



File Name	Work Year Calendar.doc
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Status	Final

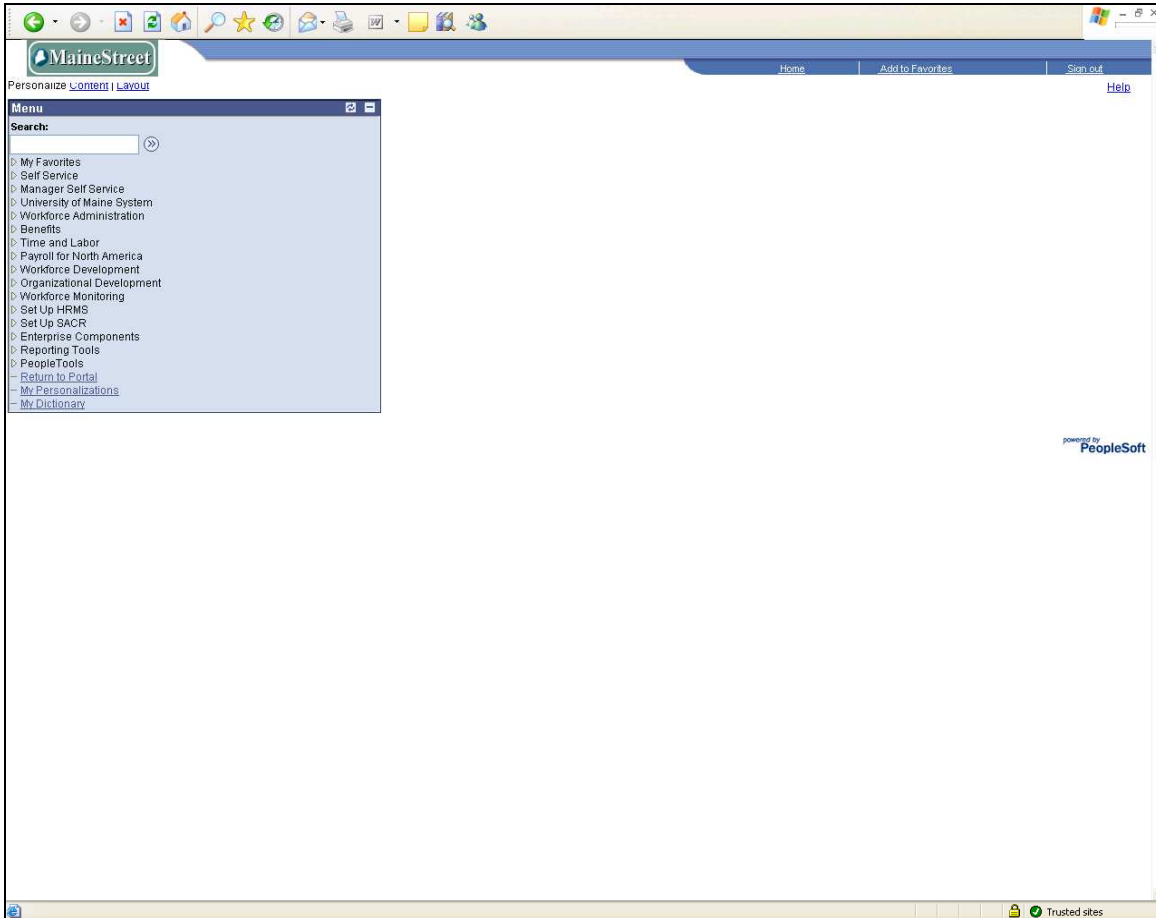
Work Year Calendar

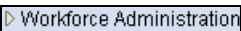

Concept

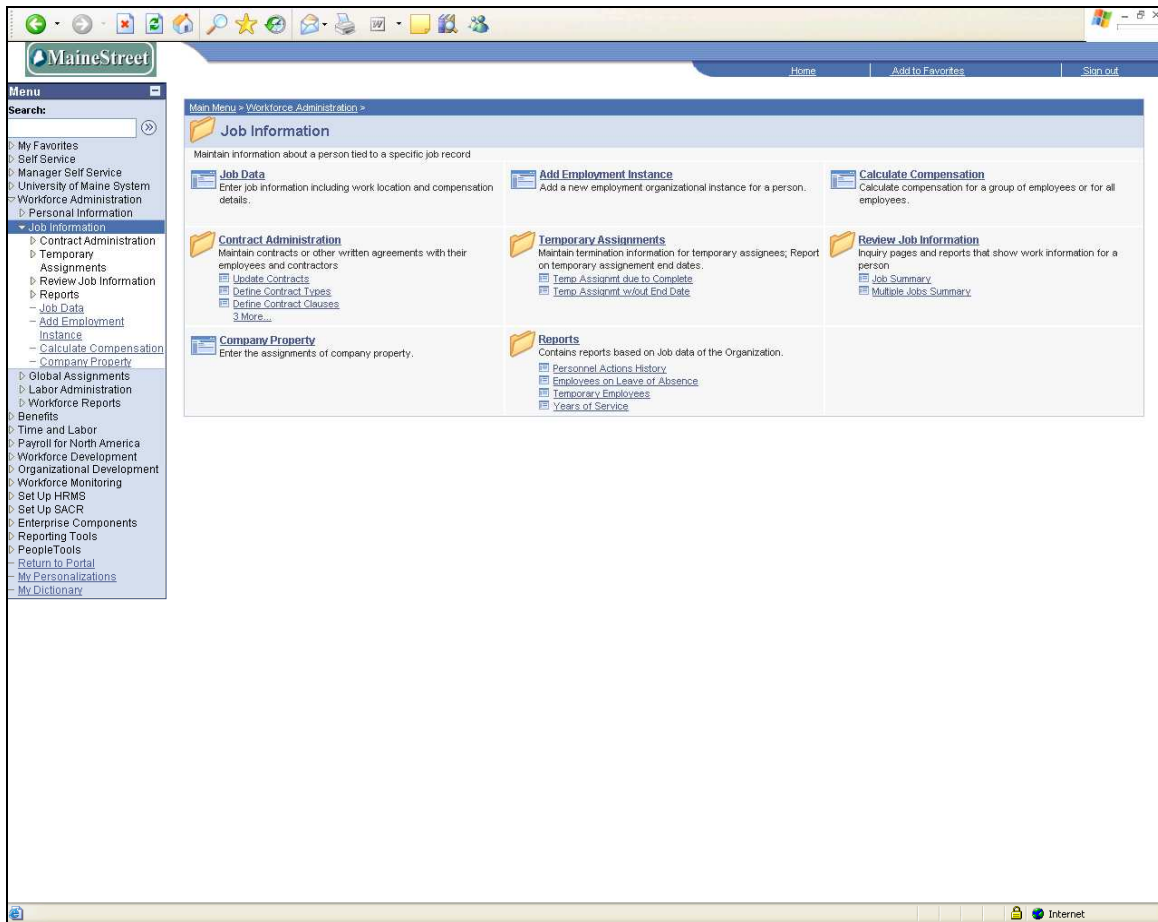
Employees enrolled in sick and/or vacation leave plans will continue to accrue time throughout the year. However, employees who work less than a full 12 months may not be eligible to accrue sick and/or vacation time for the period of the year that they are not working. A process will run to reduce the amount of the accrual for those months that the employee is not working. The appropriate work year calendar should be selected on the Benefits Program Participation page for **Empl Record 0**. The work year calendars are set up for the typical work schedules (i.e. a 9-month year appointment will have accrual adjustments in the months of June, July, and August) if the employee's actual work year is different from this standard, a One-Time Paysheet Adjustment must be used to adjust accruals. (See One-Time Paysheet Adjustment process)

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Procedure



Step	Action
1.	Click the Workforce Administration link. 
2.	Click the Job Information link. 



- | Step | Action |
|------|---------------------------------|
| 3. | Click the Job Data link. |

Process Document

HRMS: Work Year Calendar



Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with []

Empl Rcd Nbr: []

Name: begins with []

Last Name: begins with []

Second Name: begins with []

Alternate Character Name: begins with []

Middle Name: begins with []

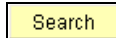
Include History Correct History Case Sensitive

