

## **New query allows you to run leave sweeps on your own** <sup>[1]</sup>

May 5, 2016 by [Employee Services](#) <sup>[2]</sup>

Forget spring cleaning: With summer approaching, it's time to prepare for annual leave sweeps. We're excited to roll out a new query that allows you to pull this data on your own.

You can access the query here: **Main Menu > CU HCM User WorkCenter > Resources > Query Manager > CUES\_HCM\_LEAVE\_SWEEP.**

This query will **only** pull employees who have exceeded the maximum amount of sick and vacation hours based on the maximum accrual date listed for the employee in CU Leave Accrual summary. In the past, we generated a report and sent this information to you through interoffice mail. Department users should run this query following each payroll through June 2016.

### **Ready to run the Leave Sweep query?**

For a refresher on accessing and running queries, check out this [step-by-step guide](#) <sup>[3]</sup> and [webinar recording](#) <sup>[4]</sup>. Then, consult these definitions to interpret the results.

**LOS** – Length of service. Only State Classified Staff will have LOS.

**Max Allowbl Sick** – Maximum sick leave allowed as stated in State Personnel Rules. This only applies to Classified Staff. There will be no data for exempt professionals and 12-month Faculty.

**Frozen Sick Leave** – Sick leave balance frozen as of June 30, 1988.

**EE Max Sick Leave** – Max Allowbl Sick + Frozen Sick Leave. This is the maximum amount an employee may accrue.

**Accrued Sick Leave** – This is based on the max accrual date listed for the employee in CU Leave Accrual summary.

**Excess Sick Leave** – Accrued Sick Leave (–) EE Max Sick Leave.

**EE Sick Leave Adjust** – Amount “swept” from the sick leave balance

**Max Allowbl Vacation** – For state classified employees, this is the maximum accrual allowed based on Length of Service (LOS). For Exempt Professionals and 12-month Faculty, this is 352 hours.

**EE Accrued Vacation** – This is based on the maximum accrual date listed for the employee in CU Leave Accrual summary.

**Intermed Vacation Adjust** – Intermediate vacation adjustment. Max Allowbl Vacation (- ) EE Accrued Vacation.

**20% of Excess Sick** – 20 percent of Excess Sick Leave, which should not exceed 16 hours

**Final Vacation Adjust** – Net value between **20% of Excess Sick** and **Intermed Vacation Adjust**

## Notify your employees

If balances are incorrect, you will need to adjust them in CU Time using the **VAA** and **SCA** earnings codes. Please encourage affected employees to use their leave time or donate it before July 2016 payroll; Employees Services will run the vacation/sick leave sweep process after the July 2016 monthly payroll has processed.

## Have questions?

Please contact payroll at 303-860-4200, option 2 or send an email to [HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu) <sup>[5]</sup>

[Reporting](#) <sup>[6]</sup>, [CU Time](#) <sup>[7]</sup>

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[1] <https://www.cu.edu/blog/hcm-community/new-query-allows-you-run-leave-sweeps-your-own>

[2] <https://www.cu.edu/blog/hcm-community/author/3792>

[3] <https://www.cu.edu/docs/sbs-running-queries>

[4] <https://attendee.gotowebinar.com/recording/1396883717022116866>

[5] [mailto:HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu)

[6] <https://www.cu.edu/blog/hcm-community/tag/reporting>

[7] <https://www.cu.edu/blog/hcm-community/tag/cu-time>