PCGenesis Enhanced Substitute Pay and Employee Leave System

GASBO

Augusta, GA

November 9, 2023

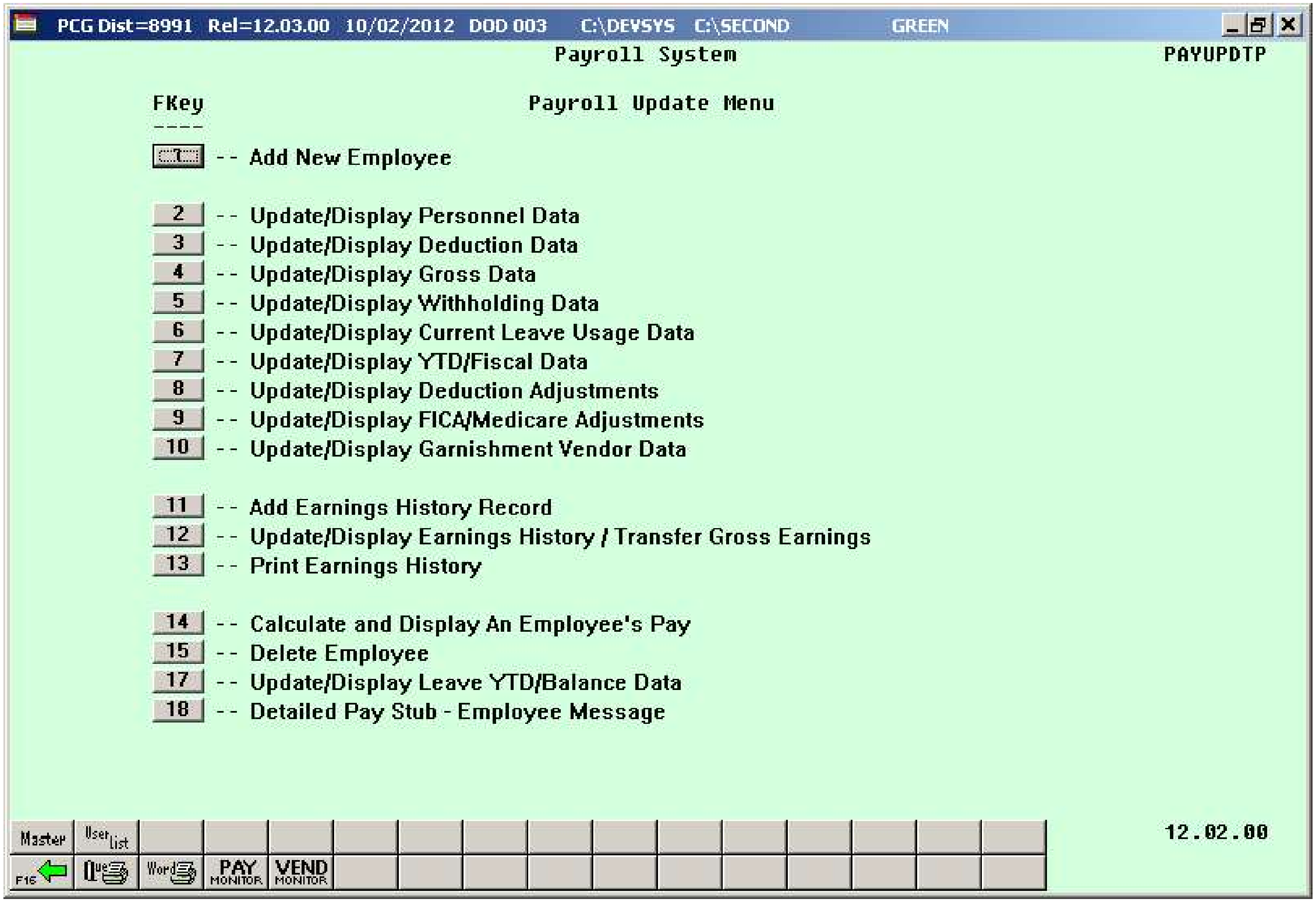
GaDOE
Georgia Department of Education

Agenda

- Enhanced Substitute Pay and Employee Leave System
  - **Input Employee Leave**
  - Import Employee Leave
  - Post Leave
  - Leave Reports
  - Leave Setup
  - Wrap up
- CPI Cycle 3 Reporting

Schedule...
Plumber
Drywaller

Payroll Update Menu



```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS  C:\SECOND         GREEN
                                  Payroll System                              PAYUPDTP

      FKey                      Payroll Update Menu
      ----
        1  -- Add New Employee

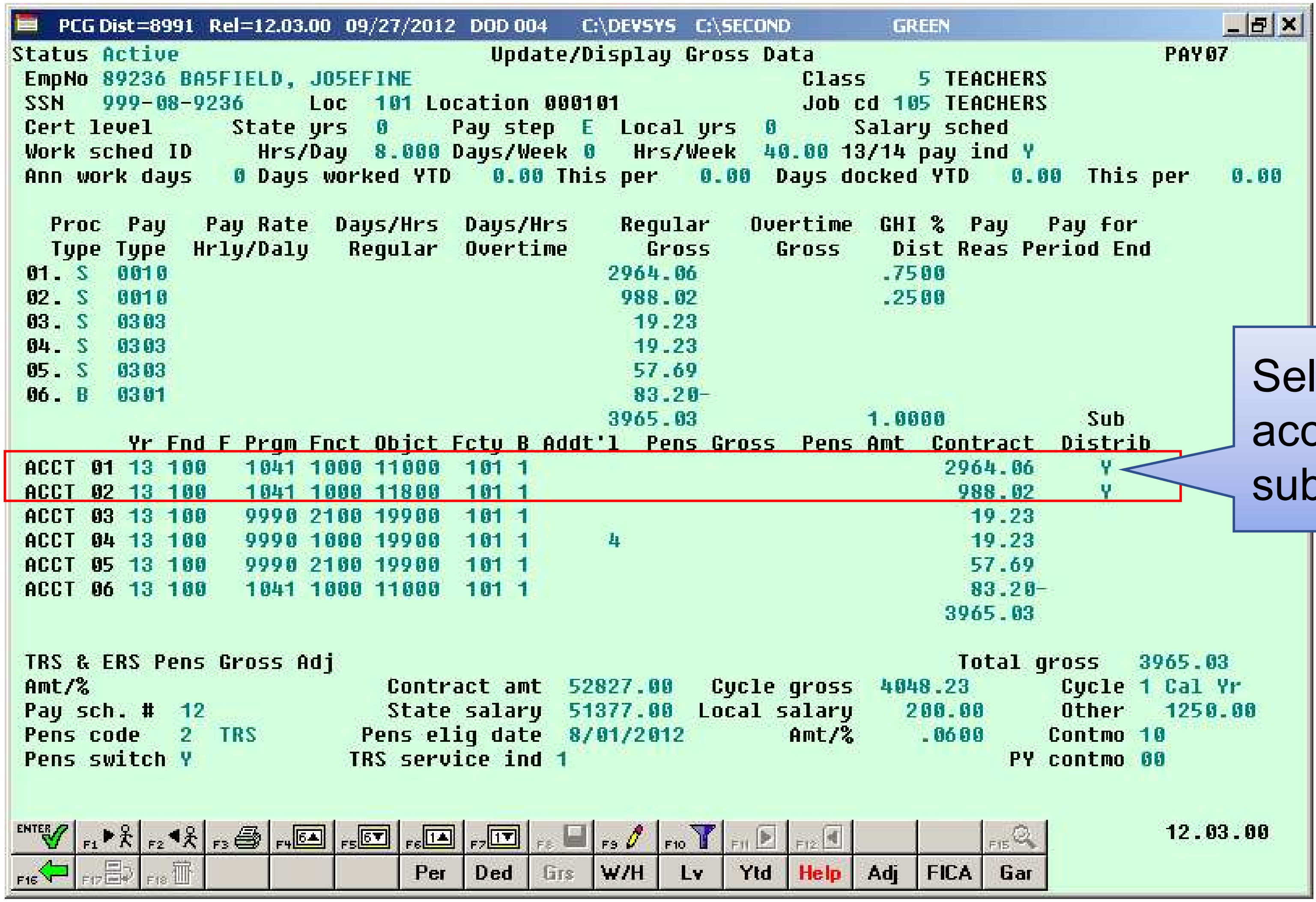
        2  -- Update/Display Personnel Data
        3  -- Update/Display Deduction Data
        4  -- Update/Display Gross Data
        5  -- Update/Display Withholding Data
        6  -- Update/Display Current Leave Usage Data
        7  -- Update/Display YTD/Fiscal Data
        8  -- Update/Display Deduction Adjustments
        9  -- Update/Display FICA/Medicare Adjustments
       10  -- Update/Display Garnishment Vendor Data

       11  -- Add Earnings History Record
       12  -- Update/Display Earnings History / Transfer Gross Earnings
       13  -- Print Earnings History

       14  -- Calculate and Display An Employee's Pay
       15  -- Delete Employee
       17  -- Update/Display Leave YTD/Balance Data
       18  -- Detailed Pay Stub - Employee Message

                                                                              12.02.00
```

Employee Setup
Teacher Gross Data Lines



```
PCG Dist=8991  Rel=12.03.00  09/27/2012  DOD 004    C:\DEVSYS   C:\SECOND          GREEN
Status Active                         Update/Display Gross Data                        PAY07
 EmpNo 89236 BASFIELD, JOSEFINE                               Class     5 TEACHERS
 SSN    999-08-9236      Loc   101 Location 000101            Job cd 105 TEACHERS
 Cert level       State yrs   0      Pay step  E   Local yrs  0      Salary sched
 Work sched ID      Hrs/Day   8.000 Days/Week 0    Hrs/Week   40.00 13/14 pay ind Y
 Ann work days     0 Days worked YTD    0.00 This per    0.00 Days docked YTD    0.00  This per    0.00

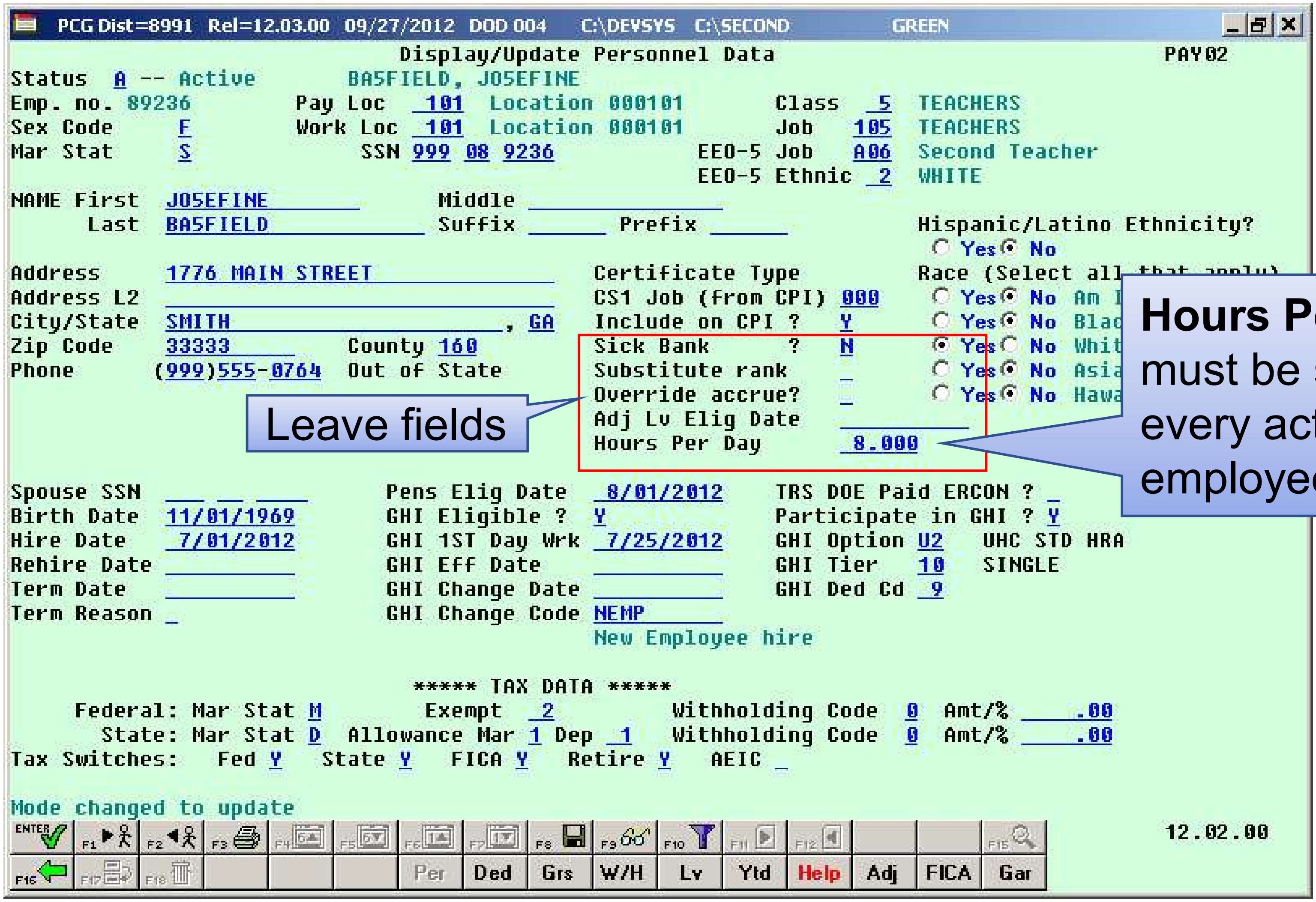
   Proc  Pay   Pay Rate  Days/Hrs  Days/Hrs    Regular   Overtime  GHI %  Pay   Pay for
   Type Type  Hrly/Daly   Regular  Overtime      Gross      Gross   Dist Reas Period End
 01. S   0010                                  2964.06              .7500
 02. S   0010                                   988.02              .2500
 03. S   0303                                    19.23
 04. S   0303                                    19.23
 05. S   0303                                    57.69
 06. B   0301                                    83.20-
                                               3965.03             1.0000             Sub
         Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Pens Gross  Pens Amt  Contract   Distrib
 ACCT 01 13 100    1041 1000 11000  101 1                               2964.06     Y
 ACCT 02 13 100    1041 1000 11800  101 1                                988.02     Y
 ACCT 03 13 100    9990 2100 19900  101 1                                 19.23
 ACCT 04 13 100    9990 1000 19900  101 1      4                          19.23
 ACCT 05 13 100    9990 2100 19900  101 1                                 57.69
 ACCT 06 13 100    1041 1000 11000  101 1                                 83.20-
                                                                        3965.03

 TRS & ERS Pens Gross Adj                                          Total gross   3965.03
 Amt/%                     Contract amt  52827.00  Cycle gross  4048.23     Cycle 1 Cal Yr
 Pay sch. #   12           State salary  51377.00  Local salary   200.00    Other   1250.00
 Pens code    2  TRS     Pens elig date  8/01/2012       Amt/%     .0600    Contmo 10
 Pens switch  Y          TRS service ind 1                               PY contmo 00

                                                                                 12.03.00
```

Select accounts for substitute pay

Employee Setup
Teacher Personnel Data Screen



```
PCG Dist=8991  Rel=12.03.00  09/27/2012  DOD 004   C:\DEVSYS   C:\SECOND          GREEN
                          Display/Update Personnel Data                              PAY02
Status   A -- Active          BASFIELD, JOSEFINE
Emp. no. 89236         Pay Loc   101  Location 000101         Class   5  TEACHERS
Sex Code      F        Work Loc  101  Location 000101         Job   105  TEACHERS
Mar Stat      S             SSN 999 08 9236             EEO-5 Job   A06  Second Teacher
                                                        EEO-5 Ethnic  2  WHITE
NAME First   JOSEFINE             Middle
     Last    BASFIELD             Suffix         Prefix            Hispanic/Latino Ethnicity?
                                                                    ○ Yes ● No
Address      1776 MAIN STREET                Certificate Type       Race (Select all that apply)
Address L2                                   CS1 Job (from CPI) 000  ○ Yes ● No  Am I
City/State   SMITH                    , GA   Include on CPI ?    Y   ○ Yes ● No  Blac
Zip Code     33333        County 160         Sick Bank      ?    N   ● Yes ○ No  Whit
Phone       (999)555-0764 Out of State       Substitute rank     _   ○ Yes ● No  Asia
                                             Override accrue?    _   ○ Yes ● No  Hawa
                                             Adj Lv Elig Date
                                             Hours Per Day     8.000

Spouse SSN   ___ __ ____     Pens Elig Date   8/01/2012    TRS DOE Paid ERCON ? _
Birth Date   11/01/1969      GHI Eligible ?  Y             Participate in GHI ? Y
Hire Date     7/01/2012      GHI 1ST Day Wrk  7/25/2012    GHI Option U2   UHC STD HRA
Rehire Date                  GHI Eff Date                  GHI Tier   10   SINGLE
Term Date                    GHI Change Date               GHI Ded Cd  9
Term Reason _                GHI Change Code NEMP
                                             New Employee hire

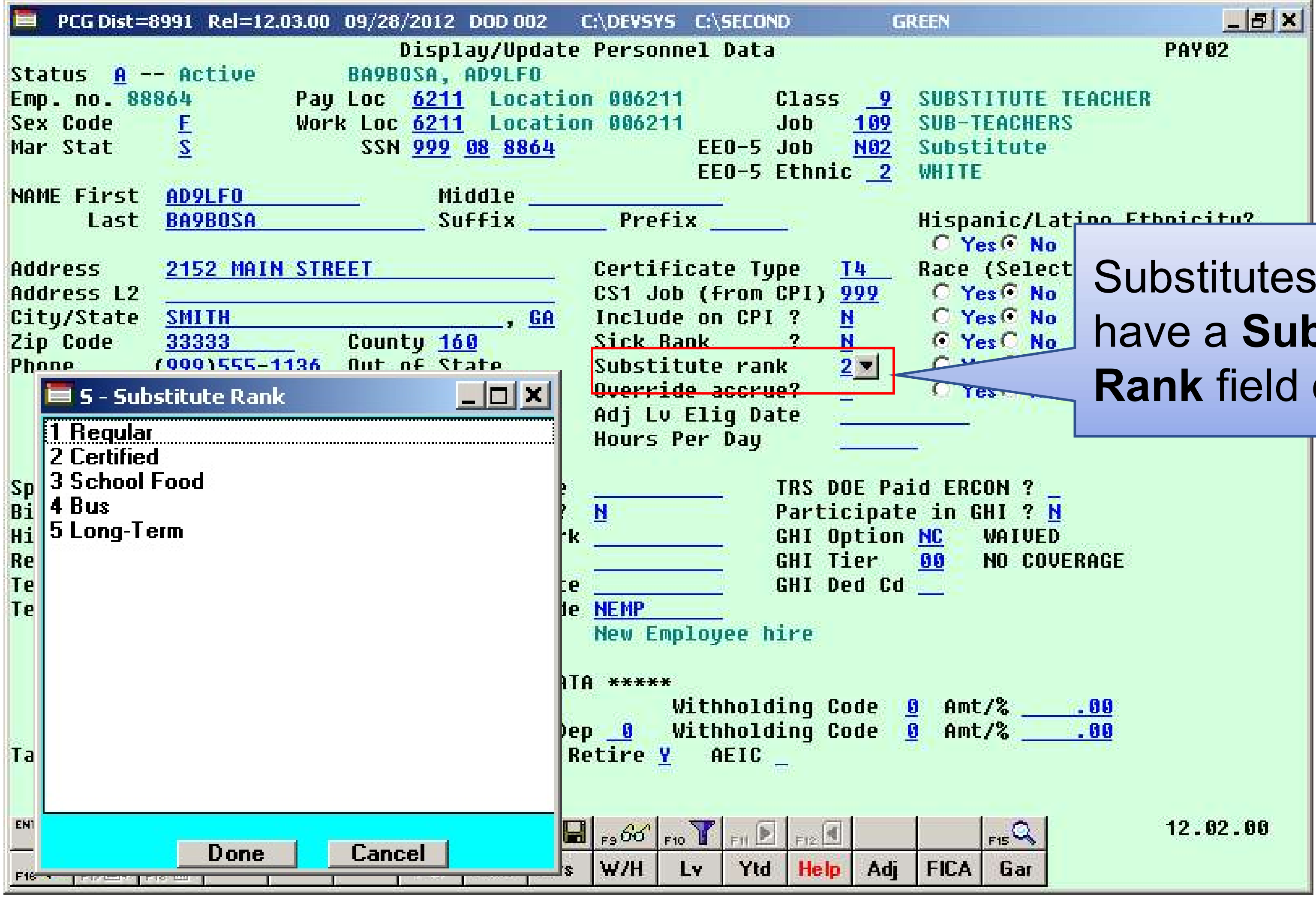
                          ***** TAX DATA *****
     Federal: Mar Stat M      Exempt   2        Withholding Code  0  Amt/%      .00
       State: Mar Stat D  Allowance Mar 1 Dep 1 Withholding Code  0  Amt/%      .00
Tax Switches:    Fed Y    State Y    FICA Y    Retire Y    AEIC _

Mode changed to update
                                                                                12.02.00
```

Leave fields

Hours Per Day must be set up for every active employee

Employee Setup
Substitute Personnel Data Screen



PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

```
                              Display/Update Personnel Data                            PAY02
Status   A -- Active          BA9BOSA, AD9LFO
Emp. no. 88864        Pay Loc  6211  Location 006211       Class   9   SUBSTITUTE TEACHER
Sex Code      F       Work Loc 6211  Location 006211       Job    109  SUB-TEACHERS
Mar Stat      S            SSN 999 08 8864             EEO-5 Job  N02  Substitute
                                                       EEO-5 Ethnic 2  WHITE
NAME First  AD9LFO               Middle
      Last  BA9BOSA              Suffix          Prefix               Hispanic/Latino Ethnicity?
                                                                        ○ Yes ● No
Address     2152 MAIN STREET                 Certificate Type   T4    Race (Select
Address L2                                   CS1 Job (from CPI) 999     ○ Yes ● No
City/State  SMITH                     , GA   Include on CPI ?   N       ○ Yes ● No
Zip Code    33333          County 160        Sick Bank      ?   N       ● Yes ○ No
Phone      (999)555-1136   Out of State      Substitute rank    2
                                             Override accrue?   _       ○ Yes
                                             Adj Lv Elig Date
                                             Hours Per Day

Sp                                        e                TRS DOE Paid ERCON ? _
Bi                                        ? N              Participate in GHI ? N
Hi                                        rk               GHI Option NC   WAIVED
Re                                                         GHI Tier   00   NO COVERAGE
Te                                        te               GHI Ded Cd __
Te                                        de NEMP
                                             New Employee hire

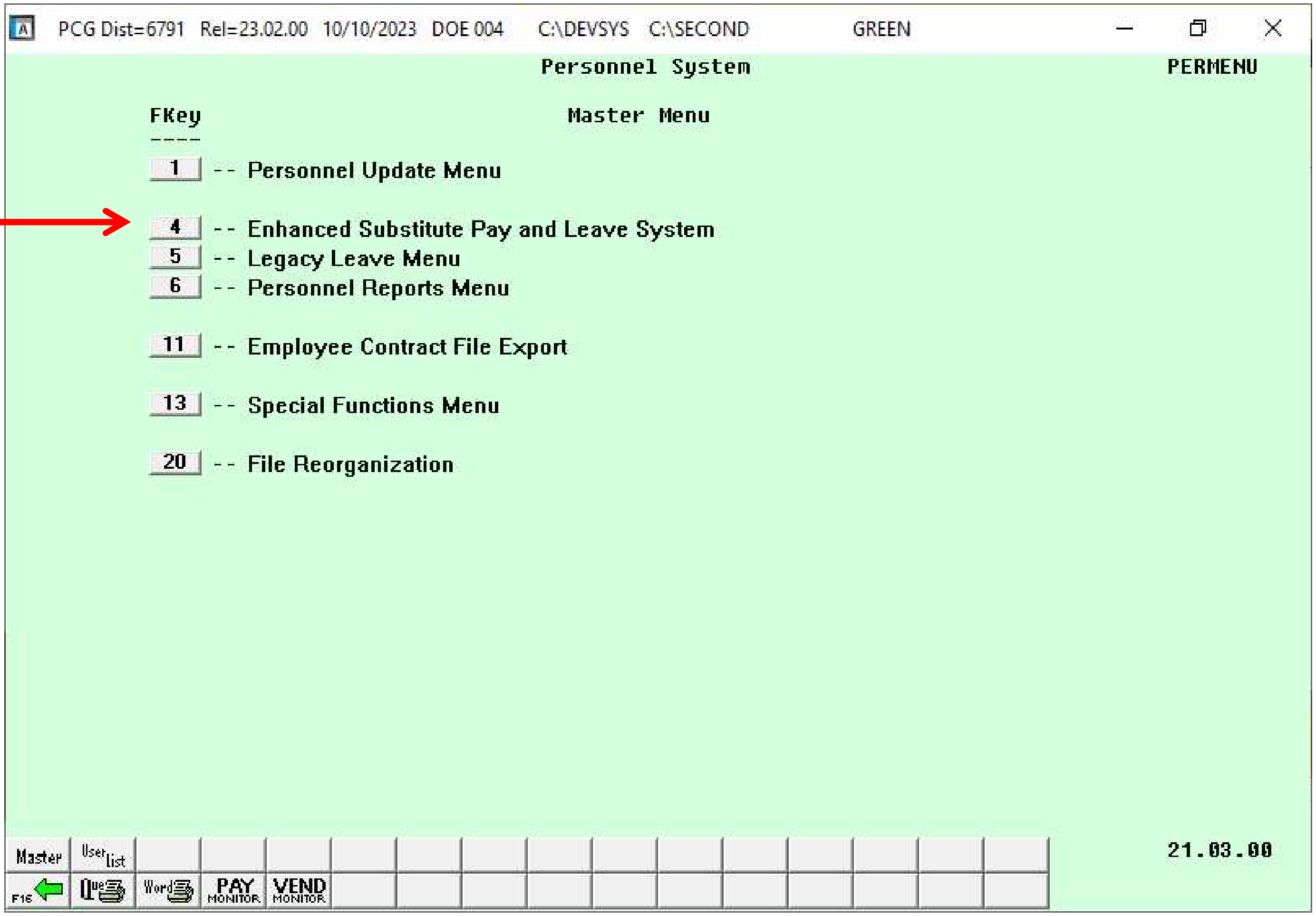
                                          ATA *****
                                                 Withholding Code 0  Amt/%      .00
                                          Dep  0 Withholding Code 0  Amt/%      .00
Ta                                         Retire Y     AEIC _
                                                                                     12.02.00
```

S - Substitute Rank

1 Regular
2 Certified
3 School Food
4 Bus
5 Long-Term

Substitutes should have a **Substitute Rank** field defined

Input Employee Leave and Substitute Pay


PCG Dist=6791 Rel=23.02.00 10/10/2023 DOE 004 C:\DEVSYS C:\SECOND GREEN

Personnel System PERMENU

FKey Master Menu

1 -- Personnel Update Menu

4 -- Enhanced Substitute Pay and Leave System
5 -- Legacy Leave Menu
6 -- Personnel Reports Menu

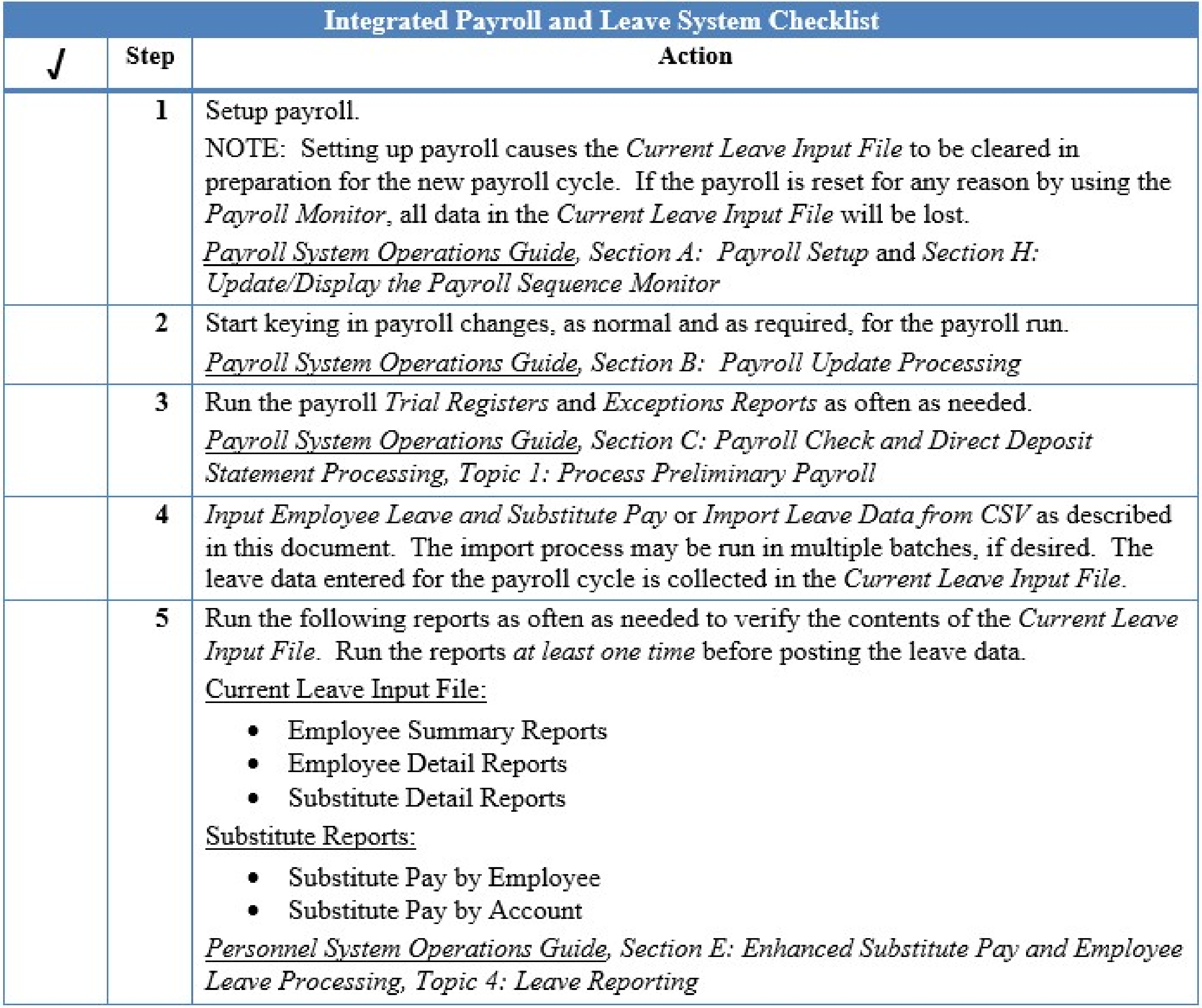
11 -- Employee Contract File Export

13 -- Special Functions Menu

20 -- File Reorganization

21.03.00

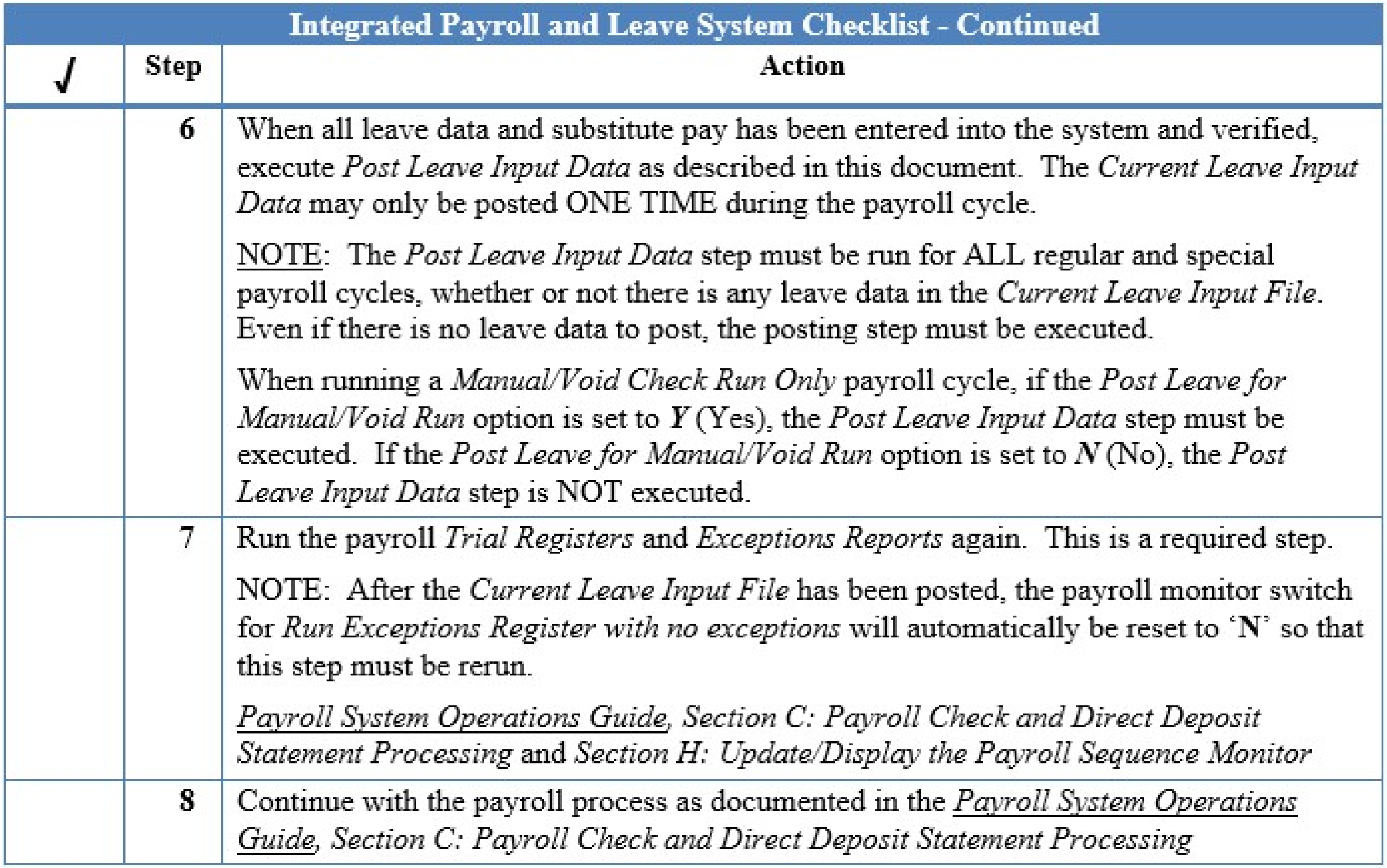
Enhanced Leave and the Payroll Cycle



Integrated Payroll and Leave System Checklist

✓	Step	Action
	1	Setup payroll. NOTE: Setting up payroll causes the *Current Leave Input File* to be cleared in preparation for the new payroll cycle. If the payroll is reset for any reason by using the *Payroll Monitor*, all data in the *Current Leave Input File* will be lost. *Payroll System Operations Guide, Section A: Payroll Setup* and *Section H: Update/Display the Payroll Sequence Monitor*
	2	Start keying in payroll changes, as normal and as required, for the payroll run. *Payroll System Operations Guide, Section B: Payroll Update Processing*
	3	Run the payroll *Trial Registers* and *Exceptions Reports* as often as needed. *Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 1: Process Preliminary Payroll*
	4	*Input Employee Leave and Substitute Pay* or *Import Leave Data from CSV* as described in this document. The import process may be run in multiple batches, if desired. The leave data entered for the payroll cycle is collected in the *Current Leave Input File*.
	5	Run the following reports as often as needed to verify the contents of the *Current Leave Input File*. Run the reports *at least one time* before posting the leave data. Current Leave Input File: • Employee Summary Reports • Employee Detail Reports • Substitute Detail Reports Substitute Reports: • Substitute Pay by Employee • Substitute Pay by Account *Personnel System Operations Guide, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 4: Leave Reporting*

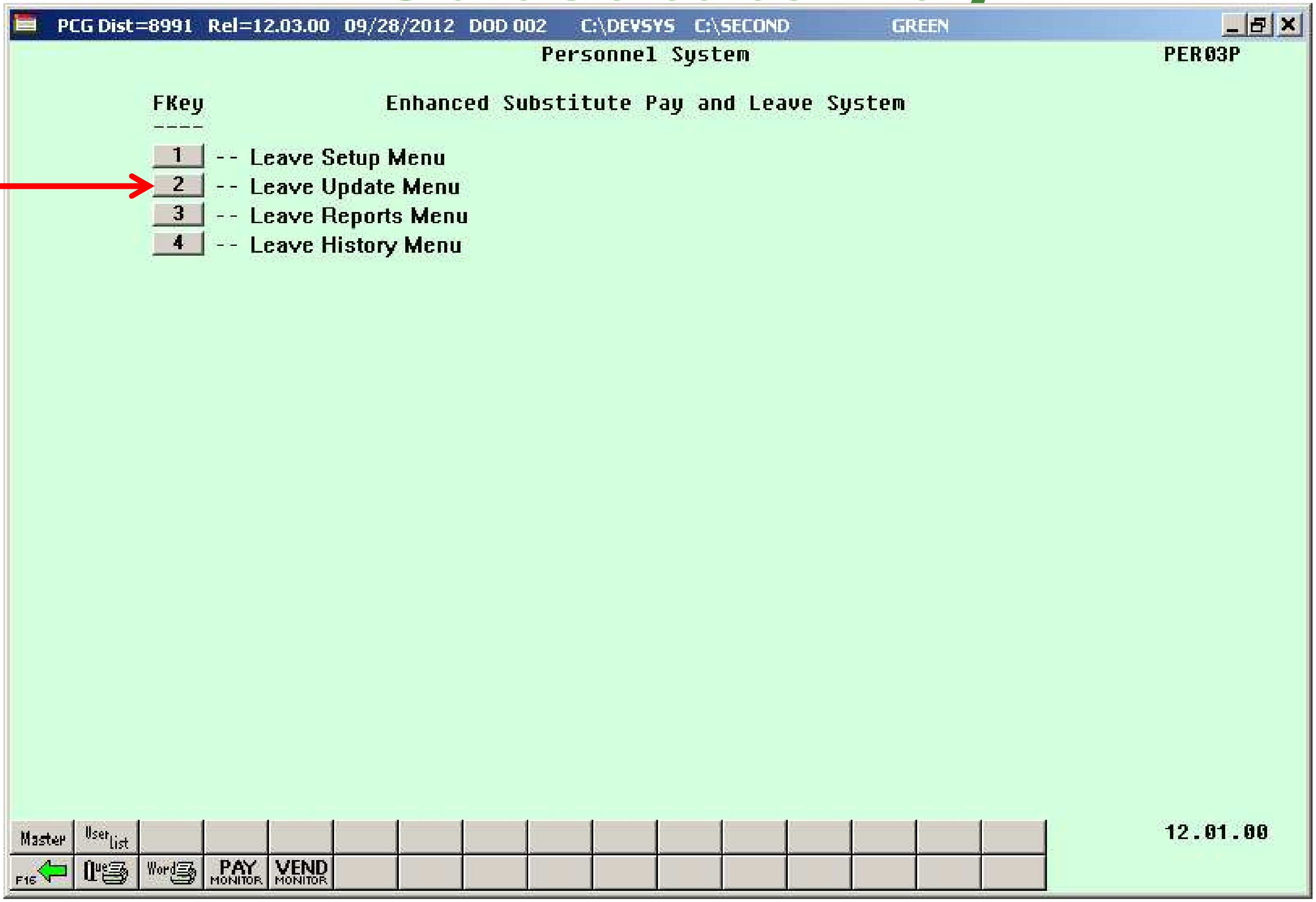
Enhanced Leave and the Payroll Cycle



Integrated Payroll and Leave System Checklist - Continued

✓	Step	Action
	6	When all leave data and substitute pay has been entered into the system and verified, execute *Post Leave Input Data* as described in this document. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. NOTE: The *Post Leave Input Data* step must be run for ALL regular and special payroll cycles, whether or not there is any leave data in the *Current Leave Input File*. Even if there is no leave data to post, the posting step must be executed. When running a *Manual/Void Check Run Only* payroll cycle, if the *Post Leave for Manual/Void Run* option is set to ***Y*** (Yes), the *Post Leave Input Data* step must be executed. If the *Post Leave for Manual/Void Run* option is set to ***N*** (No), the *Post Leave Input Data* step is NOT executed.
	7	Run the payroll *Trial Registers* and *Exceptions Reports* again. This is a required step. NOTE: After the *Current Leave Input File* has been posted, the payroll monitor switch for *Run Exceptions Register with no exceptions* will automatically be reset to 'N' so that this step must be rerun. *Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing* and *Section H: Update/Display the Payroll Sequence Monitor*
	8	Continue with the payroll process as documented in the *Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing*

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

```
                                Personnel System                          PER03P

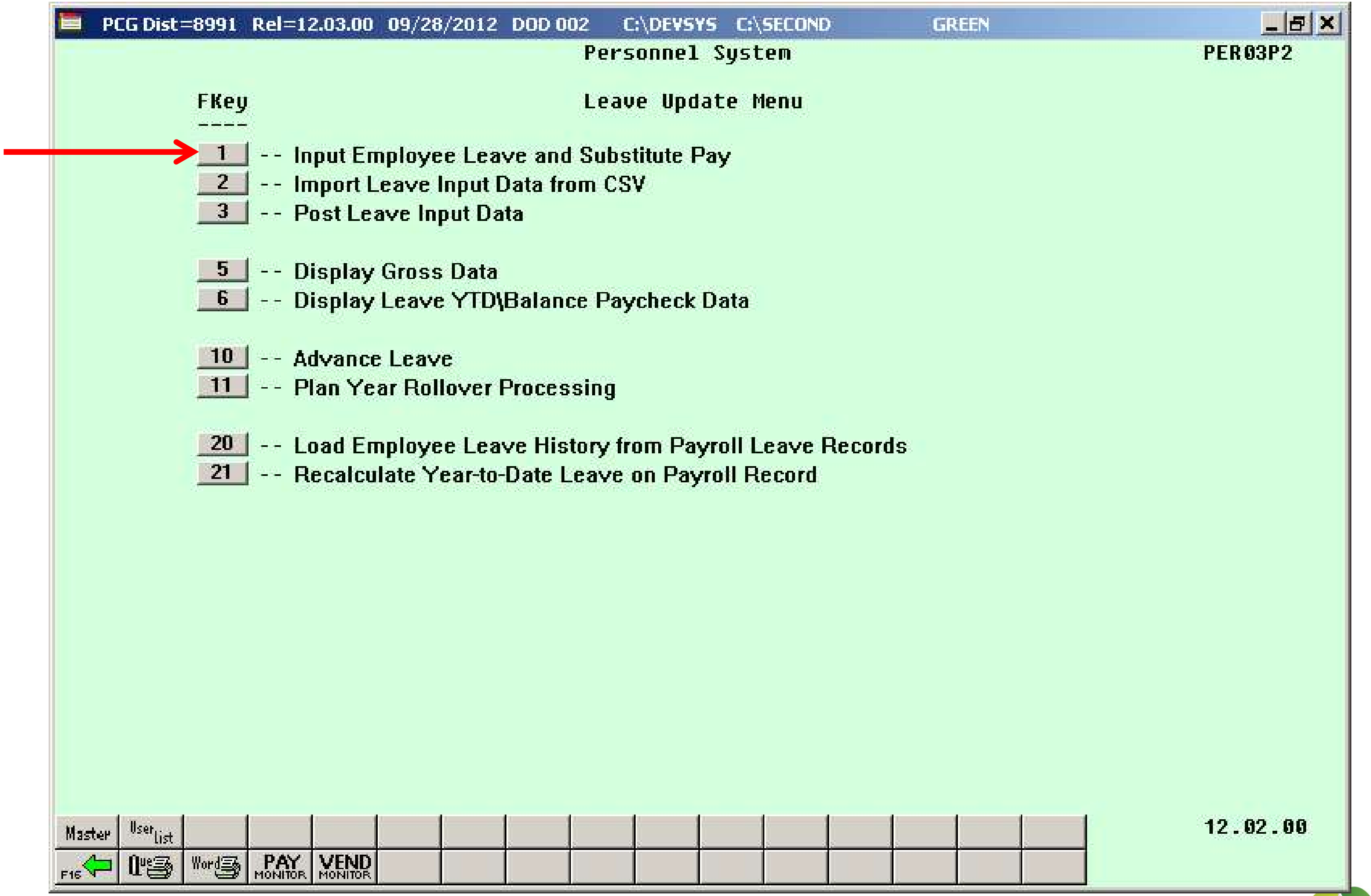
        FKey              Enhanced Substitute Pay and Leave System
        ----

         1   -- Leave Setup Menu
         2   -- Leave Update Menu
         3   -- Leave Reports Menu
         4   -- Leave History Menu

                                                                          12.01.00
```

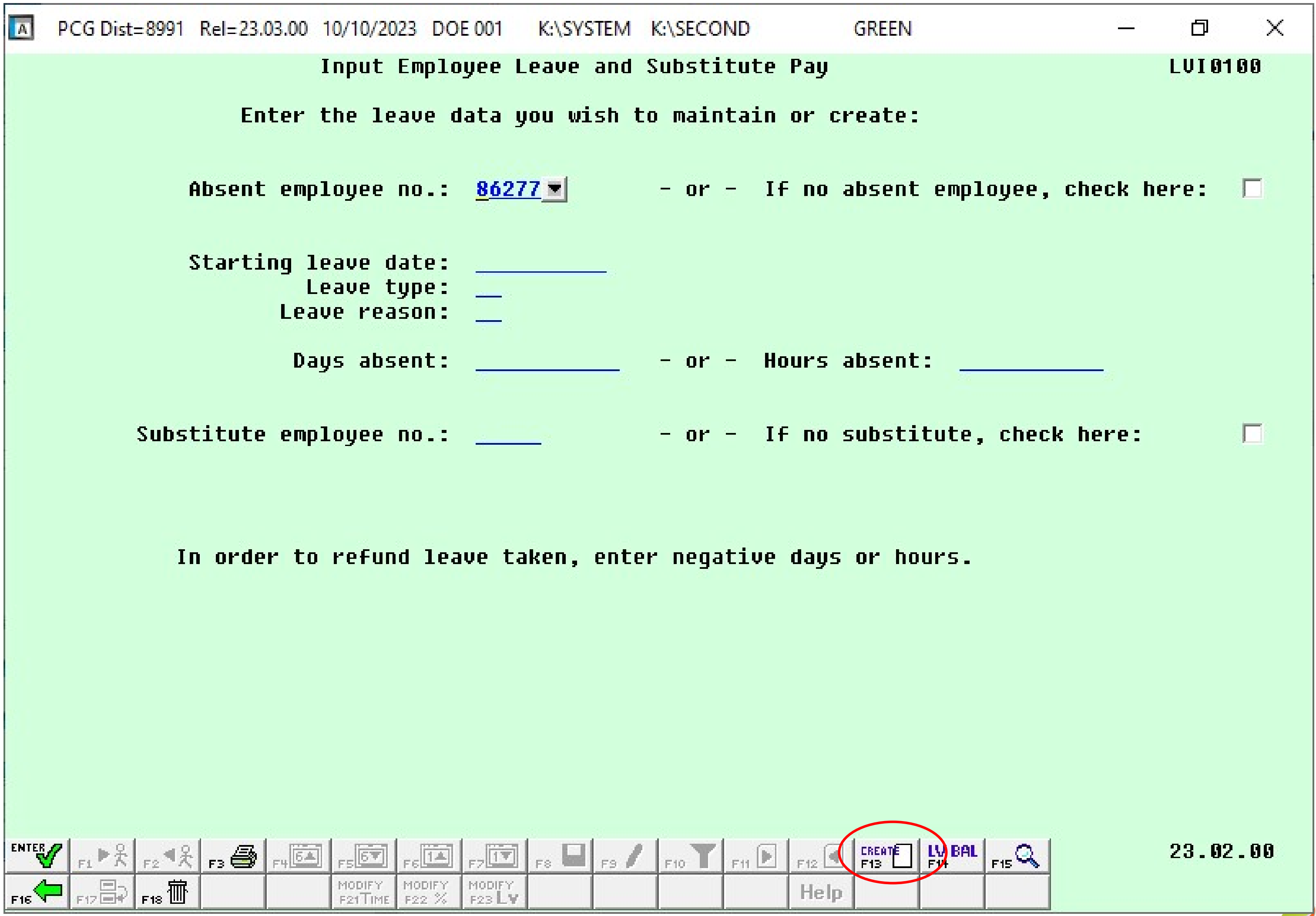
Master
User List
F16
Que
Word
PAY MONITOR
VEND MONITOR

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN
Personnel System
PER03P2
FKey
Leave Update Menu
1 -- Input Employee Leave and Substitute Pay
2 -- Import Leave Input Data from CSV
3 -- Post Leave Input Data
5 -- Display Gross Data
6 -- Display Leave YTD\Balance Paycheck Data
10 -- Advance Leave
11 -- Plan Year Rollover Processing
20 -- Load Employee Leave History from Payroll Leave Records
21 -- Recalculate Year-to-Date Leave on Payroll Record
12.02.00
Master
User List
F16
Que
Word
PAY MONITOR
VEND MONITOR

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=23.03.00 10/10/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help

Input Employee Leave and Substitute Pay LVI0100

Enter the leave data you wish to maintain or create:

Absent employee no.: 86277 - or - If no absent employee, check here: ☐

Starting leave date:

Leave type:

Leave reason:

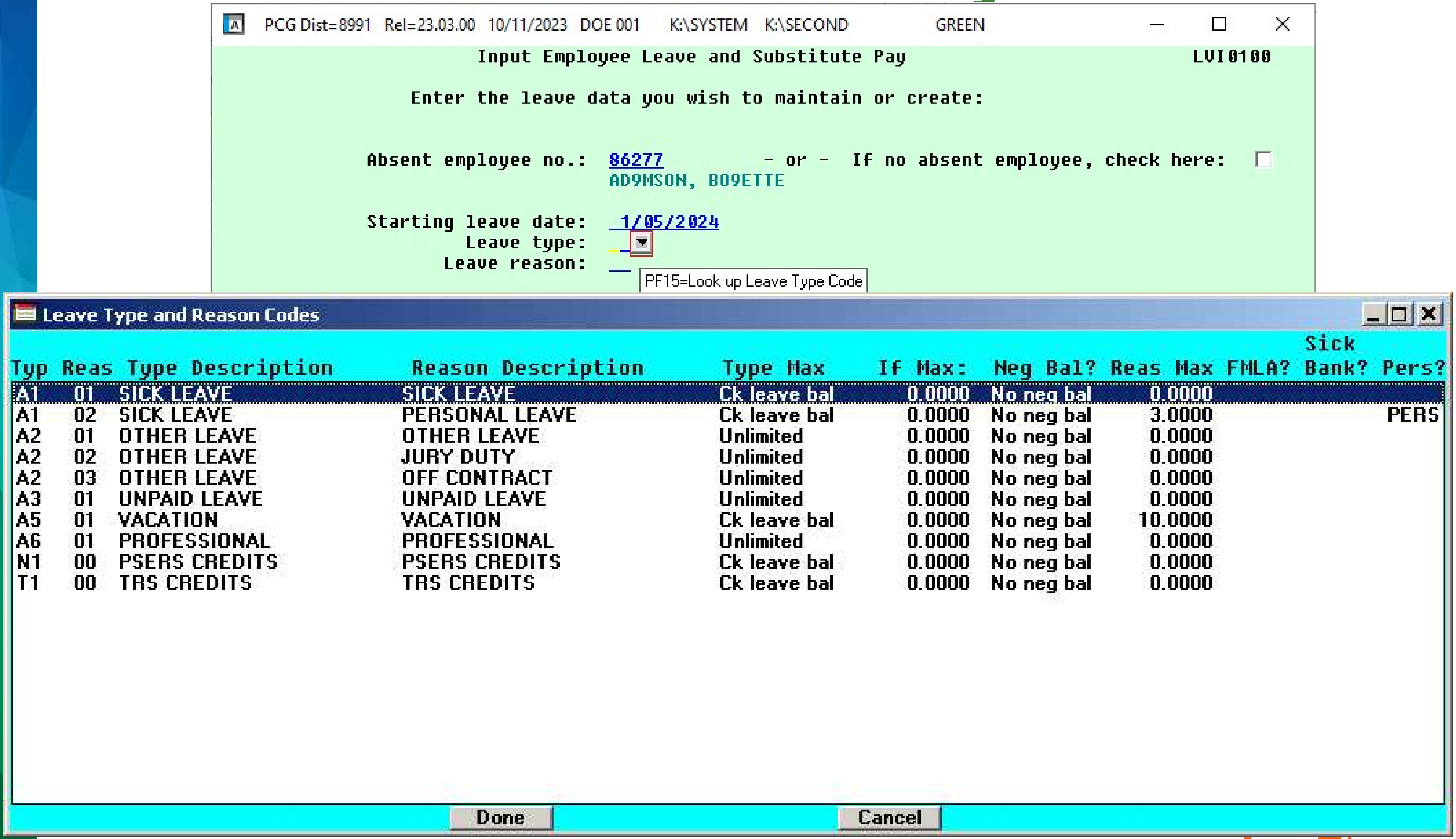
Days absent: - or - Hours absent:

Substitute employee no.: - or - If no substitute, check here: ☐

In order to refund leave taken, enter negative days or hours.

23.02.00

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=23.03.00 10/11/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN

Input Employee Leave and Substitute Pay LVI0100

Enter the leave data you wish to maintain or create:

Absent employee no.: 86277 - or - If no absent employee, check here: ☐
AD9MSON, BO9ETTE

Starting leave date: 1/05/2024
Leave type: _
Leave reason: __

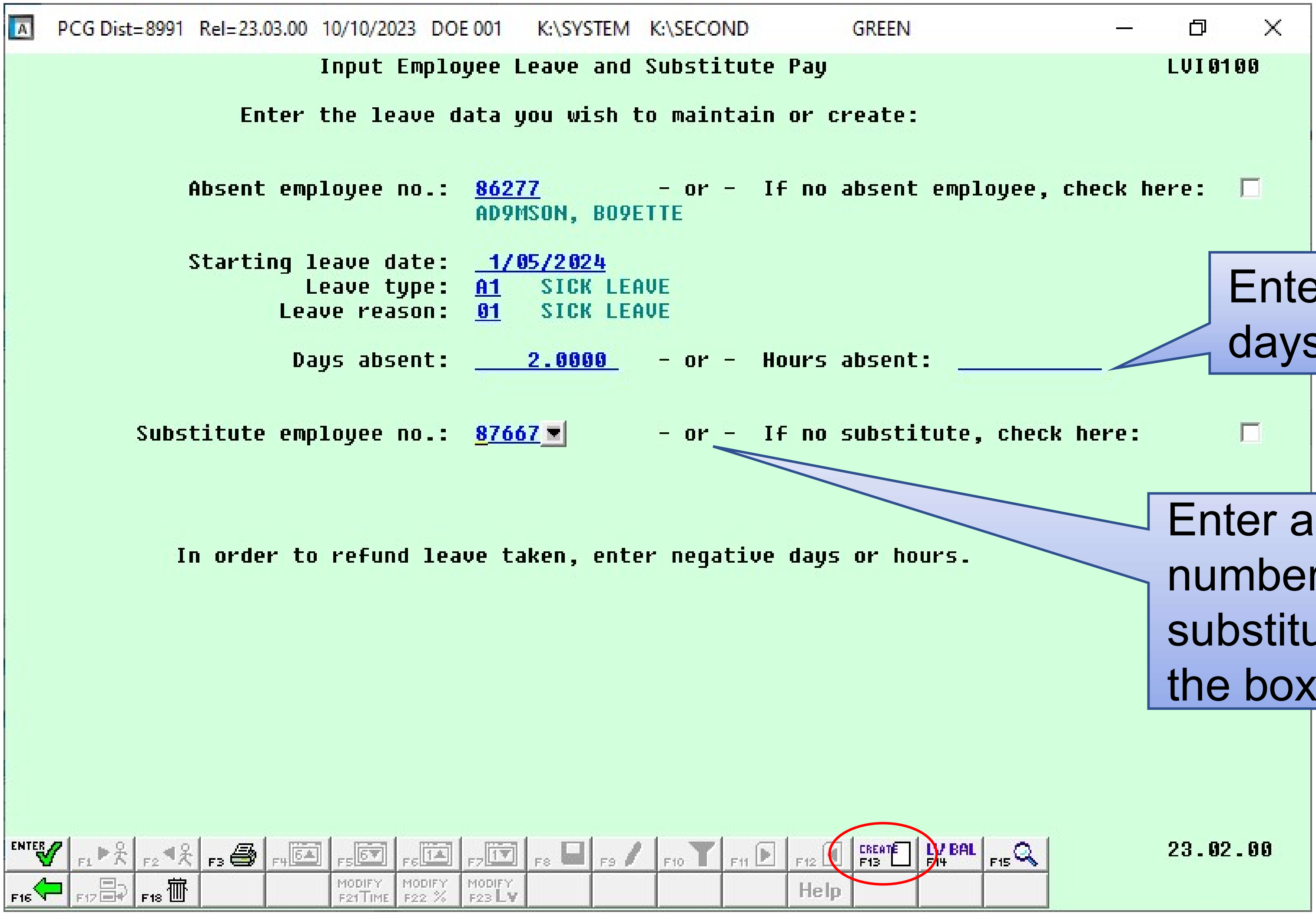
PF15=Look up Leave Type Code

Leave Type and Reason Codes

Typ	Reas	Type Description	Reason Description	Type Max	If Max:	Neg Bal?	Reas Max	FMLA?	Sick Bank?	Pers?
A1	01	SICK LEAVE	SICK LEAVE	Ck leave bal	0.0000	No neg bal	0.0000			
A1	02	SICK LEAVE	PERSONAL LEAVE	Ck leave bal	0.0000	No neg bal	3.0000			PERS
A2	01	OTHER LEAVE	OTHER LEAVE	Unlimited	0.0000	No neg bal	0.0000			
A2	02	OTHER LEAVE	JURY DUTY	Unlimited	0.0000	No neg bal	0.0000			
A2	03	OTHER LEAVE	OFF CONTRACT	Unlimited	0.0000	No neg bal	0.0000			
A3	01	UNPAID LEAVE	UNPAID LEAVE	Unlimited	0.0000	No neg bal	0.0000			
A5	01	VACATION	VACATION	Ck leave bal	0.0000	No neg bal	10.0000			
A6	01	PROFESSIONAL	PROFESSIONAL	Unlimited	0.0000	No neg bal	0.0000			
N1	00	PSERS CREDITS	PSERS CREDITS	Ck leave bal	0.0000	No neg bal	0.0000			
T1	00	TRS CREDITS	TRS CREDITS	Ck leave bal	0.0000	No neg bal	0.0000			

Done
Cancel

Input Employee Leave and Substitute Pay



```
PCG Dist=8991   Rel=23.03.00   10/10/2023   DOE 001     K:\SYSTEM   K:\SECOND          GREEN
                    Input Employee Leave and Substitute Pay                       LVI0100

              Enter the leave data you wish to maintain or create:


     Absent employee no.:  86277          - or -  If no absent employee, check here:  ☐
                           AD9MSON, BO9ETTE

     Starting leave date:   1/05/2024
              Leave type:  A1   SICK LEAVE
            Leave reason:  01   SICK LEAVE

            Days absent:     2.0000    - or -  Hours absent:

  Substitute employee no.:  87667         - or -  If no substitute, check here:     ☐


        In order to refund leave taken, enter negative days or hours.

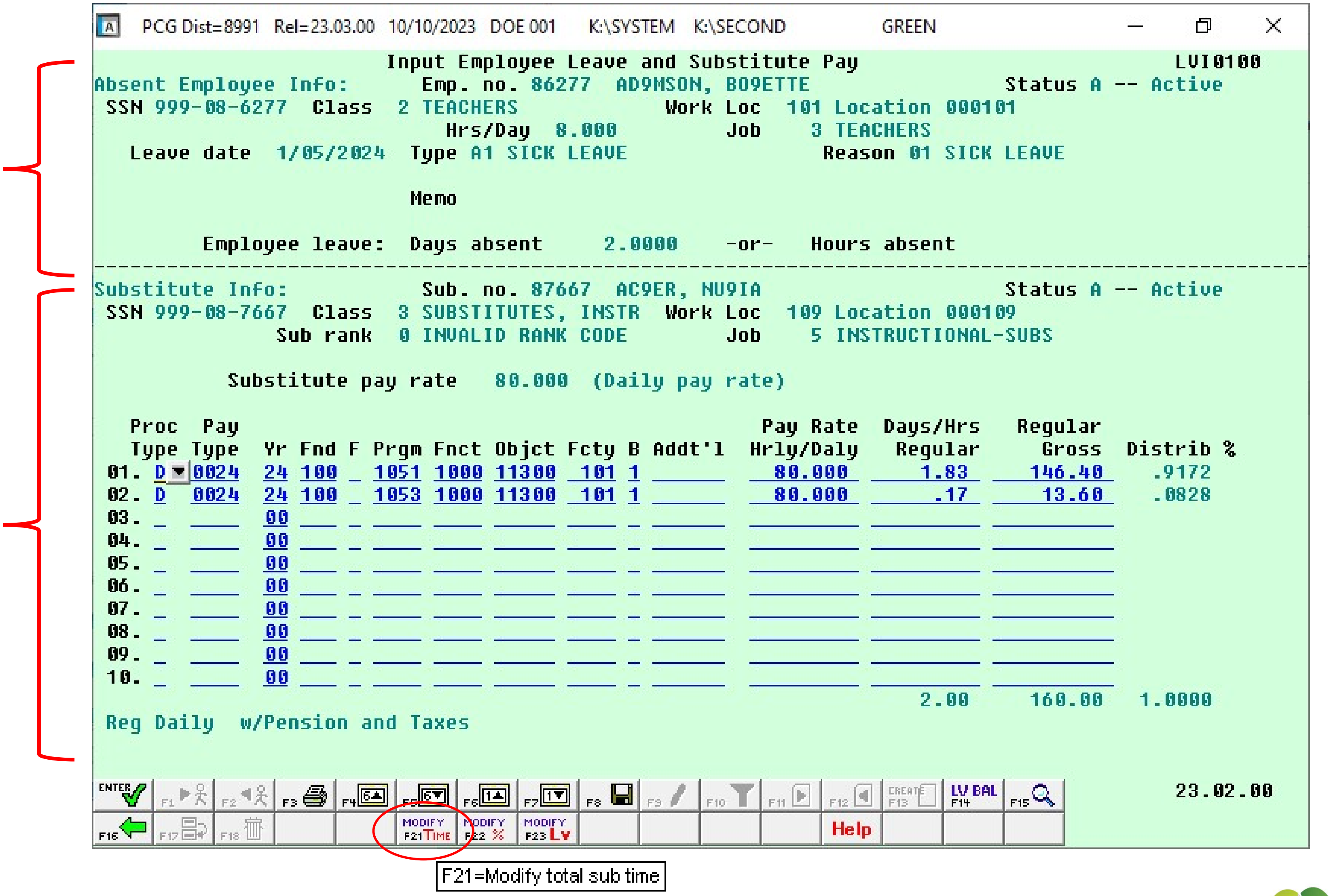
                                                                                  23.02.00
```