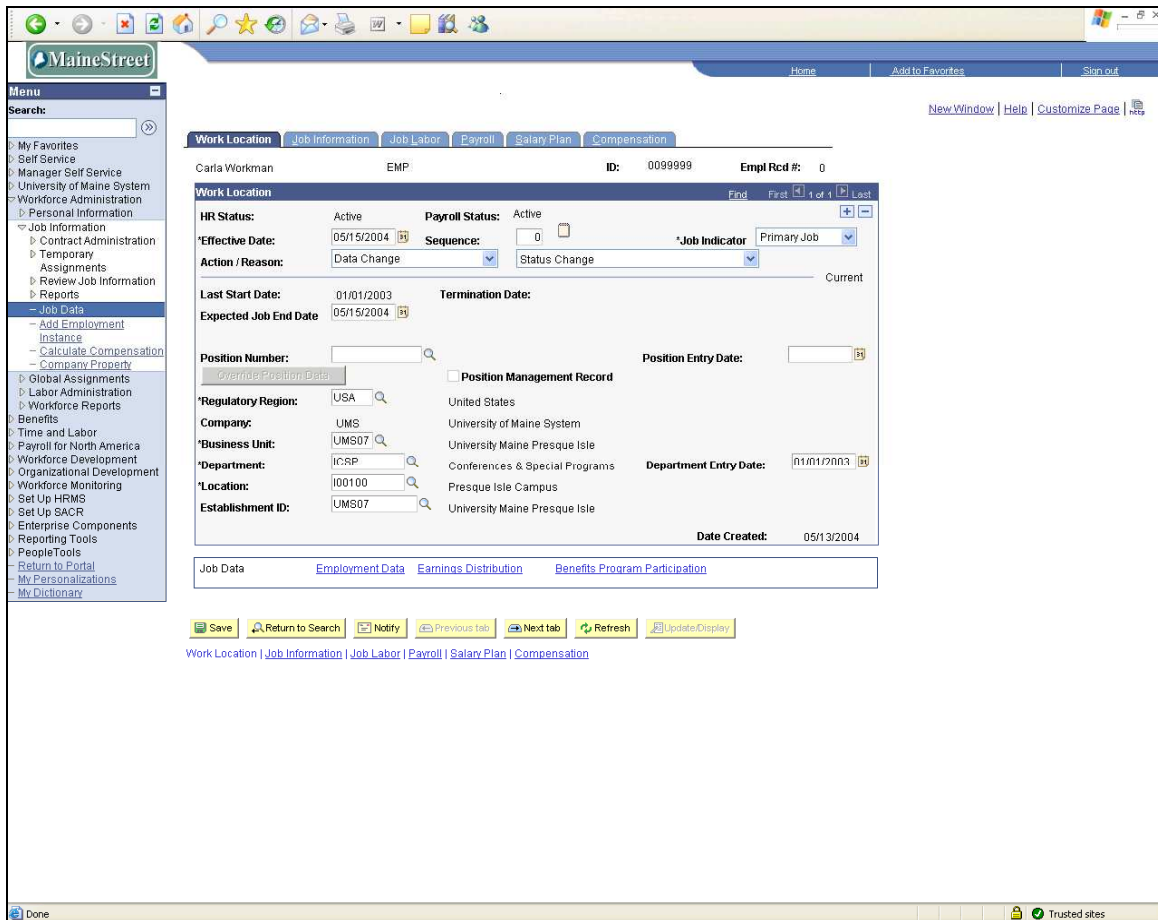
Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Step

Action

4. Enter the desired information into the **EmpID** field.
5. Click the **Search** button.





Step

Action

6. Click the **Benefits Program Participation** link.

[Benefits Program Participation](#)

7. Click the **Look up Work Calendar** button.



8. Select the appropriate list item.

[MTLY 11 MO](#)

9. Click the **Save** button.



Process Document

HRMS: Work Year Calendar



Accrual for Sick Leave												
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Academic Year (Monthly)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fiscal Year (Monthly)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Student Calendar Year (Monthly)	Y	Y	Y	Y	Y	N	N	N	N	Y	Y	Y
7 Month Calendar (Monthly)	Y	Y	Y	N	N	N	N	N	Y	Y	Y	Y
7.5 Month Calendar (Monthly)	Y	Y	Y	Y	N	N	N	N	Y	Y	Y	Y
8 Month Calendar (Monthly)	Y	Y	Y	Y	N	N	N	N	Y	Y	Y	Y
8.5 Month Calendar (Monthly)	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y
9 Month Calendar (Monthly)	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y
9.5 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y
10 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y
10.5 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
11 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
11.5 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Temporary Professional (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
PATFA Reg Calendar (Monthly)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
PATFA Academic Calendar	X	X	X	X	X	X	X	X	X	X	X	X
Biweekly Regular (Classified)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Biweekly Academic (Classified)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Accrual for Vacation Leave												
Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Academic Year (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
Fiscal Year (Monthly)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Student Calendar Year (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
7 Month Calendar (Monthly)	Y	Y	Y	N	N	N	N	N	Y	Y	Y	Y
7.5 Month Calendar (Monthly)	Y	Y	Y	Y	N	N	N	N	Y	Y	Y	Y
8 Month Calendar (Monthly)	Y	Y	Y	Y	N	N	N	N	Y	Y	Y	Y
8.5 Month Calendar (Monthly)	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y
9 Month Calendar (Monthly)	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y
9.5 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y
10 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y
10.5 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
11 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
11.5 Month Calendar (Monthly)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Temporary Professional (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
PATFA Reg Calendar (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
PATFA Academic Calendar	X	X	X	X	X	X	X	X	X	X	X	X
Biweekly Regular (Classified)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Biweekly Academic (Classified)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y



