



PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

1/29/2016

Section E: Enhanced Substitute Pay and
Employee Leave System

[Topic 3: Leave Periodic Processing, V1.2]

Revision History

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07/13/2016	1.1	15.02.00 – Update the <i>Personnel System Master Menu</i> .	D. Ochala
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Overview

Advancing leave: Leave can be automatically advanced either monthly or annually based upon parameters for each **Leave Type**. With the stroke of a key, leave can be advanced for all payroll classes automatically for a specific **Leave Type** based upon the *Leave Advance Formulas* determined during set up. For example, if sick leave (leave type **A1**) is defined to advance leave based upon the employee's number of contract months, running the job will advance all employees' leave correctly based upon the *Leave Advance Formulas*.

District procedures determine the timing of the *Advance Leave* procedure. For example, if an employee is already at the maximum days allowed to accrue, in this example 60 days, and that employee uses two days during the month, the district policy determines whether or not that employee will earn additional days during the month, or if the days will be forfeited. If the *Advance Leave* procedure is run at the beginning of the month, and the employee is already at the limit, the employee will lose the advanced days. However, if the employee is allowed to take the two days of sick leave, and the *Advance Leave* procedure is run at the end of the month, after the leave is taken, the employee will be able to earn the leave advance since the employee's balance was decremented by two days first.

Advance at the beginning of the month:

After advance: 60 days + 0 days (balance is capped) = 60 days

Take leave: 60 days - 2 days (leave taken) = 58 days

Ending balance = 58 days

Advance at the end of the month:

Take leave: 60 days - 2 days (leave taken) = 58 days

After advance: 58 days + 1.25 days = 59.25 days

Ending balance = 59.25 days

Year-end and carry over processing: With the stroke of a key, *Year-End Rollover* can be processed for all payroll classes automatically for a specific **Leave Type** based upon the *Leave Advance Formulas* determined during set up. For example, the **Leave Type** determines if unused days/hours will be dropped or carried over and whether unused days are added to the sick leave balance. The *Leave Advance Formulas* also determine the maximum number of days/hours which can be carried over to the new year based upon the employee's number of contract months or service months.

Recalculate Year-to-Date Leave on the Payroll Record: The *Recalculate Year-to-Date Leave on the Payroll Record* procedure may be run on an ad-hoc basis, as necessary, in order to synchronize the contents of the *Leave History File* with the contents of the leave data in payroll.

Procedure A: Advance Leave

A leave advance can only be processed for leave types which track a leave balance and are set up with a leave advance formula. If a leave type is not set up to have leave time advanced, the message “Leave Type is not set up for accrual” displays on the *Advance Leave* screen.

Leave can be automatically advanced either on a monthly or annual basis based upon parameters defined for each leave type. With the stroke of a key, leave can be advanced for all payroll classes automatically for a specific leave type based upon the leave advance formulas determined during set up.

In order for leave to be advanced to active employees of a pay class, three conditions must be met:

- 1) The leave type must be defined with a leave advance formula on the *Maintain Leave Type Codes* screen.
- 2) The payroll class must participate in the leave type as defined on the *Maintain Payroll Class Code Leave Parameters* screen.
- 3) The leave advance formulas must be defined for the payroll class code and the leave type on the *Maintain Leave Advance Formulas* screen.

In the following example, leave type ‘A1’ is set up to advance leave based upon the employees’ **Contract Months** field, as shown below.

PCG Dist=8991 Rel=15.02.00 07/13/2015 PCW 002 SV CADEVSY5 CASECOND WHITE LUT0100

Maintain Leave Type Codes

Leave Type **A1 Paid sick** Plan start month **7 (MM)** Plan year **2015 (CCYY)**
 Desc **SICK LEAVE** Memo 1 _____
 Short desc **SICK** Memo 2 _____

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

Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable
 Last mo/year accrued **12 / 2014**
 Last rollover date **7/01/2014**

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

Clear Staff Dev accounts for subs? Yes No CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days Allow balance to go negative? Yes No

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

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15] [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100] [F101] [F102] [F103] [F104] [F105] [F106] [F107] [F108] [F109] [F110] [F111] [F112] [F113] [F114] [F115] [F116] [F117] [F118] [F119] [F120] [F121] [F122] [F123] [F124] [F125] [F126] [F127] [F128] [F129] [F130] [F131] [F132] [F133] [F134] [F135] [F136] [F137] [F138] [F139] [F140] [F141] [F142] [F143] [F144] [F145] [F146] [F147] [F148] [F149] [F150] [F151] [F152] [F153] [F154] [F155] [F156] [F157] 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In this example, payroll class code '01' participates in leave type 'A1', sick leave.

PCG Dist=8991 Rel=12.02.00 08/23/2012 DOD 001 C:\DEV5YS C:\SECOND WHITE LUT0200

Maintain Payroll Class Code Leave Parameters

Payroll Class Code: 01 CLASSROOM TEACHERS

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

Hourly or daily rates? D (H=hourly, D=daily)

Substitute rank	Description	Rate	Pay Type	Notes
1	Certified	73.000	400	certified college rate
2	College Degree	68.000	401	college pay rate
3	Associates Degree	63.000	402	associate degree pay rate
4	High School Degree	58.000	403	high school degree rate
5	Other	175.920	404	other pay rates

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER NON-DEDUCTIBLE
- A3 LEAVE WITHOUT PAY
- A5 ANNUAL DAYS
- A6 STAFF DEVELOPMENT
- A7 SICK BANK

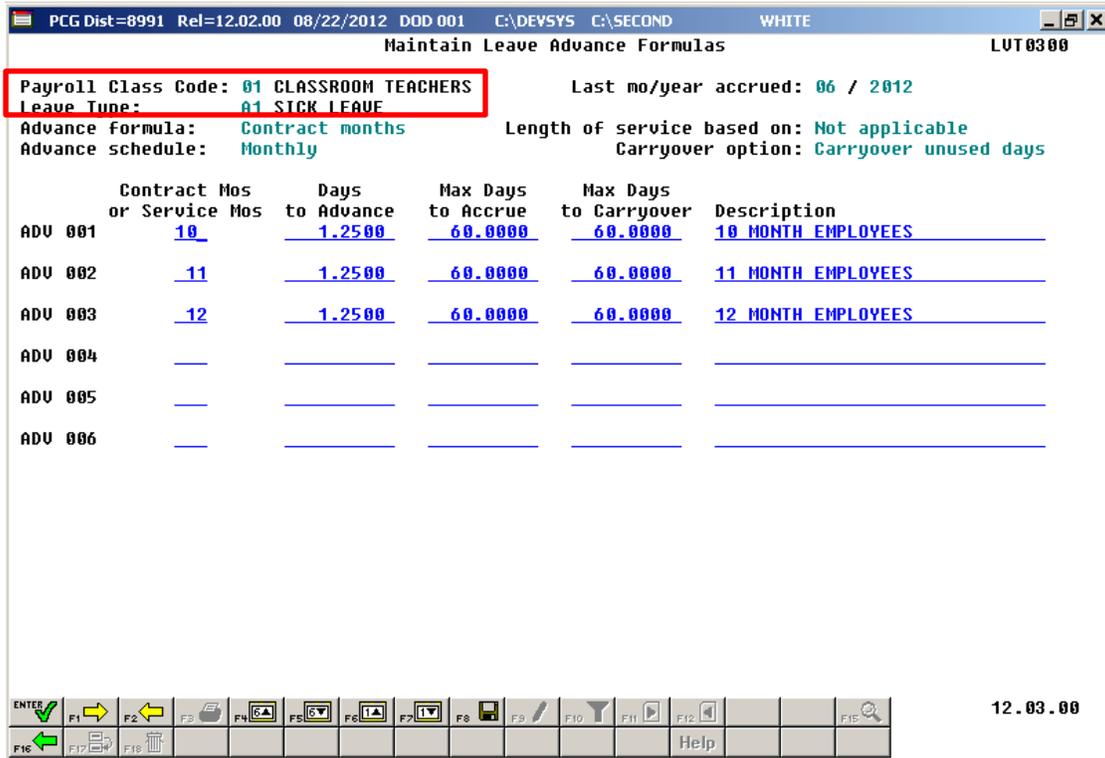
ENTER ✓ F1 → F2 ← F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F14 F15

12.03.00

Payroll class code '01' participates in leave type 'A1', sick leave.

Maintain Payroll Class Code Leave Parameters

In our example, the leave advance parameters are based upon contract months. The leave advance formulas are defined for leave type ‘A1’ and payroll class code ‘01’, as shown in the screen below. In this example, ten (10), eleven (11), and twelve (12) month employees in payroll class code ‘01’ will all earn 1.25 days per month up to a maximum of 60 days. Nine (09) month employees do not have a leave advance parameter defined for payroll class code ‘01’. Therefore, if there are nine month employees in payroll class code ‘01’, these employees will not receive a sick leave advance.



Maintain Leave Advance Formulas by Contract Months

The advance procedure can be run in either trial mode or final mode. When the advance procedure is run in trial mode, reports are produced so that the user can view results, but the *Leave History File* is not updated. When the advance procedure is run in final mode, reports are produced so that the user can view results, and the *Leave History File* is updated. Once the administrator verifies the leave advance calculations in trial mode, the advance process can be run in final mode to actually update the employee’s leave history.

The *Enhanced Substitute Pay and Employee Leave System* also keeps track of time accumulated for Teacher’s Retirement System (TRS) Credits, leave type code ‘T1’. TRS employees will accumulate TRS Credits (leave type code ‘T1’) when they have reached the maximum number of days to accrue for sick leave (leave type code ‘A1’) as defined on the *Maintain Leave Advance Formulas* screen. In our example above, ten (10), eleven (11), and twelve (12) month employees in payroll class code ‘01’ are allowed to earn a maximum of 60 days of sick leave (leave type code ‘A1’). Once the employee has accumulated 60 days of sick leave, the rest of their leave advance of 1.25 days will be accumulated as TRS Credits (leave type code ‘T1’) and their sick leave balance will be capped at 60 days. The accumulation of TRS Credits occurs during the *Advance Leave* procedure.

It is possible to exempt individual employees within a payroll class from receiving a leave advance. For example, this might be necessary if an employee is out on family medical leave and does not earn sick leave during that timeframe. The **Override Accrue?** field is available on employees' *Display/Update Personnel Data* screen, and indicates whether or not an employee should be exempt from the leave accrual.

Valid values: **Y** = Yes, override leave accrual and do NOT advance leave
N = Accrue leave

If the **Override Accrue?** field is 'Y' for an employee, the employee will NOT accrue leave for this leave advance cycle.

When running the *Advance Leave* procedure, it is possible to reset employees' **Override Accrue?** fields automatically. If employees should start accruing leave again after this advance cycle, the user is able to reset the **Override Accrue?** fields to 'N' for all employees during the *Advance Leave* procedure. This is accomplished by entering a 'Y' in the **Turn Off Override Accrue switch:** field when running the *Advance Leave* procedure.

When running the *Advance Leave* procedure, the administrator also has the ability to override the leave advance based upon an employee's **Contract Months** field. For example, the administrator can turn off the leave advance for ten month employees when running the *Advance Leave* process in June and July by setting the **Advance 10 month employees?** field to 'N'.

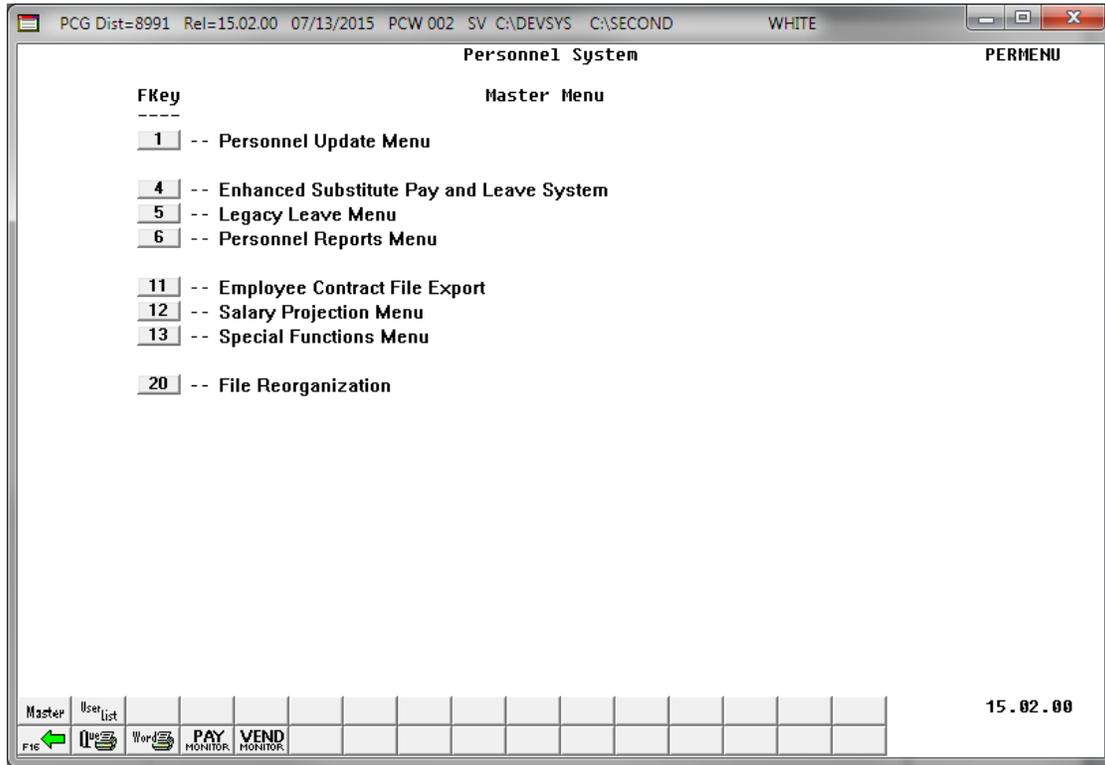
The *Advance Leave* procedure accomplishes the following when executed in final mode:

- Leave is advanced to employees based upon leave advance formulas on the *Maintain Leave Advance Formulas* screen, and the **Override Accrue?** exemption indicator on employees' *Display/Update Personnel Data* screen. The *Leave History File* is updated with the leave advance records.
- For TRS employees: Once the employee has accumulated the maximum number of days of sick leave they are allowed to accrue, the rest of their sick leave advance is accumulated as TRS Credits (leave type code 'T1') and their sick leave balance is capped.
- For non-TRS employees: Once the employee has accumulated the maximum number of days they are allowed to accrue, the rest of their leave advance is forfeited and their leave balance is capped.
- The last month (MM) and year (CCYY) accrued indicators are updated on the *Maintain Leave Type Codes* screen.
- If the **Turn Off Override Accrue switch** is set to 'Y' when running the *Advance Leave* procedure, employees' **Override Accrue?** fields are reset to blanks or 'N'.
- The *Leave Advance Report* is produced.

