



1 **Vacation Leave Accrual**
For Feb 28, 2014 (1408) (Closed)
 Report Generated: Fri Mar 21, 2014 at 12:46:13
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 Prepared By: GEORGE GOMEZ

IFOP Details

Index :
 Fund :
 Organization :
 Program :

Employee/Vacation Details

Vacation Accrual/Usage Details		14	1	6	7	8	9	10	11	12	14				
Employee Number	Employee Name	Ben Code	Sub	Index	Ledger Date	Effective Yr.Mo	Rate	Accrued Hours	Accrued Pay	Accrued Benefits	Accrued Total	Used Hours	Used Pay	Used Benefits	Used Total
4	3	01	0		2014-02-28	201402	14683.33	1.60	135.02	17.26	192.28	0.00	0.00	0.00	0.00
		04	0		2014-02-28	201402	11210.00	5.28	340.19	77.87	418.06	0.00	0.00	0.00	0.00
Sub 0 Employee Leave Accrual Total				15				6.88	475.21	95.13	570.34	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	24.66	9.23	227.61	52.10	279.71	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	21.57	8.31	179.25	41.03	220.28	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	6438.85	12.92	478.04	109.42	587.46	0.00	0.00	0.00	0.00
		12	1		2014-02-28	201312	11641.39	0.00	0.00	0.00	0.00	16.00	-1,058.20	-179.47	-1,237.67
		12	1		2014-02-28	201401	11641.39	0.00	0.00	0.00	0.00	4.00	-252.62	-42.84	-295.46
		04	1		2014-02-28	201402	11641.39	6.46	432.17	73.30	505.47	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	26.13	9.23	241.18	55.21	296.39	3.00	-78.39	-17.94	-96.33
		04	1		2014-02-28	201402	27.62	6.92	191.13	43.75	234.88	0.75	-20.72	-4.74	-25.46
		04	1		2014-02-28	201402	20.66	8.31	171.68	39.30	210.98	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	26.19	11.08	290.19	66.42	356.61	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	27.62	9.23	254.93	58.35	313.28	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	6638.99	10.53	401.82	91.98	493.80	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	31.68	14.77	467.91	107.11	575.02	8.00	-253.44	-58.01	-311.45
		12	1		2014-02-28	201402	15450.00	5.54	491.90	83.43	575.33	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	25.78	12.92	333.08	76.24	409.32	8.00	-206.24	-47.21	-253.45
		04	1		2014-02-28	201402	26.13	14.77	385.94	88.34	474.28	1.00	-26.13	-5.98	-32.11
		04	1		2014-02-28	201402	26.13	9.70	253.46	58.02	311.48	0.00	0.00	0.00	0.00
		04	1		2014-02-28	201402	23.08	9.05	208.87	47.81	256.68	0.00	0.00	0.00	0.00
Sub 1 Employee Leave Accrual Total				15				158.97	5,009.16	1,091.81	6,100.97	40.75	-1,895.74	-356.19	-2,251.93
		04	2		2014-02-28	201402	26.13	0.40	10.45	2.39	12.84	0.00	0.00	0.00	0.00
Sub 2 Employee Leave Accrual Total				15				0.40	10.45	2.39	12.84	0.00	0.00	0.00	0.00
Total Employee Leave Accrual								166.25	5,494.82	1,189.33	6,684.15	40.75	-1,895.74	-356.19	-2,251.93
Net To Sub 0								0.00							
Net To Sub 1								-1,895.74		16					
Net To Sub 2								0.00							
Net To Sub 6								6,327.96		17					

The following is a description of the elements contained on the *Vacation Leave Liability Account Activity* report, *Exhibit A*:

1. Date

Indicate the month-end date for which the report was produced.

2. Expenditure Account

A listing of the departmental account, funding source, and appropriate salary subaccount.

3. Name

All employees who accrued or used vacation against the funding source are listed in employee number order.

4. Employee Number

The University's six-digit identifier of the employees listed in item 3.

5. Timekeeper Code

The individual timekeeper code associate with the employee paid from the funding source. The codes are assigned in the time Data Recording and Leave Accounting System (PINS II).

6. Period

The date associated with the accrual and/or the usage of vacation. The date can be either the current or a prior month if an adjustment has been submitted.

7. Rate MO/HR

The salary rate (either hourly or monthly) of the employee as it is currently established in the Payroll/Personnel System (PINS).

8. Accrual Hours

The number of accrued hours of vacation being charged to the funding source for an employee during a calendar month, as well as any prior pay period adjustment affecting vacation accrual. If an employee is split-funded between various funding sources, the total number of hours accrued or adjusted will be prorated to the various funding sources.

9. Pay

The dollar value of the accrued vacation hours. The amount is derived by multiplying hours (Item 8) by the hourly salary rate. (If the salary rate is expressed as a monthly rate, the system will divide the monthly rate by 174 to arrive at an hourly rate).

10. Benefit

The value of employee benefits associated with the accrual pay in pay (Item 9). (See Item 14 for the percent factors used in the benefit charge calculation).

11. Usage Hours

The number of hours reported by departmental timekeepers of vacation hours used by an employee. Also includes any adjustments to vacation usage reported on the PTR and any terminal vacation pay-off indicated on the *Separation Certification*. For those employees who are monthly rated, the system will equate the hours to a percent factor for that particular month which will be indicated in parenthesis under the hours reported.

12. Pay

The dollar value of the vacation used, determined by multiplying either the hours reported (for hourly rated employees) or the percent factor calculated in usage hours (Item 11) (for monthly rated employees) times the employee's rate of pay (Item 7). Although this figure is part of Net Sub 6 (Item 17), there is a budgetary reallocation from the appropriate salary subaccount (0, 1, or 2) into subaccount 6 in the General Ledger labeled "leave accrual".

13. Benefit

The dollar value of employee benefits associated with vacation pay in Item 12. (See Item 14 for percent used in the benefit reimbursement calculation).

14. BC

The vacation accounting benefit code assigned to the individual employee. The codes represent the various combinations of employee benefits that would be applicable to either an academic, management, or staff employee (see *Supplement I*).

15. Subtotals

The total number of hours, pay, and benefits for both vacation accrual and usage.

16. Net Sub ____ (Subaccount 0, 1, or 2)

Represents the number of dollars associated with usage pay reimbursement (Item 12) and will be the General Ledger entry into the appropriate salary subaccount with an object code of 1850 and labeled "leave usage".

17. Net Sub 6

The net dollar amount of the items above that affect subaccount 6. This amount is comprised of the accrual for pay and benefits which are assessed against subaccount 6 (Items 9 and 10) and the benefits associated with usage (Item 13). This amount will be entered in the General Ledger in subaccount 6 with an object code of 8930 and labeled "leave activity".

18. Timekeeper Address

The name and mail code of the departmental timekeeper with the preponderance of employees listed on the account/fund/subaccount.