

Movement from University Staff to Academic Staff or Limited Appointee

Employee Name:	Empl ID:	Empl Rcd #:
Transfer Date:	FTE:	ACSD:
AM Coordinator:	Phone:	Email:

- Voluntary Reassignment | All leave balances will transfer, subject to new maximums.
- New Position | Vacation carryover and banked leave are discretionary. Other leave balances will transfer, subject to new maximums.

This form is required to be completed by the department and forwarded to the UW Service Center for a balance adjustment. A copy should be sent to the employee. Instructions for this form can be found on the next page.

University Staff Leave Type	University Staff Balance as of:	AS/LI Leave Type	AS/LI Beginning Balance as of:	AS/LI Ending Balance as of:
Legal Holiday UWS_C_LH		Legal Holiday UWS_U_LHA_BAL		
Personal Holiday UWS_C_PH_BAL		Personal Holiday UWS_U_PH_BAL		
Sabbatical UWS_C_SAB_BAL		ALRA UWS_U_ALRA_BAL		
Sick Leave UWS_C_SL_BAL		Sick Leave UWS_U_SL_BAL		
Vacation Carryover UWS_C_VC_BAL		Vacation Carryover UWS_U_VC_BAL		
Vacation Allocated UWS_C_VNA_BAL		Vacation Allocated UWS_U_VNA_BAL		
Current Year Earned Vacation UWS_C_VN_BAL		Current Year Earned Vacation UWS_U_VN_BAL		
		ALRA Counter [*] UWS_U_ALRACT_BAL		
Hours paid out due to maximum limits (see instructions)				

*ALRA can be computed at <https://uwservice.wisc.edu/docs/calculators/am-ala-counter.xls>.

Comments:

AM Coordinator Signature: _____ Date: _____

Instructions

- To complete the University Staff leave balances, use the confirmed pay period in which transfer occurs. Use Results by Calendar to review balances. Do NOT use Review Absence Balances.

[Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Absence and Payroll Processing](#) > [Results by Calendar](#)

- Using the Calendar where the transfer occurs, choose the highest version number and highest segment number. This is not always in numerical order when 2 different Calendar Group ID's are calculating.

Calendar ID: HPR 201504A Pay Group: HPR Perm/Proj Non-Foreign Nat'l

Segment Information by Calendar Group							
Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
CLS 2015B0704A	03/22/2015	03/31/2015	Calculate	1	1	1	Segment Detail
UCL 2015M04	03/22/2015	03/31/2015	Calculate	1	2	1	Segment Detail

- Enter the balances in the prior spreadsheet according to Results by Calendar results.
- Calculate the ALRA counter and place on form. ALRA can be computed at: <https://uwservice.wisc.edu/docs/calculators/am-ala-counter.xls>.
- Verify Academic Staff/Limited (AS/LI) beginning balances using the first calculated payroll for AS/LI. They will include auto-generated balances. Sometimes the Personal Holiday (PH) will need to be removed based on the time of year. If the reassignment date is between:
 - January 2 – June 30:** No new AS/LI Personal Holiday should be granted.
 - PH from University Staff leave should be carried over and entered into AS/LI PH.
 - AS/LI PH that was granted by the system when the job was entered should be deleted by the UWSC.
 - July 1 – January 1:** New AS/LI PH should be granted.
 - PH from University Staff leave should be paid out. AS/LI PH will auto generate 36 hours.
- University Staff vacation and vacation carryover can be summed up and placed in the AS/LI vacation current year (VNA) as long as the balance does not exceed 176. Once 176 hours is reached with new allocation plus carryover university staff vacation, the balance can go to AS/LI vacation carryover, subject to a 176 hours maximum, and AS/LI carryover rules. **Example:** UWS_C_VC_BAL + UWS_C_VN_BAL + UWS_U_VNA_BAL → Enter in UWS_U_VNA_BAL not to exceed 176. Any hours that exceeds 176 → Enter in UWS_U_VC_BAL not to exceed 176. Any hours that exceeds 176 → Payout on the Bi-weekly payroll.
 - AS/LI Vacation allocation can be no larger than 176 hours. Place any excess in VC.
 - AS/LI Vacation carryover can be no larger than 176 hours. Place any excess in payout.
- Comp Time, balances that are denied transfer or any balances that exceed the maximum allowances as described above, should be paid out.

Notes

- Remember to wait for the university staff confirmed payroll before placing the balances on the form.
- The balances in the last column are what you would expect once the UWSC does the balance transfer.
- If you need any assistance completing the form, please contact your Affinity Group.
- Negative EARNED balances also transfer to the AS/LI. This reduces your AS/LI balance.