

## PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

0/20/2023	Section E: Enhanced Substitute Pay and
9/20/2023	Employee Leave System

[Topic 1: Leave Setup, V1.5]

## **Revision History**

Date	Version	Description	Author
9/20/2023	1.5	23.03.00 – Update screenshot for Maintain Leave Advance Parameters.	D. Ochala
07/13/2015	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. <i>Modifying a Leave Type Code</i> .	D. Ochala
07/25/2013	1.2	13.02.00 – Update description of <b>Proc Type</b> code ' <b>X</b> ' and ' <b>Y</b> '. Updated Sick Bank description in section <i>A5</i> . <i>Typical Leave Type Code Setup Parameters</i> .	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
10/31/2012	1.0	12.02.00 – Create new document.	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* buckets on the *Update/Display Current Leave*.

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
<b>A6</b> or <b>L6</b>	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, <i>Leave Type Code</i> '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 <i>Enhanced Substitute Pay and Employee Leave System</i> to track the history of 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, <i>Leave Type Code</i> '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 <i>Enhanced Substitute Pay and Employee Leave System</i> 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.

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.

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 <u>ALL</u> employees at the same time with the stroke of a key. The *Leave Advance Formulas* should only need to be set up <u>one</u> 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  $\blacksquare$ ,  $\blacksquare$  (F15 – Code Lookup) or  $\blacksquare$  (F28 – Help Screens) when offered provides additional assistance with the entry of information.

## **Procedure A: Maintain Leave Type Codes**

### A1. Adding a Leave Type Code

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

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		Personnel	System		PERMENU
	FKey 	Master M	enu		
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	4 Enhanced 5 Legacy Lu 6 Personne 11 Employee 12 Salary Pr	l Substitute Pay and Leave Sys eave Menu I Reports Menu : Contract File Export ojection Menu	stem		
	13 Special F	unctions Menu			
	20 File Reor	ganization			
M3 F16	ster User <sub>List</sub>				15.02.00
	Action				
	Select 4 (F4 –	Enhanced Substitute	Pay and Leave	e System Menu).	

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			I	Personnel S	ystem		PER03P
	FKey		Enhanced Sub	stitute Pay	and Leave	System	
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	2	Leave Upo	date Menu				
	3	Leave Rep	ports Menu				
	4	Leave His	tory Menu				
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	Action						

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	Personnel System		PER03P1
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 1 Maintain I	eave Type Codes		
2 Maintain L	eave Reason Codes		
3 Maintain P	ayroll Class Code Leave Parameters		
4 Maintain L	eave Advance Formulas		
1 Kee 1			12 81 88
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Master User <sub>list</sub> Action			12.01.00

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	Maintain Leave Type Codes		LVT0100
Enter th	e Leave Type Code you wish to maintain	or create:	
	Leave Type: 💶		
Valid Typ	e Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (S A7 = Sick bank L1 = Secondary paid sick L2 = Secondary unpaid leave L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved profe N1 = Non-TRS credits T1 = TRS credits	;taff development) ?ssional (staff developmen	nt)
Enter=Edit, F3=Print A ENTEY F1 -> F2 - F3 - F3 F16 - F17 - F18	11, F13=Create, F18=Delete	2 CECOTÉ PIS CECOTÉ	12.03.00
Action			
Enter the leave within the <b>Leav</b>	type code in the <b>Leave type</b> field <b>'e type</b> field to locate the correct l	, or select the drop-do eave code.	wn selection
The Leave type	code must be one of the valid typ	e codes listed on the s	screen.
	<b>13</b> – Create New Record)		

C (

🔲 PCG Dist=8991 Rel=12.02.00	0 09/18/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE	1
	Maintain Leave Type Codes LVT0100	
Leave Type A1 Paid sick Desc	Plan start month (MM) Plan year (CCYY) Memo 1 Memo 2	
SHUFL UESC	Accrual Paramotors	
Drop unused days at year-end?	<ul> <li>⑦ Drop unused days</li> <li>At year-end, add unused days</li> <li>○ Yes</li> <li>○ Carryover unused days</li> <li>to sick?</li> <li>③ No</li> </ul>	
Leave advance formula	C Contract months       Length of service based on       C Driginal hire date         C Months of service       C Rehire date       C State years experience         C No accrual       C Local years experience       C Not applicable	
Advance Schedule	○ Annually ○ Monthly Last mo/year accrued 00 / 0000 ○ Not applicable Last rollover date	
Clear Staff Dev ○ accounts for subs? ④	Yes CPI category © Sick How much to take © Unlimited No O Vacation O Check leave balance O Staff development O Check max to take O Other	
Default leave input in hours or days?	<ul> <li>○ Hours Allow balance to go negative?</li> <li>○ Yes</li> <li>⊙ Days</li> <li>⊙ No</li> </ul>	
Maximum days allowed to Minimum d Day increment for	Enter in days take for plan year (Enter if 'Check max to take' selected) day allowed to take <u>.5000</u> r time off requests <u>.5000</u> (Enter as days or fraction of day)	
ENTER         F1         F2         F3         F4           F16         F17         F18         F18         F18		
Action		

Step	ACTION
7	<ul><li>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.</li><li>Valid values: 1 - 12</li></ul>
8	<ul> <li>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.</li> <li>Records written to the <i>Leave History File</i> are created in the Plan year designated on the <i>Maintain Leave Type Codes</i> screen. When the <i>Plan Year Rollover Processing</i> procedure is run in <u>final</u> mode, the Plan year is incremented by one on the <i>Maintain Leave Type Codes</i> screen.</li> </ul>
9	Enter a description of the leave type code in the <b>Desc</b> field.
10	Enter a short description of the leave type code in the <b>Short desc</b> field. <i>This description prints as the leave type code description in the</i> <b>Paid Time Off</b> <i>section of the detailed paycheck stub.</i>
11	Enter optional notes pertaining to the leave type code in the <b>Memo 1</b> field. This field is optional and is for informational purposes only.

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

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

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

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

Step	Action
21	Select the radio button <sup>(O)</sup> to the right of the desired <b>Default leave input in hours or days</b> 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 <b>Days</b> if leave for this leave type should be displayed or printed as days.
	The <i>Enhanced Substitute Pay and Employee Leave System</i> 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 <b>Default leave input in hours or days</b> option determines the correct units (days or hours) for the leave type to print on all leave reports.
22	Select the radio button <sup>(O)</sup> to the right of the desired <b>Allow balance to go negative?</b> option to identify whether the employee may be left with a negative ending leave balance when taking leave for this leave type.
	Select <b>Yes</b> if the employee's ending leave balance is allowed to go negative when taking leave.
	Select <b>No</b> 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 <i>Input Employee Leave and Substitute Pay</i> module if the <b>Allow balance to go negative?</b> option is set to ' <b>No</b> ' 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 <i>Input Employee Leave and Substitute Pay</i> module if the <b>Allow balance to go negative?</b> option is set to ' <b>Yes</b> ' and the employee attempts to take more leave than is available in their ending leave balance for this type code.
23	Maximum days allowed to take for the plan year: 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 <b>Maximum days allowed to take for plan year</b> must be a positive number. The unit for the entry is in days.
24	<b>Minimum day allowed to take</b> : 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 <b>Minimum day allowed to take</b> would be .25 days.
	The <b>Minimum day allowed to take</b> must be a positive number. The unit for the entry is a day, or a fraction of a day.

Step	Action
25	<b>Day increment for time off requests</b> : 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 <b>Day increment for time off requests</b> . 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 <b>Minimum day allowed to take</b> , and the days must also be some multiple of the day increment. For example, if the <b>Minimum day allowed to take</b> is .25 days and the <b>Day increment</b> is .25, then valid entries for a partial paid time off day would be .25, .50, .75, and 1.0.
	The <b>Day increment for time off requests</b> 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.

🔲 PCG Dist=8991 Rel=12.02.0	0 09/18/2012 DOD 002 0	:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Maintain Le	eave Type Codes		LVT 01 00
Leave Type A1 Paid sick Desc <u>REGULAR SICK</u> Short desc <u>SICK LEAVE</u>	Plar <u>LEAVE</u> Memo 1 Memo 2	n start month <u>7_</u> (MM)	Plan year	<u>2013</u> (CCYY)
Drop unused days at year-end?	ACCrUa ○ Drop unused days ⊙ Carryover unused days	al Parameters At year-end, add u	unused days ( to sick? (	) Yes 9 No
Leave advance formula	<ul> <li>Contract months</li> <li>Months of service</li> <li>All employees accrue</li> <li>No accrual</li> </ul>	Length of servi	ce based on ( ( ( ( ( (	Original hire date Rehire date State years experience Local years experience Not applicable
Advance Schedule	○ Annually ⊙ Monthly ○ Not applicable	Last mo/y Last roll	ear accrued ( over date	00 / 0000
Clear Staff Dev ○ accounts for subs? ⓒ	Leave Yes CPI category No	Parameters     Sick Ho Vacation Staff development Other	w much to take	<ul> <li>C Unlimited</li> <li>Check leave balance</li> <li>Check max to take</li> </ul>
Default leave input in hours or days?	⊖ Hours ⊙ Days	Allow balance to g	o negative? ( (	) Yes 9 No
Maximum days allowed to Minimum Day increment fo	take for plan year day allowed to take r time off requests	(Enter : .2500 .2500 (Enter :	if 'Check max as days or fra	to take' selected) action of day)
	sfully F8 to Save	F5 / F10 T F11 F12 Help	FIE FIE	12.03.00

Step	Action
27	Verify " <i>Record Validated Successfully</i> – <i>F8 to Save</i> ." displays, and select <b>F8</b> – Save changes).

	PCG Dist=8991 Rel=12.02.00 09/18/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE
	Maintain Leave Type Codes LVT0100
	Enter the Leave Type Code you wish to maintain or create:
	Leave Type: A1 💌
	Valid Type Codes: A1 = Paid Sick A2 = Other
	A3 = Unpaid leave A5 = Paid vacation
	A6 = Approved professional (staff development)
	H7 = SICK DANK
	L1 = Secondary paid sick L2 = Secondaru other
	L3 = Secondary unpaid leave
	L6 = Secondary approved professional (staff development)
	N1 = Non-TRS credits
	Record Added Successfully
	Enter Edit, F3=Print All, F13=Create, F18=Delete
E	
	16 中 F12 F18 曲 Help
-	Image: Constraint of the log state of th
<u> </u>	
F	Action Verify <i>"Record Added Successfully"</i> displays, and select <b>FIG</b> – Exit) to return to retu

\_ 🗗 🗙 PER 03P1

12.01.00

e Ionov	ing screen	displays.					
1	PCG Dist=8991	Rel=12.02.00	09/18/2012	DOD 002	C:\DEVSYS	C:\SECOND	WHITE
				Pe	ersonnel S	ystem	
	FKey	)		Le	ave Setup	Menu	
		Maintair	Leave Tvn	e Codec			
	2	Maintair	i Leave Rea	ison Codes	5		
	3	Maintair	Payroll Cla	iss Code L	.eave Paran	neters	
	4	Maintair	i Leave Adv	ance Form	ulas		

The following screen displays:

Master <sup>User</sup>list

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

### A2. Modifying a Leave Type Code

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

	PCG Dist=8991 R	Rel=15.02.00 07/13/2015 PCW 00	2 SV C:\DEVSYS C:\SECON	D WHITE	
			Personnel System		PERMENU
	FKey		Master Menu		
	1	Personnel Update Menu			
	4 5 6	Enhanced Substitute Pay : Legacy Leave Menu Personnel Reports Menu	and Leave System		
	11 12 13	Employee Contract File Ex Salary Projection Menu Special Functions Menu	<pre>cport</pre>		
	20	File Reorganization			
Mast F16	rer User <sub>list</sub>	PAY VEND			15.02.00
	Action				
	Select 4	( <b>F4</b> – Enhanced S	Substitute Pay and	l Leave System	Menu).

	PCG Dist=8991	Rel=12.02.00 09/	/18/2012 DOD 002	C:\DEVSYS (	:\SECOND	WHITE	<u>_ 8 ×</u>
			P	ersonnel Sys	stem		PER03P
	FKey 		Enhanced Subs	titute Pay a	and Leave Sy	ystem	
	1	Leave Setur	p Menu				
	2	Leave Upda	ite Menu				
	3	Leave Repo	orts Menu				
	4	Leave histo	пумени				
	.     sat				1 1		1 12 01 00
M as	ster <sup>vser</sup> list 🗂 Nuezz Wordzz	PAY VEND					12.01.00
	<u>~ n¤ @ </u>	MONITOR					
F16							
<u>F16</u>	Action						

🔲 PCG Dist=8991 Rel=12.02.0	0 09/18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Personnel System		PER03P1
FKey	Leave Setup Menu		
_1 Mainta	in Leave Type Codes		
2 Mainta	in Leave Reason Codes		
3 Mainta	in Payroll Class Code Leave Parameters		
_4 Mainta	in Leave Advance Formulas		
Master UserList			12.01.00
o Action			
Select 1 (F1	Maintain Leave Type Codes)		
	- maintain Leave Type Codes).		

🔲 РС	G Dist=8991 Rel=12.02.00 09/18/2012 DOD 00	2 C:\DEVSYS C:\SECOND	WHITE	_ <u>8</u> ×
	Mainta	in Leave Type Codes		LVT0100
	Enter the Leave Type Code	you wish to maintain o	ır create:	
	Leave Type:			
Ente ENTES	Valid Type Codes:       A1 = Pai         A2 = Ott       A3 = Unj         A3 = Unj       A6 = Apj         A6 = Apj       A7 = Sid         L1 = Sed       L2 = Sed         L3 = Sed       L5 = Sed         L6 = Sed       N1 = Non         T1 = TRS       T1 = TRS	Id sick Ier Iaid leave Id vacation proved professional (st k bank condary paid sick condary other condary unpaid leave condary approved profes h-TRS credits credits 18=Delete F2 ■ F2 F10 ¥ F11 ♥ F12 F12 F12 F12 F12 F12 F12 F12 F12 F12 F12 F12 F12 F12 F12 F12 F	aff development) sional (staff developmen	12.03.00
<u>F 16 1</u>				
	Acuon			
	Enter the leave type code in the within the <b>Leave type</b> field to <i>The</i> <b>Leave type</b> <i>code must be a</i>	e <b>Leave type</b> field, locate the correct le one of the valid type	or select the drop-do ave code. e codes listed on the s	wn selection icon
	If the <b>Leave type</b> code is unkno <b>Leave type</b> code in the file.	own, select 🗾 (	F1-Next Record) to	browse to the ne.
	Select <b>Enter</b> – Edit Re	cord).		

