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).

<table>
<thead>
<tr>
<th>Accrual Type</th>
<th>Hours on pay status (two pay cycles)</th>
<th>Factor rate*</th>
<th>Accrual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Accrued</td>
<td>184</td>
<td>X .057692</td>
<td>= 10.615328</td>
</tr>
<tr>
<td>Sick Accrued</td>
<td>184</td>
<td>X .046154</td>
<td>= 8.492336</td>
</tr>
</tbody>
</table>

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 employee’s existing balance and then adds leave accrued.

<table>
<thead>
<tr>
<th>CALTIME</th>
<th>PAYROLL SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee records</td>
<td>Vacation and Sick leave is accrued and balance is updated</td>
</tr>
<tr>
<td>time and leave</td>
<td>recorded is sent to the Payroll System once per month</td>
</tr>
<tr>
<td>usage in CalTime</td>
<td>Balance and accrual update is sent once per month</td>
</tr>
</tbody>
</table>

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](http://caltime.berkeley.edu/sites/default/files/exempt_job_aid_how_to_view_accruals_in_caltime.pdf)


**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 hrpscshelp@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...**

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.

<table>
<thead>
<tr>
<th>PAY PERIOD END DATE</th>
<th>BALANCE UPDATED IN CALTIME</th>
<th>ACCRUAL EFFECTIVE DATE</th>
<th>ACCRUAL PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2014</td>
<td>1/1/2015 **</td>
<td>1/1/2015 **</td>
<td>Accrual period 1</td>
</tr>
<tr>
<td>1/31/2015</td>
<td>2/1/2015 **</td>
<td>2/1/2015 **</td>
<td>Accrual period 2</td>
</tr>
<tr>
<td>2/28/2015</td>
<td>3/1/2015 **</td>
<td>3/1/2015 **</td>
<td>Accrual period 3</td>
</tr>
<tr>
<td>3/31/2015</td>
<td>4/1/2015 **</td>
<td>4/1/2015 **</td>
<td>Accrual period 4</td>
</tr>
<tr>
<td>4/30/2015</td>
<td>5/1/2015 **</td>
<td>5/1/2015 **</td>
<td>Accrual period 5</td>
</tr>
<tr>
<td>5/31/2015</td>
<td>6/1/2015 **</td>
<td>6/1/2015 **</td>
<td>Accrual period 6</td>
</tr>
<tr>
<td>6/30/2015</td>
<td>7/1/2015 **</td>
<td>7/1/2015 **</td>
<td>Accrual period 7</td>
</tr>
<tr>
<td>7/31/2015</td>
<td>8/1/2015 **</td>
<td>8/1/2015 **</td>
<td>Accrual period 8</td>
</tr>
<tr>
<td>8/31/2015</td>
<td>9/1/2015 **</td>
<td>9/1/2015 **</td>
<td>Accrual period 9</td>
</tr>
<tr>
<td>9/30/2015</td>
<td>10/1/2015 **</td>
<td>10/1/2015 **</td>
<td>Accrual period 10</td>
</tr>
<tr>
<td>10/31/2015</td>
<td>11/1/2015 **</td>
<td>11/1/2015 **</td>
<td>Accrual period 11</td>
</tr>
<tr>
<td>11/30/2015</td>
<td>12/1/2015 **</td>
<td>12/1/2015 **</td>
<td>Accrual period 12</td>
</tr>
</tbody>
</table>

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

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