**Leave Accrual Issues and Info**

If an employee misses a leave accrual (entitlement), ctcLink will not look back to accrue the leave. A ticket will need to be put in to have the “retro processing” triggered to run the accrual on the next leave Take.

**Examples of when leave will not accrue:**

1. Work Schedule is “Use Default Schedule” instead of “Predefined Schedule.” After making Work Schedule changes, do the following:

a. Run the Refresh Dynamic Group Process.

b. Run Request Time Administration Process. - Validate the employee paycheck after the A payroll.

c. Validate the accrual after absence recalculation process.

2. Absence Management is not set up in Job Data.

3. Absence Management Effective Date is not correct.

4. FTE is 0.00 in Job Data.

5. Employee is in wrong Time Reporter Workgroup.

**Leave Accrual Maximum**

PT Faculty accrue a maximum rate of seven hours per month.

I’m sure there are more…

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