PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

7/13/2015

Section E: Enhanced Substitute Pay and Employee Leave System

[Topic 1: Leave Setup, V1.4]

Revision History

Date	Version	Description	Author
7/13/2015	1.4	15.02.00 – Update the *Personnel System Master Menu*.	D. Ochala
04/08/2015	1.3	15.01.00 – Update screenshots in section *A2. Modifying a Leave Type Code*.	D. Ochala
07/25/2013	1.2	13.02.00 – Update description of **Proc Type** code '**X**' and '**Y**'. Updated Sick Bank description in section *A5. Typical Leave Type Code Setup Parameters.*	D. Ochala
03/29/2013	1.1	13.01.00 – Update *Procedure B: Maintain Leave Reason Codes* instructions for employee-specific maximum. Added section *A5. Typical Leave Type Code Setup Parameters.*	D. Ochala
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Overview

Defining Leave Type Codes

Leave Type codes are available for defining the following types of leave: Paid sick, other, unpaid, paid vacation, approved professional, and sick bank. The *Leave Type* codes define the accrual/advance parameters for that type of leave, as well as parameters defining how the leave can be taken.

The *Leave Type* codes correspond to the leave buckets available on the *Update/Display Current Leave Data* screen (F2, F2, F6) within payroll. The primary codes **A1** thru **A7** map to the *State Leave* buckets on the *Update/Display Current Leave Data* screen and on the payroll check stub. The secondary codes **L1** thru **L6** map to the *Local Leave* buckets on the *Update/Display Current Leave Data* screen.

Valid Leave Type Codes	Description
A1 or **L1**	Paid sick leave
A2 or **L2**	Other leave
A3 or **L3**	Unpaid leave
A5 or **L5**	Annual leave, also known as vacation leave
A6 or **L6**	Approved professional leave, also known as staff development leave
A7	Leave that is taken from the system sick bank
N1	Non-TRS credits. When advancing paid sick leave, *Leave Type Code* '**A1**', if the paid sick leave is capped, the overflow days or hours are accumulated in category '**N1**' for non-TRS employees. Non-TRS credits are rolled over from one plan year to the next plan year. This feature enables the *Enhanced Substitute Pay and Employee Leave System* to track the history of non-TRS employees' credit accumulation. Tracking the non-TRS credits may be necessary in cases where the school district pays non-TRS employees for their accumulated paid time off credits when the employee leaves the district. Defining the **N1** category is optional.
T1	TRS credits. If the **A1** leave type has been defined, then the **T1** category <u>must</u> be defined as well. When advancing paid sick leave, *Leave Type Code* '**A1**', if the paid sick leave is capped, the overflow days or hours are accumulated in category '**T1**' for TRS employees. TRS credits are rolled over from one plan year to the next plan year. This feature enables the *Enhanced Substitute Pay and Employee Leave System* to track the history of TRS employees' credit accumulation. Tracking the TRS credits is required when the **A1** leave type code is defined in the system.

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The *Maintain Leave Type Codes* screen is broken down into two areas: the accrual parameters and the leave parameters. The accrual parameters define how the *Leave Type* is advanced. The leave may be advanced either annually or monthly, or leave may not be advanced at all. For each *Leave Type*, the user is allowed to define whether the accumulated days are dropped or carried over at the end of the year, and whether or not unused days should be added to the sick leave *Leave Type*. If leave is advanced, leave may be advanced to all employees, or leave may be advanced to employees based upon either contract months or months of service. If leave is advanced based upon months of service, the user may define whether the length of service is calculated based upon an employee's original hire date, the rehire date, the state years of experience, or the local years of experience. The accrual parameters are used in conjunction with the *Leave Advance Formulas* discussed in *Procedure D: Maintain Leave Advance Formulas*.

The leave parameters define how the *Leave Type* is taken. When taking leave, the amount of leave an employee may take can be unlimited, or can be the amount contained in their leave balance field, or may be some fixed maximum amount as defined in the *Maximum days allowed to take for plan year* field. For example, the leave type **A2**, other leave, would probably define the amount of leave to take as unlimited, whereas the leave type **A1**, sick leave, would probably be defined as checking a leave balance field.

The PCGenesis administrator can also determine whether or not the employee's leave balance is allowed to go negative. The *Minimum day allowed to take* defines the smallest time interval an employee is allowed to take, and the total days in a time off request must be some multiple of the *Day increment for time off requests*. For example, if the minimum day allowed for sick leave is .25, and the day increment is .25 days, then the employee may take a quarter day, a half day, a three-quarter day, or a full day, and the employee may NOT take off an eighth of a day. The *Default leave input in hours or days?* field determines if the leave reports for the *Leave Type* will be printed in hours or days.

Defining Leave Reason Codes

Leave Reason Codes allow the user to further specify what type of leave is being taken within a specific *Leave Type*.

For example, the *Leave Reason Code* may indicate that the leave is FMLA (Family Medical Leave Act) leave, personal leave, or a sick bank contribution. The *Leave Reason Code* may further define the maximum leave amount allowed to be taken by the employee. For example, if personal leave is a sub-category of sick leave, the user may define that a maximum of 3 days of personal leave are available within the limitations of the sick leave *Leave Type*.

Another example of *Leave Reason Codes* might be setting up multiple *Leave Reason Codes* for the *Leave Type Code* **A2** (other). For example, *Leave Reason Code* **01** might represent jury duty, code **02** might represent bereavement, code **03** might represent National Guard duty, etc.

Defining Payroll Class Code Parameters

The *Class Code Leave Parameters* indicate the types of leave allowed for employees of a particular payroll class code. For example, the employees may be allowed sick leave but not vacation leave. The *Class Code Leave Parameters* should only need to be set up <u>one</u> time, and once they are set up, should not require much additional maintenance.

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The *Class Code Leave Parameters* also indicate the pay rates for substitutes who substitute for an employee of this payroll class code. The *Substitute Rank* field is a field available on the *Update/Display Personnel Data* screen and defines the rank of the substitute. The rank of the substitute, in turn, defines the rate of pay for the substitute. Up to five levels of pay rates are defined based upon the substitute's ranking. The administrator must define whether the substitute rates are hourly or daily rates. The *Substitute process type* defines how the substitutes' gross data lines are built. For a detailed description of how a substitute employee's gross data lines are generated, refer to the overview in *Procedure C: Maintain Payroll Class Code Leave Parameters*.

Defining Leave Advance Formulas

The *Leave Advance Formulas* allow the user to define how leave will be advanced and how leave will be carried over at the end of the plan year. The *Leave Advance Formulas* can be defined per payroll class, per leave type, and then per contract months or service months of the employee. This provides a great deal of flexibility in setting up the leave advance parameters and also allows the users to run the *Advance Leave* process and the *Year-End Rollover* process for ALL employees at the same time with the stroke of a key. The *Leave Advance Formulas* should only need to be set up one time, and once they are set up, should not require much additional maintenance.

The *Leave Advance Formulas* can be defined based upon the employee's contract months. The number of days to advance, the maximum days which can be accrued in the current plan year, and the maximum days to carry over to the new year can be defined based upon the leave type, the payroll class, and the contract months of the employee.

Or, the *Leave Advance Formulas* can be defined based upon the employee's months of service. The number of days to advance, the maximum days which can be accrued in the current plan year, and the maximum days to carry over to the new year can be defined based upon the leave type, the payroll class, and the months of service of the employee.

Selecting the drop-down selection icon , F15 *(F15 – Code Lookup) or* Help *(F28 – Help Screens) when offered provides additional assistance with the entry of information.*

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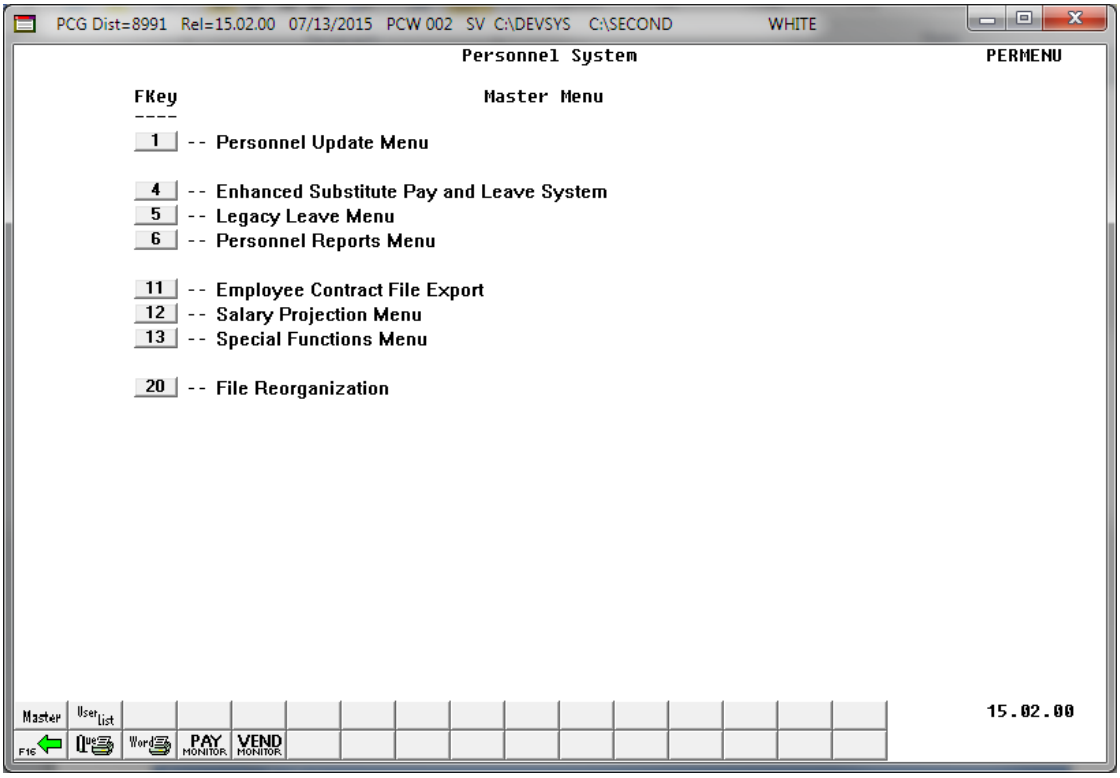
Procedure A: Maintain Leave Type Codes

A1. Adding a Leave Type Code

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3 -** Personnel System).

The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

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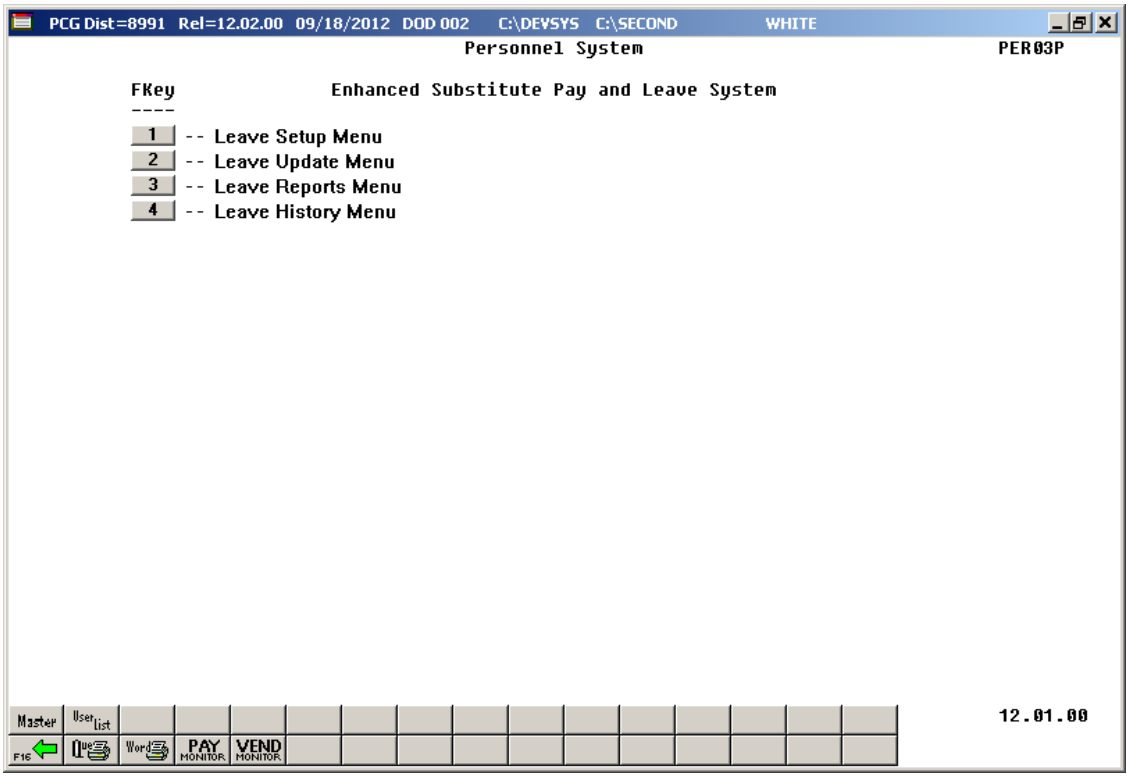
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

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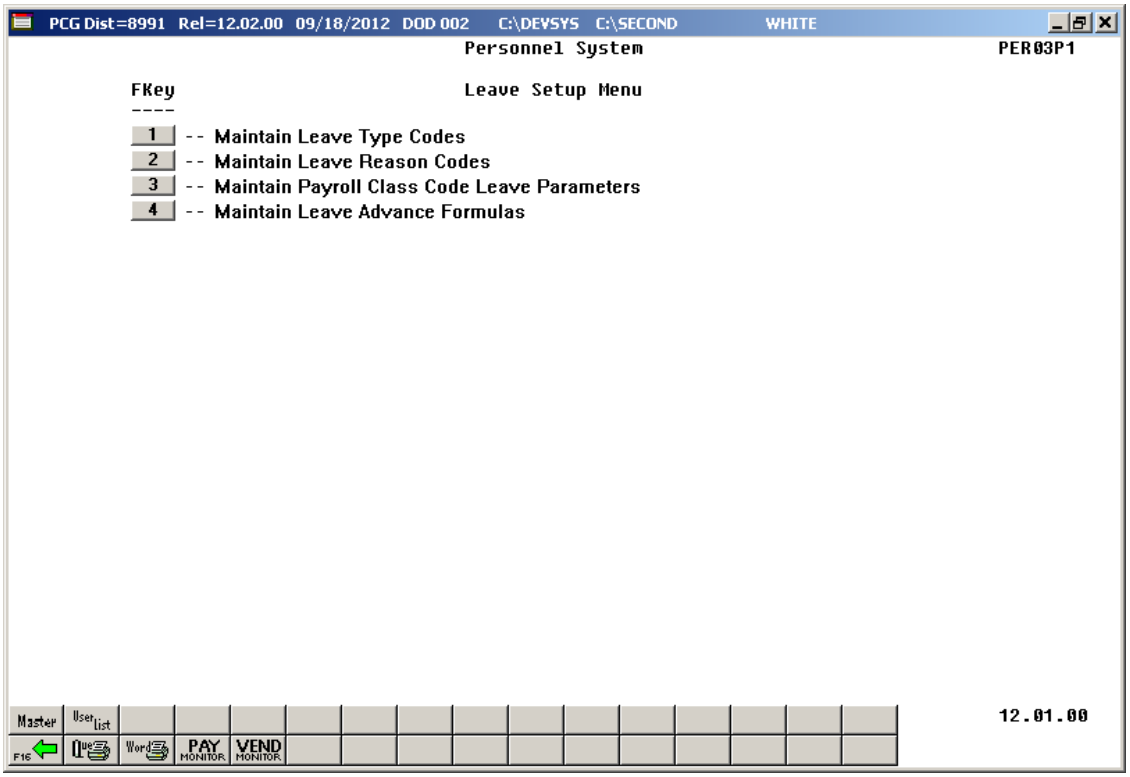
The following screen displays:



Step	Action
4	Select 1 (**F1** – Maintain Leave Type Codes).

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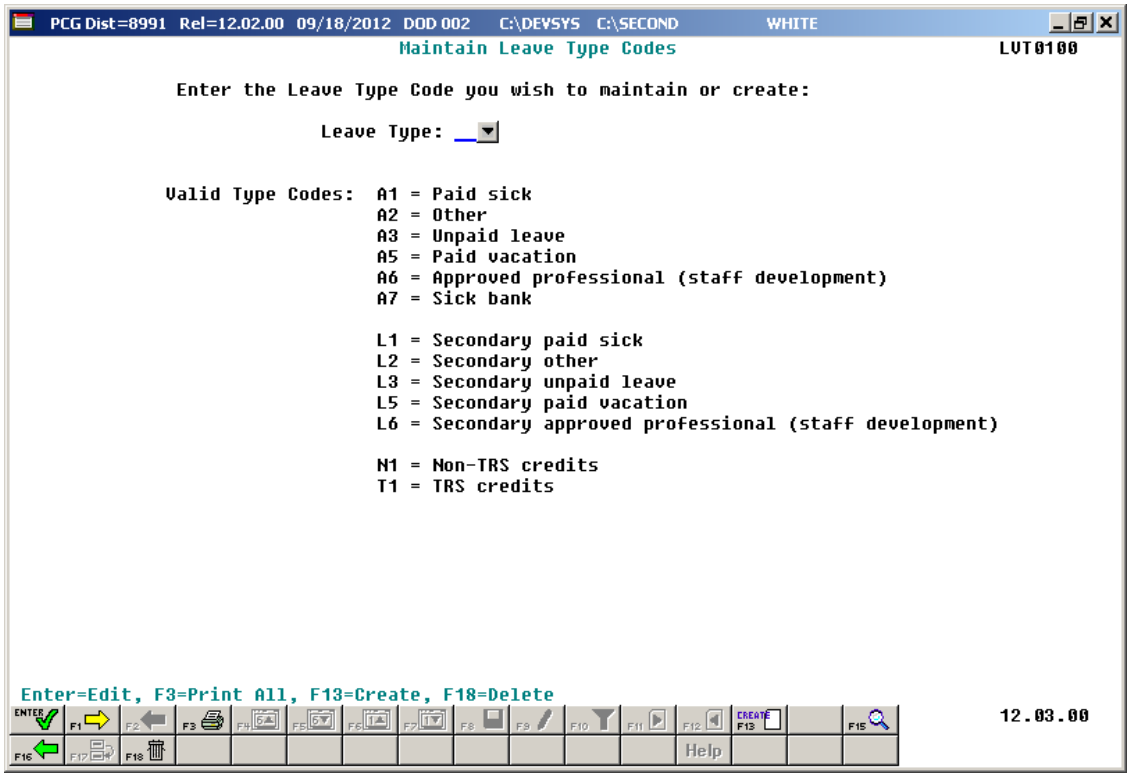
The following screen displays:



Step	Action
5	Enter the leave type code in the **Leave type** field, or select the drop-down selection icon within the **Leave type** field to locate the correct leave code. *The* **Leave type** *code must be one of the valid type codes listed on the screen.*
6	Select (**F13** – Create New Record).

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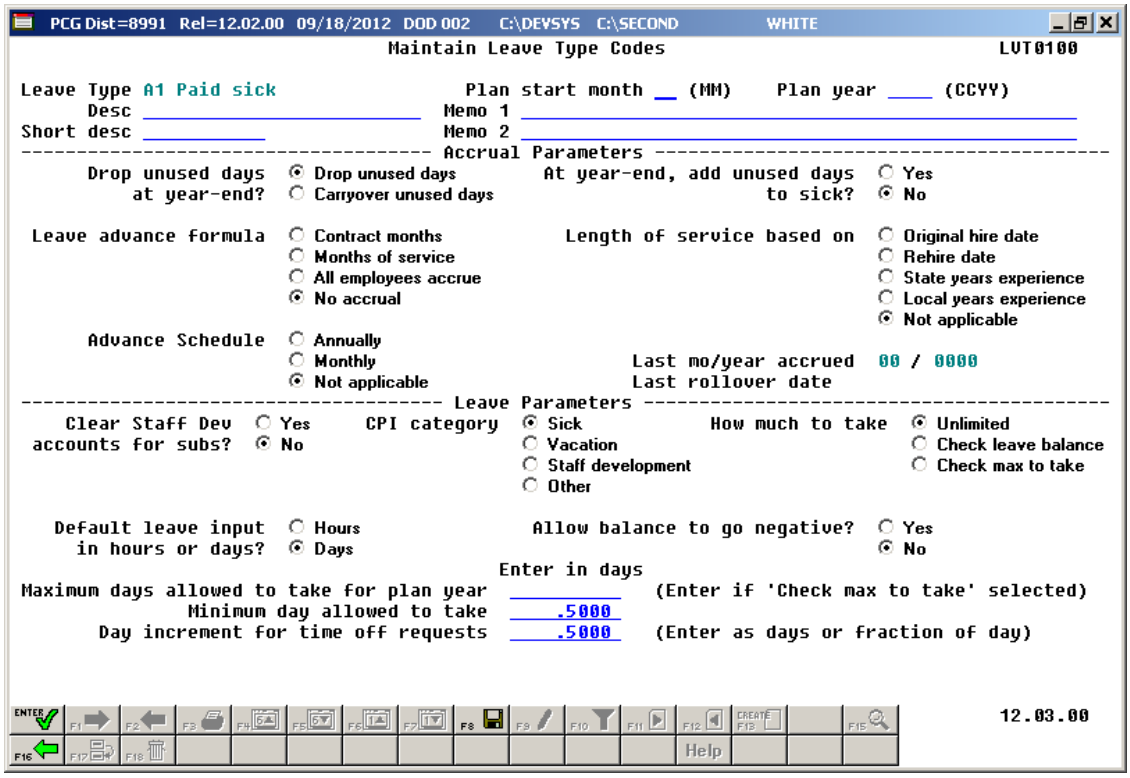
The following screen displays:



Step	Action
7	Enter the first month of the plan year into the **Plan start month** field. For example, if leave accrual and carryover is based on the fiscal year, the **Plan start month** should be entered as **07**. Valid values: 1 - 12
8	Enter the current plan year in the **Plan year** field. If the **Plan start month** is 01 – 06, the **Plan year** should be the calendar year. If the **Plan start month** is 07 – 12, the **Plan year** should be the fiscal year. Records written to the *Leave History File* are created in the **Plan year** designated on the *Maintain Leave Type Codes* screen. When the *Plan Year Rollover Processing* procedure is run in <u>final</u> mode, the **Plan year** is incremented by one on the *Maintain Leave Type Codes* screen.
9	Enter a description of the leave type code in the **Desc** field.
10	Enter a short description of the leave type code in the **Short desc** field. *This description prints as the leave type code description in the* **Paid Time Off** *section of the detailed paycheck stub.*
11	Enter optional notes pertaining to the leave type code in the **Memo 1** field. This field is optional and is for informational purposes only.

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Step	Action
12	Enter optional notes pertaining to the leave type code in the **Memo 2** field. This field is optional and is for informational purposes only.
	Accrual Parameters
13	Select the radio button to the right of the desired **Drop unused days at year-end?** option to identify whether or not to carryover unused days when the *Plan Year Rollover Processing* procedure is run in final mode. Selecting **Drop unused days** will cause the beginning balance to start at zero for the new plan year for the leave type code. Selecting **Carryover unused days** will cause a beginning balance to be calculated for the leave type code based upon the **Max days to carryover** defined on the leave advance formulas set up on the *Maintain Leave Advance Formulas* screen. *In order to carryover unused days to the new plan year, the leave type code must be set up to track a leave balance.* **Carryover unused days** *is not valid unless* **Check leave balance** *is selected for the* **How much to take** *option.*
14	Select the radio button to the right of the desired **At year-end, add unused days to sick?** option to identify whether or not to add unused days to the sick leave balance when the *Plan Year Rollover Processing* procedure is run in final mode. If the leave type code begins with the letter '**A**', selecting **Yes** will cause the unused days of this leave type code to be added to the sick leave balance of the '**A1**' type code when the *Plan Year Rollover Processing* procedure is run in final mode. If the leave type code begins with the letter '**L**', selecting **Yes** will cause the unused days of this leave type code to be added to the sick leave balance of the '**L1**' type code when the *Plan Year Rollover Processing* procedure is run in final mode. Selecting **No** will cause no addition to the sick leave balances when the *Plan Year Rollover Processing* procedure is run in final mode. **Add unused days to sick** *cannot be selected for leave type codes '***A1***', '***L1***', '***N1***', or '***T1***'.* *In order to* **Add unused days to sick**, *the leave type code must be set up to track a leave balance.* **Add unused days to sick** *is not valid unless* **Check leave balance** *is selected for the* **How much to take** *option.*

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Step	Action
15	Select the radio button to the right of the desired **Leave advance formula** option to identify how the leave advance formulas are defined on the *Maintain Leave Advance Formulas* screen. Selecting **Contract months** indicates to the system that the advance formulas defined on the *Maintain Leave Advance Formulas* screen will be defined based upon contract months. Selecting **Months of service** indicates to the system that the advance formulas defined on the *Maintain Leave Advance Formulas* screen will be defined based upon service months. Selecting **All employees accrue** indicates to the system that one advance formula is defined per payroll class code and leave type code on the *Maintain Leave Advance Formulas* screen. Leave is advanced for all employees in the payroll class code for the leave type, when '**999**' is entered for **Contract Months/Service Months** on the *Maintain Leave Advance Formulas* screen. Selecting **No accrual** indicates to the system that no leave time is advanced for this leave type code. If **Check leave balance** is not selected for the **How much to take** option, then **No accrual** must be selected for the **Leave advance formula** option. *In order to define a leave advance formula, the leave type code must be set up to track a leave balance. If* **Check leave balance** *is selected for the* **How much to take** *option, then either* **Contract months**, **Months of service**, *or* **All employees accrue** *must be selected for the* **Leave advance formula** *option.*

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Step	Action
16	Select the radio button to the right of the desired **Length of service based on** option to identify how the employee months of service are calculated if **Months of service** has been selected for the **Leave advance formula** option. Selecting **Original hire date** indicates to the system that the employee's months of service are calculated based upon their original **Hire date** as defined on the *Display/Update Personnel Data* screen. Selecting **Rehire date** indicates to the system that the employee's months of service are calculated based upon their **Rehire date** as defined on the *Display/Update Personnel Data* screen. Selecting **State years experience** indicates to the system that the employee's months of service are calculated based upon their **State years** as defined on the *Display/Update Gross Data* screen. Selecting **Local years experience** indicates to the system that the employee's months of service are calculated based upon their **Local years** as defined on the *Display/Update Gross Data* screen. Selecting **Not applicable** indicates to the system that **Months of service** has not been selected for the **Leave advance formula** option. *In order to define a leave advance formula, the leave type code must be set up to track a leave balance. If* **Check leave balance** *is selected for the* **How much to take** *option and* **Months of service** *has been selected for the* **Leave advance formula** *option, then either* **Original hire date**, **Rehire date**, **State years experience**, *or* **Local years experience** *must be selected for the* **Length of service based on** *option.*
17	Select the radio button to the right of the desired **Advance schedule** option to identify the frequency that the *Advance Leave* process is run in final mode. Select **Annually** if the *Advance Leave* process is run once a year for this leave type code. Select **Monthly** if the *Advance Leave* process is run once a month for this leave type code. Select **Not applicable** if the leave type code does not track a leave balance: the **Check leave balance** is not selected for the **How much to take** option. *In order to advance leave, the leave type code must be set up to track a leave balance.* **Annually** *or* **Monthly** *are not valid unless* **Check leave balance** *is selected for the* **How much to take** *option.*

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Step	Action
	Leave Parameters
18	Select the radio button to the right of the desired **Clear Staff Dev accounts for subs?** option to identify whether or not to default the substitute's gross data account lines to the teacher's gross data account lines in the *Input Employee Leave and Substitute Pay* module. Select **Yes** if substitute's gross data account lines should not default to the teacher's gross data account lines in the *Input Employee Leave and Substitute Pay* module, and should instead default to spaces so that the user may enter a special account number for the staff development pay. Select **No** if the substitute's gross data account lines should default to the teacher's gross data account lines in the *Input Employee Leave and Substitute Pay* module. *The* **Clear Staff Dev accounts for subs?** *option may be set to '***Yes***' only for leave type code '***A6***' or '***L6***', Staff Development.*
19	Select the radio button to the right of the desired **CPI category** option to identify how the leave type should be reported in the *CPI Transmission and CPI In Progress Report* module for *CPI Cycle Three* reporting. Valid options include: Sick, Vacation, Staff Development, or Other.
20	Select the radio button to the right of the desired **How much to take** option to identify the how much leave of this leave type the employee is allowed to take. Select **Unlimited** if there is no limit to the amount of leave of this leave type that the employee is allowed to take. Select **Check leave balance** if the system should keep track of an ending leave balance for this leave type. If the system keeps track of an ending leave balance, the employee may only take up to the amount of leave currently available in their ending leave balance for this leave type in the *Input Employee Leave and Substitute Pay* module. If the **Check leave balance** option is selected, then either **Contract months**, **Months of service**, or **All employees accrue** must be selected for the **Leave advance formula** option, because in order for employees to have an ending leave balance, time must be advanced to the employees. Select **Check max to take** if the leave type code does not track a leave balance but applies a universal limit on the amount of this leave type an employee can take. For example, the **Check max to take** option should be selected if all employees are allowed to take a maximum of 10 days of vacation. If **Check max to take** option is selected, the universal limit for this leave type must be entered in the **Maximum days allowed to take for plan year** field. *If* **Check leave balance** *is selected for the* **How much to take** *option, then a* **Leave Advance Formula** *other than* **No Accrual** *must be selected.*

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Step	Action
21	Select the radio button to the right of the desired **Default leave input in hours or days** option to identify whether the leave amounts should be displayed or printed as hours or days. Select **Hours** if leave for this leave type should be displayed or printed as hours. Select **Days** if leave for this leave type should be displayed or printed as days. The *Enhanced Substitute Pay and Employee Leave System* keeps track of all leave in both units (days and hours), and the leave time may be viewed in either unit. However, the selection in the **Default leave input in hours or days** option determines the correct units (days or hours) for the leave type to print on all leave reports.
22	Select the radio button to the right of the desired **Allow balance to go negative?** option to identify whether the employee may be left with a negative ending leave balance when taking leave for this leave type. Select **Yes** if the employee's ending leave balance is allowed to go negative when taking leave. Select **No** if the employee's ending leave balance is <u>not</u> allowed to go negative when taking leave. An <u>error</u> will be displayed in the *Input Employee Leave and Substitute Pay* module if the **Allow balance to go negative?** option is set to '**No**' and the employee attempts to take more leave than is available in their ending leave balance for this type code. A <u>warning</u> will be displayed in the *Input Employee Leave and Substitute Pay* module if the **Allow balance to go negative?** option is set to '**Yes**' and the employee attempts to take more leave than is available in their ending leave balance for this type code.
23	**<u>Maximum days allowed to take for the plan year</u>**: If **Check max to take** option is selected for the **How much to take** field, the universal limit for this leave type must be entered in the **Maximum days allowed to take for plan year** field. Select **Check max to take** if the leave type code does <u>not</u> track a leave balance but applies a universal limit on the amount of this leave type an employee can take. For example, the **Check max to take** option should be selected if <u>all</u> employees are allowed to take a maximum of 10 days of vacation. In this case, 10.00 would be entered in the **Maximum days allowed to take for plan year** field. The **Maximum days allowed to take for plan year** must be a positive number. The unit for the entry is in days.
24	**<u>Minimum day allowed to take</u>**: This field contains the minimum day allowed in a time off request, when the employee is not requesting a full day of time off. For example, if the employee is only allowed to take a full day, three-quarter day, half day, or quarter day of time off, the **Minimum day allowed to take** would be .25 days. The **Minimum day allowed to take** must be a positive number. The unit for the entry is a day, or a fraction of a day.

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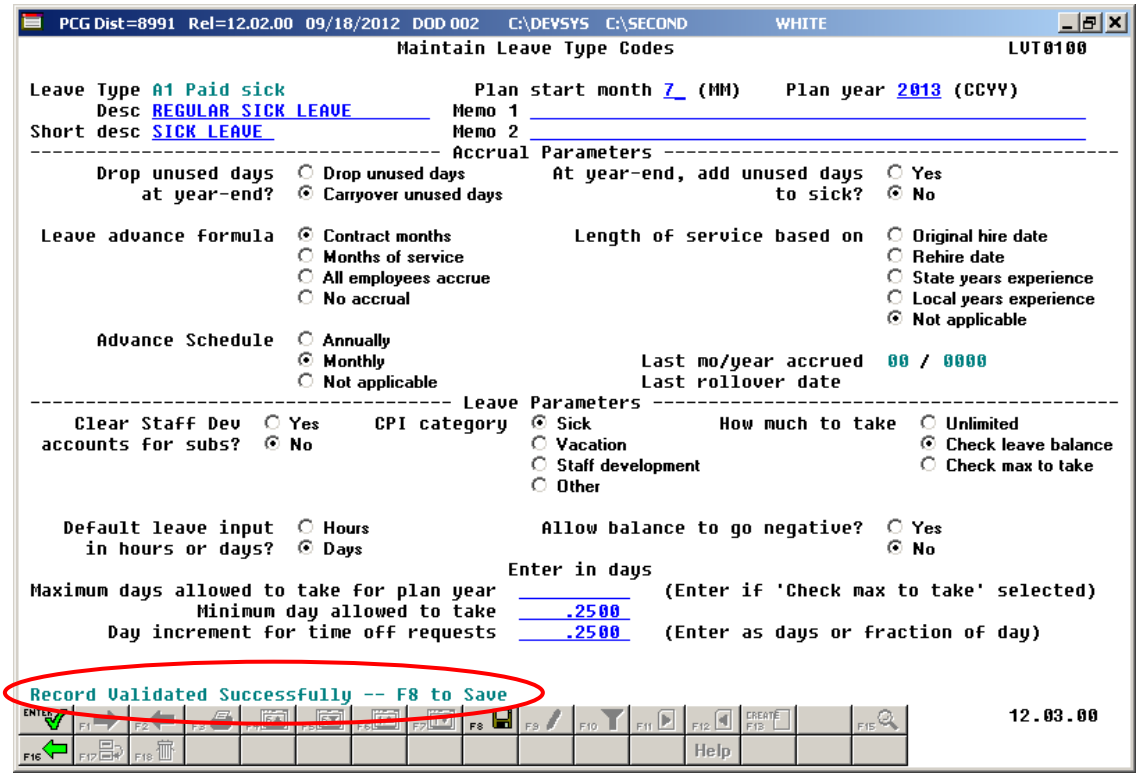
Step	Action
25	**<u>Day increment for time off requests</u>**: This field contains the day increment for paid time off requests. The total days in a time off request must be some multiple of the **Day increment for time off requests**. If the employee is not requesting a full day of paid time off, the employee must enter time that is less than a day, but greater than or equal to the **Minimum day allowed to take**, and the days must also be some multiple of the day increment. For example, if the **Minimum day allowed to take** is .25 days and the **Day increment** is .25, then valid entries for a partial paid time off day would be .25, .50, .75, and 1.0. The **Day increment for time off requests** must be a positive number or zero. The unit for the entry is a day, or a fraction of a day.
26	Select (**Enter** - validate) to validate the record.

The following screen displays:



Step	Action
27	Verify *"Record Validated Successfully – F8 to Save."* displays, and select (**F8** – Save changes).

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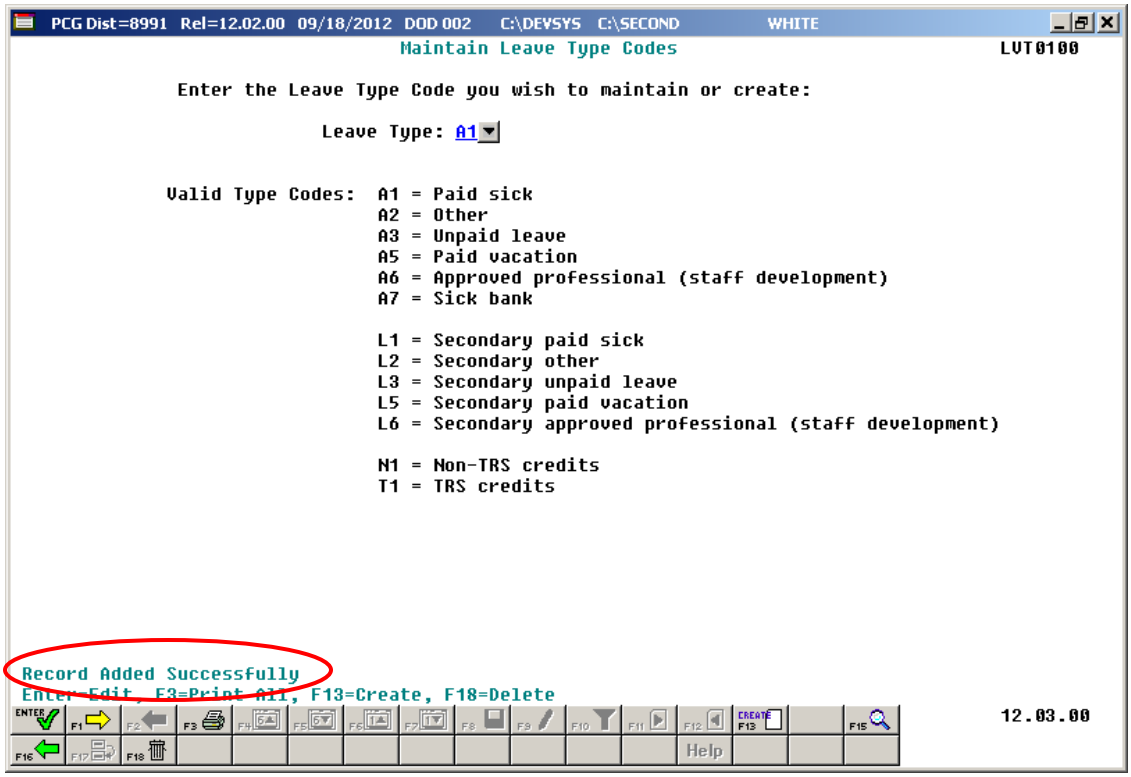
The following screen displays:



Step	Action
28	Verify *"Record Added Successfully"* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

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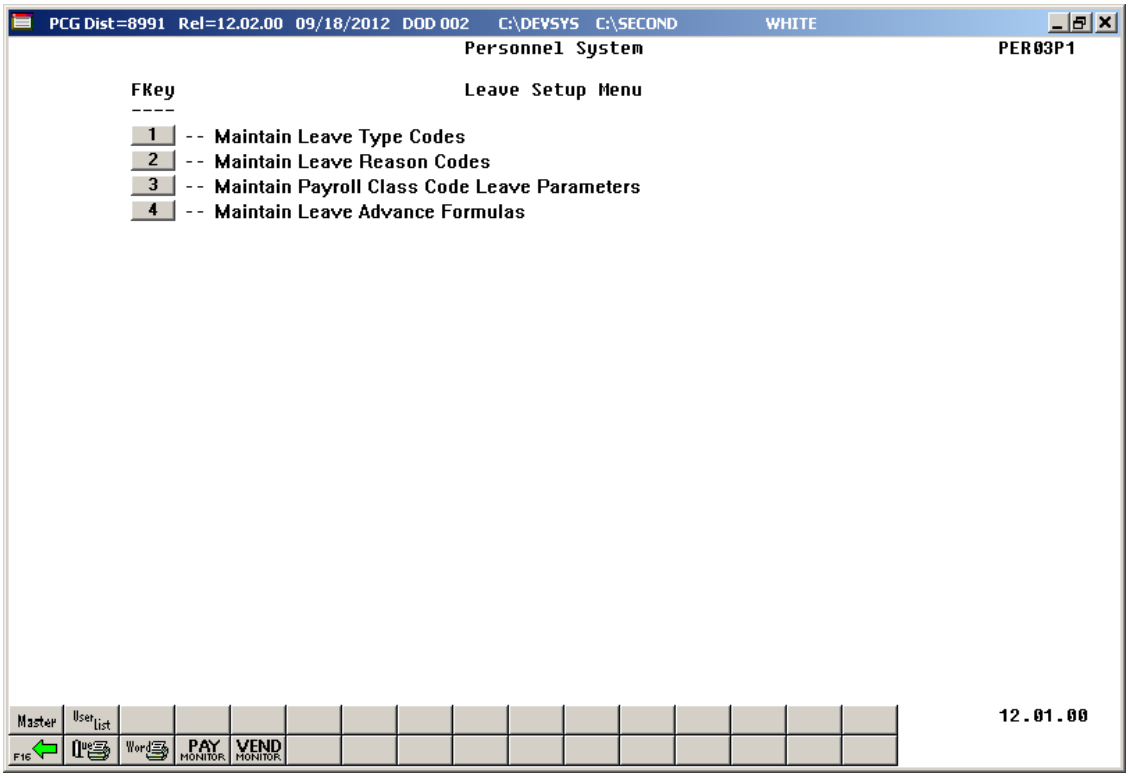
The following screen displays:



Step	Action
29	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

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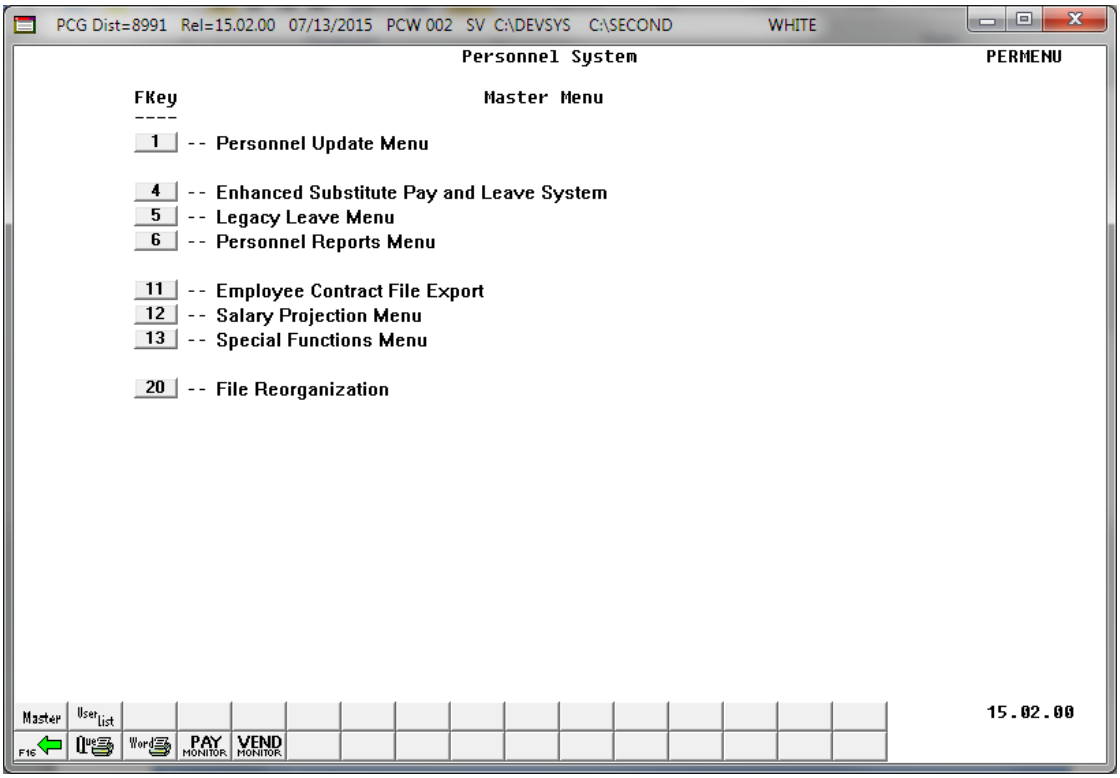
A2. Modifying a Leave Type Code

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

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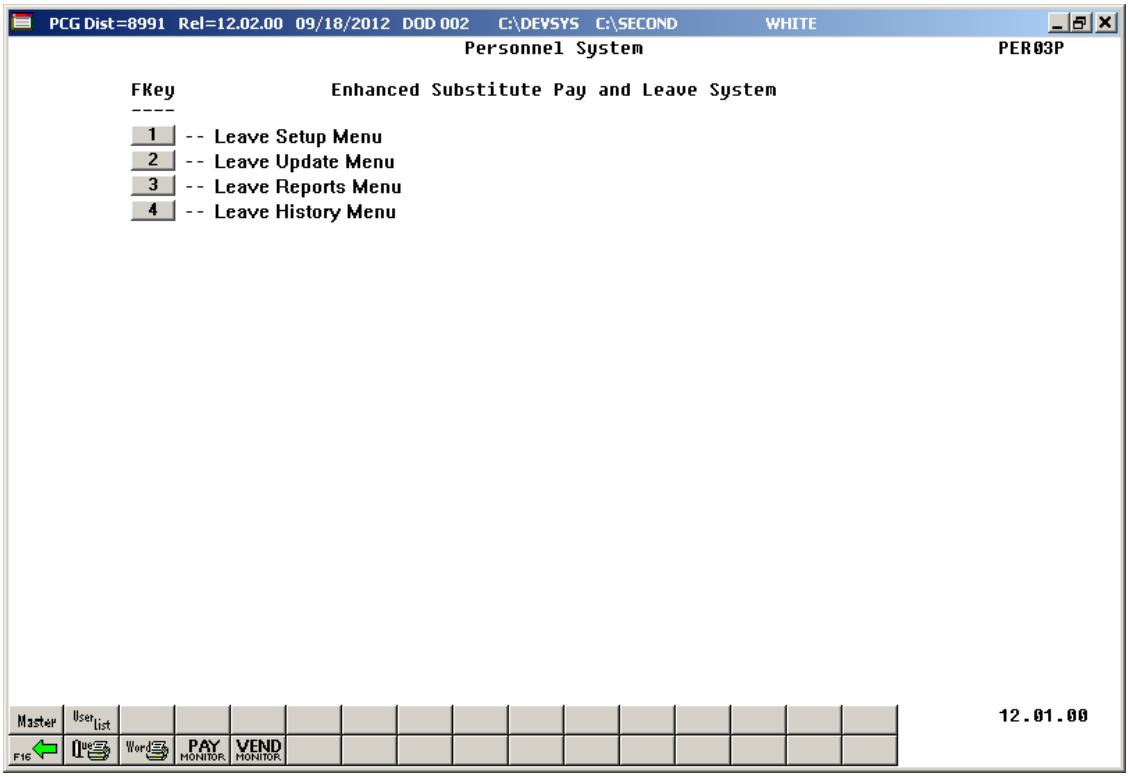
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

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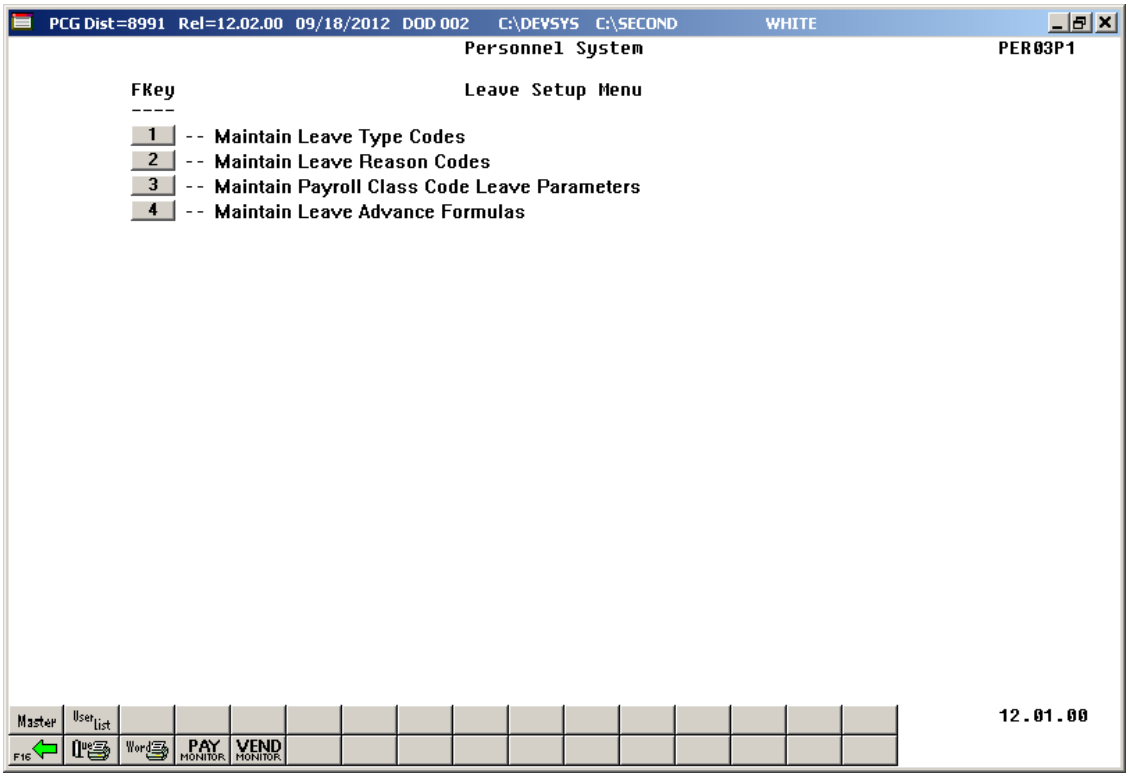
The following screen displays:



Step	Action
4	Select 1 (**F1** – Maintain Leave Type Codes).

