

PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

4/4/2018	Section E: Enhanced Substitute Pay and
4/4/2010	Employee Leave System

[Topic 2: Leave Payroll Processing, V1.9]

Revision History

Date	Version	Description	Author
4/4/2018	1.9	18.01.00 – Update <i>Post Leave Input Data</i> status codes for the <i>Payroll</i> <i>Monitor</i> and illustrate leave posting error message on PCGenesis menus.	D. Ochala
04/03/2017	1.8	17.01.00 – Update <i>Post Leave Input Data</i> status codes for the <i>Payroll Monitor</i> .	D. Ochala
07/13/2015	1.7	15.02.00 – Update the Personnel System Master Menu.	D. Ochala
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04/01/2013	1.1	13.01.00 – Update <i>Input Employee Leave and Substitute Pay</i> with instructions for entering substitute pay without an absent employee.	D. Ochala
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Overview

The *Enhanced Substitute Pay and Employee Leave System* is tightly integrated with the payroll cycle. This is because the substitutes' gross data lines are generated at the same time that the employee leave is entered into the system.

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

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

The leave data entered for the payroll cycle is collected in the *Current Leave Input File*. The *Current Leave Input File* is a temporary holding area utilized for collecting the employee leave information, and the substitute gross data lines. Setting up payroll causes the *Current Leave Input File* to be cleared in preparation for the new payroll cycle.

As the user prepares the payroll, 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 import process may be run in multiple batches, if desired, and once the data is in the *Current Leave Input File*, the user is able to modify the imported data using the *Input Employee Leave and Substitute Pay* module. The user is able to verify the contents of the *Current Leave Input File* by running the various leave reports available within the *Enhanced Substitute Pay and Employee Leave System*.

Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* <u>must</u> be posted before F4 - Calculate Payroll and Update YTD (Final) is executed so that the substitutes' gross data transactions are included in the payroll.

Posting the current leave input data accomplishes the following:

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

The *Post Leave Input Data* procedure updates the Payroll Monitor with each step of the leave posting process. If posting fails, the user is <u>forced</u> to restore SECONDL to SECOND and cannot proceed without doing so. The '*Post substitute pay and employee leave*' indicator in the Payroll Monitor will be updated with each step of the leave posting process as illustrated in the following table.

'Post substitute pay and employee leave' Payroll Monitor Value		
Ν	The Post Leave Input Data process has not started	
S	The <i>Post Leave Input Data</i> process started, but did not finish. The substitute <i>Gross Pay</i> data has posted, but the <i>Leave History</i> data has <u>not</u> been posted.	
L	The <i>Post Leave Input Data</i> process started, but did not finish. The substitute <i>Gross Pay</i> data has posted and the <i>Leave History</i> data has posted, but the <i>Payroll Leave Data</i> (F2, F2, F17) screen has <u>not</u> been posted.	
Y	The <i>Post Leave Input Data</i> has completed successfully. The Payroll Administrator may now continue with the next steps in the payroll cycle.	

The *Post Leave Input Data* procedure allows timely recovery when the posting procedure fails for any reason. If the *Post Leave Input Data* fails in the middle of the process, a warning message is displayed on any PCGenesis menu, and the user is not allowed to repost the leave or continue the payroll process without restoring SECONDL. An example of the warning message is displayed below.

A	PCG Dist=8991 Rel=18.01.00 03/	16/2018 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
		Business Applications		MASTER
	FKey 	Master Menu		
	2 Payroll Sy 3 Personnel	System lassified Personnel Information System		
	_30 System Uti	ilities		
		Substitute Pay and Employee Leav		
	If the statu	YROLL MONITOR and verify the state s is 'S' or 'L', call the Help De		-
Mas	2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			14.02.00
F16				

Example of Leave Posting Error Message on a PCGenesis Menu Screen

Two options are available for updating the substitutes' gross data during the posting process: The user can either replace the substitutes' gross data lines or add to the substitutes' gross data lines.

- The user should <u>replace</u> the substitutes' gross data lines if there are <u>no valid gross data lines</u> on the substitutes' *Gross Data* screen, and ALL gross data lines for the substitute are contained on the *Current Leave Input File*.
- The user should <u>add</u> to the substitutes' gross data lines if additional pay from other sources has been entered directly into payroll using the substitutes' *Gross Data* screens and the user needs to retain these gross data lines.

<u>NOTE</u>: The *Post Leave Input Data* step must be run for ALL regular and special payroll cycles, whether or not there is any leave data in the *Current Leave Input File*. Even if there is no leave data to post, the posting step must be executed. In this case, a warning message will be displayed indicating that no records were posted.

When running a *Manual/Void Check Run Only* payroll cycle, if the *Post Leave for Manual/Void Run* option is set to Y (Yes), the *Post Leave Input Data* step must be executed. If the *Post Leave for Manual/Void Run* option is set to N (No), the *Post Leave Input Data* step is NOT executed.

Once the current leave input data has been posted, the user must run the payroll *Trial Registers* and *Exceptions Reports* again. This is a required step because after the *Current Leave Input File* has been posted, the payroll monitor switch for *Run Exceptions Register with no exceptions* will automatically be reset to 'N' so that the *Trial Registers* and *Exceptions Reports* must be rerun.

The following screen illustrates the Payroll Monitor after the Current Leave Input File has been posted:

	PCG Dist=6341 Rel=14.04.00 02/04/2015 PCW 001 C:\DEVSYS C:\SECOND WHITE
	PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAYSTUPD Setup payroll for new pay period Run exceptions register with no exceptions Post substitute pay and employee leave Calculate payroll and update YTD figures N Print paychecks and Direct Deposits N (This cycle can be repeated more than once) / Final Register N (This cycle can be repeated more than once) / Final Register N Update earnings history with current pay N Update budget files with current pay N
	Manual/Void Checks Run Only: N Post leave for Manual/Void Run: N Regular Gross Types : Y Old PSERS: Y Old ERS: N TRS: Y Special Gross Types : Y New PSERS: Y New ERS: N
	PAYROLLS SELECTED DURING SETUPPAY PAY NO. PAYS SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI 12 12 FV14 MONTHLY PAYROLL 12 12/17/14 V
	Selected classes: 1 2 4 5 6 7 8 9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31 32 33 42 43 44 45 46
	NOTE: Setup and Exception flags may not be changed unless Manual Checks and/or Previous Voids are deleted. F3=Print screen, F11=Go to screen 2, F16=exit.
ENTE F16	F3 🚭 F8 🔲 F9 🖊 F11 🕑 F12 🗹 14.02.00

Screen 1 - Payroll Monitor – After Posting the Leave Input Data

After the *Current Leave Input Data* is posted and the payroll reports have been verified, the payroll cycle can continue as normal. The *Calculate Payroll and Update YTD (Final)* step is executed next. The final payroll includes the substitute pay; the employees' pay checks will include the current leave.

Input Employee Leave and Substitute Pay

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

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

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	v 1
tatus Active Update/Display Gross Data PAY07	Absent employee
EmpNo 88594 CO7ONADO, MATHTA	payroll class code
SSN 999-08-8594 Loc 202 Location 000202 Job cd 105 TEAGHERS	pa,: e e.eee eeee
Cert level T5 State yrs 27 Pay step L6 Local yrs 3 Salary sched	
Work sched ID Hrs/Day <u>8.000</u> Days/Week <u>0</u> Hrs/Week <u>40.00</u> 13/14 pay ind	
Ann work days 🗕 Days worked YTD 0.00 This per <u>0.00</u> Days docked YTD 0.00 This per <u>0.00</u>	
Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Overtime GHI % Pay Pay for	
Type Type Hrly/Daly Regular Overtime Gross Gross Dist Reas Period End	
01. <u>\$</u> <u>9610</u>	
62. <u>\$ 6610</u>	
64. <u>\$ 0010</u> <u>481.87</u>	
05. <u>S</u> 0010	
4899.63 Sub	
4800.03 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib	Four account lines
	are flagged for
ACCT 01 <u>13 100 _ 2041 1000 11000 302 1</u> <u>963.75 Y</u> ACCT 02 <u>13 100 _ 2041 1000 1100 102 1</u> <u>963.75 Y</u>	substitute
ACCT 03 <u>13 100 _ 2041 1000 11000 202 1</u> <u></u>	distribution
ACCT 94 13 100 2041 1000 11000 101 1 481.87 Y	distribution
ACCT 05 <u>13</u> <u>100</u> <u>2043</u> <u>1000</u> <u>11000</u> <u>202</u> <u>1</u> <u>83.33</u>	
ACCT 06 13 100 2041 1000 11000 202 1	
TRS & ERS Pens Gross Adj Total gross 4800.63	
Amt/% Contract amt <u>59025.00</u> Cycle gross <u>4902.08</u> Cycle <u>1</u> Cal Yr	
Amt/% Contract amt 59025.00 Cycle gross 4902.08 Cycle 1 Cal Yr Pay sch. # 12 State salary 57825.00 Local salary 200.00 Other 1000.00 Pens code 2 TRS Pens elig date Amt/% 0600 Contmo 10 Pens switch Y TRS service ind 1 1 PY contmo 10	
Pens code <u>2</u> TRS Pens elig date Amt/%0600 Contmo <u>10</u>	
Pens switch Y TRS service ind <u>1</u> PY contmo <u>10</u>	
rac → FIZ → FIB ↔ FIB ↔ FICA Gar	

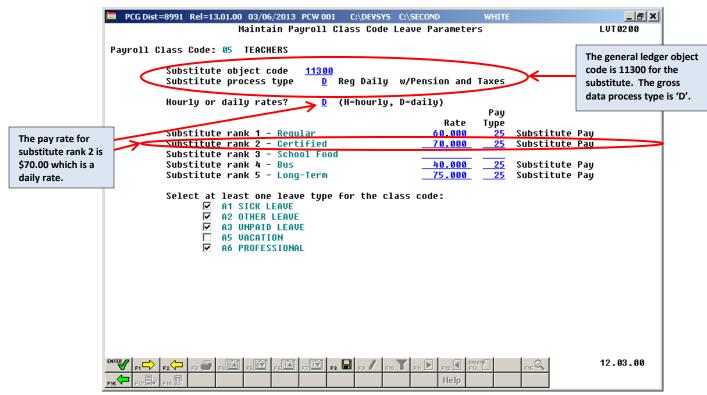
Screen 2 – Absent Employee's Gross Data Screen

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

E PCG Dist=8991 Rel=13.04.00 12/26/2013 PCW 002 SV C:\DEVSYS C:\SECOND	
Display/Update Personnel Data	PAY02
Status <u>A</u> Active AD4IR, CE4ESTA	
Emp. no. 89957 Pay Loc <u>111</u> Location 000111 Class <u>24</u>	SUBSTITUTES
Sex Code <u>F</u> Work Loc <u>111</u> Location 000111 Job <u>692</u>	SUBSTITUTES
Mar Stat <u>S</u> SSN <u>999</u> <u>68</u> <u>9957</u> EEO-5 Job <u>N02</u>	Substitute
End End <td>WHITE</td>	WHITE
NAME First <u>CE4ESTA</u> Middle Last <u>AD4IR</u> Suffix Prefix	
Last <u>AD4IR</u> Suffix Prefix	Hispanic/Latino Ethnicity? ○ Yes⊙ No
Address <u>1043 MAIN STREET</u> Certificate Type <u>T6</u>	Race (Select all that apply)
Address L2 CS1 Job (from CPI) City/State SMITH Zip Code 33333 County 160 Sick Bank	🔿 Yes 🖓 No Am Indian Alaskan
City/State <u>SMITH, GA</u> Include on CPI ? <u>N</u>	O Yes⊙ No Black
Zip Code <u>33333</u> County <u>160</u> <u>Sick Bank ? N</u>	⊙ Yes⊖ No White
Phone (999)555-0043 Out of State Substitute rank 2	© Yes⊖ No Black ⊖ Yes⊖ No Asian ⊖ Yes⊙ No Hawaiian Pacific
Cell phone (⊂ Yes⊙ No Hawaiian Pacific
Substitute ranking Adj Lv Elig Date	
Lv Reason Max	
Hours Per Day	-
Spouse SSN Pens Elig Date Birth Date GHI Eligible ? <u>N</u> TRS DOE Pa	id FROOM O
Birth Date <u>8/01/1985</u> GHI Eligible ? <u>N</u> TRS DOE Pa Hire Date <u>8/01/2007</u> Hrs/Week <u>0.00</u> Health ing	110 EKCUN ? _
HITE Vale <u>8/01/2007</u> HTS/Week <u>0.00</u> Health Ins	stidy <u>N</u>
Birth Date 8/01/1985 GHI Eligible ? N IRS DUE Pa Hire Date 8/01/2007 Hrs/Week 0.00 Health ins Rehire Date 1/01/2013 GHI ST Day Wrk Participat Background Ck GHI Eff Date GHI Option Term Date GHI Final Ded Dt GHI Tier Output Output GHI Ded Dt OHI Ded Dt	NE NOT ELIGIBLE
Term Date GHI Final Ded Dt GHI Tier	00 NOT ELIGIBLE
Term Reason GHI Change Code <u>NEMP</u> GHI Ded Co	
New Employee hire	· —
***** TAX DATA *****	
Federal: Mar Stat S Exempt 9 Withholding Code	0 Amt/% .00
State: Mar Stat <u>A</u> Allowance Mar <u>9</u> Dep <u>0</u> Withholding Code	0 Amt/% .00
Tax Switches: Fed Y State Y FICA M Retire Y AEIC _	
	13.03.01
	FIE C 13.03.01
FIG FIG FIG Per Ded Grs W/H Lv Ytd Help Adj	FICA Gar

Screen 3 – Substitute Employee's Personnel Data Screen

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

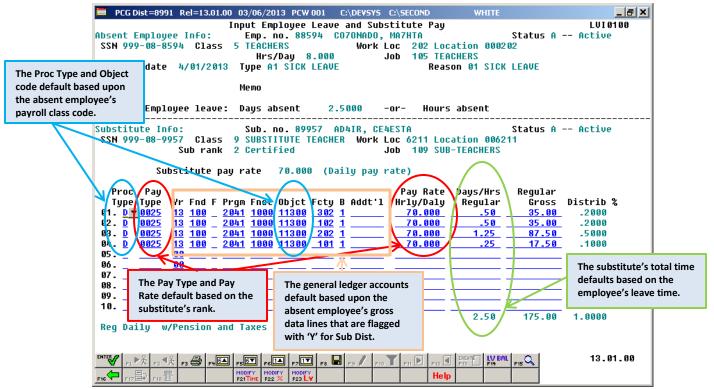


Screen 4 – Payroll Class Code Leave Parameters for Payroll Class Code 05

Screens 5 and *6* 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 5* will be used as the default time for the substitute's pay on *Screen 6*.

E PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ _ 8 ×
Input Employee Leave and Substitute Pay	LVI 01 00
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	re:
Starting leave date: <u>4/01/2013</u> Leave type: <u>A1</u> SICK LEAVE Leave reason: <u>01</u> SICK LEAVE Days absent: <u>2.5000</u> - 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: AD41R, CE4ESTA	
In order to refund leave taken, enter negative days or hours.	
	13.01.00
FIG	

Screen 5 – Input Employee Leave and Substitute Pay Screen 1



Screen 6 – 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.

Georgia Department of Education April 4, 2018 • 9:09 AM • Page 10 of 147 All Rights Reserved. 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.

If a substitute has replaced the absent employee, several options are available to quickly modify the substitute's gross data information. This can be done either when adding a new leave record or when modifying an existing leave record.

• The total time for the substitute can be quickly modified by using the **F21** toggle:

(F21 – Modify total sub time)

(F21 – Recalculate/Display screen)

• The total time for the substitute can be quickly <u>reallocated</u> across all gross data lines by using the **F22** toggle:

(F22 - Modify distribution percentages)

(F22 – Recalculate/Display screen)

• The total time for the <u>absent</u> employee can be quickly modify by using the **F23** toggle:

(F23 - Modify employee leave)

(F23 – Recalculate/Display screen)

A summary of the employee leave balances can be reviewed from within the *Input Employee Leave and Substitute Pay* module. The ability to display employees' leave history from within the *Input Employee Leave and Substitute Pay* module allows quick and easy access to employees' leave history, and also

shows the current leave entered into the *Current Leave Input File*. The **HABL** (**F14** – Employee Leave Balances) button is available from both data entry screens within the *Input Employee Leave and Substitute Pay* module.

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

Georgia Department of Education April 4, 2018 • 9:09 AM • Page 11 of 147 All Rights Reserved. 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: Input Employee Leave and Substitute Pay

A1. Adding Employee leave and Substitute Pay Records

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

Personnel System PERMENU FKey Master Henu 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	WHITE	
1 1 1 1 2 3 3 3 File Reorganization		Personnel System		PERMENU
 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		
5 Legacy Leave Menu 6 Personnel Reports Menu 11 Employee Contract File Export 12 Salary Projection Menu 13 Special Functions Menu 20 File Reorganization Masker Variation	<u>1</u> Personn	el Update Menu		
11 Employee Contract File Export 12 Salary Projection Menu 13 Special Functions Menu 20 File Reorganization Master Use list Master Use list 15.02.00	5 Legacy	eave Menu		
13 Special Functions Menu 20 File Reorganization Master User Master User List 15.02.00	11 Employe	e Contract File Export		
Master User _{list} 15.02.00				
inaster list	20 File Reo	ganization		
	Master Userlist			15.02.00
	Action			
Action	Select 4 (F4 – 1	Enhanced Substitute Pay and Lea	we System Menu).	

🔲 PC	G Dist=8991 Rel=13.01.0				WHITE	_ 8 ×
			Personnel S	ystem		PER 03P
	FKey	Enhanced Sub	stitute Pay	and Leave	System	
	 1 Leave	Setup Menu				
		Update Menu				
	_3 Leave	Reports Menu				
	4 Leave	History Menu				
	lleas					12.01.00
	User _{list} PAY VEN Word PAY VEN	D				12.01.00
F16		DR				
A	ction					
C	-l	I II. data	Mana			
5	elect 2 (F2 -	- Leave Update	Menu).			

PCG Dist=8991 Rel=13.01.00 0	· ·	C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>
	Po	ersonnel System		PERØ3P2
FKey	Le	eave Update Menu		
2 Import Lea 3 Post Leav 5 Display Gu 6 Display Le	oss Data ave YTD\Balance I	CSV		
10 Advance L 11 Plan Year		g		
		y from Payroll Leave Records ve on Payroll Record		
 ster User _{list} Constant Start				12.02.00
Action				
Select (F1 – Ir	put Employe	e Leave and Substitut	te Pay).	

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE Input Employee Leave and Substitute Pay	_ <mark>_ 8 ×</mark> LVI 01 00
Enter the leave data you wish to maintain or create:	
Absent employee no.:▼ – or – If no absent employee, chec	k here: 🗖
Starting leave date: Leave type: Leave reason:	
Days absent: or - Hours absent:	
Substitute employee no.: or - If no substitute, check her	e: 🗆
In order to refund leave taken, enter negative days or hours.	
ENTER F1 R F2 R F2 F2	13.01.00
Action	

Step	Action
5	If there is an absent employee: Enter the employee number of the absent employee in the Absent employee no. field, or select the drop-down selection icon I to locate the correct employee number.
	If the employee number is unknown, select $\mathbf{F1S} (F15 - Find Employee)$. When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the Absent employee no. field on the screen.
	<u>If there is no absent employee</u>: Check the selection box \Box to the right of the If no absent employee, check here field.
	When checked, the selection box displays \blacksquare to indicate that there is no absent employee, and <u>only substitute pay is being entered</u> .
6	Enter the starting leave date in the Starting leave date field, or select the drop-down selection icon icon to locate an existing employee leave record.
	The Starting leave date is the date of the first day of the employee's absence.

Step	Action
7	Enter the leave type and reason codes in the Leave type and the Leave reason fields, or select the drop-down selection icon icon within the Leave type field to locate the correct leave codes.
	A selection from the drop-down selection box will cause both the Leave type and the Leave reason fields to be populated.
8	Enter the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both.
	If leave time is being refunded, enter negative days or hours.
	The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the Starting leave date entered. For example, if the Starting leave date is a Friday, and the total number of Days absent is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.
9	If a substitute replaced the absent employee: Enter the employee number of the substitute in the Substitute employee no. field, or select the drop-down selection icon \checkmark to locate the correct employee number. The employee must be in a payroll class defined as a substitute (S) class.
	If the employee number is unknown, select $(F15 - Find Employee)$. When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the Substitute employee no. field on the screen.
	If no substitute replaced the absent employee: Select the selection box \Box to the right of the If no substitute, check here field.
	When selected, the selection box displays \mathbf{V} to indicate that no substitute replaced the absent employee.
10	Select (F13 – Create New Record).
11	If no substitute replaced the absent employee: proceed to <i>Step 12</i> . If a substitute replaced the absent employee: proceed to <i>Step 15</i> .

🔲 PCG Dist=8991 Rel=13.01.00 03				_ 8 ×
Inp Absent Employee Info:	ut Employee Leave a Emp. no. 88594 CO	and Substitute Pay 70NADO. MA7HTA	Status A	LVI0100 Active
SSN 999-08-8594 Class 5	TEACHERS	Work Loc 202 Locati	on 000202	
Leave date 3/06/2013 T	ype A1 SICK LEAVE	Reason	01 SICK LEAVE	
М	emo			
Days abs	ent <u> </u>	-or- Hours absent		
ENTER _ F1 ▶ Å F2 ♥ Å F3 ♣ F4 F5		F9 / F10 Y F11 D F12 F1		13.01.00
F16 F17 F18		Help		

If no substitute replaced the absent employee, the following screen displays:

If a substitute replaced the absent employee, the following screen displays:

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ 8 ×
Input Employee Leave and Substitute Pay Absent Employee Info: Emp. no. 88594 CO7ONADO, MA7HTA Status (LVI 0100
Absent Employee Info: Emp. no. 88594 CO7ONADO, MA7HTA Status (A Active
SSN 999-08-8594 Class 5 TEACHERS Work Loc 202 Location 000202	
Hrs/Day 8.000 Job 105 TEACHERS Leave date 3/06/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE	
Leave date 3/06/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE	
Memo	
Employee leave: Days absent .5000 -or- Hours absent	
Substitute Info: Sub. no. 89957 AD4IR, CE4ESTA Status A	
SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211	H HUCIVE
Sub rank 2 Certified Job 109 SUB-TEACHERS	
Substitute pay rate 70.000 (Daily pay rate)	
Proc Pay Pay Rate Days/Hrs Regular	r
Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Hrly/Daly Regular Gross	
01. <u>D</u> ▼ <u>0025</u> <u>13</u> <u>100</u> <u>2041</u> <u>1000</u> <u>11300</u> <u>302</u> <u>1</u> <u>70.000</u> <u>.10</u> <u>7.0</u>	
62. <u>0.025</u> <u>13 100</u> <u>2041 1000 11300</u> <u>102 1</u> <u>70.000</u> <u>100</u> <u>7.00</u>	<u>9</u> .2000
03. <u>D</u> <u>0025</u> <u>13 100</u> <u>2041</u> <u>1000</u> <u>11300</u> <u>202</u> <u>1</u> <u>70.000</u> <u>.25</u> <u>17.5</u>	<u>9</u> .5000
04. <u>D</u> 0025 <u>13</u> 100 <u>2041</u> 1000 <u>11300</u> <u>101 1</u> <u>70.000</u> <u>.05</u> <u>3.5</u>	<u>9</u> .1000
	_
	_
	_
08. 00	_
09 <u>00</u>	_
	. 1 0000
Reg Daily w/Pension and Taxes	
	13.01.00

Georgia Department of Education April 4, 2018 • 9:09 AM • Page 18 of 147 All Rights Reserved. Once the user enters this second screen of data (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed as shown below.

Substitu	te Time / Employee Time Mismatch	×
♪	The substitute time does not match the absent employee leave Allow?	e time.
	<u>Y</u> es <u>N</u> o	

<u> </u>	
Step	Action
	If <u>no substitute</u> replaced the absent employee, complete <i>Steps 12 - 14</i> .
12	Enter a description of the employee's leave in the Memo field. This field is optional and is for informational purposes only.
13	Enter the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both.
	If leave time is being refunded, enter negative days or hours.
	The Days absent or the Hours absent fields will default based upon the time entered by the user in Step 8. If desired, the user may modify the amount of leave time here.
	The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the Starting leave date entered. For example, if the Starting leave date is a Friday, and the total number of Days absent is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.
14	Proceed to Step 22.

Step	Action
	If a substitute replaced the absent employee, complete <i>Steps 15 - 21</i> .
15	Enter the processing type in the Proc Type field, or select the drop-down selection icon w within the Proc type field. Only daily or hourly processing types are allowed.
	Valid values: <u>Regular Gross Types:</u>
	 D – Regular daily with pension and taxes H – Regular hourly with pension and taxes
	Special Gross Types:
	A –Daily/Hourly adjustment NO pension calculation X – Daily/Hourly, with FICA, NO pension/annuities or tax calculation P – Daily/Hourly adjustment with taxes and pension calculation
	The Proc 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 <i>Maintain Payroll Class Code Leave Parameters</i> screen.
	The defaulting data can be overridden and changed at any time by the user.
	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.
	When entering an account number within the Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field(s), make an entry in the Proc Type field.
	When entering D (Daily) or H (Hourly) in the field, entries are also required in the Pay Rate Hrly/Daly and Days/Hrs Regular fields.

Step	Action			
Complete Steps 16 - 21 for each Proc Type entered in Step 15.				
16	Pay Type: Optional. Used only for the new detailed pay stub.			
	Enter the pay type or select the drop-down selection icon in the Pay Type field to define the employee's pay type.			
	The Pay Type 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</i> <i>Parameters</i> 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 <i>Update/Display Personnel Data</i> screen.			
	The defaulting data can be overridden and changed at any time by the user.			
	The new detailed check stub contains a new section of data entitled <i>Current Hours and</i> <i>Earnings</i> . The current earnings will print based upon the Pay Type 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 Pay Type before utilizing the new detailed pay check statement. All gross data lines with the same Pay Type and Pay Rate will be summarized (and accumulated) on ONE earning line on the check stub.			
	The pay types are user-defined. Detailed instructions for setting up Pay Type codes are in the <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 Pay Type on the <i>Update/Display Gross Data</i> screen are called Compensation Type (code 'P') on the <i>Maintain Description Records</i> screen. The Pay Type 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.			

