
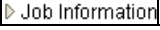
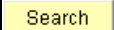






## Work Year Calendar

1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Job Information</b> link. 
3.	Click the <b>Job Data</b> link.
4.	Enter the desired information into the <b>EmplID</b> field.
5.	Click the <b>Search</b> button. 
6.	Click the <b>Benefits Program Participation</b> link. 
7.	Click the <b>Look up Work Calendar</b> button. 
8.	Select the appropriate list item. 
9.	Click the <b>Save</b> button. 
10.	<p><b>NOTE: An Employee MUST BE ENROLLED in a sick and/or vacation plan for <b>any</b> 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. <b>Those indicated with ‘X’ are not eligible for leave and therefore will not have leave as an option when enrolling in benefits.</b></b></p> <p>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>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><b>Example:</b> An 11- month appointment that should not accrue time in the month of November rather than August.</p> <ol style="list-style-type: none"> <li>1) In August an adjustment should be made to add back the accrual that was reversed.</li> <li>2) In November an adjustment should be made to manually reverse the amount of the accrual earned for that month.</li> </ol>



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11.	<b>RESULTS:</b>  - 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.
12.	<b><u>NOTE:</u></b> The adjustments should not appear on the employees check stub.
13.	<b>End of Procedure.</b>