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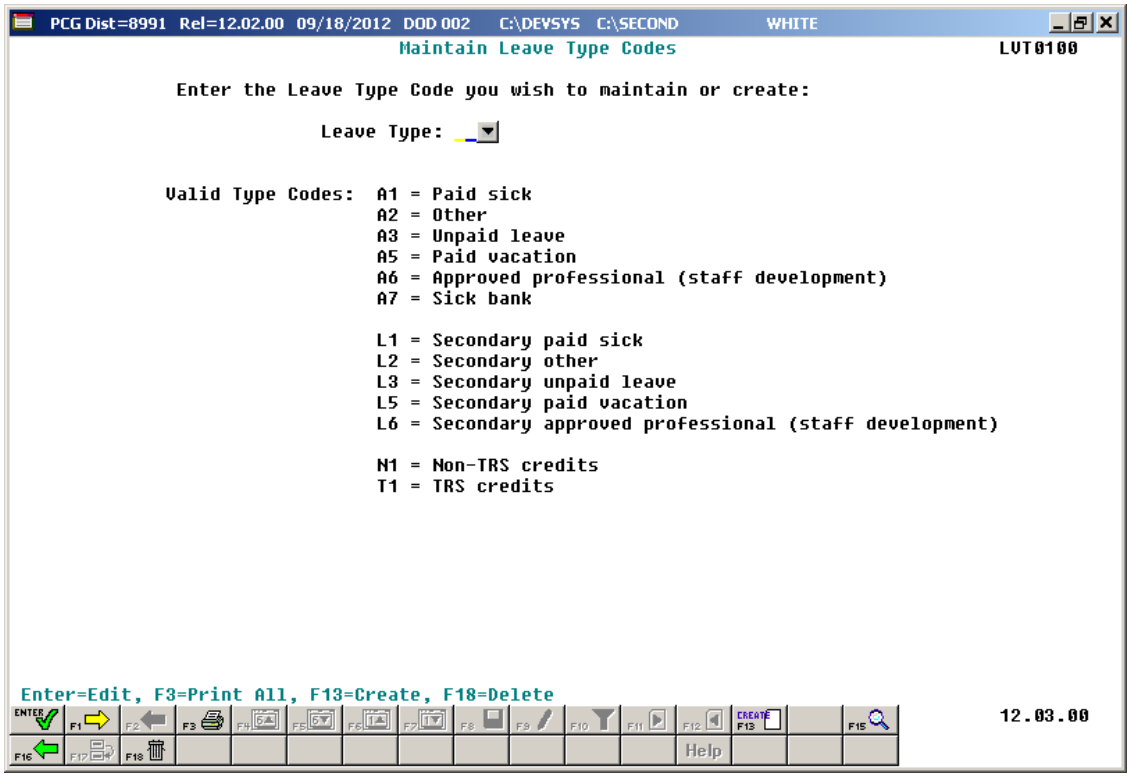
The following screen displays:



Step	Action
5	Enter the leave type code in the **Leave type** field, or select the drop-down selection icon within the **Leave type** field to locate the correct leave code. *The* **Leave type** *code must be one of the valid type codes listed on the screen.* *If the* **Leave type** *code is unknown, select* F1 *(**F1** – Next Record) to browse to the next* **Leave type** *code in the file.*
6	Select ENTER (**Enter** – Edit Record).

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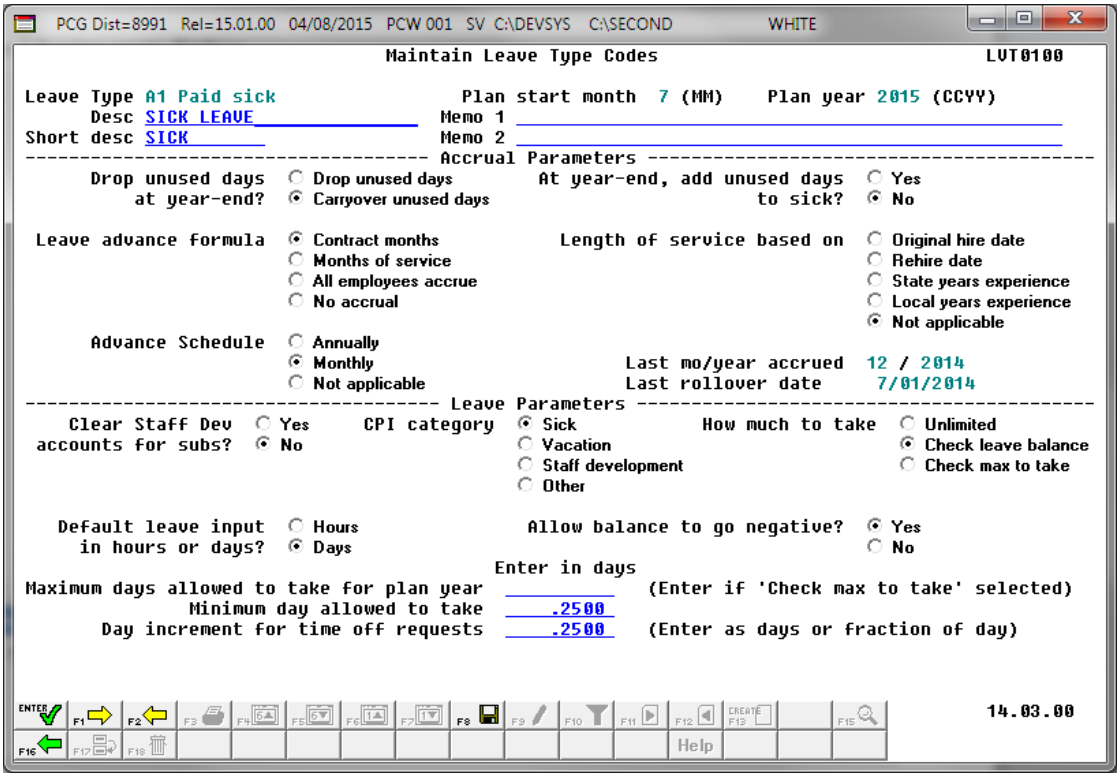
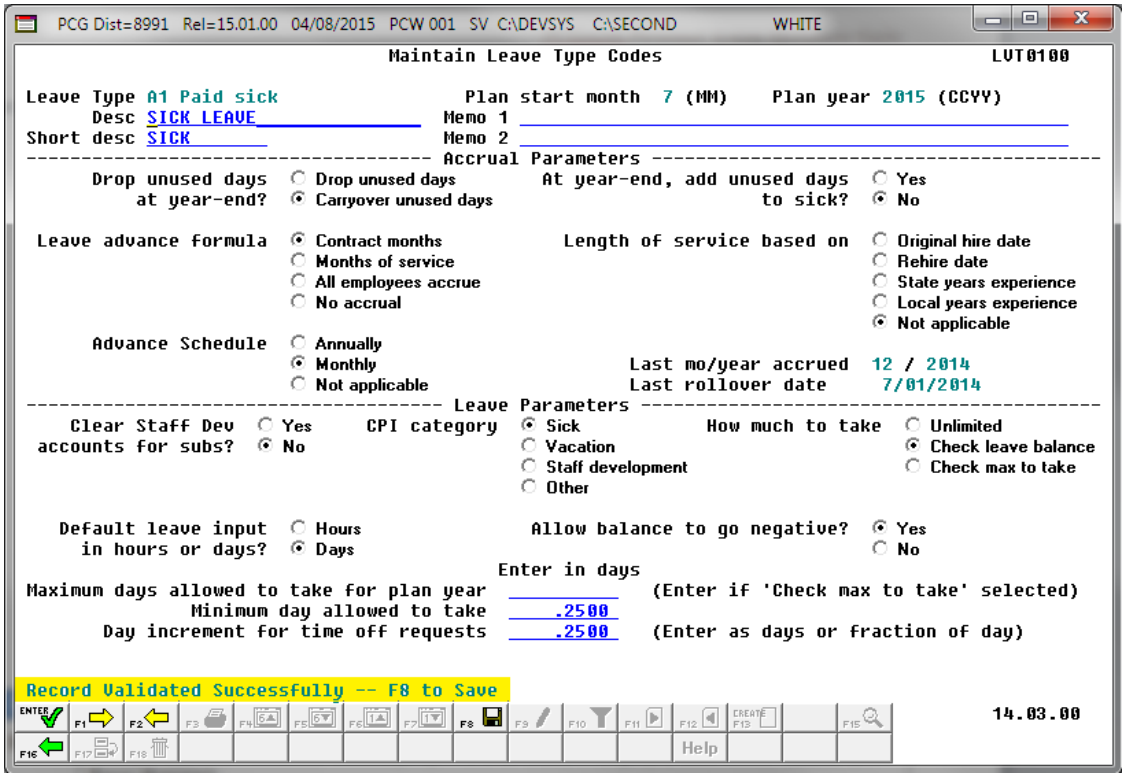
The following screen displays:



Step	Action
7	Make the appropriate changes and select (**Enter** - Validate) to validate the record. *Select (**F1** – Next Record) and (**F2** – Previous Record) to scroll between* **Leave type** *code records.*

All Rights Reserved.

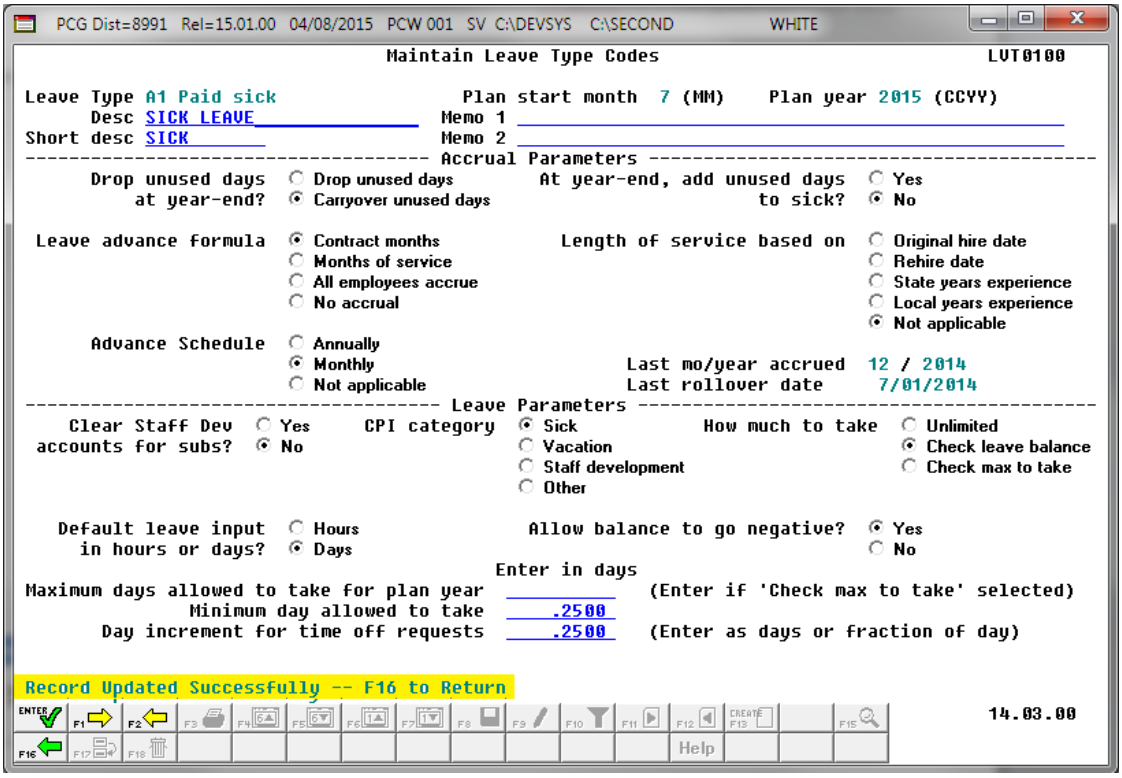
The following screen displays:



Step	Action
8	Verify *"Record Validated Successfully – F8 to Save."* displays, and select F8 (**F8** – Save changes).

All Rights Reserved.

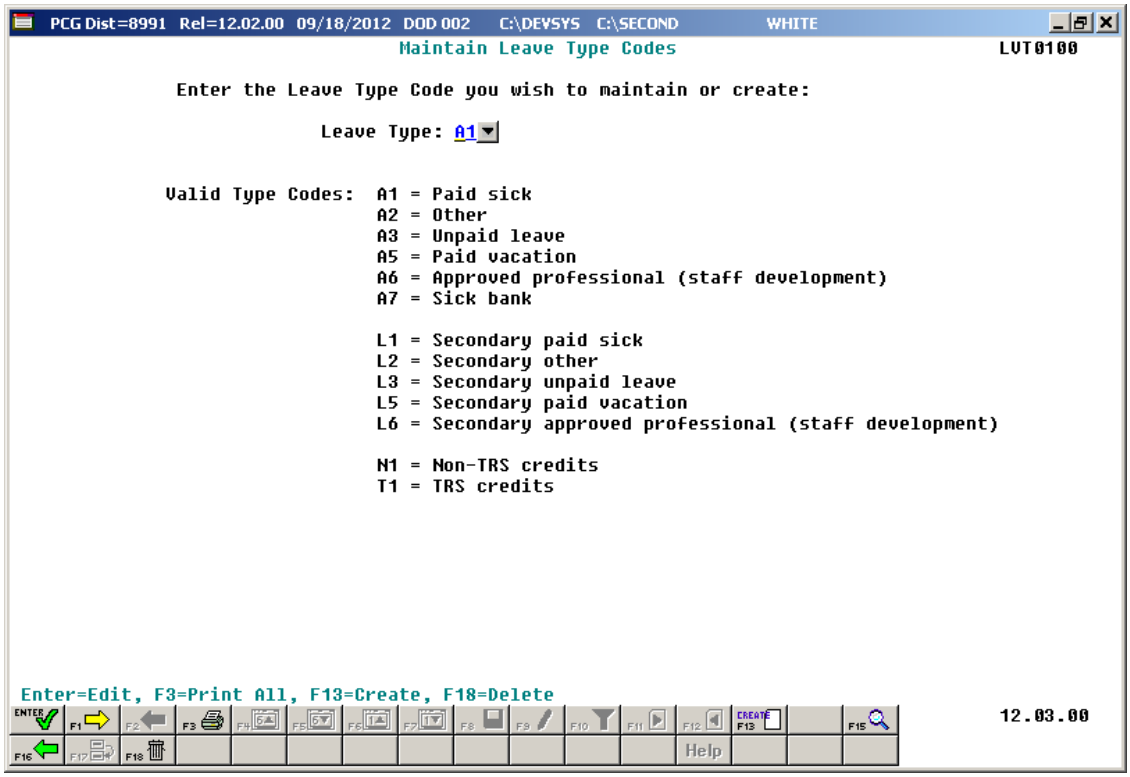
The following screen displays:



Step	Action
9	Verify *"Record Updated Successfully"* displays, and select F16 (**F16** – Exit) to return to the previous screen.

All Rights Reserved.

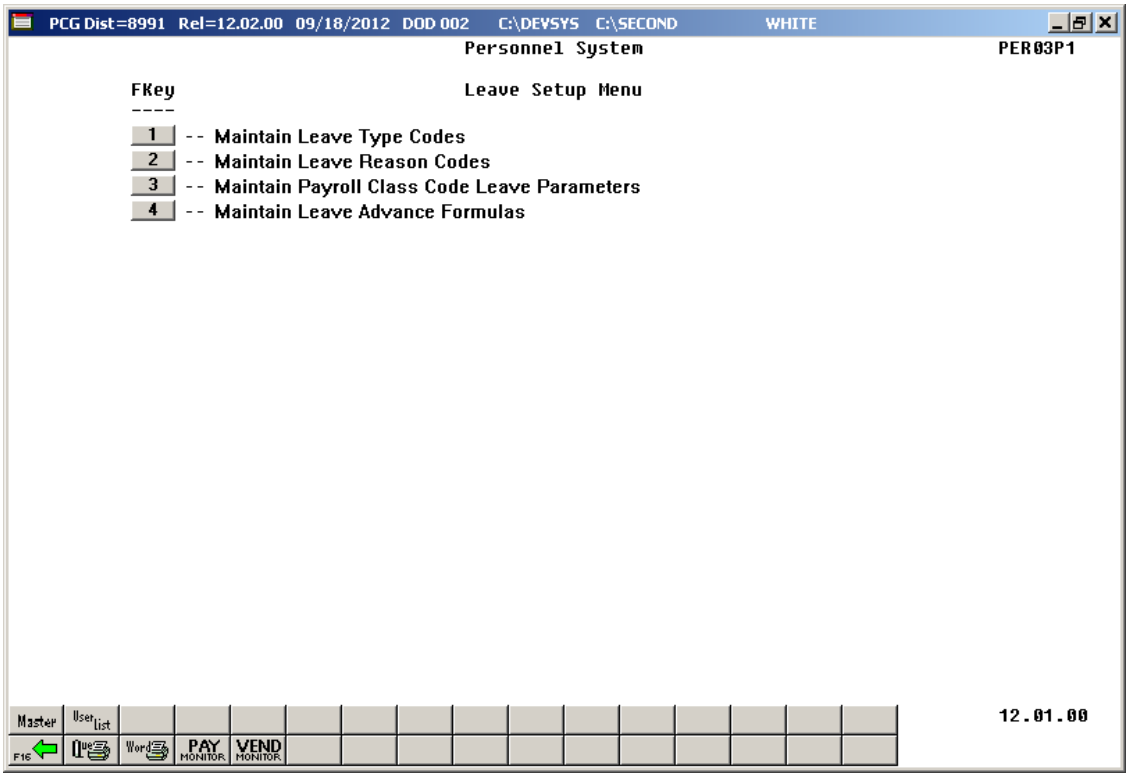
The following screen displays:



Step	Action
10	Select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen, or repeat this procedure starting at *Step 5* to edit another **Leave Type** code.

All Rights Reserved.

The following screen displays:



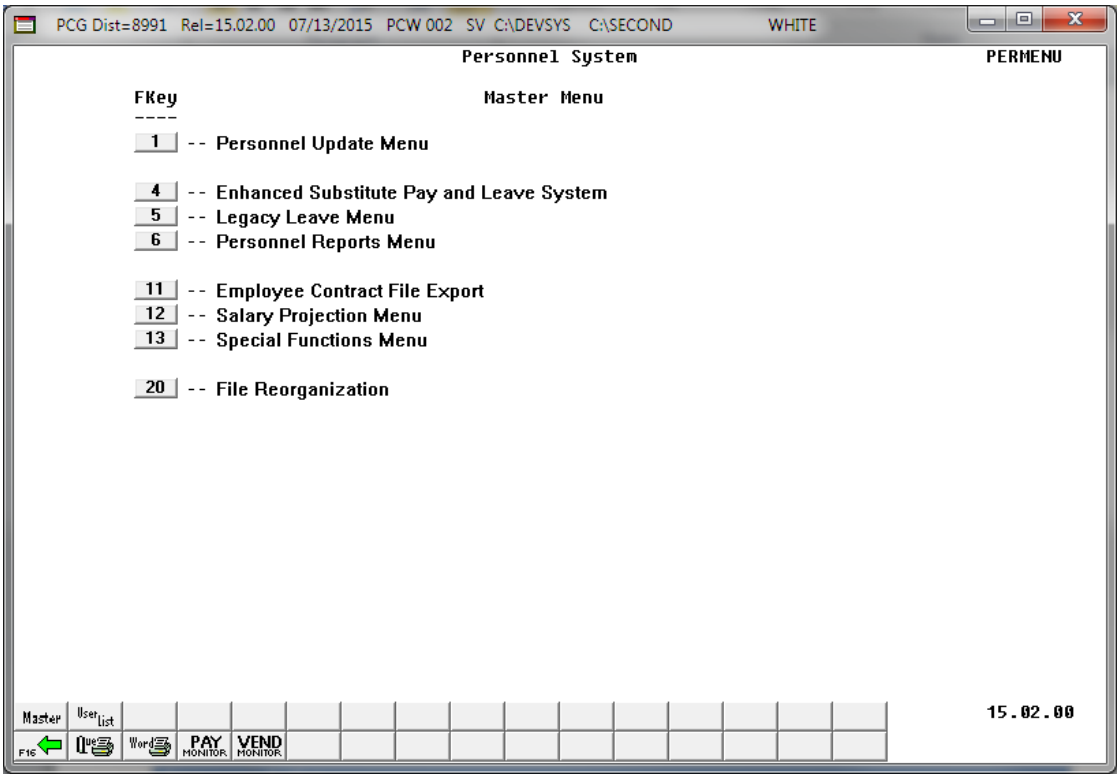
Step	Action
11	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

A3. Deleting a Leave Type Code

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

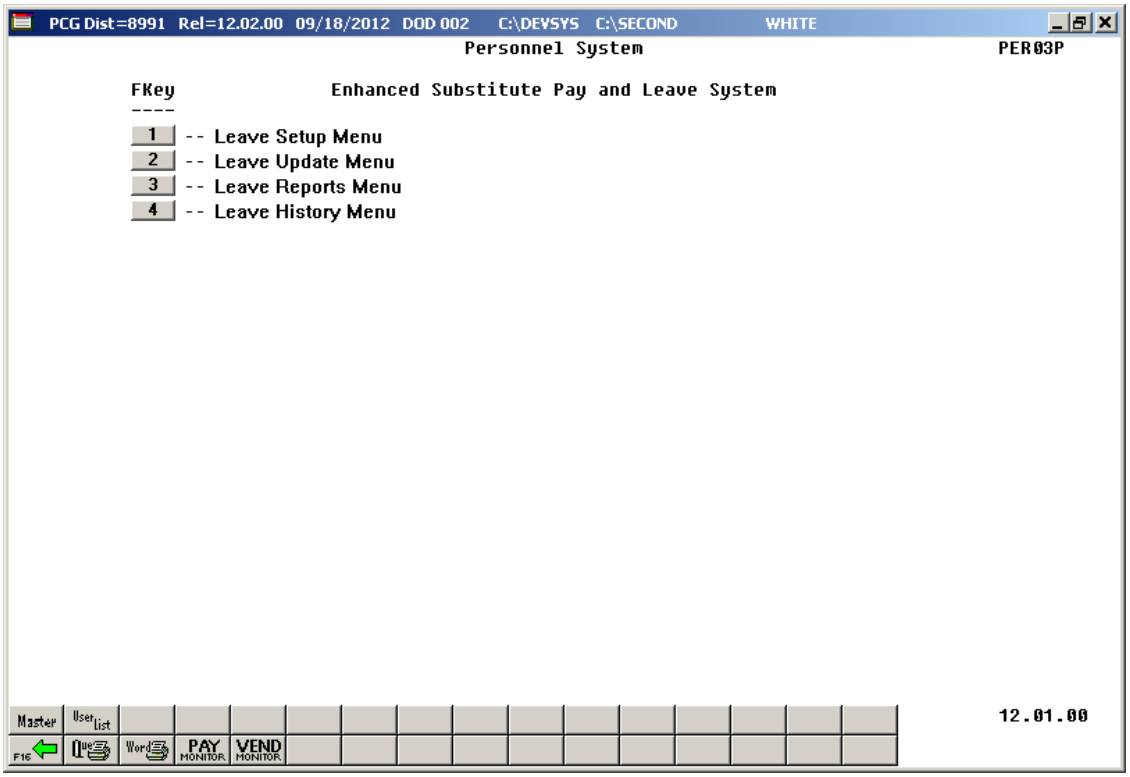
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

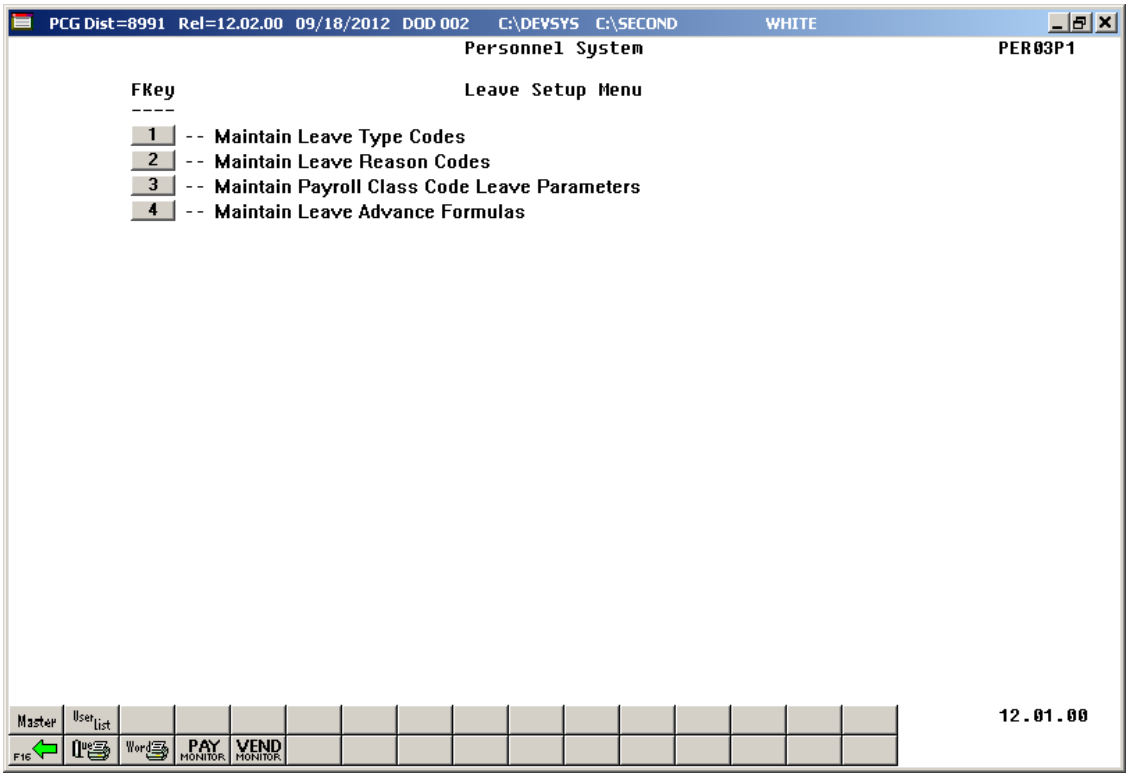
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

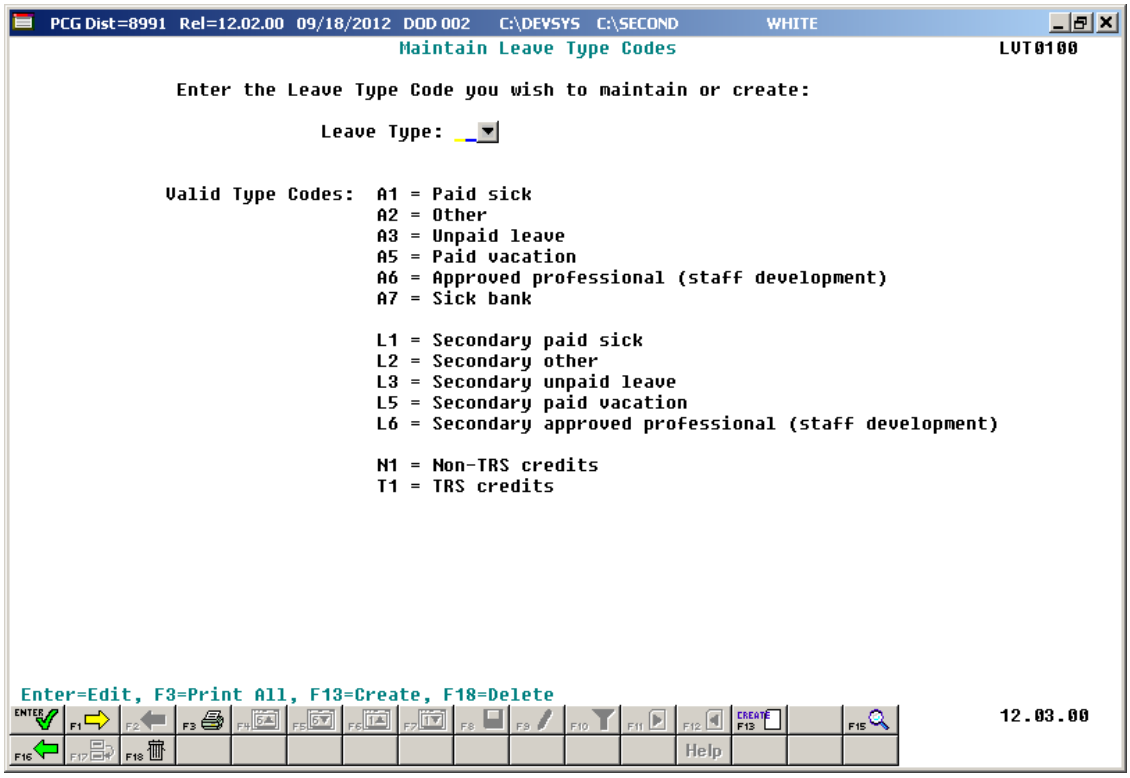
The following screen displays:



Step	Action
4	Select 1 (**F1** – Maintain Leave Type Codes).

All Rights Reserved.

The following screen displays:



Step	Action
5	Enter the leave type code in the **Leave type** field, or select the drop-down selection icon within the **Leave type** field to locate the correct leave code. *The* **Leave type** *code must be one of the valid type codes listed on the screen.*
6	Select (**F18** – Delete Record).

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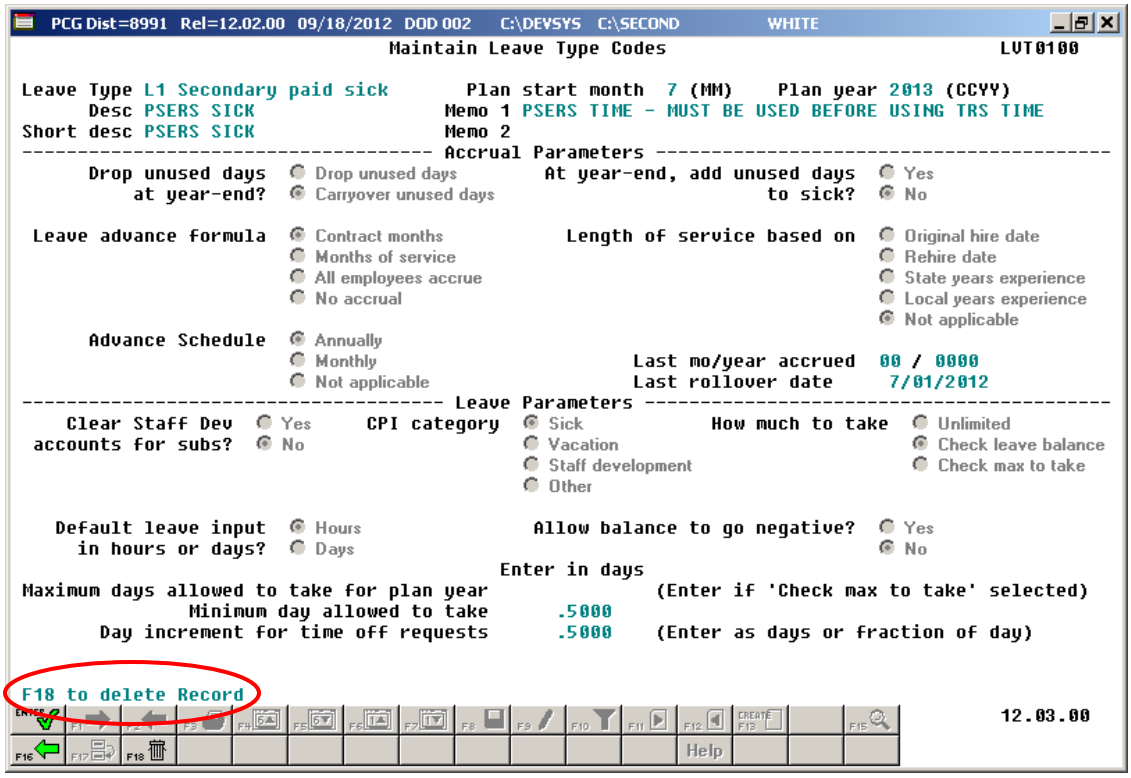
The following screen displays:



Step	Action
7	Verify that '*F18 to delete Record*' displays, and select F18 (**F18** – Confirm Delete) to delete the record.

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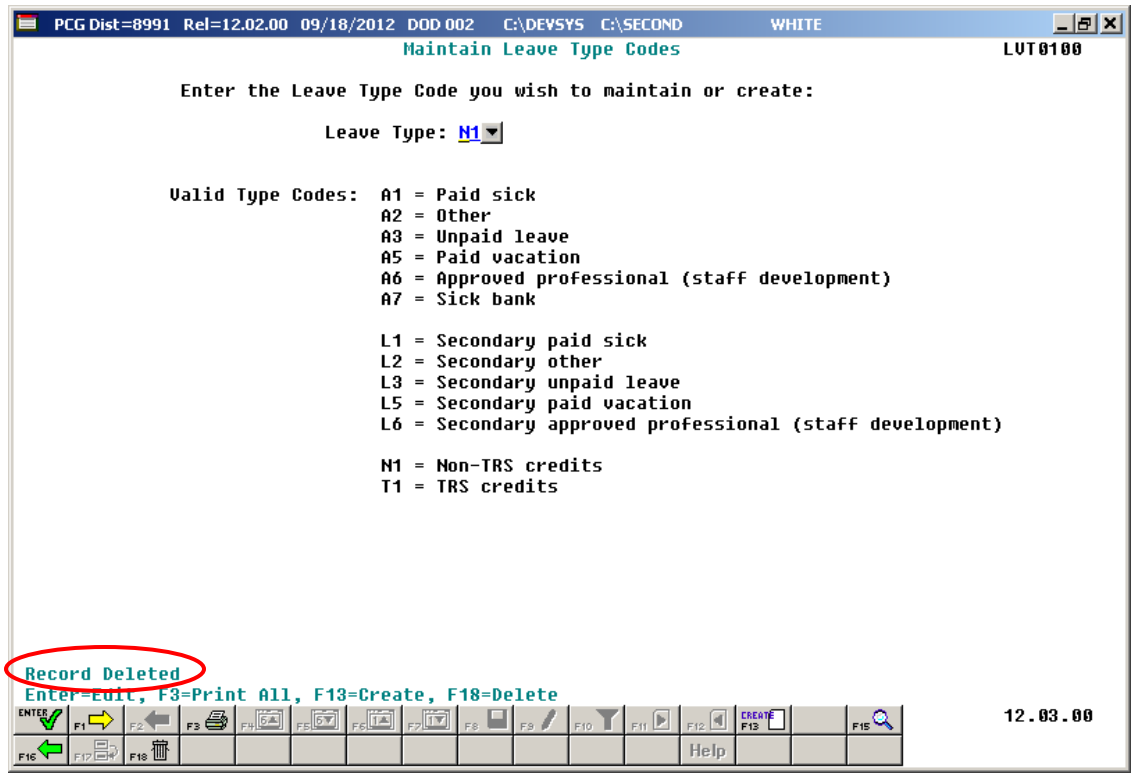

Step	Action
8	Verify *"Record Deleted"* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

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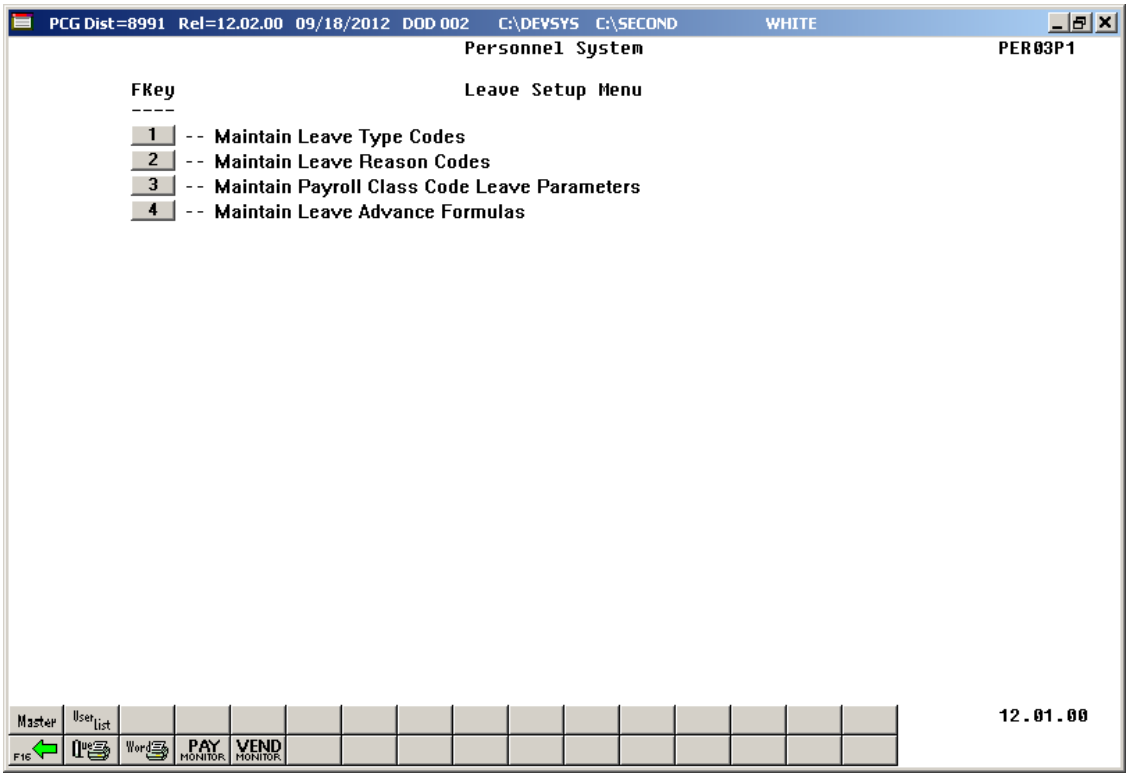
The following screen displays:



Step	Action
9	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

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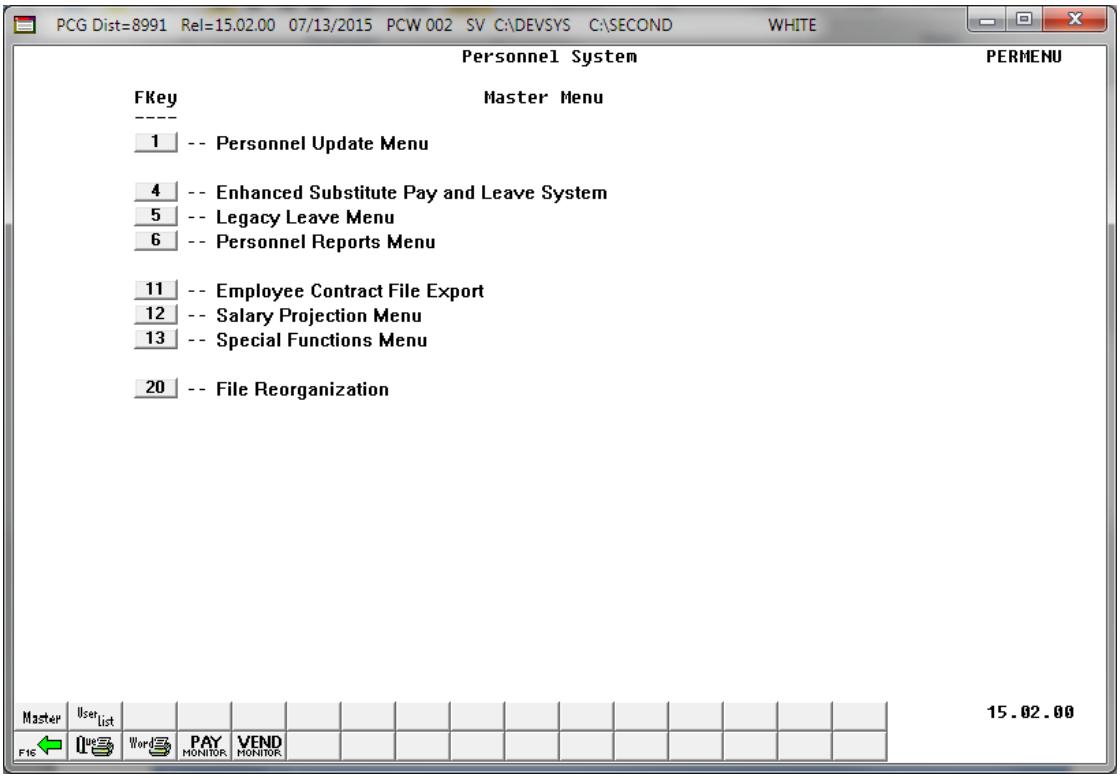
A4. Printing the Leave Type Code and Reason Code Report

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3 -** Personnel System).

The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

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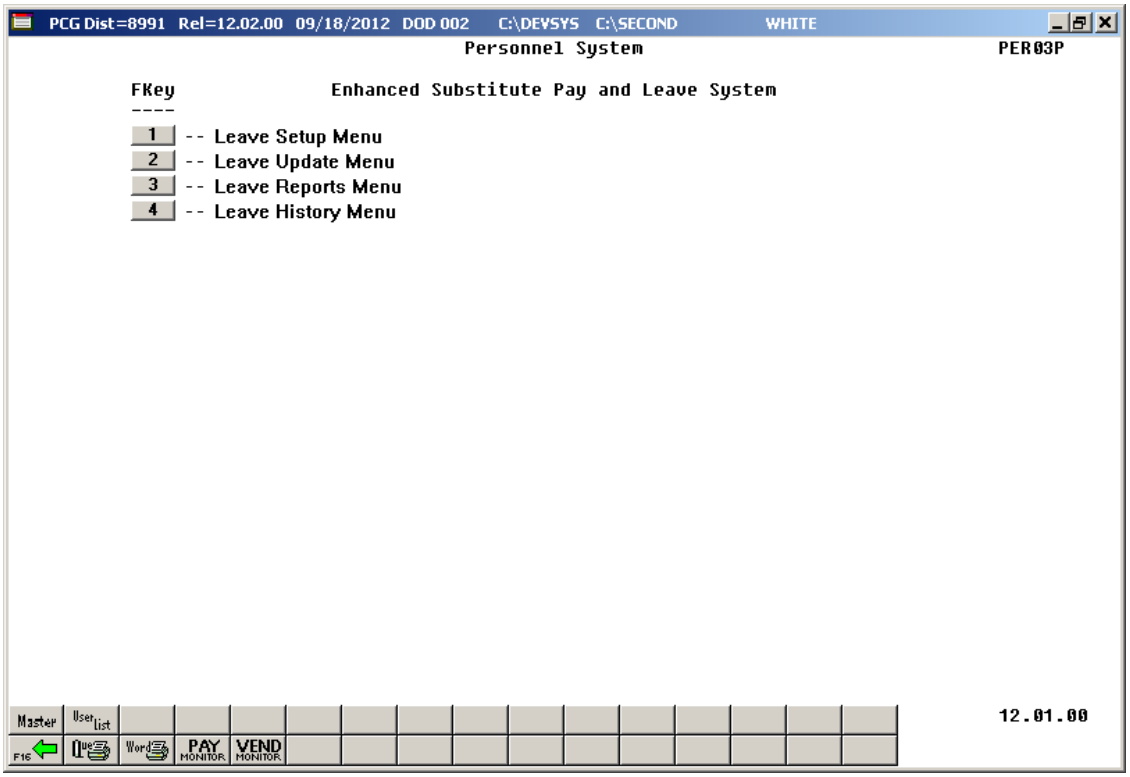
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

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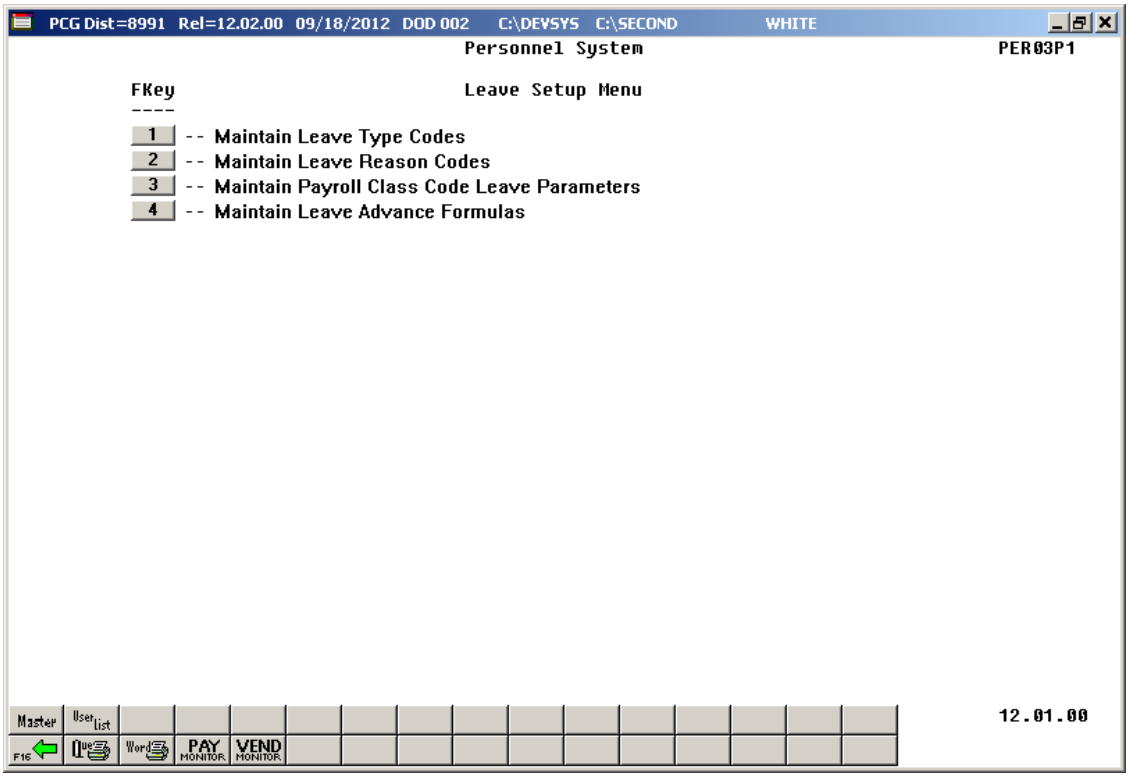
The following screen displays:



Step	Action
4	Select 1 (**F1** – Maintain Leave Type Codes).

