Time Off Tracking
Frequently asked questions about Time Off Tracking

Q. What types of time off will be recorded in the new exempt Time Off Tracking system?

A. The exempt Time Off Tracking system will be used to collect vacation, employee’s personal sick time, illness in family, and personal days taken. Departments will also be able to use this system to track intermittent FMLA leave. Other time that is occasional such as sympathy days and jury duty will not be tracked in the exempt tracking system.

Q. Will the non-exempt Time Entry system change?

A. No changes have been made to the existing non-exempt time entry system. Non-exempt time will continue to be reported each week and time should be entered with the correct earnings code to charge hours to regular hours, vacation time, sick time, etc. When the university moves to centralized Time Off Tracking in January, time off information entered in Time Entry will become the record for non-exempt employees. Time off data for both exempt and non-exempt employees will be available in the new Time Off Tracking system.

Q. Can more than one employee have access to the exempt Time Off Tracking system? Can employees have access to both non-exempt Time Entry and exempt Time Off Tracking?

A. More than one employee in a workgroup can have access to these systems. Access to the new Time Off Tracking system is by Timekeeping location, just like the time entry system. For the system start up, access will be given to the current timekeepers. Managers may choose to give another employee access to one or both of these systems or managers may choose to have system access themselves. To request access, complete the PeopleSoft HRMS Application available at: http://www.tufts.edu/hr/webcm/docs/sc/psoneappl.pdf.

Q. What information will be available to each employee in this system?

A. In early February, each employee will have access to his/her time off information through Employee Self Service. Time off balances as of 12/31/07 are being collected and will become the starting balance. The information that will be available in Employee Self Service includes vacation, sick and personal time balances and a record of time off taken beginning on 1/1/08. Information will be updated whenever time is added for an employee, for example, vacation accruals will be added shortly after the 15th of each month.
Q. How far in the past and in the future can time be entered?

A. Time can be entered for the current month, the past month and the next month. Time entered for the current month and a future month can be changed if necessary by your department time entry administrator. However, time entered for a past month cannot be modified. If changes are needed to historical time off information, managers should contact the HR service center and staff in that group can make these adjustments.

Q. I understand that balances will be collected from departments to begin this program. How will the university handle exempt sick time? Will balances be collected?

A. Balances will not be collected for exempt sick time. Most exempt employees will start the new system with a full bank of sick hours (910 hours for a full-time exempt employee). However, time will be deducted from this bank for any exempt employee who used sick time for a leave (e.g. maternity, medical, etc.) during calendar 2007. In the future exempt sick time should be reported in the new Time Off Tracking system for any ½ day or more taken as sick time. Exempt sick time works on a rolling year, so sick time used is added back to the sick bank balance after one year. For example: an employee is sick on 1/14, 1/15, and 1/16/2008. In January 2009 the total number of sick time hours that the employee used in January 2008 will be restored when the monthly update process is run.

Q. Is there a minimum number of hours that an exempt employee should record as time off?

A. Exempt employees should record time off in increments of no less than ½ day. This applies to all time off types except intermittent FMLA time. It is the nature of exempt jobs that time is not monitored in smaller increments. We expect exempt employees to work extra hours to get the job done and in exchange grant flexibility to occasionally arrive late or leave early to take care of personal business.

Q. We have a new employee who is still in her probationary period. Do new employees accrue vacation, sick and personal from their start date or from the date probation ends?

A. A new employee begins earning time off at the point of hire. However, during the probationary period, employees are eligible for paid time off for calendar holidays only. An employee who leaves the university before completing the probationary period, is not entitled to be paid for accrued, unused vacation.

Q. My department has some part time staff. Some work part-time hours e.g. 20 hours per week while another works only the academic year (9 months). Will this present a problem in the tracking system?
A. Under Tufts policies, vacation time is accrued month by month while sick time and personal time are awarded as a bank of time on a specific date. Time that is accrued (e.g. vacation time) considers the employees scheduled hours in the formula; this time will not accrue when an academic year employee is on summer leave. Time that is awarded uses a formula that considers not only the scheduled hours but scheduled work periods (or the weeks per year or semi-monthly pay periods per year that an employee is scheduled to work) and in this way adjusts the time awarded for both a part-time and a part-year schedule.

Q. My supervisor and I are having difficulty agreeing on how much vacation time I have accrued in my balance. Can we get help resolving this?

A. You should always try to resolve such a discrepancy between a supervisor and employee’s records internally. But if you find that you are unable to reach agreement, the HR representative who works with your department can help. If you do not know the representative who supports your department, contact your campus HR office for this information.