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help

Enter time in either days or hours

Enter a substitute number, or if no substitute, check the box

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=23.03.00 10/10/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN

```
                       Input Employee Leave and Substitute Pay                  LVI0100
Absent Employee Info:      Emp. no. 86277  AD9MSON, BO9ETTE             Status A -- Active
 SSN 999-08-6277  Class  2 TEACHERS           Work Loc  101 Location 000101
                                Hrs/Day  8.000          Job     3 TEACHERS
   Leave date  1/05/2024  Type A1 SICK LEAVE                Reason 01 SICK LEAVE

                             Memo

         Employee leave:  Days absent     2.0000    -or-   Hours absent
----------------------------------------------------------------------------------------------------
Substitute Info:           Sub. no. 87667  AC9ER, NU9IA                 Status A -- Active
 SSN 999-08-7667  Class  3 SUBSTITUTES, INSTR  Work Loc  109 Location 000109
              Sub rank  0 INVALID RANK CODE          Job     5 INSTRUCTIONAL-SUBS

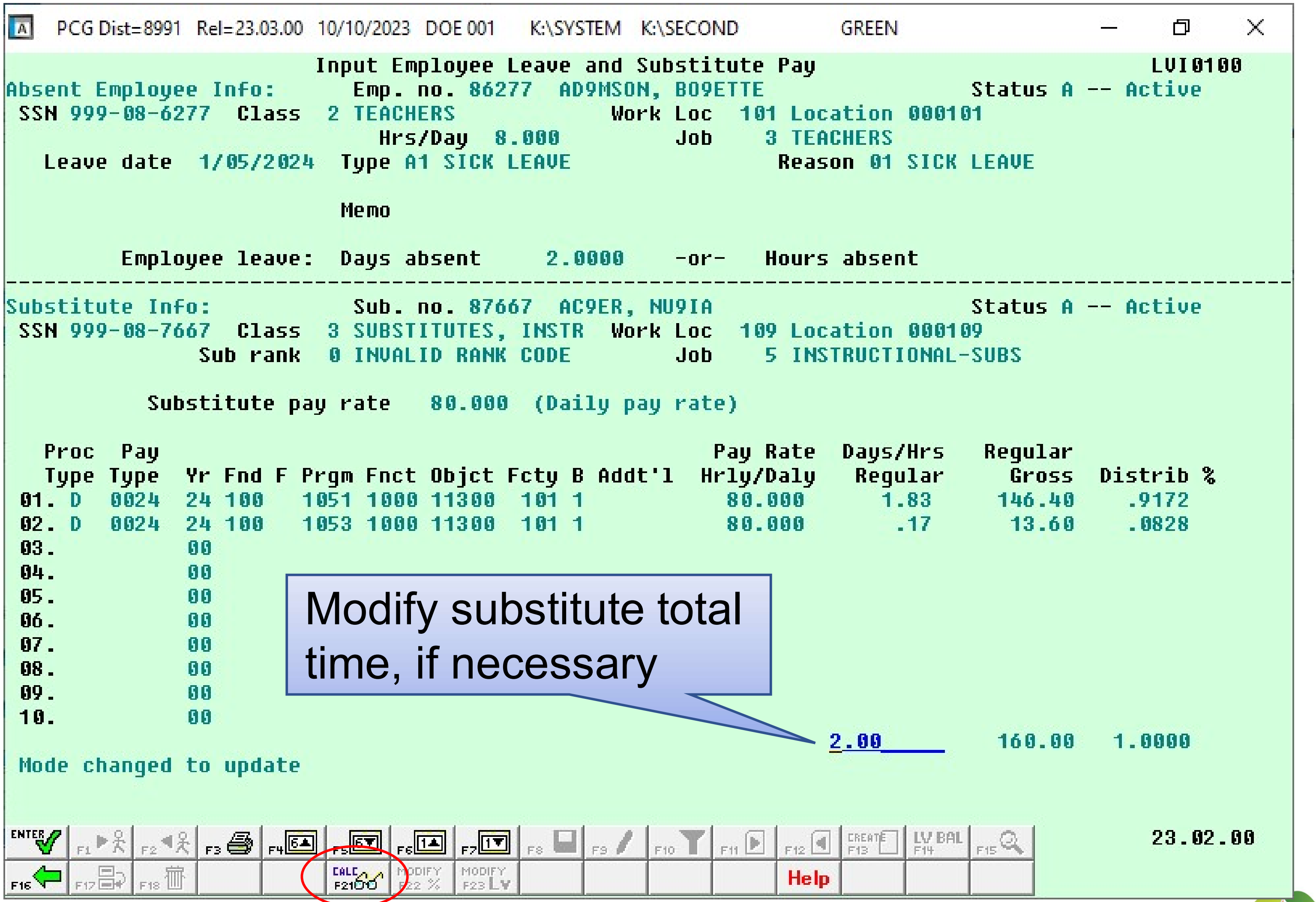
           Substitute pay rate   80.000  (Daily pay rate)

   Proc  Pay                                               Pay Rate   Days/Hrs    Regular
   Type  Type   Yr  Fnd  F  Prgm  Fnct  Objct  Fcty  B  Addt'l   Hrly/Daly   Regular     Gross   Distrib %
 01.  D   0024   24  100  _  1051  1000  11300   101  1  ______     80.000       1.83      146.40    .9172
 02.  D   0024   24  100  _  1053  1000  11300   101  1  ______     80.000        .17       13.60    .0828
 03.  _   ____   00  ___  _  ____  ____  _____  ____  _  ______   ________   ________   _________
 04.  _   ____   00  ___  _  ____  ____  _____  ____  _  ______   ________   ________   _________
 05.  _   ____   00  ___  _  ____  ____  _____  ____  _  ______   ________   ________   _________
 06.  _   ____   00  ___  _  ____  ____  _____  ____  _  ______   ________   ________   _________
 07.  _   ____   00  ___  _  ____  ____  _____  ____  _  ______   ________   ________   _________
 08.  _   ____   00  ___  _  ____  ____  _____  ____  _  ______   ________   ________   _________
 09.  _   ____   00  ___  _  ____  ____  _____  ____  _  ______   ________   ________   _________
 10.  _   ____   00  ___  _  ____  ____  _____  ____  _  ______   ________   ________   _________
                                                                               2.00      160.00   1.0000
 Reg Daily  w/Pension and Taxes

                                                                                          23.02.00
```

F21=Modify total sub time

Input Employee Leave and Substitute Pay



```
PCG Dist=8991   Rel=23.03.00   10/10/2023   DOE 001      K:\SYSTEM   K:\SECOND            GREEN
                                        Input Employee Leave and Substitute Pay                          LVI0100
Absent Employee Info:       Emp. no. 86277  AD9MSON, B09ETTE                      Status A -- Active
 SSN 999-08-6277  Class  2 TEACHERS                   Work Loc  101 Location 000101
                                 Hrs/Day  8.000          Job    3 TEACHERS
   Leave date  1/05/2024  Type A1 SICK LEAVE                   Reason 01 SICK LEAVE

                          Memo

         Employee leave:  Days absent     2.0000    -or-   Hours absent
----------------------------------------------------------------------------------------------------
Substitute Info:            Sub. no. 87667  AC9ER, NU9IA                          Status A -- Active
 SSN 999-08-7667  Class  3 SUBSTITUTES, INSTR  Work Loc  109 Location 000109
             Sub rank  0 INVALID RANK CODE         Job    5 INSTRUCTIONAL-SUBS

           Substitute pay rate   80.000  (Daily pay rate)

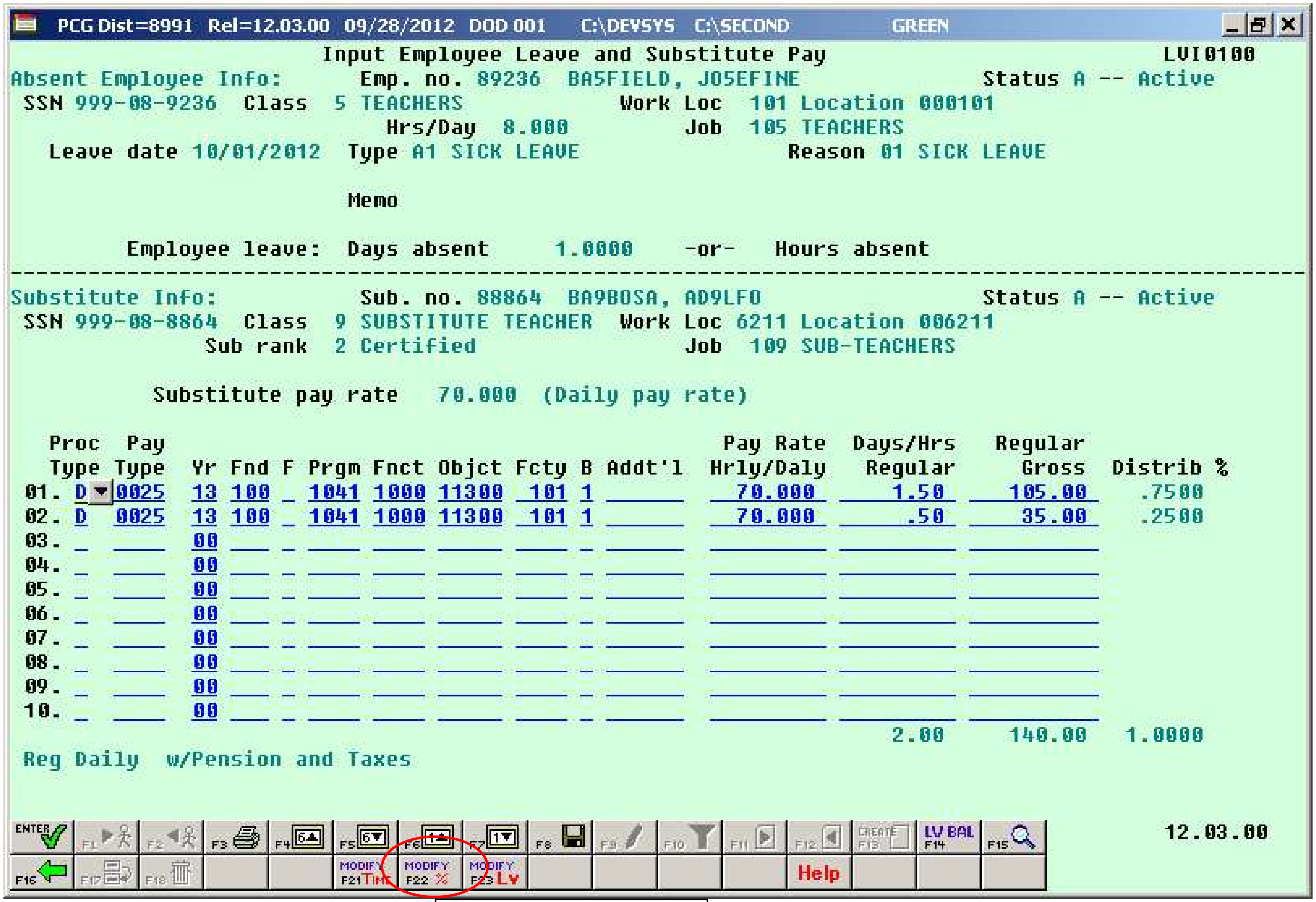
   Proc  Pay                                                Pay Rate  Days/Hrs    Regular
   Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   Hrly/Daly   Regular     Gross   Distrib %
 01. D   0024   24 100   1051 1000 11300  101 1            80.000      1.83      146.40     .9172
 02. D   0024   24 100   1053 1000 11300  101 1            80.000       .17       13.60     .0828
 03.            00
 04.            00
 05.            00
 06.            00
 07.            00
 08.            00
 09.            00
 10.            00
                                                                      2.00          160.00    1.0000
 Mode changed to update

                                                                                             23.02.00
```

Modify substitute total time, if necessary

F21=Recalculate/display scrn

Input Employee Leave and Substitute Pay


PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help

```
                         Input Employee Leave and Substitute Pay                     LVI0100
Absent Employee Info:       Emp. no. 89236  BA5FIELD, JO5EFINE             Status A -- Active
 SSN 999-08-9236  Class  5 TEACHERS           Work Loc  101 Location 000101
                               Hrs/Day  8.000          Job  105 TEACHERS
   Leave date 10/01/2012  Type A1 SICK LEAVE               Reason 01 SICK LEAVE

                           Memo

         Employee leave:  Days absent     1.0000    -or-   Hours absent
--------------------------------------------------------------------------------------------
Substitute Info:            Sub. no. 88864  BA9BOSA, AD9LFO                Status A -- Active
 SSN 999-08-8864  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
              Sub rank  2 Certified                    Job  109 SUB-TEACHERS

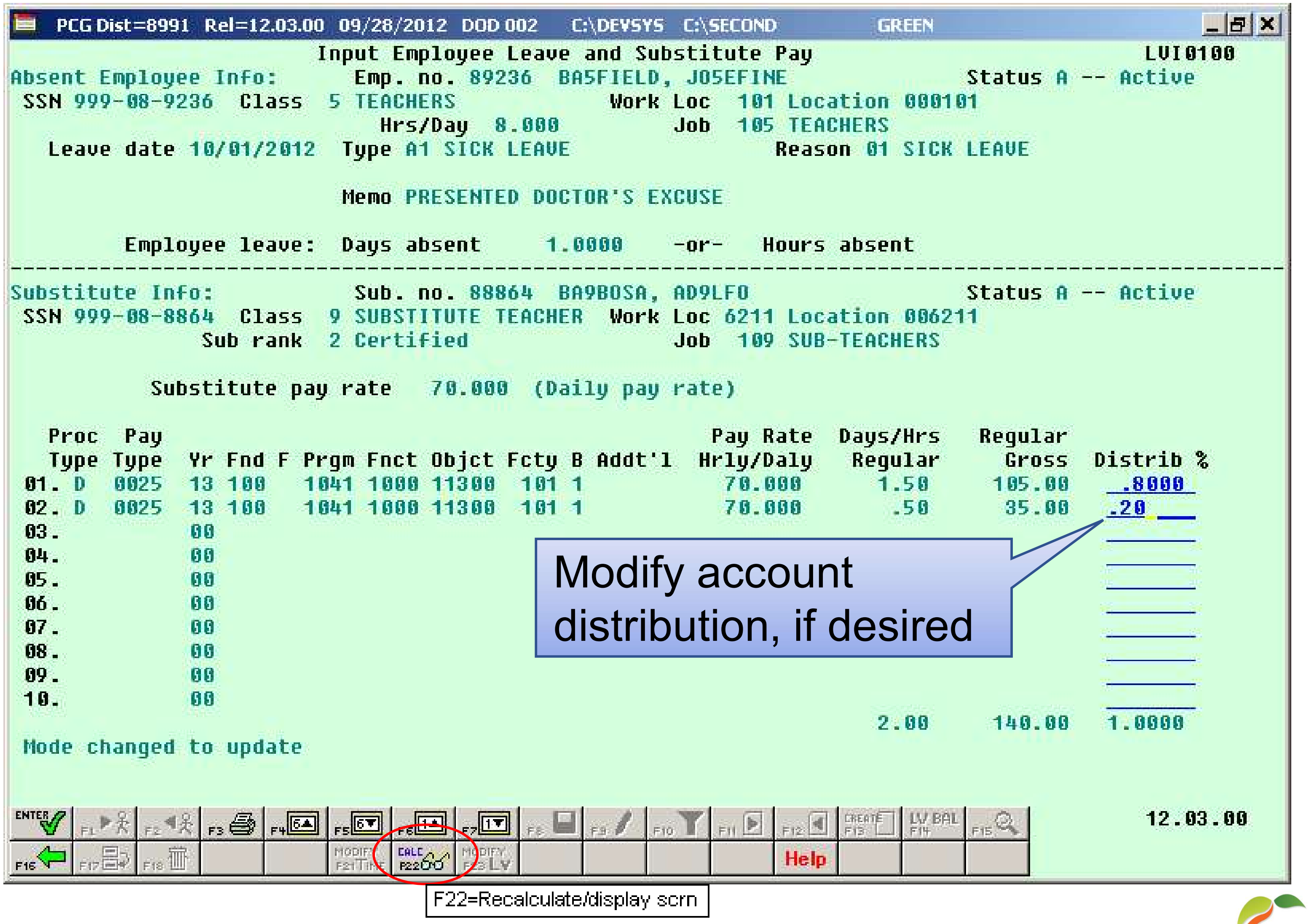
           Substitute pay rate   70.000  (Daily pay rate)

   Proc  Pay                                                Pay Rate  Days/Hrs    Regular
   Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l     Hrly/Daly   Regular      Gross    Distrib %
 01. D  0025   13 100 _ 1041 1000 11300  101 1 ______     70.000      1.50       105.00     .7500
 02. D  0025   13 100 _ 1041 1000 11300  101 1 ______     70.000       .50        35.00     .2500
 03. _  ____   00 ___ _ ____ ____ _____ ____ _ ______   __________ __________ ___________
 04. _  ____   00 ___ _ ____ ____ _____ ____ _ ______   __________ __________ ___________
 05. _  ____   00 ___ _ ____ ____ _____ ____ _ ______   __________ __________ ___________
 06. _  ____   00 ___ _ ____ ____ _____ ____ _ ______   __________ __________ ___________
 07. _  ____   00 ___ _ ____ ____ _____ ____ _ ______   __________ __________ ___________
 08. _  ____   00 ___ _ ____ ____ _____ ____ _ ______   __________ __________ ___________
 09. _  ____   00 ___ _ ____ ____ _____ ____ _ ______   __________ __________ ___________
 10. _  ____   00 ___ _ ____ ____ _____ ____ _ ______   __________ __________ ___________
                                                                     2.00      140.00    1.0000
 Reg Daily  w/Pension and Taxes

                                                                                         12.03.00
```

F22=Modify Distribution Pcts

Input Employee Leave and Substitute Pay



```
PCG Dist=8991  Rel=12.03.00  09/28/2012  DOD 002    C:\DEVSYS  C:\SECOND         GREEN
                        Input Employee Leave and Substitute Pay                        LVI0100
Absent Employee Info:      Emp. no. 89236  BA5FIELD, JO5EFINE              Status A -- Active
 SSN 999-08-9236  Class  5 TEACHERS             Work Loc  101 Location 000101
                             Hrs/Day  8.000          Job  105 TEACHERS
   Leave date 10/01/2012  Type A1 SICK LEAVE                Reason 01 SICK LEAVE

                          Memo PRESENTED DOCTOR'S EXCUSE

         Employee leave:  Days absent     1.0000    -or-    Hours absent
------------------------------------------------------------------------------------------------
Substitute Info:           Sub. no. 88864  BA9BOSA, AD9LFO                 Status A -- Active
 SSN 999-08-8864  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
              Sub rank  2 Certified                  Job  109 SUB-TEACHERS

           Substitute pay rate   70.000  (Daily pay rate)

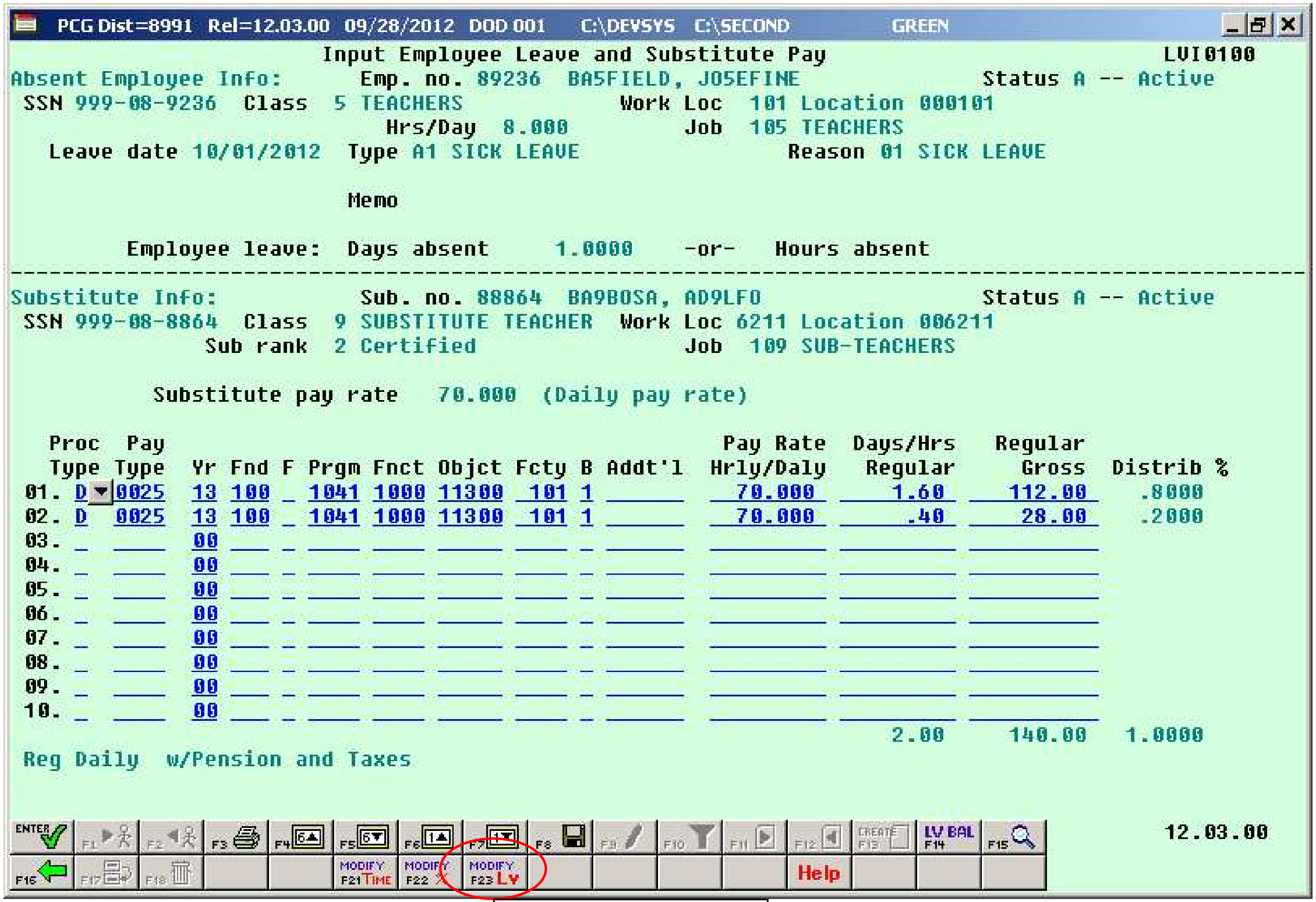
   Proc  Pay                                              Pay Rate  Days/Hrs   Regular
   Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l    Hrly/Daly  Regular     Gross   Distrib %
  01. D  0025   13 100   1041 1000 11300  101 1             70.000      1.50    105.00     .8000
  02. D  0025   13 100   1041 1000 11300  101 1             70.000       .50     35.00    .20
  03.           00
  04.           00
  05.           00
  06.           00
  07.           00
  08.           00
  09.           00
  10.           00
                                                                        2.00    140.00    1.0000
 Mode changed to update

                                                                                         12.03.00
```

Modify account distribution, if desired

F22=Recalculate/display scrn

Input Employee Leave and Substitute Pay



```
PCG Dist=8991  Rel=12.03.00  09/28/2012  DOD 001   C:\DEVSYS  C:\SECOND        GREEN
                    Input Employee Leave and Substitute Pay                  LVI0100
Absent Employee Info:     Emp. no. 89236  BA5FIELD, JO5EFINE            Status A -- Active
 SSN 999-08-9236  Class  5 TEACHERS             Work Loc  101 Location 000101
                          Hrs/Day  8.000            Job   105 TEACHERS
   Leave date 10/01/2012  Type A1 SICK LEAVE              Reason 01 SICK LEAVE

                          Memo

         Employee leave:  Days absent     1.0000    -or-    Hours absent
--------------------------------------------------------------------------------
Substitute Info:          Sub. no. 88864  BA9BOSA, AD9LFO               Status A -- Active
 SSN 999-08-8864  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
               Sub rank  2 Certified                Job   109 SUB-TEACHERS

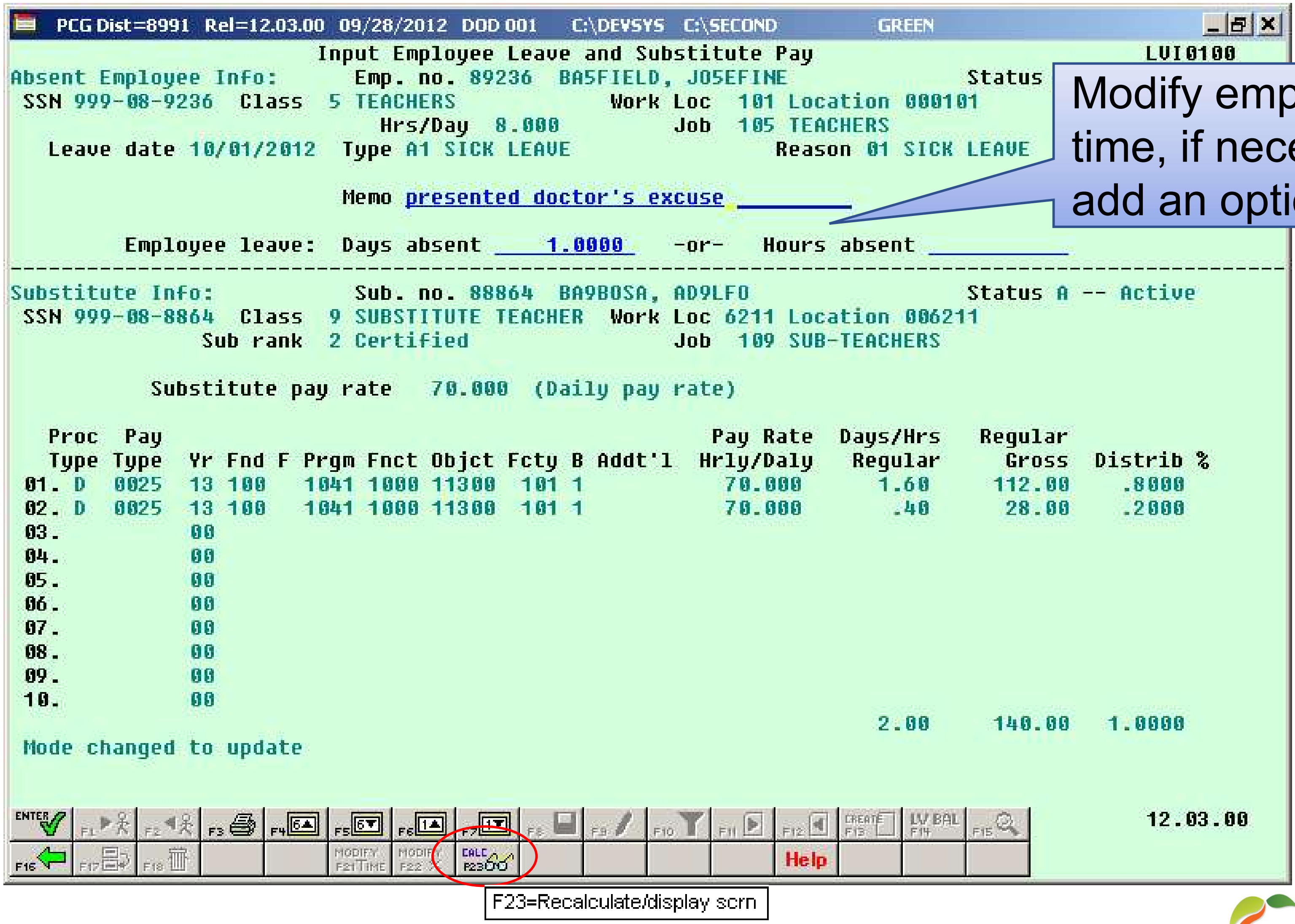
           Substitute pay rate   70.000  (Daily pay rate)

   Proc  Pay                                              Pay Rate  Days/Hrs    Regular
   Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   Hrly/Daly   Regular      Gross   Distrib %
 01. D   0025   13 100   1041 1000 11300  101 1            70.000      1.60      112.00     .8000
 02. D   0025   13 100   1041 1000 11300  101 1            70.000       .40       28.00     .2000
 03.            00
 04.            00
 05.            00
 06.            00
 07.            00
 08.            00
 09.            00
 10.            00
                                                                       2.00      140.00    1.0000
 Reg Daily  w/Pension and Taxes

                                                                                 12.03.00
```

F23=Modify Employee Leave

Input Employee Leave and Substitute Pay



```
PCG Dist=8991  Rel=12.03.00  09/28/2012  DOD 001    C:\DEVSYS  C:\SECOND          GREEN
                        Input Employee Leave and Substitute Pay                      LVI0100
Absent Employee Info:      Emp. no. 89236  BA5FIELD, JO5EFINE                 Status
 SSN 999-08-9236  Class  5 TEACHERS               Work Loc  101 Location 000101
                              Hrs/Day  8.000           Job  105 TEACHERS
   Leave date 10/01/2012  Type A1 SICK LEAVE                 Reason 01 SICK LEAVE

                           Memo presented doctor's excuse __________

         Employee leave:  Days absent ____1.0000_   -or-   Hours absent ___________
----------------------------------------------------------------------------------------------------
Substitute Info:           Sub. no. 88864  BA9BOSA, AD9LFO                    Status A -- Active
 SSN 999-08-8864  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
              Sub rank  2 Certified                  Job  109 SUB-TEACHERS

           Substitute pay rate   70.000  (Daily pay rate)

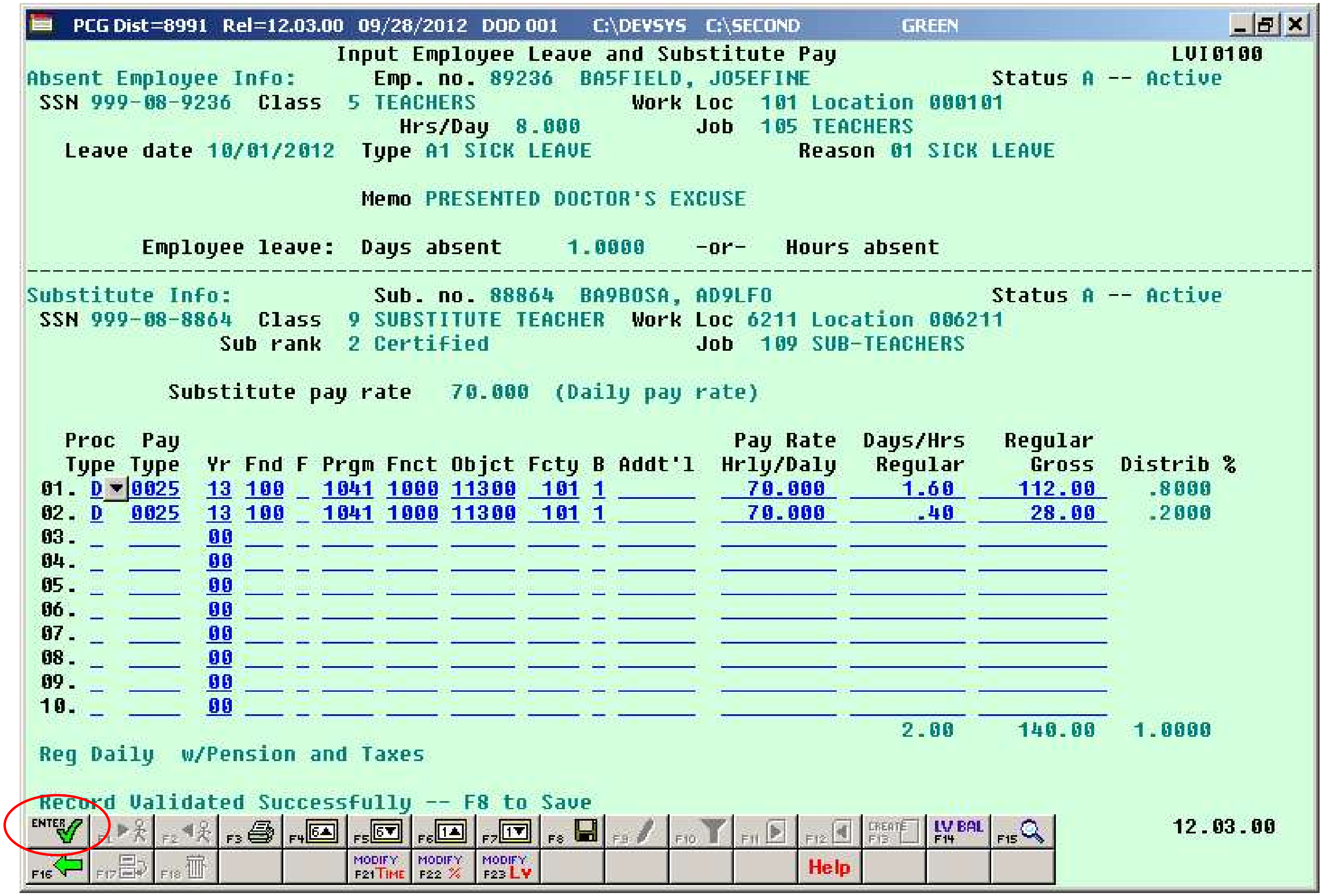
   Proc  Pay                                                 Pay Rate  Days/Hrs    Regular
   Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l     Hrly/Daly   Regular      Gross   Distrib %
 01. D   0025   13 100   1041 1000 11300  101 1              70.000      1.60      112.00     .8000
 02. D   0025   13 100   1041 1000 11300  101 1              70.000       .40       28.00     .2000
 03.            00
 04.            00
 05.            00
 06.            00
 07.            00
 08.            00
 09.            00
 10.            00
                                                                        2.00      140.00    1.0000
 Mode changed to update

                                                                                          12.03.00
```

F23=Recalculate/display scrn

Modify employee time, if necessary, or add an optional memo

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F4 6▲
F5 6▼
F6 1▲
F7 1▼
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help
12.03.00

```
                        Input Employee Leave and Substitute Pay                 LVI0100
Absent Employee Info:     Emp. no. 89236  BA5FIELD, JOSEFINE            Status A -- Active
 SSN 999-08-9236  Class  5 TEACHERS         Work Loc  101 Location 000101
                             Hrs/Day  8.000         Job   105 TEACHERS
   Leave date 10/01/2012  Type A1 SICK LEAVE               Reason 01 SICK LEAVE

                          Memo PRESENTED DOCTOR'S EXCUSE

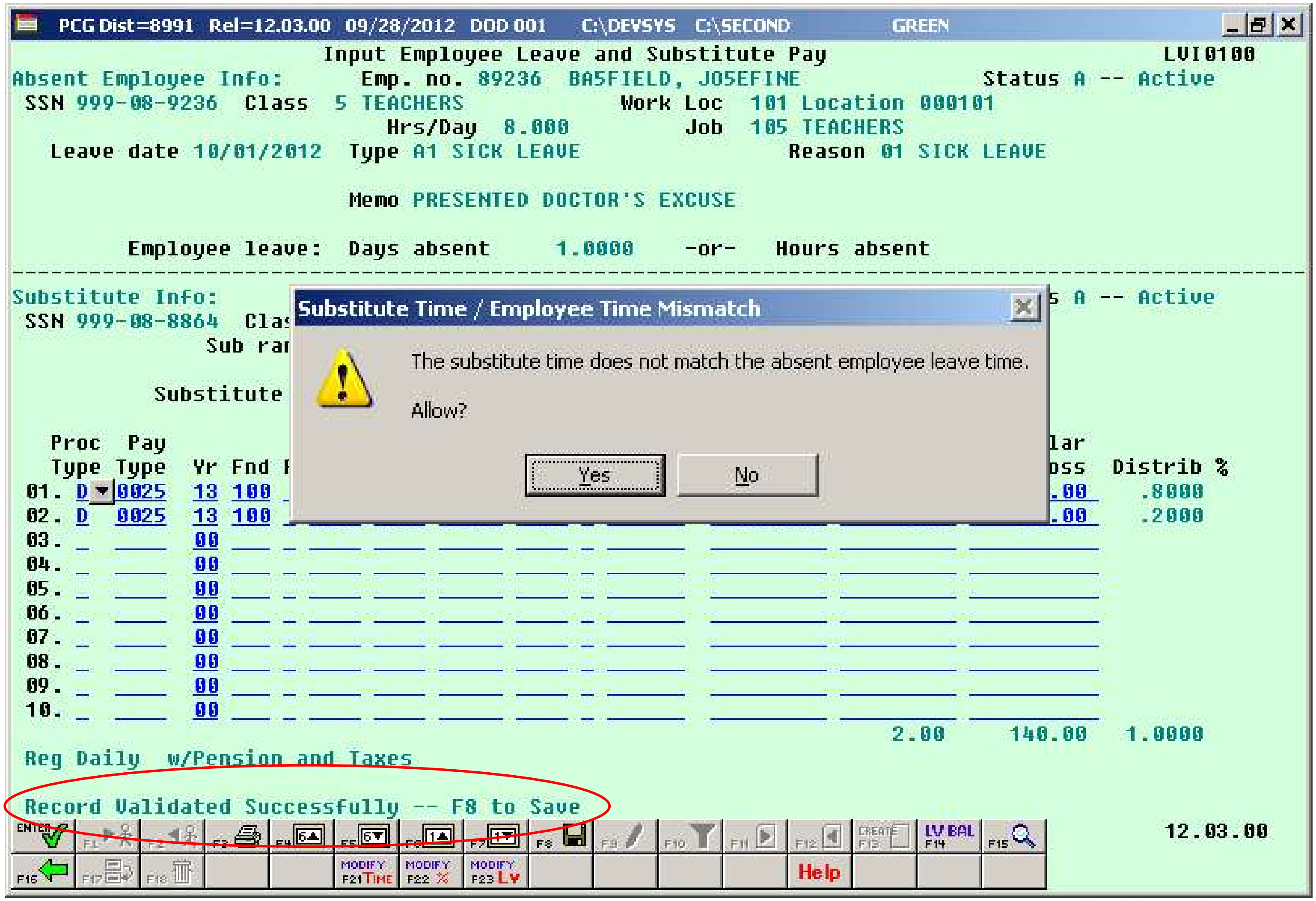
         Employee leave:  Days absent     1.0000    -or-    Hours absent
-------------------------------------------------------------------------------------
Substitute Info:          Sub. no. 88864  BA9BOSA, AD9LFO               Status A -- Active
 SSN 999-08-8864  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
              Sub rank  2 Certified                 Job   109 SUB-TEACHERS

           Substitute pay rate   70.000  (Daily pay rate)

   Proc  Pay                                          Pay Rate  Days/Hrs   Regular
   Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Hrly/Daly Regular     Gross   Distrib %
 01. D   0025   13 100 _ 1041 1000 11300  101 1          70.000      1.60    112.00     .8000
 02. D   0025   13 100 _ 1041 1000 11300  101 1          70.000       .40     28.00     .2000
 03. _   ____   00
 04. _   ____   00
 05. _   ____   00
 06. _   ____   00
 07. _   ____   00
 08. _   ____   00
 09. _   ____   00
 10. _   ____   00
                                                                     2.00    140.00    1.0000
 Reg Daily  w/Pension and Taxes

 Record Validated Successfully -- F8 to Save
```

Input Employee Leave and Substitute Pay



```
PCG Dist=8991  Rel=12.03.00  09/28/2012  DOD 001     C:\DEVSYS   C:\SECOND          GREEN
                        Input Employee Leave and Substitute Pay                    LVI0100
Absent Employee Info:     Emp. no. 89236  BASFIELD, JOSEFINE             Status A -- Active
 SSN 999-08-9236   Class  5 TEACHERS               Work Loc  101 Location 000101
                            Hrs/Day  8.000              Job  105 TEACHERS
   Leave date 10/01/2012  Type A1 SICK LEAVE                   Reason 01 SICK LEAVE

                          Memo PRESENTED DOCTOR'S EXCUSE

         Employee leave:  Days absent     1.0000    -or-   Hours absent
------------------------------------------------------------------------------------------------
Substitute Info:                                                               s A -- Active
 SSN 999-08-8864   Clas
              Sub rar

           Substitute

   Proc  Pay                                                                    lar
   Type  Type   Yr  Fnd                                                         oss   Distrib %
 01. D   0025   13  100                                                         .00      .8000
 02. D   0025   13  100                                                         .00      .2000
 03.            00
 04.            00
 05.            00
 06.            00
 07.            00
 08.            00
 09.            00
 10.            00
                                                                 2.00     140.00    1.0000
 Reg Daily  w/Pension and Taxes

 Record Validated Successfully -- F8 to Save
                                                                                  12.03.00
```

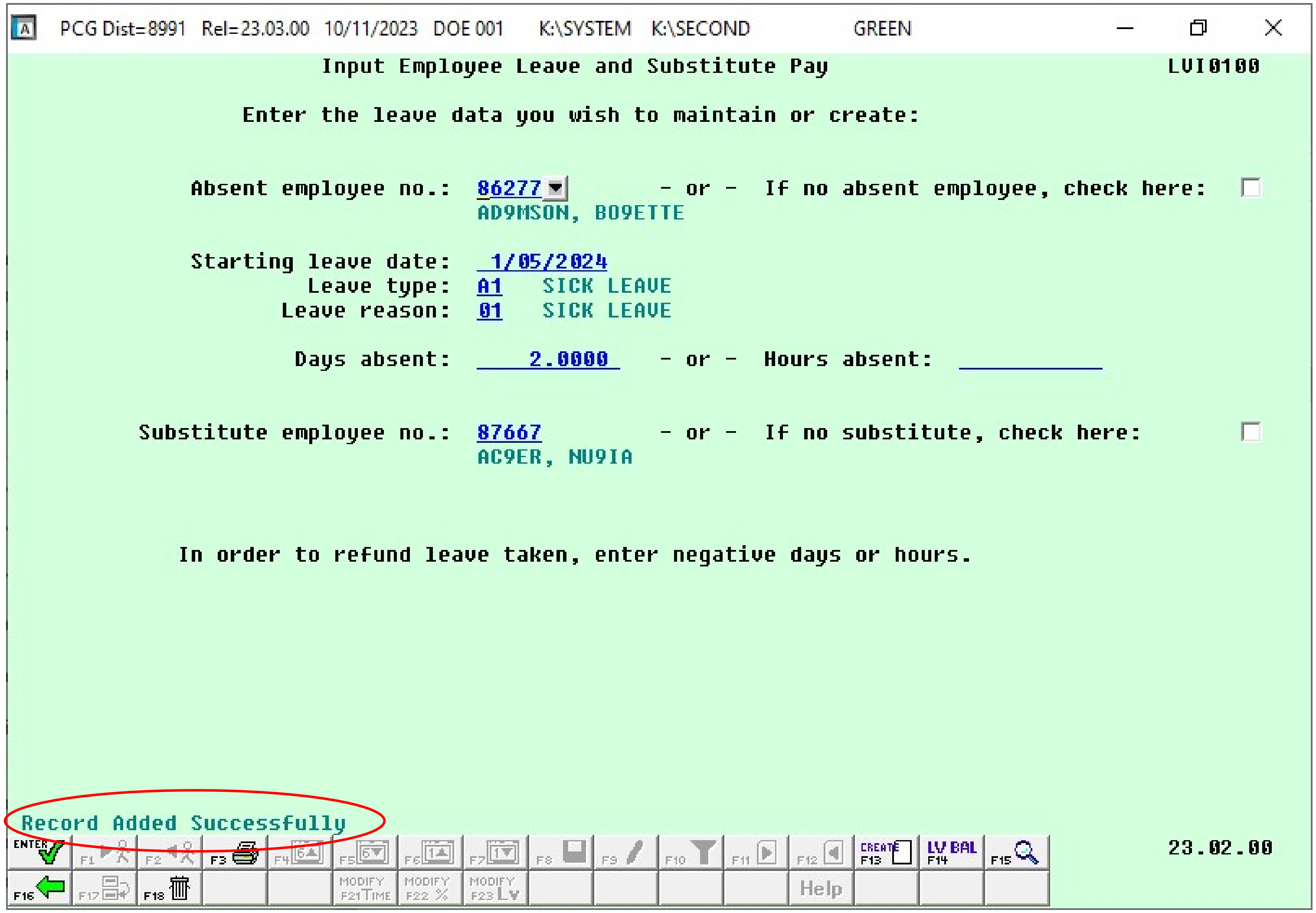
Substitute Time / Employee Time Mismatch

The substitute time does not match the absent employee leave time.

Allow?

Yes
No
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help

Input Employee Leave and Substitute Pay


PCG Dist=8991 Rel=23.03.00 10/11/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help

```
                 Input Employee Leave and Substitute Pay                 LVI0100

              Enter the leave data you wish to maintain or create:

        Absent employee no.:  86277        - or -  If no absent employee, check here: ☐
                              AD9MSON, BO9ETTE

        Starting leave date:   1/05/2024
                 Leave type:  A1    SICK LEAVE
               Leave reason:  01    SICK LEAVE

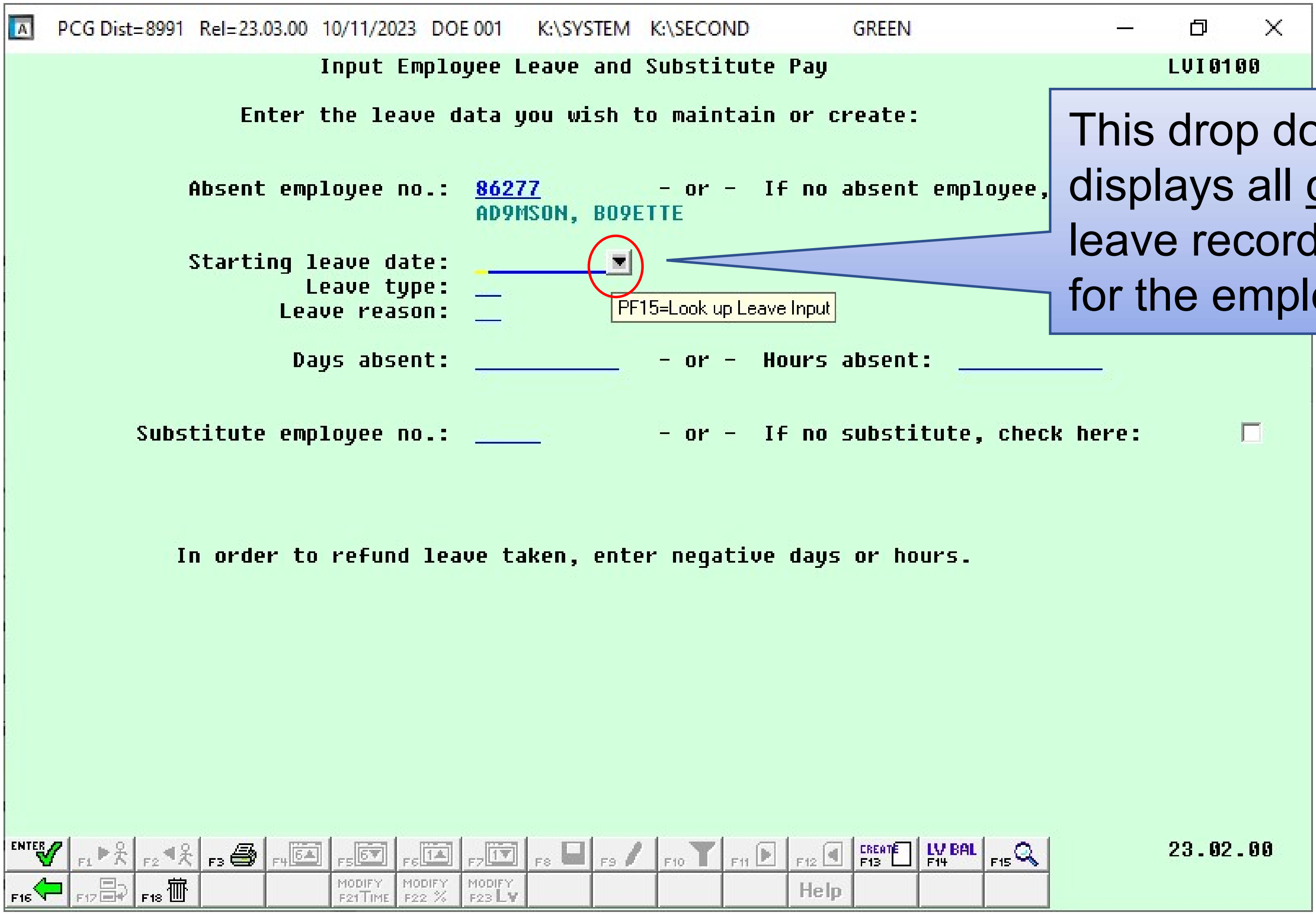
               Days absent:      2.0000    - or -  Hours absent: ___________

    Substitute employee no.:  87667        - or -  If no substitute, check here:     ☐
                              AC9ER, NU9IA

       In order to refund leave taken, enter negative days or hours.

Record Added Successfully
                                                                              23.02.00
```

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=23.03.00 10/11/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN

```
                    Input Employee Leave and Substitute Pay                    LVI0100

                 Enter the leave data you wish to maintain or create:

      Absent employee no.:  86277          - or -  If no absent employee,
                            AD9MSON, BO9ETTE

      Starting leave date:  ________
               Leave type:  __
             Leave reason:  __

             Days absent:  ___________     - or -  Hours absent:  ___________

  Substitute employee no.:  _____          - or -  If no substitute, check here:    ☐


       In order to refund leave taken, enter negative days or hours.

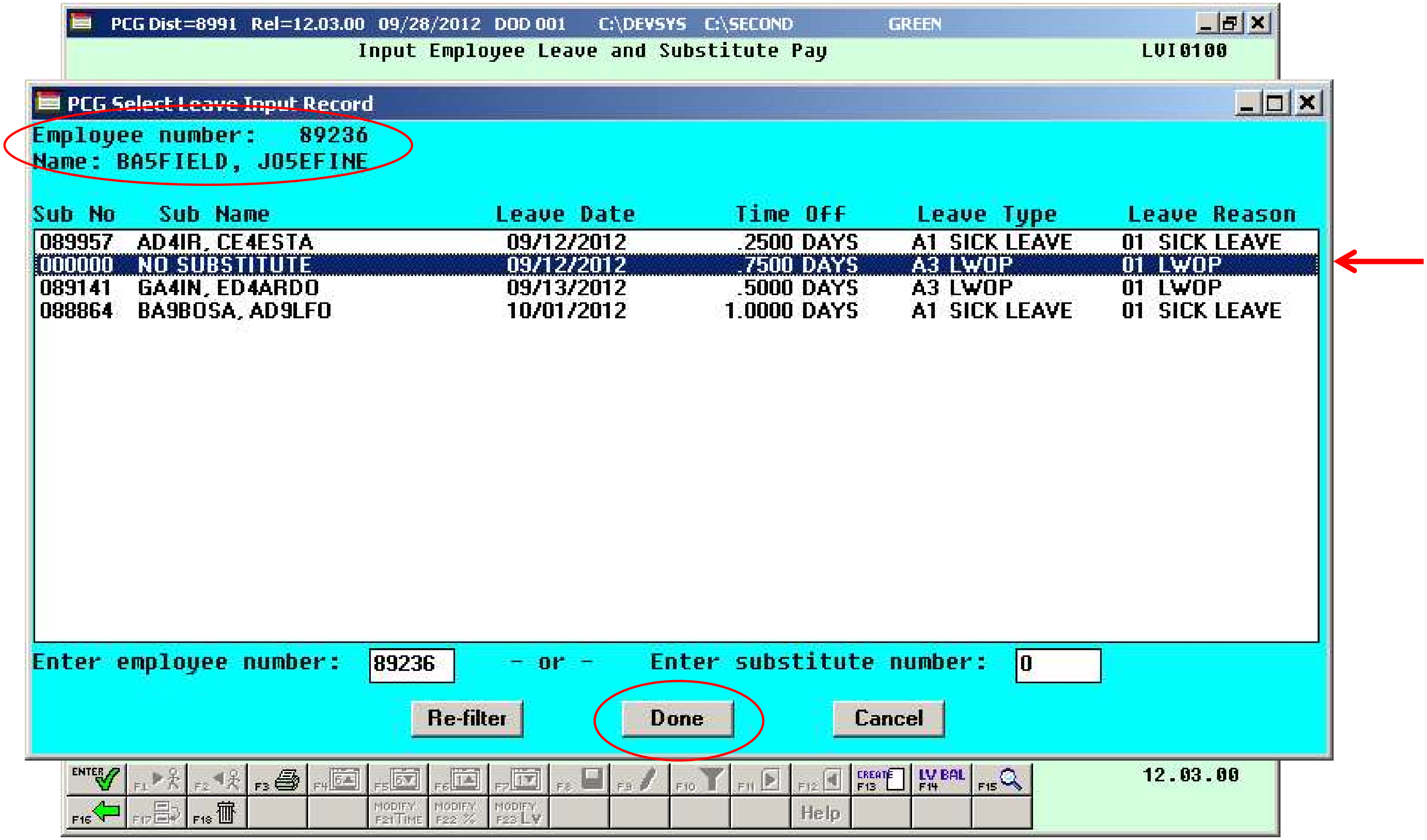
                                                                               23.02.00
```

PF15=Look up Leave Input

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help

This drop down displays all <u>current</u> leave records entered for the employee

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN

Input Employee Leave and Substitute Pay LVI0100

PCG Select Leave Input Record

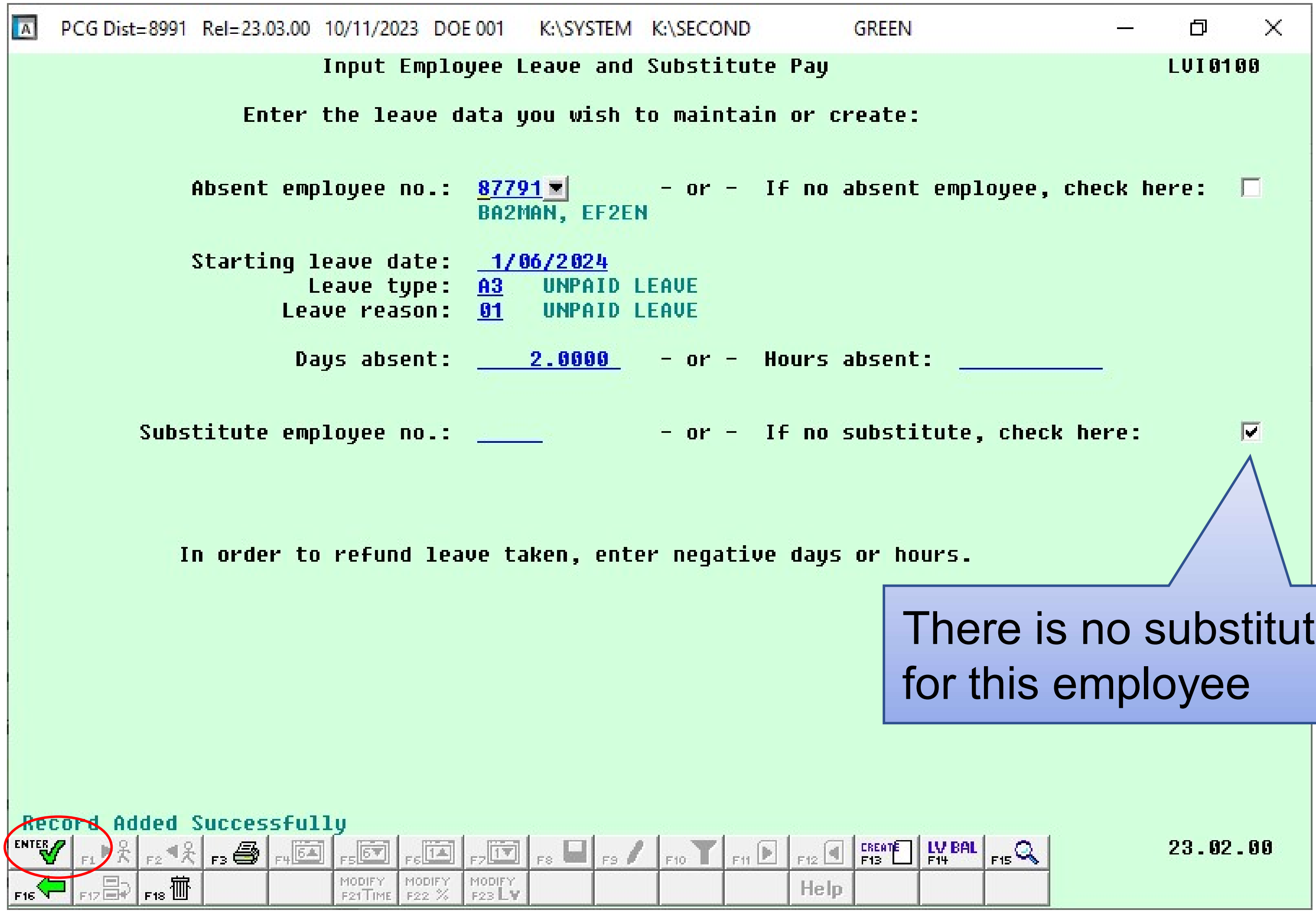
```
Employee number:   89236
Name: BA5FIELD, JO5EFINE

Sub No   Sub Name              Leave Date    Time Off       Leave Type       Leave Reason
089957   AD4IR, CE4ESTA        09/12/2012     .2500 DAYS    A1 SICK LEAVE    01 SICK LEAVE
000000   NO SUBSTITUTE         09/12/2012     .7500 DAYS    A3 LWOP          01 LWOP
089141   GA4IN, ED4ARDO        09/13/2012     .5000 DAYS    A3 LWOP          01 LWOP
088864   BA9BOSA, AD9LFO       10/01/2012    1.0000 DAYS    A1 SICK LEAVE    01 SICK LEAVE

Enter employee number: 89236    - or -    Enter substitute number: 0
```

Re-filter
Done
Cancel
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help
12.03.00

Input Employee Leave and Substitute Pay


ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help

```
PCG Dist=8991   Rel=23.03.00   10/11/2023   DOE 001      K:\SYSTEM   K:\SECOND            GREEN

                 Input Employee Leave and Substitute Pay                       LVI0100

              Enter the leave data you wish to maintain or create:

     Absent employee no.:  87791         - or -  If no absent employee, check here: ☐
                           BA2MAN, EF2EN

     Starting leave date:   1/06/2024
              Leave type:  A3   UNPAID LEAVE
            Leave reason:  01   UNPAID LEAVE

            Days absent:       2.0000    - or -  Hours absent: ____________

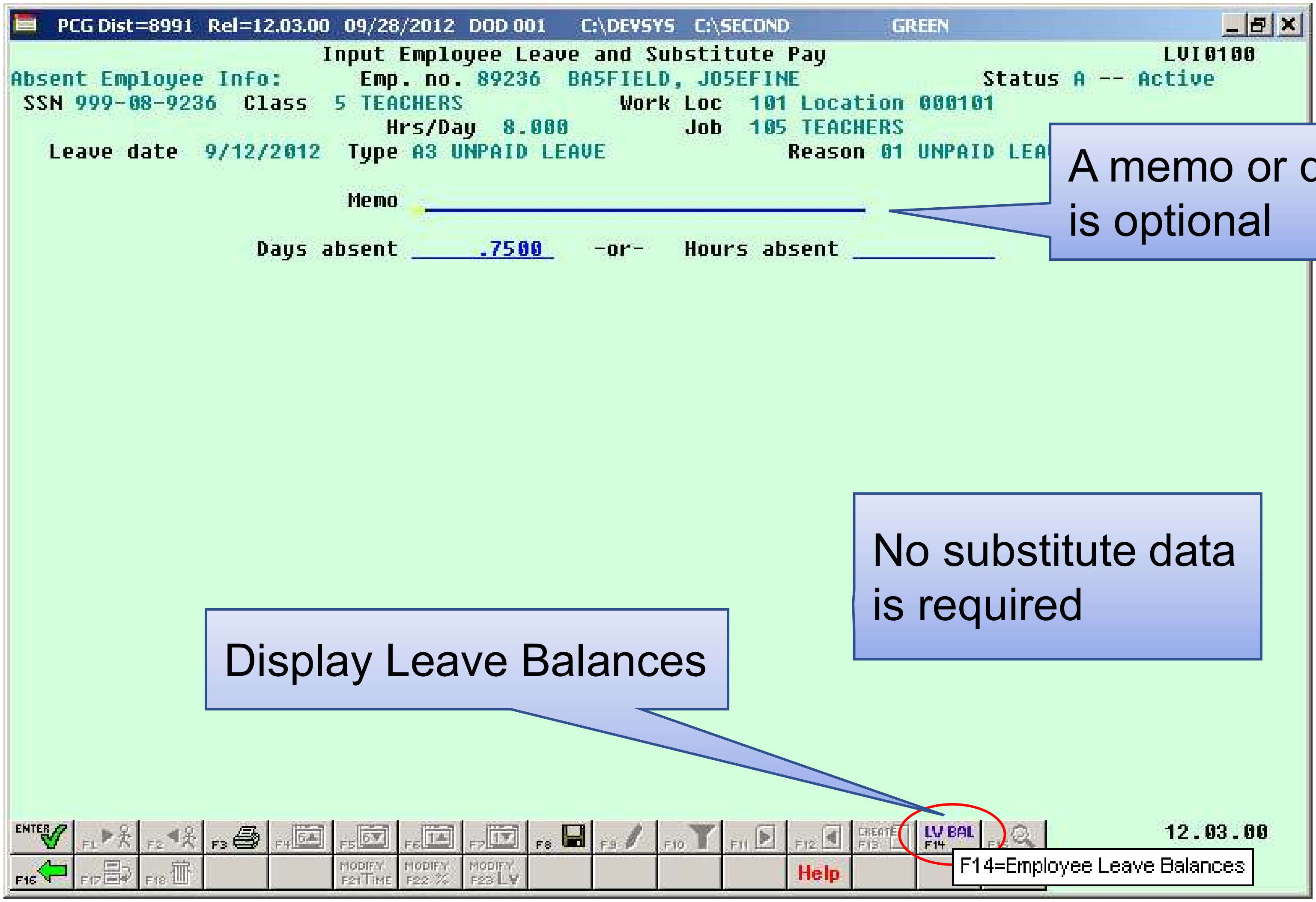
 Substitute employee no.:  _____         - or -  If no substitute, check here:    ☑

        In order to refund leave taken, enter negative days or hours.

Record Added Successfully
                                                                                23.02.00
```

There is no substitute for this employee

Input Employee Leave and Substitute Pay



```
PCG Dist=8991  Rel=12.03.00  09/28/2012  DOD 001    C:\DEVSYS  C:\SECOND          GREEN
                                Input Employee Leave and Substitute Pay                      LVI0100
Absent Employee Info:      Emp. no. 89236  BASFIELD, JOSEFINE                Status A -- Active
 SSN 999-08-9236  Class  5 TEACHERS                 Work Loc  101 Location 000101
                                Hrs/Day  8.000            Job  105 TEACHERS
   Leave date  9/12/2012  Type A3 UNPAID LEAVE                  Reason 01 UNPAID LEA

                                Memo  ____________________________________

                          Days absent  _____.7500_   -or-   Hours absent  ___________
```

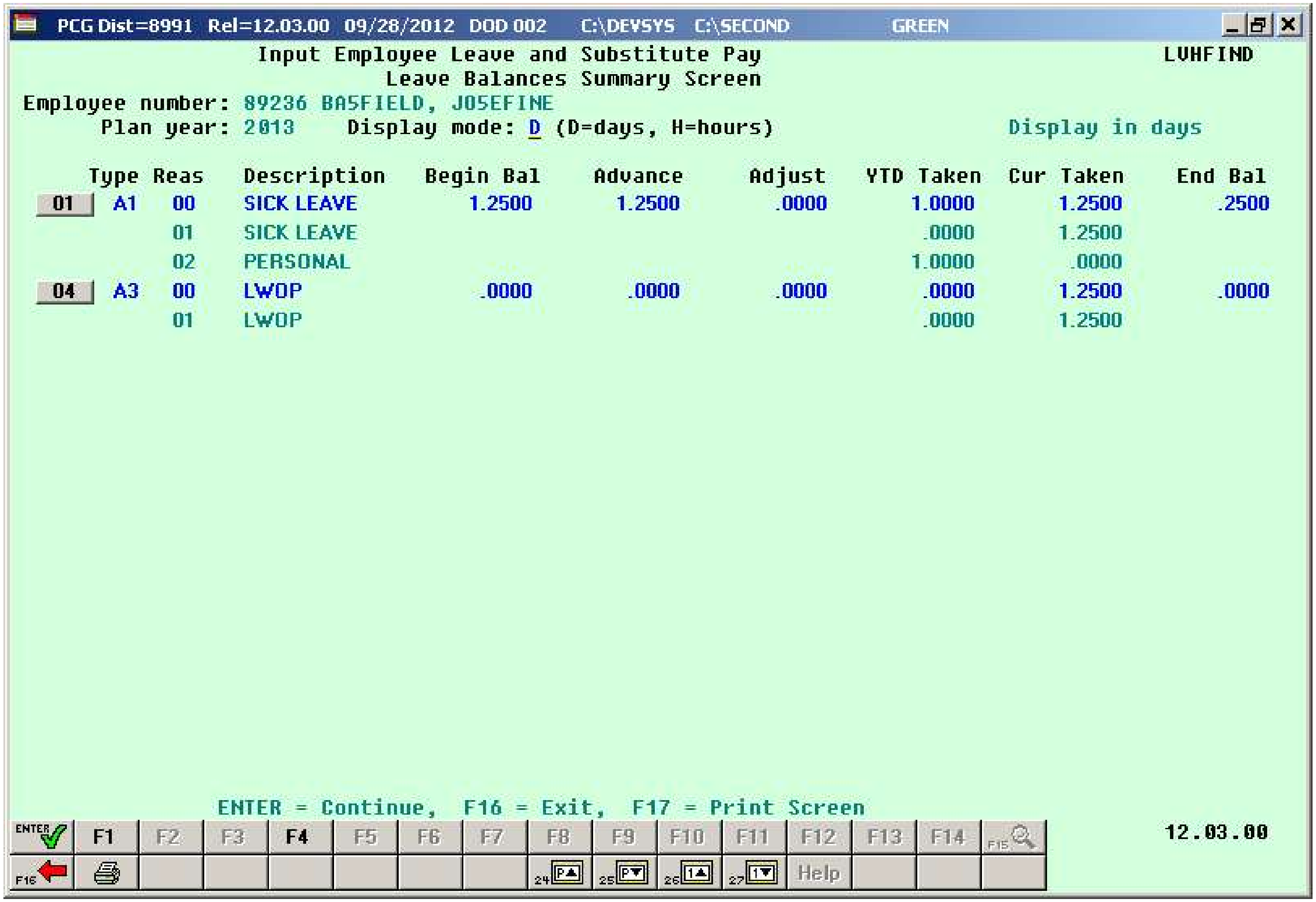
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
12.03.00
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help
F14=Employee Leave Balances