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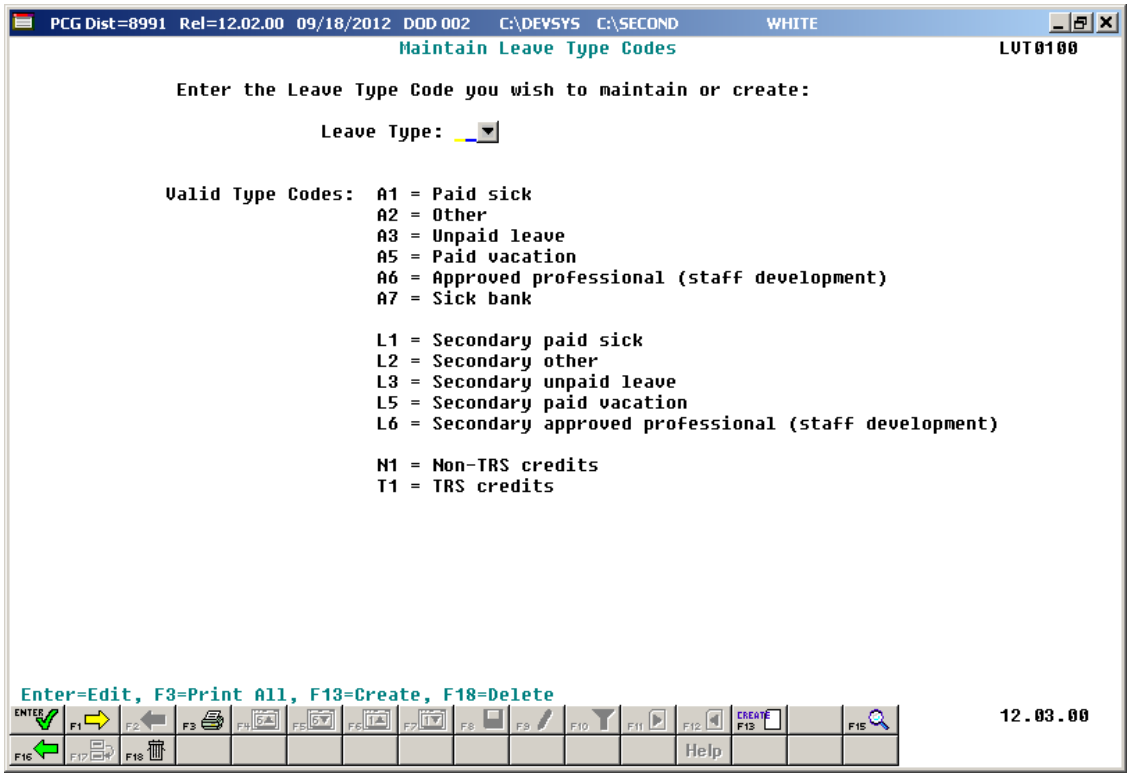
The following screen displays:



Step	Action
5	Select (**F3** – Print Lv Type/Reason Rpt) to print the *Leave Type/Reason Report*.

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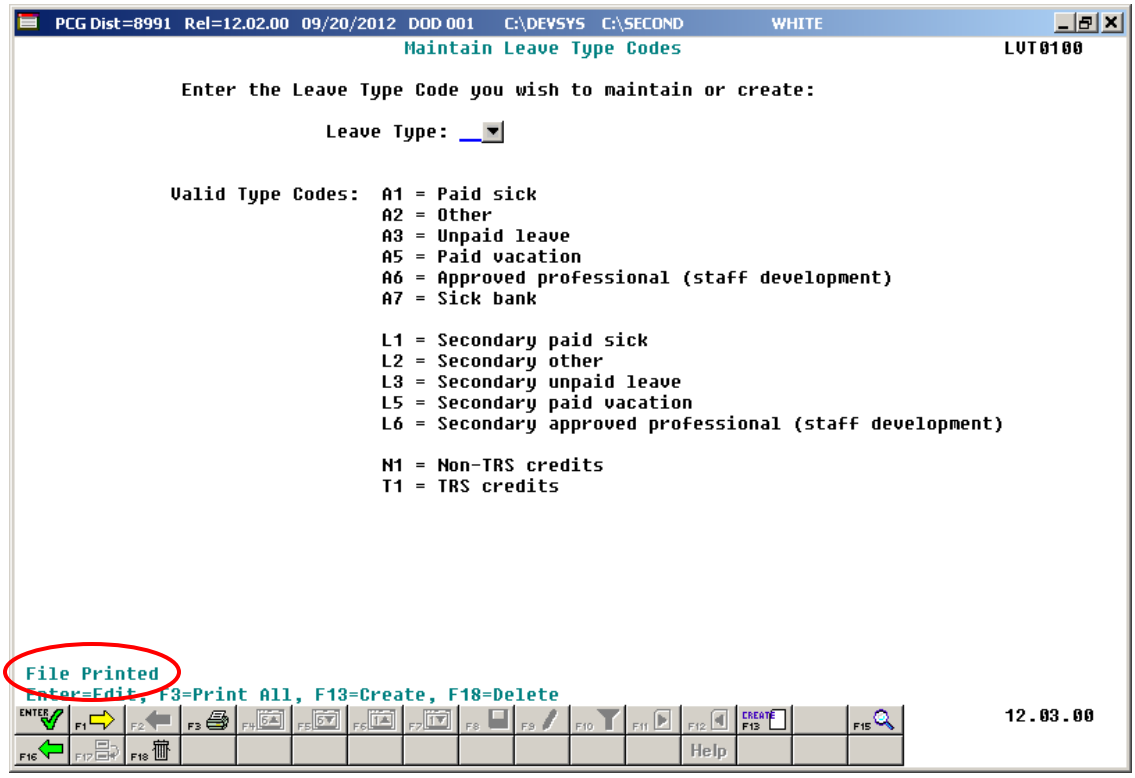
The following screen displays:



Step	Action
6	Verify *"File Printed"* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

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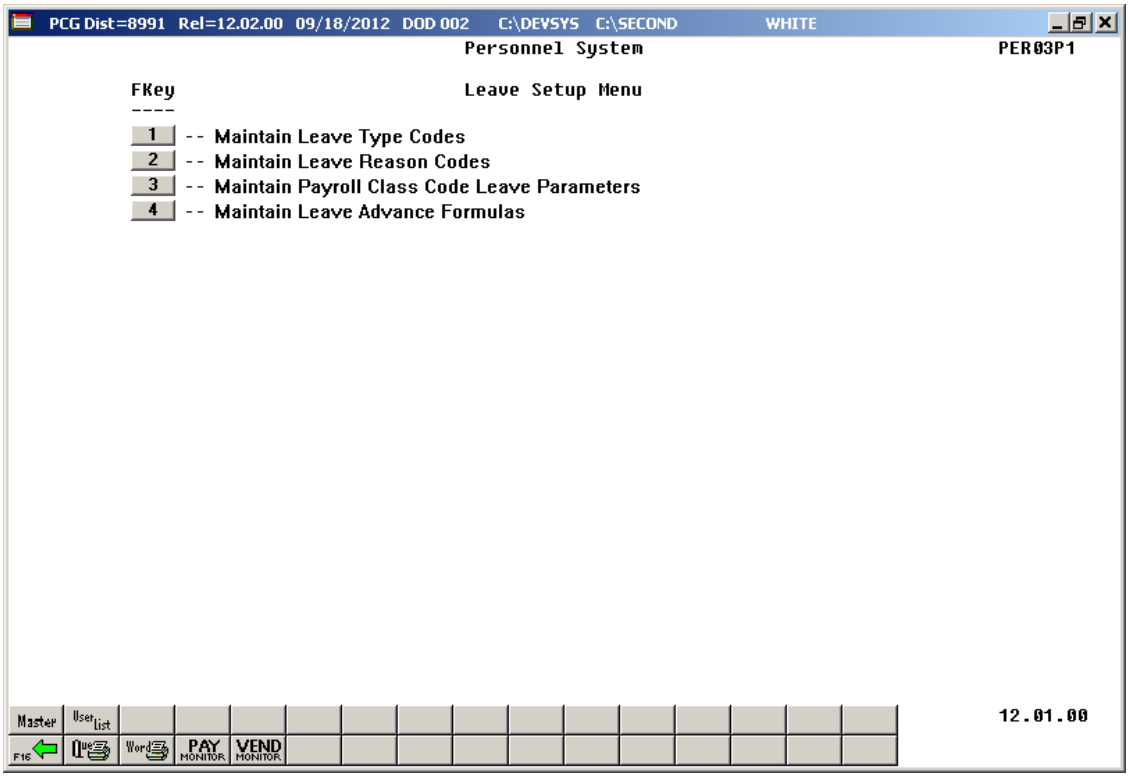
The following screen displays:



Step	Action
7	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*
8	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

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A4.1 Sample Leave Type and Reason Codes Report

```
 REPORT DATE: 09/21/2012  13:42:28                LEAVE TYPE AND REASON CODES                                PAGE    1
     PROGRAM: LVT0100

TYPE                        LEAVE TYPE DESCRIPTION                     MON  YEAR    ROLL DT       MAX DAYS    MIN DAYS    DAYS INCR


A1 Paid sick                SICK LEAVE                                  07  2013                                .2500       .2500
                            SICK LEAVE

                            Accrual Params:  Carryover unused days                 Do not add unused days to sick
                                             Advance formula:  Contract months
                                             Advance schedule: Monthly

                            Leave Params:    Default leave input: Days             How much to take: Check leave balance
                                             CPI Category: Sick                    Do not allow negative balance


     Reason code 01         SICK LEAVE
                            SICK LEAVE

                            Leave Params:                                          How much to take: Not applicable



     Reason code 02         PERSONAL LEAVE                                                   3.0000
                            PERSONAL

                            Leave Params:    Show as personal on check             How much to take: Check max to take
```


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A5. Typical Leave Type Code Setup Parameters

Leave Type Code	Leave Type	Typical Setup Parameters
A1 or L1	Sick Leave	Plan start month: 07 Drop unused days: Carry over unused days Leave advance formula: Contract months Advance schedule: Annually/monthly At year-end, add unused days to sick: No Length of service based on: N/A Clear staff development accounts: N/A CPI category: Sick How much to take: Check leave balance Allow balance to go negative: Yes/No <u>Comments</u>: Most school systems run their plan year starting July 1st through June 30th to comply with CPI reporting requirements. Typically, sick leave is advanced to employees either monthly or annually, and a certain amount of accumulated sick leave may be carried over to the new plan year, but this depends on the system's leave policy. Since sick leave is typically earned by employees based upon their contract months, the **How much to take** parameter is usually set to '*Check leave balance*'. School systems may either allow or not allow the employees' sick leave balance to go negative, depending on district policy.
A2 or L2	Other	Plan start month: 07 Drop unused days: Drop Leave advance formula: N/A Advance schedule: N/A At year-end, add unused days to sick: No Length of service based on: N/A Clear staff development accounts: N/A CPI category: Other How much to take: Unlimited Allow balance to go negative: N/A <u>Comments</u>: Most school systems run their plan year starting July 1st through June 30th to comply with CPI reporting requirements. Typically, other paid leave is <u>not</u> advanced to employees but is taken on an "as needed" basis. Since other paid leave is taken as needed, the **How much to take** parameter is usually set to '*Unlimited*' and since there is no leave balance tracked, the **Drop unused days** parameter must be set to '*Drop*'.

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Leave Type Code	Leave Type	Typical Setup Parameters
A3 or L3	Unpaid Leave	Plan start month: 07 Drop unused days: Drop Leave advance formula: N/A Advance schedule: N/A At year-end, add unused days to sick: No Length of service based on: N/A Clear staff development accounts: N/A CPI category: Other How much to take: Unlimited Allow balance to go negative: N/A Comments: Most school systems run their plan year starting July 1st through June 30th to comply with CPI reporting requirements. Typically, unpaid leave is not advanced to employees but is taken on an "as needed" basis. Since unpaid leave is taken as needed, the **How much to take** parameter is usually set to '*Unlimited*' and since there is no leave balance tracked, the **Drop unused days** parameter must be set to '*Drop*'.
A5 or L5	Vacation or Annual Leave	Plan start month: 07 Drop unused days: Drop Leave advance formula: Contract months Advance schedule: Annually/monthly At year-end, add unused days to sick: No Length of service based on: N/A Clear staff development accounts: N/A CPI category: Vacation How much to take: Check leave balance Allow balance to go negative: Yes/No Comments: Most school systems run their plan year starting July 1st through June 30th to comply with CPI reporting requirements. Typically, vacation leave is advanced to employees either monthly or annually, and is not allowed to be carried over to the new plan year, but this depends on the system's leave policy. Since vacation leave is typically earned by employees based upon their contract months, the **How much to take** parameter is usually set to '*Check leave balance*'. For example, many school systems allow only 12 month employees to earn vacation time. If this is the case, the **Leave advance formula** should be set to '*Contract months*', and leave advance formulas will be defined only for a contract month value of '12'. School systems may either allow or not allow the employees' vacation leave balance to go negative, depending on district policy. Defining the '**A5**' or '**L5**' category is optional.

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Leave Type Code	Leave Type	Typical Setup Parameters
A6 or L6	Staff Development	Plan start month: 07 Drop unused days: Drop Leave advance formula: N/A Advance schedule: N/A At year-end, add unused days to sick: No Length of service based on: N/A Clear staff development accounts: Yes/No CPI category: Staff development How much to take: Unlimited Allow balance to go negative: Yes/No Comments: Most school systems run their plan year starting July 1st through June 30th to comply with CPI reporting requirements. Typically, paid staff development leave is not advanced to employees but is taken on an "as needed" basis. Since paid staff development leave is taken as needed, the **How much to take** parameter is usually set to '*Unlimited*' and since there is no leave balance tracked, the **Drop unused days** parameter must be set to '*Drop*'.
A7	Sick Bank	Plan start month: 07 Drop unused days: Drop Leave advance formula: Contract months Advance schedule: Annually At year-end, add unused days to sick: No Length of service based on: Contract months Clear staff development accounts: N/A CPI category: Sick How much to take: Check leave balance Allow balance to go negative: No Comments: Most school systems run their plan year starting July 1st through June 30th to comply with CPI reporting requirements. Typically, sick bank leave is approved for employees based upon an application to the district board or commission, but this depends on the system's leave policy. The PCGenesis system is designed so that a leave history adjustment to the employee's sick bank balance can be made for the amount of time that an individual employee has been approved for. A leave history adjustment is the method used for advancing the sick bank time to the employee, instead of doing an automatic leave advance to all employees. Therefore, even though an automatic leave advance for the sick bank will never take place, the 'A7' leave type must be set up with a **Leave advance formula** of '*Contract months*' and an **Advance schedule** of '*Annually*'. The **How much to take** parameter must be set to '*Check leave balance*' and the **Allow balance to go negative** must be set to '*No*'. Defining the '**A7**' category is optional.

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Leave Type Code	Leave Type	Typical Setup Parameters
N1	PSERS Credits	Plan start month: 07 Drop unused days: Carry Leave advance formula: N/A Advance schedule: N/A At year-end, add unused days to sick: No Length of service based on: N/A Clear staff development accounts: N/A CPI category: Other How much to take: Check leave balance Allow balance to go negative: N/A <u>Comments</u>: Most school systems run their plan year starting July 1st through June 30th to comply with CPI reporting requirements. When advancing paid sick leave, **Leave Type Code** 'A1', if the paid sick leave is capped, the overflow days or hours are accumulated in category '**N1**' for non-TRS employees. Non-TRS credits are rolled over from one plan year to the next plan year so the **Drop unused days** parameter must be set to '*Carry over unused days*'. This feature enables the *Enhanced Substitute Pay and Employee Leave System* to track the history of non-TRS employees' credit accumulation. Tracking the non-TRS credits may be necessary in cases where the school district pays non-TRS employees for their accumulated paid time off credits when the employee leaves the district. Since PSERS Credits keep track of year-over-year balances, the **How much to take** parameter must be set to '*Check leave balance*'. Defining the '**N1**' category is optional.

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Leave Type Code	Leave Type	Typical Setup Parameters
T1	TRS Credits	Plan start month: 07 Drop unused days: Carry Leave advance formula: N/A Advance schedule: N/A At year-end, add unused days to sick: No Length of service based on: N/A Clear staff development accounts: N/A CPI category: Other How much to take: Check leave balance Allow balance to go negative: N/A <u>Comments</u>: Most school systems run their plan year starting July 1st through June 30th to comply with CPI reporting requirements. If the '**A1**' leave type has been defined, then the '**T1**' category <u>must</u> be defined as well. When advancing paid sick leave, **Leave Type Code** 'A1', if the paid sick leave is capped, the overflow days or hours are accumulated in category '**T1**' for TRS employees. TRS credits are rolled over from one plan year to the next plan year so the **Drop unused days** parameter must be set to '*Carry over unused days*'. This feature enables the *Enhanced Substitute Pay and Employee Leave System* to track the history of TRS employees' credit accumulation. Tracking the TRS credits is required when the '**A1**' leave type code is defined in the system. Since TRS Credits keep track of year-over-year balances, the **How much to take** parameter must be set to '*Check leave balance*'.

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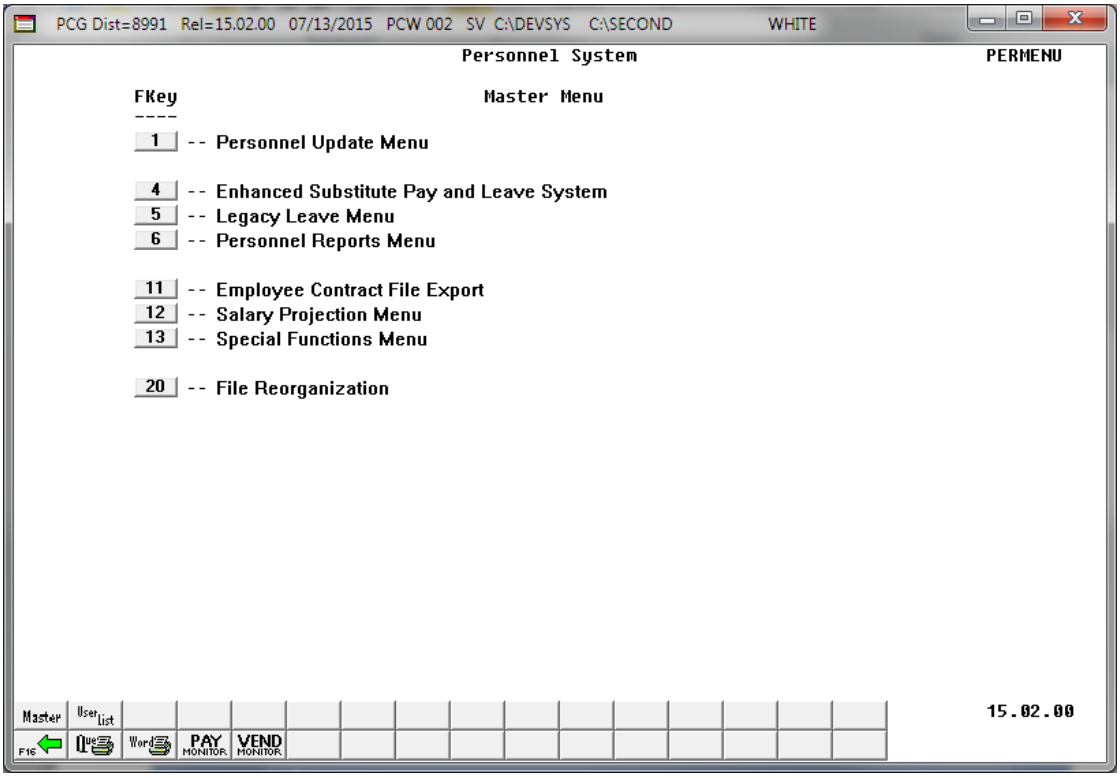
Procedure B: Maintain Leave Reason Codes

B1. Adding a Leave Reason Code

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3 -** Personnel System).

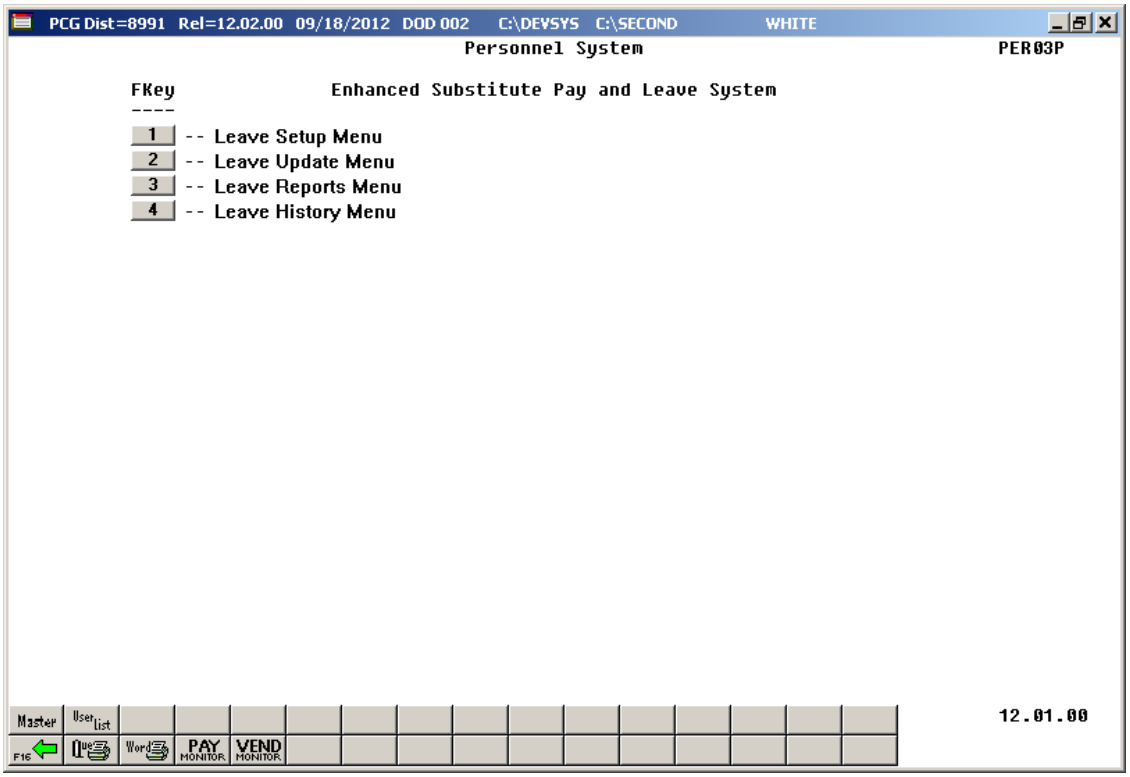
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

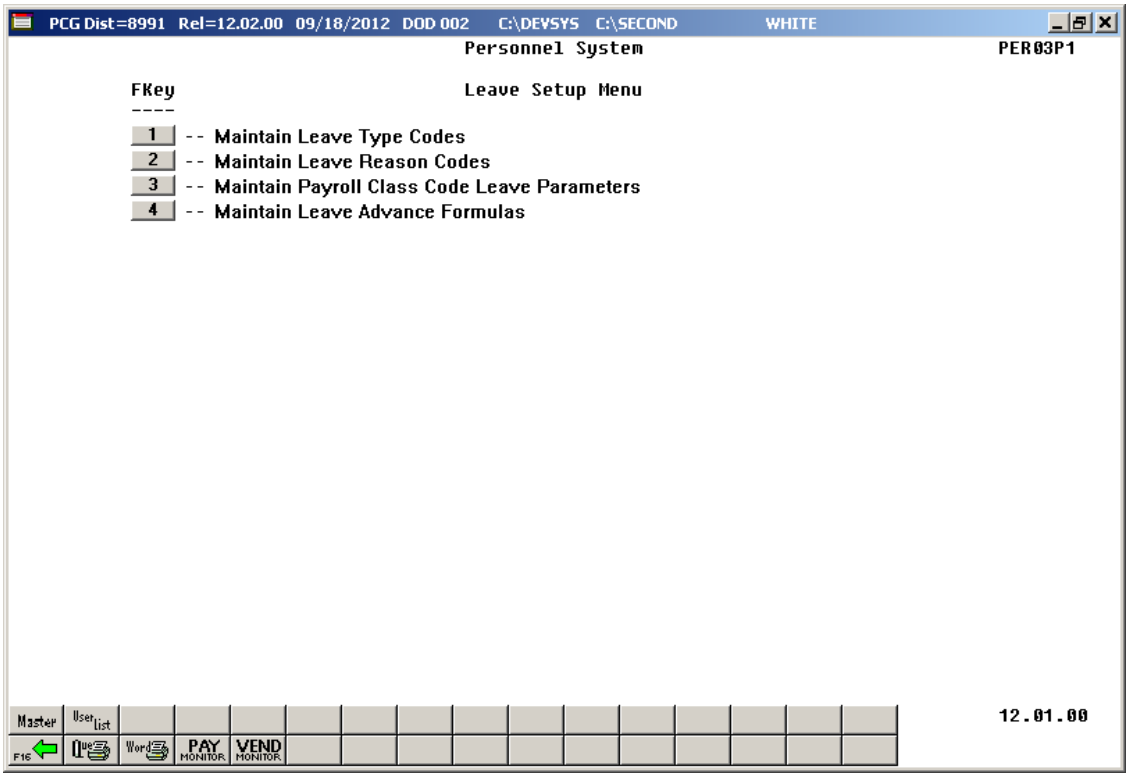
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

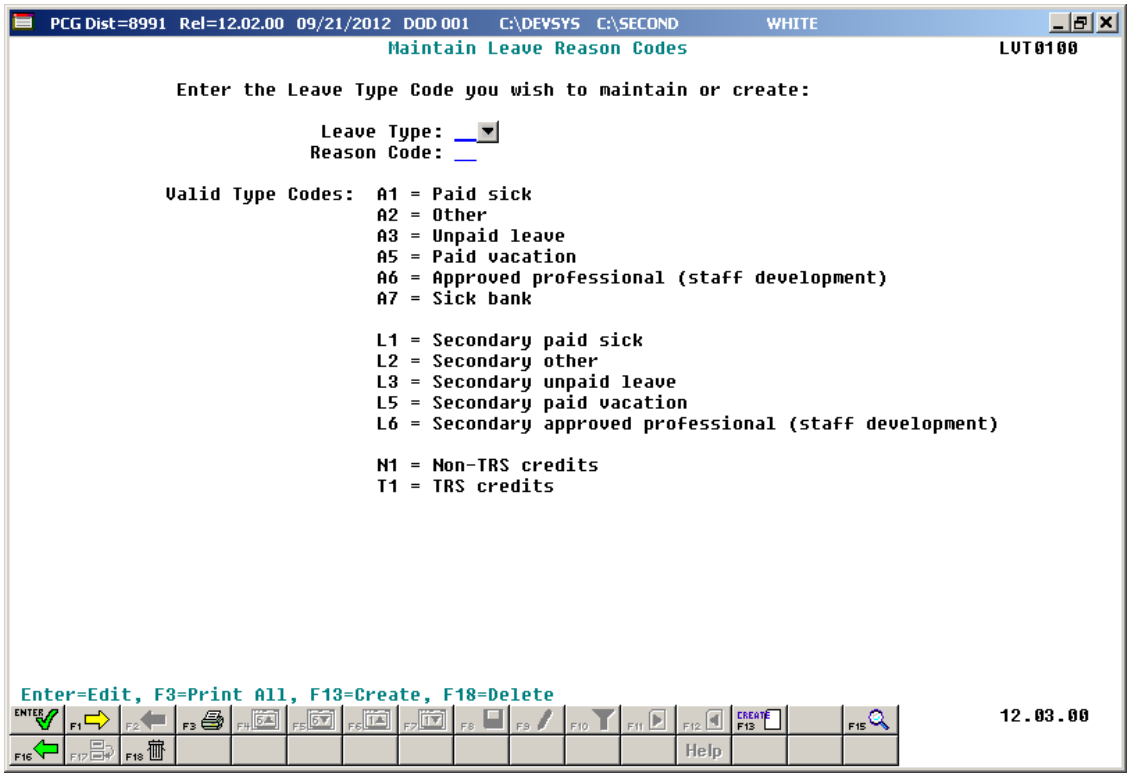
The following screen displays:



Step	Action
4	Select 2 (**F2** – Maintain Leave Reason Codes).

All Rights Reserved.

The following screen displays:



Step	Action
5	Enter the leave type and reason codes in the **Leave type** and the **Leave reason** fields, or select the drop-down selection icon within the **Leave type** field to locate the correct leave codes. Valid values for **Leave Type**: A1, A2, A3, A5, A6, A7, L1, L2, L3, L5, L6 *A selection from the drop-down selection box will cause both the* **Leave type** *and the* **Leave reason** *fields to be populated.*
6	Select (**F13** – Create New Record).

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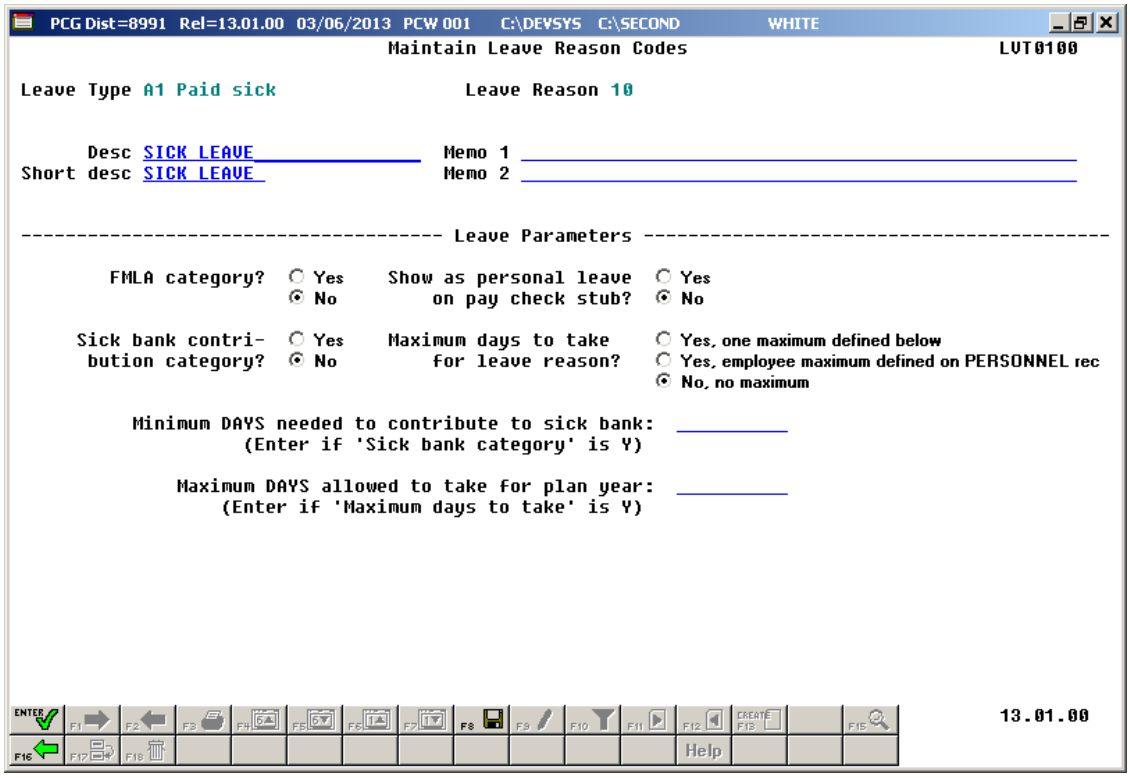
The following screen displays:



Step	Action
7	Enter a description of the leave reason code in the **Desc** field.
8	Enter a short description of the leave reason code in the **Short desc** field. *This description prints as the leave type code description in the* **Paid Time Off** *section of the detailed paycheck stub.*
9	Enter optional notes pertaining to the leave reason code in the **Memo 1** field. This field is optional and is for informational purposes only.
10	Enter optional notes pertaining to the leave reason code in the **Memo 2** field. This field is optional and is for informational purposes only.
	Leave Parameters
11	Select the radio button to the right of the desired **FMLA category?** option to identify that this reason code represents *Family Medical Leave Act* time off. Selecting **Yes** will cause leave using this reason code to be categorized as *Family Medical Leave Act* time off. Selecting **No** will indicate that leave using this reason code is NOT *Family Medical Leave Act* time off.

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Step	Action
12	Select the radio button to the right of the desired **Show as personal leave on pay check stub?** option to identify that this reason code represents personal leave. Selecting **Yes** will cause leave using this reason code to be categorized as personal time off, and will cause the time to be printed as Personal Leave on the employees' pay statements. Selecting **No** will indicate that leave using this reason code is NOT personal time off. *Typically, personal leave is defined as a reason code under either a sick leave category ('**A1**' or '**L1**') or a vacation leave category ('**A5**' or '**L5**'), depending on the district's leave policy.*
13	Select the radio button to the right of the desired **Sick bank contribution category?** option to indicate that this reason code represents time contributed by the employee to a sick bank. Selecting **Yes** will cause leave using this reason code to be categorized as a sick bank contribution, and the donated time will be added to the system sick bank. Selecting **No** will indicate that leave using this reason code is NOT a contribution to the system sick bank. *Typically, sick bank contributions are defined as a reason code under a sick leave category ('**A1**' or '**L1**'), indicating that the employee will be contributing time earned as sick leave to the system sick bank.* *If* **Sick bank contribution category?** *is* **Yes**, *then the* **Minimum DAYS needed to contribute to sick bank:** *may be entered, if required.*

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Step	Action
14	Select the radio button to the right of the desired **Maximum days to take for leave reason?** option to identify whether or not there is a limit to the amount of this leave reason code that the employee is allowed to take. Select **Yes, one maximum defined below** if the leave reason code applies a universal limit on the amount of this leave reason an employee can take. For example, the **Yes** option should be selected if all employees are allowed to take a maximum of 3 days of personal leave. *If the* **Yes, one maximum defined below** *option is selected, the universal limit for this leave reason must be entered in the* **Maximum DAYS allowed to take for plan year** *field.* Select **Yes, employee maximum defined on PERSONNEL rec** if the leave reason code applies an employee-specific maximum on the amount of this leave reason an employee can take. For example, a district leave policy may provide that some employees are allotted a maximum of 3 days of personal leave, other employees may be allowed 4 days of personal leave, and still other employees may be allowed 5 days of personal leave. *If the* **Yes, employee maximum defined on PERSONNEL rec** *option is selected, the employee-specific limit for this leave reason must be entered in the* **Leave Reason Max** *field on the Update/Display Personnel screen for the employee.* Select **No** if there is no limit to the amount of leave of this leave reason code that the employee is allowed to take.
15	**Minimum DAYS needed to contribute to sick bank:** This field contains the minimum days required in an employee's leave balance before the employee is allowed to make a contribution to the system sick bank. For example, some districts require that the employee have a minimum of 5 days in their leave balance before the employee is allowed to contribute any time to the system sick bank. In this case, 5.00 would be entered in the **Minimum DAYS needed to contribute to sick bank** field. *The* **Minimum DAYS needed to contribute to sick bank** *must be a positive number. The unit for the entry is in days.* *If* **Sick bank contribution category?** *is* **Yes**, *then the* **Minimum DAYS needed to contribute to sick bank:** *may be entered, if required.*

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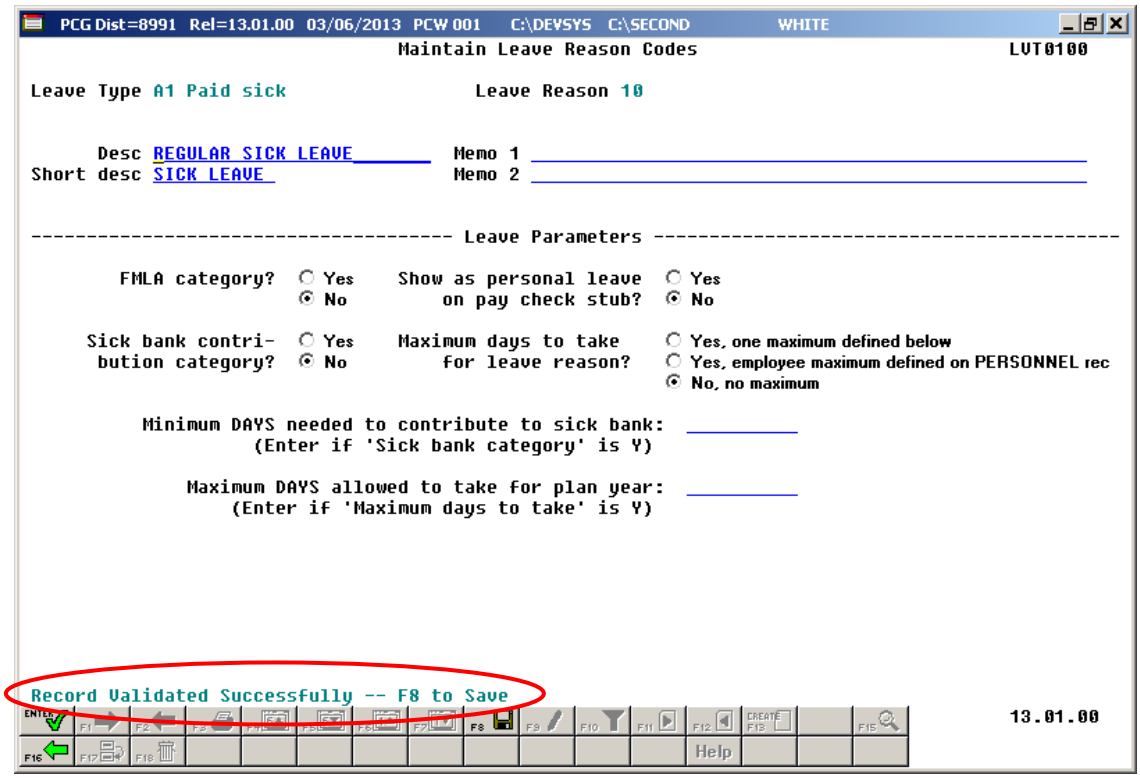
Step	Action
16	**<u>Maximum DAYS allowed to take for the plan year</u>**: If **Maximum days to take for leave reason?** is **Yes, one maximum defined below**, then the universal limit for this leave reason must be entered in the **Maximum DAYS allowed to take for plan year** field. For example, the **Maximum days to take for leave reason?** should be selected if <u>all</u> employees are allowed to take a maximum of 3 days of personal leave. In this case, 3.00 would be entered in the **Maximum DAYS allowed to take for plan year** field. *The* **Maximum DAYS allowed to take for plan year** *must be a positive number. The unit for the entry is in days.* *If the* **Yes, one maximum defined below** *option is selected for* **Maximum days to take for leave reason?**, *the universal limit for this leave reason <u>must</u> be entered in the* **Maximum DAYS allowed to take for plan year** *field.*
17	Select (**Enter** - validate) to validate the record.

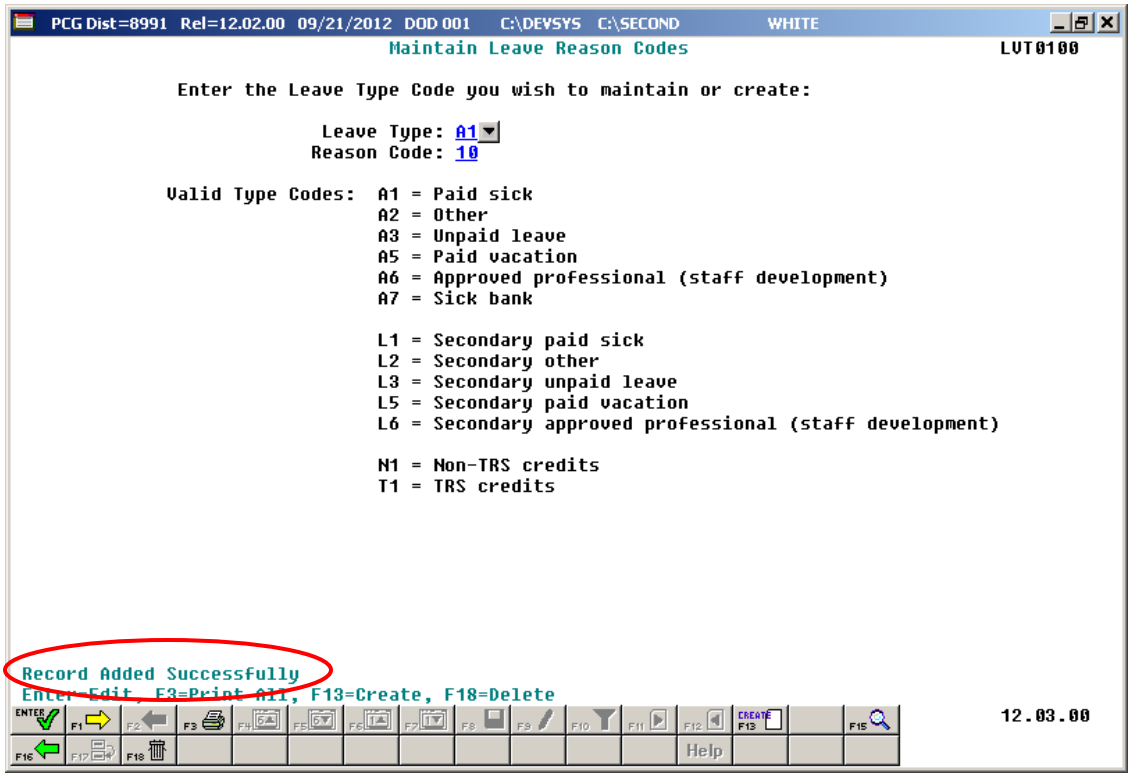
The following screen displays:



Step	Action
18	Verify *"Record Validated Successfully – F8 to Save."* displays, and select (**F8** – Save changes).

All Rights Reserved.

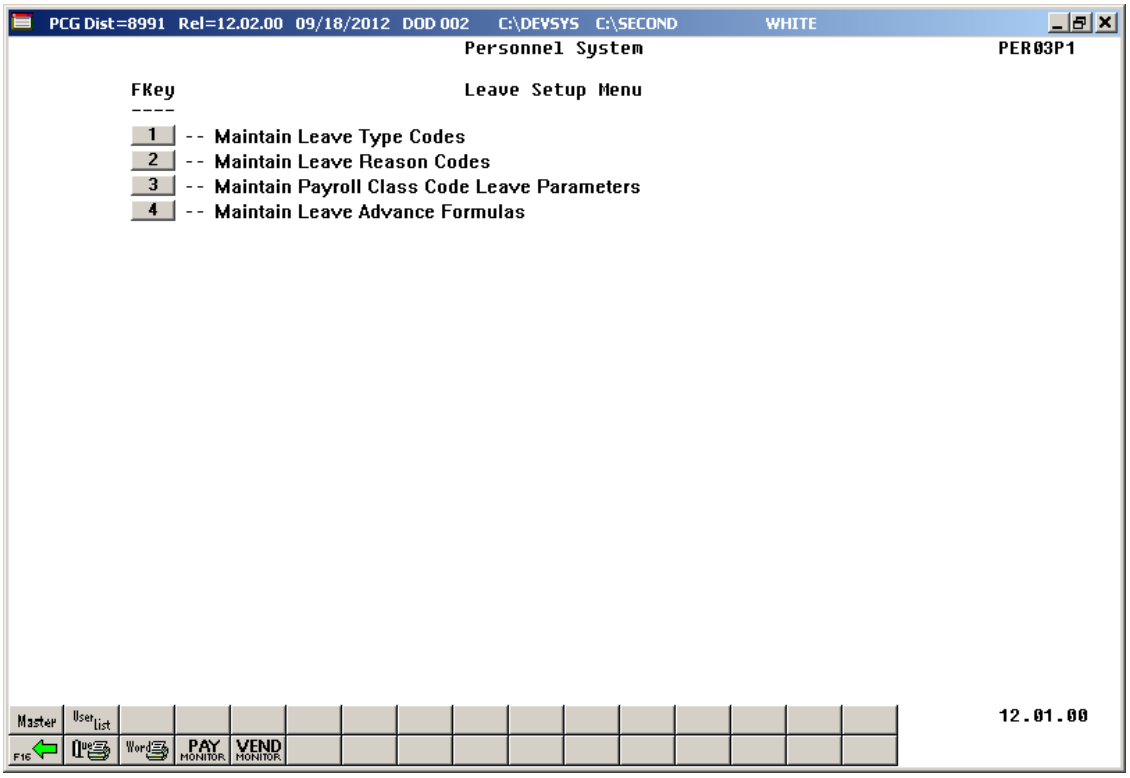
The following screen displays:



Step	Action
19	Verify *"Record Added Successfully"* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



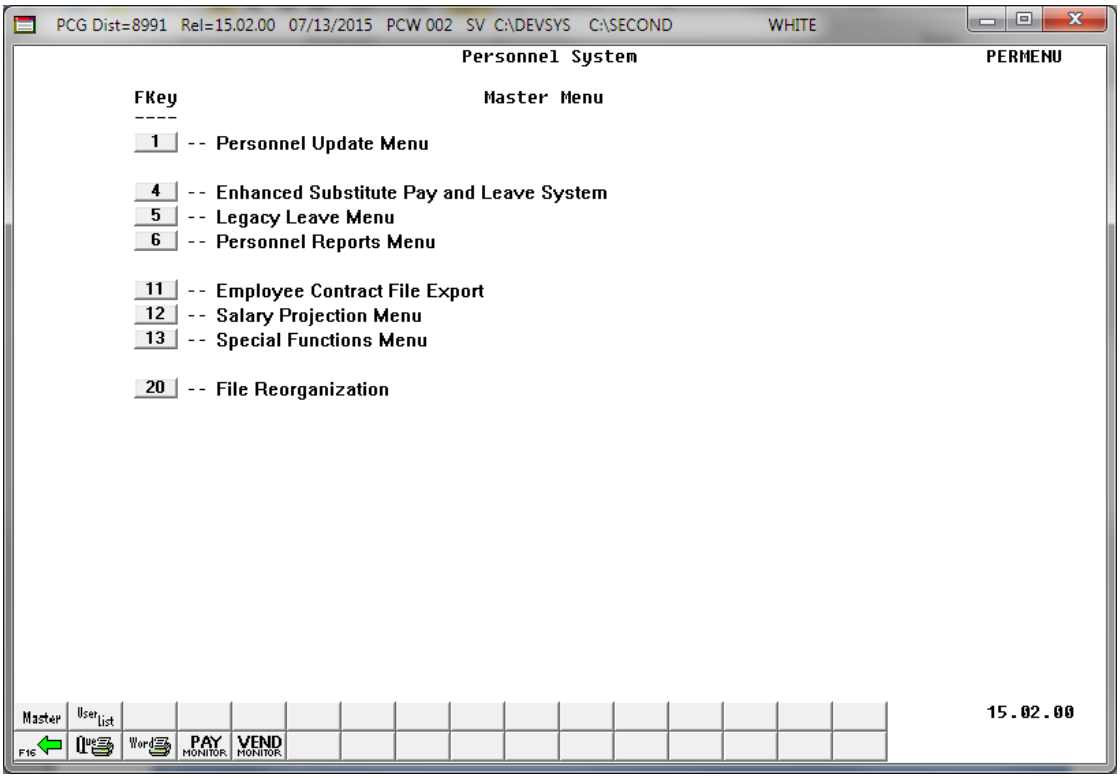
Step	Action
20	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

B2. Modifying a Leave Reason Code

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3 -** Personnel System).

