

Banner Vacation Balance Update

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The Office of Human Resources has completed an in-depth audit of employee vacation leave balances.

After the University's transition to Banner, system issues within the Banner tables caused miscalculations in some employees' vacation balances. These issues have been corrected going forward.

As of 9/8/08, the Office of Human Resources had completed audits for the ALP and USFFA Librarians, and Gardeners and Laborers Local 1877. Subsequently, the Office of Human Resources audited OPE, Public Safety Officers, Engineers Local 39, and Administrators vacation balances. Employees whose balances required adjustments were contacted individually and adjustments made to their vacation balance.

To date, all instances of inaccuracies have been corrected. We will continue to monitor the Banner system's performance for accuracy. To review your leave balance on line, log onto USFconnect at <http://connect.usfca.edu/cp/home/loginf>, select the Employee Tab, select the Click Here button under 2008 (Banner) Self Service and select leave balances.

If you have questions about this process or your vacation balance, please contact me at mayrure@usfca.edu or x 2838.

Thank you.

Miguel