A memo or description is optional

No substitute data is required

Display Leave Balances

Display Leave Balances

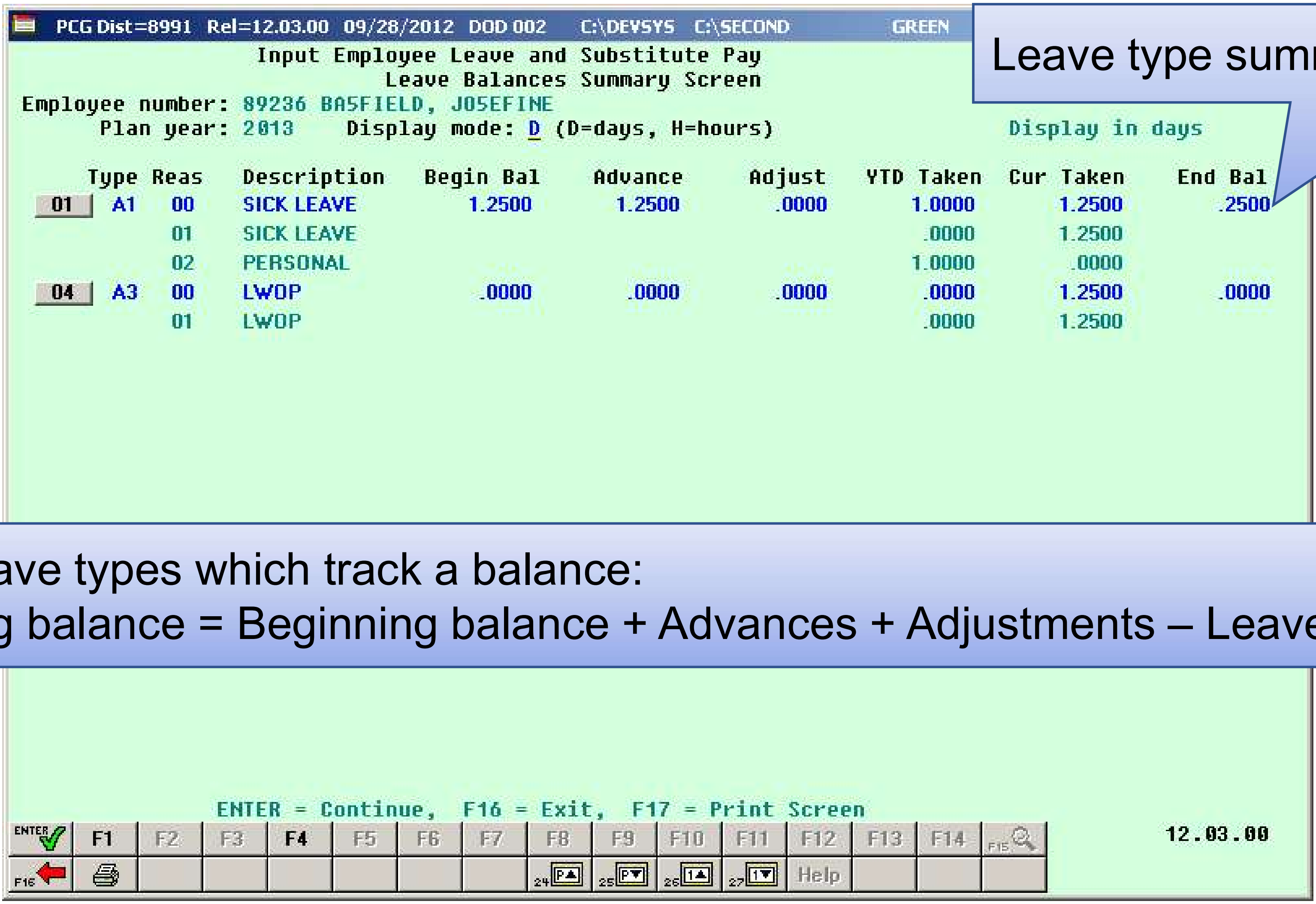


```
PCG Dist=8991  Rel=12.03.00  09/28/2012  DOD 002    C:\DEVSYS  C:\SECOND          GREEN
                    Input Employee Leave and Substitute Pay                    LVHFIND
                         Leave Balances Summary Screen
Employee number: 89236 BASFIELD, JOSEFINE
      Plan year: 2013    Display mode: D (D=days, H=hours)             Display in days

     Type Reas  Description   Begin Bal    Advance     Adjust   YTD Taken  Cur Taken    End Bal
 01   A1   00   SICK LEAVE       1.2500     1.2500      .0000      1.0000     1.2500      .2500
           01   SICK LEAVE                                          .0000     1.2500
           02   PERSONAL                                           1.0000      .0000
 04   A3   00   LWOP              .0000      .0000      .0000       .0000     1.2500      .0000
           01   LWOP                                                .0000     1.2500

                 ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                               12.03.00
```

Display Leave Balances



```
PCG Dist=8991  Rel=12.03.00  09/28/2012  DOD 002   C:\DEVSYS  C:\SECOND   GREEN
                  Input Employee Leave and Substitute Pay
                      Leave Balances Summary Screen
Employee number: 89236 BASFIELD, JOSEFINE
      Plan year: 2013    Display mode: D (D=days, H=hours)             Display in days

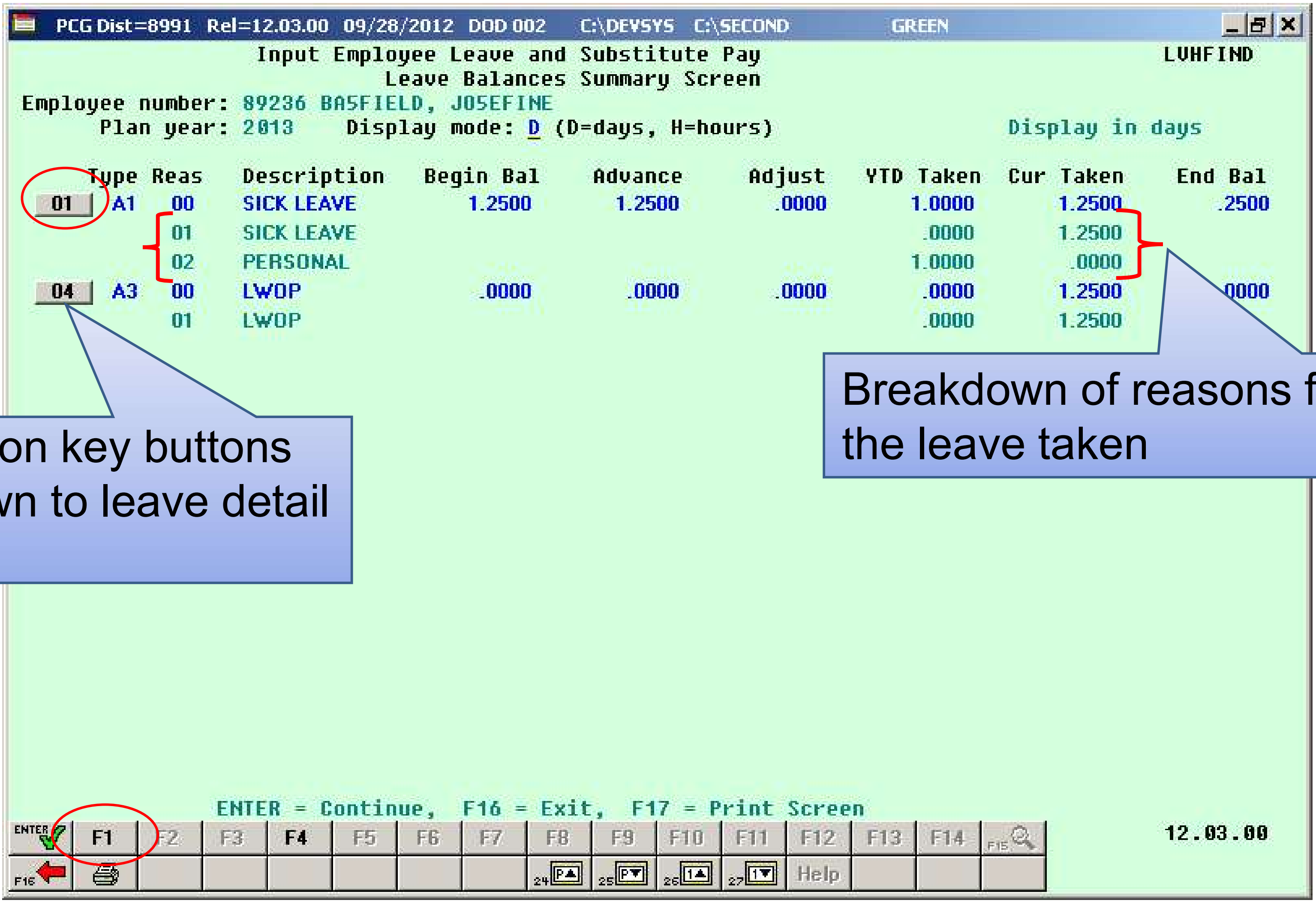
    Type Reas  Description   Begin Bal    Advance     Adjust  YTD Taken  Cur Taken    End Bal
 01  A1   00   SICK LEAVE       1.2500     1.2500      .0000     1.0000     1.2500      .2500
          01   SICK LEAVE                                         .0000     1.2500
          02   PERSONAL                                          1.0000      .0000
 04  A3   00   LWOP              .0000      .0000      .0000      .0000     1.2500      .0000
          01   LWOP                                               .0000     1.2500

             ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                                  12.03.00
```

Leave type summary line

For leave types which track a balance:
Ending balance = Beginning balance + Advances + Adjustments – Leave Taken

Display Leave Balances


PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F13
F14
F15
F16
24
25
26
27
Help
12.03.00

```
                    Input Employee Leave and Substitute Pay                LVHFIND
                         Leave Balances Summary Screen
Employee number: 89236 BASFIELD, JOSEFINE
     Plan year: 2013    Display mode: D (D=days, H=hours)          Display in days

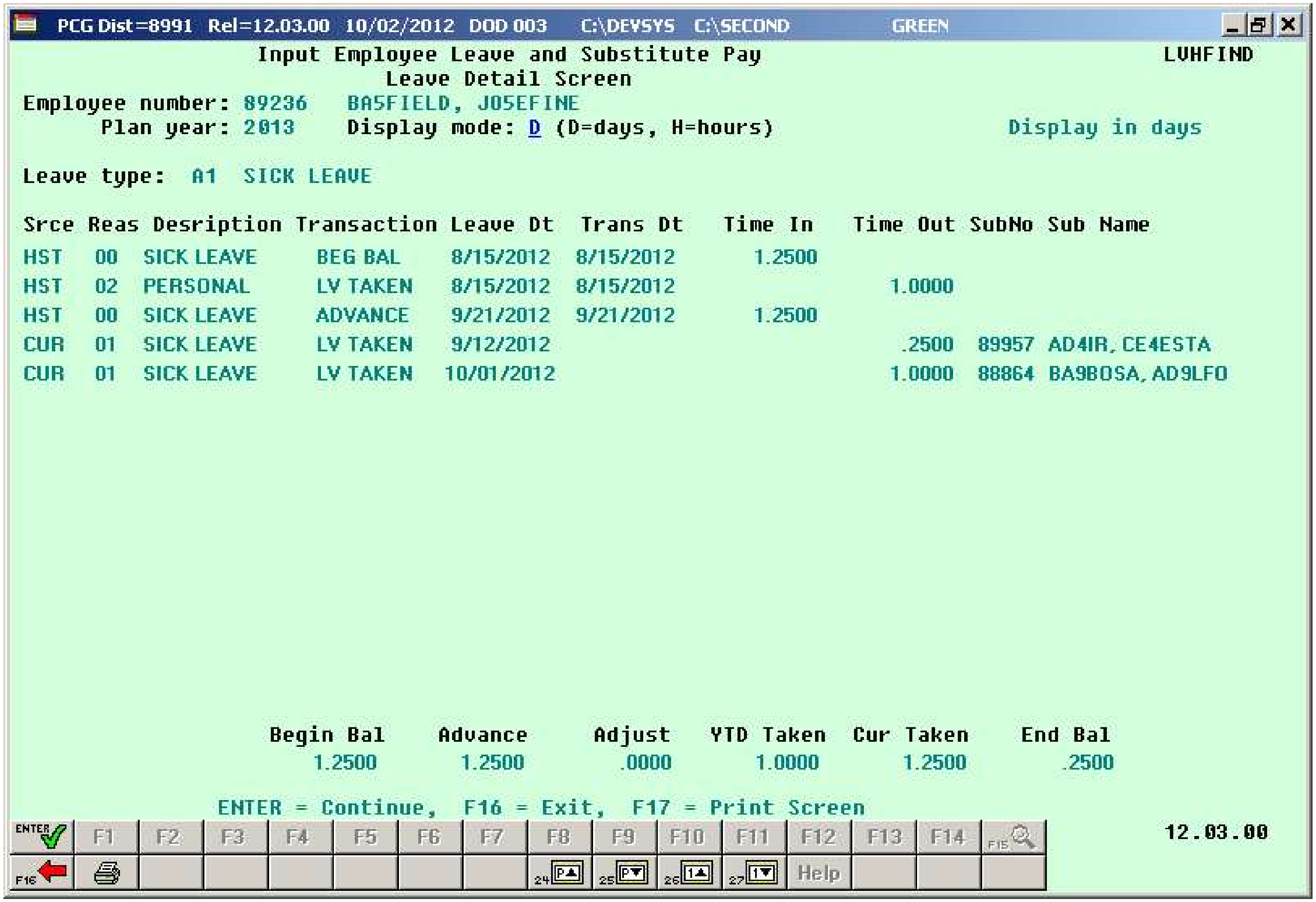
      Type Reas  Description   Begin Bal    Advance     Adjust  YTD Taken  Cur Taken    End Bal
  01  A1   00    SICK LEAVE       1.2500     1.2500      .0000     1.0000     1.2500      .2500
           01    SICK LEAVE                                         .0000     1.2500
           02    PERSONAL                                          1.0000      .0000
  04  A3   00    LWOP              .0000      .0000      .0000      .0000     1.2500       0000
           01    LWOP                                               .0000     1.2500

           ENTER = Continue,  F16 = Exit,  F17 = Print Screen
```

Use function key buttons to drill down to leave detail data

Breakdown of reasons for the leave taken

Display Leave Balances



```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS   C:\SECOND          GREEN
                   Input Employee Leave and Substitute Pay                        LVHFIND
                           Leave Detail Screen
Employee number: 89236   BASFIELD, JOSEFINE
      Plan year: 2013    Display mode: D (D=days, H=hours)                Display in days

Leave type:  A1  SICK LEAVE

Srce Reas Desription Transaction Leave Dt  Trans Dt   Time In    Time Out SubNo Sub Name
HST   00  SICK LEAVE   BEG BAL   8/15/2012 8/15/2012   1.2500
HST   02  PERSONAL     LV TAKEN  8/15/2012 8/15/2012              1.0000
HST   00  SICK LEAVE   ADVANCE   9/21/2012 9/21/2012   1.2500
CUR   01  SICK LEAVE   LV TAKEN  9/12/2012                         .2500  89957 AD4IR, CE4ESTA
CUR   01  SICK LEAVE   LV TAKEN 10/01/2012                        1.0000  88864 BA9BOSA, AD9LFO







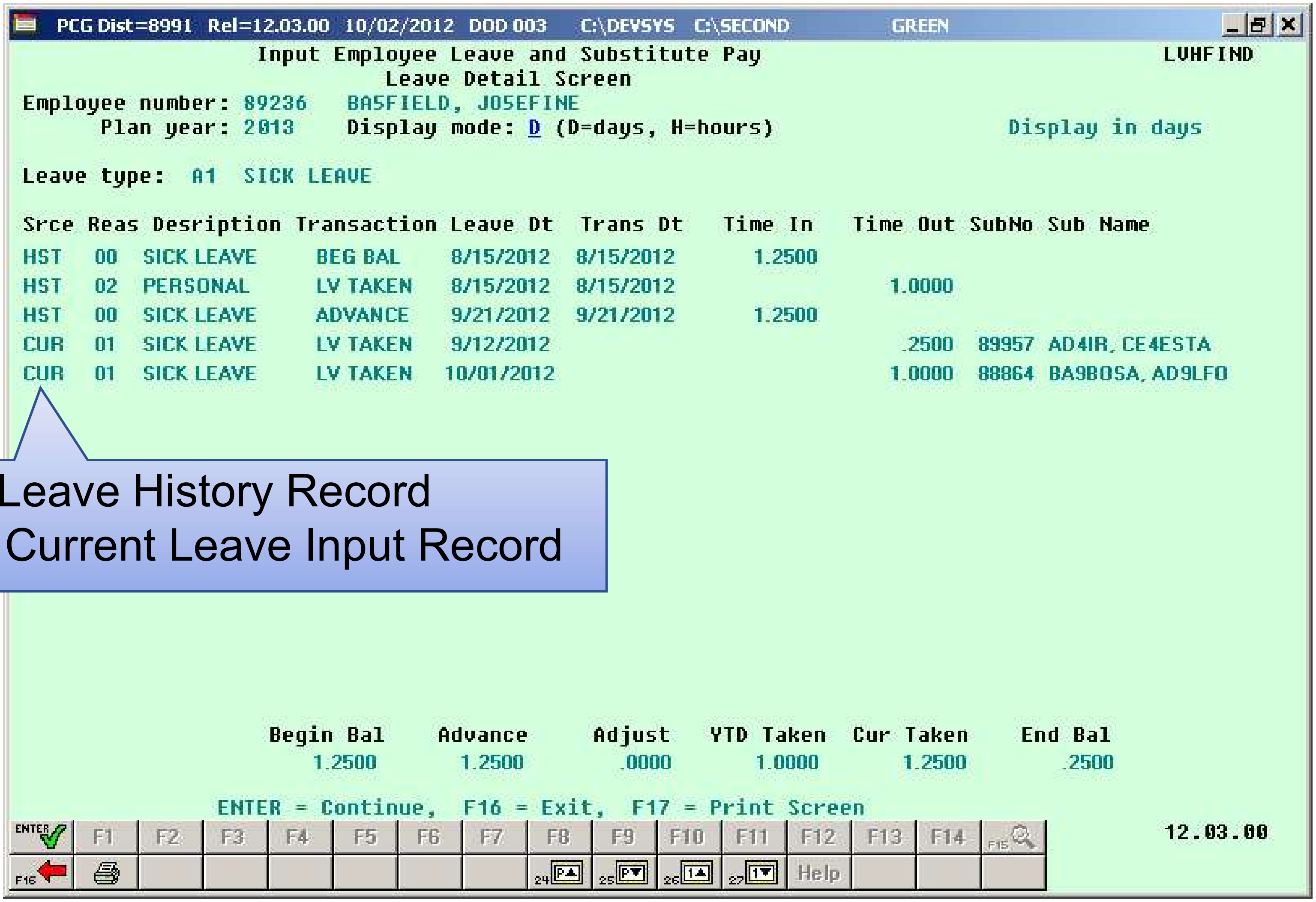




               Begin Bal    Advance     Adjust   YTD Taken  Cur Taken    End Bal
                  1.2500     1.2500      .0000      1.0000     1.2500      .2500

             ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                             12.03.00
```

Display Leave Balances



```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS  C:\SECOND        GREEN
                      Input Employee Leave and Substitute Pay                    LVHFIND
                                Leave Detail Screen
Employee number: 89236    BASFIELD, JOSEFINE
      Plan year: 2013     Display mode: D (D=days, H=hours)                Display in days

Leave type:  A1  SICK LEAVE

Srce Reas Desription Transaction Leave Dt  Trans Dt   Time In   Time Out SubNo Sub Name
HST   00  SICK LEAVE    BEG BAL   8/15/2012  8/15/2012     1.2500
HST   02  PERSONAL      LV TAKEN  8/15/2012  8/15/2012                1.0000
HST   00  SICK LEAVE    ADVANCE   9/21/2012  9/21/2012     1.2500
CUR   01  SICK LEAVE    LV TAKEN  9/12/2012                            .2500  89957 AD4IR, CE4ESTA
CUR   01  SICK LEAVE    LV TAKEN 10/01/2012                           1.0000  88864 BA9BOSA, AD9LFO

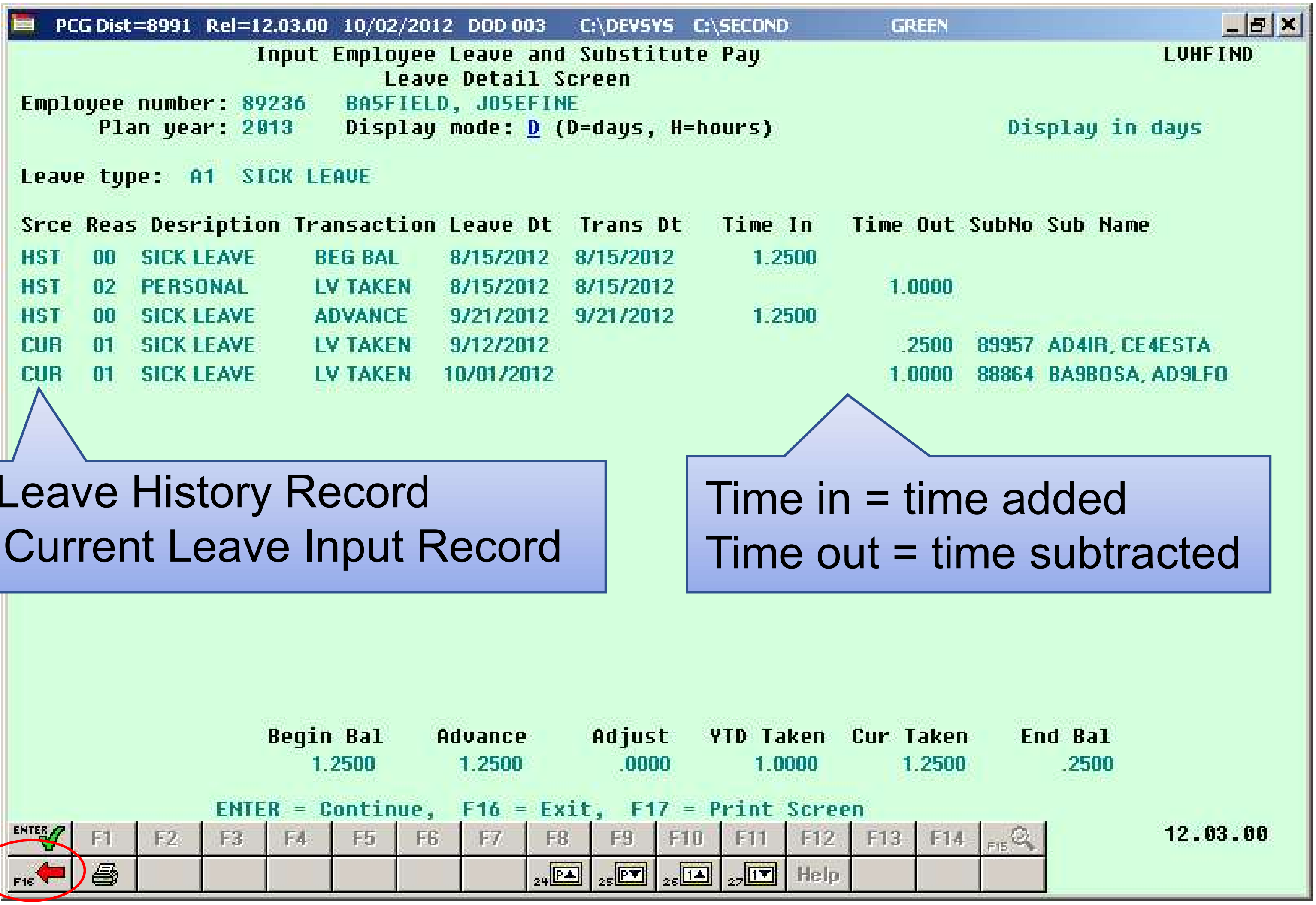


                   Begin Bal    Advance     Adjust   YTD Taken  Cur Taken    End Bal
                      1.2500     1.2500      .0000      1.0000     1.2500      .2500

               ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                              12.03.00
```

HST = Leave History Record
CUR = Current Leave Input Record

Display Leave Balances



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

```
                     Input Employee Leave and Substitute Pay                          LVHFIND
                               Leave Detail Screen
Employee number: 89236   BA5FIELD, JO5EFINE
      Plan year: 2013    Display mode: D (D=days, H=hours)                  Display in days

Leave type:  A1  SICK LEAVE

Srce Reas Desription Transaction Leave Dt  Trans Dt   Time In   Time Out SubNo Sub Name
HST   00  SICK LEAVE   BEG BAL   8/15/2012 8/15/2012   1.2500
HST   02  PERSONAL     LV TAKEN  8/15/2012 8/15/2012              1.0000
HST   00  SICK LEAVE   ADVANCE   9/21/2012 9/21/2012   1.2500
CUR   01  SICK LEAVE   LV TAKEN  9/12/2012                         .2500 89957 AD4IR, CE4ESTA
CUR   01  SICK LEAVE   LV TAKEN 10/01/2012                        1.0000 88864 BA9BOSA, AD9LFO


                   Begin Bal    Advance     Adjust   YTD Taken  Cur Taken    End Bal
                     1.2500      1.2500      .0000      1.0000     1.2500      .2500

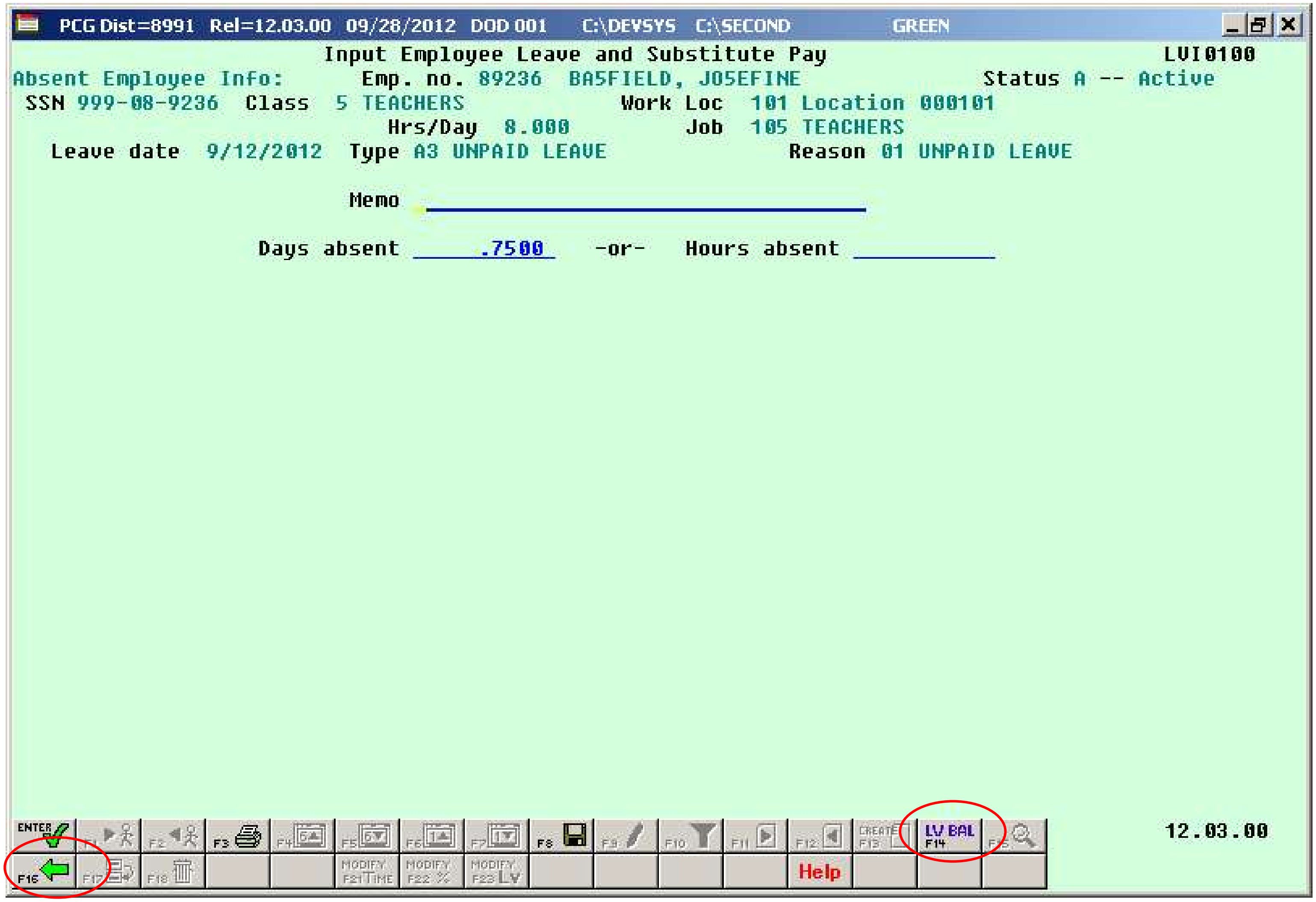
               ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                                12.03.00
```

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F13
F14
F15
F16
24
25
26
27
Help

HST = Leave History Record
CUR = Current Leave Input Record

Time in = time added
Time out = time subtracted

Input Employee Leave and Substitute Pay

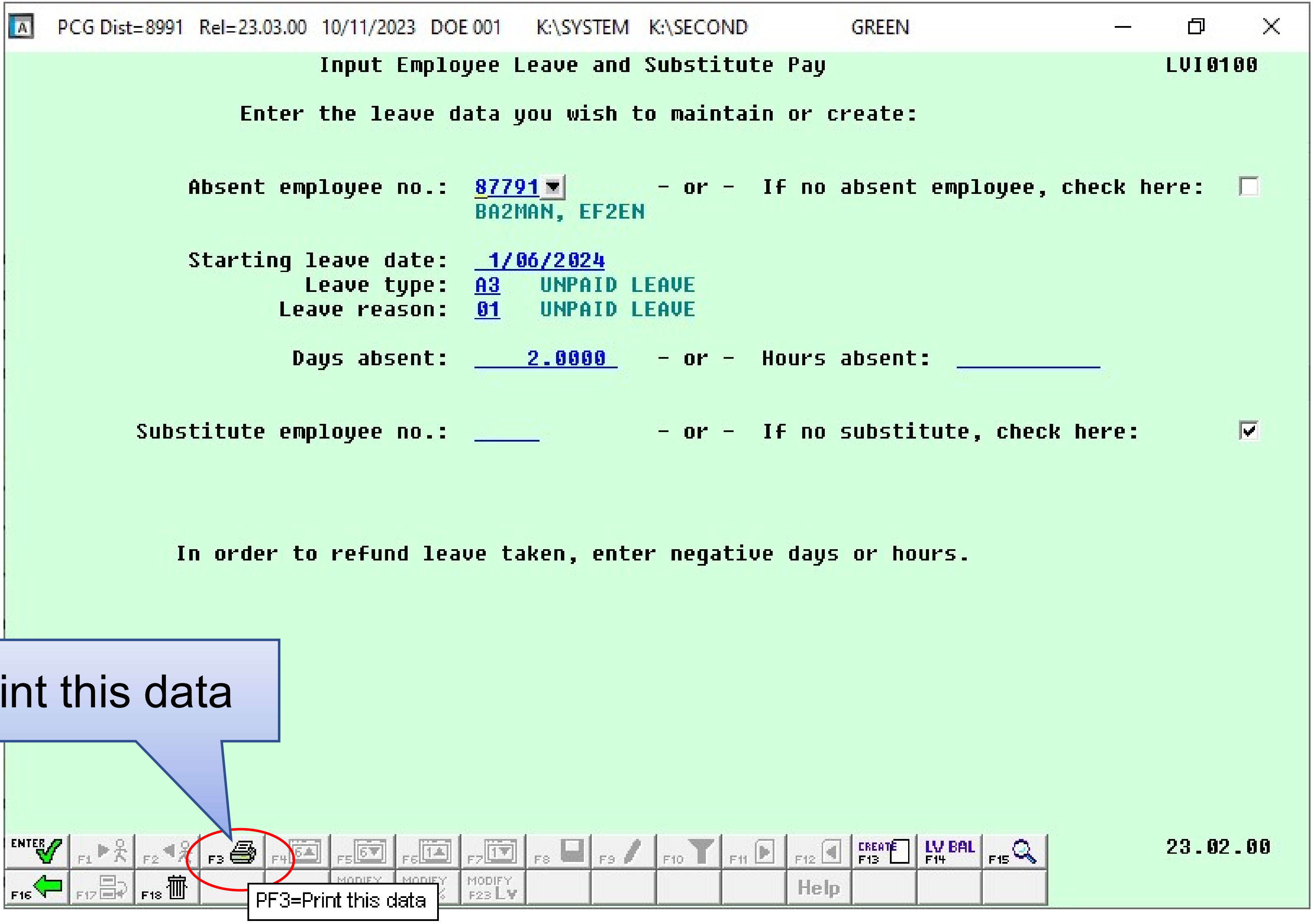

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY F21 TIME
MODIFY F22 %
MODIFY F23 LV
Help
12.03.00

```
                    Input Employee Leave and Substitute Pay                LVI0100
Absent Employee Info:     Emp. no. 89236  BASFIELD, JOSEFINE         Status A -- Active
 SSN 999-08-9236  Class  5 TEACHERS               Work Loc  101 Location 000101
                             Hrs/Day  8.000           Job   105 TEACHERS
   Leave date  9/12/2012  Type A3 UNPAID LEAVE              Reason 01 UNPAID LEAVE

                          Memo ____________________________________

                   Days absent ______.7500_   -or-   Hours absent __________
```

Input Employee Leave and Substitute Pay



PCG Dist=8991 Rel=23.03.00 10/11/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN

```
                    Input Employee Leave and Substitute Pay                  LVI0100

                 Enter the leave data you wish to maintain or create:


          Absent employee no.:  87791        - or -  If no absent employee, check here: ☐
                                BA2MAN, EF2EN

          Starting leave date:   1/06/2024
                   Leave type:  A3   UNPAID LEAVE
                 Leave reason:  01   UNPAID LEAVE

                 Days absent:       2.0000   - or -  Hours absent: ___________


      Substitute employee no.:  _____        - or -  If no substitute, check here:      ☑



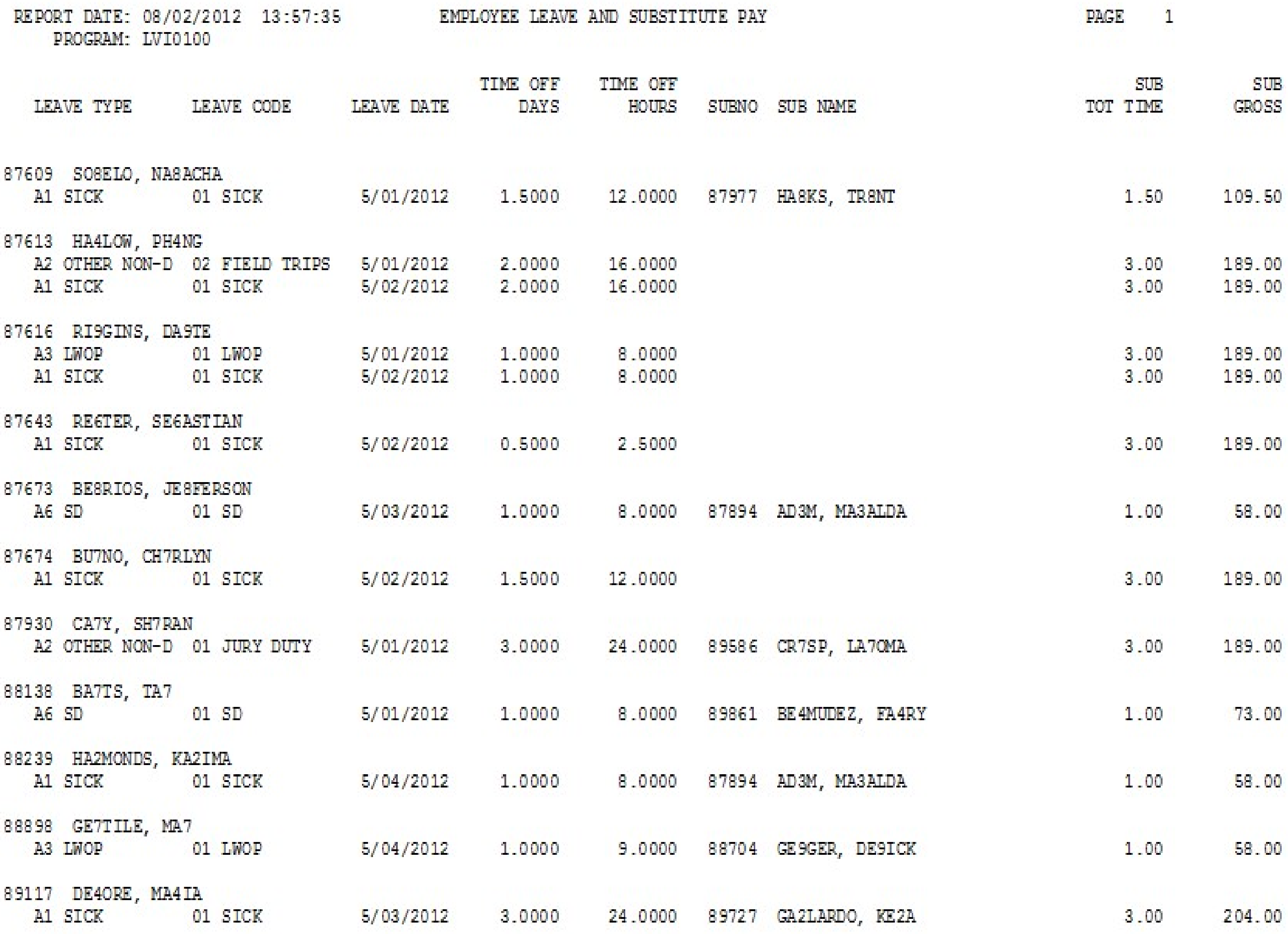
             In order to refund leave taken, enter negative days or hours.
```

23.02.00

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
LV BAL F14
F15
F16
F17
F18
MODIFY
MODIFY
MODIFY F23 LV
Help
PF3=Print this data

Print this data

Employee Leave and Substitute Pay Report



```
 REPORT DATE: 08/02/2012  13:57:35          EMPLOYEE LEAVE AND SUBSTITUTE PAY                                PAGE   1
     PROGRAM: LVI0100

                                                TIME OFF    TIME OFF                                              SUB         SUB
   LEAVE TYPE      LEAVE CODE      LEAVE DATE       DAYS       HOURS   SUBNO  SUB NAME                       TOT TIME       GROSS


87609  SO8ELO, NA8ACHA
   A1 SICK         01 SICK          5/01/2012     1.5000     12.0000   87977  HA8KS, TR8NT                       1.50      109.50

87613  HA4LOW, PH4NG
   A2 OTHER NON-D  02 FIELD TRIPS   5/01/2012     2.0000     16.0000                                             3.00      189.00
   A1 SICK         01 SICK          5/02/2012     2.0000     16.0000                                             3.00      189.00

87616  RI9GINS, DA9TE
   A3 LWOP         01 LWOP          5/01/2012     1.0000      8.0000                                             3.00      189.00
   A1 SICK         01 SICK          5/02/2012     1.0000      8.0000                                             3.00      189.00

87643  RE6TER, SE6ASTIAN
   A1 SICK         01 SICK          5/02/2012     0.5000      2.5000                                             3.00      189.00

87673  BE8RIOS, JE8FERSON
   A6 SD           01 SD            5/03/2012     1.0000      8.0000   87894  AD3M, MA3ALDA                      1.00       58.00

87674  BU7NO, CH7RLYN
   A1 SICK         01 SICK          5/02/2012     1.5000     12.0000                                             3.00      189.00

87930  CA7Y, SH7RAN
   A2 OTHER NON-D  01 JURY DUTY     5/01/2012     3.0000     24.0000   89586  CR7SP, LA7OMA                      3.00      189.00

88138  BA7TS, TA7
   A6 SD           01 SD            5/01/2012     1.0000      8.0000   89861  BE4MUDEZ, FA4RY                    1.00       73.00

88239  HA2MONDS, KA2IMA
   A1 SICK         01 SICK          5/04/2012     1.0000      8.0000   87894  AD3M, MA3ALDA                      1.00       58.00

88898  GE7TILE, MA7
   A3 LWOP         01 LWOP          5/04/2012     1.0000      9.0000   88704  GE9GER, DE9ICK                     1.00       58.00

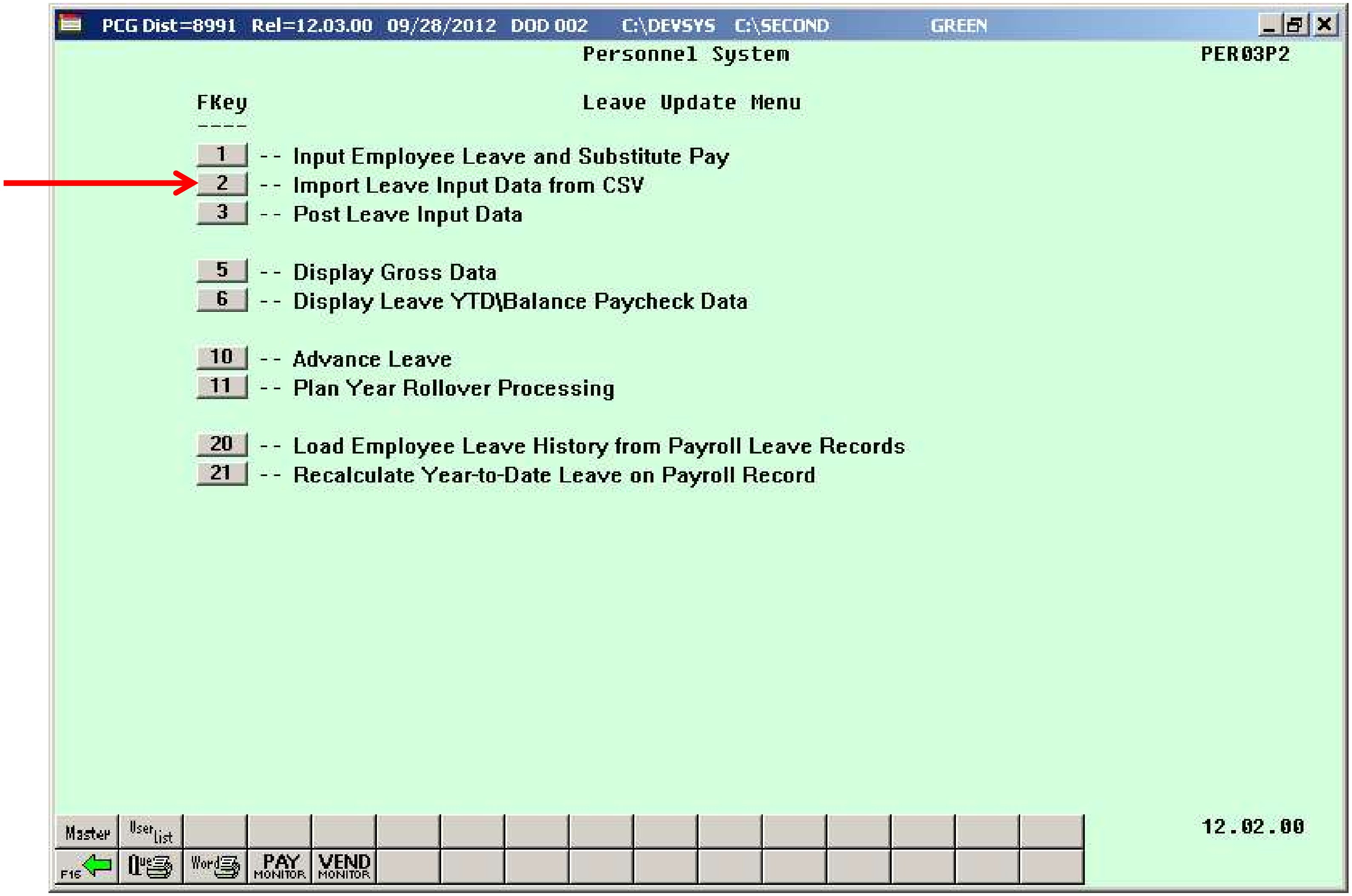
89117  DE4ORE, MA4IA
   A1 SICK         01 SICK          5/03/2012     3.0000     24.0000   89727  GA2LARDO, KE2A                     3.00      204.00
```

Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - **Import Employee Leave**
  - Post Leave
  - Leave Reports
  - Leave Setup
  - Wrap up
- CPI Cycle 3 Reporting

Schedule...
Plumber
Drywaller
Bricklayer
Floor men

Import Leave Input Data from CSV



```
PCG Dist=8991  Rel=12.03.00  09/28/2012  DOD 002    C:\DEVSYS  C:\SECOND        GREEN
                              Personnel System                          PER03P2

    FKey                      Leave Update Menu
    ----

     1   -- Input Employee Leave and Substitute Pay
     2   -- Import Leave Input Data from CSV
     3   -- Post Leave Input Data

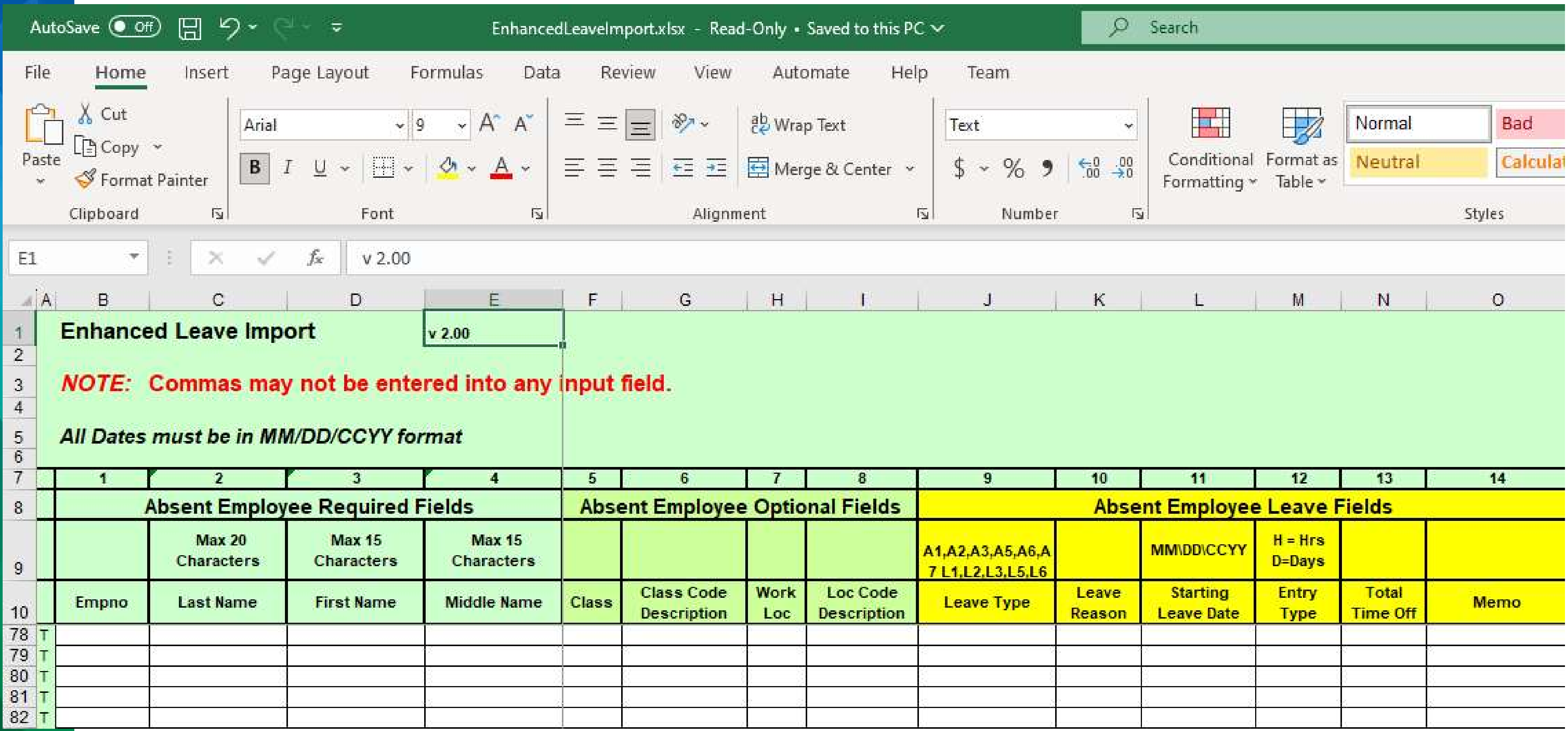
     5   -- Display Gross Data
     6   -- Display Leave YTD\Balance Paycheck Data

    10   -- Advance Leave
    11   -- Plan Year Rollover Processing

    20   -- Load Employee Leave History from Payroll Leave Records
    21   -- Recalculate Year-to-Date Leave on Payroll Record

                                                                        12.02.00
```

Import Leave Input Data from CSV


AutoSave Off
EnhancedLeaveImport.xlsx - Read-Only • Saved to this PC
Search
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Automate
Help
Team
Paste
Cut
Copy
Format Painter
Clipboard
Arial
9
B
I
U
Font
Wrap Text
Merge & Center
Alignment
Text
$
%
Number
Conditional Formatting
Format as Table
Normal
Bad
Neutral
Calculat
Styles

E1 v 2.00

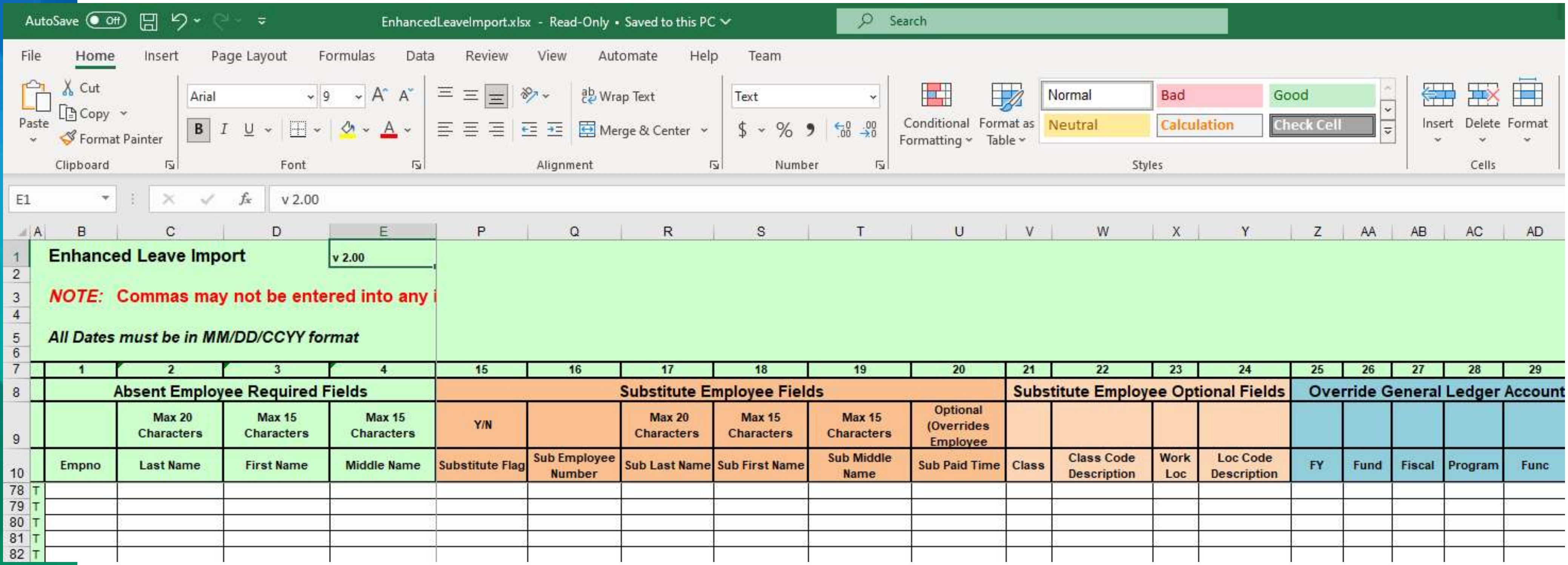
Enhanced Leave Import v 2.00

NOTE: Commas may not be entered into any input field.

All Dates must be in MM/DD/CCYY format

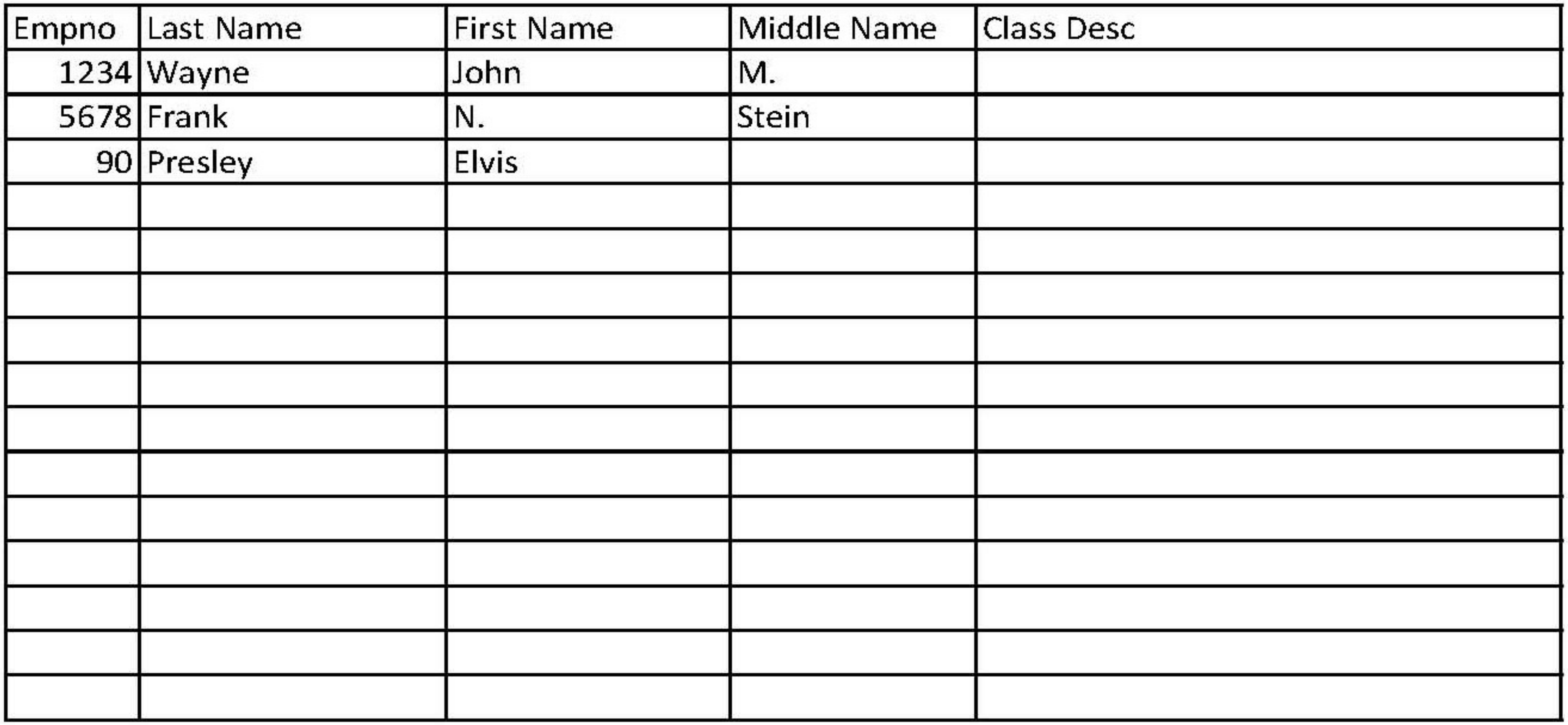
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
7		1	2	3	4	5	6	7	8	9	10	11	12	13	14
8		Absent Employee Required Fields				Absent Employee Optional Fields				Absent Employee Leave Fields					
9			Max 20 Characters	Max 15 Characters	Max 15 Characters					A1,A2,A3,A5,A6,A7 L1,L2,L3,L5,L6		MM\DD\CCYY	H = Hrs D=Days		
10		Empno	Last Name	First Name	Middle Name	Class	Class Code Description	Work Loc	Loc Code Description	Leave Type	Leave Reason	Starting Leave Date	Entry Type	Total Time Off	Memo
78	T														
79	T														
80	T														
81	T														
82	T														

Import Leave Input Data from CSV


AutoSave Off
EnhancedLeaveImport.xlsx - Read-Only • Saved to this PC
Search
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Automate
Help
Team
Paste
Cut
Copy
Format Painter
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
Text
Number
Conditional Formatting
Format as Table
Normal
Bad
Good
Neutral
Calculation
Check Cell
Styles
Insert
Delete
Format
Cells
E1
v 2.00

	A	B	C	D	E	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1		Enhanced Leave Import			v 2.00															
2																				
3		*NOTE:* Commas may not be entered into any i																		
4																				
5		*All Dates must be in MM/DD/CCYY format*																		
6																				
7		1	2	3	4	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
8		Absent Employee Required Fields				Substitute Employee Fields						Substitute Employee Optional Fields				Override General Ledger Account				
9			Max 20 Characters	Max 15 Characters	Max 15 Characters	Y/N		Max 20 Characters	Max 15 Characters	Max 15 Characters	Optional (Overrides Employee									
10		Empno	Last Name	First Name	Middle Name	Substitute Flag	Sub Employee Number	Sub Last Name	Sub First Name	Sub Middle Name	Sub Paid Time	Class	Class Code Description	Work Loc	Loc Code Description	FY	Fund	Fiscal	Program	Func
78	T																			
79	T																			
80	T																			
81	T																			
82	T																			

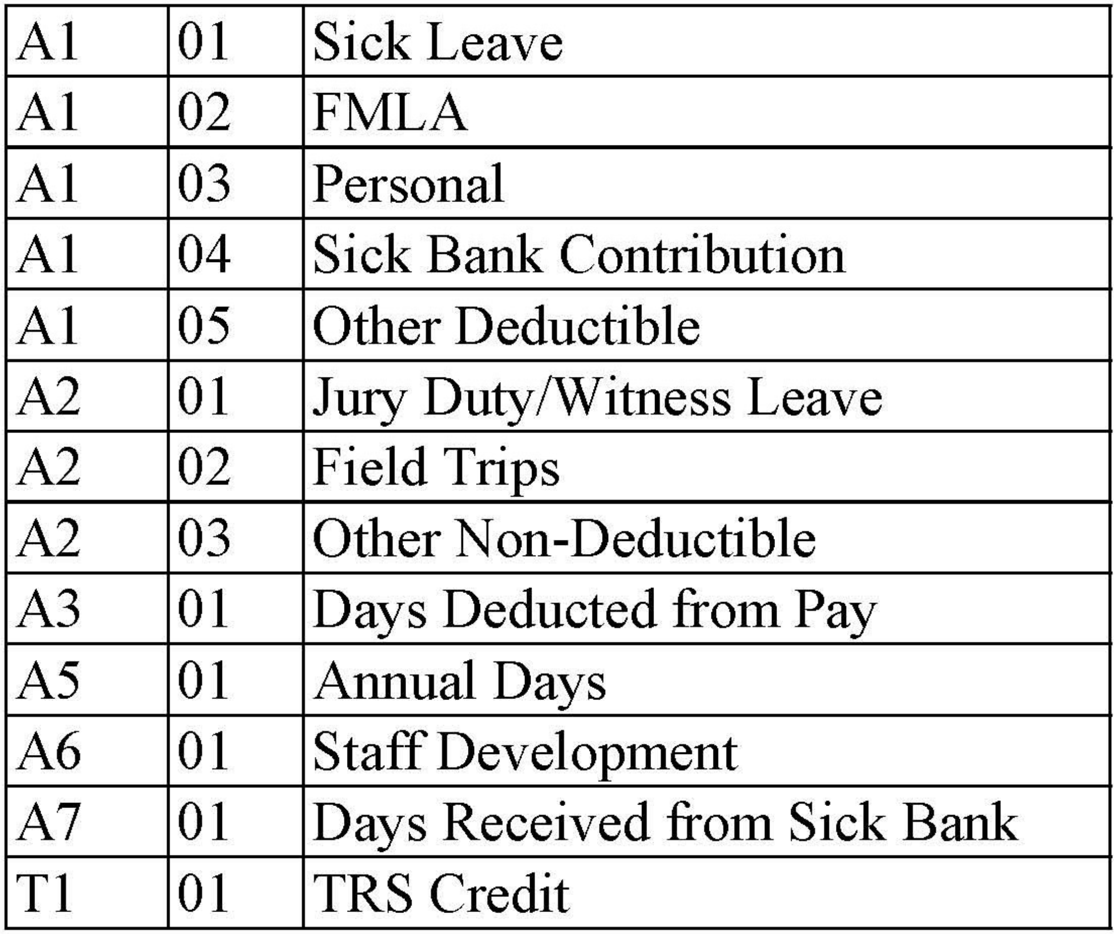
Import Leave Input Data from CSV
Define Employee Information



Empno	Last Name	First Name	Middle Name	Class Desc
1234	Wayne	John	M.	
5678	Frank	N.	Stein	
90	Presley	Elvis		

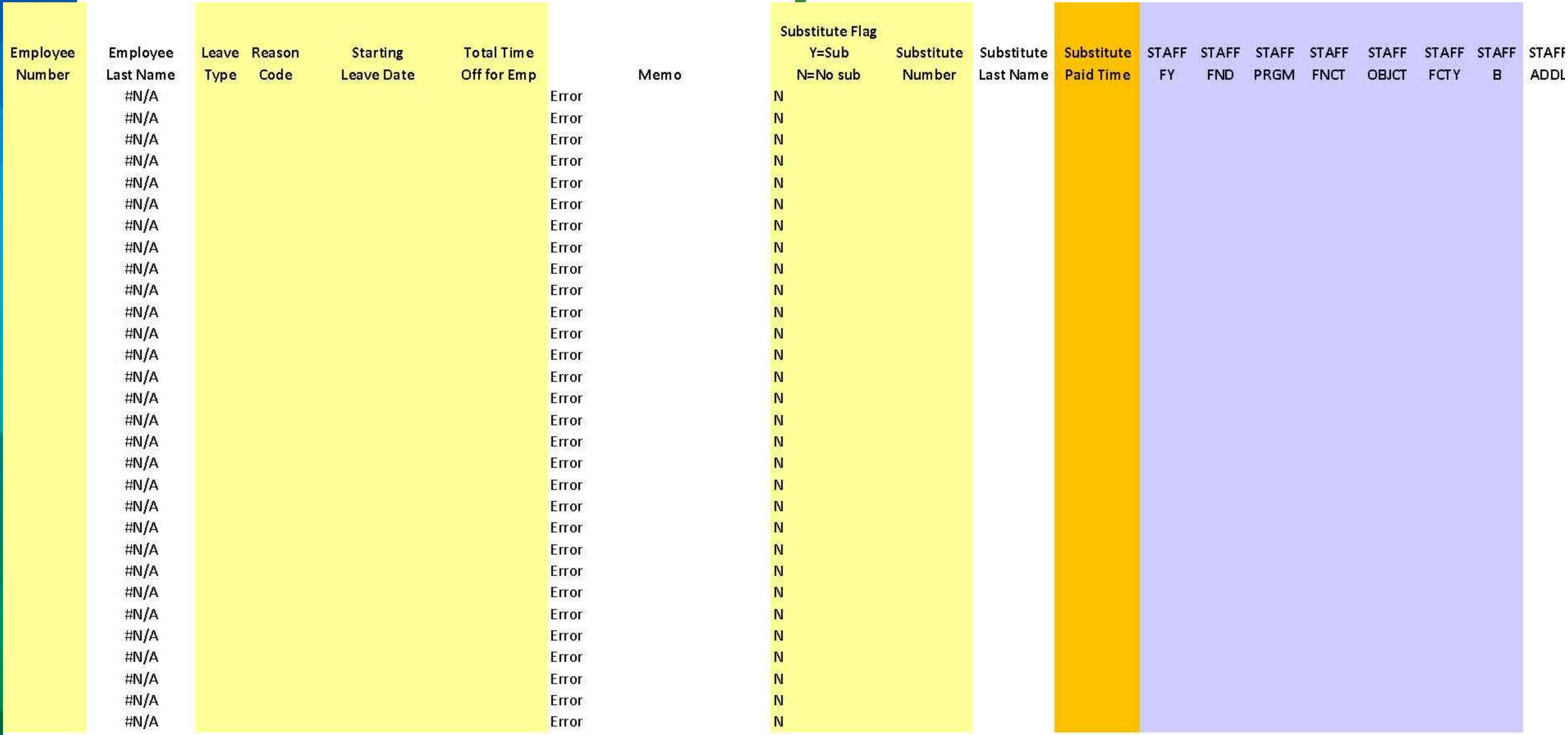
PCG CPI Export **Last Name, First Name, Middle Name, and Class**

