

**PLEASE PASS THE FOLLOWING INFORMATION ON TO YOUR EMPLOYEES.**

As previously communicated, beginning December 1, 2006, Leave Balances will be printed on the Earnings Statement and will appear as follows:

Leave Balances as of MO/DAY (Pay cycle end date)

	Sick	Vacation	Comp Time
Begin	XX.XX	XX.XX	XX.XX
Accrued	XX.XX	XX.XX	XX.XX
Taken	XX.XX	XX.XX	XX.XX
Final	XX.XX	XX.XX	XX.XX

Formula: Begin Balance PLUS Current Accruals (+) (-) adjustments MINUS Prior Month Usage (+) (-) adjustments EQUALS Final Balance

*How to Read Your Earnings Statement* can be found on the Payroll Website:

<http://acctg.ucsf.edu/payroll/references/index.htm>

If you have any questions or concerns about your leave balances you should contact your department's timekeeper.