A1. Advancing Leave

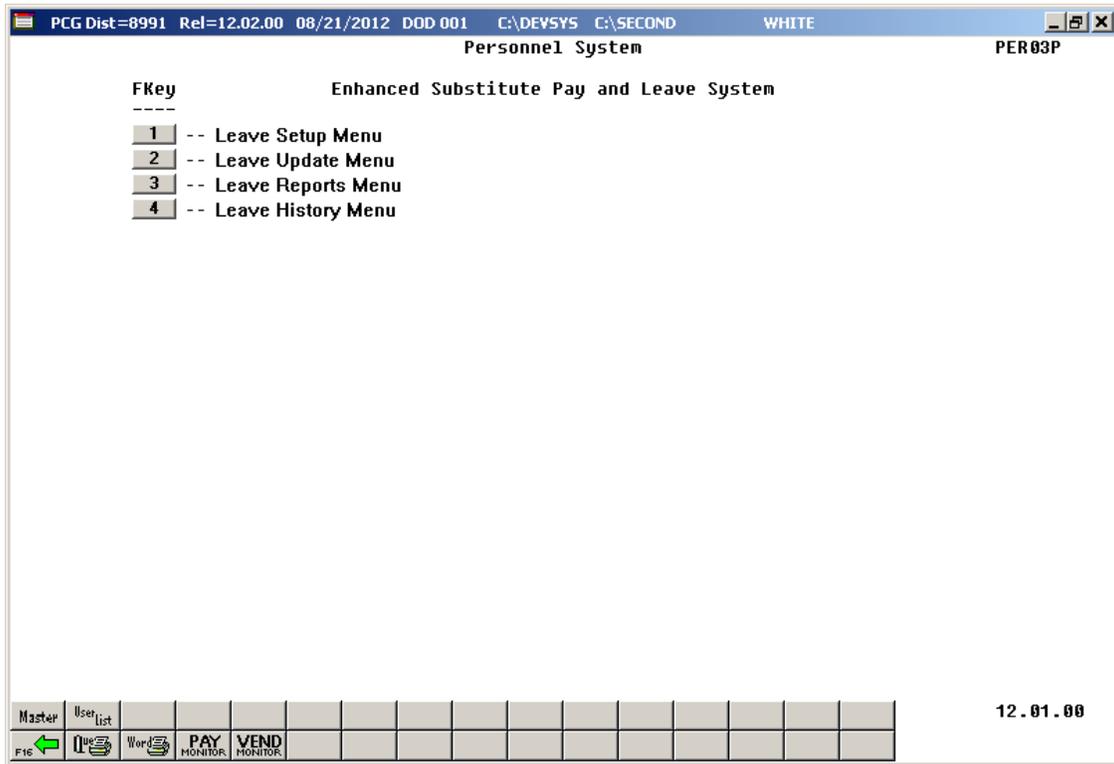
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



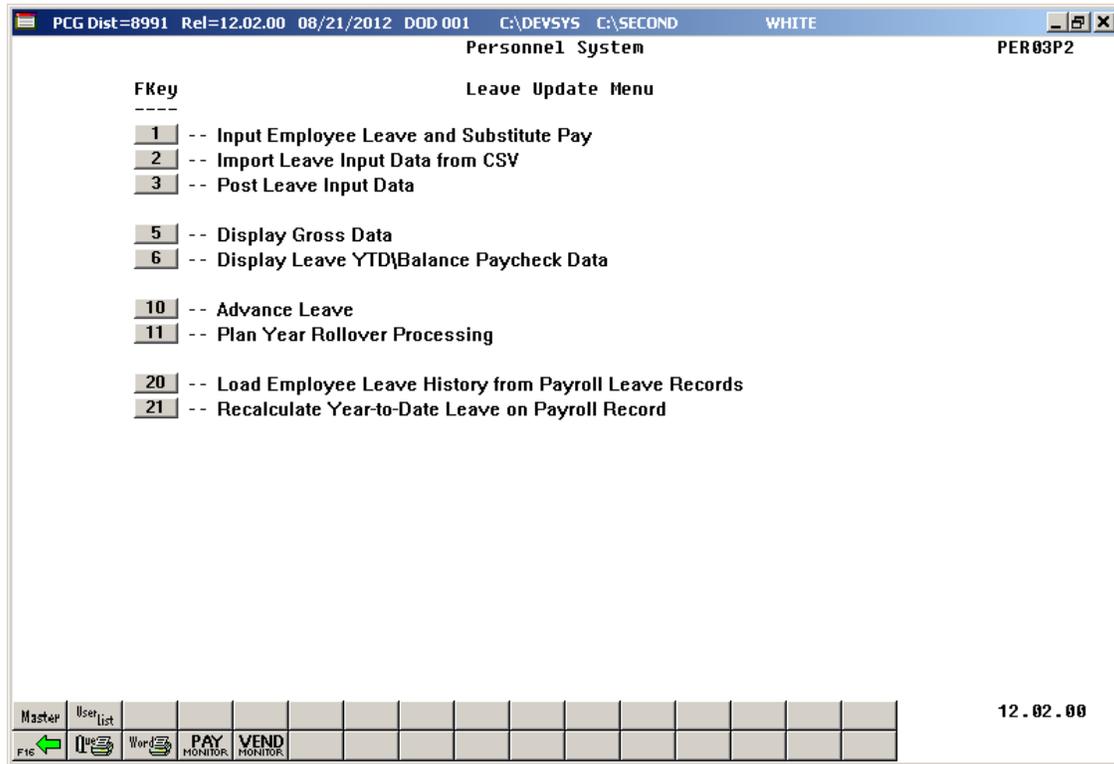
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



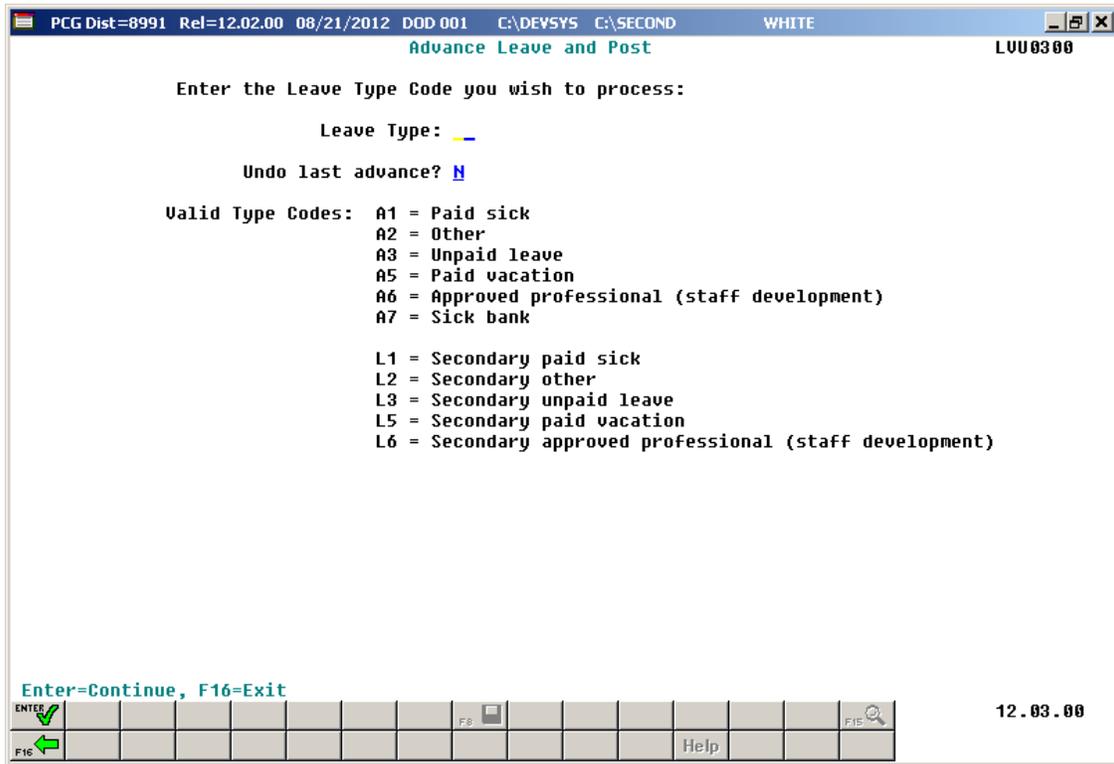
Step	Action
3	Select 2 (F2 – Leave Update Menu).

The following screen displays:



Step	Action
4	Select 10 (F10 – Advance Leave).

The following screen displays:



Step	Action
5	Enter the leave type in the Leave type field. The Leave type must have a Leave Advance Formula of either <i>Contract Months</i> , <i>Months of Service</i> , or <i>All Employees Accrue</i> . <i>The message “Leave Type is not set up for accrual” displays if the leave type is not set up to have leave time advanced.</i>
6	Enter an ‘N’ in the Undo last advance field.
7	Select  (Enter) to continue.

If the **Advance Formula** is based on contract months, the following screen displays:

PCG Dist=8991 Rel=12.02.00 08/21/2012 DOD 001 C:\DEVSYS C:\SECOND WHITE LUU0300

Advance Leave and Post

Leave Type **A1 SICK LEAVE** Last rollover date Plan year **2013**
Start month **07**

Advance formula: **Contract months** Length of service based on: **Not applicable**
Advance schedule: **Monthly**

Last mo/year accrued: **06 / 2012**

Accrual for: Month **7** Year **2012**

Advance date for leave history records: **7/01/2012** MM/DD/CCYY

Trial mode to verify changes prior to updating? **Y**

Sort mode for report: **1** 1 = By employee number
2 = By employee name

Turn Off Override Accrue switch? **N**

Advance 09 month employees? **Y**
Advance 10 month employees? **Y**
Advance 11 month employees? **Y**
Advance 12 month employees? **Y**

ENTER ✓ F5 F16 Help F10 12.03.00

If the **Advance Formula** is not based on contract months, the following screen displays:

PCG Dist=8991 Rel=12.02.00 08/21/2012 DOD 001 C:\DEVSYS C:\SECOND WHITE LUU0300

Advance Leave and Post

Leave Type **A5 ANNUAL DAYS** Last rollover date Plan year **2013**
Start month **07**

Advance formula: **Months of service** Length of service based on: **Rehire date**
Advance schedule: **Annually**

Last mo/year accrued: **00 / 0000**

Accrual for: Month **7** Year **2012**

Advance date for leave history records: **7/01/2012** MM/DD/CCYY

Trial mode to verify changes prior to updating? **Y**

Sort mode for report: **1** 1 = By employee number
2 = By employee name

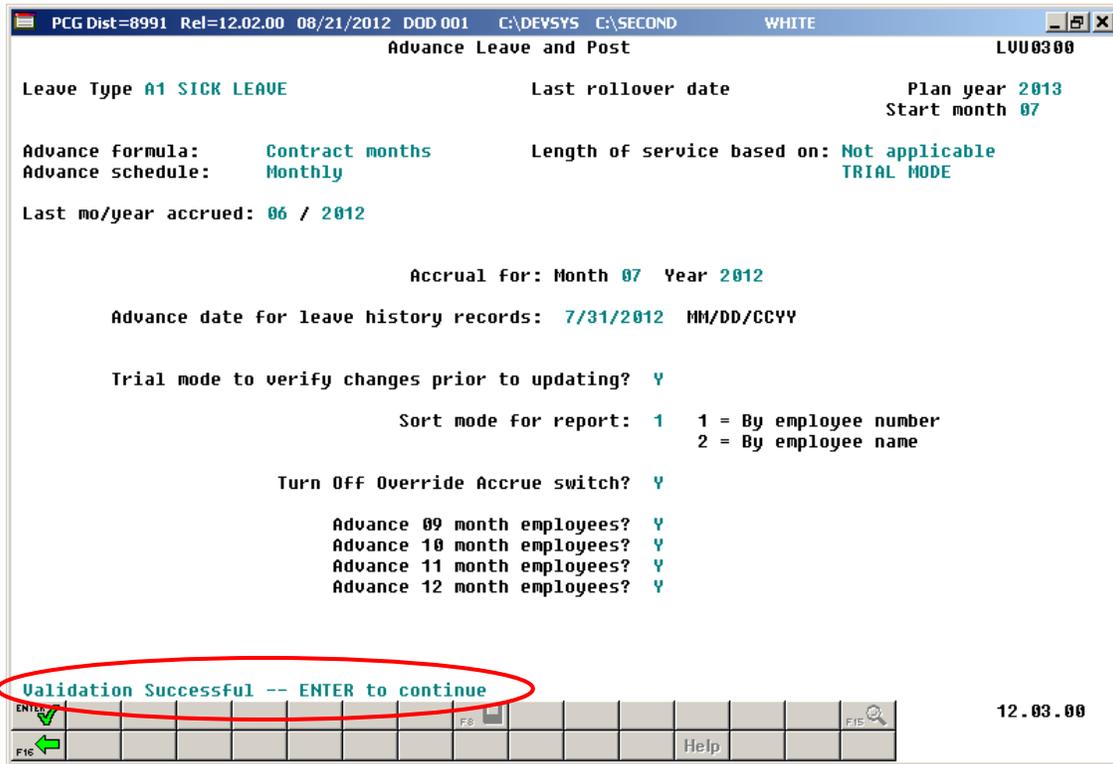
Turn Off Override Accrue switch? **N**

ENTER ✓ F5 F16 Help F10 12.03.00

Step	Action
8	<p>Enter the month and year that the leave is being advanced for in the Accrual for: Month and Year fields.</p> <p>When the <i>Leave Advance</i> procedure is run in final mode, the last month (MM) and year (CCYY) accrued indicators are updated on the <i>Maintain Leave Type Codes</i> screen for the Leave Type code processed.</p> <p><i>The memo field on the leave advance record will contain the description “MM/CCYY MONTHLY ADVANCE” or “MM/CCYY ANNUAL ADVANCE” where MM is the accrual month and CCYY is the accrual year defined in the Accrual for: Month and Year fields.</i></p>
9	<p>Enter the date of the leave advance in the Advance date for leave history records: field. This date will populate the Leave Date field on the leave history record.</p> <p><i>Note: The actual date that the Advance Leave program is run is stored in the Transaction Date field on the leave history record.</i></p>
10	<p><u>To run in trial mode:</u> Enter ‘Y’ in the Trial mode to verify changes prior to updating field. When the advance procedure is run in trial mode, reports are produced so that the user can view results, but the <i>Leave History File</i> is <u>not</u> updated.</p> <p><u>To run in final mode:</u> Enter ‘N’ in the Trial mode to verify changes prior to updating field. When the advance procedure is run in final mode, reports are produced so that the user can view results, and the <i>Leave History File</i> is updated.</p>
11	<p>In order to sort the <i>Leave Advance Report</i> by employee number, enter ‘1’ in the Sort mode for report: field.</p> <p>In order to sort the <i>Leave Advance Report</i> by employee name, enter ‘2’ in the Sort mode for report: field.</p>
12	<p><u>To set the Override Accrue field to ‘N’ for employees:</u> Enter ‘Y’ in the Turn Off Override Accrue switch: field.</p> <p><u>To keep the Override Accrue field set to ‘Y’ for employees:</u> Enter ‘N’ in the Turn Off Override Accrue switch: field.</p> <p>The Override Accrue? field is available on employees’ <i>Display/Update Personnel Data</i> screen, and indicates whether or not an employee should be exempt from the leave accrual.</p> <p>Valid values: Y = Yes, override leave accrual and do NOT advance leave N = Accrue leave</p> <p>If the Override Accrue? field is ‘Y’ for an employee, the employee will NOT accrue leave for this leave advance cycle. However, if employees should start accruing leave after this cycle, the user is able to reset the Override Accrue? field for employees by entering a ‘Y’ in the Turn Off Override Accrue switch: field.</p> <p><i>Refer to the <u>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information</u> for more information on the Override Accrue? field.</i></p>