4		Maintain Leav	e Type Codes		LVT 01 00
Lea	ave Type A1 Paid sick Desc <u>SICK LEAVE</u>	Plan s Memo 1	tart month 7 (MM)	Plan year 2015 (	CCYY)
511	JFL UESC <u>SICK</u>		Parameters		
	Drop unused days at year-end?	<ul> <li>Drop unused days</li> <li>Carryover unused days</li> </ul>	At year-end, add unu	sed days ○Yes to sick? ⊙No	
L	eave advance formula	Contract months     Months of service     All employees accrue     No accrual	Length of service	based on ○ Origina ○ Rehire ○ State y ○ Local y ⓒ Not ap	l hire date date ears experience ears experience plicable
	HOVANCE SCHEDUTE	<ul> <li>Annually</li> <li>Monthly</li> <li>Not applicable</li> </ul>	Last mo/year Last rollove	accrued 12 / 20 r date 7/01/2	14 014
a	Clear Staff Dev C ccounts for subs? @	Yes CPI category ( No (	Sick How m Vacation Staff development	uch to take ○ Un ⓒ Ch ○ Ch	limited eck leave balance eck max to take
	Default leave input in hours or days?	⊖ Hours ⊙ Days	Allow balance to go n	egative? ⊙Yes ○No	
		ENT	er in days		
Max	kimum daus allowed to	take for plan uear	(Enter if	'Check max to take	e' selected)
Ma:	kimum days allowed to Minimum Day increment fo	take for plan year day allowed to take r time off requests	(Enter if .2500 .2500 (Enter as	'Check max to take days or fraction e	e' selected) of day)
	<pre>kimum days allowed to Minimum Day increment fo prime provide for prime provide for prime provide for prime provide for prime for for for prime for for prime for for for prime for for for prime for for for for prime for for for for prime for for for prime for for for for prime for for for for prime for for for for prime for for for for prime for for for for for for prime for for for for for for prime for for for for for prime for for for for for for prime for for for for for for for prime for for for for for for prime for for for for for for for for for for for for for for for for for for for</pre>	take for plan year day allowed to take r time off requests	(Enter if .2500 (Enter as / F10 T F11 F12 (CREAT F13 Help	'Check max to take days or fraction of Free rec	e' selected) of day) 14.03.00
	kimum days allowed to Minimum Day increment fo pr⇒ p2 p3	take for plan year day allowed to take r time off requests refr refine prin re refress	(Enter if .2500 (Enter as / FTO T FTI P FT2 (FT2 Help	'Check max to take days or fraction of Free Pres	e' selected) of day) 14.03.00
	kimum days allowed to Minimum Day increment for Friend Friend Friend Action Make the approp	take for plan year day allowed to take r time off requests	(Enter if .2500 (Enter as / F10 F11 F12 F12 F12 Help Plect ENTER (Enter	'Check max to take days or fraction of researcher ( r - Validate) to	e' selected) of day) 14.03.00
Ma:	kimum days allowed to Minimum Day increment for $r_1 \Rightarrow r_2 \Rightarrow r_3 \Rightarrow r_4 = 0$ Action Make the approp Select $r_1 \Rightarrow (F_1)$	take for plan year day allowed to take r time off requests	(Enter if .2500 (Enter as $r_{10}$ $r_{11}$ $r_{12}$ $r_{12}$ $r_{12}$ elect $r_{12}$ (Enter Help Hel	'Check max to take days or fraction of read of the second r - Validate) to evious Record)	e' selected) of day) 14.03.00 validate th to scroll be

PCG Dist=8991 Rel=15.01.00	04/08/2015 PCW 001 SV C:	\DEVSYS C:\SECOND	WHITE	- <b>x</b>
	Maintain Lea	ave Type Codes		LVT 01 00
Leave Type A1 Paid sick Desc <u>SICK LEAVE</u>	Plan Memo 1	start month 7 (MM)	Plan year 2015	(CCYY)
Short desc <u>SICK</u>	Мето 2 Ассгиа	Parameters		
Drop unused days at year-end?	<ul> <li>Drop unused days</li> <li>Carryover unused days</li> </ul>	At year-end, add un	used days 🔿 Yes to sick? 🖲 No	
Leave advance formula	Contract months Months of service	Length of service	based on 🔿 Origi O Rehi	inal hire date ire date
	All employees accrue O No accrual		⊖ Stati ⊖ Loca	e years experience al years experience
			<ul> <li>Not</li> </ul>	applicable
Advance Schedule	○ Annually ⓒ Monthly ○ Not applicable	Last mo/yea Last rollov	raccrued 12 / 2 ver date 7/01/	2014 /2014
Clear Staff Dev C accounts for subs? ©	Leave Yes CPI category No	Parameters Sick How Vacation Staff development Other	much to take ○ ⊙ ○	Unlimited Check leave balance Check max to take
Default leave input in hours or days?	⊖ Hours ⊙ Days	Allow balance to go	negative? ⊙ Yes ○ No	
Maximum daus allowed to	take for plan vear	nter in days (Enter if	Check max to ta	ake' selected)
Minimum Day increment fo	day allowed to take r time off requests	.2500 .2500 (Enter as	days or fraction	n of day)
Record Halidated Succes	sfullu E8 to Sauce			
ENTE® F1 → F2 → F3 → F4		F9 / F10 Y F11 F12 C F12 F13 F13	FIS Q	14.03.00

Step	Action
8	Verify " <i>Record Validated Successfully</i> – F8 to Save." displays, and select $\mathbf{F8} = \mathbf{F8} + \mathbf{F8} - \mathbf{Save}$ changes).

		Maintain L	eave Type Codes		LVT 01 00
Leave Type Desc Short desc	A1 Paid sick <u>SICK LEAVE</u> <u>SICK</u>	Pla Memo Memo	n start month 7 (MM) 1 2	Plan year 20	I5 (CCYY)
Drop	unused days it year-end?	<ul> <li>C Drop unused days</li> <li>Carryover unused days</li> </ul>	al Parameters At year-end, add u	nused days ○ Y to sick? ⊙ N	 es 0
Leave adva	ince formula	Contract months     Months of service     All employees accrue     No accrual	Length of servic	e based on CO CR CS CL CN	riginal hire date ehire date tate years experience ocal years experience ot applicable
Advar	ice Schedule	C Annually © Monthly C Not applicable	Last mo/ye Last rollo e Parameters	ar accrued 12 / ver date 7/1	2014 )1/2014
Clear S accounts f	taff Dev 🔿 or subs? 🏵	Yes CPI category No	Sick How     Vacation     Staff development     Staff development	much to take ( ( (	<ul> <li>Unlimited</li> <li>Check leave balance</li> <li>Check max to take</li> </ul>
			O Uther		
Default in hou	leave input ırs or days?	⊖ Hours ⊙ Days	O Uther Allow balance to go Enter in days	negative? ⓒY ○N	es 0
Default in hou Maximum day Day	leave input mrs or days? s allowed to Minimum increment fo	○ Hours ⑦ Days take for plan year day allowed to take r time off requests	Allow balance to go Enter in days 	negative? ④ Y ○ N f 'Check max to s days or fracti	es o take' selected) on of day)
Default in hou Maximum day Day Record Upda ™™ r.→ r2 rs r.→ r2	leave input urs or days? ys allowed to Mininum increment fo ated Successf increment fo	C Hours	Allow balance to go Enter in days .2500 (Enter i .2500 (Enter a .2500 (Enter a)	negative? ( Y ( N f 'Check max to s days or fracti	es o take' selected) on of day) 14.03.00
Default in hou Maximum day Day Record Upda FIG FI P F2 FIG FI P F2 FIG FI P F2 FIG FI	leave input urs or days? ys allowed to Minimum increment fo thed Successf profile prof	C Hours ⓒ Days take for plan year day allowed to take r time off requests ully F16 to Retur rs⊡ rs⊡ rs⊡ rs	Allow balance to go Enter in days .2500 (Enter i .2500 (Enter a rs ro ro rn Pro ro r	negative?	es o take' selected) on of day) 14.03.00

	PCG Dist=8991 Rel=12.02.00 09/18/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE	
	Maintain Leave Type Codes	LVT0100
	Enter the Leave Type Code you wish to maintain or create:	
	Leave Type: <u>A1</u> ▼	
	Valid Type Codes: A1 = Paid Sick A2 = Other	
	A3 = Unpaid leave A5 = Paid vacation	
	A6 = Approved professional (staff development	:)
	A7 = Sick bank	
	L1 = Secondary paid sick	
	L3 = Secondary unpaid leave	
	L5 = Secondary paid vacation L6 = Secondary approved professional (staff d	evelopment)
	N1 = Non-IRS credits	
	T1 = TRS credits	
Er	ter=Edit, F3=Print All, F13=Create, F18=Delete	
ENTE		12.03.00
F16	FID FID Help	
ep	Action	
10	Select $\mathbf{F16} \mathbf{F16} \mathbf{F16} - \mathbf{Exit}$ to return to the <i>Leave Setup Menu</i> sc	creen, or repeat this
	procedure starting at <i>Step 5</i> to edit another <b>Leave Type</b> code.	

PCG Dist=8991 Rel=12.02.00 0 <sup>-</sup>	9/18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	_ 8
	Personnel System		PERØ3P1
FKey	Leave Setup Menu		
	<b>T</b> 0 I		
2 Maintain L	eave Type Codes eave Beacon Codec		
3 Maintain F	avroll Class Code Leave Parameters		
4 Maintain L	eave Advance Formulas		
м., Пере			12 81 88
Master set list			12.01.00

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

### A3. Deleting a Leave Type Code

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

Personnel System     PERHENU       FKey     Master Menu       1     Personnel Update Menu       4     Enhanced Substitute Pay and Leave System       5     Legacy Leave Menu       6     Personnel Reports Menu       11     Employee Contract File Export       12     Salary Projection Menu       13     Special Functions Menu       20     File Reorganization		PCG Dist=8991	Rel=15.02.00	07/13/2015 PCW	002 SV C:\[	DEVSYS C:\{	SECOND	١	WHITE	
FKey     Master Menu       1     Personnel Update Menu       4     Enhanced Substitute Pay and Leave System       5     Legacy Leave Menu       6     Personnel Reports Menu       11     Employee Contract File Export       12     Salary Projection Menu       13     Special Functions Menu       20     File Reorganization					Perso	nnel Syst	em			PERMENU
1       Personnel Update Menu         4       Enhanced Substitute Pay and Leave System         5       Legacy Leave Menu         6       Personnel Reports Menu         1       Employee Contract File Export         12       Salary Projection Menu         13       Special Functions Menu         20       File Reorganization		FKey			Mast	ter Menu				
<ul> <li>4 Enhanced Substitute Pay and Leave System</li> <li>5 Legacy Leave Menu</li> <li>6 Personnel Reports Menu</li> <li>11 Employee Contract File Export</li> <li>12 Salary Projection Menu</li> <li>13 Special Functions Menu</li> <li>20 File Reorganization</li> </ul>		1	Person	nel Update Men	u					
11       Employee Contract File Export         12       Salary Projection Menu         13       Special Functions Menu         20       File Reorganization         Master       Master         Master       Master		4 5 6	Enhanc Legacy Person	ed Substitute Pa Leave Menu nel Reports Mer	ay and Leav nu	/e System				
20 File Reorganization           Master         Viser         15.82.99		11 12 13	Employ Salary Special	ee Contract File Projection Menu Functions Menu	: Export I U					
Master User <sub>list</sub> 15.82.09		20	File Re	organization						
	Mast	ter Userlist								15.02.00
		Action								
Action		AUUUU								

	PCG Dist=8991	Rel=12.02.00 09	/18/2012 DOD 002	C:\DEVSYS C	:\SECOND	WHITE	<u>_8×</u>
			Р	ersonnel Sys	stem		PER03P
	FKey		Enhanced Subs	titute Pay a	and Leave Sy	ystem	
	1	Leave Setu	p Menu				
	2	Leave Upda	ate Menu				
	3	Leave Repo	orts Menu				
	4	Leave nisu	ory menu				
				1	1 1		12 01 00
Mas	ter Overlist	PAY VEND					
		MONITOR					
F16							
<u>F16</u>	Action						

	PCG Dist=8991	Rel=12.02.00	09/18/2012	DOD 002	C:\DEVSYS C	:\SECOND	WHITE	<u>_8</u> ×
				Pe	rsonnel Sys	stem		PER03P1
	FKey	y		Le	ave Setup M	lenu		
	1	- I Maintair	i Leave Type	e Codes				
	2	🛛 Maintair	1 Leave Reas	son Codes	1			
	3	Maintair	) Payroll Clas	ss Code L	eave Parame	ters		
	4	] Maintair	i Leave Adva	ince Form	ulas			
							_, _,	 
Mast	er <sup>User</sup> list							12.01.00
	🗖   🛯 🖳 🖕 Word 🗐 🖉	MONITOR MONITOR						
F16			-					
<u>F16</u>	Action							 

PCG Dist=8991 Rel=12.02.00 09/18/2012 DOD 002 C:\DEVSY5 C:\SECOND WHITE
Maintain Leave Type Codes LVT0100
Enter the Leave Type Code you wish to maintain or create:
Leave Type:
Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank L1 = Secondary paid sick L2 = Secondary uppaid leave
L5 = Secondary paid vacation L6 = Secondary approved professional (staff development)
N1 = Non-TRS credits T1 = TRS credits
ter=Edit, F3=Print All, F13=Create, F18=Delete r1       r2       r3       r15       r5       r5       r5       r12.03.00         r17       r15       r15       r15       r12       r12       r15       r15       r12.03.00
Action
Enter the leave type code in the <b>Leave type</b> field, or select the drop-down selection within the <b>Leave type</b> field to locate the correct leave code.
The Leave type code must be one of the valia type codes listed on the screen.
Select <sup>F18</sup> ( <b>F18</b> – Delete Record).

🔲 PCG Dist=8991 Rel=12.02.00	09/18/2012 DOD 002 C:\	DEVSYS C:\SECOND WHITE	X
	Maintain Lea	ive Type Codes	LVT0100
Leave Type L1 Secondary Desc PSERS SICK Short desc PSERS SICK	paid sick Plan Memo 1 Memo 2	start month 7 (MM) Plan PSERS TIME - MUST BE USED BE	year 2013 (CCYY) FORE USING TRS TIME
Drop unused days at year-end?	Corruat     Accruat     Accruat     Corrupt unused days     Carryover unused days	At year-end, add unused da to sic	ays © Yes ck? @ No
Leave advance formula	Contract months     Months of service     All employees accrue     No accrual	Length of service based	on Criginal hire date Rehire date State years experience Local years experience Not applicable
Advance Schedule	<ul> <li>Annually</li> <li>Monthly</li> <li>Not applicable</li> </ul>	Last mo/year accru Last rollover date	ued 00 / 0000 e 7/01/2012
Clear Staff Dev 🦚 accounts for subs? 🙆	Yes CPI category No	Sick How much to     Vacation     Staff development     Other	<ul> <li>take</li> <li>Unlimited</li> <li>Check leave balance</li> <li>Check max to take</li> </ul>
Default leave input in hours or days?	<ul> <li>Hours</li> <li>Days</li> </ul>	Allow balance to go negativ	Je? O Yes G No
Maximum days allowed to Minimum Day increment for	take for plan year day allowed to take r time off requests	(Enter if 'Check 5000 .5000 (Enter as days c	< max to take' selected) or fraction of day)
F18 to delete Record			12.03.00
Action			
Verify that 'F18	to delete Record'	displays, and select <b>F1</b> 8	<b>一</b> ( <b>F18</b> – Confirm I

	PCG Dist=8991 Rel=12.02.00 09/18	/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>
		Maintain Leave Type Codes		LVT0100
	Enter the Leave	Type Code you wish to maintain o	r create:	
	Le	ave Type: <u>№1</u> ▼		
	Valid Type Codes	: A1 = Paid sick A2 = Other		
		A3 = Unpaid leave		
		A6 = Approved professional (st	aff development)	
		A7 = Sick bank		
		L1 = Secondary paid sick		
		L2 = Secondary other L3 = Secondary unpaid leave		
		L5 = Secondary paid vacation	cional (ctaff douoloom	opt)
		Lu - Secondary approved profes	STOUAL (SCAFF DEVELOPM	ency
		N1 = Non-TRS credits T1 = TRS credits		
Rec Ent	ord Deleted er=Euit. F3=Print All. F13	=Create. F18=Delete		
	r 🗣 F2 🖛 F3 🖨 F4 🖾 F5 ன	F5 F7 F8 F8 F8 / F10 Y F11 D F12	F13	12.03.00
F16		He	ip 🛛	
	A			
	Action			
				1 <del>.</del>
	Verity "Record Delete	$ed^{-1}$ displays, and select $\frac{F16}{1}$	$\square$ ( <b>F16</b> – Exit) to re	eturn to the Le
	Menu screen.			

12.01.00

📕 PCG Dist=8991 Rel=12.02.00 09/	18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	
	Personnel System		PER 03
FKey	Leave Setup Menu		
1 Maintain Le	ave Type Codes		
2 Maintain Le	ave Reason Codes		
3 Maintain Pa	yroll Class Code Leave Parameters		
4 Maintain Le	ave Advance Formulas		

The

Master <sup>User</sup>list

Step

9

Action

PAY VEND

Word**a** 

Select **F16** (**F16** - Exit) to return to the *Enhanced Substitute Pay and Leave System* 

Menu, or select (Master) to return to the Business Applications Master Menu.

### A4. Printing the Leave Type Code and Reason Code Report

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

	PCG Dist=8991	Rel=15.02.00	0 07/13/2015	200 002 SV	C:\DEVSYS	C:\SECO	ND	WHITE			- O X
				Pe	rsonnel	System					PERMENU
	FKey	y			Master M	enu					
	1	- ] Perso	nnel Update M	lenu							
	4 5 6	Enhan   Legac   Perso	ced Substitute y Leave Menu nnel Reports I	e Pay and I I Menu	.eave Sys	tem					
	11 12 13	Emplo Salary Specia	yee Contract Projection M al Functions M	File Export enu lenu							
	20	File R	eorganization								
Mast F16	ver <sup>User</sup> list D <b>US</b> Vor <b>B</b>	PAY VEN MONITOR MONIT	DR								15.02.00
	Action						_				
	Select	<b>4</b> (F4	– Enhanc	ed Sub	stitute	Pav an	d Lea	ve Svs	tem M	enu)	
	PCG Dist=8991	Rel=12.02.00 09/	18/2012 DOD 002	C:\DEVSYS C:	SECOND	WHITE					
-----	---	------------------	-----------------	--------------	--------	---------	----------				
	Personnel System					PER 03P					
	FKey Enhanced Substitute Pay and Leave System										
	1	Leave Setup	Menu								
	2	Leave Upda	te Menu								
	3	Leave Repo	rts Menu								
	4	Leave histo	гу мени								
	- L. 1 - 1										
Ma	ster <sup>User</sup> list						12.01.00				
F16	∽ @sin@]	MONITOR MONITOR									
	Action										
	Action										
		1 (п. т.									

