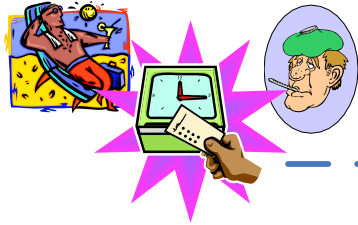


# Leave Accounting and Positive Pay - Overview



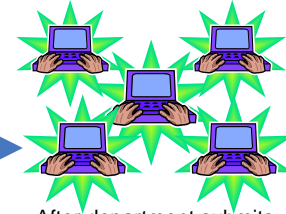
Employee works or uses time for a given month. Completes Absence & Excess Hours Report (form 634). Submits to department timekeeper.



Timekeeper runs Attendance Certification Report (replaces form 672). Verifies employee's balances using CMS LAPP tools.



Timekeeper transfers employee's total hours from 634 to Attendance Certification Report. Obtains appropriate approval and sends report (with 634s) to Payroll by the 6<sup>th</sup> business day of each month.



After department submits report and 634s, Payroll keys total leave hours used into CMS (8-10 business days).



Day after cutoff Payroll runs accrual process in CMS.



Timekeeper runs Attendance Verification Report (to reconcile) (replaces Monthly Departmental Report) day after the accrual process.



Problems with employee balances? Timekeeper contacts assigned payroll tech.



Late 634s?

634s received after accrual process is run, must be manually processed by Payroll using the CMS adjustment process.

Once adjustments are entered, balances are updated in real-time but not posted on verification report until the following month.



Employee can view balances through Self Service which includes adjustments.

