



PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

7/15/2015

Section E: Enhanced Substitute Pay and
Employee Leave System

[Topic 5: Leave History Processing, V1.2]

Revision History

Date	Version	Description	Author
7/15/2015	1.2	15.02.00 – Update the <i>Personnel System Master Menu</i> .	D. Ochala
10/10/2013	1.1	13.03.00 – Update <i>Display Employee Leave Balances</i> screenshots.	D. Ochala
09/18/2012	1.0	12.02.00 – Create new document.	D. Ochala

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Overview

The contents of the *Leave History File* can be browsed for review, or the user can add leave history adjustment records to the *Leave History File*. All records in the *Leave History File* are grouped together by **Employee Number**, **Plan Year**, and **Leave Type Code**.

The employee's ending balance for a particular leave type code is determined based upon the contents of the *Leave History File* for a specified **Plan Year**. The system reads the records in the *Leave History File* for a **Plan Year** and **Leave Type Code**, and calculates the ending balance for the plan year based upon the following formula:

$$\text{Ending Balance} = \text{Beginning Balance} + \text{Advances} + \text{Adjustments} - \text{Leave Taken}$$

Leave history information includes the following record types:

Beginning Balance Record: The Beginning Balance record contains the starting balance for the leave type for the plan year. The Beginning Balance record is created during the *Plan Year Rollover Process* for leave types which are defined to “*Check Leave Balance*” in the *Maintain Leave Type Codes* module. Leave types which are not defined to track a leave balance will not have a Beginning Balance record.

Advance Record: The Advance records are created during the *Advance Leave* process for leave types which are defined to “*Check Leave Balance*” in the *Maintain Leave Type Codes* module, and have leave advance formulas defined in the *Maintain Leave Advance Formulas* module. Advance records are also generated for TRS Credits (**Leave Type ‘T1’**) and Non-TRS Credits (**Leave Type ‘N1’**) during the *Advance Leave* process and the *Plan Year Rollover Process* when the sick leave accrue maximum or the carryover maximum amounts are exceeded. In this case, the excess sick leave is captured as TRS or non-TRS credits. Leave types which are not defined to track a leave balance will not have Advance records.

Leave Taken Record: The Leave Taken records are created by *Input Employee Leave and Substitute Pay* process and/or the *Import Leave Data from CSV* process. The Leave Taken records are associated with a specific **Leave Type Code** and **Leave Reason Code**, so that the type of leave and the reason for taking the leave are always identified. Refunds to the leave taken are reflected as negative amounts and *increase* the ending leave balance.

Adjustment Record: The Adjustment records are created by the *Adjust Leave History Balances* process. Adjustment leave history records serve as audit trails for the state's Department of Audits. The adjustments identify why corrections to leave balances are needed. Adjustment Records can only be created for the *current* plan year. Leave types which are not defined to track a leave balance will not be allowed to have Adjustment Records. Adjustment records are not associated with **Leave Reason Codes**, and so do not impact the year-to-date leave taken accumulators. Positive adjustments *increase* the ending leave balance. Negative adjustments *decrease* the ending leave balance.

A summary of the employee leave balances can be reviewed from within the *Adjust Leave History Balances* module. The ability to display employees' leave history from within the *Adjust Leave History Balances* module allows quick and easy access to employees' leave history, and also shows the current leave entered into the *Current Leave Input File*. The  (F14 – Employee Leave Balances) button is available from both data entry screens within the *Adjust Leave History Balances* module.

Screen Print: The screen print feature allows the user to obtain a screen print of selected personnel screens. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

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

Procedure A: Display Leave Balances

The *Leave Balances Summary Screen* allows the user to view a summary of employees' leave balances, which reflect the records on the *Leave History File*, as well as the current leave requests on the *Current Leave Input File*. From the summary screen, the user may drill down into each **Leave Type** to see the associated detail records for the **Leave Type**.

Leave Balances Summary Screen: The *Leave Balances Summary Screen* provides summarized leave data per employee. The *Leave Balances Summary Screen* provides the following information:

Leave Type code information is summarized under reason code '00' on the screen, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, YTD Taken (stored on the *Leave History File*), Current Taken (stored on the *Current Leave Input File*), and Ending Balance. Totals for reason code '00' give an overall summary for the leave type. For example, the YTD Taken and Current Taken totals give a grand total for all leave reason codes for the category.

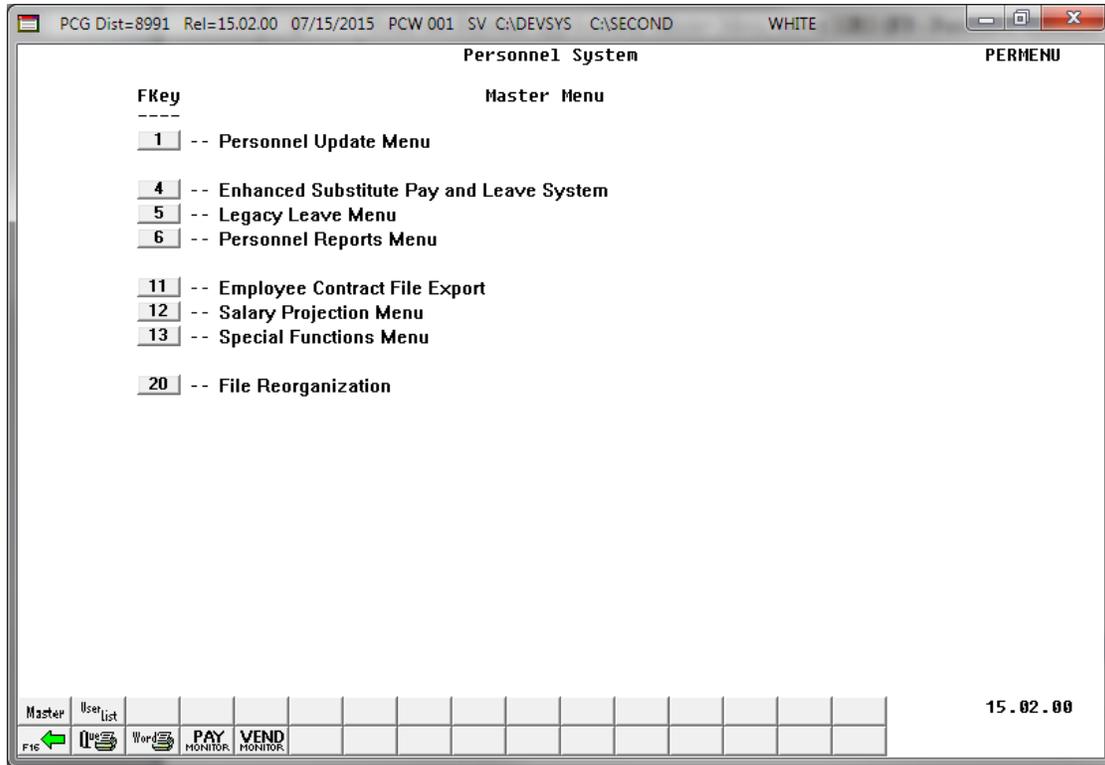
Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: YTD Taken (stored on the *Leave History File*), and Current Taken (stored on the *Current Leave Input File*). Totals for the reason codes summarize leave taken for the various reasons listed.

Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by "Leave In" and "Leave Out".

The "Leave In" and "Leave Out" columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

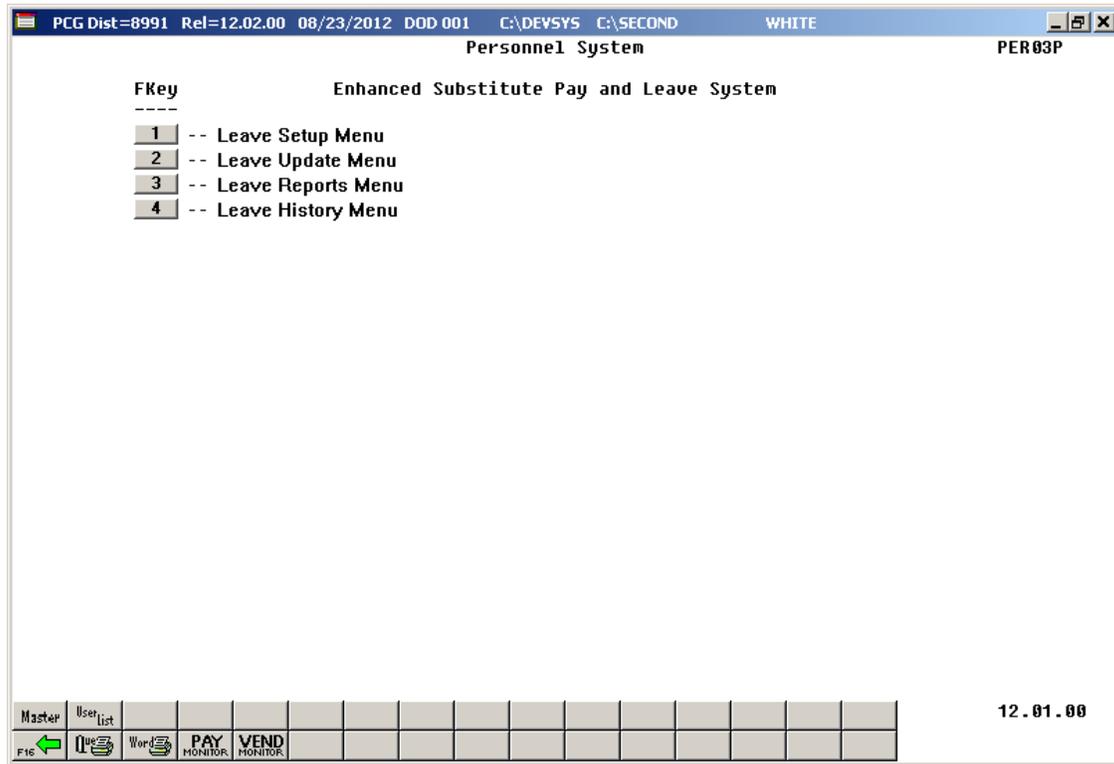
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



