ECU Kronos Job Aid
Leave Balances for Non Exempt Employees at Termination

How to Handle Leave Balances for Non Exempt Employees at Termination

- Employee Leave Balances should be evaluated for eligibility, payout and transfer upon termination.
- If eligible Vacation, Bonus Vacation, FY## Bonus Leave, and Comp Time Types should be submitted for payment at termination.
- Vacation leave ineligible for payment should be coded and cleared from the employee’s record at termination.
- Sick leave ineligible for retention at rehire should be coded and cleared from the employee’s record at termination.

➢ Refer to employee Vacation Leave Policies to determine if the terminating employee should receive the additional vacation accrual for the last month worked.
  ○ http://www.ecu.edu/cs-admin/HumanResources/Kronos_Policy_Legal_References.cfm

➢ Refer to employee Leave and Separation Policies and Employment and Probation Policies to determine leave types qualified for payout for full time and part time.
  ○ http://www.ecu.edu/cs-admin/HumanResources/Kronos_Policy_Legal_References.cfm

➢ Refer to employee Leave and Separation Policies regarding full time and part time employee payout limits.
  ○ http://www.ecu.edu/cs-admin/HumanResources/Kronos_Policy_Legal_References.cfm

➢ Verify with employee intent and amounts of Vacation or Sick leave to be transferred another NC State Agency.
  ○ http://www.ecu.edu/cs-admin/HumanResources/Kronos_Policy_Legal_References.cfm

Preliminary steps:
1. Go to the Employee’s Timecard by selecting Workspaces at the top right. Then double click Manage My Department.
2. Select the Employee and then select pay period that includes the employee’s last day of work.
   - This should be either “Current Pay Period” or “Next Pay Period.”
3. Update the Employee’s timecard to reflect any paid leave time planned before the Employee’s last work day.

For further assistance or additional information please visit http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm

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Determine the balances to be paid out:

1. Click on the employee’s last day on the timecard.
2. Locate the “Accruals” tab which is at the bottom of the timecard.
3. Use the balance in the “Accrual Available Balance” column to determine the employee’s balances for various leave types such as Comp Time, Vacation and Bonus Vacation.
   - Refer to employee Leave and Separation Policies and Employment and Probation Policies to determine leave types qualified for payout for full time and part time.
   - Refer to employee Leave and Separation Policies regarding full time and part time employee payout limits.

4. Note the employee’s Vacation Balance on both the employee’s last day and on the last day of the month. Placing the cursor on the employee’s timecard for the last day of the month and reviewing the “Accruals” tab and the value for “Balance on Selected Date” will provide the employee’s balance at the end of the month including that month’s accrual.
   - Refer to employee Vacation Leave Policies to determine if the terminating employee should receive the additional vacation accrual for the last month worked.

For further assistance or additional information please visit [http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm](http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm)

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Submit balances to be paid out.

- Select the row for the last working day for the pay period.
- Click on the icon to add a new row.

On the new row, in the “Pay Code” column, click on the drop down arrow and select the pay codes needed to payout any eligible balances. These may include:
  - “Vacation Payout”
  - “Comp Time Hours Payout”
  - “Bonus Vacation Payout”

5. In the amount column, key the appropriate number of Payout hours for each Pay Code listed.

1. Press Save.
2. The payout amount(s) will appear on the Totals tab. Make sure ALL is selected.

For further assistance or additional information please visit [http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm](http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm)
Submit balances ineligible for pay out.

Select the row for the last working day for the pay period. Click on the icon \( \text{Add} \) to add a new row. On the new row, in the “Pay Code” column, click on the drop down arrow and select the pay codes needed to identify any ineligible balances. These may include:

“Vacation Ineligible for Payout”
“Bonus Vac. Ineligible for Payout”
“Sick Ineligible for Retention”

Create a new row for each Pay Code needed. Right click on the value under “Amount” and Select “Comment.”

In the “Amount” column, key the number of ineligible hours for each Pay Code listed. Verify with employee intent and amounts of Vacation or Sick leave to be transferred another NC State Agency.

Pick the comment that matches that reason that an employee’s balance is not eligible for payout. These may include.

“No Payout Employee on Probation”
“No Payout Hours Over 240” (Or 120 for .5 FTE)
“No Payout Per Leave Policy”
“No Payout Transfer to Other State Agency” (For Vacation and Sick)

Add a “Note” that provides additional details about the situation. This might include the end date of the employee’s probation if applicable. This might include the name of the transferring state agency if applicable.

Select “Ok.” Press “Save.”

The ineligible amounts payout amount(s) will not appear on the “Totals & Schedule” tab.

For further assistance or additional information please visit [http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm](http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm)

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Confirm final balances:

1. Select the row for the last working day for the pay period.
   - This is the date on which payout and ineligible payout values have been entered.
2. Review employee leave balances for this day on the “Accruals” Tab.
   - The total of Payout hours and Ineligible hours for Vacation should bring the employee’s vacation balance to zero.
   - The total of Payout hours and ineligible hours for Compensatory time should bring the employee’s Compensatory time balances to zero.
   - The total of Payout hours and ineligible hours for Bonus Vacation should bring the employee’s Bonus Vacation time balance to zero.
   - Sick hours should only be reduced if an employee is transferring this leave to another state agency.

For further assistance or additional information please visit [http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm](http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm)