



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-117

August 22, 2024

TO: All Personnel

FROM: CFO Hill

SUBJECT: UKG Payroll Update (Accruals & Holiday Leave)

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Below are a couple of updates regarding the transition to the new payroll system (UKG):

1. Accrual Balances – Payroll has audited accrual balances and has found that they came over to the new system correctly. If you believe your accrual balances are incorrect, please reach out to payroll with specific examples of how your accruals are off.
  - a. To see your current available accrual balances, click on today's date on your timecard, and choose the tab at the bottom of the screen labeled accruals. Your current vested balance less the planned takings is what you have available to use.
2. Holiday Leave for Operations – Because of UKG's system configuration, holiday leave for Operations Staff will be handled differently in the new system. A new holiday leave code has been created in TeleStaff and will be used to account for the first 144 hours of vacation used each calendar year. Staffing will begin using this code August 26, 2024. Because this is being implemented mid-year, we know there has been some leave taken that should have been holiday leave, but instead is currently coded to vacation leave. With the holiday code now active and working properly we believe most employees will be able to use their remaining holiday leave balance between now and the end of December. We will review all holiday leave balances at the end of the year (December 31) and if any leave was taken as vacation and it should have been holiday, we will make the correction and add those hours back to your vacation leave balance. You'll need to combine your available vacation and holiday leave balances when calculating the amount of leave you need to use the rest of 2024 to get below the vacation use-or-lose threshold. Currently there are 199 employees with available holiday leave hours. This process will run much smoother when we can use it from the start of the year and have these hours be part of the vacation draw process.

Please reach out to Payroll or Staffing if you have any questions.