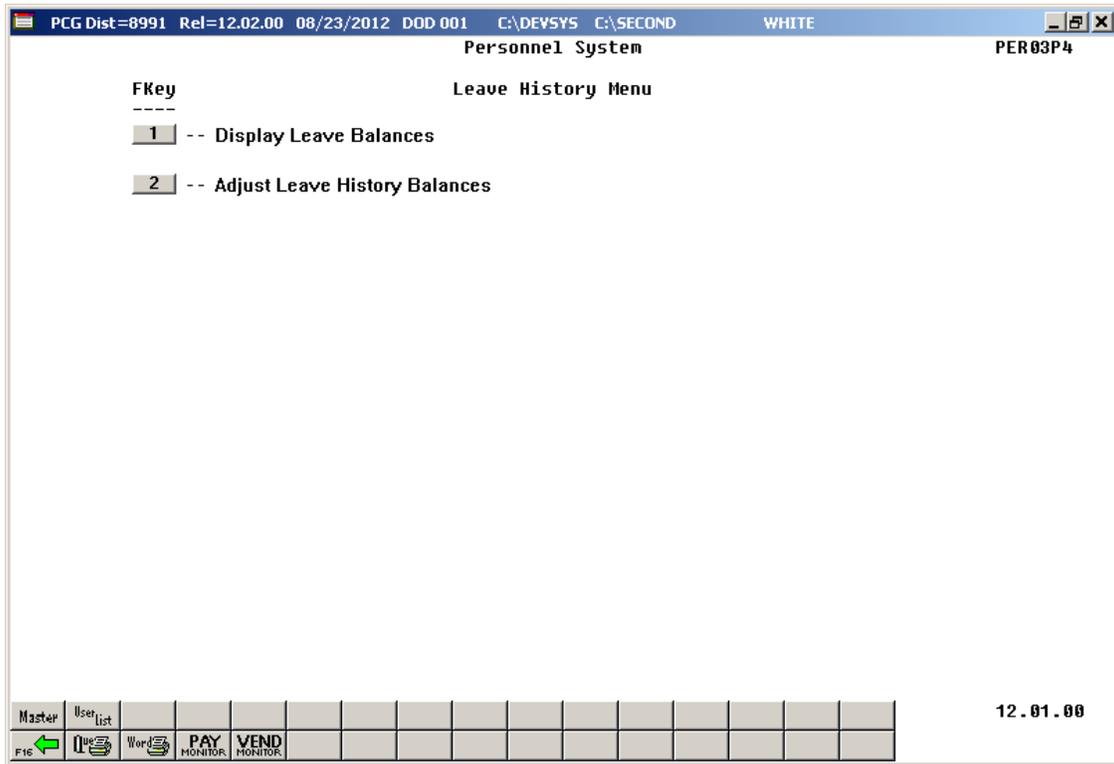
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



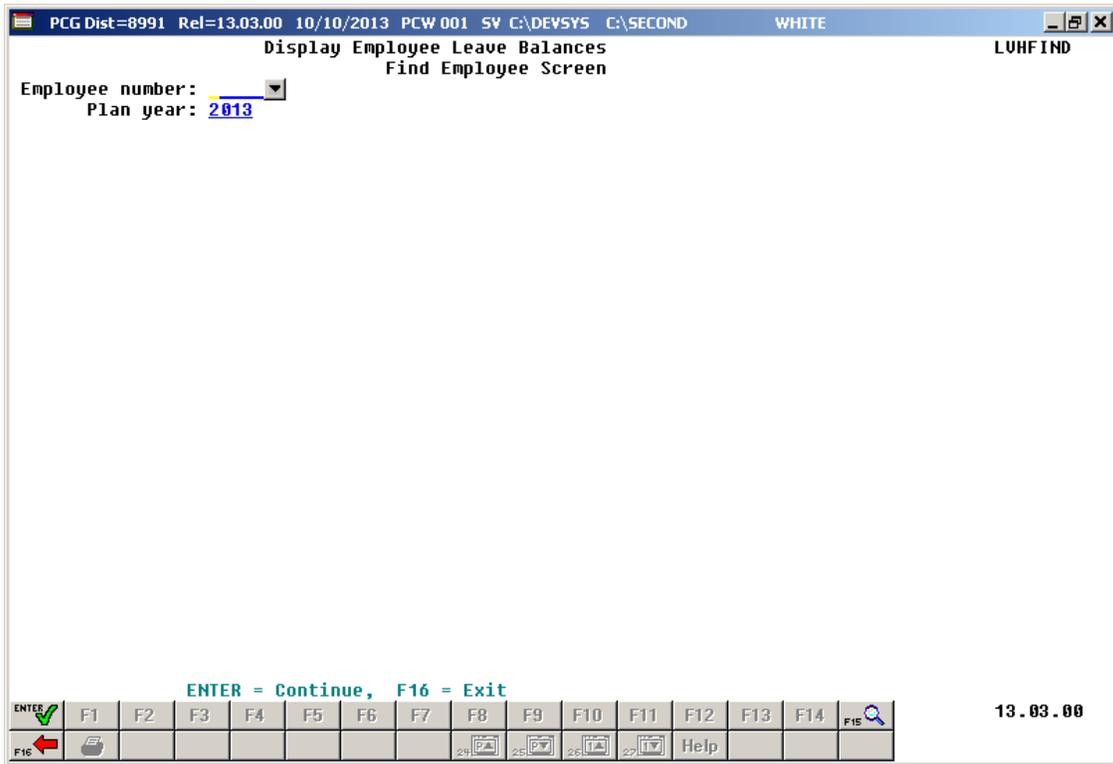
Step	Action
3	Select 4 (F4 – Leave History Menu).

The following screen displays:



Step	Action
4	Select 1 (F1 – Display Leave Balances).

The following screen displays:



Step	Action
5	<p>Enter the employee number in the Employee number field, or select the drop-down selection icon  to locate the correct employee number.</p> <p><i>If the employee number is unknown, select  (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee’s information. When the Display Employee Leave Balances screen redisplay, PCGenesis populates the employee number in the Employee number field on the screen.</i></p>
6	<p>Enter the desired plan year in the Plan year field. Leave balances for the specified plan year will be displayed.</p>
7	<p>Select  (ENTER – to continue).</p>

The *Leave Balances Summary Screen* is shown below:

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK	33.7500	.0000	-1.5000	4.5000	.0000	27.7500
		01 SICK				3.2500	.0000	
		11 PERSONAL				.2500	.0000	
		99 SICK BANK				1.0000	.0000	
05	A6	00 PROFESSIONL	.0000	.0000	.0000	1.5000	.0000	.0000
		21 PROFESSIONL				1.5000	.0000	

Step	Action
8	<p>A summary of leave balances and leave taken is shown on the <i>Leave Balances Summary Screen</i>. The user may drill down to the detail records associated with each leave category by using the function key which appears next to the main leave type. F1 through F14 may be available to select the leave type, depending upon the entries on the screen. If desired, select the appropriate function key.</p> <p>The leave amounts may be displayed as either days or hours. In order to display the leave amounts as days, enter D (days) in the Display mode field. In order to display the leave amounts as hours, enter H (hours) in the Display mode field. Select  (ENTER) to switch between display modes.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Leave Balances Summary</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>To scroll up and down on the screen for additional leave information, select the appropriate icon as follows:  (F24 – Previous 14 records),  (F25 – Next 14 records),  (F26 – Up 1 record),  (F27 – Down 1 record).</p>

The *Leave Detail Screen* is shown below:

Display Employee Leave Balances
Leave Detail Screen

Employee number: 88623 AR260N, WA20 Class code: 21 Contract months: 10
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Leave type: A1 SICK

Srce	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK	BEG BAL	8/03/2012	8/03/2012	33.7500			
HST	99	SICK BANK	LV TAKEN	10/05/2012	10/31/2012		1.0000		
HST	01	SICK	LV TAKEN	12/20/2012	1/31/2013		.2500		
HST	01	SICK	LV TAKEN	1/10/2013	2/28/2013		2.0000		
HST	01	SICK	LV TAKEN	5/07/2013	6/28/2013		1.0000		
HST	11	PERSONAL	LV TAKEN	5/24/2013	6/28/2013		.2500		
HST	00	SICK	ADJUST	8/12/2013	7/03/2013		1.5000		

Begin Bal 33.7500 Advance .0000 Adjust -1.5000 YTD Taken 4.5000 Cur Taken .0000 End Bal 27.7500

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

Step	Action
9	<p>Review the detail data displayed on the <i>Leave Detail Screen</i>.</p> <p>The leave amounts may be displayed as either days or hours. In order to display the leave amounts as days, enter D (days) in the Display mode field. In order to display the leave amounts as hours, enter H (hours) in the Display mode field. Select (ENTER) to switch between display modes.</p> <p>Select (F3 – Print this data) to obtain a screen print of the <i>Leave Balances Detail</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>To scroll up and down on the screen for additional leave information, select the appropriate icon as follows: (F24 – Previous 14 records), (F25 – Next 14 records), (F26 – Up 1 record), (F27 – Down 1 record).</p>
10	<p>Review the detail data displayed on the <i>Leave Detail Screen</i>.</p> <p>Select (F16 – Return to Summary) to return to the <i>Leave Summary Screen</i>.</p>
11	<p>Review the summary data displayed on the <i>Leave Summary Screen</i>.</p> <p>Select (F16 – Exit) to return to the <i>Find Employee</i> screen.</p>

Step	Action
12	To display the leave data for another plan year or another employee, return to <i>Step 5</i> and repeat the procedure.

Procedure B: Adjust Leave History Balances

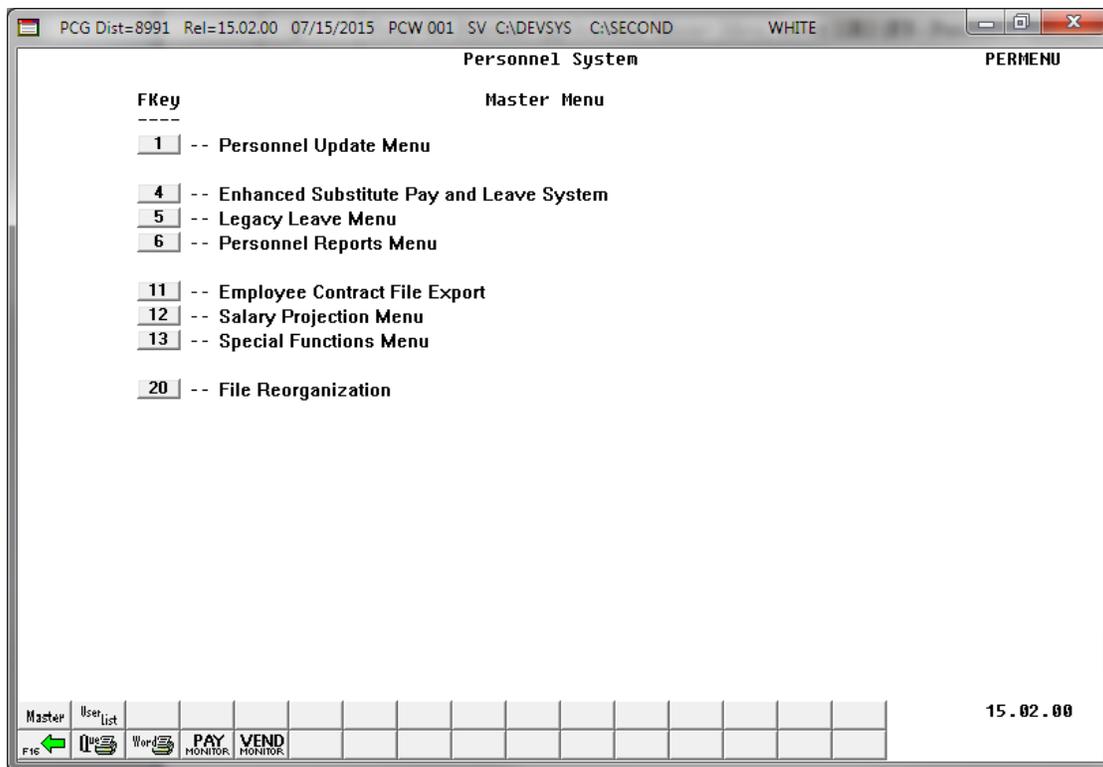
The Adjustment records are created by the *Adjust Leave History Balances* process. Adjustment leave history records serve as audit trails for the state's Department of Audits. The adjustments identify why corrections to leave balances are needed.