Personnel System     PER83P1       Fkey     Leave Setup Henu       1     Maintain Leave Type Codes       2     Maintain Leave Reason Codes       3     Maintain Leave Advance Formulas	🔲 PCG Dist=8991 Rel=12.	02.00 09/18/2012 DOD 002	C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
FKey       Leave Setup Henu         Image: Intervention Leave Type Codes         Image: Intervention Leave Reason Codes         Image: Intervention Leave Advance Formulas             Image: Intervention Leave Type Codes).		P	ersonnel System		PER03P1
Maintain Leave Type Codes 2 Maintain Leave Reason Codes 3 Maintain Payroll Class Code Leave Parameters 4 Maintain Leave Advance Formulas 12.81.88 12.81.88 2 Action Select 1 (F1 - Maintain Leave Type Codes).	FKey	L	eave Setup Menu		
2 Maintain Leave Reason Codes     3 Maintain Payroll Class Code Leave Parameters     4 Maintain Leave Advance Formulas     12.81.80     12.81.80     Action     Select 1 (F1 - Maintain Leave Type Codes).	1 Ma	intain Leave Type Codes			
3        Maintain Payroll Class Code Leave Parameters         4        Maintain Leave Advance Formulas         12.01.00       12.01.00         Action       Select       1(F1 – Maintain Leave Type Codes).	2 Ma	intain Leave Reason Code	s		
Image:	<u>3</u> Ma	intain Payroll Class Code	Leave Parameters		
p Action Select 1 (F1 – Maintain Leave Type Codes).	4 Ma	Intain Leave Advance Forn	nulas		
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Pre<     Pre     Pre       P     Action       Select     I     (F1 – Maintain Leave Type Codes).	Master <sup>User</sup> list				12.01.00
p Action Select (F1 – Maintain Leave Type Codes).					
Select <b>1</b> ( <b>F1</b> – Maintain Leave Type Codes).	Action				
Select <b>1</b> ( <b>F1</b> – Maintain Leave Type Codes).	Action				
	Select 1	F <b>1</b> – Maintain Lea	ve Type Codes)		

🔲 PCG Dist=8991 Rel=12.0	02.00 09/18/2012 DOD 002 C:\DEVSYS C:\SE	COND WHITE	<u>_ 8 ×</u>
	Maintain Leave Type Co	des	LVT0100
Enter t	the Leave Type Code you wish to mair	tain or create:	
	Leave Type:▼		
Valid Ty	ype Codes: A1 = Paid sick		
	HZ = UCHER A3 = Unpaid leave		
	A5 = Paid vacation		
	A6 = Approved protession A7 = Sick bank	al (staff development)	
	L1 = Secondary paid sick	4	
	L2 = Secondary other		
	L3 = Secondary unpaid 16 L5 = Secondary paid vaca	ave ition	
	L6 = Secondary approved	professional (staff devel	opment)
	N1 = Non-TRS credits		
Enter=Edit, F3=Print	All, F13=Create, F18=Delete		10 80 88
			12.03.00
F16 F17 F18		нер	
ep Action			
5 Salaat B	( <b>F2</b> Drint Ly Type/Deccer D	(1) to print the Lemma 7	
	<b>FJ</b> – FIIII LV Type/Reason R	i) to print the Leave I	ype/ <b>k</b> eason kep

	PCG Dist=8991 Rel=12.02.00 09/20/2012 DOD 001 C:\DEVSY5 C:\SECOND WHITE
	Maintain Leave Type Codes LVT0100
	Enter the Leave Type Code you wish to maintain or create:
	Leave Type: 🔤
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff development)
	N1 = Non-TRS credits T1 = TRS credits
Fi Fie	le Printed         ter = Edit       F3=Print All, F13=Create, F18=Delete         Image: F1 = F10       F10 <t< th=""></t<>
ep _	Action
6	Verify <i>"File Printed"</i> displays, and select <b>FIG</b> ( <b>F16</b> – Exit) to return to the <i>Lea Menu</i> screen.

🔲 PCG Dist=8991 Rel=12.02.00 09	/18/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE	_ & ×
	Personnel System	PER03P1
FKey	Leave Setup Menu	
1 Maintain L 2 Maintain L 3 Maintain P 4 Maintain L	eave Type Codes eave Reason Codes ayroll Class Code Leave Parameters eave Advance Formulas	
Master <sup>User</sup> list		12.01.00

Step	Action
7	Select <b>F16</b> - Exit) to return to the <i>Enhanced Substitute Pay and Leave System</i> <i>Menu</i> , or select <b>Master</b> (Master) to return to the <i>Business Applications Master Menu</i> .
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 <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.

PROGRAM: LVT0100	13:42:28	LEAVE TYPE AND REAS	ON COD	ES			PAGE 1	
PE	LEAVE TYPE DESCR	IPTION	MON	YEAR	ROLL DT	MAX DAYS	MIN DAYS	DAYS INC
Paid sick	SICK LEAVE SICK LEAVE		07	2013			.2500	.2500
	Accrual Params:	Carryover unused days Advance formula: Contrac Advance schedule: Monthly	t mont	hs	Do not add	unused days t	o sick	
	Leave Params:	Default leave input: Days CPI Category: Sick			How much to Do not allo	take: Check w negative ba	leave baland lance	ce
Reason code 01	SICK LEAVE SICK LEAVE							
	Leave Params:				How much to	take: Not ap	plicable	
Reason code 02	PERSONAL LEAVE PERSONAL					3.0000		
	Leave Darama	Show as personal on check			How much to	take: Check	max to take	

## A4.1 Sample Leave Type and Reason Codes Report

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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: Drop unused days: Leave advance formula: Advance schedule: At year-end, add unused days to sick: Length of service based on: Clear staff development accounts: CPI category: How much to take: Allow balance to go negative: <u>Comments</u> : Most school systems run their through June 30 <sup>th</sup> to comply with CPI repor sick leave is advanced to employees either	07 Carry over unused days Contract months Annually/monthly No N/A N/A Sick Check leave balance Yes/No plan year starting July 1 <sup>st</sup> ting requirements. Typically, monthly or annually, and a	
		certain amount of accumulated sick leave may be carried over to the plan year, but this depends on the system's leave policy. Since sick is typically earned by employees based upon their contract months, <b>How much to take</b> parameter is usually set to ' <i>Check leave balance</i> 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: Drop unused days: Leave advance formula: Advance schedule: At year-end, add unused days to sick: Length of service based on: Clear staff development accounts: CPI category: How much to take: Allow balance to go negative: <u>Comments</u> : Most school systems run their through June 30 <sup>th</sup> to comply with CPI repor other paid leave is <u>not</u> advanced to employe needed" basis. Since other paid leave is tak <b>to take</b> parameter is usually set to ' <i>Unlimit</i> balance tracked, the <b>Drop unused days</b> para	07 Drop N/A N/A No N/A N/A Other Unlimited N/A plan year starting July 1 <sup>st</sup> ting requirements. Typically, ees but is taken on an "as ten as needed, the <b>How much</b> ed' and since there is no leave trameter must be set to ' <i>Drop</i> '.	

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

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

Leave Type Code	Leave Type	Typical Setup Parameters	
N1	PSERS Credits	Plan start month: Drop unused days: Leave advance formula: Advance schedule: At year-end, add unused days to sick: Length of service based on: Clear staff development accounts: CPI category: How much to take: Allow balance to go negative: <u>Comments</u> : Most school systems run their through June 30 <sup>th</sup> to comply with CPI repor advancing paid sick leave, <b>Leave Type Co</b> is capped, the overflow days or hours are ac non-TRS employees. Non-TRS credits are to the next plan year so the <b>Drop unused d</b> ' <i>Carry over unused days</i> '. This feature ena <i>Pay and Employee Leave System</i> to track the employees' credit accumulation. Tracking necessary in cases where the school district their accumulated paid time off credits whe district. Since PSERS Credits keep track of <b>How much to take</b> parameter must be set t Defining the ' <b>N1</b> ' category is optional.	07 Carry N/A N/A No N/A N/A Other Check leave balance N/A plan year starting July 1 <sup>st</sup> ting requirements. When de 'A1', if the paid sick leave ccumulated in category 'N1' for rolled over from one plan year <b>ays</b> parameter must be set to bbles the <i>Enhanced Substitute</i> the history of non-TRS the non-TRS credits may be pays non-TRS employees for n the employee leaves the f year-over-year balances, the o ' <i>Check leave balance</i> '.

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

# **Procedure B: Maintain Leave Reason Codes**

# B1. Adding a Leave Reason Code

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

	PCG Dist=8991 Rel=15.02.00 0	7/13/2015 PCW 002 SV C:\DEVSYS	C:\SECOND	WHITE	
		Personnel	System		PERMENU
	FKey 	Master M	enu		
	1 Personne	l Update Menu			
	4 Enhanced 5 Legacy Lu 6 Personne 11 Employee 12 Salary Pr	l Substitute Pay and Leave Sys eave Menu I Reports Menu : Contract File Export ojection Menu	stem		
	13 Special F	unctions Menu			
	20 File Reor	ganization			
M3 F16	ster User <sub>List</sub> PES Worg PAYR KENR				15.02.00
	Action				
	Select 4 (F4 –	Enhanced Substitute	Pay and Leave	e System Menu).	

	PCG Dist=8991	Rel=12.02.00 09/	/18/2012 DOD 002	C:\DEVSYS (	:\SECOND	WHITE	<u>_ 8 ×</u>
			P	ersonnel Sys	stem		PER03P
	FKey 		Enhanced Subs	titute Pay a	and Leave Sy	ystem	
	1	Leave Setur	p Menu				
	2	Leave Upda	ite Menu				
	3	Leave Repo	orts Menu				
	4	Leave histo	пумени				
	.     sat				1 1		1 12 01 00
M as	ster <sup>vser</sup> list 🗂 Nuezz Wordzz	PAY VEND					12.01.00
	<u></u>	MONITOR					
F16							
<u>F16</u>	Action						

			03/10/2012	000 002	CI(001010 (	a (Second	WHITE		
				Pe	ersonnel Sys	stem			PER03P1
	FKey 			Le	eave Setup I	Menu			
	1	Maintain	Leave Туре	e Codes					
	2	Maintain	Leave Reas	son Code	s				
	3	Maintain	Payroll Cla	ss Code l	Leave Parame	eters			
	4	Maintain	LEAVE MUVE	ance Furn	IUIAS				
	1 11-00 1 1								12 61 86
Master	Userlist NucZa, WordZA	PAY VEND	_					+1	12.01.00
Master F16	User <sub>list</sub>	PAY VEND							12.01.00
Master F16	User <sub>list</sub> 印语 Wor委 Action	PAY VEND MONITOR							12.01.00

	PCG Dist=8991 Rel=12.02.00 09/21/2012 DOD 001 C:\DEVSYS C:\SECOND WHITE Maintain Leave Reason Codes	
	Enter the Leave Type Code you wish to maintain or create:	
	Leave Type:	
	Reason Code:	
	Valid Type Codes: A1 = Paid Sick A2 = Other A3 = Uppaid Loave	
	A5 = Paid vacation 06 = Operand professional (staff devalopment)	
	A7 = Sick bank	
	L1 = Secondary paid sick L2 = Secondary other	
	L3 = Secondary unpaid leave	
	L6 = Secondary approved professional (staff development	t)
	N1 = Non-TRS credits	
	II - INS CREATES	
	.ter=Edit, F3=Print All, F13=Create, F18=Delete ✔ er➡ es♣ esಱ esಱ esಱ esಱ esಱ esm esm es + en ↓ en ↓ en ↓ en ↓ es ↓	12.03.00
F16		
)	Action	
	Enter the leave type and reason codes in the Leave type and the Leave r	<b>reason</b> fields or
	the drop-down selection icon vitin the Leave type and the beave the	e correct leave
	values for Leave Type: A1, A2, A3, A5, A6, A7, L1, L2, L	, LJ, LO
	A selection from the drop-down selection box will cause both the Leave	e <b>type</b> and the <b>L</b>
	reason fields to be populated.	
	CREATE	
	Select <b>F13</b> $(F13 - Create New Record)$ .	

E PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>
Maintain Leave Reason Codes	LVT0100
Leave Type A1 Paid sick Leave Reason 10	
Desc SICK LEAVE     Memo 1       Short desc SICK LEAVE     Memo 2	
Leave Parameters	
FMLA category? () Yes Show as personal leave () Yes ⓒ No on pay check stub? ⓒ No	
Sick bank contri- O Yes Maximum days to take O Yes, one maximum defined below bution category?  O No for leave reason? O Yes, employee maximum defined o O No, no maximum	n PERSONNEL rec
Minimum DAYS needed to contribute to sick bank: (Enter if 'Sick bank category' is Y)	
Maximum DAYS allowed to take for plan year: (Enter if 'Maximum days to take' is Y)	
	13.01.00

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

Step	Action
12	Select the radio button to the right of the desired <b>Show as personal leave on pay check stub?</b> option to identify that this reason code represents personal leave.
	Selecting <b>Yes</b> 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 <b>No</b> 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 <sup>(O)</sup> to the right of the desired <b>Sick bank contribution category?</b> option to indicate that this reason code represents time contributed by the employee to a sick bank.
	Selecting <b>Yes</b> 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 <b>No</b> will indicate that leave using this reason code is NOT a contribution to the system sick bank.
	<i>Typically, sick bank contributions are defined as a reason code under a sick leave category (</i> ' <b>A1</b> ' or ' <b>L1</b> '), <i>indicating that the employee will be contributing time earned as sick leave to the system sick bank.</i>
	If Sick bank contribution category? is Yes, then the Minimum DAYS needed to contribute to sick bank: may be entered, if required.

Step	Action
14	Select the radio button to the right of the desired <b>Maximum days to take for leave</b> <b>reason?</b> 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 <b>Yes, one maximum defined below</b> if the leave reason code applies a <u>universal</u> limit on the amount of this leave reason an employee can take. For example, the <b>Yes</b> option should be selected if <u>all</u> 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 <b>Yes, employee maximum defined on PERSONNEL rec</b> if the leave reason code applies an <u>employee-specific</u> 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 <b>No</b> if there is <u>no limit</u> 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.
	<i>The</i> <b>Minimum DAYS needed to contribute to sick bank</b> <i>must be a positive number. The unit for the entry is in days.</i>
	If Sick bank contribution category? is Yes, then the Minimum DAYS needed to contribute to sick bank: may be entered, if required.

Step	Action
16	Maximum DAYS allowed to take for the plan year:If Maximum days to take forleave reason? is Yes, one maximum defined below, then the universal limit for this leavereason must be entered in the Maximum DAYS allowed to take for plan year field. Forexample, the Maximum days to take for leave reason? should be selected if allemployees are allowed to take a maximum of 3 days of personal leave. In this case, 3.00would 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
17	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 <b>Enter</b> - validate) to validate the record.

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	Maintain	Leave Reason Coo	ies	LVT 01 00
Leave Type A1 Paid sic	k Li	eave Reason 10		
Desc <u>REGULAR SIC</u> Short desc <u>SICK LEAVE</u>	<u>K LEAVE</u> Memo Memo	o 1 o 2		
	Lea	ave Parameters		
FMLA category?	⊖Yes Showasj ©No onp≯	personal leave ( ay check stub? (	⊖Yes ∋No	
Sick bank contri- bution category?	⊖Yes Maximum ⊙No for∶	days to take ( leave reason? ( (	○ Yes, one maximum defined ○ Yes, employee maximum d ⓒ No, no maximum	d belo <del>w</del> lefined on PERSONNEL rec
Minimum DAYS (Er	needed to contribut nter if 'Sick bank (	te to sick bank: category' is Y)		
Maximum I (Ente	DAYS allowed to take er if 'Maximum days	e for plan year: to take' is Y)		
		_		
Record Validated Succes	55fully F8 to Sau			13.01.00

Step	Action
18	Verify " <i>Record Validated Successfully</i> – $F8$ to Save." displays, and select <b>F8</b> – Save changes).