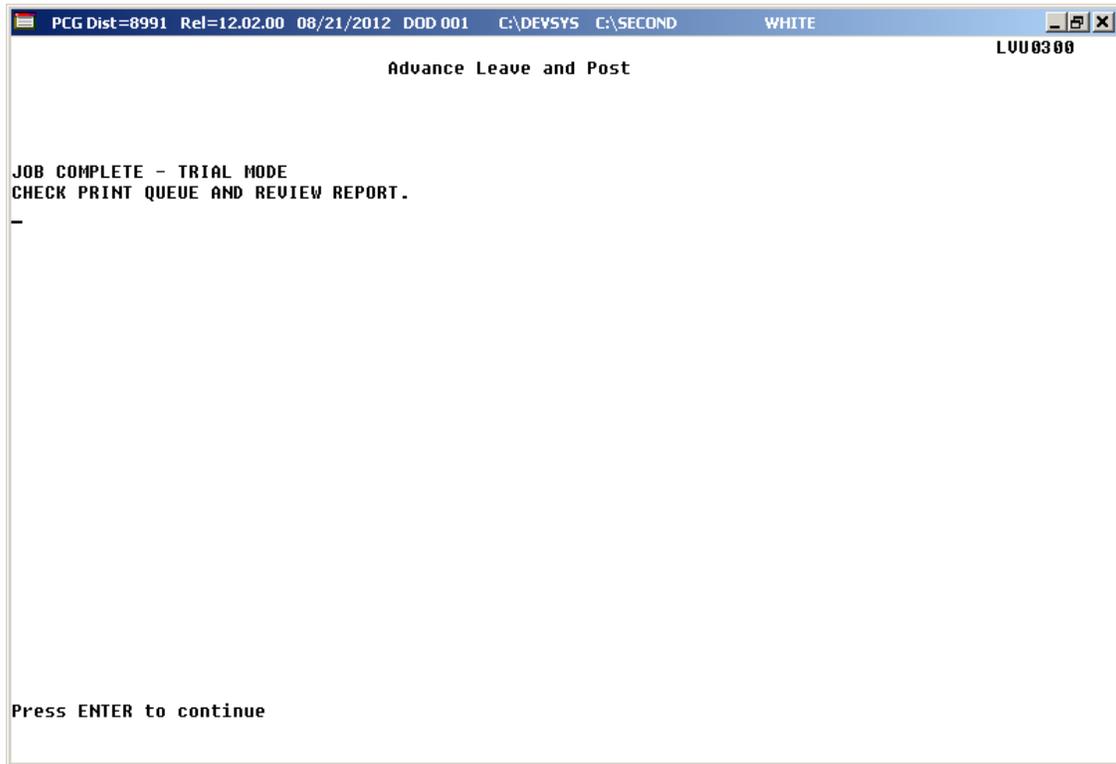
Step	Action
13	<p>If the Leave Advance Formula for the Leave Type selected is ‘Contract Months’, the Advance 09 month employees? field displays.</p> <p><u>To advance 09 month contract employees:</u> Enter ‘Y’ in the Advance 09 month employees? field.</p> <p><u>To NOT advance 09 month contract employees:</u> Enter ‘N’ in the Advance 09 month employees? field.</p>
14	<p>If the Leave Advance Formula for the Leave Type selected is ‘Contract Months’, the Advance 10 month employees? field displays.</p> <p><u>To advance 10 month contract employees:</u> Enter ‘Y’ in the Advance 10 month employees? field.</p> <p><u>To NOT advance 10 month contract employees:</u> Enter ‘N’ in the Advance 10 month employees? field.</p>
15	<p>If the Leave Advance Formula for the Leave Type selected is ‘Contract Months’, the Advance 11 month employees? field displays.</p> <p><u>To advance 11 month contract employees:</u> Enter ‘Y’ in the Advance 11 month employees? field.</p> <p><u>To NOT advance 11 month contract employees:</u> Enter ‘N’ in the Advance 11 month employees? field.</p>
16	<p>If the Leave Advance Formula for the Leave Type selected is ‘Contract Months’, the Advance 12 month employees? field displays.</p> <p><u>To advance 12 month contract employees:</u> Enter ‘Y’ in the Advance 12 month employees? field.</p> <p><u>To NOT advance 12 month contract employees:</u> Enter ‘N’ in the Advance 12 month employees? field.</p>
17	<p>Select  (Enter - validate) to validate the record.</p>

The following screen displays:



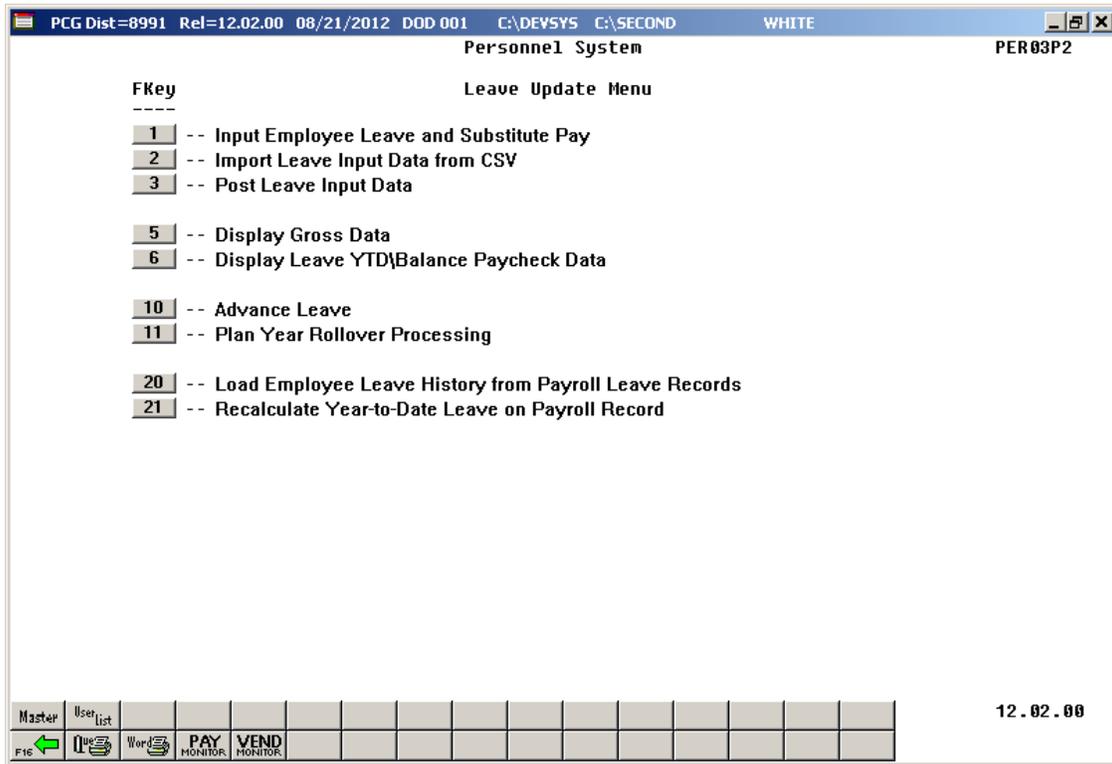
Step	Action
18	<p>Verify "Validation Successful – ENTER to continue." displays, and select  (Enter) to continue.</p> <p>If the information is incorrect, select  (F16 – Exit without change) to make the appropriate modifications, and return to Step 8.</p>

The following screen displays:



Step	Action
19	Verify "JOB COMPLETE" displays, and select Enter to continue to the <i>Leave Update Menu</i> screen.

The following screen displays:



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

A1.1 Leave Advance Report

REPORT ID: LVU0300		LEAVE ADVANCE FOR: MONTH 07 YEAR 2016				PAGE 1				
REPORT DATE: 01/29/2016 09:27:19		A1: PAID SICK				PLAN YEAR: 2016				
ADVANCE FORMULA: Contract months		LENGTH OF SERVICE BASED ON: Not applicable				ADVANCE SCHEDULE: Annually				
ADVANCE DATE: 07/01/2016		FINAL MODE				ADVANCE UNITS: DAYS				
		ADVANCE 9 MO: Y 10 MO: Y 11 MO: Y 12 MO: Y								
EMPNO	NAME	CLASS	PLAN YEAR	HRS/DAY	CONTMO/ SRVC MO	BASED ON DATE	ORIGINAL BALANCE	ADVANCED TIME	NEW BALANCE	CREDITS
087893	AB4EY, LEONARDO	04	2016	8.000	010		23.0000	12.5000	35.5000	
088728	AD9ISON, IS9IAH	13	2016	8.000	010		22.0000	12.5000	34.5000	
088464	AG9ILERA, JOSUE	13	2016	7.000	010		23.0000	12.5000	35.5000	
086424	AI9SWORTH, COSNELL	03	2016	8.000	010		12.5000	12.5000	25.0000	
088824	AI9SWORTH, XA9IER	04	2016	8.000		RESET OVERRIDE ACCRUE SWITCH TO 'N'				
088966	AL3CEA, DU3TI	03	2016	8.000	010		33.2500	12.5000	45.7500	
087189	AL4RECHT, CH4RELLE	06	2016	5.000	010		39.0000	12.5000	51.5000	
088389	AL4RECHT, KE4NITH	03	2016	8.000	010		30.0000	12.5000	42.5000	
087928	AL9ARD, BR9CE	06	2016	5.000	010		16.5000	12.5000	29.0000	
089386	AN7ERS, AU7USTINE	03	2016	8.000	010		52.0000	5.5000	57.5000	7.0000
088072	AN9REW, JE9LENE	06	2016	5.000	010		26.5000	12.5000	39.0000	
087633	AP8LEGATE, SH8QUANA	03	2016	8.000	010		46.0000	11.5000	57.5000	1.0000
087807	AR2ENAUULT, EL2IN	13	2016	8.000	010		41.5000	12.5000	54.0000	
087343	AV2LOS, AZ2LEE	32	2016	8.000	012		14.0000	15.0000	29.0000	
088967	AY2ES, VI2ENTE	03	2016	8.000	010		13.5000	12.5000	26.0000	
087558	BA3N, FR3DERIC	04	2016	8.000	010		27.2500	12.5000	39.7500	
089236	BA5FIELD, JOSEFINE	04	2016	8.000	010		15.0000	12.5000	27.5000	
087204	BA5GETT, DA5N	03	2016	8.000	010		57.5000	0.0000	57.5000	12.5000
088361	BA5ON, MISCHEL	03	2016	8.000	010		20.0000	12.5000	32.5000	
087161	BA5ON, YE5ETTE	03	2016	8.000	010		16.0000	12.5000	28.5000	
088393	BA5TH, ER5N	03	2016	8.000	010		52.7500	4.7500	57.5000	7.7500

A2. Undoing Leave Advance

The user has the ability to undo the last leave advance, if necessary. For example, this might be needed if leave was mistakenly advanced twice in a one-month period. When running the *Undo Leave Advance* procedure, the user must enter the date of the original leave advance in the **Advance date for leave history records:** field. The system will search for this date in the **Leave Date** field on the leave history advance records in order to determine which advance records to delete from the *Leave History File*.

For example, if the user wants to undo the leave advance record shown below in the *Adjust Leave History Balances* screen, the **Advance date for leave history records:** field should be entered as 06/30/2012 when running the *Undo Leave Advance* procedure.

PCG Dist=8991 Rel=12.02.00 08/23/2012 DOD 001 C:\DEV\SYS C:\SECOND WHITE LUH0100

Adjust Leave History Balances

Emp no: 88175 AD20CK, AL20NZ0
 Status: A -- Active Pay loc: 100 Location 000100 Class: 2 TEACHER AIDES
 SSN: 999-08-8175 Work loc: 100 Location 000100 Job: 15 TEACHER AIDE SPECI

Leave type: A1 SICK LEAVE Plan year: 2012
 Leave reason: 00 SICK LEAVE Input units: DAYS

Leave date: 6/30/2012 Payroll year: 12 Contract mos: 10
 Transaction date: 8/21/2012 Payroll qtr: 2 Months of service:
 Payroll period:

Hrs/Day: 7.500 Advance days: 1.2500 -or- Advance hours: 9.3750

Memo 06/2012 MONTHLY ADVANCE

12.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE LV BAL
 F16 F17 F18 MODIFY F21 TIME MODIFY F22 % MODIFY F23 Lv Help F19 F15

When running the *Undo Leave Advance* procedure, the user must enter the date of the original leave advance in the **Advance date for leave history records:** field.

