

End User – Leave and Compensatory Time Tile

What is Leave and Compensatory Time Tile

Leave and Compensatroy Time Tile is where employees can view all eligible leave plan and balances in the system. Before requesting time off, employee can view this tile to ensure they have enough time to take off. Employees can also view leave plans that have balances set to expire (lapse) to ensure they use the time off before the hours are set to expire.

Definitions

- Eligible Leave Plan: Employee will only see leaves plans (tiles) they are eligible for based on their job code.
- Leave Plans with an Expiration Date (lapsing): Floating Holiday, Comp Time 1.0, Vacation, and Star Performer plans are subject to hours expiring (lapsing).



End User – Leave and Compensatory Time Tile

Navigating to Leave/Comp Time Tile:





End User – Leave and Compensatory Time Tile

How to Review Leave Balances and Accrual History:

| Step 1 | Select the leave tile you wish to review. | | | | | | | |
|-----------------|---|---|---|---|---|--|--|----------|
| | <u>Reminder:</u> You will only see leaves plans (tiles) they are eligible for based on their job code. | Time Sick Pian Type Sick Recorded Balance 1 Minimum Allowed 9 Maximum Allowed 9 | Vacation Plan Type Recorded Minimum, Maximum | b Vacation Balance 144.0 Allowed 0 Allowed 784 | Leave / Comp Tin k Leave Donation n Type Sick Leave Donation corded Balance immu Alowed 0 9999 | Floating Holiday Tir Plan Type Floating Recorded Balance 1 Minimum Allowed 0 Maximum Allowed 9 | Re Holiday Time 6.0 999 Sick Leave Pool Plan Type Sick Recorded Balanc Minimum Allowet Maximum Allowet | Q : Ø |
| <u>Step 2</u> | Review Leave Balances History to ensure accrual accuracy. Leave Balance will update once the accrual process runs after the monthly payroll process. Please contact Time and Labor if you believe your accrual balances are incorrect. | Leave Accrr 01/31 12/31 11/30 10/31 | Balance Vac Vac Balance Deta al Date 2020 2020 | ation Balance 144.0 | Minimum Earned 8.0 8.0 8.0 8.0 8.0 | Balance 0 Taken 0.0 0.0 | Maximum Balance Balance 144.0 136.0 128.0 120.0 | 2e 34 |
| <u>Step 2.A</u> | Vacation Balances Lapse annual at the start of the Fical Year (Sept. 1). This means, <u>unused vaction hours exceeding</u> <u>the maximum carry over amount will</u> <u>convert to sick leave hours.</u> Refer to the Schedule of Vaction Leave Accruals to view the maximum carry over amount of vacation hours. <u>https://hr.untsystem.edu/vacation</u> • The default maximum balance is maximum balance allowed by the State of Texas. | Leave Accru 01/31/ 12/31/ 10/31/ | Balance Vaca Balance Detal al Date 2020 2020 2020 | ition Balance 144.0 | Minimum Earned 8.0 8.0 8.0 8.0 | Balance 0 Taken 0.0 0.0 0.0 | Maximum Balanc 78 Balance 144.0 136.0 128.0 120.0 | e 4 |
| Step 2.B | View when hours are set to expire by review leave balance history. <u>Reminder:</u> Comp 1.0 and Star Performer hours expire one year after the hours are earned. | ✓ Leave Return to Leave I Accrua 01/05/2 12/10/2 11/06/2 09/10/2 | / Comp Time Leave Balances kalance kalance Details Date 1220 1220 1220 | P1_0 Balance 0.0 S Expiration Date 11/06/2021 | Minimum Ba | Earned Ta 0.0 0.0 0.0 5.0 0.0 | Balances Histor Maximum Balance 9999 ken Balance 1.0 0.0 4.0 1.0 0.0 5.0 0.5 0.0 | ry |

If you have any questions or issues, please contact <u>timeandlabor@untsystem.edu</u>.