

## Leave sweeps scheduled for next week <sup>[1]</sup>

July 22, 2016 by [Employee Services](#) <sup>[2]</sup>

The annual leave sweep process will run the evening of Thursday, July 28, and updated accruals will be available for viewing the morning of Friday, July 29.

This process adjusts sick and vacation balances for employees who have exceeded the maximum allowable accrual for the year. Although we've traditionally run leave sweeps immediately after July monthly payroll finishes, we're delaying this year's process until the final off-cycle completes July 27.

By waiting, we can process exception time in the final July off-cycle and update data before running leave sweep. Employees will see the accruals on their July paycheck prior to the leave sweep occurring.

Please make any accrual adjustments using the **VAA** and **SCA** earnings codes by **5 p.m. Tuesday, July 26**—the off-cycle deadline. Review how to [run the Leave Sweeps query](#) <sup>[3]</sup>.

[payroll](#) <sup>[4]</sup>, [leave](#) <sup>[5]</sup>, [My Leave](#) <sup>[6]</sup>, [CU Time](#) <sup>[7]</sup>

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