


# Financial Vacation Accounting

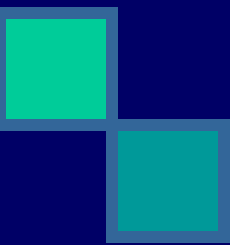
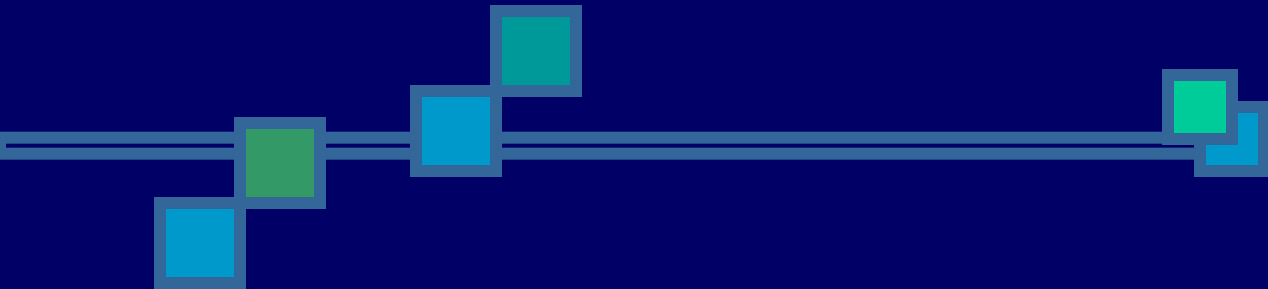


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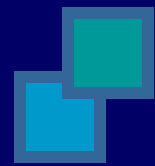


# AGENDA

- Background
  - VACLAC
  - Calculating Vacation Accrual
  - Calculating Vacation Usage
  - Transferring Funds (PETs)
- 

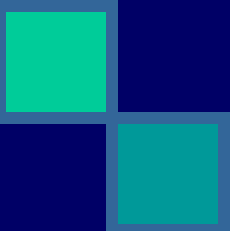



WHAT WOULD YOU LIKE TO  
HEAR?



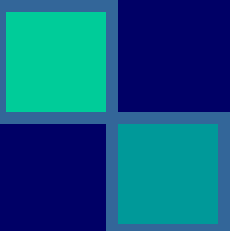



# Background

- 
- Implemented 30 years ago
  - Relieves the need to monitor vacation within individual contracts and grants
  - Eliminates cumbersome financial transfers from one grant to another
  - Eliminates financial hardship when someone with a lot of vacation had to be paid out
- 



## How does it work?

- 
- Utilizes Vacation Pool Concept
  - Departments assessed for vacation monthly
  - Vacation is reimbursed when taken
  - Restricted Funds are not assessed
- 



# VACLAC

- Found in Financial Link Reports
  - Shows Accruals & Usage
  - Identifies Amounts to Ledger
- 



## Vacation Leave Accrual

### For Mar 31, 2004 (0409) (Closed)

Report Generated: Tue Apr 27, 2004 at 16:31:52

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Prepared By: *Tom Pirolli*



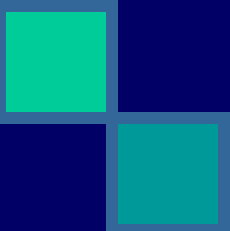

Index :  
 Fund : 19900A GENERAL FUND  
 Organization :  
 Program :  
 Financial Mgr :