Adjust Leave History Balances - Leave Advance Record

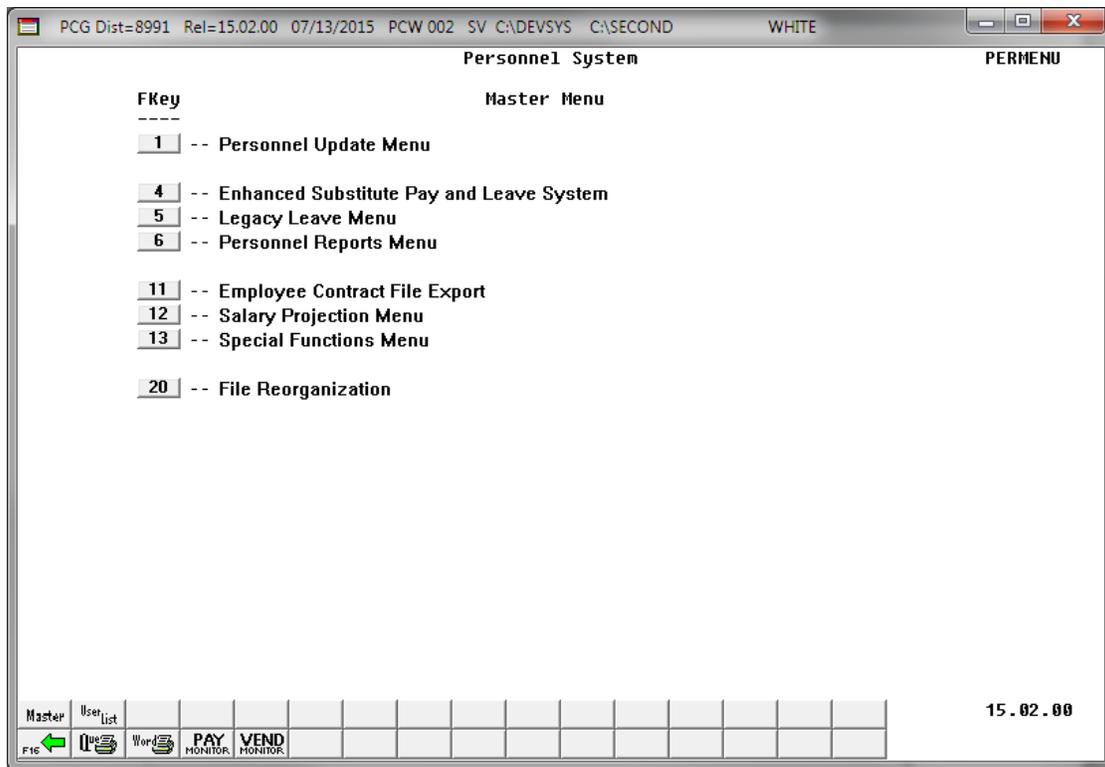
The undo advance procedure can be run in either trial mode or final mode. When the undo advance procedure is run in trial mode, reports are produced so that the user can view results, but the *Leave History File* is not updated. When the undo advance procedure is run in final mode, reports are produced so that the user can view results, and the *Leave History File* is updated. Once the administrator verifies the undo leave advance calculations in trial mode, the undo advance process can be run in final mode to actually update the employee's leave history.

The *Undo Leave Advance* procedure accomplishes the following when executed in final mode:

- Any leave history advance records in the *Leave History File* which match the date entered in the **Advance date for leave history records:** field are deleted. Only the leave advance records which match the **Leave Type** specified are deleted.
- For Teacher’s Retirement System (TRS) employees: If the sick leave advance (leave type ‘A1’) is processed, any leave history advance records for TRS Credits (leave type ‘T1’) in the *Leave History File* which match the date entered in the **Advance date for leave history records:** field are deleted.
- The last month (MM) and year (CCYY) accrued indicators are updated on the *Maintain Leave Type Codes* screen.
- The *Undo Leave Advance Report* is produced.

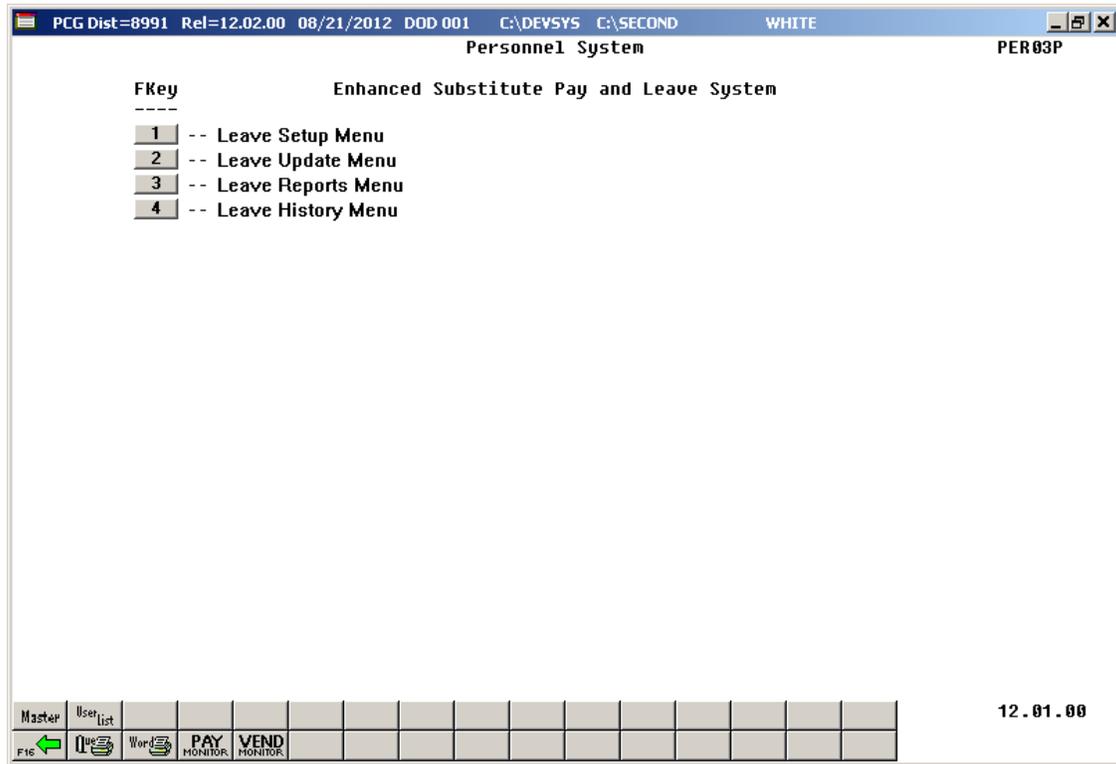
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



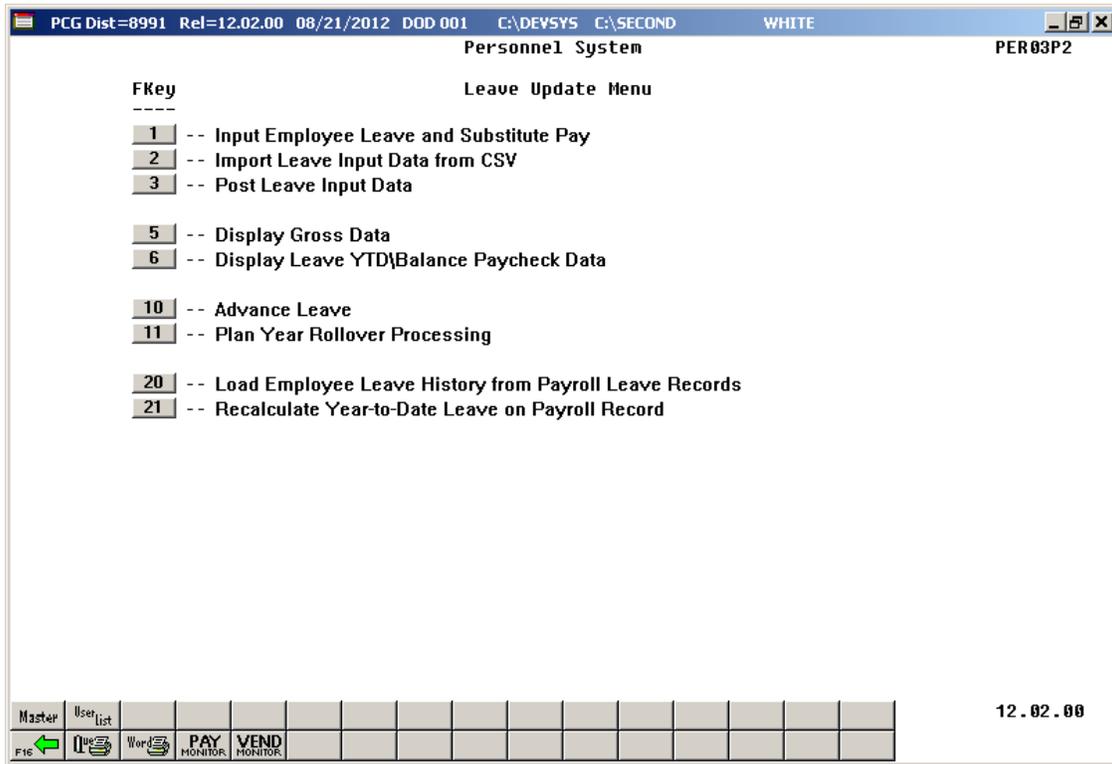
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



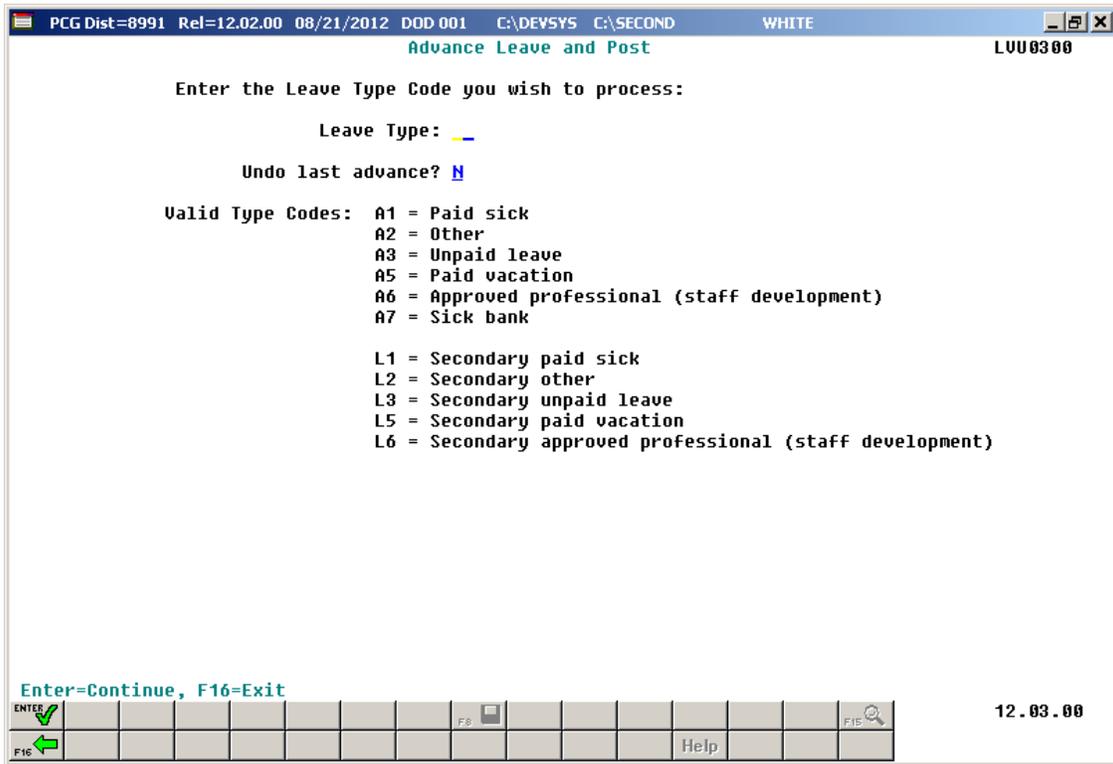
Step	Action
3	Select 2 (F2 – Leave Update Menu).

The following screen displays:



Step	Action
4	Select 10 (F10 – Advance Leave).

The following screen displays:



Step	Action
5	Enter the leave type in the Leave type field. The Leave type must have a Leave Advance Formula of either <i>Contract Months</i> , <i>Months of Service</i> , or <i>All Employees Accrue</i> . <i>The message “Leave Type is not set up for accrual” displays if the leave type is not set up to have leave time advanced.</i>
6	Enter a ‘Y’ in the Undo last advance field.
7	Select  (Enter) to continue.

If the **Advance Formula** is based on contract months, the following screen displays:

PCG Dist=8991 Rel=12.02.00 08/22/2012 DOD 001 C:\DEVSYS C:\SECOND WHITE LUU0300

Advance Leave and Post
Undo Advance

Leave Type **A1 SICK LEAVE** Last rollover date Plan year **2013**
 Start month **07**

Advance formula: **Contract months** Length of service based on: **Not applicable**
 Advance schedule: **Monthly**

Last mo/year accrued: **07 / 2012**

Accrual for: Month **8** Year **2012**

Advance date for leave history records: **8/01/2012** MM/DD/CCYY
 (For UNDO function, enter the leave date on the ADVANCE record.)

Trial mode to verify changes prior to updating? **y**

12.03.00

If the **Advance Formula** is not based on contract months, the following screen displays:

PCG Dist=8991 Rel=12.02.00 08/22/2012 DOD 001 C:\DEVSYS C:\SECOND WHITE LUU0300

Advance Leave and Post
Undo Advance

Leave Type **A5 ANNUAL DAYS** Last rollover date Plan year **2013**
 Start month **07**

Advance formula: **Months of service** Length of service based on: **Rehire date**
 Advance schedule: **Annually**

Last mo/year accrued: **00 / 0000**

Accrual for: Month **7** Year **2012**

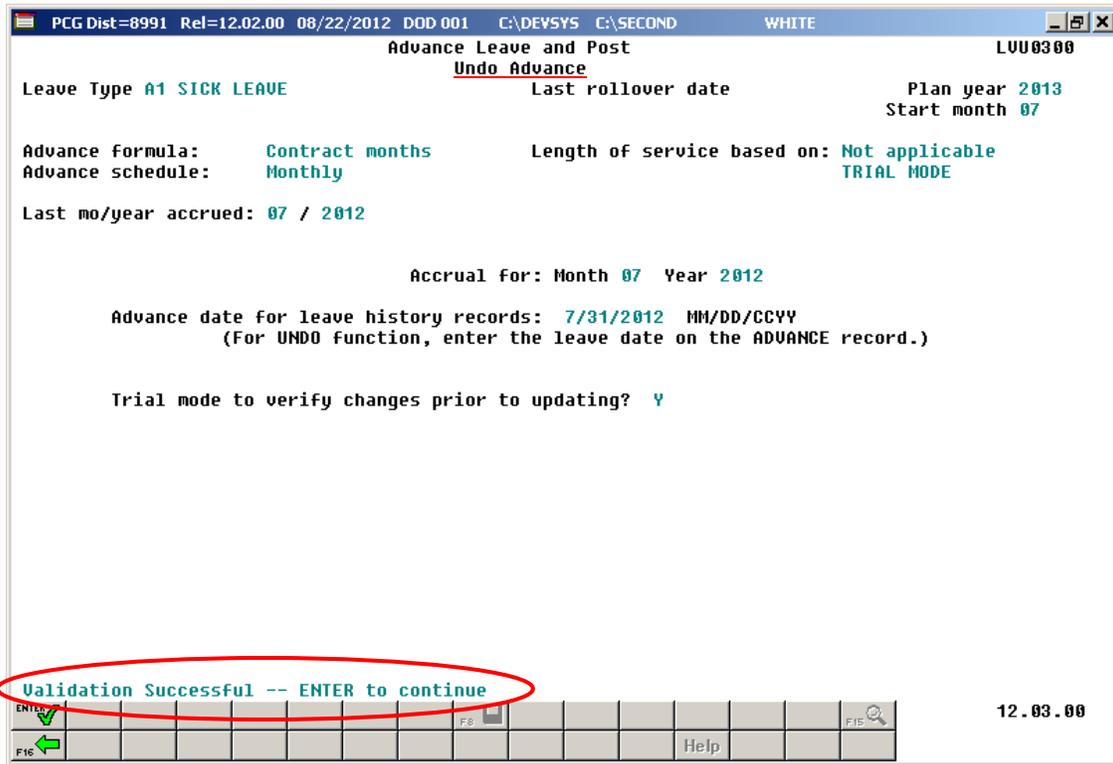
Advance date for leave history records: **7/31/2012** MM/DD/CCYY
 (For UNDO function, enter the leave date on the ADVANCE record.)

