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 (appears at top left of blu webpage). A factor rate chart is available at http://controller.berkeley.edu/sites/default/files/FactorAccrualChartExempt_031414.pdf

How are accruals calculated?

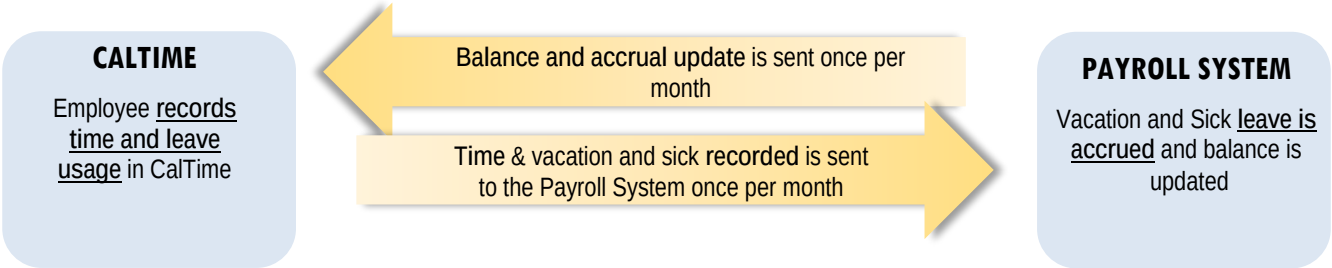
An accrual is assigned based on years of service, your "factor leave accrual rate". Within the campus payroll system, this rate is multiplied by your hours on pay status each month (pay status means the time you actually work, plus other paid time).

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 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 exempts 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, 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/exempt_job_aid_how_to_view_accruals_in_caltime.pdf

Online video tutorial: http://baimanuals.berkeley.edu/Caltime/Videos/NEE_AccrualBalancesReport_AT/index.html

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 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. 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

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 1st of every month. For exact dates please review the "Balance Updated in CalTime" column in the schedule below.

PAY PERIOD END DATE	BALANCE UPDATED IN CALTIME *Accruals updated, View balance in Cal Time after 12pm	ACCRUAL EFFECTIVE DATE (*Employees updated once per month)	ACCRUAL PERIOD Employees accrue once per month
12/31/2015	1/1/2016 **	1/1/2016 **	Accrual period 1
1/31/2016	2/1/2016 **	2/1/2016 **	Accrual period 2
2/29/2016	3/1/2016 **	3/1/2016 **	Accrual period 3
3/31/2016	4/1/2016 **	4/1/2016 **	Accrual period 4
4/30/2016	5/1/2016 **	5/1/2016 **	Accrual period 5
5/31/2016	6/1/2016 **	6/1/2016 **	Accrual period 6
6/30/2016	7/1/2016 **	7/1/2016 **	Accrual period 7
7/31/2016	8/1/2016 **	8/1/2016 **	Accrual period 8
8/31/2016	9/1/2016 **	9/1/2016 **	Accrual period 9
9/30/2016	10/1/2016 **	10/1/2016 **	Accrual period 10
10/31/2016	11/1/2016 **	11/1/2016 **	Accrual period 11
11/30/2016	12/1/2016 **	12/1/2016 **	Accrual period 12

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

The Accrual Balances Report (HTML)

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

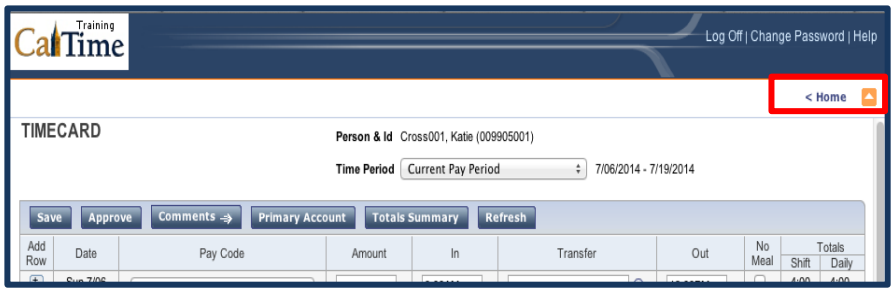
The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

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.

