CalTime Process: LOST ACCRUALS REPORT

Report generated to identify employees [who are at or near their vacation maximum] who have lost Accruals in PPS. Process for Timekeepers to make adjustments in PPS for employee's Lost Accruals.

1. Perform Lost Accrual Calculation
   - Close of PPS Cycle (example: April)
   - Vacation balance [prior month]
   - Accrual Earned [current month]

2. Generate Lost Accruals Report
   - Identifies lost accruals
     - For employees at or near their vacation max

3. Post Report [to HR website]
   - 1st of the month

4. Evaluate Report
   - 11th-19th of the month
   - Vacation balance adjustment needed
   - Open of next SM Cycle

5. Make correction
   - Adjustment in PPS to give back all or part of the lost accruals if the employee did take leave during the month.