Step	Action
10.	<p data-bbox="418 281 1377 485">NOTE: An Employee MUST BE ENROLLED in a sick and/or vacation plan for any accrual adjustment to occur. An accrual adjustment will occur for the months indicated with 'N' to reverse the accrual amount for that month. Also, accruals will not occur for any months that an employee is not enrolled in a sick and/or vacation benefits plan. Those indicated with 'X' are not eligible for leave and therefore will not have leave as an option when enrolling in benefits.</p> <p data-bbox="418 520 1344 619">Accrual reversals will be processed for monthly paid employees only. Accruals can be stopped for biweekly paid employees by un-enrolling them in the appropriate sic/vac plan. See process for Short Work Break.</p> <p data-bbox="418 655 1318 720">For those employees who do not fit the above schedule a manual adjustment should be made at the campus level using the One-Time Adjustment process.</p> <p data-bbox="418 751 1377 821">Example: An 11- month appointment that should not accrue time in the month of November rather than August.</p> <ol data-bbox="418 821 1386 951" style="list-style-type: none"><li data-bbox="418 821 1386 884">1) In August an adjustment should be made to add back the accrual that was reversed.<li data-bbox="418 884 1386 951">2) In November an adjustment should be made to manually reverse the amount of the accrual earned for that month.

Process Document

HRMS: Work Year Calendar



EmplID: Empl Rcd Nbr: 0

Company: UMS Pay Group: MON Pay Period End Date: 03/31/2004

Earnings Adjustments									
*Earnings Begin Date	*Earnings End Date	*EarnCD	Addl Seq #	Description	Other Hours	Other Pay	Hourly Rate	PaySheet Load Status	Reason/Comment
03/01/2004	03/31/2004	186		Leave Adj	-13.33		20.769231	Processed	Accrual proc. Adj.
03/01/2004	03/31/2004	186		Sick Adj	-13.33		20.769231	Processed	Accrual proc. Adj.

One-Time Deduction Data Override					
*Plan Type:	*Benefit Plan:	*Ded Code/Class:	*Deduction Calculation Routine:	*One-Time Code:	Flat/Addl Amt:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Override	<input type="text"/>
			Rate/Percent:		
			PaySheet Load Status:	Unprocess	

Save Return to Search

Step	Action
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11.	RESULTS:
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- When the accrual process runs a Paysheet Adjustment will be created for those who should NOT accrue sick and/or vacation accruals for the specified payroll.
- The paysheet adjustments are then processed with the regular payroll and are indicated on paycheck data pages.



Process Document HRMS: Work Year Calendar

Paycheck Earnings Paycheck Taxes Paycheck Deductions

Company: UMS Pay Group: MON Pay Period End: 03/31/2004 Page:
 EmpID: Name: Off Cycle ? Reprint Adjustment Sep Chk #:
 Line:

Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
	03/31/2004				

Earnings Find | View All First | 2 of 2 | Last

Begin-End Dates	Empl Rcd#	Ben Rcd#	Adtl #	Reason	Additional Data
03/01/2004 - 03/31/2004	0	0	1	Campus Adjustments	

Rate Code Hours Rate Earnings Hourly Rate:
 Regular: FLSA Rate:
 Overtime: Shift Rate: N J
 Reg Earns: State: ME
 Rate Used: Hourly Rate Locality:

Other Earnings Find | View All First | 1-2 of 2 | Last

Code	Description	Rate Code	Hours	Comp Rate Used	Amount	T	R
186	Leave Adj		-13.33			N	H
196	Sick Adj		-13.33			N	H

Step	Action
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- | | |
|-----|---|
| 12. | NOTE: The adjustments should not appear on the employees check stub. |
| 13. | End of Procedure. |