PCG Dist=8991 Rel=12.02.00 09/21/2012 DOD 001 C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>
Maintain Leave Reason Codes	LVT0100
Enter the Leave Type Code you wish to maintain or create:	
Leave Type: <u>A1</u> ▼ Reason Code: <u>10</u>	
Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank	
L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff develop	ment)
N1 = Non-TRS credits T1 = TRS credits	
Cord Added Successfully       Cord Added Successfully       Cord Edit       F13 = Create       F14 = Create       F15 = Create	12.03.00
Action	
Verify "Record Added Successfully" displays, and select <b>FIG</b> (F10 Leave Setup Menu screen.	<b>6</b> – Exit) to ret

PCG Dist=8991 Rel=12.02.00	09/18/2012 DOD 002 C:\DEVSYS C:\SE	COND WHITE	
	Personnel System	m	PERU3P1
FKey	Leave Setup Menu	U	
 1 Maintain	Leave Tupe Codec		
2 Maintain	Leave Type Coues Leave Reason Codes		
3 Maintain	Payroll Class Code Leave Parameters	6	
4 Maintain	Leave Advance Formulas		
faster <sup>User</sup> list			12.01.00
C IVER Words PAY VEND			

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

## **B2.** Modifying a Leave Reason Code

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

	PCG Dist=8991 R	el=15.02.00 07/13/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
		Personnel System	PERMENU
	FKey	Master Menu	
		Personnel Update Menu	
	4 5 6	Enhanced Substitute Pay and Leave System Legacy Leave Menu Descange Dependent Manu	
	<u> </u>	Forsonner reports menu	
	12	Salary Projection Menu	
	13	Special Functions Menu	
	20	File Reorganization	
Mart	Lug User,		15.02.00
	ust 🗀 🗍 🗠 🏹 🖓 🖓 🖓		
F16 4			
	Action		
	Salaat 4	(E4 Enhanced Substitute Day and Leave System Manu)	

	PCG Dist=8991	Rel=12.02.00 09/	/18/2012 DOD 002	C:\DEVSYS (	:\SECOND	WHITE	<u>_8×</u>
			P	ersonnel Sys	stem		PER03P
	FKey 		Enhanced Subs	titute Pay a	and Leave Sy	ystem	
	1	Leave Setur	p Menu				
	2	Leave Upda	ite Menu				
	3	Leave Repo	orts Menu				
	4	Leave histo	пумени				
	.     sat				1 1		1 12 01 00
M as	ster <sup>vser</sup> list 🗂 Nuezz Wordzz	PAY VEND					12.01.00
	<u>~ n¤ @ </u>	MONITOR					
F16							
<u>F16</u>	Action						

🔲 🛛 PCG Di	ist=8991 Rel=12.02.00	0 09/18/2012 DOD 002	C:\DEVSYS C:\SECOND	WHITE	
		I	Personnel System		PER03P1
	FKey 	I	_eave Setup Menu		
	1 Maintai	n Leave Type Codes			
	2 Maintai	n Leave Reason Cod	es .		
	Maintai	n Payroll Class Code n Leave Advance For	Leave Parameters mulas		
			manas		
M    ser.					12.01.00
Master UserL	ist 35. Word 256. PAY VEND				12.01.00
Master UserL	ist PAY VEND				12.01.00
Master User Fre User	ist PAY MENDING MONITOR				12.01.00

	PCG Dist=8991 Rel=12.02.00 09/21/2012 DOD 001 C:\DEVSYS C:\SECOND WHITE
	Maintain Leave Reason Codes LVT0100
	Enter the Leave Type Code you wish to maintain or create:
	Leave Type:▼ Reason Code:
	Valid Type Codes: A1 = Paid sick A2 = Other
	A3 = Unpaid leave A5 = Paid vacation
	A6 = Approved professional (staff development) A7 = Sick bank
	L1 = Secondary paid sick
	L2 = Secondary other L3 = Secondary unpaid leave
	L6 = Secondary approved professional (staff development)
	N1 = Non-TRS credits T1 = TRS credits
En	ter=Edit, F3=Print All, F13=Create, F18=Delete
ENER	
	Action
-p	
5	Enter the leave type and reason codes in the <b>Leave type</b> and the <b>Leave reason</b> fields, or s
	the drop-down selection icon in within the Leave type field to locate the correct leave co
	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 Le
	reason fields to be populated.
	<b>reason</b> fields to be populated. The <b>Leave type</b> code must be one of the valid type codes listed on the screen.
	<b>reason</b> 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 $\mathbf{FI} \rightarrow \mathbf{FI} - \mathbf{N}$ Record) to browse to the next Leave type and reason code in the file.

	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE	_ 8 ×
	Maintain Leave Reason Codes	LVT0100
Lea	ave Type A1 Paid sick Leave Reason 02	
She	Desc <u>PERSONAL LEAVE</u> Memo 1 prt desc <u>PERSONAL</u> Memo 2	
	Leave Parameters	
	FMLA category? 🔿 Yes Show as personal leave 💿 Yes	
	⊙ No on pay check stub? ○ No	
	Sick bank contri- O Yes Maximum days to take O Yes, one maximum defined bek	DW 
		O ON FENSONNEL IEC
	Minimum DAYS needed to contribute to sick bank:	
	(Enter if 'Sick bank category' is Y)	
	Maximum DAYS allowed to take for plan year: <u>3.0000</u>	
	(Enter if 'Maximum days to take' is Y)	
ENTER		13.01.00
¥		10101100
F16 V		
	Action	
	Make the appropriate changes and select (Enter - Validate)	to validate the
	Select $F1 \rightarrow (F1 - Next Record)$ and $F2 \rightarrow (F2 - Previous Record)$	d) to scroll betw
	Leave type and reason code records.	,

🔲 РСС	G Dist=8991 Rel=13.01.	.00 03/06/20	013 PCW 001	C:\DEVSYS	C:\SECOND	W	HITE	_ 8 ×
			Maintain I	Leave Reas	on Codes			LVT0100
Leave	e Type A1 Paid sic	k	Lea	ave Reason	02			
<b>Ch h</b>	Desc <u>PERSONAL LE</u>	AVE	Memo	1				
SHOPE	UESC <u>PERSONAL</u>		neno	2				
			Lea	ve Paramet	ers			
	FMLA category?	O Yes	Show as p	ersonal le	ave 💿	res		
		⊙ No	on pag	y check st	ub? C I	No		
	Sick bank contri-	O Yes	Maximum da	ays to tak	e O Y	'es, one max	imum defined b	elow
	Dution category?	<sup>™</sup> No	for 10	eave reaso		res, employe No, no maxim	e maximum def um	ined on PERSUNNEL rec
	Minimum DAYS (E	needed t	o contributo Sick bank ca	e to sick ategory' i	bank: _ s Y)			
	Maximum	DAYS allo	wed to take	for plan	year: _	3.0000		
	(Ent	er 1 <del>1</del> Ma	ximum uays	ιυ ιακε Ι	5 Y)			
Recor	d validated succe	ssfully -	- F8 to Save					
NTER F				F9 / F10	Fii 🕨	F12 F13	FIS Q	13.01.00
-16 🔁 F	F17日) F18 市					Help		

Step	Action
8	Verify " <i>Record Validated Successfully</i> – $F8$ to Save." displays, and select <b>F8</b> – Save changes).

	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE	<u>_ 8 ×</u>
	Maintain Leave Reason Codes	LVT0100
Lea	ave Type A1 Paid sick Leave Reason 02	
	Desc PERSONAL LEAVE Memo 1	
Sh	ort desc <u>PERSONAL</u> Memo 2	
	Leave Parameters	
	FMLA category? O Yes Show as personal leave © Yes © No on pay check stub? O No	
	Sick bank contri- C Yes Maximum days to take © Yes, one maximum defined below bution category? © No for leave reason? C Yes, employee maximum defined or C No, no maximum	n PERSONNEL rec
	Minimum DAYS needed to contribute to sick bank: (Enter if 'Sick bank category' is Y)	
	Maximum DAYS allowed to take for plan year: <u>3.0000</u> (Enter if 'Maximum days to take' is Y)	
Re	cord Updated Successfully F16 to Return	13.01.00
F16		
	Action	
	Verify "Record Undated Successfully" displays and select FIF	F16 Evit) to
	the previous screen	$\mathbf{T} = \mathbf{L} \mathbf{M} \mathbf{M} \mathbf{M}$

=	PCG Dist=8991 Rel=12.02.00 09/21/2012 DOD 001 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Maintain Leave Reason Codes		LVT0100
	Enter the Leave Type Code you wish to maintain or	create:	
	Leave Type: <u>A1</u> ▼ Reason Code: <u>03</u>		
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staf A7 = Sick bank	Ff development)	
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professi	ional (staff devel	Lopment)
	N1 = Non-TRS credits T1 = TRS credits		
	ter=Edit, F3=Print All, F13=Create, F18=Delete	FIS PIS	12.03.00
ep	Action		
0	Select $\mathbf{F16} (\mathbf{F16} - \mathbf{Exit})$ to return to the <i>Leave Set</i> procedure starting at <i>Step 5</i> to edit another <b>Leave T</b>	<i>tup Menu</i> scree <b>ype</b> and R <b>easo</b>	n, or repeat this <b>n</b> code.

PCG Dist=8991 Rel=12.02.00 09/18/	2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Personnel System		PER03P1
FKey	Leave Setup Menu		
	a Tuna Codec		
2 Maintain Leave	e Reason Codes		
Maintain Payro	oll Class Code Leave Parameters		
4 Maintain Leave	e Advance Formulas		
laster <sup>User</sup> list			12.01.00

Step	Action
11	Select <b>FIG</b> - Exit) to return to the Enhanced Substitute Pay and Leave System
	Menu, or select (Master) to return to the Business Applications Master Menu.

### **B3.** Deleting a Leave Reason Code

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

PCG Dist=8991 Rel=15.02.00	07/13/2015 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
	Personnel System		PERMENU
FKey 	Master Menu		
<u> </u>	nel Update Menu		
4 Enhanc 5 Legacy 6 Person	ed Substitute Pay and Leave System Leave Menu nel Reports Menu		
11 Employ 12 Salary 13 Special	ee Contract File Export Projection Menu Functions Menu		
 _20 File Re	organization		
Master Userilist Vendez PAY VEND			15.02.00
Action			
ACTION			
Select 4 (F4 -	- Enhanced Substitute Pay and L	eave System Menu)	).

	PCG Dist=8991	Rel=12.02.00 09	/18/2012 DOD 002	C:\DEVSYS C	:\SECOND	WHITE	<u>_8×</u>
			Р	ersonnel Sys	stem		PER03P
	FKey		Enhanced Subs	titute Pay a	and Leave Sy	ystem	
	1	Leave Setu	p Menu				
	2	Leave Upda	ate Menu				
	3	Leave Repo	orts Menu				
	4	Leave nisu	ory menu				
	.    sat			1	1 1		12 01 00
Mas	ter Overlist	PAY VEND					
		MONITOR					
F16							
<u>F16</u>	Action						

🔲 PCG D	ist=8991 Rel=12.02.00	0 09/18/2012 DOD 002	C:\DEVSYS C:\SECOND	WHITE	
		I	Personnel System		PER03P1
	FKey 	I	Leave Setup Menu		
	1 Maintai	in Leave Type Codes			
	2 Maintai	in Leave Reason Cod	es .		
	Maintai	in Payroll Class Code in Leave Advance For	: Leave Parameters mulas		
			indido		
M					12 . 01 . 00
Master User	list Zh WordZh <b>PAY VENC</b>				12.01.00
Master User	List PARY HONNING				12.01.00
Master User	list PAY VENE B Words PAY VENE MONITOR				12.01.00

PCG Dist=8991 Rel=12.02.00 09/21/2012 DOD 001 C:\DEV5Y5 C:\SECOND WHITE	
Maintain Leave Reason Codes	LVT0100
Enter the Leave Type Code you wish to maintain or create: Leave Type: Reason Code: Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank L1 = Secondary paid sick L2 = Secondary other	
L2 - Secondary unpaid leave L3 = Secondary paid vacation L5 = Secondary paid vacation L6 = Secondary approved professional (staff developm N1 = Non-TRS credits	ent)
ter=Edit, F3=Print All, F13=Create, F18=Delete rt→ r2 r2 r3 a r4 a r5	12.03.00
Enter the leave type and reason codes in the <b>Leave type</b> and the <b>Leave</b> the drop-down selection icon icon within the <b>Leave type</b> field to locate	e <b>reason</b> fields, of the correct leave
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 Lear reason fields to be populated.	ve type and the
The Leave type code must be one of the valid type codes listed on the	screen.
 Salaat 518 (E19 Dalata Bagard)	

	PCG Dist=8991 Rel=13.01.0	0 03/06/2013 PCW 001	C:\DEVSYS C:\SEC	OND WHITE	_ & ×
		Maintain	ı Leave Reason C	odes	LVT0100
Lea	ave Type A1 Paid sick	L	eave Reason 10		
		LEQUE Mor	vo. 1		
Sh	ort desc SICK LEAVE	Мел	10 2		
		Le	ave Parameters		
	FMLA category?	●Yes Showas ●No on p	personal leave ay check stub?	● Yes ● No	
	Sick bank contri- bution category?	● Yes Maximum ● No for	days to take leave reason?	<ul> <li>Yes, one maximum defined below</li> <li>Yes, employee maximum defined</li> <li>No, no maximum</li> </ul>	v on PERSONNEL rec
	Minimum DAYS (En	needed to contribu ter if 'Sick bank	ite to sick bank category' is Y)	:	
	Maximum D (Ente	AYS allowed to tak r if 'Maximum daus	e for plan year to take' is Y)	:	
	(Litte	i ii haninan aays			
(F1)	8 to delete Record				
ENTER			E F9 / F10 Y F11		13.01.00
F16				Heip	
	Action				
	ACTION				
	Verify that 'F18	to delete Reco	ord' displays.	and select FIS TO (F1	8 – Confirm D
	delete the record		uispiujs,		
		-			

🔲 PCG	5 Dist=8991 Rel=13.01.0	0 03/06/201	13 PCW 001 C:\DEVSYS C:\SE	COND WHITE	_ & ×
			Maintain Leave Reason	Codes	LVT0100
Leave	Type A1 Paid sick		Leave Reason 10		
Short	Desc REGULAR SICK desc SICK LEAVE	LEAVE	Memo 1 Memo 2		
			Leave Parameters		
	FMLA category?	• Yes	Show as personal leave	• Yes	
		∞ No	on pay check stub?	∞ No	
	Sick bank contri- bution categoru?	Yes	Maximum days to take for leave reason?	<ul> <li>Yes, one maximum defined b</li> <li>Yes, employee maximum defined b</li> </ul>	elow ined on PERSONNEL rec
	, , , , , , , , , , , , , , , , , , ,			No, no maximum	
	Minimum DAYS	needed to	contribute to sick ban	k:	
	(En	ter 1f 'S	ick bank category' is Y	)	
	Maximum D	AYS allow	ed to take for plan year	r:	
	(Liitt	1 11 1147	India duys to take 15 T	,	
Recor	d Deleted F16 t	o Return			13.01.00
		F5	F7 F8 F8 F9 / F10 F	Help	10101100
F16 V F	17 🖃 🕈 F18 📖			note	
I	Action				
V	Verify "Record	Deleted	l" displays, and sele	ct 🗾 ( <b>F16</b> – Exi	it) to return to the
s	creen.				
	PCG Dist=8991 Rel=12.03.00 10/04/2012 DOD 002 C:\DEV5Y5 C:\SECOND WHITE	_ 8 ×			
-------	---	----------			
	Maintain Leave Reason Codes	LVT0100			
	Enter the Leave Type Code you wish to maintain or create:				
	Leave Type: A1 V				
	Reason code: <u>10</u>				
	Valid Type Codes: A1 = Paid sick A2 = Other				
	A3 = Unpaid leave				
	AS = Paid vacation A6 = Approved professional (staff development)				
	A7 = Sick bank				
	L1 = Secondary paid sick				
	L2 = Secondary other L3 = Secondary unpaid leave				
	L5 = Secondary paid vacation				
	rn - serningen abhranen hraneszionat (scalt neverabmen	.,			
	N1 = Non-TRS credits T1 = TRS credits				
En	ter=Edit. F3=Print All. F13=Create. F18=Delete				
ENTER		12.03.00			
F16	■ FI2 ∰ FI8 ∰ Help				
4					
tep	Action				
9	Select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the <i>Leave Setup Menu</i> screen.				
-					

				Pe	rsonnel	System			PEROS
	EKou			1.0		un Menu			
				LC	ave sec	up nenu			
	1	Maintai	n Leave Type	Codes					
	2	Maintai	n Leave Reas	on Codes	5				
	3	Maintai	n Payroll Clas	s Code L	.eave Pai	ameters			
	4	Maiitai		IICE FUIII	luias				
Master	<sup>User</sup> list								12.0
F16	(1°5) V•*5	MONITOR MONITOR							

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

# **B4.** Printing the Leave Type Code and Reason Code Report

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

	PCG Dist=8991	Rel=15.02.0	00 07/13/20	15 PCW 002	SV C:\D	EVSYS C:	SECON	D	WHIT	E		- • ×
					Persor	nnel Sys	tem					PERMENU
	FKey	ĥ			Mast	er Menu						
	_1	- Perse	onnel Upda	ite Menu								
	4 5 6	□Enha □Lega □Perso	nced Subs cy Leave N onnel Repo	titute Pay a Aenu orts Menu	und Leav	re Systen	ı					
	11 12 13	□ Empl □ Salar □ Spec	oyee Conti y Projectic ial Functio	ract File Ex on Menu ns Menu	port							
	20	File F	leorganiza	tion								
Mast	w Usen; [							1			1	15.02.00
F16	≈i ust ■ ∰® Word	PAY VE	NDR									
	Action											
	Select	<b>4</b> ( <b>F</b> 4	– Enh	anced S	ubstit	ute Pa	v and	l Lea	ve Svs	stem N	Aenu).	