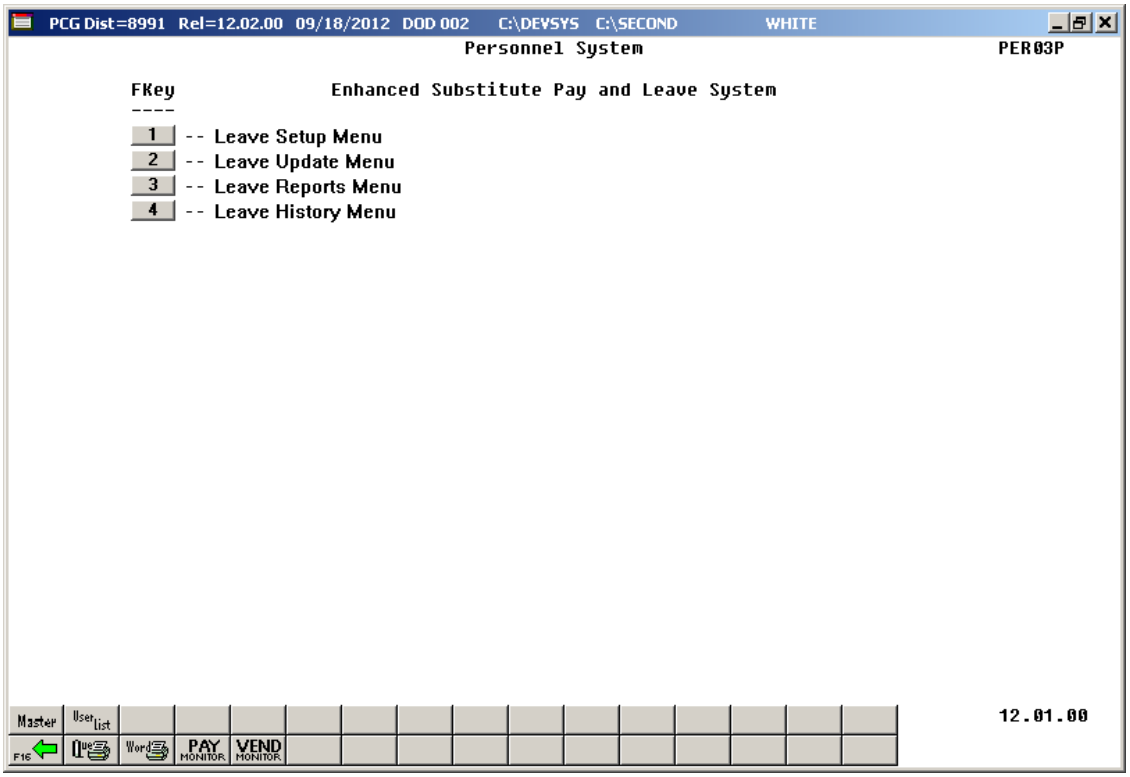
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

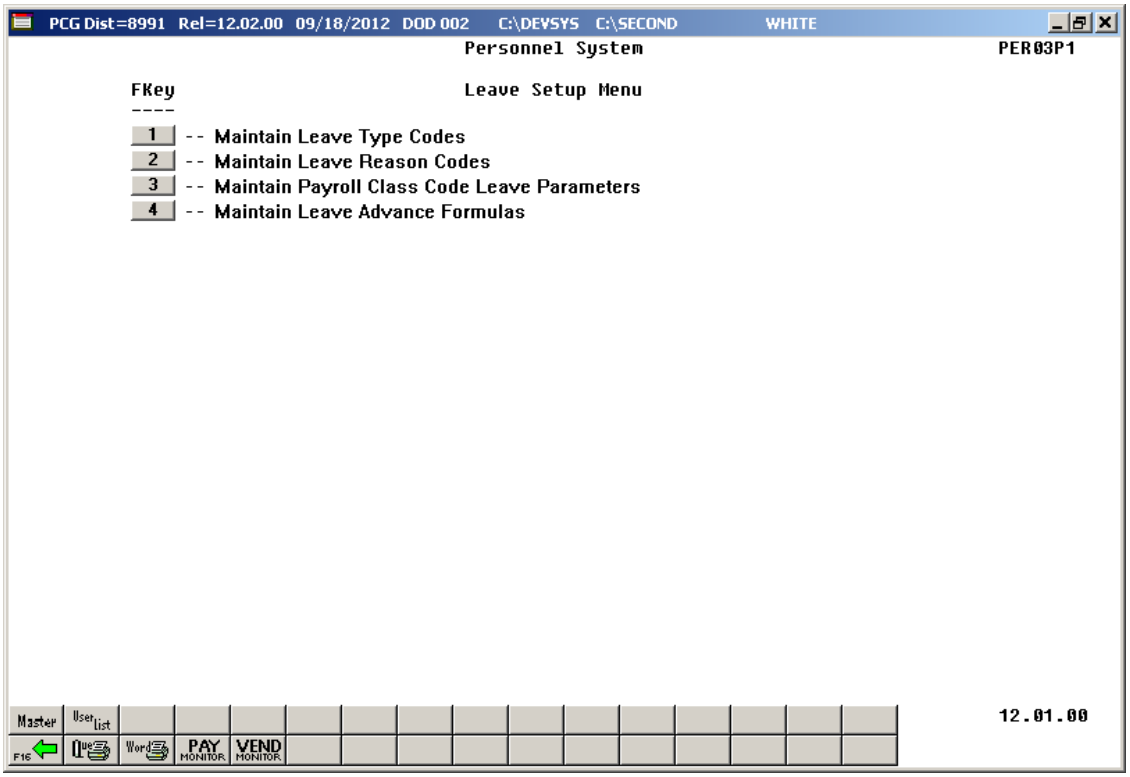
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

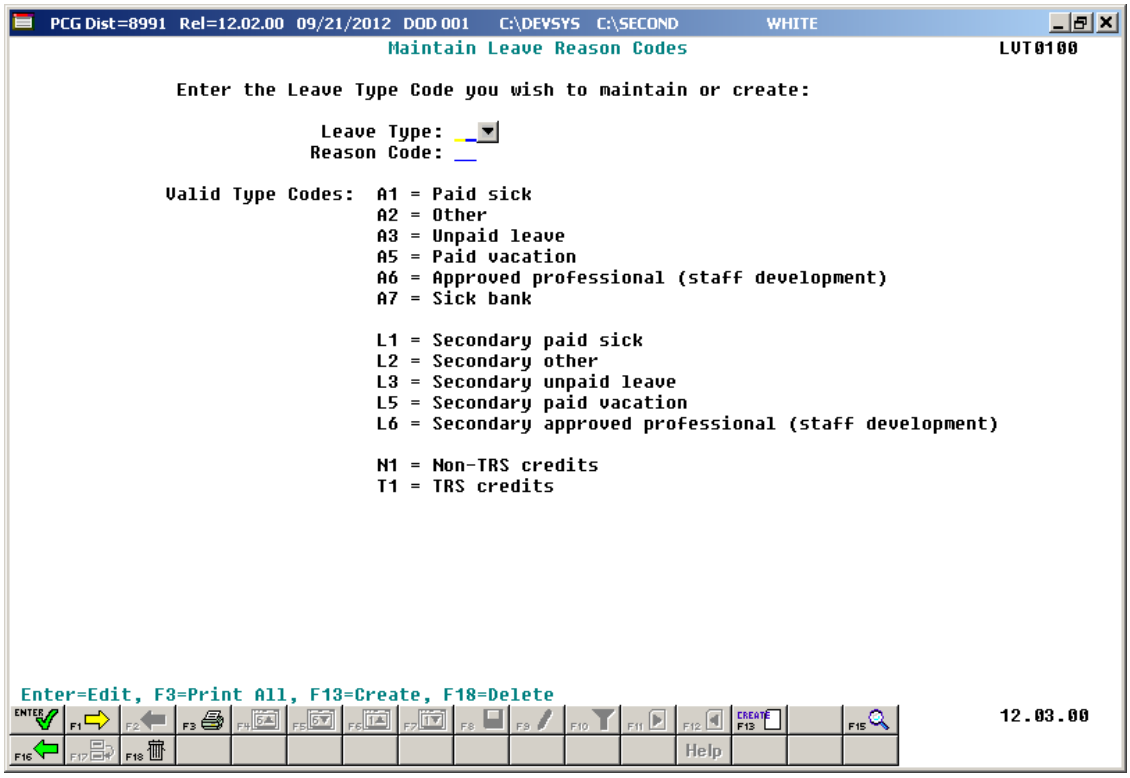
The following screen displays:



Step	Action
4	Select 2 (**F2** – Maintain Leave Reason Codes).

All Rights Reserved.

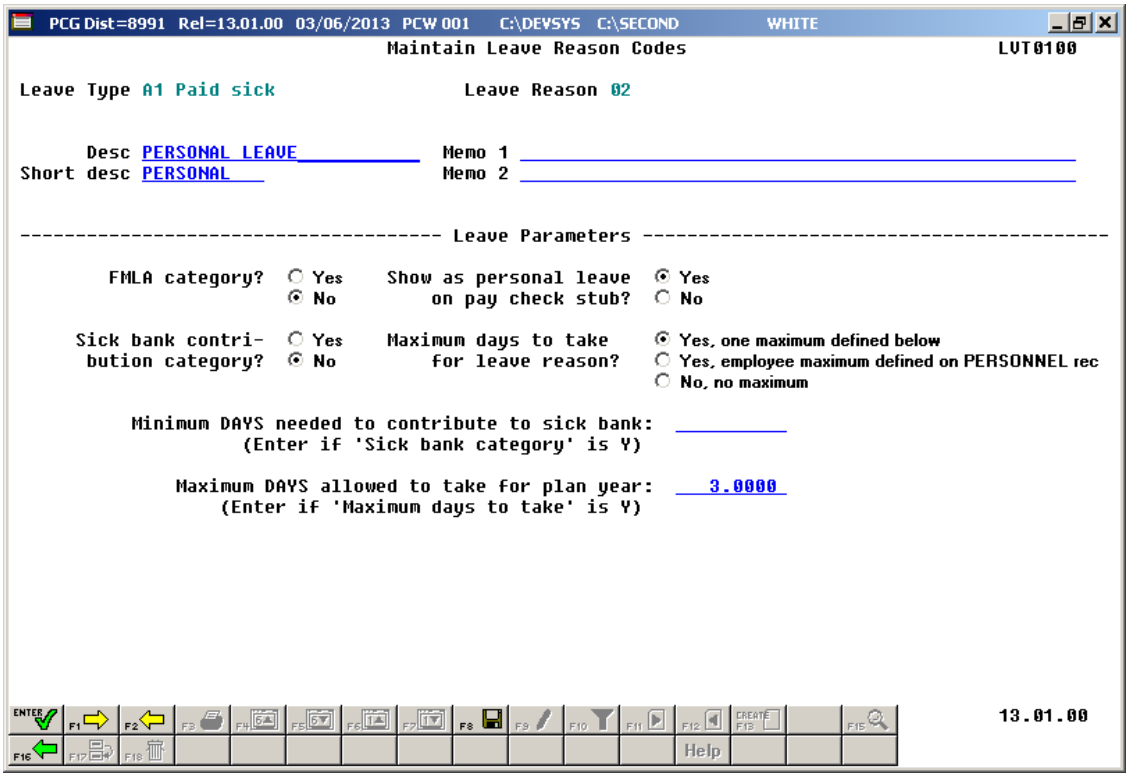
The following screen displays:



Step	Action
5	Enter the leave type and reason codes in the **Leave type** and the **Leave reason** fields, or select the drop-down selection icon within the **Leave type** field to locate the correct leave codes. Valid values for **Leave Type**: A1, A2, A3, A5, A6, A7, L1, L2, L3, L5, L6 *A selection from the drop-down selection box will cause both the* **Leave type** *and the* **Leave reason** *fields to be populated.* *The* **Leave type** *code must be one of the valid type codes listed on the screen.* *If the* **Leave reason** *code is unknown, enter a* **Leave type** *code and select* ***(F1** – Next Record) to browse to the next* **Leave type** *and* **reason** *code in the file.*
6	Select (**Enter** – Edit Record).

All Rights Reserved.

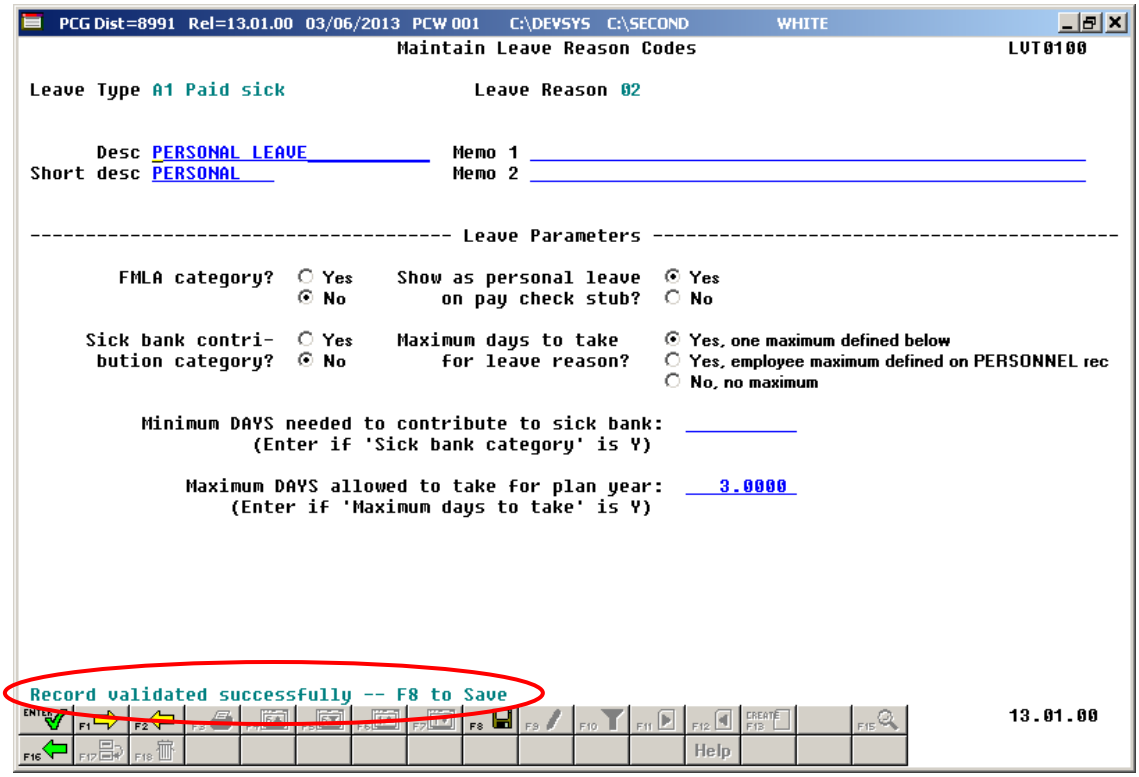
The following screen displays:



Step	Action
7	Make the appropriate changes and select (**Enter** - Validate) to validate the record. *Select (**F1** – Next Record) and (**F2** – Previous Record) to scroll between* **Leave type** *and* **reason** *code records.*

All Rights Reserved.

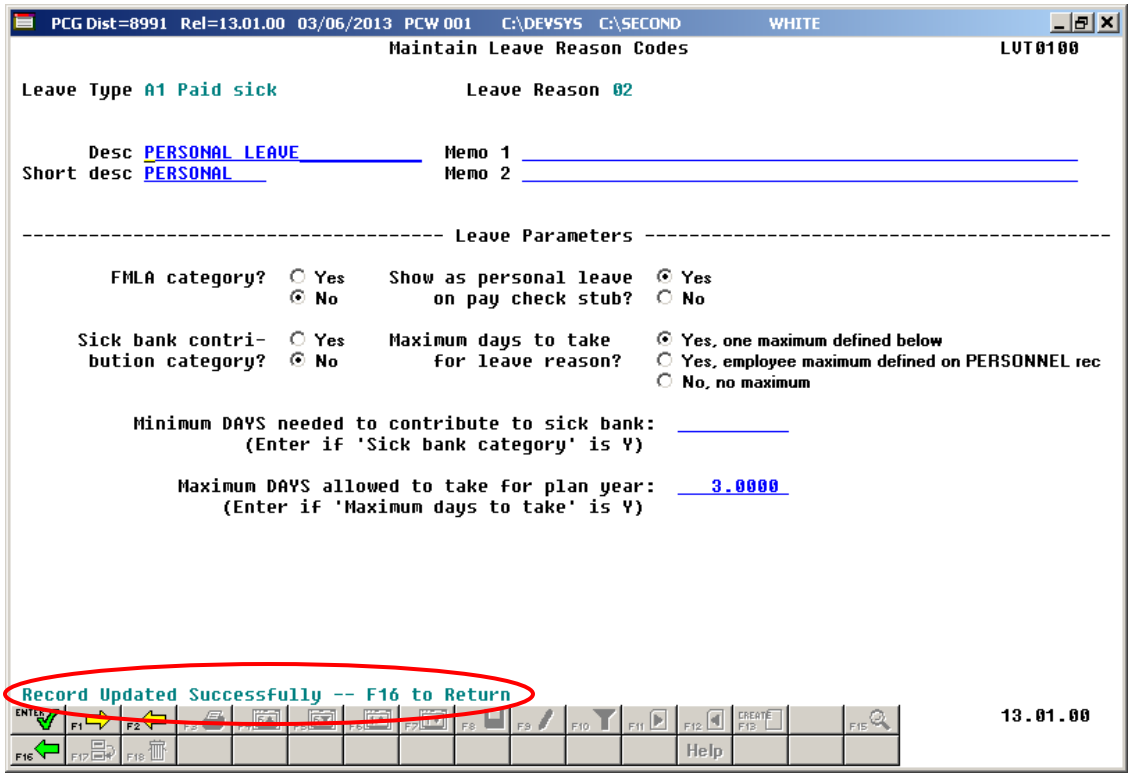
The following screen displays:



Step	Action
8	Verify *"Record Validated Successfully – F8 to Save."* displays, and select (**F8** – Save changes).

All Rights Reserved.

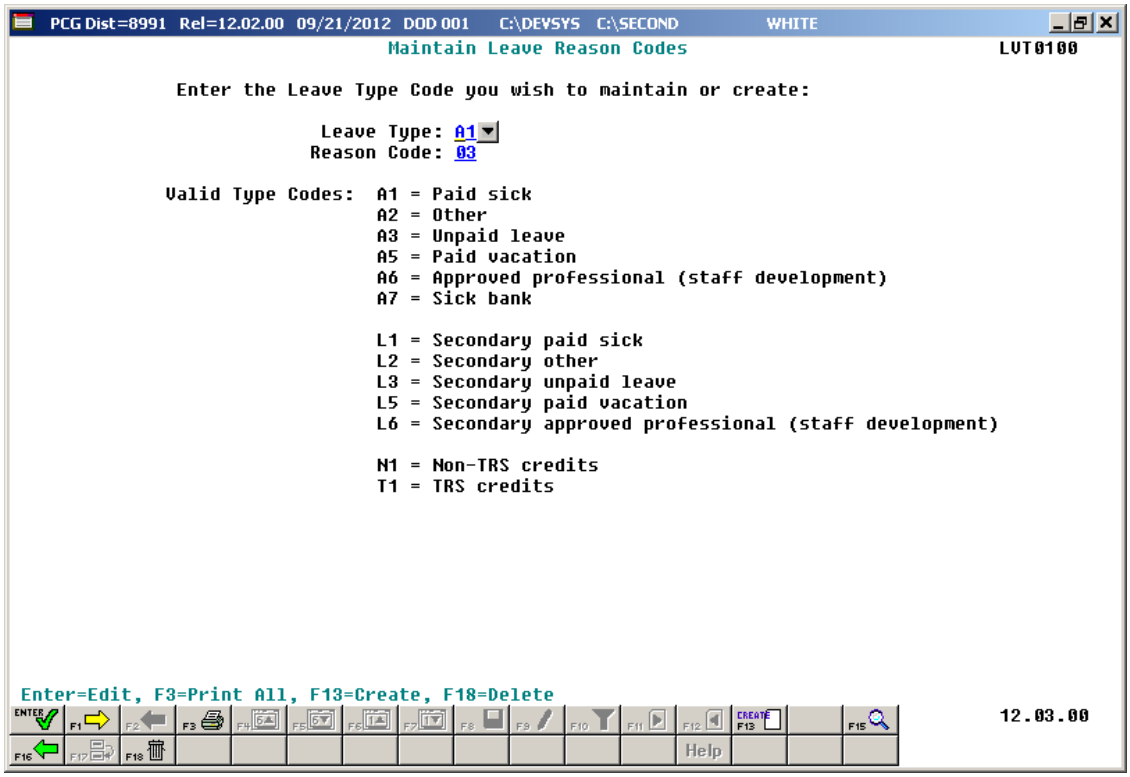
The following screen displays:



Step	Action
9	Verify *"Record Updated Successfully"* displays, and select F16 (**F16** – Exit) to return to the previous screen.

All Rights Reserved.

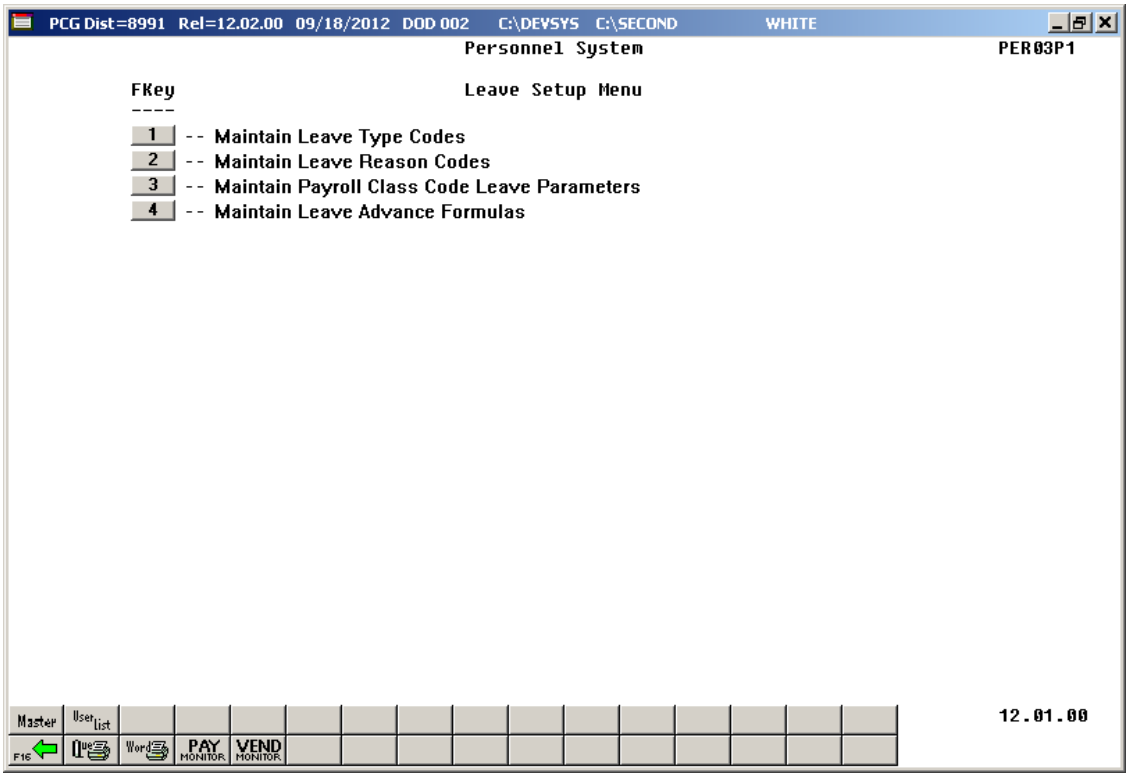
The following screen displays:



Step	Action
10	Select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen, or repeat this procedure starting at *Step 5* to edit another **Leave Type** and **Reason** code.

All Rights Reserved.

The following screen displays:



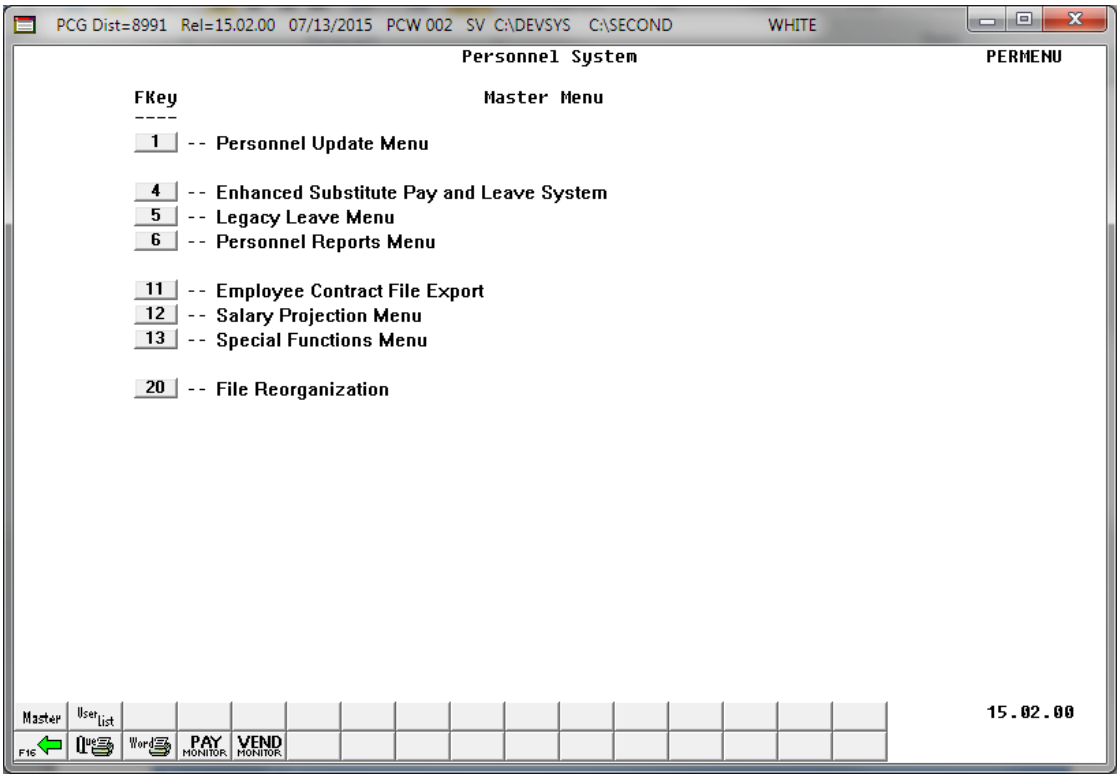
Step	Action
11	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

B3. Deleting a Leave Reason Code

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

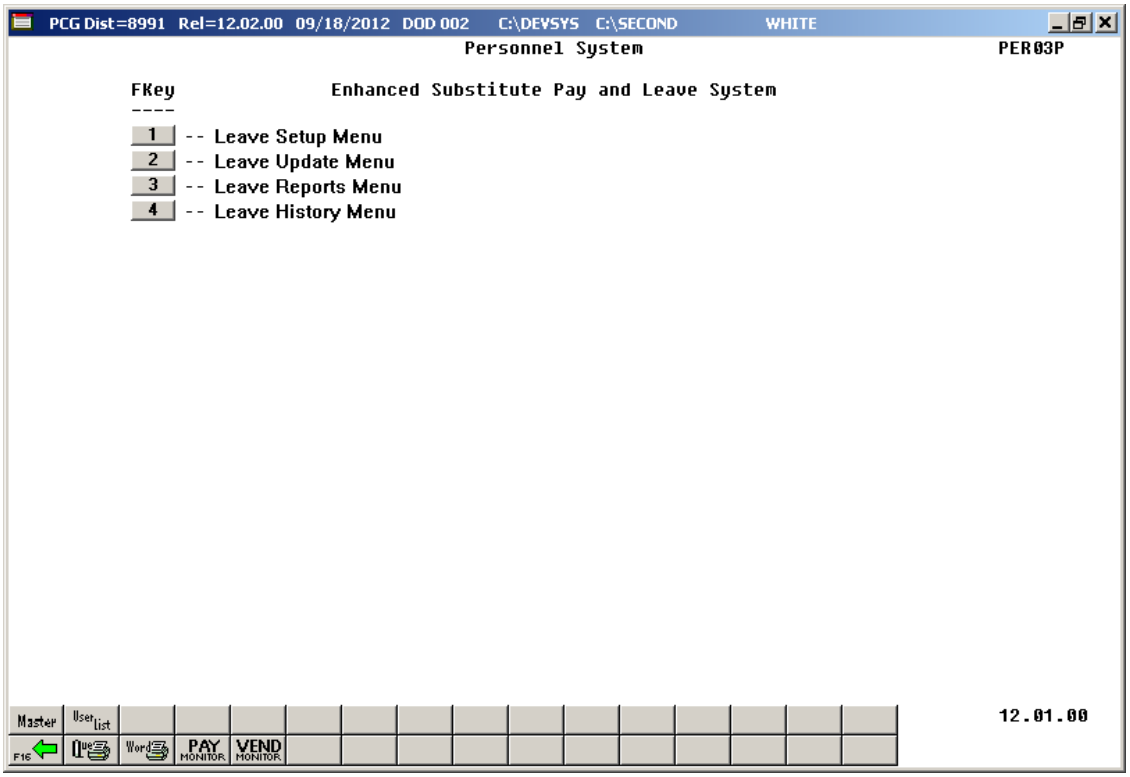
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

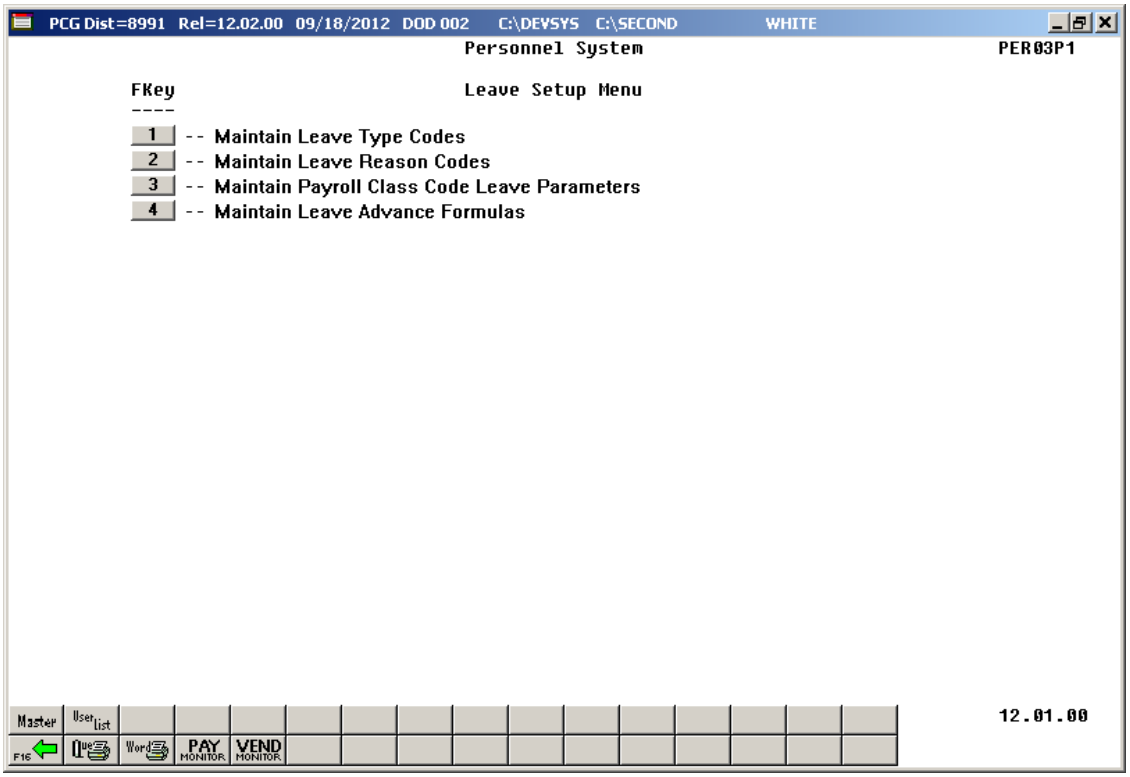
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

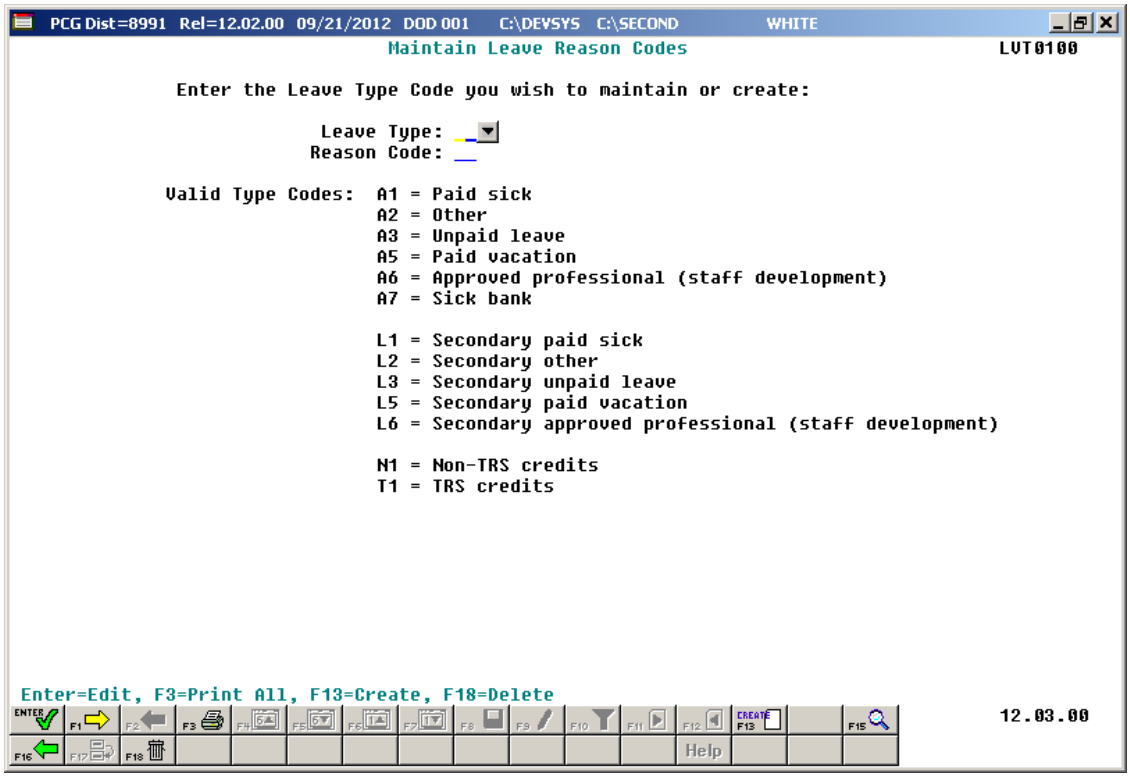
The following screen displays:



Step	Action
4	Select 2 (**F2** – Maintain Leave Reason Codes).

All Rights Reserved.

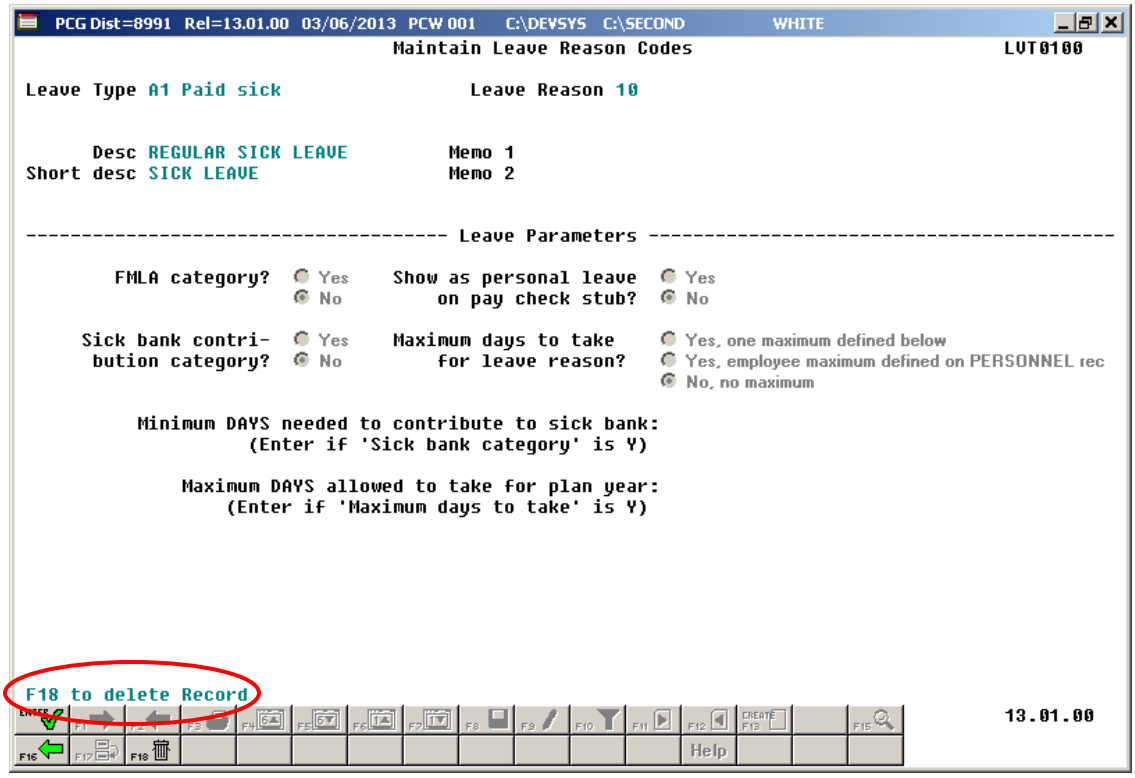
The following screen displays:



Step	Action
5	Enter the leave type and reason codes in the **Leave type** and the **Leave reason** fields, or select the drop-down selection icon within the **Leave type** field to locate the correct leave codes. Valid values for **Leave Type**: A1, A2, A3, A5, A6, A7, L1, L2, L3, L5, L6 *A selection from the drop-down selection box will cause both the* **Leave type** *and the* **Leave reason** *fields to be populated.* *The* **Leave type** *code must be one of the valid type codes listed on the screen.*
6	Select (**F18** – Delete Record).

All Rights Reserved.

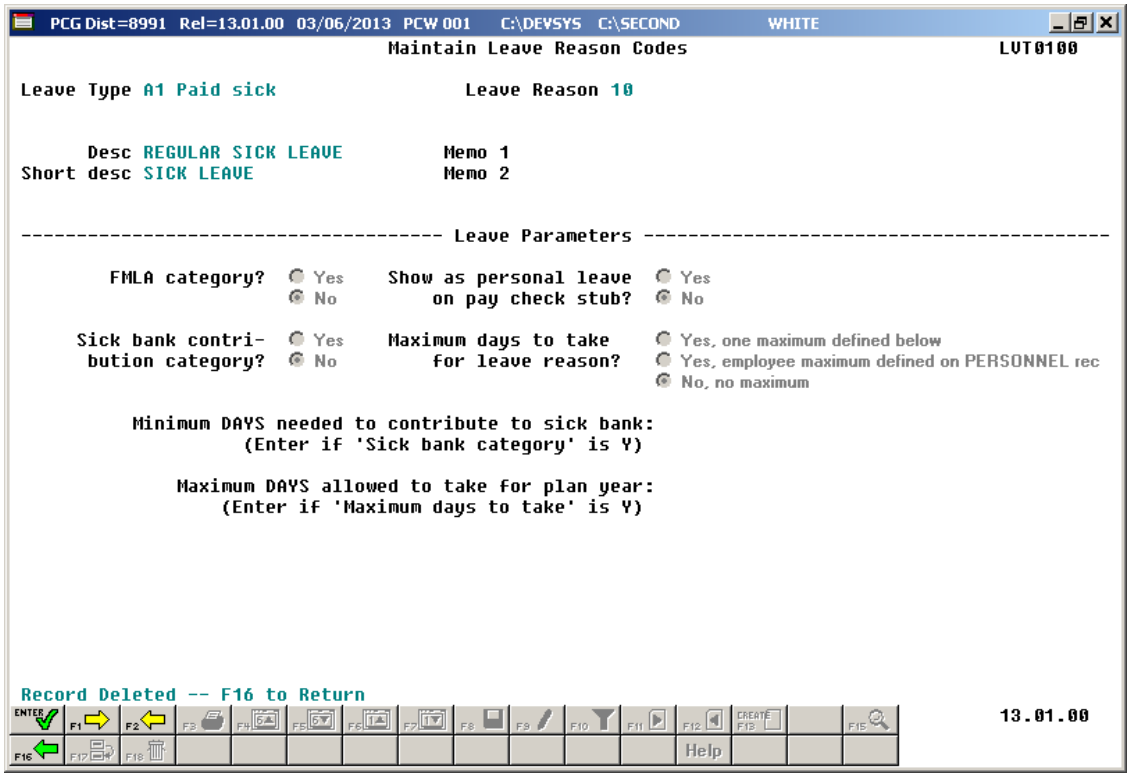
The following screen displays:



Step	Action
7	Verify that '*F18 to delete Record*' displays, and select F18 (**F18** – Confirm Delete) to delete the record.

All Rights Reserved.

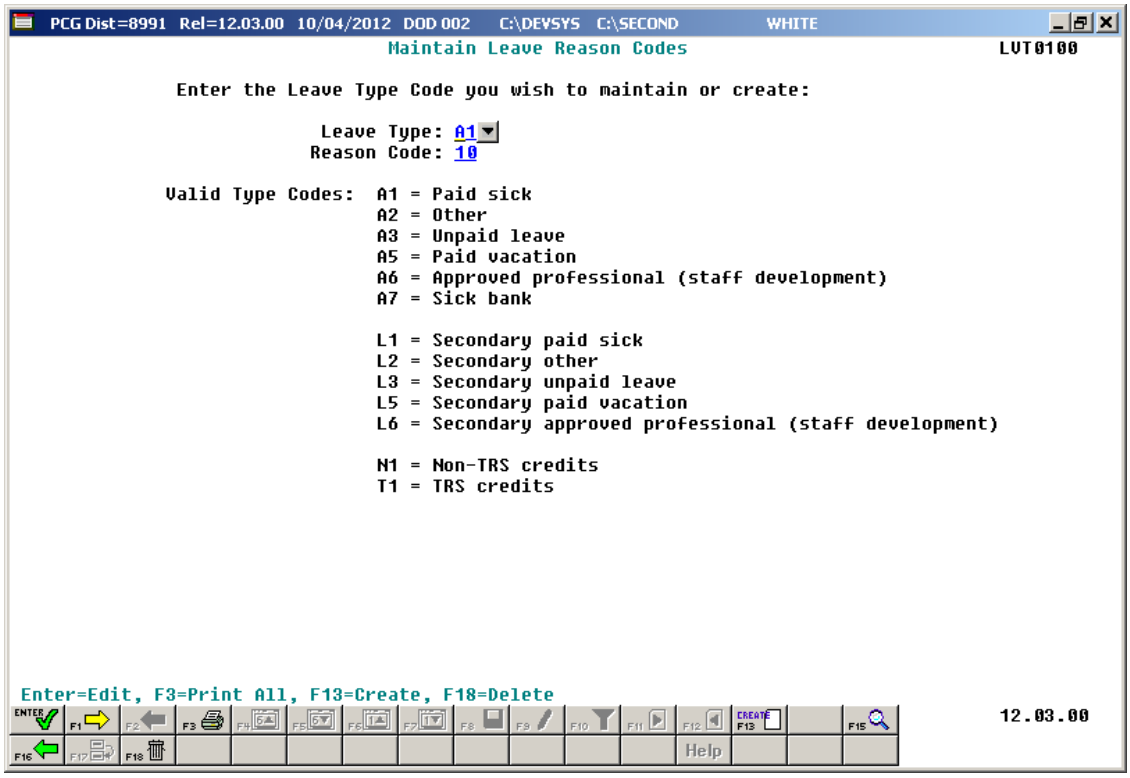
The following screen displays:



Step	Action
8	Verify *"Record Deleted"* displays, and select (**F16** – Exit) to return to the previous screen.

All Rights Reserved.

