The February 2013 Leave Activity Summary Report (LASR) for staff employees will reflect leave hours based on Factored Leave Accrual. Below are key points about Factored Leave Accrual and the LASR.

1) Staff leave hours will now be accrued by multiplying a factor by the number of hours an employee is on pay status during a pay period. Since the number of working hours in a pay period/cycle will vary, the number of leave accrued will also vary. Employees will no longer accrue the same number of hours every month. This is especially true for monthly exempt employees.

2) The factor used for calculation is carried out to six decimal places and will be rounded and displayed to the nearest hundredth place or two decimal digits on the LASR.

3) For BW employees who converted on January 20, 2013, the March 2013 LASR will reflect a filler factor to adjust the earning base and accrual for the month of January. Please do not submit a TDF to adjust January balances as this adjustment will be done centrally through an automatic process. Employees are eligible to use the January hours now, even if they are not reflected on the LASR.

For additional information on Factored Leave Accrual please visit BLINK at:

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

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.

Payroll Office