



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

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Chapel Hill, NC 27599-1270

April 28, 2006

To: Deans, Directors, and Department Chairs

From: Dennis Press *DAP*  
University Controller

Re: Compiling Vacation Leave Information for Fiscal Year ending June 30, 2006

This memorandum is the annual reminder that we will be requesting your assistance again this year in providing information on vacation leave for each permanent employee (EPA and SPA, full and part-time). The information that you provide is an essential component of the University's Comprehensive Annual Financial Report (CAFR).

It is essential that we receive this information for each permanent employee to compute and report accrued leave vacation hours accurately and timely. The Payroll Services department, in coordination with the departmental Human Resources Facilitators compiles the leave reporting information. I write asking that you request your departments to submit their leave information as of June 30, 2006, in advance, to your department Human Resource Facilitator, so that they have the information readily available. Since some employees may be on vacation or out of the office during the leave reporting cycle, submitting the information in advance will help ensure accurate and timely reporting.

The N.C. Office of the State Auditor performs an annual financial audit of the University and for the fiscal years ending June 30, 2003 and 2004 cited a non-reportable audit finding regarding data inaccuracies and internal control issues in the leave reporting process. There was no audit finding for the year ended June 30, 2005. Your assistance in reporting leave information accurately, maintaining supporting documentation for the leave information reported, and performing timely reconciliations of employee leave balances is appreciated.

As in prior years, Human Resources Facilitators will have access to the leave liability update screen through Payroll Services to report this information. The specific procedures for reporting the accrued leave hours will be provided to you in advance again this year, including recommended practices for accurate reporting and reconciliation of employee leave records.

Payroll Services will also notify departments of the availability of the leave liability update screen, which is expected to be early July 2006. The **vacation leave hours earned** and **vacation leave hours** taken, including any **adjustments** should reflect balances as of June 30, 2006.

Thank you in advance for your assistance in this important matter.

cc: Business Managers  
Human Resources Facilitators