	PCG Dist=8991 Rel=12.02.00 09/1	8/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
		Personnel System		PER 03P
	FKey 	Enhanced Substitute Pay and Lea	ve System	
	1 Leave Setup	Menu		
	2 Leave Update	e Menu		
	<u> </u>	ts Menu		
		y menu		
				40 04 00
<u>M:</u>				12.01.00
F16				
	Action			

🔲 PCG Di	ist=8991 Rel=12.02.00	0 09/18/2012 DOD 002	C:\DEVSYS C:\SECOND	WHITE	
		I	Personnel System		PER03P1
	FKey 	I	_eave Setup Menu		
	1 Maintai	n Leave Type Codes			
	2 Maintai	n Leave Reason Cod	es .		
	Maintai	n Payroll Class Code n Leave Advance For	Leave Parameters mulas		
			manas		
M    ser.					12.01.00
Master UserL	ist				12.01.00
Master UserL	ist PAY VEND				12.01.00
Master User Fre User	ist PAY MENDING MONITOR				12.01.00

1	PCG Dist=8991 Rel=12.03.00 10/04/2012 DOD 002 C:\DEV5Y5 C:\SECOND WHITE	_ 8 ×
	Maintain Leave Reason Codes L	VT0100
	Enter the Leave Type Code you wish to maintain or create:	
	Leave Type: Reason Code:	
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank	
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff development)	
	N1 = Non-TRS credits T1 = TRS credits	
F	Enter=Edit, F3=Print All, F13=Create, F18=Delete <sup>11</sup> ♥ p:	2.03.00
tep	Action	
5	Select $\mathbf{F3} \bigoplus$ (F3 – Print Lv Type/Reason Rpt) to print the <i>Leave Type/Re</i>	eason Rep

	PCG Dist=8991 Rel=12.03.00 10/04/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>
	Maintain Leave Reason Codes	LVT0100
	Enter the Leave Type Code you wish to maintain or create:	
	Leave Type:▼ Reason Code:	
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank	
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff developm	ent)
	N1 = Non-TRS credits T1 = TRS credits	
FIE	Ie Printed tor=Edit, F3=Print All, F13=Create, F18=Delete ✓ ri → r2 ← r3 ⊕ rufi r5 ↓ ro ↓ ru ↓ ru ↓ ru ↓ ru ↓ ru ↓ ru ↓ rufi ↓ rufi	12.03.00
ep	Action	
6	Verify <i>"File Printed"</i> displays, and select <b>FIG</b> ( <b>F16</b> – Exit) to retuin <i>Menu</i> screen.	urn to the Lea

🔲 PCG Dist=8991 Rel=12.02.00 09	/18/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE	_ & ×
	Personnel System	PER03P1
FKey	Leave Setup Menu	
1 Maintain L 2 Maintain L 3 Maintain P 4 Maintain L	eave Type Codes eave Reason Codes ayroll Class Code Leave Parameters eave Advance Formulas	
Master <sup>User</sup> list		12.01.00

Step	Action
7	Select <b>F16</b> ( <b>F16</b> - Exit) to return to the <i>Enhanced Substitute Pay and Leave System</i> <i>Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .
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 <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.

PROGRAM: LVT0100	13:42:28	LEAVE TYPE AND R	EASON COE	ES			PAGE 1	
YPE	LEAVE TYPE DESCR	IPTION	MON	YEAR	ROLL DT	MAX DAYS	MIN DAYS	DAYS INC
Al Paid sick	SICK LEAVE SICK LEAVE		07	2013			.2500	.2500
	Accrual Params:	Carryover unused days Advance formula: Cont: Advance schedule: MontJ	ract mont hly	hs	Do not add	unused days t	o sick	
	Leave Params:	Default leave input: Default l	аЛа		How much to Do not allo	o take: Check ow negative ba	leave balan lance	ce
Reason code 01	SICK LEAVE SICK LEAVE							
	Leave Params:				How much to	o take: Not ap	plicable	
Reason code 02	PERSONAL LEAVE PERSONAL					3.0000		
	Leave Params:	Show as personal on ch	eck		How much to	take: Check	max to take	

### **B4.1** Sample Leave Type and Reason Codes Report

# **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 <u>absent</u> 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'.

	PCG Dist	=8991 Re	l=13.01.00	03/06/	/2013 PCW (	001 C	:\DE¥S	YS C:\\	SECOND		w	HITE		_ 8 ×	
			М	aintai	in Payrol	l Clas	s Cod	e Lea	ve Pa	ramet	ers			LVT 02 00	
Р	ayroll C	lass Co	de: 05	TEACHE	RS										
	<	Substi Substi Hourly	tute obj tute pro or dail	ect co cess t y rate	ode <u>113</u> type j	00 D Reg D (H=	Dail hourl	y w∕ y, D=	Pensi daily	on an )	d Tax P	es	≻←	The general ledge code is 11300 for substitute. The g data process type	r object the ross is 'D'.
										Rate	Ty	pé			
The nav rate for		Sabsti	tute ran	<u>k 1 -</u>	Regular	d			6	0.000		25 5	Substitut	te Pay	
substitute rank 2 is	7	Substi	tute ran tute ran	к 2 - к 3 -	School E	u Dod				0.000		<u> 25</u> 3	SUDSCILU	Le Pay	
\$70 00 which is a		Substi	tute ran	к 4 –	Bus				- 4	0.000		25 9	Substitut	te Pay	
daily rate.		Substi	tute ran	k 5 -	Long-Ter	m			7	5.000		<u>25</u> \$	Substitut	te Pay	
		Select	at leas ₩ A1 S ₩ A2 O ₩ A3 U □ A5 U ₩ A6 P	t one ICK LE THER L NPAID ACATIC ROFESS	leave ty EAVE EAVE LEAVE JN SIONAL	pe for	the	class	code	:					
ENT			6 F4	FS	F6 A	F8 🔒	F9	F10	FII 🕨	F12	EREATIE F1B		FIS Q	12.03.00	
F16	F17 =>	F18 📅								Help					

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:

CG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE
Status Active Update/Display Gross Data PAY 07 Absent employee
EmpNo 88594 CO7ONADO, MA7HTA Class 5 TEACHERS payroll class code
SSN 999-08-8594 Loc 202 Location 000202 Job cu 165 TEACHERS
Cert level T5 State yrs 27 Pay step L6 Local yrs 3 Salary sched
work sched 1D Hrs/Day <u>8.000</u> Days/Week <u>9</u> Hrs/Week <u>49.00</u> 13/14 pay ind
Him work days $\underline{-0}$ bays worked YID $\underline{0.00}$ ints per $\underline{-0.00}$ bays docked YID $\underline{0.00}$ ints per $\underline{-0.00}$
Proc Pau Pau Rate Daus/Hrs Daus/Hrs Regular Overtime GHT & Pau Pau for
Type Type Hrly/Daly Regular Overtime Gross Gross Dist Reas Period End
81. <u>S</u> <u>8618</u> <u>963.75</u>
<u>02. S</u> <u>0010</u> <u>963.75</u>
<u>03. <u>\$</u><u>0010</u> <u>2409.38</u></u>
100 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Yr Fnd F Prom Fnct Object Fetu 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 substitute
ACCT 03 13 100 _ 2041 1000 11000 202 1 2409.38 Y distribution
ACCT 04 13 100 2041 1000 101 1 481.87 Y
HCCI 95 13 199 2043 1000 11000 202 1 83.33
4000.00
TRS & ERS Pens Gross Adj Total gross 4800.63
Amt/% Contract amt <u>59825.00</u> Cycle gross <u>4902.08</u> Cycle <u>1</u> Cal Yr
Pay sch. # 12 State salary <u>57825.00</u> Local salary <u>200.00</u> Other <u>1000.00</u>
Pens code 2 TRS Pens elig date Amt/%0600 Contmo 10
Pens switch Y IRS service ind 1 PY contmo 10
FICA Gar

Screen 2 – Absent Employee's Gross Data Screen

Georgia Department of Education September 20, 2023 • 3:23 PM • Page 80 of 141 All Rights Reserved. The *Update/Display Personnel Data* screen displays the substitute employee's **Substitute Rank** field as shown in *Screen 3* below:

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DE	/SYS C:\SECOND W	/HITE _ 🖪 🗙
Display/Update Per	sonnel Data	PAY02
Status <u>A</u> Active AD4IR, CE4ESTA		
Emp. no. 89957 Pay Loc <u>6211</u> Location 00	6211 Class <u>9</u>	SUBSTITUTE TEACHER
Sex Code F Work Loc 6211 Location 00	6211 Job <u>109</u>	SUB-TEACHERS
Mar Stat <u>S</u> SSN <u>999</u> <u>08 9957</u>	EEO-5 Job <u>NO2</u>	Substitute
	EEO-5 Ethnic <u>2</u>	WHITE
NAME First CE4ESTA Middle		
Last <u>AD4IR</u> Suffix P	refix	Hispanic/Latino Ethnicity? ○ Yes⊙ No
Address 1043 MAIN STREET Cer	tificate Type	Race (Select all that apply)
Address L2 CS1	Job (from CPI) 999	○ Yes○ No Am Indian Alaskan
Citu/State SMITH . GA Inc	Lude on CPI ? N	○ Yes⊙ No Black
Zip Code 33333 County 160 Sic	<u> Bank ? N</u>	⊙ Yes⊖ No White
Phone (999)555-0043 Out of State Sub	stitute rank 2	○ Yes⊙ No Asian
Cell phone ( Occo	'ride accrue?	○ Yes⊙ No Hawaiian Pacific
Substitute ranking Adj	Lv Eliq Date	
	Reason Max	
Hou	rs Per Day	
Spouse SSN		
Birth Date <u>6/01/1980</u> Pens Elig Date	TRS DOE Pa	id ERCON ? _
Hire Date <u>8/01/2012</u> GHI Eligible ? <u>N</u>	Participat	e in GHI ? <mark>N</mark>
Rehire Date GHI 1ST Day Wrk	GHI Option	NC WAIVED
Background Ck GHI Eff Date	GHI Tier	00 NO COVERAGE
Term Date GHI Change Date	GHI Ded Cd	_
Term Reason GHI Change Code <u>NEM</u>	p	
New	Employee hire	
***** TAX DATA **	***	
Federal: Mar Stat <u>S</u> Exempt <u>0</u>	Withholding Code	0 Amt/% <u>.00</u>
State: Mar Stat <u>A</u> Allowance Mar <u>0</u> Dep <u>0</u>	Withholding Code	0 Amt/% <u>.00</u>
Tax Switches: Fed Y State Y FICA Y Retir	e <mark>y</mark> AEIC _	
		,,
	5 F10 F11 F11 F12 🗐	F/E Q 13.01.00
FIS FIS FIS TO PER Ded Grs W/	l Ly Ytd <mark>Help</mark> Adj	FICA Gar

Screen 3 – Substitute Employee's Personnel Data Screen

*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*.

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND       WHITE         Input Employee Leave and Substitute Pay	X LVI0100
Enter the leave data you wish to maintain or create:	
Absent employee no.: <u>88594</u> - or - If no absent employee, check he CO7ONADO, MA7HTA	ere: 🗆
Starting leave date: <u>4/01/2013</u> Leave type: <u>A1</u> SICK LEAVE Leave reason: <u>01</u> SICK LEAVE Days absent: 2.5000 - or - Hours absent:	The total time for the absent employee will be the default time paid to the substitute.
Substitute employee no.: <u>89957</u> - or - If no substitute, check here: AD4IR, CE4ESTA	
In order to refund leave taken, enter negative days or hours.	
	13.01.00

Screen 4 – Input Employee Leave and Substitute Pay Screen 1



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 <u>absent</u> 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 <u>absent</u> 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 <u>absent</u> 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 <u>absent</u> 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.

The **Days/Hrs Regular** (Days/Hours Regular) field for the substitute employee is defaulted based upon the <u>absent</u> 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 <u>absent</u> 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 <u>Personnel System Operations Guide</u>, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 2: Leave Payroll Processing for more information about entering leave data into the system.

### C1. Adding Payroll Class Code Leave Parameters

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

	PCG Dist=8991	Rel=15.02.00	07/13/2015 PC	W 002 SV C	DEVSYS C:	SECOND		WHITE	-	- • ×
				Pers	onnel Sys	tem				PERMENU
	FKey			Ма	ster Menu					
	1	Person	nel Update Me	nu						
	4 5 6	Enhanc Legacy Person	ed Substitute I Leave Menu nel Reports Me	<sup>p</sup> ay and Le: :nu	ave Systen	I				
	11 12 13	Employ Salary Special	ee Contract Fil Projection Men Functions Me	e Export u nu						
	20	File Re	organization							
	1									15 82 88
Mast F16	er Oserlist DUS VordS									15.02.00
	Action									
		_								
	Select	<b></b> ( <b>F</b> 4 -	- Enhance	d Subst	itute Pa	y and	Leave	Syste	m Menu	).

	PCG Dist=8991	Rel=12.02.00 09/	/18/2012 DOD 002	C:\DEVSYS (	:\SECOND	WHITE	<u>_ 8 ×</u>
			P	ersonnel Sys	stem		PER03P
	FKey 		Enhanced Subs	titute Pay a	and Leave Sy	ystem	
	1	Leave Setur	p Menu				
	2	Leave Upda	ite Menu				
	3	Leave Repo	orts Menu				
	4	Leave histo	пумени				
	.     sat				1 1		1 12 01 00
M as	ster <sup>vser</sup> list 🗂 Nuezz Wordzz	PAY VEND					12.01.00
	<u>~ n¤ @ </u>	MONITOR					
F16							
<u>F16</u>	Action						

E PCG Dist=8991 Rel=12.02.00	09/18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 × </u>
	Personnel System		PERØ3P1
FKey 	Leave Setup Menu		
<u>1</u> Maintain	Leave Type Codes		
2 Maintain	Leave Reason Codes		
4 Maintain	Payroli Class Code Leave Parameters Leave Advance Formulas		
Mandau Useri.			12.01.00
tep Action			
4 Select <u>3</u> (F3 –	Maintain Payroll Class Code Lea	ve Parameters).	

	PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSYS C:\SECOND WHITE	
	Maintain Payroll Class Code Leave Parameters	LVT 02 0 0
	Enter the payroll class code you wish to maintain or create:	
	Payroll Class Code:	
<b>F</b> -4		
		12.03.00
F16		
	Acuon	
	Enter the payroll class code in the Payroll Class Code field, or select	the drop-down
		prrect class code
	selection icon S within the <b>Payroll Class Code</b> field to locate the co	Silver clubb cour
	selection icon M within the <b>Payroll Class Code</b> field to locate the construction class codes defined as substitutes ( <b>Type 'S'</b> ) or as third party	contractor ( <b>Tvn</b>
	selection icon Swithin the <b>Payroll Class Code</b> field to locate the co Payroll class codes defined as substitutes ( <b>Type</b> 'S') or as third party on the <i>Payroll Description File</i> , are not allowed.	contractor ( <b>Typ</b>
	selection icon S within the <b>Payroll Class Code</b> field to locate the co Payroll class codes defined as substitutes ( <b>Type 'S'</b> ) or as third party on the <i>Payroll Description File</i> , are not allowed.	contractor ( <b>Typ</b>

The following screen displays:

Step 7

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEV5Y5 C:	SECOND WHITE	_ & ×
Maintain Payroll Class Code Lea	ave Parameters	LVT 02 00
ayroll Class Code: 25 Teachers		
Substitute object code Substitute process type		
Hourly or daily rates? _ (H=hourly, D:	=daily)	
	Pay Rate Type	
Substitute rank 1 - Regular Substitute rank 2 - Certified		
Substitute rank 3 - School Food		
Substitute rank 5 - Long-Term		
Select at least one leave type for the clas:	s code:	
A1 SICK LEAVE		
A3 UNPAID LEAVE		
A6 PROFESSIONAL		
		12.03.00
	FIT FIZ FIZ FIZ FIZ FIZ	
Action		
Enter a valid general ledger account object	code in the Substitute ob	ject code field
field defines the general ledger account Ob	ject Code for the substitut	e employee's g
pay in the Input Employee Leave and Subs	<i>titute Pay</i> module, based u	pon the absent
employee's payroll class code. Enter the a	ppropriate substitute's obi	ect code found
Account Master Description File	PP-op-ince substitute 5 00j	
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 '113nn' or '114nn'.

Step	Action						
8	For <b>Substitute Proc Type</b> : Enter the processing line type or select the drop-down selection icon in the <b>Substitute Proc Type</b> (Substitute Processing Type) field to identify the processing type. This field defines the <b>Proc Type</b> (Process Type) for the <u>substitute</u> employee's gross pay in the <i>Input Employee Leave and Substitute Pay</i> module, based upon the <u>absent</u> employee's payroll class code.						
	Valid values: <u>Regular Gross Types:</u>						
	$\mathbf{D}$ – Regular daily with pension and taxes $\mathbf{H}$ – 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 <b>Proc Type</b> (Process Type) field for the substitute employee is defaulted based upon the <b>Substitute process type</b> field defined for the <u>absent</u> employee's payroll class code setup on the <i>Maintain Payroll Class Code Leave Parameters</i> screen, shown above.						
9	For <b>Hourly or daily rates?</b> : This field indicates whether the <b>Rates</b> defined in <i>Step 10</i> 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: $\mathbf{D}$ – Daily rates $\mathbf{H}$ – Hourly rates						
	Complete Steps 10 and 11 for each Substitute Rank Code						
10	<b>For Days/Hours entries:</b> Enter the hourly or daily rate of pay in the <b>Rate</b> field for the corresponding <b>Substitute Rank</b> . This field defines the <b>Rate</b> for the <u>substitute</u> employee's gross pay in the <i>Input Employee Leave and Substitute Pay</i> module, based upon the <u>absent</u> employee's payroll class code and the <u>substitute</u> employee's <b>Substitute Rank</b> .						
	The <b>Rate</b> field for the substitute employee is defaulted based upon the <u>absent</u> employee's payroll class code setup on the <i>Maintain Payroll Class Code Leave Parameters</i> screen, shown above. Within the payroll class code setup, the correct pay rate is defaulted based upon the <b>Substitute Rank</b> field defined for the <u>substitute</u> employee on their <i>Update/Display Personnel Data</i> screen.						

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 <b>Pay Type</b> field to define the pay type for the corresponding <b>Substitute Rank</b> . This field defines the <b>Pay Type</b> for the <u>substitute</u> employee's gross pay in the <i>Input Employee Leave and Substitute Pay</i> module, based upon the <u>absent</u> employee's payroll class code and the <u>substitute</u> employee's <b>Substitute Rank</b> .
	In the <i>Input Employee Leave and Substitute Pay</i> module, the <b>Pay Type</b> field for the substitute employee is defaulted based upon the <u>absent</u> employee's payroll class code parameters defined on the <i>Maintain Payroll Class Code Leave Parameters</i> screen, shown above. Within the payroll class code setup, the correct <b>Pay Type</b> is defaulted based upon the <b>Substitute Rank</b> field defined for the substitute employee on their <i>Update/Display Personnel Data</i> screen.
	The new detailed check stub contains a new section of data entitled <i>Current Hours and Earnings</i> . The current earnings will print based upon the <b>Pay Type</b> entered for the gross data line. The <i>Current Hours and Earnings</i> 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 <b>Pay Type</b> before utilizing the new detailed pay check statement. All gross data lines with the same <b>Pay Type</b> and <b>Pay Rate</b> will be summarized (and accumulated) on ONE earning line on the check stub.
	The pay types are user-defined. Detailed instructions for setting up <b>Pay Type</b> codes are in the <u>Payroll System Operations Guide</u> , Section F. – Description/Deduction/Annuity File Processing.
	NOTE: The names <i>Pay Type</i> and <i>Compensation Type</i> are used interchangeably. The codes used to define <b>Pay Type</b> on the <i>Update/Display Gross Data</i> screen are called <b>Compensation Type</b> (code 'P') on the <i>Maintain Description Records</i> screen. The <b>Pay Type</b> table is defined in the <i>Description File</i> 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.

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 <u>not</u> allowed to take vacation time off (Leave Type A5), then the check box to the left of A5 should <u>not</u> 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.
	<ul> <li>To select a leave type: Verify ☑ displays in the check box to the left of the leave type.</li> <li>To deselect a leave type: Verify that a ☑ does <u>NOT</u> appear in the check box to the left of the leave type (□).</li> <li>At least one leave type must be selected for each payroll class code.</li> </ul>
14	Select <b>ENTER</b> (Enter - validate) to validate the record.

E PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSYS C:\SECOND	WHITE		<u>_ 8 ×</u>
Maintain Payroll Class Code Leave Parameter	'S		LVT 02 00
Payroll Class Code: 25 Teachers Substitute object code <u>11300</u> Substitute process tupe D Reg Daily w/Pension and	Taxes		
Hourly or daily rates?       D       (H=hourly, D=daily)         Rate       69.000         Substitute rank 1 - Regular       69.000         Substitute rank 2 - Certified       70.000         Substitute rank 3 - School Food       49.000         Substitute rank 4 - Bus       49.000	Pay Type 	ubstitute Pay ubstitute Pay ubstitute Pay	
Substitute Pank 5 - Long-Term	<u>_25</u> Si	ubstitute Pay	
Record Validated Successfully F8 to Save			40, 80, 88
		FIS C	12.03.00

Step	Action
15	Verify " <i>Record Validated Successfully</i> – <i>F8 to Save</i> ." displays, and select $\mathbf{F8} = \mathbf{F8} = \mathbf{F8} - \mathbf{Save}$ (F8 – Save changes).

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSYS C:\SECOND WHITE	_ & ×
Maintain Payroll Class Code Leave Parameters	LVT 02 0 0
Enter the payroll class code you wish to maintain or create:	
Payroll Class Code: <u>25</u> ▼ Teachers	
Record Addad Successfully	
necola nadea successfully	
Enter-Edit, F3=Priot Alt, F13=Create, F18=Delete	40 00 00
Enter Edit, E3=Print AI, F13=Create, F18=Delete	12.03.00
Entri-Sdit, F3=Print AT, F13=Create, F18=Delete ™ ♥ r:→ r2   r3   r3   r5   r5   r5   r5   r5   r5	12.03.00
Entri-Edit, E3=Print AIT, F13=Create, F18=Delete	12.03.00
Entri-Fait, F3=Print AT, F13=Create, F18=Delete N™ r:→	12.03.00
Enter-Edit, F3=Perat-Att, F13=Create, F18=Delete         Image: Property from the property of the property from the property of the p	12.03.00 6 – Exit) to ref

PCG Dist=8991 Rel=12.02.00 0 <sup>-</sup>	9/18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	_ 8
	Personnel System		PERØ3P1
FKey	Leave Setup Menu		
	<b>T</b> 0 I		
2 Maintain L	eave Type Codes eave Beacon Codec		
3 Maintain F	avroll Class Code Leave Parameters		
4 Maintain L	eave Advance Formulas		
м., Пере			12 81 88
Master set list			12.01.00

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

# **C2.** Modifying Payroll Class Code Leave Parameters

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

	PCG Dist=8991	Rel=15.02.00	07/13/2015 F	CW 002 SV	C:\DEVSYS	C:\SECO	ND	WHIT	E		- • ×
				Pe	rsonnel	System					PERMENU
	FKey				Master M	enu					
	1	Person	nel Update M	lenu							
	4 5 6	Enhanc Legacy Person	ed Substitute Leave Menu nel Reports I	e Pay and I I Menu	Leave Sys	tem					
	11 12 13	Employ Salary Special	vee Contract   Projection M   Functions M	File Export enu lenu							
	20	File Re	organization								
Mas	ter User <sub>iit</sub>		1 1							1	15.02.00
F16	⊨ @ <b>3</b> ∛~3	PAY VEND									
	Action										

	PCG Dist=8991	Rel=12.02.00 09/	/18/2012 DOD 002	C:\DEVSYS (	:\SECOND	WHITE	<u>_ 8 ×</u>
			P	ersonnel Sys	stem		PER03P
	FKey 		Enhanced Subs	titute Pay a	and Leave Sy	ystem	
	1	Leave Setur	p Menu				
	2	Leave Upda	ite Menu				
	3	Leave Repo	orts Menu				
	4	Leave histo	пумени				
	.     sat				1 1		1 12 01 00
M as	ster <sup>vser</sup> list 🗂 Nuezz Wordzz	PAY VEND					12.01.00
	<u>~ n¤ @ </u>	MONITOR					
F16							
<u>F16</u>	Action						

E PCG Dist=8991 Rel=12.02.00	09/18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 × </u>
	Personnel System		PERØ3P1
FKey 	Leave Setup Menu		
<u>1</u> Maintain	Leave Type Codes		
2 Maintain	Leave Reason Codes		
4 Maintain	Payroli Class Code Leave Parameters Leave Advance Formulas		
Manday User,			12.01.00
tep Action			
4 Select <u>3</u> (F3 –	Maintain Payroll Class Code Lea	ve Parameters).	

	PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSYS C:\SECOND WHITE	_ & ×
	Maintain Payroll Class Code Leave Parameters	LVT 02 0 0
	Payroll Class Code:	
-	Enter=Edit, F3=Print All, F13=Create, F18=Delete         Image: price pric	12.03.00
Step	Action	
5	Enter the payroll class code in the <b>Payroll Class Code</b> field, or selection icon icon within the <b>Payroll Class Code</b> field to locate the c	t the drop-down orrect class code.
	Payroll class codes defined as substitutes ( <b>Type</b> ' <b>S</b> ') or as third party on the <i>Payroll Description File</i> , are not allowed.	contractor (Type '3
	If the Payroll Class Code is unknown, select $FI \rightarrow (FI - Next Reconnext Payroll Class Code in the file.$	rd) to browse to the
6	Select Enter – Edit Record).	

	PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSY5 C:\SECOND WHITE
	Maintain Payroll Class Code Leave Parameters LVT0200
Pa	yroll Class Code: 25 Teachers
	Substitute object code <u>11300</u> Substitute process type <u>D</u> Reg Daily w/Pension and Taxes
	Hourly or daily rates? D (H=hourly, D=daily) Pay Rate Type
	Substitute rank 1 - Regular <u>60.000</u> <u>25</u> Substitute Pay Substitute rank 2 - Certified <u>70.000</u> <u>25</u> Substitute Pay
	Substitute rank 3 - School Food
	Substitute rank 5 - Long-Term 75.000 25 Substitute Pay
	Select at least one leave type for the class code: ✓ A1 SICK LEAVE ✓ A2 OTHER LEAVE ✓ A3 UNPAID LEAVE A5 VACATION ✓ A6 PROFESSIONAL
ENTER	
F16	
)	Action
	Make the appropriate changes and select <b>Enter</b> - Validate) to validate the re-

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSYS C:\SECOND WHITE	
Maintain Payroll Class Code Leave Parameters	LVT 02 00
Payroll Class Code: 25 Teachers	
Substitute object code <u>11300</u> Substitute process type <u>D</u> Reg Daily w/Pension and Taxes	
Hourly or daily rates? <u>D</u> (H=hourly, D=daily) Pau	
Rate Type	
Substitute rank 1 - Regular <u>60.000</u> <u>25</u> Subst Substitute rank 2 - Certified 70.000 <u>25</u> Subst	itute Pay itute Pau
Substitute rank 3 - School Food	itute ruy
Substitute rank 4 - Bus <u>40.000</u> <u>25</u> Subst	itute Pay ituto Pau
	itute l'ay
Select at least one leave type for the class code: A1 SICK LEAVE A2 OTHER LEAVE A3 UNPATD LEAVE A5 VACATION A6 PROFESSIONAL	
Record Halidated Successfully E8 to Saue	
	12.03.00

Step	Action
8	Verify " <i>Record Validated Successfully</i> – $F8$ to Save." displays, and select <b>F8</b> – Save changes).

	PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEV5Y5 C:\SECOND WHITE
	Maintain Payroll Class Code Leave Parameters LVT0200
Pay	roll Class Code: 25 Teachers
	Substitute process type D Reg Daily w/Pension and Taxes
	Hourly or daily rates? D (H=hourly, D=daily) Pay Rate Tupe
	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       Substitute rank 5 - Long Term       Substitute rank 5 - Long Term
Rec	<ul> <li>A1 SICK LEAVE</li> <li>A2 OTHER LEAVE</li> <li>A3 UNPAID LEAVE</li> <li>A5 VACATION</li> <li>A6 PROFESSIONAL</li> </ul>
F16	
	Action

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSY5 C:\SECOND WHITE	_ & ×
Maintain Payroll Class Code Leave Parameters	LVT 02 0 0
Enter the payroll class code you wish to maintain or create:	
Douwell Close Code, OF all Teopheur	
rayroll class code: 25 Teachers	
Enter=Edit, E3=Print All, E13=Create, E18=Delete	
	12.03.00
FIG FIZ B	
Action	
Select <b>FIG</b> ( <b>F16</b> – Exit) to return to the <i>Leave Setup Menu</i> screen.	or repeat this
procedure starting at Step 5 to edit another Payroll Class Code	I
procedure starting at step 5 to cut another <b>Layton Class Coue</b> .	

owing screen displays:			
📁 PCG Dist=8991 Rel=12.02.00 09/18/3	2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	_ 8 )
	Personnel System		PER03P1
FKey	Leave Setup Menu		
Maintain Leave	Type Codes		
2 Maintain Leave	Reason Codes I Class Code Leave Parameters		
4 Maintain Leave	Advance Formulas		
Mactor User,			12.01.00

Step	Action
11	Select <b>FIG</b> - Exit) to return to the Enhanced Substitute Pay and Leave System
	Menu, or select (Master) to return to the Business Applications Master Menu.