Adjustment Records can only be created for the *current* plan year. Leave types which are not defined to track a leave balance will not be allowed to have Adjustment Records. Adjustment records are not associated with **Leave Reason Codes**, and so do not impact the year-to-date (YTD) leave taken accumulators. Positive adjustments *increase* the ending leave balance. Negative adjustments *decrease* the ending leave balance.

B1. Adding Leave History Adjustment Records

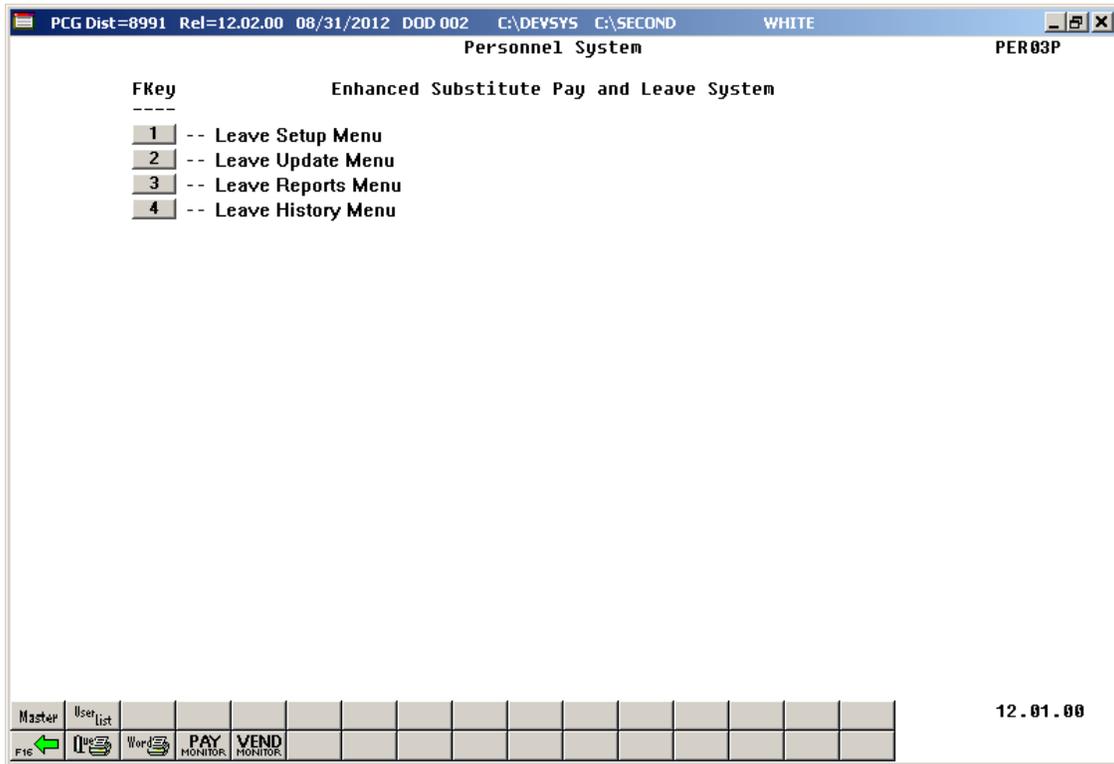
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



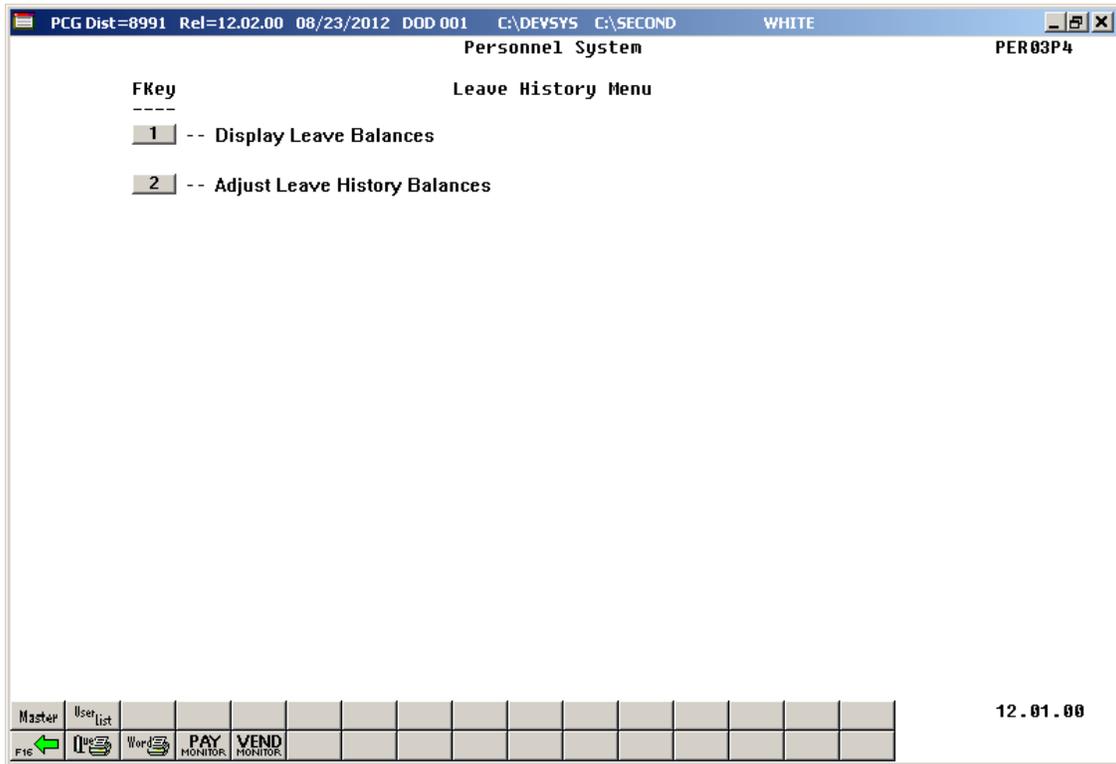
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



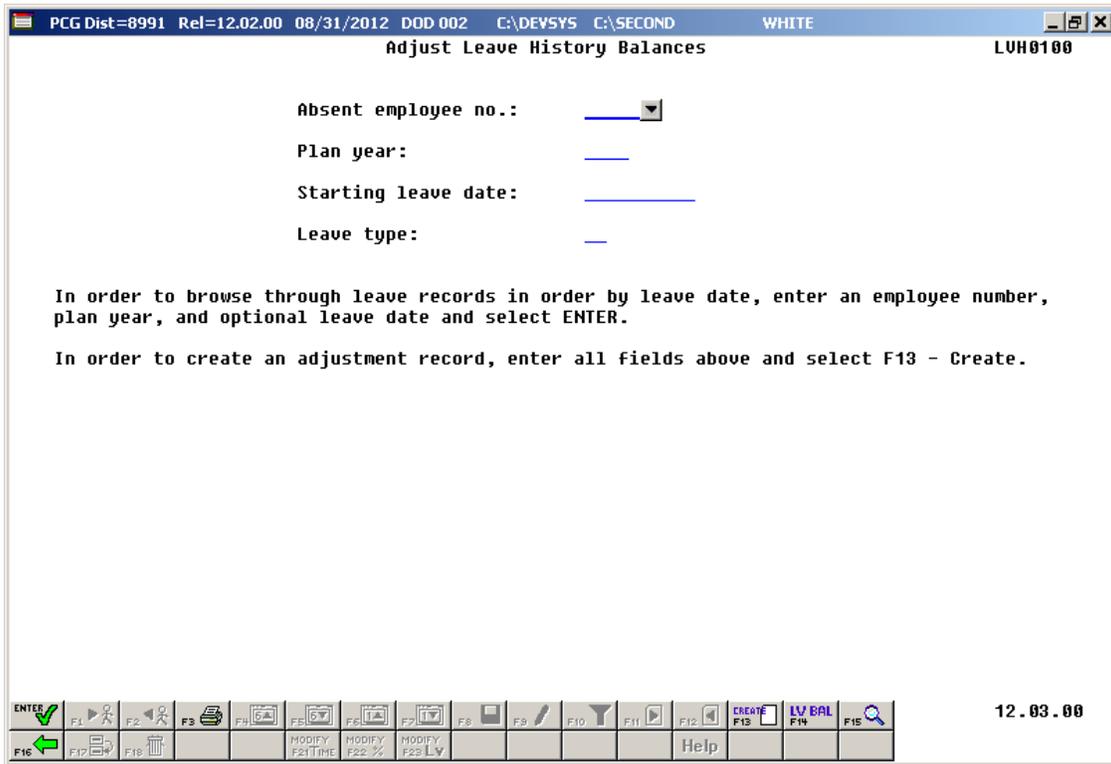
Step	Action
3	Select 4 (F4 – Leave History Menu).

The following screen displays:



Step	Action
4	Select 2 (F2 – Adjust Leave History Balances).