Import Leave Input Data from CSV
Define Leave Type & Reason Codes



A1	01	Sick Leave
A1	02	FMLA
A1	03	Personal
A1	04	Sick Bank Contribution
A1	05	Other Deductible
A2	01	Jury Duty/Witness Leave
A2	02	Field Trips
A2	03	Other Non-Deductible
A3	01	Days Deducted from Pay
A5	01	Annual Days
A6	01	Staff Development
A7	01	Days Received from Sick Bank
T1	01	TRS Credit

Import Leave Input Data from CSV Template



Employee Number	Employee Last Name	Leave Type	Reason Code	Starting Leave Date	Total Time Off for Emp	Memo	Substitute Flag Y=Sub N=No sub	Substitute Number	Substitute Last Name	Substitute Paid Time	STAFF FY	STAFF FND	STAFF PRGM	STAFF FNCT	STAFF OBJCT	STAFF FCTY	STAFF B	STAFF ADDL
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
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	#N/A					Error	N											
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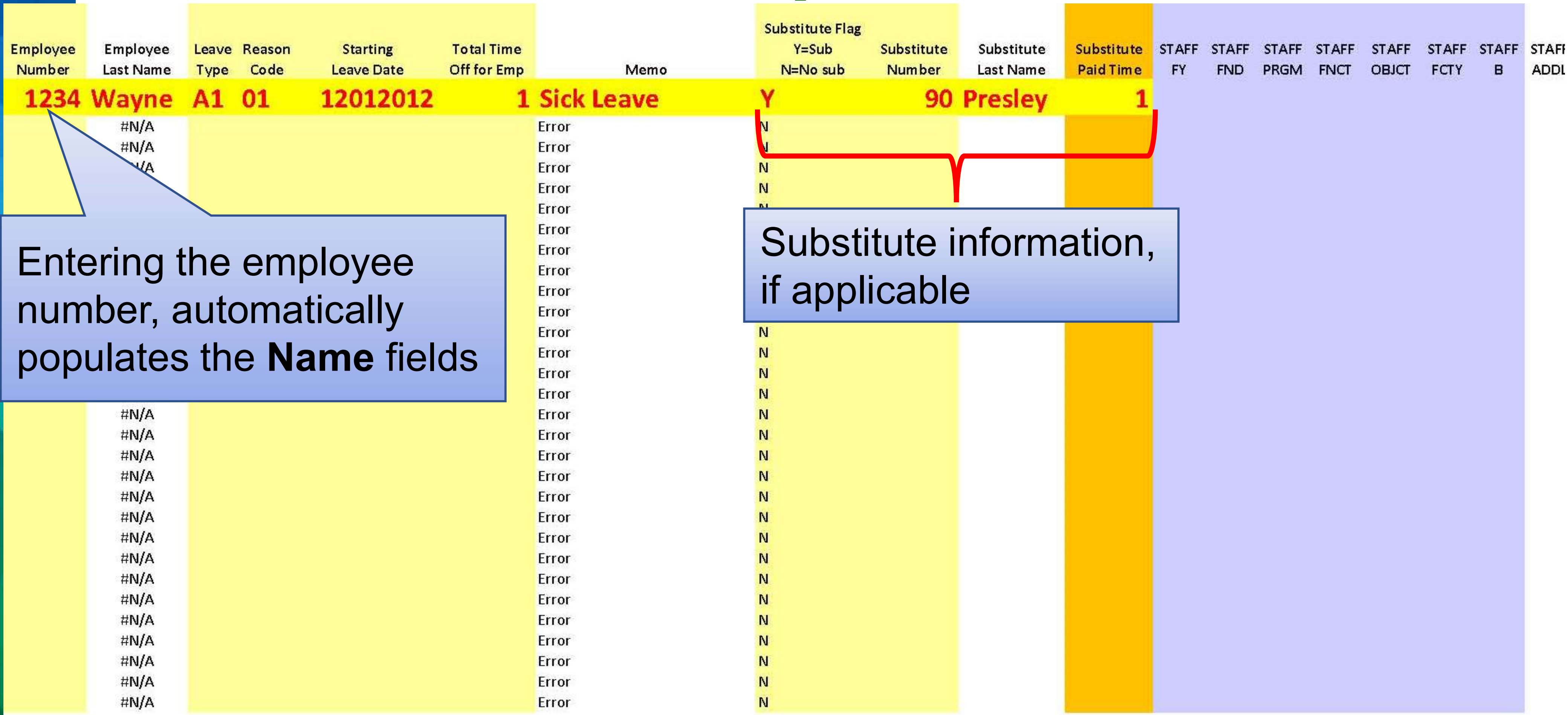
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											

Import Leave Input Data from CSV Template



Employee Number	Employee Last Name	Leave Type	Reason Code	Starting Leave Date	Total Time Off for Emp	Memo	Substitute Flag Y=Sub N=No sub	Substitute Number	Substitute Last Name	Substitute Paid Time	STAFF FY	STAFF FND	STAFF PRGM	STAFF FNCT	STAFF OBJCT	STAFF FCTY	STAFF B	STAF ADD
1234	Wayne	A1	01	12012012	1	Sick Leave	Y	90	Presley	1								
	#N/A					Error	N											
	#N/A					Error	N											
	/A					Error	N											
						Error	N											
						Error												
						Error												
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						Error												
						Error												
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						Error	N											
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	#N/A					Error	N											
	#N/A					Error	N											
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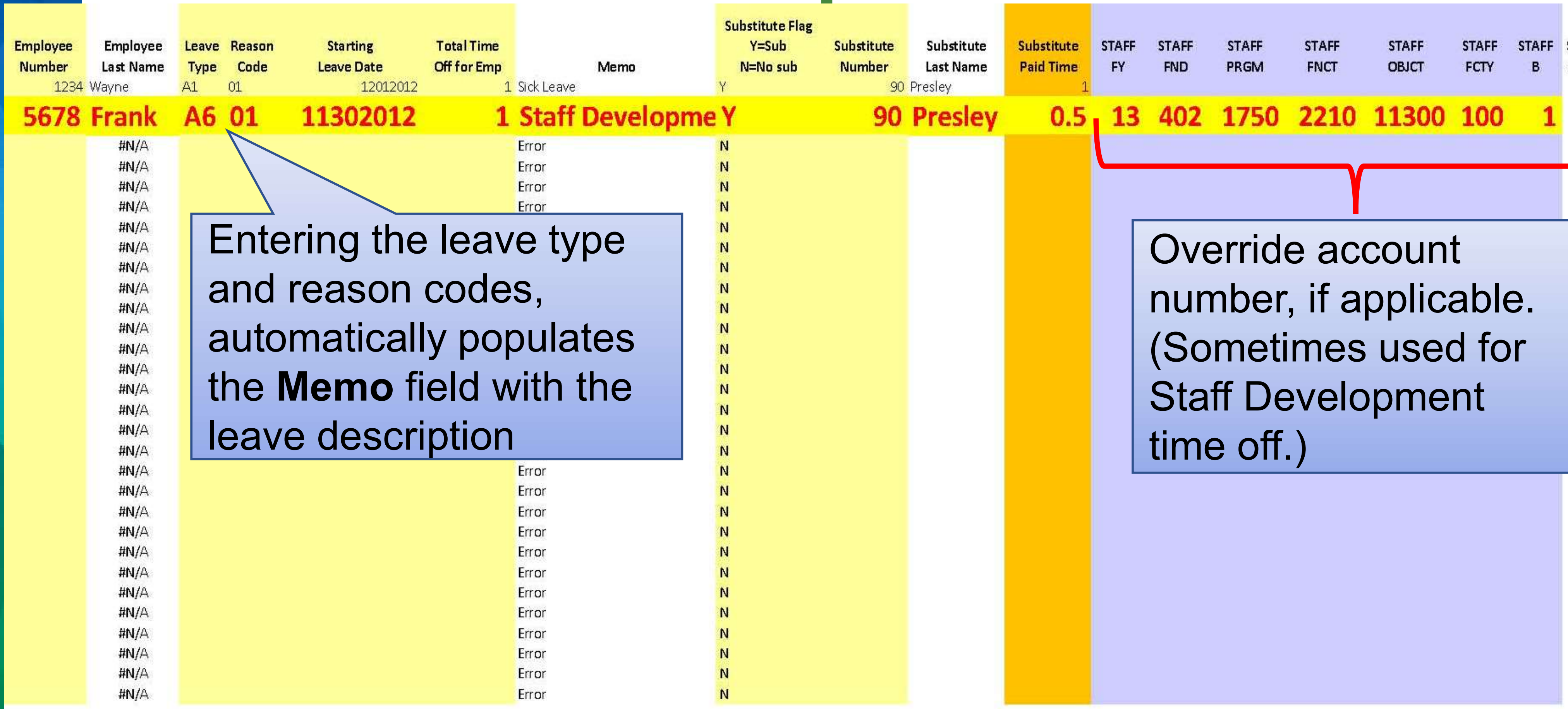
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											

Entering the employee number, automatically populates the **Name** fields

Substitute information, if applicable

Import Leave Input Data from CSV Template



Employee Number	Employee Last Name	Leave Type	Reason Code	Starting Leave Date	Total Time Off for Emp	Memo	Substitute Flag Y=Sub N=No sub	Substitute Number	Substitute Last Name	Substitute Paid Time	STAFF FY	STAFF FND	STAFF PRGM	STAFF FNCT	STAFF OBJCT	STAFF FCTY	STAFF B	STAFF ADDL
1234	Wayne	A1	01	12012012	1	Sick Leave	Y	90	Presley	1								
5678	Frank	A6	01	11302012	1	Staff Developme	Y	90	Presley	0.5	13	402	1750	2210	11300	100	1	
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A						N											
	#N/A						N											
	#N/A						N											
	#N/A						N											
	#N/A						N											
	#N/A						N											
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	#N/A						N											
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	#N/A						N											
	#N/A						N											
	#N/A						N											
	#N/A					Error	N											
	#N/A					Error	N											
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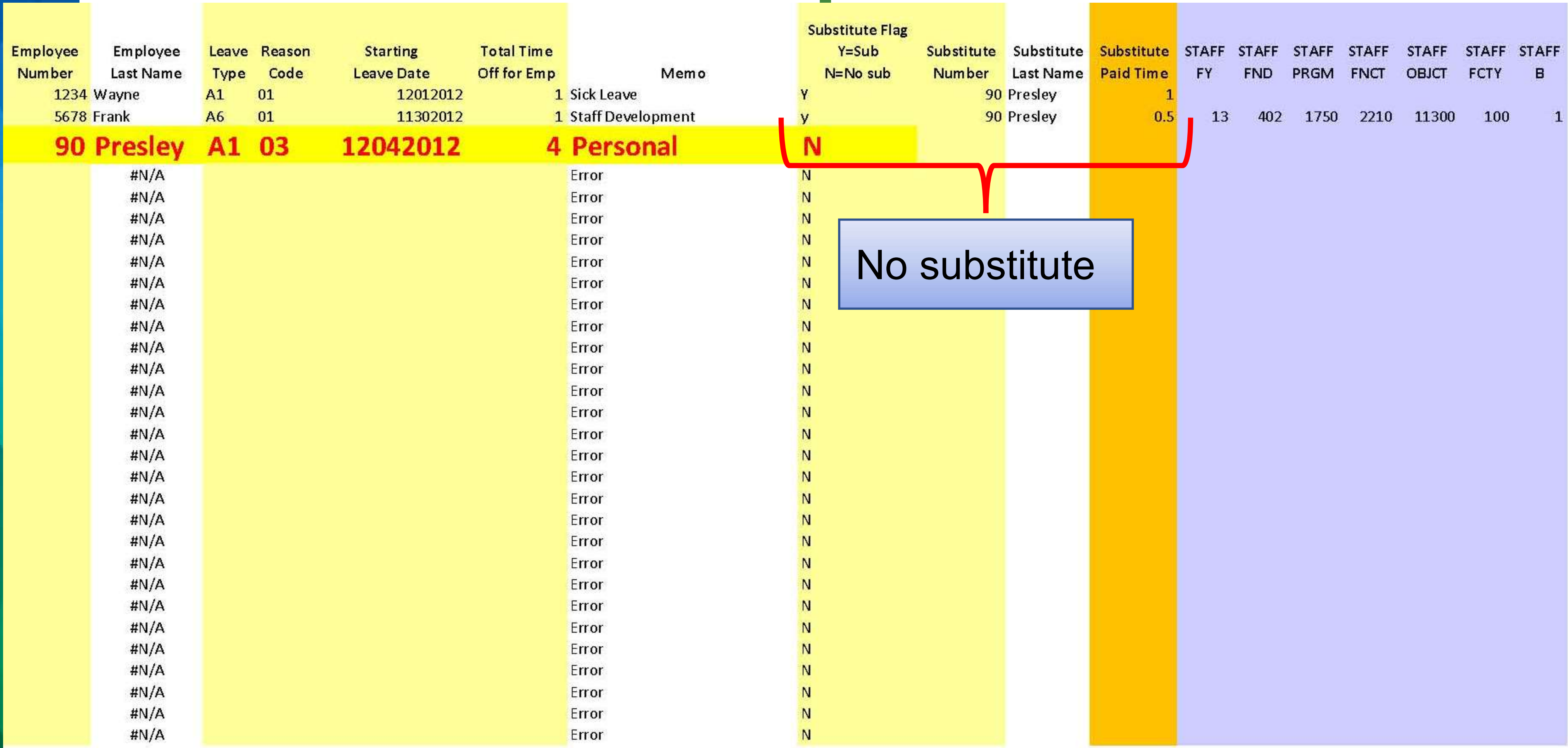
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											

Entering the leave type and reason codes, automatically populates the **Memo** field with the leave description

Override account number, if applicable. (Sometimes used for Staff Development time off.)

Import Leave Input Data from CSV Template



Employee Number	Employee Last Name	Leave Type	Reason Code	Starting Leave Date	Total Time Off for Emp	Memo	Substitute Flag Y=Sub N=No sub	Substitute Number	Substitute Last Name	Substitute Paid Time	STAFF FY	STAFF FND	STAFF PRGM	STAFF FNCT	STAFF OBJCT	STAFF FCTY	STAFF B	STAFF ADDL
1234	Wayne	A1	01	12012012	1	Sick Leave	Y	90	Presley	1								
5678	Frank	A6	01	11302012	1	Staff Development	y	90	Presley	0.5	13	402	1750	2210	11300	100	1	
90	**Presley**	**A1**	**03**	**12042012**	**4**	**Personal**	**N**											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
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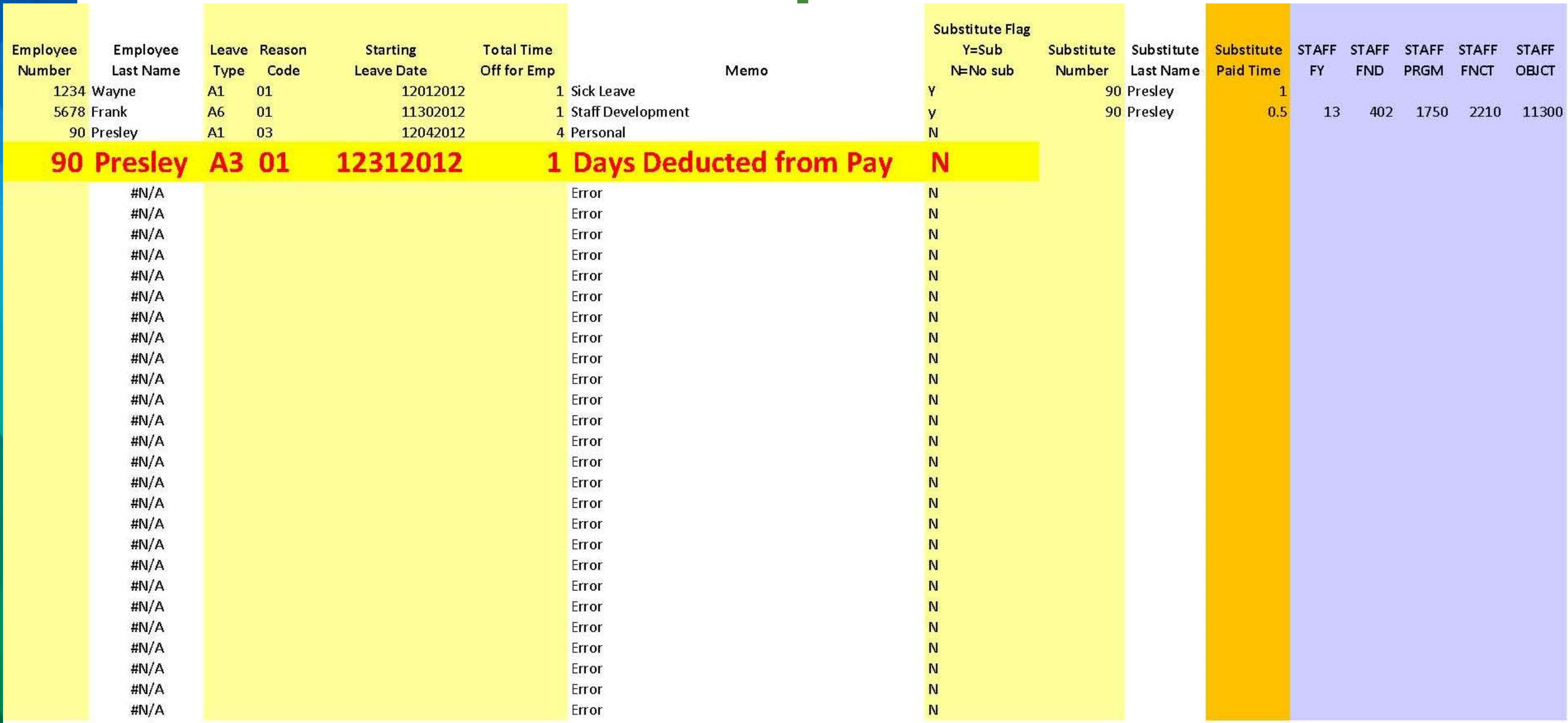
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											

No substitute

Import Leave Input Data from CSV Template



Employee Number	Employee Last Name	Leave Type	Reason Code	Starting Leave Date	Total Time Off for Emp	Memo	Substitute Flag Y=Sub N=No sub	Substitute Number	Substitute Last Name	Substitute Paid Time	STAFF FY	STAFF FND	STAFF PRGM	STAFF FNCT	STAFF OBJCT
1234	Wayne	A1	01	12012012	1	Sick Leave	Y	90	Presley	1					
5678	Frank	A6	01	11302012	1	Staff Development	y	90	Presley	0.5	13	402	1750	2210	11300
90	Presley	A1	03	12042012	4	Personal	N								
90	**Presley**	**A3**	**01**	**12312012**	**1**	**Days Deducted from Pay**	**N**								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
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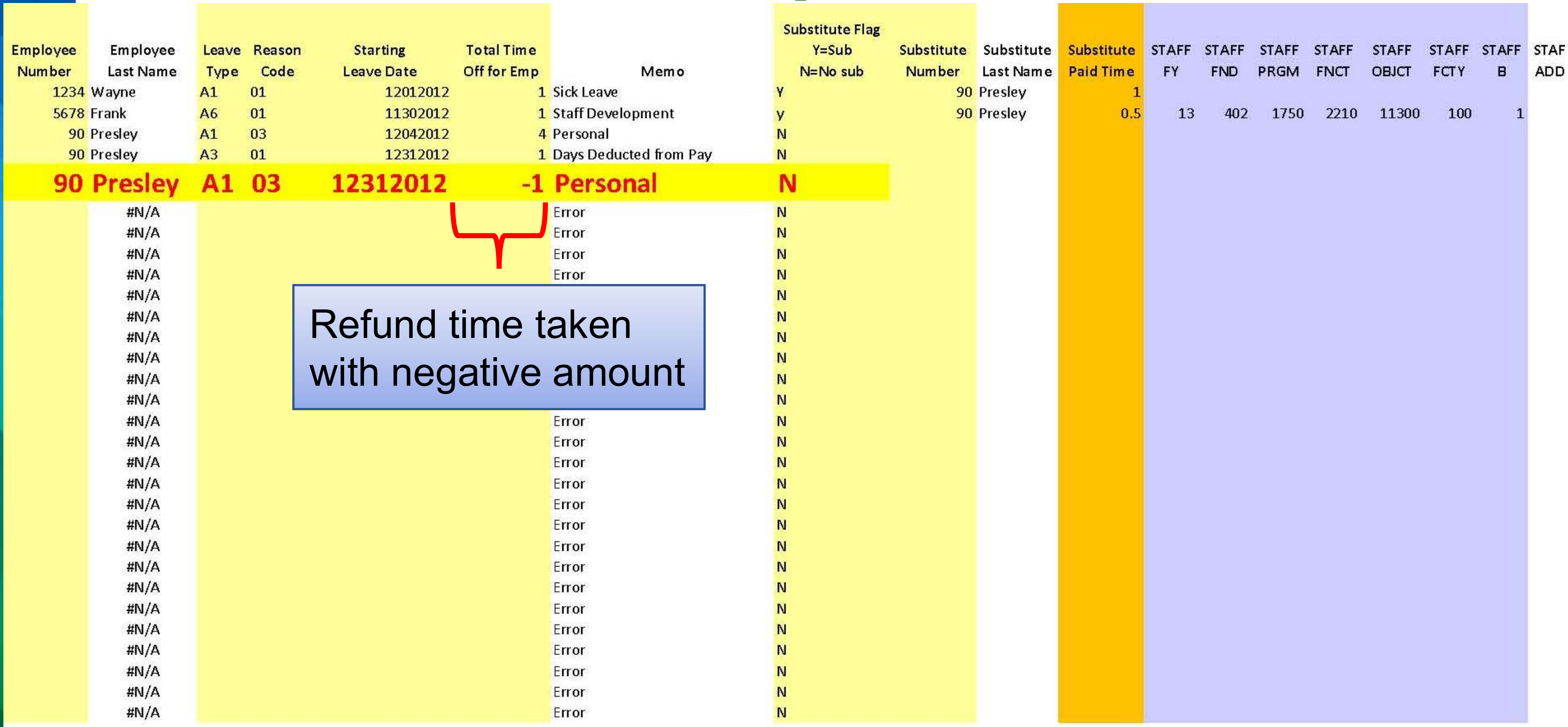
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								
	#N/A					Error	N								

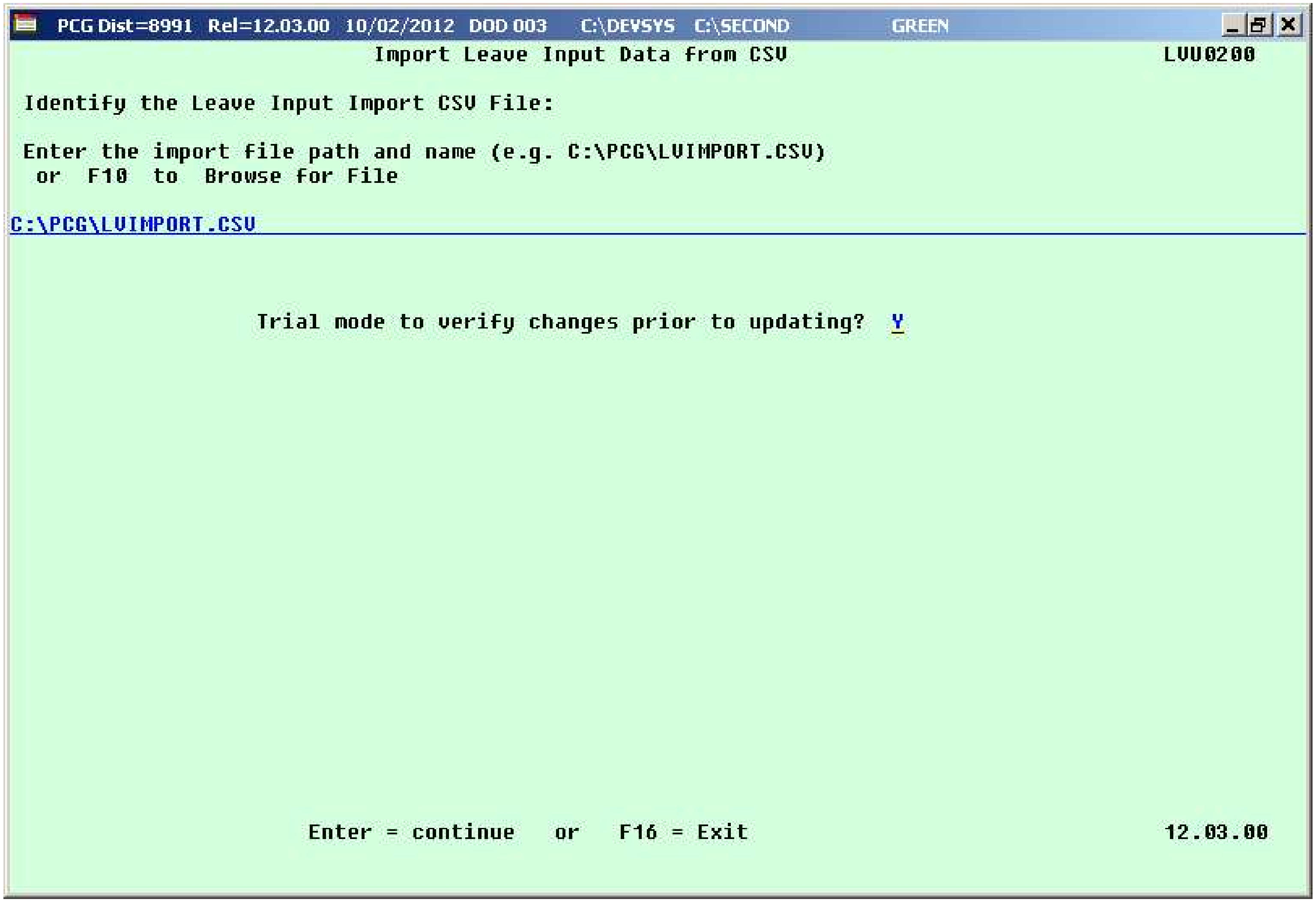
Import Leave Input Data from CSV Template



Employee Number	Employee Last Name	Leave Type	Reason Code	Starting Leave Date	Total Time Off for Emp	Memo	Substitute Flag Y=Sub N=No sub	Substitute Number	Substitute Last Name	Substitute Paid Time	STAFF FY	STAFF FND	STAFF PRGM	STAFF FNCT	STAFF OBJCT	STAFF FCTY	STAFF B	STAF ADD
1234	Wayne	A1	01	12012012	1	Sick Leave	Y	90	Presley	1								
5678	Frank	A6	01	11302012	1	Staff Development	y	90	Presley	0.5	13	402	1750	2210	11300	100	1	
90	Presley	A1	03	12042012	4	Personal	N											
90	Presley	A3	01	12312012	1	Days Deducted from Pay	N											
90	**Presley**	**A1**	**03**	**12312012**	**-1**	**Personal**	**N**											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A						N											
	#N/A						N											
	#N/A						N											
	#N/A						N											
	#N/A						N											
	#N/A						N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											
	#N/A					Error	N											

Refund time taken with negative amount

Import Leave Input Data from CSV



```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS   C:\SECOND          GREEN
                         Import Leave Input Data from CSV                          LVU0200

Identify the Leave Input Import CSV File:

Enter the import file path and name (e.g. C:\PCG\LVIMPORT.CSV)
 or  F10  to  Browse for File

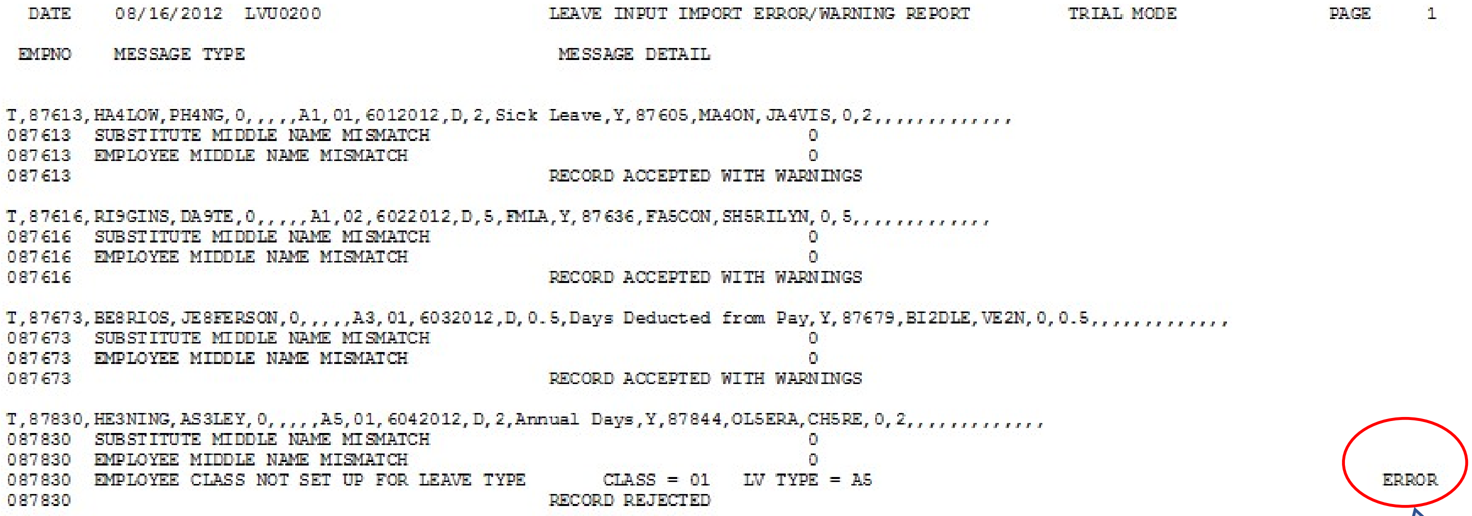
C:\PCG\LVIMPORT.CSV


              Trial mode to verify changes prior to updating?  Y


                 Enter = continue    or    F16 = Exit                                 12.03.00
```

Import Leave Input Data from CSV

- Leave Import Report with Errors



```
 DATE    08/16/2012  LVU0200                    LEAVE INPUT IMPORT ERROR/WARNING REPORT        TRIAL MODE            PAGE     1

EMPNO    MESSAGE TYPE                            MESSAGE DETAIL

T,87613,HA4LOW,PH4NG,0,,,,,A1,01,6012012,D,2,Sick Leave,Y,87605,MA4ON,JA4VIS,0,2,,,,,,,,,,,,
087613  SUBSTITUTE MIDDLE NAME MISMATCH                                           0
087613  EMPLOYEE MIDDLE NAME MISMATCH                                             0
087613                                           RECORD ACCEPTED WITH WARNINGS

T,87616,RI9GINS,DA9TE,0,,,,,A1,02,6022012,D,5,FMLA,Y,87636,FA5CON,SH5RILYN,0,5,,,,,,,,,,,,
087616  SUBSTITUTE MIDDLE NAME MISMATCH                                           0
087616  EMPLOYEE MIDDLE NAME MISMATCH                                             0
087616                                           RECORD ACCEPTED WITH WARNINGS

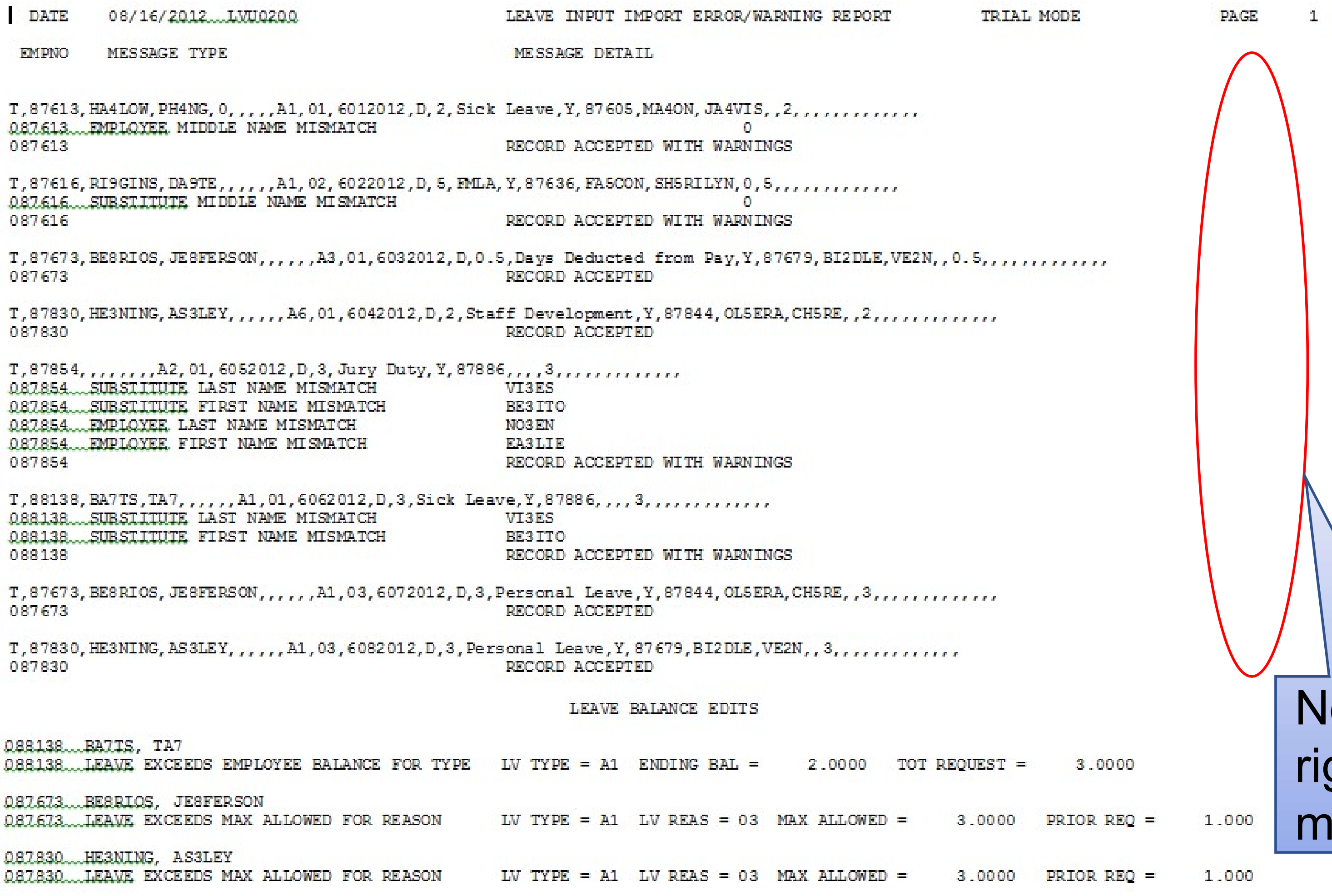
T,87673,BE8RIOS,JE8FERSON,0,,,,,A3,01,6032012,D,0.5,Days Deducted from Pay,Y,87679,BI2DLE,VE2N,0,0.5,,,,,,,,,,,,
087673  SUBSTITUTE MIDDLE NAME MISMATCH                                           0
087673  EMPLOYEE MIDDLE NAME MISMATCH                                             0
087673                                           RECORD ACCEPTED WITH WARNINGS

T,87830,HE3NING,AS3LEY,0,,,,,A5,01,6042012,D,2,Annual Days,Y,87844,OL5ERA,CH5RE,0,2,,,,,,,,,,,,
087830  SUBSTITUTE MIDDLE NAME MISMATCH                                           0
087830  EMPLOYEE MIDDLE NAME MISMATCH                                             0
087830  EMPLOYEE CLASS NOT SET UP FOR LEAVE TYPE       CLASS = 01   LV TYPE = A5                               ERROR
087830                                           RECORD REJECTED
```

Errors appear in right hand margin

Import Leave Input Data from CSV

- Leave Import Report with Warnings Only



```
| DATE     08/16/2012  LVU0200                 LEAVE INPUT IMPORT ERROR/WARNING REPORT         TRIAL MODE              PAGE     1

 EMPNO    MESSAGE TYPE                           MESSAGE DETAIL


T,87613,HA4LOW,PH4NG,0,,,,,A1,01,6012012,D,2,Sick Leave,Y,87606,MA4ON,JA4VIS,,2,,,,,,,,,,,,,
087613  EMPLOYEE MIDDLE NAME MISMATCH                                       0
087613                                         RECORD ACCEPTED WITH WARNINGS

T,87616,RI9GINS,DA9TE,,,,,,A1,02,6022012,D,5,FMLA,Y,87636,FA5CON,SH5RILYN,0,5,,,,,,,,,,,,,
087616  SUBSTITUTE MIDDLE NAME MISMATCH                                     0
087616                                         RECORD ACCEPTED WITH WARNINGS

T,87673,BE8RIOS,JE8FERSON,,,,,,A3,01,6032012,D,0.5,Days Deducted from Pay,Y,87679,BI2DLE,VE2N,,0.5,,,,,,,,,,,,,
087673                                         RECORD ACCEPTED

T,87830,HE3NING,AS3LEY,,,,,,A6,01,6042012,D,2,Staff Development,Y,87844,OL5ERA,CH5RE,,2,,,,,,,,,,,,,
087830                                         RECORD ACCEPTED

T,87854,,,,,,,,A2,01,6052012,D,3,Jury Duty,Y,87886,,,,3,,,,,,,,,,,,,
087854  SUBSTITUTE LAST NAME MISMATCH          VI3ES
087854  SUBSTITUTE FIRST NAME MISMATCH         BE3ITO
087854  EMPLOYEE LAST NAME MISMATCH            NO3EN
087854  EMPLOYEE FIRST NAME MISMATCH           EA3LIE
087854                                         RECORD ACCEPTED WITH WARNINGS

T,88138,BA7TS,TA7,,,,,,A1,01,6062012,D,3,Sick Leave,Y,87886,,,,3,,,,,,,,,,,,,
088138  SUBSTITUTE LAST NAME MISMATCH          VI3ES
088138  SUBSTITUTE FIRST NAME MISMATCH         BE3ITO
088138                                         RECORD ACCEPTED WITH WARNINGS

T,87673,BE8RIOS,JE8FERSON,,,,,,A1,03,6072012,D,3,Personal Leave,Y,87844,OL5ERA,CH5RE,,3,,,,,,,,,,,,,
087673                                         RECORD ACCEPTED

T,87830,HE3NING,AS3LEY,,,,,,A1,03,6082012,D,3,Personal Leave,Y,87679,BI2DLE,VE2N,,3,,,,,,,,,,,,,
087830                                         RECORD ACCEPTED

                                                     LEAVE BALANCE EDITS

088138  BA7TS, TA7
088138  LEAVE EXCEEDS EMPLOYEE BALANCE FOR TYPE   LV TYPE = A1  ENDING BAL =     2.0000   TOT REQUEST =     3.0000

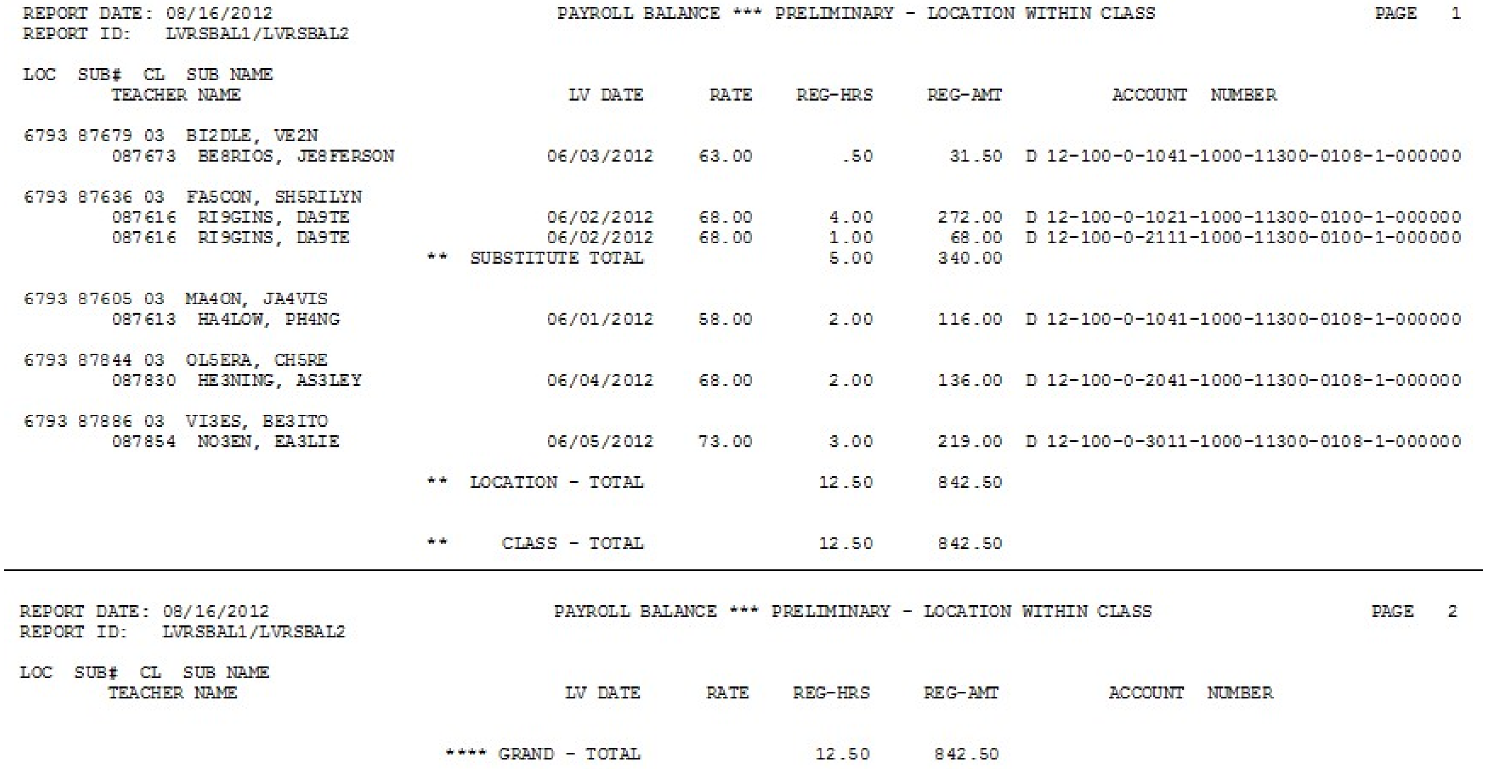
087673  BE8RIOS, JE8FERSON
087673  LEAVE EXCEEDS MAX ALLOWED FOR REASON      LV TYPE = A1  LV REAS = 03  MAX ALLOWED =     3.0000   PRIOR REQ =     1.000

087830  HE3NING, AS3LEY
087830  LEAVE EXCEEDS MAX ALLOWED FOR REASON      LV TYPE = A1  LV REAS = 03  MAX ALLOWED =     3.0000   PRIOR REQ =     1.000
```

No errors in right hand margin

Import Leave Input Data from CSV

- Payroll Balance Report



```
REPORT DATE: 08/16/2012                          PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS                     PAGE   1
REPORT ID:   LVRSBAL1/LVRSBAL2

LOC  SUB#  CL  SUB NAME
        TEACHER NAME                              LV DATE      RATE    REG-HRS     REG-AMT          ACCOUNT   NUMBER

6793 87679 03  BI2DLE, VE2N
        087673  BE8RIOS, JE8FERSON              06/03/2012    63.00        .50       31.50  D 12-100-0-1041-1000-11300-0108-1-000000

6793 87636 03  FA5CON, SH5RILYN
        087616  RI9GINS, DA9TE                  06/02/2012    68.00       4.00      272.00  D 12-100-0-1021-1000-11300-0100-1-000000
        087616  RI9GINS, DA9TE                  06/02/2012    68.00       1.00       68.00  D 12-100-0-2111-1000-11300-0100-1-000000
                                     **  SUBSTITUTE TOTAL                 5.00      340.00

6793 87605 03  MA4ON, JA4VIS
        087613  HA4LOW, PH4NG                   06/01/2012    58.00       2.00      116.00  D 12-100-0-1041-1000-11300-0108-1-000000

6793 87844 03  OL5ERA, CH5RE
        087830  HE3NING, AS3LEY                 06/04/2012    68.00       2.00      136.00  D 12-100-0-2041-1000-11300-0108-1-000000

6793 87886 03  VI3ES, BE3ITO
        087854  NO3EN, EA3LIE                   06/05/2012    73.00       3.00      219.00  D 12-100-0-3011-1000-11300-0108-1-000000

                                     **  LOCATION - TOTAL                12.50      842.50

                                     **     CLASS - TOTAL                12.50      842.50

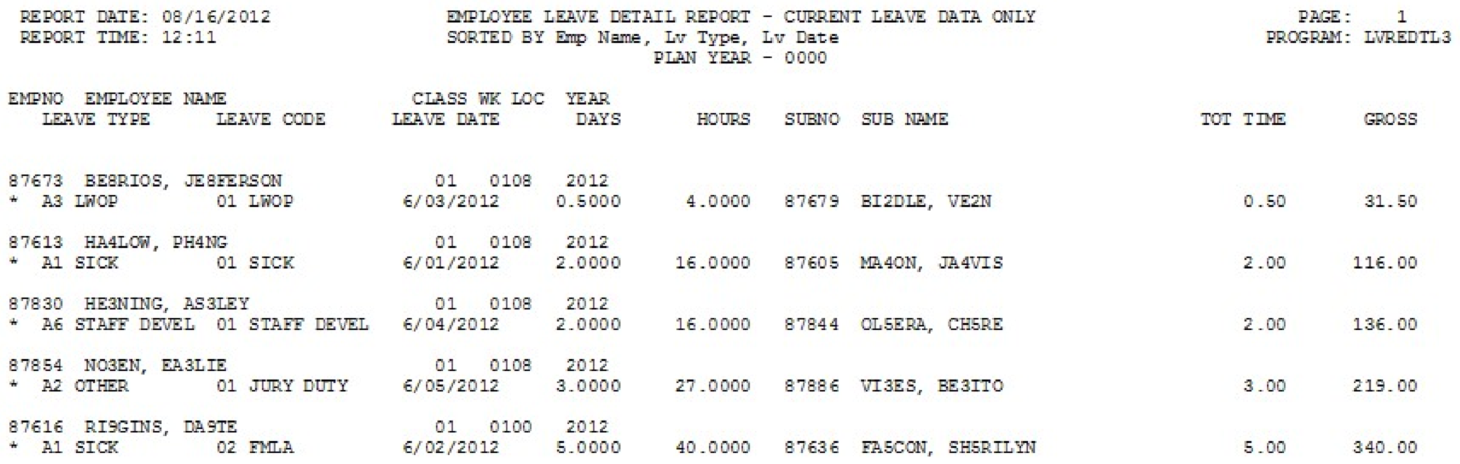
REPORT DATE: 08/16/2012                          PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS                     PAGE   2
REPORT ID:   LVRSBAL1/LVRSBAL2

LOC  SUB#  CL  SUB NAME
        TEACHER NAME                              LV DATE      RATE    REG-HRS     REG-AMT          ACCOUNT   NUMBER

                                       **** GRAND - TOTAL                12.50      842.50
```

Import Leave Input Data from CSV

- Employee Leave Detail Report



```
 REPORT DATE: 08/16/2012                EMPLOYEE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY                       PAGE:    1
 REPORT TIME: 12:11                     SORTED BY Emp Name, Lv Type, Lv Date                                      PROGRAM: LVREDTL3
                                                           PLAN YEAR - 0000

EMPNO  EMPLOYEE NAME                 CLASS WK LOC  YEAR
   LEAVE TYPE      LEAVE CODE      LEAVE DATE       DAYS       HOURS   SUBNO  SUB NAME                       TOT TIME      GROSS

87673  BE8RIOS, JE8FERSON              01   0108   2012
*  A3 LWOP         01 LWOP          6/03/2012     0.5000      4.0000   87679  BI2DLE, VE2N                       0.50      31.50

87613  HA4LOW, PH4NG                   01   0108   2012
*  A1 SICK         01 SICK          6/01/2012     2.0000     16.0000   87605  MA4ON, JA4VIS                      2.00     116.00

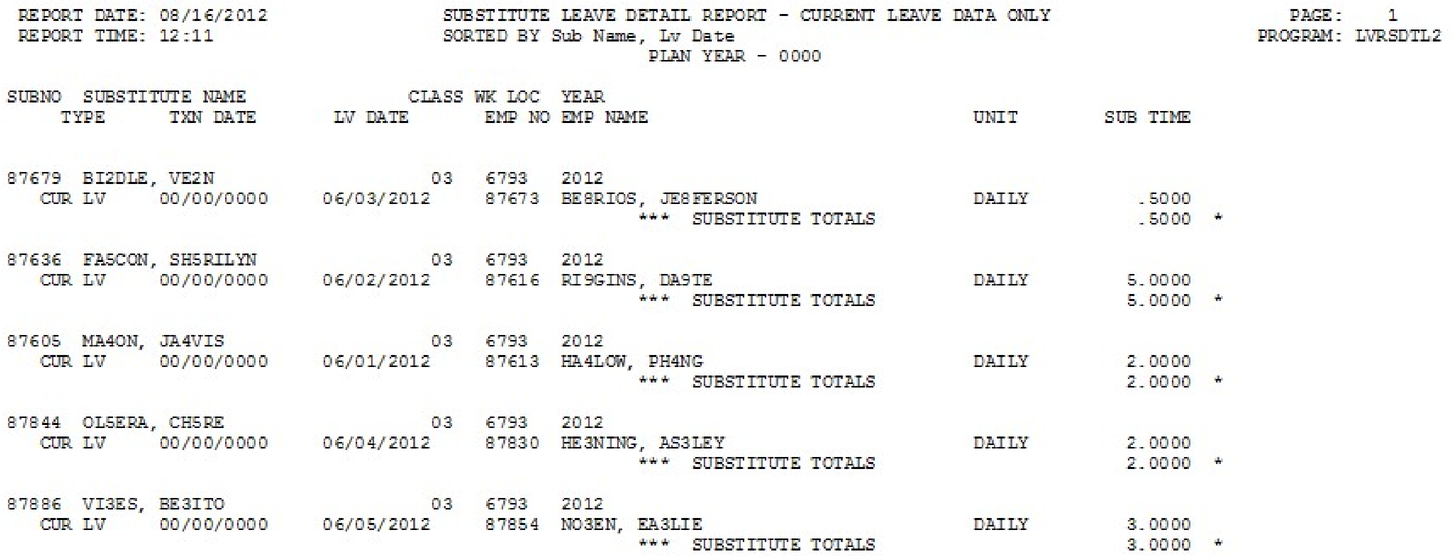
87830  HE3NING, AS3LEY                 01   0108   2012
*  A6 STAFF DEVEL  01 STAFF DEVEL   6/04/2012     2.0000     16.0000   87844  OL5ERA, CH5RE                      2.00     136.00

87854  NO3EN, EA3LIE                   01   0108   2012
*  A2 OTHER        01 JURY DUTY     6/05/2012     3.0000     27.0000   87886  VI3ES, BE3ITO                      3.00     219.00

87616  RI9GINS, DA9TE                  01   0100   2012
*  A1 SICK         02 FMLA          6/02/2012     5.0000     40.0000   87636  FA5CON, SH5RILYN                   5.00     340.00
```

Import Leave Input Data from CSV

- Substitute Leave Detail Report



```
 REPORT DATE: 08/16/2012                SUBSTITUTE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY                      PAGE:    1
 REPORT TIME: 12:11                     SORTED BY Sub Name, Lv Date                                                PROGRAM: LVRSDTL2
                                                           PLAN YEAR - 0000

SUBNO  SUBSTITUTE NAME               CLASS WK LOC  YEAR
     TYPE      TXN DATE       LV DATE       EMP NO EMP NAME                              UNIT        SUB TIME


87679  BI2DLE, VE2N                    03   6793   2012
   CUR LV     00/00/0000     06/03/2012     87673  BE8RIOS, JE8FERSON                    DAILY          .5000
                                                          ***  SUBSTITUTE TOTALS                        .5000  *

87636  FA5CON, SH5RILYN                03   6793   2012
   CUR LV     00/00/0000     06/02/2012     87616  RI9GINS, DA9TE                        DAILY         5.0000
                                                          ***  SUBSTITUTE TOTALS                       5.0000  *

87605  MA4ON, JA4VIS                   03   6793   2012
   CUR LV     00/00/0000     06/01/2012     87613  HA4LOW, PH4NG                         DAILY         2.0000
                                                          ***  SUBSTITUTE TOTALS                       2.0000  *

87844  OL5ERA, CH5RE                   03   6793   2012
   CUR LV     00/00/0000     06/04/2012     87830  HE3NING, AS3LEY                       DAILY         2.0000
                                                          ***  SUBSTITUTE TOTALS                       2.0000  *

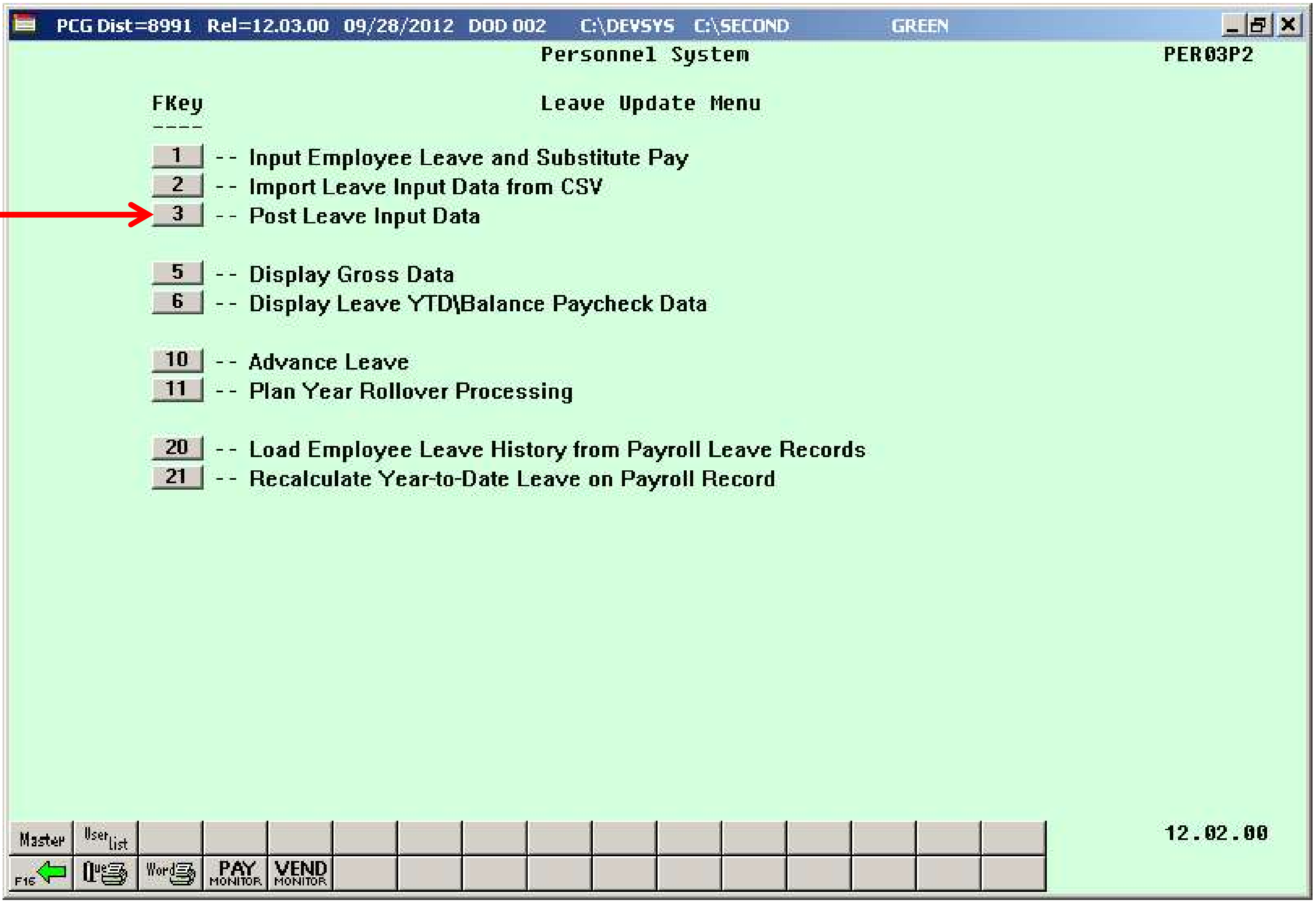
87886  VI3ES, BE3ITO                   03   6793   2012
   CUR LV     00/00/0000     06/05/2012     87854  NO3EN, EA3LIE                         DAILY         3.0000
                                                          ***  SUBSTITUTE TOTALS                       3.0000  *
```

Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - **Post Leave**
  - Leave Reports
  - Leave Setup
  - Wrap up
- CPI Cycle 3 Reporting

Schedule...
Plumber
Drywaller
Brick layer
Floor men

Post Leave Input Data



PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

```
                         Personnel System                  PER03P2

 FKey                    Leave Update Menu
 ----

 1  -- Input Employee Leave and Substitute Pay
 2  -- Import Leave Input Data from CSV
 3  -- Post Leave Input Data

 5  -- Display Gross Data
 6  -- Display Leave YTD\Balance Paycheck Data

 10 -- Advance Leave
 11 -- Plan Year Rollover Processing

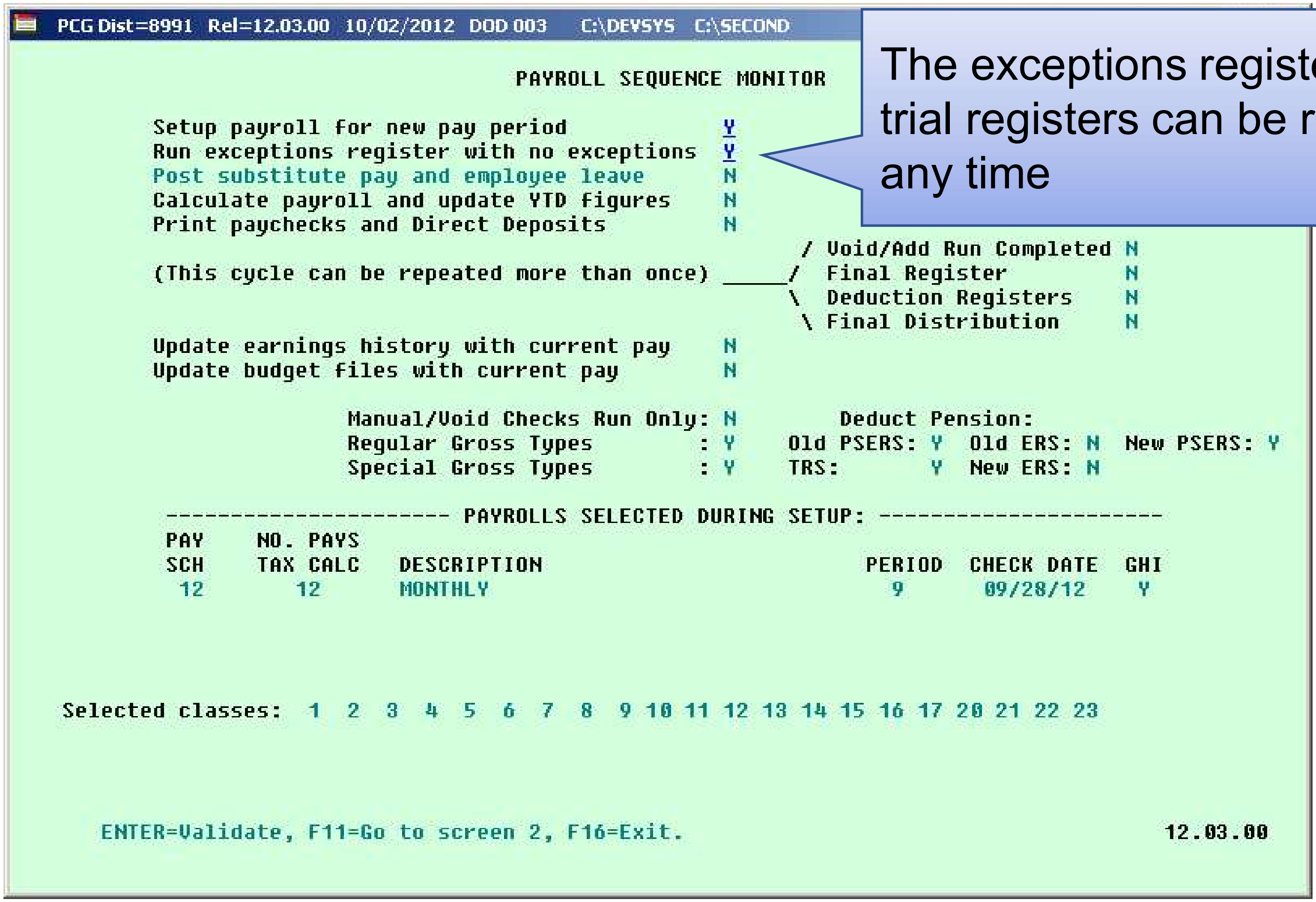
 20 -- Load Employee Leave History from Payroll Leave Records
 21 -- Recalculate Year-to-Date Leave on Payroll Record

                                                            12.02.00
```

Post Leave Input Data

- A backup copy of SECOND data is created in SECONDL. SECONDL can be used as a restore point, if necessary.
- Gross data information is created for the substitute.
- Current leave is posted for the absent employee's pay stub. The absent employee's leave balances, current leave taken, and year-to-date leave taken fields are updated.
- The absent employee's leave data is posted into the *Leave History File*.
- The *Current Leave Input File* is cleared.
- The payroll monitor will display a '**Y**' next to the *Post substitute pay and employee leave* step.
- The payroll monitor will display an '**N**' next to the *Run exceptions register with no exceptions* step.

