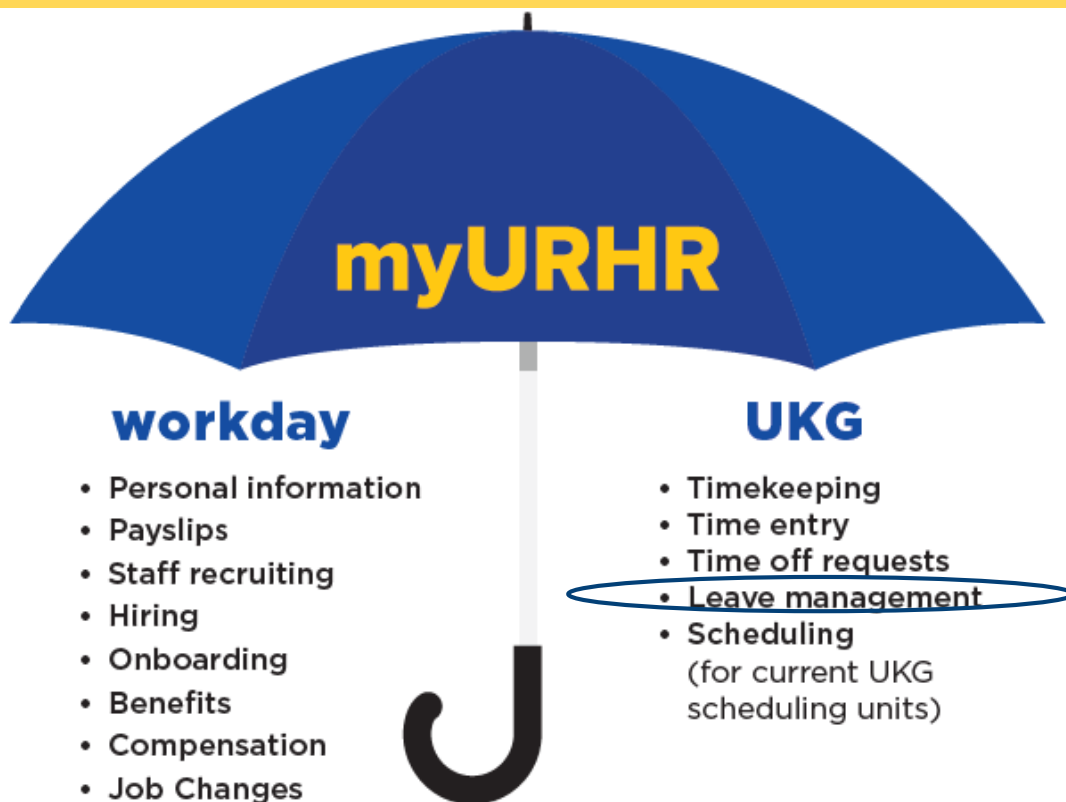


myURHR

Leave Management Guide: Using Accrued Time



Changes to Use of Accrued Time During Leave

While the University's leave plans are staying the same, the process for how staff supplement with accrued time will change.

*Family Medical Leave **does not require** an opt-in form but will follow a new automated process.

Effective December 15, 2024 with the go-live of myURHR UKG, and per New York State requirements, **a request in writing** will be needed to use any accrued time to supplement leave where full pay is not offered for:

- Short-term Disability (STD)
- Workers Compensation (WC)
- Paid Family Leave (PFL)

NEW Process: Opt-in Form

Employees will need to ‘opt-in’ to use their accrued time to supplement pay while on leave via an electronic form that will be available on the leave section of the HR website post go-live. The form will be automatically submitted to Leave Administration electronically.

Upon receipt of this completed form, Leave Administration will use the **automated process** outlined below to allow accruals to be paid.

Accruals for paid time to supplement leave will be paid in the following order:

Short Term Disability and Worker’s Compensation (request via opt-in form)

- 1

Supplemental Vacation*
(if applicable)
- 2

Supplemental Sick+
(if applicable)
- 3

Vacation
(if available)
- 4

Paid Time Off or Sick
(if available)

*Supplemental vacation is a legacy plan available to certain long-term employees.

