

Automated Leave Balance Payout & Adjustment Process

1. What is being automated?

As of October 1, 2014, an automated process will pay out any accrued Compensatory Time and Vacation balance, as well as adjust to zero any remaining accrued Sick and Personal time balances in accordance with HR policies.

2. What personnel actions trigger the automated process?

Terminations (Except for involuntary terminations. See #7 below)

Transfers from benefit eligible to non-benefit eligible

Transfers from benefit eligible staff titles to non-accruing academic titles

3. What earnings codes will be used for the payouts and adjustments?

CMP	Comp Time Payout (pays out funds)
LAV	Lump Sum Vacation Payout (pays out funds)
JCT	Adjust Comp Time
JFM	Adjust Family Leave
JPD	Adjust Personal Day
JSK	Adjust Sick Leave Self
JVA	Adjust Vacation

4. How small of an hours balance will be paid out for vacation and comp time?

- If the balance is ≤ 0.10 hours, there will be only an adjustment to the balance using JCT or JVA.
- If the balance is > 0.10 hours, the balance will be paid out using CMP and LAV.

5. How will funding be handled for payouts?

The program will look at the Job Earnings Distribution (JED) in Job Data for the date the employee terminated or transferred out of leave eligibility and use the combo-code and distribution type recorded there.

- For those with funding distributed by amount, the amounts are converted to a percentage and applied to the payout accordingly.

6. What if the employee retires?

With retirements, CAPS will handle paying out the employee's vacation balance between the last day worked and the effective date of retirement as well as pay out the comp time balance on the check that includes the last day worked. The automated process will then zero out sick and personal leave balances.

7. What if the employee is involuntarily terminated?

CAPS will handle processing vacation and comp time payouts when an employee is involuntarily terminated. Employees that are involuntarily terminated need to have any comp time and eligible* vacation balances paid out with their final earnings check. (*Eligible meaning the employee has successfully completed their probationary period). The final balance adjustments will be handled through the automated process on the subsequent check.

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8. What happens if the termination is due to death?

CAPS will process vacation and comp time payouts and process sick and personal adjustments to zero with the final check.

9. When will payouts and adjustments be processed?

Payouts and adjustments will be processed on the next regular pay cycle for the employee after the last wage payment.

Example 1: A monthly employee terminates effective 10/15/14. Their final wage payment will be on 10/31/14 and their vacation/comp payout and sick/personal adjustments will process on the November monthly paycheck.

Example 2: A biweekly employee terminates effective 10/15. Their final wage payment will be on the 11/5/14 paycheck (ppe 10/25/14) and their vacation/comp payout and sick/personal adjustments will process on the 11/19/14 paycheck (ppe 11/8/14).

10. What if the employee is still within the probationary period?

The automated process will pay out any compensatory time balance, but will adjust to zero any vacation, sick or personal balances. Therefore it is extremely important for probation date extensions to be communicated to CAPS in a timely manner.

11. What if the employee goes on transition assistance (PLOA/TRN) or layoff leave (LOA/RED)?

CAPS will payout any comp time balance on the check that includes the last day worked. CAPS will work with the department to pay out the vacation according to the employee's decision based on the transition assistance process (check that includes last day worked or in 60 days). CAPS will also process the final adjustments to all leave balances.

12. What if an employee goes on LOA other than layoff?

No action will be taken.

13. What if the employee transfers from an exempt, leave eligible title to a non-exempt, leave eligible title?

CAPS will review for maximum vacation balance and process a payout if appropriate. This will require communication with the department since the supervisor could agree to allow the employee to take the vacation time off prior to the effective date of the change.

14. What if a leave eligible employee's FTE is reduced?

CAPS will process the appropriate vacation payout if the employee's FTE is reduced. This will require communication with the department since the supervisor could agree to allow the employee to take the vacation time off prior to the effective date of the change.

15. What if a termination is processed late?

CAPS will catch and manually process the appropriate payouts and reduce all balances to zero.

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16. What if leave hours are approved after the final wage payment is processed?

When the hours try to load to the subsequent paycheck, they will be rejected. The payroll staff will communicate this with the appropriate CAPS rep for review. CAPS will process the appropriate adjustment to offset what the automated program will be processing.

The automation process will be run at noon on the day before final pay calc.

17. What if hours are entered or left in a Needs Approval Status after the payroll for the final wage payment?

The Needs Approval report will indicate the employee pay status. Any hours listed for an employee with the status of "T" will be sent to CAPS for review. CAPS will review with department, approve, or delete if appropriate, the hours in Time & Labor, and process the appropriate offsetting entry to the automated process.

18. What happens to comp time balances when employees transfer departments or move from non-exempt to exempt?

CAPS will manually handle the payout of comp time balances in these circumstances.

19. What if the terminated employee needs to update their bank account?

The terminated employee will need to either keep their bank account open for the final payout or will need to supply Payroll with an updated Direct Deposit Form ([UM 32B](#)).

20. How can the department verify the payout and/or adjustments have been processed?

After the payroll confirms and the Leave Accrual process is run, the Review Accrual Balances page will reflect an Hours Balance of zero. The payout/adjustments will show in the Hours Taken section of the Unprocessed Data.

The screenshot displays the 'Review Accrual Balances' page for an employee. The page includes a navigation bar with 'Favorites', 'Main Menu', 'Benefits', 'Manage Leave Accruals', and 'Review Accrual Balances'. The main content area shows the following information:

- Employee Information:** Employee ID, Benefit Record: 0
- Leave Accruals:** Find | View All | First 19 of 19 Last
- Company:** UM Univ of Missouri-System Admin
- Benefit Program:** MPE Monthly Paid Employee
- Plan Type:** Personal
- Accrual Date:** 01/15/2014

Accrual Balances - Hours		Service Data	
Carried over from previous year:		Service Date:	04/01/2013
Earned Year-to-Date:	32.000000	Service Hours:	
Taken Year-to-Date:		Unprocessed Data	
Adjusted Year-to-Date:		Hours Taken:	32.000
Bought Year-to-Date:		Hours Adjusted:	
Sold Year-to-Date:		Hours Bought:	
Accrual Totals		Hours Sold:	
Hours Balance:		Service Hours:	
Hours Value:			