

CAPS Leave Accrual Processing Support

Leave Accrual processing can be a difficult process to understand and handle appropriately and is further complicated by the Time & Labor system. CAPS will be available to provide guidance and understanding of leave accrual processing for their departments. Specific guidance will be available as to where and when to expect accruals to appear.

CAPS Expectations:

CAPS will be familiar with the accrual process that occurs during payroll processing.

CAPS will be familiar with why the Leave Accrual pages may show a different balance than the Timesheet in T&L.

CAPS will be familiar with how ePAF or T&L entries and timing play a critical role in appropriately accruing leave.

CAPS will involve HR professionals or Payroll as appropriate to resolve leave accrual issues (e.g. how to process leave accrual transaction within T&L)

Department Expectations:

Departments will direct leave accrual processing questions to their CAPS representative.