Step	Action
17	Enter the account information or select the drop-down selection icon in the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field to select the employee's payroll gross distribution account information.
	The Acct # field for the substitute employee is defaulted based upon the <u>absent</u> employee's gross data lines set up on the <i>Update/Display Gross Data</i> 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 this 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 <i>Maintain Payroll Class Code Leave Parameters</i> screen.
	The defaulting data can be overridden and changed at any time by the user.
	For <u>each account entered</u> , make the appropriate entries within the Proc Type , Pay Rate , Reg Hours , and Reg Gr fields.
	If the account number is unknown, select $\mathbf{F1S}$ (F15 – Look up account). If there are more than 930 account line entries in the drop down selection box, the message "*** Too many items to display – Set a filter ***" displays indicating the Chart of Accounts has more entries than can be displayed. A suggestion for the user to utilize the "Set Filter" feature" will then be displayed.
18	For Days/Hours entries: Enter the hourly or daily rate of pay in the Pay Rate Hrly/Daily (Pay Rate Hourly/Daily) field.
	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 <u>Maintain</u> 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 defaulting data can be overridden and changed at any time by the user.

Step	Action
19	For Regular Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Regular (Days/Hours Regular).
	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 <i>Maintain Payroll Class Code Leave Parameters</i> 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 <i>Maintain Payroll Class Code</i> <i>Leave Parameters</i> 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 <i>Update/Display Gross Data</i> 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 this screen.
	To reduce the employee's current pay, enter a negative (-) number in the field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.
20	Reg Gross: Enter the employee's gross salary amount or the total number of days or hours <i>multiplied</i> by the employee's pay rate in the Reg Gross (Regular Gross) field. <i>If 'S', 'B', 'Y'</i> , or ' <i>Q'</i> was entered in the Proc Type field, an entry is required in the field. <i>PCGenesis will calculate the entry in the</i> Reg Gr fields for the remaining processing types.
21	If there are additional Proc Types: Select the Tab key to access the next Proc Type field and repeat this procedure at <i>Step 15</i> .
22	Select Enter - validate) to validate the record.
	Once the data on the screen has been finalized, and Enter has been selected, the system will recalculate the Distribution % fields, if necessary, to correctly reflect the distribution of the substitute days/hours over the gross data account lines on the screen.
	Select $\mathbf{F3} \rightarrow \mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Input Employee Leave</i> and Substitute Pay screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	To scroll up and down on the screen, select the appropriate icon rial, r

Absent Employ	ee Info:	Input Emp Emp.n s 5 TEACHE Hrs/ 13 Type A1	loyee Lea 10. 88594	ve and Subs CO7ONADO,	.oc 202 Loc Job 105 TEA	ation 0002	Status A 02	⊟_× LVI0100 Active
Substitute In SSN 999-08-9	Memo Employee leave: Days absent .5000 -or- Hours absent Substitute Info: Sub. no. 89957 AD4IR, CE4ESTA Status A Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS							
Proc Pay Type Type 01. D ▼ 6025 02. D 6025 03. D 6025 04. D 6025 05 06 07 08	Yr Fnd F 13 100	Prgm Fnct 2041 1000 2041 1000 2041 1000 2041 1000 2041 1000	0bjct Fct <u>11300 _30</u> <u>11300 _10</u> <u>11300 _20</u> <u>11300 _10</u>	2 1 2 1 2 1 1 1	Pay Rate Hrly/Daly 70.000 70.000 70.000	.10 .10 .25 .05	Gross 7.00 7.00 17.50	.2000 .2000 .5000
69 10 Reg Daily U Record Valic ^{NN} ♥ F1 ★ F2 F15 ₹ F15 ₹ F15	99 //Pension a lated Succe		FY MODIFY		FIT FIT FIT FIT			1.0000

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

E	PCG Dist=8991 Rel=13.01.00 03/06/2013		WHITE					
	Input Emplo	oyee Leave and Substitute Pay	I	LVI 0100				
	Enter the leave data you wish to maintain or create:							
	Absent employee no.:	<u>88594 ▼ - or - If no</u> CO7ONADO, MA7HTA	absent employee, check h	ere: 🗆				
	Starting leave date: Leave type: Leave reason:	A1 SICK LEAVE						
	Days absent:	<u>.5000</u> - or - Hours	absent:					
	Substitute employee no.:	<u>89957</u> - or - If no AD4IR, CE4ESTA	substitute, check here:					
	In order to refund leave taken, enter negative days or hours.							
	ecord Added Successfully ▼ P1→2 P2→2 P2→2 P1→2 P1→2 P1→2 P1→2 P1→2	PPIT FS FS F10 F11 F12 MODIFY FS FS F10 F11 F12	Image: state	13.01.00				
Step	Action							
24	Verify "Record Added Sud the Leave Update Menu sci		l select FIG (F16 -	- Exit) to return				

📕 PCG Dist=8991 Rel=13.01.00 03/06/201	13 PCW 001 C:\DEVSYS C:\SECOND	WHITE	_ & ×
	Personnel System		PER03P2
FKey	Leave Update Menu		
 1 Input Employee Lu 2 Import Leave Input 3 Post Leave Input I			
Display Gross Da Display Leave YT			
10 Advance Leave 11 Plan Year Rollove	er Processing		
	eave History from Payroll Leave Rec to-Date Leave on Payroll Record	cords	
			12.02.00
Master User List PAY MONITOR VEND MONITOR			12.02.00

Step	Action
25	Select FIG (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .
26	To print the report via the Uqueue Print Manager: SelectImage: Colspan="2" (Uqueue).To print the report via Microsoft® Word: SelectImage: Colspan="2" (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.

A2. Modifying Employee Leave and Substitute Pay Records

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

PCG Dist=8991 Rel=15.02.0	00 07/13/2015 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	- • ×
	Personnel System		PERMENU
FKey	Master Menu		
	onnel Update Menu		
<u>5</u> Legad	nced Substitute Pay and Leave System cy Leave Menu onnel Reports Menu		
12 Salar	oyee Contract File Export y Projection Menu al Functions Menu		
20 File R	Reorganization		
Master Userlist			15.02.00
Action			
Select 4 (F4.	- Enhanced Substitute Pay and L	eave System Menu)	

🔲 PC	G Dist=8991 Rel=13.01.0				WHITE	_ 8 ×
			Personnel Sy	jstem		PER 03P
	FKey 	Enhanced Sub	stitute Pay	and Leave	System	
		Setup Menu				
		Update Menu				
		Reports Menu				
	4 Leave	History Menu				
Master	^{User} list		1 1			12.01.00
<u>F16</u>						
Α	ction					
C	elect 2 (F2 -	Loovo Undata	Manu			
5	elect (F2 -	- Leave Opdate	wienu).			

PCG Dist=8991 Rel=13.01.00 0	· ·	C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>
	Po	ersonnel System		PERØ3P2
FKey	Le	eave Update Menu		
2 Import Lea 3 Post Leav 5 Display Gu 6 Display Le	oss Data ave YTD\Balance I	CSV		
10 Advance L 11 Plan Year		g		
		y from Payroll Leave Records ve on Payroll Record		
 ster User _{list} Constant Start				12.02.00
Action				
Select (F1 – Ir	put Employe	e Leave and Substitut	te Pay).	

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ 8 ×
Input Employee Leave and Substitute Pay	LVI 01 00
Enter the leave data you wish to maintain or create:	
Absent employee no.: or - If no absent employee, check h	nere: 🗆
Starting leave date: Leave type: Leave reason:	
Days absent: or - Hours absent:	
Substitute employee no.: or - If no substitute, check here:	
In order to refund leave taken, enter negative days or hours.	
	13.01.00

Step	Action								
5	If there is an absent employee: Enter the employee number of the absent employee in the Absent employee no. field, or select the drop-down selection icon I to locate the correct employee number.								
	If the employee number is unknown, select $\mathbf{FIS} \to \mathbf{FIS} \to \mathbf{FIS}$ (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the Absent employee no. field on the screen.								
	If there is no absent employee: Check the selection box \Box to the right of the If no absent employee, check here field.								
	When checked, the selection box displays \mathbf{V} to indicate that there is no absent employee, and <u>only substitute pay is being entered</u> .								
6	Enter the starting leave date in the Starting leave date field, or select the drop-down selection icon \square to locate an existing employee leave record.								
	The Starting leave date is the date of the first day of the employee's absence.								

If the drop-down selection icon 🔳 has been selected in the **Starting leave date** field, the following screen displays:

ub No	Sub Na	ame	Leave Date	Ti	me Off	Leave T	уре	Leave Re	ason
000000	NO SUBS		08/17/2012		000 DAYS	A1 SICK L		01 SICK LE	
)88599)89957	MC2LOUD AD4IR, CI), ME2IDETH E4ESTA	03/02/2013 03/06/2013		000 DAYS 000 DAYS	A2 OTHEF A1 SICK L		02 JURY D 01 SICK LE	
		number:			ıbstitute				

Step	Action
7	The <i>Select Leave Input Record</i> screen allows the user to view the existing leave records for either an absent employee or a substitute.
	To view all leave records currently on the <i>Current Leave Input File</i> for an absent employee: Enter the employee number in the Enter employee number field and select the Re-filter (Re-filter) button.
	To view all leave records currently on the <i>Current Leave Input File</i> for a substitute employee: Enter the substitute employee number in the Enter substitute number field and select the Re-filter (Re-filter) button.
8	Highlight the desired leave record, and either double-click on the selected line, or select the Done (Done) button to select the record. If a leave record has been selected, the leave record information will populate the <i>Leave Input</i> screen.
	Select the Cancel (Cancel) button to close the drop-down selection box without returning the leave record information to the <i>Leave Input</i> screen.

If a record has been selected from the drop-down selection icon \blacksquare in the **Starting leave date** field, the leave record fields will be populated as shown on the following screen:

E PCG Dist=8991 Rel=13.01.00 03/06/2013	PCW 001	C:\DEVSYS	C:\SECO	IND	WHITE	_ 8 ×						
Input Emplo	yee Leau	e and Sub	stitut	e Pay		LVI 0100						
Enter the leave data you wish to maintain or create:												
Absent employee no.:		0, MA7HTA		If no	absent employee, check	here: 🗖						
Starting leave date: Leave type: Leave reason:		CK LEAVE										
Days absent:	5	- 000	or -	Hours	absent:							
Substitute employee no.:	<u>89957</u>	-	or -	If no	substitute, check here:							
In order to refund leave taken, enter negative days or hours.												
				J (13.01.00						
	F7L F8 MODIFY F23 LV	F3 🖡 F10	Ffi	Help								

Step	Action								
9	Verify the leave type and reason codes in the Leave type and the Leave reason fields, or select the drop-down selection icon icon within the Leave type field to locate the correct leave codes.								
	A selection from the drop-down selection box will cause both the Leave type and the Leave reason fields to be populated.								
10	Verify the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both.								
	If leave time is being refunded, enter negative days or hours.								
	The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the Starting leave date entered. For example, if the Starting leave date is a Friday, and the total number of Days absent is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.								

Step	Action
11	If a substitute replaced the absent employee: Verify the employee number of the substitute in the Substitute employee no. field, or select the drop-down selection icon \blacksquare to locate the correct employee number. The employee must be in a payroll class defined as a substitute (S) class.
	If the employee number is unknown, select $\mathbf{F15}$ (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the Substitute employee no. field on the screen.
	If no substitute replaced the absent employee: Select the selection box \Box to the right of the If no substitute, check here field.
	When selected, the selection box displays $\mathbf{\nabla}$ to indicate that no substitute replaced the absent employee.
12	Select Enter – Edit Record).

If no substitute replaced the absent employee, the following screen displays:

🗎 Р(G Dist=	-8991	Rel=1	3.01.00	03/06	6/2013	PCW 0	01 (C:\DEVS1	/5 C: \;	5ECONE)	w	HITE			_	. 8 ×
Absen	t Emp	loyee	e Info	a	Emp	. no.	8859	94 CC	and S D70NAD	O, MA	7HTA	2			Status	5 A	LVI010 Active	30
22N	999-0	8-859	/4 CI	ass	5 IEA	CHERS	S .		Wor	k Loc	2 82	Loca	tion	00020	12			
Le	ave d	ate	8/17/	2012	Туре	A1 \$	SICK I	EAVE				Reaso	n 01	SICK	LEAVE			
					Memo								_					
			D	ays a	bsent		1.000	<u>)0</u>	-or-	Hou	rs ab	sent			_			
	▶ 유	≪ 2	F3 🎒	54		1.4			F9				CREAT	LV BAL	0		13.01	. 00
V			F3 😅	FHUE	MODIFY		MODIFY		F9	F10	F11	F12	F13	F14	F15 W			

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DE¥5Y5		
	.oc 202 Location 0002 lob 105 TEACHERS	02
Nemo Employee leave: Days absent .5000 -	or- Hours absent	
Substitute Info: Sub. no. 89957 AD4IR, CE4 SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work L Sub rank 2 Certified Substitute pay rate 70.000 (Daily pay r	.oc 6211 Location 0062 lob 109 SUB-TEACHERS	Status A Active 11
Proc Pay Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'1 01. 0 0025 13 100 2041 1000 11300 302 1 02. 0 0025 13 100 2041 1000 11300 102 1	Pay Rate Days/Hrs Hrly/Daly Regular 70.000 .10	Gross Distrib % 7.00 .2000
03. D 0025 13 100 2041 1000 11300 202 1 04. D 0025 13 100 2041 1000 11300 202 1 05 00 00	<u>70.000</u> .25 70.000.05	<u> </u>
08. 90 <t< th=""><td></td><td>35.00 1.0000</td></t<>		35.00 1.0000
Reg Daily w/Pension and Taxes Image: state		Fig Q 13.01.00

If a substitute replaced the absent employee, the following screen displays:

Once the user enters this second screen of data (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed.



Step	Action
13	Make the appropriate changes and select Enter - Validate) to validate the record.
	Once the data on the screen has been finalized, and Enter has been selected, the system will recalculate the Distribution % fields, if necessary, to correctly reflect the distribution of the substitute days/hours over the gross data account lines on the screen.
	Select $\mathbf{F3} \bigoplus$ (F3 – Print this data) to obtain a screen print of the <i>Input Employee Leave</i> and Substitute Pay screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	To scroll up and down on the screen, select the appropriate icon $\mathbf{r}_{\mathbf{r}}$, $\mathbf{r}_{\mathbf{r}}$, $\mathbf{r}_{\mathbf{r}}$, $\mathbf{r}_{\mathbf{r}}$.

		03/06/2013 PCW 001					_ & ×
bsent Employ	In ee Info:	put Employee Le Emp. no. 88594	ave and Subs CO7ONADO,	titute Pay MA7HTA		Status A	LVI0100 Active
SSN 999-08-8	594 Class 5	TEACHERS	Work L	.oc 202 Loc	ation 0002	02	
Leave date	3/06/2013	Hrs/Day 8.0 Type A1 SICK LE			CHERS ON 01 SICK	LEAVE	
		Memo					
Empl	oyee leave:	Days absent	.5000 -	or- Hours	absent		
ubstitute In		Sub. no. 89957	AD4IR, CE4	ESTA		Status A	Active
SSN 999-08-9		SUBSTITUTE TEA				11	
	Sub rank 2	Certified		IOD 109 SUB	-TEACHERS		
Su	bstitute pay	rate 70.000	(Daily pay r	ate)			
Proc Pay				Pay Rate	Days/Hrs	Regular	
Type Type	Yr Fnd F Prg	m Fnct Objct Fc	ty B Addt'l	Hrly/Daly	Regular	Gross	Distrib %
12. D 0025	<u>13 100 204</u> 13 100 204	<u>1 1000 11300 3</u> 1 <u>1000 11300 </u> 1	9 <u>2 1</u>	70.000	.10	7.00	.2000 .2000
3. <u>D</u> <u>0025</u>	13 100 _ 204	1 1000 11300 2	02 1	70.000	.25	17.50	.5000
4. <u>D</u> <u>0025</u>	<u>13 100 _ 204</u>	<u>1 1000 11300 _1</u>	<u>01 1</u>	70.000	. 05	3.50	.1000
5 6	<u> </u>						
7	00						
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9	<u> </u>						
0	<u> </u>				.50	35 88	1.0000
Reg Daily w	/Pension and	Taxes				05.00	
		ully F8 to S					13.01.00
F1 5 F2			5 🖬 F3 🖡 F10	F11 F12		- F15 🔍	10.01.00
🗲 F17 🗟 F18 1		21TIME F22 % F23 LY		Help			

Step	Action
14	Verify "Record Validated Successfully – F8 to Save." displays, and select $\mathbf{F8} = \mathbf{F8}$ (F8 – Save changes).

	PCG Dist=8	991 R	el=13.0					C:\DEVSYS		WHITE		_ 8 ×
				Inpu	it Emp	oloyee	Leav	e and Subs	stitute Pay MA7HTA			LVI 0100
	ent Emplo			E	Emp. r	10. 88		CO7ONADO,	MAZHTA		Status A	Active
ss	N 999-08-	8594	Clas	55 5 1	EACHE	ERS		Work l	OC 202 LOC	ation 0002	02	
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				Me	mo							
	Emp	1oye	e leau 	ve: Da	nys at	osent		.5000 -	or- Hours	absent		
	stitute I								HESTA			Active
SS	N 999-08-								.oc 6211 Loc		11	
		S	ub rar	nk 2(ertif	Fied			Job 109 SUB	-TEACHERS		
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		ubse	reace	pay it	icc.	10.00	0 (0	arry pay i	acc)			
	Proc Pay									Days/Hrs		
									Hrly/Daly			Distrib %
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02	- <u>D</u> <u>0025</u>	13	<u>100</u>	2041	1000	11300	102	1	70.000	.10	7.00	.2000
03	- <u>U</u> <u>0025</u>	13	100	2041	1000	11300	202	1	70.000		17.50	.5000
	- <u>0 0025</u>								70.000		3.20	.1000
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_												
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	17 .0	((D						· · · · ·	1	1 1 .		
	verity	Re	ecord	Upd	ated	Suce	cessf	ully di	splays, and	a select	F16 4 (I	F16 - Exit) to
	the pre-						-					

1	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	
	Input Employee Leave and Substitute Pay LVI0100	
	Enter the leave data you wish to maintain or create:	
	Absent employee no.: <u>88594</u> − or − If no absent employee, check here: CO7ONADO, MA7HTA	
	Starting leave date: <u>3/06/2013</u> Leave type: <u>A1</u> SICK LEAVE Leave reason: <u>01</u> SICK LEAVE	
	Days absent:5000 – or – Hours absent:	
	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.	
-	Record Updated Successfully F16 to Return Image: State of the s	
Step	Action	
16	Verify " <i>Record Updated Successfully</i> " displays, and select $\mathbf{F16} (\mathbf{F16} - \mathbf{Exit})$ to rethe <i>Leave Update Menu</i> screen.	eturn te

📕 PCG Dist=8991 Rel=13.01.00 03/06/20	013 PCW 001 C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Personnel System		PER03P2
FKey 	Leave Update Menu		
1 Input Employee L 2 Import Leave Inpu 3 Post Leave Input			
5 Display Gross Da 6 Display Leave Y	ata TD\Balance Paycheck Data		
10 Advance Leave 11 Plan Year Rollov	er Processing		
	_eave History from Payroll Leave Re ~to-Date Leave on Payroll Record	cords	
Master Userlist			12.02.00
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Step	Action
17	Select FIG (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .
18	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.

A3. Modifying Total Substitute Time

Ste

If a substitute has replaced the absent employee, several options are available to quickly modify the substitute's gross data information. This can be done either when adding a new leave record or when modifying an existing leave record. For example, it is possible to quickly modify the total time for the substitute by using the **F21** toggle: F21 - Modify total sub time) and F21 - Recalculate/Display screen). This procedure describes how to modify the total days/hours for the substitute.

	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE
	Input Employee Leave and Substitute Pay LVI0100 sent Employee Info: Emp. no. 88594 CO7ONADO, MA7HTA Status A Active SN 999-08-8594 Class 5 TEACHERS Work Loc 202 Location 000202 Hrs/Day 8.000 Job 105 TEACHERS Leave date 3/06/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE
	Memo Employee leave: Days absent .5000 -or- Hours absent
	bstitute Info: Sub. no. 89957 AD4IR, CE4ESTA Status A Active SN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS
0: 0: 0: 0: 0: 0: 0: 1:	Substitute pay rate 70.000 (Daily pay rate) Pay Rate Days/Hrs Regular Gross Distrib % Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'1 Hrly/Daly Regular Gross Distrib % 1. D<0025
ENTE F16	
	Action
ub	stitute replaced the absent employee, complete Steps $1 - 5$ in order to modify the days/hours for the substitute.
	Select $F21 - Modify total sub time)$ in order to modify the total days/hours for substitute.

SSN 999	-08-8	594 Clas	s 5 TEA H 13 Type	ICHERS Irs/Day I Al SICK	Leave and 594 CO7ONA Wo 8.000 LEAVE	ork Loc 🛛 2	02 Loca	ition 0002	92	HULIVE
	Empl	oyee leav	Memo e: Days		.5000	-or-	Hours	absent		
	-08-9	957 Clas Sub ran	s 9 SUE k 2 Cer	STITUTE tified	957 AD4IR, TEACHER Wo	ork Loc 62 Job 1	11 Loca	tion 0062 [.]		Active
05. 06.	Pay Type 0025 0025 0025 0025	Yr Fnd F 13 100 13 100 13 100 13 100 13 100 00				Pau	Rate //Daly 0.000 0.000 0.000 0.000	Days/Hrs Regular .10 .10 .25 .05	Regular Gross 7.00 7.00 17.50 3.50	Distrib % .2000 .2000 .5000 .1000
07. 08. 09. 10. Mode ch	anged	00 00 00 00 to updat	e				-	.50	35.00	1.0000
	گ ۲⊒ا_ π	Å F3 ∰ F4	EA FEIDO		F8 📕 F9 🖊	F10 F11	F12 Help		FIE Q	13.01.00

Step	Action
2	For Regular Days/Hours entries: Modify the total days/hours for the substitute.
	Once on this screen (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed.
3	Select ENTER (Enter - validate) to validate the record and recalculate values.
	Once the data on the screen has been finalized, and Enter has been selected, the system will recalculate the Days/Hrs Regular fields, if necessary, to correctly reflect the distribution of the total substitute days/hours over the gross data account lines on the screen. The time is distributed based upon the distribution percentages (Distrib %) associated with each gross data line.

Step	Action
4	Select $(F21 - Recalculate/Display screen)$ in order to modify the total days/hours for the substitute.
	Once the data on the screen has been finalized, and F21 (Recalculate/Display screen) has been selected, the system will recalculate the Days/Hrs Regular fields, if necessary, to correctly reflect the distribution of the total substitute days/hours over the gross data account lines on the screen. The time is distributed based upon the distribution percentages (Distrib %) associated with each gross data line.

