Leave Accrual Reconciliation
Policy and Procedure
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Leave Accrual Reconciliation
Policy and Procedure

**Policy:** Reconciliation of leave and benefit accrual must be done monthly.

**Purpose:** The Leave Accrual Reconciliation policy and procedure are intended to ensure accuracy of accruals

**Scope:** Payroll
Leave Accrual Reconciliation Procedure

Although PeopleSoft Human Capital is the official record to be used for leave accruals for each employee, the department is responsible for reconciling their departmental records to the PS system each month to check for errors.

1. Once the EOM payroll has been executed and finalized by central Payroll, you can print your EOM payroll register which will have the PS leave accrual balance for each employee on it. This should be used to reconcile your internal time balance record maintained by the department per OUHSC policy.
2. Log into PS Human Capital and go to OUHSC Menu Items>OUHSC Payroll>OUHSC Departmental Payroll>OU Departmental Reports>Departmental Register.
3. If there are any discrepancies, they should be investigated and reported to payroll services so that a correction can be made.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Joseph Brenner</td>
<td>Assistant Dean of Finance and Administration</td>
</tr>
<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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