+Supplemental sick time is available for certain employees per labor contract agreements.

Paid Family Leave
(request via opt-in form)

- 1

Vacation
(if available)
- 2

Paid Time Off or Sick
(if available)

Family Medical Leave & University Leave of Absence
(triggers automatically; no form needed)

- 1

Vacation
(if available)
- 2

Paid Time Off or Sick
(if available)

Current State

Timekeepers have the ability to edit time while employees are on any leave.

Future State

Timekeepers **will not** have the ability to edit accrued time during continuous or intermittent leaves. Only Leave Administration will process accrued time requests for employees on leave.

Before approval is received for any continuous or intermittent leave

claims: the timekeeper **will enter** the Paid Family Leave intermittent code to ensure regular pay is turned off for the leave period.

When a continuous leave is approved: the timekeeper **will not** enter/adjust the leave pay code. Once Leave Administration sets up the leave, the system will automatically populate the leave pay code.

When an intermittent leave is approved: the timekeeper **will enter/adjust** the appropriate leave pay code and hours in myURHR UKG.

Process for Faculty, Post Docs, & Residents

For individuals whose vacation banks are managed outside of myURHR, the department coordinator (currently referred to as PAFer) will provide vacation to supplement pay (where available) via the one-time payment process in myURHR Workday (similar to the 211 process in HRMS).

Process for Bargaining Unit Employees

Bargaining unit employees should refer to their bargaining unit agreement. They may complete the electronic form on the HR website or request a paper form from their timekeeper or Leave Administration.

Process for Employees on Leave as of Dec. 15, 2024

Individuals on a leave at go-live of myURHR will receive a direct mailing from Leave Administration with information about the request opt-in form and the automated accrual process.

When will this new leave accrual process begin?

The new accrual opt-in request form and the new accrual automated process will begin on December 15, prior to when myURHR Workday goes live on December 16, 2024.

Can I change the order of the accruals to be used during my leave?

If you are on a leave and have opted to use accruals to supplement your pay, the accruals will pay in the order according to the automated process for duration of the leave.

Can I cancel accruals in the middle of my leave?

If you are on a leave and have opted-in via a form to use accruals to supplement your leave pay, the automated process may be turned off by making a request via the opt-in form. Please note, there will not be the ability to turn the accruals back on once the request is made to turn off the accruals process. The accruals will pay in the order noted above for the duration of the leave.

Do I need to complete the form if I do not desire to use accruals or have no accruals to use during my Short-Term Disability (STD), Paid Family Leave (PFL) or Worker's Compensation (WC) leave?

No, the use of accruals during your STD, PFL, or WC leave is optional. However, if you opt to use accruals and wish to turn off accrual payments, the form, which is required by New York State, will need to be submitted.

If I am out on a leave, can my timekeeper future date my accrued time for after December 15, 2024?

No, future-dated time and labor codes in HRMS will not populate on the new myURHR timecards. At go-live, timekeepers will not be able to add accrued time for those on an approved leave.

How do I find my accrual balances in myURHR?

You can view your accrual balances in myURHR UKG. Information on how is available in this [Quick Reference Card](#).

Will I still need to call in my Short-term Disability or Paid Family Leave to the Hartford?

Yes, the process to initiate a Short-term Disability or Paid Family Leave remains the same. For more information, see [leave information](#) on the HR website.

My timekeeper sees vacation/PTO/sick in the pay code drop down, why can't they just load this instead of filling out a form?

The myURHR system will auto calculate the amount to be paid based on the type of leave to ensure proper pay is provided (ex. PFL pays 67% of wages so accrued time would be 33% of wages). If the timekeeper were to add the code manually, the pay would not be correct.

Entering Time for Paid Family Leave (PFL) Intermittent Leave:

- Quick Reference Card (QRC) for Timekeepers

Entering Time for Family Medical Leave (FML) Intermittent Leave:

- Quick Reference Card (QRC) for Timekeepers