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TO: Management Council
 Department Managers, Budget Reps, Payroll Managers

FROM: Karen Robilotta, Vice President, Human Resources
 Toby Winer, Senior Vice President, Finance

RE: Modifications to Kronos Timesheets effective 09/01/2008

DATE: August 28, 2008

Effective September 1, 2008, the online timesheets system (Kronos) will be modified to enable employees to view their annual vacation entitlement, monthly vacation accrued-to-date and available balance. This improvement is being implemented based on suggestions from full-time staff.

Once this modification has been implemented, employees will be able to determine what vacation days they have accrued and their available balance based on this accrued amount. Consistent with our current practice, employees are allowed to use vacation time before they have earned it and the vacation accrued-to-date can be negative. In the past, the inability to view available balance based on this accrued amount created some confusion among separating employees. Because there was no computation of monthly vacation accrued-to-date displayed on the timesheets, employees were under the impression they earned their annual vacation allotment on September 1 of each year, and any unused balance was therefore due to them upon separation. This modification will not only eliminate this confusion but also allow vacation entitlements to be automatically updated when there is a change to a full-time employee's status (e.g., promotion to an exempt job, change in percentage of full-time) during the academic year.

For example, a full-time exempt employee would show the following modification as of September 16th:

Totals & Schedule			Accruals	Audits
Accrual Code	Balance as of Selected Date	Units		
ANNUAL VACATION ALLOTMENT	18:00:00	Day		
VACATION ACCRUED-TO-DATE	1:03:30	Day		

The annual vacation allotment is 18 days and the vacation accrued-to-date for the month of September is 1 and ½ days (1 day, 3 hours, 30 minutes.)

Please contact the Benefits office, x33813, if you have questions regarding your vacation allotment and how it is calculated. Also, contact the Financial Information Systems office, x22899, for questions in regards to viewing your vacation balance.

Thank you.