Auditing a Part Time Employee's Leave Accruals
Last Updated: March 2024

Use this job aid as a guide for auditing a part time employee's leave accruals.

Note: This job aid should be used to audit a part time employee's accruals when the employee is enrolled in a leave plan based on hours worked.

Important: This job aid is to be used in conjunction with the Accrual Audit Worksheet.

For Kronos Agencies Only:

- Part time employees who are eligible for accruing leave cannot be put into no accrual plans in Core-CT. Use the following to determine the correct assignment.
  - Personal leave - select the leave plan with the closest percentage.
  - Sick and vacation leave - select the hours worked plans.
  - For all plans, adjustments can be made after accruals are awarded if grants are not correct.
- Core-CT is the system of record for all accrual balances.
- The following accrual balances are transmitted to Kronos biweekly after each pay confirm: personal, sick, vacation, SEBAC PL and SEBAC vacation.
- Adjustments required before transmission must be made in both Core-CT and Kronos

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Obtaining the Information Needed to Complete the Audit

Part A – Verify Employee Set Up Information

	Step	Step Details	Core-CT Module
Part A focuses on steps that need to be completed to verify employee set up information.			
☐	**Verify Employee Information**	1. Navigate to: ***Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job*** 2. Enter the appropriate information into the appropriate field and then search 3. Verify that the employee Standard Hours, FTE, and Full/Part from the Job Information tab indicate that the employee is set up as Part Time **Important:** The calculation for part time accruals will not work properly if the Standard Hours, FTE and Full/Part fields are not set up as Part Time. Employees that have values other than part time in these three fields must have their monthly accruals calculated manually.	HR

		1. Navigate to: ***Nav Bar > Menu > Core-CT HRMS > Benefits > Enroll in Benefits > Leave Plans*** 2. Enter the appropriate information into the appropriate field and then search 3. Verify that the employee is enrolled in a leave plan that is based on hours worked **Important:** This audit is to be used for employees who are enrolled in leave plans based on hours worked.	BN

Part B – Run TRC Usage Report and Leave Accrued/Processed Report

Part B outlines the steps required to run the TRC Usage Report and the Leave Accrued/Processed report.			
	Step	**Step Details**	**Core-CT Module**
☐	**Run TRC Usage Report**	*1.* Navigate to: ***Nav Bar > Menu > Core-CT HRMS > Time and Labor > Reports > TRC Usage Report -CTHRR460*** *2.* Enter a Run Control ID and search *3.* Enter the employee number, employee record number, and date range to report on. *4.* Leave the TRC field blank or enter specific TRCs. **Important:** The date of the report should include the information required to audit the time period in question. For example, the TRC Usage report should be run for 2/1 to 2/28 if you are auditing the 3/1 accrual. **Important:** The TRC field on the search page can be left blank so that all TRCs are reported. The current TRCs which are used to calculate accruals based on hours worked are located at the end of this document. These TRCs can be entered if you prefer. If an error message is displayed asking for TRCs and you wish to report on all TRCs, you need to use a different run control value. **Important:** This audit assumes that any	TL

		adjustments made through Payroll have been entered in Adjust Paid Time. The TRC Usage report will return entries made on that page.	
	Run Leave Accrued / Processed Report	1. Navigate to: *Nav Bar > Menu > Core-CT HRMS > Time and Labor > Reports > Leave Accrued/Proc – CTTLR360* 2. Enter a Run Control ID and search 3. Enter the employee number and date range to report on **Important:** The date of the report should include the information required to audit the time period in question. For example, the Leave Accrued/Processed report should be run for 3/1 to 4/1 if you are auditing the 3/1 and 4/1 accruals. You may wish to run this report using the first accrual date (3/1) as the begin date and the day you are running the report as the end date. This will ensure that you capture any adjustments that were processed after the initial accrual date.	TL

Part C – Complete Accrual Audit Worksheet

	Step	Step Details	Core-CT Module
Part C outlines the steps required to complete the Accrual Audit worksheet.			
☐	**Complete Accrual Audit Worksheet**	1. From the Core-CT web page, navigate to: *HRMS > Time and Labor > Time & Labor Job Aids > Accrual Audit Worksheet* 2. Save the file on your computer's hard drive or on your agency's local or shared drive. 3. Enter the Employee Name, EmplID, and Empl Rcd 4. Enter the Accruals Audited 5. Complete Month Worked column 6. Complete Hours Worked column 7. Complete Rotating Averaging column 8. Complete Full Time Hours/Day column 9. Complete Number of Weekdays in Month column 10. Complete Full Time Accrual Rate column 11. Complete Core Accrual column	N/A

Important: Only the columns highlighted in Blue need to be completed on the worksheet.

