



Division of Human Resources  
Attendance & Leave Audit Procedures



## Division of Human Resources Attendance & Leave Audit Procedures

**Exercise 2:** Run Public Query (U\_ ALL) - provides information for all employees appointed within a department.

**Exercise 3:** How to Reconcile and Track Leave on Timesheets – the



Example of overtime when workweek could not be adjusted

**USF UNIVERSITY OF SOUTH FLORIDA** **Staff Timesheet**

Empl. ID: %00000 Rec#: 0 FTE: 1% Overtime: Non Exempt

LEAVE TYPE USED	Total	Reg. Pay	Comp	FMLA	Days	Hours	Comp	Hol
FR	10.00	10.00					10.00	0.00
SAT	7.00						7.00	7.00
SUN	8.00						8.00	8.00

Overtime when workweek could not be adjusted

Example of work during a week with a holiday

**USF UNIVERSITY OF SOUTH FLORIDA** **Staff Timesheet**

Empl. ID: %00000 Rec#: 0 FTE: 1% Overtime: Non Exempt

Sick Leave Pool Member: N

LEAVE TYPE USED	Total	Reg. Pay	Comp	FMLA	Days	Hours	Comp	Hol
FR	10.00	10.00					10.00	0.00
SAT	7.00						7.00	7.00
SUN	8.00						8.00	8.00

Work during a week with a holiday



Example of worked on a holiday



### Staff Timesheet

11/20/2015 to 12/3/2015 Name: Sharon Jones Pay Period: 11/20/2015 to 12/3/2015

Department ID: 0-0320-000 Department: Human Resources

LEAVE TYPE USED												Total Daily	Reg. Pay	Time	Paid	Comp
Day	Date	Hours	Reg	Comp	Comp	Hol	Leave	Other	Time	Rate	Amount	Rate	Amount	Rate	Amount	
MON	11/23/15	8.00	8.00								16.00	8.00	128.00	8.00	64.00	
<div style="border: 1px solid black; padding: 2px;">Delayed Holiday/SDP</div>																
THU	11/26/15	8.00	8.00								16.00	8.00	128.00	8.00	64.00	
<div style="border: 1px solid black; padding: 2px;">Worked</div>																

Example of holiday falls on a regular day off

11/20/2015 to 12/3/2015 Name: Sharon Jones Pay Period: 11/20/2015 to 12/3/2015

Department ID: 0-0320-000 Department: Human Resources

LEAVE TYPE USED												Total Daily	Reg. Pay	Time	Paid	Comp
Day	Date	Hours	Reg	Comp	Comp	Hol	Leave	Other	Time	Rate	Amount	Rate	Amount	Rate	Amount	
FRI	11/20/15	8.00	8.00								16.00	8.00	128.00	8.00	64.00	
SAT	11/21/15	8.00	8.00								16.00	8.00	128.00	8.00	64.00	
SUN	11/22/15	8.00	8.00								16.00	8.00	128.00	8.00	64.00	
MON	11/23/15	8.00	8.00								16.00	8.00	128.00	8.00	64.00	
<div style="border: 1px solid black; padding: 2px;">Holiday falls on a regular day off</div>																





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### Step 2 – Discuss and Demonstrate

Click on FMLA Information for Departments in the Information section and refer to What Attendance & Leave Coordinators need to know. The instructor-led discussion will assist the leave coordinator in understanding their responsibilities.

### Step 3 - How to record FMLA hours on timesheets

Example of employee on continuous FMLA and using partial leave

Step 4 (Sick Leave Pool) - Follow the navigation path below to access the Sick Leave Pool website.

