

AM - Entering ALRA Conversion Through ESS - Employee Self Service

GENERAL DESCRIPTION:

Employees using Employee Self Services (ESS) are able to enter their ALRA conversion election through Employee Self Service similar to entering leave time taken. This ALRA conversion will be auto approved. (Pictures of examples have dates that are not current year. Current year data will display when doing entry.)

PROCESS CONSIDERATIONS:

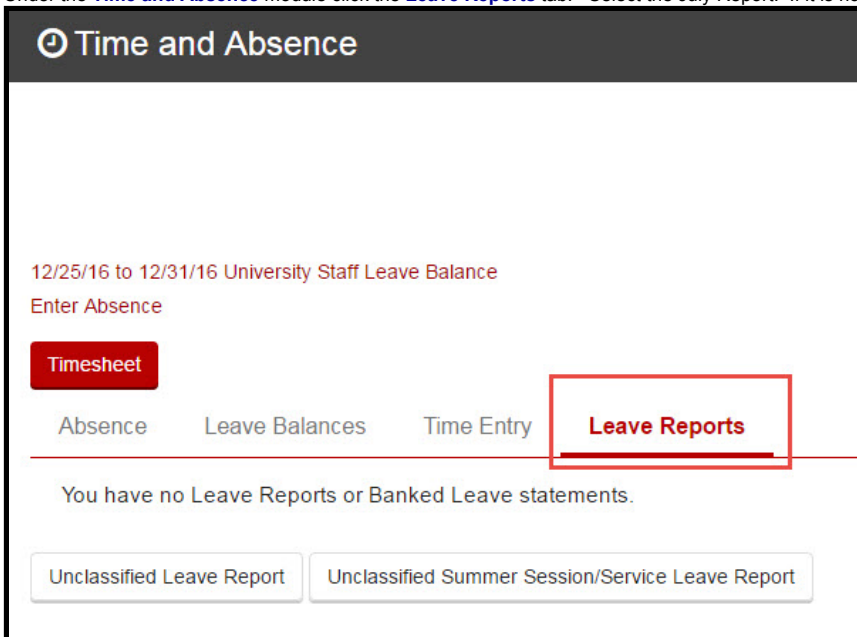
- Twelve-month faculty, academic staff, and/or limited employees with a 12-month appointment are eligible to bank into an Annual Leave Reserve Account (ALRA) after they have completed 10 or more fiscal years of continuous employment. Banking of leave comes from the vacation balance or the vacation carryover balance on June 30th.
- Beginning with the 11th fiscal year, an employee is "eligible" to bank up to 40 hours of vacation or vacation carryover. The option to bank vacation is offered immediately following the fiscal year in which an employee is eligible.
 - Example: If you complete 10 years of service anywhere between July 2017 and June 2018, you are "eligible" effective July 1, 2018. You will not be offered the election to bank those hours until July of 2019.
- Beginning with the 25th fiscal year, an employee is "eligible" to bank up to 80 hours of vacation or vacation carryover. The option to bank vacation is offered immediately following the fiscal year in which an employee is eligible.
- Any hours placed in the Annual Leave Reserve Account (ALRA) do not expire and can be used at any time or paid out upon termination or retirement.
- Blank copies of this form can be obtained by your payroll coordinator.

[You may click on the links below to navigate directly to a section:](#)

PROCEDURE STEPS:

Before using this guide, an employee should know the following:

- *Campus login ID and password for My UW System Portal*
1. Log in to the My UW System portal at <https://my.wisconsin.edu/> (Note: UW-Madison employees log in to the My UW-Madison portal). For more information on logging into the My UW System portal, please see [UWSC Support - Logging in to the My.Wisconsin.edu / My.Wisc.edu System Portal](#).
 2. Under the **Time and Absence** module click the **Leave Reports** tab. Select the July Report. If it is not there you must wait until it is.