Post Leave Input Data
Payroll Monitor <u>Before</u> Posting



```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003     C:\DEVSYS   C:\SECOND

                                   PAYROLL SEQUENCE MONITOR

          Setup payroll for new pay period                Y
          Run exceptions register with no exceptions      Y
          Post substitute pay and employee leave          N
          Calculate payroll and update YTD figures        N
          Print paychecks and Direct Deposits             N
                                                             / Void/Add Run Completed N
          (This cycle can be repeated more than once) _____/  Final Register          N
                                                           \  Deduction Registers     N
                                                            \ Final Distribution      N
          Update earnings history with current pay        N
          Update budget files with current pay            N

                       Manual/Void Checks Run Only: N        Deduct Pension:
                       Regular Gross Types        : Y    Old PSERS: Y  Old ERS: N  New PSERS: Y
                       Special Gross Types        : Y    TRS:       Y  New ERS: N

           ---------------------- PAYROLLS SELECTED DURING SETUP: ----------------------
           PAY    NO. PAYS
           SCH    TAX CALC   DESCRIPTION                           PERIOD  CHECK DATE  GHI
            12       12      MONTHLY                                 9      09/28/12    Y



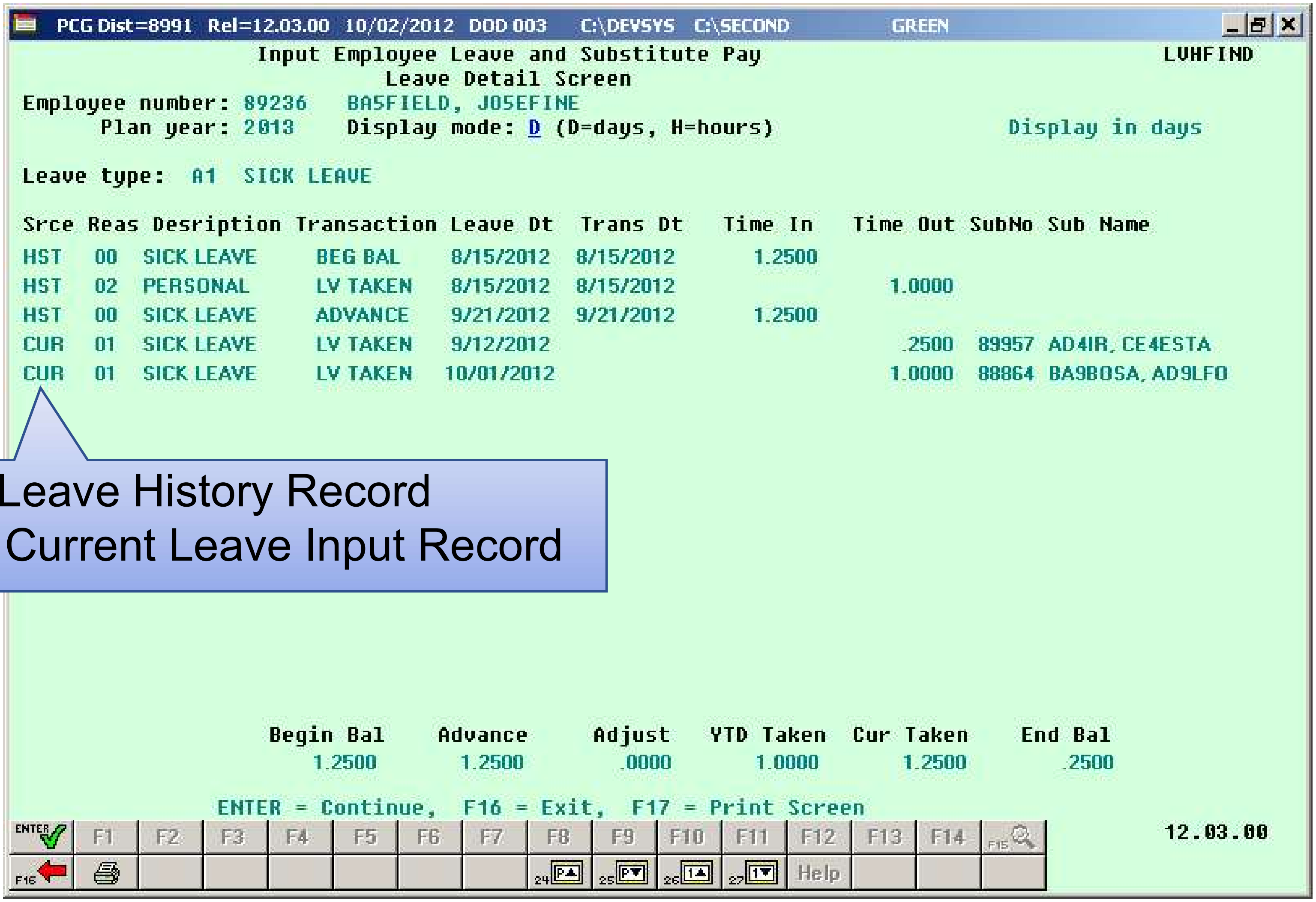
   Selected classes:  1  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 20 21 22 23



      ENTER=Validate, F11=Go to screen 2, F16=Exit.                                12.03.00
```

The exceptions register and trial registers can be run at any time

Employee Leave Balances <u>Before</u> Posting



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

```
                    Input Employee Leave and Substitute Pay                          LVHFIND
                               Leave Detail Screen
Employee number: 89236    BASFIELD, JOSEFINE
      Plan year: 2013     Display mode: D (D=days, H=hours)                 Display in days

Leave type:  A1  SICK LEAVE

Srce Reas Desription Transaction Leave Dt  Trans Dt   Time In   Time Out SubNo Sub Name
HST   00  SICK LEAVE   BEG BAL   8/15/2012 8/15/2012   1.2500
HST   02  PERSONAL     LV TAKEN  8/15/2012 8/15/2012              1.0000
HST   00  SICK LEAVE   ADVANCE   9/21/2012 9/21/2012   1.2500
CUR   01  SICK LEAVE   LV TAKEN  9/12/2012                         .2500 89957 AD4IR, CE4ESTA
CUR   01  SICK LEAVE   LV TAKEN 10/01/2012                        1.0000 88864 BA9BOSA, AD9LFO



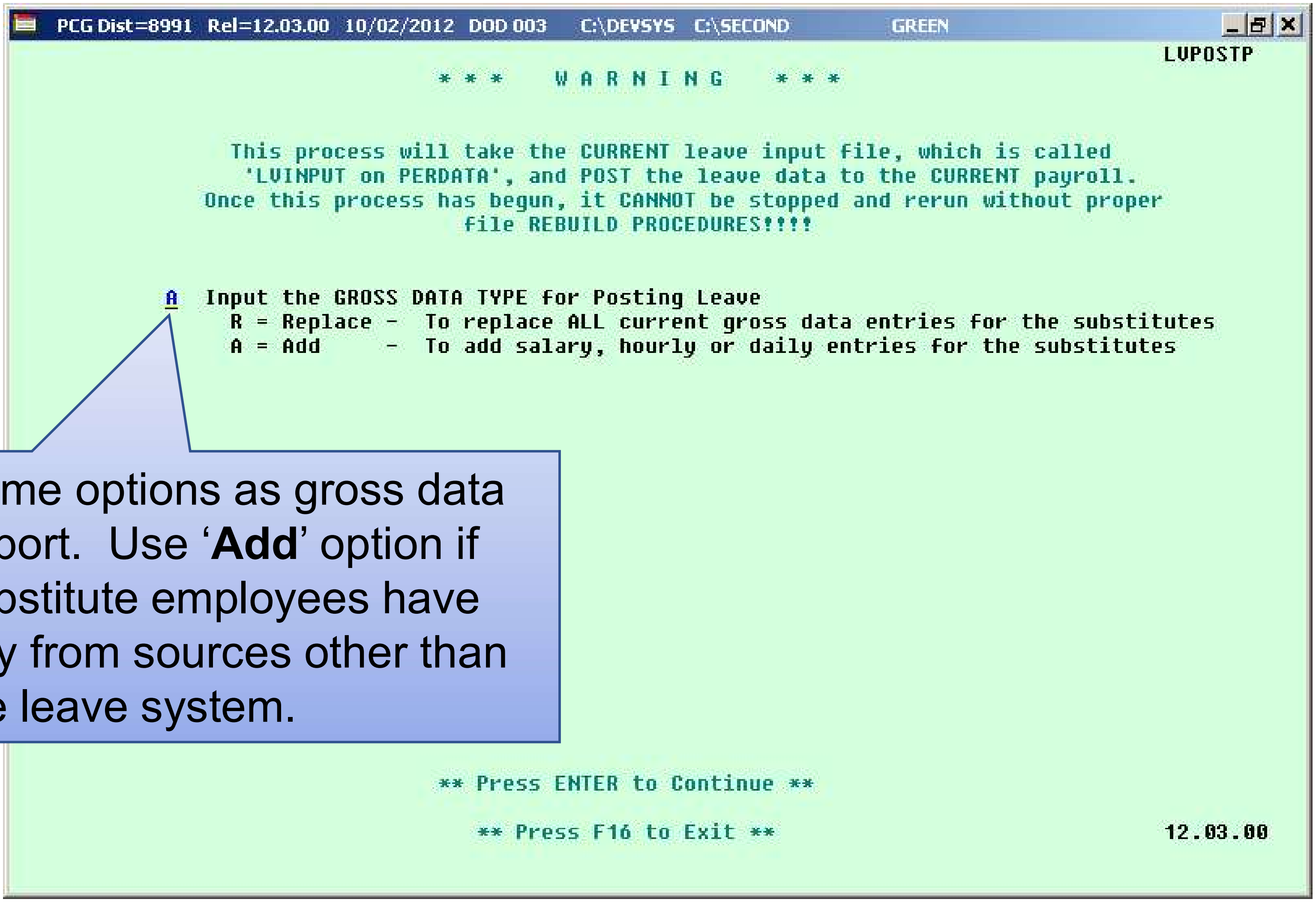

                    Begin Bal    Advance     Adjust   YTD Taken  Cur Taken    End Bal
                       1.2500     1.2500      .0000      1.0000     1.2500      .2500

                  ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                                12.03.00
```

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F13
F14
F15
F16
24 PA
25 PV
26 1A
27 1V
Help

HST = Leave History Record
CUR = Current Leave Input Record

Post Leave Input Data



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

```
                                                                     LVPOSTP
                     * * *    W A R N I N G    * * *

          This process will take the CURRENT leave input file, which is called
           'LVINPUT on PERDATA', and POST the leave data to the CURRENT payroll.
        Once this process has begun, it CANNOT be stopped and rerun without proper
                           file REBUILD PROCEDURES!!!!

    A  Input the GROSS DATA TYPE for Posting Leave
         R = Replace  -  To replace ALL current gross data entries for the substitutes
         A = Add      -  To add salary, hourly or daily entries for the substitutes





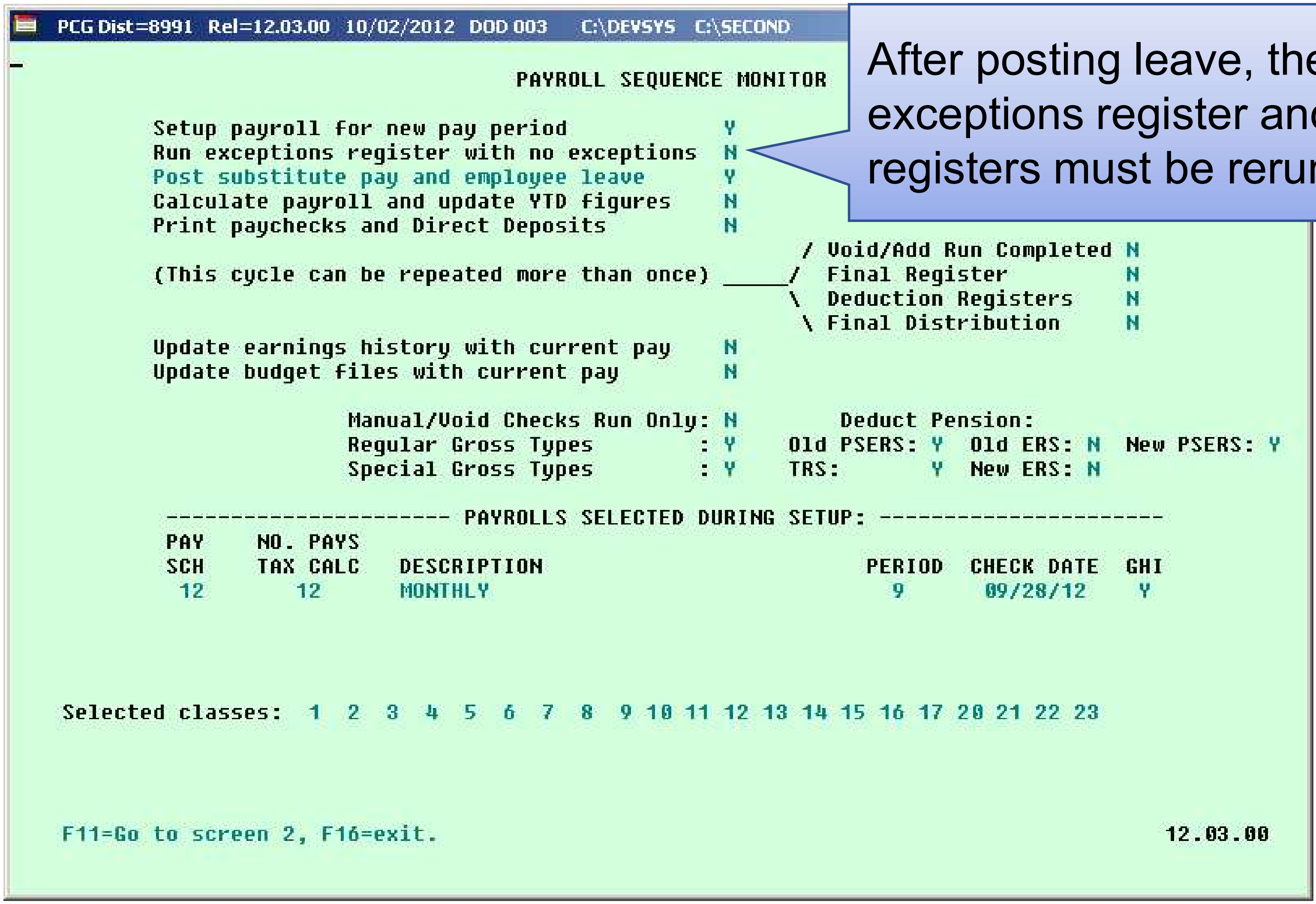


                         ** Press ENTER to Continue **

                            ** Press F16 to Exit **                     12.03.00
```

Same options as gross data import. Use ‘**Add**’ option if substitute employees have pay from sources other than the leave system.

Post Leave Input Data
Payroll Monitor <u>After</u> Posting



```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS  C:\SECOND
-
                                   PAYROLL SEQUENCE MONITOR

          Setup payroll for new pay period               Y
          Run exceptions register with no exceptions     N
          Post substitute pay and employee leave         Y
          Calculate payroll and update YTD figures       N
          Print paychecks and Direct Deposits            N
                                                            / Void/Add Run Completed N
          (This cycle can be repeated more than once) _____/  Final Register         N
                                                           \  Deduction Registers    N
                                                            \ Final Distribution     N
          Update earnings history with current pay       N
          Update budget files with current pay           N

                       Manual/Void Checks Run Only: N        Deduct Pension:
                       Regular Gross Types        : Y    Old PSERS: Y  Old ERS: N  New PSERS: Y
                       Special Gross Types        : Y    TRS:       Y  New ERS: N

           ---------------------- PAYROLLS SELECTED DURING SETUP: ----------------------
           PAY    NO. PAYS
           SCH    TAX CALC   DESCRIPTION                         PERIOD  CHECK DATE  GHI
            12       12      MONTHLY                               9      09/28/12    Y

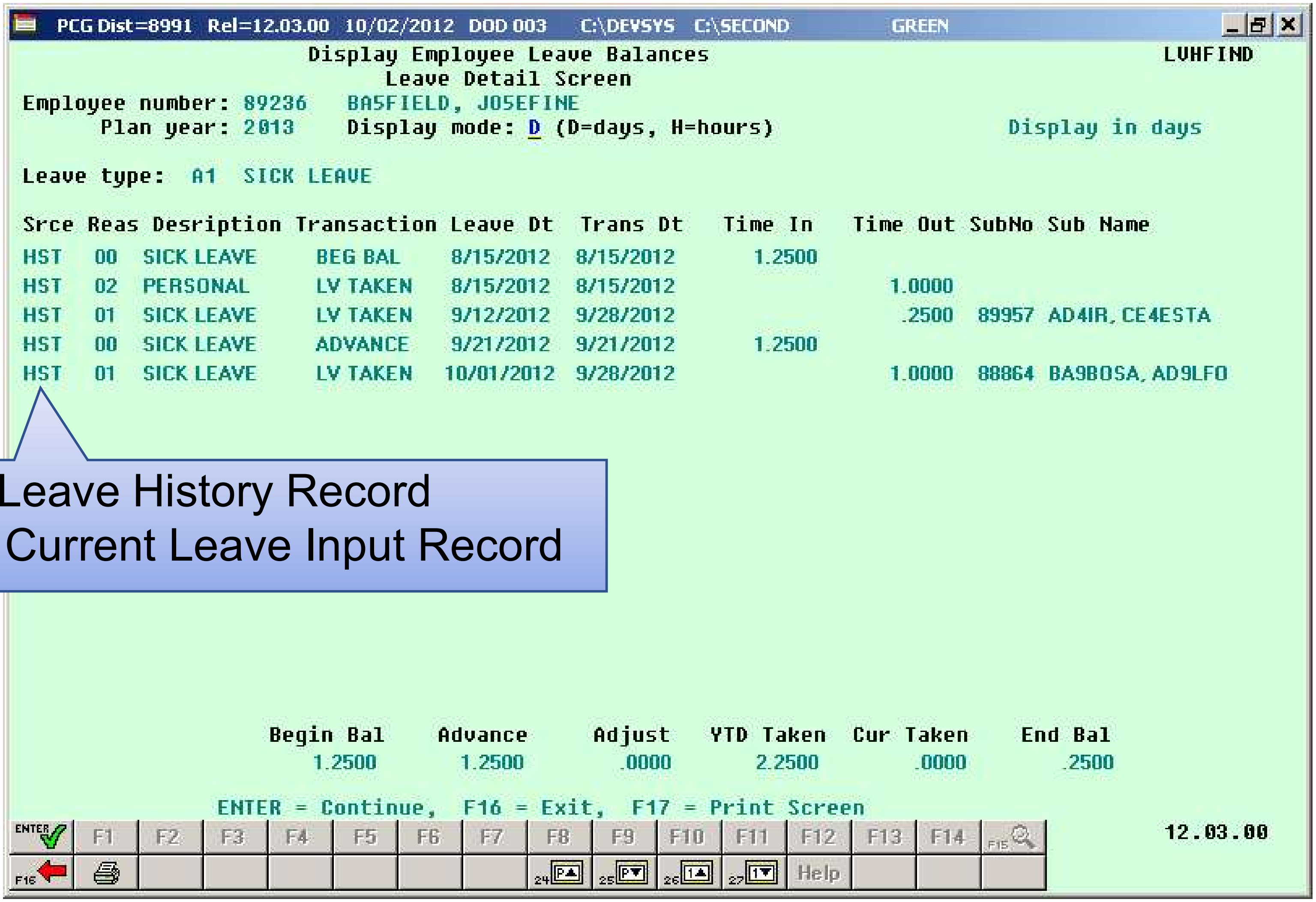

    Selected classes:  1  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 20 21 22 23



    F11=Go to screen 2, F16=exit.                                              12.03.00
```

After posting leave, the exceptions register and trial registers must be rerun

Employee Leave Balances After Posting



```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS  C:\SECOND          GREEN
                         Display Employee Leave Balances                           LVHFIND
                               Leave Detail Screen
Employee number: 89236    BA5FIELD, JO5EFINE
      Plan year: 2013     Display mode: D (D=days, H=hours)                Display in days

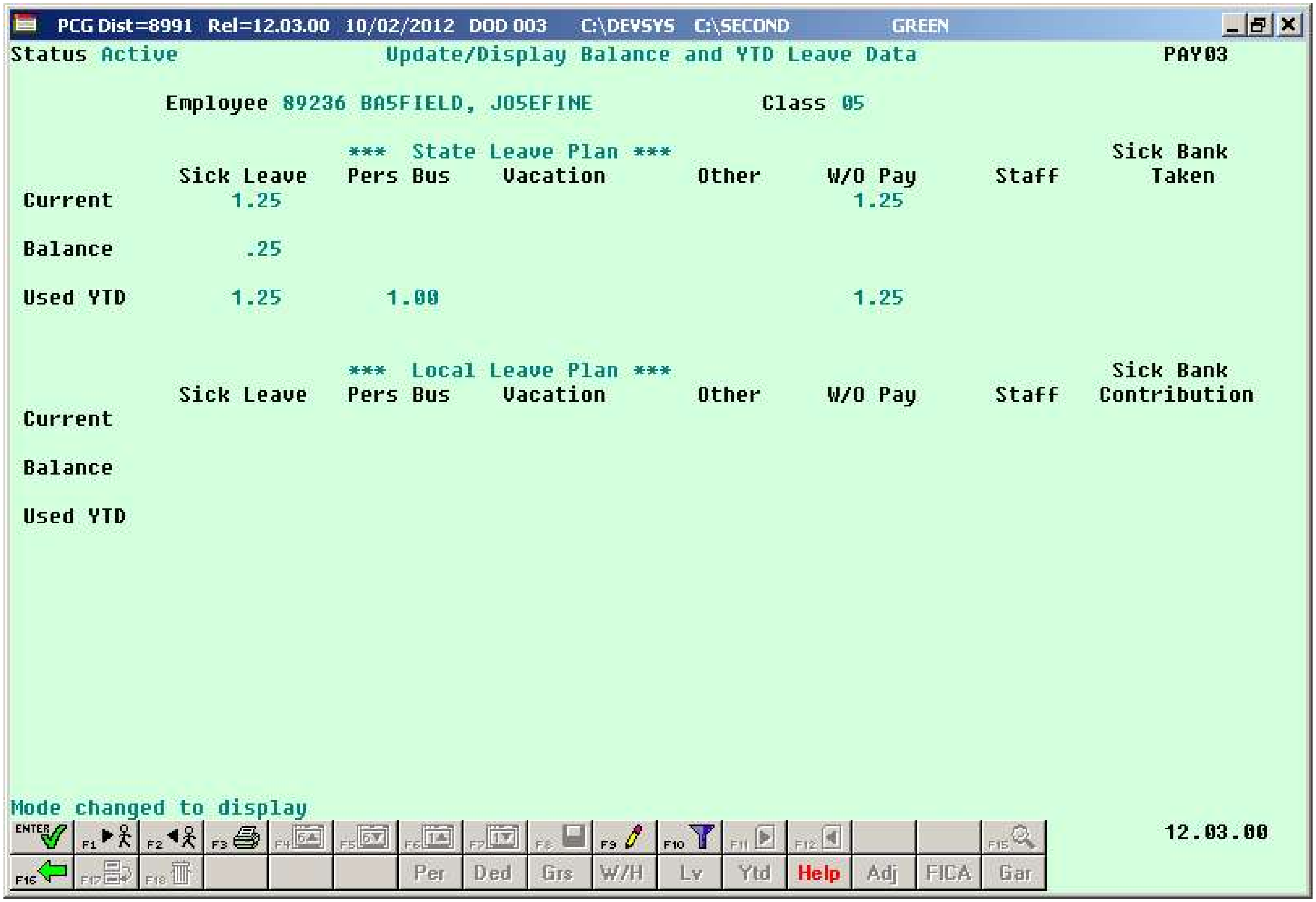
Leave type:  A1   SICK LEAVE

Srce Reas Desription Transaction Leave Dt   Trans Dt    Time In   Time Out SubNo Sub Name
HST  00   SICK LEAVE   BEG BAL   8/15/2012  8/15/2012    1.2500
HST  02   PERSONAL     LV TAKEN  8/15/2012  8/15/2012              1.0000
HST  01   SICK LEAVE   LV TAKEN  9/12/2012  9/28/2012               .2500  89957 AD4IR, CE4ESTA
HST  00   SICK LEAVE   ADVANCE   9/21/2012  9/21/2012    1.2500
HST  01   SICK LEAVE   LV TAKEN  10/01/2012 9/28/2012              1.0000  88864 BA9BOSA, AD9LFO


                    Begin Bal    Advance      Adjust   YTD Taken  Cur Taken     End Bal
                       1.2500     1.2500       .0000      2.2500      .0000       .2500
                ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                                   12.03.00
```

HST = Leave History Record
CUR = Current Leave Input Record

Post Leave Input Data
Absent Employee Leave


PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Per
Ded
Grs
W/H
Lv
Ytd
Help
Adj
FICA
Gar

```
Status Active               Update/Display Balance and YTD Leave Data                 PAY03

            Employee 89236 BASFIELD, JOSEFINE              Class 05

                           ***  State Leave Plan ***                                 Sick Bank
             Sick Leave   Pers Bus     Vacation      Other      W/O Pay      Staff       Taken
 Current         1.25                                             1.25

 Balance          .25

 Used YTD        1.25         1.00                                1.25


                           ***  Local Leave Plan ***                                 Sick Bank
             Sick Leave   Pers Bus     Vacation      Other      W/O Pay      Staff    Contribution
 Current

 Balance

 Used YTD

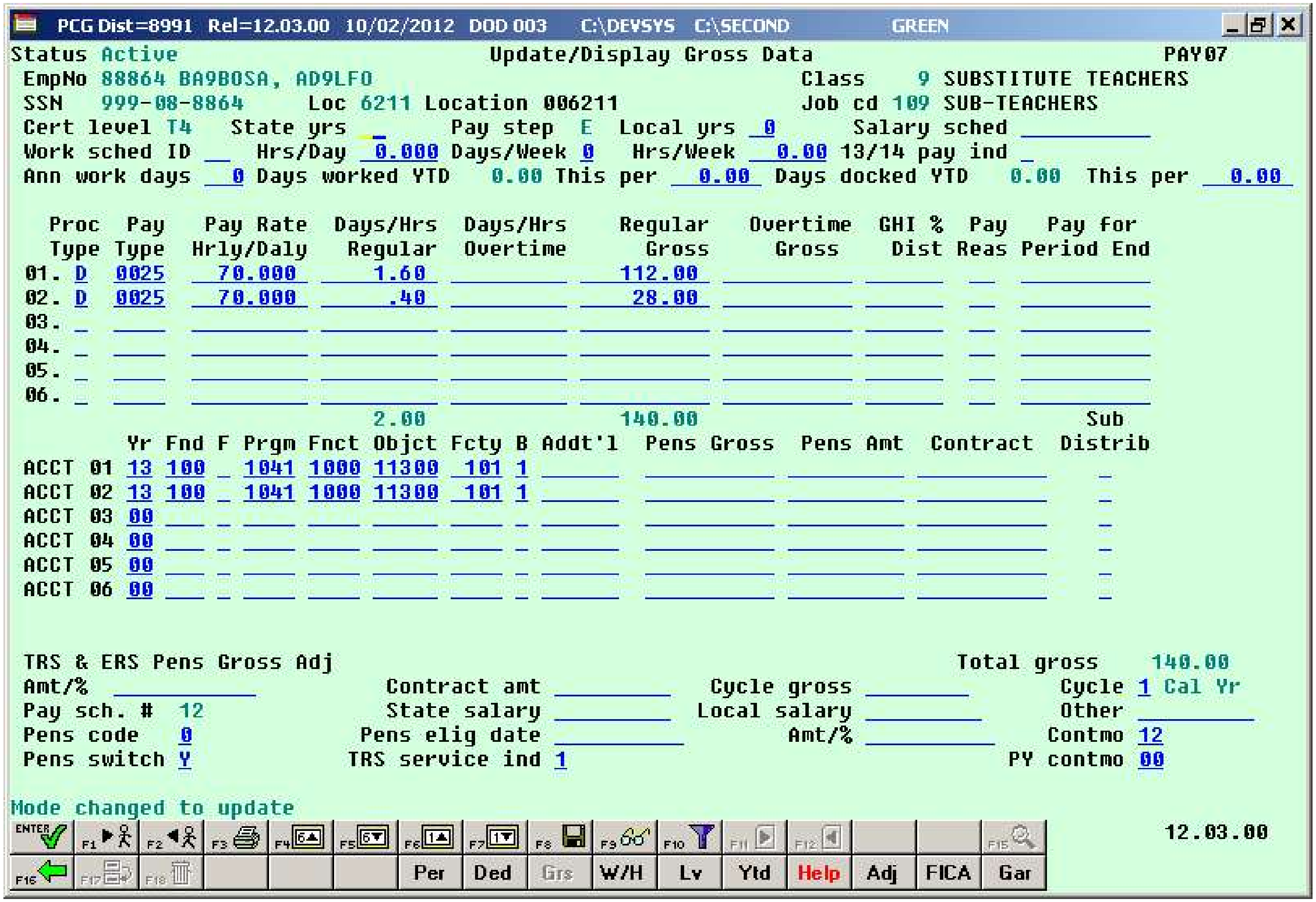







Mode changed to display
                                                                                      12.03.00
```

Post Leave Input Data
Substitute Gross Data



```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS  C:\SECOND        GREEN
Status Active                         Update/Display Gross Data                        PAY07
 EmpNo 88864 BA9BOSA, AD9LFO                                      Class     9 SUBSTITUTE TEACHERS
 SSN   999-08-8864       Loc 6211 Location 006211                 Job cd 109 SUB-TEACHERS
 Cert level T4    State yrs  _       Pay step  E  Local yrs _0       Salary sched __________
 Work sched ID __   Hrs/Day _0.000 Days/Week 0   Hrs/Week  _0.00 13/14 pay ind _
 Ann work days __0 Days worked YTD    0.00 This per __0.00_ Days docked YTD   0.00  This per __0.00_

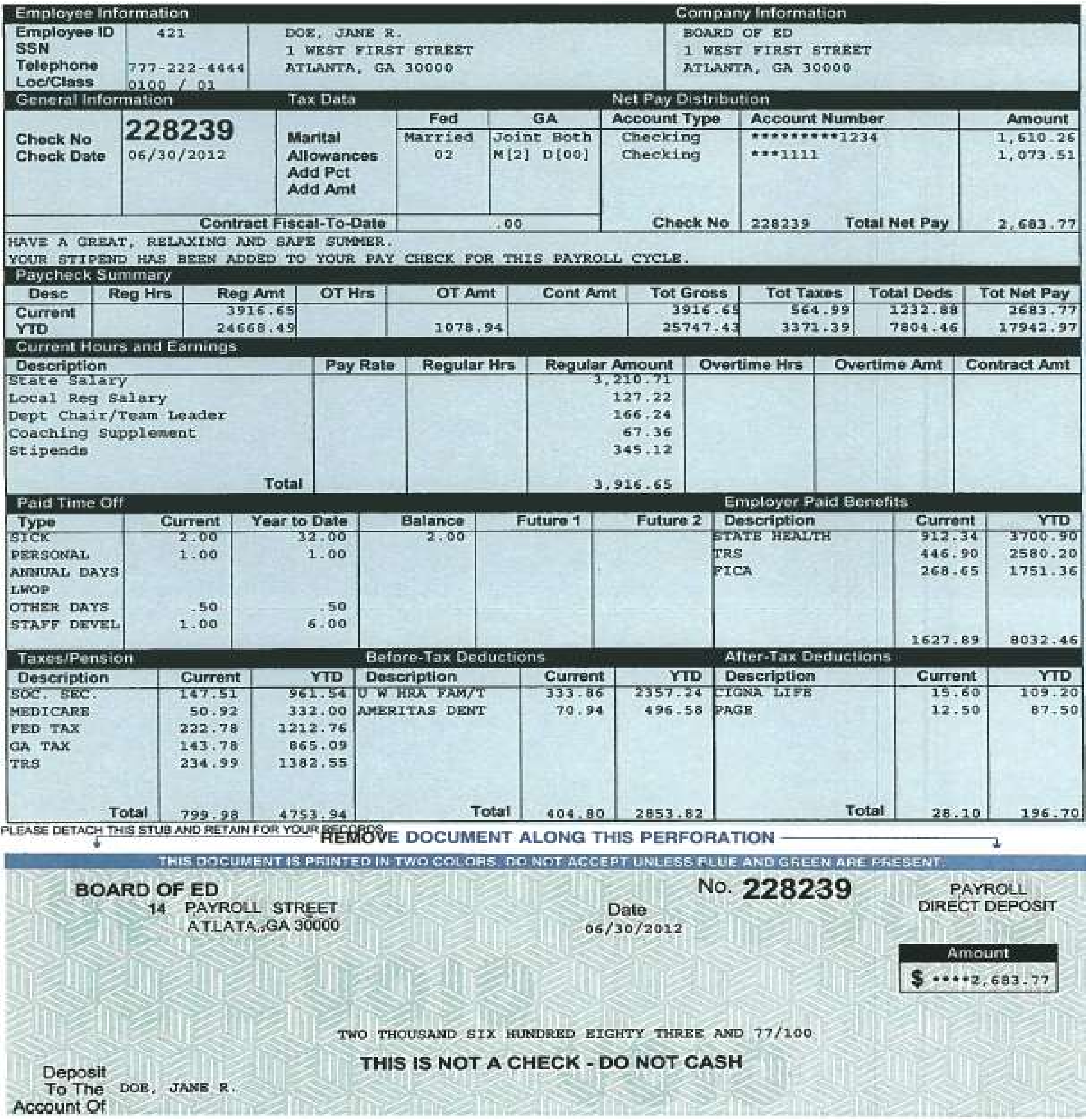
   Proc  Pay    Pay Rate  Days/Hrs  Days/Hrs    Regular    Overtime   GHI %  Pay    Pay for
   Type  Type   Hrly/Daly  Regular  Overtime      Gross       Gross    Dist  Reas  Period End
 01. D   0025   _70.000   ___1.60  _________  __112.00_  __________  ______  __   __________
 02. D   0025   _70.000   ____.40  _________  ___28.00_  __________  ______  __   __________
 03. _   ____   ________  ________ _________  _________  __________  ______  __   __________
 04. _   ____   ________  ________ _________  _________  __________  ______  __   __________
 05. _   ____   ________  ________ _________  _________  __________  ______  __   __________
 06. _   ____   ________  ________ _________  _________  __________  ______  __   __________
                              2.00                140.00                                Sub
       Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   Pens Gross   Pens Amt  Contract    Distrib
 ACCT 01 13 100 _ 1041 1000 11300  101 1 ______  __________  _________ __________     _
 ACCT 02 13 100 _ 1041 1000 11300  101 1 ______  __________  _________ __________     _
 ACCT 03 00 ___ _ ____ ____ _____ ____ _ ______  __________  _________ __________     _
 ACCT 04 00 ___ _ ____ ____ _____ ____ _ ______  __________  _________ __________     _
 ACCT 05 00 ___ _ ____ ____ _____ ____ _ ______  __________  _________ __________     _
 ACCT 06 00 ___ _ ____ ____ _____ ____ _ ______  __________  _________ __________     _


 TRS & ERS Pens Gross Adj                                                 Total gross    140.00
 Amt/%  ___________            Contract amt _________  Cycle gross ________      Cycle 1 Cal Yr
 Pay sch. #  12                State salary _________ Local salary _________     Other _________
 Pens code   0              Pens elig date __________        Amt/% __________     Contmo 12
 Pens switch Y             TRS service ind 1                                   PY contmo 00

Mode changed to update
                                                                                  12.03.00
```

Detailed Pay Check Stub

All leave types are listed!



Employee Information

Employee ID	421	DOE, JANE R. 1 WEST FIRST STREET ATLANTA, GA 30000
SSN		
Telephone	777-222-4444	
Loc/Class	0100 / 01	

Company Information

BOARD OF ED
1 WEST FIRST STREET
ATLANTA, GA 30000

General Information

Check No	228239
Check Date	06/30/2012

Tax Data

	Fed	GA
Marital	Married	Joint Both
Allowances	02	M[2] D[00]
Add Pct		
Add Amt		
Contract Fiscal-To-Date	.00	

Net Pay Distribution

Account Type	Account Number	Amount
Checking	*********1234	1,610.26
Checking	***1111	1,073.51
Check No	228239 **Total Net Pay**	2,683.77

HAVE A GREAT, RELAXING AND SAFE SUMMER.
YOUR STIPEND HAS BEEN ADDED TO YOUR PAY CHECK FOR THIS PAYROLL CYCLE.

Paycheck Summary

Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay
Current		3916.65				3916.65	564.99	1232.88	2683.77
YTD		24668.49		1078.94		25747.43	3371.39	7804.46	17942.97

Current Hours and Earnings

Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt
State Salary			3,210.71			
Local Reg Salary			127.22			
Dept Chair/Team Leader			166.24			
Coaching Supplement			67.36			
Stipends			345.12			
Total			3,916.65			

Paid Time Off

Type	Current	Year to Date	Balance	Future 1	Future 2
SICK	2.00	32.00	2.00		
PERSONAL	1.00	1.00			
ANNUAL DAYS					
LWOP					
OTHER DAYS	.50	.50			
STAFF DEVEL	1.00	6.00			

Employer Paid Benefits

Description	Current	YTD
STATE HEALTH	912.34	3700.90
TRS	446.90	2580.20
FICA	268.65	1751.36
	1627.89	8032.46

Taxes/Pension

Description	Current	YTD
SOC. SEC.	147.51	961.54
MEDICARE	50.92	332.00
FED TAX	222.78	1212.76
GA TAX	143.78	865.09
TRS	234.99	1382.55
Total	799.98	4753.94

Before-Tax Deductions

Description	Current	YTD
U W HRA FAM/T	333.86	2357.24
AMERITAS DENT	70.94	496.58
Total	404.80	2853.82

After-Tax Deductions

Description	Current	YTD
CIGNA LIFE	15.60	109.20
PAGE	12.50	87.50
Total	28.10	196.70

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

REMOVE DOCUMENT ALONG THIS PERFORATION

THIS DOCUMENT IS PRINTED IN TWO COLORS. DO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.

BOARD OF ED
14 PAYROLL STREET
ATLATA, GA 30000

No. **228239**

Date
06/30/2012

PAYROLL
DIRECT DEPOSIT

Amount
$ ****2,683.77

TWO THOUSAND SIX HUNDRED EIGHTY THREE AND 77/100

THIS IS NOT A CHECK - DO NOT CASH

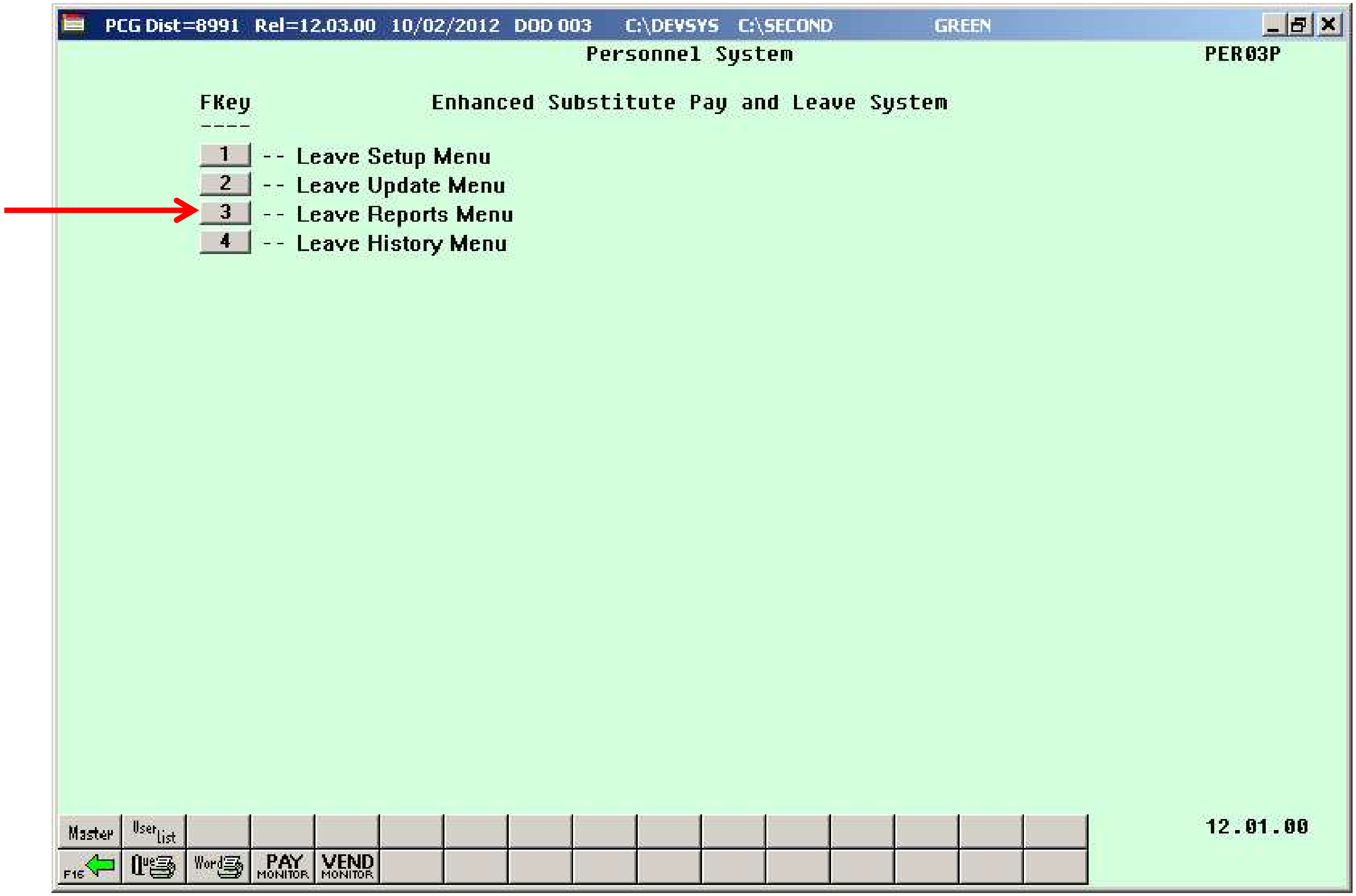
Deposit To The Account Of DOE, JANE R.

Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - Post Leave
  - **Leave Reports**
  - Leave Setup
  - Wrap up
- CPI Cycle 3 Reporting

Schedule...
Plumber
Drywaller
Brick layer
Floor me

Leave Reports



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Personnel System PER03P

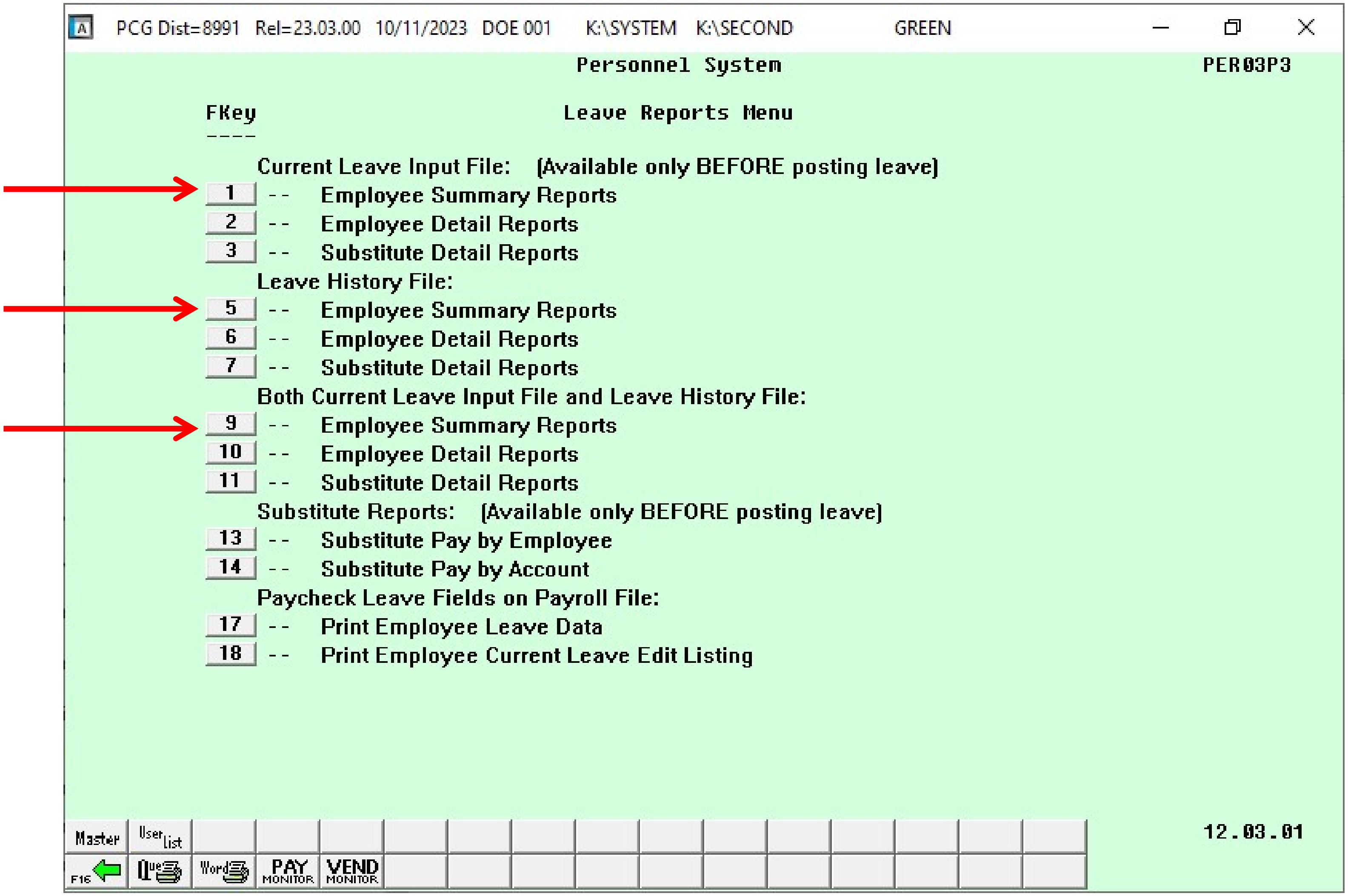
FKey Enhanced Substitute Pay and Leave System

1 -- Leave Setup Menu
2 -- Leave Update Menu
3 -- Leave Reports Menu
4 -- Leave History Menu

12.01.00

Master
User list
F16
PAY MONITOR
VEND MONITOR

Leave Reports
Employee Summary Reports



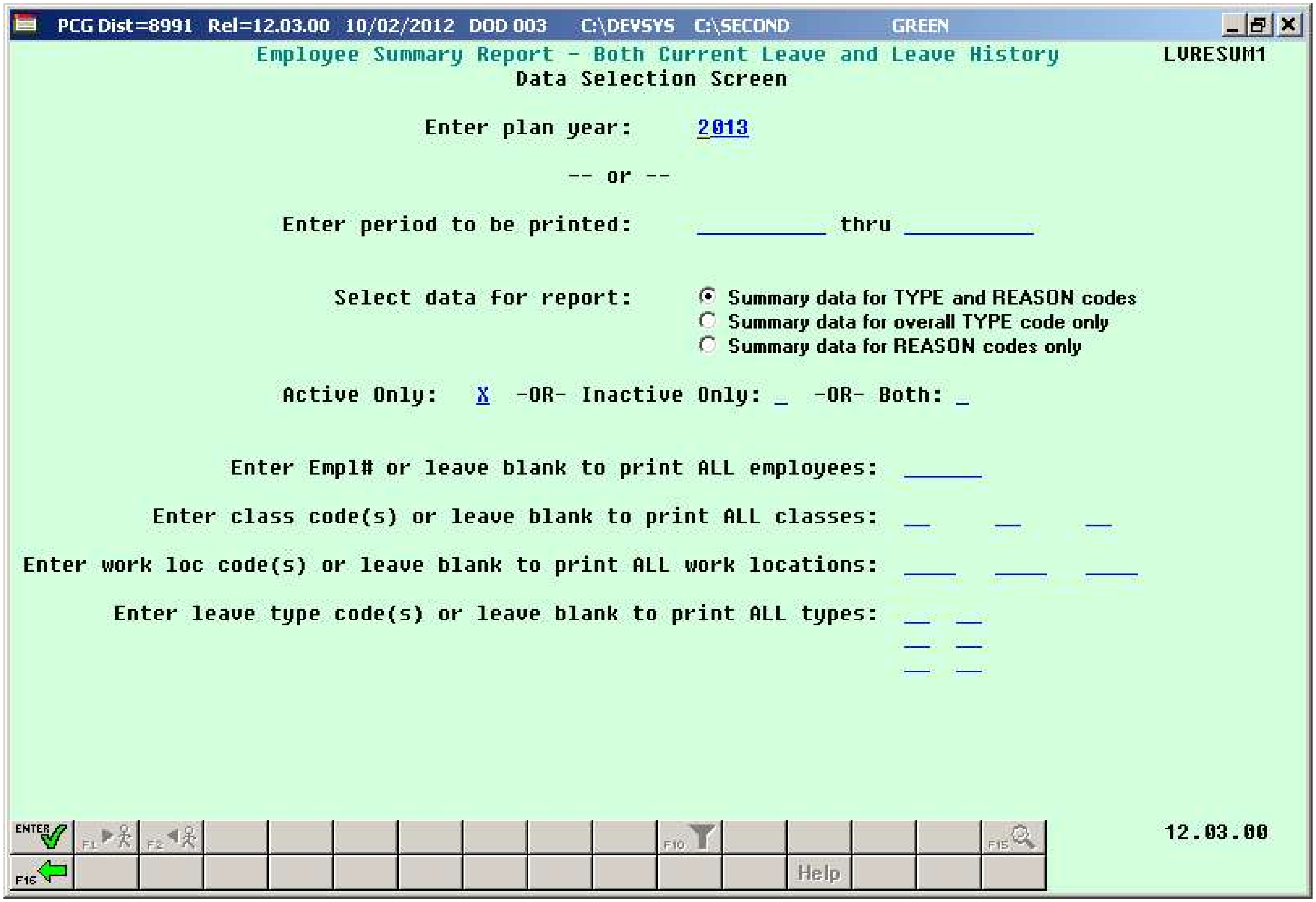
PCG Dist=8991 Rel=23.03.00 10/11/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN

```
                         Personnel System                    PER03P3

   FKey                  Leave Reports Menu
   ----
       Current Leave Input File:  (Available only BEFORE posting leave)
    1  --  Employee Summary Reports
    2  --  Employee Detail Reports
    3  --  Substitute Detail Reports
       Leave History File:
    5  --  Employee Summary Reports
    6  --  Employee Detail Reports
    7  --  Substitute Detail Reports
       Both Current Leave Input File and Leave History File:
    9  --  Employee Summary Reports
   10  --  Employee Detail Reports
   11  --  Substitute Detail Reports
       Substitute Reports:  (Available only BEFORE posting leave)
   13  --  Substitute Pay by Employee
   14  --  Substitute Pay by Account
       Paycheck Leave Fields on Payroll File:
   17  --  Print Employee Leave Data
   18  --  Print Employee Current Leave Edit Listing

                                                             12.03.01
```

Leave Reports
Employee Summary Reports



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Employee Summary Report - Both Current Leave and Leave History LVRESUM1
Data Selection Screen

Enter plan year: 2013

-- or --

Enter period to be printed: ________ thru ________

Select data for report:
● Summary data for TYPE and REASON codes
○ Summary data for overall TYPE code only
○ Summary data for REASON codes only

Active Only: X -OR- Inactive Only: _ -OR- Both: _

Enter Empl# or leave blank to print ALL employees: ______

Enter class code(s) or leave blank to print ALL classes: __ __ __

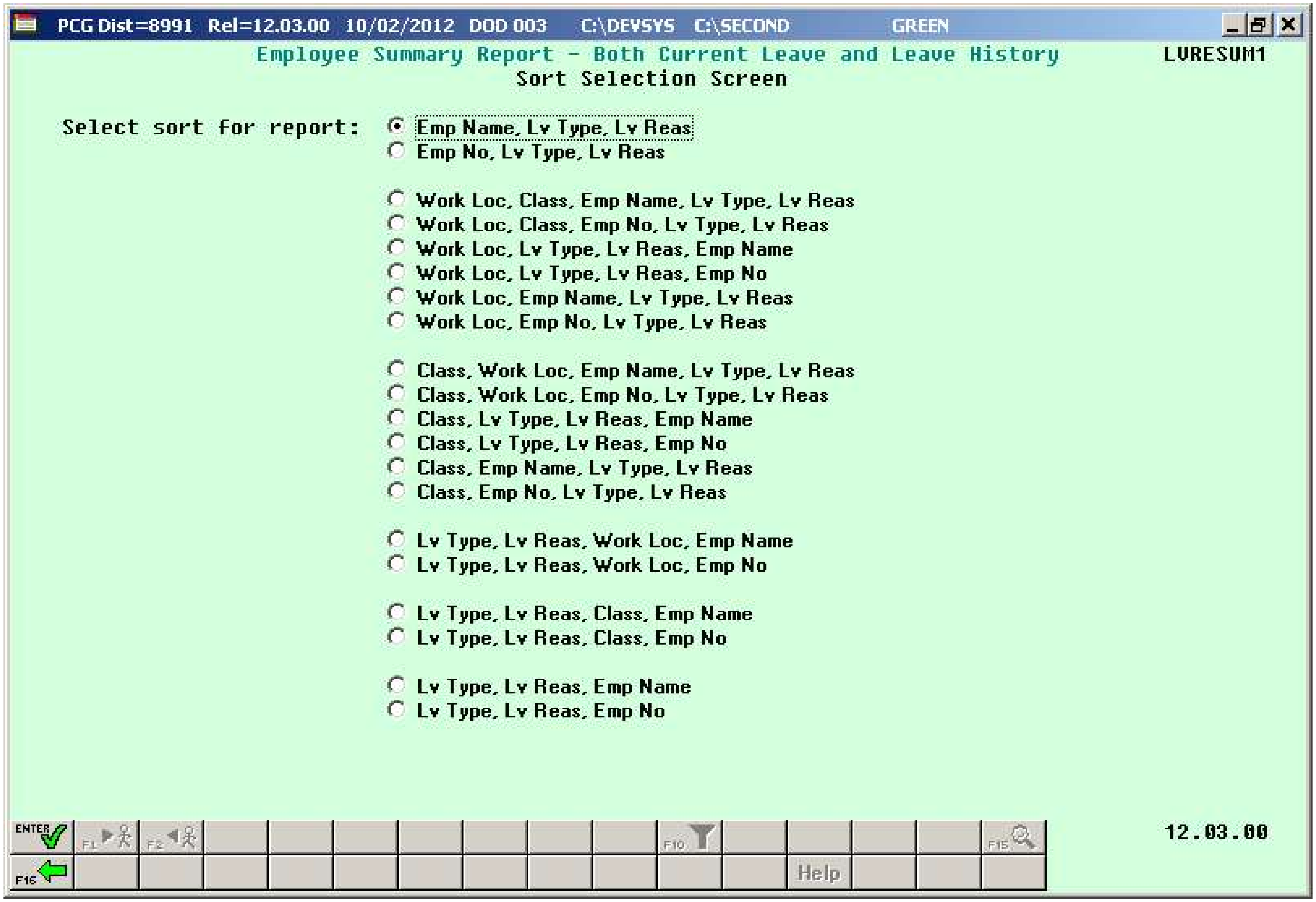
Enter work loc code(s) or leave blank to print ALL work locations: ____ ____ ____

Enter leave type code(s) or leave blank to print ALL types: __ __ __ __ __ __

12.03.00

ENTER
F1
F2
F10
F15
F16
Help

Leave Reports
Employee Summary Reports


PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Employee Summary Report - Both Current Leave and Leave History LVRESUM1
Sort Selection Screen

Select sort for report:
- ● Emp Name, Lv Type, Lv Reas
- ○ Emp No, Lv Type, Lv Reas

- ○ Work Loc, Class, Emp Name, Lv Type, Lv Reas
- ○ Work Loc, Class, Emp No, Lv Type, Lv Reas
- ○ Work Loc, Lv Type, Lv Reas, Emp Name
- ○ Work Loc, Lv Type, Lv Reas, Emp No
- ○ Work Loc, Emp Name, Lv Type, Lv Reas
- ○ Work Loc, Emp No, Lv Type, Lv Reas

- ○ Class, Work Loc, Emp Name, Lv Type, Lv Reas
- ○ Class, Work Loc, Emp No, Lv Type, Lv Reas
- ○ Class, Lv Type, Lv Reas, Emp Name
- ○ Class, Lv Type, Lv Reas, Emp No
- ○ Class, Emp Name, Lv Type, Lv Reas
- ○ Class, Emp No, Lv Type, Lv Reas

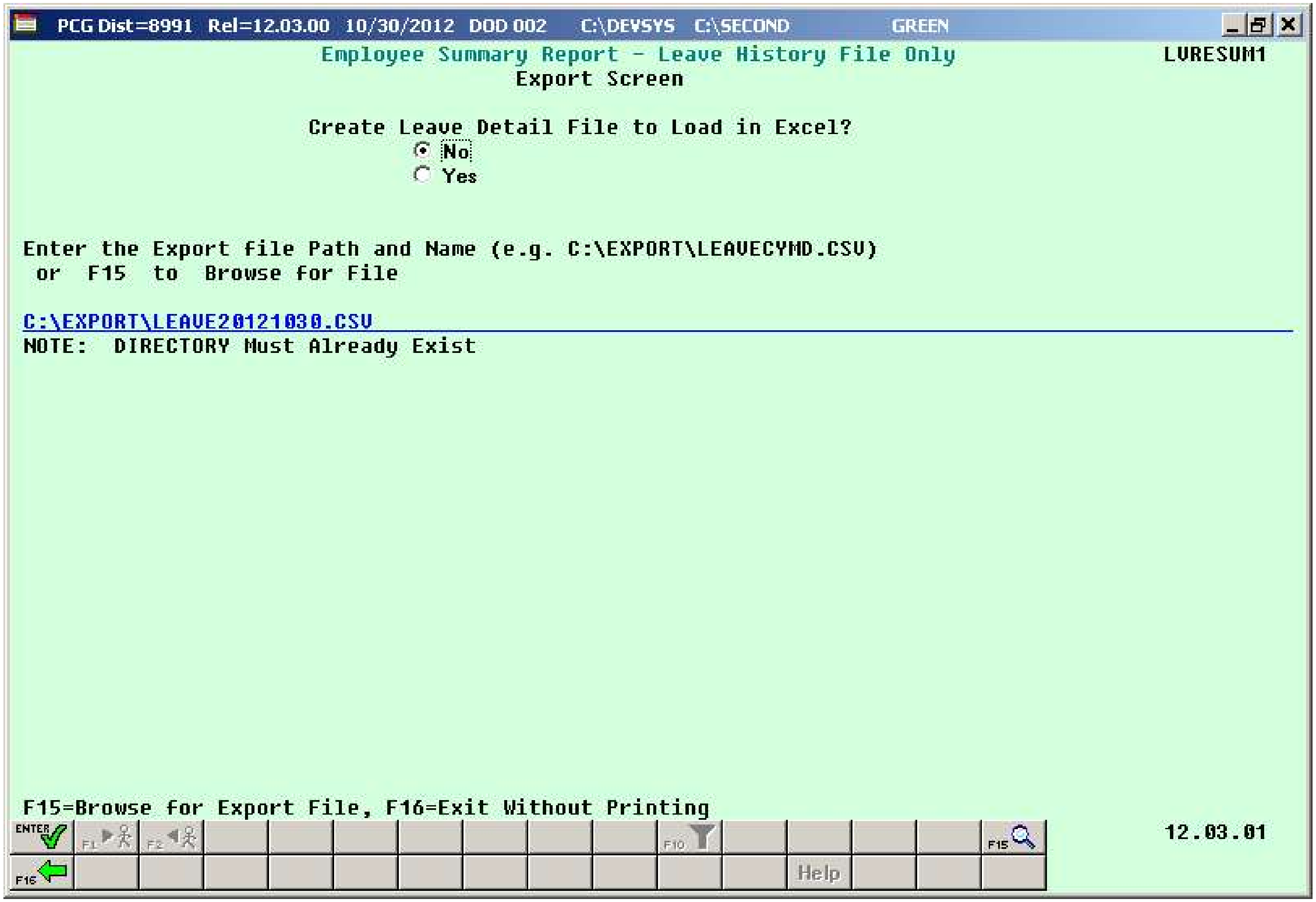
- ○ Lv Type, Lv Reas, Work Loc, Emp Name
- ○ Lv Type, Lv Reas, Work Loc, Emp No

- ○ Lv Type, Lv Reas, Class, Emp Name
- ○ Lv Type, Lv Reas, Class, Emp No

- ○ Lv Type, Lv Reas, Emp Name
- ○ Lv Type, Lv Reas, Emp No

ENTER
F1
F2
F10
F15
F16
Help
12.03.00

Leave Reports
Employee Summary Reports



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PCG Dist=8991  Rel=12.03.00  10/30/2012  DOD 002   C:\DEVSYS  C:\SECOND        GREEN
                    Employee Summary Report - Leave History File Only           LVRESUM1
                                        Export Screen

                      Create Leave Detail File to Load in Excel?
                            ● No
                            ○ Yes

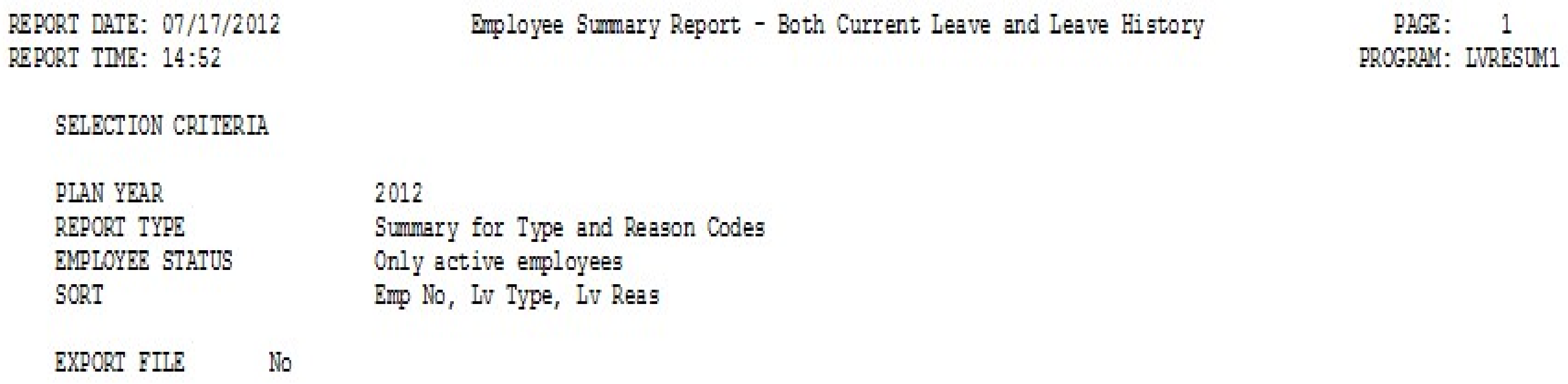
Enter the Export file Path and Name (e.g. C:\EXPORT\LEAVECYMD.CSV)
 or  F15  to  Browse for File

C:\EXPORT\LEAVE20121030.CSV
NOTE:  DIRECTORY Must Already Exist

F15=Browse for Export File, F16=Exit Without Printing
                                                                                 12.03.01
```

Leave Reports
Employee Summary Reports

- Employee Summary Control Report



```
REPORT DATE: 07/17/2012          Employee Summary Report - Both Current Leave and Leave History          PAGE:    1
REPORT TIME: 14:52                                                                                        PROGRAM: LVRESUM1

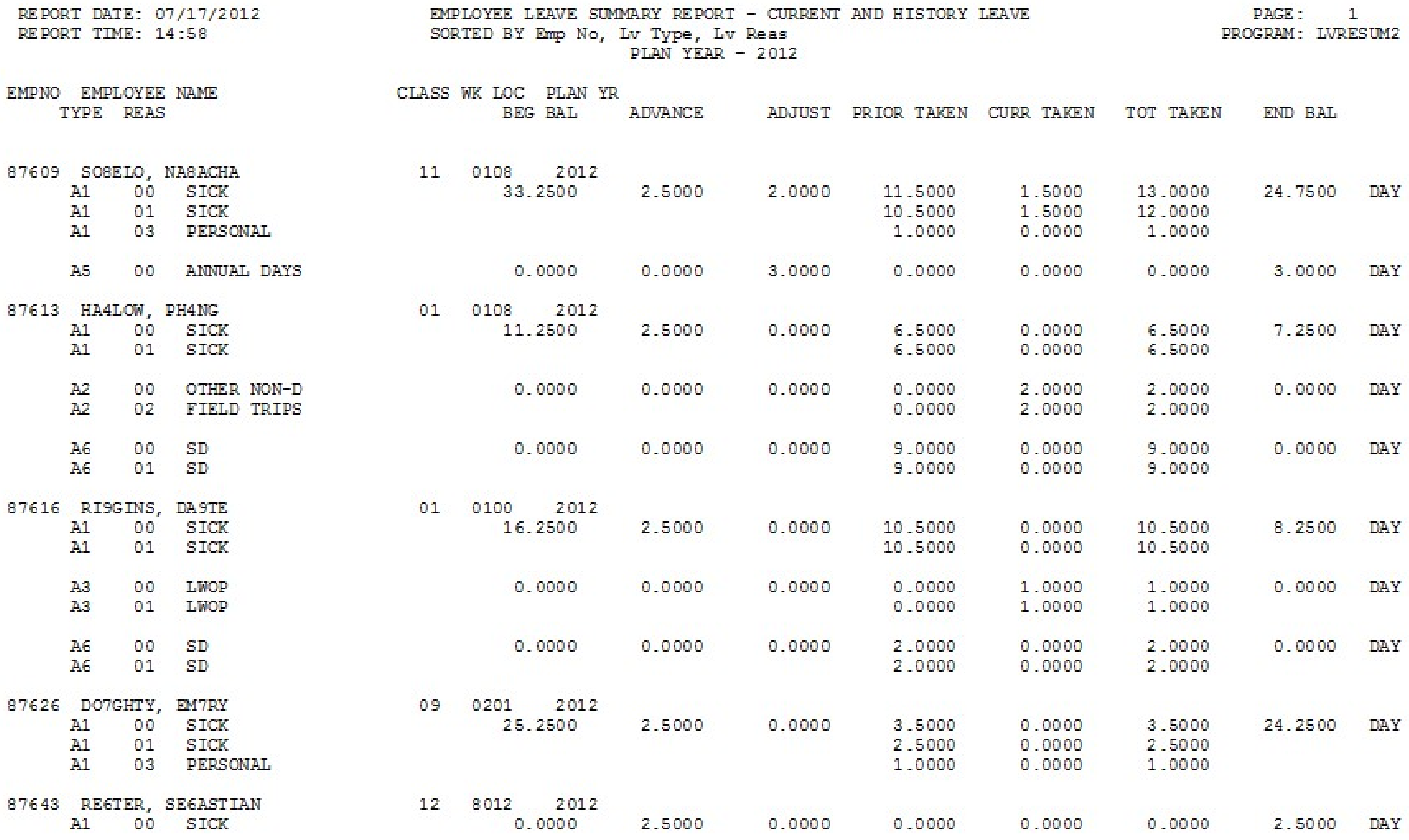
   SELECTION CRITERIA

   PLAN YEAR                 2012
   REPORT TYPE               Summary for Type and Reason Codes
   EMPLOYEE STATUS           Only active employees
   SORT                      Emp No, Lv Type, Lv Reas