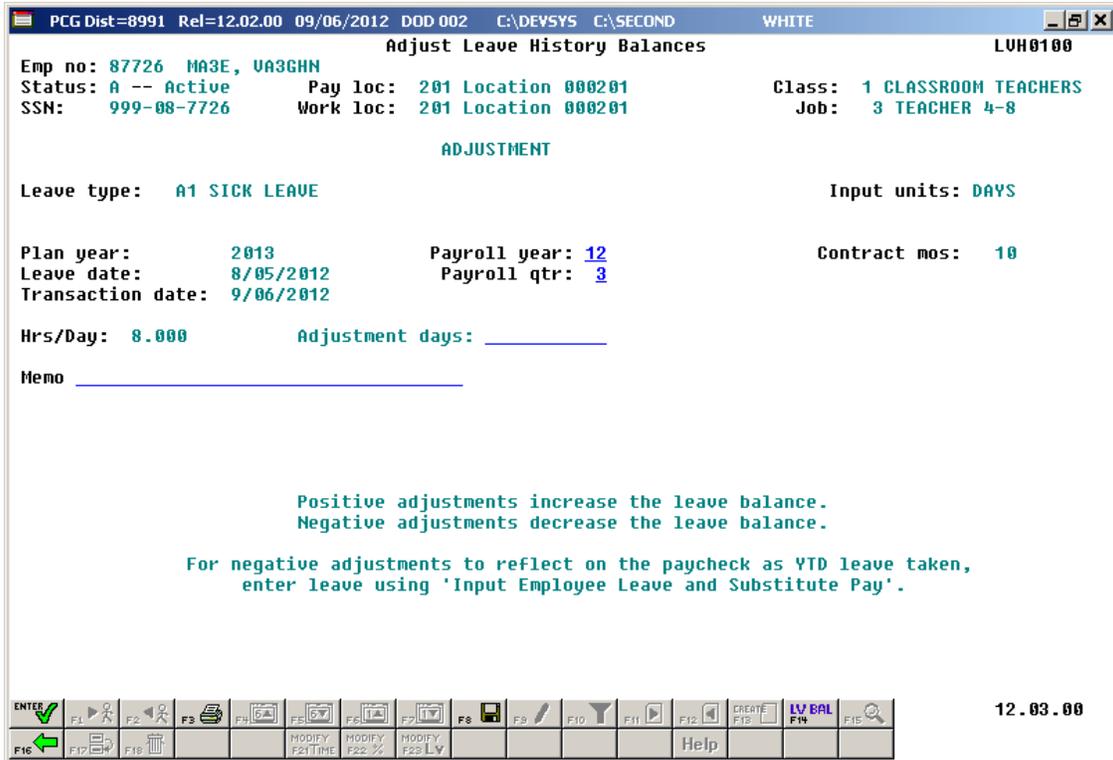
The following screen displays:



Step	Action
5	<p>Enter the employee number of the absent employee in the Absent employee no. field, or select the drop-down selection icon  to locate the correct employee number.</p> <p><i>If the employee number is unknown, select  (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee’s information. When the Adjust Leave History Balances screen redisplay, PCGenesis populates the employee number in the Absent employee no. field on the screen.</i></p>
6	<p>Enter the current plan year in the Plan year field. Leave balances for the specified plan year will be adjusted.</p> <p><i>The plan year must be the current plan year as defined on the Maintain Leave Type Codes screen.</i></p>
7	<p>Enter the leave date for the adjustment in the Starting leave date field in MM/DD/CCYY format.</p> <p><i>The Starting leave date should reflect the date of the adjustment.</i></p>
8	<p>Enter the leave type in the Leave type field, or select the drop-down selection icon  within the Leave type field to locate the correct leave code.</p> <p><i>In order to enter an adjustment record, the Leave type must be set up to track a balance on the Maintain Leave Type Codes screen. If the system does not keep track of a leave balance for the Leave type code, it is not possible to enter a leave balance adjustment.</i></p>

Step	Action
9	<p>Select  (F13 – Create New Record).</p> <p>Once the Absent employee no. field has been keyed in, the user will be able to use the  (F14 – Employee Leave Balances) button in order to display an employee’s leave balances, if desired.</p>

If the **Leave Type** is set up to default to days, the following screen displays:



If the **Leave Type** is set up to default to hours, the following screen displays:

PCG Dist=8991 Rel=12.02.00 09/06/2012 DOD 002 C:\DEVSY5 C:\SECOND WHITE LUH0100

Adjust Leave History Balances

Emp no: 88446 AV3LES, P03SCHE
 Status: A -- Active Pay loc: 6790 Location 006790 Class: 10 MAINTENANCE
 SSN: 999-08-8446 Work loc: 8013 Location 008013 Job: 50 MAINTENANCE WORKER

ADJUSTMENT

Leave type: L1 PSERS SICK Input units: HOURS

Plan year: 2013 Payroll year: 12 Contract mos: 12
 Leave date: 8/05/2012 Payroll qtr: 3
 Transaction date: 9/06/2012

Hrs/Day: 8.000 Adjustment hours: _____

Memo _____

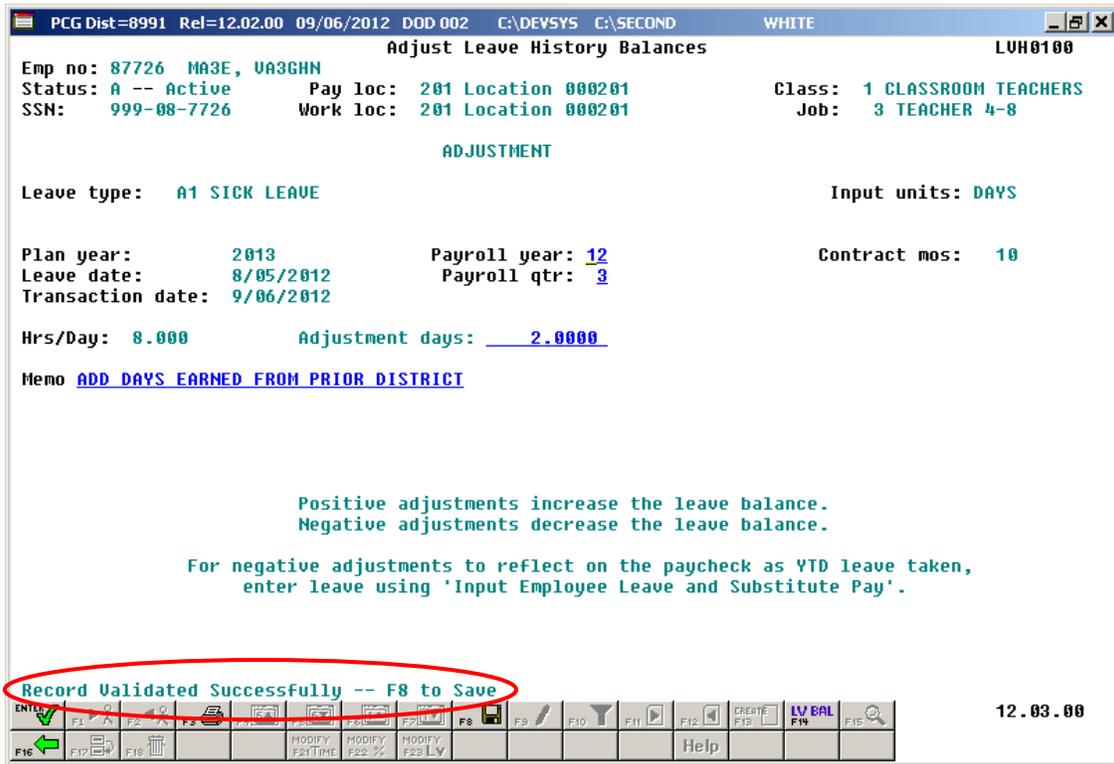
Positive adjustments increase the leave balance.
 Negative adjustments decrease the leave balance.
 For negative adjustments to reflect on the paycheck as YTD leave taken,
 enter leave using 'Input Employee Leave and Substitute Pay'.

12.03.00

Step	Action
10	The Plan year displays, and defaults from the entry on the prior screen. <i>To change the plan year, select  (F16 – Exit) to return to the prior screen.</i>
11	The Leave date displays, and defaults from the entry on the prior screen. <i>To change the leave date, select  (F16 – Exit) to return to the prior screen.</i>
12	The Transaction date field displays. The Transaction date will be defaulted to the current date. <i>The Transaction date reflects the date the adjustment is entered into the system.</i>
13	Enter the current payroll year in the Payroll year field. The Payroll year will default based up the Leave date entered on the initial screen. <i>The Payroll year should reflect the date of the payroll for which the adjustment is required.</i>
14	Enter the current payroll quarter in the Payroll quarter field. The Payroll quarter will default based up the Leave date entered on the initial screen. <i>The Payroll quarter should reflect the date of the payroll for which the adjustment is required.</i>

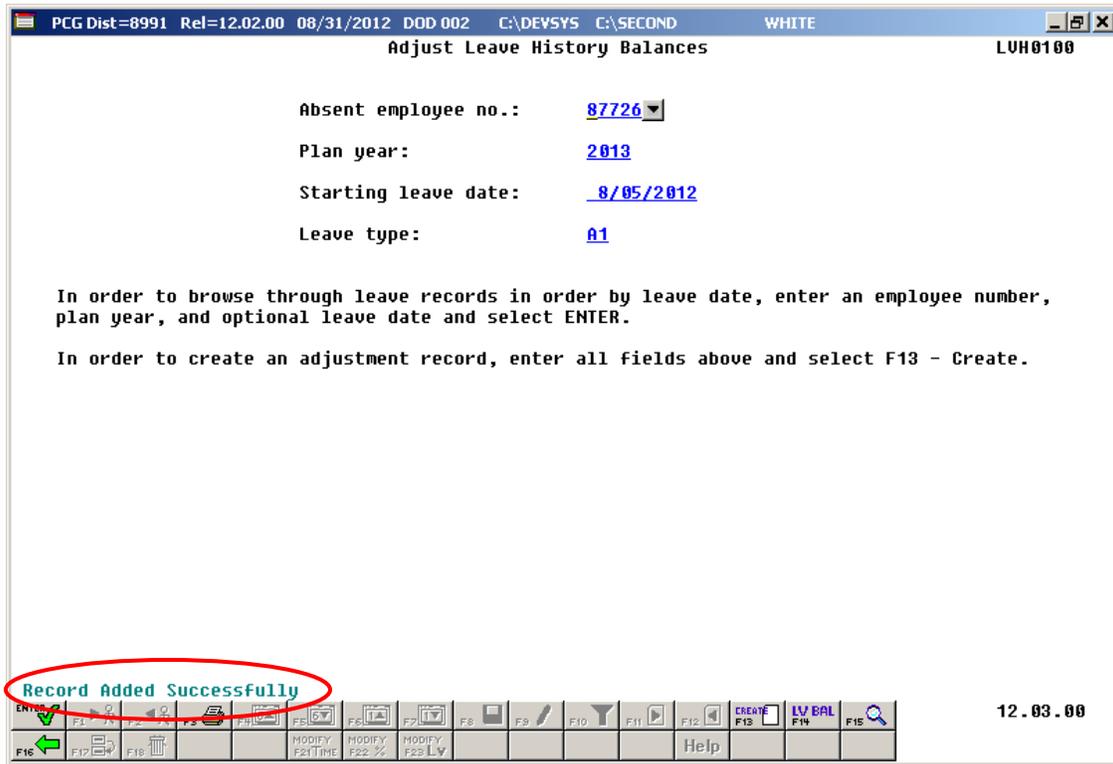
Step	Action
15	<p>Enter the total number of days or hours to adjust the leave balance in the Adjustment days or Adjustment hours field.</p> <p>If the Leave Type is set up to default to <u>days</u>, the Adjustment days field will be displayed. If the Leave Type is set up to default to <u>hours</u>, the Adjustment hours field will be displayed.</p> <p><i>Positive adjustments will <u>increase</u> the leave balance. Negative adjustments will <u>decrease</u> the leave balance.</i></p>
16	<p>Enter a description of the adjustment in the Memo field. This field is optional and is for informational purposes only.</p>
17	<p>Select  (Enter - validate) to validate the record.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Adjust Leave History Balances</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>Select  (F14 – Employee Leave Balances) to display an employee's leave balances, if desired.</p>