3. Determine the amount of hours you are eligible to convert. This can be found at the bottom of the leave report.

University of Wisconsin

LEAVE REPORT

Name		Employee ID		Leave Report For JULY 2016	
Title				Type	
Department		Empl Recd	FTE	Pay Basis 12 Months	
Instructions for Reporting Leave 1. If no leave time is used, enter 0 in the Total Hours Row. 2. See chart to the right for reporting requirements. 3. Sign, date, and return leave report to approving authority by: 08/05/16			Percent Part Time Full Time Full Time	Time Used Any amount Less than 2 hrs 2-6 hours > 6 hours	Time Reported Actual Hours 0 hours 4 hours 8 hours

Regent policy: A leave report must be submitted each month, regardless of whether any leave was taken. **Failure to submit leave reports on a timely basis will result in a reduction to your sick leave accrual.** Regent policy requires that you provide medical certification for sick leave used for more than five consecutive full work days, except when the use of sick leave is authorized in advance.

Regent policy/state law: Sick leave must be reported for absences during a designated 40-hour week. If no week is designated, it defaults to the standard state work week. It is important to note this "standard work week" exists only for the purpose of reporting sick leave. Refer to <http://www.uwsa.edu/hr/benefits/leave/40hrweekrationale.pdf> for more detailed information.

DATE	VACATION	SICK LEAVE	PERSONAL HOLIDAY	ALRA	LEGAL HOLIDAY
*HOLIDAY					
FRI JUL 01, 2016					
SAT JUL 02, 2016					
SUN JUL 03, 2016					
*MON JUL 04, 2016					8.00
TUE JUL 05, 2016					
WED JUL 06, 2016					
THU JUL 07, 2016					
FRI JUL 08, 2016					
SAT JUL 09, 2016					
SUN JUL 10, 2016					
MON JUL 11, 2016					
TUE JUL 12, 2016					
WED JUL 13, 2016					
THU JUL 14, 2016					
FRI JUL 15, 2016					
SAT JUL 16, 2016					
SUN JUL 17, 2016					
MON JUL 18, 2016					
TUE JUL 19, 2016					
WED JUL 20, 2016					
THU JUL 21, 2016					
FRI JUL 22, 2016					
SAT JUL 23, 2016					
SUN JUL 24, 2016					
MON JUL 25, 2016					
TUE JUL 26, 2016					
WED JUL 27, 2016					
THU JUL 28, 2016					
FRI JUL 29, 2016					
SAT JUL 30, 2016					
SUN JUL 31, 2016					

TOTAL HOURS					
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CHECK HERE IF YOU REPORTED VACATION, PERSONAL HOLIDAY, LEGAL HOLIDAY, OR ALRA FOR ANY TIME FOR WHICH YOU COULD HAVE USED SICK LEAVE.

YOU ARE ELIGIBLE TO CONVERT A TOTAL OF 80 HOURS OF VN, VC INTO YOUR ANNUAL LEAVE RESERVE ACCOUNT FOR FY 2016 SEE EARNINGS/ LEAVE STMT FOR ELIGIBLE HOURS.
PLEASE COMPLETE THIS SECTION TO CONFIRM YOUR ELECTION

**** I ELECT TO CONVERT _____ (WHOLE) HOURS FROM VN, VC TO ALRA ****

Employee Signature: I certify that my leave report is accurate. I understand that misrepresentation can lead to disciplinary action.	Date
Supervisor/Approving Authority Signature: I confirm the accuracy of the leave report.	Date

4. Locate the **Time and Absence** module and click the **Enter Absence** link.

🕒 Time and Absence
Options ▾

[Help](#)

12/25/16 to 12/31/16 University Staff Leave Balance

[Enter Absence](#)

[Timesheet](#)

Absence Leave Balances Time Entry Leave Reports

Previous 1 2 3 4 Next

Name	Status	Start	End	Total

5. You will now see the Request Absence page. This is where you fill out the specific information for your ALRA conversion. **Note:** If you are employed at more than one job you will need to select the job you wish to convert your vacation from a list before you will be taken to the Request Absence page. ALRA conversion can be applied to one or more positions as long as there are vacation hours available to convert. (Dates in the picture are just examples. Employee should see current year data.) **Note:** ALRA conversion takes must be entered between the dates of 7/1/20xx and 10/31/20xx

