

CAPS Vacation Payout Processing

There are three general scenarios in which a vacation hours balance must be paid out to an employee:

- Termination of a benefit eligible position
- Transfers from a paid time off eligible position to a non-eligible position (e.g. transferring from Benefit Eligible to Non-Benefit Eligible, transferring from a staff title to an academic title)
- Retirement

The steps taken to pay out vacation balances are not the same in each of the scenarios and can therefore be confusing to department personnel to process. In order to simplify this process for the departments, CAPS representatives will now be responsible for all vacation payout processing in Time & Labor **and for reviewing the reports for the automated process.**

CAPS Expectations:

CAPS will be familiar with the vacation payout policies and apply them to the employee based on department processing of the ePAF. Following are the CAPS responsibilities for the vacation payout process.

1. Recognize the need for a vacation payout (termination, retirement, transfer, transition assistance)
2. **Review the vacation payout report to verify the amounts being paid out on the automated process are correct.**
3. Communicate with department
 - a. Review vacation balance in ePAF for accuracy
 - i. Any outstanding leave (vacation, sick or personal) not yet recorded in T&L?
 - b. Advise department not to key or approve these entries
 - c. Notify department once entries have been entered and approved
4. Make timely entries into T&L **for scenarios requiring a manual payout**
 - a. Includes JVA, LAV, JVA or (VAC/VAM for retirement) steps
 - b. Adjust off sick or personal leave balances (JSK, JPD)**
 - c. Review report of LAV or adjustment entries into T&L by Operid to follow-up with time keepers NOT to do the processing
 - d. Ensure hours are entered and approved with the last wage payment**
5. Review report of terminations/retirements of BE employees to catch any payouts missed during PAF processing

Department Expectations:

Since this service is designed to alleviate the need for data entry into Time & Labor departments are expected to refrain from entering or approving vacation payouts in Time & Labor.

1. Complete the vacation balance field in ePAF
2. Must communicate with TL Approvers not to enter or approve
3. Should direct all vacation payout questions directly to their CAPS representative
4. Must communicate any changes in leave taken with CAPS representative
5. **Review the leave accrual report in Mobius to verify all leave time has been adjusted off**