Dosent Employee Thro: Employee 100: 88594 CU/OMHOU, MH/HIH Status A Active SSN 999-88-8594 Class 5 TEACHERS Work Loc 202 Location 808202 Hrs/Day 8.080 Job 105 TEACHERS Leave date 3/86/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE Memo Employee leave: Days absent .5000 -or- Hours absent Substitute Info: Sub. no. 89957 AD41R, CE4ESTA Status A Active SSN 999-88-9957 Class 9 SUBSITIUE TEACHER Work Loc 6211 Location 806211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Pay Rate Days/Hrs Regular Gross Distrib % Gross Distrib % Proc Pay Pay Rate Days/Hrs Regular Gross Distrib % 2000 20 14.00 2000 Status A = - 000 13 100 - 2041 1000 11300 302 1 70.000 .20 14.00 2000 Bit D = 0025 13 100 - 2041 1000 11300 202 1 70.000 .50 35.00 .5000 Bit D = 000 Integer refer re	mployee Leave and Substitute Pay LVI01 no. 88594 CO7ONADO, MA7HTA Status A Active	00
Hrs/Day 8.800 Job 105 TEACHERS Leave date 3/06/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE Nemo Reason 01 SICK LEAVE Employee leave: Days absent .5000 -or- Hours absent ubstitute Info: Sub. no. 89957 AD4IR, CE4ESTA Status A Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Pay Rate Days/Hrs Regular Regular Gross Distrib % 01. D 0025 13 100 2041 1009 11300 302 1 70.000 .20 14.00 .200 14.00 .2000 03. D 0025 13 100 2041 1000 11300 202 1 70.000 .50 35.00 .500 .500 0 04. D 0025 13 100 2041 1000 11300 102 1 70.000 .10 7.00 .1000 .100 7.00 .1000 05. D 0025 13 100 2041 1000 11300 101 1 70.000 .10 7.00 .1000 .100 7.00 .1000 05. D 00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00	NO. 88594 GUTUNHDU, MHTHIH STATUS H HCTIVE HERS Work for 202 location 000202	
Memo Employee leave: Days absent .5000 -or- Hours absent ubstitute Info: Sub. no. 89957 AD4IR, CE4ESIA Status A Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Rate Days/Hrs Regular Gross Distrib % .2001 .2001 .2001 02.0 04025 13 100 .2011 .2001 .2000 03.0 04025 13 100 .2011 .2001 .2001 .2001 03.0 04025 13 100 .2011 .70.000 .50 .50.00 .5000 04.0 04001 1300 2021 .70.000 .50 .5000 .5000 05.0 06 .00 .00 .100 .1000 .1000 .1000 06.0 .00 .00 .00 .00 .1000 <td< td=""><td>s/Dau 8.000 Job 105 TEACHERS</td><td></td></td<>	s/Dau 8.000 Job 105 TEACHERS	
Weno Employee leave: Days absent .5000 -or- Hours absent ubstitute Info: Sub. no. 89957 AD4IR, CE4ESIA Status A Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Rate Days/Hrs Regular Gross Distrib % .2000 .200 14.00 .2000 02.0 04025 13 100 .2041 1000 11300 .2021 .70.000 .20 14.00 .2000 03.0 0.0025 13 100 .2041 1000 11300 .2021 .70.000 .50 .50.00 .50 .50.00 .50 .5000 .5000 .50 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000 .5000	A1 SICK LEAVE Reason 01 SICK LEAVE	
Employee leave: Days absent .5000 -or- Hours absent ubstitute Info: Sub. no. 89957 AD4IR, CE4ESTA Status A Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Type Type Yr Fnd F Prgm Fnct Objct Fcty 8 Addt'l Pay Rate Days/Hrs Regular Gross Distrib % 01. 0.0025 13 100 2041 1000 11300 302 1 70.000 .20 14.00 .2000 02. 0 0025 13 100 2041 1000 11300 302 1 70.000 .50 35.00 .5000 03. 0 0025 13 100 2041 1000 11300 101 70.000 .50 35.00 .5000 04. 0 0025 13 100 2041 1000 11300 101 70.000 .10 7.00 .1000 05. 09 0 0 0 .00 .50 35.00 .5000 04. 0 0005 1000 2041 1000 11300 101 .70.000 .100 .1000 05. 09 00		
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Ubstitute Info: Sub. no. 89957 AD4IR, CE4ESTA Status A Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Type Type Yr Fnd F Prgn Fnct Objct Fcty B Addt'1 Hrly/Daly Regular Gross Distrib % 0025 13 100 2041 1000 11300 302 1 70.000 20 14.09 2000 02. 0025 13 100 2041 1000 11300 102 1 70.000 50 35.09 2000 03. 0 0025 13 100 2041 1000 11300 102 1 70.000 50 35.09 .5000 04. 0 0025 13 100 2041 1000 11300 102 1 70.000 50 35.09 .5000 04. 0 0025 13 100 2041 1000 11300 101 1 70.000 50 35.09 .5000 05. 0 00 00 00 100 7.00 .1000 06. 0 09 09 00 01 70.000 .10 7.00 .1000 07. 00 00 00 00 .0 .100 70.000 .1000 .1000 08. 0 09 00 00 00 .0 .100 .0000 .1000 .10000 .10000 <	absent _5000 -or- Hours absent	
SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'1 Hrly/Daly Regular Gross Distrib % 01. D 0025 13 100 2041 1000 11300 302 1 70.000 .20 14.00 .2000 02. D 0025 13 100 2041 1000 11300 102 1 70.000 .50 35.00 .2001 03. D 0025 13 100 2041 1000 11300 202 1 70.000 .50 35.00 .5000 04. D 0025 13 100 2041 1000 11300 101 1 70.000 .10 7.00 .1000 05. 0 09 06. 09 09 07. 09 09 08. 09 09 09. 09 09 09. 09 09 09. 09 09 09. 09 00 09. 09 09 09. 09 09 09. 09 09 09. 09 09 10. 00 13.00 101 1 70.000 100 100 70.00 1.0000 10. 00 1000 11300 101 1 10. 00 1000 11300 101 1 10. 00 1000 11300 101 1 10. 00 1000 11300 101 1 10. 00 1000 11300 101 1 10. 00 1000 11300 101 1 10. 00 1000 11300 101 1 10. 00 1000 100 11 10. 00 100 100 100 100 100 1		
Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Type Type Vr Fnd F Prgm Fnct Objct Fcty B Addt'l Hrly/Daly Regular Gross Distrib % 01.0 0025 13 100 2041 1000 11300 302 1 70.000 20 14.00 2000 02.0 0025 13 100 2041 1000 11300 202 1 70.000 50 35.00 5000 03.0 0025 13 100 2041 1000 11300 202 1 70.000 50 35.00 5000 04.0 0025 13 100 2041 1000 11300 101 1 70.000 50 35.00 5000 04.0 0025 13 100 2041 1000 11300 101 1 70.000 100 70.00 1000 05.0 09 OF OF OF OF OF		
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Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Hrlý/Daly Regular Gross Distrib % 01. D<0025		
02. D 0925 13 100 2041 1000 11300 102 1 70.000 .20 14.00 .2000 03. D 0025 13 100 2041 1000 11300 202 1 70.000 .50 35.00 .5000 04. D 0025 13 100 2041 1000 11300 202 1 70.000 .50 35.00 .5000 05		
82. D 0825 13 100 2041 1000 11300 102 1 70.000 .20 14.00 .2000 93. D 0025 13 100 2041 1000 11300 202 1 70.000 .50 35.00 .5000 94. D 0025 13 100 2041 1000 11300 202 1 70.000 .50 35.00 .5000 95 00	t Objct Fcty B Addt'l Hrly/Daly Regular Gross Distrib %	
83. D 6025 13 100 2041 1600 11300 202 1 70.000 .50 35.00 .5000 94. D 6025 13 100 2041 1600 11300 101 1 70.000 .10 7.00 .1000 95. 00 00 00 00 00 00 00 00 00 00 00 00 00		
04. D 0025 13 100 2041 1000 11300 101 1 70.000 .10 7.00 .100 05. 00 00 00 000 06. 00 00 00 000 07. 00 00 00 000 08. 00 00 00 000 10. 00 00 00 000 10. 00 00 00 1.0000 10. 00 00 1.0000 10. 00 70.00 1.0000 13.01.0 13.01.0	<u>0 11300 102 1 </u>	
85 99 86 99 87 99 88 99 10 99 10 99 10 99 1.00 70.00 1.0000 Reg Daily w/Pension and Taxes 13.01.0 13.01.0		
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89 00 10 00 Reg Daily w/Pension and Taxes THE FREE FREE FREE FREE FREE FREE FREE FR		
10. 00 Reg Daily w/Pension and Taxes 1.00 The property interpret in		
Reg Daily w/Pension and Taxes 1.00 70.00 1.0000 ""W F1 > 2 < 2		
		00
		.00
	ODIFY MODIFY 22 % F23 LY Help	

Step	Action
5	Continue processing as described above in Section A1. Adding Employee Leave and Substitute Pay Records or Section A2. Modifying Employee Leave and Substitute Pay Records.

A4. Modifying Distribution Percentages

Step

1

If a substitute has replaced the absent employee, several options are available to quickly modify the substitute's gross data information. This can be done either when adding a new leave record or when modifying an existing leave record. For example, it is possible to quickly reallocate the total time for the

substitute across all gross data lines by using the F22 toggle: $\frac{100 \text{ F22}}{122 \text{ F22}}$ (F22 – Modify distribution percentages) and $\frac{1}{12200}$ (F22 – Recalculate/Display screen). This procedure describes how to modify the distribution percentages for the substitute.

If a substitute replaced the absent employee, the following screen displays:

SSN 9	99-08-8	594 Cla	ss 5 TEACH	ERS		Work L	titute Pay MA7HTA oc 202 Loc ob 105 TEA Reas	ation 0002	92	Active
	Emp]	oyee lea.		bsent	.5		or- Hours	absent		
	99-08-9	957 Cla Sub ra		ITUTE TE fied	ACHER	Work L J	ESTA oc 6211 Loc ob 109 SUB ate)	ation 0062	Status A 11	Active
Type 01. D 02. D 03. D 04. D 05 06 07 08 09	0025	<u>13</u> 100 00 00 00 00 00 00	_ <u>2041</u> 1000 	<u>11300</u>	<u>101</u> 1 		Pay Rate Hr1y/Daly 70.000 70.000 70.000 70.000		7.00	Distrib % .2000 .2000 .5000 .1000
_			and Taxes					1.00	70.00	1.0000
					F8 🖬	F9 F10	F11 F12 F12 Help		F15	13.01.00
	ction									

the total time for the substitute across the gross data lines.

Select (F22 - Modify distribution percentages) in order to quickly reallocate the total time for the substitute across the gross data lines.

PCG Dist = 8991 Rel = 13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND _ 8 × WHITE Input Employee Leave and Substitute Pay LVI 0100 Absent Employee Info: Emp. no. 88594 CO7ONADO, MA7HTA Status A -- Active SSN 999-08-8594 Class 5 TEACHERS Work Loc 202 Location 000202 Hrs/Day 8.000 Job 105 TEACHERS Leave date 3/06/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE Memo Employee leave: Days absent .5000 -or-Hours absent Sub. no. 89957 AD4IR, CE4ESTA Substitute Info: Status A -- Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Pay Rate Days/Hrs Regular Type Type 1. D 0025 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Hrly/Daly Gross Distrib % Regular
 2041
 1000
 11300
 302
 1

 2041
 1000
 11300
 102
 1
 .20 .2000 01. D 13 100 14.00 70.000 .2000 13 100 70.000 02. D 0025 .20 14.00 2041 1000 11300 202 1 70.000 03. D 0025 13 100 .50 35.00 .5000 13 100 2041 1000 11300 101 1 7.00 04. D 0025 70.000 .10 .1000 05. 00 06. 00 07. 00 08. 00 09. 00 10. 00 1.00 70.00 1.0000 Mode changed to update -46 F7 LV BAL 13.01.00 ▶# F3 🖨 67 n 💽 | 9 **₩**₽ E12 Help

Step	Action
2	Modify the distribution percentage for each General Ledger account number. The distribution percentage (Distrib %) indicates the percentage of the total substitute time to distribute to the selected GL account line.
	All lines with a valid General Ledger account number must add to 100%. (1.0000 equals 100%, 0.2500 equals 25%)
3	Select Enter - validate) to validate the record and recalculate values.
	Once the data on the screen has been finalized, and Enter has been selected, the system will recalculate the Days/Hrs Regular fields, if necessary, to correctly reflect the distribution of the total substitute days/hours over the gross data account lines on the screen.
4	Select (F22 – Recalculate/Display screen) in order to modify the distribution of the total days/hours for the substitute.
	Once the data on the screen has been finalized, and F22 (Recalculate/Display screen) has been selected, the system will recalculate the Days/Hrs Regular fields, if necessary, to correctly reflect the distribution of the total substitute days/hours over the gross data account lines on the screen.

	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5				_ 8)
	Hrs/Day 8.000 Leave date 3/06/2013 Type A1 SICK LEAVE	LOC 202 LOC Job 105 TEA	ation 0002	92	LVI0100 Active
	Memo Employee leave: Days absent .5000	-or- Hours	absent		
	stitute Info: Sub. no. 89957 AD4IR, CE N 999-08-9957 Class 9 SUBSTITUTE TEACHER Work	4ESTA Loc 6211 Loc Job 109 SUB	ation 0062		Active
6	Proc Pay Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'1 → D≂lag25 13 100 2041 1000 11300 302 1	Pay Rate Hrly/Daly 70,000	Days/Hrs Regular	Regular Gross	Distrib %
0	. D 0025 13 100 2041 1000 11300 102 1	70.000	.10	7.00	.1000
0	D 0025 13 100 2041 1000 11300 202 1 D 0025 13 100 2041 1000 11300 101 1	70.000	.15	10.50	.1500
0) 0) 0) 0)	• •				
R	g Daily w/Pension and Taxes		1.00	70.00	1.0000
ENTE				F15 Q	13.01.00
	Action				
	Continue processing as described above in <i>Substitute Pay Records</i> or <i>Section A2. Mor Records</i> .				

If a substitute replaced the absent employee, the following screen displays:

Step 5

A5. Modifying Employee Leave

If a substitute has replaced the absent employee, several options are available to quickly modify the employee leave information. This can be done either when adding a new leave record or when modifying an existing leave record. For example, it is possible to quickly modify the total time for the absent employee by using the F23 toggle: (F23 - Modify employee leave) and (F23 - Modify employee leave) and (F23 - Modify employee leave)

Recalculate/Display screen). This procedure describes how to modify the total days or hours for the absent employee.

	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE
	Input Employee Leave and Substitute Pay LVI0100 sent Employee Info: Emp. no. 88594 CO7ONADO, MA7HTA Status A Active SN 999-08-8594 Class 5 TEACHERS Work Loc 202 Location 000202 Hrs/Day 8.000 Job 105 TEACHERS Leave date 3/06/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE
	Meno
	Employee leave: Days absent .5000 -or- Hours absent bstitute Info: Sub. no. 89957 AD4IR, CE4ESTA Status A Active SN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate)
0 0 0 0 0 0 1	Proc Pay Pay Rate Days/Hrs Regular Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'1 Hrly/Daly Regular Gross Distrib % 1. D<0255 13 100 2041 1000 11300 302 1 70.000 .70 49.00 .7000 2. D<0025 13 100 2041 1000 11300 102 1 70.000 .10 7.00 .1000 3. D<0025 13 100 2041 1000 11300 102 1 70.000 .15 10.50 .1500 3. D<0025 13 100 2041 1000 11300 102 1 70.000 .15 10.50 .1500 4. D<0025 13 100 2041 1000 11300 101 1 70.000 .05 3.50 .0500 5 00
ENT F16	
)	Action
a sub	stitute replaced the absent employee, complete <i>Steps</i> $1 - 6$ in order to modify the days or hours of leave for the absent employee.
	Select $\mathbf{F23} - \mathbf{Modify}$ (F23 – Modify employee leave) in order to modify the total days or hou leave for the absent employee.

PCG Dist = 8991 Rel = 13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE _ @ × Input Employee Leave and Substitute Pay LVI 0100 Absent Employee Info: Emp. no. 88594 CO7ONADO, MA7HTA Status A -- Active SSN 999-08-8594 Class 5 TEACHERS Work Loc 202 Location 000202 Hrs/Day 8.000 Job 105 TEACHERS Leave date 3/06/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE Memo .5000 -or- Hours absent Employee leave: Days absent _ _____ _____ ------Sub. no. 89957 AD4IR, CE4ESTA Substitute Info: Status A -- Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pay Pay Rate Days/Hrs Regular Type Type 1. D 0025 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Hrly/Daly Gross Distrib % Regular 2041 1000 11300 302 1 2041 1000 11300 102 1 01. D 13 100 .70 49.00 70.000 .7000 13 100 70.000 7.00 02. D 0025 .1000 2041 1000 11300 202 1 .1500 03. D 0025 13 100 70.000 .15 10.50 13 100 2041 1000 11300 101 1 70.000 3.50 04. D 0025 . 05 .0500 05. 00 06. 00 07. 00 08. 00 09. 00 10. 00 1.00 70.00 1.0000 Mode changed to update 13.01.00 F3 🚭 F46A F56V F61A F71 **₩**₽ . 💽 . 🗐

l	
Step	Action
2	Enter a description of the employee's leave in the Memo field. This field is optional and is for informational purposes only.
3	Enter the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both. If leave time is being refunded, enter negative days or hours.
	The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the Starting leave date entered. For example, if the Starting leave date is a Friday, and the total number of Days absent is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.
	Once on this screen (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed.
4	Select Enter - validate) to validate the record.

Step	Action
5	Select (F23 – Recalculate/Display screen) in order to modify the total days or hours of leave for the absent employee.

			W 001 C:\DEVSYS				_ 8 ×
SSN 999-08-8	8594 Class	5 TEACHERS Hrs/Day 3 Type A1 SICH	E Leave and Sub 3594 CO7ONADO, Work 8.000 (LEAVE AY APPROVED WIT	Loc 202 Loc Job 105 TEA Reas	ation 0002 CHERS on 01 SICK	92	LVI0100 Active
Emp]	loyee leave	: Days absent	.5000	-or- Hours	absent		
SSN 999-08-9	9957 Class Sub rank	9 SUBSTITUTE 2 Certified	9957 AD4IR, CE TEACHER Work 30 (Daily pay	Loc 6211 Loc Job 109 SUB	ation 0062 ⁻		Active
	Yr Fnd F 13 100 2 13 100 2 13 100 2 13 100 2 00 2 00 2 00 2 00 2 00 2	2 <u>041 1000 1130(</u> 2 <u>041 1000 1130(</u> 2 <u>041 1000 1130(</u> 2 <u>041 1000 1130(</u> 2 <u>041 1000 1130(</u>		Hr1ý/Daly 70.000 70.000 70.000 70.000 70.000	.70 .10 .15 .05	Gross 49.00 7.00 10.50	.7000 .1000 .1500
10 Reg Daily v	<u> </u>				1.00	70.00	1.0000
		F5 F6 F6 F7		FII E FI2 Help		F15 Q	13.01.00

Step	Action
6	Continue processing as described above in Section A1. Adding Employee Leave and Substitute Pay Records or Section A2. Modifying Employee Leave and Substitute Pay Records.
6	Substitute Pay Records or Section A2. Modifying Employee Leave and Substitute Pay

A6. Deleting Employee Leave and Substitute Pay Records

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - 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> 1 </u> P	ersonnel Update Menu		
4 E	nhanced Substitute Pay and Leave System		
5 L	egacy Leave Menu		
<u> 6 </u> P	ersonnel Reports Menu		
	mployee Contract File Export		
	alary Projection Menu pecial Functions Menu		
_ <u>20</u> F	le Reorganization		
			15.02.00
Master ^{User} list	MEND		15.02.00
Action			
Select 4 (I	4 – Enhanced Substitute Pay and Lea	ave System Menu).	

🔲 PC	G Dist=8991 Rel=13.01.0				WHITE	_ 8 ×
			Personnel S	ystem		PER 03P
	FKey	Enhanced Sub	stitute Pay	and Leave	System	
	 1 Leave	Setup Menu				
		Update Menu				
	_3 Leave	Reports Menu				
	4 Leave	History Menu				
	lleas					12.01.00
	User _{list} PAY VEN Word PAY VEN	D				12.01.00
F16		DR				
A	ction					
C	-l	I II. data	Mana			
5	elect 2 (F2 -	- Leave Update	Menu).			

Ē	PCG Dist=8991 Rel=	13.01.00 03/06/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
			rsonnel System		PER03P2
	FKey 	Le	ave Update Menu		
		Input Employee Leave and Su			
		Import Leave Input Data from (Post Leave Input Data	CSV		
		·			
		Display Gross Data Display Leave YTD\Balance P	aycheck Data		
		., .	,		
		Advance Leave Plan Year Rollover Processing	1		
	20	Load Employee Leave History	from Devroll Leave Decordo		
		Recalculate Year-to-Date Leav			
M	laster ^{User} list				12.02.00
FI		r MONITOR			
p	Action				
	Select ((F1 – Input Employee	e Leave and Substitut	e Pay).	

The following screen displays:

~ .

E PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ 8 ×
Input Employee Leave and Substitute Pay	LVI 0100
Enter the leave data you wish to maintain or create:	
Absent employee no.: or - If no absent employee, check	here: 🗆
Starting leave date: Leave type: Leave reason:	
Days absent: or - Hours absent:	
Substitute employee no.: or - If no substitute, check here:	
In order to refund leave taken, enter negative days or hours.	
	13.01.00
V F1 F2 V F3 P1 F2 F2 <th< td=""><td></td></th<>	
Action	

Step	Action					
5	If there is an absent employee: Enter the employee number of the absent employee in the Absent employee no. field, or select the drop-down selection icon I to locate the correct employee number.					
	If the employee number is unknown, select $\mathbf{F15} - \mathbf{F16} (\mathbf{F15} - \mathbf{F10} \ \mathbf{Employee})$. When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the Absent employee no. field on the screen.					
	If there is no absent employee: Check the selection box \Box to the right of the If no absent employee, check here field.					
	When checked, the selection box displays \mathbf{V} to indicate that there is no absent employee, and <u>only substitute pay is being entered</u> .					
6	Enter the starting leave date in the Starting leave date field, or select the drop-down selection icon icon icon icon icon icon icon i					

If the drop-down selection icon 🔳 has been selected in the **Starting leave date** field, the following screen displays:

Sub No	Sub	Name		Leave Date	Time Off	Leave Type	Leave Reason
000000		BSTITUTE		08/17/2012	1.0000 DAYS	A1 SICK LEAVE	01 SICK LEAVE
)88599)89957		UD, ME2IDE CE4ESTA	TH	03/02/2013 03/06/2013	1.0000 DAYS .5000 DAYS	A2 OTHER A1 SICK LEAVE	02 JURY DUTY 01 SICK LEAVE
_	molous	e number:	88594	- or - H	Enter substitute	number: 0]

Step	Action
7	The <i>Select Leave Input Record</i> screen allows the user to view the existing leave records for either an absent employee or a substitute.
	To view all leave records currently on the <i>Current Leave Input File</i> for an absent employee: Enter the employee number in the Enter employee number field and select the Re-filter (Re-filter) button.
	To view all leave records currently on the <i>Current Leave Input File</i> for a substitute employee: Enter the substitute employee number in the Enter substitute number field and select the Re-filter (Re-filter) button.
8	Highlight the desired leave record, and either double-click on the selected line, or select the Done (Done) button to select the record. If a leave record has been selected, the leave record information will populate the <i>Leave Input</i> screen.
	Select the Cancel (Cancel) button to close the drop-down selection box without returning the leave record information to the <i>Leave Input</i> screen.

If a record has been selected from the drop-down selection icon \blacksquare in the **Starting leave date** field, the leave record fields will be populated as shown on the following screen:

📒 PCG Dist=8991 Rel=13.01.00 03/06/2013	PCW 001 0	C:\DEVSYS C:\SEC		WHITE	_ 8 ×
Input Empl	oyee Leave	and Substitu	te Pay		LVI 0100
Enter the leave	lata you wi	ish to mainta	in or create		
Absent employee no.:	<u>88594</u> Co7onado,		If no absen	nt employee, check	here: 🗖
Starting leave date: Leave type: Leave reason:	A1 SICH	LEAVE			
Days absent:	500	<u> - or -</u>	Hours abser	it:	
Substitute employee no.:	<u>89957</u>	- or -	If no subst	itute, check here:	
In order to refund le	ave taken,	enter negati	ve days or h	iours.	
Imite F1 P2 P3 P4 F5 F6 F1 P3 F1 P3 P4 F5 F6 F6 F1 P4 F1 P4 F1 P5 F6 F7 F6 F7 F7 F6 F7 F	FO FS FS	F9 / F10 F11	F12 F12 F13	LV BAL F15 Q	13.01.00

Step	Action
9	Verify the leave type and reason codes in the Leave type and the Leave reason fields, or select the drop-down selection icon icon within the Leave type field to locate the correct leave codes.
	A selection from the drop-down selection box will cause both the Leave type and the Leave reason fields to be populated.
10	Verify the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both.
	If leave time is being refunded, enter negative days or hours.
	The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the Starting leave date entered. For example, if the Starting leave date is a Friday, and the total number of Days absent is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.

Step	Action
11	If a substitute replaced the absent employee: Verify the employee number of the substitute in the Substitute employee no. field, or select the drop-down selection icon \blacksquare to locate the correct employee number. The employee must be in a payroll class defined as a substitute (S) class.
	If the employee number is unknown, select $\mathbf{F15}$ (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the Substitute employee no. field on the screen.
	<u>If no substitute replaced the absent employee</u> : Select the selection box \square to the right of the If no substitute, check here field.
	When selected, the selection box displays $\mathbf{\nabla}$ to indicate that no substitute replaced the absent employee.
12	Select F18 – Delete Record).

🔲 PCG Dist=8991	Rel=13.01.0	0 03/06/2013	PCW 001	C:\DEVSYS	C:\SECOND) W	HITE	_ 8 ×
		Input Empl	oyee Leave	and Sub	stitute	Pay		LVI 01 00
Absent Employe SSN 999-08-85		Emp. no 5 teacher	88594 C	070NADO, Work	MA7HTA Loc 202			A Active
Leave date	8/17/2012						SICK LEAVE	
		Memo						
	Days	absent	1.0000	-or-	Hours ab	sent		
F18 to delete	Record							
	F3 🖨 F4 🚰		F7 F8	F9 F10	Ffi D	F12 F13	LV BAL FIS	13.01.00
F16 🕶 F17 🖶 F18 🔠	•	MODIFY MODIFY F21TIME F22 %	MODIFY F23 LV			Help		

PCG Dist = 8991 Rel = 13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND _ 8 × Input Employee Leave and Substitute Pay LVI 0100 Absent Employee Info: Emp. no. 88594 CO7ONADO, MA7HTA Status A -- Active SSN 999-08-8594 Class 5 TEACHERS Work Loc 202 Location 000202 Hrs/Day 8.000 Job **105 TEACHERS** Leave date 3/06/2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE Memo SICK DAY APPROVED WITH NOTE FROM DR Employee leave: Days absent .5000 -or-Hours absent Sub. no. 89957 AD4IR, CE4ESTA Substitute Info: Status A -- Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS Substitute pay rate 70.000 (Daily pay rate) Proc Pau Pau Rate Daus/Hrs Regular Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Hrly/Daly Distrib % **G**ross Regular 01. D 0025 2041 1000 11300 302 1 .70 49.00 13 100 70.000 .7000 13 100 2041 1000 11300 102 1 02. D 0025 70.000 7.00 .1000 03. D 0025 13 100 2041 1000 11300 202 1 70.000 .15 10.50 .1500 2041 1000 11300 101 1 04. D 0025 13 100 70.000 . 05 3.50 .0500 05. 00 06. 00 07. 00 00 08. 09. 00 10. 00 1.00 70.00 1.0000 F18 to delete Record ENTER F1 PR F2 TR 13.01.00 n 💽 | F3 🎒 F4 🚰 F5 6V F6 1 F7 1 V F12 F12 日本 Step Action Verify that 'F18 to delete Record' displays, and select $\mathbf{F18} = \mathbf{F18} =$ delete the record. To scroll up and down between the gross data lines on the screen, select the appropriate icon F46A F56V F61A F71V

If a substitute replaced the absent employee, the following screen displays:

The following screen displays:

13



Step	Action
14	Select \underline{Yes} (Yes) to confirm the delete request.
	Select (No) to cancel the delete request. Verify that ' <i>Leave record not deleted</i> ' displays.