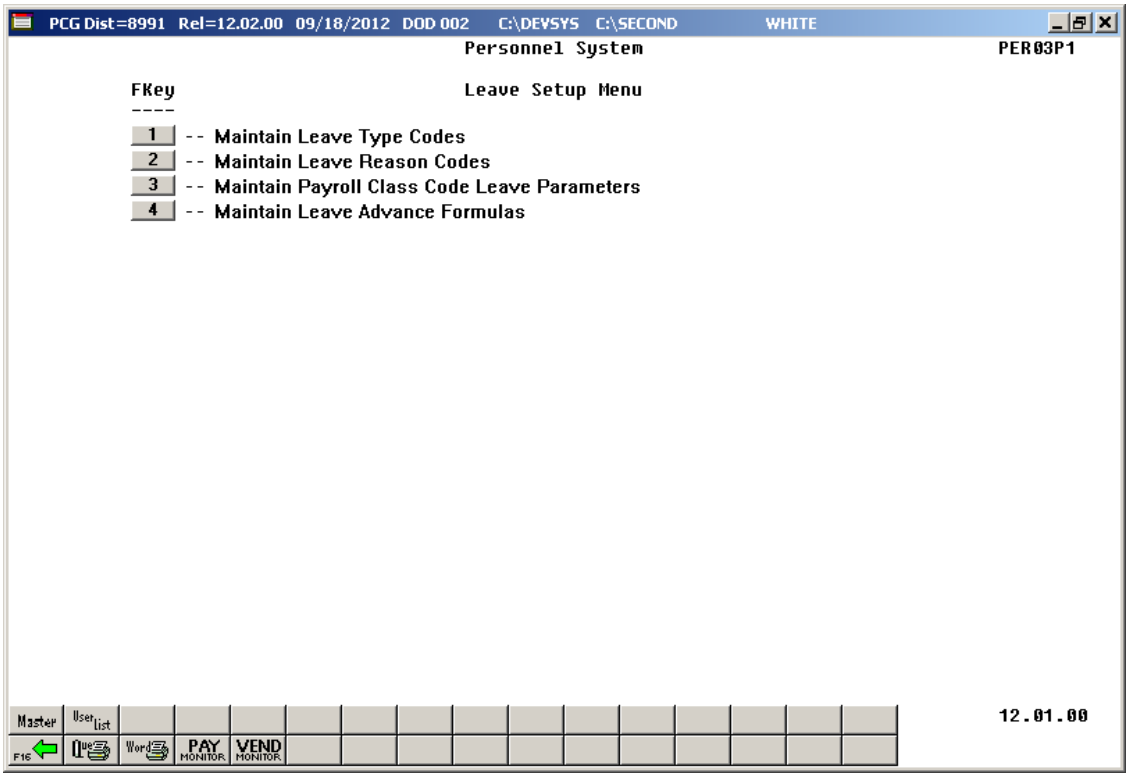
The following screen displays:



Step	Action
9	Select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



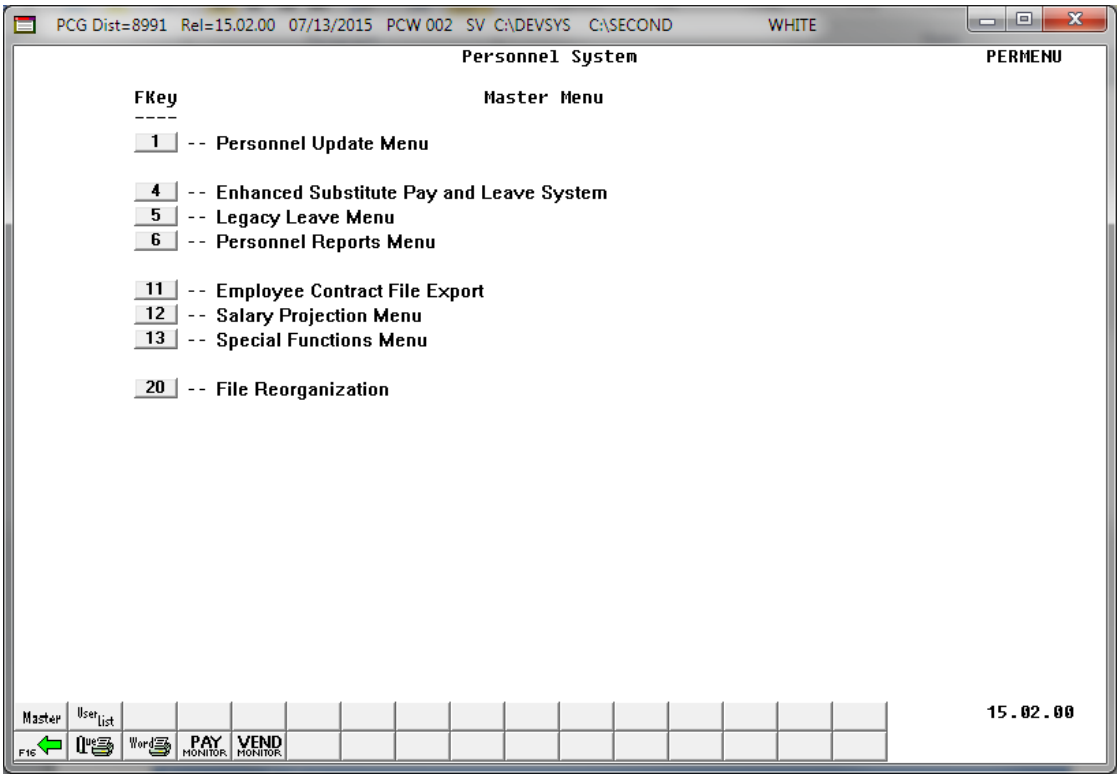
Step	Action
10	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

B4. Printing the Leave Type Code and Reason Code Report

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

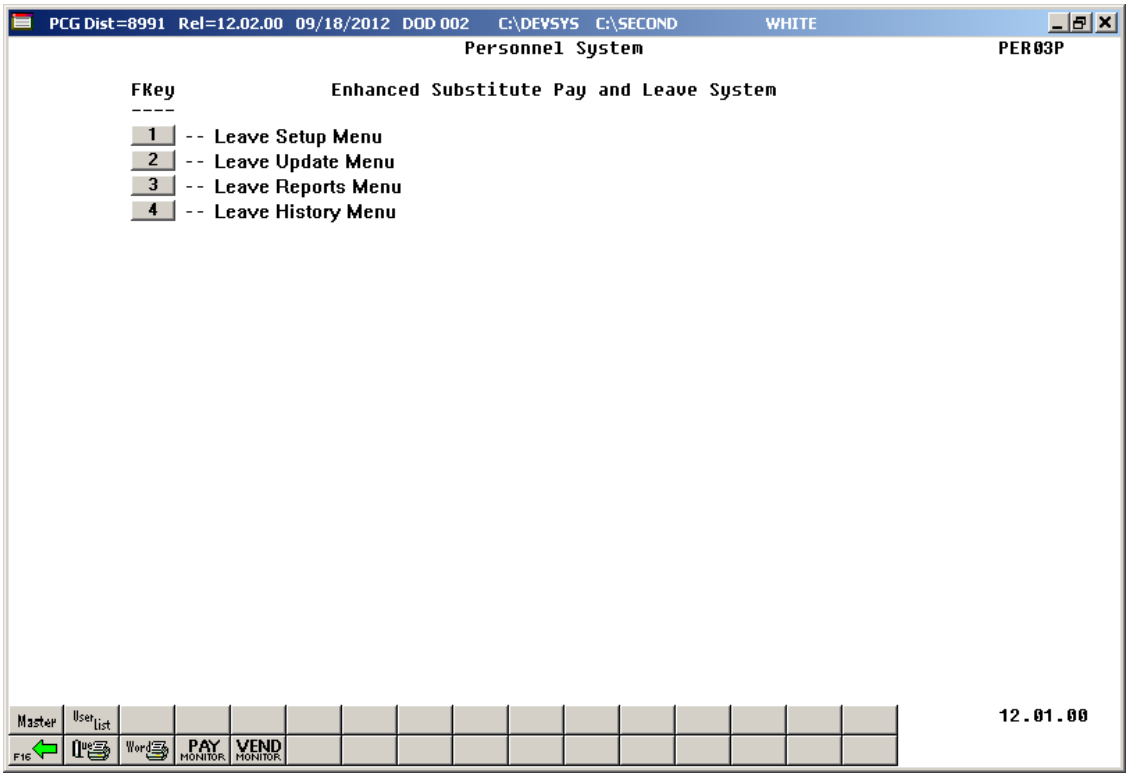
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

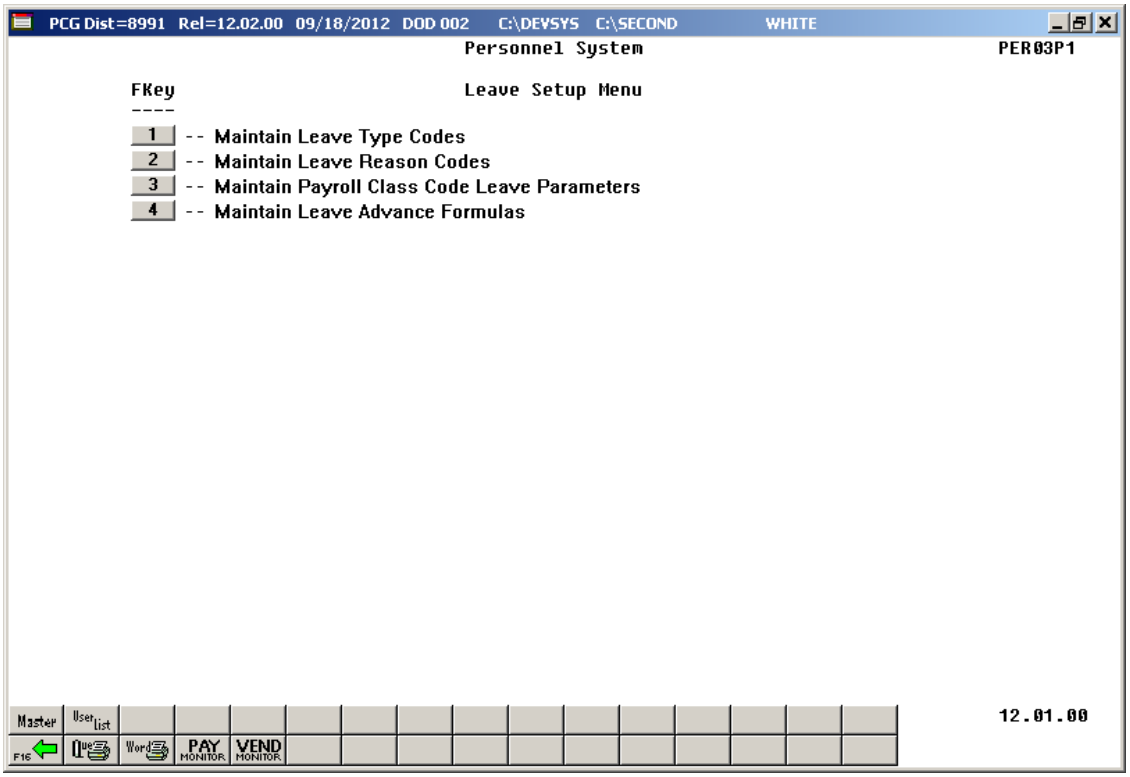
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

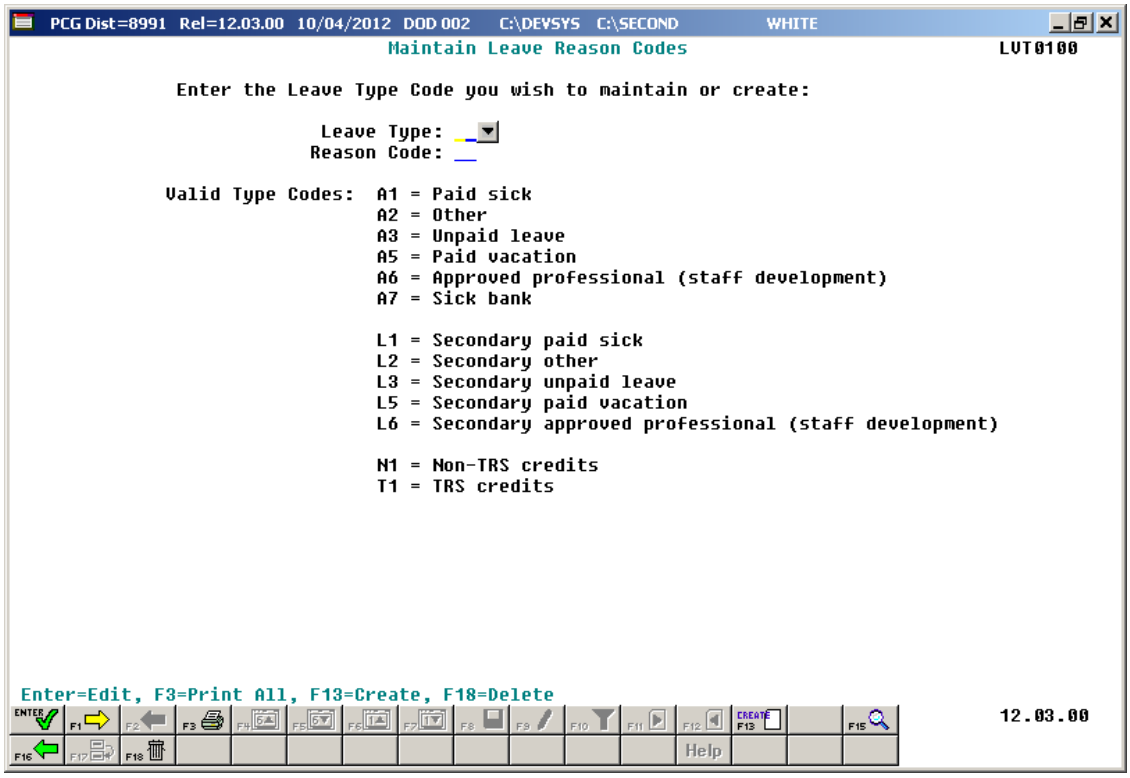
The following screen displays:



Step	Action
4	Select 2 (**F2** – Maintain Leave Reason Codes).

All Rights Reserved.

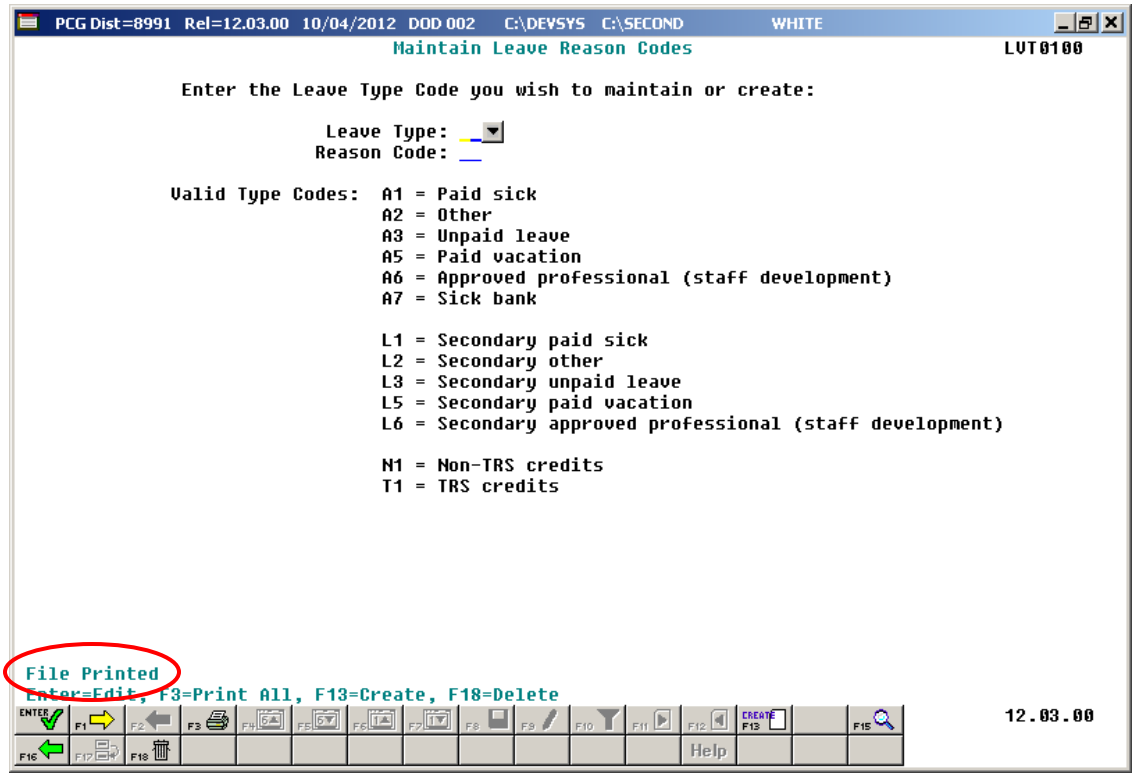
The following screen displays:



Step	Action
5	Select (**F3** – Print Lv Type/Reason Rpt) to print the *Leave Type/Reason Report*.

All Rights Reserved.

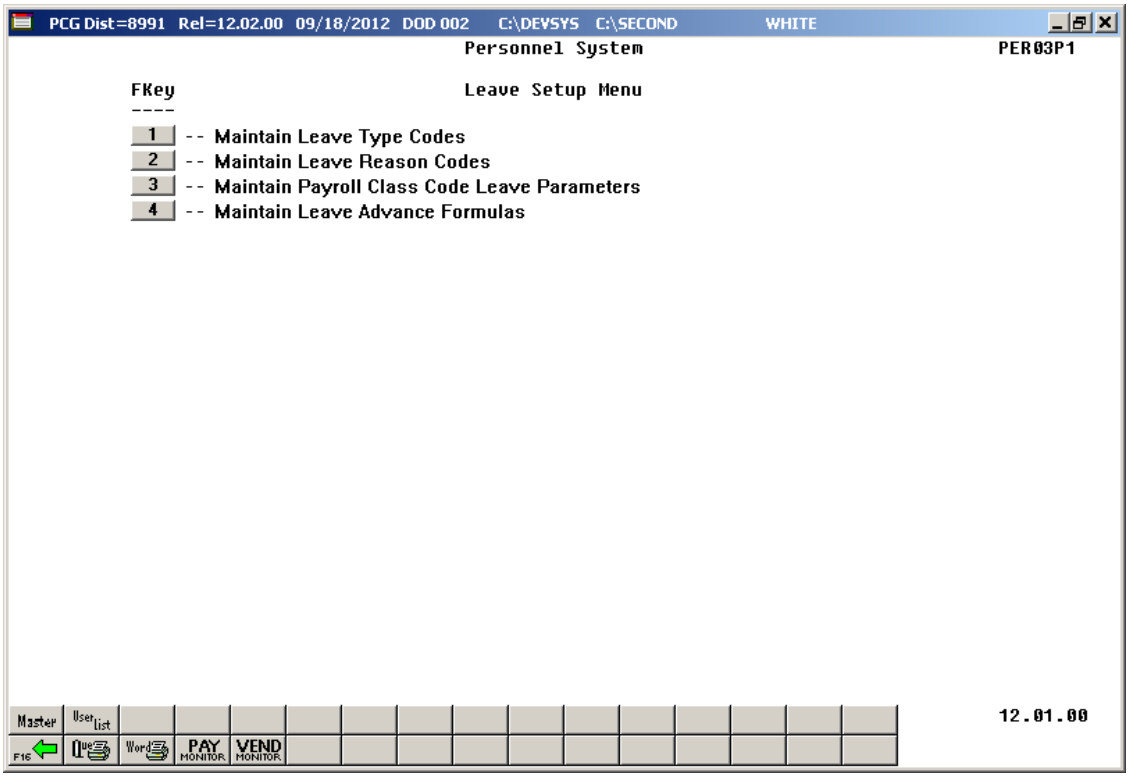
The following screen displays:



Step	Action
6	Verify *"File Printed"* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



Step	Action
7	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*
8	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

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B4.1 Sample Leave Type and Reason Codes Report

```
 REPORT DATE: 09/21/2012  13:42:28                LEAVE TYPE AND REASON CODES                                PAGE    1
     PROGRAM: LVT0100

TYPE                        LEAVE TYPE DESCRIPTION                     MON  YEAR    ROLL DT       MAX DAYS    MIN DAYS    DAYS INCR


A1 Paid sick                SICK LEAVE                                  07  2013                                .2500       .2500
                            SICK LEAVE

                            Accrual Params:  Carryover unused days                 Do not add unused days to sick
                                             Advance formula:  Contract months
                                             Advance schedule: Monthly

                            Leave Params:    Default leave input: Days             How much to take: Check leave balance
                                             CPI Category: Sick                    Do not allow negative balance


     Reason code 01         SICK LEAVE
                            SICK LEAVE

                            Leave Params:                                          How much to take: Not applicable



     Reason code 02         PERSONAL LEAVE                                                   3.0000
                            PERSONAL

                            Leave Params:    Show as personal on check             How much to take: Check max to take
```


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Procedure C: Maintain Payroll Class Code Leave Parameters

The *Payroll Class Code Leave Parameters* screen, shown in *Screen 1* below, defines to the system how to generate substitute pay (gross data lines), and defines what types of leave the absent employees are allowed to take. This overview describes how the parameters on the *Payroll Class Code Leave Parameters* screen are used during leave input.

As leave data is entered into the system via the *Input Employee Leave and Substitute Pay* procedure or the *Import Leave Data from CSV* procedure, the PCGenesis system generates the substitute gross data lines based upon the following data elements:

- The absent employee's payroll class code
- The absent employee's total leave time
- The absent employee's **Substitute Distribution** flags on their gross data lines
- The substitute employee's ranking (**Substitute Rank**)

The following example illustrates how PCGenesis generates the substitute's pay. In the following example, the absent employee's payroll class code is '05', and the substitute employee's rank is '2'.

The absent employee's payroll class code determines the substitute's gross process type, the general ledger account object code, and whether the pay rates are hourly or daily rates, as shown on the *Payroll Class Code Leave Parameters* screen below. The substitute's pay rate and pay type are determined based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen. In our example, the absent employee's payroll class code is '05' and the substitute employee's ranking is '2'.

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```
PCG Dist=8991  Rel=13.01.00  03/06/2013  PCW 001   C:\DEVSYS  C:\SECOND        WHITE
                    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:
              [x] A1 SICK LEAVE
              [x] A2 OTHER LEAVE
              [x] A3 UNPAID LEAVE
              [ ] A5 VACATION
              [x] A6 PROFESSIONAL

                                                                          12.03.00
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F15
F16 F17 F18                                   Help
```

The general ledger object code is 11300 for the substitute. The gross data process type is 'D'.

The pay rate for substitute rank 2 is $70.00 which is a daily rate.

Screen 1 – Payroll Class Code Leave Parameters for Payroll Class Code 05

The *Update/Display Gross Data* screen shown in *Screen 2* below shows the absent employee's payroll class code and the gross data account lines that are flagged for substitute distribution:

```
PCG Dist=8991  Rel=13.01.00  03/06/2013  PCW 001   C:\DEVSYS  C:\SECOND        WHITE
Status Active                        Update/Display Gross Data                    PAY07
 EmpNo 88594 COTONADO, MATHTA                          Class     5 TEACHERS
 SSN   999-08-8594     Loc  202 Location 000202        Job Cd 185 TEACHERS
 Cert level T5   State yrs 27     Pay step L6  Local yrs  3      Salary sched _________
 Work sched ID __   Hrs/Day  8.000 Days/Week 0   Hrs/Week  40.00 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. S  0010 _________ _________ _________     963.75 _________ ______ __ _________
 02. S  0010 _________ _________ _________     963.75 _________ ______ __ _________
 03. S  0010 _________ _________ _________    2409.38 _________ ______ __ _________
 04. S  0010 _________ _________ _________     481.87 _________ ______ __ _________
 05. S  0010 _________ _________ _________      83.33 _________ ______ __ _________
 06. R  0301 _________ _________ _________    101.45- _________ ______ __ _________
                                              4800.63                                Sub
          Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Pens Gross  Pens Amt  Contract  Distrib
ACCT 01 13 100 _ 2041 1000 11000  302 1 ______ __________ _________    963.75     Y
ACCT 02 13 100 _ 2041 1000 11000  102 1 ______ __________ _________    963.75     Y
ACCT 03 13 100 _ 2041 1000 11000  202 1 ______ __________ _________   2409.38     Y
ACCT 04 13 100 _ 2041 1000 11000  101 1 ______ __________ _________    481.87     Y
ACCT 05 13 100 _ 2043 1000 11000  202 1 ______ __________ _________     83.33     _
ACCT 06 13 100 _ 2041 1000 11000  202 1 ______ __________ _________    101.45-    _
                                                                      4800.63

 TRS & ERS Pens Gross Adj                                          Total gross   4800.63
 Amt/% __________          Contract amt  59025.00   Cycle gross  4902.08      Cycle 1 Cal Yr
 Pay sch. #  12            State salary  57825.00  Local salary   200.00      Other  1000.00
 Pens code   2  TRS       Pens elig date _________          Amt/%   .0600     Contmo 10
 Pens switch Y            TRS service ind 1                                  PY contmo 10