The following screen displays:



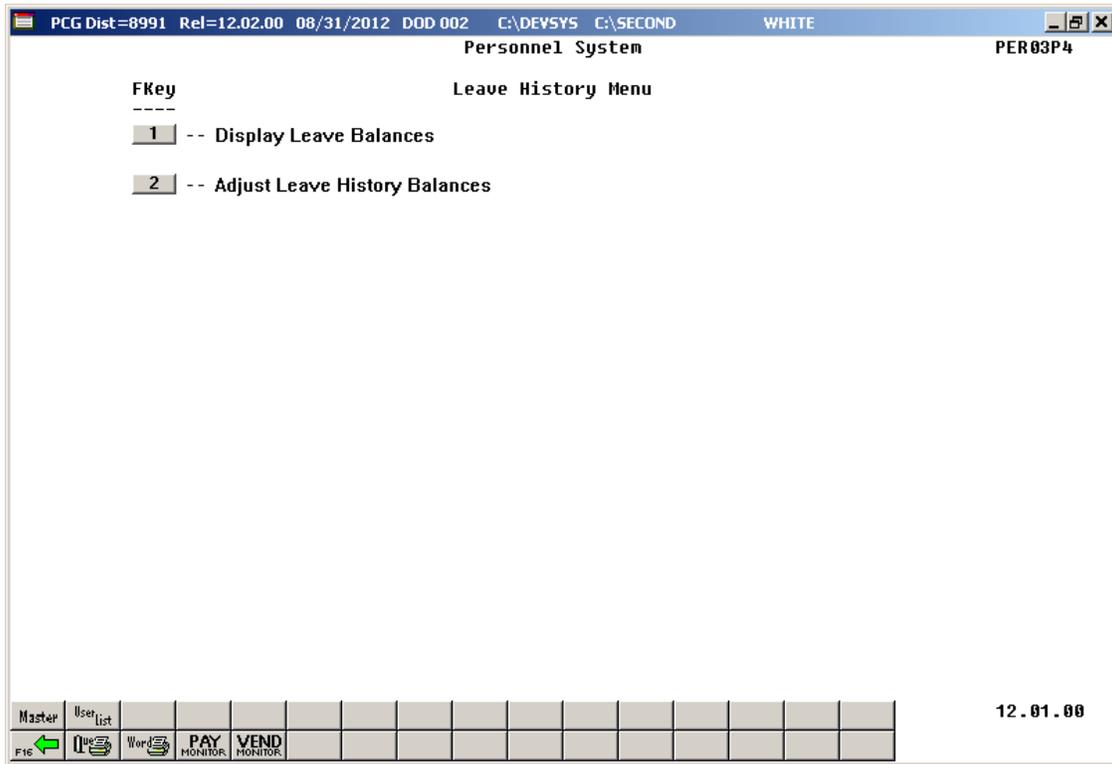
Step	Action
18	Verify “Record Validated Successfully – F8 to Save.” displays, and select  (F8 – Save changes).

The following screen displays:



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

The following screen displays:

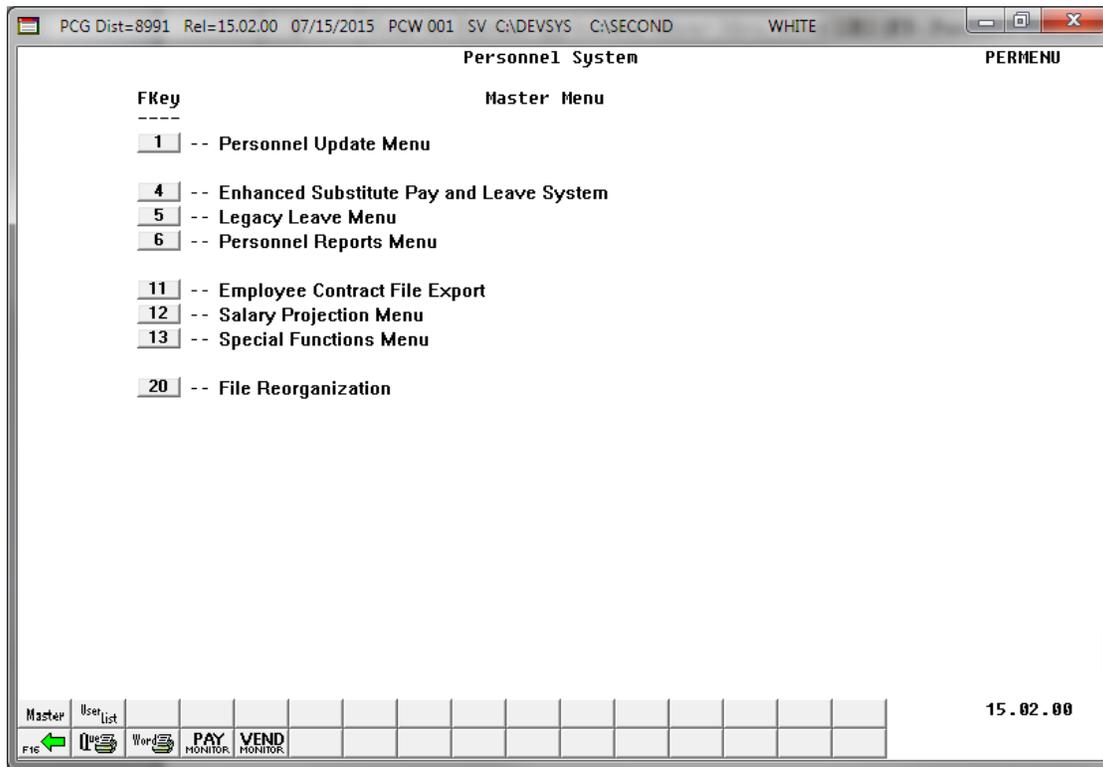


Step	Action
20	Select  (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

B2. Browsing Leave History Records

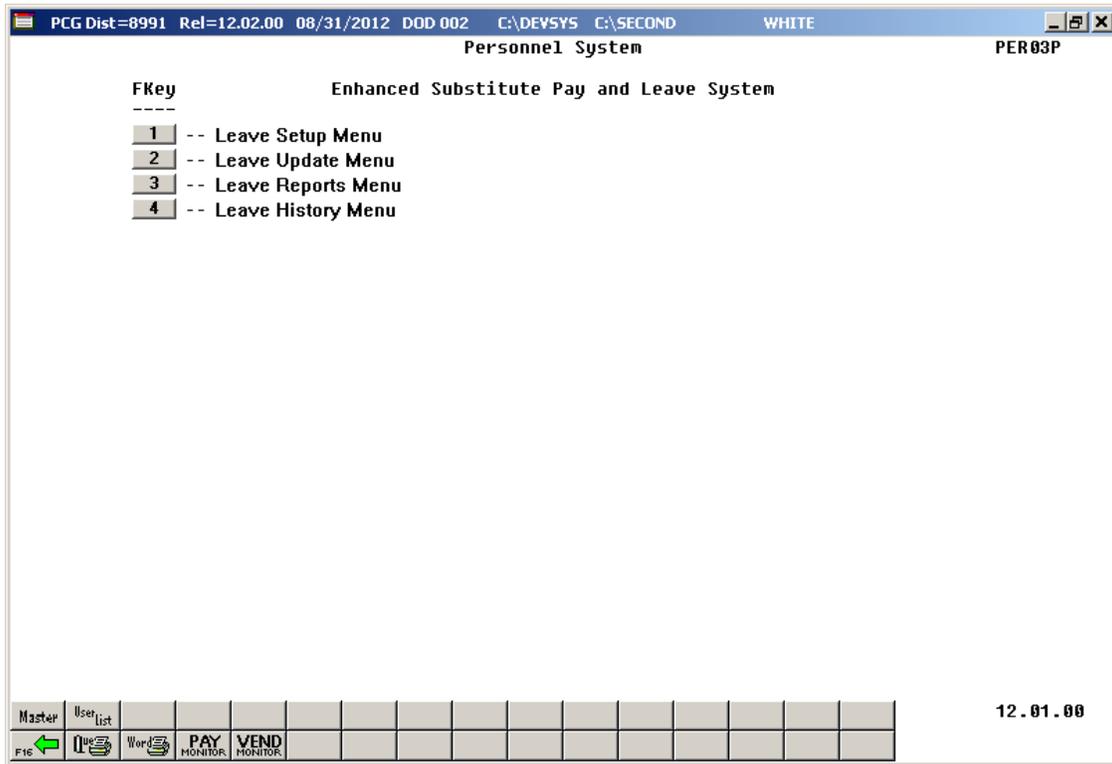
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



