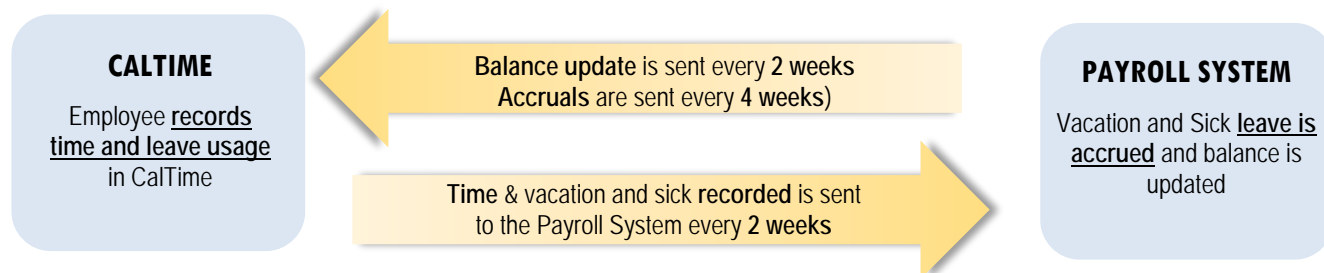
## How are accruals calculated?

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.



## 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](http://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 than 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](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, along with "My Timecard" underneath that you will see "My Reports". Choose "My Accrual Balances and Projections" report and you'll find your vacation and sick leave totals.

Detailed printable instructions can be found on the CalTime

website: [http://caltime.berkeley.edu/sites/default/files/nonexempt\\_job\\_aid\\_how\\_to\\_view\\_accruals\\_in\\_caltime.pdf](http://caltime.berkeley.edu/sites/default/files/nonexempt_job_aid_how_to_view_accruals_in_caltime.pdf)

Online video tutorial: [http://baimanuals.berkeley.edu/Caltime/Videos/NEE\\_AccrualBalancesReport\\_AT/index.html](http://baimanuals.berkeley.edu/Caltime/Videos/NEE_AccrualBalancesReport_AT/index.html)

### 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 [hrapscshelp@berkeley.edu](mailto:hrapscshelp@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 [hrapscshelp@berkeley.edu](mailto:hrapscshelp@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/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 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.

<b>PAY PERIOD END DATE</b>	<b>BALANCE UPDATED IN CALTIME</b> *Accruals updated, View balance in Cal Time after 3pm	<b>ACCRUAL EFFECTIVE DATE</b> (*Employees accrue every 2 Biweekly cycles)	<b>*Employees accrue every 2 Biweekly cycles</b>
1/2/2016	1/08/2016 by 3pm	1/3/2016	Accrual period 1
1/16/2016	*1/22/2016 by 3pm	1/17/2016 **	
1/30/2016	2/04/2016 by 3pm	1/31/2016	Accrual period 2
2/13/2016	*2/19/2016 by 3pm	2/14/2016 **	
2/27/2016	3/03/2016 by 3pm	2/28/2016	Accrual period 3
3/12/2016	*3/18/2016 by 3pm	3/13/2016 **	
3/26/2016	4/01/2016 by 3pm	3/27/2016	Accrual period 4
4/9/2016	*4/15/2016 by 3pm	4/10/2016 **	
4/23/2016	4/29/2016 by 3pm	4/24/2016	Accrual period 5
5/7/2016	*5/13/2016 by 3pm	5/8/2016 **	
5/21/2016	5/26/2016 by 3pm	5/22/2016	Accrual period 6
6/4/2016	*6/10/2016 by 3pm	6/5/2016 **	
6/18/2016	6/24/2016 by 3pm	6/19/2016	Accrual period 7
7/2/2016	*7/8/2016 by 3pm	7/3/2016 **	
7/16/2016	7/22/2016 by 3pm	7/17/2016	Accrual period 8
7/30/2016	*8/4/2016 by 3pm	7/31/2016 **	
8/13/2016	8/19/2016 by 3pm	8/14/2016	Accrual period 9
8/27/2016	*9/1/2016 by 3pm	8/28/2016 **	
9/10/2016	9/16/2016 by 3pm	9/11/2016	Accrual period 10
9/24/2016	*09/30/2016 by 3pm	9/25/2016 **	
10/8/2016	10/14/2016 by 3pm	10/9/2016	Accrual period 11
10/22/2016	*10/28/2016 by 3pm	10/23/2016 **	
11/5/2016	11/10/2016 by 3pm	11/6/2016	Accrual period 12
11/19/2016	*11/23/2016 by 3pm	11/20/2016 **	
12/03/2016	12/9/2016 by 3pm	12/5/2016	Accrual period 13
12/17/2016	*12/23/2016 by 3pm	12/19/2016 **	

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).