## C3. Deleting Payroll Class Code Leave Parameters

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

Personnel System     PERMENU       FKey     Master Menu       1     Personnel Update Menu       4     Enhanced Substitute Pay and Leave System       5     Legacy Leave Menu       6     Personnel Reports Menu       11     Employee Contract File Export       12     Salary Projection Menu       13     Special Functions Menu       20     File Reorganization	Personnel System     PERMENU       FKey     Master Menu       1     Personnel Update Menu       4     Enhanced Substitute Pay and Leave System       5     Legacy Leave Menu       6     Personnel Reports Menu       11     Employee Contract File Export       12     Salary Projection Menu       13     Special Functions Menu       20     File Reorganization         Item     Item       15.02.00	D PC	CG Dist=8991	Rel=15.02.0	0 07/13/20:	15 PCW 002	SV C:\D	EVSYS C:\	SECONE	)	WHIT	TE		- • ×
FKey     Master Menu       1     Personnel Update Menu       4     Enhanced Substitute Pay and Leave System       5     Legacy Leave Menu       6     Personnel Reports Menu       11     Employee Contract File Export       12     Salary Projection Menu       13     Special Functions Menu       20     File Reorganization	Fkey       Master Menu         1       Personnel Update Menu         4       Enhanced Substitute Pay and Leave System         5       Legacy Leave Menu         6       Personnel Reports Menu         11       Employee Contract File Export         12       Salary Projection Menu         13       Special Functions Menu         20       File Reorganization         Interview       Interview         15.02.00						Person	nel Syst	tem					PERMENU
Master       User       User       15.82.89	1 Personnel Update Menu 4 Enhanced Substitute Pay and Leave System 5 Legacy Leave Menu 6 Personnel Reports Menu 11 Employee Contract File Export 2 Salary Projection Menu 3 Special Functions Menu 20 File Reorganization 15.02.00 Action		FKey				Mast	er Menu						
<ul> <li>4 Enhanced Substitute Pay and Leave System</li> <li>5 Legacy Leave Menu</li> <li>6 Personnel Reports Menu</li> <li>11 Employee Contract File Export</li> <li>12 Salary Projection Menu</li> <li>13 Special Functions Menu</li> <li>20 File Reorganization</li> </ul>			1	Perso	nnel Upda	te Menu								
11       Employee Contract File Export         12       Salary Projection Menu         13       Special Functions Menu         20       File Reorganization         Master Mstruct	11        Employee Contract File Export         12        Salary Projection Menu         13        Special Functions Menu         20        File Reorganization         3##       Mergin Menu       15.02.00         1##       Mergin Menu       15.02.00         Action       15.02.00       15.02.00		4 5 6	Enha   Lega   Perso	nced Subst cy Leave M innel Repo	itute Pay a enu rts Menu	nd Leave	e System						
20 File Reorganization <u>Master Usetust</u> 15.02.00	20       File Reorganization         aster       User List         Image: Marging PAY MEND       15.82.89         Action		11 12 13	Empl   Salar   Speci	oyee Contr y Projectio al Functior	act File Exp n Menu s Menu	port							
Master Userlist 15.02.00	aster     User_List     15.02.00       Image: Mortige Monitor Monitor Monitor Monitor     15.02.00		_20	File F	leorganiza	tion								
		Master	<sup>User</sup> list										1	15.02.00
			Action											
Action						1.0	• • •				G			

	PCG Dist=8991	Rel=12.02.00	09/18/2012 DOD 002	2 C:\DEVSYS	C:\SECOND	WHITE		<u>_ 8 ×</u>
				Personnel S	ystem			PERØ3P
	FKe	y -	Enhanced Sub	stitute Pay	and Leave	System		
	1	Leave Se	etup Menu					
	_2	📕 Leave Up	pdate Menu					
	3	📕 Leave Re	eports Menu					
	4		Istory Menu					
	1						_	10 01 00
Mast	ter <sup>User</sup> list 🛏 Oversz Woodsz							12.01.00
F16	- us ""3	MONITOR MONITOR						
	Action							
	Tittion							
<b></b>	PCG Dist=8991 Rel=12.02.00	09/18/2012 DOD 002	C:\DEVSYS C:\SECOND	WHITE	<u>_8 ×</u>			
---------	----------------------------	--	---------------------------	--------------------	-------------			
		Р	ersonnel System		PER03P1			
	FKey 	L	eave Setup Menu					
	<u> </u>	Leave Type Codes						
	2 Maintain	Leave Reason Code	:s					
	4 Maintai	i Payroli Class Code i Leave Advance Forr	Leave Parameters nulas					
			indido					
Maste	er <sup>User</sup> list				12.01.00			
F16								
Step	Action							
4	Select 3 (F3 -	- Maintain Pay	roll Class Code I	Leave Parameters).				

🔲 PCG	Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSYS C:\SECOND WHITE	
	Maintain Payroll Class Code Leave Parameters	LVT 02 00
	Enter the payroll class code you wish to maintain or create:	
	Payroll Class Code:▼	
	Edit, F3=Print All, F13=Create, F18=Delete	12 83 88
		12.00.00
F16 4 F1		
p A	ction	
F	nter the payroll class code in the <b>Payroll Class Code</b> field or selec	t the dron-down
	election icon vithin the <b>Payroll Class Code</b> field to locate the c	orrect class code
	election foot i within the <b>rayion class code</b> field to focate the c	
P	ayroll class codes defined as substitutes (Type 'S') or as third party	contractor (Type
0	n the Payroll Description File, are not allowed.	
S	elect <b>F18</b> ( <b>F18</b> – Delete Record).	

	PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSYS C:\SECOND WHITE	_ & ×
	Maintain Payroll Class Code Leave Parameters	LVT 02 00
Pa	yroll Class Code: 25 Teachers	
	Substitute object code 11300 Substitute process type D	
	Hourly or daily rates? D (H=hourly, D=daily)	
	Pay	
	Rate Type	
	Substitute rank 1 - Regular 00.000 25	
	Substitute rank 2 - School Fond	
	Substitute rank 4 - Bus 40.000 25	
	Substitute rank 5 - Long-Term 75.000 25	
	MU FRUFESSIUNHL	
F1	8 to delete Record	12.03.00
	Action	
	Verify that 'F18 to delete Record' displays, and select $\mathbf{F18}$ (F1 delete the record.	<b>8</b> – Confirm D

<b>PCG Dist=8991</b> Rel=12.03.00 10/02/2012 DOD 005 C:\DEV5Y5 C:\SECOND WHITE	
Maintain Payroll Class Code Leave Parameters	LVT 02 00
Enter the payroll class code you wish to maintain or create:	
Payroll Class Code: 25 ▼ Teachers	
Record Deleted	
	12.03.00
F16     F18     M     M     M     M     Help     M	
Action	
	1 -
Verify <i>Record Deleted</i> displays, and select $\mathbf{F16} - \text{Exit}$ to ref	turn to the Lea
Menu screen.	

The fone	) vv 1	ing screen	uispiays.			
		PCG Dist=8991	Rel=12.02.00	09/18/2012	DOD 002	C:\DE
					Pe	rsonn
		FKey	,		Le	ave S

PCG Dist=8991 Rel=12.02.00 09	18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	_8
	Personnel System		PER03P1
FKey	Leave Setup Menu		
	-		
1 Maintain Le	ave Type Codes		
Maintain Le	ave Reason Codes urall Class Code Legue Decomptors		
4 Maintain Fa	ave Advance Formulas		
Ister Userlist			12.01.00
NPS -			

Step	Action
9	Select <b>FIG</b> - Exit) to return to the Enhanced Substitute Pay and Leave System
	Menu, or select (Master) to return to the Business Applications Master Menu.

# C4. Printing the Payroll Class Leave Parameters Report

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

	Personnel FKey Master M	System enu	PERMENU
	FKey Master M	enu	
		ciid	
	1 Personnel Update Menu		
	4 Enhanced Substitute Pay and Leave Sys 5 Legacy Leave Menu 6 Personnel Reports Menu	tem	
	11 Employee Contract File Export12 Salary Projection Menu13 Special Functions Menu		
	_20 File Reorganization		
Mark	vul 16ee		15.02.00
F16	ust     Monitor       Image: Monitor     Monitor		
	Action		

	PCG Dist=8991 Rel=12.02.00 09/1	8/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
		Personnel System		PER 03P
	FKey 	Enhanced Substitute Pay and Lea	ve System	
	1 Leave Setup	Menu		
	2 Leave Update	e Menu		
	<u> </u>	ts Menu		
		y menu		
				40 04 00
<u>M:</u>				12.01.00
F16				
	Action			

	'LG DISC=8991 Rel=12.	02.00 09/18/2012 DOD 002	C:\DEVSYS C:\SECOND	WHITE	
	EKou		rersonner system		FENGOFI
		I	ceave secup menu		
	<u>1</u> Ma	intain Leave Type Codes	ac.		
	<u></u> Ma	intain Payroll Class Code	: Leave Parameters		
	4 Ma	intain Leave Advance Fo	rmulas		
					40.04.00
Master	Userlist				12.01.00
Master F16	Usetlist The Word PAY Montilon	VEND IONITOR			12.01.00
Master F16	Usetlist IP Word PAY Action				12.01.00

DCG Dist=899	91 Rel=12.03.00 10/02/2012 DOD 005	C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Maintain Payroll C	lass Code Leave Parame	eters	LVT 02 00
	Enter the payroll class code	e you wish to maintain	or create:	
	Payroll Class (	Code:		
Enter=Edit,	F3=Print All, F13=Create, F18	=Delete		40 00 00
			F13 F15	12.03.00
F16 F17 F18 U		1101		
Action	1			
G 1 4				
Select	$\mathbf{F} \mathbf{J} - \mathbf{Print}$ Leave	Class Report) to j	print the <i>Payroll</i> (	Liass Leave F
Report	•			

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEVSYS C:\SECOND WHITE	<u>_8×</u>
Maintain Payroll Class Code Leave Parameters	LVT 02 00
Enter the payroll class code you wish to maintain or create:	
Payroll Class Code:	
File Printed	
Mer=Edit, 73=Print All, F13=Create, F18=Delete	12.03.00
Action	
	- 4
verify <i>Fue Printea</i> displays, and select $\mathbf{F} = \mathbf{F} = \mathbf{F} = \mathbf{F} + \mathbf{F} = \mathbf{F} + \mathbf{F} = \mathbf{F} + $	eturn to the Lec
Menu screen.	

🔲 PCG Dist=8991 Rel=12.02.00 09	/18/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE	_ & ×
	Personnel System	PER03P1
FKey	Leave Setup Menu	
1 Maintain L 2 Maintain L 3 Maintain P 4 Maintain L	eave Type Codes eave Reason Codes ayroll Class Code Leave Parameters eave Advance Formulas	
Master <sup>User</sup> list		12.01.00

Step	Action
7	Select <b>F16</b> ( <b>F16</b> - Exit) to return to the <i>Enhanced Substitute Pay and Leave System</i> <i>Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .
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 <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.

REPORT DATE: PROGRAM:	10/02/2012 LVT0200	15:09:07	PAYROLL	CLASS LEAVE	PARAMET	ERS				PAGE 1
	A1 A3 A6	SICK LEAVE UNPAID LEAVE PROFESSIONAL		LEAVE TYPE	KEY A2 OTI A5 VA	HER I CATIO	LEAVE ON	:		
AYROLL CLASS OBJECT GR	CODE RT RANK	1 RANK 2	RANK 3	RANK 4	RANK 5	Al	A2	A3	A5	A6
1 SUPERINTEN 11300 D	DENT D					A1	A2	A3	A5	A6
2 COORDINATO 11300 D	RS D					A1	A2	A3		A6
3 PRINCIPALS 11300 D	D					A1	A2	A3		A6
4 ASSISTANT 1 11300 D	PRINCIPALS D					A1	A2	A3		A6
5 TEACHERS 11300 D	D 60.00	0 70.000		40.000	75.000	A1	A2	A3		A6
6 COUNSELORS 11300 D	D					A1	A2	A3		A6
7 MEDIA SPEC: 11300 D	IALISTS D 60.00	0 70.000		40.000	75.000	A1	A2	A3		A6
8 tEACHER AS: 11400 D	SISTANTS D 60.00	0 70.000		40.000	60.000	A1	A2	A3		A6
0 CLERICAL 11400 D	D					A1	A2	A3	A5	λ6
1 CUSTODIAL 11400 D	D					A1	A2	A3	A5	
2 BUS DRIVER: 11400 D	S D			40.000		Al	A2	A3		A6

# C4.1 Sample Payroll Class Leave Parameters Report

# **Procedure D: Maintain Leave Advance Formulas**

### D1. Adding or Updating Leave Advance Formulas

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

PCG Dist=8991 Rel=15.02.00 07/13/2015 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE DE EXAMPLE
Personnel System	PERMENU
FKey Master Menu	
1 Personnel Update Menu	
4 Enhanced Substitute Pay and Leave System 5 Legacy Leave Menu 6 Personnel Reports Menu	
11Employee Contract File Export12Salary Projection Menu13Special Functions Menu	
20 File Reorganization	
Master     User     User     Master     User     Master     User     Master     Master	15.02.00
Action	
Select (F4 – Enhanced Substitute Pay and Leave S	System Menu).

	PCG Dist=8991 Rel=12.02.00 09/1	8/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
		Personnel System		PER 03P
	FKey 	Enhanced Substitute Pay and Lea	ve System	
	1 Leave Setup	Menu		
	2 Leave Update	e Menu		
	<u> </u>	ts Menu		
		y menu		
				40 04 00
<u>M:</u>				12.01.00
F16				
	Action			

	I REI-12.02.00 09/10/201	Z DUD UUZ L:\DEASTS L:\SELUMD	WHITE	
		Personnel System		PER03P1
FKe	y.	Leave Setup Menu		
1	·- II Maintain Leave Ty	vne Codes		
2	Maintain Leave Re	eason Codes		
3	📕 Maintain Payroll C	lass Code Leave Parameters		
4	📕 Maintain Leave Ad	Ivance Formulas		
и .   Исах				12 61 66
Master Userlist	2 PAY VEND			12.01.00
Master Userlist	PAY VEND MONITOR MONITOR			12.01.00
Master Userlist F16 DUS Word Action	Z PAY VEND			12.01.00

	▶ PCG Dist=8991 Rel=23.03.00 09/20/2023 DOD 001 SV K:\SYSTEM K:\SECOND WHITE - □ ×
	Maintain Leave Advance Formulas LVT0300
	Enter the Leave Type Code you wish to maintain or create:
	Class code:▼ Leave type:
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff development)
	Enter=Create/Update, F3=Print All, F18=Delete     INTSY r1→ r2← r3 ⊕ r4⊡ r5⊡ r5⊡ r5⊡ r5⊡ r5⊡ r5□
tep	Action
5	Enter the payroll class code in the <b>Payroll Class Code</b> field, or select the drop-down selection icon 🗹 within the <b>Payroll Class Code</b> field to locate the correct class code.
	Payroll class codes defined as substitutes ( <b>Type</b> ' <b>S</b> ') or as third party contractor ( <b>Type</b> ' <b>3</b> ') on the <i>Payroll Description File</i> , are <u>not</u> allowed.
6	Enter the leave type code in the <b>Leave type</b> field, or select the drop-down selection icon <b>I</b> within the <b>Leave type</b> 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 <b>Enter</b> – Create or Update) to create or update the record.

	PCG Dist=6091 Rel=23.02.00 09/20/2023 PCG	001 SV C:\SQLSYS C:\SECOND	WHITE -	- 🗆 ×
	Payroll Class Code: 01 TEACHERS Leave Type: A1 SICK LEAVE Advance formula: Contract months Advance schedule: Annually	Last mo/yı Last mo/yı Length of servi Carryı	ear accrued: 00 / 0000 ce based on: Not applicabl over option: Carryover und	Le Ised days
	Contract Mos Max or Service Mos to Carryover ADV 001	Days Max Days to Advance to Accru	s e Description	
	ADV 002			
	ADV 003			
	ADV 004			
	ADU 005			
	ADU 886			
1		F1 F1 F1 F1	F12	23.03.00
1			Help	
ep	Action			
	Complete Steps 8 - 15	for each Advance L	evel (ADV001 – ADV	Vnnn).
Pr	coceed to either <i>Step 8, 9</i> or <i>10</i>	depending on the A	Advance Formula for	r the leave type.
8	If the Advance Formula is the employee works in the	<u>'Contract Months'</u> : Contract Mos (Cont	Enter the total numbe ract Months) field.	er of contract month
	Valid values: $9 - 12 = $ Num	ber of contract month	hs	
	Proceed to Step 11			
9	If the Advance Formula is	'Months of Service'	: Enter the minimum	number of months
	an employee must be emploid (Service Months) field.	byed to earn this leve	el of leave advance in t	the Service Mos
	For example, if a district give	ves employees with	1 year to 5 years of set	rvice 5 days of
	vacation a year, and gives e	employees with 5 to 1	10 years of service 10	days of vacation a
	year, and gives employees	with 10 to 20 years o	f service 15 days of va	acation a year, ther
	Service Months for ADV (	001 should be entered	d as 12 months, Servie	ce Months for AD

as 120 months. Proceed to Step 11.

002 should be entered as 60 months, and Service Months for ADV 003 should be entered

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 maximum number of days an employee is allowed to carry over to the <u>next</u> plan year in the <b>Max Days to Carryover</b> (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 <b>Contract Months</b> field will be entered as <b>09</b> , the <b>Days to Advance</b> field will be entered as <b>10</b> days, the <b>Max Days to Accrue</b> field will be entered as <b>20</b> days, and the <b>Max Days to Carryover</b> field will be entered as <b>15</b> days.
12	Enter the number of days to advance in the <b>Days to Advance</b> field.
	If the <b>Advance Schedule</b> is 'Monthly', enter the monthly allotment of leave to be advanced to employees at this level.
	If the <b>Advance Schedule</b> is 'Annually', enter the annual allotment of leave to be advanced to employees at this level.
13	Enter the maximum number of days to accrue in the span of <u>one</u> plan year in the <b>Max Days to Accrue</b> (Maximum Days to Accrue) field.
	This field contains the maximum number of days an employee is allowed to accrue in the span of <u>one</u> plan year at this level.
14	Enter a description of the leave advance level in the <b>Desc</b> (Description) field.
	This description identifies the advance level and prints on reports.
15	If there are additional advance levels: Repeat this procedure starting at <i>Step 8</i> .
16	Select <b>Enter</b> - validate) to validate the record.