Accrual Audited - Enter the accrual audited. If the employee earns accruals at the same rate for both sick and vacation time only one worksheet needs to be completed and you would enter Sick and Vacation in this space. If the employee earns Sick and Vacation accruals at different rates enter Sick here and complete the Calculation_2 tab for Vacation time.

Month Worked – Enter the month and year that is associated with the accrual you wish to calculate. For example, if you wish to calculate the accrual for March 2015, enter February 2015 as the month worked.

Hours Worked – Enter the total number of hours from the TRC Usage report that should be used to calculate the accrual. Hours to be included are for those TRCs listed on page six of this document.

Rotating Averaging – Enter the total number of hours for rotating averaging from the TRC Usage report. Enter all hours (REGPN, REGNF, ROTAJ) as a positive number. If the employee is not rotating averaging, leave this column blank.

Full Time Hours/Day – Enter the standard number of hours a full time person in the same job code would work per day.

# of Weekdays in Month – Enter the number of weekdays, Monday through Friday, contained in the month worked. For example, February 2015 has 20 days, March 2015 has 22 days.

Full Time Accrual Rate – Enter the number of hours a full time person enrolled in the same leave plan would accrue per month.

Core Accrual – Enter the number of hours calculated by Core-CT from the Leave Accrued/Processed report.

Important: The Total Difference amount is the number of hours that need to be added or deducted from the employee's balance.

		Important: The Calculation_2 tab must also be completed if the employee earns vacation time at a different rate than sick time. Enter the Full Time Accrual Rate for vacation in the column provided. Enter the number of hours calculated by Core in the Core Accrual column.	

Part D – Adjusting the Employee's Leave Balance on Timesheet

	Step	Step Details	Core-CT Module
Part D outlines the steps required to adjust the employee's leave balance.			
☐	**Adjust Employee's Leave Balance on Timesheet**	1. Navigate to: ***Core-CT HRMS > Manager Self Service > Team Time > Report Time*** 2. Search on a date in the current pay period 3. Enter the amount to be added or deducted from the employee's balance based on the calculation performed in Part C 4. Enter the appropriate leave adjustment code 5. Click on the Submit button **Important:** You should not enter each month's accrual adjustment individually. Doing so could prevent a paycheck from being created in the current cycle. Instead a lump sum adjustment should be made in the current pay cycle with a comment. The calculations and reports should be maintained for auditing purposes. **Important:** If the employee is owed additional time, the time reporting code to use is either SKAA for sick time or VAA for vacation time. SKAA and VAA must be entered with positive numbers. If the employee received too much time, the time reporting code to use is either SKAD for sick time or VAD for vacation time. SKAD and VAD must be entered with negative numbers. **Important:** It is <u>strongly</u> recommended that accrual adjustments be made on the Timesheet. If you choose to make them in Payroll by using the Additional Pay page or a Payline adjustment, a corresponding entry **<u>must</u>** also be made on the Adjust Paid Time page. If you choose this alternate method, please refer to the steps listed below for complete instructions.	TL

Part E –Adjusting Leave Balances in Payroll

Part E outlines the steps required to adjust the employee's leave balance using Payroll pages.