Trial mode to verify changes prior to updating? **y**

12.03.00

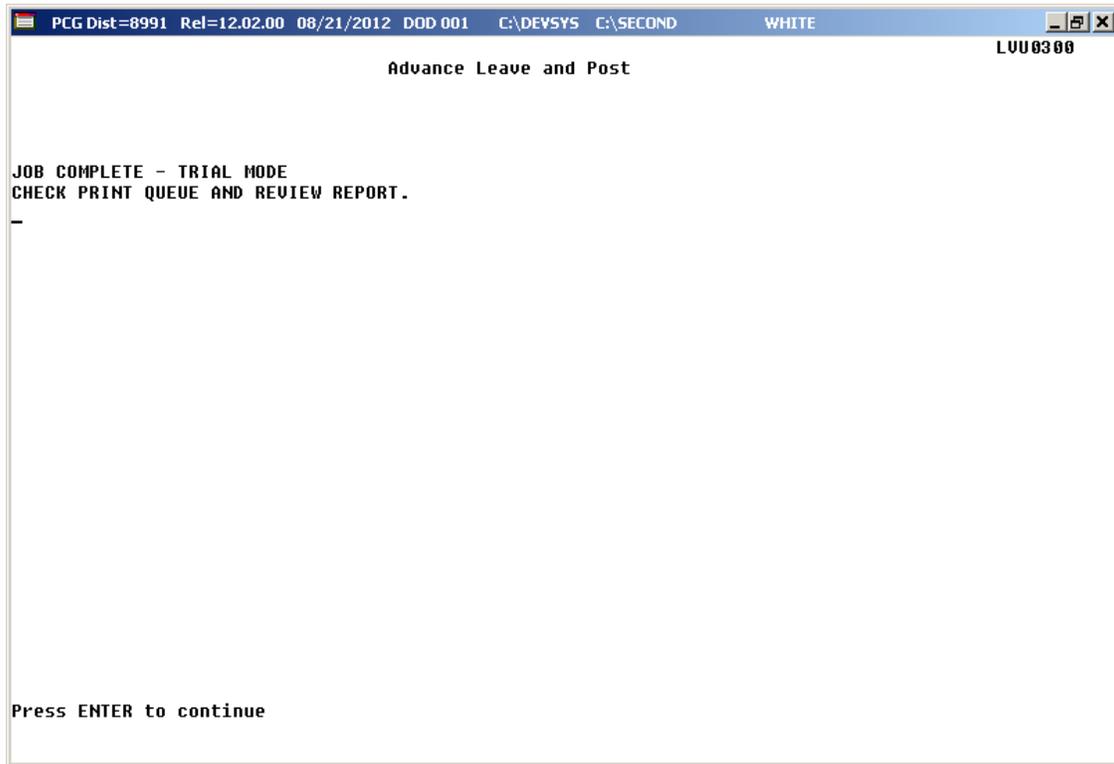
Step	Action
8	Enter the month and year that the leave advance is being <u>undone</u> for in the Accrual for: Month and Year fields.
9	Enter the date of the <u>original</u> leave advance in the Advance date for leave history records: field. In order to determine which advance records to delete from the <i>Leave History File</i> , the system will search for this date in the Leave Date field on the leave history advance records.
10	<p><u>To run in trial mode:</u> Enter ‘Y’ in the Trial mode to verify changes prior to updating field. When the undo advance procedure is run in trial mode, reports are produced so that the user can view results, but the <i>Leave History File</i> is <u>not</u> updated.</p> <p><u>To run in final mode:</u> Enter ‘N’ in the Trial mode to verify changes prior to updating field. When the undo advance procedure is run in final mode, reports are produced so that the user can view results, and the <i>Leave History File</i> is <u>updated</u>.</p>
11	Select  (Enter - validate) to validate the record.

The following screen displays:



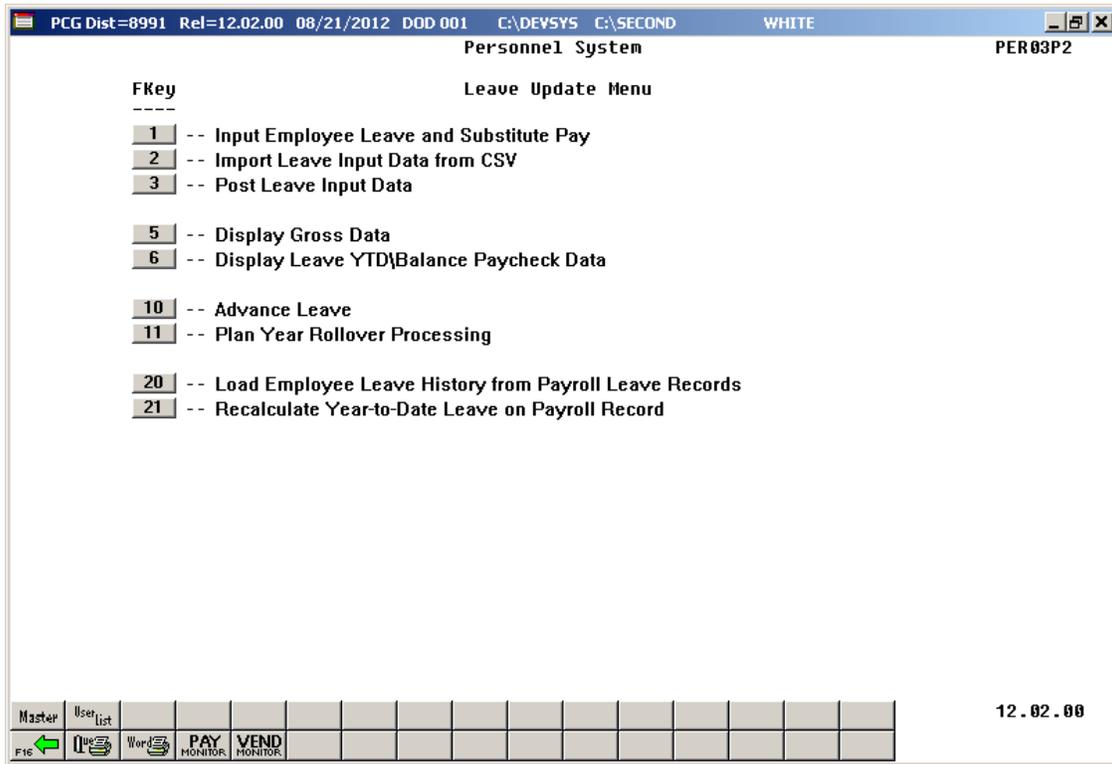
Step	Action
12	<p>Verify “<i>Validation Successful – ENTER to continue.</i>” displays, and select  (Enter) to continue.</p> <p>If the information is incorrect, select  (F16 – Exit without change) to make the appropriate modifications, and return to Step 8.</p>

The following screen displays:



Step	Action
13	Verify "JOB COMPLETE" displays, and select Enter to continue to the <i>Leave Update Menu</i> screen.

The following screen displays:



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

A2.1 Undo Leave Advance Report

REPORT ID: LVU0300		UNDO LEAVE FOR: MONTH 07 YEAR 2016				PAGE 1				
REPORT DATE: 01/29/2016 09:30:55		A1: PAID SICK				PLAN YEAR: 2016				
ADVANCE FORMULA: Contract months		LENGTH OF SERVICE BASED ON: Not applicable				ADVANCE SCHEDULE: Annually				
ADVANCE DATE: 07/01/2016		FINAL MODE				ADVANCE UNITS: DAYS				
		ADVANCE 9 MO: Y	10 MO: Y	11 MO: Y	12 MO: Y					
EMPNO	NAME	CLASS	PLAN YEAR	HRS/DAY	CONTMO/ SRVC MO	BASED ON DATE	ORIGINAL BALANCE	ADVANCED TIME	NEW BALANCE	CREDITS
086314	DE7NY, CH7NCE	03	2016	8.000			34.7500	12.5000-	22.2500	
086317	RU4IN, SA4DY	03	2016	8.000			36.7500	12.5000-	24.2500	
086322	BO7CHARD, EU7ENIO	03	2016	8.000			25.0000	12.5000-	12.5000	
086345	YASZIE, BESTRIS	13	2016	7.000			28.0000	12.5000-	15.5000	
086348	JASK, RA5DELL	06	2016	5.000			28.5000	12.5000-	16.0000	
086386	QU7EN, AU7USTINE	17	2016	8.000			30.0000	13.7500-	16.2500	
086387	RA6LAND, JA6IECE	09	2016	8.000			15.0000	15.0000-	0.0000	
086395	MO6ELAND, KA6YN	03	2016	8.000			24.2500	12.5000-	11.7500	
086424	AI9SWORTH, CO9NELL	03	2016	8.000			25.0000	12.5000-	12.5000	
086425	BUSCHETT, OC8AVIO	03	2016	8.000			25.0000	12.5000-	12.5000	
086437	FE4RARA, OR4THA	22	2016	8.000			60.0000	1.0000-	59.0000	
086440	LA9HANCE, HO9STON	03	2016	8.000			24.5000	12.5000-	12.0000	
086449	FR8E, CA8SON	04	2016	8.000			22.5000	12.5000-	10.0000	
086457	BE8KWITH, BO8KER	03	2016	8.000			23.0000	12.5000-	10.5000	
086464	RA9BOSA, JO9UE	03	2016	8.000			48.5000	12.5000-	36.0000	
086471	TO2LIVER, SO2ER	06	2016	5.000			12.5000	12.5000-	0.0000	
086497	EV8RHART, AN8LA	06	2016	5.000			25.0000	12.5000-	12.5000	
086500	RA5NS, AN5ONETTA	04	2016	8.000			25.0000	12.5000-	12.5000	
086503	BE2LEY, BI2LI	13	2016	7.000			24.0000	12.5000-	11.5000	
086508	MUSLIGAN, MO5AMMAD	03	2016	8.000			25.0000	12.5000-	12.5000	
086511	BE2UCHAMP, CA2LEE	03	2016	8.000			25.0000	12.5000-	12.5000	

Procedure B: Plan Year Rollover Processing

The plan year rollover must be run for ALL leave types once a year. The main purpose of the plan year rollover is to increment the **Plan Year** on the *Maintain Leave Type Codes* screen. Once the **Plan Year** field changes, all subsequent records written to the *Leave History File* will be for the new plan year, including the beginning balance record for leave types which carry over a leave balance to the new plan year. Also, once the **Plan Year** field changes, all subsequent leave taken will be logged into the new plan year. The plan year rollover should be run at the beginning of the month designated as the **Plan start month** on the *Maintain Leave Type Codes* screen.

A beginning balance record can only be generated for leave types which track a leave balance and are set up with leave advance formulas. In order to generate a beginning balance for the new plan year for active employees of a pay class, three conditions must be met:

- 1) The leave type must be defined to carryover unused days on the *Maintain Leave Type Codes* screen.
- 2) The payroll class must participate in the leave type as defined on the *Maintain Payroll Class Code Leave Parameters* screen.
- 3) The leave advance formulas must define the maximum days to carryover for the payroll class code and the leave type on the *Maintain Leave Advance Formulas* screen.

In the following example, leave type ‘A1’ is set up to carryover unused days and to check leave balances, as shown below.

PCG Dist=8991 Rel=15.02.00 07/13/2015 PCW 002 SV CADEVSYS C\SECON2 WHITE LUT0100

Maintain Leave Type Codes

Leave Type **A1 Paid sick** Plan start month **7 (MM)** Plan year **2015 (CCYY)**

Desc **SICK LEAVE** Memo 1 _____

Short desc **SICK** Memo 2 _____

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

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

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

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

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

Advance Schedule Annually Monthly Not applicable

Last mo/year accrued **12 / 2014**

Last rollover date **7/01/2014**

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

Clear Staff Dev accounts for subs? Yes No

CPI category Sick Vacation Staff development Other

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

Default leave input Hours Days

Allow balance to go negative? Yes No

Enter in days

Maximum days allowed to take for plan year **.2500** (Enter if 'Check max to take' selected)

Minimum day allowed to take **.2500**

Day increment for time off requests **.2500** (Enter as days or fraction of day)

ENTER ✓ F1 → F2 ← F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F14

F16 ← F17 F18 Help 14.03.00

Maintain Leave Type Codes

In this example, payroll class code '01' participates in leave type 'A1', sick leave.

