



Funding Lump Sum ALRA and Sabbatical Terminal Leave Payouts

- ***Faculty/academic staff*** who have completed 10 or more fiscal years of continuous service may convert up to 40 hours of unused leave to an “Annual Leave Reserve Account (ALRA)” at the end of the fiscal year.
- ***University staff***, dependent on their number of years of service, may transfer a certain amount of unused annual leave to “banked” or “sabbatical” leave at the end of the calendar year.
- The banked leave does not expire and accumulates from year to year.
- At the time an employee retires or terminates employment, a lump sum payment of the ALRA or banked sabbatical may occur, referred to as a “Terminal Leave Payout”.

- Effective July 2, 2016 funding strings have been setup for each business unit to be used exclusively for ALRA and Sabbatical terminal leave payouts.
- Funding can be used **only** for ALRA and Sabbatical terminal leave payouts, not when taken as leave itself or for other leave payouts such as vacation or floating holiday termination payouts.
- Two new Earnings Code have been setup to be used only with the terminal leave payout funding:
 - TSB/TS8: Terminal Banked/Sabbatical Payout; Mapped to Account Code 1545 – University Staff – Lump Sum – Terminal Leave.
 - TAL: Terminal ALRA Payout; Mapped to Account Code 1009 – Faculty- Lump Sum Terminal Leave or Account Code 1056 - Academic Staff - Lump Sum Terminal Leave.

Business Units should use the following funding strings to fund ALRA and Sabbatical Terminal Leave:

Business Unit	Fund	Department	Program	Project
Madison	136	980100	1	AAB1193
Milwaukee	136	980100	1	
Eau Claire	136	481010	1	
Green Bay	136	983500	1	
La Crosse	136	700175	1	
Oshkosh	136	507020	1	
Parkside	136	984100	1	
Platteville	136	323616	1	
River Falls	136	980825	1	
Stevens Point	136	025070	1	
Stout	136	982017	1	
Superior	136	983100	1	
Whitewater	136	304088	1	
Colleges	136	959583	1	
Extension	136	982600	1	
Administration	136	989997	1	
System	136	989997	1	

- KB 18173 (<https://kb.wisc.edu/hrs/page.php?id=18173>) provides detailed information on funding entry to charge ALRA and Sabbatical terminal leave payouts to a specific fund. Sample entry:

Funding Data Entry

SetID: SHARE Department: A451013 LAW/LAW SCHOOL/RESEARCH CTRS
 Fiscal Year: 2017 Budget Begin Date: 07/01/2016 Budget End Date: 06/30/2017

Budget Data Find | View All First 1 of 1 Last

Department Position Appointment ID: 00000000 Empl Rcd#: 0

Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
04/01/2016	0	75.833333	R07BN	SR ADMIN PRGM SPEC	00000057	Annual	1.000000

*Effective Date: 07/02/2016 Eff Seq: 0 *Status: Active Date Entered: 05/18/2016 Used by Distribution Process:

Last Changed By:

Funding Distribution Personalize | Find | First 1-2 of 2 Last

*SEQ#	GL Business Unit	Fund	DeptID	Program	Project	Project End Date	Distrib %	ERNCD
1	UWMSN	136	980100	1	AAB1193	12/31/2099	100.000	TAL
2	UWMSN	101	45103	2			100.000	

[Total By Pay Period](#)

Save Notify Add Update/Display Include History Correct History

Example of funding entry that will charge terminal leave payout to specific fund

Questions?

- Policy and Funding String Related:
 - Contact Bryan Peters
 - 608-262-7957
 - bpeters@uwsa.edu
- Entry into HRS:
 - Contact your appropriate Affinity Group
 - **Affinity Group 1:** (888) 298-0141 (toll free) or (608) 262-0600
 - ag1@uwsa.edu
 - **Affinity Group 2:** (888) 298-0151 (toll free) or (608) 262-0419
 - ag2@uwsa.edu
 - **Affinity Group 3:** (888) 298-4159 (toll free) or (608) 262-6093
 - ag3@uwsa.edu