

Instructions for Leave Audit

1. Compare the “**Available Leave**” balances (vacation, sick, and bonus) shown in the yellow column on the HR reports to the balances on the December 31 time records for each employee.
2. The last column on the HR report shows the January 1 balance that has been adjusted for excess vacation or negative balances. Your adjustments should agree with those on the HR report, and should be noted in the bottom margins of the December timesheets. **Please verify excess leave balances FIRST and notify HR of any discrepancies since HR will manually roll excess vacation leave to sick leave on January 19th.**
3. The last column in the HR reports should be the beginning balance on January timesheets/leave records.
4. If the HR report balance is only a few decimal points greater (.25 or less) than the timesheet balance, consider it a match ☺ and carry it forward to the January timesheet.
5. If there is a discrepancy between the time sheet balance and the HR report, use the “Worksheet for leave discrepancies” to determine where the error occurred.
6. If the error is found to be on the paper timesheet, correct the timesheet. If the error appears to be in Banner, fax the worksheet to Human Resources (23840) for additional help. **You MUST first complete the work sheet before contacting HR.** All unresolved discrepancies must be reported to HR no later than January 24.
7. The department leave keeper and department head should sign the “Time and Leave Keeping Audit Certification” and return to HR by January 31st.
8. Notify employees (ASAP) who will have a payroll deduction in the February paycheck due to a negative vacation or sick leave balance (see sample letter). HR will send the list of names to payroll to take the deductions from February pay. Do not duplicate this by sending individual time sheets to payroll to deduct the same hours.
9. If the audit revealed errors on any timesheet, letter (sample attached) should be sent to each employee showing the new beginning balance and the January accrual (in decimals.) Leavekeepers may elect to use this letter to notify all employees of their January beginning balance and the accrual in decimals.
10. All leave earning employees receive 24 hours per year (prorated for FTE) of Community Service Leave. When new employees are hired during the year, they receive community service leave on a basis of 2 hours for each month remaining in the year.