<b>PAY PERIOD END DATE</b>	<b>BALANCE UPDATED IN CALTIME</b> *Accruals updated, View balance in Cal Time after 3pm	<b>ACCRUAL EFFECTIVE DATE</b> (*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: Login into CalTime to run the accrual balances report. Detailed instructions are available at [http://caltime.berkeley.edu/sites/default/files/Accrual%20Balances%20Report\\_12\\_10\\_14.pdf](http://caltime.berkeley.edu/sites/default/files/Accrual%20Balances%20Report_12_10_14.pdf)

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 7<sup>th</sup> (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 7<sup>th</sup> because CalTime is being updated with new leave accruals.

<b>PAY PERIOD END DATE</b>	<b>BALANCE UPDATED IN CALTIME</b> *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

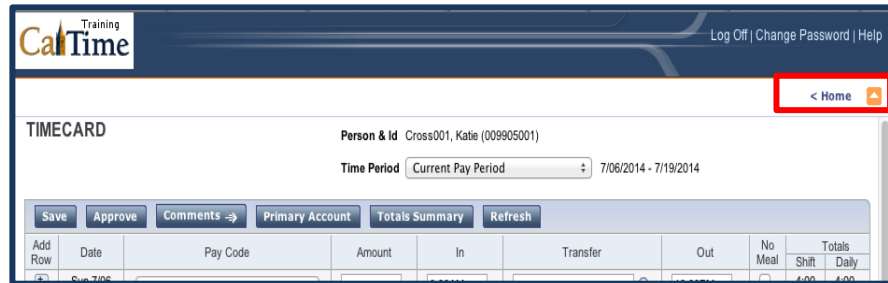
## About the Accrual Balances Report – Comp Time, Sick and Vacation Balances

The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

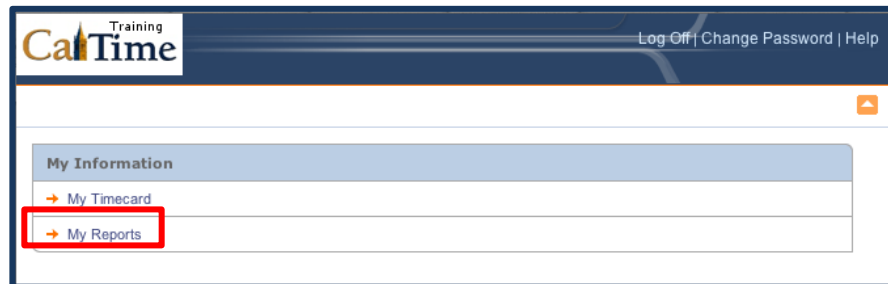
*Note: The report is titled “My Accrual Balance and Projections”. However, CalTime does not provide projections. The “Projected credits” columns will always be a 0 value.*

## Viewing the Accrual Balance and Projections Report

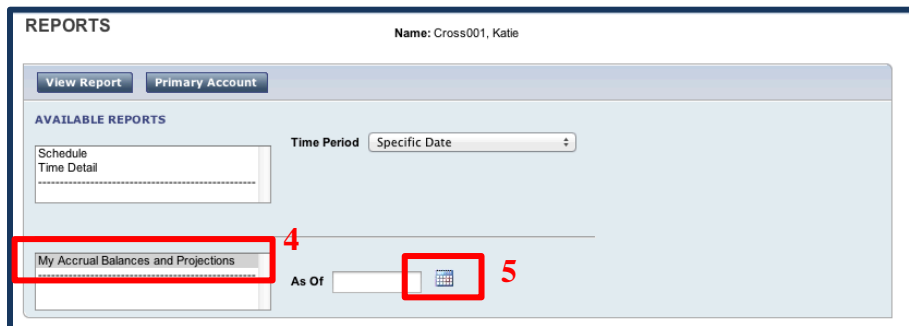
1. Log in to CalTime. (See the job aid “Log in into CalTime” for login steps.)
2. CalTime opens to the TIMECARD view. Click on “Home” in the upper right hand corner to get to the home screen.



