

**Bowling Green State University**  
**BG@100 Information Item**  
**ESC Submission: February 14, 2005**



**Identification Information:**

Reference Number	HCM-0024
Functional Area	Payroll, Human Resources, Benefits
Title	Leave Balances to Print on Time Sheets

**Background Information:**

Departments currently have the ability to look up an employee's leave balances (Sick, Vacation, Personal, and Comp Time) in AHRS. However, this is a separate step when a supervisor is approving leave. Occasionally a time sheet reaches Payroll with reported leave usage greater than their available balance. Payroll enters the time up to the balance amount and contacts the employee to determine what to do with the remaining time reported.

**Information Item:**

Department supervisors will be able to view employee's current leave balances on-line with the PeopleSoft system. As an informational aid for them and for employees, leave balances as of the last accrual date will be shown on time sheets when they are printed. An employee will be able to see when a particular leave balance is getting low and double check the current balance before reporting too much leave usage. Supervisors should also review leave usage before approving and signing time sheets before they are sent to Payroll.