



**The Florida State University**  
Tallahassee, Florida 32306-1480

*Office of the Dean of the Faculties*  
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October 14, 2004

M E M O R A N D U M

To: Department Representatives

From: Donna Beidler, Sr. Personnel Representative  
Office of the Dean of the Faculties/Human Resources

Re: Faculty Leave Balance Transfer for OMNI Conversion

As notified by Dean of the Faculties Anne Rowe, because the OMNI system will not contain payroll dates prior to December 9, 2004, departments must ensure that accurate leave balances are converted to OMNI. In order to assist you with this process, outlined below are the procedures that should be followed to ensure leave balances are accurate.

Please note that an audit of all faculty members' leave records was conducted in 1992, so those accurate leave balances should be used as a base to audit the leave records for faculty members who were employed at that time. Departments do not need to audit leave records prior to 1992. If a copy of the DOF Audit Report from 1992 is unavailable contact our office for a leave balance(s) as of 1992, and audit from that time forward.

In addition to these detailed instructions, I have attached a checklist for you to utilize during each audit for your convenience.

**Audit Instructions:**

1. Review the faculty member's appointment papers beginning with the date of hire to present. If you do not have these papers on file, you may obtain them from your dean's office. Determine the faculty member's leave accrual rate (dependant on %FTE). Also determine whether the faculty member had any periods of non-accrual of leave, whether they have reached the maximum leave accrual allowed (\*See additional explanation on maximum leave accrual attached), or if there has been a change in type of leave they have accrued.)
2. Determine if the faculty member transferred leave into FSU, or has received a prior leave payout, either of which will affect the faculty member's beginning leave balance.

3. Organize all Pay and Leave Reports, in chronological order, from the first day employed through the current date to ensure completeness. If a Pay and Leave Report is missing, it must be reconstructed by the department, which can be accomplished by using documentation of leave used from a copy of the Pay and Leave Report retained by the faculty member or their supervisor, the faculty member's or their supervisor's "notes," or leave used which was entered in HRMS. As with all Pay and Leave Reports, any reconstructed Pay and Leave Report must also be signed by the faculty member.

4. Review each Pay and Leave Report to ensure that the type of leave used was reported correctly. If corrections must be made, you should retain the faculty member's initials beside the corrections. Ensure that the leave reported on the Pay and Leave Report is calculated accurately, and posted correctly in HRMS. If a faculty member was employed before March 8, 1996, ensure that the leave balance entered in HRMS on March 8, 1996, is accurate. If corrections are necessary, adjust the initial balance in HRMS with the effective date of March 8, 1996.

**If you identify errors they must be corrected in HRMS no later than noon on December 9, 2004.**

5. After following all of the above steps you should complete the attached certification sheet for each faculty member in your department. Obtain the faculty member's signature, provide them with a copy, and retain the original certification in your department. Route a copy of the signed certification form to the Office of the Dean of the Faculties for our record-keeping purposes. You should be prepared to provide information and answers to the faculty members in your department if they have questions.

**Certifications should be completed and sent to the Office of the Dean of the Faculties no later than December 13, 2004.**

Our office is here to assist you with this process. If after reviewing the above information you have questions, please contact Erika Bettilyon ([ebettilyon@admin.fsu.edu](mailto:ebettilyon@admin.fsu.edu)) or Donna Beidler ([dbeidler@admin.fsu.edu](mailto:dbeidler@admin.fsu.edu)) in the Office of the Dean of the Faculties (644-6876) for additional information.

## \*Maximum Annual Leave Accrual for Faculty Members:

Maximum annual leave accrual for “Out-of Unit” faculty members employed January 24, 1996  
“Out-of-Unit” faculty members employed on or prior to January 24, 1996, were eligible to accrue a maximum of 352 hours of annual leave; annual leave in excess of the maximum 352 hours was forfeited at the end of the year.

Beginning January 24, 1996, “Out-of-Unit” faculty members were allowed to accrue in excess of 352 hours of annual leave. Since then, each year faculty members with accrued annual leave in excess of 352 hours as of December 31 had the excess annual leave converted to sick leave on an hour-for-hour basis as of January 1 of each year.

Maximum annual leave accrual for “In-Unit” faculty members employed prior to July 1, 1998  
“In-Unit” faculty members employed prior to July 1, 1998, were eligible to accrue a maximum of 352 hours; annual leave in excess of the maximum 352 hours was forfeited.

Beginning July 1, 1998, “In-Unit” faculty members were allowed to accrue in excess of 352 hours of annual leave. Since that time, in-unit faculty members with accrued annual leave in excess of 352 hours as of December 31 each year had the excess annual leave converted to sick leave on an hour-for-hour basis as of January 1 of each year.

To determine whether a faculty member was un-unit or out-of-unit, refer to the top portion of their employment contract.