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15                              13.01.00
F16 F17 F18                 Per  Ded  Grs  W/H  Lv  Ytd  Help  Adj  FICA  Gar
```

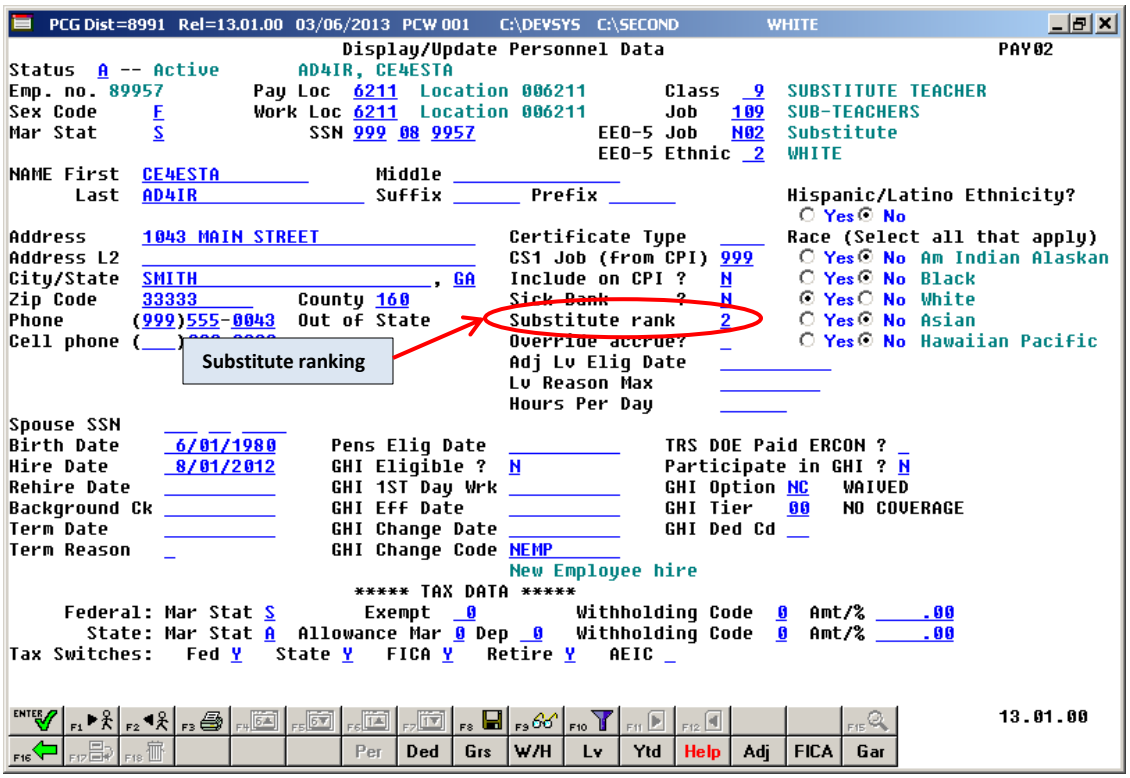
Absent employee payroll class code

Four account lines are flagged for substitute distribution

Screen 2 – Absent Employee's Gross Data Screen

All Rights Reserved.

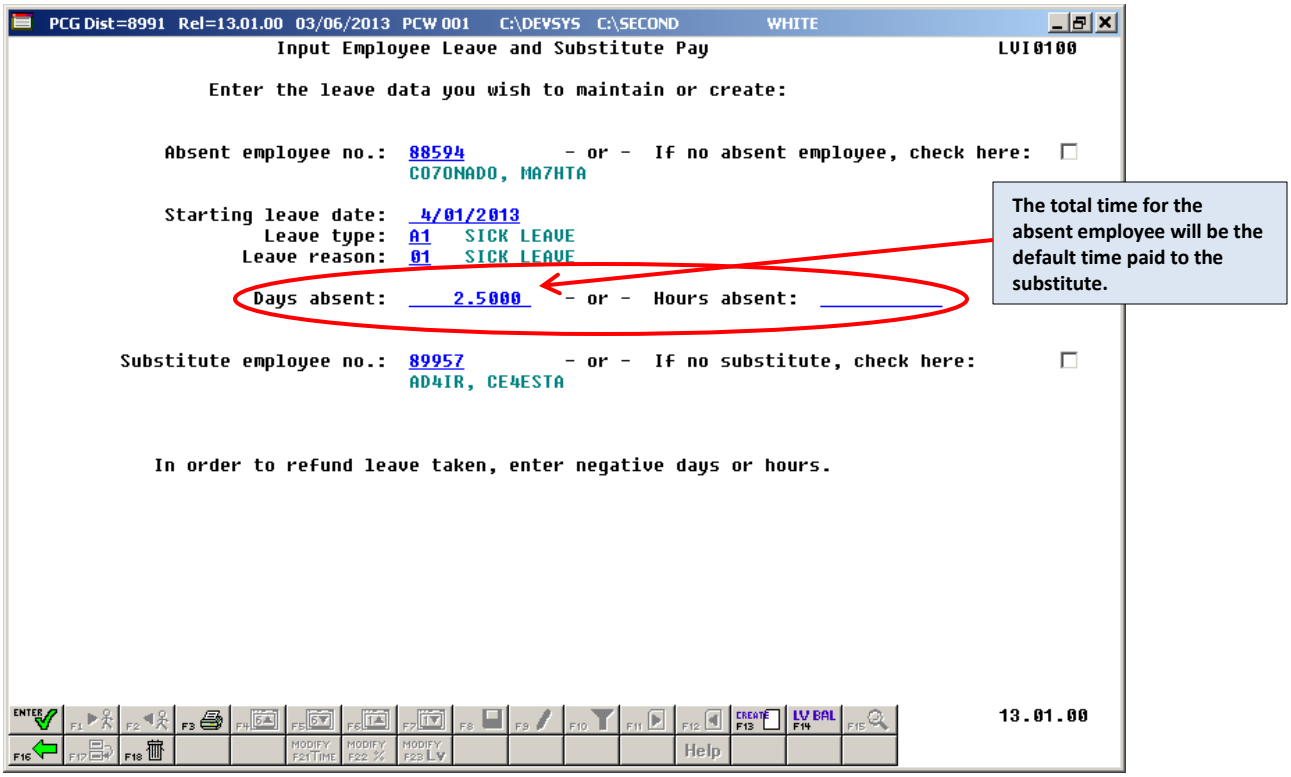
The *Update/Display Personnel Data* screen displays the substitute employee's **Substitute Rank** field as shown in *Screen 3* below:



Screen 3 – Substitute Employee's Personnel Data Screen

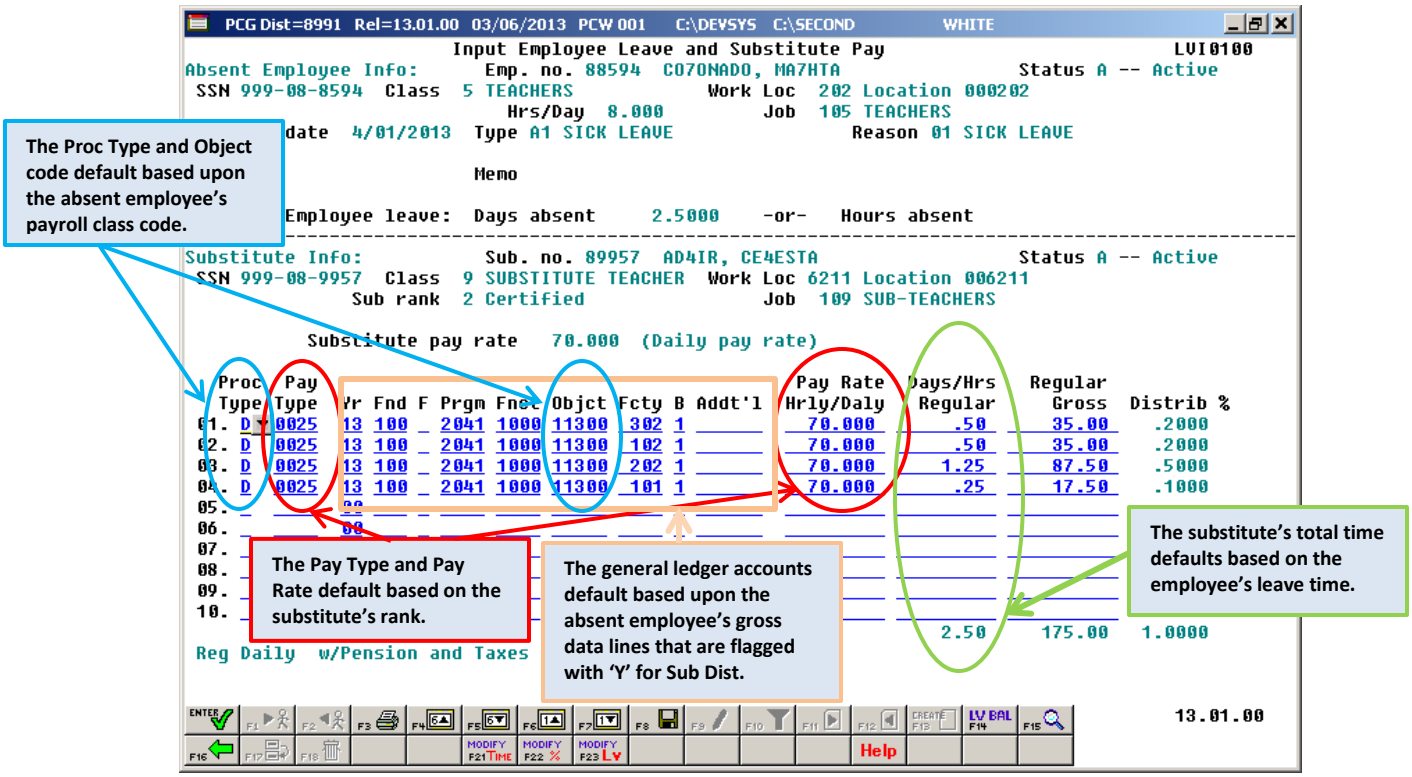
All Rights Reserved.

Screens 4 and 5 of the *Input Employee Leave and Substitute Pay* module illustrate how the system generates the substitute's pay. The total leave time entered for the absent employee on *Screen 4* will be used as the default time for the substitute's pay on *Screen 5*.



Screen 4 – Input Employee Leave and Substitute Pay Screen 1

All Rights Reserved.



Screen 5 – Input Employee Leave and Substitute Pay Screen 2

The **Proc Type** (Process Type) field for the substitute employee is defaulted based upon the **Substitute Process Type** field defined for the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.

The **Pay Type** field for the substitute employee is defaulted based upon the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen. Within the payroll class code setup, the correct **Pay Type** is defaulted based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen.

The **Acct #** field for the substitute employee is defaulted based upon the absent employee's gross data lines set up on the *Update/Display Gross Data* screen. Any of the absent employee's gross data account lines which have a '**Y**' in the **Sub Dist** (Substitute Distribution) field will be used to default the substitute employee's gross data lines on the leave input screen. The account number **Object Code** field for the substitute employee is then defaulted based upon the **Substitute Object Code** defined for the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.

The **Pay Rate Hrly/Daily** (Pay Rate Hourly/Daily) field for the substitute employee is defaulted based upon the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen. Within the payroll class code setup, the correct pay rate is defaulted based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen.

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The **Days/Hrs Regular** (Days/Hours Regular) field for the substitute employee is defaulted based upon the absent employee's leave time. The system will convert the employee time from hours to days or from days to hours, if necessary based upon the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.

Within the payroll class code setup, the correct time conversion is computed based upon the **Hourly or Daily Rates?** field. If the rates defined on the *Maintain Payroll Class Code Leave Parameters* screen are defined as daily rates (**D**), and the employee leave time is entered in hours, the system will automatically convert the hours entered for the employee to days in order to pay the substitute.

Furthermore, the total employee leave time is distributed over the substitute employee's account lines in the same proportion as the absent employee's salary is distributed over their gross data lines on the *Update/Display Gross Data* screen. Any of the absent employee's gross data account lines which have a '**Y**' in the **Sub Dist** (Substitute Distribution) field will be used to default the substitute employee's gross data lines on the leave input screen.

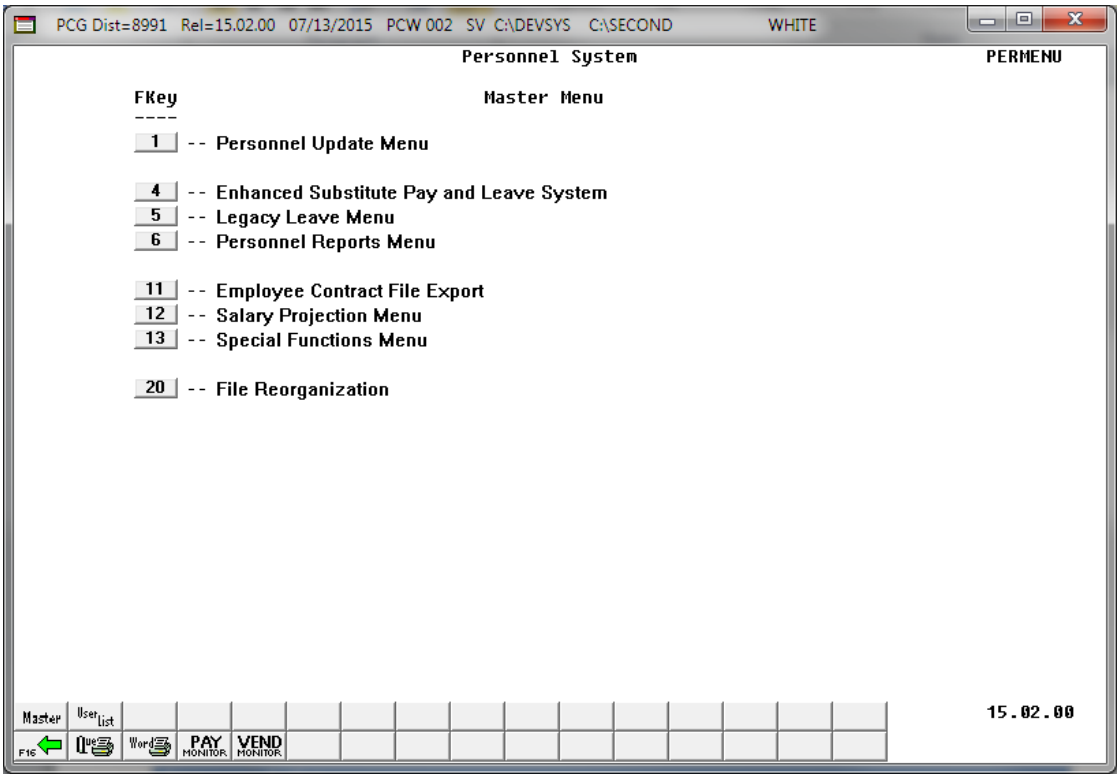
The defaulting data on the leave input screen can be overridden and changed at any time by the user. The leave input screen can be modified manually by overtyping anything on the gross data lines, or several options are available to quickly modify the substitute's gross data lines or the absent employee's leave time. Refer to the *Personnel System Operations Guide*, *Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 2: Leave Payroll Processing* for more information about entering leave data into the system.

All Rights Reserved.

C1. Adding Payroll Class Code Leave Parameters

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3 -** Personnel System).

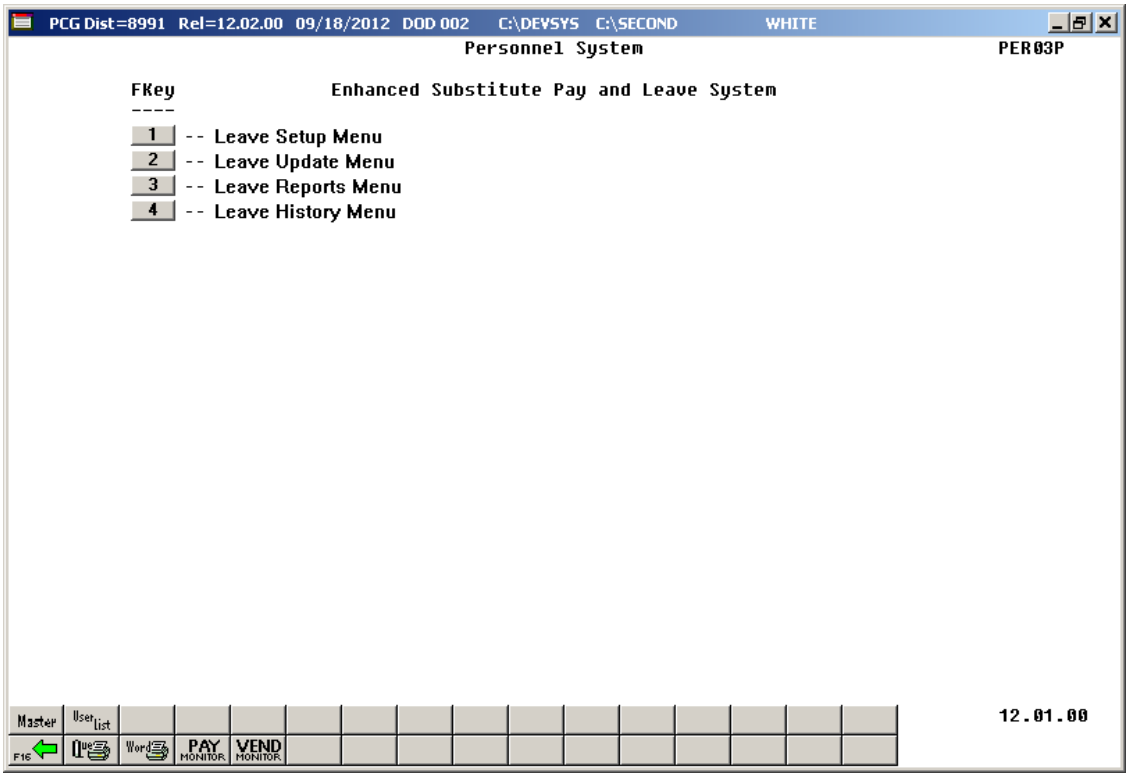
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

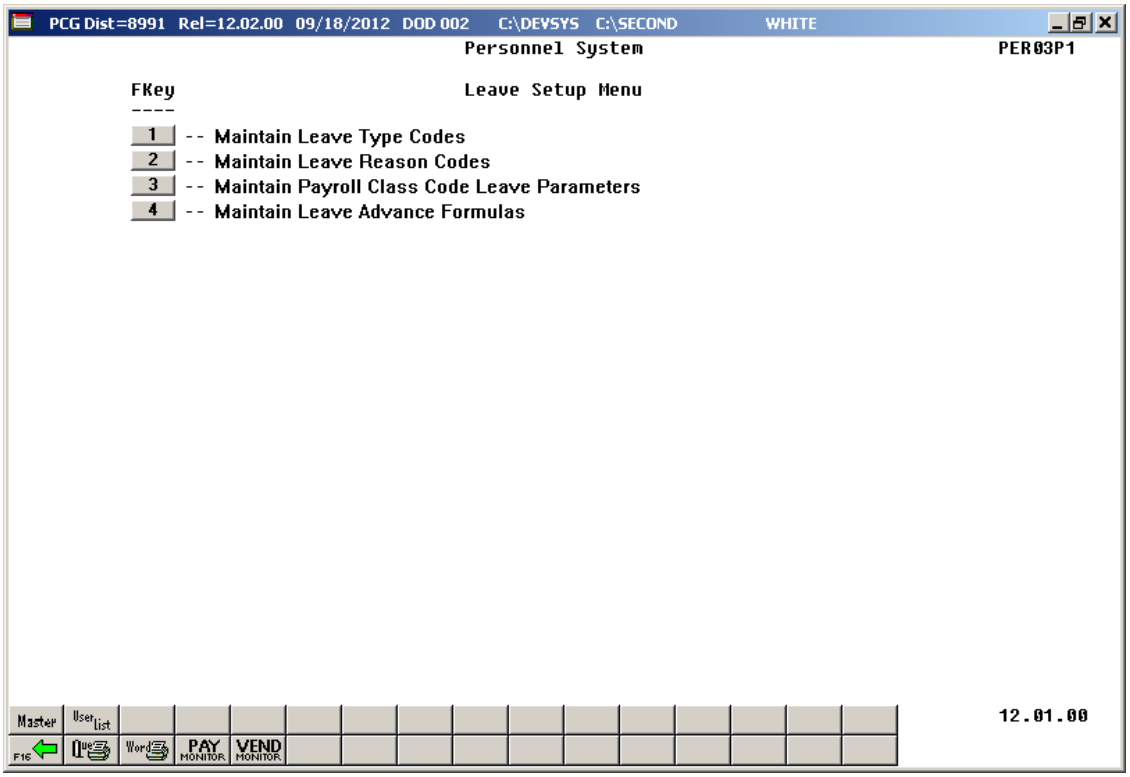
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

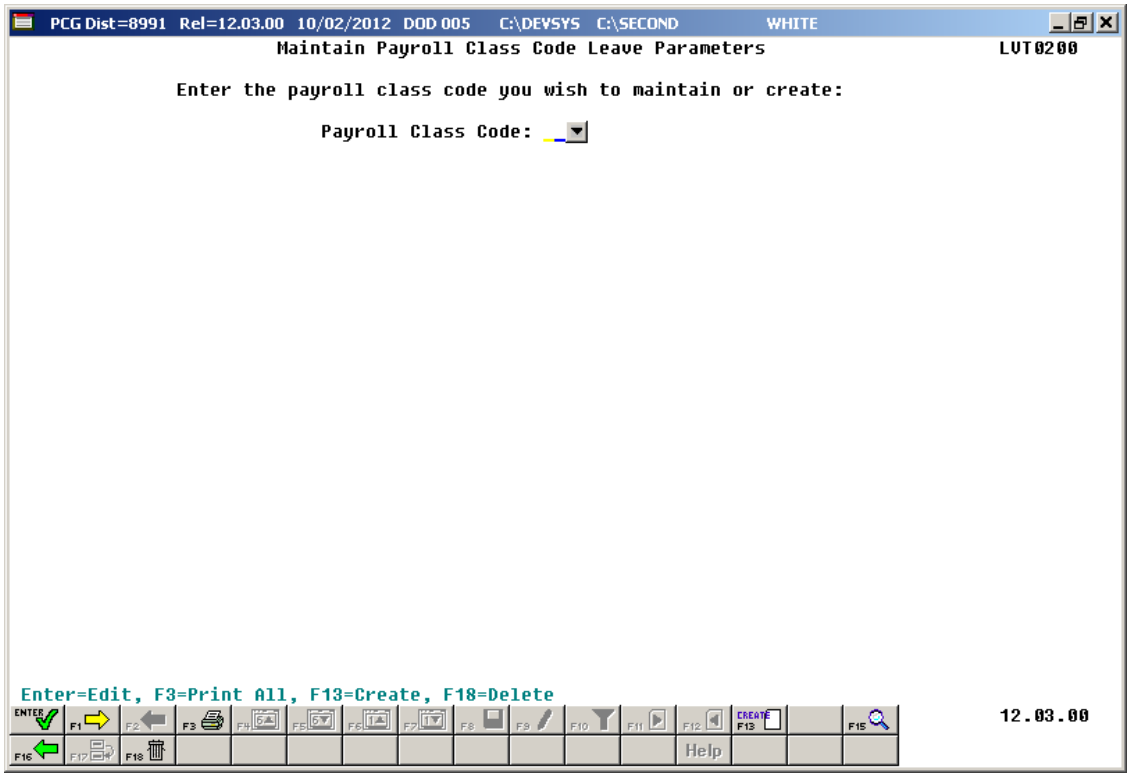
The following screen displays:



Step	Action
4	Select 3 (**F3** – Maintain Payroll Class Code Leave Parameters).

All Rights Reserved.

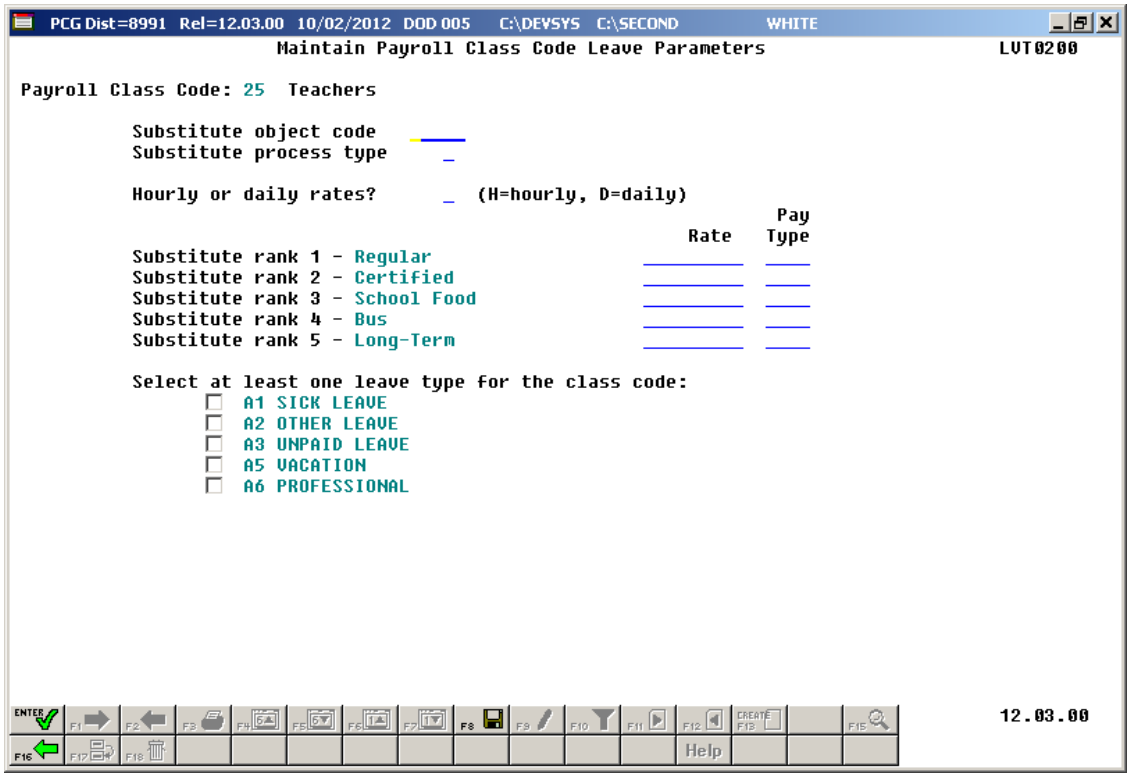
The following screen displays:



Step	Action
5	Enter the payroll class code in the **Payroll Class Code** field, or select the drop-down selection icon within the **Payroll Class Code** field to locate the correct class code. Payroll class codes defined as substitutes (**Type** '**S**') or as third party contractor (**Type** '**3**') on the *Payroll Description File*, are not allowed.
6	Select (**F13** – Create New Record).

All Rights Reserved.

The following screen displays:



Step	Action
7	Enter a valid general ledger account object code in the **Substitute object code** field. This field defines the general ledger account Object Code for the substitute employee's gross pay in the *Input Employee Leave and Substitute Pay* module, based upon the absent employee's payroll class code. Enter the appropriate substitute's object code found on the *Account Master Description File*. If the payroll class code is defined as certified (type 'C') on the *Payroll Description File*, the **Substitute object code** field must begin with the digits '**113**'. If the payroll class code is defined as classified (type 'N') on the *Payroll Description File*, the **Substitute object code** field must begin with the digits '**114**'. The **Acct #** field for the substitute employee is defaulted based upon the absent employee's gross data lines set up on the *Update/Display Gross Data* screen. Any of the absent employee's gross data account lines which have a '**Y**' in the **Sub Dist** (Substitute Distribution) field will be used to default the substitute employee's gross data lines on the leave input screen. The account number **Object Code** field for the substitute employee is then defaulted based upon the **Substitute Object Code** defined for the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen, shown above. Valid values: first three characters must be '**113**nn' or '**114**nn'.

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Step	Action
8	For **Substitute Proc Type**: Enter the processing line type or select the drop-down selection icon in the **Substitute Proc Type** (Substitute Processing Type) field to identify the processing type. This field defines the **Proc Type** (Process Type) for the substitute employee's gross pay in the *Input Employee Leave and Substitute Pay* module, based upon the absent employee's payroll class code. Valid values: Regular Gross Types: **D** – Regular daily with pension and taxes **H** – Regular hourly with pension and taxes Special Gross Types: **A** –Daily/Hourly adjustment NO pension calculation **X** – Daily/Hourly, with FICA, NO pension/annuities or tax calculation **P** – Daily/Hourly adjustment with taxes and pension calculation *The field's entry determines how payroll pension and taxes are calculated and/or if PCGenesis clears the entry during payroll setup. "No pension" means that annuities will not be calculated either.* The **Proc Type** (Process Type) field for the substitute employee is defaulted based upon the **Substitute process type** field defined for the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen, shown above.
9	For **Hourly or daily rates?**: This field indicates whether the **Rates** defined in *Step 10* represent hourly or daily rates. This field defines whether the employees who come in as a substitute for employees of this payroll class code are paid with an hourly or daily rate. Valid values: **D** – Daily rates **H** – Hourly rates
Complete *Steps 10* and *11* for each Substitute Rank Code	
10	**For Days/Hours entries:** Enter the hourly or daily rate of pay in the **Rate** field for the corresponding **Substitute Rank**. This field defines the **Rate** for the substitute employee's gross pay in the *Input Employee Leave and Substitute Pay* module, based upon the absent employee's payroll class code and the substitute employee's **Substitute Rank**. The **Rate** field for the substitute employee is defaulted based upon the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen, shown above. Within the payroll class code setup, the correct pay rate is defaulted based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen.