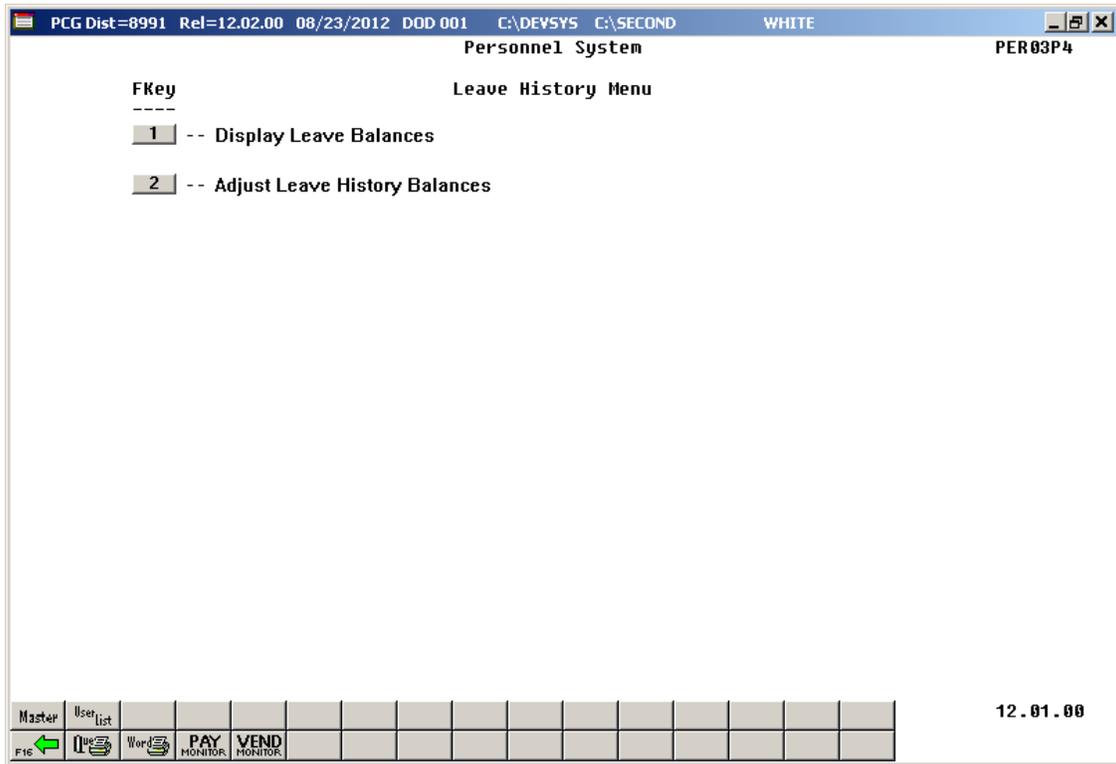
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



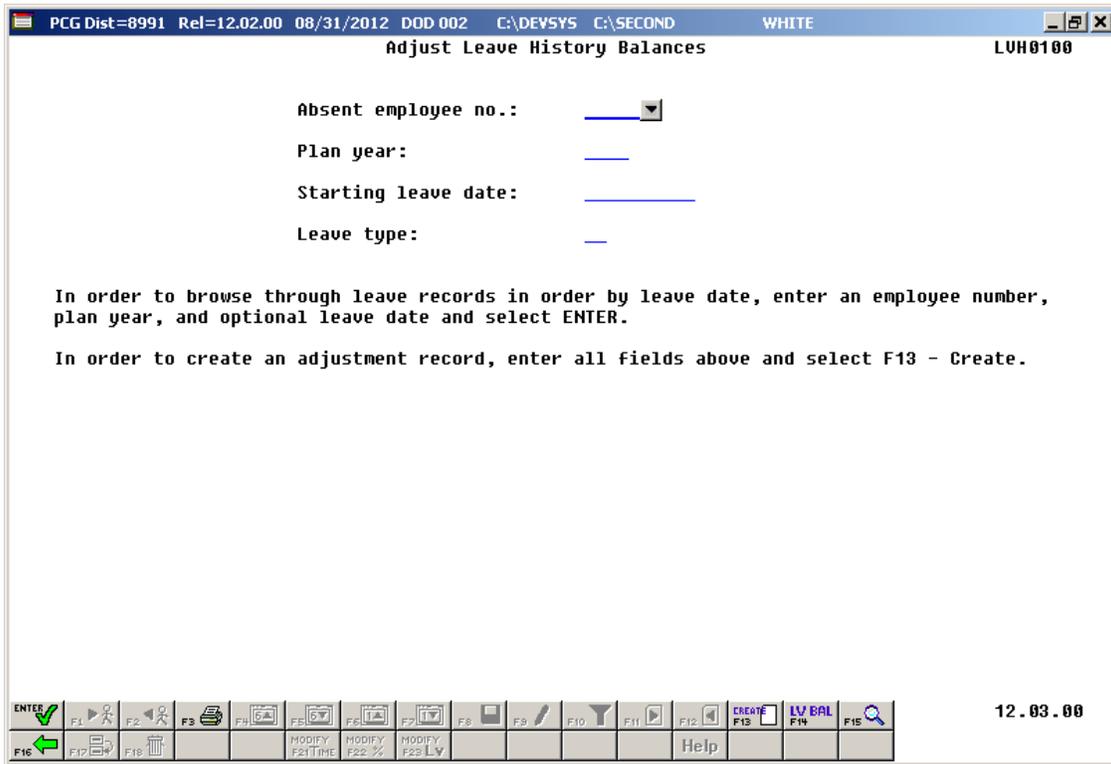
Step	Action
3	Select 4 (F4 – Leave History Menu).

The following screen displays:



Step	Action
4	Select 2 (F2 – Adjust Leave History Balances).

The following screen displays:



Step	Action
5	<p>Enter the employee number of the absent employee in the Absent employee no. field, or select the drop-down selection icon  to locate the correct employee number.</p> <p><i>If the employee number is unknown, select  (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee’s information. When the Adjust Leave History Balances screen redisplay, PCGenesis populates the employee number in the Absent employee no. field on the screen.</i></p>
6	<p>Enter the desired plan year in the Plan year field, or leave the Plan year field blank to view ALL leave history records for the employee.</p>
7	<p>Enter the leave date in the Starting leave date field in MM/DD/CCYY format, or leave the Starting leave date field blank to view ALL leave history records for the employee for the plan year specified in Step 6.</p>
8	<p>Enter the leave type in the Leave type field, or select the drop-down selection icon  within the Leave type field to locate the correct leave code. In order to view ALL leave history records for the employee starting at the Starting leave date specified in Step 7, leave the Leave type field blank.</p>

Step	Action
9	Select  (ENTER – Browse History). Once the Absent employee no. field has been keyed in, the user will be able to use the  (F14 – Employee Leave Balances) button in order to display an employee’s leave balances, if desired.

If the history record is a **beginning balance** record, the following screen displays:

If the history record is an **advance** record, the following screen displays:

PCG Dist=8991 Rel=12.02.00 09/06/2012 DOD 002 C:\DEVSY S C:\SECOND WHITE

Adjust Leave History Balances LUH0100

Emp no: 87726 MA3E, UA3GHN
 Status: A -- Active Pay loc: 201 Location 000201 Class: 1 CLASSROOM TEACHERS
 SSN: 999-08-7726 Work loc: 201 Location 000201 Job: 3 TEACHER 4-8

ADVANCE

Leave type: T1 TRS CREDITS Input units: DAYS
 Leave reason: 00 TRS CREDITS

Plan year: 2013 Payroll year: 12 Contract mos: 10
 Leave date: 7/31/2012 Payroll qtr: 3 Months of service:
 Transaction date: 8/28/2012 Payroll period:

Hrs/Day: 8.000 Advance days: 1.2500 -or- Advance hours: 10.0000

Memo 07/2012 MONTHLY ADVANCE

12.03.00

If the history record is a **leave taken** record, the following screen displays:

PCG Dist=8991 Rel=12.02.00 09/06/2012 DOD 002 C:\DEVSY S C:\SECOND WHITE

Adjust Leave History Balances LUH0100

Emp no: 89391 AL2NS0, J02TTE
 Status: A -- Active Pay loc: 108 Location 000108 Class: 1 CLASSROOM TEACHERS
 SSN: 999-08-9391 Work loc: 108 Location 000108 Job: 8 TEACHER SPECIAL ED

LEAVE TAKEN

Leave type: A6 STAFF DEVELOPMENT Input units: DAYS
 Leave reason: 01 STAFF DEVELOPMENT

Plan year: 2012 Payroll year: 12 Contract mos: 10
 Leave date: 3/19/2012 Payroll qtr: 2 Months of service:
 Transaction date: 4/30/2012 Payroll period: 4

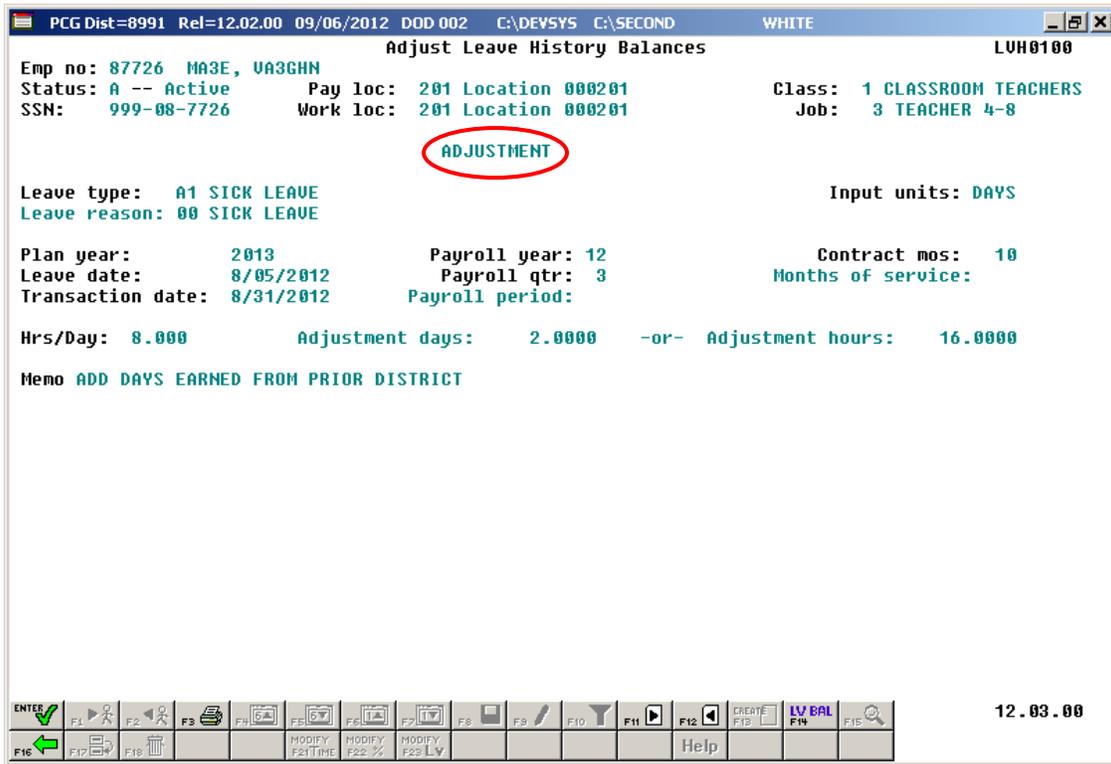
Hrs/Day: 9.000 Leave days: 3.0000 -or- Leave hours: 27.0000

