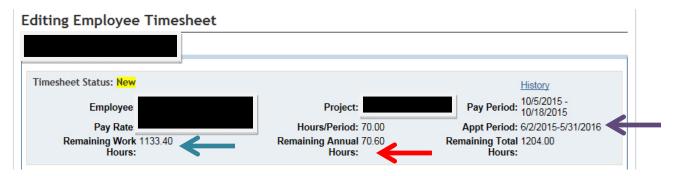
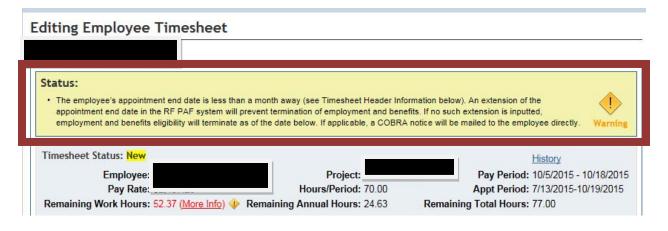
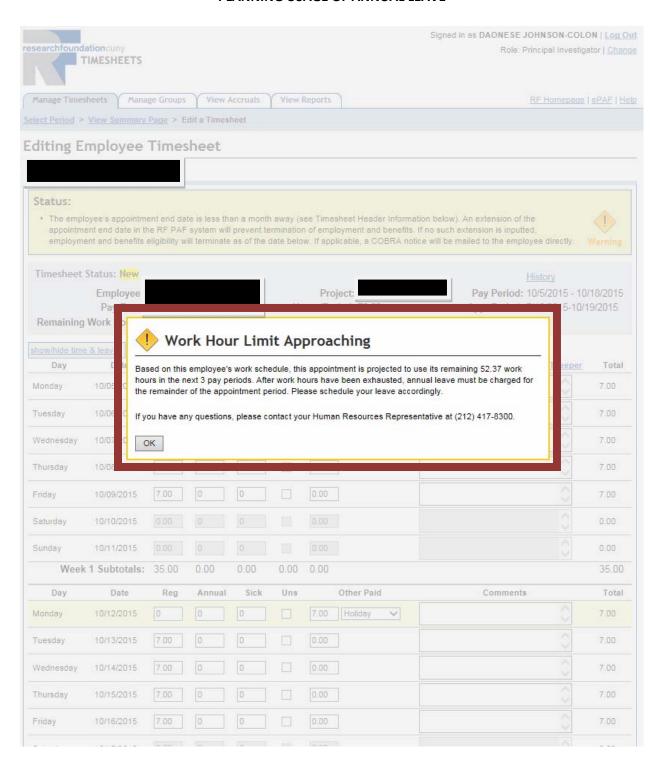
TIMESHEET HEADER

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.



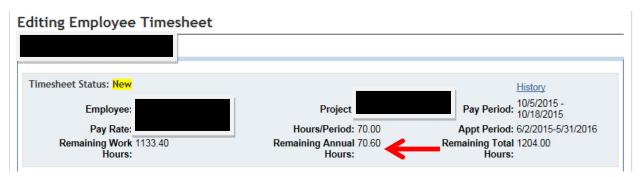
An employee's work hours <u>cannot exceed</u> the hours listed under "remaining work hours" within the given appointment period. The timesheet system will warn the employee that he or she is approaching the end of his or her work hours.





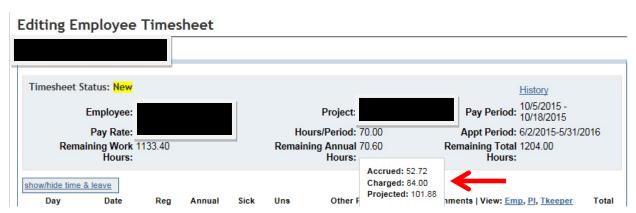
TRACKING ANNUAL LEAVE ACCRUALS

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.

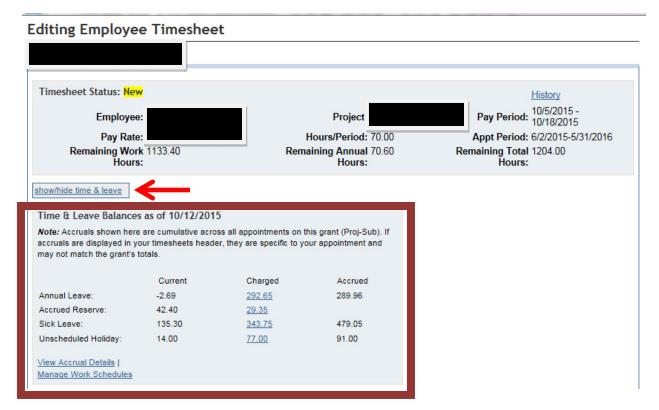


In this case, the employee has 70.60 hours of annual leave remaining on this appointment (which will end on May 31, 2016).

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.



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.



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.