

1. What does the information on the leave balance details mean?

Leave balance information is shown for the previous four months for each leave balance type that you have.

- The first column, Beginning Balance, is the amount of leave that you had at the start of the month for that leave type.
- The second column, Hours Earned, is the amount of leave you earned during the month.
- The Third column, Hours Used, reflects the paid leave that you took during the month.
- The fourth column, Ending Balance, is calculated by adding the Hours Earned to the Beginning Balance for the month and subtracting the Hours Used to give how much leave is available at the end of the month.

2. Why are my balances in ACE not the same as my balances on my pay stub?

The balance(s) in ACE have been adjusted by your agency after your pay stub was printed. You should contact your agency's payroll/personnel office for additional information.

3. When is Leave Balance information updated in ACE?

A message on the Employee Leave Balance/Time Taken Records page under Employee Details will indicate when the information was last loaded into ACE.

4. When is leave I've taken reflected in my ACE leave balances?

Each agency has its own timeframes for entering taken leave and determines when the information is entered in the payroll system. Only leave that has been entered into the payroll system is available within ACE. You can only see the four previous months' of leave balances.

5. When is personal and major medical leave earned?

Employees earn and accumulate personal and major medical (sick) leave at the end of each calendar month.

6. My personal and medical leave shows leave earned but I was not able to take this leave during the month. Why?

Personal and major medical leave earned for a month are available for use beginning the first day of the next month.

7. What are the different type leave balances?

There are many leave codes, but only fourteen (14) leave balance types. All the leave codes fit into one of these leave balance types:

1. Personal
2. Medical
3. FLSA Comp Time
4. Federal Leave
5. Military
6. Family Medical
7. Floating Holiday
8. Disaster
9. Agency Comp Time
10. Donated Leave
11. Organ Donation
12. Bone Marrow Donation
13. Blood Platelet Donation
14. Blood Donation

8. What is meant by leave codes?

Leave codes allow you to use the leave that you have earned. For example, personal leave taken and major medical leave taken are leave codes that reduce your available balance for personal and medical leave. Other codes exist and are entered into the payroll system when you request leave. These leave codes may be used for other type leave balances, such as FLSA Comp Leave or Military Leave.

9. Where does my personal leave for first day sick show up?

Personal leave taken for the first day sick and any other personal leave will be reflected in the Personal leave balances.

10. I took Major Medical leave when I was on Family Medical Leave. Why does this leave show up in two balances?

Some leave codes affect two different balances. Major Medical for FMLA is one of these codes. It shows time taken on both the Medical Leave and Family Medical Leave.

11. Why is the beginning balance for one month not the same as the ending balance for the previous month for a specific type leave balance?

Beginning balance for one month will normally be the same as the ending balance for the previous month for a specific type leave balance. However, if there is an adjustment made by your payroll/personnel office to a beginning leave

balance or to a prior month's time taken or time earned, these balances may not be the same.

12. Why are the amounts on my Leave Balance Details not the same as the amounts that were there the last time I looked at it?

The balances will change as the information is updated from the payroll system if new entries have been made there.

13. How can I find out what makes up the figures on ACE?

If you have questions on what is reflected in ACE, you should contact your agency payroll/personnel office.

14. How many months will I be able to see?

Up to four previous months of leave balance information will be available in ACE.

15. I took leave six months ago but the leave for that month is not showing on the screen. How do I know that leave was posted correctly?

Leave may be adjusted by your agency further back than the four months of information provided in ACE. Those adjustments are reflected in ACE in the latest month's available beginning balance. Please contact your agency payroll/personnel office if you have a question.

16. If I do not think the leave information is correct, what should I do?

Talk with your payroll/personnel office. Ask them to show you what information has been entered and if there have been any adjustments.

17. My comp balances look strange. I know I have worked many more hours than is showing in the earned column. Why are they not posted yet, since the month is over?

Check with you agency payroll/personnel office if you have questions. Both FLSA and Agency Comp time are earned at the end of a work cycle. Some work cycles cross over months and may result in comp time being earned in the following month.