PCG Dist=8991 Rel=12.02.00 08/23/2012 DOD 001 C:\DEV5YS C:\SECOND WHITE LUT0200

Maintain Payroll Class Code Leave Parameters

Payroll Class Code: 01 CLASSROOM TEACHERS

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

Hourly or daily rates? D (H=hourly, D=daily)

Substitute rank	Description	Rate	Pay Type	Description
1	Certified	73.000	400	certified college rate
2	College Degree	68.000	401	college pay rate
3	Associates Degree	63.000	402	associate degree pay rate
4	High School Degree	58.000	403	high school degree rate
5	Other	175.920	404	other pay rates

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER NON-DEDUCTIBLE
- A3 LEAVE WITHOUT PAY
- A5 ANNUAL DAYS
- A6 STAFF DEVELOPMENT
- A7 SICK BANK

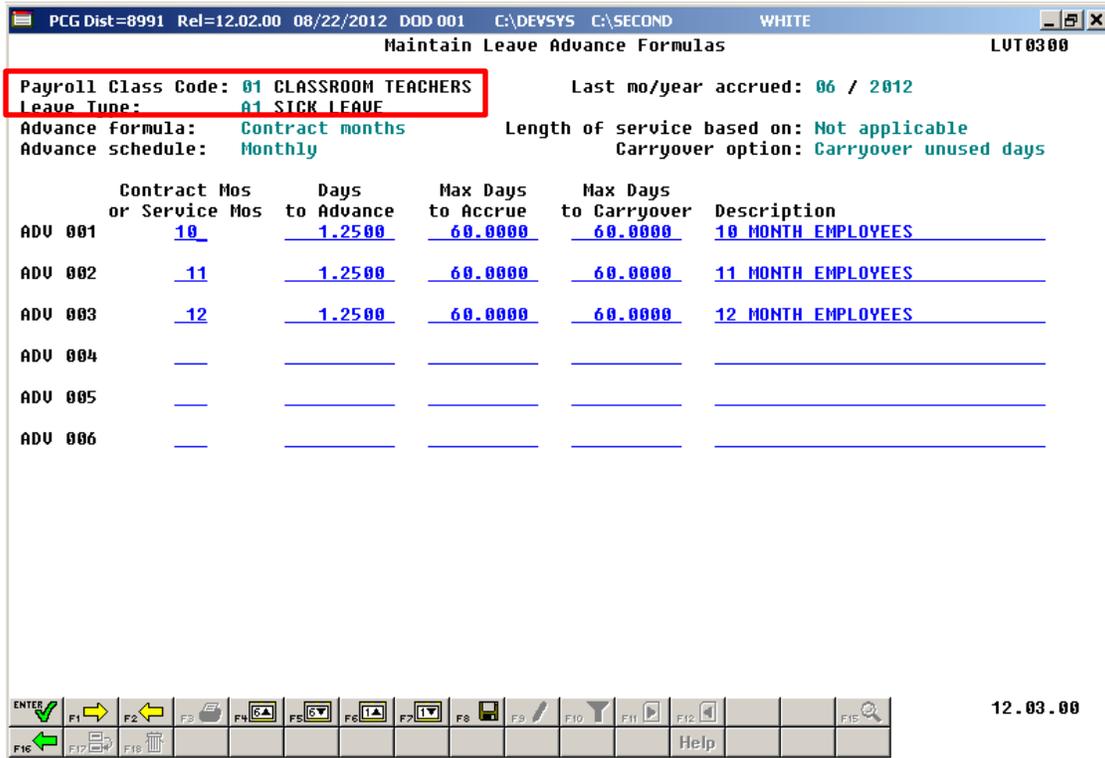
ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F14 F15 F16 F17 F18 Help

12.03.00

Payroll class code '01' participates in leave type 'A1', sick leave.

Maintain Payroll Class Code Leave Parameters

In our example, the leave advance parameters are based upon contract months. The leave advance formulas are defined for leave type ‘A1’ and payroll class code ‘01’, as shown in the screen below. In this example, ten (10), eleven (11), and twelve (12) month employees in payroll class code ‘01’ will all carryover a maximum of 60 days to the new plan year. Nine (09) month employees do not have a leave advance parameter defined for payroll class code ‘01’. Therefore, if there are nine month employees in payroll class code ‘01’, these employees will carry over their entire sick leave balance to the new year.



Maintain Leave Advance Formulas by Contract Months

The rollover procedure can be run in either trial mode or final mode. When the rollover procedure is run in trial mode, reports are produced so that the user can view results, but the *Leave History File* is not updated. When the rollover procedure is run in final mode, reports are produced so that the user can view results, and the *Leave History File* is updated. Once the administrator verifies the leave rollover calculations in trial mode, the rollover process can be run in final mode to actually update the employee’s leave history.

The *Enhanced Substitute Pay and Employee Leave System* also keeps track of time accumulated for Teacher’s Retirement System (TRS) Credits, leave type code ‘T1’. TRS employees will accumulate TRS Credits (leave type code ‘T1’) when they have reached the maximum number of days to carry over for sick leave (leave type code ‘A1’) as defined on the *Maintain Leave Advance Formulas* screen. In our example above, ten (10), eleven (11), and twelve (12) month employees in payroll class code ‘01’ are allowed to carry over a maximum of 60 days of sick leave (leave type code ‘A1’). If an employee has accumulated more than 60 days of sick leave, their leave balance will be capped at 60 days and the excess days will be accumulated as TRS Credits (leave type code ‘T1’). The accumulation of TRS Credits occurs during the *Plan Year Rollover* procedure.

Leave types may also be defined to **add unused days to sick at year-end** on the *Maintain Leave Type Codes* screen. If a leave type, other than sick leave, is defined to add the unused days to the sick leave balance during the *Plan Year Rollover* procedure, that leave type's balance will be added to the sick leave balance in order to create the sick leave beginning balance for the new plan year. This may be applicable, for instance, if an employee's unused vacation days are allowed to be carried over to the new plan year as part of the sick leave beginning balance.

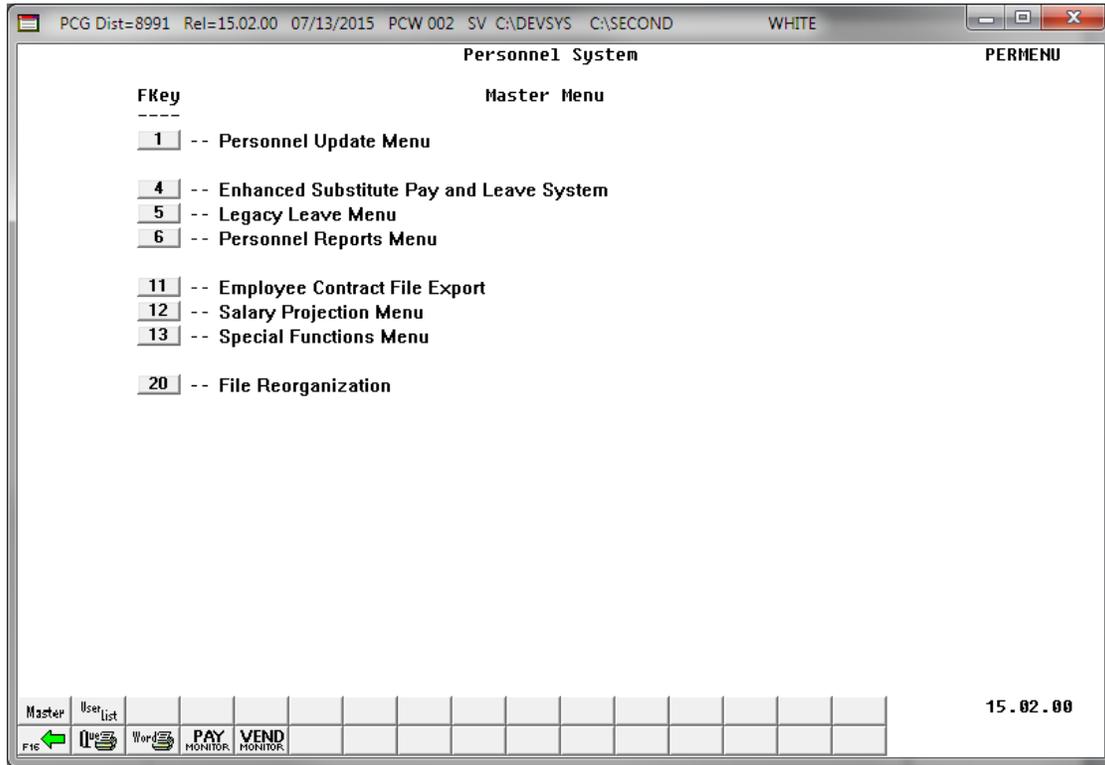
The *Plan Year Rollover* procedure accomplishes the following when executed in final mode:

- Leave is carried over to the new plan year based upon leave advance formulas on the *Maintain Leave Advance Formulas* screen. The *Leave History File* is updated with the beginning balance records.
- Recalculate paycheck leave data on the *Payroll Record*: The current and year-to-date used fields are cleared and, when applicable, the leave balance fields are updated with the new beginning balance.
- For TRS employees: If the employee has accumulated more than the maximum number of days of sick leave that they are allowed to carry over, the excess of their sick leave is accumulated as TRS Credits (leave type code 'T1') and their sick leave balance is capped.
- For non-TRS employees: If the employee has accumulated more than the maximum number of days of sick leave that they are allowed to carry over, the rest of their leave balance is forfeited and their leave balance is capped.
- The **Plan Year** is incremented by one on the *Maintain Leave Type Codes* screen.
- The date is stamped in the **Last rollover date** field on the *Maintain Leave Type Codes* screen.
- The *Plan Year Rollover Report* is produced.

B1. Plan Year Rollover

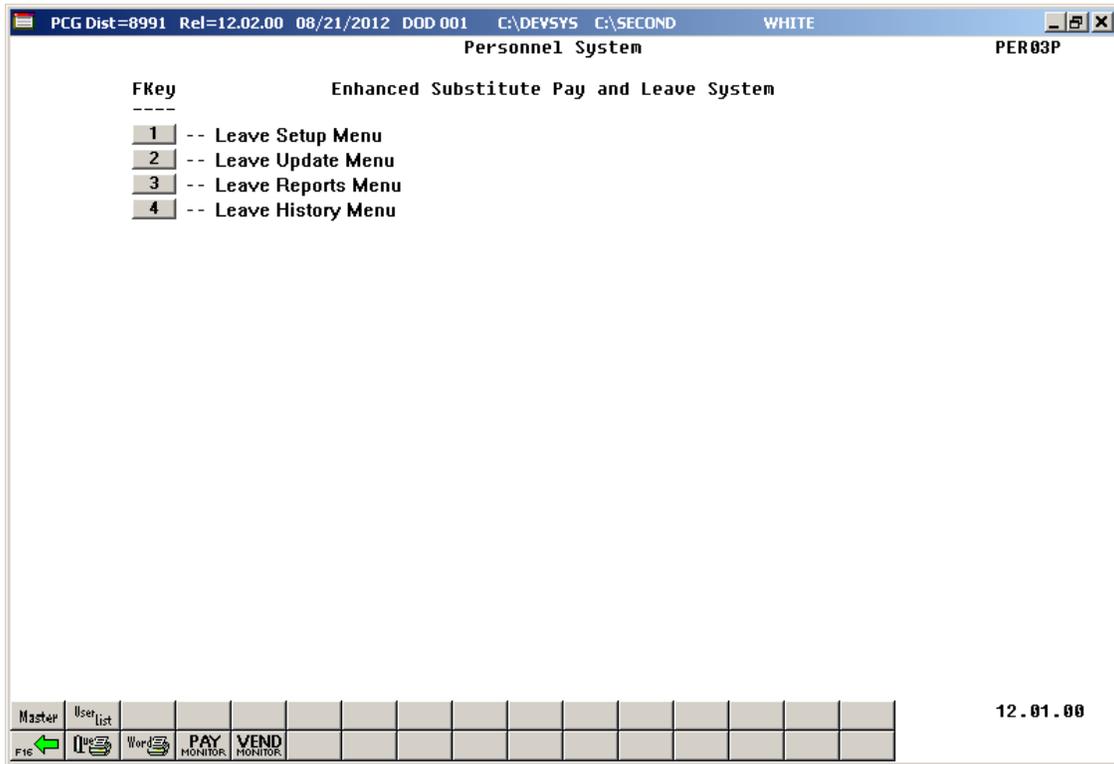
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



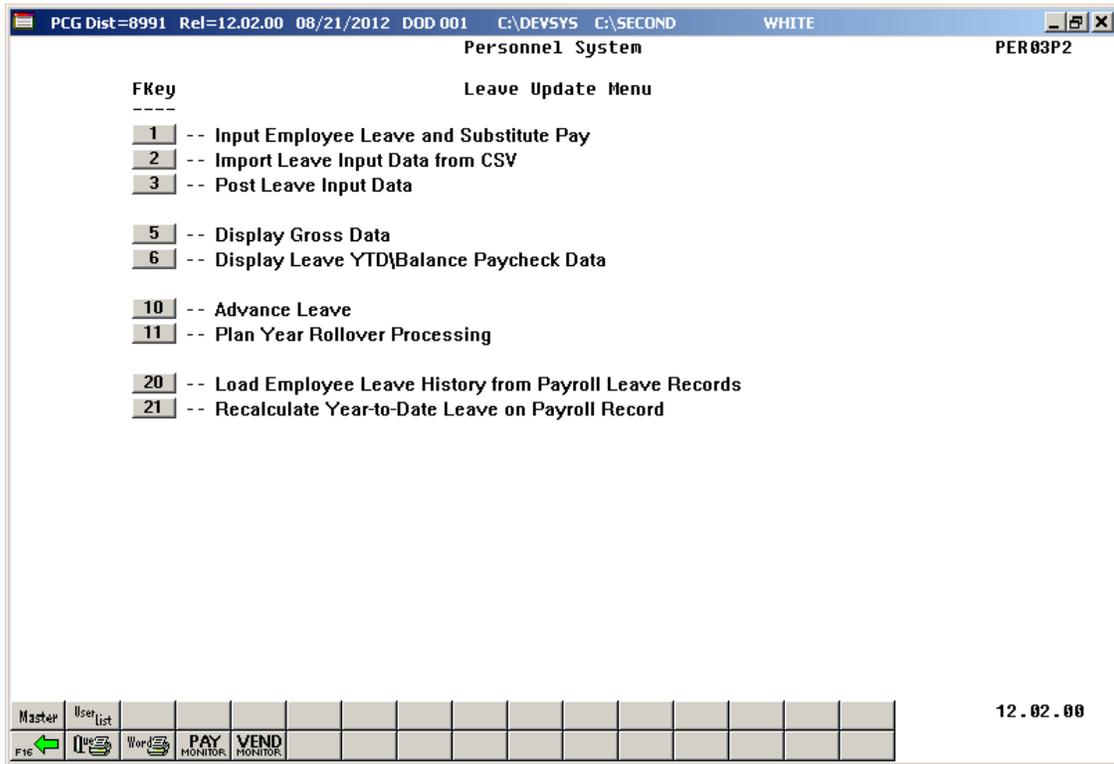
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



