

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM
 APRIL 30, 2012 PAYDAY
 PAYROLL
 FREQUENTLY ASKED QUESTIONS**



LEAVE TIME

1. What are the Vacation Accrual rates in eHR?

The rates effective April 1, 2012 for each Semi-Monthly Pay Period are:

(Vacation for 40-Hour Employees)

Vacation Years of Service	Vacation Pay Period Rate	Vacation Maximum Hours
Less than 4 years	3:35	80
4 to less than 9 years	5:14	120
9 to less than 10 years	5:35	128
10 to less than 11 years	5:55	136
11 to less than 12 years	6:16	144
12 to less than 13 years	6:37	152
13 years or more	6:58	160

Vacation Accrual for Probation 56-Hour Employees

Vacation Years of Service	Vacation Pay Period Rate	Vacation Maximum Hours
0 to less than 4 years	4:58	112
4 to less than 9 years	7:19	168
9 to less than 11 years	8:22	192
11 to less than 13 years	9:24	216
13 years or more	9:45	224

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM
APRIL 30, 2012 PAYDAY
PAYROLL
FREQUENTLY ASKED QUESTIONS**



**Vacation Accrual for Fire Department
56-Hour Employees**

Vacation Years of Service	Vacation Accrual Rate	Vacation Maximum Hours
0 to less than 4 years	6:32	144
4 to less than 10 years	8:27	192
10 to less than 12 years	9:40	216
12 years or more	10:46	240

2. Can you provide an example of how I will earn Vacation and 100% Sick time and reach my maximum amounts in 2012?

In 2012, from January through March you will earn Vacation Time and 100% Sick Time using the old “Variable Method” (amount earned can vary from pay period to pay period) and from April through December using the new “Fixed Method” (amount earned is the same each pay period). Below are tables showing how time (shown in hours and minutes) will be earned each month during this transitional year.

**Vacation
40-Hour Employees with Maximum Hours from 80 to 160**

	80 Max	120 Max	128 Max	136 Max	144 Max	152 Max	160 Max
Month	Monthly total						
Jan	7:15	10:38	11:20	12:03	12:45	13:28	14:10
Feb	6:48	9:56	10:37	11:16	11:56	12:35	13:16
Mar	7:15	10:38	11:20	12:03	12:45	13:28	14:10
Apr	7:10	10:24	11:10	11:50	12:32	13:14	13:56
May	7:10	10:24	11:10	11:50	12:32	13:14	13:56
Jun	7:10	10:24	11:10	11:50	12:32	13:14	13:56
Jul	7:10	10:24	11:10	11:50	12:32	13:14	13:56
Aug	7:10	10:24	11:10	11:50	12:32	13:14	13:56
Sept	7:10	10:24	11:10	11:50	12:32	13:14	13:56
Oct	7:10	10:24	11:10	11:50	12:32	13:14	13:56
Nov	7:10	10:24	11:10	11:50	12:32	13:14	13:56
Dec	1:22	5:36	5:23	5:58	6:18	6:37	6:56
Total	80:00	120:00	128:00	136:00	144:00	152:00	160:00

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM
 APRIL 30, 2012 PAYDAY
 PAYROLL
 FREQUENTLY ASKED QUESTIONS**



Vacation

**56-Hour Probation Employees with Maximum Hours
 from 112 to 224**

	112 Max	168 Max	192 Max	216 Max	224 Max
Month	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total
Jan	10:06	14:53	17:01	19:07	19:50
Feb	9:27	13:55	15:55	17:54	18:34
Mar	10:06	14:53	17:01	19:07	19:50
Apr	9:56	14:38	16:44	18:48	19:30
May	9:56	14:38	16:44	18:48	19:30
Jun	9:56	14:38	16:44	18:48	19:30
Jul	9:56	14:38	16:44	18:48	19:30
Aug	9:56	14:38	16:44	18:48	19:30
Sept	9:56	14:38	16:44	18:48	19:30
Oct	9:56	14:38	16:44	18:48	19:30
Nov	9:56	14:38	16:44	18:48	19:30
Dec	2:53	7:15	8:11	9:28	9:46
Total	112:00	168:00	192:00	216:00	224:00