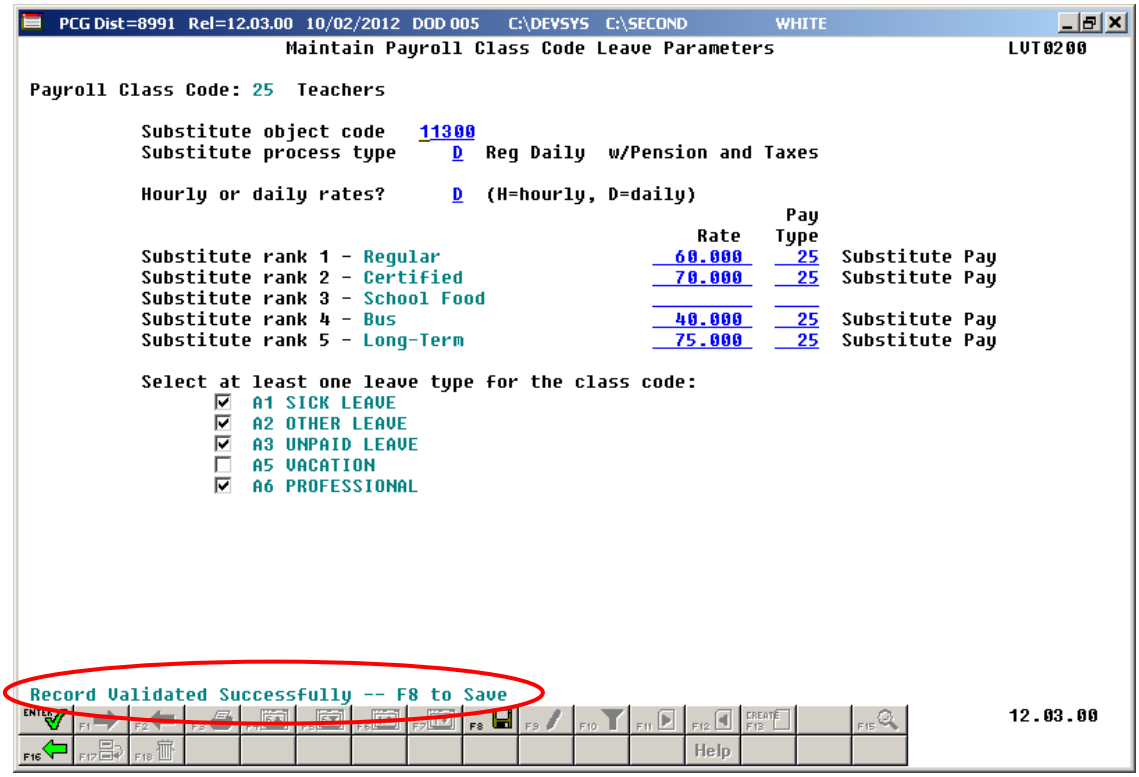
All Rights Reserved.

Step	Action
11	**Pay Type:** Optional. Used only for the new detailed pay stub. Enter the pay type or select the drop-down selection icon in the **Pay Type** field to define the pay type for the corresponding **Substitute Rank**. This field defines the **Pay Type** for the substitute employee's gross pay in the *Input Employee Leave and Substitute Pay* module, based upon the absent employee's payroll class code and the substitute employee's **Substitute Rank**. In the *Input Employee Leave and Substitute Pay* module, the **Pay Type** field for the substitute employee is defaulted based upon the absent employee's payroll class code parameters defined on the *Maintain Payroll Class Code Leave Parameters* screen, shown above. Within the payroll class code setup, the correct **Pay Type** is defaulted based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen. The new detailed check stub contains a new section of data entitled ***Current Hours and Earnings***. The current earnings will print based upon the **Pay Type** entered for the gross data line. The *Current Hours and Earnings* section on the detailed check stub will list the pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts. In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by **Pay Type** before utilizing the new detailed pay check statement. All gross data lines with the same **Pay Type** and **Pay Rate** will be summarized (and accumulated) on ONE earning line on the check stub. The pay types are user-defined. Detailed instructions for setting up **Pay Type** codes are in the *Payroll System Operations Guide, Section F. – Description/Deduction/Annuity File Processing*. NOTE: The names *Pay Type* and *Compensation Type* are used interchangeably. The codes used to define **Pay Type** on the *Update/Display Gross Data* screen are called **Compensation Type** (code 'P') on the *Maintain Description Records* screen. The **Pay Type** table is defined in the *Description File* under 'P – Compensation Type'. *The defaulting entry '0000' prints as 'Regular Pay' on the detailed check stub.*
12	Repeat *Steps 10* and *11* for each **Substitute Rank** code 1 through 5.

All Rights Reserved.

Step	Action
13	**Select at least one leave type for the class code:** To select or de-select a leave type, click in the check box of the corresponding leave type. The selections on this screen define the types of leave that employees of this class code are allowed to take. For example, if teachers are not allowed to take vacation time off (**Leave Type A5**), then the check box to the left of **A5** should not be selected for the teacher pay class code. However, if teachers are allowed to take sick leave time off (**Leave Type A1**), then the check box to the left of **A1** should be selected. **To select a leave type:** Verify ☑ displays in the check box to the left of the leave type. **To deselect a leave type:** Verify that a ☑ does NOT appear in the check box to the left of the leave type (☐). *At least one leave type must be selected for each payroll class code.*
14	Select (**Enter** - validate) to validate the record.

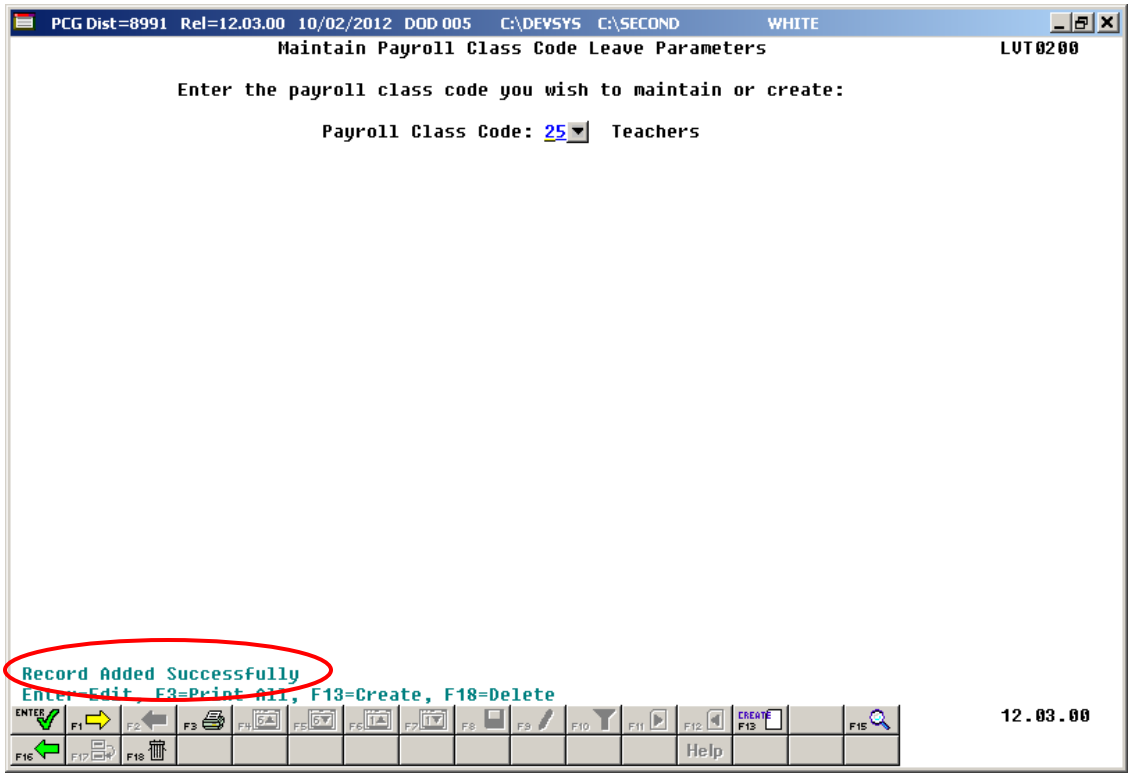
The following screen displays:



Step	Action
15	Verify *"Record Validated Successfully – F8 to Save."* displays, and select (**F8** – Save changes).

All Rights Reserved.

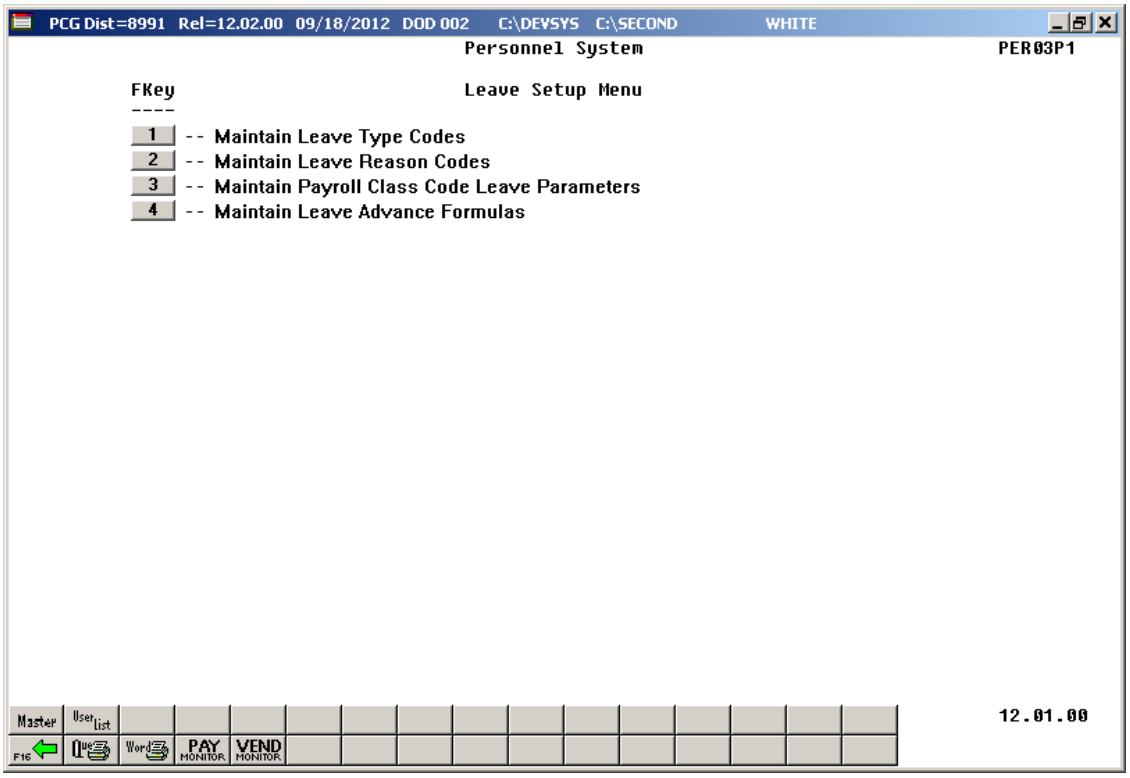
The following screen displays:



Step	Action
16	Verify *"Record Added Successfully"* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



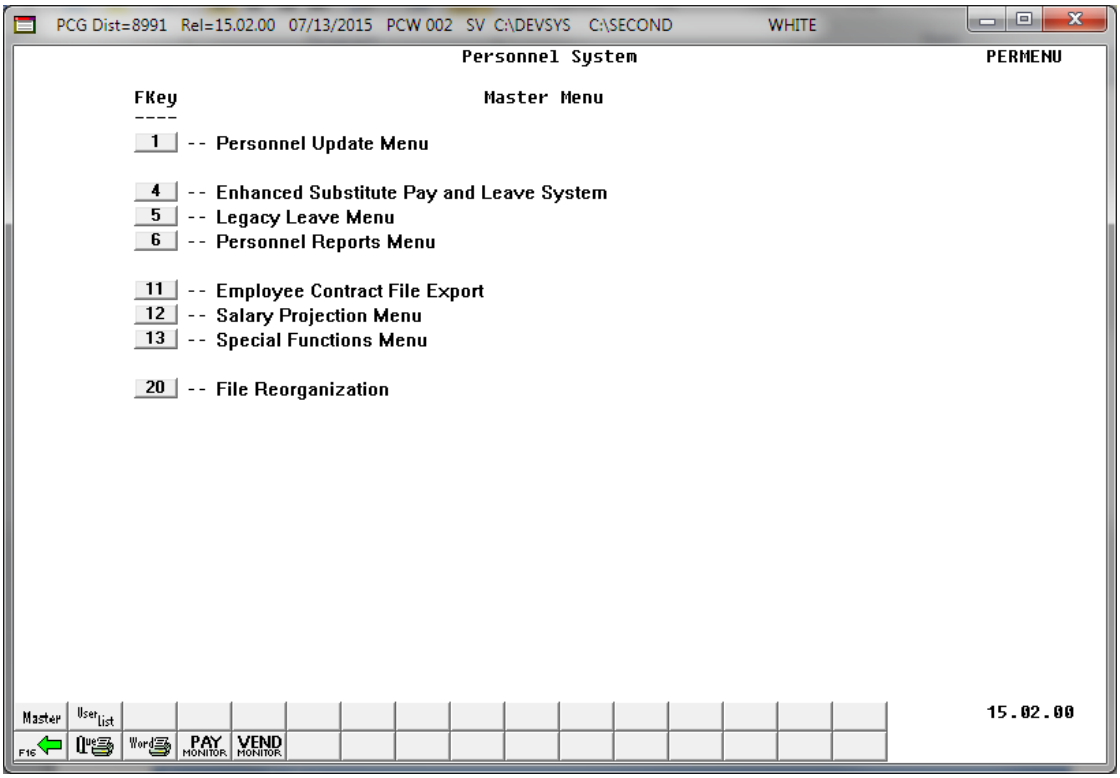
Step	Action
17	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

C2. Modifying Payroll Class Code Leave Parameters

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

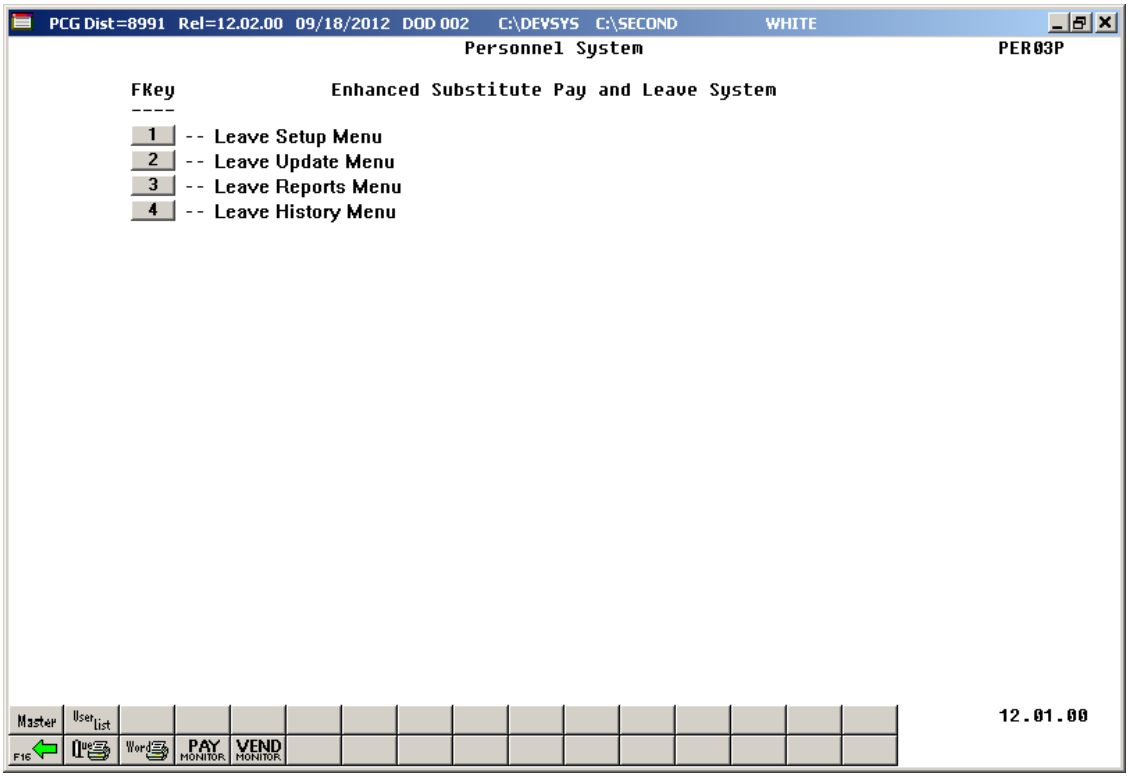
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

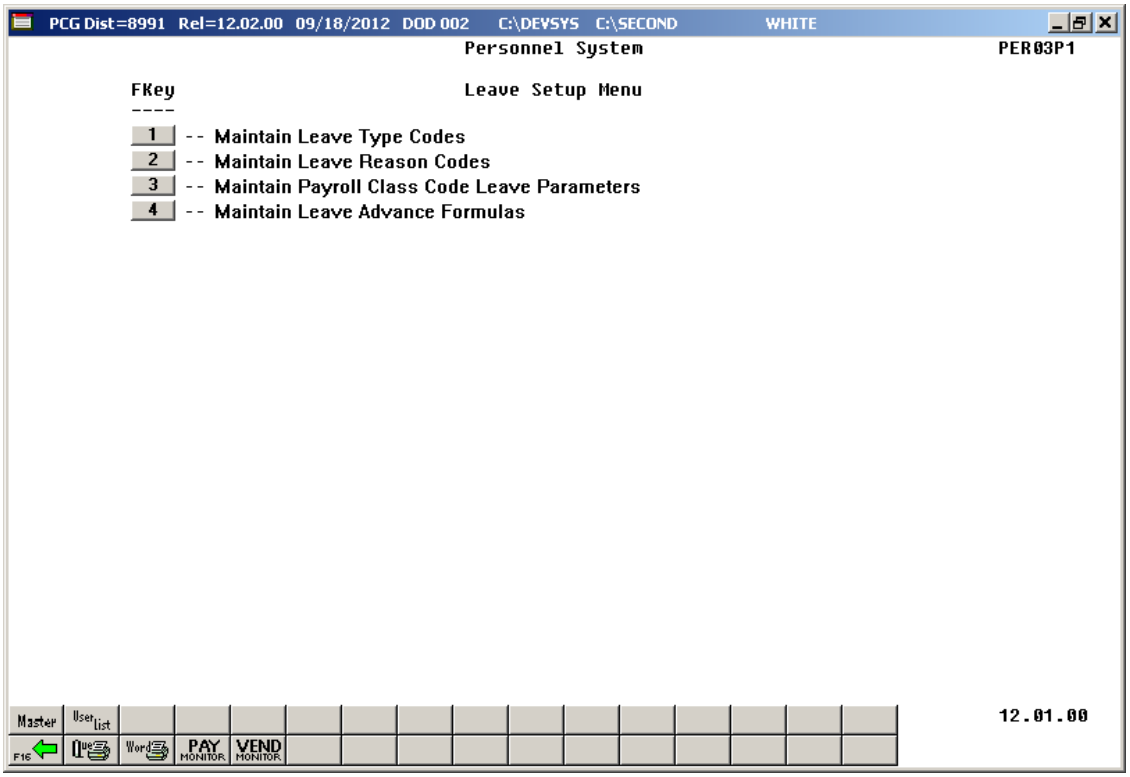
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

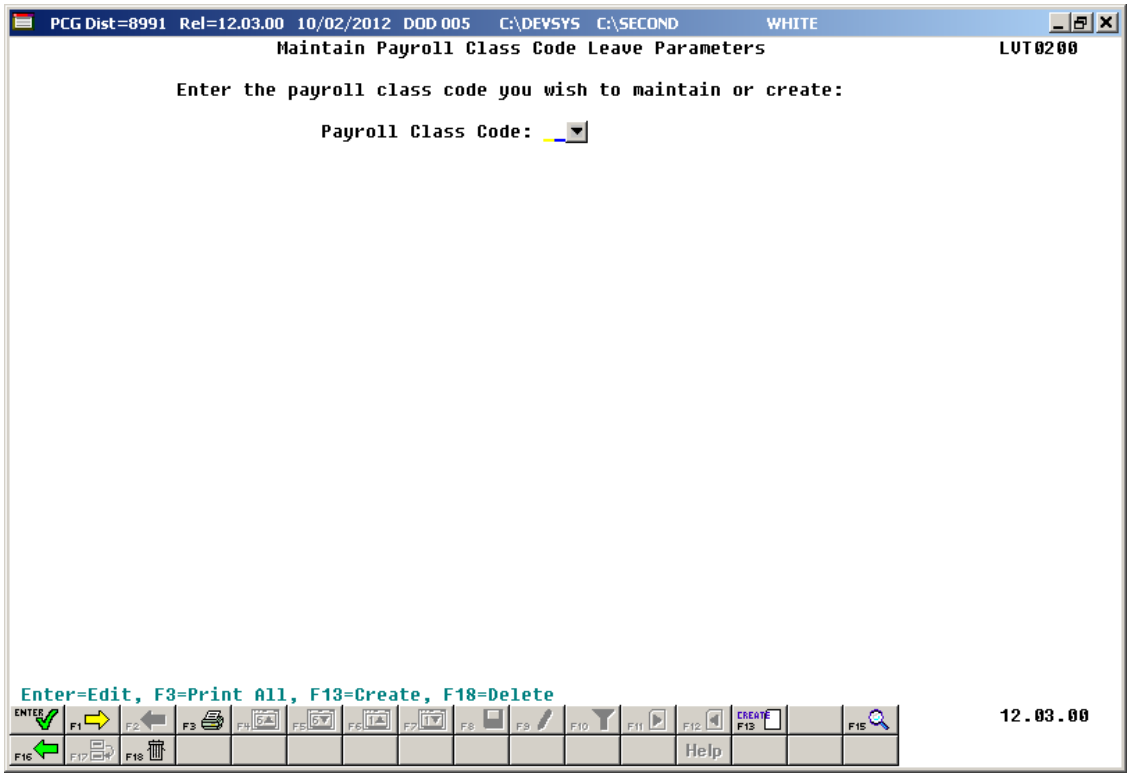
The following screen displays:



Step	Action
4	Select 3 (**F3** – Maintain Payroll Class Code Leave Parameters).

All Rights Reserved.

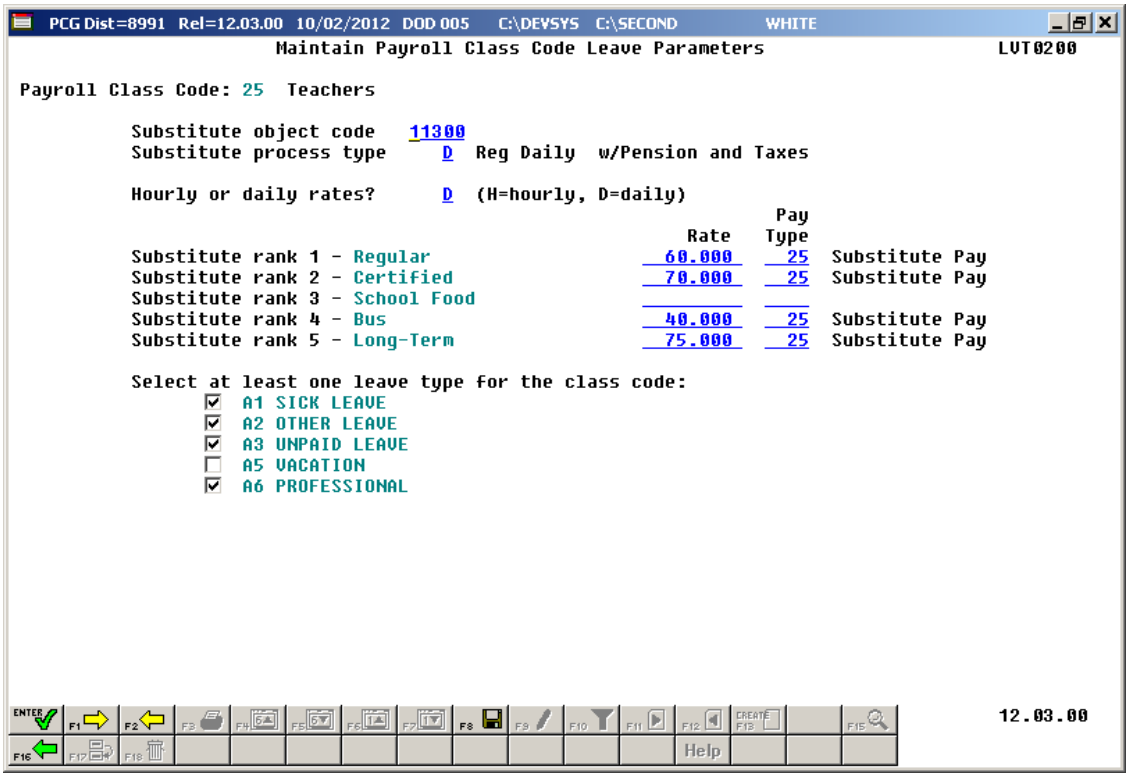
The following screen displays:



Step	Action
5	Enter the payroll class code in the **Payroll Class Code** field, or select the drop-down selection icon within the **Payroll Class Code** field to locate the correct class code. Payroll class codes defined as substitutes (**Type** '**S**') or as third party contractor (**Type** '**3**') on the *Payroll Description File*, are not allowed. *If the* **Payroll Class Code** *is unknown, select* F1 *(**F1** – Next Record) to browse to the next* **Payroll Class Code** *in the file.*
6	Select ENTER (**Enter** – Edit Record).

All Rights Reserved.

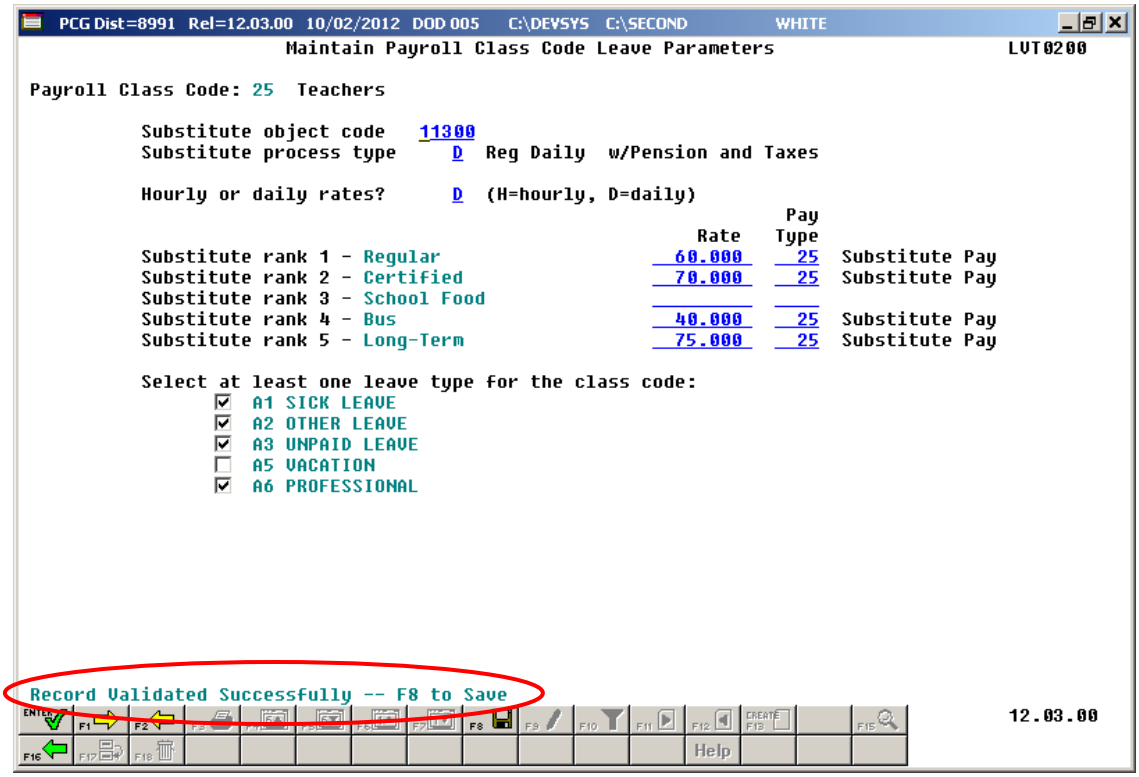
The following screen displays:



Step	Action
7	Make the appropriate changes and select (**Enter** - Validate) to validate the record. *Select (**F1** – Next Record) and (**F2** – Previous Record) to scroll between* **Payroll Class Code** *records.*

All Rights Reserved.

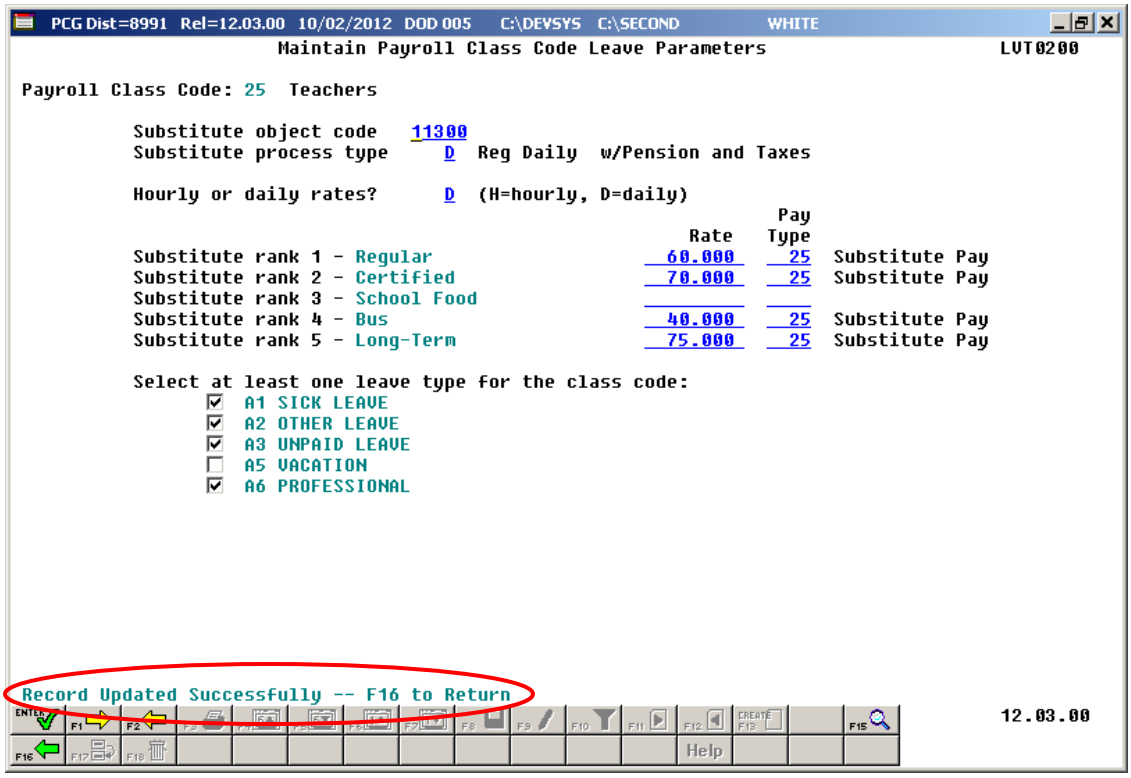
The following screen displays:



Step	Action
8	Verify *"Record Validated Successfully – F8 to Save."* displays, and select (**F8** – Save changes).

All Rights Reserved.

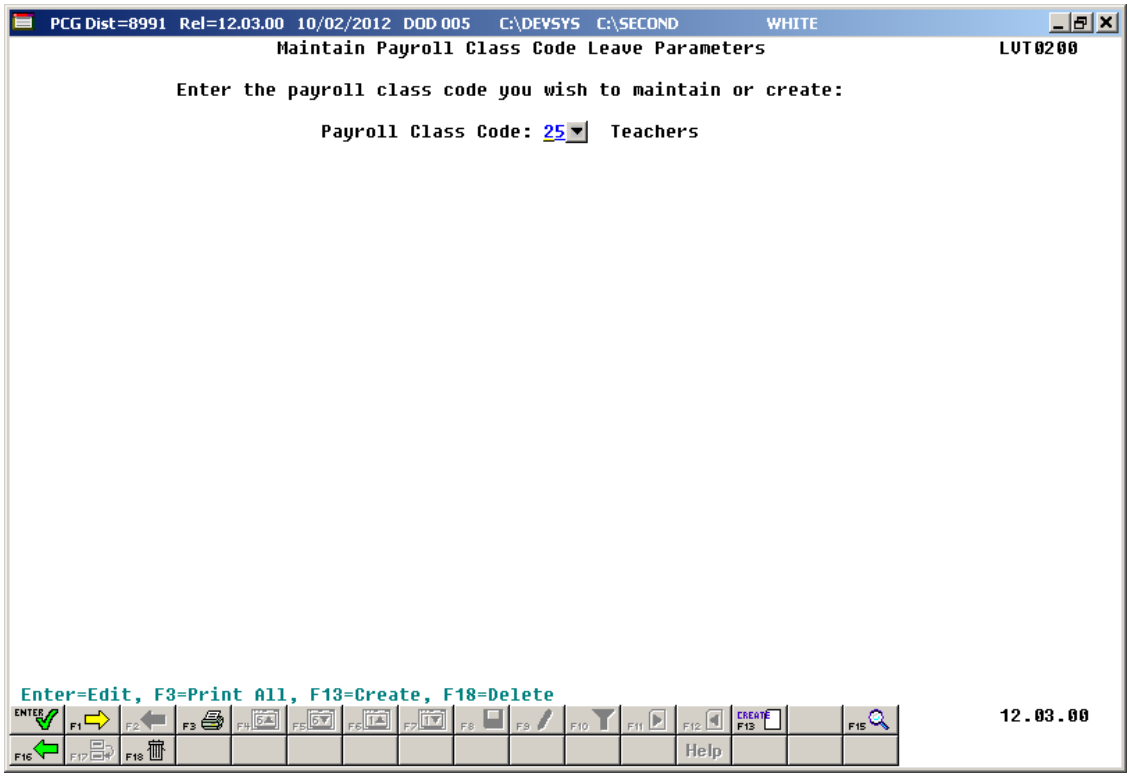
The following screen displays:



Step	Action
9	Verify *"Record Updated Successfully"* displays, and select F16 (**F16** – Exit) to return to the previous screen.

All Rights Reserved.

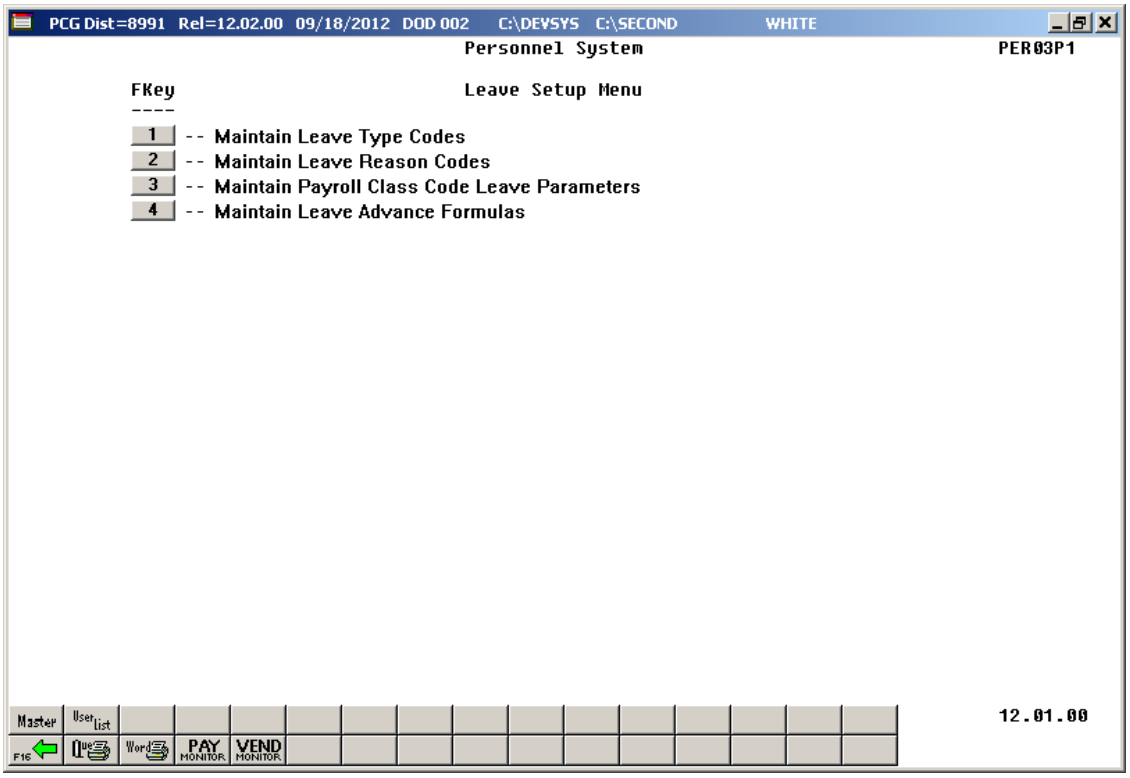
The following screen displays:



Step	Action
10	Select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen, or repeat this procedure starting at *Step 5* to edit another **Payroll Class Code**.

All Rights Reserved.

The following screen displays:



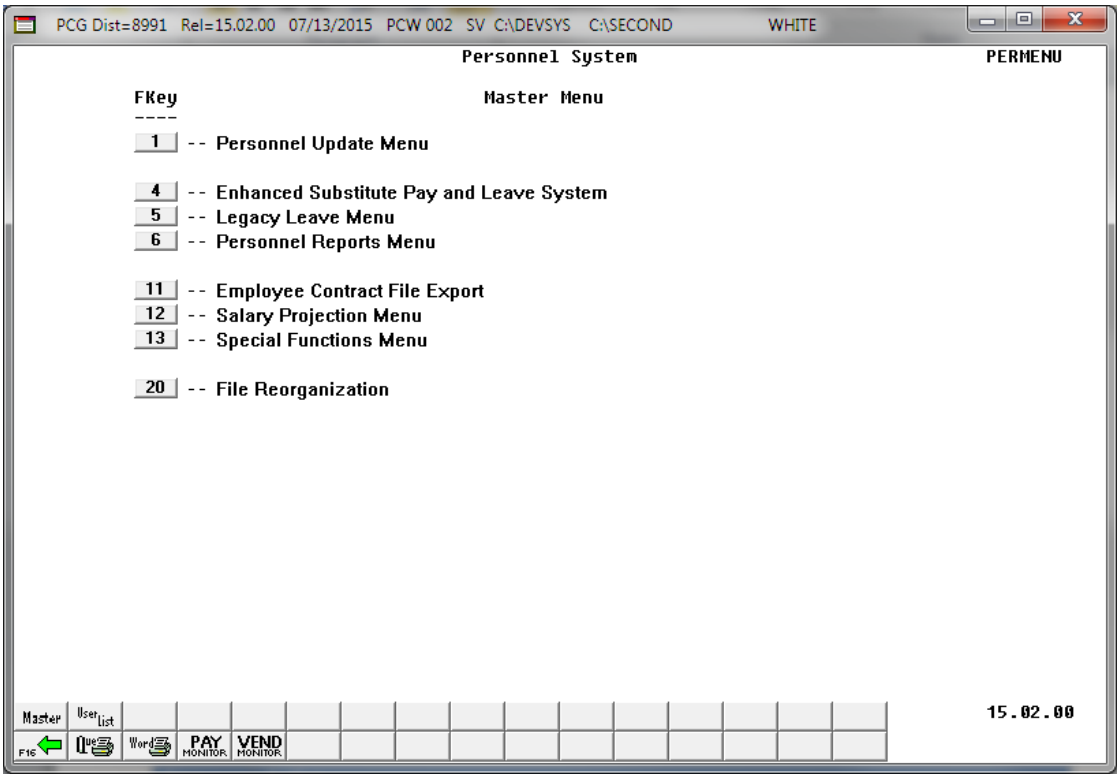
Step	Action
11	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

C3. Deleting Payroll Class Code Leave Parameters

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

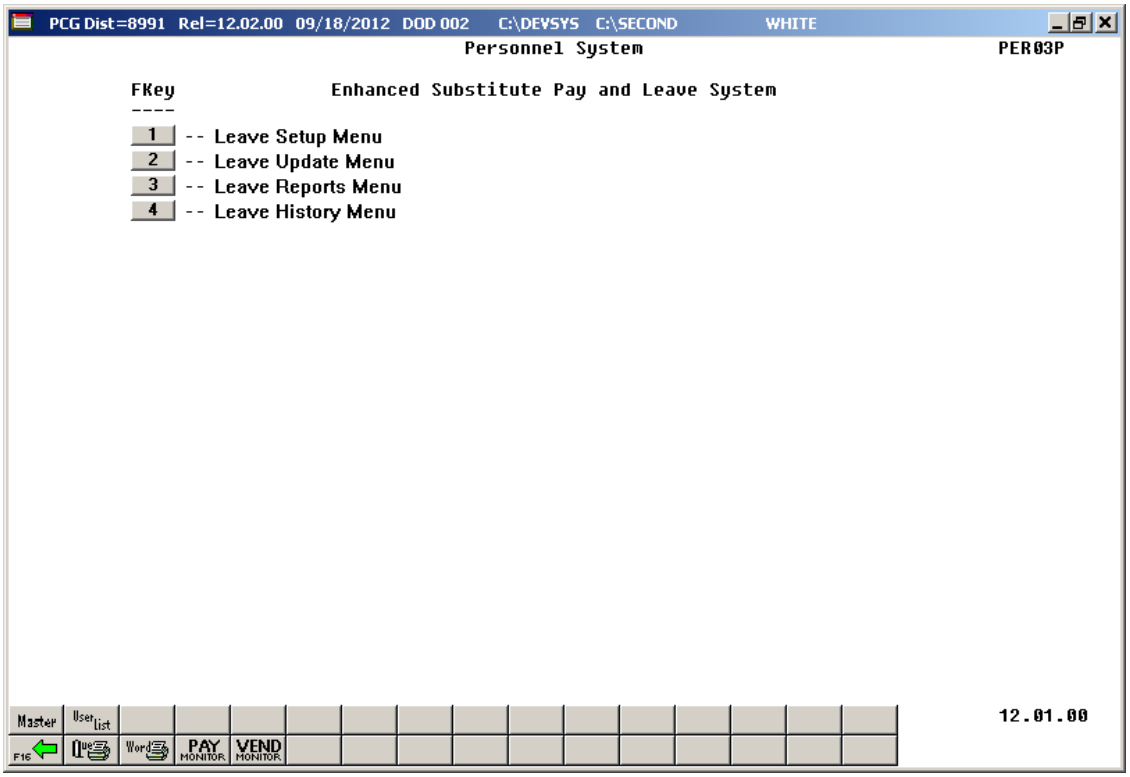
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

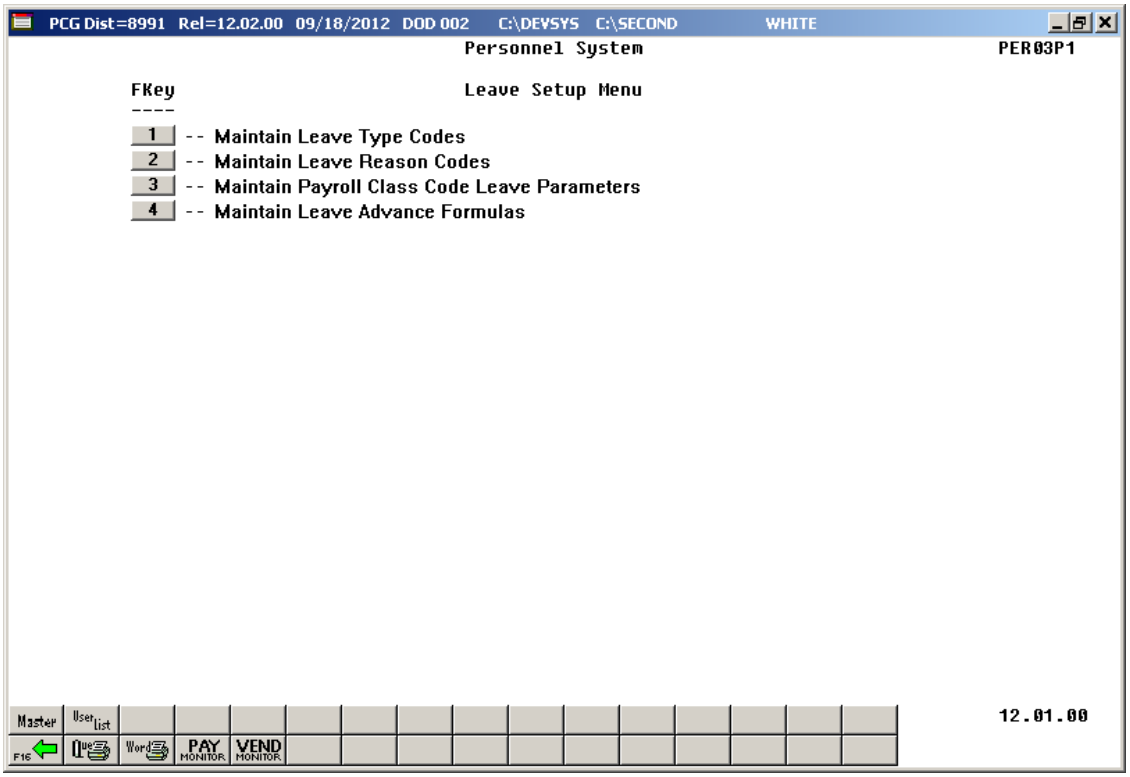
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

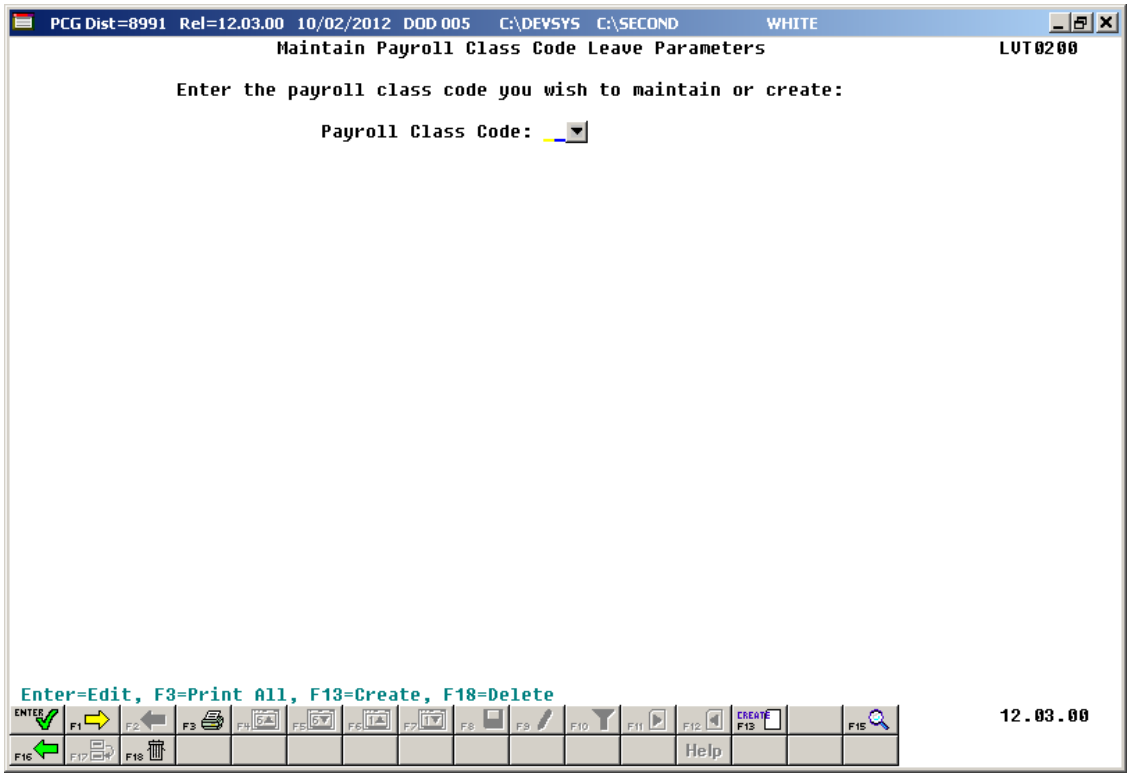
The following screen displays:



Step	Action
4	Select 3 (**F3** – Maintain Payroll Class Code Leave Parameters).

All Rights Reserved.

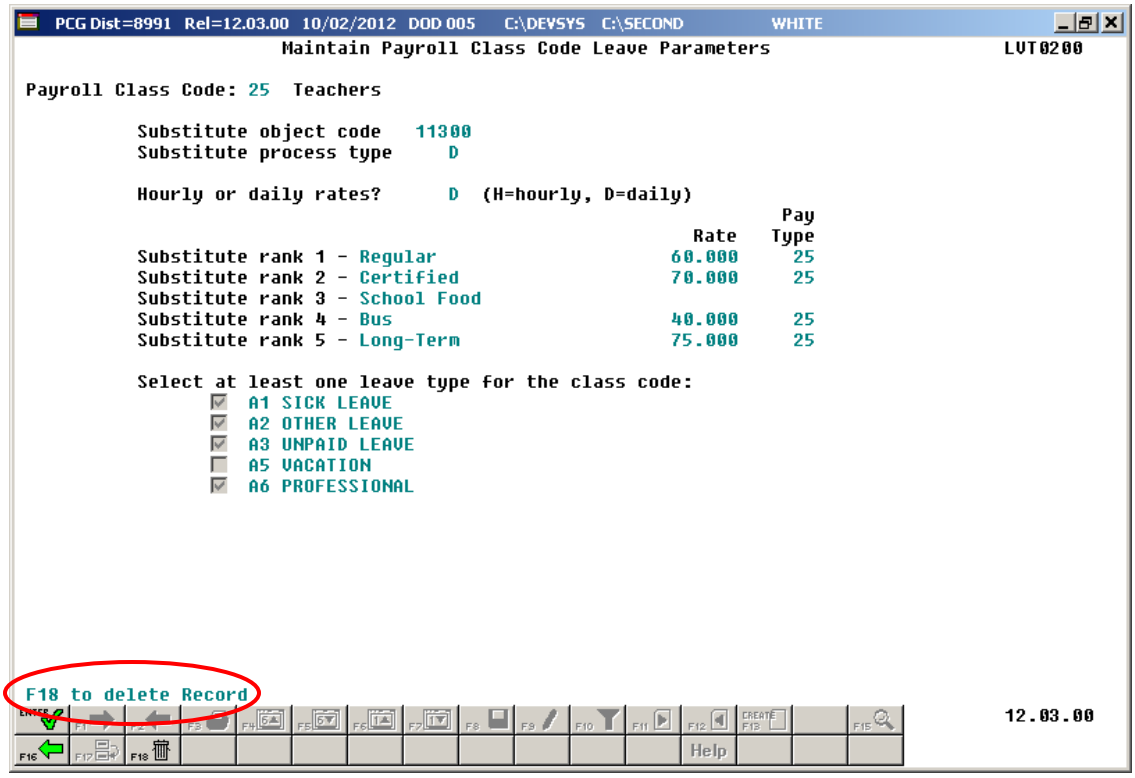
The following screen displays:



Step	Action
5	Enter the payroll class code in the **Payroll Class Code** field, or select the drop-down selection icon within the **Payroll Class Code** field to locate the correct class code. Payroll class codes defined as substitutes (**Type** '**S**') or as third party contractor (**Type** '**3**') on the *Payroll Description File*, are not allowed.
6	Select (**F18** – Delete Record).

All Rights Reserved.

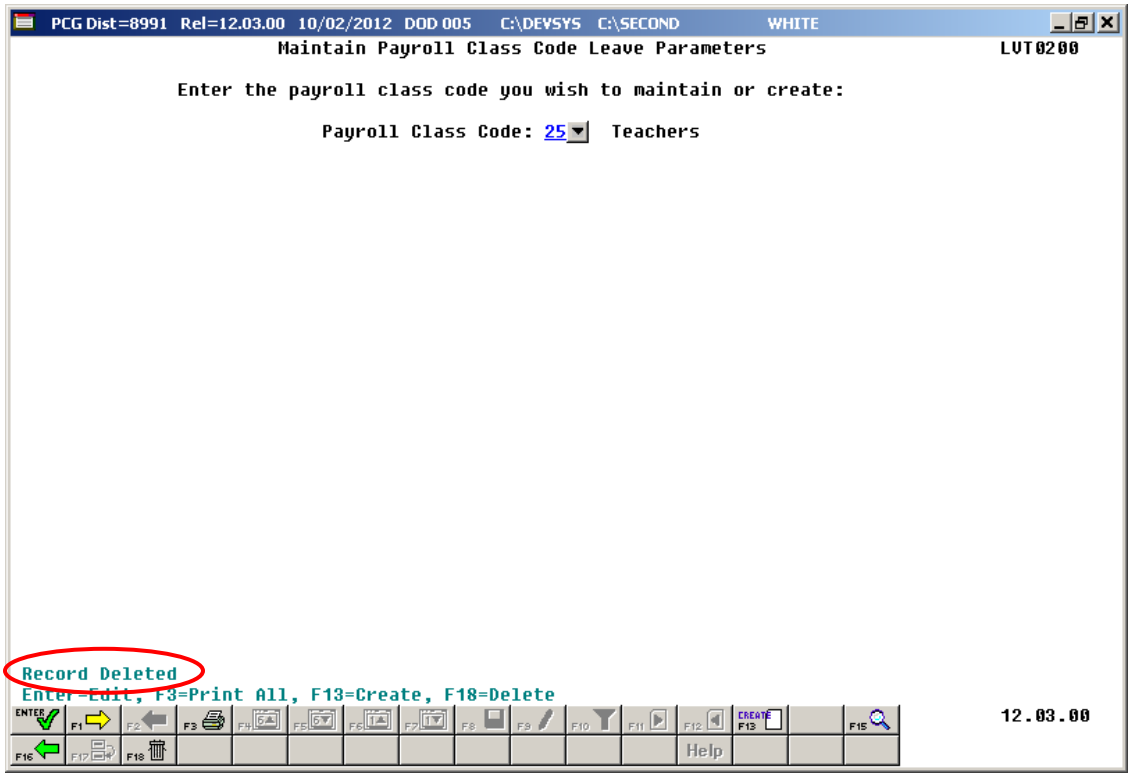
The following screen displays:



Step	Action
7	Verify that '*F18 to delete Record*' displays, and select F18 (**F18** – Confirm Delete) to delete the record.

All Rights Reserved.

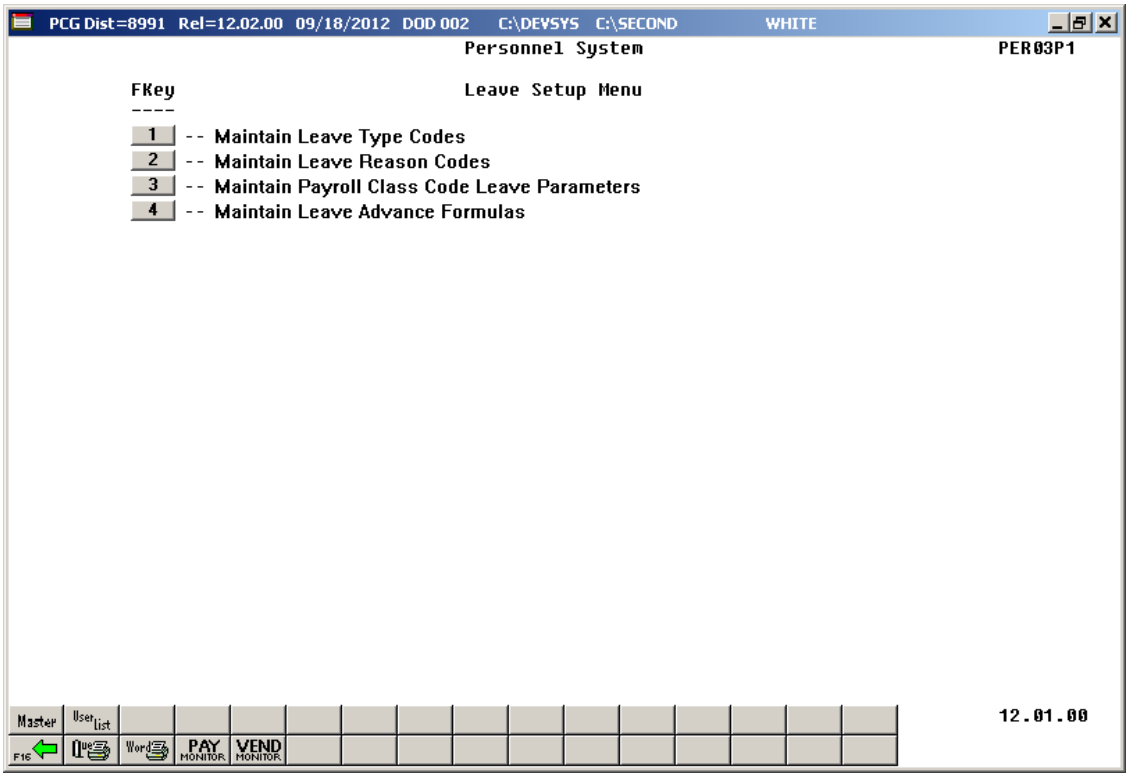
The following screen displays:



Step	Action
8	Verify *"Record Deleted"* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



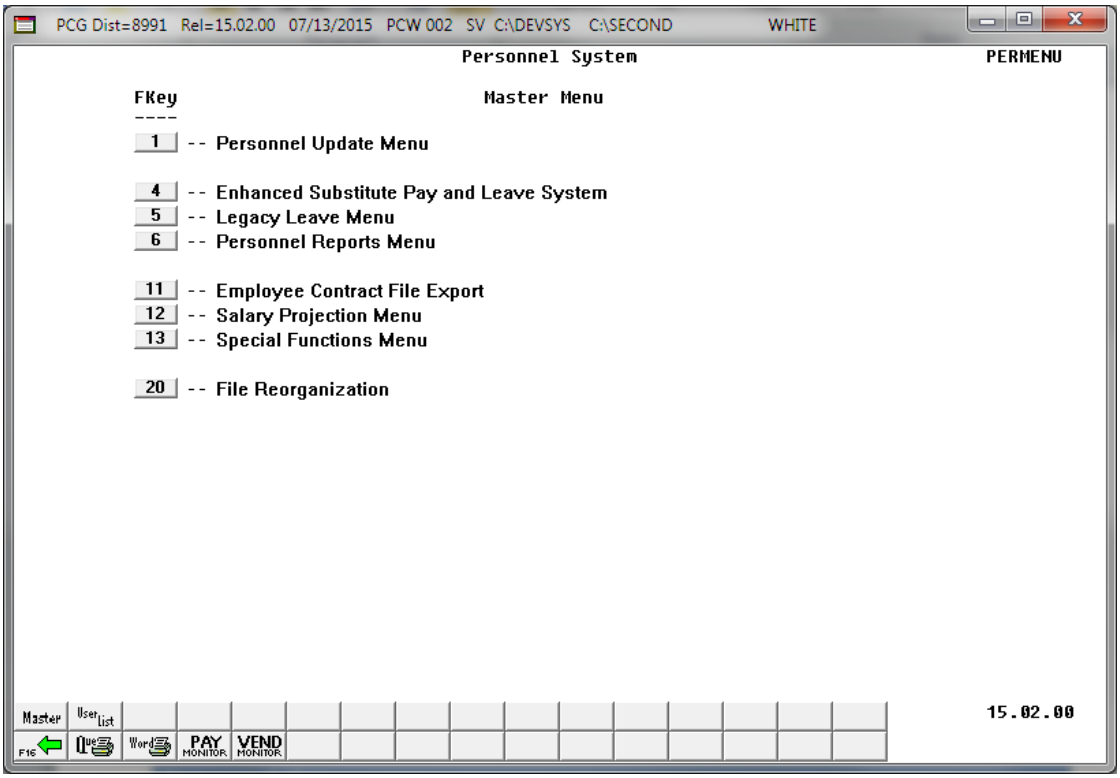
Step	Action
9	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

C4. Printing the Payroll Class Leave Parameters Report

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3 -** Personnel System).

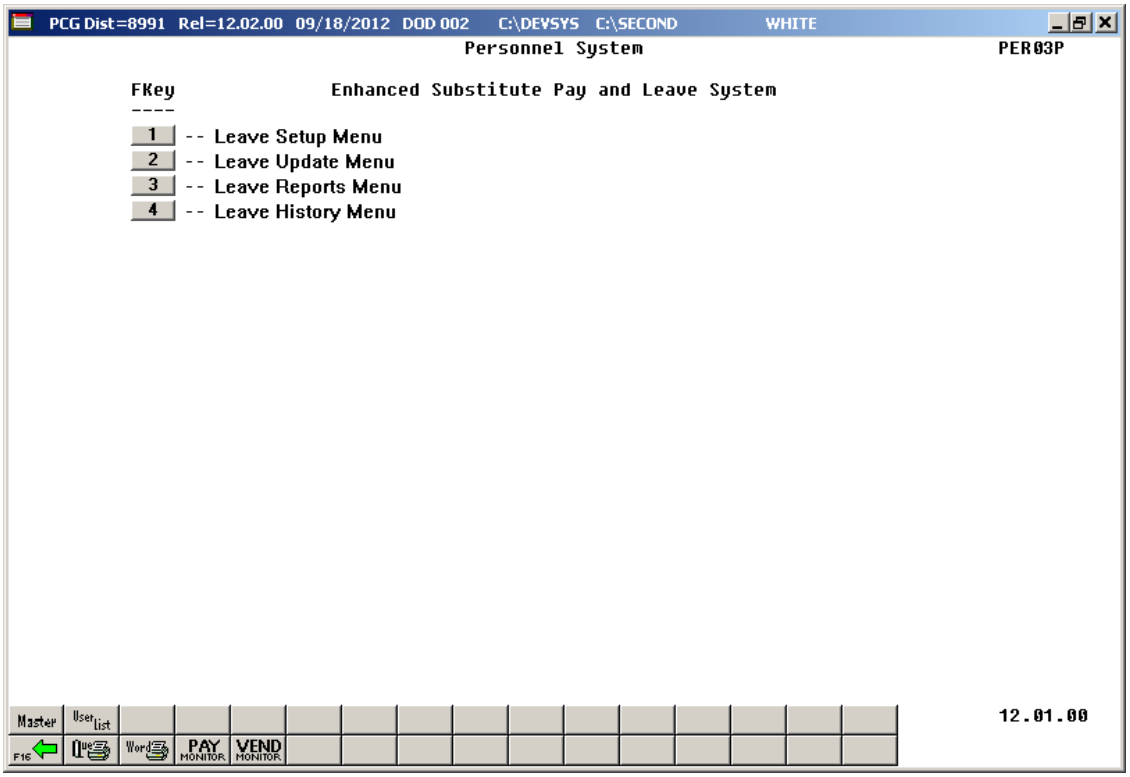
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

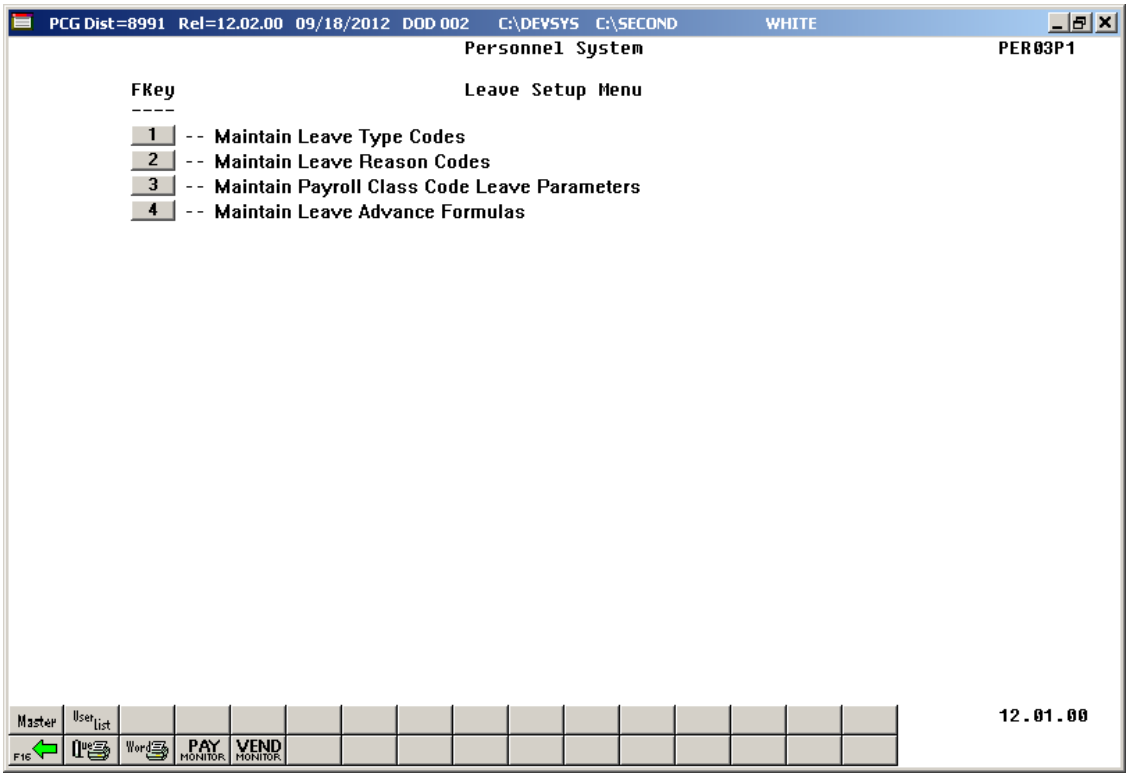
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

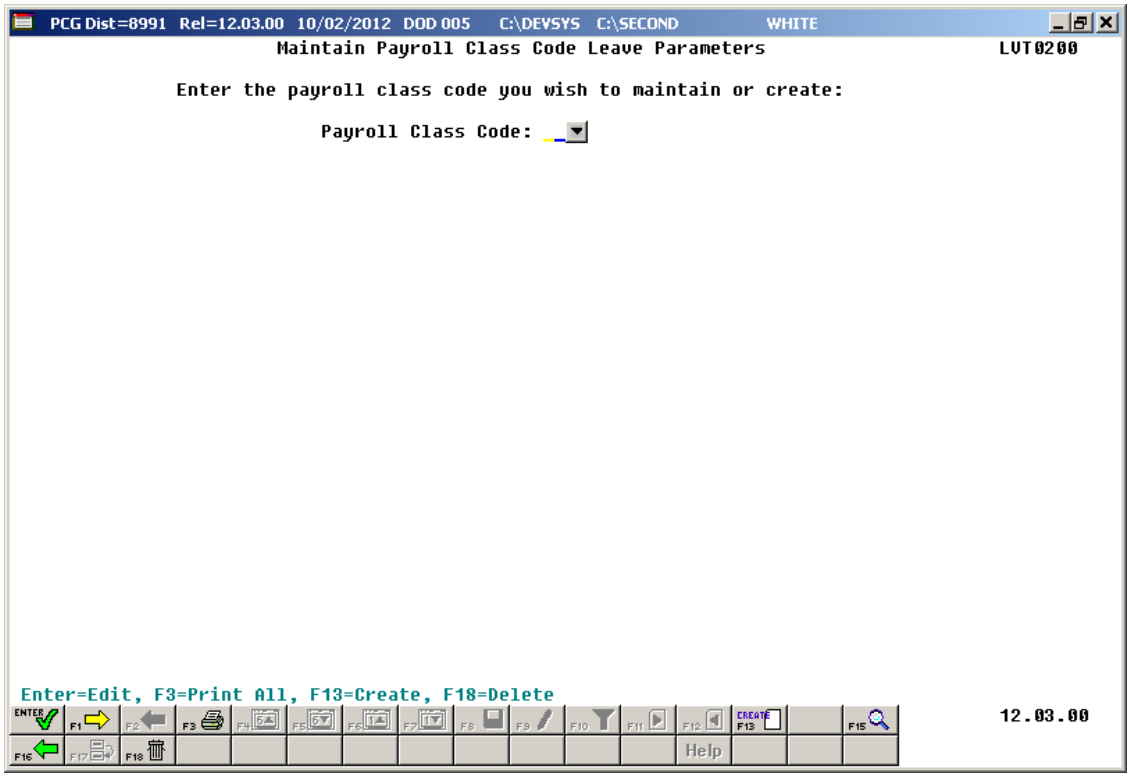
The following screen displays:



Step	Action
4	Select 3 (**F3** – Maintain Payroll Class Code Leave Parameters).

All Rights Reserved.

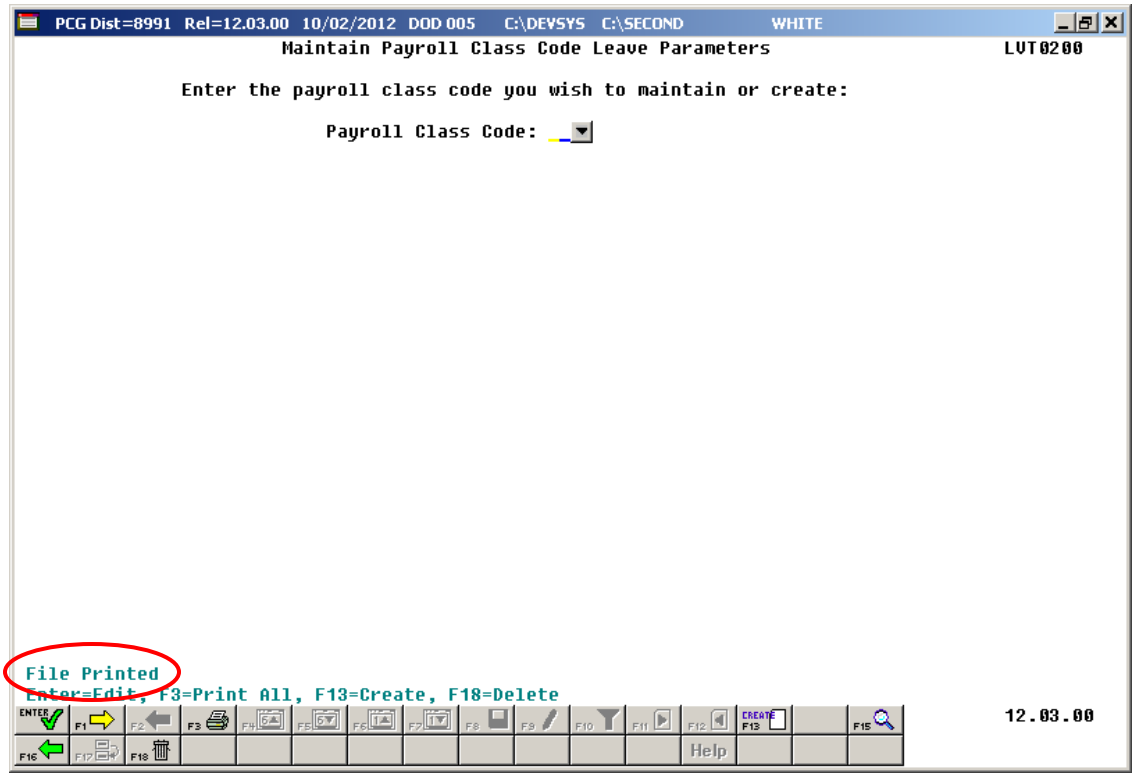
The following screen displays:



Step	Action
5	Select F3 (**F3** – Print Leave Class Report) to print the *Payroll Class Leave Parameters Report*.

All Rights Reserved.

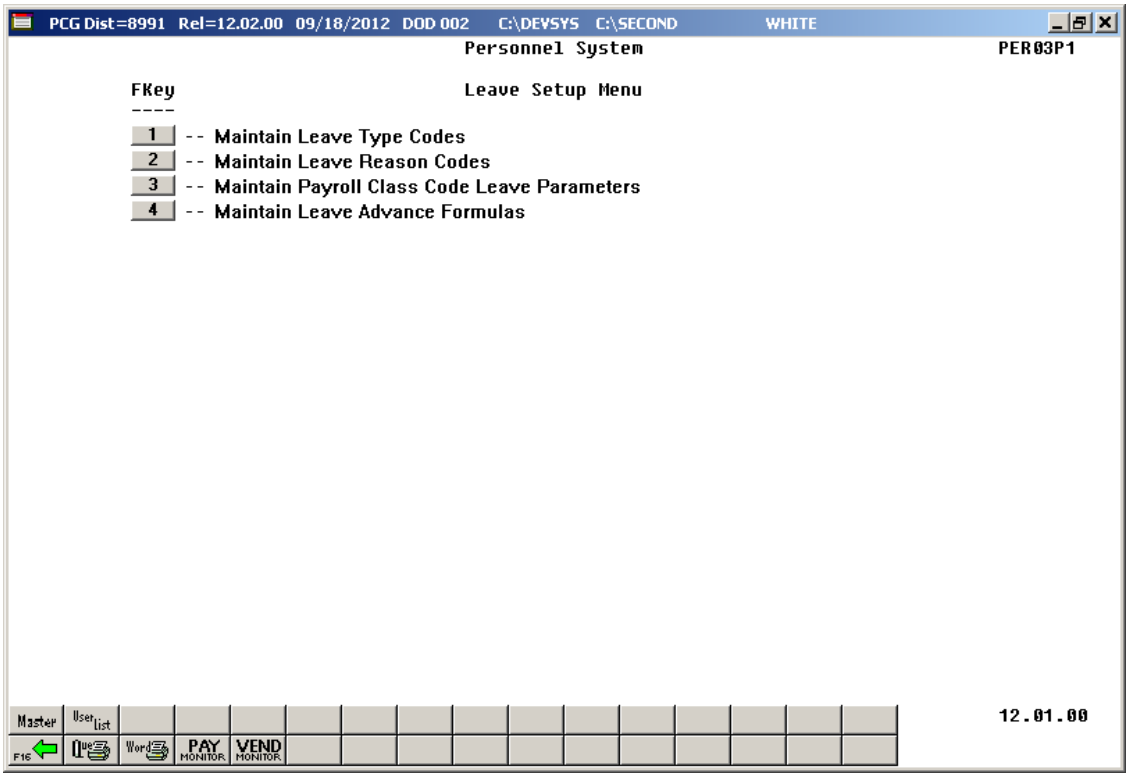
The following screen displays:



Step	Action
6	Verify *"File Printed"* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



Step	Action
7	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*
8	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

All Rights Reserved.

C4.1 Sample Payroll Class Leave Parameters Report

