

PLANNING USAGE OF ANNUAL LEAVE

TIMESHEET HEADER

The timesheet header includes the **appointment period dates** (the timeframe in which an employee has to take annual leave earned on the account), the **remaining work hours** as well as the **remaining annual hours**.

Editing Employee Timesheet

Timesheet Status: **New** [History](#)

Employee: [REDACTED]	Project: [REDACTED]	Pay Period: 10/5/2015 - 10/18/2015
Pay Rate: [REDACTED]	Hours/Period: 70.00	Appt Period: 6/2/2015-5/31/2016
Remaining Work Hours: 1133.40	Remaining Annual Hours: 70.60	Remaining Total Hours: 1204.00

(Note: In the original image, a blue arrow points to 1133.40, a red arrow points to 70.60, and a purple arrow points to 6/2/2015-5/31/2016.)

An employee's work hours **cannot exceed** the hours listed under "remaining work hours" within the given appointment period. The timesheet system will warn the employee that he or she is approaching the end of his or her work hours.

Editing Employee Timesheet

Status:

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly. **Warning**

Timesheet Status: **New** [History](#)

Employee: [REDACTED]	Project: [REDACTED]	Pay Period: 10/5/2015 - 10/18/2015
Pay Rate: [REDACTED]	Hours/Period: 70.00	Appt Period: 7/13/2015-10/19/2015
Remaining Work Hours: 52.37 (More Info)	Remaining Annual Hours: 24.63	Remaining Total Hours: 77.00

(Note: In the original image, a red box highlights the Status warning.)

PLANNING USAGE OF ANNUAL LEAVE

Editing Employee Timesheet

[Redacted]


Status:

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly. Warning

Timesheet Status: **New** [History](#)

Employee: [Redacted] Project: [Redacted] Pay Period: 10/5/2015 - 10/18/2015

Remaining Work: [Redacted] 5-10/19/2015

 **Work Hour Limit Approaching**

Based on this employee's work schedule, this appointment is projected to use its remaining 52.37 work hours in the next 3 pay periods. After work hours have been exhausted, annual leave must be charged for the remainder of the appointment period. Please schedule your leave accordingly.

If you have any questions, please contact your Human Resources Representative at (212) 417-8300.

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments	Total
Monday	10/05/2015							7.00
Tuesday	10/06/2015							7.00
Wednesday	10/07/2015							7.00
Thursday	10/08/2015							7.00
Friday	10/09/2015	7.00	0	0		0.00		7.00
Saturday	10/10/2015	0.00	0	0		0.00		0.00
Sunday	10/11/2015	0.00	0	0		0.00		0.00
Week 1 Subtotals:		35.00	0.00	0.00	0.00	0.00		35.00
Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments	Total
Monday	10/12/2015	0	0	0		7.00 Holiday		7.00
Tuesday	10/13/2015	7.00	0	0		0.00		7.00
Wednesday	10/14/2015	7.00	0	0		0.00		7.00
Thursday	10/15/2015	7.00	0	0		0.00		7.00
Friday	10/16/2015	7.00	0	0		0.00		7.00

PLANNING USAGE OF ANNUAL LEAVE

TRACKING ANNUAL LEAVE ACCRUALS

The amount of annual leave earned on each grant can be found on an employee's timesheet header. It is labeled "Remaining Annual Hours." That number indicates the total annual leave an employee will accrue on that appointment.

Editing Employee Timesheet

Timesheet Status: **New** [History](#)

Employee: [REDACTED] Project: [REDACTED] Pay Period: 10/5/2015 - 10/18/2015

Pay Rate: [REDACTED] Hours/Period: 70.00 Appt Period: 6/2/2015-5/31/2016

Remaining Work Hours: 1133.40 Remaining Annual Hours: 70.60 Remaining Total Hours: 1204.00

In this case, the employee has 70.60 hours of annual leave remaining on this appointment (which will end on May 31, 2016).

If a mouse hovers over "Remaining Annual Hours" a drop-down box appears indicating how many hours have been accrued to date (the actual time available to the employee as of the date he/she is reviewing the hours), the number of hours used to date and the projected hours the employee will accrue through the end date of his or her appointment.

Editing Employee Timesheet

Timesheet Status: **New** [History](#)

Employee: [REDACTED] Project: [REDACTED] Pay Period: 10/5/2015 - 10/18/2015

Pay Rate: [REDACTED] Hours/Period: 70.00 Appt Period: 6/2/2015-5/31/2016

Remaining Work Hours: 1133.40 Remaining Annual Hours: 70.60 Remaining Total Hours: 1204.00

[show/hide time & leave](#)

Day	Date	Reg	Annual	Sick	Uns	Other F	ments View: Emp, PI, Tkeeper	Total
-----	------	-----	--------	------	-----	---------	--	-------

Accrued: 52.72
Charged: 84.00
Projected: 101.88

PLANNING USAGE OF ANNUAL LEAVE

If an employee clicks on “show/hide time & leave” current accrual balances and usage will be revealed (it will not show the “projected leave” as it has not been earned yet). These timesheet features assist employees to plan usage of their time.


Editing Employee Timesheet

Timesheet Status: **New**

Employee: [REDACTED] Project: [REDACTED] Pay Period: 10/5/2015 - 10/18/2015 [History](#)

Pay Rate: [REDACTED] Hours/Period: 70.00 Appt Period: 6/2/2015-5/31/2016

Remaining Work Hours: 1133.40 Remaining Annual Hours: 70.60 Remaining Total Hours: 1204.00

[show/hide time & leave](#) 

Time & Leave Balances as of 10/12/2015

Note: Accruals shown here are cumulative across all appointments on this grant (Proj-Sub). If accruals are displayed in your timesheets header, they are specific to your appointment and may not match the grant's totals.

	Current	Charged	Accrued
Annual Leave:	-2.69	292.65	289.96
Accrued Reserve:	42.40	29.35	
Sick Leave:	135.30	343.75	479.05
Unscheduled Holiday:	14.00	77.00	91.00

[View Accrual Details](#) | [Manage Work Schedules](#)

With the appropriate approval, annual leave can be taken at any time within the duration of the grant.

However, if an employee is borrowing time, he or she must sign an agreement acknowledging that time is being borrow and must be repaid if employment ends before the time can be accrued and repaid. All advance leave requests must be approved by the Chief of Staff.

As a courtesy to all employees, and internal tracking document was created to assist with the planning of time and leave usage. These reports are typically updated and distributed to the employee and his or her immediate supervisor once per quarter and can be helpful to when projecting leave for a specific timeframe. However, the RFCUNY annual leave reports are the primary source for accrual accuracy and should be used in conjunction with the internal tracking document.