







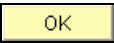

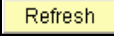








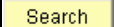


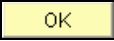

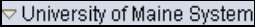






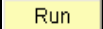
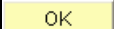





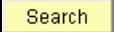
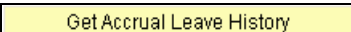








Maximum Annual Leave Carryover


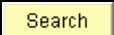
1.	Click the University of Maine System link. 
2.	Click the Benefits link. 
3.	Click the Reports link. 
4.	Click the Leave Carryover Max link. 
5.	Enter the desired information into the Run Control ID field.
6.	Click the Search button. 
7.	Click the Look up Plan Type (Alt+5) button. 
8.	Click Vacation in the EIP Release column. 
9.	Enter the desired information into the As Of Date field.
10.	Click the Run button. 
11.	Click the OK button. 
12.	Click the Process Monitor link. 
13.	Click the Refresh button. 
14.	Click the Details link. 
15.	Click the View Log/Trace link. 
16.	Click the PDF entry in the Name column. 

<p>17.</p>	<p>Notify employees of possible hours lost due to their balance being over the carryover limit.</p> <p>Note: Balances will not include those accruals that have not been processed. Accruals for the remainder of the year should be added to employees' current balance to get their forecasted year-end balance.</p> <p>Click the Close button when finished.</p> 
<p>18.</p>	<p>There may be some pending hours not yet deducted from an employee's balance. View the employee's Leave Balance page for more information.</p>
<p>19.</p>	<p>Click the University of Maine System link.</p> 
<p>20.</p>	<p>Click the Benefits link.</p> 
<p>21.</p>	<p>Click the Review Benefits link.</p> 
<p>22.</p>	<p>Click the Employee Leave Balances link.</p> 
<p>23.</p>	<p>Enter the desired information into the begins with field.</p>
<p>24.</p>	<p>Click the Search button.</p> 
<p>25.</p>	<p>Click the Vacation Balances link.</p> 
<p>26.</p>	<p>This page shows the current balance (same as the Maximum Leave Carryover report) as well as any pending payable time (Show Me) that has not yet been loaded to a paycheck.</p> <p>This page also shows the available balance which is the employee's true balance.</p>
<p>27.</p>	<p>Important: Be careful when viewing this page while payroll is being processed! Employees' balances will <u>not</u> reflect any time that is showing in their current paychecks while paysheets are open during payroll processing. These hours will <u>not</u> show here as pending (Show Me) and they will <u>not</u> update the balance until the Pay Confirmation has been processed.</p> <p>If you need to know the employee's balance while payroll is being processed, you must view the paycheck to see pending leave time hours. The hours showing on a calculated paycheck must be subtracted from the employee's current balance on this page.</p> <p>Also, the Show Me hours are payable hours not currently Closed. Payable hours are hours that have been processed by the nightly Time Administration process.</p> <p>Click the Show Me link to view the details of the pending hours.</p> 

28.	<p>This page shows all payable hours that are not currently Closed.</p> <p>IMPORTANT! All time needs to be entered and Approved before the final payroll of the calendar year is confirmed. (Run Payable Status Reports to make sure all time is Approved – it will save you from doing adjustments later!)</p> <p>Click the OK button.</p> 
29.	<p>Enter a date into the From Date field to view historical leave balance information.</p>
30.	<p>Click the Get Accrual Leave History button.</p> 
31.	<p>After the last payrolls of the year have been processed, the Max Leave Carryover report can be run to show exactly how many hours each employee lost.</p>
32.	<p>Click the University of Maine System link.</p> 
33.	<p>Click the Benefits link.</p> 
34.	<p>Click the Reports link.</p> 
35.	<p>Click the Leave Carryover Max link.</p> 
36.	<p>Click the Look up Plan Type (Alt+5) button.</p> 
37.	<p>Click Vacation in the EIP Release column.</p> 
38.	<p>Enter the desired information into the As Of Date field.</p>
39.	<p>Click the Full-Time list item.</p> 
40.	<p>Click the Run button.</p> 
41.	<p>Click the OK button.</p> 
42.	<p>Click the Process Monitor link.</p> 
43.	<p>Click the Refresh button.</p> 
44.	<p>Click the Details link.</p> 
45.	<p>Click the View Log/Trace link.</p> 

46.	Click the PDF entry in the Name column. umlvmax_508.PDF
47.	Notice the first employee is shown to have lost 44 hours. Print this report if desired. Click the Close button when finished. 
48.	Proceed to see how the lost hours look on the Employee's Leave Balance page.
49.	Click the University of Maine System link. University of Maine System
50.	Click the Benefits link. Benefits
51.	Click the Review Benefits link. Review Benefits
52.	Click the Employee Leave Balances link. Employee Leave Balances
53.	Enter the desired information into the begins with field.
54.	Click the Search button. 
55.	Click the Vacation Balances link. Vacation Balances
56.	Enter the desired information into the From Date field.
57.	Click the Get Accrual Leave History button. 
58.	You'll notice that the balance as of 12/31/2007 shows 364 hours. The amount of hours lost according to the Max Leave Carryover report showed 44 (364-320). The system simply starts the new year (01/31/2007) at the maximum carryover amount - in this example the maximum carryover amount is 320. The January leave accrual process generated 16 hours of accruals for this employee which makes the 1/31 balance 336 (320 + 16). Note: Disregard the Hours Earned, Hours Taken and Hours Adjusted on the first accrual date of the new year. The system is "resetting" the balances for the new year so the amounts shown are incorrect.
59.	Anytime AFTER the first accrual process of the new year (cutoff process) has been run, One-time Paysheet Adjustments can be entered for those employees who have been approved to carry over their entire balance (add back the number of hours lost).
60.	Click the University of Maine System link. University of Maine System

61.	Click the Payroll link. 
62.	Click the Paysheet Adjustments link. 
63.	Enter the desired information into the EmplID field.
64.	Click the Search button. 
65.	Enter "186" into the Earn CD field.
66.	Enter the hours approved to be carried forward into the new year into the Other Hours field.
67.	Enter into the Reason/Comment field.
68.	Click the Save button. This adjustment will update the employee's balance after the corresponding payroll has been confirmed. 
69.	AFTER the first accrual process of the new year has been run, enter one-time Paysheet Adjustments for part time employees who are over their maximum (on the report run for Part-time employees). Part-time employees will need to have their balances reduced manually.
70.	Click the University of Maine System link. 
71.	Click the Benefits link. 
72.	Click the Reports link. 
73.	Click the Leave Carryover Max link. 
74.	Enter the desired information into the Run Control ID field.
75.	Click the Search button. 
76.	Click the Look up Plan Type (Alt+5) button. 
77.	Click Vacation in the EIP Release column. 
78.	Enter the desired information into the As Of Date field.
79.	Click the Part-Time list item. 
80.	Click the Run button. 

81.	Click the OK button. 
82.	Click the Process Monitor link. Process Monitor
83.	Click the Details link. Details
84.	Click the View Log/Trace link. View Log/Trace
85.	Click the PDF entry in the Name column. umlvmax_509.PDF
86.	<p>The Adjusted Carryover amount is the pro-rated maximum amount based on the employee's full-time equivalent (FTE):</p> <p style="margin-left: 40px;">320 Full-time maximum carryover x .14 FTE =44.8 Pro-rated maximum carryover</p> <p>The Adjust Hrs amount shows the amount of hours over the maximum that was carried over to the new year. An adjustment needs to be entered for this amount in order to remove these hours from the employee's balance.</p> <p>Click the Close button when finished viewing the report. </p>
87.	Click the University of Maine System link. University of Maine System
88.	Click the Payroll link. Payroll
89.	Click the Paysheet Adjustments link. Paysheet Adjustments
90.	Enter the desired information into the EmplID field.
91.	Click the Search button. 
92.	Enter " 186 " into the Earn CD field.
93.	Enter the amount of hours over the maximum into the Other Hours field.
94.	Enter " into the Reason/Comment field.
95.	Click the Save button. 
96.	End of Procedure.