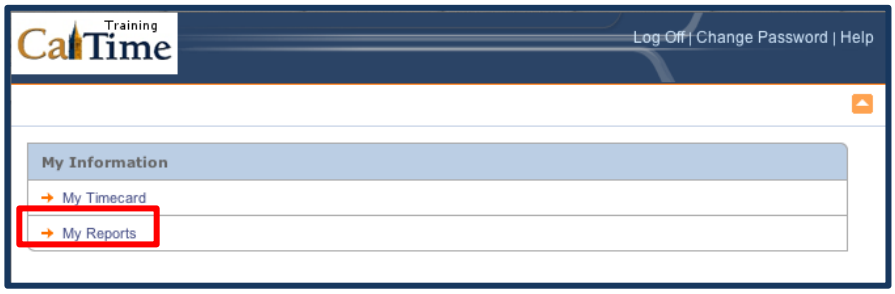
Viewing the Accrual Balance and Projections Report

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.

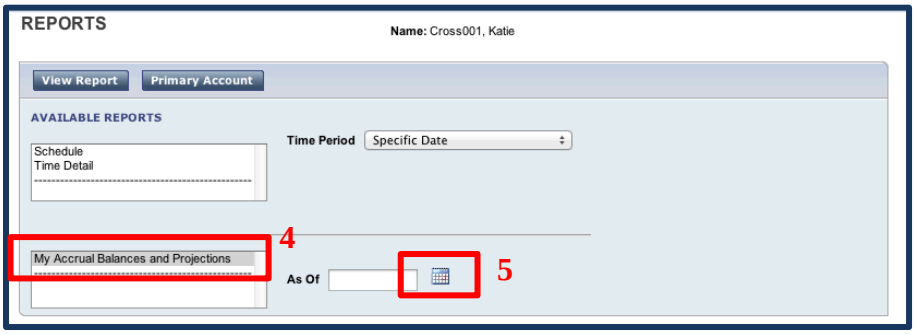


3. From the home screen, click on "**My Reports**"



4. Select "**My Accrual Balances and Projections**"

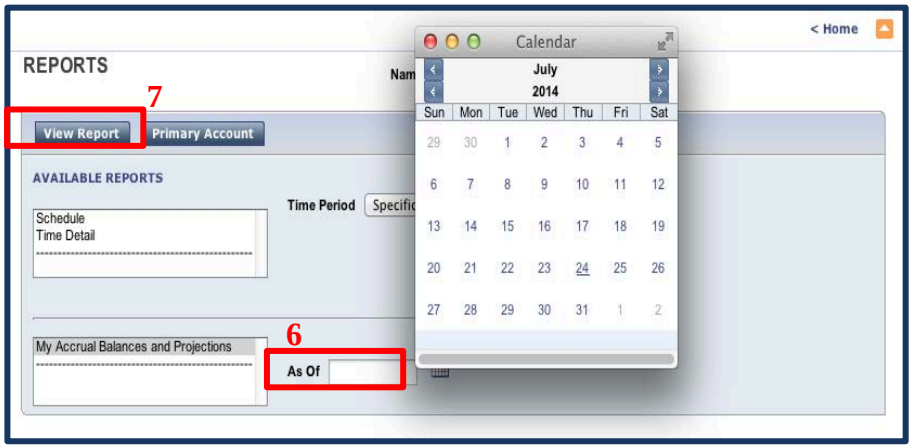
5. Click the calendar icon to open the calendar.



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
Sick Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Sick Leave	Hour	706.76	7/13/2015	0.0	0.0	706.76	706.76
Vacation	Hour	240.02	7/13/2015	0.0	0.0	240.02	240.02
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

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The Accrual Balances Report (HTML)

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
Sick Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Sick Leave	Hour	706.76	7/13/2015	0.0	0.0	706.76	706.76
Vacation	Hour	240.02	7/13/2015	0.0	0.0	240.02	240.02
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

Sick Accrual: The amount of sick leave accrued in the last month.

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

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

Vacation Accrual: The amount of vacation accrued in the last month.

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