HR Services > Benefits > Attendance & Leave > Sicdu r7 gL47338.45n l/13 /F612 792g 0.00000912 0 612 79242T





Example of employee using accrued leave before using sick leave pool hours

**USF UNIVERSITY OF SOUTH FLORIDA** **Staff Timesheet**

Employee: Sharal James, Department ID: 0-0820-000

RE-APPROVED by your immediate supervisor. Sick Leave Pool Member: Y

**LEAVE TYPE USED**

DATE	TIME	LEAVE TYPE	AMOUNT
01/30/15	8:00 - 2:00	Accrued Leave	2.00
01/31/15		Sick Leave	2.00
02/01/15		Sick Leave	2.00
02/02/15		Sick Leave	2.00
02/03/15		Sick Leave	2.00
02/04/15		Sick Leave	2.00
02/05/15		Sick Leave	2.00
02/06/15		Sick Leave	2.00
02/07/15		Sick Leave	2.00
02/08/15		Sick Leave	2.00
02/09/15		Sick Leave	2.00
02/10/15		Sick Leave	2.00
02/11/15		Sick Leave	2.00
02/12/15		Sick Leave	2.00
02/13/15		Sick Leave	2.00
02/14/15		Sick Leave	2.00
02/15/15		Sick Leave	2.00
02/16/15		Sick Leave	2.00
02/17/15		Sick Leave	2.00
02/18/15		Sick Leave	2.00
02/19/15		Sick Leave	2.00
02/20/15		Sick Leave	2.00
02/21/15		Sick Leave	2.00
02/22/15		Sick Leave	2.00
02/23/15		Sick Leave	2.00
02/24/15		Sick Leave	2.00
02/25/15		Sick Leave	2.00
02/26/15		Sick Leave	2.00
02/27/15		Sick Leave	2.00
02/28/15		Sick Leave	2.00
02/29/15		Sick Leave	2.00
03/01/15		Sick Leave	2.00
03/02/15		Sick Leave	2.00
03/03/15		Sick Leave	2.00
03/04/15		Sick Leave	2.00
03/05/15		Sick Leave	2.00
03/06/15		Sick Leave	2.00
03/07/15		Sick Leave	2.00
03/08/15		Sick Leave	2.00
03/09/15		Sick Leave	2.00
03/10/15		Sick Leave	2.00
03/11/15		Sick Leave	2.00
03/12/15		Sick Leave	2.00
03/13/15		Sick Leave	2.00
03/14/15		Sick Leave	2.00
03/15/15		Sick Leave	2.00
03/16/15		Sick Leave	2.00
03/17/15		Sick Leave	2.00
03/18/15		Sick Leave	2.00
03/19/15		Sick Leave	2.00
03/20/15		Sick Leave	2.00
03/21/15		Sick Leave	2.00
03/22/15		Sick Leave	2.00
03/23/15		Sick Leave	2.00
03/24/15		Sick Leave	2.00
03/25/15		Sick Leave	2.00
03/26/15		Sick Leave	2.00
03/27/15		Sick Leave	2.00
03/28/15		Sick Leave	2.00
03/29/15		Sick Leave	2.00
03/30/15		Sick Leave	2.00
03/31/15		Sick Leave	2.00

EE Using Accrued Leave





**Exercise 5:** How to process and track Job Related Disability Leave

Step 1 - Discuss & Demonstrate Disability Leave -



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## Step 2 - How to record disability leave hours on timesheets

### Example of employee using disability leave hours



Emp. ID: 9400000, Reg#: 0, FTE: 1%, Overtime: Non-Exempt

Tracking F/L/A (Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other					
FRI	01/30/15	8.00										8.00	8.00			
MON	02/02/15	8.00										8.00	8.00			
TUE	02/03/15	8.00										8.00	8.00			

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking F/L/A
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other						
FRI	02/06/15											8.00	8.00			8.00	
SAT	02/07/15																





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Exercise 6: V



## Division of Human Resources Attendance & Leave Audit Procedures

**Exercise 8:** Process Leave Payouts for Terminating Employees - Discussion : Eligible employees will receive a payout of any unused annual leave, compensatory leave and a portion of unused sick leave within a reasonable period of time in accordance with the University Procedures. Departmental leave balance audits will be performed prior to the end of the pay period following the separation of the employee. The ALT system is considered the system of record. Leave balances will be paid based on the system of record to individuals who leave employment. Final leave payments will be processed approximately within 30 days from the last day of employment.