	Step	Step Details	Core-CT Module
☐	**Adjust Employee's Leave Balance on Additional Pay (Method 1)**	1. Navigate to: ***Core-CT HRMS > Payroll for North America > Employee Pay Data USA > Create Additional Pay*** 2. Enter Empl ID and Empl Rcd and then search 3. Search pages for the Earnings Code to be used 4. If the desired Earnings Code is not found, click on the Add a Row button to the right of the Earnings Code field 5. If the desired Earnings Code is found, click on the Add button to the right of the Effective Date field 6. Enter an Effective Date equal to the first day of the pay period 7. Enter an End Date equal to the last day of the pay period 8. Enter the number of hours to be adjusted 9. Verify that "OK to Pay" box is checked 10. Verify that the "First", "Second" and "Third" boxes are checked for Applies to Pay Periods 11. Click Save **Important:** This method is <u>not</u> recommended. **Important:** If the employee is owed additional time, the earnings code to use is either SCA for sick time or VCA for vacation time. If the employee received too much time, the earnings code to use is either SCD for sick time or VCD for vacation time. **Amounts posted using SCD or VCD must be entered as a <u>negative</u> number and will be deducted from the balance.** **Important:** If this method is used, the adjustment **must** also be recorded on the Adjust Paid Time page using the instructions below.	PY
	Adjust Employee's Leave Balance	1. In the Core-CT web page, navigate to: ***Core-CT HRMS > Payroll > Payroll Job Aids > Pay Corrections Template***	

on Payline (Method 2)	2. Complete the One Time Earnings Override tab 3. Submit the spreadsheet to Central Payroll by 11:00 a.m. on Pay Confirm Thursday **Important:** This method is <u>not</u> recommended. **Important:** If the employee is owed additional time, the earnings code to use is either SCA for sick time or VCA for vacation time. If the employee received too much time, the earnings code to use is either SCD for sick time or VCD for vacation time. **Amounts posted using SCD or VCD must be entered as a <u>negative</u> number and will be deducted from the balance.** **Important:** If this method is used, the adjustment **must** also be recorded on the Adjust Paid Time page using the following instructions.		
Enter Adjustment on Adjust Paid Time	1. Navigate to: *Nav Bar > Menu > Core-CT HRMS > Time and Labor > Report Time >Adjust Paid Time* 2. Enter the Employee ID and the Employee Record into the Empl ID and Empl Rcd fields 3. Choose the pay period in which the Payroll adjustment was made 4. Enter the Date on which the adjustment was made 5. Enter the Time Reporting Code which relates to the Earnings Code used on Additional Pay or the Payline 6. Enter the number of hours that was adjusted in the Quantity field 7. Enter a Comment 8. Click Save **Important:** The Adjust Paid Time page <u>must </u>be completed in order for the employee's leave balance to be synced between Time and Labor and Payroll. Failure to complete this transaction will cause the employee to either be unable to use time he/she has or to use more time than he/she is entitled to.	TL	

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TRCs used to in calculation of leave accruals based on hours worked as of 1/21/21