If <u>Y</u> es	(Yes) has been selected to delete the leave record, the following screen displays:
	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE WHITE Input Employee Leave and Substitute Pay LUI0100 Absent Employee Info: Emp. no. 88594 C070NAD0, MA7HTA Status A Active SSN 999-08-8594 Class 5 TEACHERS Work Loc 202 Location 000202 Hrs/Day 8.000 Job 105 TEACHERS Leave date 3/06/2013 Type A1 SICK LEAVE Memo SICK DAY APPROUED WITH NOTE FROM DR
:	Employee leave: Days absent .5000 -or- Hours absent Substitute Info: Sub. no. 89957 AD4IR, CE4ESTA Status A Active SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211 Sub rank 2 Certified Job 109 SUB-TEACHERS
	Substitute pay rate 70.000 (Daily pay rate) Proc Pay Pay Rate Days/Hrs Regular Type Type Type Yr Fnd F Prgm Fnct Objet Fcty B Addt'l Hrly/Daly Regular Gross Distrib % 01. 0 0025 13 100 2041 1000 11300 302 1 70.000 .70 49.00 .7000 02. 0 0025 13 100 2041 1000 11300 102 1 70.000 .70 49.00 .7000 03. 0 0025 13 100 2041 1000 11300 202 1 70.000 .15 18.50 .1500 03. 0 0025 13 100 2041 1030 101 70.000 .05 3.50 .0500 04. 0 0025 13 100 2041 1300 101 70.000 .05 3.50 .0500 05. <
Ċ	Record Deleted F16 to Return Record Peleted F16 to Return Recor
Step	Action
15	Verify " <i>Record Deleted</i> " displays, and select $\mathbf{F16} = \mathbf{F16}$ (F16 – Exit) to return to the previous screen.

PCG Dist=8991	Rel=13.01.00 03/06/2013			WHITE	<u>_8×</u>
	Input Emplo	oyee Leave and Subst	itute Pay		LVI 01 00
	Enter the leave d	data you wish to mai	ntain or crea	ate:	
Ĥ	bsent employee no.:	<u>88594</u> - or C070NADO, MA7HTA	- If no abs	sent employee, checl	k here: 🗆
S	tarting leave date: Leave type: Leave reason:	A1 SICK LEAVE			
	Days absent:	<u> </u>	- Hours abs	sent:	
Subst	itute employee no.:	<u>89957</u> - or AD4IR, CE4ESTA	- If no sul	bstitute, check hero	e: □
In	order to refund lea	ave taken, enter neg	ative days on	r hours.	
ENTER F1 ► 2 ₹ 2 ₹ 2 ₹ 2 ₹ 2 ₹ 2 ₹ 2 ₹ 2 ₹ 2 ₹ 2	F3 FH FA F5	F7 F8 F8 F9 F10	FII E FIZ FI	EATE IV BAL F15	13.01.00
Action					
Action					

📕 PCG Dist=8991 Rel=13.01.00 03/06/20	013 PCW 001 C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Personnel System		PER03P2
FKey 	Leave Update Menu		
1 Input Employee L 2 Import Leave Inpu 3 Post Leave Input			
5 Display Gross Da 6 Display Leave Y	ata TD\Balance Paycheck Data		
10 Advance Leave 11 Plan Year Rollov	er Processing		
	_eave History from Payroll Leave Re ~to-Date Leave on Payroll Record	cords	
Master Userlist			12.02.00
FIG THE WORLD AND A CONTROL AN			

Step	Action
17	Select F16 (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .
18	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.

A7. Checking Employee Leave Balances

A summary of the employee leave balances can be reviewed from within the *Input Employee Leave and Substitute Pay* module. The ability to display employees' leave history from within the *Input Employee Leave and Substitute Pay* module allows quick and easy access to employees' leave history, and also

shows the current leave entered into the *Current Leave Input File*. The $\mathbb{H}^{\mathsf{Hal}}$ (**F14** – Employee Leave Balances) button is available from both data entry screens within the *Input Employee Leave and Substitute Pay* module.

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

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

Leave Type code information is summarized under reason code '**00**' on the screen, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, YTD Taken (stored on the *Leave History File*), Current Taken (stored on the *Current Leave Input File*), and Ending Balance.

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

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

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

<u>General</u> instructions for using the *Leave Balances Summary Screen* from within the *Input Employee Leave and Substitute Pay* module are available here. However, refer to the <u>Personnel System</u> <u>Operations Guide</u>, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 5: Leave History Processing for <u>detailed</u> instructions on using the Leave Balances Summary Screen.

> Georgia Department of Education April 4, 2018 • 9:09 AM • Page 59 of 147 All Rights Reserved.



Ste

	PCG Dist=8991	Rel=15.02.00	07/13/2015	PCW 002 S	V C:\DEVSYS	C:\SECON)	WHITE	-	- 0 X
				P	ersonnel :	System				PERMENU
	FKey 	2			Master M	enu				
	1	Person	nel Update I	Menu						
	5] Enhanc] Legacy] Person	Leave Men	u	Leave Sys	tem				
	12	Employ Salary Special	Projection N	lenu .	rt					
	20	File Re	organizatio	ı						
Mast F16		PAY VEND MONITOR MONITOR								15.02.00
	Action									
	Select 4	(F4 –	Enhanc	ed Subs	stitute P	ay and	Leave S	System	Menu).	

🔲 PC	G Dist=8991 Rel=13.01.0				WHITE	_ 8 ×
			Personnel S	ystem		PER 03P
	FKey	Enhanced Sub	stitute Pay	and Leave	System	
	 1 Leave	Setup Menu				
		Update Menu				
	_3 Leave	Reports Menu				
	4 Leave	History Menu				
	lleas					12.01.00
	User _{list} PAY VEN Word PAY VEN	D				12.01.00
F16		DR				
A	ction					
C	-l	I II. data	Mana			
5	elect (F2 -	- Leave Update	Menu).			

PCG Dist=8991 Rel=13.01.00 0	· ·	C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>
	Po	ersonnel System		PERØ3P2
FKey	Le	eave Update Menu		
2 Import Lea 3 Post Leav 5 Display Gu 6 Display Le	oss Data ave YTD\Balance I	CSV		
10 Advance L 11 Plan Year		g		
		y from Payroll Leave Records ve on Payroll Record		
 ster User _{list} Constant Start				12.02.00
Action				
Select (F1 – Ir	put Employe	e Leave and Substitut	te Pay).	

The following screen displays:	
--------------------------------	--

	E PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ 8 ×
	Input Employee Leave and Substitute Pay	LVI0100
	Enter the leave data you wish to maintain or create:	
	Absent employee no.: or - If no absent employee, check I	here: 🗖
	Starting leave date: Leave type: Leave reason:	
	Days absent: or - Hours absent:	
	Substitute employee no.: or - If no substitute, check here:	
	In order to refund leave taken, enter negative days or hours.	
		13.01.00
Step	Action	
5	Enter the employee number of the absent employee in the Absent employee number of the locate the correct employee number of the locate the locat	
	If the employee number is unknown, select $\mathbf{F15} \mathbf{<}$ (F15 – Find Employee Employee screen displays, follow normal procedures to locate the employee When the Input Employee Leave and Substitute Pay screen redisplays, P the employee number in the Absent employee no. field on the screen.	yee's information.
6	Once the Absent employee no. field has been keyed in, the user will be a IV BAL (F14 – Employee Leave Balances) button.	able to use the
	Select $[F_{F_{H}}^{VBAL}]$ (F14 – Employee Leave Balances).	

[mn]-			h		•		Leav	e Ba	alar	ices			ute / Scr								LVHI	IND
Емртс			ear:			Dis					D=da	nys,	H=ho	urs)				C)isp	olay in	days	
01		1	as)0)1)2	SIC SIC	Crip K LEA K LEA SON	VE	B	egi 12	n Ba . <mark>500</mark>			ivano 1.250		-	just 0000	YTD	Take 1.000 1.000	0 0	Cur	Taken 3.0000 1.5000 1.5000		1 Bal 9.7500
04	A	2 1)0)2	OTI					.000	0		.000	0		0000		.000	0		1.0000		.0000
06	A)0)1	PR(PR(.000	0		.000	0		0000		.000.			2.0000 2.0000		.0000
			E	NTEF	; = (Conti	nue,	F	16 =	Ex:	it,	F17	' = P	rint	Scree	'n						
	F1	F2	F	3	F4	F5	FE	;	F7	F8			F10	F11	F12	F13	F14	F15	2		12.0	33.00
16	9									24 P 4	25		26	27	Help							
	cti																					

The Leave Balances Summary Screen is shown below:

Step	Action
7	A summary of leave balances and leave taken is shown on the <i>Leave Balances Summary</i> <i>Screen.</i> The user may drill down to the detail records associated with each leave category by using the function key which appears next to the main leave type. F1 through F14 may be available to select the leave type, depending upon the entries on the screen. If desired, select the appropriate function key.
	<u>General</u> instructions for using the <i>Leave Balances Summary Screen</i> from within the <i>Input</i> <i>Employee Leave and Substitute Pay</i> module are available here. However, refer to the <u>Personnel System Operations Guide</u> , Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 5: Leave History Processing for <u>detailed</u> instructions on using the Leave Balances Summary Screen.
	To scroll up and down on the screen for additional leave information, select the appropriate icon as follows: $24 \text{ [F24} - \text{Previous 14 records}), 25 \text{ [F25} - \text{Next 14 records}), 25 \text{ [F26} - \text{Up 1 record}), 27 \text{ [F27} - \text{Down 1 record}).$

The Leave Detail Screen is shown below:

	FLU	DISC	-03	91 Re	-13.0	1.00 03	/06/201	13 PCW 00	1 C: <u>\D</u>	EVSTS	C:\SECOND	WHITE				_ 8 ×
					Inp	ut Emp		Leave a e Detail			te Pay					LVHFIND
E	mplo	jee	nur	nber:	8859	4 CO		O, MA7HI								
		P1 a	in y	ear:	2013	Di	.splay	mode:	(D=da	ys, H∘	=hours)		Di	splay	in o	lays
L	eave	typ	e:	A1	SICK	LEAVE										
, c	PCO I	20.20	De	crin	tion	Тироса	etion	Leave I	t Tea	nc Dt	Time In	Time Out	SubNo	Sub	Namo	
		00		K LEA		BEGE		8/15/201		/2012	12,5000		300110	300	nanc	
		01		K LEA		LV TA		8/15/201		/2012	12.000	1.0000				
		00		K LEA		ADVA		9/21/201		/2012	1.2500					
		01		K LEA		LV TA		8/17/201				1.0000				
C	UR	01	SIC	K LEA	VE	LV TA		3/06/201	3			.5000	89957	AD 4II	R, CE4	ESTA
C	UR	02	PEI	RSONA	L.	LV TA	KEN	3/15/201	3			1.5000	88709	PA4L	SON, I	MI4LARD
					Be	gin Ba	1	Advance	Ad	just	YTD Take	n Cur Take	n E	nd Ba	1	
					Be	gin Ba 12.500(Advance 1.2500		just .0000	YTD Take 1.0000			nd Ba 9.750		
				FI		12.500	D	1.2500		0000	1.0000) 3.000				
ENT	TER	FI	E		ITER	12.500(= Cont	D :inue,	1.2500 F16 =	Exit,	.0000 F17 =	1.0000 = Print Sc) 3.000 reen	0			12.03.00
ENT	<u>v</u>	F1	F2		ITER	12.500	D :inue,	1.2500 F16 =	Exit, F8 F	.0000 F17 = 9 F1	1.0000 = Print Sc 0 F11 F	3.000 reen 12 F13 F1	0			12.03.00
ENT F16	<u>v</u>	F1	F2		ITER	12.500(= Cont	D :inue,	1.2500 F16 =	Exit,	.0000 F17 = 9 F1	1.0000 = Print Sc 0 F11 F	3.000 reen 12 F13 F1	0			12.03.00
ENT F16	,	8			ITER	12.500(= Cont	D :inue,	1.2500 F16 =	Exit, F8 F	.0000 F17 = 9 F1	1.0000 = Print Sc 0 F11 F	3.000 reen 12 F13 F1	0			12.03.00
ENT F16	,				ITER	12.500(= Cont	D :inue,	1.2500 F16 =	Exit, F8 F	.0000 F17 = 9 F1	1.0000 = Print Sc 0 F11 F	3.000 reen 12 F13 F1	0			12.03.00
ENT F16	A	a etic	n	2 F.	NTER 3 F	12.5000 = Cont 4 F:	D :inue, 5 F6	1.2500 F16 = F7	Exit, F8 F 24 🕰 25	.0000 F17 = 9 F1	1.0000 = Print Sc 0 F11 F 2,17 He	3.000 reen 12 F13 F1 sip	0 4 _{F15} Q			12.03.00
F16	A	a etic	n	2 F.	NTER 3 F	12.5000 = Cont 4 F:	D :inue, 5 F6	1.2500 F16 = F7	Exit, F8 F 24 🕰 25	.0000 F17 = 9 F1	1.0000 = Print Sc 0 F11 F 2,17 He	3.000 reen 12 F13 F1	0 4 _{F15} Q			12.03.00
EN1	A Re	etic	on ew	the	ter deta	12.5000 = Cont 4 F:	n 1 nue , 5 F6 5 F6 5 ca dis	1.2500 F16 = F7 splayed	Exit, F8 F PF 25	e <i>Le</i>	1.0000 Print Sci I FII F 2717 Ha Pave Detc	a 3.000 reen 12 F13 F1 sip ail Screen	0 4 _{F15} Q	9.750	0	
EN1 	A Re	etic	on ew	the	ter deta	12.5000 = Cont 4 F:	n 1 nue , 5 F6 5 F6 5 ca dis	1.2500 F16 = F7 splayed	Exit, F8 F PF 25	e <i>Le</i>	1.0000 Print Sci I FII F 2717 Ha Pave Detc	a 3.000 reen 12 F13 F1 sip	0 4 _{F15} Q	9.750	0	
EN1	A Re	etic	on ew	the	ter deta	12.5000 = Cont 4 F:	n 1 nue , 5 F6 5 F6 5 ca dis	1.2500 F16 = F7 splayed	Exit, F8 F PF 25	e <i>Le</i>	1.0000 Print Sci I FII F 2717 Ha Pave Detc	3.000 reen 12 F13 F1 sip	0 4 _{F15} Q	9.750	0	
EN1	A Re Se	etic	on ew	the	deta	12.500 = Cont 4 F iii dat	ta dis	1.2500 F16 = F7 F7 F7 F7 F7 F7 F7 F7	Exit, F8 F F8 2s 2s 1 on th Summ	e <i>Le</i>	1.0000 Print Sc D F11 F 2777 Ha Pave Detc to return	3.000 reen 12 F13 F19 5 ail Screen to the Le	ave S	9.750	0	
ENI F16	A Re Se	etic	on ew	the	deta	12.500 = Cont 4 F iii dat	ta dis	1.2500 F16 = F7 F7 F7 F7 F7 F7 F7 F7	Exit, F8 F F8 2s 2s 1 on th Summ	e <i>Le</i>	1.0000 Print Sc D F11 F 2777 Ha Pave Detc to return	a 3.000 reen 12 F13 F1 sip	ave S	9.750	0	
EN1	A Re Se Re	etio evie evie	on ew tt	the the	deta deta	12.500(= Cont 4 F iil dat C16 – mary	ta dis Retu	1.2500 F16 = F7 Splayec urn to S a displa	Exit, F8 F E 28 I on th Summ	F17 = 9 F1 = 9 F1 = 2	1.0000 Print Sc D F11 F 2277 H Pave Deta to return e Leave S	a 3.000 reen 12 F13 F1 p ail Screen to the Le Summary	o f Fris Q ave S Scree	9.750 Jumn en.	nary	

A8. Refunding Leave Time Taken

Once in a while an error is discovered in employee leave data that was entered during a prior payroll cycle. There may be instances when leave is charged to an incorrect **Leave Type** and **Reason Code** during a prior payroll cycle. For these cases, the leave must be refunded to the incorrect **Leave Type** and **Reason Code**, and then rekeyed against the appropriate **Leave Type** and **Reason Code** during a subsequent payroll.

For example, if an employee was charged two days against their sick leave balance in a prior month, but the time should have been charged as staff development, the sick leave must be refunded to the employee so that the employee's sick leave balance is increased.

Correcting these types of errors can be accomplished by refunding the leave time taken on a subsequent payroll cycle. The correct procedure for refunding the leave time taken, and then charging the leave to the correct leave category is discussed in this section.

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

The following screen displays:

St

PCG Dist=8991 Rel=15.02.00 07/13/2015 PCW 002 SV CADEVSYS CASECOND WHITE	- 0 X
Personnel System	PERMENU
FKey Master Menu	
Personnei Opdate menu	
4 Enhanced Substitute Pay and Leave System	
Personnel System PERMENU Personnel System PERMENU FKey Master Menu	
6 Personnel Reports Menu	
11 Employee Contract File Export	
13 Special Functions Menu	
20 File Beorganization	
	15.02.00
Master UserList	15.02.00
	15.02.00
	15.02.00
	15.02.00

	1 Rel=13.01.00 03/06/		C:\DEVSYS C:\SECOND	WHITE	
		Per	sonnel System		PER03P
FKe		nhanced Substi	tute Pay and Leav	e System	
	📕 Leave Setup M				
	Leave Update I Leave Reports				
4					
Master ^{User} list					12.01.00
Master Userlist	PAY VEND				12.01.00
FIG Words Words	2 PAY VEND MONITOR MONITOR				12.01.00
Action	PAY VEND HONITOR HONITOR 2 (F2 – Leav				12.01.00

PCG Dist=8991 Rel=13.01.00 03/		C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>
	Pe	rsonnel System		PER03P2
FKey	Le	ave Update Menu		
	ss Data	CSV		
10 Advance Le 11 Plan Year R	ive			
20 Load Emplo 21 Recalculate		from Payroll Leave Records e on Payroll Record		
 ster Userlist PAY VEND MONITOR				12.02.00
Action				
Select (F1 – Inj	out Employee	e Leave and Substitu	te Pay).	

	E PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ 8 ×	
	Input Employee Leave and Substitute Pay	LVI 0100	
	Enter the leave data you wish to maintain or create:		
	Absent employee no.: 💌 - or - If no absent employee, check	here: 🗆	
	Starting leave date: Leave type: Leave reason:		
	Days absent: or - Hours absent:		
	Substitute employee no.: or - If no substitute, check here:		
	In order to refund leave taken, enter negative days or hours.		
	ENTEX F1 F2 F3 F1 F1 F12 F13 F14 F15 F15	13.01.00	
Step	Action		
5	Enter the employee number of the absent employee in the Absent employee number icon 🗾 to locate the correct employee number of the select the drop-down selection icon		field, o
	If the employee number is unknown, select $\mathbf{F1S} - \mathbf{F10}$ (F15 – Find Employee Employee screen displays, follow normal procedures to locate the employ When the Input Employee Leave and Substitute Pay screen redisplays, F the employee number in the Absent employee no. field on the screen.	oyee's inform	ation.
6	Once the Absent employee no. field has been keyed in, the user will be $[H_{14}^{H_{14}}]$ (F14 – Employee Leave Balances) button.	able to use th	ne
	Select (F14 – Employee Leave Balances).		

		umber: year:	89647	Léa BA2LEY	ve Balanco , TI2ANY	nd Substitute es Summary Sci (D=days, H=ho	reen Cla	iss code: 02	Contract Display :	LVHFIND months: 1 in days
T 		Reas 00 01 11	Descrip PAID SIC PAID SIC PAID PEF	K K	Begin Bal 37.2500	Advance 2.5000	Adjust .0000	YTD Taken 6.0000 4.0000 2.0000	Cur Taken .0000 .0000 .0000	End Bal 33.7500
04	A6	00 45 48	STAFF DE STATE PI TITLE II F	E V	.0000	.0000	.0000	3.7500 3.2500 .5000	.0000 .0000 .0000	.0000
<u> </u>	-1		NTER = C 3 F4		6 F7	Exit, F17 = F F8 F9 F10 FA 25 25 26 14	Print Scree F11 F12		<u>, Q</u>	14.01.00
Ac	tio	1					· ·			

The Leave Balances Summary Screen is shown below:

Step	Action
7	A summary of leave balances and leave taken is shown on the <i>Leave Balances Summary</i> <i>Screen.</i> The user may drill down to the detail records associated with each leave category by using the function key which appears next to the main leave type. F1 through F14 may be available to select the leave type, depending upon the entries on the screen. If desired, select the appropriate function key.
	<u>General</u> instructions for using the <i>Leave Balances Summary Screen</i> from within the <i>Input</i> <i>Employee Leave and Substitute Pay</i> module are available here. However, refer to the <u>Personnel System Operations Guide</u> , Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 5: Leave History Processing for <u>detailed</u> instructions on using the Leave Balances Summary Screen.
	To scroll up and down on the screen for additional leave information, select the appropriate icon as follows: 24 (F24 – Previous 14 records), 25 (F25 – Next 14 records), 26 (F26 – Up 1 record), 27 (F27 – Down 1 record).

The Leave Detail Screen is shown below:

Step

8

PCG	Disc						14 PCW 00				WHIT				UHFIN	n.
				•			e Detail	nd Subst: Screen	ILULE	ray				L	.VHF I N	U
Emplo				89647 2014			TI2ANY mode: <u>D</u>	(D=days	, H=h		lass code:	02	Contra Display			10
.eave	typ	e: f	A1	PAID	\$10	СК										
Srce I	Reas	Desi	ript	ion ?	ſrar	nsaction	Leave D	t Trans	Dt	Time In	Time Out	SubN	o Sub Na	ame		
		PAID				EG BAL	2/14/201			37.2500						
		PAID				/ TAKEN	2/14/201				3.0000					
		PAID				/ TAKEN	2/14/201				1.5000					
		PAID				DVANCE	2/18/201			1.2500						
		PAID				DVANCE	3/17/201			1.2500	Free	0000				
		PAID PAID				/ TAKEN / TAKEN		4 4/30/20 4 4/30/20			.5000		8 HE5PH <mark>4 R070</mark> ,			
							Sic	k Leav	e ca		day wa for this /2014.	emp	loyee	wit	ha	
							Sic Lea inc	k Leav ave Da orrect,	ve ca i te c this	ategory of 04/02 leave r	for this	emp Sinc refu	loyee e this nded	wit en	h a try is	
				-	-	Bal 2500	Sic Lea inc	k Leav ave Da orrect,	te ca te c this tere	ategory of 04/02 leave r	for this (/2014. S nust be aff Deve	emp Sinc refu lopr	loyee e this nded	wit en and	h a try is	
	F1	F2	EN F@	TER =	37.2 = Cc		Advance 2.5000 F16 =	k Leav ave Da orrect, n reen ^{Adju:}	re Ca this this tere	ategory of 04/02 e leave r ed as St YTD Taken 6.0000 Print Scr F11 F12	for this (/2014. 3 nust be aff Deve Cur Take .0000 een 2 F13 F14	emp Sinc refu lopr	loyee e this nded nent.	e wit ent and	h a try is	
-16				TER =	37.2 = Cc	2500 ontinue,	Advance 2.5000 F16 =	k Leav ave Da orrect, n reen Adju Exit, F F8 F9	re Ca ite C this tere st 17 = F10	ategory of 04/02 a leave r ad as St YTD Taken 6.0000 Print Scr F11 F13	for this (/2014. 3 nust be aff Deve Cur Take .0000 een 2 F13 F14	emp Sinc refu lopr	loyee e this nded nent.	e wit ent and	h a try is d	

In this example, 1.00 day was charged against the Sick Leave category for this employee with a Leave Date of 04/02/2014. Since this entry is incorrect, this leave must be refunded and then reentered as Staff Development.

Select $\mathbf{F16} \rightarrow (\mathbf{F16} - \text{Return to Summary})$ to return to the *Leave Summary Screen*.

Review the summary data displayed on the Leave Summary Screen. 9

Select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the *Input Employee Leave and Substitute Pay* screen.

In order to refund the sick leave taken, the following information is entered on the *Input Employee Leave and Substitute Pay* screen:

E PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 5V C:\DEVSYS C:\SECOND WHITE	_ 8 ×
Input Employee Leave and Substitute Pay LV	10100
Enter the leave data you wish to maintain or create:	
Absent employee no.: <u>89647</u> - or - If no absent employee, check here BA2LEY, TI2ANY	
Starting leave date: <u>4/02/2014</u> Leave type: <u>A1</u> Leave reason: <u>01</u> PAID SICK LEAVE	
Days absent: <u>1.0000-</u> - or - Hours absent:	
Substitute employee no.: or - If no substitute, check here:	
In order to refund leave taken, enter negative days or hours.	
	+.03.00

Step	Action
10	If there is an absent employee: Enter the employee number of the absent employee in the Absent employee no. field, or select the drop-down selection icon I to locate the correct employee number. If the employee number is unknown, select IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	the employee number in the Absent employee no. field on the screen.
11	Enter the starting leave date in the Starting leave date field.
	The Starting leave date should reflect the date for the leave being refunded. In this case, the sick leave entered for 04/02/2014 is being refunded.
12	Enter the leave type and reason codes in the Leave type and the Leave reason fields, or select the drop-down selection icon icon within the Leave type field to locate the correct leave codes.
	The Leave type and the Leave reason fields should be the type and reason of the leave to be refunded.
	A selection from the drop-down selection box will cause both the Leave type and the Leave reason fields to be populated.

Step	Action
13	Enter the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both.
	If leave time is being refunded, enter negative days or hours.
14	If no substitute replaced the absent employee: Select the selection box \Box to the right of the If no substitute, check here field.
	In this example, since leave is being <u>refunded</u> , a substitute employee number cannot be entered.
	When selected, the selection box displays \mathbf{V} to indicate that no substitute replaced the absent employee.
15	Select $F13$ – Create New Record).

