Policy 2.15
Vacation and Sick Accrual Adjustments

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.15 for the current version.

Responsible Official: Vice President for Finance/Chief Financial Officer
Administering Division/Department: Payroll
Effective Date: March 20, 2007
Last Revision: March 29, 2007

Policy Sections:

I. Overview
II. Policy Details
III. Definitions
IV. Related Links
V. Contact Information
VI. Revision History

Overview

Address correction of errors in vacation or sick leave accrual.

Policy Details

Examples

Bi-weekly employee:

- No accruals for eligible employees.
- Not accruing at the correct rate.
- Balance adjustments for leave that did not accrue.
- The wrong earnings code used between sick and vacation.
- Vacation and sick earnings codes not used correctly in prior pay cycles.

Monthly employee:

- Balances that may have been remaining from when the employee was bi-weekly.

Important Items to Remember

- If there is no accrual, contact Sherry Stodghill in Human Resources Data Services at 404-727-6066.
- If accrual amounts are incorrect due to service date, contact Gayle Stokes in Human Resources at 404-727-7625.
- To correct balances, complete and send to Payroll the Vacation and Sick Leave Balance Change form.
- Balance adjustment can only be done with the payroll run.
- Both bi-weekly and monthly adjustments can be done using the Balance Change Form.

Department’s Responsibilities

I. Contact Data Services (Sherry Stodghill) if eligible employee is not accruing.
II. Contact Human Resources (Gayle Stokes) if the amount of the accrual is incorrect due to service dates.
III. Complete and send the Vacation and Sick Leave Balance Change form to the Payroll Department.
IV. Verify vacation and sick balance on the Employee Leave Accruals report.
Payroll’s Responsibilities

I. Process the Vacation and Sick Leave Balance Change form.
II. Verify that the information was keyed correctly.

Definitions

Vacation and/or sick accrual adjustment: correction of vacation and/or sick accrual balances that are in error.

Related Links

- Current Version of This Policy: http://policies.emory.edu/2.15

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation and Sick Accrual Adjustments</td>
<td>Payroll</td>
<td>404-727-6100</td>
<td><a href="mailto:payroll@emory.edu">payroll@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.