Request Absence

ASSOC OUTREACH SPEC

▼ **Instructions**

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*** Start Date** [📅]

Filter by Type ▾

*** Absence Name** ▾

[View Monthly Schedule](#)

Comments

Requestor Comments

Go To

[View Absence Request History](#)

[View Absence Balances](#)

[Return to Job List](#)

* Required Field

- **Start Date (required):** The date you want the conversion to occur, you can enter the date by typing it in the format MM/DD/YYYY or by clicking the calendar icon [📅] and selecting the correct day. Choose a date between 7/1-10/31. It is recommended using a date earlier in the date range. Vacation usage is given a priority in processing so if there is usage that will process before processing the conversion to ALRA. Vacation usage could impact hours available to convert.
- **End Date:** This must be the same date as the start date. You will receive an error message if the dates are not the same.
- **Filter by Type:** Leave it set to All.
- **Absence Name (required):** Select Convert Vac to ALRA

Request Absence

ASSOC OUTREACH SPEC

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

* Start Date [View Monthly Schedule](#)

End Date

Filter by Type

* Absence Name

Additional Information

Convert

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

[Return to Job List](#)

* Required Field

6. After selecting the Absence Name, a convert field will appear for you to fill out. Input hours to convert, click submit. You will receive an error message if the hours are not entered in whole hours. HRS will verify eligibility and availability before converting.

Request Absence

ASSOC OUTREACH SPEC

Instructions
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

* Start Date [View Monthly Schedule](#)

End Date

Filter by Type

* Absence Name

Additional Information

Convert

Comments

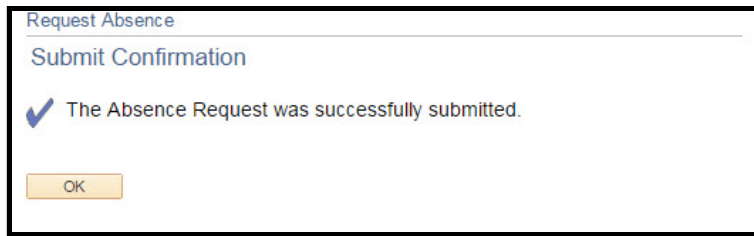
Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

[Return to Job List](#)

* Required Field

Note: If you are eligible to convert more hours to ALRA than you have available only the maximum hours available will be converted. For example: If 40 hours are submitted and employee is eligible to convert 40 hours but only 32 are available, only the 32 will be converted to ALRA. You will receive an error message if you enter more than you have available. Click **Submit**. You will receive this message following the submission if there are no errors. If you receive an error message that you believe is incorrect see your payroll coordinator as the conversion is auto approved.



7. You will now see the [Request Details](#) page which lists the details of the request and its status. Conversion is auto approved.

View Request Detail

Absence Request History

Request Details

DIS INFORM PROC CONS

Instructions
View Request Status and Approval Details

Details ?

Start Date 08/02/2016
End Date 08/02/2016
Absence Name Convert Vac to ALRA (UNC)

Additional Information

Convert 40.000000

Workflow

Status Approved

Request History Personalize | First

Status	Name	Date	Comments
Submitted		11/14/2016	

[Return to Absence Request History](#)

Note:

Because the conversion is auto approved your payroll coordinator is not directly involved. If there is an error with the conversion to ALRA contact your payroll coordinator. They will need to make the necessary changes because it cannot be pushed back.

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ADDITIONAL RESOURCES:**Related KBs:**

- [UWSC Support - Logging in to the My.Wisconsin.edu / My.Wisc.edu System Portal](#)

Related Links:

- To view more information on vacation visit the UPS Operational Policy by clicking [here](#).

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[Suggest keywords](#)

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