Memo

Sub no: 89715 H06F, AL6XIS
 Total time: 2.00
 Total paid: 126.00 DAILY RATE

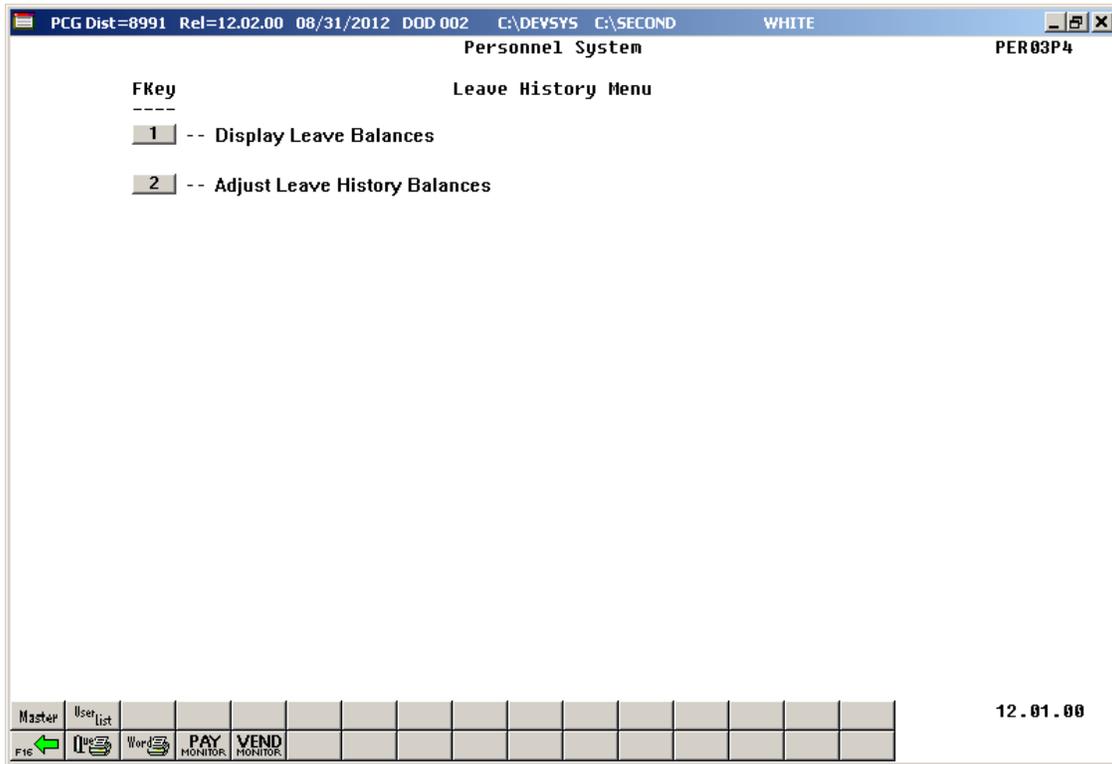
12.03.00

If the history record is an **adjustment** record, the following screen displays:



Step	Action
10	<p>The navigation features allow users to page forward  (F11 – Next History Record) and page backward  (F12 – Prev History Record) through an employee’s leave history information. The leave history records will be displayed in order by Plan Year and Leave Date when paging forward through the <i>Leave History File</i> using  (F11 – Next History Record).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Adjust Leave History Balances</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>Select  (F14 – Employee Leave Balances) to display an employee’s leave balances, if desired.</p>
11	<p>Select  (F16 – Exit) to enter another employee number. Repeat the procedure starting at <i>Step 5</i> to inquire on a different employee.</p>
12	<p>Select  (F16 – Exit) to return to the <i>Leave History Menu</i> screen.</p>

The following screen displays:



Step	Action
13	Select  (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

B3. Checking Employee Leave Balances

The *Leave Balances Summary Screen* allows the user to view a summary of employees' leave balances, which reflect the records on the *Leave History File*, as well as the current leave requests on the *Current Leave Input File*. From the summary screen, the user may drill down into each **Leave Type** to see the associated detail records for the **Leave Type**.

Leave Balances Summary Screen: The *Leave Balances Summary Screen* provides summarized leave data per employee. The *Leave Balances Summary Screen* provides the following information:

Leave Type code information is summarized under reason code '00' on the screen, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, YTD Taken (stored on the *Leave History File*), Current Taken (stored on the *Current Leave Input File*), and Ending Balance. Totals for reason code '00' give an overall summary for the leave type. For example, the YTD Taken and Current Taken totals give a grand total for all leave reason codes for the category.

Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: YTD Taken (stored on the *Leave History File*), and Current Taken (stored on the *Current Leave Input File*). Totals for the reason codes summarize leave taken for the various reasons listed.

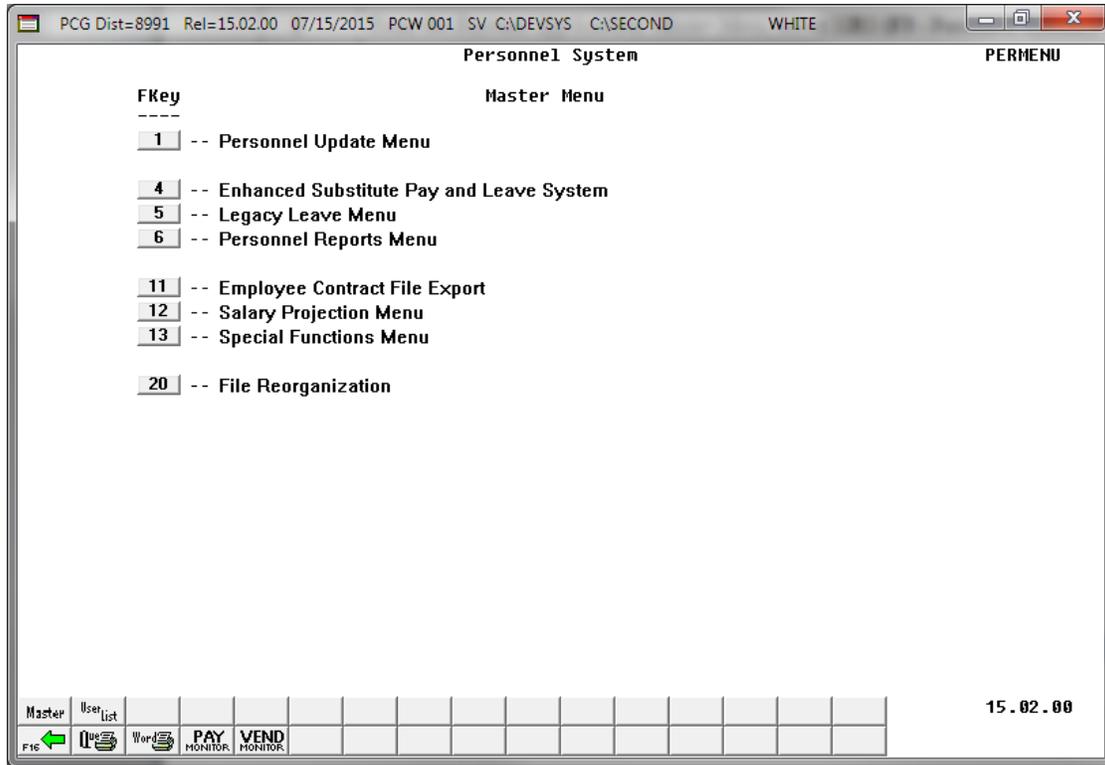
Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by "Leave In" and "Leave Out".

The "Leave In" and "Leave Out" columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

General instructions for using the *Leave Balances Summary Screen* from within the *Adjust Leave History Balances* module are available here. However, refer to the *Procedure A: Display Leave Balances* for detailed instructions on using the *Leave Balances Summary Screen*.

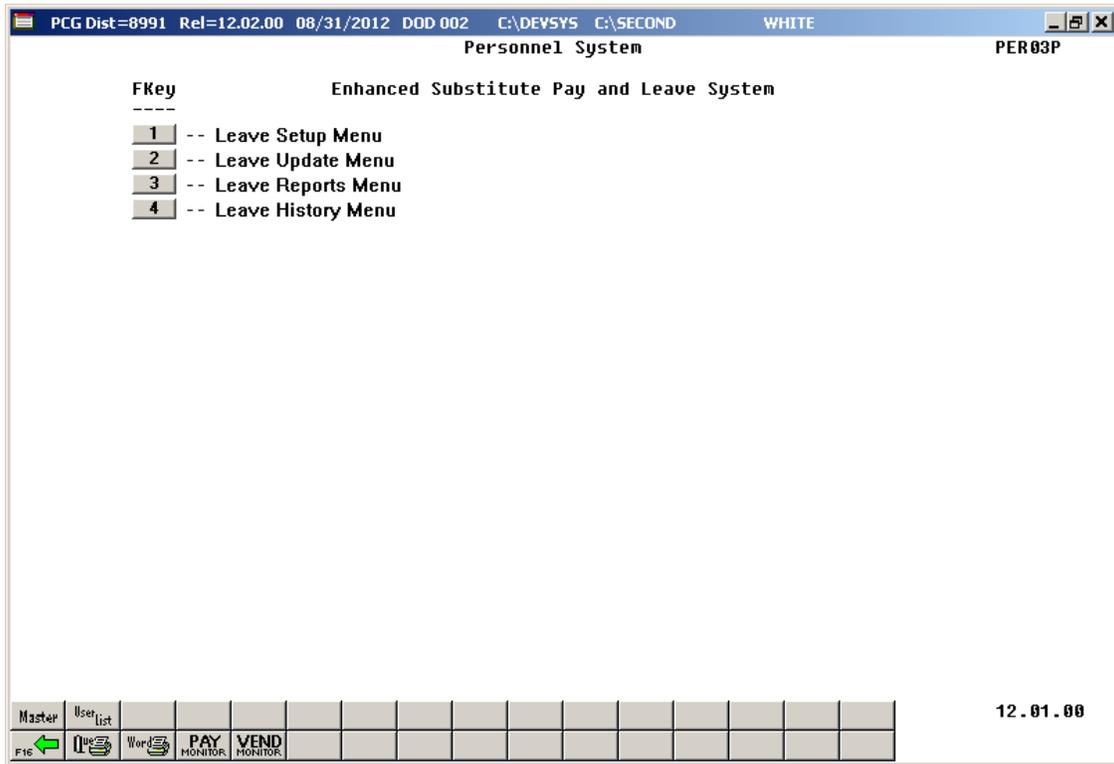
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



