

## eTime Payroll Office Procedure-Vacation/Sick Leave Accrual and Usage Reporting

The USG ADP eTime System is used to manage employee vacation and sick leave balances. eTime system refers to vacation/sick leave as time off reporting. Time off (leave) benefits are provided to:

- ✓ **Faculty – Accrue sick leave benefits**
- ✓ **Monthly professional and bi-weekly staff -Accrue vacation and sick leave benefits**

Note: Casual labor, student employees, graduate assistants and part-time faculty employees do not accrue vacation/sick time off (leave) benefits.

### Vacation/Sick Leave Benefit Accrual

Benefit eligible faculty, monthly and bi-weekly staff leave balances are increased (granted) automatically by the ADP system on the 28<sup>th</sup> day of each month. Leave accrual codes in each employee's ADP System record determine the number of hours eligible employees earn.

### Reporting Vacation/Sick Time Off (Leave)

All employees eligible for vacation/sick leave benefits use eTime to request and report time off (leave) taken. Vacation time off is requested in advance and must be approved by the employees supervisor. Sick leave may be requested in advance for scheduled medical appointments or added to the time card when the employee returns to work. Advanced leave requests once approved are automatically added to the employee's time card within 10 days of vacation date.

- ✓ Faculty and monthly administrative staff and their supervisor must approve time card on or before the 10<sup>th</sup> of the month following the applicable reporting month. Employee and supervisor approval is required each month to report time off (leave) taken or to verify time off (leave) was not taken. (Note: This process replaces the current monthly paper Absence and Leave Statement currently submitted by faculty and monthly administrative staff)
- ✓ Bi-weekly staff report time off (leave) taken on their time card each two week pay period. Employee and supervisor approval each pay period applies to work and time off.  
Unexcused Absence: If a bi-weekly paid employee's total time in a given day does not equal 8 hours schedule time the difference is shown on the time card as unexcused time off. Hours reported as unexcused time off will not be paid if the correction is not made by the employee and supervisor prior to the end of the pay period. (example: Employee works time 6 hours and takes 2 hours vacation time. If the 2 hours vacation time is not recorded on the time card before the supervisors final time card approval the employee will only be paid 6 hours work. This is an automatic setting in the ADP payroll system.

### References and Resources:

- ✓ Reference vacation/sick leave policy located in Human Resources Policy Manual.  
<http://jobs.georgiasouthern.edu/pp2.htm#position018>
- ✓ Instructions for requesting and reporting vacation/sick time off (leave) using eTime are located in the follow instruction manuals.
  - <http://jobs.georgiasouthern.edu/ADP/training.htm>