   EXPORT FILE       No
```

Leave Reports
Employee Summary Reports

- Sorted by Employee Number



```
 REPORT DATE: 07/17/2012                EMPLOYEE LEAVE SUMMARY REPORT - CURRENT AND HISTORY LEAVE                     PAGE:    1
 REPORT TIME: 14:58                     SORTED BY Emp No, Lv Type, Lv Reas                                         PROGRAM: LVRESUM2
                                                           PLAN YEAR - 2012

EMPNO  EMPLOYEE NAME                 CLASS WK LOC  PLAN YR
     TYPE  REAS                                BEG BAL     ADVANCE      ADJUST  PRIOR TAKEN  CURR TAKEN   TOT TAKEN    END BAL


87609  SO8ELO, NA8ACHA                 11   0108    2012
      A1    00   SICK                          33.2500      2.5000      2.0000     11.5000      1.5000     13.0000     24.7500   DAY
      A1    01   SICK                                                              10.5000      1.5000     12.0000
      A1    03   PERSONAL                                                           1.0000      0.0000      1.0000

      A5    00   ANNUAL DAYS                    0.0000      0.0000      3.0000      0.0000      0.0000      0.0000      3.0000   DAY

87613  HA4LOW, PH4NG                   01   0108    2012
      A1    00   SICK                          11.2500      2.5000      0.0000      6.5000      0.0000      6.5000      7.2500   DAY
      A1    01   SICK                                                               6.5000      0.0000      6.5000

      A2    00   OTHER NON-D                    0.0000      0.0000      0.0000      0.0000      2.0000      2.0000      0.0000   DAY
      A2    02   FIELD TRIPS                                                        0.0000      2.0000      2.0000

      A6    00   SD                             0.0000      0.0000      0.0000      9.0000      0.0000      9.0000      0.0000   DAY
      A6    01   SD                                                                 9.0000      0.0000      9.0000

87616  RI9GINS, DA9TE                  01   0100    2012
      A1    00   SICK                          16.2500      2.5000      0.0000     10.5000      0.0000     10.5000      8.2500   DAY
      A1    01   SICK                                                              10.5000      0.0000     10.5000

      A3    00   LWOP                           0.0000      0.0000      0.0000      0.0000      1.0000      1.0000      0.0000   DAY
      A3    01   LWOP                                                               0.0000      1.0000      1.0000

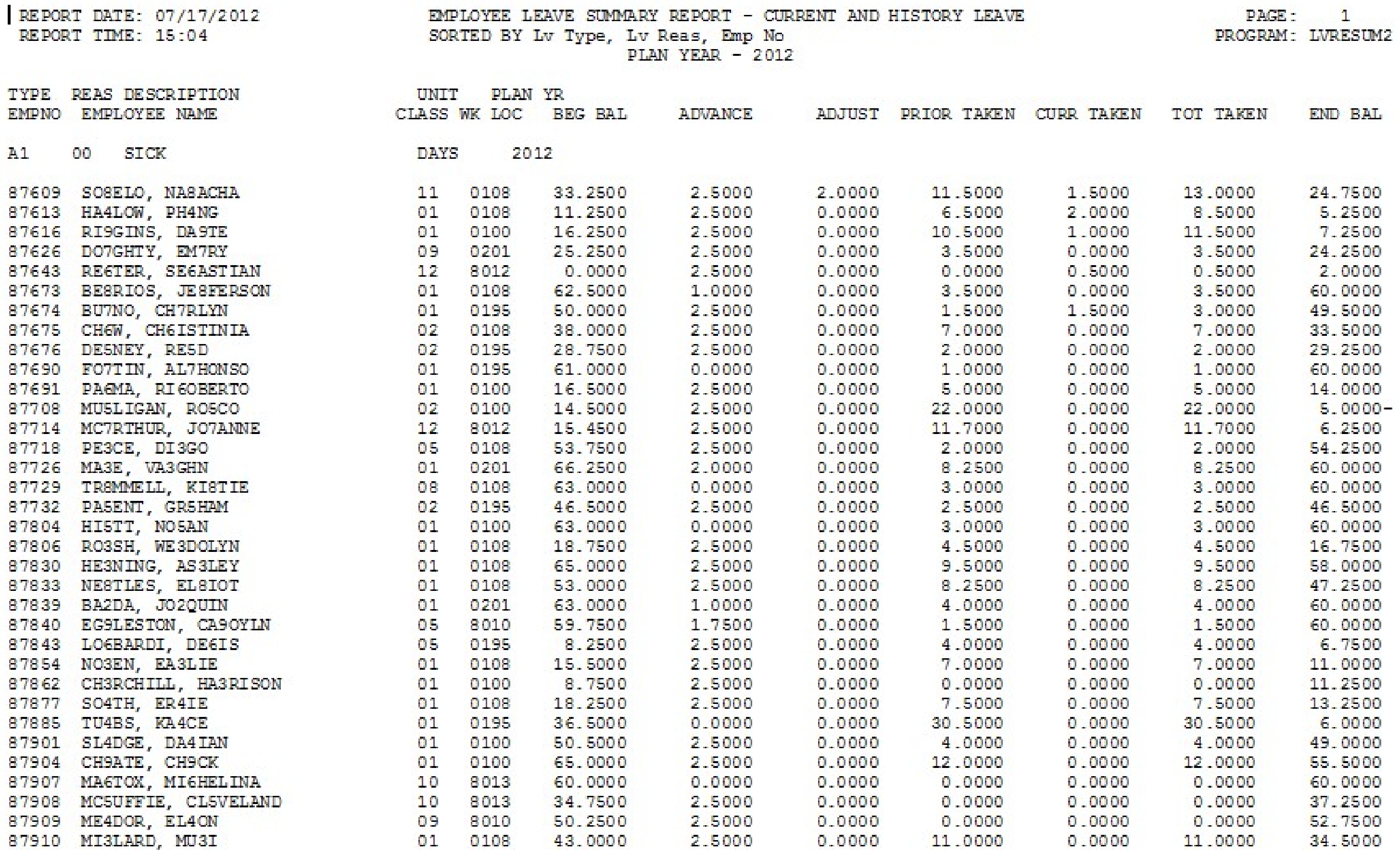
      A6    00   SD                             0.0000      0.0000      0.0000      2.0000      0.0000      2.0000      0.0000   DAY
      A6    01   SD                                                                 2.0000      0.0000      2.0000

87626  DO7GHTY, EM7RY                  09   0201    2012
      A1    00   SICK                          25.2500      2.5000      0.0000      3.5000      0.0000      3.5000     24.2500   DAY
      A1    01   SICK                                                               2.5000      0.0000      2.5000
      A1    03   PERSONAL                                                           1.0000      0.0000      1.0000

87643  RE6TER, SE6ASTIAN               12   8012    2012
      A1    00   SICK                           0.0000      2.5000      0.0000      0.0000      0.0000      0.0000      2.5000   DAY
```

Leave Reports
Employee Summary Reports

- Sorted by Leave Type



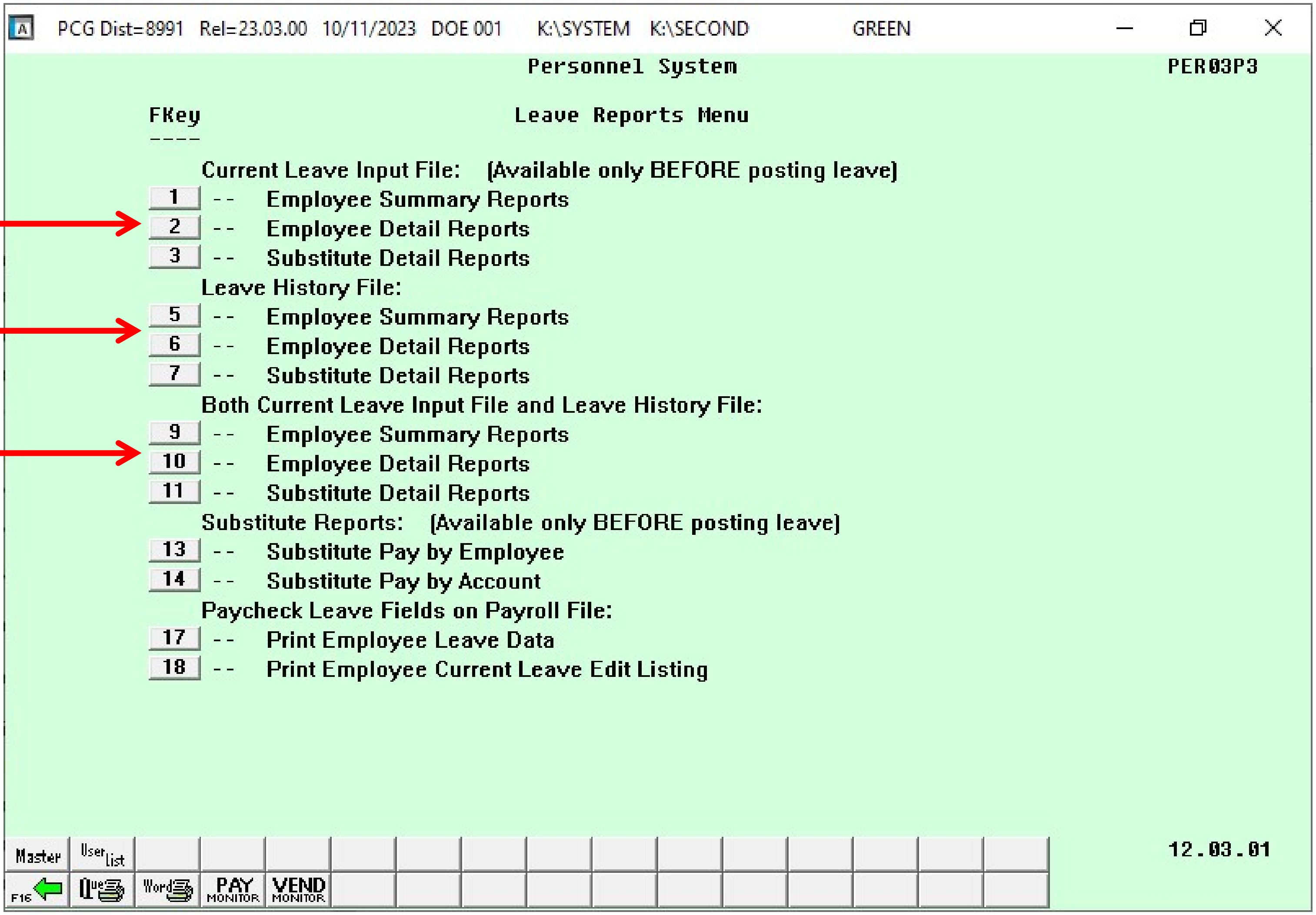
```
 REPORT DATE: 07/17/2012                EMPLOYEE LEAVE SUMMARY REPORT - CURRENT AND HISTORY LEAVE                     PAGE:    1
 REPORT TIME: 15:04                     SORTED BY Lv Type, Lv Reas, Emp No                                         PROGRAM: LVRESUM2
                                                           PLAN YEAR - 2012

TYPE  REAS DESCRIPTION                 UNIT   PLAN YR
EMPNO  EMPLOYEE NAME                 CLASS WK LOC   BEG BAL     ADVANCE      ADJUST  PRIOR TAKEN  CURR TAKEN   TOT TAKEN    END BAL

A1    00   SICK                        DAYS     2012

87609  SO8ELO, NA8ACHA                 11   0108    33.2500      2.5000      2.0000     11.5000      1.5000     13.0000     24.7500
87613  HA4LOW, PH4NG                   01   0108    11.2500      2.5000      0.0000      6.5000      2.0000      8.5000      5.2500
87616  RI9GINS, DA9TE                  01   0100    16.2500      2.5000      0.0000     10.5000      1.0000     11.5000      7.2500
87626  DO7GHTY, EM7RY                  09   0201    25.2500      2.5000      0.0000      3.5000      0.0000      3.5000     24.2500
87643  RE6TER, SE6ASTIAN               12   8012     0.0000      2.5000      0.0000      0.0000      0.5000      0.5000      2.0000
87673  BE8RIOS, JE8FERSON              01   0108    62.5000      1.0000      0.0000      3.5000      0.0000      3.5000     60.0000
87674  BU7NO, CH7RLYN                  01   0195    50.0000      2.5000      0.0000      1.5000      1.5000      3.0000     49.5000
87675  CH6W, CH6ISTINIA                02   0108    38.0000      2.5000      0.0000      7.0000      0.0000      7.0000     33.5000
87676  DE5NEY, RE5D                    02   0195    28.7500      2.5000      0.0000      2.0000      0.0000      2.0000     29.2500
87690  FO7TIN, AL7HONSO                01   0195    61.0000      0.0000      0.0000      1.0000      0.0000      1.0000     60.0000
87691  PA6MA, RI6OBERTO                01   0100    16.5000      2.5000      0.0000      5.0000      0.0000      5.0000     14.0000
87708  MU5LIGAN, RO5CO                 02   0100    14.5000      2.5000      0.0000     22.0000      0.0000     22.0000      5.0000-
87714  MC7RTHUR, JO7ANNE               12   8012    15.4500      2.5000      0.0000     11.7000      0.0000     11.7000      6.2500
87718  PE3CE, DI3GO                    05   0108    53.7500      2.5000      0.0000      2.0000      0.0000      2.0000     54.2500
87726  MA3E, VA3GHN                    01   0201    66.2500      2.0000      0.0000      8.2500      0.0000      8.2500     60.0000
87729  TR8MMELL, KI8TIE                08   0108    63.0000      0.0000      0.0000      3.0000      0.0000      3.0000     60.0000
87732  PA5ENT, GR5HAM                  02   0195    46.5000      2.5000      0.0000      2.5000      0.0000      2.5000     46.5000
87804  HI5TT, NO5AN                    01   0100    63.0000      0.0000      0.0000      3.0000      0.0000      3.0000     60.0000
87806  RO3SH, WE3DOLYN                 01   0108    18.7500      2.5000      0.0000      4.5000      0.0000      4.5000     16.7500
87830  HE3NING, AS3LEY                 01   0108    65.0000      2.5000      0.0000      9.5000      0.0000      9.5000     58.0000
87833  NE8TLES, EL8IOT                 01   0108    53.0000      2.5000      0.0000      8.2500      0.0000      8.2500     47.2500
87839  BA2DA, JO2QUIN                  01   0201    63.0000      1.0000      0.0000      4.0000      0.0000      4.0000     60.0000
87840  EG9LESTON, CA9OYLN              05   8010    59.7500      1.7500      0.0000      1.5000      0.0000      1.5000     60.0000
87843  LO6BARDI, DE6IS                 05   0195     8.2500      2.5000      0.0000      4.0000      0.0000      4.0000      6.7500
87854  NO3EN, EA3LIE                   01   0108    15.5000      2.5000      0.0000      7.0000      0.0000      7.0000     11.0000
87862  CH3RCHILL, HA3RISON             01   0100     8.7500      2.5000      0.0000      0.0000      0.0000      0.0000     11.2500
87877  SO4TH, ER4IE                    01   0108    18.2500      2.5000      0.0000      7.5000      0.0000      7.5000     13.2500
87885  TU4BS, KA4CE                    01   0195    36.5000      0.0000      0.0000     30.5000      0.0000     30.5000      6.0000
87901  SL4DGE, DA4IAN                  01   0100    50.5000      2.5000      0.0000      4.0000      0.0000      4.0000     49.0000
87904  CH9ATE, CH9CK                   01   0100    65.0000      2.5000      0.0000     12.0000      0.0000     12.0000     55.5000
87907  MA6TOX, MI6HELINA               10   8013    60.0000      0.0000      0.0000      0.0000      0.0000      0.0000     60.0000
87908  MC5UFFIE, CL5VELAND             10   8013    34.7500      2.5000      0.0000      0.0000      0.0000      0.0000     37.2500
87909  ME4DOR, EL4ON                   09   8010    50.2500      2.5000      0.0000      0.0000      0.0000      0.0000     52.7500
87910  MI3LARD, MU3I                   01   0108    43.0000      2.5000      0.0000     11.0000      0.0000     11.0000     34.5000
```

Leave Reports
Employee Detail Reports



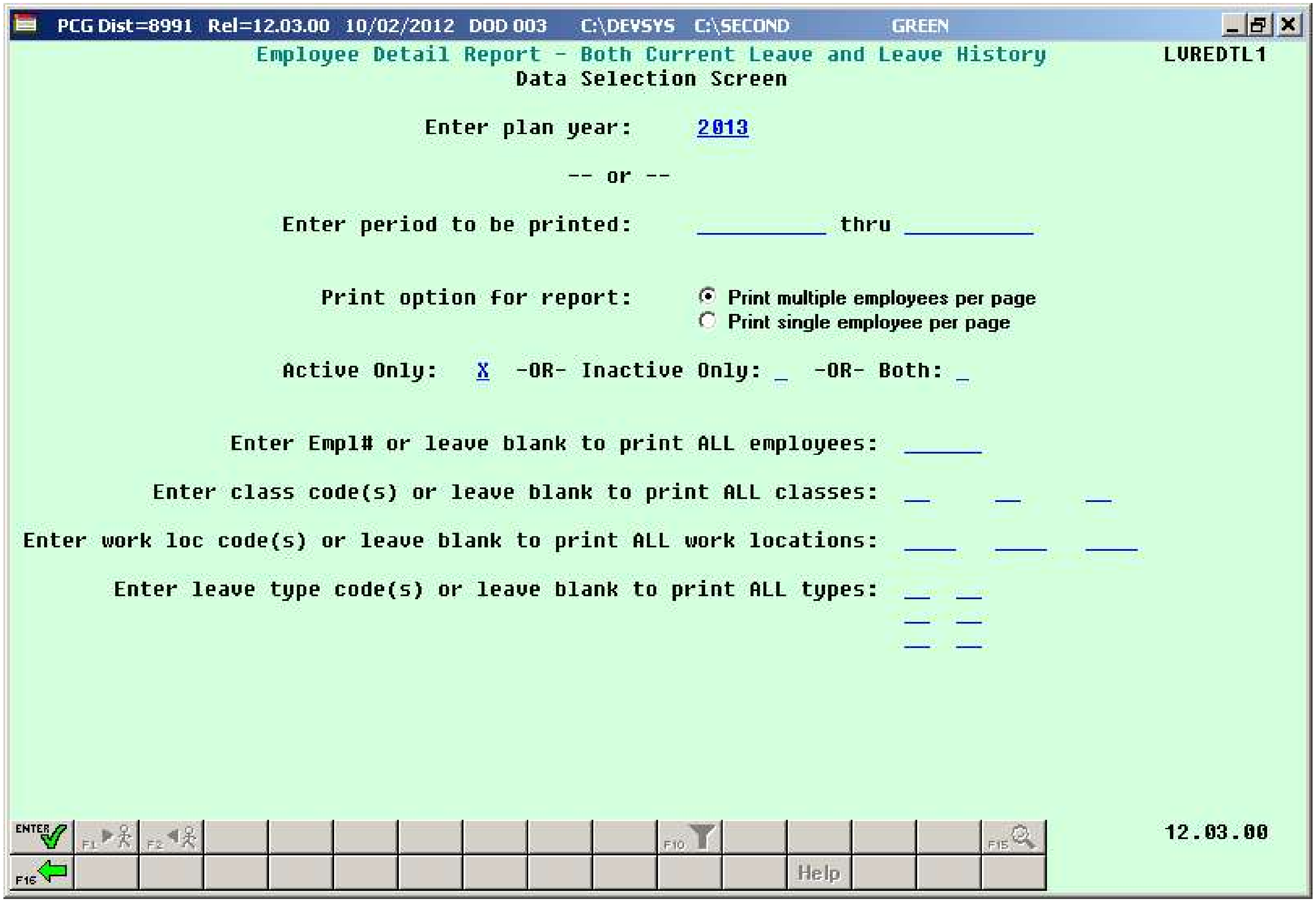
PCG Dist=8991 Rel=23.03.00 10/11/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN

```
                         Personnel System                    PER03P3

     FKey                   Leave Reports Menu
     ----
       Current Leave Input File:   (Available only BEFORE posting leave)
      1  --   Employee Summary Reports
      2  --   Employee Detail Reports
      3  --   Substitute Detail Reports
       Leave History File:
      5  --   Employee Summary Reports
      6  --   Employee Detail Reports
      7  --   Substitute Detail Reports
       Both Current Leave Input File and Leave History File:
      9  --   Employee Summary Reports
     10  --   Employee Detail Reports
     11  --   Substitute Detail Reports
       Substitute Reports:   (Available only BEFORE posting leave)
     13  --   Substitute Pay by Employee
     14  --   Substitute Pay by Account
       Paycheck Leave Fields on Payroll File:
     17  --   Print Employee Leave Data
     18  --   Print Employee Current Leave Edit Listing

                                                             12.03.01
```

Leave Reports
Employee Detail Reports


PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Employee Detail Report - Both Current Leave and Leave History LVREDTL1
Data Selection Screen

Enter plan year: 2013

-- or --

Enter period to be printed: __________ thru __________

Print option for report:
● Print multiple employees per page
○ Print single employee per page

Active Only: X -OR- Inactive Only: _ -OR- Both: _

Enter Empl# or leave blank to print ALL employees: ______

Enter class code(s) or leave blank to print ALL classes: __ __ __

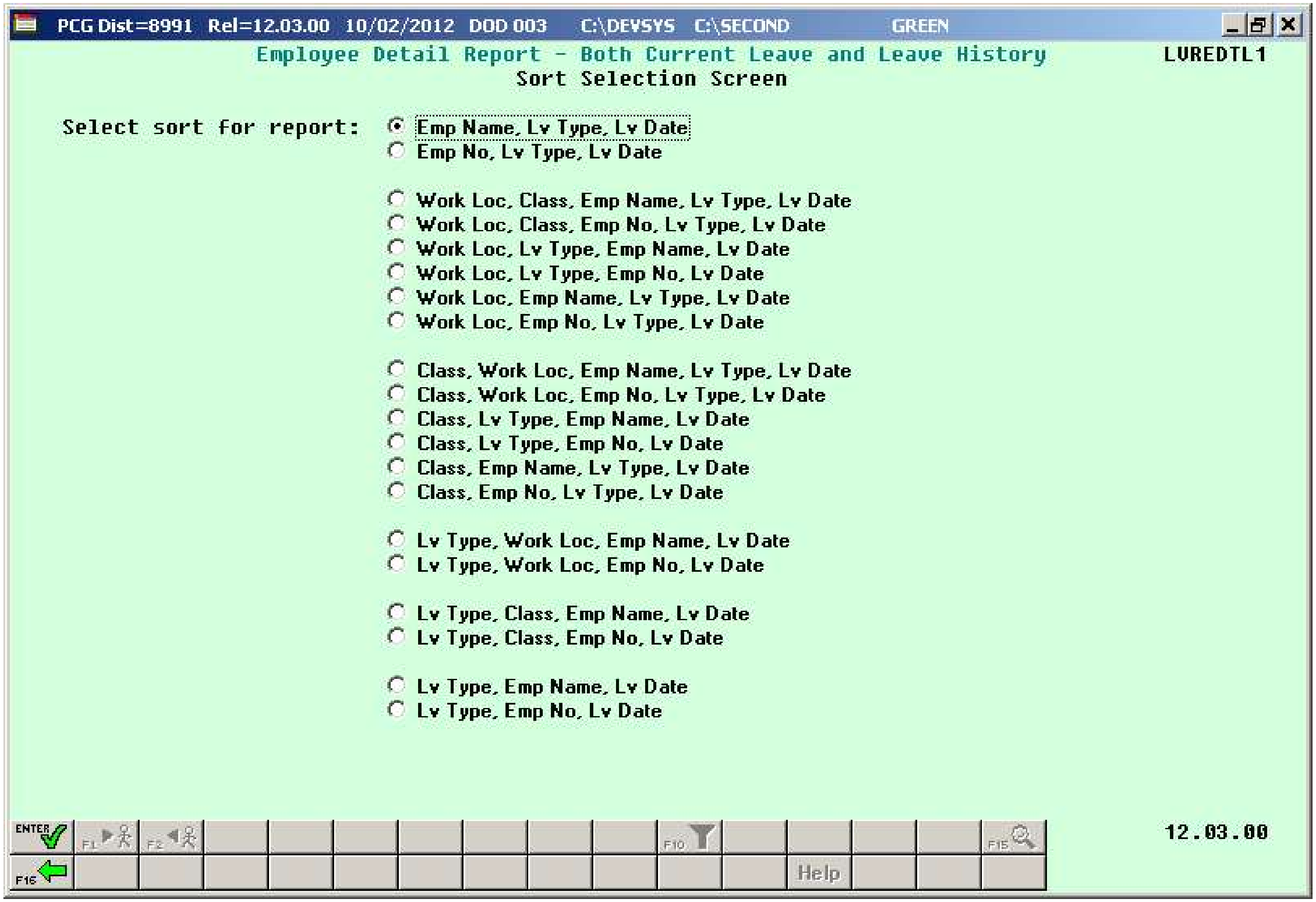
Enter work loc code(s) or leave blank to print ALL work locations: ____ ____ ____

Enter leave type code(s) or leave blank to print ALL types: __ __ __ __ __ __

12.03.00

ENTER
F1
F2
F10
F15
F16
Help

Leave Reports
Employee Detail Reports



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Employee Detail Report - Both Current Leave and Leave History LVREDTL1

Sort Selection Screen

Select sort for report:

● Emp Name, Lv Type, Lv Date
○ Emp No, Lv Type, Lv Date

○ Work Loc, Class, Emp Name, Lv Type, Lv Date
○ Work Loc, Class, Emp No, Lv Type, Lv Date
○ Work Loc, Lv Type, Emp Name, Lv Date
○ Work Loc, Lv Type, Emp No, Lv Date
○ Work Loc, Emp Name, Lv Type, Lv Date
○ Work Loc, Emp No, Lv Type, Lv Date

○ Class, Work Loc, Emp Name, Lv Type, Lv Date
○ Class, Work Loc, Emp No, Lv Type, Lv Date
○ Class, Lv Type, Emp Name, Lv Date
○ Class, Lv Type, Emp No, Lv Date
○ Class, Emp Name, Lv Type, Lv Date
○ Class, Emp No, Lv Type, Lv Date

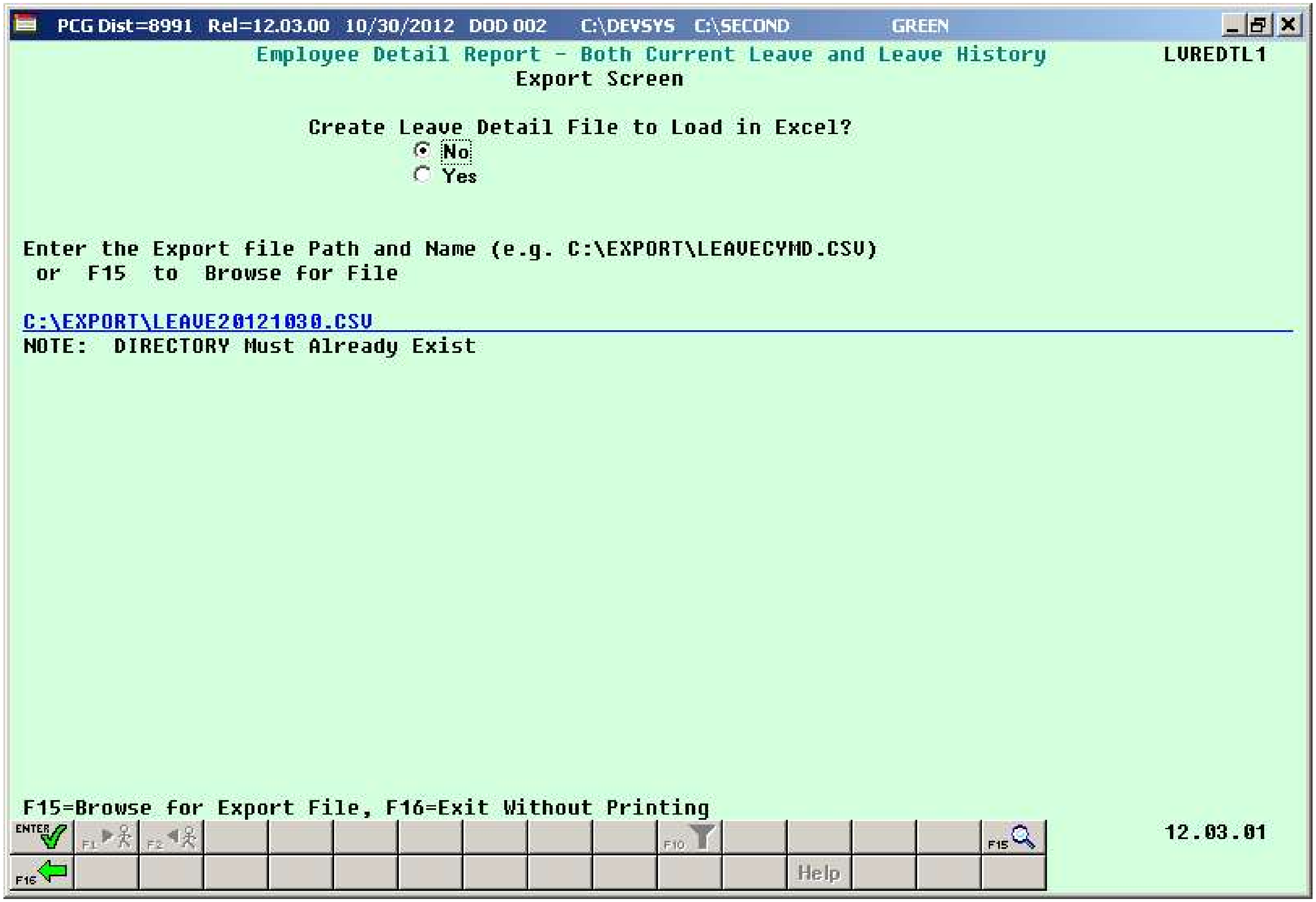
○ Lv Type, Work Loc, Emp Name, Lv Date
○ Lv Type, Work Loc, Emp No, Lv Date

○ Lv Type, Class, Emp Name, Lv Date
○ Lv Type, Class, Emp No, Lv Date

○ Lv Type, Emp Name, Lv Date
○ Lv Type, Emp No, Lv Date

ENTER
F1
F2
F10
F15
F16
Help
12.03.00

Leave Reports
Employee Detail Reports


PCG Dist=8991 Rel=12.03.00 10/30/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

Employee Detail Report - Both Current Leave and Leave History LVREDTL1
Export Screen

Create Leave Detail File to Load in Excel?
● No
○ Yes

Enter the Export file Path and Name (e.g. C:\EXPORT\LEAVECYMD.CSV)
or F15 to Browse for File

C:\EXPORT\LEAVE20121030.CSV
NOTE: DIRECTORY Must Already Exist

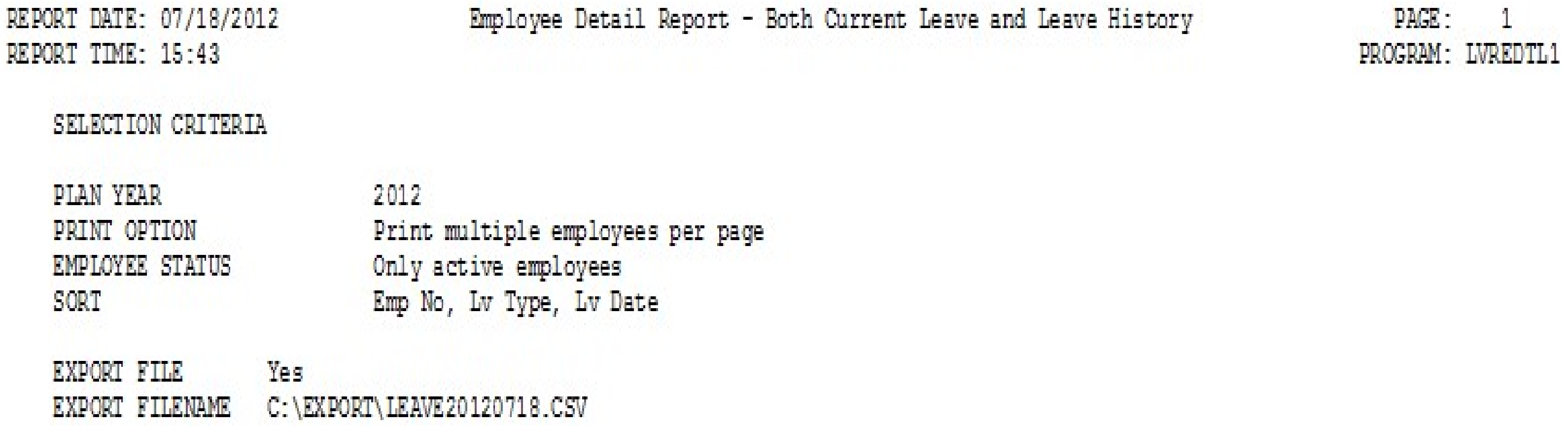
F15=Browse for Export File, F16=Exit Without Printing

12.03.01

ENTER
F1
F2
F10
F15
F16
Help

Leave Reports
Employee Detail Reports

- Employee Detail Control Report



```
REPORT DATE: 07/18/2012          Employee Detail Report - Both Current Leave and Leave History                PAGE:    1
REPORT TIME: 15:43                                                                                       PROGRAM: LVREDTL1

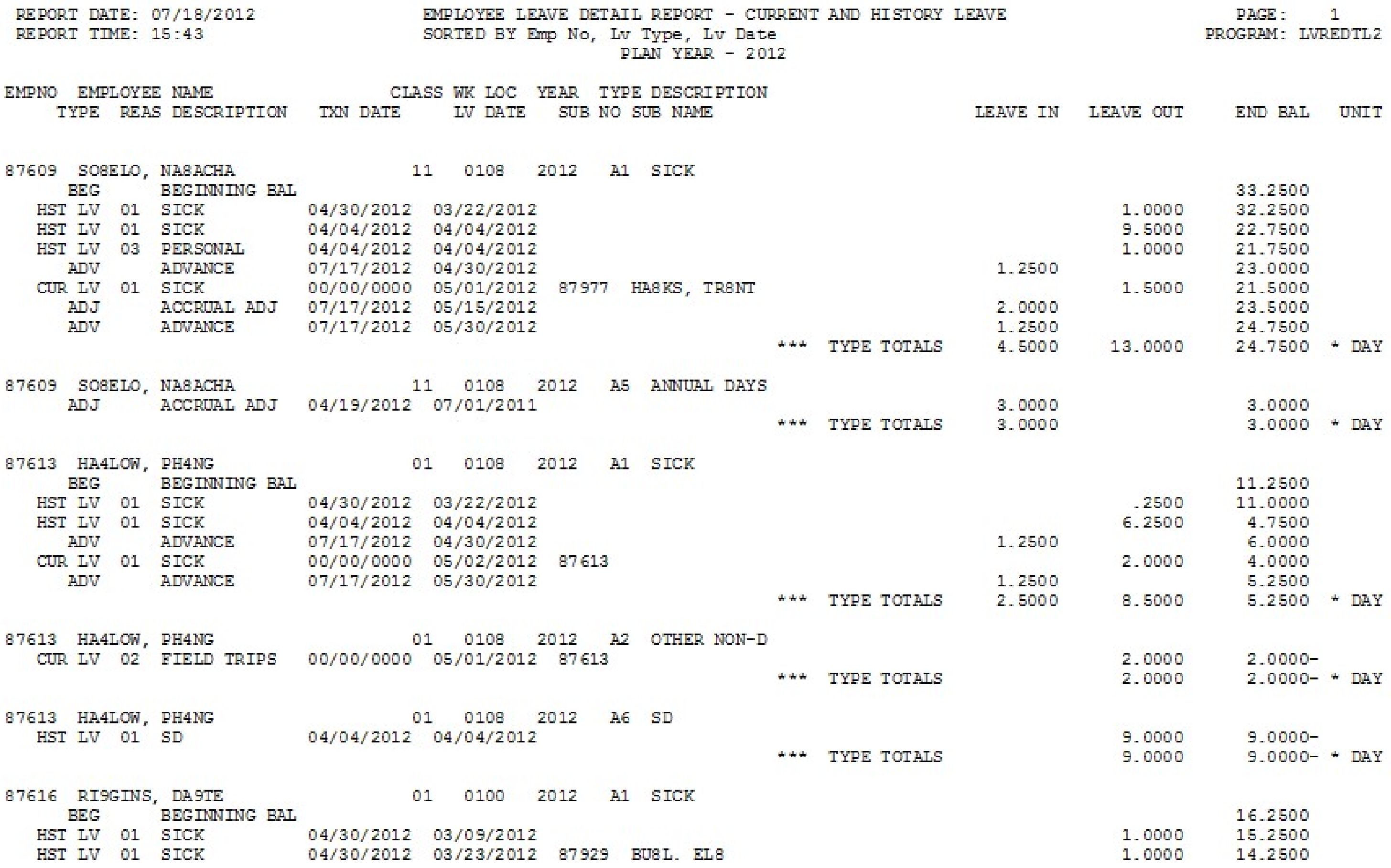
    SELECTION CRITERIA

    PLAN YEAR                2012
    PRINT OPTION             Print multiple employees per page
    EMPLOYEE STATUS          Only active employees
    SORT                     Emp No, Lv Type, Lv Date

    EXPORT FILE       Yes
    EXPORT FILENAME   C:\EXPORT\LEAVE20120718.CSV
```

Leave Reports
Employee Detail Reports

- Sorted by Employee Number



```
 REPORT DATE: 07/18/2012                EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE                     PAGE:    1
 REPORT TIME: 15:43                     SORTED BY Emp No, Lv Type, Lv Date                                        PROGRAM: LVREDTL2
                                                           PLAN YEAR - 2012

EMPNO  EMPLOYEE NAME                CLASS WK LOC  YEAR  TYPE DESCRIPTION
     TYPE  REAS DESCRIPTION   TXN DATE     LV DATE   SUB NO SUB NAME                         LEAVE IN   LEAVE OUT     END BAL   UNIT

87609  SO8ELO, NA8ACHA                 11   0108   2012   A1  SICK
      BEG      BEGINNING BAL                                                                                           33.2500
   HST LV  01  SICK          04/30/2012  03/22/2012                                                         1.0000     32.2500
   HST LV  01  SICK          04/04/2012  04/04/2012                                                         9.5000     22.7500
   HST LV  03  PERSONAL      04/04/2012  04/04/2012                                                         1.0000     21.7500
      ADV      ADVANCE       07/17/2012  04/30/2012                                             1.2500                 23.0000
   CUR LV  01  SICK          00/00/0000  05/01/2012  87977  HA8KS, TR8NT                                    1.5000     21.5000
      ADJ      ACCRUAL ADJ   07/17/2012  05/15/2012                                             2.0000                 23.5000
      ADV      ADVANCE       07/17/2012  05/30/2012                                             1.2500                 24.7500
                                                                          ***  TYPE TOTALS      4.5000     13.0000     24.7500  * DAY

87609  SO8ELO, NA8ACHA                 11   0108   2012   A5  ANNUAL DAYS
      ADJ      ACCRUAL ADJ   04/19/2012  07/01/2011                                             3.0000                  3.0000
                                                                          ***  TYPE TOTALS      3.0000                  3.0000  * DAY

87613  HA4LOW, PH4NG                   01   0108   2012   A1  SICK
      BEG      BEGINNING BAL                                                                                           11.2500
   HST LV  01  SICK          04/30/2012  03/22/2012                                                          .2500     11.0000
   HST LV  01  SICK          04/04/2012  04/04/2012                                                         6.2500      4.7500
      ADV      ADVANCE       07/17/2012  04/30/2012                                             1.2500                  6.0000
   CUR LV  01  SICK          00/00/0000  05/02/2012  87613                                                  2.0000      4.0000
      ADV      ADVANCE       07/17/2012  05/30/2012                                             1.2500                  5.2500
                                                                          ***  TYPE TOTALS      2.5000      8.5000      5.2500  * DAY

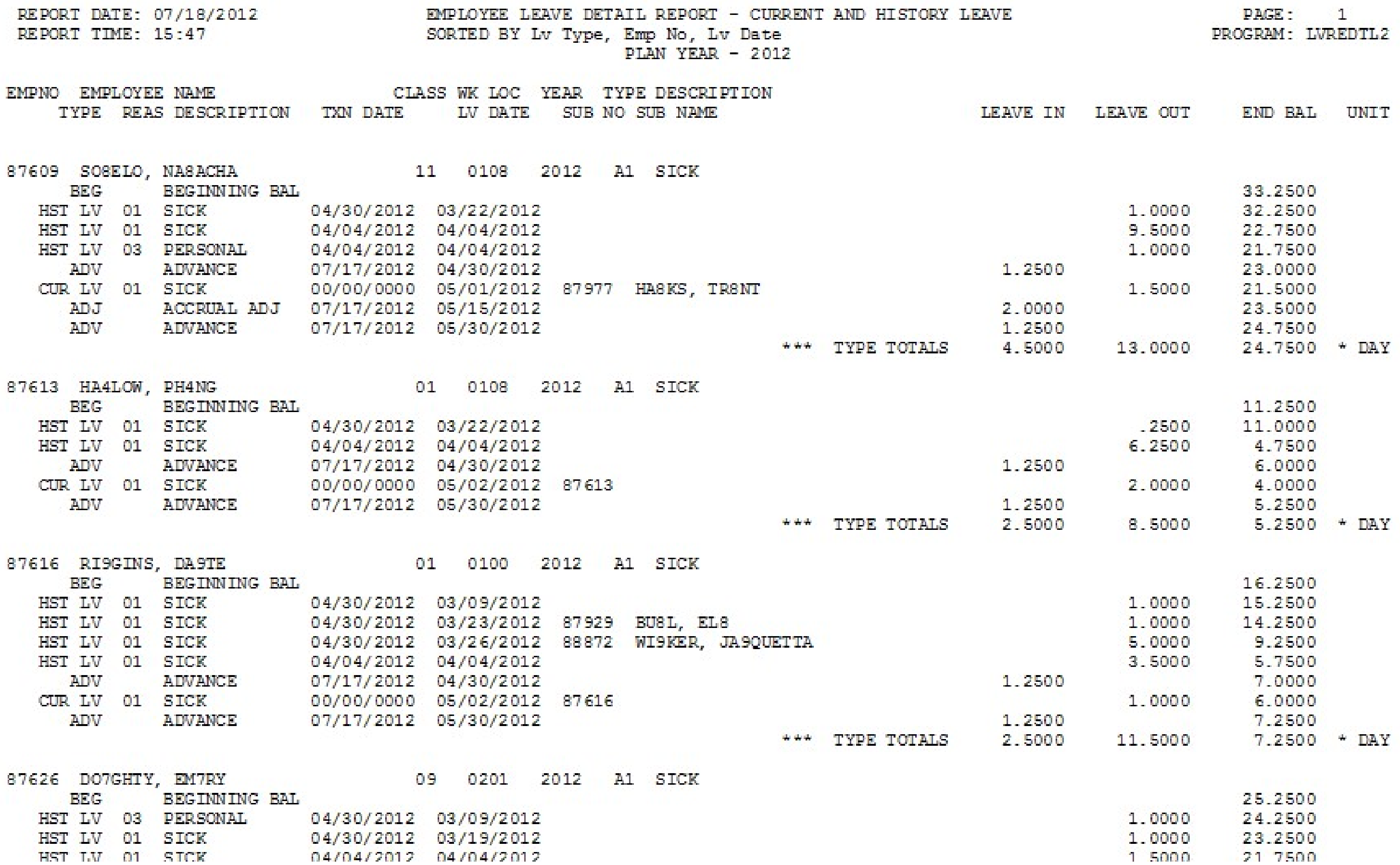
87613  HA4LOW, PH4NG                   01   0108   2012   A2  OTHER NON-D
   CUR LV  02  FIELD TRIPS   00/00/0000  05/01/2012  87613                                                  2.0000      2.0000-
                                                                          ***  TYPE TOTALS                  2.0000      2.0000- * DAY

87613  HA4LOW, PH4NG                   01   0108   2012   A6  SD
   HST LV  01  SD            04/04/2012  04/04/2012                                                         9.0000      9.0000-
                                                                          ***  TYPE TOTALS                  9.0000      9.0000- * DAY

87616  RI9GINS, DA9TE                  01   0100   2012   A1  SICK
      BEG      BEGINNING BAL                                                                                           16.2500
   HST LV  01  SICK          04/30/2012  03/09/2012                                                         1.0000     15.2500
   HST LV  01  SICK          04/30/2012  03/23/2012  87929  BU8L. EL8                                       1.0000     14.2500
```

Leave Reports
Employee Detail Reports

- Sorted by Leave Type



```
 REPORT DATE: 07/18/2012                EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE                      PAGE:    1
 REPORT TIME: 15:47                     SORTED BY Lv Type, Emp No, Lv Date                                         PROGRAM: LVREDTL2
                                                           PLAN YEAR - 2012

EMPNO  EMPLOYEE NAME                 CLASS WK LOC  YEAR  TYPE DESCRIPTION
     TYPE  REAS DESCRIPTION   TXN DATE     LV DATE   SUB NO SUB NAME                         LEAVE IN   LEAVE OUT     END BAL   UNIT

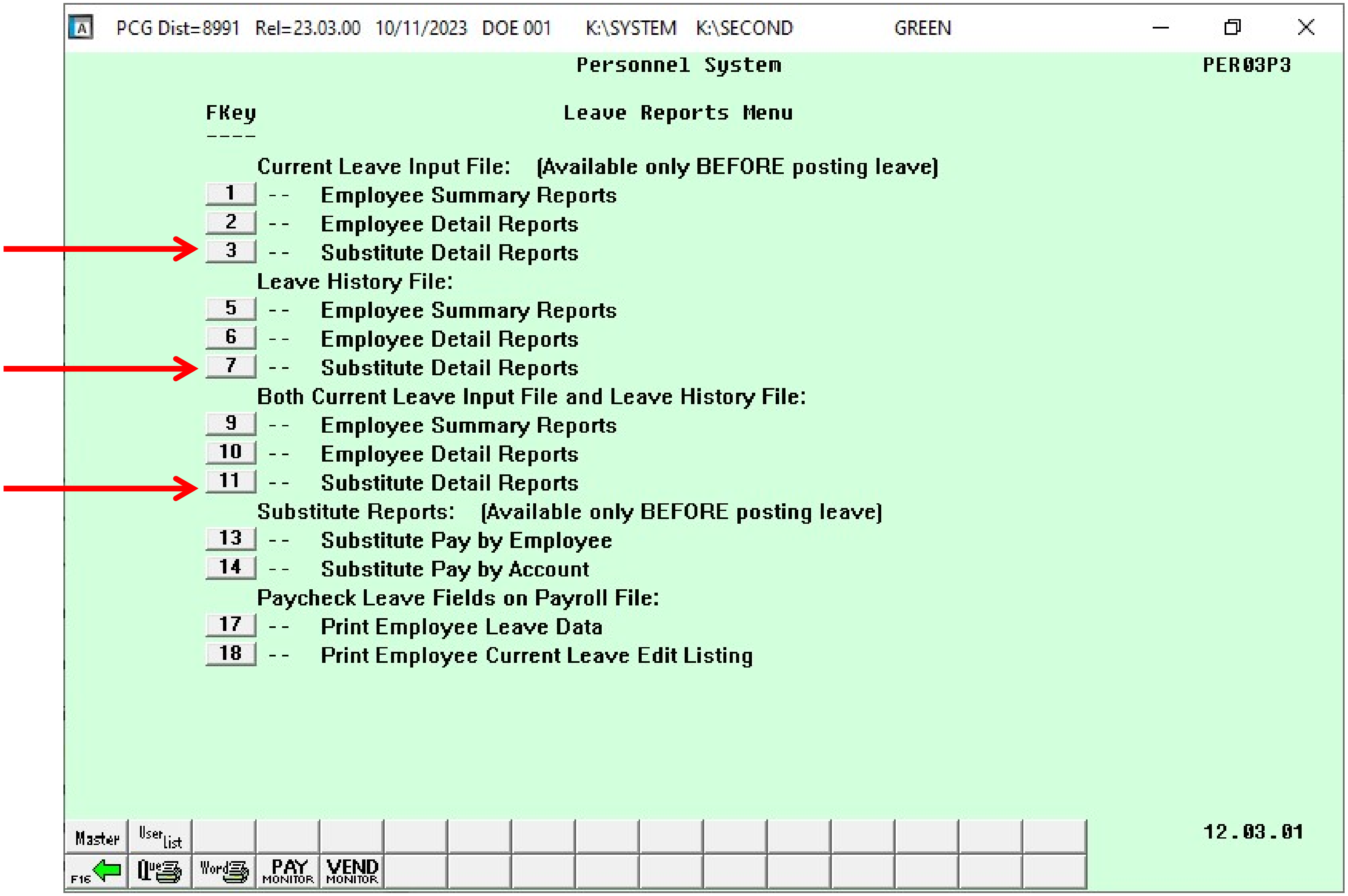

87609  SO8ELO, NA8ACHA                 11   0108   2012   A1  SICK
      BEG      BEGINNING BAL                                                                                          33.2500
   HST LV  01  SICK          04/30/2012  03/22/2012                                                        1.0000     32.2500
   HST LV  01  SICK          04/04/2012  04/04/2012                                                        9.5000     22.7500
   HST LV  03  PERSONAL      04/04/2012  04/04/2012                                                        1.0000     21.7500
      ADV      ADVANCE       07/17/2012  04/30/2012                                            1.2500                 23.0000
   CUR LV  01  SICK          00/00/0000  05/01/2012  87977  HA8KS, TR8NT                                   1.5000     21.5000
      ADJ      ACCRUAL ADJ   07/17/2012  05/15/2012                                            2.0000                 23.5000
      ADV      ADVANCE       07/17/2012  05/30/2012                                            1.2500                 24.7500
                                                                          ***  TYPE TOTALS     4.5000     13.0000     24.7500  * DAY

87613  HA4LOW, PH4NG                   01   0108   2012   A1  SICK
      BEG      BEGINNING BAL                                                                                          11.2500
   HST LV  01  SICK          04/30/2012  03/22/2012                                                         .2500     11.0000
   HST LV  01  SICK          04/04/2012  04/04/2012                                                        6.2500      4.7500
      ADV      ADVANCE       07/17/2012  04/30/2012                                            1.2500                  6.0000
   CUR LV  01  SICK          00/00/0000  05/02/2012  87613                                                 2.0000      4.0000
      ADV      ADVANCE       07/17/2012  05/30/2012                                            1.2500                  5.2500
                                                                          ***  TYPE TOTALS     2.5000      8.5000      5.2500  * DAY

87616  RI9GINS, DA9TE                  01   0100   2012   A1  SICK
      BEG      BEGINNING BAL                                                                                          16.2500
   HST LV  01  SICK          04/30/2012  03/09/2012                                                        1.0000     15.2500
   HST LV  01  SICK          04/30/2012  03/23/2012  87929  BU8L, EL8                                      1.0000     14.2500
   HST LV  01  SICK          04/30/2012  03/26/2012  88872  WI9KER, JA9QUETTA                              5.0000      9.2500
   HST LV  01  SICK          04/04/2012  04/04/2012                                                        3.5000      5.7500
      ADV      ADVANCE       07/17/2012  04/30/2012                                            1.2500                  7.0000
   CUR LV  01  SICK          00/00/0000  05/02/2012  87616                                                 1.0000      6.0000
      ADV      ADVANCE       07/17/2012  05/30/2012                                            1.2500                  7.2500
                                                                          ***  TYPE TOTALS     2.5000     11.5000      7.2500  * DAY

87626  DO7GHTY, EM7RY                  09   0201   2012   A1  SICK
      BEG      BEGINNING BAL                                                                                          25.2500
   HST LV  03  PERSONAL      04/30/2012  03/09/2012                                                        1.0000     24.2500
   HST LV  01  SICK          04/30/2012  03/19/2012                                                        1.0000     23.2500
   HST LV  01  SICK          04/04/2012  04/04/2012                                                        1.5000     21.7500
```

Leave Reports
Substitute Detail Reports

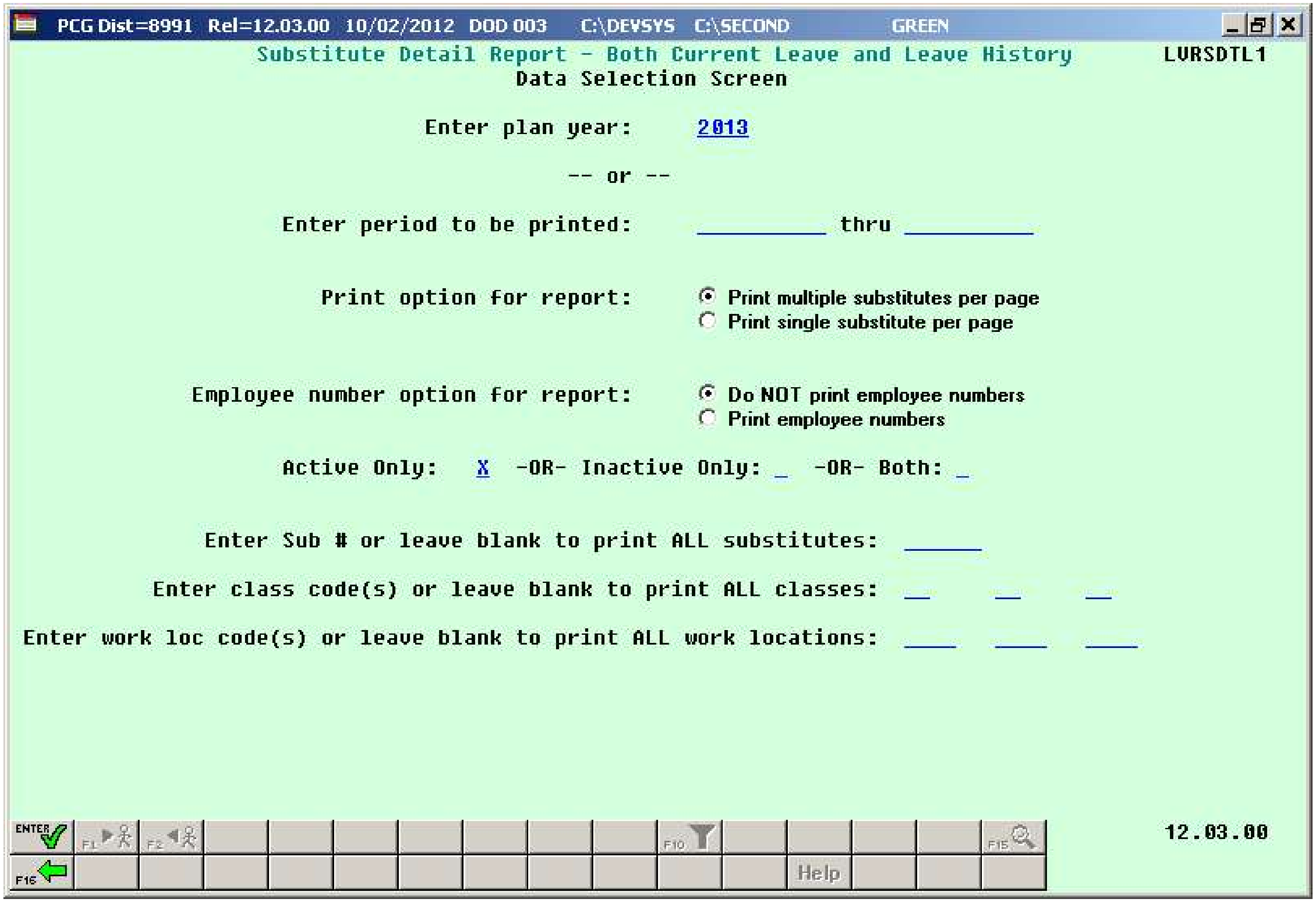

PCG Dist=8991 Rel=23.03.00 10/11/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN
Master
User list
F16
Word
PAY MONITOR
VEND MONITOR

```
                         Personnel System                      PER03P3

  FKey                   Leave Reports Menu
  ----
     Current Leave Input File:   (Available only BEFORE posting leave)
   1  --  Employee Summary Reports
   2  --  Employee Detail Reports
   3  --  Substitute Detail Reports
     Leave History File:
   5  --  Employee Summary Reports
   6  --  Employee Detail Reports
   7  --  Substitute Detail Reports
     Both Current Leave Input File and Leave History File:
   9  --  Employee Summary Reports
  10  --  Employee Detail Reports
  11  --  Substitute Detail Reports
     Substitute Reports:  (Available only BEFORE posting leave)
  13  --  Substitute Pay by Employee
  14  --  Substitute Pay by Account
     Paycheck Leave Fields on Payroll File:
  17  --  Print Employee Leave Data
  18  --  Print Employee Current Leave Edit Listing

                                                              12.03.01
```

Leave Reports
Substitute Detail Reports


PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Substitute Detail Report - Both Current Leave and Leave History LVRSDTL1
Data Selection Screen

Enter plan year: 2013

-- or --

Enter period to be printed: __________ thru __________

Print option for report:
● Print multiple substitutes per page
○ Print single substitute per page

Employee number option for report:
● Do NOT print employee numbers
○ Print employee numbers

Active Only: X -OR- Inactive Only: _ -OR- Both: _

Enter Sub # or leave blank to print ALL substitutes: ______

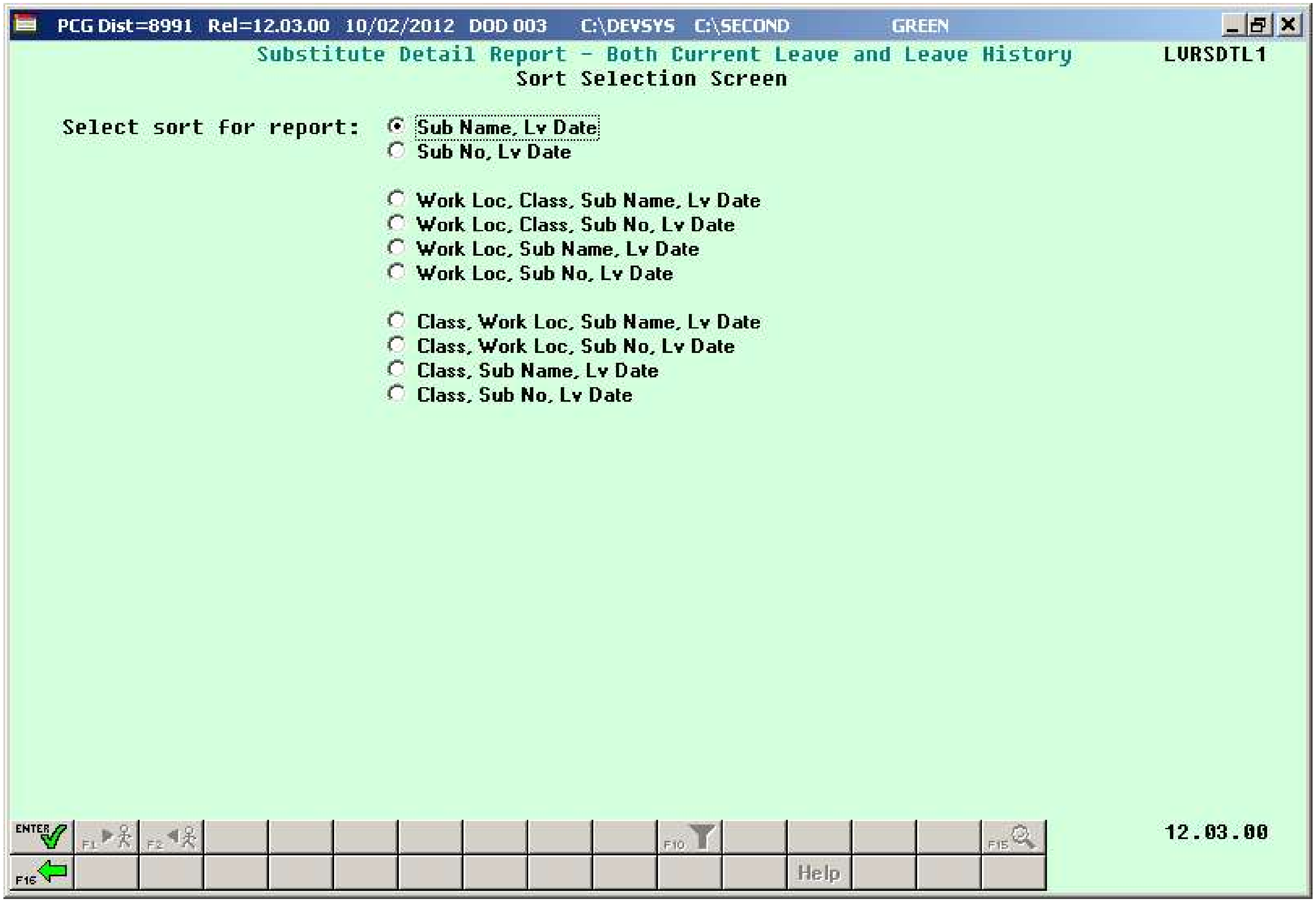
Enter class code(s) or leave blank to print ALL classes: __ __ __

Enter work loc code(s) or leave blank to print ALL work locations: ____ ____ ____

12.03.00

ENTER
F1
F2
F10
F15
F16
Help

Leave Reports
Substitute Detail Reports


PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Substitute Detail Report - Both Current Leave and Leave History

LVRSDTL1

Sort Selection Screen

Select sort for report:

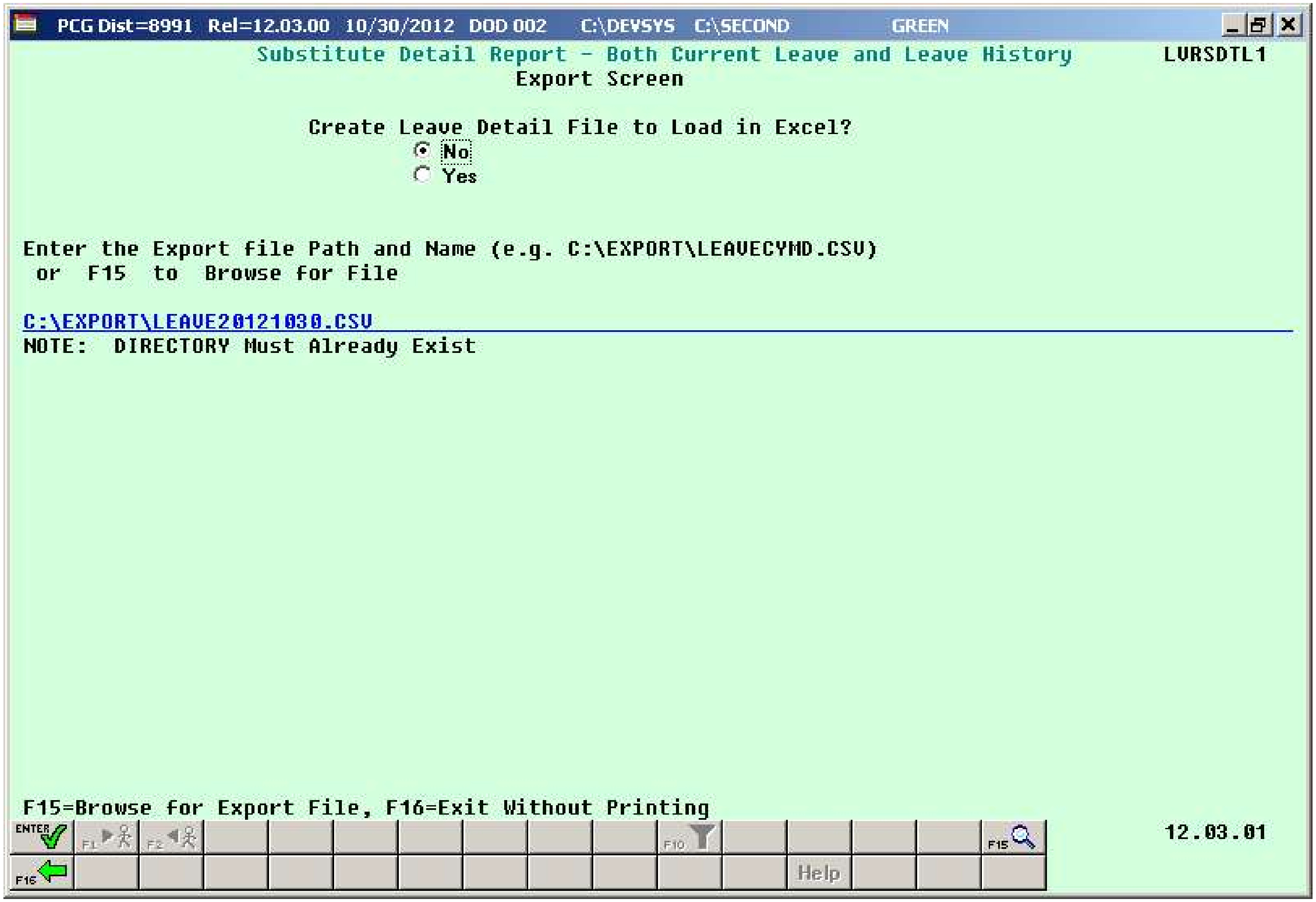
- ● Sub Name, Lv Date
- ○ Sub No, Lv Date

- ○ Work Loc, Class, Sub Name, Lv Date
- ○ Work Loc, Class, Sub No, Lv Date
- ○ Work Loc, Sub Name, Lv Date
- ○ Work Loc, Sub No, Lv Date

- ○ Class, Work Loc, Sub Name, Lv Date
- ○ Class, Work Loc, Sub No, Lv Date
- ○ Class, Sub Name, Lv Date
- ○ Class, Sub No, Lv Date

ENTER
F1
F2
F10
F15
F16
Help
12.03.00

Leave Reports
Substitute Detail Reports



PCG Dist=8991 Rel=12.03.00 10/30/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

Substitute Detail Report - Both Current Leave and Leave History LVRSDTL1
Export Screen

Create Leave Detail File to Load in Excel?
● No
○ Yes

Enter the Export file Path and Name (e.g. C:\EXPORT\LEAVECYMD.CSV)
or F15 to Browse for File

C:\EXPORT\LEAVE20121030.CSV
NOTE: DIRECTORY Must Already Exist

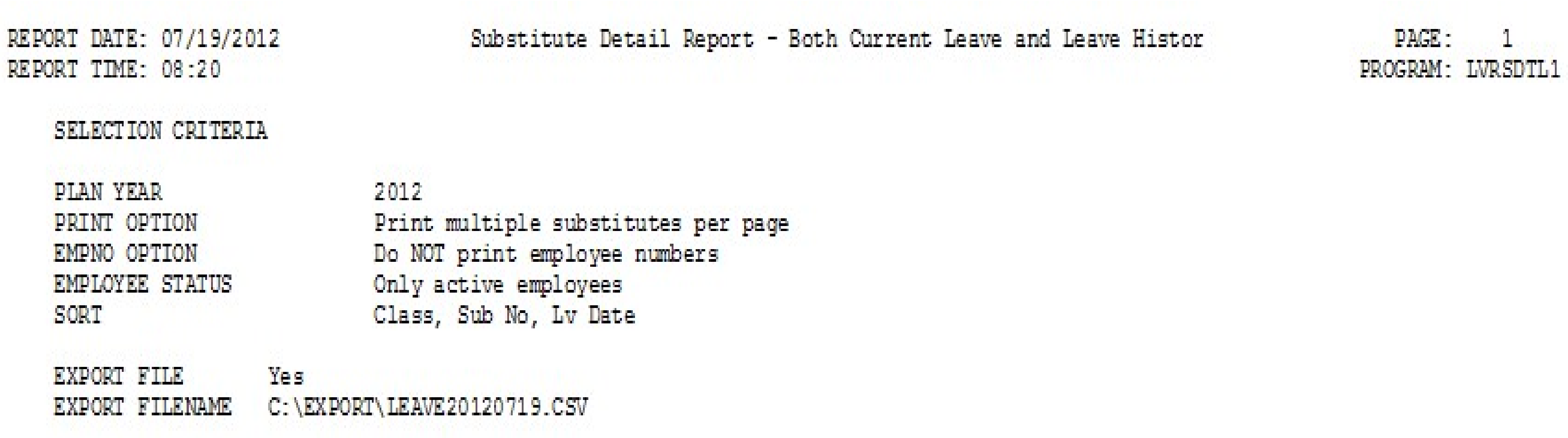
F15=Browse for Export File, F16=Exit Without Printing

12.03.01

ENTER
F1
F2
F10
F15
F16
Help

Leave Reports
Substitute Detail Reports

- Substitute Detail Control Report