#### Vacation Accrual/Usage Details

UCENO	Name	Ben Code	Sub	Index	Ledger Date	Effective Yr/Mo	Rate	-----Accrual-----				-----Usage-----			
								Hours	Pay	Benefits	Total	Hours	Pay	Benefits	Total
		12	1		20040331	200403	8222.08	16.00	756.00	128.22	884.22	10.00	-446.46	-75.72	-522.18
		04	1		20040331	200403	5498.25	10.00	316.00	72.33	388.33	0.00	0.00	0.00	0.00
		04	1		20040331	200403	2450.00	10.00	140.80	32.23	173.03	0.00	0.00	0.00	0.00
		04	1		20040331	200403	3118.00	10.00	179.20	41.02	220.22	8.00	-135.63	-31.05	-166.68
		04	1		20040331	200403	5392.92	13.28	411.55	94.20	505.75	40.00	-1172.42	-268.37	-1440.79
		12	1		20040331	200403	6816.66	10.00	391.80	66.45	458.25	0.00	0.00	0.00	0.00
		12	1		20040331	200403	6238.42	16.00	572.60	97.28	670.88	0.00	0.00	0.00	0.00
		04	1		20040331	200403	5315.83	16.00	488.80	111.89	600.69	8.00	-231.24	-52.93	-284.17
		04	1		20040331	200403	3985.75	10.00	229.10	52.44	281.54	0.00	0.00	0.00	0.00
		02	1		20040331	200402	5021.25	0.00	0.00	0.00	0.00	16.00	-502.13	-76.52	-578.65
		02	1		20040331	200403	5021.25	16.00	461.76	70.37	532.13	0.00	0.00	0.00	0.00
		04	1		20040331	200403	4795.92	12.00	330.72	75.70	406.42	8.00	-208.62	-47.75	-256.37
		04	1		20040331	200403	5500.00	10.00	316.10	72.36	388.46	0.00	0.00	0.00	0.00
		12	1		20040331	200403	7595.83	16.00	698.40	118.45	816.85	0.00	0.00	0.00	0.00
		04	1		20040331	200403	4994.83	14.00	401.94	92.00	493.94	16.00	-434.55	-99.47	-534.02
<b>Sub 1 Employee Leave Accrual Total</b>								<b>179.28</b>	<b>5695.77</b>	<b>1124.94</b>	<b>6820.71</b>	<b>106.00</b>	<b>-3131.05</b>	<b>-651.81</b>	<b>-3782.86</b>
<b>Total Employee Leave Accrual</b>								<b>179.28</b>	<b>5695.77</b>	<b>1124.94</b>	<b>6820.71</b>	<b>106.00</b>	<b>-3131.05</b>	<b>-651.81</b>	<b>-3782.86</b>
<b>Net To Sub 1</b>													<b>-3131.05</b>		
<b>Net To Sub 6</b>														<b>6168.90</b>	



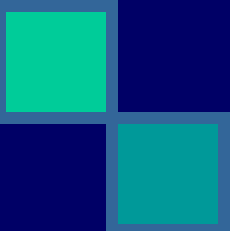

# Calculating Vacation Accrual

- 
- Use average monthly hours (174)
  - Divide average monthly hours into Rate for Hourly Rate then multiply Hourly Rate by hours earned for Salary Assessment
  - Multiply Hourly Rate by Benefits Code and then by earned hours for Benefits Assessments
- 



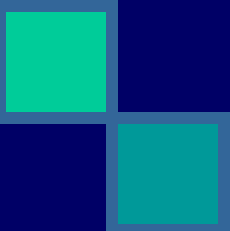



# Calculating Vacation Usage

- 
- Use actual hours when vacation was taken
  - Divide hours into Rate and multiply result by hours earned for Salary Assessment
  - Multiply Salary Assessment by Benefits Code and then by earned hours for Benefits Assessments
- 



# Transferring Funds with PETs

- 
- Vacation usage can only be moved by your timekeeper if within one year
  - After one year, send VACLAC with signature telling where you would like the usage to be charged.
- 



## Vacation Leave Accrual

**For Mar 31, 2004 (0409) (Closed)**  
 Report Generated: Tue Apr 27, 2004 at 16:02:43

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 Prepared By: *Scott Drummond*



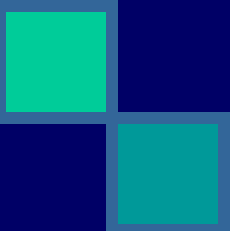
Index :  
 Fund :  
 Organization :  
 Program :  
 FI :  
 Agency :  
 Grant Number : 03-75270  
 Funding Amount : 400000.00  
 Grant Dates : 07/01/2003-06/30/2006  
 Budget Dates : 07/01/2003-06/30/2004  
 Overhead Rate : D080ST    TOTAL DIRECT 8.0%-STATE

