Troubleshooting Time Transfer Specifications Common Errors

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Issue: How do I enter leaves?

How-to PDFs and Videos for entering Research & Study Leave, Administrative Leave, Deferrals, and Retroactive Credit can be found in the HR Systems Training & Support Centre's HRIS Support Materials > Academic > Leave – Paid & Unpaid section.

Issue: What am I supposed to enter?

Leave type, start and end dates, number of RSL or Admin credits used for the leave, as well as any additional notes regarding the entry are listed in your Faculty or Department's RSL Approval Form:

[Insert Faculty Name] Request for Leave Form
Date Created:
Date Last Revised:
Date of HRIS Extraction:

Personnel #	Surname	Firstname	Employee Subgroup	Rank	Status	Total Current RSL FTE	Total Current Admin FTE	FTE Change	Home Org Unit (O)	Current RSL Credit Count	Current Admin Credit Count	**RSL credit balance at START of leave/defer**	**Admin credit balance at START of leave**	Remarks	Leave Type	Salary rate (indicate N/A for deferral)	Proposed Leave / Deferral Start Date	Proposed Leave / Deferral End Date	RSL credit adjustment	Admin credit adjustment	Approval status	Additional Details
1	A	AA	F1	Assoc Professor	Tenured	1.00	0.00	N	The Faculty of Example	5.0	0.0	6.0	0.0		RSL	87.50%	1-Jul-2024	30-Jun-2025	-6.0	0.0	Approved	
2	B	BB	F1	Assoc Professor	Tenured	1.00	0.00	N	The Faculty of Example	5.0	0.0	6.0	0.0	1.0 Credit Carry Forward	Deferral	N/A	1-Jul-2024	30-Jun-2025	N/A	N/A	Approved	
3	C	CC	F1	Professor	Tenured	1.00	0.00	N	The Faculty of Example	5.0	0.0	6.0	0.0	0.5 Credit Carry Forward	Deferral	N/A	1-Jul-2024	31-Dec-2024	N/A	N/A	Approved	
3	C	CC	F1	Professor	Tenured	1.00	0.00	N	The Faculty of Example	5.0	0.0	6.5	0.0	Credit balance adjusted based on deferral request above	RSL	87.50%	1-Jan-2025	31-Dec-2025	-6.0	0.0	Approved	
4	D	DD	FA	Assistant Professor, Teaching	Continuing	1.00	0.00	N	The Faculty of Example	3.5	0.0	4.5	0.0	Requests to retain 1.5 RSL credits	RSL	87.50%	1-Jul-2024	31-Dec-2024	-3.0	0.0	Approved	
6	F	FF	F1	Professor	Tenured	1.00	0.00	N	The Faculty of Example	5.0	0.0	6.0	0.0	[Note: credit does not accrue between leave portions unless a request for exception is made]	Split Leave 1	87.50%	1-Jul-2024	31-Dec-2024	-3.0	0.0	Approved	
6	F	FF	F1	Professor	Tenured	1.00	0.00	N	The Faculty of Example	5.0	0.0	3.0	0.0	N/A	Split Leave 2	87.50%	1-Jul-2025	31-Dec-2025	-3.0	0.0	Approved	

Office of the Vice-Provost, Faculty & Academic Life
https://faculty.utoronto.ca/academic-administrators/tools-solutions/research-study-leave-tool

If you do not have a copy of your Faculty or Department's RSL Approval Form, contact your Dean's Office.

Issue: Future RSL credit count projections of the RSL Report do not match our records

If future RSL credit count projections in the RSL Report are off by few credits, there are four main causes.

Note: HRIS processes credit calculations once per week on Sundays, so new entries will not be immediately reflected in credit calculations in the RSL Report.

Solution 1: Missing Deferral Entry

Enter Deferral entries (ZRCD) approved in the RSL Approval Form in to HRIS. Deferral entries ensure a faculty member already at the maximum 6.0 RSL credits to continue to accrue credits.

If a Deferral Entry is not entered by the half-way point of the deferral period (ie. by September 30 for July 1 to December 31, or by March 31 for January 1 to June 30), it can no longer be entered in HRIS, and you will have to enter a Retroactive Credit entry for the period. If you miss a deferral for a 6-month period (or the first 6-month period of a longer deferral period), you will add 0.5 credits for the Retroactive Credit entry; if you miss an entire 12-month deferral period, you will add 1.0 credit for the Retroactive Credit entry. Use the last day of the deferral period as the entry start and end date for the Retroactive Credit, ie. June 30 or December 31.

*If you do not have a copy of your Faculty or Department's RSL Approval Form, contact your Dean's Office.

How to: [Record an RSL Deferral (PDF)](#)
How to: [Record an RSL Deferral (Video)](#)

Solution 2: Missing Retroactive Credit Entry

Enter Retroactive Credit entries approved in the RSL Approval From in to HRIS. Retroactive entries give faculty members credits for missed deferrals or missed accrual periods in the past. Retroactive Credits are usually ZRRC entries with a June 30 start and end date of the same year (some times the approval form may have July 1 as the entry date, in which case, please use July 1 as noted in the approval form).

