June 29, 2015

We are pleased to announce that the Leave Activity Summary Report (LASR) is being modified to display the Factored Leave Rates. The following displays are being modified in the LASR reports.

1) EARNING BASE – this column will be modified to display the actual accrual based hours instead of the percent of regular hours worked in a month or biweekly period.

2) LEAVE RATE – this column will be modified to display the Factor rate per hour instead of the accrual hours per month.

This change will take effect for the July 2015 earnings, which are the July 2015 LASRs generated in August 2015.

Please note that the below related employee QueryLink queries will also be changed to display factored leave accruals:

A. MyLeaveBalances
B. Leave Activity Query
C. Leave Activity Summary Easyquery
D. Leave Balance By Employee Group Easyquery
E. Leave Balance By Timekeeper Easyquery

Please assist us in communicating and passing this information on to your employees. Should you have any questions, please contact the Payroll office. As always we appreciate your assistance, consideration and continued support.

For additional information and examples of the modified LASR please visit BLINK at:

http://blink.ucsd.edu/go/factoredleave

Payroll Office