If no substitute replaced the absent employee, the following screen displays:

🗐 P	CG Dist	=8991	Rel=1	4.02.01	08/21	/2014	PCW 0	01 S¥	C:\DEV	SYS C	SECO	۱D	١	VHITE			_ 8 ×
					nput												LVI 0100
					Emp 2 TEA											IS A	Active
221	444-6	10-20	47 61	.455					wor			CLAS					
Le	ave d	late	4/02/	2014	Туре	A1 F	AID S	ICK L	EAVE							LEAVE	
					Mono	DEEL		ev 1.		TSTAN	C 0N	672.04					
					пеню	KEFU	10 21	UK LI	AVE-M	131HK	E UN	4/201	4				
			D	ays a	ibsent		1.000	<mark>0-</mark>	-or-	Hou	rs ab	sent			_		
	Fi₽Å	F2 ¶옷	F3 🖨	F4 54	FS	F6	F7	F8 🔛	F9	F10	F11	F12	CREATE F13	LV BAL	FIS Q		14.03.00
F16	F17				MODIFY F21TIME		MODIFY F23 LV					Help				1	

Step	Action
16	Enter a description of the employee's leave in the Memo field. This field is optional and is for informational purposes only. However, when refunding leave, it is helpful to enter comments which explain the correction.
17	 Enter the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both. If leave time is being refunded, enter negative days or hours.
18	Make the appropriate changes and select $(Enter - Validate)$ to validate the record. Select $F_2 \bigoplus (F_3 - Print this data)$ to obtain a screen print of the <i>Input Employee Leave</i> and Substitute Pay screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

E PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	۶×
Input Employee Leave and Substitute Pay LVI0100	
Absent Employee Info: Emp. no. 89647 BA2LEY, TI2ANY Status A Active	
SSN 999-08-9647 Class 2 TEACHERS Work Loc 201 Location 000201	
Hrs/Day 8.000 Job 2 CLASSROOM TEACHERS	
Leave date 4/02/2014 Type A1 PAID SICK LEAVE Reason 01 PAID SICK LEAVE	
Memo <u>REFUND SICK LEAVE-MISTAKE ON 4/2014</u>	
Days absent <u>1.0000</u> or- Hours absent	
Record Validated Successfully F8 to Save	
	a
	"
FIG FIG FIG MODIFY MODIFY FIG	

Step	Action
19	Verify "Record Validated Successfully – F8 to Save." displays, and select $\mathbf{F8} = \mathbf{F8}$ (F8 – Save changes).

	🗧 PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
	Input Employee Leave and Substitute Pay LVI0100
	Enter the leave data you wish to maintain or create:
	Absent employee no.: <u>89647 ▼</u> - or - If no absent employee, check here: □ BA2LEY, TI2ANY
	Starting leave date: <u>4/02/2014</u> Leave type: <u>A1</u> PAID SICK LEAVE Leave reason: <u>01</u> PAID SICK LEAVE
	Days absent: <u> 1.0000-</u> – or – Hours absent: <u> </u>
	Substitute employee no.: or - If no substitute, check here: 🗹
	In order to refund leave taken, enter negative days or hours.
	Record Added Successfully Image: state sta
n –	FIG FIG MOGIFY MOGIFY Help
-	Pre Property Prop
2p 20 21	Action Verify "Record Added Successfully" displays, and select rise (F16 – Exit) to ret the Leave Update Menu screen.
0	Action Verify "Record Added Successfully" displays, and select rise (F16 – Exit) to ret the Leave Update Menu screen. Now that the incorrect leave time has been refunded, the user can immediately che

The Leave Balances Summary Screen is shown below:

	8991 Re	el=14.02.01 0	8/21/2014	PCW 001 - 9	5V C:\DEVSYS	C:\SECOND	WHITE		
		Input Er			Substitute Summary Sc				LVHFIND
Employee i Plai	number: n year:		BA2LEY, TI Display mo		- D=days, H=h		ass code: 02	Contract Display :	months: 10 in days
Type 01 A1 04 A6	Reas 00 01 11 00 45 48	Descripti PAID SICK PAID SICK PAID PERSI STAFF DEV STATE PL TITLE II PL	3 On	in Bal 7.2500 .0000	Advance 2.5000 .0000	Adjust .0000	YTD Taken 6.0000 4.0000 2.0000 3.7500 3.259	Cur Taken -1.0000 -1.0000 .0000 .0000 .0000 .0000	End Bal 34.7500 .0000
			the Tak	-1.00 en co	day of si	ck leave he End E	mary Scre refunded Bal has al	in the C	
					i by one	uay.			
		NTER = Cor			it, F17 =				41. 04. 00
			F5 F6	F7 F8	F9 F10	F11 F12	en F13 F14 _F	Q	14.01.00
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The Leave Detail Screen is shown below:

Input Employee Leave and Substitute Pay LVHFIND Leave Detail Screen	
Employee number: 89647 BA2LEY, TI2ANY Class code: 02 Contract months: 10 Plan year: 2014 Display mode: D (D=days, H=hours) Display in days	
Leave type: A1 PAID SICK	
Srce Reas Desription Transaction Leave Dt Trans Dt Time In Time Out SubNo Sub Name HST 00 PAID SICK BEG BAL 2/14/2014 2/14/2014 37.2500	
HST 01 PAID SICK LV TAKEN 2/14/2014 2/14/2014 3.0000	
HST 11 PAID PERSON LV TAKEN 2/14/2014 2/14/2014 1.5000	
HST 00 PAID SICK ADVANCE 2/18/2014 3/19/2014 1.2500 HST 00 PAID SICK ADVANCE 3/17/2014 4/15/2014 1.2500	
HST 11 PAID PERSON LV TAKEN 3/27/2014 4/30/2014 .5000 88628 HE5PHILL, GA5IN	
HST 01 PAID SICK LV TAKEN 4/02/2014 4/30/2014 1.0000 87474 R070, SP7RKLE CUR 01 PAID SICK LV TAKEN 4/02/20141.0000	
In this example, the Leave Detail screen	
shows the current adjustment of Time In	
being added back to the Sick Leave balance.	
Begin Bal Advance Adjust YTD Taken Cur Taken End Bal	
37.2500 2.5000 .0000 6.0000 -1.0000 34.7500	
ENTER = Continue, F16 = Exit, F17 = Print Screen	
Image: Figure	
	1
Action	
Review the detail data displayed on the Leave Detail Screen and identify the cur	ont la
refund on the <i>Current Leave Input File</i> (Source (Srce) is equal to CUR), which was	
Terund on the Current Leave Input File (Source (Sice) is equal to COR), which was	entere
In this example, the Leave Detail screen shows the current adjustment of Time	In be
added back to the Sick Leave balance. The Time In reflects the sick leave refund.	
Select $\mathbf{F16} \rightarrow \mathbf{F16}$ (F16 – Return to Summary) to return to the <i>Leave Summary Screen</i> .	
Server (FIG Return to Summary) to return to the Leave Summary Screen.	
Review the summary data displayed on the Leave Summary Screen.	

Now the time must be entered for the correct leave category. In this example, the refunded leave must be entered as Staff Development. The following information is entered on the *Input Employee Leave and Substitute Pay* screen:

	🖿 PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Input Employee Leave and Substitute Pay LVI0100	
	Enter the leave data you wish to maintain or create:	
	Absent employee no.: <u>89647</u> - or - If no absent employee, check here: BA2LEY, TI2ANY	
	Starting leave date: <u>4/02/2014</u> Leave type: <u>A6</u> STAFF DEVELOPMENT Leave reason: <u>45</u> STATE PROFESSIONAL	
	Days absent: <u>1.0</u> or - Hours absent:	
	Substitute employee no.: or - If no substitute, check here: 🗹	
	In order to refund leave taken, enter negative days or hours.	
= 		
Step	Action	-
26	If there is an absent employee: Enter the employee number of the absent employee Absent employee no. field, or select the drop-down selection icon icon to locate the employee number.	
	If the employee number is unknown, select $\mathbf{F15} - \mathbf{F10}$ (F15 – Find Employee). When the Employee screen displays, follow normal procedures to locate the employee's inform	
	When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis pathe the employee number in the Absent employee no. field on the screen.	opulat
27	When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis p	opulat

reentered as Staff Development. In this case, the original sick leave date was 04/02/2014.

Step	Action
28	Enter the leave type and reason codes in the Leave type and the Leave reason fields, or select the drop-down selection icon icon within the Leave type field to locate the correct leave codes.
	The Leave type and the Leave reason fields should be the type and reason of the <u>correct</u> leave category, in this example, Staff Development.
	A selection from the drop-down selection box will cause both the Leave type and the Leave reason fields to be populated.
29	Enter the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both.
	To reflect the correct time taken, the leave should be entered as a positive number.
30	If no substitute replaced the absent employee: Select the selection box \Box to the right of the If no substitute, check here field.
	In this example, since leave is being refunded and then reentered, a substitute employee number cannot be entered.
	When selected, the selection box displays \mathbf{V} to indicate that no substitute replaced the absent employee.
31	Select (F13 – Create New Record).

The following warning message displays:

Action

Step

Step 33

Leave Da	ite Already on File for Employee 🔀
♪	A leave input record already exists for this employee for leave date 04/02/2014.
	Allow?
	<u>Y</u> es <u>N</u> o
message	, "A leave input record already exists for this

32 The warning message, "*A leave input record already exists for this employee for leave date 04/02/2014*" displays. Since the time was refunded time and then taken using the same date, this action should be allowed.

Select $\underline{\underline{Yes}}$ to allow the entry.

If no substitute replaced the absent employee, the following screen displays:

Input Employee Leave and Substitute Pay LUI0100 Dent Employee Info: Emp. no. 89647 BA2LEV, T12ANY Status A Active SSN 999-08-9647 Class 2 TEACHERS Work Loc 201 Location 000201 Hrs/Day 8.080 Job 2 CLASSROW TEACHERS Leave date 4/02/2014 Type A6 STAFF DEVELOPMENT Reason 45 STAFE PROFESSIONAL Memo Corrected entry for 84/2014 Days absent -or- Days absent 1.0000 -or- Hours absent 14.03.00 Action Memo Provide P	PCG Dist=8991 Rel=14.02.01 08/2	1/2014 PCW 001 SV C:\D	EVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
Heno <u>Corrected entry for 04/2014</u> <u>Days absent 1.0000</u> -or- Hours absent <u>TOPS role role role role role role role role</u>	sent Employee Info: Em SN 999-08-9647 Class 2 TE	p.no.89647 BA2LE ACHERS W Hrs/Day 8.000	Y, TI2ANY ork Loc 201 Locatic Job 2 CLASSRO	ON 000201 Dom teachers	lctive
	21			STATE THULESTUAL	
V F2 ∧ F3 P1 F3 F1 F1 <t< td=""><td>Days absen</td><td>t <u>1.0000</u> -or</td><td>- Hours absent</td><td></td><td></td></t<>	Days absen	t <u>1.0000</u> -or	- Hours absent		
V F1 V F2 V F3 F1					
V F1 F2 V F2 F3 F1 F1 <td< td=""><td></td><td></td><td></td><td></td><td></td></td<>					
Image: Constraint of the state of the st					
					14 63 66
Action				F14 F15	14.00.00
	Action				
Enter a description of the employee's leave in the Memo field. This field is optional					

helpful to enter comments which explain the correction.

Step	Action
34	Enter the total number of days or hours the employee is absent in the Days absent or Hours absent field. Entry is required in <u>either</u> the Days absent or the Hours absent field, but not both.
	To reflect the correct time taken, the leave should be entered as a positive number.
35	Make the appropriate changes and select \square (Enter - Validate) to validate the record. Select \square (F3 – Print this data) to obtain a screen print of the <i>Input Employee Leave</i> and Substitute Pay screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

🗎 PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ <u>8 ×</u>
Input Employee Leave and Substitute Pay Absent Employee Info: Emp. no. 89647 BA2LEY, TI2ANY SSN 999-08-9647 Class 2 TEACHERS Work Loc 201 Loca Hrs/Day 8.000 Job 2 CLAS	Status A Active ation 000201 SSROOM TEACHERS	00
Leave date 4/02/2014 Type A6 STAFF DEVELOPMENT Reaso Memo <u>CORRECTED ENTRY FOR 04/2014</u>		
Days absent <u>1.0000</u> -or- Hours absent		
Record Validated Successfully F8 to Save		. 00
F1 F2 F3 F1 F1<		

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

	PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
	Input Employee Leave and Substitute Pay LVI0100
	Enter the leave data you wish to maintain or create:
	Absent employee no.: <u>89647</u> ─ or - If no absent employee, check here: □ BA2LEY, TI2ANY
	Starting leave date: <u>4/02/2014</u> Leave type: <u>A6</u> STAFF DEVELOPMENT Leave reason: <u>45</u> STATE PROFESSIONAL
	Days absent: <u> 1.0000 </u> or Hours absent: <u> </u>
	Substitute employee no.: or - If no substitute, check here: 🗹
	In order to refund leave taken, enter negative days or hours.
	Record Added Successfully
ер	Action
37	Verify " <i>Record Added Successfully</i> " displays, and select $\mathbf{F16} (F16 - Exit)$ to returble <i>Leave Update Menu</i> screen.
38	Now that the incorrect leave time has been refunded and the correct leave time entered user can immediately check the sick leave balance and staff development leave t figures in order to verify the results.
39	Once the Absent employee no. field has been keyed in, the user will be able to use the $[M_{4}^{\text{BAL}}]$ (F14 – Employee Leave Balances) button.
	(F14 – Employee Leave Balances) button.

The Leave Balances Summary Screen is shown below:

E	PCO	5 Dist=	8991 F	≀el=	14.02	.01 08	/21/	2014	PCW 00	1 54	C:\DEVS	YS C:\ 3	5ECOND		w	HITE					_ 81	X
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ENT F16									F7	F8	F9	F10	F11 F13	2 F	13	F14 r	F15 Q			14.1	91.00	
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F16	A A Sc us av th <u>G</u> E	ction sum creen sing vailat e ap ener mplo erson	n umar <i>i</i> . Tl the f ble to prop <u>al</u> in <i>pyee</i>	F3 y C he fun o s ria str <i>Le</i> <i>Sy</i>	F4	eave r ma on ke ct the funct and <u>n Op</u>	bal bal by c e le ion for <i>! Su</i>	anc lanc lrill vhic eave t key usi <i>bsti</i>	es an down th app type y. ng th <i>tute I</i>	re L Pay	eave to the cors new epend eave v mode	aken letail to to letail at to ing u Balan ule a	is sho record he ma pon th nces S re ava E: En	2 F Dwn ds a ain 1 ne er ilab	on Isso leav ntri man	the ociate ve ty ies o ry Sc here. d Sui	ed v pe. n th <i>cree</i> H bsti	with F1 ne sc en fro owe tute	Balan each thro creen om v ever, Pay	nce h le ough n. I with ref	<i>ss Sur</i> ave c n F14 f desi nin th er to <i>d Em</i>	catego 4 may sired, s he <i>Inpr</i> the <i>nploye</i>
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ENT F16	A A So us av th <u>G</u> E t La La	sum crieer sing j vailal e ap ener mplc erson eave eave	n nmar n. Tl the f ble tr prop al in yyee <i>nnel</i> <i>Proo</i> <i>Bala</i>	y c he fun o s ria str <i>Le</i> <i>Sy</i> ces and	F4 of le use ctio elec te f ucti ave <u>ster</u> ces	eave r ma on ke ct the unct and <u>n Op</u> g, Te Sum	bal bal by c ey v e le ion for <i>! Su</i> <i>per</i> opi ma	lanc Irill vhic eave key bsti <u>atio</u> c 5: ry S	es an down th apj type y. ng th tute I ns Ga Creen	F8 d lo n to pea , do e L Pay <u>uid</u> ve I n.	eave to o the o rs nez epend eave y mod <u>e</u> , Sec Histor	aken letail at to t ing u Balat ule a tion	is sho record the ma pon the nces S re ava E: En pocessin	2 F Dwn ds a ain 1 ne en <i>umr</i> ilab	on associeav ntri man ble l aced	the ociate ve ty ies o ry Sc here. d Sui detai	ed v pe. n th <i>cree</i> H bsti	with F1 ne sc <i>n</i> from owe <i>tute</i> inst	Balan each thro creen om v ever, Pay truct	nce h le ough n. I with ref <i>an</i>	ave con F14 f designing the formation of the formation	catego 4 may sired, s he <i>Inpu</i> the <i>nploye</i> using
F16	A A So us av th <u>G</u> E th La La La	sum sum creer sing vaila e ap ener mplc erson eave eave	n nmar n. Tl the f ble tu prop al in nyee Bald coll u	y cohe fun o s ria str <i>Le</i> <i>Sy</i> ces and	F4	eave r ma on ke ct the cunct ions <i>and</i> <i>g</i> , <i>Ta</i> <i>Sum</i>	bal ay c ey v e le ion for <i>Su</i> <i>per</i> <i>opi</i> <i>ma</i>	anc Irill vhiceave vave usi <i>atio</i> <i>c</i> 5: <i>ry S</i> <i>on th</i>	es an down th apj type y. ng th <i>tute I</i> <i>ns Gi</i> <i>Leaw</i> <i>creet</i>	F8 d la n to pea , de e L Pay <u>uid</u> ve I n. ree	eave to o the o rs nez epend eave y mod <u>e</u> , Sec Histor	aken letail ttoi ule a <i>Balan</i> ule a <i>tion</i>	is sho record the ma pon th nces S re ava E: En ocession	2 F Dwn ds a ain 1 ne er <i>'umr</i> ilab <i>ham</i> ng f	on Isso leav ntri man ble l iced For <u>v</u> e i	the ociate ye ty ies o ry Sc here. d Sui detai	ed v pe. n th cree H bsti lled mat	with F1 ne sc <i>n</i> fro owe <i>tute</i> inst <i>tion</i> ,	Balan each thro creen om v ever, Pay truct	nce h le ough n. I with ref <i>, an</i> ion	es Surave con F14 f designing the f f designing the f d Emission of the f the application of the surgest the surgest the surgest the surgest terms of terms	catego 4 may sired, s he <i>Inpu</i> the <i>nploye</i> using
F16	A A So us av th <u>G</u> En La La La C to ic	sum sum creer sing vailal e ap ener mplc erson eave eave co scr on a	n umar 1. Tl the f ble tu prop <u>al</u> in yyee Bald oll u s fol	F3 y C he fun o s ria str <i>Le</i> <i>Sy</i> <i>ces</i> <i>and</i> <i>lo</i>	F4 of le use ctio elec te f ucti <i>ave</i> <i>ssin</i> <i>ces</i> <i>and</i> <i>vs:</i>	eave r ma on ke ct the cunct ions and g, Te Sum dow	bal ay c ey v e le ion for <i>Su</i> <i>per</i> <i>opi</i> <i>ma</i>	anc Irill whice ave bsti atio c 5: ry S on th (F2	F7 es an down th app type y. ng th <i>tute</i> I <i>teaw</i> <i>creet</i> <i>be sci</i>	F8 d la n to pea , de e L Pay <u>uid</u> ve I n. ree. Pre	eave for the of	aken letail at to ing u Balan ule a tion y Pro	is sho record the ma pon th nces S re ava E: En ocession	2 F Down ds a ain 1 in e en <i>'umr</i> ilab <i>ham</i> <i>ng</i> f <i>leav</i> <i>')</i> , 2	on Isso leav ntri man ble l iced For <u>v</u> e i	the ociate ye ty ies o ry Sc here. d Sui detai	ed v pe. n th cree H bsti lled mat	with F1 ne sc <i>n</i> fro owe <i>tute</i> inst <i>tion</i> ,	Balan each thro creen om v ever, Pay truct	nce h le ough n. I with ref <i>, an</i> ion	es Surave con F14 f designing the f f designing the f d Emission of the f the application of the surgest the surgest the surgest the surgest terms of terms	catego 4 may sired, s he <i>Inpu</i> the <i>nploye</i> using

The Leave Detail Screen is shown below:

	PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 5V C:\DEVSYS C:\SECOND WHITE
	Input Employee Leave and Substitute Pay LVHFIND Leave Detail Screen
	Employee number: 89647 BA2LEY, TI2ANY Class code: 02 Contract months: 10 Plan year: 2014 Display mode: D (D=days, H=hours) Display in days
	Leave type: A6 STAFF DEU
	Srce Reas Desription Transaction Leave Dt Trans Dt Time In Time Out SubNo Sub Name
	HST 45 STATE PL LV TAKEN 2/14/2014 2/14/2014 3.2500
	HST 48 TITLE II PL LV TAKEN 2/25/2014 3/31/2014 .5000 88607 F02TE, MA2WELL CUR 45 STATE PL LV TAKEN 4/02/2014
	In this example, the Leave Datailerroop
	In this example, the <i>Leave Detail</i> screen shows the current adjustment of Time Out
	being taken for Staff Development.
	Begin Bal Advance Adjust YTD Taken Cur Taken End Bal
	.0000 .0000 .0000 3.7500 1.0000 .0000
	ENTER = Continue, F16 = Exit, F17 = Print Screen ™™ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 rs <q< th=""> 14.01.00</q<>
Step	
Biep	
41	Action
41	Review the detail data displayed on the Leave Detail Screen and identify the current leave
41	
41	Review the detail data displayed on the <i>Leave Detail Screen</i> and identify the current leave refund on the <i>Current Leave Input File</i> (Source (Srce) is equal to CUR), which was entered. In this example, the <i>Leave Detail</i> screen shows the current adjustment of Time Out being
41	Review the detail data displayed on the <i>Leave Detail Screen</i> and identify the current leave refund on the <i>Current Leave Input File</i> (Source (Srce) is equal to CUR), which was entered.
41	Review the detail data displayed on the <i>Leave Detail Screen</i> and identify the current leave refund on the <i>Current Leave Input File</i> (Source (Srce) is equal to CUR), which was entered. In this example, the <i>Leave Detail</i> screen shows the current adjustment of Time Out being
41	Review the detail data displayed on the <i>Leave Detail Screen</i> and identify the current leave refund on the <i>Current Leave Input File</i> (Source (Srce) is equal to CUR), which was entered. In this example, the <i>Leave Detail</i> screen shows the current adjustment of Time Out being taken for Staff Development. The Time Out reflects the staff development time taken.

PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×
Input Employee Leave and Substitute Pay	LVI 0100
Enter the leave data you wish to maintain or create:	
Absent employee no.: <u>89647</u> ─ or - If no absent employee, check he BA2LEY, TI2ANY	ere: 🗆
Starting leave date: <u>4/02/2014</u> Leave type: <u>A6</u> STAFF DEVELOPMENT Leave reason: <u>45</u> STATE PROFESSIONAL	
Days absent: <u> 1.0000</u> or Hours absent:	
Substitute employee no.: or - If no substitute, check here:	
In order to refund leave taken, enter negative days or hours.	
	14.03.00
V F1 F2 F3 F3 F1 F1 <t< th=""><th></th></t<>	
Action	
Select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the <i>Leave Update Menu</i> screen.	

📒 PCG Dist=8991 Rel=13.01.00 03/0		DEVSYS C:\SECOND	WHITE	_ & ×
	Perso	nnel System		PER03P2
FKey 	Leave	Update Menu		
	ee Leave and Substit			
2 Import Leave 3 Post Leave I	Input Data from CSV			
5 Display Gros				
<u> </u>	e YID\Balance Payc	heck Data		
10 Advance Lea				
<u>11</u> Plan Year Ro	llover Processing			
20 Load Employ 21 Recalculate	ee Leave History froi Year-to-Date Leave oi		cords	
				1 10 10 10
Master Userlist				12.02.00

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

A9. Printing Employee Leave and Substitute Pay Records

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - 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 Menu					
 1 Personne	l Update Menu					
4 Enhanced 5 Legacy L 6 Personne						
12 Salary Pr	11 Employee Contract File Export 12 Salary Projection Menu 13 Special Functions Menu					
20 File Reor	ganization					
Master Userlict 15.02.00						
Action						
Select 4 (F4 – F	Enhanced Substitute Pay and Le	eave System Menu)				

🔲 PCG Dist=8991	Rel=13.01.00 03/06/2013 PCW			WHITE	_ B ×
		Personnel Sys	tem		PER03P
FKe		ubstitute Pay a	nd Leave Sys	tem	
1					
	📕 Leave Update Menu				
<u>3</u>	Leave Reports Menu				
	Leave History Menu				
Master ^{User} list					12.01.00
_F16 🕶 🕮 🖤 🐨	MONITOR MONITOR				
Action					
Salact	2 (F2 – Leave Upda	to Monu)			
Select _	\square (r ² – Leave Upda	te menu).			

PCG Dist=8991 Rel=13.01.00 0	· ·	C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>	
	Po	ersonnel System		PERØ3P2	
FKey	Le	eave Update Menu			
2 Import Lea 3 Post Leav 5 Display Gu 6 Display Le	oss Data ave YTD\Balance I	CSV			
10 Advance L 11 Plan Year		g			
20 Load Employee Leave History from Payroll Leave Records 21 Recalculate Year-to-Date Leave on Payroll Record					
 ster User _{list} Constant Start				12.02.00	
Action					
Select (F1 – Ir	put Employe	e Leave and Substitut	te Pay).		

	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ & ×
	Input Employee Leave and Substitute Pay	LVI 01 00
	Enter the leave data you wish to maintain or create:	
	Absent employee no.: or - If no absent employee, chec	ck here: 🗖
	Starting leave date: Leave type: Leave reason:	
	Days absent: or - Hours absent:	
	Substitute employee no.: or - If no substitute, check her	re: 🗆
	In order to refund leave taken, enter negative days or hours.	
-		13.01.00
p	Action	
	Select $\mathbf{F3} \bigoplus$ (F3 – Print this data).	

	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE	_ <u>8 ×</u>
	Input Employee Leave and Substitute Pay	LVI 01 00
	Enter the leave data you wish to maintain or create:	
	Absent employee no.: or - If no absent employee, check I	iere: 🗆 🛛
	Starting leave date: Leave type:	
	Leave reason:	
	Days absent: or - Hours absent:	
	Substitute employee no.: or - If no substitute, check here:	
	In order to refund leave taken, enter negative days or hours.	
	······································	
6	Print request complete. Check print queue.	
E		13.01.00
F	HIG FINE FINE FINE FINE HODIFY HODIFY HODIFY F22 V F23 LV HODIFY	
ep	Action	
6	Verify "Print request complete. Check print queue." displays, and see	elect FIE
	Exit) to return to the Leave Update Menu screen.	

