

# CalTime: Lost Accruals Report for Exempt Employees

**Purpose of Report:** Payroll/leave accruals are processed for exempt employees the 3<sup>rd</sup> week of the monthly but exempt employees turn in their time-sheet after the fact (on the 1<sup>st</sup> of the month).

For Example

- 3<sup>rd</sup> week of march payroll is process to pay exempt employees on the 1<sup>st</sup> of April
- 1<sup>st</sup> week of April, exempt employee turns in timecard for time worked or leave taken in February

As a result, exempt employees that are close to vacation max may lost vacation accruals even though they have used vacation to bring their balance down in March. When a n exempt employee uses vacation to bring their leave balance down in the month in which they lost accruals, a payroll administrator should process and adjustment in PPS to restore their lost accruals.

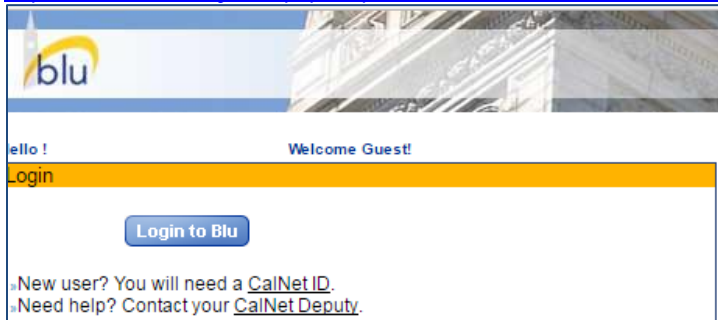
**Roles and Responsibilities:** This report will allow a Timekeepers to correct employees vacation accrual balance in PPS prior to the close of the MO pay cycle.

**When is the report available?**

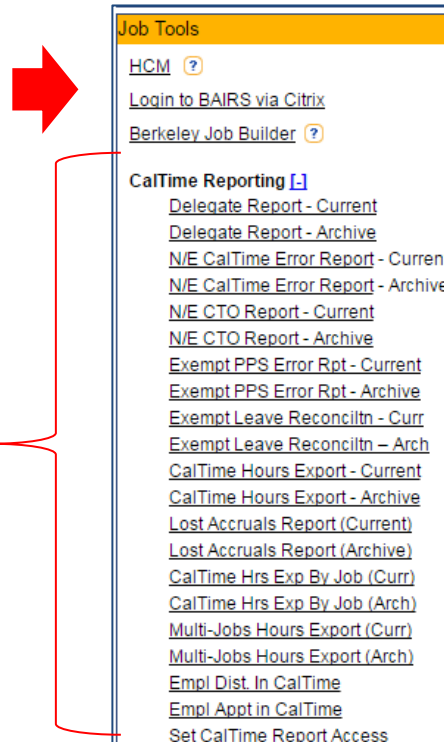
The report is produced approximately five days prior to the MO OPTRS compute ([see OPTRS deadlines](#))

## ACCESS AND PRODUCE LOST ACCRUALS REPORT

1. Use your Calnet ID and passphrase to login to Blu at [https://blu.is.berkeley.edu/psp/blupd90/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://blu.is.berkeley.edu/psp/blupd90/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)




2. Once logged in, click the People tab on the menu bar. Links to the Lost Accruals Report can be found within the Jobs Tools section (bottom left in the figure below)



If you do not see the Lost Accruals Report-  
Lost Accruals Report-Archive, email [calltime@berkeley.edu](mailto:calltime@berkeley.edu) to request access to the report.

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- Click on Lost Accruals Report-Archive which will enable to you to download an excel copy of the report

**CalTime Reporting** 

- [Delegate Report - Current](#)
- [Delegate Report - Archive](#)
- [N/E CalTime Error Report - Current](#)
- [N/E CalTime Error Report - Archive](#)
- [N/E CTO Report - Current](#)
- [N/E CTO Report - Archive](#)
- [Exempt PPS Error Rpt - Current](#)
- [Exempt PPS Error Rpt - Archive](#)
- [Exempt Leave Reconciltn - Curr](#)
- [Exempt Leave Reconciltn - Arch](#)
- [CalTime Hours Export - Current](#)
- [CalTime Hours Export - Archive](#)
- [Lost Accruals Report \(Current\)](#)
- [Lost Accruals Report \(Archive\)](#)



- Click Download CSV File next to the date of the report. Always select the most recent date for the current up to date errors.

**Select date to view report:**

- [03/28/2017 Download CSV File](#)
- [03/27/2017 Download CSV File](#)
- [03/26/2017 Download CSV File](#)
- [03/25/2017 Download CSV File](#)

## RECONCILE DIFFERENCES BETWEEN CALTIME AND PPS BALANCE

- An Excel File will open and you will have view employees with errors only for the Home Departments you have access to view. The File contains  
 EMPLOYEE ID: Ten digit unique code representing employee  
 NAME: Last Name, First name of applicable employee  
 HOME DEPARTMENT: five alpha letter code representing employees department  
 PPS LOST ACCRUALS: Shows how many employees the employee loosed  
 VACATION HOURS TAKEN: Shows how many hours the employee took in the applicable pay period month in which they lost accruals.

<b>PPS Lost Accruals Report</b>				
<b>Report Date: 2017-03-16</b>				
Employee ID	Name	Home Department	PPS Lost Accruals	Vacation Hours Taken
012345678	Park, Marvin	AACHO	14.77	16

## ADJUST THE PAYROLL SYSTEM

Timekeepers with Payroll system access must review this report and restore lost accruals to employees by processing a payroll transaction in PPS. [See Page 36](#) in the PPS Instructional guide (step #6) on how to restore leave accruals in the Payroll system.