3. From the home screen, click on “My Reports”



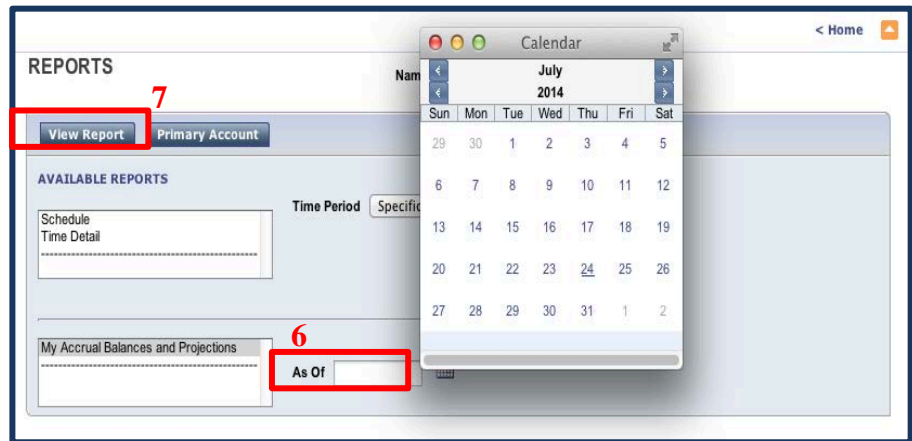
4. Select “My Accrual Balances and Projections”
5. Click the calendar icon to open the calendar.



### Viewing the Accrual Balance and Projections Report

6. From the calendar, select the “As Of” date for the report.

7. Then click on the “View Report” button.



8. CalTime will display the report. The various categories of leave balances are listed on the left. Vacation Maximum is also listed.

9. The “Period Ending Balance” column will show the ending balance as of the date selected.

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	11.75	7/13/2015	0.0	0.0	11.75	11.75
Sick Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Sick Leave	Hour	201.32	7/13/2015	0.0	0.0	201.32	201.32
Vacation	Hour	75.19	7/13/2015	0.0	0.0	75.19	75.19
Vacation Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Vacation Lost Accruals	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Vacation Maximum	Hour	240.0	7/13/2015	0.0	0.0	240.0	240.0

8

9

### Viewing the Accrual Balance and Projections Report

**10. To Print the report:**

Press **Ctrl-P** (Windows) or **Command-P** (Mac), and click the **Print** button. To

**11. Save the report:**

*For Window Users*

Press **Ctrl-A** to select it.

Press **Ctrl-C** to copy it.

**Open up Word or Excel.**

**Press Ctrl-V**

Follow Word or Excel's procedures to save a file.

*For Mac Users*

Press **Command-A** to select it.

Press **Command-C** to copy it.

**Open up Word or Excel.**

**Press Command-V** to paste it.

Follow Word or Excel's procedures to save a file.

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	11.75	7/13/2015	0.0	0.0	11.75	11.75
Sick Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Sick Leave	Hour	201.32	7/13/2015	0.0	0.0	201.32	201.32
Vacation	Hour	75.19	7/13/2015	0.0	0.0	75.19	75.19
Vacation Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Vacation Lost Accruals	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Vacation Maximum	Hour	240.0	7/13/2015	0.0	0.0	240.0	240.0

#### Report Accrual Code Definitions

**Comp Time:** If you have elected to accrue compensatory time your balance will appear here

**Sick Accrual:** The amount of sick leave accrued in the last quadra-weekly period (two biweekly pay periods)

**Sick Leave:** Your current sick leave balance as of the date you selected.

**Vacation Accrual:** The amount of vacation accrued in the last quadra-weekly period (two biweekly pay periods)

**Vacation Balance:** The current vacation balances as of the date you selected.

**Vacation Lost Accruals:** The amount of vacation lost because the vacation maximum has been reached

**Vacation Maximum:** The maximum number of vacation hours that can be acquired