TRC	TRC	TRC	TRC	TRC	TRC	TRC	TRC	TRC	TRC	TRC
CCAFC	HCAFC	HSAFC	LPRTY	PL	RSCCS	SBFCC	SCSS	SPCPF	SSCC	VFMVB
CCB	HCB	HSB	LSABP	PL03	RSCMB	SBFCP	SCVAP	SPCS	SSCP	VFWC
CCCC	HCBH	HSBC	LSCHR	PLOT	RSCMP	SBFMB	SCWC	SPFAF	SSCS	VFWCS
CCCP	HCCC	HSBCH	LSMG	PLSK	RSCS	SBFMS	SCWCS	SPFB	SSMB	VH
CCCS	HCCH	HSBH	LSUMR	PMAT	RSCWC	SBFPF	SFAFC	SPFCC	SSMBB	VLDY
CCMC	HCCP	HSBM	LUBCN	PSAFC	RSFB	SBFS	SFAM	SPFCP	SSMD	VMAT
CCMCB	HCCS	HSBMH	LUBEA	PSB	RSFCC	SBFWC	SFB	SPFF	SSMDB	VOT
CCWC	HCMB	HSBP	LUBEO	PSBC	RSFCP	SBFWS	SFCC	SPFM	SSMS	VS
CCWCS	HCMH	HSBS	LUBLP	PSBM	RSFCS	SBSAF	SFCP	SPFMB	SSMSB	VSAFC
CFAFC	HCMHB	HSCC	LUBMR	PSBP	RSFMB	SBSB	SFCS	SPFPF	SSSB	VSB
CFAFE	HCMHL	HSCH	LULA	PSBS	RSFMP	SBSBC	SFFNR	SPFS	SSSBN	VSBC
CFB	HCSH	HSCP	LWEDU	PSCC	RSFWC	SBSBP	SFMB	SPFWC	SSSBP	VSBP
CFCC	HCU	HSCS	LWGOV	PSCP	RSSB	SBSBS	SFMBB	SPFWS	SSWC	VSBS
CFCP	HCUSK	HSMB	LWWTR	PSCS	RSSBC	SBSCC	SFMD	SPML	SSWCS	VSBSM
CFCS	HCWC	HSMH	LWXIN	PSMB	RSSBM	SBSCP	SFMDB	SPR	SWCS	VSCC
CFMB	HCWCS	HSMHB	OT15	PSMP	RSSBP	SBSMB	SFMS	SPSAF	SWCVL	VSCP
CFMC	HFAF	HSMHL	OTDT	PSSB	RSSBS	SBSMS	SFMSB	SPSB	UFWC	VSCS
CFWC	HFAFC	HSSB	OTST	PSWC	RSSCC	SBSPF	SFNRL	SPSBC	ULML	VSMV
CFWCS	HFAFE	HSSBH	OVT	PSWCS	RSSCP	SBSS	SFSBC	SPSBP	UVLRP	VSMVB
CMAT	HFAFH	HSWC	PCAFC	PWPL	RSSCS	SBSSB	SFSBS	SPSBS	VAC	VSSB
CSAFC	HFB	HSWCS	PCB	RCAFC	RSSMB	SBU	SFSP	SPSC	VAC03	VSWC
CSB	HFBH	HV	PCCC	RCAFE	RSSMP	SBUML	SFWC	SPSCC	VAC2	VSWCS
CSBCC	HFCC	HWHL	PCCP	RCWCS	RSSSB	SBWC	SFWCF	SPSCP	VCAFC	VWCV
CSBCP	HFCH	LADLV	PCCS	REG	RSSWC	SBWS	SFWCS	SPSM	VCB	WCDC
CSBCS	HFCP	LBM	PCMB	REGH	RSWC	SC	SICK	SPSMB	VCCC	WCDF
CSBM	HFCS	LBRVM	PCMP	REGS	RSWCS	SCAFC	SKBL	SPSPF	VCCP	WCDIR
CSCC	HFMB	LCMG	PCSP	REGSA	RTRNG	SCB	SKOT	SPSS	VCCS	WCDS
CSCP	HFMH	LCMO	PCWC	REGTC	RTRNM	SCCBC	SLDY	SPSSB	VCMV	WSPC
CSCS	HFMHB	LCVCF	PCWCS	REGUD	RUBLP	SCCBS	SMAT	SPU	VCMVB	WWCT
CSE	HFMHL	LFMG	PFAFC	RFAFC	SBCAF	SCCC	SMATB	SPWC	VCSV	WWCTC
CSMB	HFWC	LILA	PFAFE	RFAFE	SBCB	SCCP	SMATD	SPWS	VCWC	WWCTF
CSMC	HFWCS	LJURY	PFB	RFWCS	SBCCC	SCCS	SML	SSAFC	VCWCS	WWCTS
CSSB	HGF	LMILA	PFCC	RLDY	SBCCP	SCMB	SP	SSB	VFAFC	WWHRG
CSWC	HMAT	LMILD	PFCP	RNSDW	SBCM	SCMBB	SPCAF	SSBC	VFAFE	WWPP
CSWCS	HMATH	LMILT	PFCS	RSAFC	SBCMB	SCMD	SPCB	SSBMB	VFB	WWUL
CU	HOL	LMLG	PFMB	RSAFE	SBCPF	SCMDB	SPCCC	SSBMD	VFCC	

CUSK	HP	LOD	PFMP	RSCB	SBCS	SCMS	SPCCP	SSBMS	VFCP
CWCE	HS	LOPD	PFWC	RSCCC	SBFAF	SCMSB	SPCM	SSBP	VFCS
HCAF	HSAF	LPFLV	PFWCS	RSCCP	SBFB	SCSP	SPCMB	SSBS	VFMV