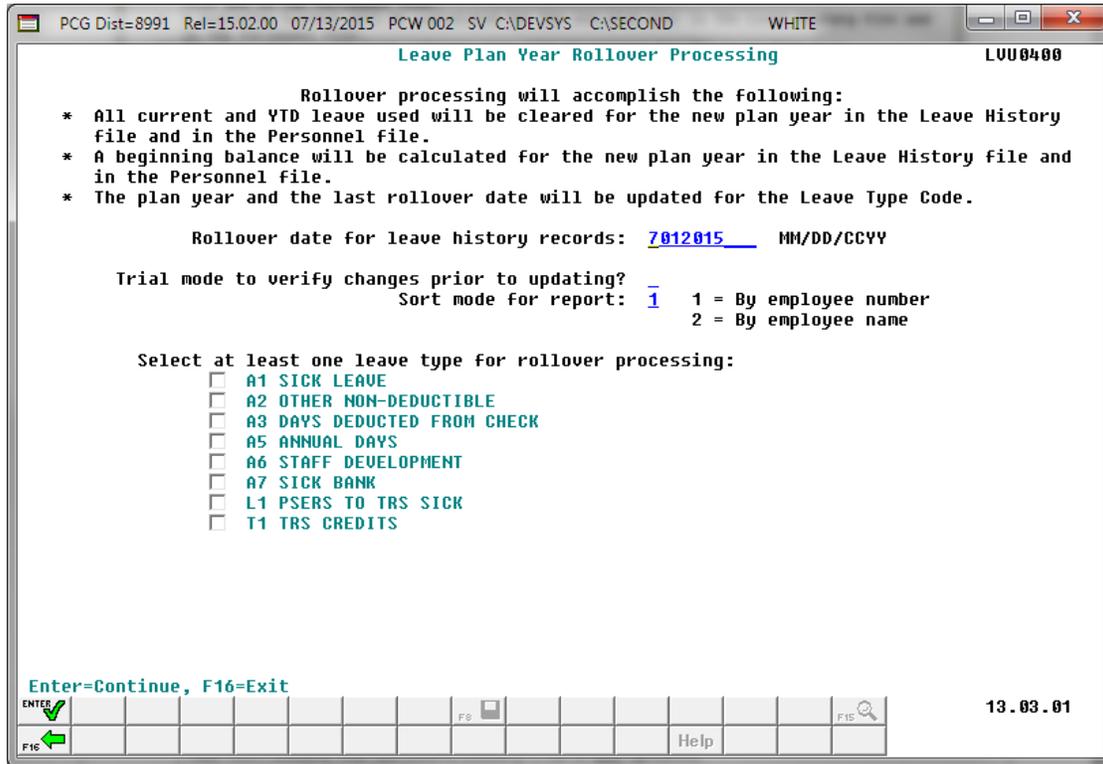
Step	Action
3	Select 2 (F2 – Leave Update Menu).

The following screen displays:



Step	Action
4	Select 11 (F11 – Plan Year Rollover Processing).

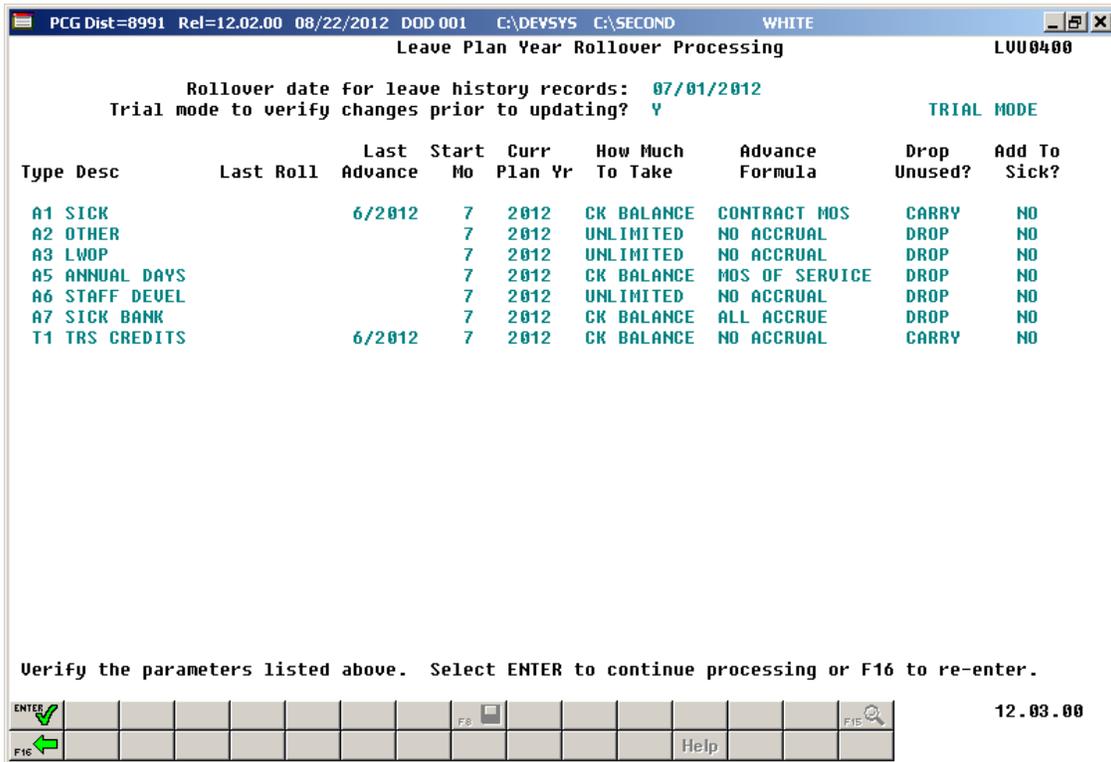
The following screen displays:



Step	Action
5	<p>Enter the date of the plan year rollover in the Rollover date for leave history records: field. This date will populate the Leave Date field on the leave history records for beginning balances.</p> <p><i>Note: The actual date that the Rollover Plan Year program is run is stored in the Transaction Date field on the leave history record.</i></p>
6	<p>To run in trial mode: Enter ‘Y’ in the Trial mode to verify changes prior to updating field. When the rollover procedure is run in trial mode, reports are produced so that the user can view results, but the <i>Leave History File</i> is <u>not</u> updated.</p> <p>To run in final mode: Enter ‘N’ in the Trial mode to verify changes prior to updating field. When the rollover procedure is run in final mode, reports are produced so that the user can view results, and the <i>Leave History File</i> is <u>updated</u>.</p>
7	<p>Enter the sort for the report in the Sort mode for report: field.</p> <p>Valid Values:</p> <p>1 – Sort by employee number 2 – Sort by employee name</p>

Step	Action
8	<p>Select at least one leave type for rollover processing. In order to select a leave type for rollover processing, select the selection box <input type="checkbox"/> to the left of the desired leave type.</p> <p>When selected, the selection box displays <input checked="" type="checkbox"/> to indicate the leave type is selected for rollover processing.</p> <p><i>Note:</i> In order to start a new plan year with zeroes in the year-to-date leave taken fields, the leave type must be rolled over to the new plan year. This causes the Plan Year to be incremented by one on Maintain Leave Type Codes screen. The rollover must be processed for all leave types whether or not the leave balance is being carried over to the new plan year.</p>
9	Select  (Enter) to continue.

The following screen displays:



PCG Dist=8991 Rel=12.02.00 08/22/2012 DOD 001 C:\DEVSYS C:\SECOND WHITE WHITE LUU0400

Leave Plan Year Rollover Processing

Rollover date for leave history records: 07/01/2012

Trial mode to verify changes prior to updating? Y TRIAL MODE

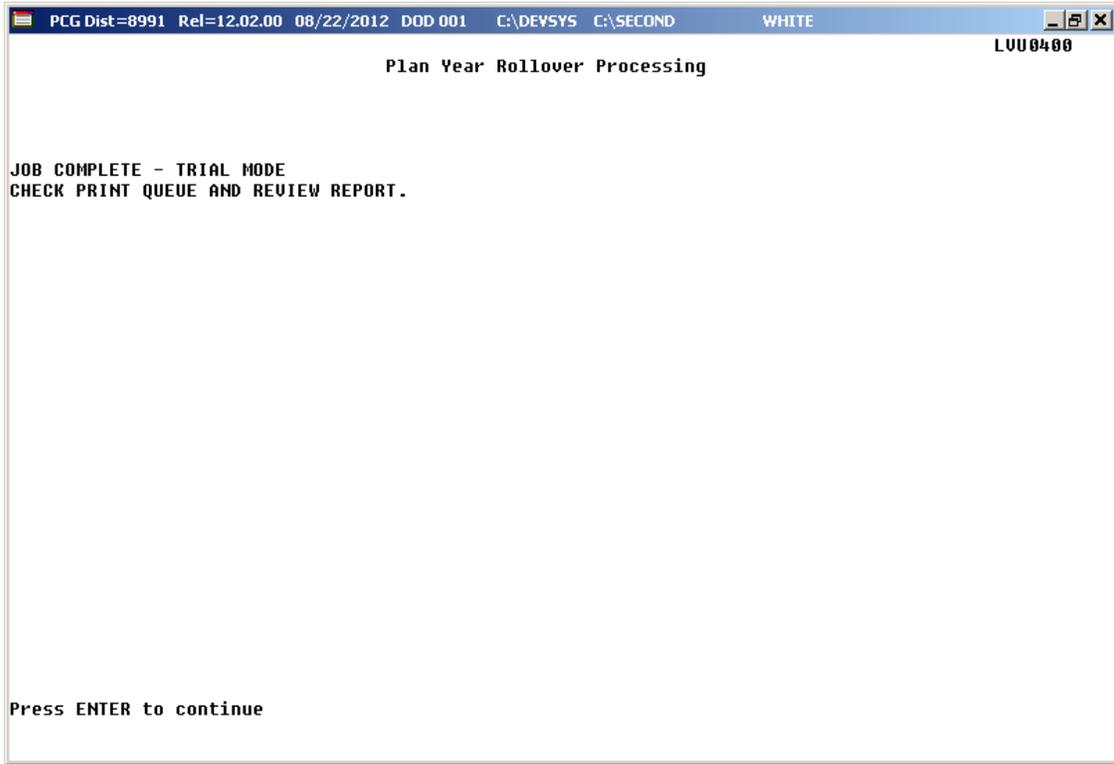
Type Desc	Last Roll	Last Advance	Start Mo	Curr Plan Yr	How Much To Take	Advance Formula	Drop Unused?	Add To Sick?
A1 SICK		6/2012	7	2012	CK BALANCE	CONTRACT MOS	CARRY	NO
A2 OTHER			7	2012	UNLIMITED	NO ACCRUAL	DROP	NO
A3 LWOP			7	2012	UNLIMITED	NO ACCRUAL	DROP	NO
A5 ANNUAL DAYS			7	2012	CK BALANCE	MOS OF SERVICE	DROP	NO
A6 STAFF DEVEL			7	2012	UNLIMITED	NO ACCRUAL	DROP	NO
A7 SICK BANK			7	2012	CK BALANCE	ALL ACCRUE	DROP	NO
T1 TRS CREDITS		6/2012	7	2012	CK BALANCE	NO ACCRUAL	CARRY	NO

Verify the parameters listed above. Select ENTER to continue processing or F16 to re-enter.

ENTER  F16  Help F16  12.03.00

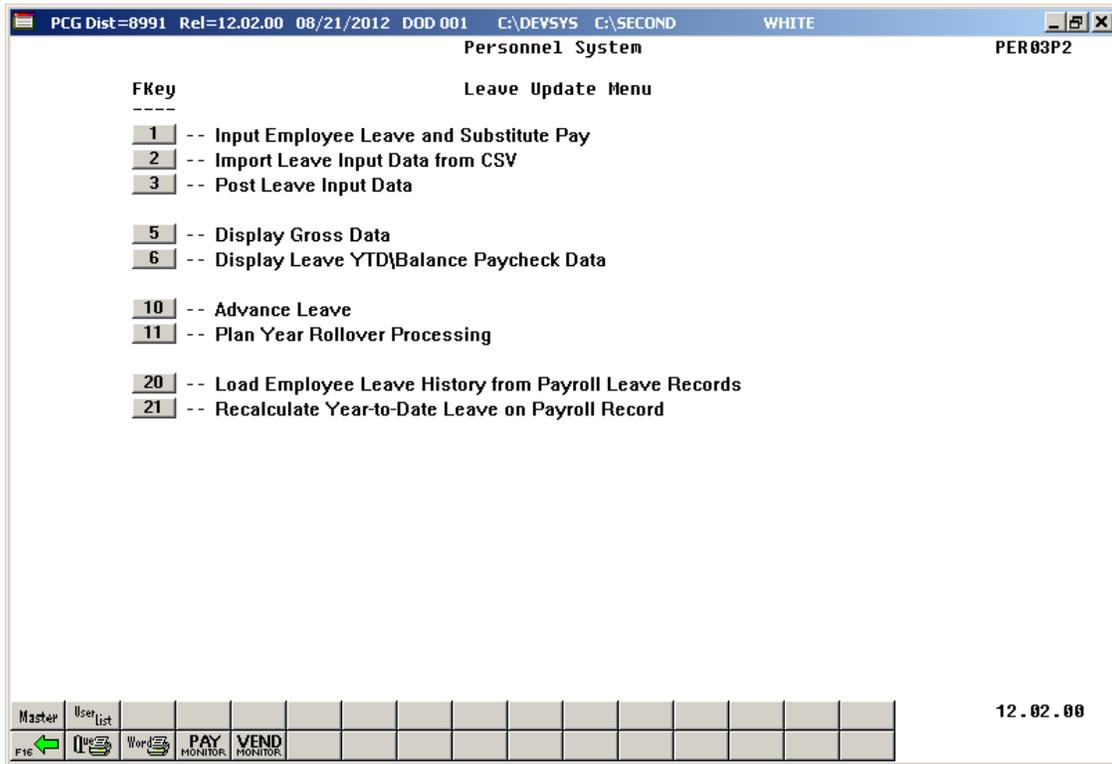
Step	Action
10	<p>Select  (Enter - process) to confirm the rollover selections and to run the rollover process.</p> <p>If the information is incorrect, select  (F16 - Re-Enter) to make the appropriate modifications, and return to Step 5.</p>

The following screen displays:



Step	Action
11	Verify “JOB COMPLETE” displays, and select Enter to continue to the <i>Leave Update Menu</i> screen.