```
REPORT DATE: 07/19/2012             Substitute Detail Report - Both Current Leave and Leave Histor              PAGE:    1
REPORT TIME: 08:20                                                                                        PROGRAM: LVRSDTL1

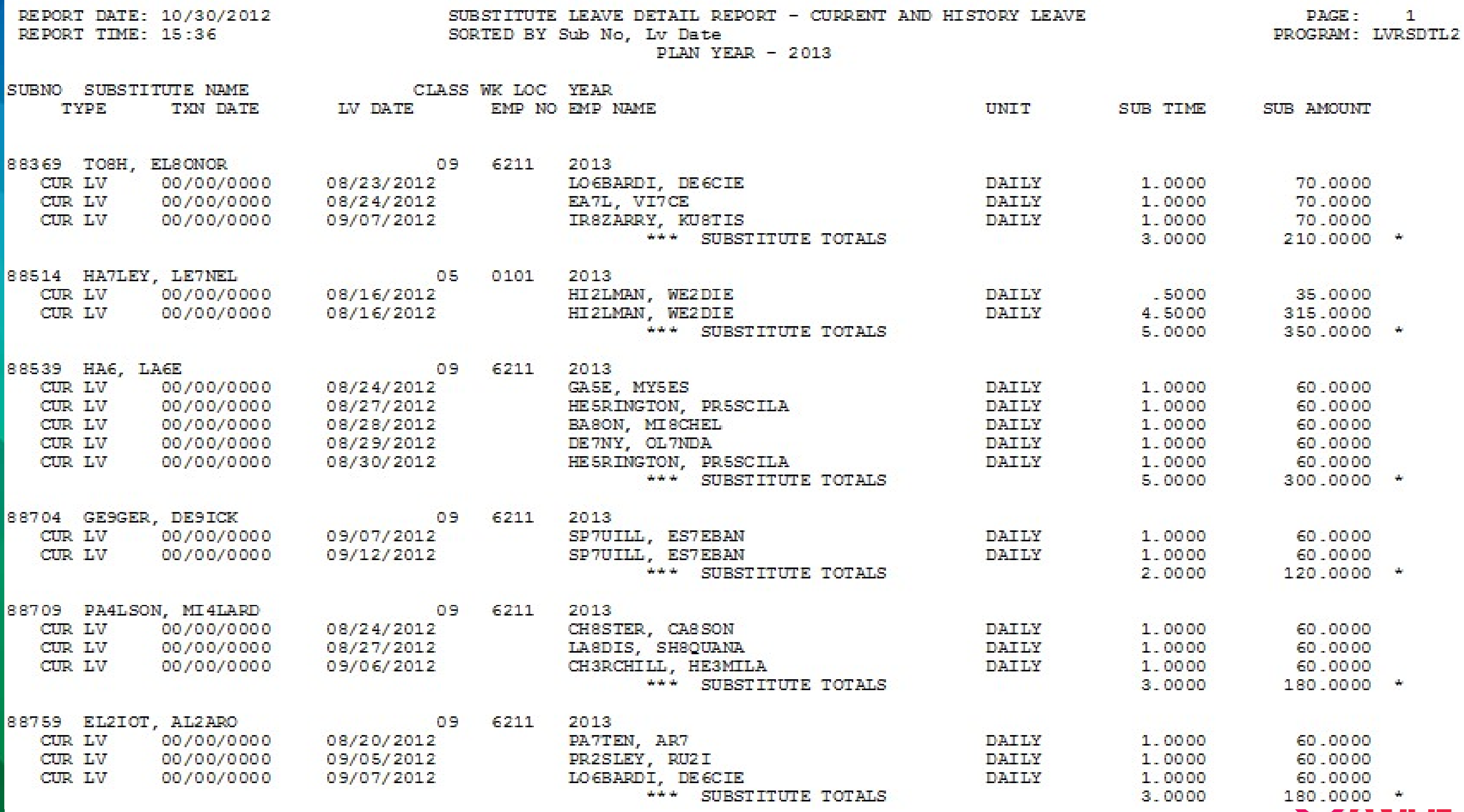
   SELECTION CRITERIA

   PLAN YEAR                  2012
   PRINT OPTION               Print multiple substitutes per page
   EMPNO OPTION               Do NOT print employee numbers
   EMPLOYEE STATUS            Only active employees
   SORT                       Class, Sub No, Lv Date

   EXPORT FILE       Yes
   EXPORT FILENAME   C:\EXPORT\LEAVE20120719.CSV
```

Leave Reports
Substitute Detail Reports

- Sorted by Employee Number



```
 REPORT DATE: 10/30/2012                SUBSTITUTE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE                    PAGE:    1
 REPORT TIME: 15:36                     SORTED BY Sub No, Lv Date                                                  PROGRAM: LVRSDTL2
                                                           PLAN YEAR - 2013

SUBNO  SUBSTITUTE NAME               CLASS WK LOC  YEAR
     TYPE      TXN DATE       LV DATE       EMP NO EMP NAME                              UNIT        SUB TIME     SUB AMOUNT


88369  TO8H, EL8ONOR                   09   6211   2013
   CUR LV     00/00/0000     08/23/2012            LO6BARDI, DE6CIE                      DAILY         1.0000        70.0000
   CUR LV     00/00/0000     08/24/2012            EA7L, VI7CE                           DAILY         1.0000        70.0000
   CUR LV     00/00/0000     09/07/2012            IR8ZARRY, KU8TIS                      DAILY         1.0000        70.0000
                                                          ***  SUBSTITUTE TOTALS                       3.0000       210.0000  *

88514  HA7LEY, LE7NEL                  05   0101   2013
   CUR LV     00/00/0000     08/16/2012            HI2LMAN, WE2DIE                       DAILY          .5000        35.0000
   CUR LV     00/00/0000     08/16/2012            HI2LMAN, WE2DIE                       DAILY         4.5000       315.0000
                                                          ***  SUBSTITUTE TOTALS                       5.0000       350.0000  *

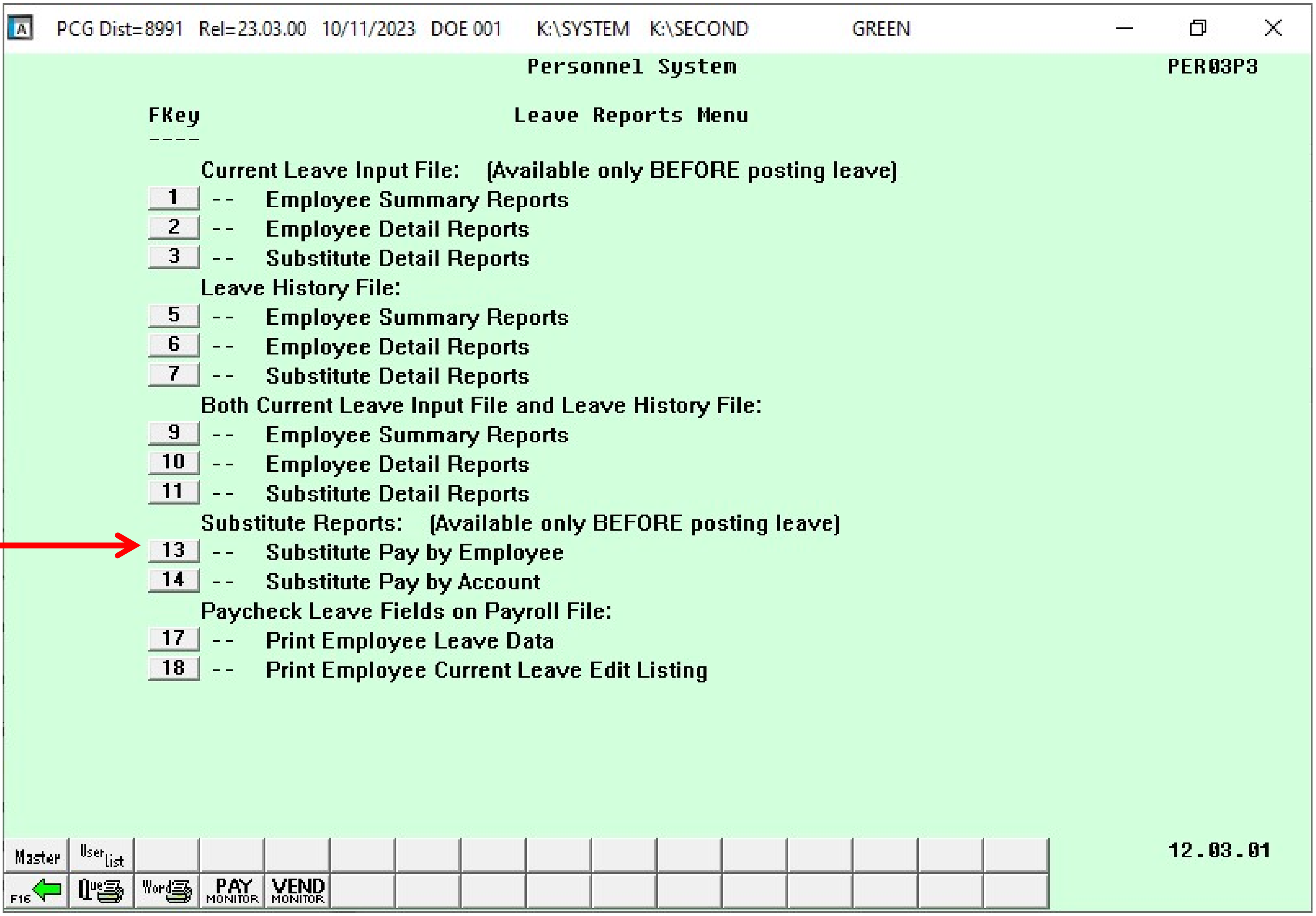
88539  HA6, LA6E                       09   6211   2013
   CUR LV     00/00/0000     08/24/2012            GA5E, MY5ES                           DAILY         1.0000        60.0000
   CUR LV     00/00/0000     08/27/2012            HE5RINGTON, PR5SCILA                  DAILY         1.0000        60.0000
   CUR LV     00/00/0000     08/28/2012            BA8ON, MI8CHEL                        DAILY         1.0000        60.0000
   CUR LV     00/00/0000     08/29/2012            DE7NY, CL7NDA                         DAILY         1.0000        60.0000
   CUR LV     00/00/0000     08/30/2012            HE5RINGTON, PR5SCILA                  DAILY         1.0000        60.0000
                                                          ***  SUBSTITUTE TOTALS                       5.0000       300.0000  *

88704  GE9GER, DE9ICK                  09   6211   2013
   CUR LV     00/00/0000     09/07/2012            SP7UILL, ES7EBAN                      DAILY         1.0000        60.0000
   CUR LV     00/00/0000     09/12/2012            SP7UILL, ES7EBAN                      DAILY         1.0000        60.0000
                                                          ***  SUBSTITUTE TOTALS                       2.0000       120.0000  *

88709  PA4LSON, MI4LARD                09   6211   2013
   CUR LV     00/00/0000     08/24/2012            CH8STER, CA8SON                       DAILY         1.0000        60.0000
   CUR LV     00/00/0000     08/27/2012            LA8DIS, SH8QUANA                      DAILY         1.0000        60.0000
   CUR LV     00/00/0000     09/06/2012            CH3RCHILL, HE3MILA                    DAILY         1.0000        60.0000
                                                          ***  SUBSTITUTE TOTALS                       3.0000       180.0000  *

88759  EL2IOT, AL2ARO                  09   6211   2013
   CUR LV     00/00/0000     08/20/2012            PA7TEN, AR7                           DAILY         1.0000        60.0000
   CUR LV     00/00/0000     09/05/2012            PR2SLEY, RU2I                         DAILY         1.0000        60.0000
   CUR LV     00/00/0000     09/07/2012            LO6BARDI, DE6CIE                      DAILY         1.0000        60.0000
                                                          ***  SUBSTITUTE TOTALS                       3.0000       180.0000  *
```

Leave Reports
Substitute Pay Reports



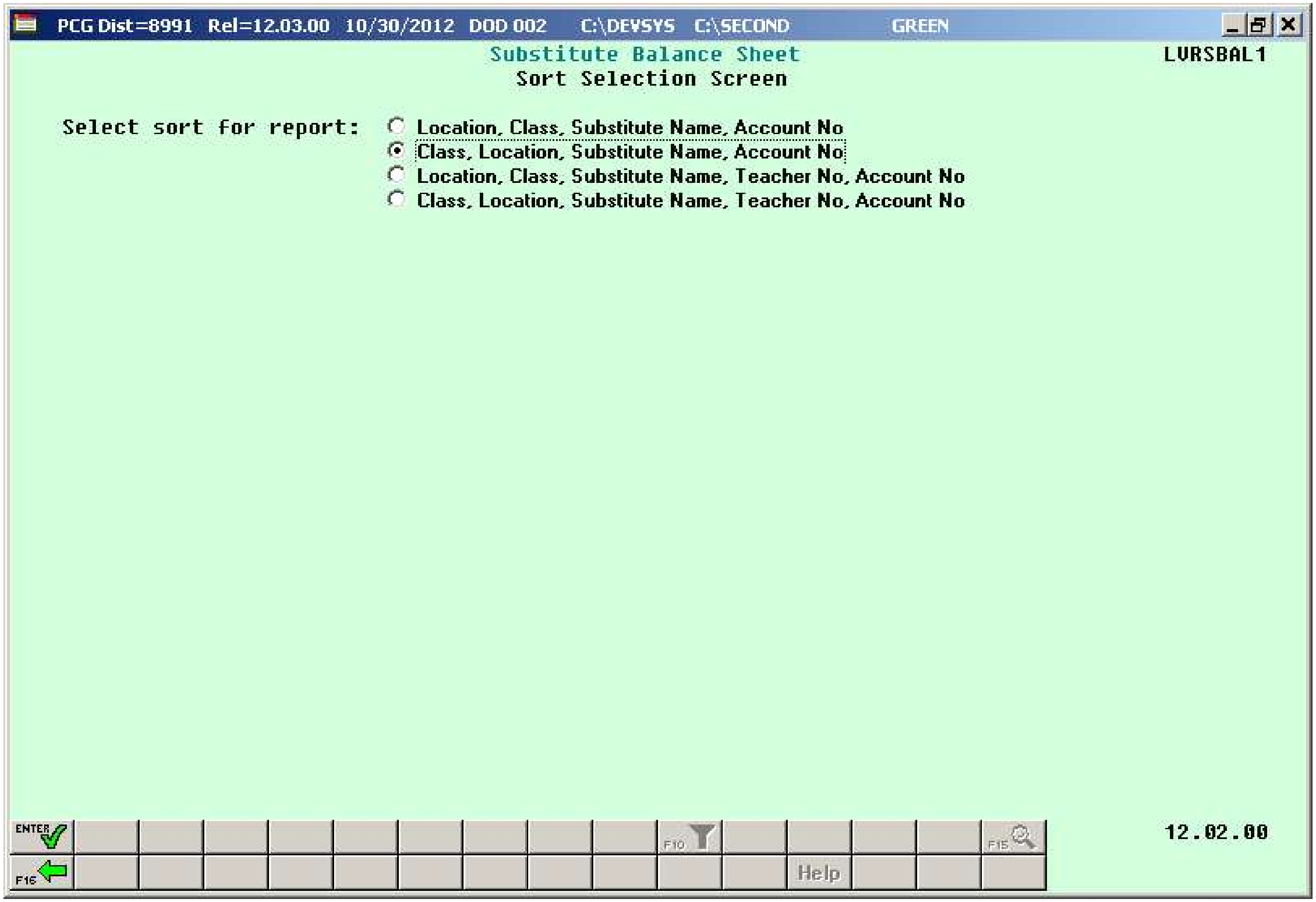
PCG Dist=8991 Rel=23.03.00 10/11/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN
Master
User List
F16
Word
PAY MONITOR
VEND MONITOR

```
                              Personnel System                    PER03P3

     FKey                     Leave Reports Menu
     ----
       Current Leave Input File:  (Available only BEFORE posting leave)
      1  --   Employee Summary Reports
      2  --   Employee Detail Reports
      3  --   Substitute Detail Reports
       Leave History File:
      5  --   Employee Summary Reports
      6  --   Employee Detail Reports
      7  --   Substitute Detail Reports
       Both Current Leave Input File and Leave History File:
      9  --   Employee Summary Reports
     10  --   Employee Detail Reports
     11  --   Substitute Detail Reports
       Substitute Reports:  (Available only BEFORE posting leave)
     13  --   Substitute Pay by Employee
     14  --   Substitute Pay by Account
       Paycheck Leave Fields on Payroll File:
     17  --   Print Employee Leave Data
     18  --   Print Employee Current Leave Edit Listing

                                                                  12.03.01
```

Leave Reports
Substitute Pay Reports



PCG Dist=8991 Rel=12.03.00 10/30/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

Substitute Balance Sheet
Sort Selection Screen

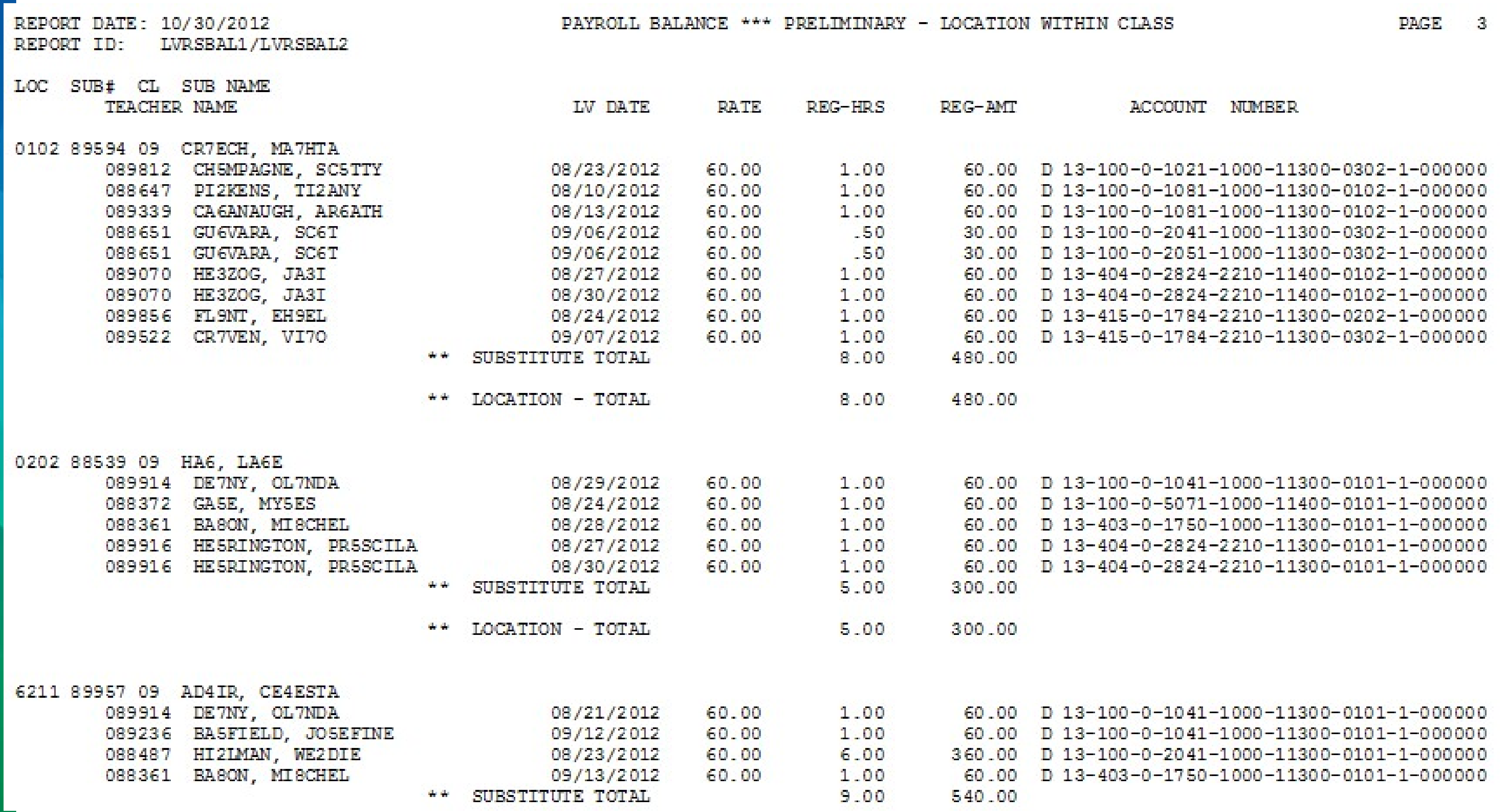
LVRSBAL1

Select sort for report:
○ Location, Class, Substitute Name, Account No
● Class, Location, Substitute Name, Account No
○ Location, Class, Substitute Name, Teacher No, Account No
○ Class, Location, Substitute Name, Teacher No, Account No

ENTER
F16
F10
F15
Help

12.02.00

Leave Reports
Substitute Pay Reports



```
REPORT DATE: 10/30/2012                          PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS                   PAGE   3
REPORT ID:   LVRSBAL1/LVRSBAL2

LOC  SUB#  CL  SUB NAME
        TEACHER NAME                              LV DATE      RATE    REG-HRS     REG-AMT          ACCOUNT  NUMBER

0102 89594 09  CR7ECH, MA7HTA
        089812  CH5MPAGNE, SC5TTY               08/23/2012    60.00        1.00       60.00  D 13-100-0-1021-1000-11300-0302-1-000000
        088647  PI2KENS, TI2ANY                 08/10/2012    60.00        1.00       60.00  D 13-100-0-1081-1000-11300-0102-1-000000
        089339  CA6ANAUGH, AR6ATH               08/13/2012    60.00        1.00       60.00  D 13-100-0-1081-1000-11300-0102-1-000000
        088651  GU6VARA, SC6T                   09/06/2012    60.00         .50       30.00  D 13-100-0-2041-1000-11300-0302-1-000000
        088651  GU6VARA, SC6T                   09/06/2012    60.00         .50       30.00  D 13-100-0-2051-1000-11300-0302-1-000000
        089070  HE3ZOG, JA3I                    08/27/2012    60.00        1.00       60.00  D 13-404-0-2824-2210-11400-0102-1-000000
        089070  HE3ZOG, JA3I                    08/30/2012    60.00        1.00       60.00  D 13-404-0-2824-2210-11400-0102-1-000000
        089856  FL9NT, EH9EL                    08/24/2012    60.00        1.00       60.00  D 13-415-0-1784-2210-11300-0202-1-000000
        089522  CR7VEN, VI7O                    09/07/2012    60.00        1.00       60.00  D 13-415-0-1784-2210-11300-0302-1-000000
                                     **  SUBSTITUTE TOTAL                  8.00      480.00

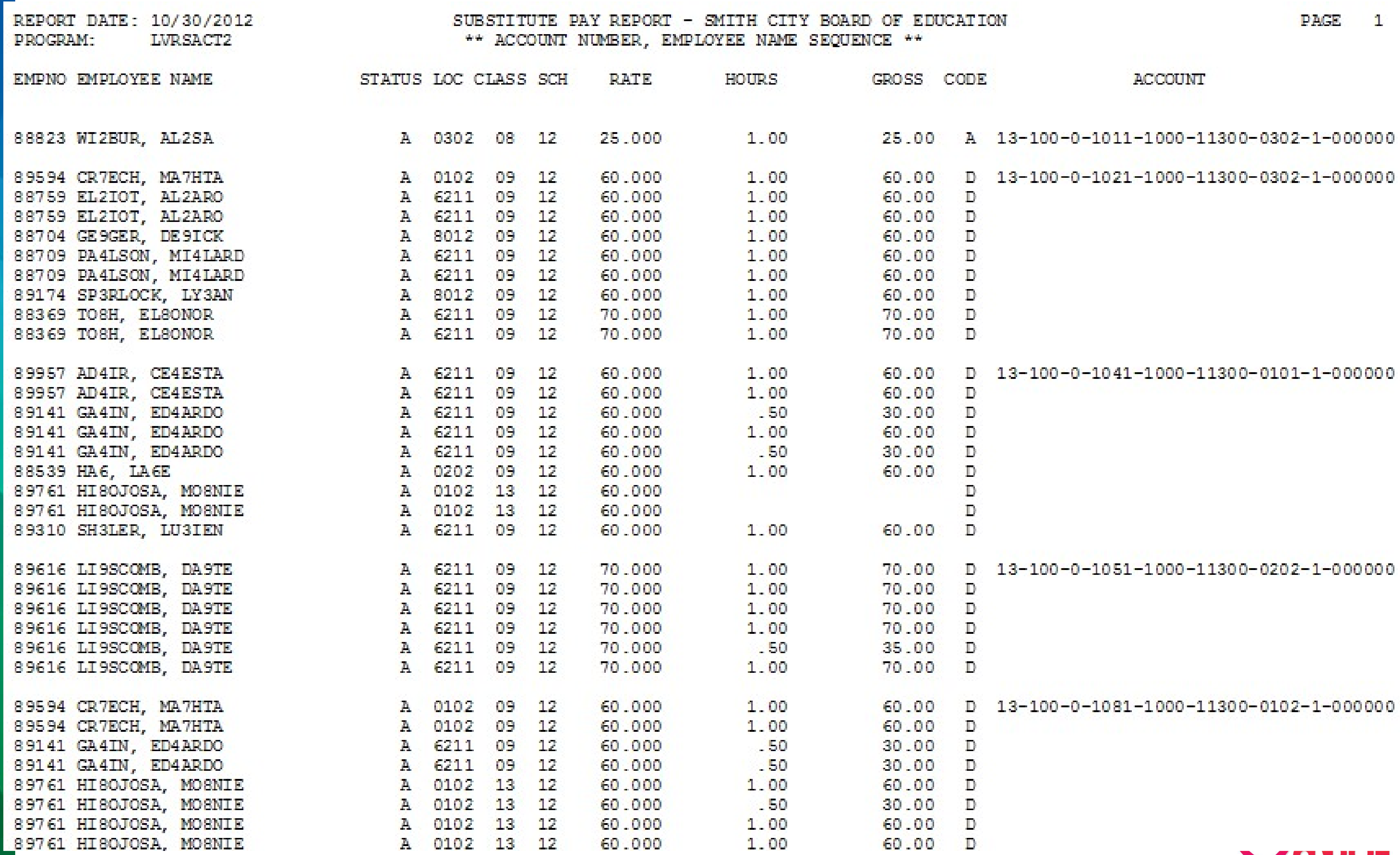
                                     **  LOCATION - TOTAL                  8.00      480.00


0202 88539 09  HA6, LA6E
        089914  DE7NY, OL7NDA                   08/29/2012    60.00        1.00       60.00  D 13-100-0-1041-1000-11300-0101-1-000000
        088372  GA5E, MY5ES                     08/24/2012    60.00        1.00       60.00  D 13-100-0-5071-1000-11400-0101-1-000000
        088361  BA8ON, MI8CHEL                  08/28/2012    60.00        1.00       60.00  D 13-403-0-1750-1000-11300-0101-1-000000
        089916  HE5RINGTON, PR5SCILA            08/27/2012    60.00        1.00       60.00  D 13-404-0-2824-2210-11300-0101-1-000000
        089916  HE5RINGTON, PR5SCILA            08/30/2012    60.00        1.00       60.00  D 13-404-0-2824-2210-11300-0101-1-000000
                                     **  SUBSTITUTE TOTAL                  5.00      300.00

                                     **  LOCATION - TOTAL                  5.00      300.00


6211 89957 09  AD4IR, CE4ESTA
        089914  DE7NY, OL7NDA                   08/21/2012    60.00        1.00       60.00  D 13-100-0-1041-1000-11300-0101-1-000000
        089236  BA5FIELD, JO5EFINE              09/12/2012    60.00        1.00       60.00  D 13-100-0-1041-1000-11300-0101-1-000000
        088487  HI2LMAN, WE2DIE                 08/23/2012    60.00        6.00      360.00  D 13-100-0-2041-1000-11300-0101-1-000000
        088361  BA8ON, MI8CHEL                  09/13/2012    60.00        1.00       60.00  D 13-403-0-1750-1000-11300-0101-1-000000
                                     **  SUBSTITUTE TOTAL                  9.00      540.00
```

Leave Reports
Substitute Pay Reports



```
REPORT DATE: 10/30/2012                    SUBSTITUTE PAY REPORT - SMITH CITY BOARD OF EDUCATION                      PAGE   1
PROGRAM:     LVRSACT2                       ** ACCOUNT NUMBER, EMPLOYEE NAME SEQUENCE **

EMPNO EMPLOYEE NAME                  STATUS LOC CLASS SCH    RATE       HOURS         GROSS  CODE            ACCOUNT


88823 WI2BUR, AL2SA                     A   0302  08   12    25.000       1.00          25.00  A  13-100-0-1011-1000-11300-0302-1-000000

89594 CR7ECH, MA7HTA                    A   0102  09   12    60.000       1.00          60.00  D  13-100-0-1021-1000-11300-0302-1-000000
88759 EL2IOT, AL2ARO                    A   6211  09   12    60.000       1.00          60.00  D
88759 EL2IOT, AL2ARO                    A   6211  09   12    60.000       1.00          60.00  D
88704 GE9GER, DE9ICK                    A   8012  09   12    60.000       1.00          60.00  D
88709 PA4LSON, MI4LARD                  A   6211  09   12    60.000       1.00          60.00  D
88709 PA4LSON, MI4LARD                  A   6211  09   12    60.000       1.00          60.00  D
89174 SP3RLOCK, LY3AN                   A   8012  09   12    60.000       1.00          60.00  D
88369 TO8H, EL8ONOR                     A   6211  09   12    70.000       1.00          70.00  D
88369 TO8H, EL8ONOR                     A   6211  09   12    70.000       1.00          70.00  D

89957 AD4IR, CE4ESTA                    A   6211  09   12    60.000       1.00          60.00  D  13-100-0-1041-1000-11300-0101-1-000000
89957 AD4IR, CE4ESTA                    A   6211  09   12    60.000       1.00          60.00  D
89141 GA4IN, ED4ARDO                    A   6211  09   12    60.000        .50          30.00  D
89141 GA4IN, ED4ARDO                    A   6211  09   12    60.000       1.00          60.00  D
89141 GA4IN, ED4ARDO                    A   6211  09   12    60.000        .50          30.00  D
88539 HA6, LA6E                         A   0202  09   12    60.000       1.00          60.00  D
89761 HI8OJOSA, MO8NIE                  A   0102  13   12    60.000                            D
89761 HI8OJOSA, MO8NIE                  A   0102  13   12    60.000                            D
89310 SH3LER, LU3IEN                    A   6211  09   12    60.000       1.00          60.00  D

89616 LI9SCOMB, DA9TE                   A   6211  09   12    70.000       1.00          70.00  D  13-100-0-1051-1000-11300-0202-1-000000
89616 LI9SCOMB, DA9TE                   A   6211  09   12    70.000       1.00          70.00  D
89616 LI9SCOMB, DA9TE                   A   6211  09   12    70.000       1.00          70.00  D
89616 LI9SCOMB, DA9TE                   A   6211  09   12    70.000       1.00          70.00  D
89616 LI9SCOMB, DA9TE                   A   6211  09   12    70.000        .50          35.00  D
89616 LI9SCOMB, DA9TE                   A   6211  09   12    70.000       1.00          70.00  D

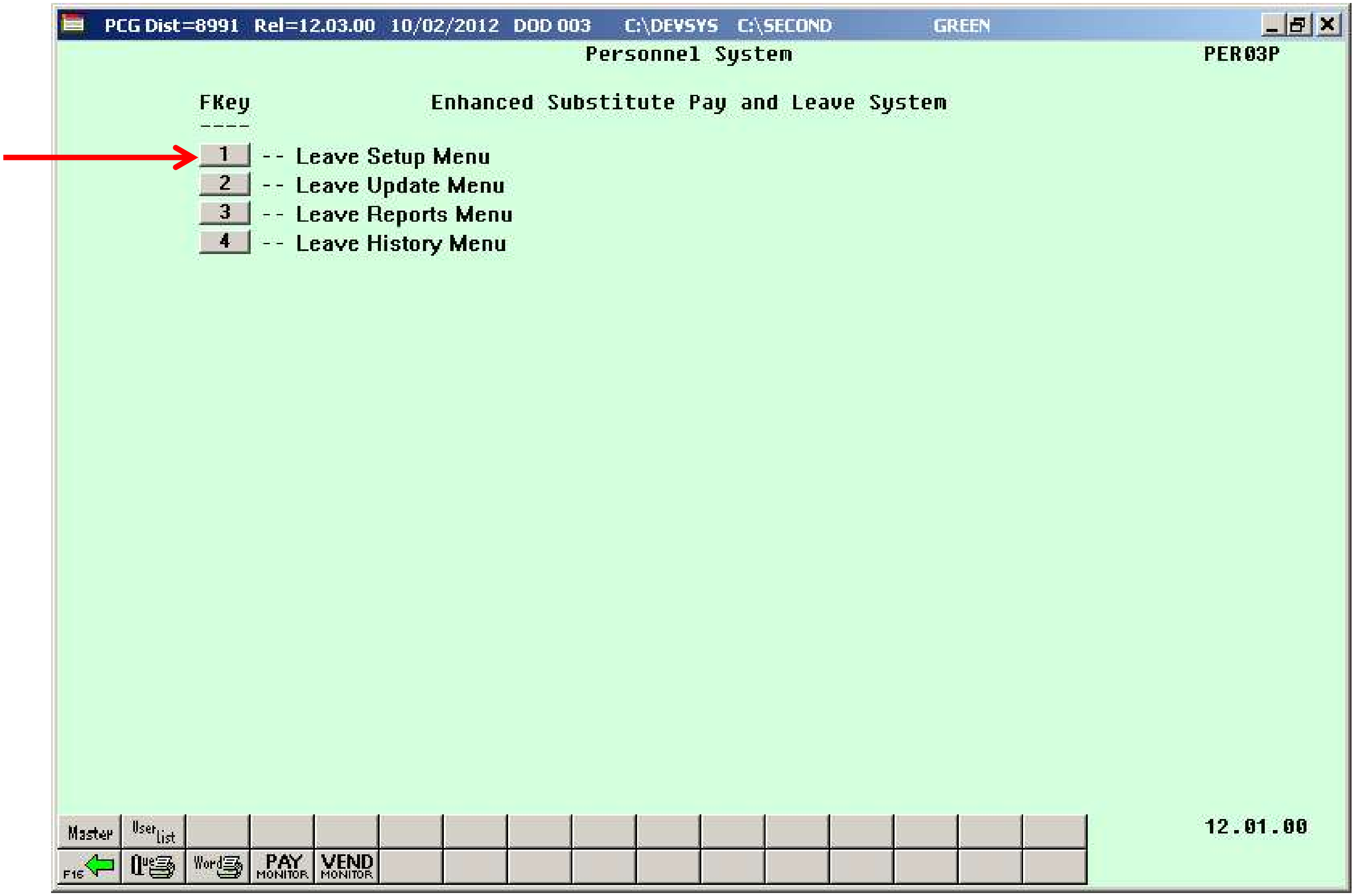
89594 CR7ECH, MA7HTA                    A   0102  09   12    60.000       1.00          60.00  D  13-100-0-1081-1000-11300-0102-1-000000
89594 CR7ECH, MA7HTA                    A   0102  09   12    60.000       1.00          60.00  D
89141 GA4IN, ED4ARDO                    A   6211  09   12    60.000        .50          30.00  D
89141 GA4IN, ED4ARDO                    A   6211  09   12    60.000        .50          30.00  D
89761 HI8OJOSA, MO8NIE                  A   0102  13   12    60.000       1.00          60.00  D
89761 HI8OJOSA, MO8NIE                  A   0102  13   12    60.000        .50          30.00  D
89761 HI8OJOSA, MO8NIE                  A   0102  13   12    60.000       1.00          60.00  D
89761 HI8OJOSA, MO8NIE                  A   0102  13   12    60.000       1.00          60.00  D
```

Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - Post Leave
  - Leave Reports
  - **Leave Setup**
  - Wrap up
- CPI Cycle 3 Reporting

Schedule...
Plumber
Drywaller
Bricklayer
Floor me

Leave Setup



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Personnel System PER03P

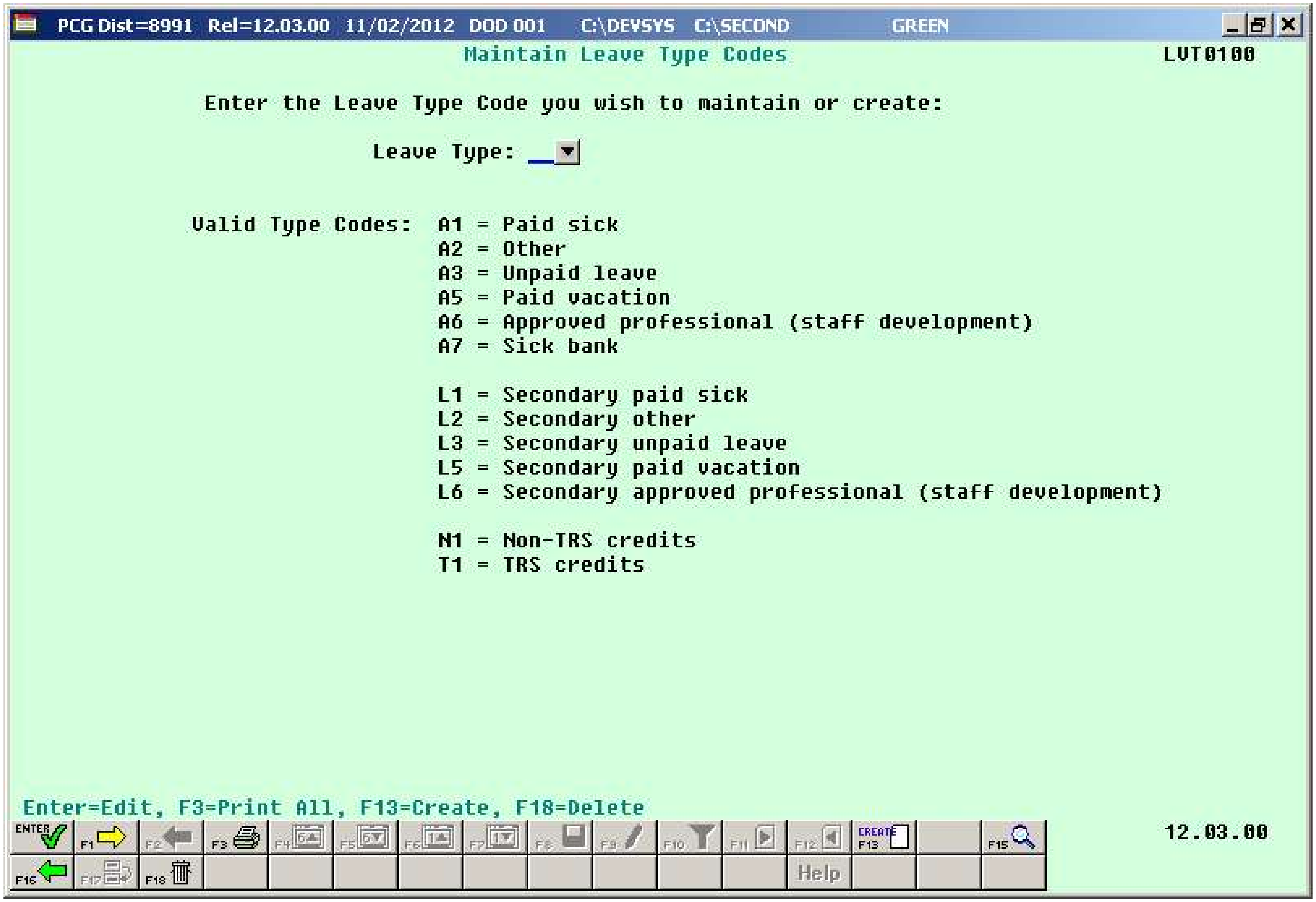
FKey Enhanced Substitute Pay and Leave System

1 -- Leave Setup Menu
2 -- Leave Update Menu
3 -- Leave Reports Menu
4 -- Leave History Menu

12.01.00

Master
User list
F16
Que
Word
PAY MONITOR
VEND MONITOR

Define Leave Type Codes


PCG Dist=8991 Rel=12.03.00 11/02/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
F15
F16
F17
F18
Help

```
                          Maintain Leave Type Codes                   LVT0100

           Enter the Leave Type Code you wish to maintain or create:

                        Leave Type: __

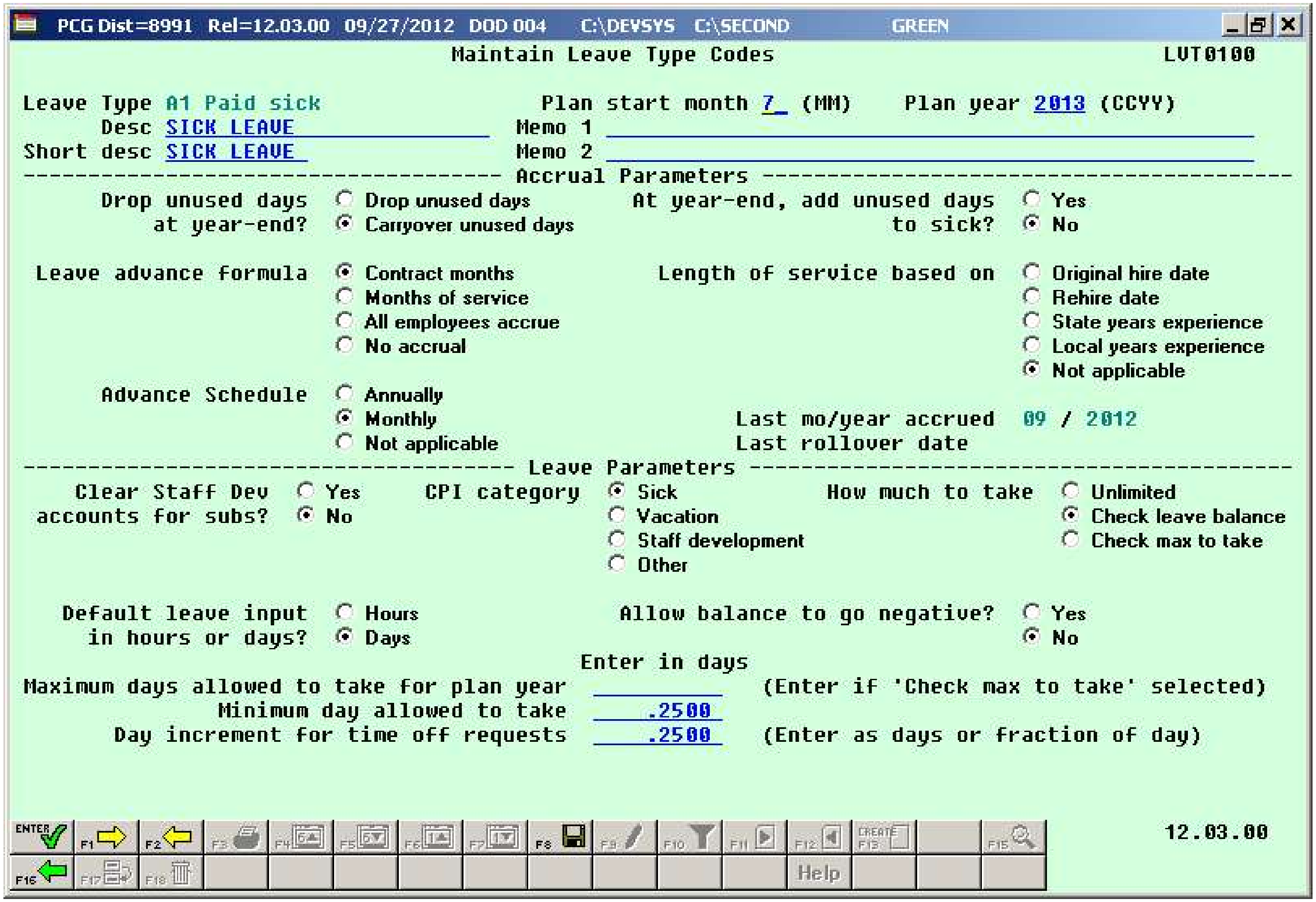
          Valid Type Codes:  A1 = Paid sick
                             A2 = Other
                             A3 = Unpaid leave
                             A5 = Paid vacation
                             A6 = Approved professional (staff development)
                             A7 = Sick bank

                             L1 = Secondary paid sick
                             L2 = Secondary other
                             L3 = Secondary unpaid leave
                             L5 = Secondary paid vacation
                             L6 = Secondary approved professional (staff development)

                             N1 = Non-TRS credits
                             T1 = TRS credits

Enter=Edit, F3=Print All, F13=Create, F18=Delete
                                                                      12.03.00
```

Define Leave Type Codes



PCG Dist=8991 Rel=12.03.00 09/27/2012 DOD 004 C:\DEVSYS C:\SECOND GREEN

Maintain Leave Type Codes LVT0100

Leave Type A1 Paid sick
Desc SICK LEAVE
Short desc SICK LEAVE
Plan start month 7 (MM) Plan year 2013 (CCYY)
Memo 1
Memo 2

------------------------------------ Accrual Parameters ------------------------------------

Drop unused days at year-end? ○ Drop unused days ● Carryover unused days

At year-end, add unused days to sick? ○ Yes ● No

Leave advance formula ● Contract months ○ Months of service ○ All employees accrue ○ No accrual

Length of service based on ○ Original hire date ○ Rehire date ○ State years experience ○ Local years experience ● Not applicable

Advance Schedule ○ Annually ● Monthly ○ Not applicable

Last mo/year accrued 09 / 2012
Last rollover date

------------------------------------ Leave Parameters ------------------------------------

Clear Staff Dev accounts for subs? ○ Yes ● No

CPI category ● Sick ○ Vacation ○ Staff development ○ Other

How much to take ○ Unlimited ● Check leave balance ○ Check max to take

Default leave input in hours or days? ○ Hours ● Days

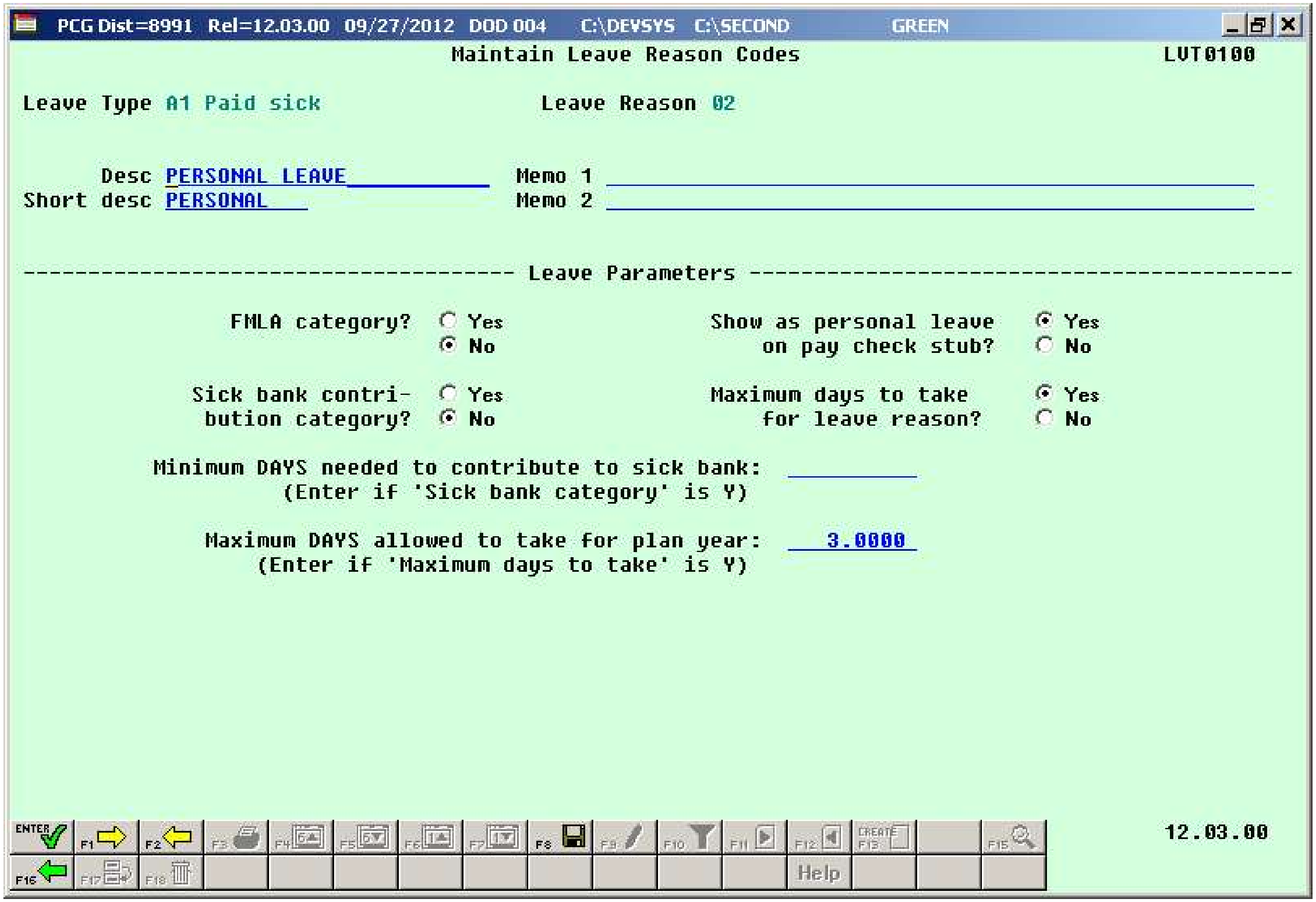
Allow balance to go negative? ○ Yes ● No

Enter in days

Maximum days allowed to take for plan year ______ (Enter if 'Check max to take' selected)
Minimum day allowed to take .2500
Day increment for time off requests .2500 (Enter as days or fraction of day)

12.03.00

Define Leave Reason Codes


PCG Dist=8991 Rel=12.03.00 09/27/2012 DOD 004 C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
CREATE F13
F15
F16
F17
F18
Help
12.03.00

Maintain Leave Reason Codes LVT0100

Leave Type A1 Paid sick

Leave Reason 02

Desc PERSONAL LEAVE

Short desc PERSONAL

Memo 1

Memo 2

Leave Parameters

FMLA category? ○ Yes ● No

Show as personal leave on pay check stub? ● Yes ○ No

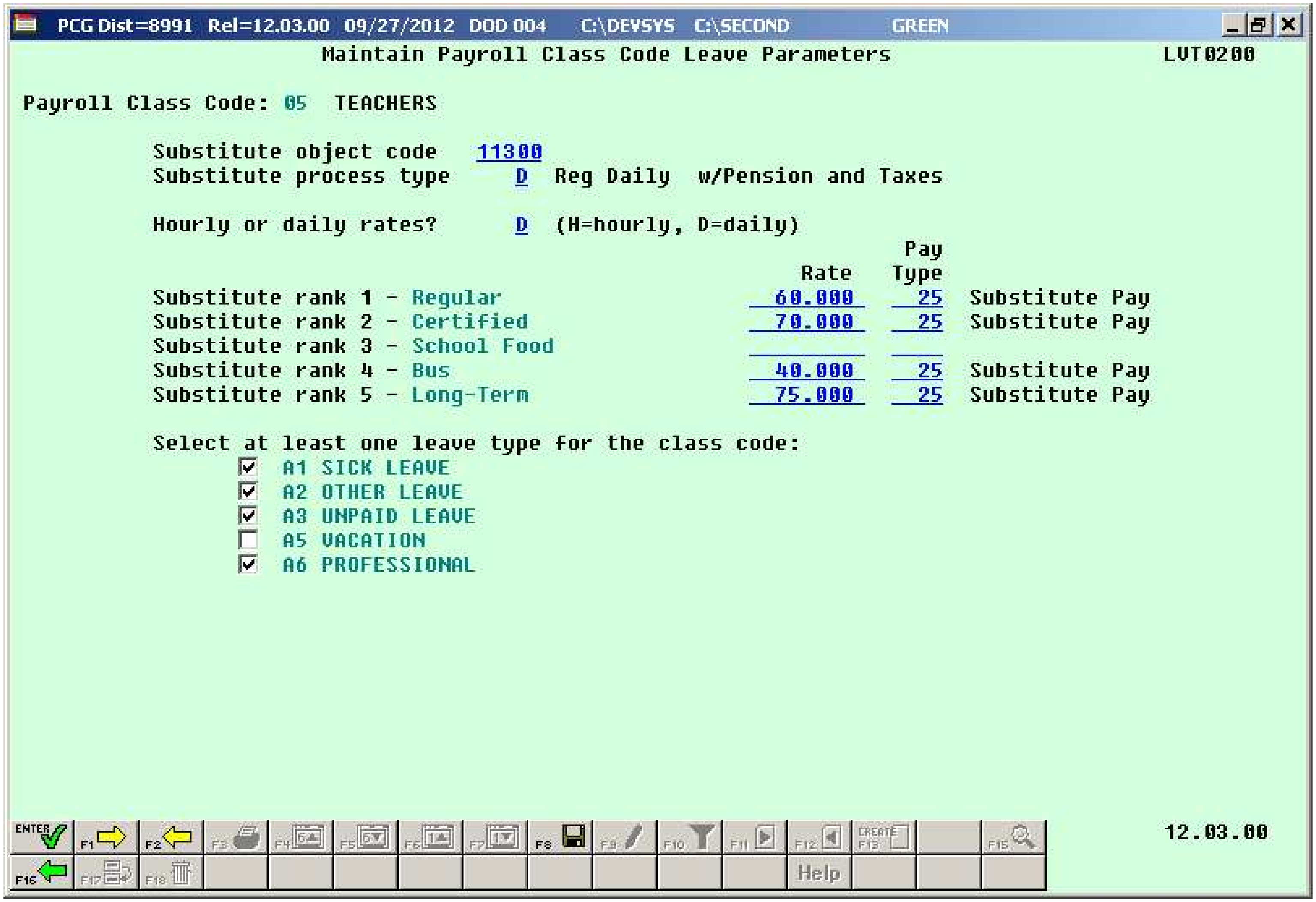
Sick bank contribution category? ○ Yes ● No

Maximum days to take for leave reason? ● Yes ○ No

Minimum DAYS needed to contribute to sick bank:
(Enter if 'Sick bank category' is Y)

Maximum DAYS allowed to take for plan year: 3.0000
(Enter if 'Maximum days to take' is Y)

Define Class Code Parameters



```
PCG Dist=8991  Rel=12.03.00  09/27/2012  DOD 004    C:\DEVSYS   C:\SECOND         GREEN
                        Maintain Payroll Class Code Leave Parameters                  LVT0200

Payroll Class Code: 05   TEACHERS

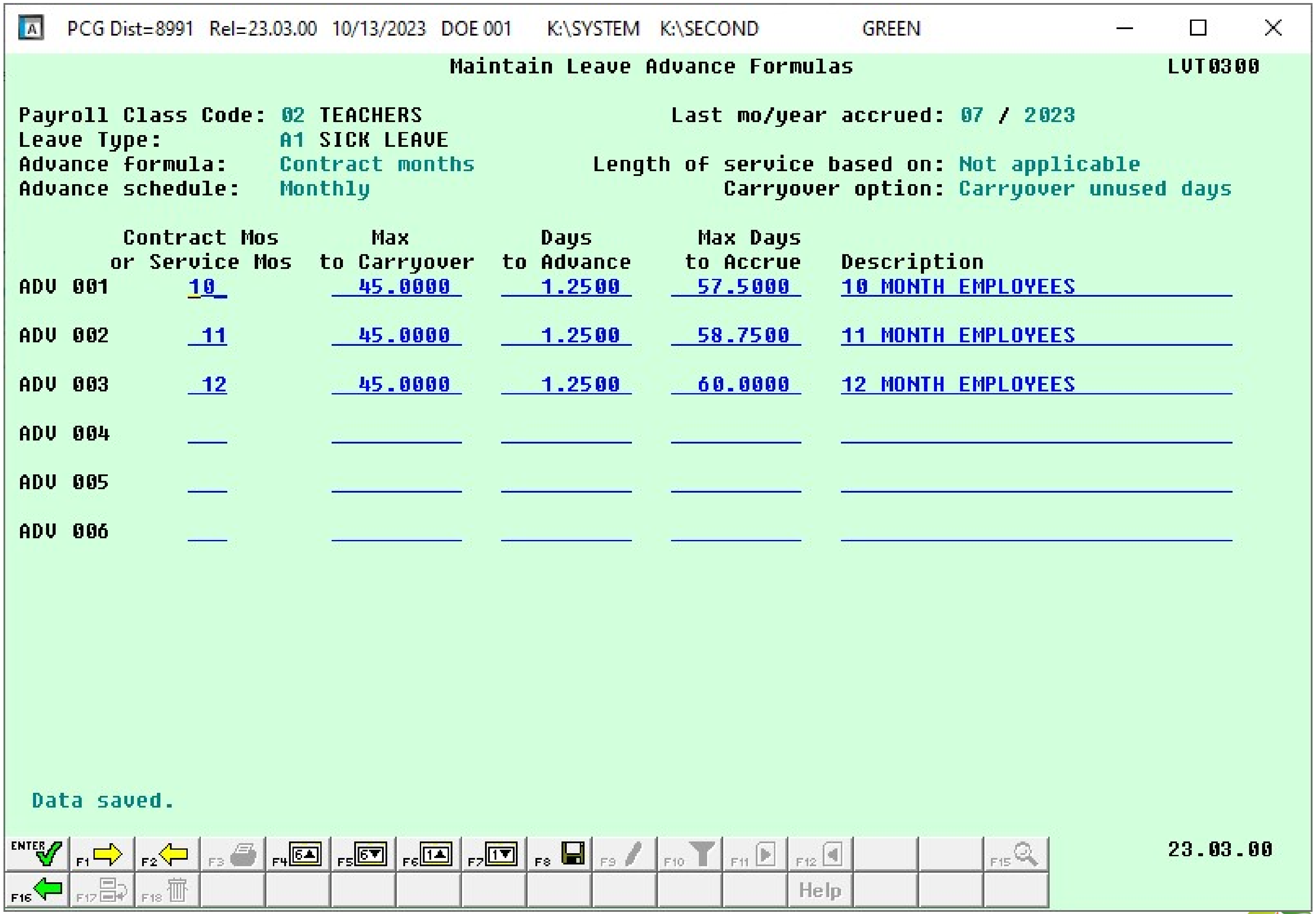
          Substitute object code    11300
          Substitute process type      D  Reg Daily  w/Pension and Taxes

          Hourly or daily rates?       D  (H=hourly, D=daily)
                                                                          Pay
                                                                  Rate   Type
          Substitute rank 1 - Regular                            60.000    25  Substitute Pay
          Substitute rank 2 - Certified                          70.000    25  Substitute Pay
          Substitute rank 3 - School Food
          Substitute rank 4 - Bus                                40.000    25  Substitute Pay
          Substitute rank 5 - Long-Term                          75.000    25  Substitute Pay

          Select at least one leave type for the class code:
                ☑  A1 SICK LEAVE
                ☑  A2 OTHER LEAVE
                ☑  A3 UNPAID LEAVE
                ☐  A5 VACATION
                ☑  A6 PROFESSIONAL

                                                                                       12.03.00
```

Define Leave Advance Formulas Based on Contract Months


PCG Dist=8991 Rel=23.03.00 10/13/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Help

Maintain Leave Advance Formulas LVT0300

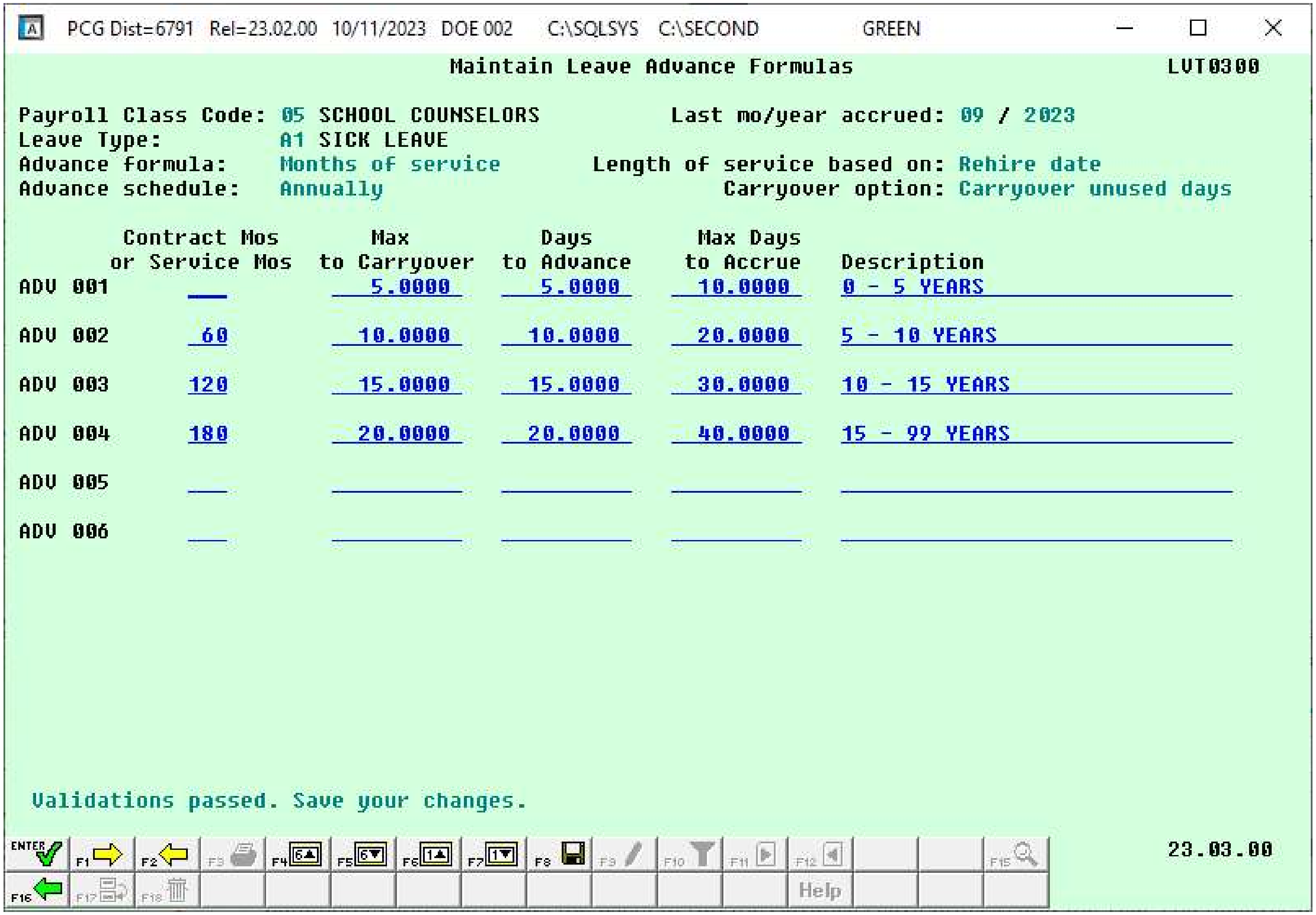
Payroll Class Code: 02 TEACHERS
Leave Type: A1 SICK LEAVE
Advance formula: Contract months
Advance schedule: Monthly
Last mo/year accrued: 07 / 2023
Length of service based on: Not applicable
Carryover option: Carryover unused days

	Contract Mos or Service Mos	Max to Carryover	Days to Advance	Max Days to Accrue	Description
ADV 001	10	45.0000	1.2500	57.5000	10 MONTH EMPLOYEES
ADV 002	11	45.0000	1.2500	58.7500	11 MONTH EMPLOYEES
ADV 003	12	45.0000	1.2500	60.0000	12 MONTH EMPLOYEES
ADV 004					
ADV 005					
ADV 006					

Data saved.

23.03.00

Define Leave Advance Formulas Based on Months of Service



```
PCG Dist=6791   Rel=23.02.00   10/11/2023   DOE 002     C:\SQLSYS   C:\SECOND            GREEN

                              Maintain Leave Advance Formulas                        LVT0300

Payroll Class Code: 05 SCHOOL COUNSELORS           Last mo/year accrued: 09 / 2023
Leave Type:         A1 SICK LEAVE
Advance formula:    Months of service        Length of service based on: Rehire date
Advance schedule:   Annually                           Carryover option: Carryover unused days

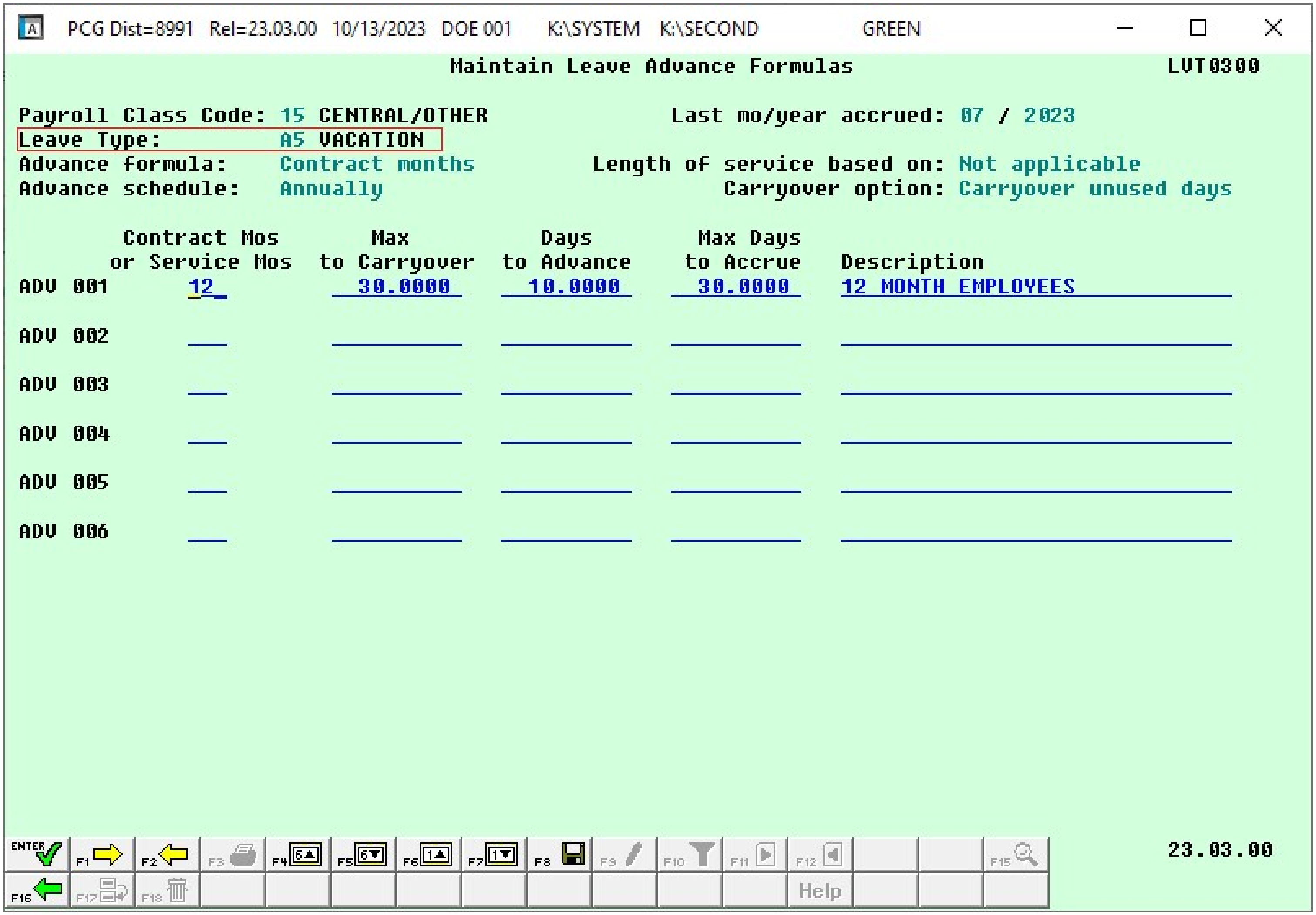
        Contract Mos       Max          Days         Max Days
      or Service Mos   to Carryover  to Advance    to Accrue    Description
ADV 001     ___          5.0000       5.0000       10.0000      0 - 5 YEARS
ADV 002     60          10.0000      10.0000       20.0000      5 - 10 YEARS
ADV 003     120         15.0000      15.0000       30.0000      10 - 15 YEARS
ADV 004     180         20.0000      20.0000       40.0000      15 - 99 YEARS
ADV 005     ___        __________   __________   __________   ______________________________
ADV 006     ___        __________   __________   __________   ______________________________

 Validations passed. Save your changes.

