

Sick Accrual for 9 Month Faculty Working Over the Summer

In Workday, 9 month faculty do not automatically earn sick leave over the summer.

If a 9 month faculty member is eligible for sick leave during the summer months based on the policy in the [Faculty Manual](#), please have the department administrator submit a ticket through the Workday Service Desk using the [“Leave Balances or Leave Accrual is incorrect” button](#) **at the end of each summer month** for HRS to manually update the sick balances for the faculty member.

Fiscal Year End updates

EIB deadline updates and training

We're offering training for the Accounting Journal EIB (Enterprise Interface Builder) next **Thursday, June 17, at 3 p.m.** We are offering this training to support Accounting Journals in excess of 50 lines during preparation for fiscal year end. If you are new to EIBs, we ask that you attend this special training. Your deadline for submitting EIBs will be **June 28**. If you do not attend this training or miss the deadline, we cannot guarantee that EIBs will be included in FY2021. You do not need to register for this training. [Here is the Zoom link](#).

For those of you familiar with EIBs: We've moved the due date to submit to **July 2** to allow enough time to verify the data and complete the EIB process.

Purchase Orders

As stated in a communication to the Fiscal and Administrative Officers (FAO), purchase orders are not required to be closed prior to fiscal year end. [Read on for more details](#).

Make sure to check out the [Fiscal Year End web page](#) for additional deadlines and information.