```
REPORT DATE: 10/02/2012  15:09:07            PAYROLL CLASS LEAVE PARAMETERS                                PAGE    1
    PROGRAM: LVT0200

                                                        LEAVE TYPE KEY
                     A1 SICK LEAVE                                A2 OTHER LEAVE
                     A3 UNPAID LEAVE                              A5 VACATION
                     A6 PROFESSIONAL

PAYROLL CLASS CODE
   OBJECT  GR RT    RANK 1      RANK 2      RANK 3      RANK 4      RANK 5   A1  A2  A3  A5  A6

01 SUPERINTENDENT
   11300    D  D                                                            A1  A2  A3  A5  A6

02 COORDINATORS
   11300    D  D                                                            A1  A2  A3      A6

03 PRINCIPALS
   11300    D  D                                                            A1  A2  A3      A6

04 ASSISTANT PRINCIPALS
   11300    D  D                                                            A1  A2  A3      A6

05 TEACHERS
   11300    D  D    60.000      70.000                  40.000      75.000   A1  A2  A3      A6

06 COUNSELORS
   11300    D  D                                                            A1  A2  A3      A6

07 MEDIA SPECIALISTS
   11300    D  D    60.000      70.000                  40.000      75.000   A1  A2  A3      A6

08 tEACHER ASSISTANTS
   11400    D  D    60.000      70.000                  40.000      60.000   A1  A2  A3      A6

10 CLERICAL
   11400    D  D                                                            A1  A2  A3  A5  A6

11 CUSTODIAL
   11400    D  D                                                            A1  A2  A3  A5

12 BUS DRIVERS
   11400    D  D                                        40.000               A1  A2  A3      A6
```

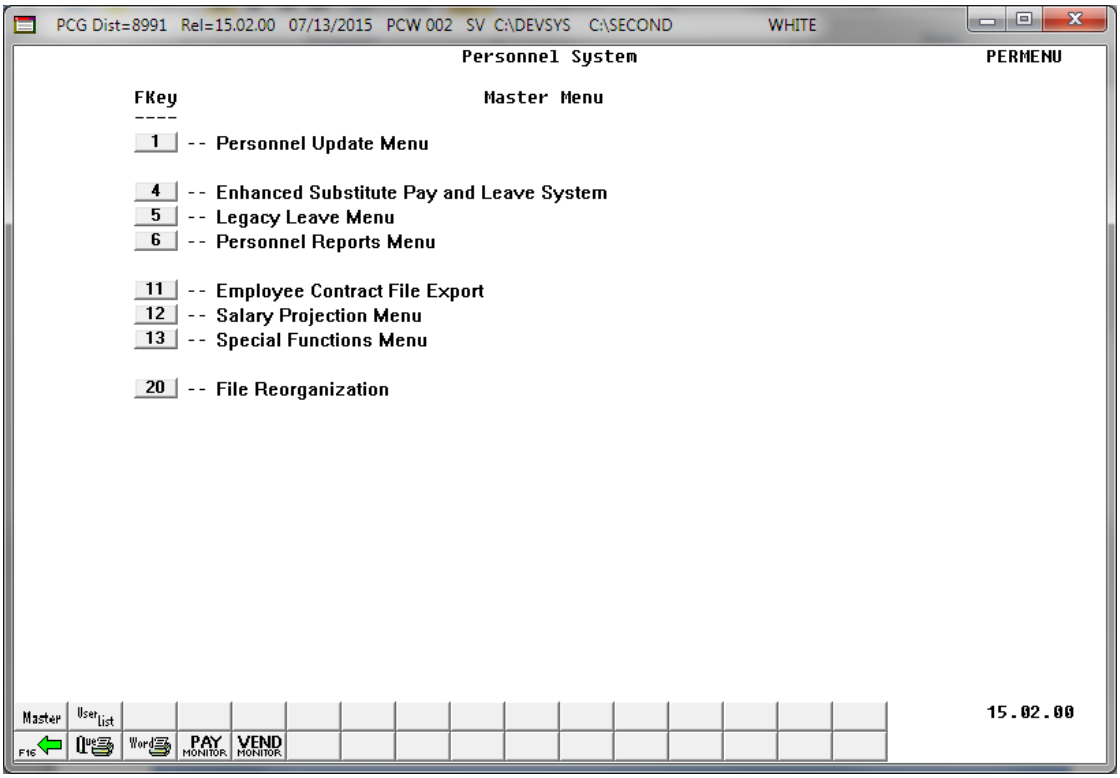

All Rights Reserved.

Procedure D: Maintain Leave Advance Formulas

D1. Adding or Updating Leave Advance Formulas

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3 -** Personnel System).

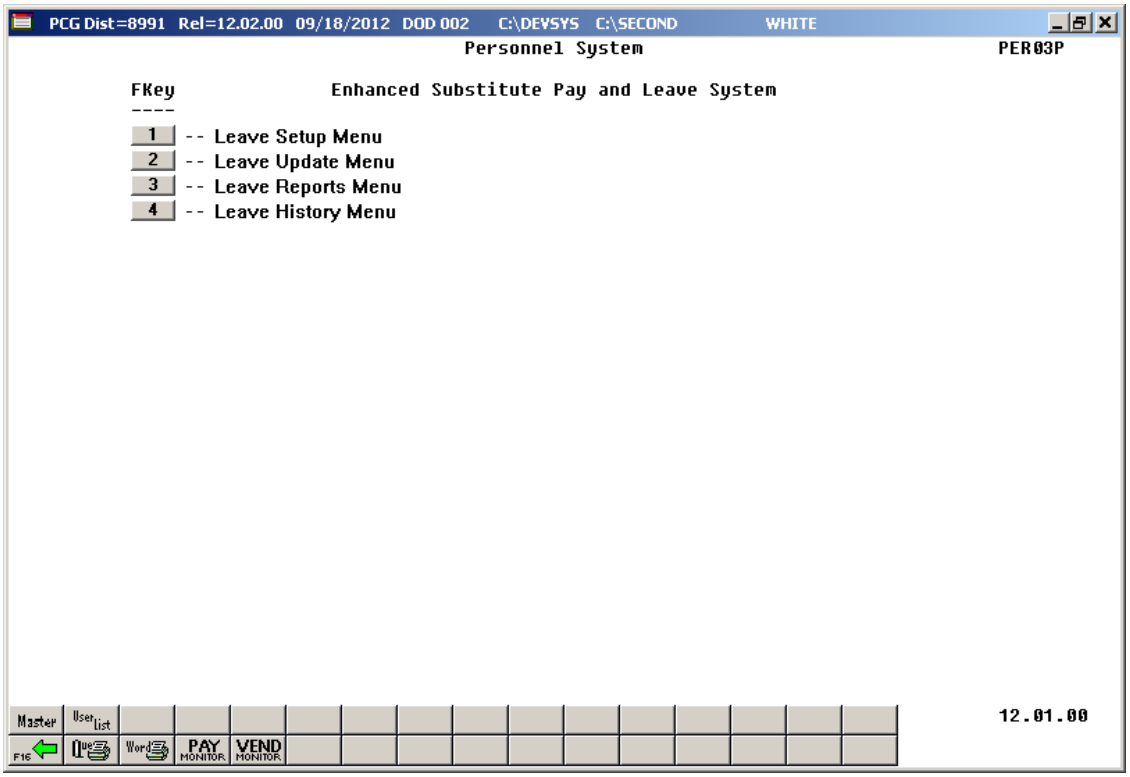
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

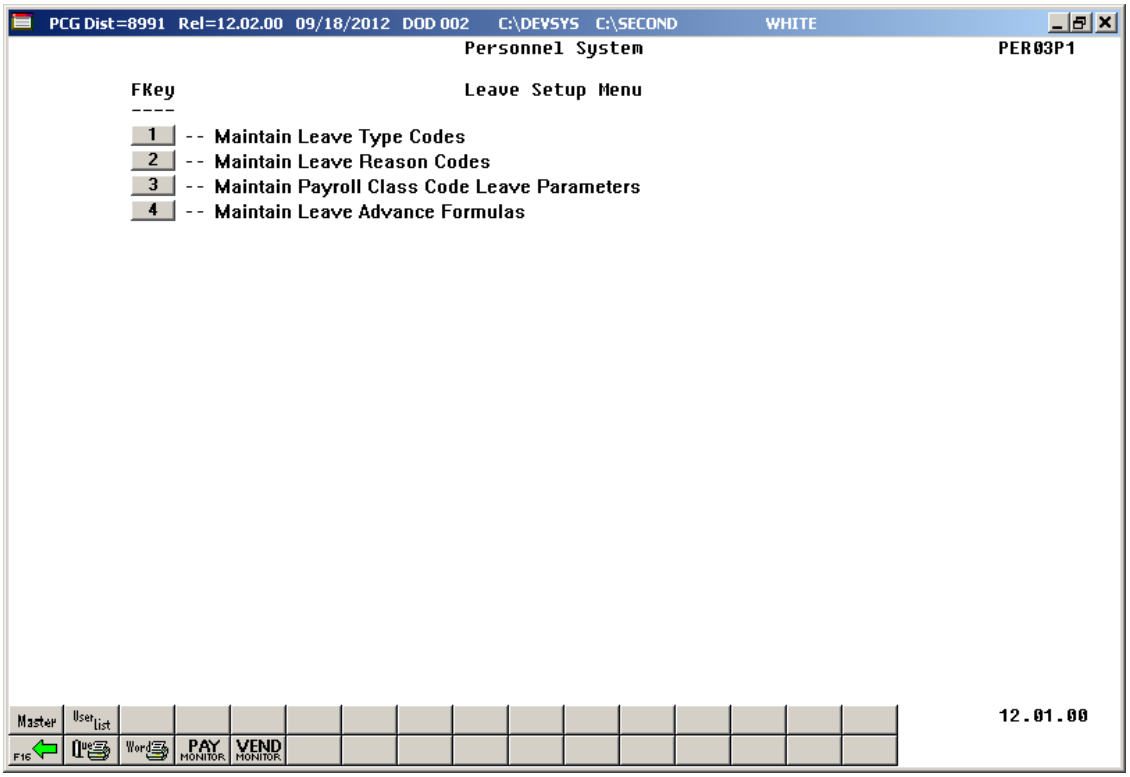
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

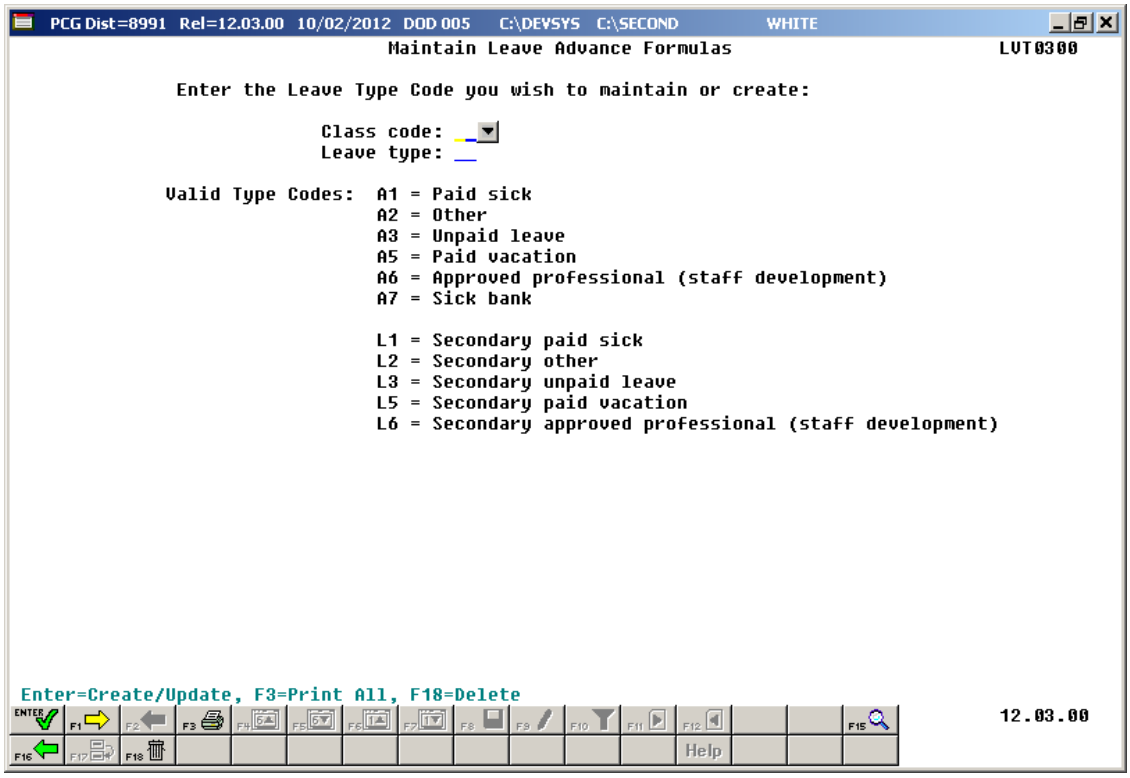
The following screen displays:



Step	Action
4	Select 4 (**F4** – Maintain Leave Advance Formulas).

All Rights Reserved.

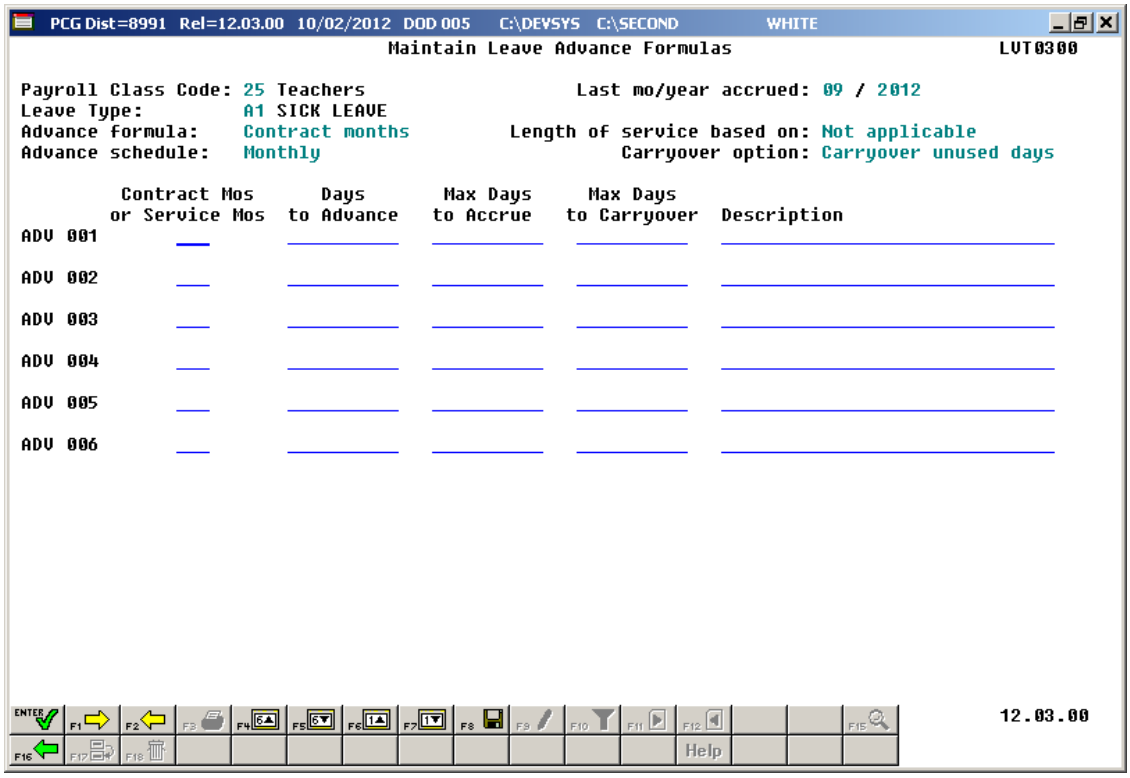
The following screen displays:



Step	Action
5	Enter the payroll class code in the **Payroll Class Code** field, or select the drop-down selection icon within the **Payroll Class Code** field to locate the correct class code. Payroll class codes defined as substitutes (**Type** '**S**') or as third party contractor (**Type** '**3**') on the *Payroll Description File*, are <u>not</u> allowed.
6	Enter the leave type code in the **Leave type** field, or select the drop-down selection icon within the **Leave type** field to locate the correct leave code. *A* **Leave type** *code which is defined for 'No Accrual' is <u>not</u> allowed. The* **Leave Type** *code must have an* **Advance Formula** *defined as either 'Contract Months', 'Months of Service' or 'All Employees Accrue'.*
7	Select (**Enter** – Create or Update) to create or update the record.

All Rights Reserved.

The following screen displays:



Step	Action
Complete *Steps 8 - 15* for each Advance Level (ADV001 – ADVnnn).	
Proceed to either *Step 8*, *9* or *10* depending on the <u>Advance Formula</u> for the leave type.	
8	<u>If the **Advance Formula** is 'Contract Months'</u>: Enter the total number of contract months the employee works in the **Contract Mos** (Contract Months) field. Valid values: **9 - 12** = Number of contract months Proceed to *Step 11*.
9	<u>If the **Advance Formula** is 'Months of Service'</u>: Enter the minimum number of months an employee must be employed to earn this level of leave advance in the **Service Mos** (Service Months) field. For example, if a district gives employees with 1 year to 5 years of service 5 days of vacation a year, and gives employees with 5 to 10 years of service 10 days of vacation a year, and gives employees with 10 to 20 years of service 15 days of vacation a year, then **Service Months** for ADV 001 should be entered as **12** months, **Service Months** for ADV 002 should be entered as **60** months, and **Service Months** for ADV 003 should be entered as **120** months. Proceed to *Step 11*.

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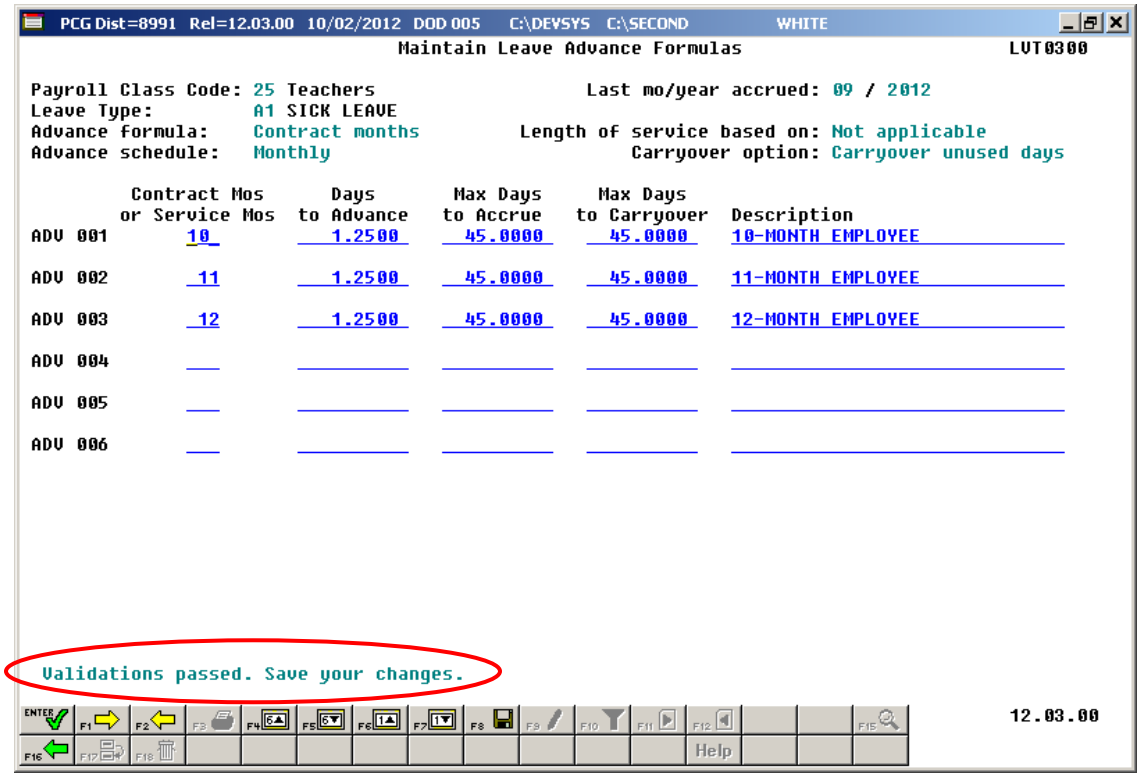
Step	Action
10	If the **Advance Formula** is 'All employees accrue': Enter **999** in the **Contract Mos or Service Mos** (Contract Months or Service Months) field. Proceed to *Step 11*. Valid values: **999**
11	Enter the number of days to advance in the **Days to Advance** field. If the **Advance Schedule** is 'Monthly', enter the monthly allotment of leave to be advanced to employees at this level. If the **Advance Schedule** is 'Annually', enter the annual allotment of leave to be advanced to employees at this level.
12	Enter the maximum number of days to accrue in the span of one plan year in the **Max Days to Accrue** (Maximum Days to Accrue) field. This field contains the maximum number of days an employee is allowed to accrue in the span of one plan year at this level.
13	Enter the maximum number of days an employee is allowed to carry over to the next plan year in the **Max Days to Carryover** (Maximum Days to Carry Over) field. For example, if a 9 month employee is allowed to earn 10 days of vacation per year, and is able to accumulate up to 20 days of vacation during the plan year, but is only able to carry over 15 days of vacation to the next plan year, then the **Contract Months** field will be entered as **09**, the **Days to Advance** field will be entered as **10** days, the **Max Days to Accrue** field will be entered as **20** days, and the **Max Days to Carryover** field will be entered as **15** days.
14	Enter a description of the leave advance level in the **Desc** (Description) field. *This description identifies the advance level and prints on reports.*
15	If there are additional advance levels: Repeat this procedure starting at *Step 8*.
16	Select (**Enter** - validate) to validate the record.

All Rights Reserved.

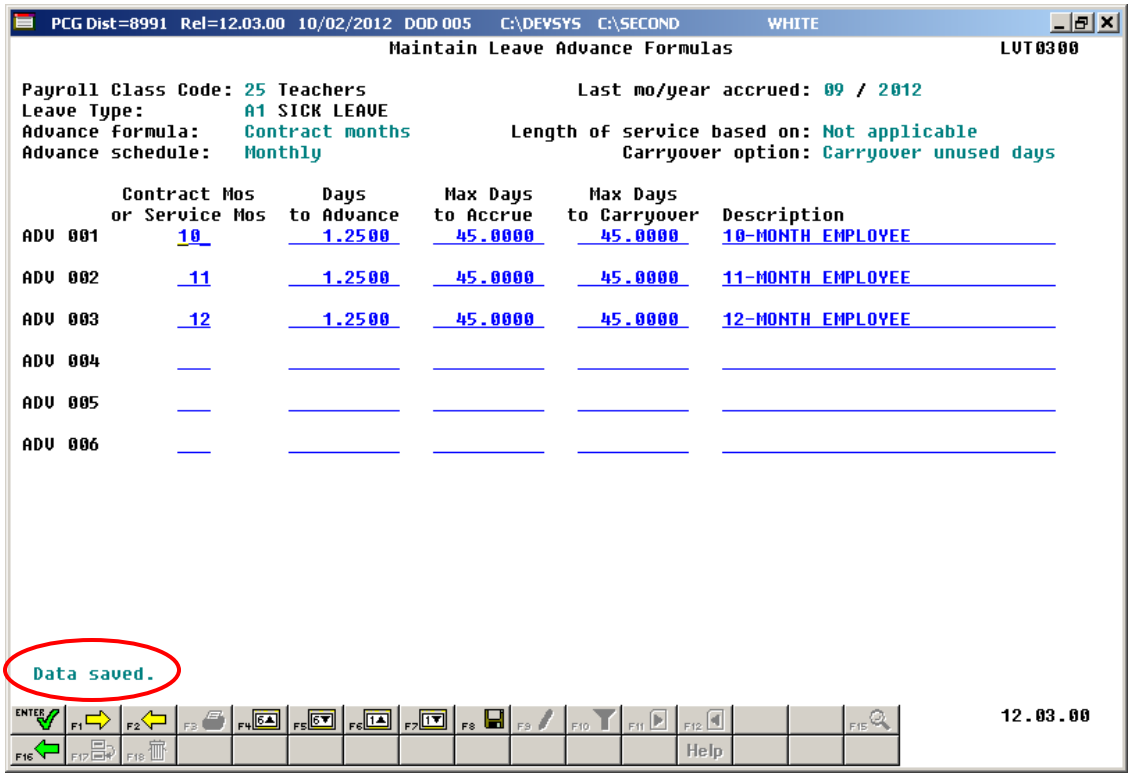
The following screen displays:



Step	Action
17	Verify *"Validations passed. Save your changes."* displays, and select F8 (**F8** – Save changes).

All Rights Reserved.

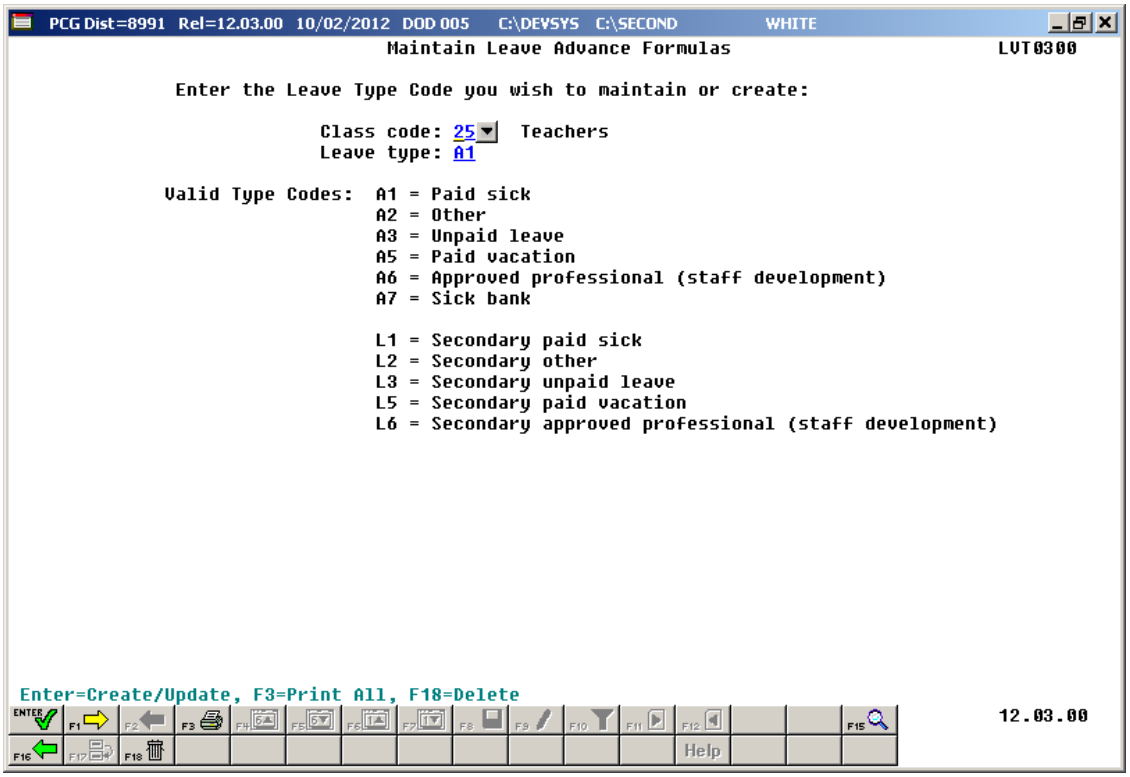
The following screen displays:



Step	Action
18	Verify *"Data saved."* displays, and select F16 (**F16** – Exit) to return to the *Maintain Leave Advance Formulas* screen.

All Rights Reserved.

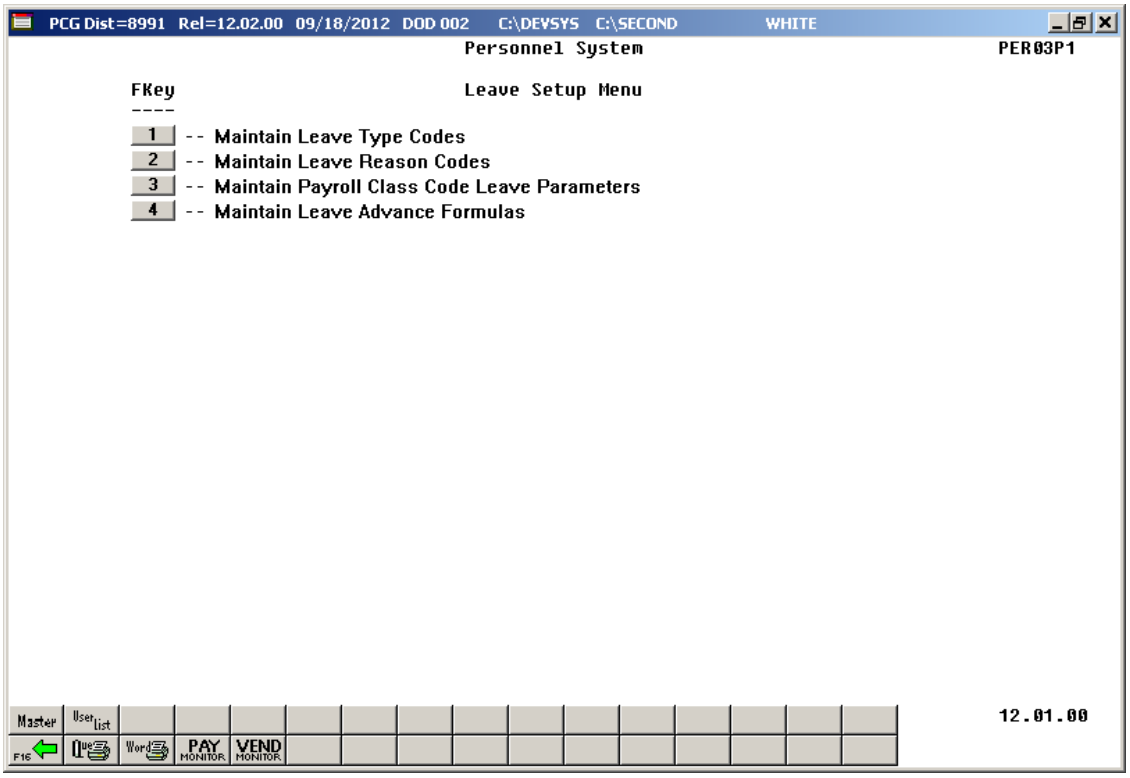
The following screen displays:



Step	Action
19	Select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



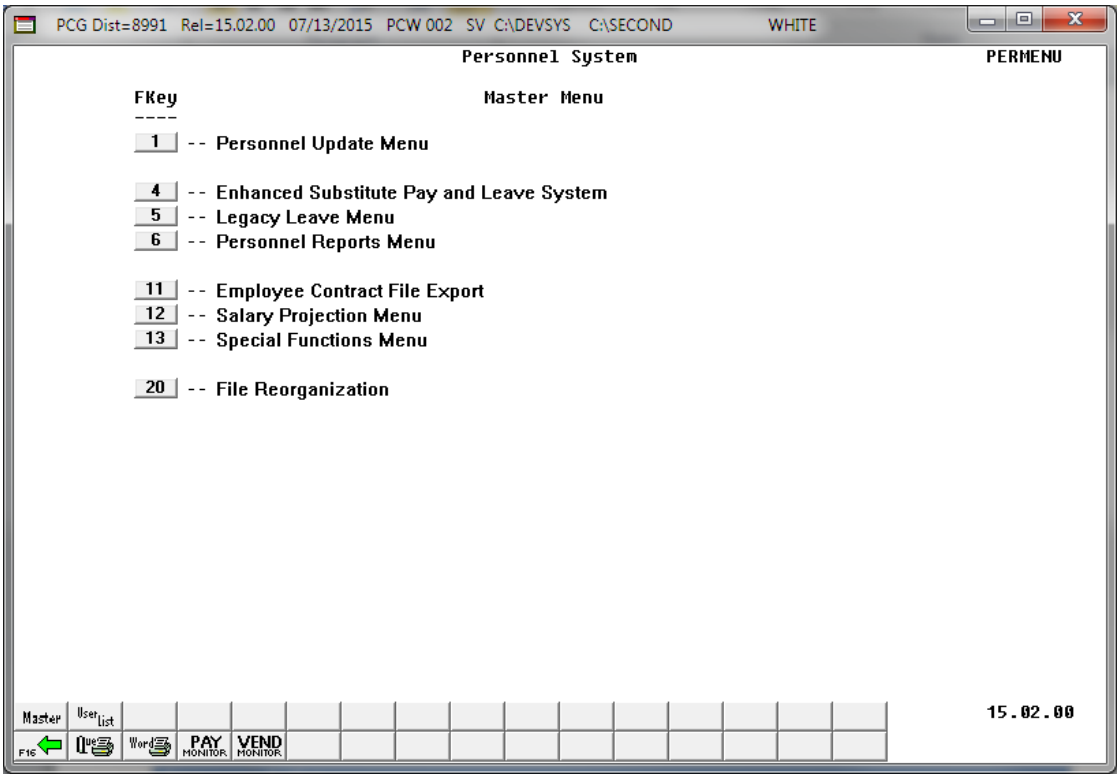
Step	Action
20	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

D2. Deleting Leave Advance Formulas

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

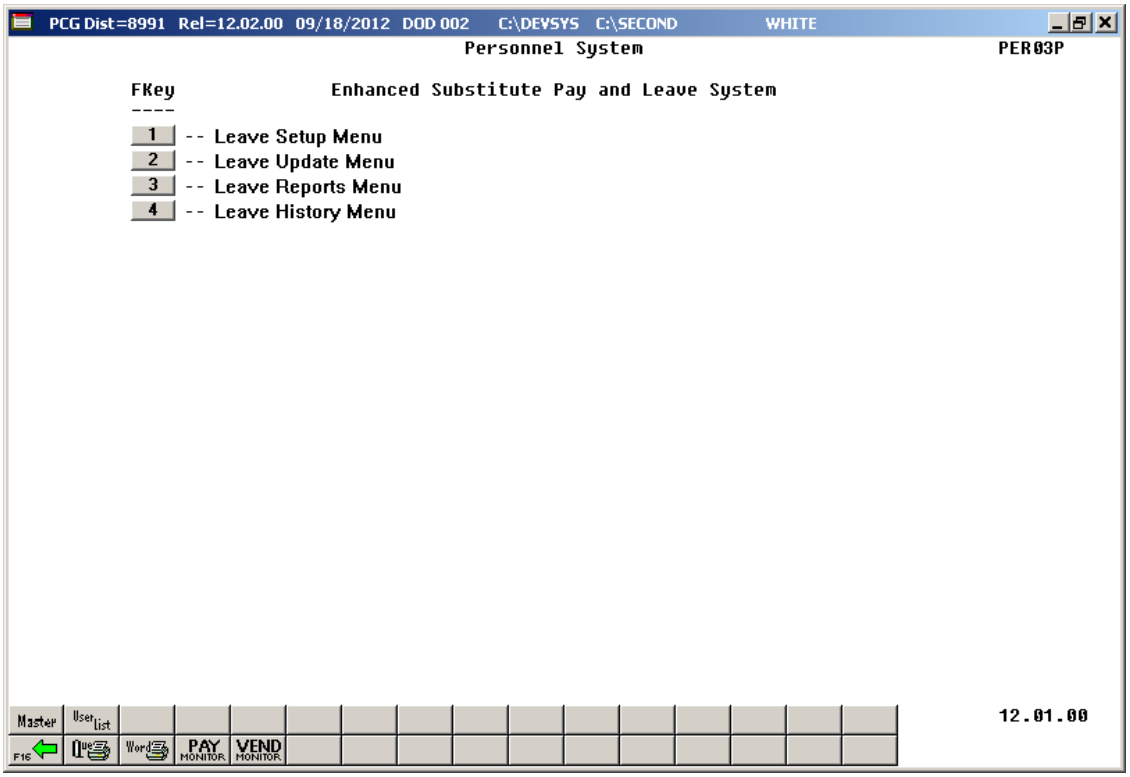
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

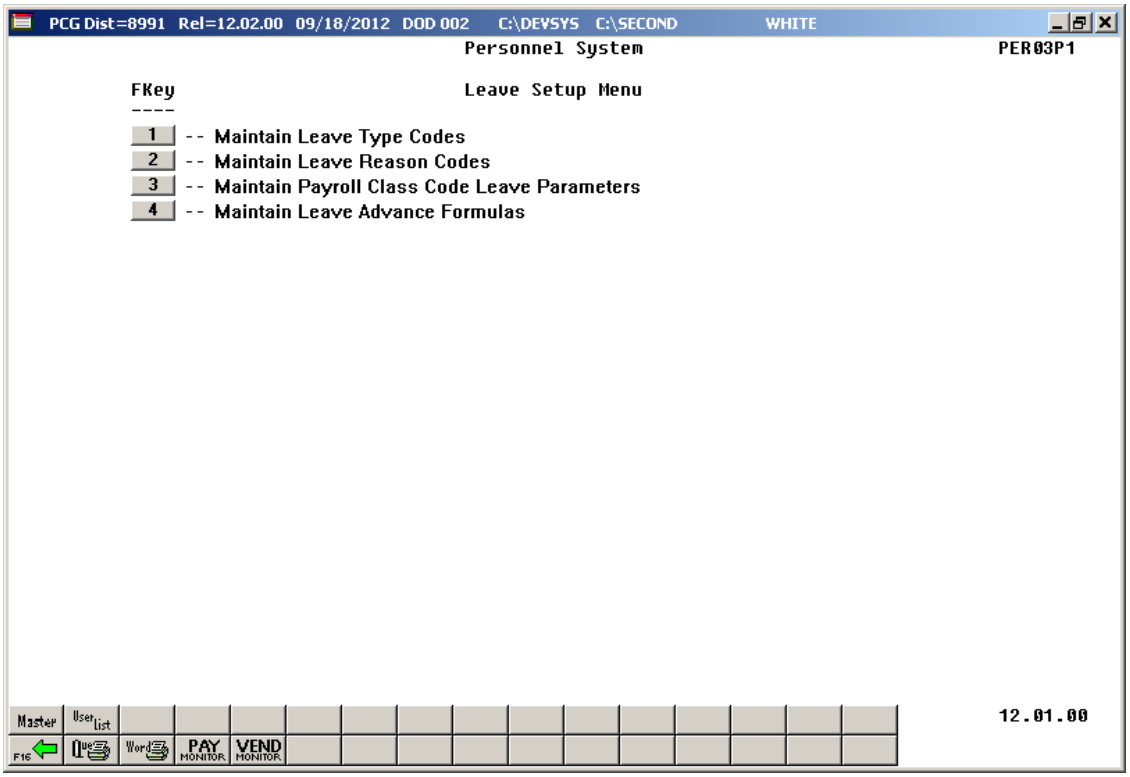
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

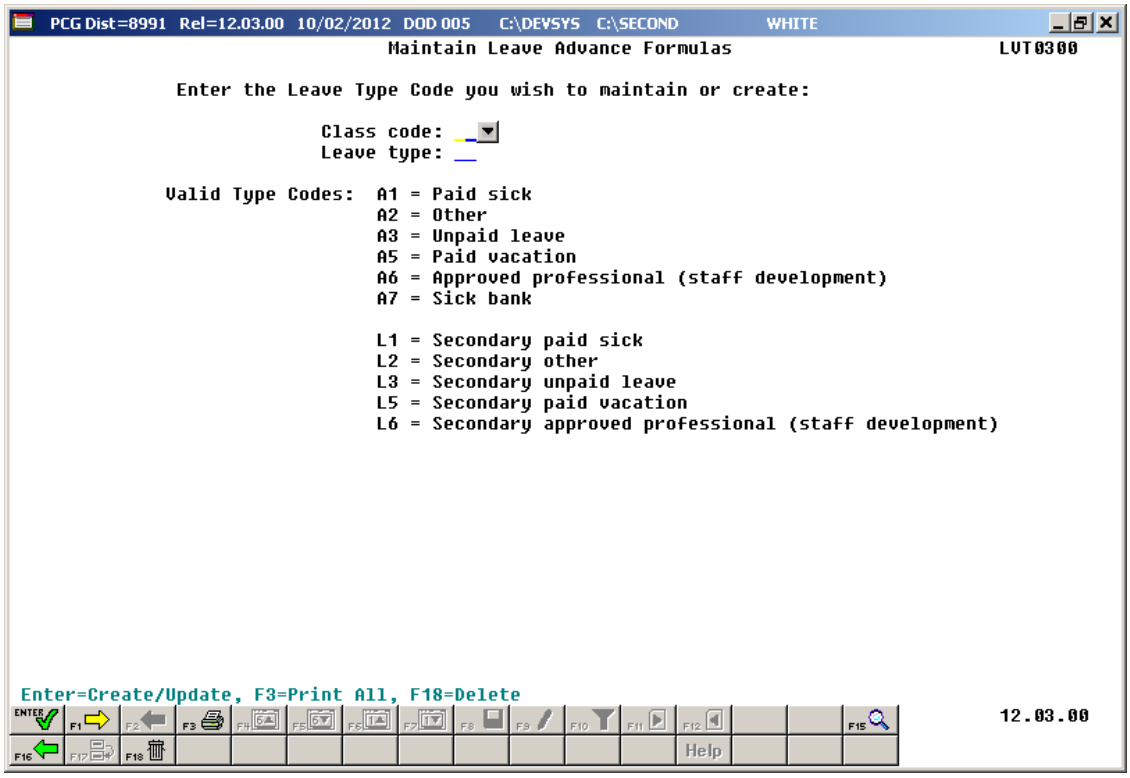
The following screen displays:



Step	Action
4	Select 4 (**F4** – Maintain Leave Advance Formulas).

All Rights Reserved.

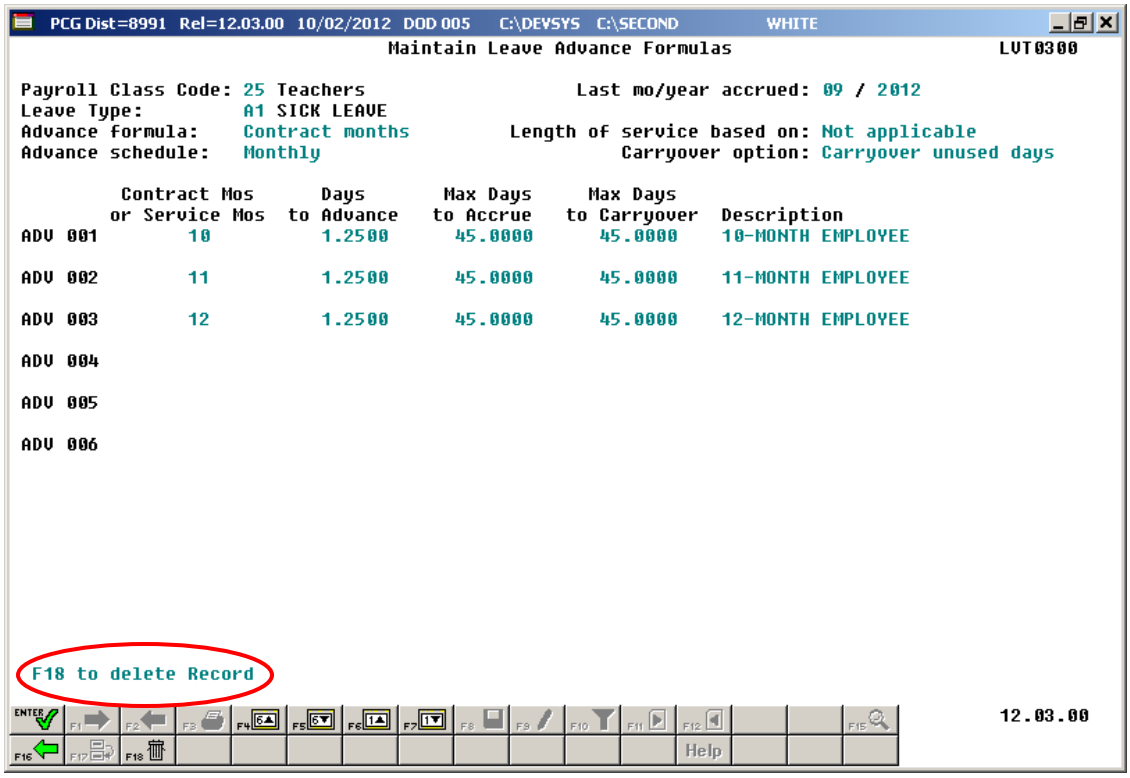
The following screen displays:



Step	Action
5	Enter the payroll class code in the **Payroll Class Code** field, or select the drop-down selection icon within the **Payroll Class Code** field to locate the correct class code. Payroll class codes defined as substitutes (**Type** '**S**') or as third party contractor (**Type** '**3**') on the *Payroll Description File*, are <u>not</u> allowed.
6	Enter the leave type code in the **Leave type** field, or select the drop-down selection icon within the **Leave type** field to locate the correct leave code. *A* **Leave type** *code which is defined for 'No Accrual' is <u>not</u> allowed. The* **Leave Type** *code must have an* **Advance Formula** *defined as either 'Contract Months', 'Months of Service' or 'All Employees Accrue'.*
7	Select (**F18** – Delete Record).

All Rights Reserved.

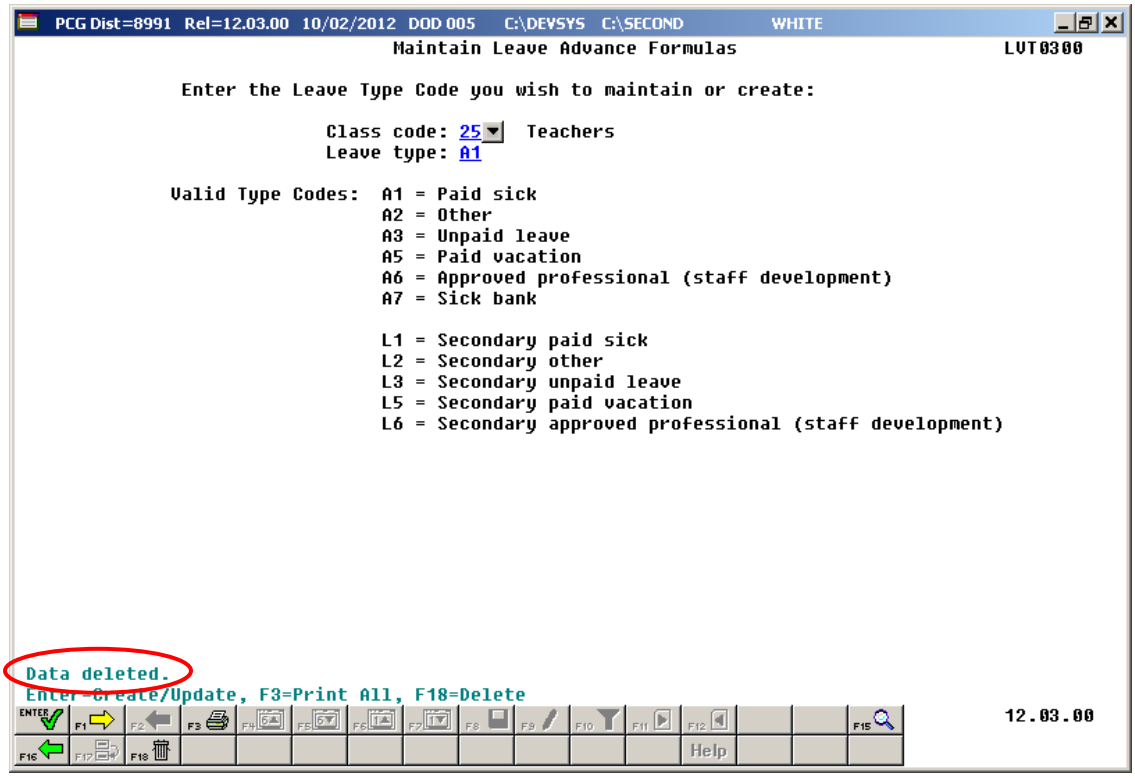
The following screen displays:



Step	Action
8	Verify that '*F18 to delete Record*' displays, and select (**F18** – Confirm Delete) to delete the record.

All Rights Reserved.

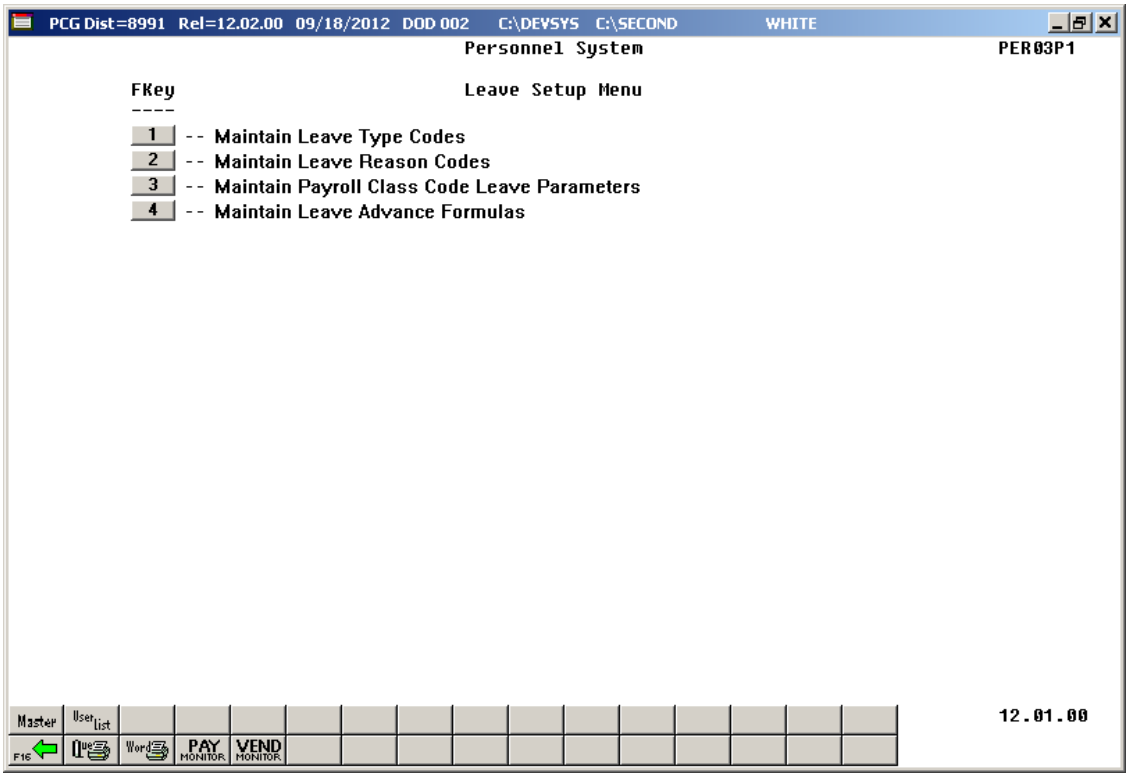
The following screen displays:



Step	Action
9	Verify *"Data Deleted."* displays, and select F16 (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



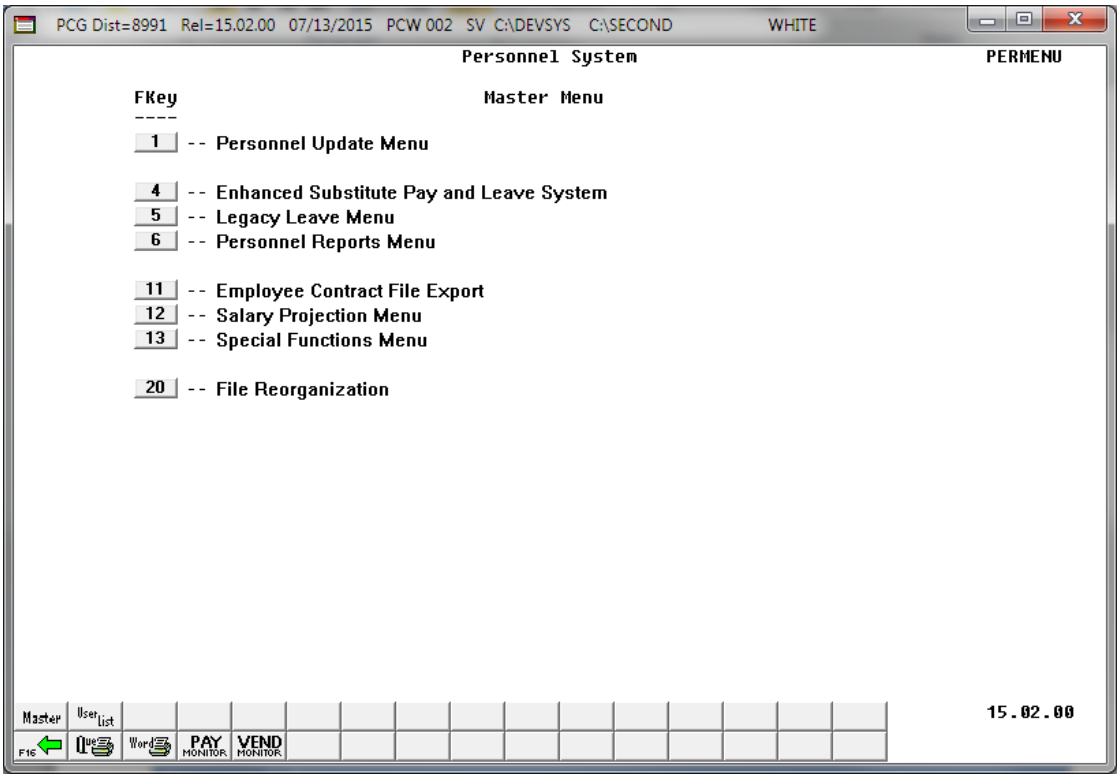
Step	Action
10	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

All Rights Reserved.

D3. Printing the Leave Advance Formulas Report

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3 -** Personnel System).

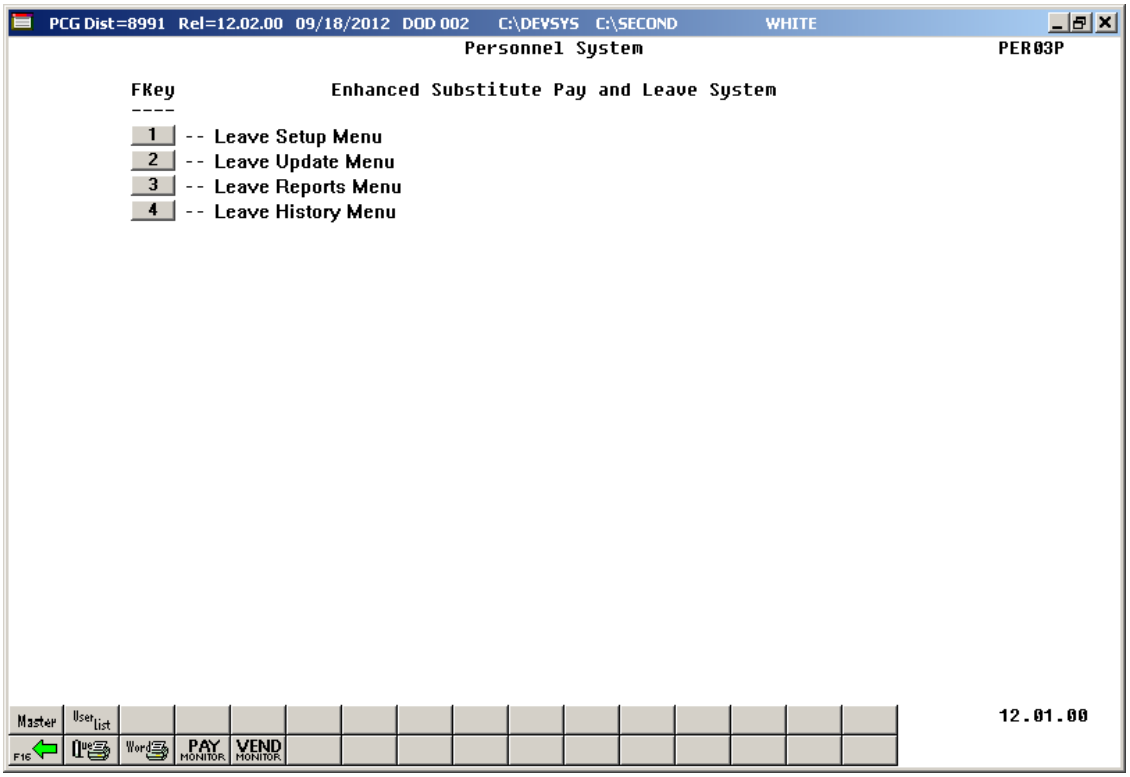
The following screen displays:



Step	Action
2	Select 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

All Rights Reserved.

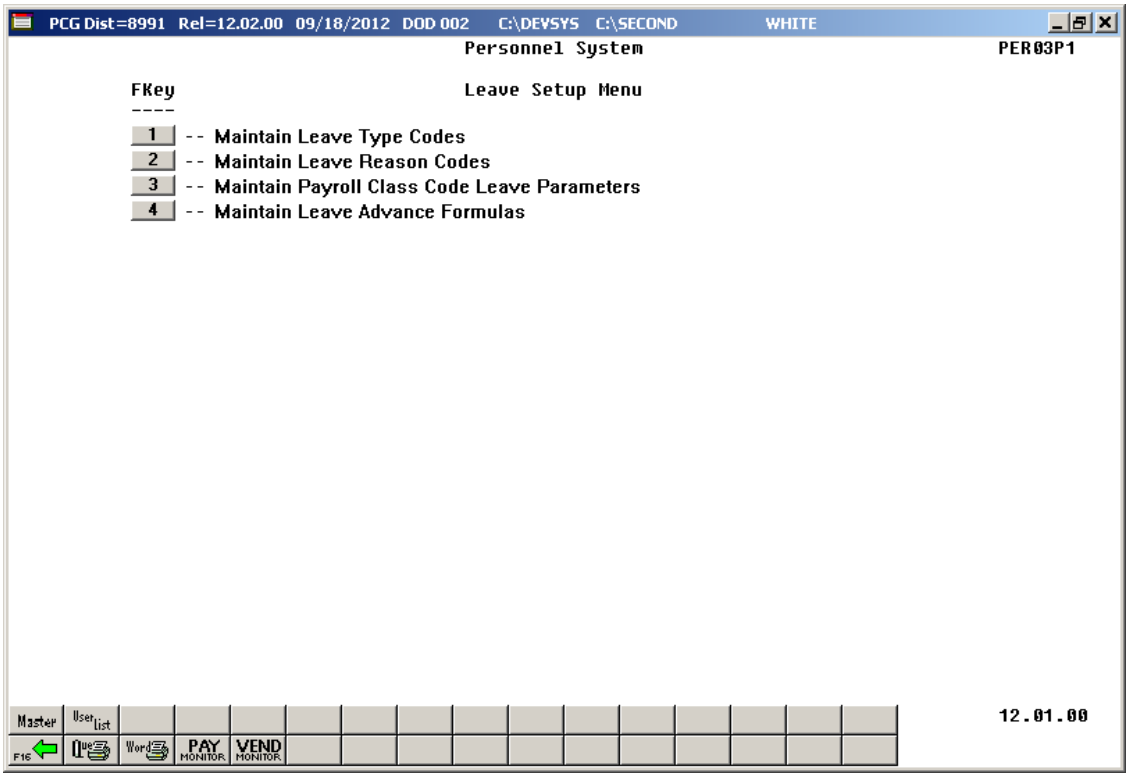
The following screen displays:



Step	Action
3	Select 1 (**F1** – Leave Setup Menu).

All Rights Reserved.

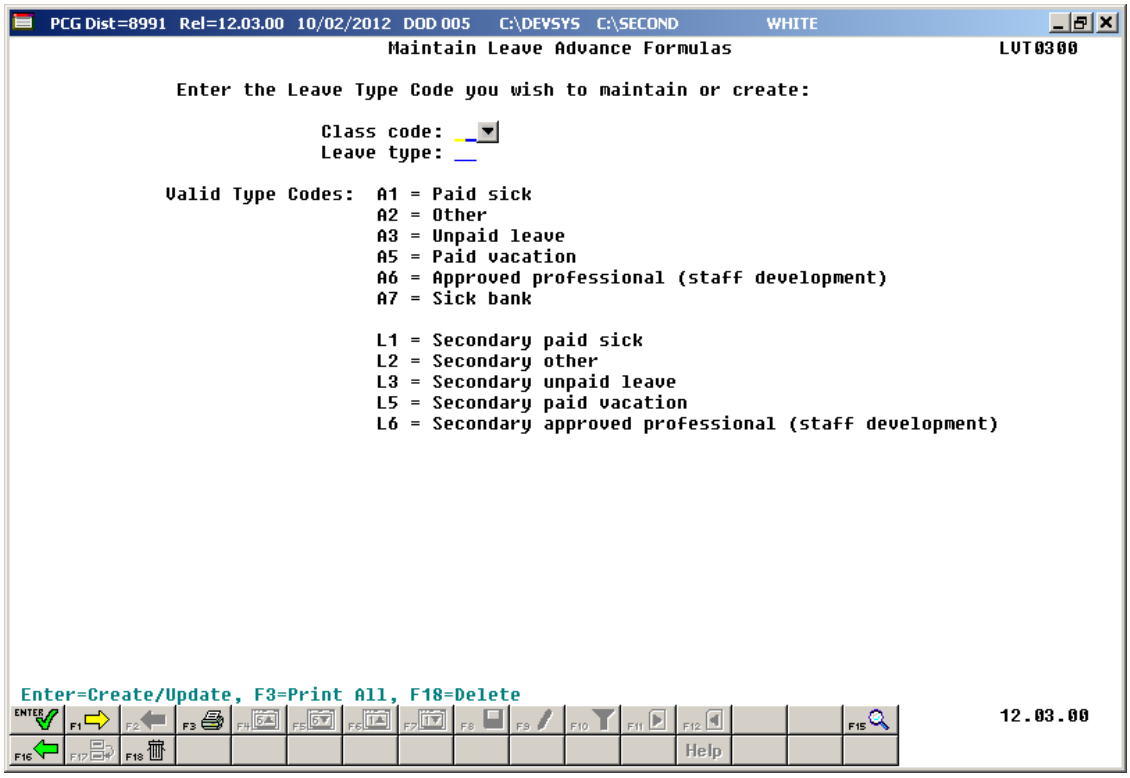
The following screen displays:



Step	Action
4	Select 4 (**F4** – Maintain Leave Advance Formulas).

All Rights Reserved.

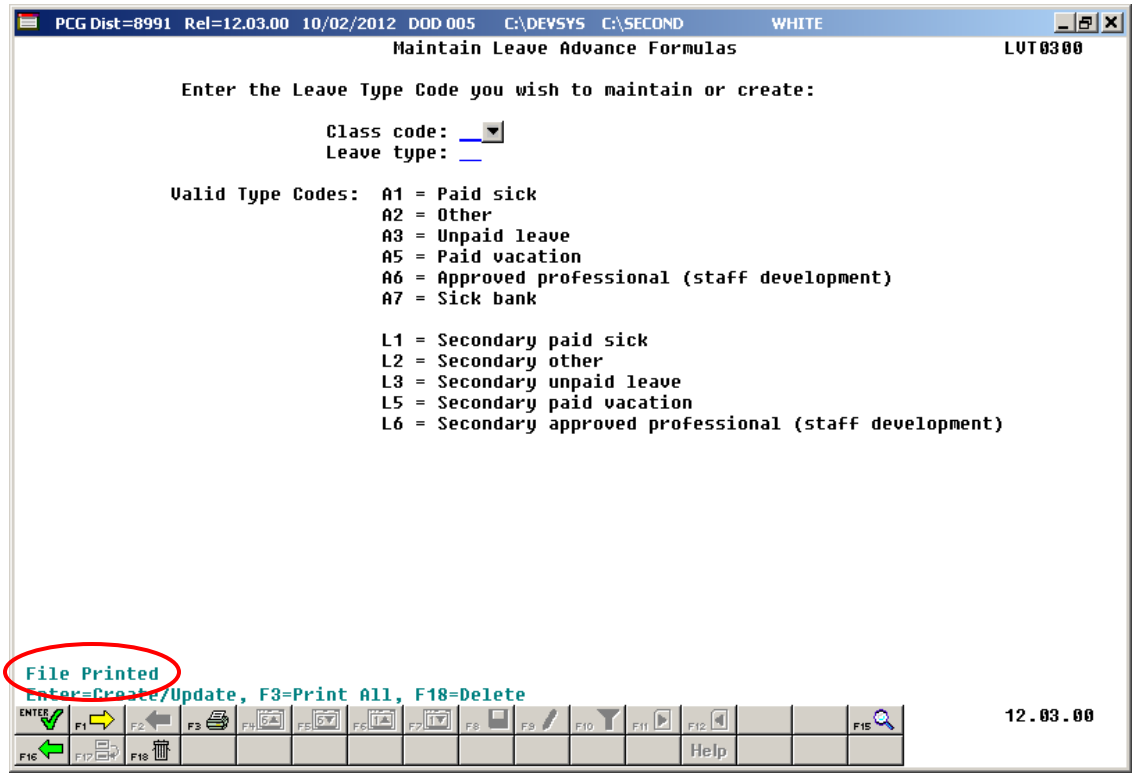
The following screen displays:



Step	Action
5	Select (**F3** – Print Leave Advance Report) to print the *Leave Advance Report*.

All Rights Reserved.

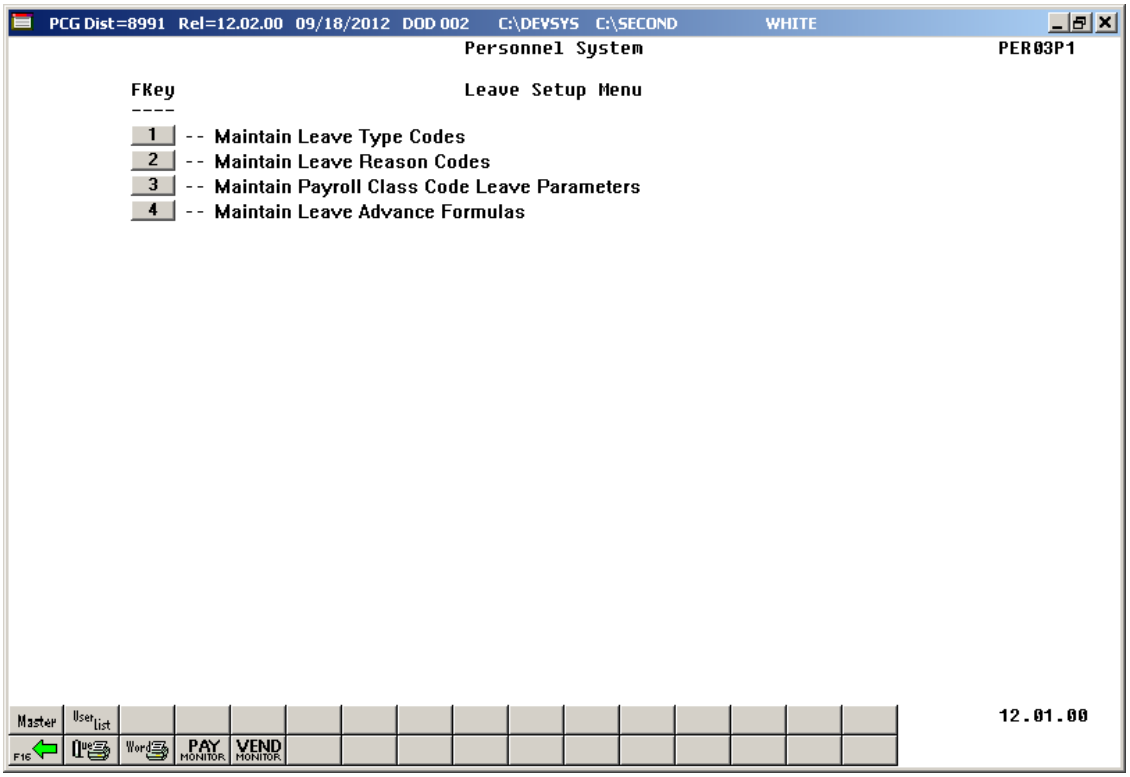
The following screen displays:



Step	Action
6	Verify *"File Printed"* displays, and select (**F16** – Exit) to return to the *Leave Setup Menu* screen.

All Rights Reserved.

The following screen displays:



Step	Action
7	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave System Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*
8	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

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D3.1 Sample Leave Advance Formulas Report

```
 REPORT DATE: 10/02/2012  15:26:15                LEAVE ADVANCE FORMULAS                                PAGE   60
     PROGRAM: LVT0300

LEAVE TYPE                    CONTRACT MOS       DAYS       MAX DAYS     MAX DAYS
CLASS CODE                   OR SERVICE MOS   TO ADVANCE   TO ACCRUE   TO CARRYOVER   DESCRIPTION


A1  SICK LEAVE                 Advance formula: Contract months       Advance schedule: Monthly     Carryover unused days
10  CLERICAL                                                                                      Do not add unused days to sick

                                   010           1.2500     45.0000       45.0000     10-MONTH SICK LEAVE

                                   012           1.2500     45.0000       45.0000     12-MONTH SICK LEAVE


A5  VACATION                   Advance formula: Contract months       Advance schedule: Annually    Drop unused days
10  CLERICAL                                                                                      Do not add unused days to sick

                                   012           5.0000     10.0000        0.0000     12 MONTH EMPLOYEES
```


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