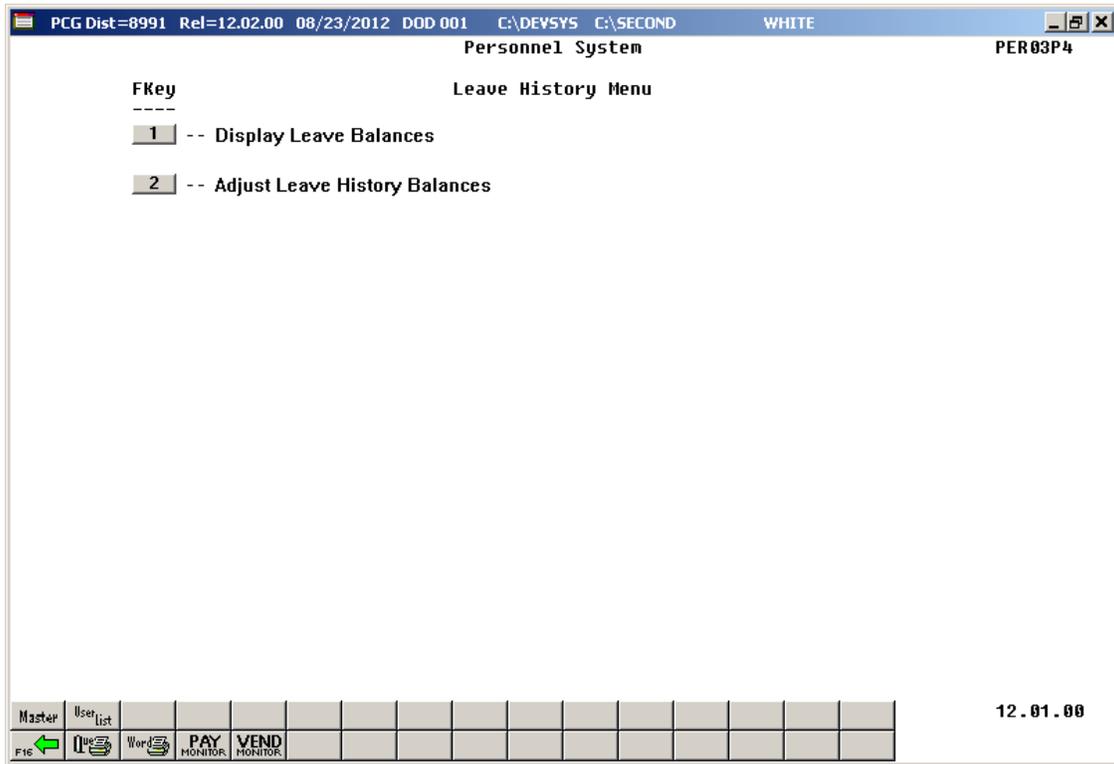
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



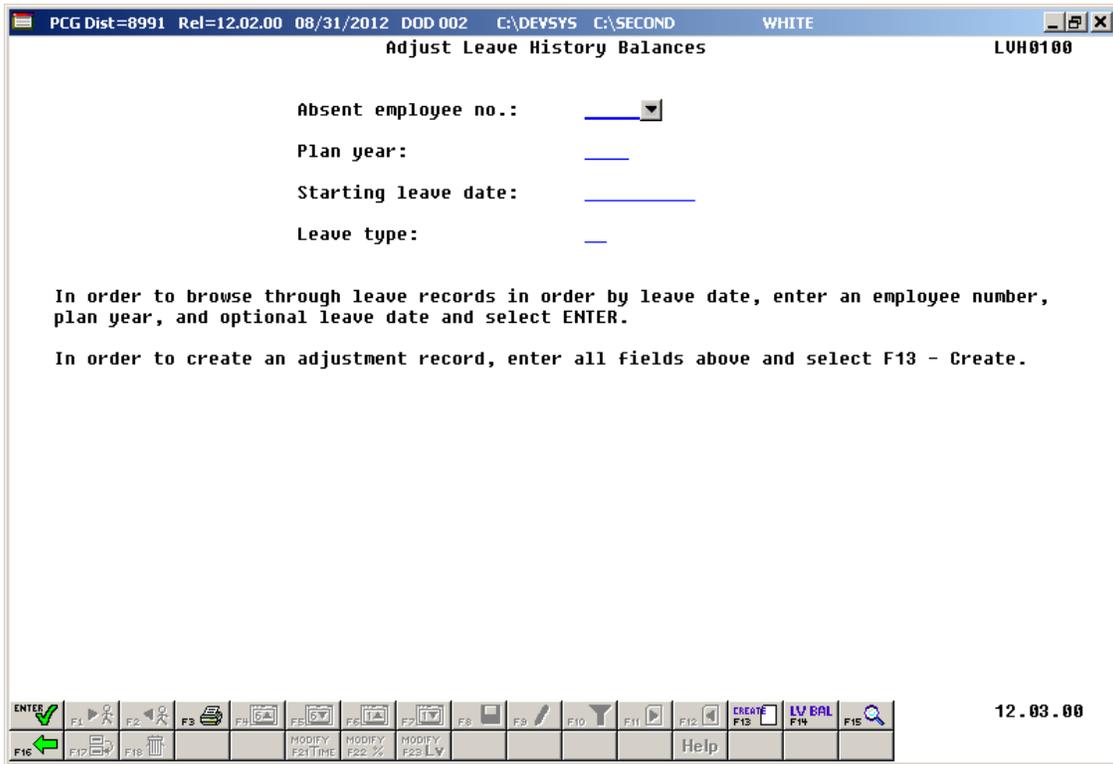
Step	Action
3	Select 4 (F4 – Leave History Menu).

The following screen displays:



Step	Action
4	Select 2 (F2 – Adjust Leave History Balances).

The following screen displays:



Step	Action
5	<p>Enter the employee number of the absent employee in the Absent employee no. field, or select the drop-down selection icon  to locate the correct employee number.</p> <p><i>If the employee number is unknown, select  (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee’s information. When the Adjust Leave History Balances screen redisplay, PCGenesis populates the employee number in the Absent employee no. field on the screen.</i></p>
6	<p>Once the Absent employee no. field has been keyed in, the user will be able to use the  (F14 – Employee Leave Balances) button.</p> <p>Select  (F14 – Employee Leave Balances).</p>

The *Leave Balances Summary Screen* is shown below:

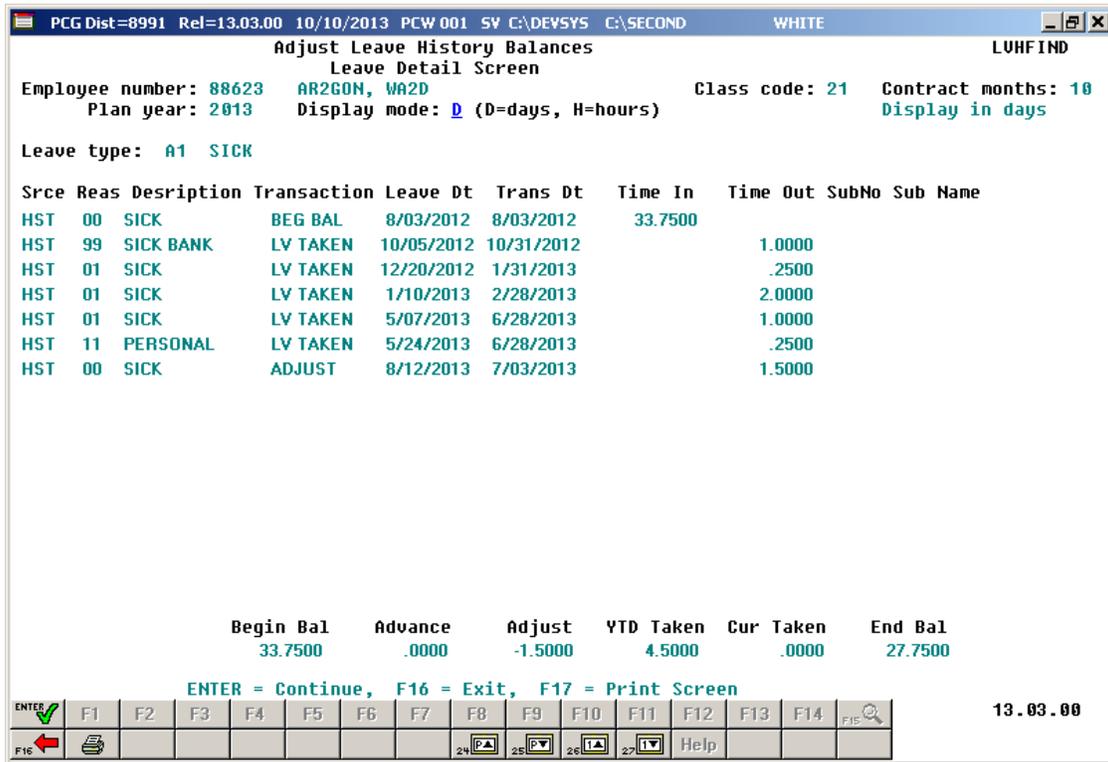
Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK	33.7500	.0000	-1.5000	4.5000	.0000	27.7500
		01 SICK				3.2500	.0000	
		11 PERSONAL				.2500	.0000	
		99 SICK BANK				1.0000	.0000	
05	A6	00 PROFESSIONL	.0000	.0000	.0000	1.5000	.0000	.0000
		21 PROFESSIONL				1.5000	.0000	

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

13.03.00

Step	Action
7	<p>A summary of leave balances and leave taken is shown on the <i>Leave Balances Summary Screen</i>. The user may drill down to the detail records associated with each leave category by using the function key which appears next to the main leave type. F1 through F14 may be available to select the leave type, depending upon the entries on the screen. If desired, select the appropriate function key.</p> <p><u>General</u> instructions for using the <i>Leave Balances Summary Screen</i> from within the <i>Adjust Leave History Balances</i> module are available here. However, refer to the <i>Procedure A: Display Leave Balances</i> for <u>detailed</u> instructions on using the <i>Leave Balances Summary Screen</i>.</p> <p>Select (F3 – Print this data) to obtain a screen print of the <i>Leave Balances Summary</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>To scroll up and down on the screen for additional leave information, select the appropriate icon as follows: (F24 – Previous 14 records), (F25 – Next 14 records), (F26 – Up 1 record), (F27 – Down 1 record).</p>

The *Leave Detail Screen* is shown below:



Step	Action
8	<p>Review the detail data displayed on the <i>Leave Detail Screen</i>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Leave Balances Detail</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>Select  (F16 – Return to Summary) to return to the <i>Leave Summary Screen</i>.</p>
9	<p>Review the summary data displayed on the <i>Leave Summary Screen</i>.</p> <p>Select  (F16 – Exit) to return to the <i>Adjust Leave History Balances</i> screen.</p>