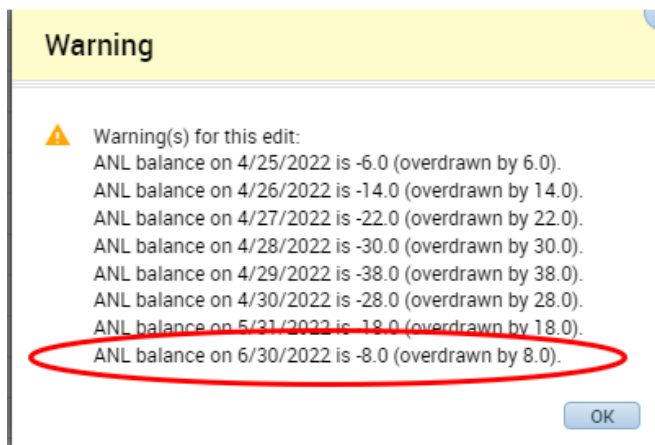




PREVENTING NEGATIVE ANNUAL TIME BALANCES

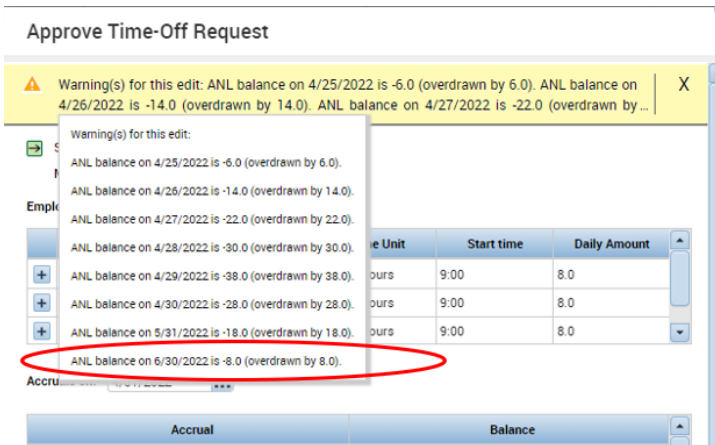
Employees, with the help of their manager, are responsible for managing their paid time off to ensure available time has been accrued. If more paid time off is taken than accrued in a fiscal year, the employee will be responsible to pay the university back for the overpaid time.

Employee's View of the Negative Annual Time Warning



When submitting annual time requests for yourself in the Time Reporting System (TRS), if you see a negative number as of 6/30 (the end of the fiscal year), cancel the request and resubmit an annual time request for only the hours you will have accrued by June 30.

Manager's View of the Negative Annual Time Warning



When processing your employee's annual time requests in the TRS, if you see a negative number as of 6/30 (the end of the fiscal year), **DO NOT APPROVE THE REQUEST.**

You will need to ask your employee to cancel the request and resubmit an annual time request for only the hours they will have accrued by June 30. You also have the option to cancel the request in Request Manager on behalf of the employee to avoid an overpayment.