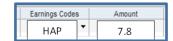The Workday implementation on March 21, 2013 includes policy changes with *impacts to Kronos for biweekly, benefit-eligible employees, pay reps and supervisors*.

Details and procedures, including the new earnings codes, are noted below.

HEALTH AND PERSONAL LEAVE (HAP) -- BASICS

➢ The new Health and Personal Leave policy *applies to non-bargaining, benefit-eligible employees*.

➢ There is no change to the accrual calculations, eligibility, or maximum allowed balances. For eligibility and calculation details refer to the [Time Away from Work](#) policy (Policy 6.9).

➢ *Non-union, benefit-eligible employee*s will use the *new earnings code HAP* to record their health and personal leave time in Kronos.

Earnings Codes	Amount
HAP ▾	7.8

➢ *Health and Personal (HAP)* balance amounts will be *displayed on the employee's timecard* Accruals tab.

➢ *Union (bargaining unit) employees* will continue to record time away leave as sick (SIC), personal (PER), and family health care (FHC).

➢ There is no change to recording vacation (VAC) time in Kronos.

LEAVE ACCRUALS and REQUESTING LEAVE TIME -- BASICS

The *Request Time Off* function in Workday does not update Kronos for biweekly employees. Biweekly employees should continue to request time off in accordance with unit practices, and use Kronos to record the appropriate leave code and total time (amount) taken.

➢ *Kronos is the data of record for biweekly benefit-eligible employee leave accruals*.

  o Accrual balances in Kronos are "as of" the selected date.
  o Accrual balances listed in Workday and on employee pay checks will be "as of" the end of the last pay period.

➢ *Workday is the data of record for semi-monthly employee leave accruals*.

> ➤ *Kronos procedures remain the same* for recording other leave categories.

> ➤ Refer to Earnings Codes Used in Kronos for the full list of valid codes.

VACATION PAYOUT (VPB) – BASICS

The *deadline for using vacation accruals is now October 15* (moved from June 30).

On October 16, *Kronos will calculate the employee's allowed maximum vacation and move any excess vacation to a "Vacation Payout Cap BW" category on the timecard.* This process will help employees and managers clearly identify excess vacation accruals which must be paid out, carried forward as vacation for the current year, or deleted.
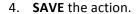
> ➤ This is an *annual (one time a year) automated process in Kronos* for biweekly benefit-eligible employees.
> ➤ Kronos will move the excess accrual amount from *Vacation* to *Vacation Payout Cap BW.* The maximum allowed balance will remain in *Vacation* to be used during the year.
> ➤ Employees and managers can view the vacation payout cap amount and remaining vacation balance on the timecard *Accruals tab*.
> ➤ The *employee will continue to accrue vacation* for hours paid.
> ➤ After October 16, designated departmental representatives will use the *Vacation Payout Cap genie* in Kronos to identify employees who have excess vacation accruals.

> > o If the decision is to *pay out* the overflow, the *new earnings code VPB (Vacation Payout Biweekly)* is entered on the timecard with the overflow excess amount.

> > o If the decision is to *carry forward* the excess, the *Kronos reset function is used* to zero out the vacation payout cap amount, and also to add it back to vacation to use during the year.

> ➤ The *vacation payout cap amount must be paid out, carried forward, or deleted* by the deadline stated in the Time Away from Work policy.

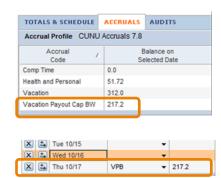## PROCEDURES TO PAYOUT EXCESS VACATION (for department designates)

1. Identify employees with Vacation Payout Cap amounts by using the *Vacation Payout Cap* genie.

2. Open the employee's timecard then *click Accruals* to view the Vacation Payout Cap BW amount.

3. On the timecard, on the last day of the pay period, add a row then *enter the earnings code VPB and the amount* of the Vacation Payout Cap BW.

4. **SAVE** the action.

The employee will be paid the VPB amount through Workday in the following paycheck.

PROCEDURES TO CARRY FORWARD EXCESS VACATION

The procedures to carry forward excess vacation for use during the year involve a two-part reset process in Kronos. The first part adds the Vacation Payout Cap amount back into the employee's Vacation bucket; the second part clears the Vacation Payout Cap amount from Kronos.

STEP ONE: Reset Vacation

1. Use the *Vacation Payout Cap genie in Kronos* to identify employees with Vacation Payout Cap amounts.

2. To identify the total accrued vacation the employee had on October 15, *open the timecard*, *highlight the 10/15 row*, then *open the Accruals tab*.

   When the reset function is completed, this should be the employee's vacation balance.

3. On Accruals tab, *highlight the Vacation row*, then *right click* and select *Reset* to open *the Reset Accrual Balances* box.

4. In the *Accrual Code* field *select Vacation.*

5. In the *Vested Amount* field *enter the vacation amount* from 10/15.

6. The *Effective Date* should be the same day.

7. *Click OK* then *SAVE* the action. The employee's vacation bucket will now include both the maximum allowed and the excess "cap" amount.

NOTE: Vacation will continue to accrue and add to the employee's balance as time is worked.

STEP TWO: Clear the Vacation Payout Cap Amount

1. On the Accruals tab, *highlight the Vacation Payout Cap BW row*, then *right click* and select *Reset* to open *the Reset Accrual Balances* box.

1. In the Accrual Code field *select Vacation Payout Cap then enter 0.0 in the Vested Amount field*.

2. Use the *same Effective Date* used for the *Step One – Reset Vacation* process.

3. *Click OK* then *SAVE* the action. This will zero out the Vacation Payout Cap Amount on the employee's accrual tab.

VACATION BUYOUT (VBB) -- BASICS

The *Vacation Buyout at Termination* policy has not changed; however, for biweekly employees the buyout process now *involves a business process in Workday and a transaction in Kronos*.

The Kronos process must be completed PRIOR to the Workday termination process.

➢ Vacation Buyout (VBB) is used to *pay biweekly employees for their vacation balance* on the last day of work.   This process clears vacation from the employee's Kronos record and pays the accrued balance in the employee's last paycheck.

➢ *The new earnings code for the Vacation Buyout process is VBB*.

➢ The VBB amount displays on the *Reconcile Timecard Daily* genie for the pay period when the amount is added to the timecard.

PROCEDURES

1. Open the employee's timecard then highlight the date row corresponding to

the last day of work.

2. Click the *Accruals tab* to confirm the remaining *Vacation balance* for that day.

TOTALS & SCHEDULE	ACCRUALS	AUDITS	
Accrual Profile CUNU Accruals 7.8			
Accrual Code	Balance on Selected Date ▽		Units
Vacation	171.27		Hour

3. On the timecard, on the last day that the employee works, add a row then enter *the earnings code VBB and the amount* of the remaining balance.

Earnings Codes	Amount
VBB ▼	171.27

4. *SAVE* the action.   The balance amount will be sent to Workday when time is pulled, and will pay in the final paycheck from Workday.