

## 2022 YEAR-END LEAVE INFORMATION SHEET

Last day to use excess annual and unused personal leave for 2022	<p><b>December 31, 2022 (Timesheet 2023-14)</b></p> <ul style="list-style-type: none"> <li>Timesheet approvals for 2023-14 are <b>due</b> by January 5, 2023. The timesheets will be loaded and processed in PR15 time entry (One-day time entry on January 9, 2023)</li> </ul>
Annual Leave	<ul style="list-style-type: none"> <li>Maximum carryover into 2023 is 400 hours (hours are pro-rated for part-time employees)</li> <li><u>12-month Faculty</u>: A copy of approval notifications for faculty approved for annual leave should be sent to <a href="mailto:mcnamara@umbc.edu">mcnamara@umbc.edu</a> by January 3, 2023. This is applicable to faculty who are not classified for an automatic carryover and requested carryover in accordance with the faculty policy. The approval documents will be used to support and process manual leave adjustments for approved faculty members.</li> </ul>
Personal Leave	<ul style="list-style-type: none"> <li>The hours for the 2023 year will be available for use on January 1, 2023.</li> <li>Until the year-end program is run, unused hours from 2022 will be reflected in the leave balance on the timesheets. These hours may not be used after December 31, 2022.</li> </ul>
Holiday Leave	<ul style="list-style-type: none"> <li>Unused holiday hours from 2022 will roll back to 0 during the year-end processing.</li> <li>Supervisors or payroll preparers may submit a <a href="#">Holiday Leave Carryover Exception Request Form</a> to have unused 2022 hours carried into 2023 for staff employees. (Unused hours that were carried into 2022 from 2021 <b>may not</b> be carried into 2023).</li> <li>Exception forms must be received by Friday, January 6, 2023.</li> </ul>
What is the impact of late timesheet submission and approval?	<ul style="list-style-type: none"> <li>Late timesheets reflecting leave usage from 2022 will result in leave deductions from the 2023 leave balances.</li> <li>Incorrect balances will require coordinated efforts between the HRIS unit and the departmental payroll preparer for manual adjustments for leave corrections.</li> </ul>
When will the year-end leave processing occur?	The year-end program will be run after the closure of PR15 time entry (week of January 23, 2023).
What is the order of steps for processing year-end leave?	<p>Step 1: Roll back excess and/or unused leave from 2022.</p> <p>Step 2: Deduct leave usage reported on timesheet for PR2023-15 and any late timesheets loaded during this processing cycle.</p> <p>Step 3: Credit the leave accruals earned for PR2023-15.</p> <p>Step 4: Process manual leave adjustments.</p> <p>Step 5: Calculate and post the new leave balances.</p>
When will the processed year-end leave post on timesheets?	Timesheet for pay period 2023-17 (ending 2/11/2023)