📕 PCG Dist=8991 Rel=13.01.00 03/06/2013	PCW 001 C:\DEVSYS C:\SECOND	WHITE	_ 8 ×			
	Personnel System		PER03P2			
FKey 	Leave Update Menu					
1 Input Employee Lea 2 Import Leave Input 3 Post Leave Input Da	Data from CSV					
_5 Display Gross Data _6 Display Leave YTD						
10 Advance Leave 11 Plan Year Rollover	Processing					
	20 Load Employee Leave History from Payroll Leave Records 21 Recalculate Year-to-Date Leave on Payroll Record					
Master Userlist			12.02.00			
F16 US Words PAY VEND						

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

A9.1 Employee Leave and Substitute Pay Report

REPORT DATE: 08/ PROGRAM: LVI	02/2012 13:57:35 0100	5 EMI	PLOYEE LEAVE	AND SUBSTIT	UTE PAY		PAGE 1	
LEAVE TYPE	LEAVE CODE	LEAVE DATE	TIME OFF DAYS	TIME OFF HOURS	SUBNO	SUB NAME	SUB TOT TIME	SUB GROSS
87609 SOBELO, NA Al SICK	8ACHA 01 SICK	5/01/2012	1.5000	12.0000	87977	HASKS, TRENT	1.50	109.50
87613 HA4LOW, PH A2 OTHER NON-D A1 SICK	4NG 02 FIELD TRIPS 01 SICK	5/01/2012 5/02/2012	2.0000	16.0000 16.0000			3.00 3.00	189.00 189.00
	A9TE 01 LWOP 01 SICK						3.00 3.00	
87643 REGTER, SE A1 SICK	6ASTIAN 01 SICK	5/02/2012	0.5000	2.5000			3.00	189.00
87673 BESRIOS, J A6 SD	ESFERSON 01 SD	5/03/2012	1.0000	8.0000	87894	AD3M, MA3ALDA	1.00	58.00
87674 BU7NO, CH7 A1 SICK	RLYN 01 SICK	5/02/2012	1.5000	12.0000			3.00	189.00
87930 CA7Y, SH7R A2 OTHER NON-D	AN 01 JURY DUTY	5/01/2012	3.0000	24.0000	89586	CR7SP, LA70MA	3.00	189.00
88138 BA7TS, TA7 A6 SD		5/01/2012	1.0000	8.0000	89861	BE4MUDEZ, FA4RY	1.00	73.00
88239 HA2MONDS, A1 SICK	KA2IMA 01 SICK	5/04/2012	1.0000	8.0000	87894	AD3M, MA3ALDA	1.00	58.00
88898 GE7TILE, M A3 LWOP		5/04/2012	1.0000	9.0000	88704	GE9GER, DE9ICK	1.00	58.00
89117 DE4ORE, MA A1 SICK		5/03/2012	3.0000	24.0000	89727	GA2LARDO, KE2A	3.00	204.00

Procedure B: Import Leave Input Data from CSV

When the import procedure is run, PCGenesis validates the data in the import file first. If the import data passes all validations, the user has the option of continuing the process or exiting so that the output reports can be reviewed. If the user decides to finish processing, the import file is uploaded into PCGenesis and <u>the *Current Leave Input File* is updated</u>.

The import process may be run in multiple batches, if desired. This facilitates loading leave data from multiple work locations since each batch can be imported separately. Once the leave data has been imported using this procedure, the data can be modified further from within the *Input Employee Leave and Substitute Pay* module described in *Procedure A*.

The new *Enhanced Substitute Pay and Employee Leave System* allows substitute pay to be entered on the *Input Employee Leave and Substitute Pay* screen, even when there is <u>not</u> an absent employee. Users are also able to <u>import</u> the substitute pay, when there is no absent employee on the import file. This will facilitate verifying the substitute pay reports since <u>all</u> substitute pay can be entered into the leave system.

Several fields are available on the import file layout for 'Substitute Only' records. The **Process Type** field, the **Pay Type** field, and the **Pay Rate** field have been added at the end of the import file layout. When the absent employee number is <u>zeroes</u> in the import file, the system will use the **Process Type**, **Pay Type**, and **Pay Rate** fields, in addition to the **Override General Ledger Account Number**, on the import file to populate the substitute's gross data line. When the absent employee number is <u>zeroes</u> in the import file, only <u>one</u> gross data line can be generated for the substitute employee.

B1. Import File Layout

- Each line conforms to the following comma delimited format (.csv). Each line ends with a carriage return and line feed pair. (Line sequential format.)
- Lines without valid record ID codes are ignored. This allows the inclusion of headers and other reference information.

Column	Field Name	Notes				
	Detail Record					
	One line must b	be included for each employee's leave data.				
Α	Record ID	Required. Letter " T ".				
В	Absent employee number	Required. Employee ID number - must be in the <i>Payroll</i> file.Enter zeroes if this record is for substitute pay only, and there is no absent employee.6 digits				
С	Absent employee last name	Required, if valid Employee ID in <i>Column B</i> . Employee's last name – must match the name in the <i>Payroll</i> file.				
D	Absent employee first name	Required, if valid Employee ID in <i>Column B</i> . Employee's first name – must match the name in the <i>Payroll</i> file.				

Column	Field Name	Notes			
Detail Record - Continued					
Ε	Absent employee middle name	Required, if valid Employee ID in <i>Column B</i> . Employee's middle name – must match the name in the <i>Payroll</i> file.			
F	Absent employee class code	Optional. Informational only. The employee's payroll class code.			
G	Absent employee class code description	Optional. Informational only. The description of the employee's payroll class code.			
Н	Absent employee work location code	Optional. Informational only. The employee's payroll work location code.			
Ι	Absent employee work location description	Optional. Informational only. The description of the employee's payroll work location code.			
J	Leave type code	Required, if valid Employee ID in <i>Column B</i> . The leave type code.			
K	Leave reason code	Required, if valid Employee ID in <i>Column B</i> . The leave reason code.			
L	Starting leave date	Required. The starting leave date. The leave date must be entered in MMDDCCYY order.			
Μ	Time entry type	Required. The units for the time off request for the absent employee. Valid values: $\mathbf{H} = \text{hours}$ $\mathbf{D} = \text{days}$			
Ν	Total time off for the absent employee	Required, if valid Employee ID in <i>Column B</i> . The total amount of time taken for leave by the absent employee.			
0	Memo	Optional. Informational only. A description of the employee's leave.			
Р	Substitute flag	Required. An indicator which indicates whether or not there is a substitute for the absent employee. Valid values: Y = There is a substitute N = No substitute			
Q	Substitute employee ID	Required, if the Substitute Flag equals ' Y '. Substitute employee number - must be active in the <i>Payroll</i> file. The employee must be in a payroll class defined as a substitute (S) class. 6 digits			

Column	Field Name	Notes				
Detail Record - Continued						
R	Substitute last name	Required, if the Substitute Flag equals ' \mathbf{Y} '. Substitute's last name – must match the name in the <i>Payroll</i> file.				
S	Substitute first name	Required, if the Substitute Flag equals ' Y '. Substitute's first name – must match the name in the <i>Payroll</i> file.				
Т	Substitute middle name	Required, if the Substitute Flag equals ' Y '. Substitute's middle name – must match the name in the <i>Payroll</i> file.				
U	Substitute paid time	Optional. The total amount of time to pay the substitute. Entry is required in this field only if the substitute paid time is different from the absent employee's time off.				
		The units of the substitute's time are determined by the rate being paid to the substitute as defined on the <i>Payroll Class Code Leave Parameters</i> record.				
V	Substitute class code	Optional. Informational only. The substitute's payroll class code.				
W	Substitute class code description	Optional. Informational only. The description of the substitute's payroll class code.				
X	Substitute work location code	Optional. Informational only. The substitute's payroll work location code.				
Y	Substitute work location description	Optional. Informational only. The description of the substitute's payroll work location code.				

Columns Z through AH contain the override general ledger account number to which the substitute's salary will be charged. The override general ledger account number is an optional field. When utilized, this override account number is typically used for staff development time off. The substitute's entire salary will be charged to this <u>one</u> account.

Z	Staff FY	Required, if zeroes in <i>Column B</i> , otherwise optional. Year in this account number in which salary is charged - must be the valid fiscal year.	
AA	Staff FND	Required, if zeroes in <i>Column B</i> , otherwise optional. Fund in this account number in which salary is charged	
AB	Staff F	Required, if zeroes in <i>Column B</i> , otherwise optional. Fiscal Year in this account number - always zero.	
AC	Staff PRGM	Required, if zeroes in <i>Column B</i> , otherwise optional. Program in this account number in which salary is charged.	
AD	Staff FNCT	Required, if zeroes in <i>Column B</i> , otherwise optional. Function in this account number in which salary is charged.	
AE	Staff OBJCT	Required, if zeroes in <i>Column B</i> , otherwise optional. Object in this account number in which salary is charged.	

Column	Field Name	Notes				
	Detail Record – Continued					
AF	Staff FCTY	Required, if zeroes in <i>Column B</i> , otherwise optional. Facility in this account number in which salary is charged.				
AG	Staff B	Required, if zeroes in <i>Column B</i> , otherwise optional. Building in this account number in which salary is charged.				
AH	Staff ADDL	Required, if zeroes in <i>Column B</i> , otherwise optional. Additional Local numbers in this account number in which salary is charged.				
Column	•	ed only when there is no absent employee (Column B contains es) and <u>only substitute pay is being entered</u> .				
AI	Proc Type	Required, if zeroes in Column B.				
		Gross Type or Process Type code. Hourly (H), Daily (D), or Adjustment line types A , X , or P .				
		Valid values:				
		Regular Gross Types:				
		\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					

Column	Field Name	Notes					
	Detail Record – Continued						
AJ	Pay Type	Optional, if zeroes in Column B.					
		Pay Type code. The Pay Type code is used only for the new detailed pay stub. The Pay Type code must be defined in the payroll <i>Description File</i> . Zero, or an empty cell, defaults to '000' (Regular Pay).					
	The new detailed check stub contains a new section of dat entitled <i>Current Hours and Earnings</i> . The current earnings will print based upon the Pay Type entered for th gross data line. The <i>Current Hours and Earnings</i> section on the detailed check stub will list the pay type description along with the pay rates, regular and overtime hours, regu and overtime pay, and contract amounts.						
		In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by Pay Type before utilizing the new detailed pay check statement. All gross data lines with the same Pay Type and Pay Rate will be summarized (and accumulated) on ONE earning line on the check stub.					
AK	Pay Rate	Required, if zeroes in <i>Column B</i> . Employee's rate of pay.					

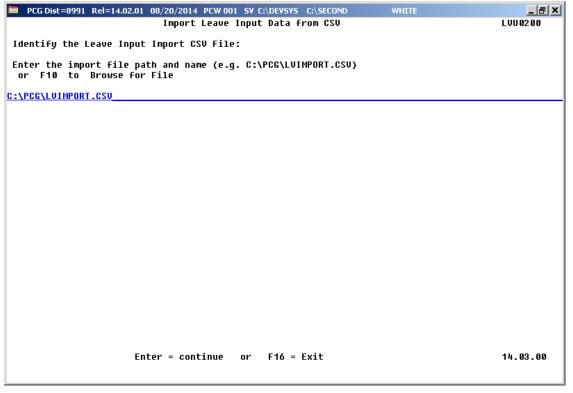
B2. Importing Leave Input Data from CSV

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

PC	CG Dist=8991	Rel=15.02.00 07/13/2015 PCW 002 SV CADEVSYS CASECOND WHITE	
		Personnel System	PERMENU
	FKey		
		Personnel Update Menu	
		Enhanced Substitute Pay and Leave System	
] Legacy Leave Menu] Personnel Reports Menu	
		Employee Contract File Export	
] Salary Projection Menu] Special Functions Menu	
		File Reorganization	
			15.02.00
	^{User} list Ques Words	PAY VEND	13.02.00
F16			
Α	ction		
Se	elect 4	(F4 – Enhanced Substitute Pay and Leave System Menu).	

🔲 PCG Dist=8991	Rel=13.01.00 03/06/2013 PCW			WHITE	_ B ×
		Personnel Sys	tem		PER03P
FKe		ubstitute Pay a	nd Leave Sys	tem	
1					
	📕 Leave Update Menu				
<u>3</u>	Leave Reports Menu				
	Leave History Menu				
Master ^{User} list					12.01.00
_F16 🕶 🕮 🖤 🐨	MONITOR MONITOR				
Action					
Salact	2 (F2 – Leave Upda	to Monu)			
Select _	\square (r ² – Leave Upda	te menu).			

	PCG Dist=8991 Rel=13.01.00		C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
		Pe	ersonnel System		PER03P2
	FKey	Le	eave Update Menu		
		bloyee Leave and Su ave Input Data from ve Input Data			
	_5 Display (_6 Display L	iross Data .eave YTD\Balance F	^p aycheck Data		
	10 Advance 11 Plan Yea	Leave r Rollover Processin	9		
			y from Payroll Leave Recor ve on Payroll Record	ds	
Ma F16	Ister Userlist PAY MONITOR				12.02.00
	Action				
	Select 2 (F2 – 1	mport Leave I	nput Data from CS	V).	



Step	Action	
5	Verify the path and filename have defaulted correctly as K:\PCG\LVIMPORT.csv, or enter the correct path and filename in the Enter the import file path and name field, or select F10 (to Browse for file).	
	If the filename entered is incorrect, the "Invalid File Id. Correct and press ENTER to retry, or F16 to exit." message will be displayed. In this instance, return to Step 5 to enter the correct information.	
6	Select Enter.	
	Select F16 to exit the program without updating, and to return to the Leave Update Menu.	

 PCG Dist=8991 Rel=13.01.00 03/07/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE
 Import Leave Input Data from CSU

 Import Leave Input Data from CSU
 LUU0200

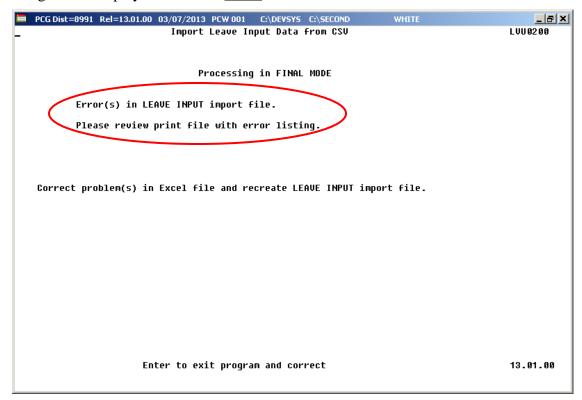
 Processing in FINAL MODE
 No Errors in LEAVE INPUT import file

 Press ENTER to load LEAVE INPUT import file
 Press F16 to STOP process

 Press ENTER to process or F16 to exit program
 13.01.00

The following screen displays if there are no errors:

The following screen displays if there are errors:



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 PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C\DEVSYS C\SECOND WHITE
 Import Leave Input Data from CSU
 LUU0200

 Processing in FINAL MODE
 Processing in FINAL MODE
 Warning(s) in LEAVE INPUT import file
 Please review print file with warning listing.

 F8 to finish processing FINAL MODE
 F16 to Exit and Correct
 13.01.00

The following screen displays if there are <u>warnings</u>:

Step	Action		
7	If there are <u>errors</u>: Select Enter to exit the program. Access the PCGenesis Uqueue Print Manager to print the <i>Leave Input Import Error/Warning Report</i> . Using the report, make the appropriate corrections to the .csv file, and return to <i>Step 5</i> to repeat this procedure.		
8	If there are <u>warnings</u> : Select F8 to finish processing. The reports will be available for review and the <i>Current Leave Input File</i> will be updated.		
	Select F16 to exit the program <u>without updating</u> , and to return to the <i>Leave Update Menu</i> . Using the reports, make the appropriate corrections to the .csv file, and return to <i>Step 5</i> to repeat this procedure.		
9	If there are <u>no</u> errors: Select Enter to continue. The reports will be available for review and the <i>Current Leave Input File</i> will be updated.		
	Select F16 to exit the program without updating, and to return to the Leave Update Menu.		
	The "* * * Updating Leave Totals * * *" message will be briefly displayed.		

	👅 PCG Dist=8991 Rel=13.01.00 03/06/2		WHITE				
		Personnel System		PER03P2			
	FKey 	Leave Update Menu					
		Leave and Substitute Pay					
	2 Import Leave In	•					
	3 Post Leave Input Data						
	5 Display Gross Data						
	B Display Leave	YTD\Balance Paycheck Data					
	10 Advance Leave						
	11 Plan Year Rollo	ver Processing					
	20 Load Employee	Leave History from Payroll Leave Record	ls				
	21 Recalculate Yea	ar-to-Date Leave on Payroll Record					
	Master ^{User} list			12.02.00			
	Fis PAY MONITOR						
			· · · · ·				
Step	Action						
10				17 16			
		exit) to return to the Enhance					
	select Master (Master)	to return to the Business Appl	lications Master N	Menu.			
11							
11		the Uqueue Print Manager					
	To print the report via	Microsoft® Word: Select	Wor (MS WO)	RD)			
		provided in the <u>Technical Sys</u>					
	Ű	ne Microsoft®-PCGenesis QV	0	Report Printing to			
	create the macro necess	ary to use the feature where a	ppropriate.				

B3. Import Reports – Samples B3.1 Leave Input Import Error/Warning Report – with Errors

DATE	08/16/2012 LVU0200	LEAVE INPUT IMPORT ERROR/WARNING REPORT TRIAL MODE PAGE	GE	1
EMPNO	MESSAGE TYPE	MESSAGE DETAIL		
087613	HA4LOW, PH4NG, 0, , , , A1, 01, 6012012, D, 2, Sic) SUBSTITUTE MIDDLE NAME MISMATCH EMPLOYEE MIDDLE NAME MISMATCH	k Leave,Y, 87605,MA4ON,JA4VIS,0,2,,,,,,,,,, 0 RECORD ACCEPTED WITH WARNINGS		
087616	RI9GINS, DA9TE, 0, , , , A1, 02, 6022012, D, 5, FMI SUBSTITUTE MIDDLE NAME MISMATCH EMPLOYEE MIDDLE NAME MISMATCH	LA,Y, 87636,FASCON,SHERILYN,0,5,,,,,,,,,, 0 0 RECORD ACCEPTED WITH WARNINGS		
087673	BESRIOS, JESFERSON, 0, , , , , A3, 01, 6032012, D, 0 SUBSTITUTE MIDDLE NAME MISMATCH EMPLOYEE MIDDLE NAME MISMATCH	0.5,Days Deducted from Pay,Y,87679,BI2DLE,VE2N,0,0.5,,,,,,,,,,,,, 0 0 RECORD ACCEPTED WITH WARNINGS		
T,87830 087830 087830 087830 087830 087830	HE3NING, AS3LEY, 0, , , , A5, 01, 6042012, D, 2, Ar SUBSTITUTE MIDDLE NAME MISMATCH EMPLOYEE MIDDLE NAME MISMATCH EMPLOYEE CLASS NOT SET UP FOR LEAVE TYPE	nnual Days,Y,87844,OLSERA,CH5RE,0,2,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ERRO	R

B3.2 Leave Input Import Error/Warning Report – with Warnings Only

DATE 08/16/2012LVU0200	LEAVE INPUT IMPORT ERROR/WARNING REPORT TRIAL MODE PAGE 1
EMPNO MESSAGE TYPE	MESSAGE DETAIL
T,87613,HA4LOW,PH4NG,0,,,,,A1,01,6012012,D,2,Sic 082613FMPLOYEE MIDDLE NAME MISMATCH 087613	:k Leave,Y, 87605,MA4ON,JA4VIS,,2,,,,,,,,,, 0 RECORD ACCEPTED WITH WARNINGS
T,87616,RI9GINS,DA9TE,,,,,A1,02,6022012,D,5,FML Ω87£16SURSIITUIE MIDDLE NAME MISMATCH 087616	A, Y, 87636, FA5CON, SH5RILYN, 0, 5, , , , , , , , , , , , , , , , ,
T,87673,BE8RIOS,JE8FERSON,,,,,A3,01,6032012,D,0 087673).5, Days Deducted from Pay, Y, 87679, BI2DLE, VE2N, , 0.5, , , , , , , , , , , , , , , , , RECORD ACCEPTED
T,87830,HE3NING,AS3LEY,,,,,A6,01,6042012,D,2,St 087830	aff Development,Y,87844,OLSERA,CH5RE,,2,,,,,,,,,,, RECORD ACCEPTED
T,87854,,,,,,A2,01,6052012,D,3,Jury Duty,Y,878 082854SUBSIIUIE LAST NAME MISMATCH 082854SUBSIIUIE FIRST NAME MISMATCH 082854EMBLOYEE LAST NAME MISMATCH 082854EMPLOYEE FIRST NAME MISMATCH 087854	
T,88138,EA7TS,TA7,,,,,A1,01,6062012,D,3,Sick Le 088138SUBSTITUTE LAST NAME MISMATCH 088138SUBSTITUTE FIRST NAME MISMATCH 088138	
T,87673,BE8RIOS,JE8FERSON,,,,,A1,03,6072012,D,3 087673	Personal Leave,Y,87844,OLSERA,CHSRE,,3,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
T,87830,HE3NING,AS3LEY,,,,,A1,03,6082012,D,3,Pe 087830	rsonal Leave, Y, 87679, BI2DLE, VE2N,, 3,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	LEAVE BALANCE EDITS
Q8R138BAITS, TA7 Q8R138BAITS, EXCEEDS EMPLOYEE BALANCE FOR TYPE	LV TYPE = A1 ENDING BAL = 2.0000 TOT REQUEST = 3.0000
Q87.673BERRIOS, JESFERSON Q87.673LEAVE EXCEEDS MAX ALLOWED FOR REASON	LV TYPE = A1 LV REAS = 03 MAX ALLOWED = 3.0000 PRIOR REQ = 1.000
Q87830HE3NING, AS3LEY Q87830LEAVE EXCEEDS MAX ALLOWED FOR REASON	LV TYPE = A1 LV REAS = 03 MAX ALLOWED = 3.0000 PRIOR REQ = 1.000

B3.3 Payroll Balance Report

REPORT DATE: 08/16/2012 REPORT ID: LVRSBAL1/LVRSBAL2	PAYROLL B	ALANCE *** PRELIMINARY	- LOCATION WITHIN CLASS	PAGE 1
LOC SUB‡ CL SUB NAME TEACHER NAME	LV DATE	RATE REG-HRS	REG-AMT ACCOUNT N	MBER
6793 87679 03 BI2DLE, VE2N 087673 BE8RIOS, JE8FERSON	06/03/2012	63.00 .50	31.50 D 12-100-0-1041-100	00-11300-0108-1-000000
6793 87636 03 FASCON, SH5RILYN 087616 RI9GINS, DA9TE 087616 RI9GINS, DA9TE	06/02/2012 06/02/2012 ** SUBSTITUTE TOTAL	68.00 4.00 68.00 1.00 5.00	272.00 D 12-100-0-1021-100 68.00 D 12-100-0-2111-100 340.00	00-11300-0100-1-000000 00-11300-0100-1-000000
6793 87605 03 MA4ON, JA4VIS 087613 HA4LOW, PH4NG	06/01/2012	58.00 2.00	116.00 D 12-100-0-1041-100	00-11300-0108-1-000000
6793 87844 03 OL5ERA, CH5RE 087830 HE3NING, AS3LEY	06/04/2012	68.00 2.00	136.00 D 12-100-0-2041-100	00-11300-0108-1-000000
6793 87886 03 VI3ES, BE3ITO 087854 NO3EN, EA3LIE	06/05/2012	73.00 3.00	219.00 D 12-100-0-3011-100	00-11300-0108-1-000000
	** LOCATION - TOTAL	12.50	842.50	
	** CLASS - TOTAL	12.50	842.50	
REPORT DATE: 08/16/2012 REPORT ID: LVRSBAL1/LVRSBAL2	PAYROLL BA	ALANCE *** PRELIMINARY	- LOCATION WITHIN CLASS	PAGE 2
LOC SUB# CL SUB NAME TEACHER NAME	LV DATE	RATE REG-HRS	REG-AMT ACCOUNT NU	MBER
	**** GRAND - TOTAL	12.50	842.50	

B3.4 Employee Leave Detail Report – Current Leave Data Only

REPORT DATE: 08/16/2012 REPORT TIME: 12:11			v Date	T LEAVE DATA ONLY	PAG PROGRA	
EMPNO EMPLOYEE NAME LEAVE TYPE LEAVE CODE		HOURS	SUBNO	SUB NAME	TOT TIME	GROSS
87673 BEBRIOS, JEBFERSON * A3 LWOP 01 LWOP		4.0000	87679	BI2DLE, VE2N	0.50	31.50
87613 HA4LOW, PH4NG * A1 SICK 01 SICK		16.0000	87605	MA4ON, JA4VIS	2.00	116.00
87830 HE3NING, AS3LEY * A6 STAFF DEVEL 01 STAFF DEVEL		16.0000	87844	OLSERA, CHSRE	2.00	136.00
87854 NO3EN, EA3LIE * A2 OTHER 01 JURY DUTY		27.0000	87886	VI3ES, BE3ITO	3.00	219.00
87616 RI9GINS, DA9TE * A1 SICK 02 FMLA		40.0000	87636	FASCON, SHSRILYN	5.00	340.00

B3.5 Substitute Leave Detail Report – Current Leave Data Only

REPORT DATE: 08/16/2012 REPORT TIME: 12:11	SUBSTITUTE LEAVE DETAIL REPOR SORTED BY Sub Name, Lv Date PLAN YEAR -	F - CURRENT LEAVE DATA ONLY		PAGE: 1 PROGRAM: LVRSDTL2
	CLASS WE LOC YEAR LV DATE EMP NO EMP NAME			
87679 BI2DLE, VE2N CUR LV 00/00/0000	03 6793 2012 06/03/2012 87673 BEBRIOS, JE8FERSON *** SUBSTIT	DAILY TUTE TOTALS	.5000 .5000 *	
87636 FASCON, SH5RILYN CUR LV 00/00/0000	03 6793 2012 06/02/2012 87616 RI9GINS, DA9TE *** SUBSTI1	DAILY TUTE TOTALS	5.0000 5.0000 *	
87605 MA4ON, JA4VIS CUR LV 00/00/0000	03 6793 2012 06/01/2012 87613 HA4LOW, PH4NG *** SUBSTI1	DAILY TUTE TOTALS	2.0000 2.0000 *	
87844 OLSERA, CH5RE CUR LV 00/00/0000	03 6793 2012 06/04/2012 87830 HE3NING, AS3LEY *** SUBSTIT	DAILY TUTE TOTALS	2.0000 2.0000 *	
87886 VI3ES, BE3ITO CUR LV 00/00/0000	03 6793 2012 06/05/2012 87854 NO3EN, EA3LIE	DAILY TUTE TOTALS	3.0000	

Procedure C: Post Leave Input Data

Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* <u>must</u> be posted before F4 - Calculate Payroll and Update YTD (Final) is executed so that the substitutes' gross data transactions are included in the payroll.

