



UNIVERSITY OF MARYLAND

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OFFICE OF THE SENIOR VICE PRESIDENT FOR
ACADEMIC AFFAIRS AND PROVOST

MEMORANDUM

DATE: April 28, 2008

TO: Faculty

FROM: Nariman Farvardin *N. Farvardin*
Senior Vice President for Academic Affairs and Provost

SUBJECT: New Process to Record Faculty Leave Accrual and Usage

I am writing to inform you that we have created a new process for the electronic recording of faculty leave accrual and usage. Currently, you complete monthly time-keeping records, and departments maintain leave balances manually or in spreadsheets. If you are a tenured, tenure-track, or non-tenured faculty who is employed 50% time or more and you are eligible for benefits, you must use the new process to record annual leave, sick leave, personal leave, and holidays. The new process is targeted for implementation no later than August 16, 2008, which is the end of Pay Period 4.

There are several benefits to using the electronic process. First, your leave accrual and usage in an electronic environment will be consistent across the Division. In addition, the campus will be able to maintain more accurate faculty leave records as required by the Board of Regents' policy. Another benefit will be the accuracy of your leave balances prior to retirement if you are eligible for a payoff of earned but unused annual leave. Moreover, if you are in a Maryland State Retirement and Pension System, it is important to have an accurate sick leave balance because it could add months of service credit toward your retirement.

A requirement of the electronic process will be that each Dean must decide whether you must enter your own leave or whether designated staff can enter your leave. Based on departmental records, your leave accrual and usage will be established and entered into the Payroll and Human Resources (PHR) System at the start of the new process. You will be able to use your university common login and password to enter the System, to affirm duty days and to record leave usage. Supervisors will be required to approve the electronic records.

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I have sent a memorandum to the Deans announcing the new process, and you will receive instructions with more detailed information. Should you have any questions, please contact your department's business officer.

Thank you for your cooperation as we move to this new process to record your leave accrual and usage.

NF:sba

cc: C.D. Mote, Jr., President
Douglas M. Duncan, Vice President
Ellin K. Scholnick, Associate Provost
William F. McLean, Associate Vice President
Julie K. Phelps, Assistant Vice President
Dale O. Anderson, Director
Kim L. Colbert, Assistant Director
Jan Andrews, Administrator