

Dear New User:

The UChicago Time system awards accruals on the first of every month for the previous month. This may be different than your department's previous process. Be aware of this when checking your accruals in the UChicago Time system.

When your department went live with UChicago Time, you signed a form verifying that the accrual amounts listed reflected your current accrual balance as of the date listed on the form. These balances were loaded into the new UChicago Time system (the University's official source of record) system and will be used to calculate all accrual balances from that date forward.

Information regarding accruals can be found at the following links:

<http://hr.uchicago.edu/policy/p509.html>

<http://hr.uchicago.edu/policy/p511.html>

<http://hr.uchicago.edu/policy/p512.html>

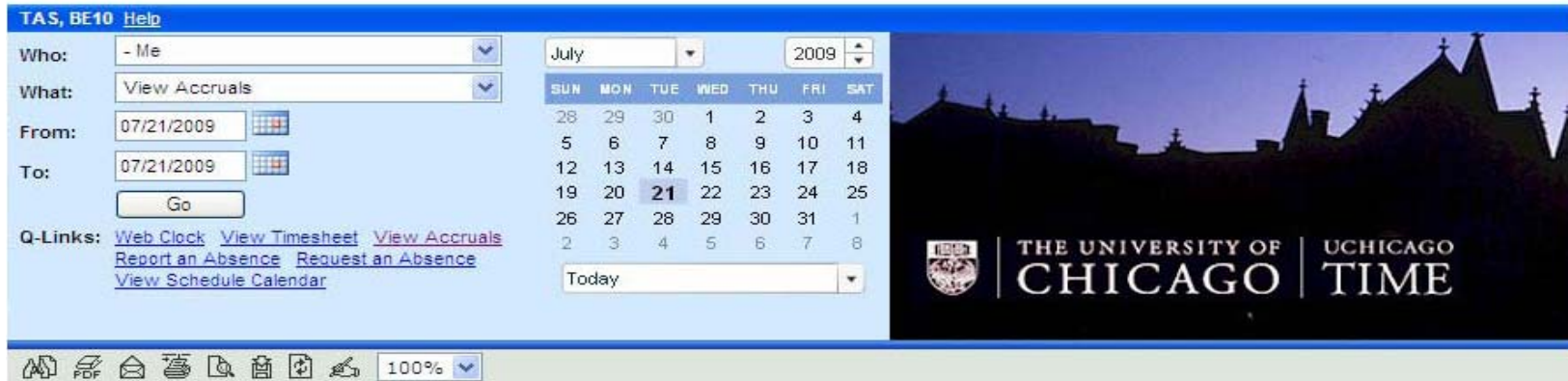
Employees represented by a union will need to refer to their appropriate bargaining unit contract for information regarding accruals.

Monthly Absence Reports need to be submitted by the last working day of the month in order for your accruals to calculate correctly.

For more frequently asked accruals questions visit the UChicago Time Website at <http://uchicagotime.uchicago.edu/faq/#q7.1>

Figure 1 Illustrates the accrual view a newly deployed employee will see in their first month using UChicago Time.

Figure 1



The University of Chicago

Who: Me #BE10

Report Generated on: 07/21/09 10:23

	Vacation Activity Actual Balances To Date				Personal Holiday Activity Actual Balances To Date				Sick Time Activity Actual Balances To Date			
	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance
JAN	144:30	00:00	00:00	144:30	22:30	00:00	00:00	22:30	200:00	00:00	00:00	200:00
FEB	144:30	00:00	00:00	144:30	22:30	00:00	00:00	22:30	200:00	00:00	00:00	200:00
MAR	144:30	00:00	00:00	144:30	22:30	00:00	00:00	22:30	200:00	00:00	00:00	200:00
APR	144:30	00:00	24:00	120:30	22:30	00:00	00:00	22:30	200:00	00:00	00:00	200:00
MAY	120:30	00:00	00:00	120:30	22:30	00:00	00:00	22:30	200:00	00:00	00:00	200:00
JUN	120:30	00:00	00:00	120:30	22:30	00:00	00:00	22:30	200:00	00:00	00:00	200:00
JUL	128:30	00:00	00:00	128:30	30:00	00:00	00:00	30:00	206:00	00:00	00:00	206:00

The information contained in this report is based on information provided by the employee and the approver, who are responsible for maintaining and reporting accurate and truthful accrual information. Note this report might reflect recorded time that is still subject to approval. This report supersedes any report from any other system or source in the University. Accruals reflected on this report are as of today only. Any future recorded absences are not reflected in your accrual balances.

Figure 2 Illustrates the view that both bi-weekly and monthly employees will see beginning in their second month using UChicago Time after their accrual award has been posted on the first of the month.

Figure 2

