

From: Lynda Worthy (lworthy)
Sent: Wednesday, October 21, 2020 4:11 PM
To: payroll@umw.edu
Subject: Estimated Leave Loss for Classified Employees

Hello,

Payroll has received questions regarding annual leave carry over limits and the number of hours lost if not used by 1/9/2021. For classified employees, the new leave year begins on 1/10/2021. The State's maximum annual leave carry over limits will be applied to annual leave balances in MyTime. Classified employees can determine if they may lose leave by viewing their leave balances on their timecard. Supervisors may run an Accrual Detail report to view their employee's leave usage and balances. Page 63 of the [MyTime Supervisor Manual](#) explains how a supervisor may run the report. These instructions and other pertinent MyTime information and manuals can be found on the [MyTime Training Information and Instructional Materials](#) website.

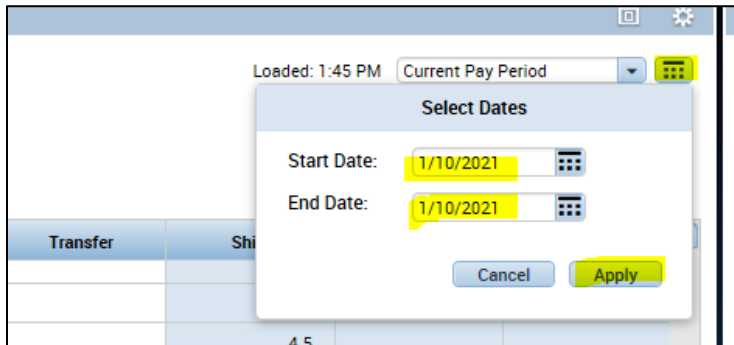
Below is an example of how an *employee* may use their timecard's Accrual tab to determine their estimated leave loss hours.

1. Go to your *Current Pay Period* timecard and select the last day in the pay period. Select the **Accruals** tab. Make note of your **Accrual Ending Balance** at the bottom of the screen. See **example**.



Accrual Code	Accrual Reporting Peri...	Accrual Opening Balan...	Accrual Earned to Date	Accrual Pending Grants	Accrual Taken to Date	Accrual Available Bala...	Accrual Planned Takings	Accrual Ending Balance
Annual	Fri 1/10 - Sat 1/09	-336.0	133.0	35.0	-49.5	419.5	0.0	454.5

2. Then go back to the top of the timecard, click on the calendar (looks like a calculator) next to the *Current Pay Period*, select the date of 1/10/21.



3. The **Accruals** tab will show the balances as of 1/10/21. Subtract the **Accrual Opening Balance** as of 1/10/21 from the **Accrual Ending Balance** reflected on your *Current Pay Period's*

timecard. The difference is the number of leave lost hours. For this example, $454.5 - 336 = 118.50$ hours. Note: The Accrual Available Balance includes the annual leave accrual for the 12/25-1/9/21 pay period.

Accrual Code	Accrual Reporting Peri...	Accrual Opening Balan...	Accrual Earned to Date	Accrual Pending Grants	Accrual Taken to Date	Accrual Available Bala...	Accrual Planned Takings	Accrual Ending Balance
Annual	Fri 1/10 - Sat 1/09	336.0	7.0	133.0	0.0	343.0	0.0	476.0

You may contact Payroll@umw.edu with any questions.