	А	PCG Dis	t=6091 Rel=23.02.0	0 09/20/2023 PCG 0	001 SV C:\SQLSYS	C:\SECOND	WHITE	-	- 🗆	×
				Mai	ntain Leave A	dvance Formu]	las		LVT	0300
	Payr Leau Adva Adva	oll C ve Typ ance f ance s	lass Code: 01 e: A1 ormula: Co chedule: An	TEACHERS SICK LEAVE ntract months nually	Lengt	Last mo/yean h of service Carryove	r accrued: 00 / based on: Not a er option: Carry	0000 pplicabl over unu	e sed da	ys
	ADV	0 or 991	ontract Mos Service Mos <u>10</u>	Max to Carryover <u>45.0000</u>	Days to Advance <u>1.2500</u>	Max Days to Accrue 57.5000	Description <u>10-MONTH EMPLO</u>	IYEE		
	ADV	002	11	45.0000	1.2500	58.7500	<u>11-Month Emplo</u>	YEE		_
	ADV	003	<u>_12</u>	45.0000	1.2500	60.0000	<u>12-Month Emplo</u>	YEE		-
	ADV	004								-
	ADV	005								-
	ADV	006								-
<	Val	idati	ons passed. S	ave your chang	es.					
	ENTER <b>V</b> F 16 <b>(</b>	F1	F2 F3 F3 F4	F567 F614 F7	F8 🖬 F9 🖊	F10 F11 F12 F12	Ip	2	23.	03.00

Step	Action
17	Verify "Validations passed. Save your changes." displays, and select <b>F8</b> – Save changes).

	PCG Dist=6091 Rel=23.02.00 09/20/2023 PCG	3 001 SV C:\SQLSYS C:\SECOND	WHITE -	- 🗆 🗙
	Ма	intain Leave Advance Formu	las	LVT 03 0 0
	Payroll Class Code:01 TEACHERSLeave Type:A1 SICK LEAVEAdvance formula:Contract monthsAdvance schedule:Annually	Last mo/yea Length of service Carryov	r accrued: 00 / 0000 based on: Not applicabl er option: Carryover unu	.e Ised days
	Contract Mos Max or Service Mos to Carryover ADV 001 <u>10 45.0000</u>	Days Max Days to Advance to Accrue <u>1.2500</u> <u>57.5000</u>	Description <u>10-MONTH EMPLOYEE</u>	
	ADV 002 <u>11</u> <u>45.0000</u>	1.2500 58.7500	<u>11-MONTH EMPLOYEE</u>	
	ADU 003 <u>12</u> <u>45.0000</u>	1.2500 60.0000	<u>12-Month Employee</u>	
	ADU 004			
	ADV 005			
	ADV 886			
	Data saved.       twitter     F1 → F2 → F3 → F4 → F4 → F5 → F4 → F4 → F4 → F4 → F4	F7 F8 F9 / F10 F11 P F12 H6	Ip FIS	23.03.00
Step	Action			
18	Verify "Data saved." displ Advance Formulas screen.	ays, and select <b>FIG</b> (	F16 - Exit) to return	to the Maintain Leav

A	PCG Dist=6091 Rel=23.02.00 09/20/2023 PCG 001 SV C:\SQLSYS C:\SECOND WHITE X
	Maintain Leave Advance Formulas LVT0300
	Enter the Leave Type Code you wish to maintain or create:
	Class code: 1_▼ TEACHERS Leave type: <u>A1</u>
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff development)
	Image: Create/Update, F3=Print All, F18=Delete     Image: F1   F2   F3   F4   F5   F1   F12   F15   F15   23.03.00     Image: F1   F1   F1   F11   F12   F15   F15   23.03.00     Image: F1   F1   F10   F11   F12   F15   F15   23.03.00
tep	Action
19	Select $\mathbf{F16} - \mathbf{Exit}$ to return to the <i>Leave Setup Menu</i> screen.

12.01.00

e folle	owing screen displays:			
	📕 PCG Dist=8991 Rel=12.02.00 09/1	8/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	_ & ×
		Personnel System		PER03P1
	FKey	Leave Setup Menu		
	1 Maintain Leav 2 Maintain Leav 3 Maintain Pay 4 Maintain Leav	ve Type Codes ve Reason Codes roll Class Code Leave Parameters ve Advance Formulas		

The

Master <sup>User</sup>list

F16 🗭 🕮

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

### **D2.** Deleting Leave Advance Formulas

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

	PCG Dist=8991 Rel:	=15.02.00 07/13/2015 PCW 00	2 SV C:\DEVSYS C:\SECOND	WHITE	
			Personnel System		PERMENU
	FKey		Master Menu		
	1	Personnel Update Menu			
	4 5 6	Enhanced Substitute Pay Legacy Leave Menu Personnel Reports Menu	and Leave System		
	<u>11</u> <u>12</u> 13	Employee Contract File Ex Salary Projection Menu	xport		
		File Reorganization			
Mast F16	eer <sup>User</sup> list <b>PA</b>	YEND			15.02.00
	Action				
	Select 4	(F4 – Enhanced S	Substitute Pay and	Leave System Mer	nu).

	PCG Dist=8991 Rel=12.02.00 09/1	8/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
		Personnel System		PER 03P
	FKey 	Enhanced Substitute Pay and Lea	ve System	
	1 Leave Setup	Menu		
	2 Leave Update	e Menu		
	<u> </u>	ts Menu		
		y menu		
				40 04 00
<u>M:</u>				12.01.00
F16				
	Action			

🔲 PCG Dist=8991 Rel=12.02.0	0 09/18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Personnel System		PER03P1
FKey	Leave Setup Menu		
 1 Maint	in Leave Type Codes		
== Mainta	in Leave Reason Codes		
3 Maint	in Payroll Class Code Leave Parameters		
4 Maint	in Leave Advance Formulas		
Master <sup>User</sup> list			12.01.00
o Action			
Salaat 4 (EA	Maintain Lagua Advance Form	loc)	
	- Maintain Leave Auvance Formu	11as).	

A	□ PCG Dist=6091 Rel=23.02.00 09/20/2023 PCG 001 SV C:\SQLSYS C:\SECOND WHITE - □ ×
	Maintain Leave Advance Formulas LVI0300
	Enter the Leave Type Code you wish to maintain or create:
	Class code: Leave type:
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff development)
E	nter=Create/Update, F3=Print All, F18=Delete
ENTE F16	<sup>1</sup> → P2 → P3 → P1 → P5 → P5 → P5 → P5 → P5 → P1 → P1
tep	Action
5	Enter the payroll class code in the <b>Payroll Class Code</b> field, or select the drop-down selection icon <b>N</b> within the <b>Payroll Class Code</b> field to locate the correct class code.
	Payroll class codes defined as substitutes ( <b>Type</b> ' <b>S</b> ') or as third party contractor ( <b>Type</b> ' <b>3</b> ') on the <i>Payroll Description File</i> , are <u>not</u> allowed.
6	Enter the leave type code in the <b>Leave type</b> field, or select the drop-down selection icon <b>v</b> within the <b>Leave type</b> 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' of 'All Employees Accrue'.
7	Select <b>F18</b> ( <b>F18</b> – Delete Record).

A	PCG Dist=6091 Rel=23	3.02.00 09/20/2023 PCG	001 SV C:\SQL	SYS C:\SECOND	WHITE	– 🗆 ×	
		Mai	ntain Leavo	e Advance Formu	las	LVT 03 0 0	
Pay Lea	roll Class Code: ve Tupe:	01 TEACHERS A1 SICK LEAVE		Last mo/yea	r accrued: 00 / 000	10	
Adv Adv	ance formula: ance schedule:	Contract months Annually	Lei	ngth of service Carryov	based on: Not app] er option: Carryove	icable r unused days	
ADU	Contract Mo or Service M 001 10	os Max los to Carryover 45.0000	Days to Advance 1.2500	Max Days e to Accrue 57.5000	Description 10-MONTH EMPLOYEE		
ADU	002 11	45.0000	1.2500	58.7500	11-MONTH EMPLOYEE		
ADU	003 12	45.0000	1.2500	60.0000	12-MONTH EMPLOYEE		
ADU	004						
ADU	005						
ADU	006						
ENTER	8 to delete Reco	F-4 E-2 F-5 F-5 F-5 F-7	TT F8 F9	F10 Т F11 F12 F12		23.03.00	
F16 V	F17 H F18				eih		
	Action						
	Verify that 'I	F18 to delete I ord	Record' d	lisplays, and	select <b>FIR</b> (I	5 <b>18</b> – Confirm De	elete

P	PCG Dist=6091 Rel=23.02.00 09/20/2023 PCG 001 SV C:\SQLSYS C:\SECOND WHITE - □ ×
	Maintain Leave Advance Formulas LVT0300
	Enter the Leave Type Code you wish to maintain or create:
	Class code: <u>1</u> TEACHERS Leave type: <u>A1</u>
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff development)
D. E	ata deleted. Iter - 8-reate/Update, F3=Print All, F18=Delete ✓ F1 → F2 ← F3 → F10 → F
Step	Action
9	Verify "Data Deleted." displays, and select <b>FIC</b> ( <b>F16</b> – Exit) to return to the Lease Menu screen.

PCG Dist=8991 Rel=12.02.00 09/	18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	_ 5
	Personnel System		PER03P1
FKey	Leave Setup Menu		
	<b>T</b> 0.1		
2 Maintain Les	ave Type Codes ave Beason Codes		
3 Maintain Pa	yroll Class Code Leave Parameters		
4 Maintain Lea	ave Advance Formulas		
			10.04
Master UserList			12.01.0
C IIIII IIII IIII IIII IIII IIII IIII			

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

### **D3.** Printing the Leave Advance Formulas Report

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

Personnel System PERMENU   FKey Haster Menu   1 Personnel Update Menu   4 Enhanced Substitute Pay and Leave System   5 Legacy Leave Menu   6 Personnel Repute   11 Employee Contract File Export   12 Salary Projection Menu   13 Special Functions Menu   20 File Reorganization     Mater Mater   10 With Menu     13 Special Functions Menu     13 File Reorganization     15.82.80		PCG Dist=8991	Rel=15.02.0	0 07/13/2015	PCW 002	SV C:\DEV	SYS C:\S	ECOND	WHITE		- O X
FKey   Haster Menu     1   Personnel Update Menu     4   Enhanced Substitute Pay and Leave System     5   Legacy Leave Menu     6   Personnel Reports Menu     11   Employee Contract File Export     12   Salary Projection Menu     13   Special Functions Menu     20   File Reorganization     13   Special Functions Menu     20   File Reorganization     15.82.80     15.82.80						Personne	el Syste	2M			PERMENU
Image: Personnel Update Menu     Image: Personnel Substitute Pay and Leave System     5   Legacy Leave Menu     6   Personnel Reports Menu     11   Employee Contract File Export     12   Salary Projection Menu     13   Special Functions Menu     20   File Reorganization     Image: Person Pers		FKey	,			Master	. Menu				
4		1	- ] Persa	nnel Update	Menu						
11   Employee Contract File Export     12   Salary Projection Menu     13   Special Functions Menu     20   File Reorganization     Master   Non-Solar Solar		4 5 6	Enhaı   Legac   Perso	nced Substitu xy Leave Mei innel Reports	ite Pay an nu s Menu	d Leave S	System				
20   File Reorganization     Master User List   15.82.90     Pro   Words   PAY VEND     Action   0.1.1.1.0.0.0.0.0.0.0.0.0.0.0.00.00.00.0		11 12 13	Emplo   Salar   Speci	oyee Contrac y Projection I al Functions	t File Expo Menu Menu	ort					
		20	File R	eorganizatio	n						
	Masto	er User <sub>list</sub>									15.02.00
	F16	<b>-</b> (12) ¥ord3	PAY VEN MONITOR MONI	100 million							
		Action									
		0.1.	4 0	<b>F</b> 1	1.0	1	D	1	<b>a</b> .		

	PCG Dist=8991 Rel=12.02.0	0 09/18/2012 DOD 00	2 C:\DEVSYS C	:\SECOND	WHITE	_ & ×
			Personnel Sys	stem		PER03P
	FKey 	Enhanced Sub	ostitute Pay a	and Leave Sys	tem	
	1 Leave	Setup Menu				
	2 Leave	Update Menu				
	Leave	History Menu				
		,				
Maste	H Userlict					12.01.00
F16	D CUES WORDS PAY MENN	P				
	Action					
	ACHOII					

🔲 PCG Dist=8991 Rel=12.02.0	0 09/18/2012 DOD 002 C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Personnel System		PER03P1
FKey	Leave Setup Menu		
 1 Maint	in Leave Type Codes		
== Mainta	in Leave Reason Codes		
3 Maint	in Payroll Class Code Leave Parameters		
4 Maint	in Leave Advance Formulas		
Master <sup>User</sup> list			12.01.00
o Action			
Soloot 4 (EA	Maintain Lagua Advance Form	loc)	
	- Maintain Leave Auvance Formu	11as).	

PCG Dist=6091 Rel=23.02.00 09/20/202	3 PCG 001 SV C:\SQLSYS C:\SECOND	WHITE	– 🗆 🗙
	Maintain Leave Advance Form	ulas	LVT 03 0 0
Enter the Leave	Type Code you wish to maintain	or create:	
Cla Lea	ss code:▼ ve type:		
Valid Type Codes:	A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (: A7 = Sick bank	staff development)	
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved prof	essional (staff deve)	Lopment)
Enter=Create/Update     F3=Print       ENTEN     F1<	All, F18=Delete	PIS PIS	23.03.00
Action			
Select F3 🖨 (F3 – Prin	nt Leave Advance Report)	to print the Leave	e Advance Repo

	PCG Dist=6091 Rel=23.02.00 09/20/2023 PCG 001 SV C:\SQLSYS C:\SECOND WHITE -□ ×	
	Maintain Leave Advance Formulas LVT0300	
	Enter the Leave Type Code you wish to maintain or create:	
	Class code:ቛ Leave type:	
	Valid Type Codes: A1 = Paid sick A2 = Other A3 = Unpaid leave A5 = Paid vacation A6 = Approved professional (staff development) A7 = Sick bank	
	L1 = Secondary paid sick L2 = Secondary other L3 = Secondary unpaid leave L5 = Secondary paid vacation L6 = Secondary approved professional (staff development)	
	File Printed     Enter: Create/Update, F3=Print All, F18=Delete     Enter: Create/Update, F3	
Step	Action	
6	Verify " <i>File Printed</i> " displays, and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the <i>Leav Menu</i> screen.	e Setup

🔲 PCG Dist=8991 Rel=12.02.00 09	/18/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE	_ & ×
	Personnel System	PER03P1
FKey	Leave Setup Menu	
1 Maintain L 2 Maintain L 3 Maintain P 4 Maintain L	eave Type Codes eave Reason Codes ayroll Class Code Leave Parameters eave Advance Formulas	
Master <sup>User</sup> list		12.01.00

Step	Action
7	Select <b>F16</b> - Exit) to return to the <i>Enhanced Substitute Pay and Leave System</i> <i>Menu</i> , or select <b>Master</b> (Master) to return to the <i>Business Applications Master Menu</i> .
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 <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.

# D3.1 Sample Leave Advance Formulas Report

REPORT DATE: 10/02/2012 PROGRAM: LVT0300	15:26:15 LEAVE ADVANCE FC	MULAS	PAGE 60
EAVE TYPE LASS CODE	CONTRACT MOS DAYS MAX DAY OR SERVICE MOS TO ADVANCE TO ACCRU	MAX DAYS TO CARRYOVER DESCRIPTION	
1 SICK LEAVE 0 CLERICAL	Advance formula: Contract months	Advance schedule: Monthly	Carryover unused days 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
5 VACATION 0 CLERICAL	Advance formula: Contract months	Advance schedule: Annually	Drop unused days Do not add unused days to sick
	012 5.0000 10.0000	0.0000 12 MONTH EMPI	OYEES

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