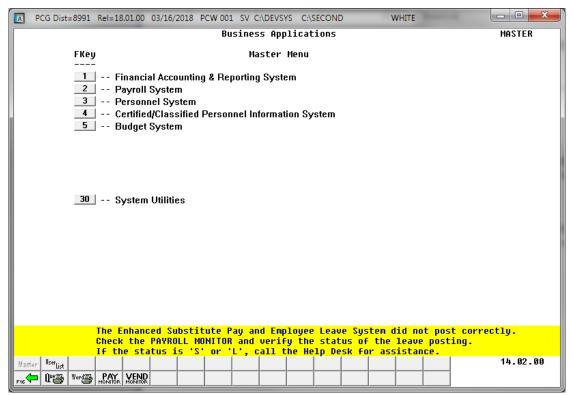
Posting the current leave input data accomplishes the following:

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

The *Post Leave Input Data* procedure updates the *Payroll Monitor* with each step of the leave posting process. If posting fails, the user is <u>forced</u> to restore SECONDL to SECOND and cannot proceed without doing so. The '*Post substitute pay and employee leave*' indicator in the Payroll Monitor will be updated with each step of the leave posting process as illustrated in the following table.

'Post substitute pay and employee leave' Payroll Monitor Value	Leave Data Status
Ν	The Post Leave Input Data process has not started
S	The <i>Post Leave Input Data</i> process started, but did not finish. The substitute <i>Gross Pay</i> data has posted, but the <i>Leave History</i> data has <u>not</u> been posted.
L	The <i>Post Leave Input Data</i> process started, but did not finish. The substitute <i>Gross Pay</i> data has posted and the <i>Leave History</i> data has posted, but the <i>Payroll Leave Data</i> (F2, F2, F17) screen has <u>not</u> been posted.
Y	The <i>Post Leave Input Data</i> has completed successfully. The Payroll Administrator may now continue with the next steps in the payroll cycle.

The *Post Leave Input Data* procedure allows timely recovery when the posting procedure fails for any reason. If the *Post Leave Input Data* fails in the middle of the process, a warning message is displayed on any PCGenesis menu, and the user is not allowed to repost the leave or continue the payroll process without restoring SECONDL. An example of the warning message is displayed below.



Example of Leave Posting Error Message on a PCGenesis Menu Screen

Georgia Department of Education April 4, 2018 • 9:09 AM • Page 111 of 147 All Rights Reserved. Two options are available for updating the substitutes' gross data during the posting process: The user can either replace the substitutes' gross data lines or add to the substitutes' gross data lines.

- The user should <u>replace</u> the substitutes' gross data lines if there are <u>no valid gross data lines</u> on the substitutes' *Gross Data* screen, and ALL gross data lines for the substitute are contained on the *Current Leave Input File*.
- The user should <u>add</u> to the substitutes' gross data lines if additional pay from other sources has been entered directly into payroll using the substitutes' *Gross Data* screens and the user needs to retain these gross data lines.

<u>NOTE</u>: The *Post Leave Input Data* step must be run for ALL regular and special payroll cycles, whether or not there is any leave data in the *Current Leave Input File*. Even if there is no leave data to post, the posting step must be executed. In this case, a warning message will be displayed indicating that no records were posted.

When running a *Manual/Void Check Run Only* payroll cycle, if the *Post Leave for Manual/Void Run* option is set to *Y* (Yes), the *Post Leave Input Data* step must be executed. If the *Post Leave for Manual/Void Run* option is set to *N* (No), the *Post Leave Input Data* step is NOT executed.

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

The following screen displays:

	PCG Dist=8991	Rel=15.02.00 07/13	3/2015 PCW 002	SV C:\DEVSY	S C:\SECONI	C	WHITE	-	
				Personnel	System				PERMENU
	FKey	I		Master	Menu				
	1	Personnel U	pdate Menu						
	4			nd Leave Sy	stem				
	5								
	6	Personnel R	eports Menu						
	11	Employee Co	ontract File Exp	ort					
	12		ction Menu						
	13	Special Fund	tions Menu						
	20	File Reorgan	ization						
Mast	ter ^{User} list								15.02.00
F16	Due The Word The	PAY VEND MONITOR							

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

	PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE Personnel System	_ 문 × PER 03P
	FKey Enhanced Substitute Pay and Leave System	
	1 Leave Setup Menu	
	2 Leave Update Menu 3 Leave Reports Menu	
	4 Leave History Menu	
	Master Userlist	12.01.00
p	Action	
3	Select 2 (F2 – Leave Update Menu).	

	PCG Dist=8991 Rel=13.01.00		C:\DEVSYS C:\SECOND	WHITE	_ & ×		
		Pe	ersonnel System		PER03P2		
	FKey	Le	eave Update Menu				
	2 Import L	nployee Leave and Su eave Input Data from ave Input Data Gross Data					
		Leave YTD\Balance F	Paycheck Data				
	10 Advance Leave 11 Plan Year Rollover Processing						
		nployee Leave History late Year-to-Date Leav	y from Payroll Leave Record ve on Payroll Record	ds			
М	aster ^{User} list				12.02.00		
FIE							
)	Action						
	Select <u>3</u> (F3 –	Post Leave Inp	ut Data).				

🔲 PCG Dist=8991	Rel=13.01.00 03/06/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	X
	* * * W	ARNING ***		LVPOSTP
	This process will take the 'LVINPUT on PERDATA', and			
	Once this process has begun,			
<u>R</u>	Input the GROSS DATA TYPE for R = Replace - To replace A A = Add - To add salar	ALL current gross data		
	** Press EN	TER to Continue **		
	** Press	5 F16 to Exit **		12.04.01

Step	Action				
5	Enter R (To replace ALL current gross data entries for the substitutes) or A (To add salary, hourly or daily entries for the substitutes) in the Input the GROSS DATA TYPE for Posting Leave field to determine how the file will be processed.				
To replace ALL of the substitutes' existing gross data: Enter R in the field. Us code if there are <u>no valid gross data lines</u> on the substitutes' <i>Gross Data</i> screen and gross data lines for the substitute are contained on the <i>Current Leave Input File</i> .					
	To add the <i>Current Leave Input File's</i> entries to the substitutes' existing gross data: Enter A in the field. Use this code if gross data lines from other sources have been entered directly into payroll using the substitutes' <i>Gross Data</i> screens.				
6	Select Enter twice to continue processing.				
	Select F16 to exit the process without posting the Current Leave Input File data.				

The following screen displays briefly:

©\ C:\WINDOWS\system32\cmd.exe	<u>_ U ×</u>
C:\Acucbl\AcuGT\bin>RD /S /Q C:\SECONDL	<u> </u>
The system cannot find the file specified.	
C:\Acucbl\AcuGT\bin>md C:\SECONDL	
C:\Acucbl\AcuGT\bin>xcopy C:\SECOND C:\SECONDL /e	
C:\SECOND\#DODPRT\FOREØØØ	
C:\SECOND\#DODPRT\LUAC0005	
C:\SECOND\#DODPRT\LUAC0011	
C:\SECOND\#DODPRT\LUAC0015 C:\SECOND\#DODPRT\LUAC0016	
C:\SECOND\#DODPRT\LUAC0017	
C:\SECOND\#DODPRT\LVBL0002	
C:\SECOND\#DODPRT\LUBL0011	
C:\SECOND\#DODPRT\LUBL0012	
C:\SECOND\#DODPRT\LUBL0013	
C:\SECOND\#DODPRT\LUBL0014	
C:\SECOND\#DODPRT\LUBLØ015	
C:\SECOND\#DODPRT\LUBL0018 C:\SECOND\#DODPRT\LUBL0019	
C:\SECOND\#DODPRI\LUBL0020	
C:\SECOND\#DODPRT\LUBL0024	
C:\SECOND\#DODPRT\LUBL0025	
C:\SECOND\#DODPRT\LUBL0026	
C:\SECOND\#DODPRT\LUBL0027	
C:\SECOND\#DODPRT\LUBL0028	
C:\SECOND\#DODPRT\LUBL0029	
C:\SECOND\#DODPRT\LUBL0030	
C:\SECOND\#DODPRT\LUBL0031 C:\SECOND\#DODPRT\LUBL0032	
C:\SECOND\#DODPRT\LUBL0032 C:\SECOND\#DODPRT\LUBL0033	
C:\SECOND\#DODPRT\LUBL0034	
C:\SECOND\#DODPRT\LUBL0035	
C:\SECOND\#DODPRT\LUBL0038	
C:\SECOND\#DODPRT\LUBL0039	
C:\SECOND\#DODPRT\LUBL0040	
C:\SECOND\#DODPRT\LUBLØ041	
C:\SECOND\#DODPRT\LUCL0000	

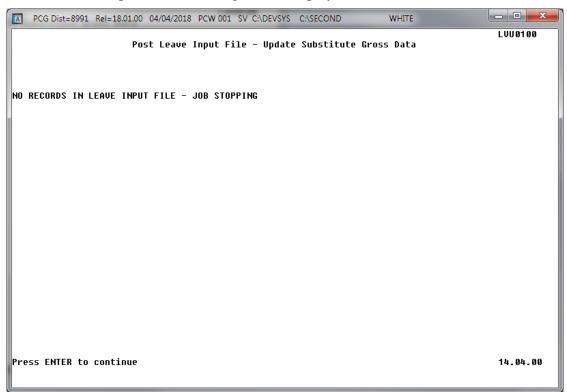
PCC Dist-8991 Rel=18.01.00 04/04/2018 PCW 001 SV CADEVSYS CASECOND WHITE LUPOSTP

 Leave being updated - D0 NOT CANCEL PROCESSING?

 17.01.00

The following screen displays briefly:

If there is no leave data to post, the following screen displays:



Step	Action
7	If there is no leave data to post, a warning screen displays as shown above. This does not indicate a problem or error but is simply meant to warn the user that no leave records existed in the <i>Current Leave Input File</i> to post.
	<u>NOTE</u> : The <i>Post Leave Input Data</i> step must be run for ALL regular and special payroll cycles, whether or not there is any leave data in the <i>Current Leave Input File</i> . Even if there is no leave data to post, the posting step must be executed. In this case, a warning message will be displayed indicating that no records were posted.

🔲 PCG Dist=8991 Rel=13.01.00 03/0	06/2013 PCW 001 C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Personnel System		PER03P2
FKey	Leave Update Menu		
	ree Leave and Substitute Pay : Input Data from CSV nput Data		
_ 5 Display Gros _ 6 Display Leav	es Data ve YTD\Balance Paycheck Data		
10 Advance Lea 11 Plan Year Re	ve Illover Processing		
	ree Leave History from Payroll Leave Red Year-to-Date Leave on Payroll Record	cords	
N_1 Kos.			12.02.00
Master Userlist PAY VEND			12.02.00

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

Procedure D: Display Gross Data

Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information for instructions.

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Procedure E: Display Leave YTD/Balance Paycheck Data

Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information for instructions.

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Procedure F: Taking Sick Bank Leave

Sick bank leave is defined as **Leave Type** 'A7'. Defining the 'A7' leave category is optional and is dependent on the school system's leave policy. When a school system offers a system sick bank, employees are typically given the choice of whether or not to participate in the system sick bank. Employees who have decided to participate in the system sick bank must have their **Sick Bank** flag set to a 'Y' on the *Personnel Screen*. Also, the employee's payroll class code must participate in **Leave Type** 'A7', sick bank. The *Payroll Class Code Leave Parameters* for the employee's class code must have **Leave Type** 'A7' checked, indicating that the class code participates in the sick bank.

Typically, an employee who participates in the system sick bank is required to periodically donate some of their earned sick leave to the system sick bank. In order to accomplish this, a **Reason Code** is set up under the sick leave category (**Leave Type** of 'A1' or 'L1') with the **Sick bank contribution category** option set to '**Yes**'. This reason code is typically named 'Sick Bank Contribution'. In order to contribute to the system sick bank, sick leave would be taken from the employee using this sick leave taken from the employee to the system sick bank balance, and the employee's sick leave balance is decremented. The time available in the system sick bank is stored in the **System Sick Bank Balance** field on the *Payroll Identification Record* on the *Tax/Withholding/Control Menu*. The **System Sick Bank Balance** field must be greater than zero in order for an employee to use sick bank time.

Typically, sick bank leave is approved for employees based upon an application to the district board or commission, but this depends on the system's leave policy. The PCGenesis system is designed so that a leave history adjustment to the employee's sick bank balance (Leave Type 'A7') can be made for the amount of time that an individual employee has been approved for. A <u>leave history adjustment</u> is the method used for advancing the sick bank time to the employee, instead of doing an <u>automatic</u> leave advance to all employees. Therefore, even though an automatic leave advance for the sick bank will never take place, the 'A7' leave type must be set up with a **Leave advance formula** of '*Contract months*' and an **Advance schedule** of '*Annually*'. The **How much to take** parameter must be set to '*Check leave balance*' and the **Allow balance to go negative** must be set to '*No*'.

Once the employee is approved to take time from the system sick bank, PCGenesis first <u>requires</u> the employee to finish using <u>all</u> of their own sick leave balance (Leave Type 'A1' or 'L1') before being allowed to use the system sick bank time. Therefore, the employee's 'A1' or 'L1' sick leave balance must be zero before the system will allow the employee to use any system sick bank time.

The following table summarizes the requirements for taking system sick bank time:

		REQUIREMENTS FOR SICK BANK, LEAVE TYPE 'A7'
\checkmark	Step	ACTION
	1	The employee must participate in the Sick Bank. The Sick Bank flag must be set to ' Y ' on the employee's <i>Personnel Screen</i> .
		Refer to the <u>Payroll System Operations Guide</u> , Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for instructions.
	2	The System Sick Bank must have time available. The System Sick Bank Balance field is available on the <i>Payroll Identification Record</i> on the <i>Tax/Withholding/Control Menu</i> . The System Sick Bank Balance must be greater than zero.
		Refer to the <u>Payroll System Operations Guide</u> , Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update the Payroll Identification Record for instructions.
	3	The employee's class code must participate in sick bank. The <i>Payroll Class Code</i> <i>Leave Parameters</i> for the employee's class code must have Leave Type 'A7' checked, indicating that the class code participates in the sick bank.
		Refer to the <u>Personnel System Operations Guide</u> , Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 1: Leave Setup, Procedure C: Maintain Payroll Class Code Leave Parameters for instructions.
	4	The employee must have used all of their available sick leave balance. The ending balance for Leave Type 'A1' and 'L1', regular sick leave, must be zero before an employee is allowed to take sick bank time.
	5	The employee must have time available in their Sick Bank Balance. The employee must have an ending balance greater than zero for Leave Type ' A7 ', sick bank leave.
		The PCGenesis system is designed so that a leave history adjustment to the employee's sick bank balance (Leave Type 'A7') can be made for the amount of time that an individual employee has been approved for. A <u>leave history adjustment</u> is the method used for advancing the sick bank time to the employee.

Procedure G: Contributing Leave to the System Sick Bank

Sick bank leave is defined as **Leave Type** 'A7'. Defining the 'A7' leave category is optional and is dependent on the school system's leave policy. When a school system offers a system sick bank, employees are typically given the choice of whether or not to participate in the system sick bank. Employees who have decided to participate in the system sick bank must have their **Sick Bank** flag set to a 'Y' on the *Personnel Screen*. Also, the employee's payroll class code must participate in **Leave Type** 'A7', sick bank. The *Payroll Class Code Leave Parameters* for the employee's class code must have **Leave Type** 'A7' checked, indicating that the class code participates in the sick bank.

Typically, an employee who participates in the system sick bank is required to periodically donate some of their earned sick leave to the system sick bank. In order to accomplish this, a **Reason Code** is set up under the sick leave category (**Leave Type** of 'A1' or 'L1') with the **Sick bank contribution category** option set to '**Yes**'. This reason code is typically named 'Sick Bank Contribution'. In order to contribute to the system sick bank, sick leave would be taken from the employee using this sick leave reason code. When the *Post Leave Input Data* option is executed, the system adds the sick leave taken from the employee to the system sick bank balance, and the employee's sick leave balance is decremented. The time available in the system sick bank is stored in the **System Sick Bank Balance** field on the *Payroll Identification Record* on the *Tax/Withholding/Control Menu*.

Sick bank contributions are entered into the *Current Leave Input File* during the payroll cycle. As the user prepares the payroll, 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 most efficient method available for processing employees' sick leave donations to the system sick bank is to create a .csv file for the *Import Leave Input Data* procedure. Refer to *Procedure B: Import Leave Input Data From CSV, B1. Import File Layout* in this document for the file layout of the import file.

When the import procedure is run, PCGenesis validates the data in the import file first. If the import data passes all validations, the user has the option of continuing the process or exiting so that the output reports can be reviewed. If the user decides to finish processing, the import file is uploaded into PCGenesis and <u>the *Current Leave Input File* is updated</u>.

If necessary, once the data is imported into the *Current Leave Input File*, the user is able to modify the imported data using the *Input Employee Leave and Substitute Pay* module. The user is also able to verify the contents of the *Current Leave Input File* by running the various leave reports available within the *Enhanced Substitute Pay and Employee Leave System*.

Refer to *Procedure B: Import Leave Input Data From CSV* in this document for instructions on importing a .csv file for the *Import Leave Input Data* procedure.

The following table summarizes the required steps for contributing sick leave to the system sick bank:

	STEPS FOR CONTRIBUTING LEAVE TO THE SYSTEM SICK BANK						
✓	Step	ACTION					
	1	Obtain an initial .csv file which contains the employee number, SSN, name, last name, first name, middle name, work location code and description, and class code and description by using the <i>Export Selected Payroll/Deduction/CPI Information</i> procedure described in this section below. This .csv file will be used as the starting point for creating a leave import file.					
	2	Make the appropriate adjustments to the Microsoft® Excel spreadsheet in order to create a .csv file for the <i>Import Leave Input Data</i> procedure. Follow the steps provided in the procedure below.					
		These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns and/or rows, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.					
		Refer to <i>Procedure B: Import Leave Input Data From CSV, B1. Import File Layout</i> in this document for the file layout of the leave import file.					
	3	Import the .csv file created in <i>Step 2</i> into the <i>Current Leave Input File</i> by using the <i>Import Leave Input Data</i> procedure.					
		Refer to <i>Procedure B: Import Leave Input Data From CSV</i> in this document for instructions on importing a .csv file for the <i>Import Leave Input Data</i> procedure.					
	4	If necessary, once the data is imported into the <i>Current Leave Input File</i> , the user may modify the imported data using the <i>Input Employee Leave and Substitute Pay</i> module. The user should also verify the contents of the <i>Current Leave Input File</i> by running the various leave reports available within the <i>Enhanced Substitute Pay and Employee Leave System</i> .					

		Payroll System	PAYMOOOO
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	4 Annual R 5 Monthly/	eports Menu Quarterly/Fiscal/Biennial Reports Menu	
	9 Update/D 10 Earnings 11 Check Re	conciliation Menu Iisplay Payroll Monitor	
	20 File Reor	ganization	
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Step

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Step 3

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	lew Employees - Batch Mode lew Hire File for Georgia Directory of New Hires		
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Action			
Select <u>5</u> (F5 – E	xport Selected Payroll/Deducti	on/CPI Information	ation).

On the C:\	drive, cre	ate a folde	r entitled	EXPORT.	or verify	the folder	exists.
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ľ	PCG Dist=8991 Rel=15.02.00 07/13/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE
	PAY17EXT Create Payroll/Deduction Export File to Load in Excel
	Enter the Export file Path and Name (e.g. C:\EXPORT\PAYEXPCCYYMMDD.CSV) or F10 to Browse for File
	C:\EXPORT\SickBankUpdate.CSV
	NOTE: DIRECTORY Must Already Exist
	The filename will default to C:\EXPORT\PAYEXPccyymmdd.CSV (ccyymmdd = today's date). The C:\EXPORT directory MUST exist. If C:\EXPORT does not already exist, you MUST create the C:\EXPORT directory or change to an exsting path.
	Enter = Continue or F16 = Exit
	FIG
)	Action
	Enter C:\EXPORT\SickBankUpdate.CSV, in the Enter the Export file path and name field.
	PCGenesis allows entries other than C:\EXPORT\SickBankUpdate.CSV as long as the directory structure entered exists.
	In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected deduction and payroll information results.
	Select Enter) to continue.

Step

PCG Dist=8991 Rel=15.02.00 07/13/2015	PCW 002 SV C:\DEVSYS C:\SECONI	D WHITE	
Export Sele	cted Payroll / Deduction /	CPI Information	PAY17EXT
Ехро	rt File Type: <u>E</u> Export F	E = Export File f	or Report o Modify & Import
F10 to set selection crite	ria Filter not active		
C Emp	oloyee Number oloyee SSN oloyee Name (Lname Fname)		
	ude Decimal (\$10.00 = 10.00) Decimal (\$10.00 = 1000)		
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	/DD/CCYY Ymmdd		
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7	To set specific search criteria:	Select $\mathbf{F10}$ (F10 – Set filter condition).
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Export Se	lected Payroll / Set Employee	/ Deduction / C Selection Filt				PAYFIND
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Class Code:						
rk Location:						
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Step 8

appropriate selections and entries. For example, set the Status parameter to 'A' in order to extract only <u>active</u> employees.
Verify "Filter conditions set." displays. Selecting $\mathbf{F16} - \mathrm{Exit}$) will return to the Export Selected Payroll/Deduction/CPI Information main screen.

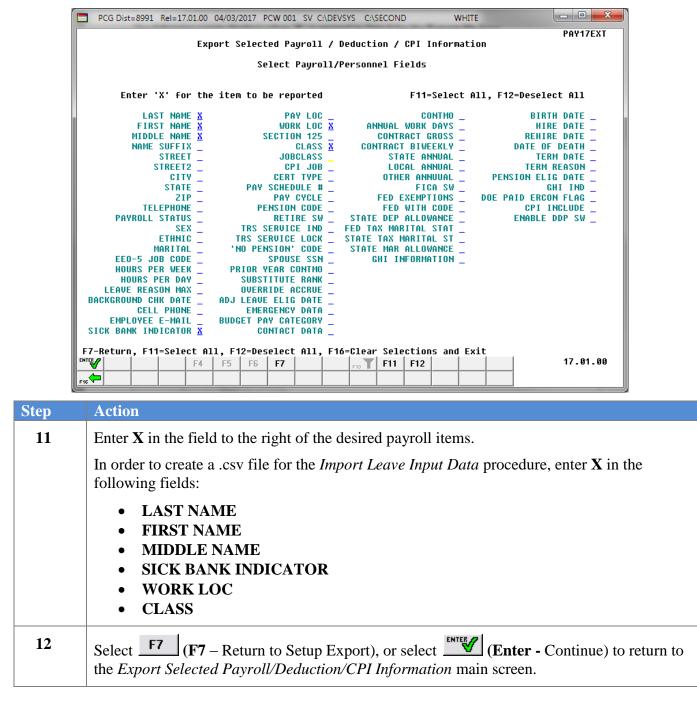
Step 9

10

PCG Dist=8991 Rel=15.02.00 07/13/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE
PAY17EXT Export Selected Payroll / Deduction / CPI Information
Export File Type: <u>E</u> Export File for Report E = Export File for Report I = Create File to Modify & Import
F10 to set selection criteria Filter set: Status
Export sort order:
Amount Format:
SSN Format: • Alpha - 999-88-7777 • Numeric - 999887777
Date Format: Image: MM/DD/CCYY C CCYYMMDD
PAY Item(s) Selected: 0 F4 to select PAY Items CPI Item(s) Selected: 0 F5 to select CPI Items Deduction(s) Selected: 0 F6 to select Deductions
No Items Selected Enter=Create File, F4=Select PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit
MTE F4 F5 F6 F7 F10 F11 F12 15.02.00 16 I I I I I I I I 15.02.00
Action
Export file type: Select 'E' to create a .csv file for the <i>Import Leave Input Data</i> pr

Select **4** (**F4** – Select Pay Items), if payroll items are to be exported.

<u>NOTE</u>: Do NOT select **Enter** – Continue) at this point. Select employee payroll items (**F4** – Select Pay Items) first, before processing the export request.



The following screen displays when 'E' is entered in *Step 9* for the **Export file type**:

	PCG Dist	=8991	Rel=15	.02.00	07/13/2	2015 P	CW 002	sv c	:\DEVS\	/S C:\{	SECONE)	v	VHITE		
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F16	_															

NOTE: PCGenesis displays the total number of employee payroll items selected.

Step	Action
13	To define the sort order: Select the O (Radio button) to the left of the desired Export sort order field.
	Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.
14	To define the amount format: Select the O (Radio button) to the left of Include Decimal (\$10.00 = 10.00) format.
15	To define the Social Security Number (SSN) format: Select the O (Radio button) to the left of Alpha – 999-88-7777 .
16	To define the date format: Select the O (Radio button) to the left of MM/DD/CCYY.
17	Select Enter - Continue).

The following message box displays:

	Extract Records?
	Ready to extract records? Select OK to continue. Select CANCEL to redisplay the screen.
Step	Action
18	Select to continue processing and to extract the payroll data.
	If the selected payroll data is incorrect or incomplete, select Cancel to enter the correct information.
	"**Processing Request**" briefly displays.

	PCG Dist=8991 Rel=15.02.00	0 07/13/2015 PCW 002 SV C:\DEVSYS C:\SECON	ID WHITE	
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i - 1				
	Payroll Master	/ Deduction Export File Created		
	File Name =	C:\EXPORT\SICKBANKUPDATE.CSV		
	Total Records =	427		
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	Enter=Continue			15.02.00

Step	Action
19	Screen-print or record the file name displayed and select Enter (Continue).

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Step	Action
20	Select FIG - Exit) to return to the Payroll System – Special Functions Menu, or select Master (Master) to return to the Business Applications Master Menu.
21	Navigate to C:\EXPORT\SickBankUpdate.CSV.

