

# LEAVE USAGE EXPENSES NEVER MOVE AUTOMATICALLY WITH THE EPET

## How to create a leave usage over 12 months financial journal via Financial Journal Rule Class FE50

Please be advised that leave usage never moves automatically with an EPET. The process to transfer leave usage over 12 months is via a financial journal and the journal rule class to use is **FE50 – EMF P/R Transfer Journal**

**You may assign an appropriate document number for journals by using the following configuration – FE + 3 letter Department Prefix (or 3 alphas in the FROM index) + a 3 digit numeric**

### **The following information is an example of what must be included on Financial Journals:**

On the *Description* line, enter: Vacation Usage, Employee Name, EPET document number, and Pay Period (i.e. Vac Usage, Smith, EPET #1010, 5-31-2014);

In the *Document Reference* column, enter the: employee number (EIN); and please be aware that the sub accounts for vacation usage must be the same as those on the DOPE or Operating Ledger.

**Journal Explanation:** The explanation on every financial journal must be simple and include answers to the following:

1. How did the error occur?
  2. What is the benefit of moving this expense to the transfer TO fund?
- Note:** Because the audit environment targets expense transfers, all expense transfer explanations must address the benefit of the expense to the transfer TO fund. Be specific. (To state, "moving Vacation Usage" is no longer acceptable.)
3. Address the Un-timeliness. Why was EPET document # (include document #) payroll expense being moved so late?
  4. What is being done to prevent this type of expense transfer in the future?

**Note:** Beyond simply answering this question, it is our University's Best Practice to work with your Department's Financial Manager (DBO or MSO) and other department fund managers to implement practices that will actually reduce the need for future expense transfers.

**Because Vacation Usage never moves with salary and must always be transferred, *Vacation Usage* must be processed by a TAR via the employee's timesheet if 12 calendar months or less, and if over 12 calendar months then it must be processed via journal rule class **FE50–EMF P/R Transfer Journal**.**

Once the journal has been prepared and completed/approved electronically at the department level, please inform the Cost Transfer Help Desk by sending an email to [CostTransfer@mail.ucsd.edu](mailto:CostTransfer@mail.ucsd.edu) with the journal and EPET document numbers.