**Vacation Accrual/Usage Details**

UCENO	Name	Ben Code	Sub	Index	Ledger Date	Effective Yr/Mo	Rate	-----Accrual-----			-----Usage-----				
								Hours	Pay	Benefits	Total	Hours	Pay	Benefits	Total
08	0				20040331	200403	11633.33	2.40	160.46	27.21	187.67	0.00	0.00	0.00	0.00
06	0				20040331	200403	20629.59	1.07	19.86	1.85	21.71	0.00	0.00	0.00	0.00
08	0				20040331	200403	10416.67	0.80	47.90	8.12	56.02	0.00	0.00	0.00	0.00
<b>Sub 0 Employee Leave Accrual Total</b>								<b>4.27</b>	<b>228.22</b>	<b>37.18</b>	<b>265.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
04	1				20040331	200401	7221.00	1.20	49.80	11.40	61.20	0.00	0.00	0.00	0.00
04	1				20040331	200403	7221.00	1.20	49.80	11.40	61.20	0.00	0.00	0.00	0.00
04	1				20040331	200309	2962.92	10.00	170.30	38.98	209.28	0.00	0.00	0.00	0.00
04	1				20040331	200310	2962.92	10.00	170.30	38.98	209.28	0.00	0.00	0.00	0.00
04	1				20040331	200401	3016.25	10.00	173.30	39.67	212.97	0.00	0.00	0.00	0.00
04	1				20040331	200403	3016.25	10.00	173.30	39.67	212.97	0.00	0.00	0.00	0.00
04	1				20040331	200401	2975.00	10.00	171.00	39.14	210.14	0.00	0.00	0.00	0.00
04	1				20040331	200403	2975.00	10.00	171.00	39.14	210.14	36.00	-582.21	-133.27	-715.48
04	1				20040331	200401	6412.00	1.50	55.28	12.65	67.93	0.00	0.00	0.00	0.00
04	1				20040331	200403	6412.00	1.50	55.28	12.65	67.93	0.00	0.00	0.00	0.00
04	1				20040331	200401	6043.00	10.00	347.30	79.50	426.80	0.00	0.00	0.00	0.00
04	1				20040331	200403	6043.00	10.00	347.30	79.50	426.80	0.00	0.00	0.00	0.00
12	1				20040331	200401	7583.34	3.20	139.46	23.65	163.11	0.00	0.00	0.00	0.00
12	1				20040331	200403	7583.34	3.20	139.46	23.65	163.11	8.00	-329.88	-55.95	-385.83
<b>Sub 1 Employee Leave Accrual Total</b>								<b>91.80</b>	<b>2212.88</b>	<b>489.98</b>	<b>2702.66</b>	<b>44.00</b>	<b>-912.09</b>	<b>-189.22</b>	<b>-1101.31</b>
04	2				20040331	200401	4481.58	2.80	72.13	16.51	88.64	4.00	-101.73	-23.29	-125.02
04	2				20040331	200403	4481.58	3.00	77.28	17.69	94.97	0.00	0.00	0.00	0.00
04	2				20040331	200401	2557.00	7.00	102.90	23.55	126.45	0.00	0.00	0.00	0.00
04	2				20040331	200403	2557.00	7.00	102.90	23.55	126.45	33.00	-458.47	-104.94	-563.41
04	2				20040331	200403	4765.25	2.00	54.78	12.54	67.32	0.00	0.00	0.00	0.00
<b>Sub 2 Employee Leave Accrual Total</b>								<b>21.80</b>	<b>409.99</b>	<b>99.84</b>	<b>509.83</b>	<b>37.00</b>	<b>-560.20</b>	<b>-128.23</b>	<b>-688.43</b>
<b>Total Employee Leave Accrual</b>								<b>117.87</b>	<b>2851.09</b>	<b>621.00</b>	<b>3472.09</b>	<b>81.00</b>	<b>-1472.29</b>	<b>-317.45</b>	<b>-1789.74</b>
<b>Net To Sub 0</b>								<b>0.00</b>							
<b>Net To Sub 1</b>								<b>-912.09</b>							
<b>Net To Sub 2</b>								<b>-560.20</b>							
<b>Net To Sub 6</b>								<b>3154.64</b>							



# Thank You



Contact Payroll  
at 858-534-3247 for additional  
questions or assistance.