The following window displays:

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Step Action					
22 Open the appropriate	payroll/deduction/C	PI information fil	e. Find the file		
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2 23	3232 999-08-812	7 AD2ER TA2		AD2ER	TA2		N	111	Location 000111	2 TEACH	ERS	=
3 33	3333 333-33-333	3 SMITH DAVID		SMITH	DAVID		N	101	Location 000101	2 TEACH	ERS	
4 87	7177 999-08-717	7 MISTON ARSEL	LLE	MISTON	AR8ELLE		N	8014	Location 008014	3 SUB TE	ACHERS	
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7 87	7182 999-08-718	2 NE3BITT SA3G		NE3BITT	SA3G		N	8014	Location 008014	15 SCH CL	ERICAL (SECRET	
8 87	7183 999-08-718	3 WE2ZEL CA2M	Y	WE2ZEL	CA2MY		N	101	Location 000101	2 TEACH	ERS	
9 87	7184 999-08-718	4 CH9DWICK MI	9FORD	CH9DWICK	MI9FORD		N	111	Location 000111	2 TEACH	ERS	
10 87	7186 999-08-718	6 CR7SP RO7EN	00	CR7SP	RO7ENDO		N	201	Location 000201	2 TEACH	ERS	
11 87	7190 999-08-719	0 DU3RE JE3OLD		DU3RE	JE3OLD		N	8014	Location 008014	3 SUB TE	ACHERS	
12 87	7194 999-08-719	4 CR7ECH CH7EK	0	CR7ECH	CH7EKO		N	8013	Location 008013	42 CUSTO	DAIN (PART-TIM	IE
13 87	7195 999-08-719	5 FA6RAR TR6Y		FA6RAR	TR6Y		N	8013	Location 008013	42 CUSTO	DAIN (PART-TIM	IE
14 87	7196 999-08-719	6 JA5QUES CL5R	ENCE	JA5QUES	CL5RENCE		N	8014	Location 008014	3 SUB TE	ACHERS	
15 87	7197 999-08-719	7 PE4CHEY CL4R	IS	PE4CHEY	CL4RIS		N	3050	Location 003050	4 TCR AI	DES FULLTIME	
16 87	7209 999-08-720	9 ME8LEY OS8AL	.DO	ME8LEY	OS8ALDO		N	8014	Location 008014	3 SUB TE	ACHERS	
17 87	7210 999-08-721	0 ST7REY DE7MY	,	ST7REY	DE7MY		N	3050	Location 003050	5 TCR AI	DES PART-TIME	
18 87	7211 999-08-721	1 TH6RSTON DO	6G	TH6RSTON	DO6G		N	201	Location 000201	2 TEACH	ERS	
19 87	7212 999-08-721	2 WI5LETT DI5O		WI5LETT	DI5O		N	201	Location 000201	15 SCH CL	ERICAL (SECRET	
20 87	7219 999-08-721	9 SQ6IRES AL6EN	N	SQ6IRES	AL6EN		N	8014	Location 008014	3 SUB TE	ACHERS	
21 87	7223 999-08-722	3 AL2NZO EF2EN	1	AL2NZO	EF2EN		N	111	Location 000111	2 TEACH	ERS	
22 87	7225 999-08-722	5 LASTON NISEL		LA8TON	NI8EL		N	3050	Location 003050	2 TEACH	ERS	
23 87	7227 999-08-722	7 BE6ER AH6AD		BE6ER	AH6AD		N	8013	Location 008013	42 CUSTO	DAIN (PART-TIM	IE
24 87	7230 999-08-723	0 SH3CKLEY JA3	KELYN	SH3CKLEY	JA3KELYN		N	111	Location 000111	2 TEACH	ERS	
25 87	7243 999-08-724	3 ROGENTHAL BA	A6TON	RO6ENTHAL	BA6TON		N	8010	Location 008010	46 SUPPO	RT PERSONNEL	NO
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27 87	7248 999-08-724	8 BR9NNON WE	9TON	BR9NNON	WE9TON		N	8014	Location 008014	3 SUB TE	ACHERS	
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The following window displays:

Step	Action
23	Make the appropriate adjustments to the Microsoft® Excel spreadsheet in order to create a .csv file for the <i>Import Leave Input Data</i> procedure.
	These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns and/or rows, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.
24	Sort the contents of the <u>entire</u> spreadsheet so that the rows of employees who do NOT participate in the Sick Bank are sorted together.
	Select Custom Sort from the Sort & Filter tab on the Microsoft Excel toolbar. Set the sort options as illustrated below with the top level sort defined as the Sick Bank column (column G). Apply additional sorts, if desired.

Column		Sort On		Order	
Sort by	Sick Bank	▼ Values	•	A to Z	-
Then by	Class	▼ Values	•	Smallest to Largest	-
Then by	Name	▼ Values	•	A to Z	-

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			VA2ADEZ JA2ROD	VA2ADEZ	JA2ROD		N	8010	Location 008010	1	SYSTEM SUPERINTENDE	IN
		999-08-8127		AD2ER	TA2		N		Location 000111		TEACHERS	
		999-08-8127		AD2ER	TA2		N		Location 000111	-	TEACHERS	
			AL2NZO EF2EN	AL2NZO	EF2EN		N		Location 000111		TEACHERS	
			AR9STEAD TA9HINA	AR9STEAD	TA9HINA		N		Location 000111	-	TEACHERS	
			ASSEW DASTON	AS5EW	DA5TON		N		Location 000201		TEACHERS	
-			AS7ER GE7EVIVE	AS7ER	GE7EVIVE		N		Location 000111		TEACHERS	
-			AS9TON YV9NE	AS9TON	YV9NE		N		Location 000111		TEACHERS	
)			BO8DREAU MA8GARITO	BO8DREAU	MA8GARITO		N		Location 003050		TEACHERS	
			BU8DEN EM8LE	BU8DEN	EM8LE		N		Location 000101		TEACHERS	
2			BU8N FR8NCES	BU8N	FR8NCES		N		Location 003050		TEACHERS	
			CA4AZOS BO4BIE	CA4AZOS	BO4BIE		N		Location 000111		TEACHERS	
ŀ			CA4AZOS EM4RSON	CA4AZOS	EM4RSON		N		Location 000111	-	TEACHERS	
6			CA4FIELD CE4ESTA	CA4FIELD	CE4ESTA		N		Location 000201		TEACHERS	
j			CA4SEY DE4NDRE	CA4SEY	DE4NDRE		N		Location 000111		TEACHERS	
1			CH4MPION BA4	CH4MPION	BA4		N	8010	Location 008010	2	TEACHERS	
;	89901	999-08-9901	CH4MPION DA4IAN	CH4MPION	DA4IAN		N	201	Location 000201		TEACHERS	
)			CH5MPAGNE AL5A	CH5MPAGNE	AL5A		N		Location 000101		TEACHERS	
)			CH5MPAGNE SC5TTY	CH5MPAGNE	SC5TTY		N		Location 003050		TEACHERS	
			CH5NG BE5RY	CH5NG	BE5RY		N		Location 000111		TEACHERS	
2			CH9DWICK MI9FORD	CH9DWICK	MI9FORD		N		Location 000111		TEACHERS	
;			CI2TRON RO2	CI2TRON	RO2		N	111	Location 000111		TEACHERS	
ł			CO3BY MI3AH	CO3BY	MI3AH		N		Location 003050		TEACHERS	
5			CO3TS SU3IKO	CO3TS	SU3IKO		N		Location 003050	-	TEACHERS	
5			CO4ART WA4A	CO4ART	WA4A		N		Location 003050		TEACHERS	
'			CR7SP RO7ENDO	CR7SP	RO7ENDO		N	201	Location 000201	2	TEACHERS	
4	► H (SICKBANKUPE	DATE 🥙									

26

Delete all \underline{rows} with Sick Bank (column G) equal to 'N'.

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3			AL2NZO EF2EN	AL2NZO	EF2EN		Y		Location 000111	2 TEACHERS
4			AR9STEAD TA9HINA	AR9STEAD	TA9HINA		Y		Location 000111	2 TEACHERS
5			ASSEW DASTON	AS5EW	DA5TON		Y		Location 000201	2 TEACHERS
6			AS7ER GE7EVIVE	AS7ER	GE7EVIVE		Y		Location 000111	2 TEACHERS
7			AS9TON YV9NE	AS9TON	YV9NE		Y	111	Location 000111	2 TEACHERS
8			BO8DREAU MA8GARITO	BO8DREAU	MA8GARITO		Y		Location 003050	2 TEACHERS
9	88273	999-08-8273	BU8DEN EM8LE	BU8DEN	EM8LE		Y	101	Location 000101	2 TEACHERS
10	88073	999-08-8073	BU8N FR8NCES	BU8N	FR8NCES		Y	3050	Location 003050	2 TEACHERS
11	89677	999-08-9677	CA4AZOS BO4BIE	CA4AZOS	BO4BIE		Y	111	Location 000111	2 TEACHERS
12	88477	999-08-8477	CA4AZOS EM4RSON	CA4AZOS	EM4RSON		Y	111	Location 000111	2 TEACHERS
13	88957	999-08-8957	CA4FIELD CE4ESTA	CA4FIELD	CE4ESTA		Y	201	Location 000201	2 TEACHERS
14	89205	999-08-9205	CA4SEY DE4NDRE	CA4SEY	DE4NDRE		Y	111	Location 000111	2 TEACHERS
15	87501	999-08-7501	CH4MPION BA4	CH4MPION	BA4		Y	8010	Location 008010	2 TEACHERS
16	89901	999-08-9901	CH4MPION DA4IAN	CH4MPION	DA4IAN		Y	201	Location 000201	2 TEACHERS
17	87412	999-08-7412	CH5MPAGNE AL5A	CH5MPAGNE	AL5A		Y	101	Location 000101	2 TEACHERS
18	89812	999-08-9812	CH5MPAGNE SC5TTY	CH5MPAGNE	SC5TTY		Y	3050	Location 003050	2 TEACHERS
19	88140	999-08-8140	CH5NG BE5RY	CH5NG	BE5RY		Y	111	Location 000111	2 TEACHERS
20	87184	999-08-7184	CH9DWICK MI9FORD	CH9DWICK	MI9FORD		Y	111	Location 000111	2 TEACHERS
21	87799	999-08-7799	CI2TRON RO2	CI2TRON	RO2		Y	111	Location 000111	2 TEACHERS
22	87958	999-08-7958	CO3BY MI3AH	CO3BY	MI3AH		Y	3050	Location 003050	2 TEACHERS
23	88478	999-08-8478	CO3TS SU3IKO	CO3TS	SU3IKO		Y	3050	Location 003050	2 TEACHERS
24	88949	999-08-8949	CO4ART WA4A	CO4ART	WA4A		Y	3050	Location 003050	2 TEACHERS
25	87186	999-08-7186	CR7SP RO7ENDO	CR7SP	RO7ENDO		Y	201	Location 000201	2 TEACHERS
26	87351	999-08-7351	DA2GLE LA2ARO	DA2GLE	LA2ARO		Y	111	Location 000111	2 TEACHERS
27	89536	999-08-9536	DE9TON DI9RDRE	DE9TON	DI9RDRE		Y	201	Location 000201	2 TEACHERS
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The following screen displays:

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Step

27 Delete the following columns:

Action

- Column $\mathbf{B} = \mathbf{SSN}$ •
- Column **C** = **Name** •
- Column **G** = **Sick Bank** •

After deleting the 3 columns, the end results should be:

- Column **A** = **Empno** •
- Column **B** = Last Name
- Column C = First Name •
- Column **D** = **Middle Name** •
- Column E = Work LOC •
- Column **F** = Work LOC Desc
- Column **G** = **Class**
- Column **H** = **Class Desc** •

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4	87558	BA3N	FR3DERIC			199	Location	1	7 0	ERTIFI	ED 10	MON	ГН								
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6	88195	BA6THOLO	TR6Y			189	Location)	7 0	ERTIFI	ED 10	MON	ГН								
7	89520	BA9M	CH9RITA			111	Location)	7 0	ERTIFI	ED 10	MON	ГН								
8	89791	BE2RDEN	RO2			103	Location)	7 0	ERTIFI	ED 10	MON	ГН								
9	89939	BE6AVIDE	TA6BRA			106	Location)	7 0	ERTIFI	ED 10	MON	ГН								
10	89689	BE8KMAN	EL8ONORE			198	Location)	7 0	ERTIFI	ED 10	MON	ΓH								
11	88160	BR9NKLEY	CA9OL			103	Location)	7 0	ERTIFI	ED 10	MON	ГH								
12	89792	BR9SWELL	SU9DAY			198	Location)	7 0	ERTIFI	ED 10	MON	ГН								
13	89768	BR9XTON	RA9HAL			103	Location)	7 0	ERTIFI	ED 10	MON	ΓH								
14	87552	BU9BY	IR9IN			198	Location)	7 0	ERTIFI	ED 10	MON	ГH								
15	89205	CA4SEY	DE4NDRE			189	Location)	7 0	ERTIFI	ED 10	MON	ГН								
16	89826	CA7L	AN7			106	Location)	7 0	ERTIFI	ED 10	MON	ΓH								
17	87438	CH3	RO3BY			103	Location	1	7 0	ERTIFI	ED 10	MON	ГН								
18	89027	CH6SHOLM	CA6HERYN			199	Location)	7 0	ERTIFI	ED 10	MON	ГН								
19	88697	CH8	FL8TA			199	Location)	7 0	ERTIFI	ED 10	MON	ГН								
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Step	Action
28	Insert a <u>column</u> in front of Empno called Record Type .
	After inserting a column, the end results should be:
	• Column A = Record Type
	• Column $\mathbf{B} = \mathbf{Empno}$
	• Column C = Last Name
	• Column D = First Name
	• Column E = Middle Name
	• Column $\mathbf{F} = \mathbf{Work} \mathbf{LOC}$
	• Column G = Work LOC Desc
	• Column $\mathbf{H} = \mathbf{Class}$
	• Column I = Class Desc

Step	Action
29	Populate the Record Type (column A) with data.
	Enter the Record Type (column A) for all employees as ' T ' for Time Record.
	Valid values for Record Type (column A): T
30	Move Class and Class Desc columns in front of Work LOC and Work LOC Desc columns.
	After moving columns, the end results should be:
	• Column A = Record Type
	• Column $\mathbf{B} = \mathbf{Empno}$
	• Column C = Last Name
	• Column D = First Name
	• Column E = Middle Name
	• Column $\mathbf{F} = \mathbf{Class}$
	• Column G = Class Desc
	• Column $\mathbf{H} = \mathbf{Work} \ \mathbf{LOC}$
	• Column I = Work LOC Desc

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2 T	89868	AS5EW	GE5ALD			7 CERTIF	IED	189	Location	000189								
3 T	89058	AS7ER	GE7EVIVE			7 CERTIF	IED	189	Location	000189								
4 T	87558	BA3N	FR3DERIC			7 CERTIF	IED	199	Location	000199								
5 T	89422	BA3R	LA3ERNE			7 CERTIF	IED	199	Location	000199								
6 T	88195	BA6THOLO	TR6Y			7 CERTIF	IED	189	Location	000189								
7 T	89520	BA9M	CH9RITA		-	7 CERTIF	IED	111	Location	000111								
8 T	89791	BE2RDEN	RO2			7 CERTIF	IED	103	Location	000103								
9 T	89939	BE6AVIDE	TA6BRA			7 CERTIF	IED	106	Location	000106								
LO T	89689	BE8KMAN	EL8ONORE			7 CERTIF	IED	198	Location	000198								
L1 T	88160	BR9NKLEY	CA9OL			7 CERTIF	IED	103	Location	000103								
L2 T	89792	BR9SWELL	SU9DAY			7 CERTIF	IED	198	Location	000198								
L3 T	89768	BR9XTON	RA9HAL			7 CERTIF	IED	103	Location	000103								
L4 T	87552	BU9BY	IR9IN		-	7 CERTIF	IED	198	Location	000198								
L5 T	89205	CA4SEY	DE4NDRE			7 CERTIF	IED	189	Location	000189								
L6 T	89826	CA7L	AN7			7 CERTIF	IED	106	Location	000106								
L7 T	87438	СНЗ	RO3BY			7 CERTIF	IED	103	Location	000103								
L8 T	89027	CH6SHOLM	CA6HERYN		-	7 CERTIF	IED	199	Location	000199								
19 T	88697	CH8	FL8TA			7 CERTIF	IED	199	Location	000199								
20 T	88734	CO3NORS	MA3ON			7 CERTIF	IED	198	Location	000198								
21 T	88682	CO7EY	DI7ORAH			7 CERTIF	IED	198	Location	000198								
22 T	88385	CO8ROY	IL8A			7 CERTIF	IED	103	Location	000103								
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Step	Action
31	Add the following <u>columns</u> after Work LOC Desc (column I):
	• Column J = Leave Type
	• Column K = Reason Code
	• Column L = Starting Leave Date
	• Column M = Entry Type (H=Hrs D=Days)
	• Column N = Total Sick Leave Contribution Time
	• Column $\mathbf{O} = \mathbf{Memo}$
	• Column P = Substitute Flag (Y=Sub N=NoSub)

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6 T		89058		GE7EVIVE			2 TEACHERS		Location 00011										
7 T		88168	AS9TON	YV9NE			2 TEACHERS	111	Location 00011	1									
8 T			308DREAU	MA8GARITO			2 TEACHERS	3050	Location 00305	0									
9 T		88273 8	3U8DEN	EM8LE			2 TEACHERS	101	Location 00010	1									
10 T		88073 E	3U8N	FR8NCES			2 TEACHERS	3050	Location 00305	0									
11 T		89677 (CA4AZOS	BO4BIE			2 TEACHERS	111	Location 00011	1									
12 T		88477 (CA4AZOS	EM4RSON			2 TEACHERS	111	Location 00011	1									
13 T		88957 (CA4FIELD	CE4ESTA			2 TEACHERS	201	Location 00020	1									
14 T		89205	CA4SEY	DE4NDRE			2 TEACHERS	111	Location 00011	1									
15 T		87501 (CH4MPION	BA4			2 TEACHERS	8010	Location 00801	0									
16 T		89901 (H4MPION	DA4IAN			2 TEACHERS	201	Location 00020	1									
17 T		87412	CH5MPAGNE	AL5A			2 TEACHERS	101	Location 00010	1									
18 T		89812	CH5MPAGNE	SC5TTY			2 TEACHERS	3050	Location 00305	0									
19 T		88140	CH5NG	BE5RY		1	2 TEACHERS	111	Location 00011	1									
20 T		87184 (CH9DWICK	MI9FORD			2 TEACHERS	111	Location 00011	1									
21 T		87799 (CI2TRON	RO2			2 TEACHERS	111	Location 00011	1									
22 T		87958 (СОЗВУ	MI3AH			2 TEACHERS	3050	Location 00305	0									
23 T		88478	COSTS	SU3IKO			2 TEACHERS	3050	Location 00305	0									
24 T		88949 (CO4ART	WA4A		1	2 TEACHERS	3050	Location 00305	0									
25 T		87186	CR7SP	RO7ENDO			2 TEACHERS	201	Location 00020	1									
26 T		87351 [DA2GLE	LA2ARO			2 TEACHERS	111	Location 00011	1									
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Step	Action
32	Populate the Leave Type (column J) with data.
	Enter the Leave Type (column J) for all employees as 'A1' (or 'L1', if applicable) for Paid Sick Leave.
	Valid values for Leave Type (column J): A1 or L1

Step	Action
33	Populate the Reason Code (column K) with data.
	Enter the Reason Code (column K) for all employees with the Leave Reason Code defined as the Sick Bank Contribution Category on the <i>Maintain Leave Reason Codes</i> screen.
	Refer to the <u>Personnel System Operations Guide</u> , Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 1: Leave Setup, Procedure B: Maintain Leave Reason Codes for information about the Leave Reason Code categories.
34	Populate the Starting Leave Date (column L) with data.
	Enter the Starting Leave Date (column L) for all employees with an appropriate date.
	Valid values for Starting Leave Date (column L): Date in MM/DD/CCYY format.
	In order to avoid duplicate leave input errors for employees, use a Starting Leave Date which will <u>not</u> be used by absent employees. For example, use a Saturday or Sunday date.
35	Populate the Leave Entry Type (column M) with data.
	Enter the Leave Entry Type (column M) for all employees as ' D ' if the sick time contribution is in days. Enter the Leave Entry Type (column M) for all employees as ' H ' if the sick time contribution is in hours.
	Valid values for Leave Entry Type (column M): H or D
	Most school districts report leave data in days (\mathcal{D}).
36	Populate the Total Sick Leave Contribution Time (column N) with data.
	Enter the Total Sick Leave Contribution Time (column N) for all employees. This field contains the amount of sick leave time that the employee is donating to the system sick bank. The amount of Total Sick Leave Contribution Time must be positive.
37	Populate the Memo (column O) with data, if desired.
	The Memo field is optional. Enter a Memo (column O) for all employees with a description of the sick leave contribution.
38	Populate the Substitute Flag (column P) with data.
	Enter the Substitute Flag (column P) for all employees as 'N'. Substitute data is <u>not</u> valid for leave contributions to the system sick bank.
	Valid values for Substitute Flag (column P): N

The following screen	n displays:
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3	т	89058	AS7ER	GE7EVIVE		7	CERTIFIED	189) Location	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	
4	Т	87558	BA3N	FR3DERIC		7	CERTIFIED	199) Location	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	
5	Т	89422	BA3R	LA3ERNE		7	CERTIFIED) 199	Docation	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	
6	Т	88195	BA6THOL	TR6Y		7	CERTIFIED) 189	Ocation	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	
7	т	89520	BA9M	CH9RITA		7	CERTIFIED) 111	Location	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	
8	Т	89791	BE2RDEN	RO2		7	CERTIFIED	0 103	B Location	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	
9	Т	89939	BE6AVIDE	TA6BRA		7	CERTIFIED	0 106	5 Location	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	
10	Т	89689	BE8KMAN	EL8ONORE	E	7	CERTIFIED) 198	B Location	0A1		4	7/6/2013	D	1.00	Sick Bank	N	
11	Т	88160	BR9NKLEY	CA9OL		7	CERTIFIED	0 103	B Location	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	
12	Т	89792	BR9SWELL	SU9DAY		7	CERTIFIED) 198	8 Location	0 A 1		4	7/6/2013	D	1.00	Sick Bank	N	_
13	Т	89768	BR9XTON	RA9HAL		7	CERTIFIED	0 103	8 Location	0 A 1			7/6/2013		1.00	Sick Bank	N	
14	Т	87552	BU9BY	IR9IN		7	CERTIFIED) 198	B Location	0A1			7/6/2013		1.00	Sick Bank	N	
15	Т		CA4SEY	DE4NDRE			CERTIFIED		O Location				7/6/2013			Sick Bank		
16		89826		AN7			CERTIFIED		5 Location				7/6/2013			Sick Bank		
17		87438		RO3BY			CERTIFIED		8 Location				7/6/2013			Sick Bank		
18				CA6HERYN	I		CERTIFIED		0 Location				7/6/2013			Sick Bank		
19		88697		FL8TA			CERTIFIED		0 Location				7/6/2013			Sick Bank		
20			CO3NORS			-	CERTIFIED		8 Location				7/6/2013			Sick Bank		
21			CO7EY	DI7ORAH			CERTIFIED		8 Location		_		7/6/2013			Sick Bank		
22				IL8A			CERTIFIED		8 Location				7/6/2013			Sick Bank		
23			CR6OK	TR6NTON			CERTIFIED		8 Location				7/6/2013			Sick Bank		
14 4			ANKUPDAT			7	CEDTIFIER	100	Location	0.0.1			7/6/2012		1.00	Siek Bank		
Rea	ady	2													⊞□□1	00% 🗩		-+ ,;

The actual data values will be dependent on the school system's parameters.

Step	Action
39	Select File → Save As.

Save As					<u>? ×</u>
Save in:	EXPORT			- 🕒 - 🖄	× 📷 🖬 📲
My Recent Documents	Name 🔺		Size Type	D	ate Modified
🞯 Desktop					
My Computer					
My Network Places					
Places					
	•				
	File <u>n</u> ame:	SICKBANKUPDATE.xlsx		•	
	Save as <u>t</u> ype:	Excel Workbook (*.xlsx)		•	
Too <u>l</u> s 🔻				<u>S</u> ave	Cancel
Stop	Action				//
Step 2	Action				

The following window displays:

Step	Action
40	Select the Drop-Down Selection icon in the Save as <u>type</u> field, and select CSV (Comma delimited) (*.csv).
41	Verify the filename is C:\EXPORT\SICKBANKUPDATE.CSV.

Save As				? X
Save in:	EXPORT		💌 🚯 - 🚺	X 📬 🎫 🗸
My Recent Documents Desktop My Documents My Computer My Network Places	Name SICKBANKUPDATE.CSV Image: SICKBANKUPDATE.csv File mame: SICKBANKUPDATE.csv Save as type: CSV (Comma delimited) (*.csv)	Size 61 KB	Type Microsoft Excel Com	Date Modified 10/2/2013 3:(
Tools 🔹			Save	Cancel

The following window displays:

Step	Action
42	Select Save (Save).

The following dialog box displays:

	Microsoft Excel
	The file SICKBANKUPDATE.csv already exists. Do you want to replace the existing file?
Step	Action
43	Select Yes).

The following dialog box displays:

٢	1icrosol	it Excel
	į	SICKBANKUPDATE.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. <u>Yes</u> <u>No</u> <u>H</u> elp
Step)	Action
4 4	1	Select Yes (Yes).
45		Close Microsoft® Excel.

The following dialog box displays:

Microsoft Excel		
	Do you want to save the changes you made to 'SICKBANKUPDATE.csv'?	
	Save Do <u>n</u> 't Save Cancel	

Step	Action	
46	Select Don't Save (Don't Save).	
	The appropriate steps to save the changes to the file have already been completed.	
47	Import the SickBankUpdate.csv file into the <i>Current Leave Input File</i> by using the <i>Import Leave Input Data</i> procedure.	
	Refer to <i>Procedure B: Import Leave Input Data From CSV</i> in this document for instructions on importing a .csv file for the <i>Import Leave Input Data</i> procedure.	