

## Leave Reporting for Exempt Staff | Frequently Asked Questions

### VACATION BALANCES AND ACCRUALS

**QUESTION:** How will I provide my starting balance?

**ANSWER:** You will provide the Payroll Office with the number of days of vacation that have been used since your anniversary date by completing the [Leave Reporting Form](#).

**QUESTION:** How will you know what my starting balance is if I only provide my dates used?

**ANSWER:** We will use your anniversary date, or if otherwise indicated the date you were using, to calculate your vacation balance once the number of used days has been provided.

**QUESTION:** How many days of vacation do I accrue?

**ANSWER:** Per the Staff Handbook, beginning September 1, 2021, all exempt (salaried) staff, no matter how many years of service earned, will accrue 1.8333 days per month, this equates to 14.664 hours per month. If you had previously been accruing at the 0.8333 days per month rate, as of September 1, 2021, you will now accrue at the higher rate.

**QUESTION:** What if I do not know my anniversary date?

**ANSWER:** You can obtain your anniversary date from [Employee Self-Service](#) under Employment and Job Profile.

**QUESTION:** What happens if I am not using my anniversary date to track my vacation time?

**ANSWER:** You will provide the number of vacation days that you have taken as of the date you are using for your vacation reset. You will be asked to provide the date you are using for your vacation reset when completing the questionnaire. Going forward, you will begin using your actual anniversary date for vacation accrual purposes.

Note: Some grant funded departments may have exceptions to the anniversary date.

**QUESTION:** Am I able to go into a negative balance?

**ANSWER:** As of September 1, 2021, you will be able to have a negative balance up to half of your annual accrual. It is up to your supervisor to determine if the balance is reasonable. In the event of separation from the College, you will be asked to pay back the amount that you have not earned.

**QUESTION:** Can I roll over my balance?

**ANSWER:** Yes, if your balance resets prior to September 1, you will be able to roll that balance over. Going forward, your vacation balance will no longer reset, you will be able to maintain an ongoing balance of 22 days or 176 hours (prorated by FTE).

**QUESTION:** Where am I able to see my vacation and personal choice day balance?

**ANSWER:** Once the balances have been loaded they will be visible in [Employee Self-Service](#) under Employment and Leave Balance. The balances you see will not be current, there will be a delay as the time off is not due until the following month.

### REPORTING TIME AWAY

**QUESTION:** What different types of time away are we required to report?

**ANSWER:** Jury duty, sick time, bereavement, workers compensation, vacation and personal choice day. The personal choice day and vacation are the only two types that will display a balance. The remaining items are for reporting purposes only.

**QUESTION:** Why do we need to do this?

**ANSWER:** Our auditors have requested from the College that we have a more accurate way to report our total liability related to vacation time, rather than providing an estimated number. This will also help you and your supervisor to know what your balances are and enable more consistent and accurate reporting across campus.

**QUESTION:** Where do I log my time away?

**ANSWER:** Log into the [Time Entry System](#) (TES). Instructions for using the system will be located under the HELP menu **once available**.

**QUESTION:** Do I have to sign off on my time away? If so, is there a deadline in which this needs to be done?

**ANSWER:** Even if no time off was taken, you must sign off on this form by the fifth business day of the following month. You will receive email notifications on the first of each month and again if no action has been taken by the fifth business day of the month.

**QUESTION:** What happens if I log vacation time but then end up having to work?

**ANSWER:** We recommend waiting to log your vacation until you return to work. You will have the ability to edit your time away up until the fifth business day of the following month.

**QUESTION:** What increments do I need to track?

**ANSWER:** Half and/or full days off only. These increments will be based on an eight-hour day and prorated accordingly based on FTE. Hours taken off less than two hours do not need to be reported as time away. Anything between two and six hours will be considered a half-day and anything greater than six hours will be considered a full day, prorated based on FTE.

**QUESTION:** What if I am part time, but working eight-hour days during the academic year. How do I record my time?

**ANSWER:** You will still complete the half day and full days accordingly, regardless of your actual hours worked, the time will be prorated based on your FTE.

**QUESTION:** What happens if I did not have any time away from work within the month?

**ANSWER:** You will need to sign off in the exception reporting system even if you have not taken any time off during that month.

**QUESTION:** What happens if I forget to sign off in the exception reporting system?

**ANSWER:** You will receive an auto-generated reminder from TES to remind you to sign off prior to the deadline and then again on the deadline. If you are out of the office, or plan to be during the approval period, you should sign off before you leave.

**QUESTION:** Can I use this system to request time off?

**ANSWER:** No, this is not a request system. You will still request your time off with your supervisor and report the time away using this tracking system.

**QUESTION:** How do I report my time off during Summer Hours?

**ANSWER:** If you use a full week of vacation during Summer Hours you will report four and a half days used. If you take a Friday off you will report a half day used.

## SUPERVISORS

**QUESTION:** Why am I being required to use this new tracking system if I already track my staff's vacation time?

**ANSWER:** This system will provide more consistency across the College and enable the Payroll Office to run reports on balances.

**QUESTION:** What is the deadline by which I need to confirm my staff time away reporting?

**ANSWER:** You must confirm your staff time away by the tenth business day of the following month. You will receive email notifications reminding you to review and confirm your employee's time away once they have signed accordingly.

**QUESTION:** If there are changes that require correction within my staff's submitted form, will I be able to reject it?

**ANSWER:** Yes, you will have the ability to reject your staff forms for any necessary edits. This will work just like rejecting a non-exempt timecard.

For additional information relating to time away from work, please see the [Staff Handbook](#).

## CONTACT US

Feel free to reach out any time at:

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