*If you do not have a copy of your Faculty or Department's RSL Approval Form, contact your Dean's Office.

How to: [Record Retroactive RSL Credit (PDF)](#)

Solution 3: Missing Clock Trigger Entry for Spread Salary

Keep in mind that faculty members will not accrue credit during a leave period entered in HRIS. In order to tell HRIS to continue to accrue credits for a faculty member during the non-leave portion of a Spread Salary period, you must enter a Clock Trigger (ZRCT) entry. If the Spread Salary period is July 1, 2021 to June 30, 2023 at 93.75% salary, but the Clock Trigger (ZRCT) entry is not made, then the faculty member will not accrue RSL credit between July 1, 2022 and June 30, 2023.

ZRCT entries are included in the RSL Approval Form.

*If you do not have a copy of your Faculty or Department's RSL Approval Form, contact your Dean's Office.

1-year RSL with Salary Spread over 24 months
[Record 1-year Research & Study Leave with a Spread Salary (PDF)](#) ZRCT entry instructions are on page 3
[Record 1-year Research & Study Leave with a Spread Salary (Video)](#)

6-month RSL with Salary Spread over 12 months
[Record 6-month Research & Study Leave with a Spread Salary (PDF)](#) ZRCT entry instructions are on page 3
[Record 6-month Research & Study Leave with a Spread Salary (Video)](#)

Split RSL (Two 6 month RSLs with 6 months in between) with Salary Spread over 24 months
[Record Split Research & Study Leave with a Spread Salary (PDF)](#) ZRCT entry instructions are on page 4
[Record Split Research & Study Leave with a Spread Salary (Video)](#)

Solution 4: Credits were Added instead of Subtracted when Leave was entered

If a credit count for a faculty member is double or triple what they should have, in many cases it is due the credits being entered as a positive number instead of a negative number when the leave entry was created. Credits are always subtracted when a leave is taken.

In the example below, as seen in **IT 2012 Time Transfer Specifications**, the credit adjustment was erroneously entered as 6.0 for the leave instead of -6.0

Therefore, if the faculty member had 6 credits, and was using all 6.0 credits for their leave, this results in the RSL Report showing that the faculty member now has 12.0 RSL credits instead of 0.

Edit the entry so the credit number is negative

Issue: The RSL Report Shows 102 RSL credits for a faculty member

The most likely reason for a faculty member showing 102 RSL credits in the report is the mis-entry of a ZRCD (Deferral) in **IT 2012 Time Transfer Specifications** as ZRRC (RSL credit).

In **IT 2012 Time Transfer Specifications**, select the ZRRC entry that has the Start and End dates of the Deferral (ZRRC) in the RSL Approval Form

And edit the entry to change the Subtype to ZRCD

This will correct the issue of 102 credits being added to the faculty member's record.

Issue: The RSL Report Shows -282 or -570 RSL credits (or there abouts)

This enormous negative RSL credit count is a result of the Start and End dates for a leave's credit adjustment not being the same date. Keep in mind that you only want to deduct the credits one time -- on the first day of the leave -- and not every day of the leave period.

In **IT 2012 Time Transfer Specifications**, select the ZRRC entry that corresponds to the leave that was entered

And edit the End Date to match the Start Date

This will correct the issue of the RSL Report showing -282 or -570 RSL credits for a faculty member.

The Start and End dates need to be the same day since a credit deduction is done on the first day of the leave. If the ZRRC entry has the start and end date of the full leave, then the credits will be deducted every day of the leave, resulting in -282 or -570 RSL credits at the end of a 6 month RSL or 1 year RSL respectively.

Spread Salary: You might be overpaying someone if you enter incorrect dates

Spread Salary leaves, if not entered correctly can result in two issues:

Overpayment to the faculty member

If the Spread Salary period is July 1, 2021 to June 30, 2023 at 93.75% salary, but the leave is entered as July 1, 2021 to June 30, 2022 at 93.75% salary, the result is an overpayment to the faculty member by the department/faculty because they will be paid 100% salary between July 1, 2022 and June 30, 2023.

Faculty member not accruing credits

As stated above, faculty members will not accrue credit during a leave period entered in HRIS. In order to tell HRIS to continue to accrue credits for a faculty member during the non-leave portion of the spread salary period, you must enter a Clock Trigger (ZRCT) entry. If the Spread Salary period is July 1, 2021 to June 30, 2023 at 93.75% salary, but the Clock Trigger (ZRCT) entry is not made, then the faculty member will not accrue RSL credit between July 1, 2022 and June 30, 2023.

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https://faculty.utoronto.ca/academic-administrators/tools-solutions/research-study-leave-tool