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM
 APRIL 30, 2012 PAYDAY
 PAYROLL
 FREQUENTLY ASKED QUESTIONS**



Vacation

**56-Hour Fire Department Employees with
 Maximum Hours from 144 to 240**

	144 Max	192 Max	216 Max	240 Max
Month	Monthly total	Monthly total	Monthly total	Monthly total
Jan	13:18	17:11	19:40	21:36
Feb	12:26	16:04	18:23	20:14
Mar	13:18	17:11	19:40	21:36
Apr	13:04	16:54	19:20	21:32
May	13:04	16:54	19:20	21:32
Jun	13:04	16:54	19:20	21:32
Jul	13:04	16:54	19:20	21:32
Aug	13:04	16:54	19:20	21:32
Sept	13:04	16:54	19:20	21:32
Oct	13:04	16:54	19:20	21:32
Nov	13:04	16:54	19:20	21:32
Dec	0:26	6:22	3:37	4:18
Total	144:00	192:00	216:00	240:00

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM
 APRIL 30, 2012 PAYDAY
 PAYROLL
 FREQUENTLY ASKED QUESTIONS**



100% Sick

**40-Hour Employees with Maximum Hours
 from 64 to 96**

	64 Max	80 Max	88 Max	96 Max
Month	Monthly total	Monthly total	Monthly total	Monthly total
Jan	8:56	8:56	8:56	8:56
Feb	8:13	8:13	8:13	8:13
Mar	8:56	8:56	8:56	8:56
Apr	8:42	8:42	8:42	8:42
May	8:42	8:42	8:42	8:42
Jun	8:42	8:42	8:42	8:42
Jul	8:42	8:42	8:42	8:42
Aug	3:07	8:42	8:42	8:42
Sept	0:00	8:42	8:42	8:42
Oct	0:00	1:43	8:42	8:42
Nov	0:00	0:00	1:01	8:42
Dec	0:00	0:00	0:00	:19
Total	64:00	80:00	88:00	96:00

100% Sick

**56-Hour Employees with
 Maximum Hours from 120 to 144**

	120 Max	132 Max	144 Max
Month	Monthly total	Monthly total	Monthly total
Jan	13:17	13:17	13:17
Feb	12:26	12:26	12:26
Mar	13:17	13:17	13:17
Apr	13:04	13:04	13:04
May	13:04	13:04	13:04
Jun	13:04	13:04	13:04
Jul	13:04	13:04	13:04
Aug	13:04	13:04	13:04
Sept	13:04	13:04	13:04
Oct	2:36	13:04	13:04
Nov	0:00	1:32	13:04
Dec	0:00	0:00	0:28
Total	120:00	132:00	144:00

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM
APRIL 30, 2012 PAYDAY
PAYROLL
FREQUENTLY ASKED QUESTIONS**



3. Will the April 1, 2012 eHR implementation affect the number of days I earn for the MegaFlex Non-Elective Leave (NL)?

eHR will not change the 10 day Maximum Number of NL days an employee can earn, nor will it change the granting of earned NL days on January 1 each year. eHR will change the method used to determine how much NL an employee earns during the year to be consistent with how other leave time (e.g., Vacation and 100% Sick time) is earned.

Prior to eHR, an employee earned NL days according to a scale based on the number of active service days in the calendar. An employee with 343 or more of active service days earned 10 NL days.

With eHR, an employee will earn up to 4 NL hours each semi-monthly pay period. The 4 hours will be reduced for any unpaid scheduled hours in the pay period.

4. Will the April 1, 2012 eHR implementation affect how MegaFlex Elective Annual Leave (EAL) is elected, paid for or paid off at year-end?

No. You may elect up to 20 days a year normally available on January 1; the cost of EAL will remain at .274% (.00274) of your monthly salary for one-day; and you may be paid off for unused EAL time at the end of the year.