                                                                                     23.03.00
```

Georgia Department of Education

Define Leave Advance Formulas Based on Contract Months



PCG Dist=8991 Rel=23.03.00 10/13/2023 DOE 001 K:\SYSTEM K:\SECOND GREEN

```
                         Maintain Leave Advance Formulas                    LVT0300

Payroll Class Code: 15 CENTRAL/OTHER            Last mo/year accrued: 07 / 2023
Leave Type:         A5 VACATION
Advance formula:    Contract months        Length of service based on: Not applicable
Advance schedule:   Annually                         Carryover option: Carryover unused days

           Contract Mos      Max         Days        Max Days
           or Service Mos  to Carryover  to Advance  to Accrue   Description
ADV 001        12_          30.0000      10.0000     30.0000     12 MONTH EMPLOYEES

ADV 002        ___         __________   __________  __________  ______________________________

ADV 003        ___         __________   __________  __________  ______________________________

ADV 004        ___         __________   __________  __________  ______________________________

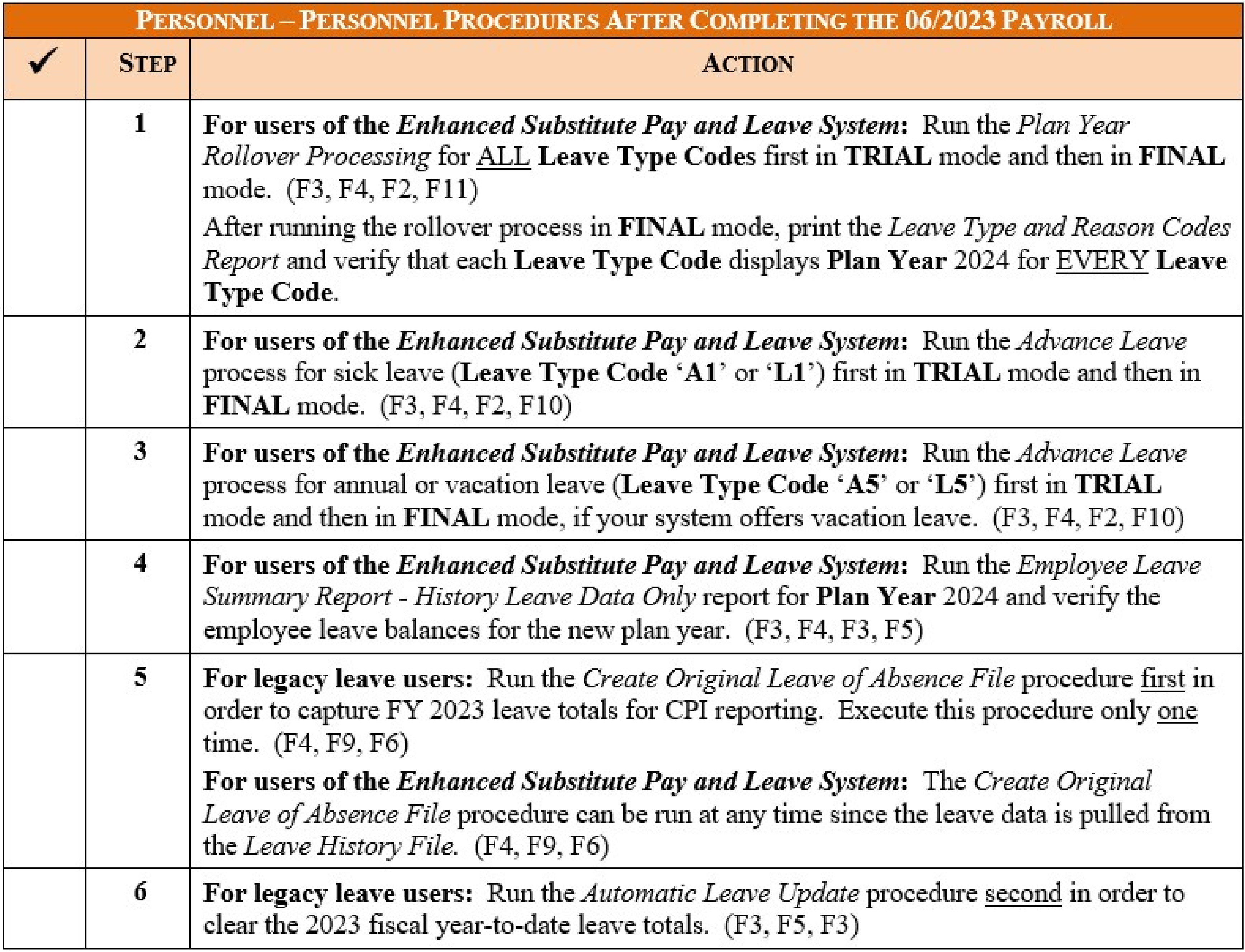
ADV 005        ___         __________   __________  __________  ______________________________

ADV 006        ___         __________   __________  __________  ______________________________

                                                                                    23.03.00
```

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Help

Enhanced Leave
New Fiscal Year



PERSONNEL – PERSONNEL PROCEDURES AFTER COMPLETING THE 06/2023 PAYROLL

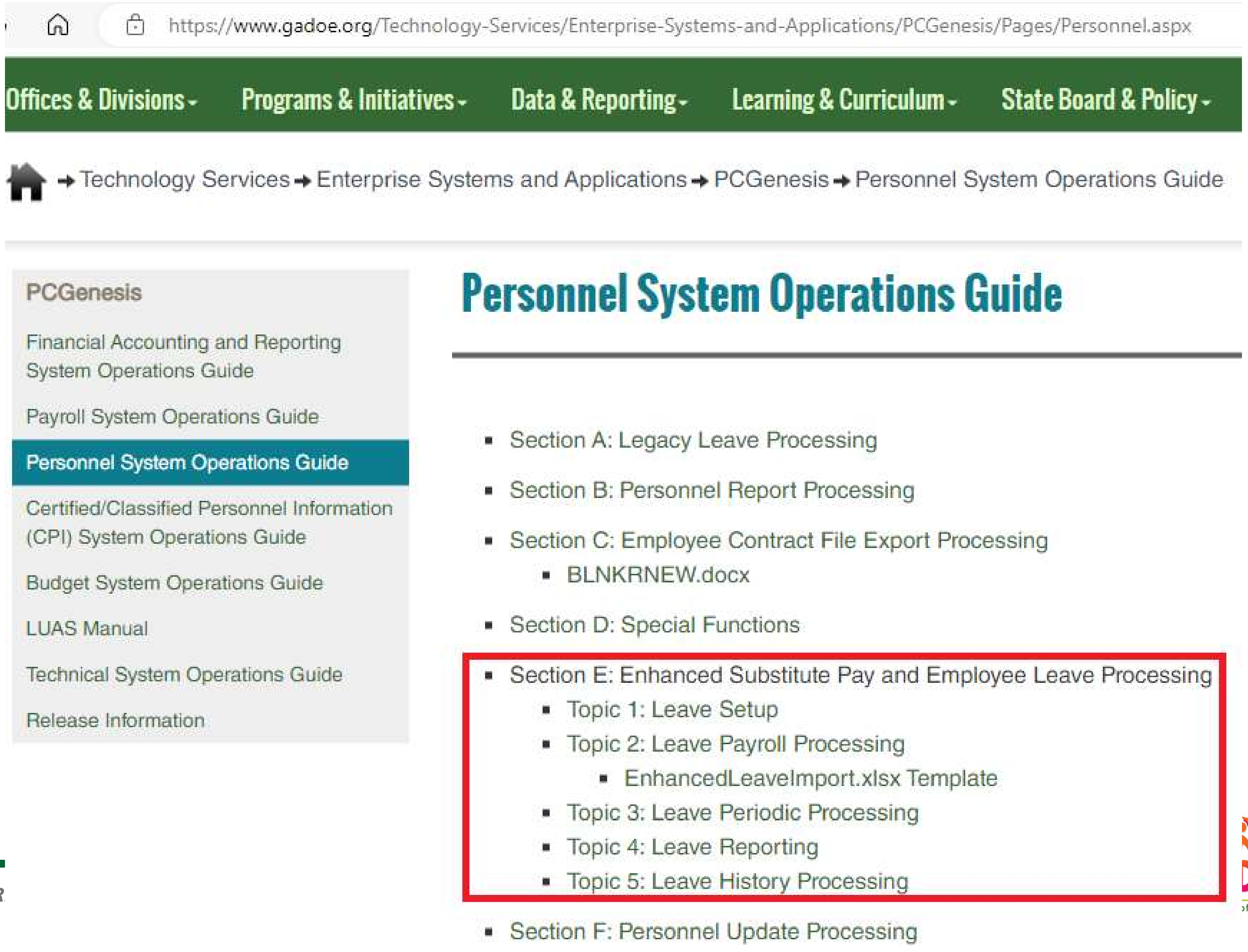
✓	STEP	ACTION
	1	**For users of the *Enhanced Substitute Pay and Leave System*:** Run the *Plan Year Rollover Processing* for ALL **Leave Type Codes** first in **TRIAL** mode and then in **FINAL** mode. (F3, F4, F2, F11) After running the rollover process in **FINAL** mode, print the *Leave Type and Reason Codes Report* and verify that each **Leave Type Code** displays **Plan Year** 2024 for EVERY **Leave Type Code**.
	2	**For users of the *Enhanced Substitute Pay and Leave System*:** Run the *Advance Leave* process for sick leave (**Leave Type Code 'A1'** or **'L1'**) first in **TRIAL** mode and then in **FINAL** mode. (F3, F4, F2, F10)
	3	**For users of the *Enhanced Substitute Pay and Leave System*:** Run the *Advance Leave* process for annual or vacation leave (**Leave Type Code 'A5'** or **'L5'**) first in **TRIAL** mode and then in **FINAL** mode, if your system offers vacation leave. (F3, F4, F2, F10)
	4	**For users of the *Enhanced Substitute Pay and Leave System*:** Run the *Employee Leave Summary Report - History Leave Data Only* report for **Plan Year** 2024 and verify the employee leave balances for the new plan year. (F3, F4, F3, F5)
	5	**For legacy leave users:** Run the *Create Original Leave of Absence File* procedure first in order to capture FY 2023 leave totals for CPI reporting. Execute this procedure only one time. (F4, F9, F6) **For users of the *Enhanced Substitute Pay and Leave System*:** The *Create Original Leave of Absence File* procedure can be run at any time since the leave data is pulled from the *Leave History File*. (F4, F9, F6)
	6	**For legacy leave users:** Run the *Automatic Leave Update* procedure second in order to clear the 2023 fiscal year-to-date leave totals. (F3, F5, F3)

Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - Post Leave
  - Leave Reports
  - Leave Setup
  - **Wrap up**
- CPI Cycle 3 Reporting

Schedule...
Plumber
Drywaller
Brick layer
Floor me

Enhanced Substitute Pay and Employee Leave Processing Documentation


https://www.gadoe.org/Technology-Services/Enterprise-Systems-and-Applications/PCGenesis/Pages/Personnel.aspx
Offices & Divisions
Programs & Initiatives
Data & Reporting
Learning & Curriculum
State Board & Policy
Technology Services → Enterprise Systems and Applications → PCGenesis → Personnel System Operations Guide
PCGenesis
Financial Accounting and Reporting System Operations Guide
Payroll System Operations Guide
Personnel System Operations Guide
Certified/Classified Personnel Information (CPI) System Operations Guide
Budget System Operations Guide
LUAS Manual
Technical System Operations Guide
Release Information

Personnel System Operations Guide

- Section A: Legacy Leave Processing
- Section B: Personnel Report Processing
- Section C: Employee Contract File Export Processing
    - BLNKRNEW.docx
- Section D: Special Functions
- Section E: Enhanced Substitute Pay and Employee Leave Processing
    - Topic 1: Leave Setup
    - Topic 2: Leave Payroll Processing
        - EnhancedLeaveImport.xlsx Template
    - Topic 3: Leave Periodic Processing
    - Topic 4: Leave Reporting
    - Topic 5: Leave History Processing
- Section F: Personnel Update Processing

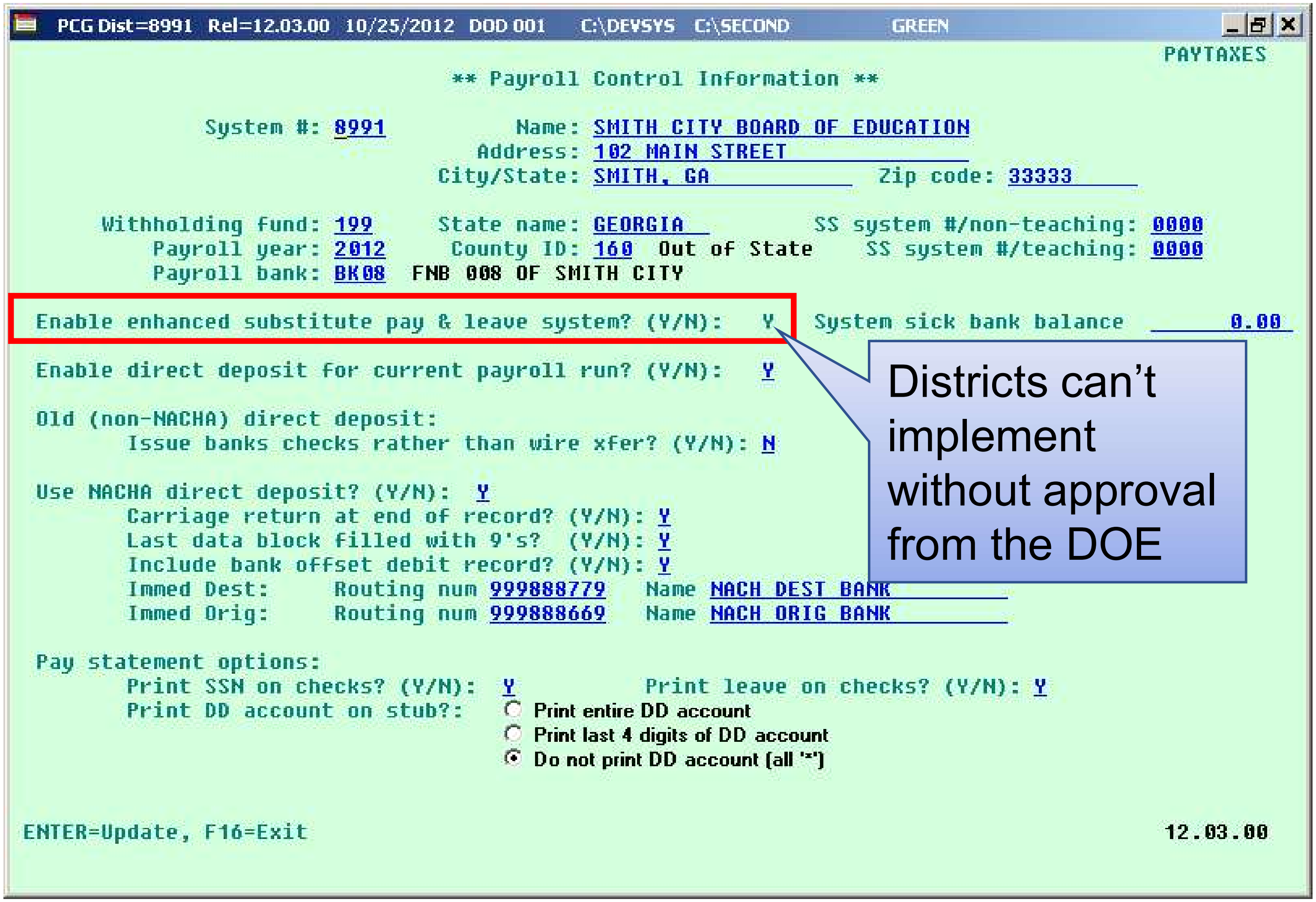
Enhanced Substitute Pay and Employee Implementation

- 70 districts are up and running on the new leave system
- Using the new leave system is OPTIONAL
- Phased implementation over the client base
- Call the help desk to get on the wait list
- In the meantime, review the leave documentation

Enhanced Substitute Pay and Employee Implementation

- New leave is turned on by the DOE
- Training is over the phone using TeamViewer
- Two training sessions, generally two hours each
- Session I – setting up leave parameters and getting ready for conversion
- Session II – learning the processes

Enhanced Substitute Pay and Employee Implementation


PCG Dist=8991 Rel=12.03.00 10/25/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN

```
                                                                              PAYTAXES
                                 ** Payroll Control Information **

             System #: 8991           Name: SMITH CITY BOARD OF EDUCATION
                                   Address: 102 MAIN STREET
                                City/State: SMITH, GA            Zip code: 33333

      Withholding fund: 199       State name: GEORGIA        SS system #/non-teaching: 0000
          Payroll year: 2012       County ID: 160  Out of State    SS system #/teaching: 0000
          Payroll bank: BK08   FNB 008 OF SMITH CITY

 Enable enhanced substitute pay & leave system? (Y/N):   Y   System sick bank balance         0.00

 Enable direct deposit for current payroll run? (Y/N):   Y

 Old (non-NACHA) direct deposit:
        Issue banks checks rather than wire xfer? (Y/N): N

 Use NACHA direct deposit? (Y/N):  Y
        Carriage return at end of record? (Y/N): Y
        Last data block filled with 9's?  (Y/N): Y
        Include bank offset debit record? (Y/N): Y
        Immed Dest:      Routing num 999888779   Name NACH DEST BANK
        Immed Orig:      Routing num 999888669   Name NACH ORIG BANK

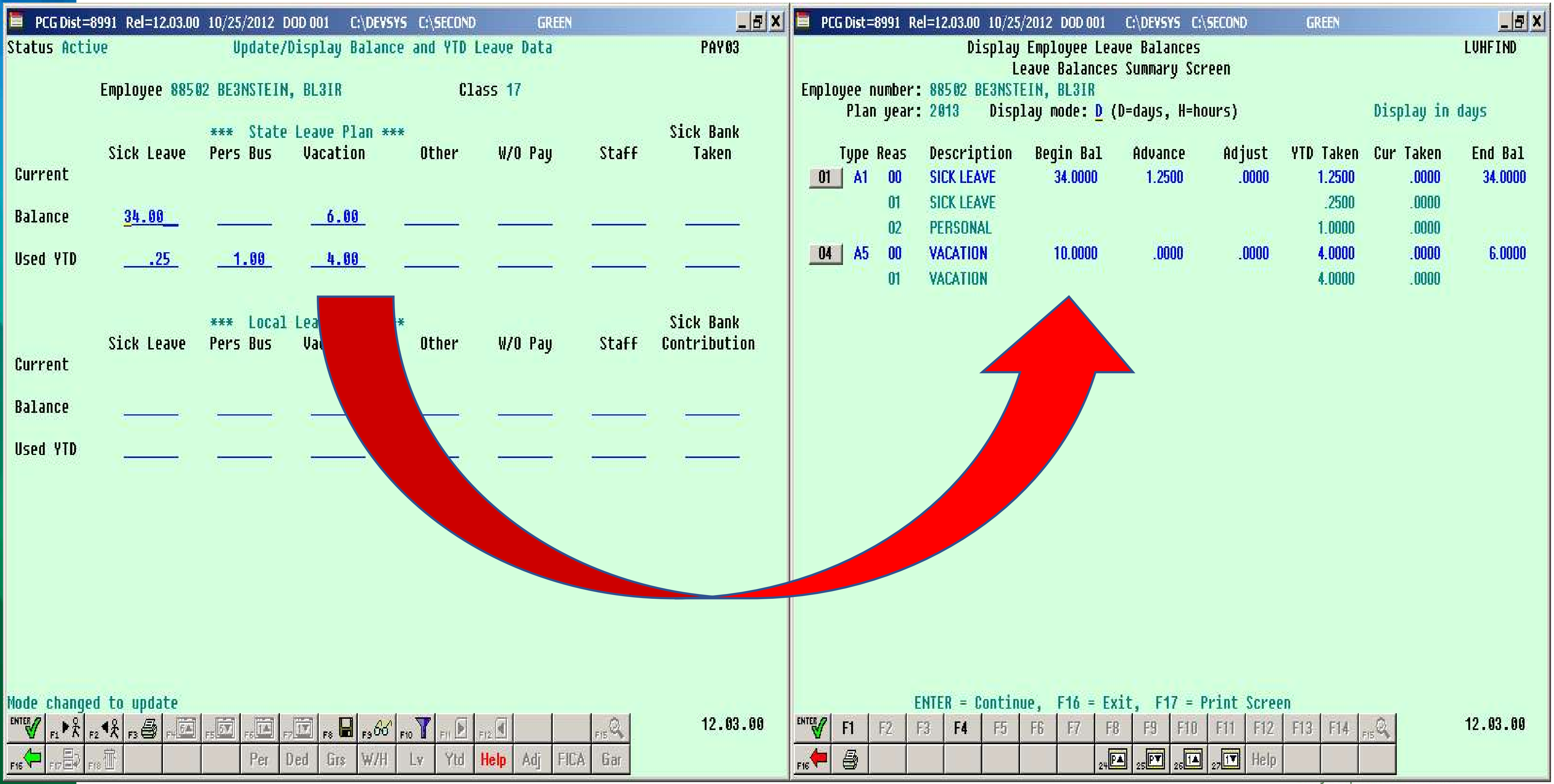
 Pay statement options:
        Print SSN on checks? (Y/N):  Y          Print leave on checks? (Y/N): Y
        Print DD account on stub?:   ○ Print entire DD account
                                     ○ Print last 4 digits of DD account
                                     ● Do not print DD account (all '*')

ENTER=Update, F16=Exit                                                         12.03.00
```

Districts can't implement without approval from the DOE

Enhanced Substitute Pay and Employee Implementation

- The new system requires converting existing PCG leave data to the new leave history file



```
PCG Dist=8991  Rel=12.03.00  10/25/2012  DOD 001   C:\DEVSYS  C:\SECOND        GREEN
Status Active              Update/Display Balance and YTD Leave Data              PAY03

            Employee 88502 BE3NSTEIN, BL3IR                  Class 17

                         ***  State Leave Plan ***                          Sick Bank
             Sick Leave  Pers Bus   Vacation      Other    W/O Pay     Staff    Taken
 Current

 Balance       34.00                  6.00

 Used YTD        .25       1.00       4.00

                         ***  Local Lea        *                            Sick Bank
             Sick Leave  Pers Bus   Va            Other    W/O Pay     Staff  Contribution
 Current

 Balance

 Used YTD

Mode changed to update
                                                                        12.03.00
```

```
PCG Dist=8991  Rel=12.03.00  10/25/2012  DOD 001   C:\DEVSYS  C:\SECOND      GREEN
                           Display Employee Leave Balances                       LVHFIND
                               Leave Balances Summary Screen
Employee number: 88502 BE3NSTEIN, BL3IR
     Plan year: 2013    Display mode: D (D=days, H=hours)               Display in days

     Type Reas  Description  Begin Bal   Advance    Adjust  YTD Taken  Cur Taken   End Bal
 01   A1   00   SICK LEAVE     34.0000    1.2500     .0000     1.2500      .0000   34.0000
           01   SICK LEAVE                                      .2500      .0000
           02   PERSONAL                                       1.0000      .0000
 04   A5   00   VACATION       10.0000     .0000     .0000     4.0000      .0000    6.0000
           01   VACATION                                       4.0000      .0000

             ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                          12.03.00
```

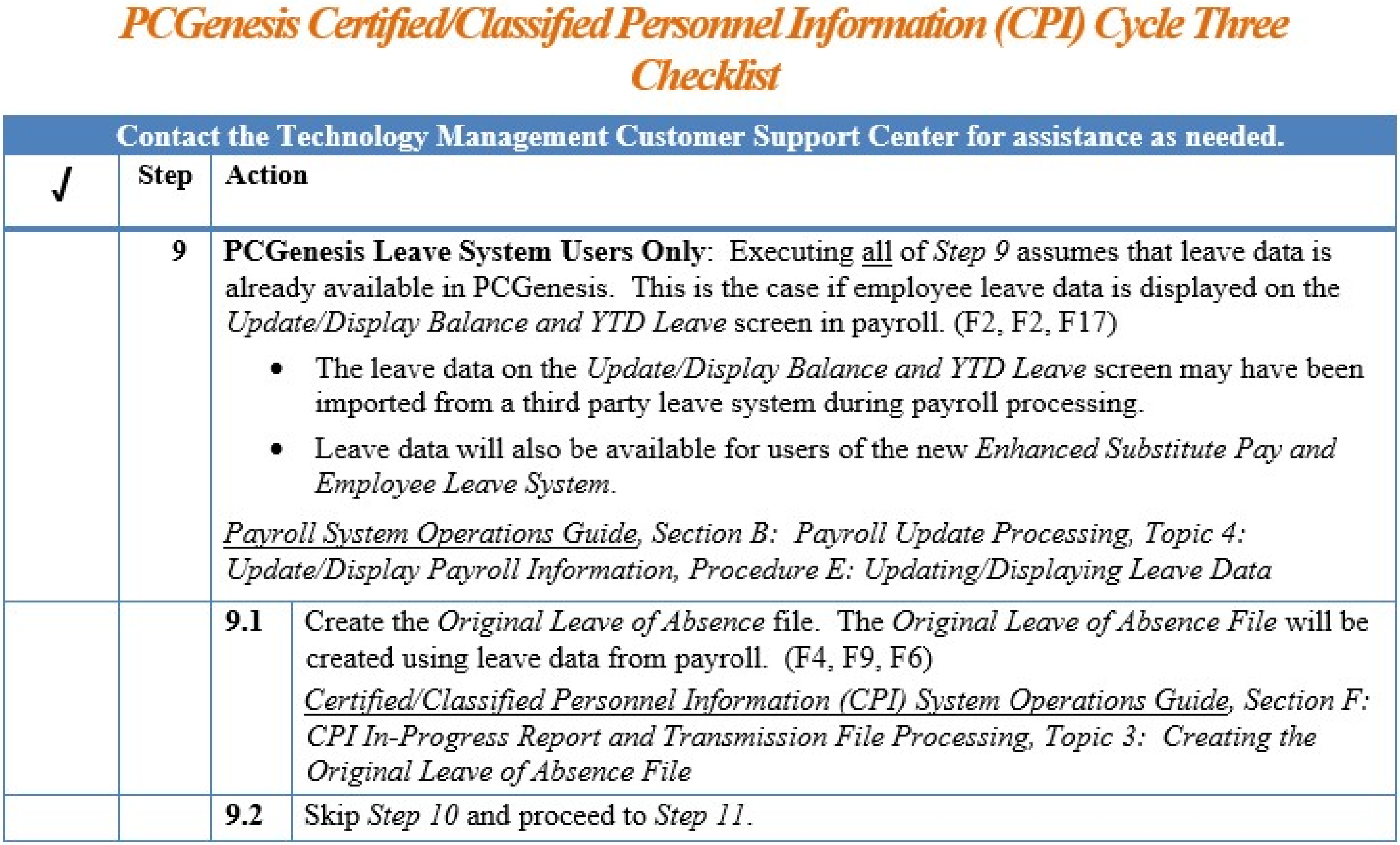
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Per
Ded
Grs
W/H
Lv
Ytd
Help
Adj
FICA
Gar
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F13
F14
F15
F16
24
25
26
27
Help

Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - Post Leave
  - Leave Reports
  - Leave Setup
  - Wrap up
- **CPI Cycle 3 Reporting**

Schedule...
Plumber
Drywaller

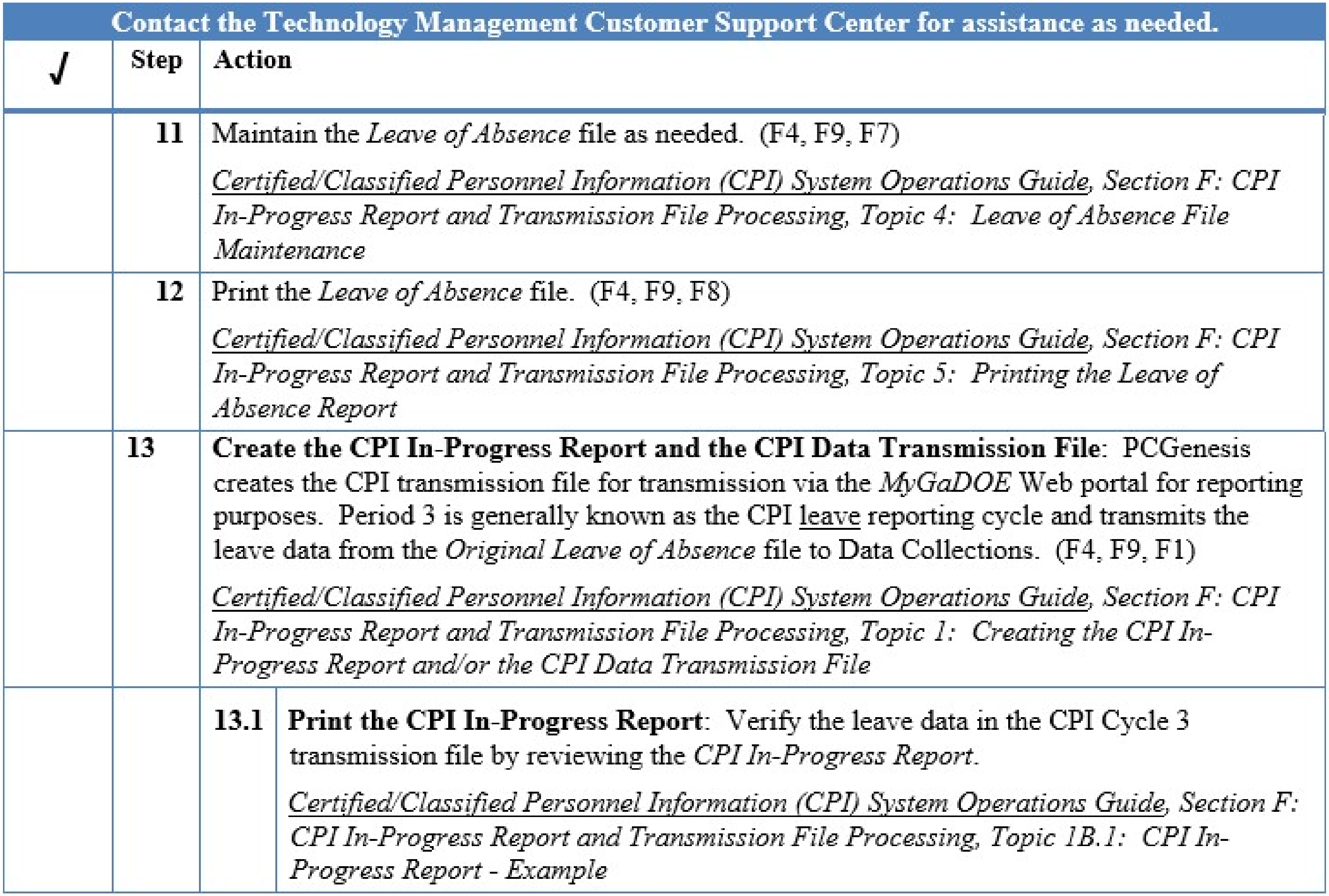
Import Leave Input Data from CSV



PCGenesis Certified/Classified Personnel Information (CPI) Cycle Three Checklist

<table>
<tr><th colspan="4">Contact the Technology Management Customer Support Center for assistance as needed.</th></tr>
<tr><th>✓</th><th>Step</th><th colspan="2">Action</th></tr>
<tr><td></td><td>9</td><td colspan="2">PCGenesis Leave System Users Only: Executing <u>all</u> of <i>Step 9</i> assumes that leave data is already available in PCGenesis. This is the case if employee leave data is displayed on the <i>Update/Display Balance and YTD Leave</i> screen in payroll. (F2, F2, F17)
• The leave data on the <i>Update/Display Balance and YTD Leave</i> screen may have been imported from a third party leave system during payroll processing.
• Leave data will also be available for users of the new <i>Enhanced Substitute Pay and Employee Leave System</i>.
<i><u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure E: Updating/Displaying Leave Data</i></td></tr>
<tr><td></td><td></td><td>9.1</td><td>Create the <i>Original Leave of Absence</i> file. The <i>Original Leave of Absence File</i> will be created using leave data from payroll. (F4, F9, F6)
<i><u>Certified/Classified Personnel Information (CPI) System Operations Guide</u>, Section F: CPI In-Progress Report and Transmission File Processing, Topic 3: Creating the Original Leave of Absence File</i></td></tr>
<tr><td></td><td></td><td>9.2</td><td>Skip <i>Step 10</i> and proceed to <i>Step 11</i>.</td></tr>
</table>

Import Leave Input Data from CSV



Contact the Technology Management Customer Support Center for assistance as needed.

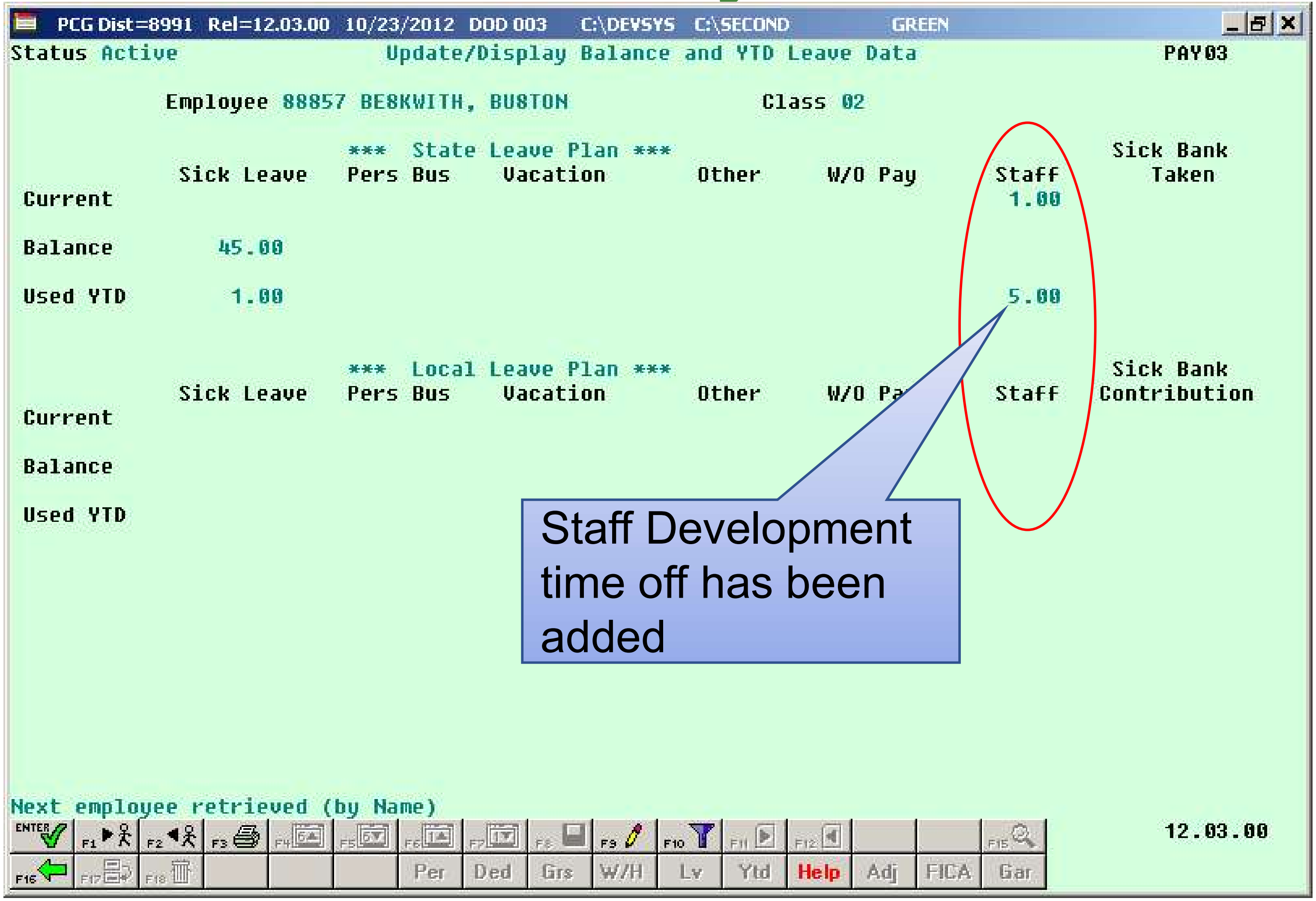
✓	Step	Action
	11	Maintain the *Leave of Absence* file as needed. (F4, F9, F7) *Certified/Classified Personnel Information (CPI) System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing, Topic 4: Leave of Absence File Maintenance*
	12	Print the *Leave of Absence* file. (F4, F9, F8) *Certified/Classified Personnel Information (CPI) System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing, Topic 5: Printing the Leave of Absence Report*
	13	**Create the CPI In-Progress Report and the CPI Data Transmission File**: PCGenesis creates the CPI transmission file for transmission via the *MyGaDOE* Web portal for reporting purposes. Period 3 is generally known as the CPI leave reporting cycle and transmits the leave data from the *Original Leave of Absence* file to Data Collections. (F4, F9, F1) *Certified/Classified Personnel Information (CPI) System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing, Topic 1: Creating the CPI In-Progress Report and/or the CPI Data Transmission File*
		13.1 **Print the CPI In-Progress Report**: Verify the leave data in the CPI Cycle 3 transmission file by reviewing the *CPI In-Progress Report*. *Certified/Classified Personnel Information (CPI) System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing, Topic 1B.1: CPI In-Progress Report - Example*

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

Employee leave data is displayed on the *Update/Display Balance and YTD Leave* screen.

- Leave data is always available for users of the *Enhanced Substitute Pay and Employee Leave System*.
- Or, the leave screen is updated manually each payroll cycle.
- Or, the leave data on the leave screen may be imported from a third party leave system during payroll processing.

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only



```
PCG Dist=8991  Rel=12.03.00  10/23/2012  DOD 003    C:\DEVSYS  C:\SECOND       GREEN
Status Active              Update/Display Balance and YTD Leave Data              PAY03

           Employee 88857 BESKWITH, BUSTON                Class 02

                          *** State Leave Plan ***                                 Sick Bank
            Sick Leave  Pers Bus    Vacation      Other     W/O Pay      Staff       Taken
 Current                                                                  1.00

 Balance       45.00

 Used YTD       1.00                                                      5.00

                          *** Local Leave Plan ***                                 Sick Bank
            Sick Leave  Pers Bus    Vacation      Other     W/O Pay      Staff   Contribution
 Current

 Balance

 Used YTD





Next employee retrieved (by Name)
                                                                                 12.03.00
```

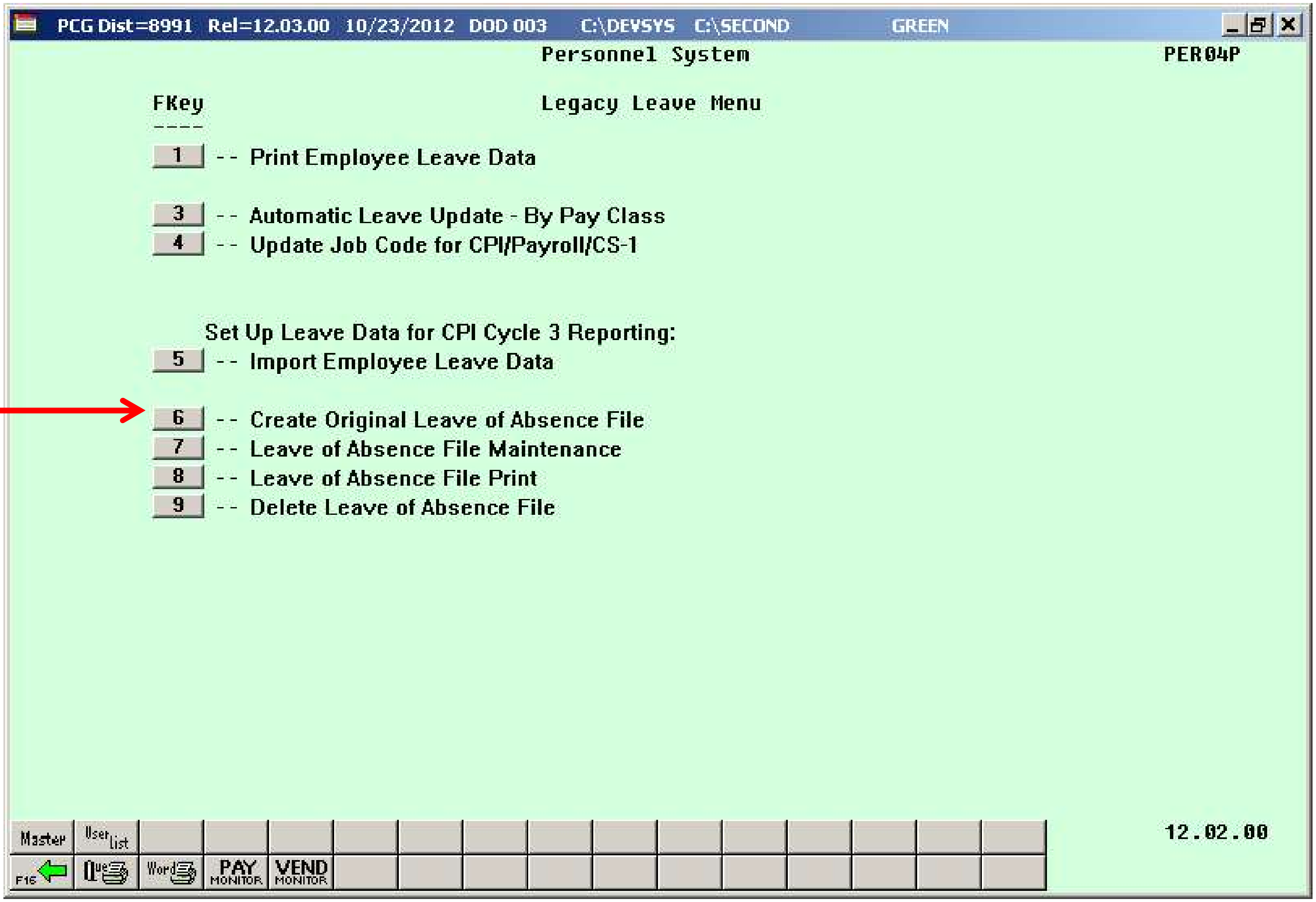
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Per
Ded
Grs
W/H
Lv
Ytd
Help
Adj
FICA
Gar

Staff Development time off has been added

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

- Create the *Original Leave of Absence* file.
- The *Original Leave of Absence File* will be created using leave data from payroll.

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only



```
PCG Dist=8991  Rel=12.03.00  10/23/2012  DOD 003    C:\DEVSYS  C:\SECOND        GREEN
                              Personnel System                                PER04P

     FKey                     Legacy Leave Menu
     ----
      1  -- Print Employee Leave Data

      3  -- Automatic Leave Update - By Pay Class
      4  -- Update Job Code for CPI/Payroll/CS-1


       Set Up Leave Data for CPI Cycle 3 Reporting:
      5  -- Import Employee Leave Data

      6  -- Create Original Leave of Absence File
      7  -- Leave of Absence File Maintenance
      8  -- Leave of Absence File Print
      9  -- Delete Leave of Absence File

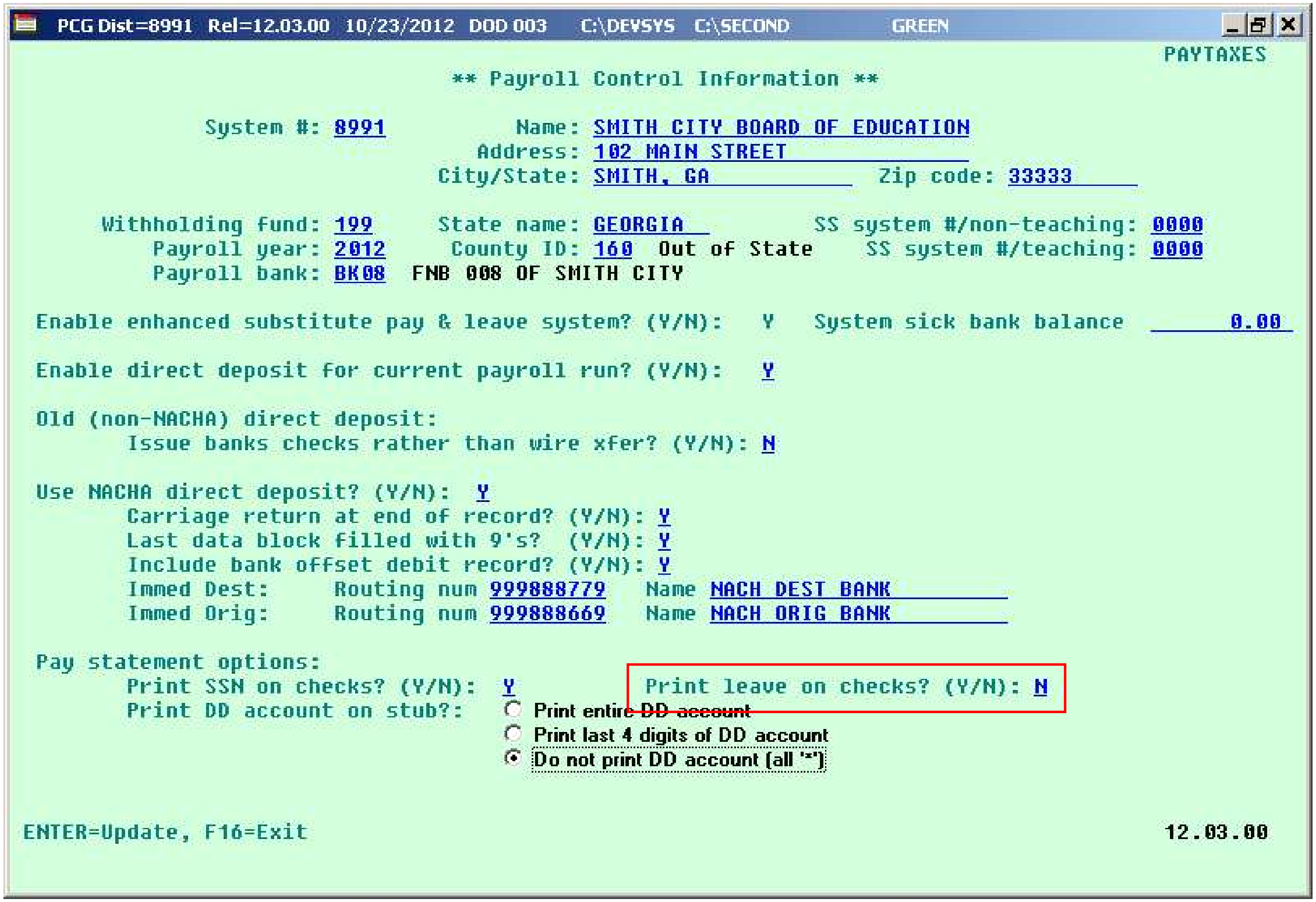
                                                                              12.02.00
```

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

To suppress printing leave on checks/direct deposits:

- Set the **Print Leave on Checks** option to 'N' on the *Payroll Control Information* screen.
- This will allow leave data to be imported into PCGenesis without having the data appear on employees' pay statements.

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis



```
PCG Dist=8991  Rel=12.03.00  10/23/2012  DOD 003     C:\DEVSYS  C:\SECOND          GREEN
                                                                               PAYTAXES
                          ** Payroll Control Information **

           System #: 8991          Name: SMITH CITY BOARD OF EDUCATION
                                Address: 102 MAIN STREET
                             City/State: SMITH, GA             Zip code: 33333

     Withholding fund: 199     State name: GEORGIA          SS system #/non-teaching: 0000
         Payroll year: 2012     County ID: 160  Out of State    SS system #/teaching: 0000
         Payroll bank: BK08  FNB 008 OF SMITH CITY

 Enable enhanced substitute pay & leave system? (Y/N):   Y   System sick bank balance        0.00

 Enable direct deposit for current payroll run? (Y/N):   Y

 Old (non-NACHA) direct deposit:
        Issue banks checks rather than wire xfer? (Y/N): N

 Use NACHA direct deposit? (Y/N):  Y
        Carriage return at end of record? (Y/N): Y
        Last data block filled with 9's?  (Y/N): Y
        Include bank offset debit record? (Y/N): Y
        Immed Dest:     Routing num 999888779   Name NACH DEST BANK
        Immed Orig:     Routing num 999888669   Name NACH ORIG BANK

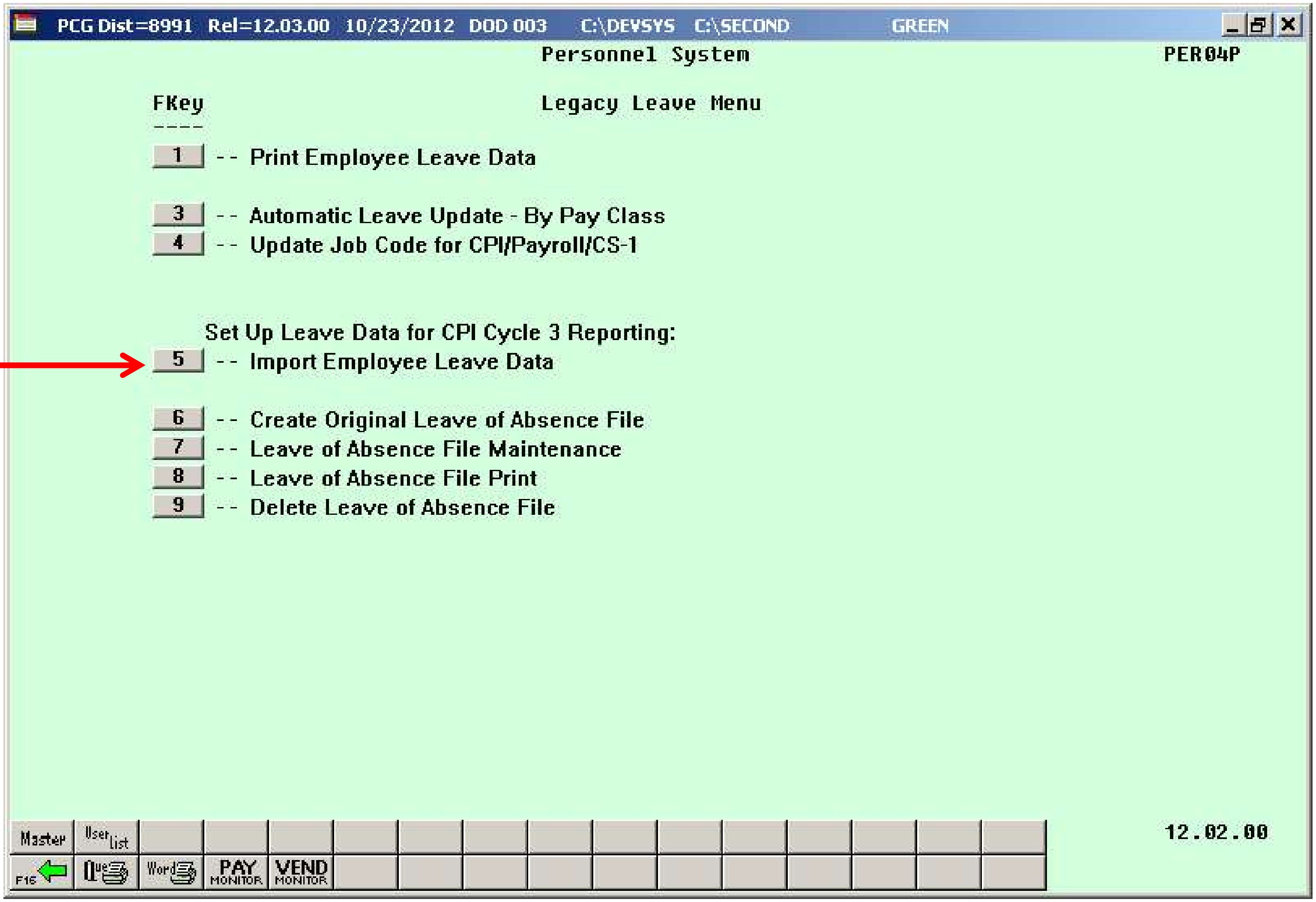
 Pay statement options:
        Print SSN on checks? (Y/N):  Y          Print leave on checks? (Y/N): N
        Print DD account on stub?:   ○ Print entire DD account
                                     ○ Print last 4 digits of DD account
                                     ● Do not print DD account (all '*')

ENTER=Update, F16=Exit                                                         12.03.00
```

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

- **Optional**: Perform the *Import Employee Leave Data* function on the *Legacy Leave Menu* in order to import leave data into the PCGenesis system.
- The leave data is imported into the *Update/Display Balance and YTD Leave* screen in payroll.

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis



PCG Dist=8991 Rel=12.03.00 10/23/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Personnel System PER04P

FKey

Legacy Leave Menu

1 -- Print Employee Leave Data

3 -- Automatic Leave Update - By Pay Class
4 -- Update Job Code for CPI/Payroll/CS-1

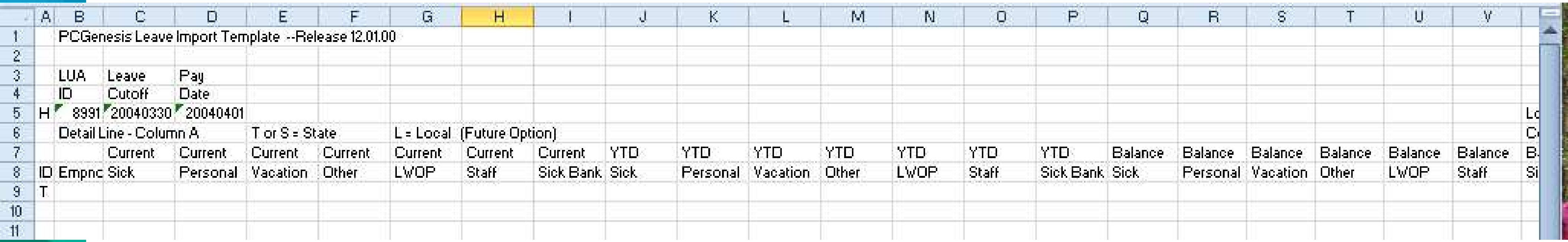
Set Up Leave Data for CPI Cycle 3 Reporting:
5 -- Import Employee Leave Data

6 -- Create Original Leave of Absence File
7 -- Leave of Absence File Maintenance
8 -- Leave of Absence File Print
9 -- Delete Leave of Absence File

12.02.00

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

- This Leave Import populates data on the PCG leave screen in payroll



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1		PCGenesis Leave Import Template --Release 12.01.00																					
2																							
3		LUA	Leave	Pay																			
4		ID	Cutoff	Date																			
5	H	8991	20040330	20040401																			Lo
6		Detail Line - Column A			T or S = State		L = Local	(Future Option)															C
7			Current	Current	Current	Current	Current	Current	Current	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Balance	Balance	Balance	Balance	Balance	Balance	B
8	ID	Empnc	Sick	Personal	Vacation	Other	LWOP	Staff	Sick Bank	Sick	Personal	Vacation	Other	LWOP	Staff	Sick Bank	Sick	Personal	Vacation	Other	LWOP	Staff	Si
9	T																						
10																							
11																							

CPI Cycle 3 Reporting Leave Data is NOT in PCGenesis

Create the *Original Leave of Absence* file.

- If leave data has been imported or keyed into the data entry payroll screens, the *Original Leave of Absence File* will be created using leave data from payroll.
- If leave data has NOT been entered into payroll, the *Original Leave of Absence File* will be created as an empty file.

Questions?

PCGenesis Documentation

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx

Thank you for attending!