The following screen displays:



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

B1.1 Plan Year Rollover Report

REPORT DATE: 08/22/2012 11:11:22		PROGRAM: LVU0400		PLAN YEAR ROLLOVER FOR: 07/01/2012				TRIAL MODE		PAGE 1	ROLL DATE: 07/01/2012
Type	Desc	Last Roll	Last Advance	Start Mo	Curr Plan Yr	How Much To Take	Advance Formula	Based On	Drop Unused?	Add To Sick?	
A1	SICK		6/2012	7	2012	CK BALANCE	CONTRACT MOS	N/A	CARRY	NO	
A2	OTHER			7	2012	UNLIMITED	NO ACCRUAL	N/A	DROP	NO	
A3	LWOP			7	2012	UNLIMITED	NO ACCRUAL	N/A	DROP	NO	
A5	ANNUAL DAYS			7	2012	CK BALANCE	MOS OF SERVICE	REHIRE	DROP	NO	
A6	STAFF DEVEL			7	2012	UNLIMITED	NO ACCRUAL	N/A	DROP	NO	
A7	SICK BANK			7	2012	CK BALANCE	ALL ACCRUE	N/A	DROP	NO	
T1	TRS CREDITS		6/2012	7	2012	CK BALANCE	NO ACCRUAL	N/A	CARRY	NO	

REPORT DATE: 08/22/2012 11:11:22		PROGRAM: LVU0400		PLAN YEAR ROLLOVER FOR: 07/01/2012				TRIAL MODE		PAGE 2	ROLL DATE: 07/01/2012
EMPNO	NAME	CLASS	LEAVE TYPE	HRS/DAY	CONTRMO/SRVC MO	BASED ON DATE	CARRYOVER MAX	LAST YEAR BALANCE	NEW BALANCE		
087609	SOBELO, NABACHA	11	A1	8.000	12		60.0000	27.5000	27.5000	DAY	
087613	HA4LOW, PH4NG	01	A1	8.000	10		60.0000	8.5000	8.5000	DAY	
087616	RI9GINS, DASTE	01	A1	8.000	10		60.0000	9.5000	9.5000	DAY	
087626	DO7GHTY, EM7RY	09	A1	8.000	12		60.0000	25.5000	25.5000	DAY	
087643	RE6TER, SE6ASTIAN	12	A1	5.000	10		60.0000	3.7500	3.7500	DAY	
087673	BEBRIOS, JEBFERSON	01	T1	8.000			9999.9999	2.7500	2.7500	DAY	
087673	BEBRIOS, JEBFERSON	01	A1	8.000	11		60.0000	60.0000	60.0000	DAY	
087674	BU7NO, CH7RLYN	01	A1	8.000	10		60.0000	52.2500	52.2500	DAY	
087675	CH6W, CH6ISTINIA	02	A1	7.500	10		60.0000	34.7500	34.7500	DAY	
087676	DESNEY, RESD	02	A1	7.500	10		60.0000	30.5000	30.5000	DAY	
087690	FO7TIN, AL7HONSO	01	T1	8.000			9999.9999	3.7500	3.7500	DAY	
087690	FO7TIN, AL7HONSO	01	A1	8.000	10		60.0000	60.0000	60.0000	DAY	
087691	PA6MA, RI6OBERTO	01	A1	8.000	10		60.0000	15.2500	15.2500	DAY	
087708	MUSLIGAN, ROSCO	02	A1	7.500	10		60.0000	3.7500-	3.7500-	DAY	
087714	MC7RIHUR, JO7ANNE	12	A1	5.000	10		60.0000	7.5000	7.5000	DAY	
087718	PE3CE, DI3GO	05	A1	8.000	11		60.0000	55.5000	55.5000	DAY	
087726	MA3E, VA3GHN	01	T1	8.000			9999.9999	1.7500	1.7500	DAY	
087726	MA3E, VA3GHN	01	A1	8.000	10		60.0000	60.0000	60.0000	DAY	

Procedure C: Recalculate Year-to-Date Leave on the Payroll Record

The *Recalculate Year-to-Date Leave on the Payroll Record* procedure may be run on an ad-hoc basis, as necessary, in order to synchronize the contents of the *Leave History File* with the contents of the leave data in payroll.

The *Leave History File* should contain exactly the same data as the year-to-date and balance data for leave in payroll, but it might be possible for the payroll fields to become out of sync with leave history. When this occurs, a utility is available which will recalculate the payroll leave fields based upon the contents of the *Leave History File*. For example, the *Recalculate Year-to-Date Leave on the Payroll Record* procedure should be run if an employee complains that their paycheck stub does not reflect their correct leave balances, and yet the employee's balances are correct in the *Enhanced Substitute Pay and Employee Leave System*.

As shown in the example below, the total year-to-date leave taken and ending balances shown on the *Display Employee Leave Balances* screen in the *Enhanced Substitute Pay and Employee Leave System* should match the leave data on the *Update/Display Balance and YTD Leave Data* screen in the payroll system.

PCG Dist=8991 Rel=12.02.00 08/30/2012 DOD 002 C:\DEVSYS C:\SECOND WHITE LUHFIND

Display Employee Leave Balances
Leave Balances Summary Screen

Employee number: 87626 D07GHTY, EM7RY
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK	25.5000	1.2500	.0000	.0000	.0000	26.7500
02	A5	00 ANNUAL DAYS	.0000	3.0000	.0000	.0000	.0000	3.0000

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

12.03.00

Display Employee Leave Balances

Status Active								Update/Display Balance and YTD Leave Data		PAY03
Employee 87626 D07GHTY, EM7RY						Class 09				
*** State Leave Plan ***										
Current	Sick Leave	Pers	Bus	Vacation	Other	W/O Pay	Staff	Sick Bank	Taken	
Balance	26.75			3.00						
Used YTD										
*** Local Leave Plan ***										
Current	Sick Leave	Pers	Bus	Vacation	Other	W/O Pay	Staff	Sick Bank	Contribution	
Balance										
Used YTD										

Mode changed to update

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	12.03.00
F16	F17	F18			Per	Ded	Grs	W/H	Lv	Ytd	Help	Adj	FICA	Gar		

Update/Display Balance and YTD Leave Data from Payroll

The *Recalculate Year-to-Date Leave on the Payroll Record* procedure can be run for one employee or for all active payroll employees. Also, an option is available to clear the current leave amounts in payroll when running the recalculate procedure.

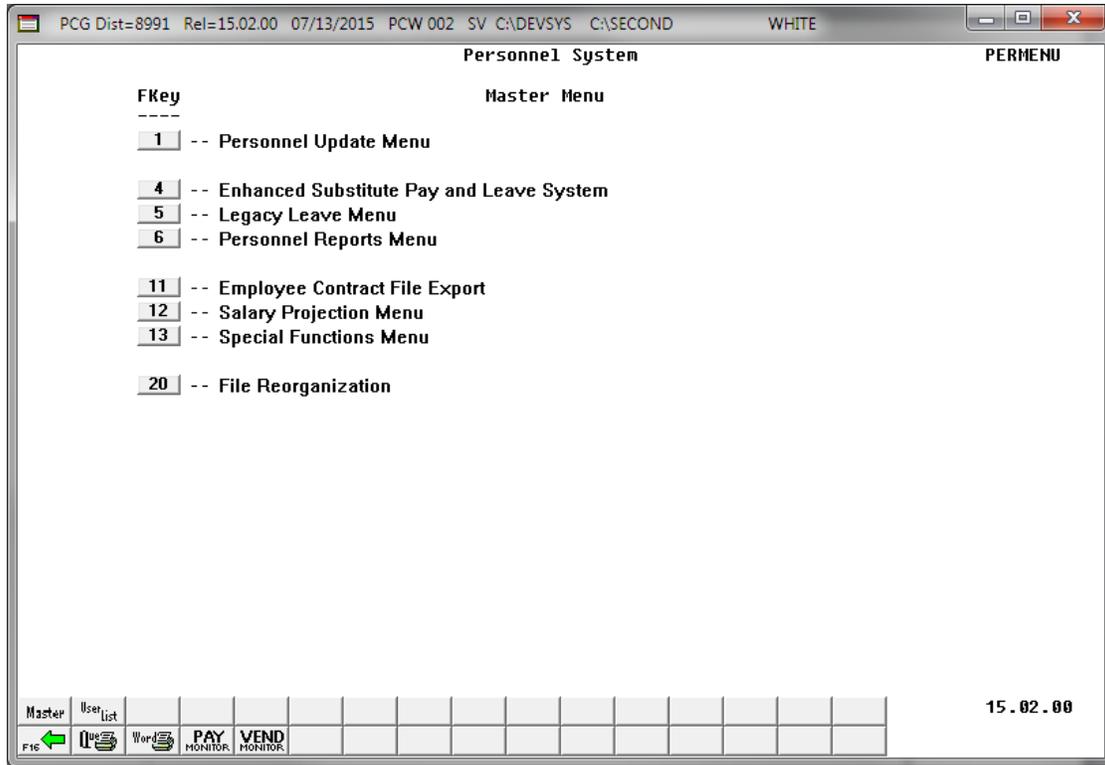
The *Recalculate Year-to-Date Leave on the Payroll Record* procedure accomplishes the following:

- Recalculate paycheck leave data on the *Payroll Record*: The current leave fields are cleared when the option is selected. Otherwise, the current leave fields are not affected.
- Recalculate paycheck leave data on the *Payroll Record*: The year-to-date used fields and, when applicable, the leave balance fields are updated according to the contents of the *Leave History File*.

In conclusion, the *Recalculate Year-to-Date Leave on the Payroll Record* procedure will recalculate the payroll leave fields based upon the contents of the *Leave History File*, if it is necessary to synchronize the two sets of leave data.

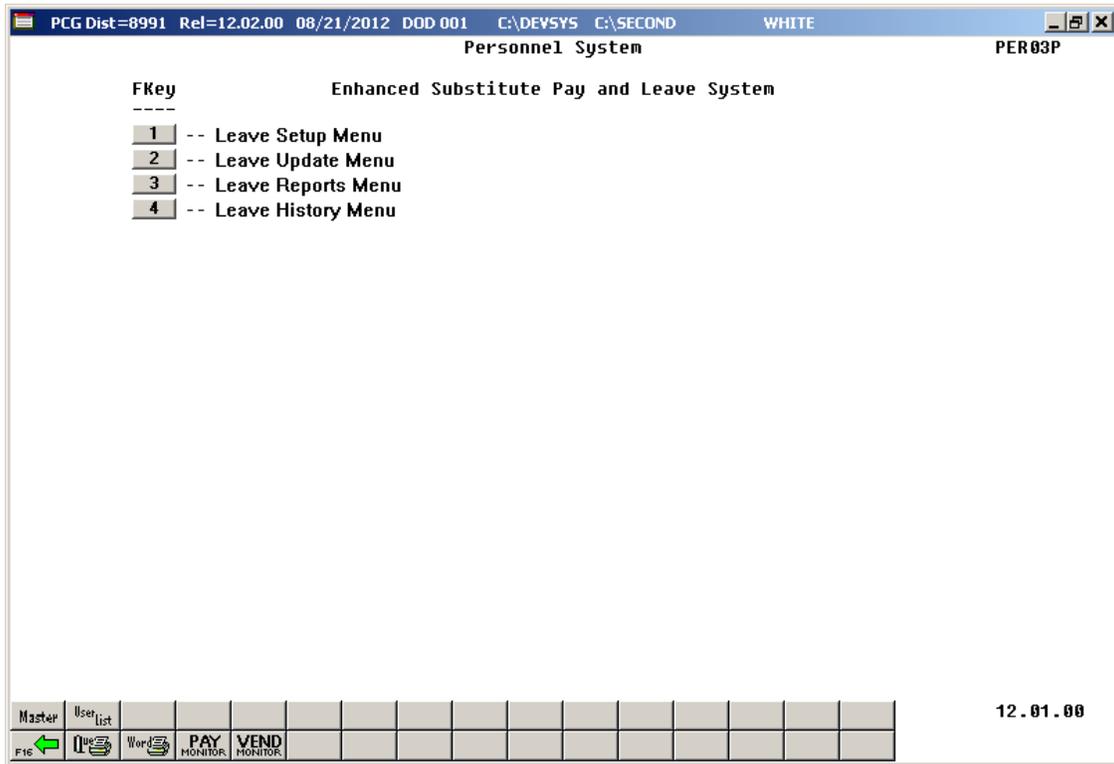
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



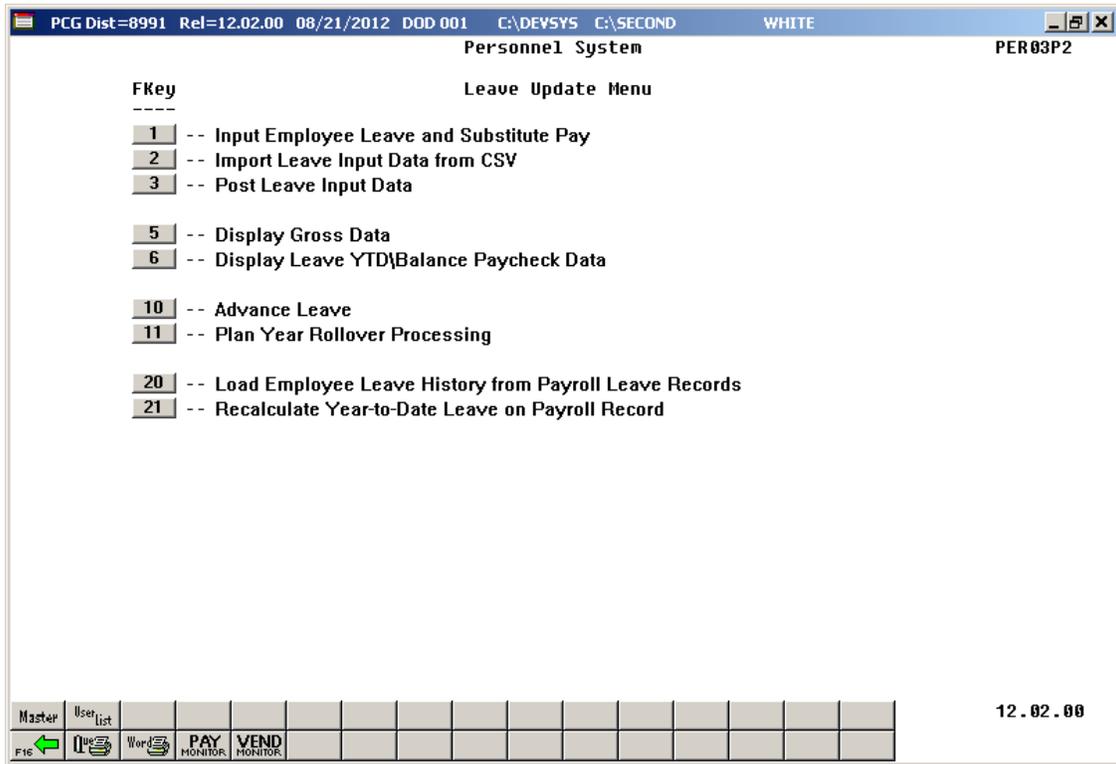
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



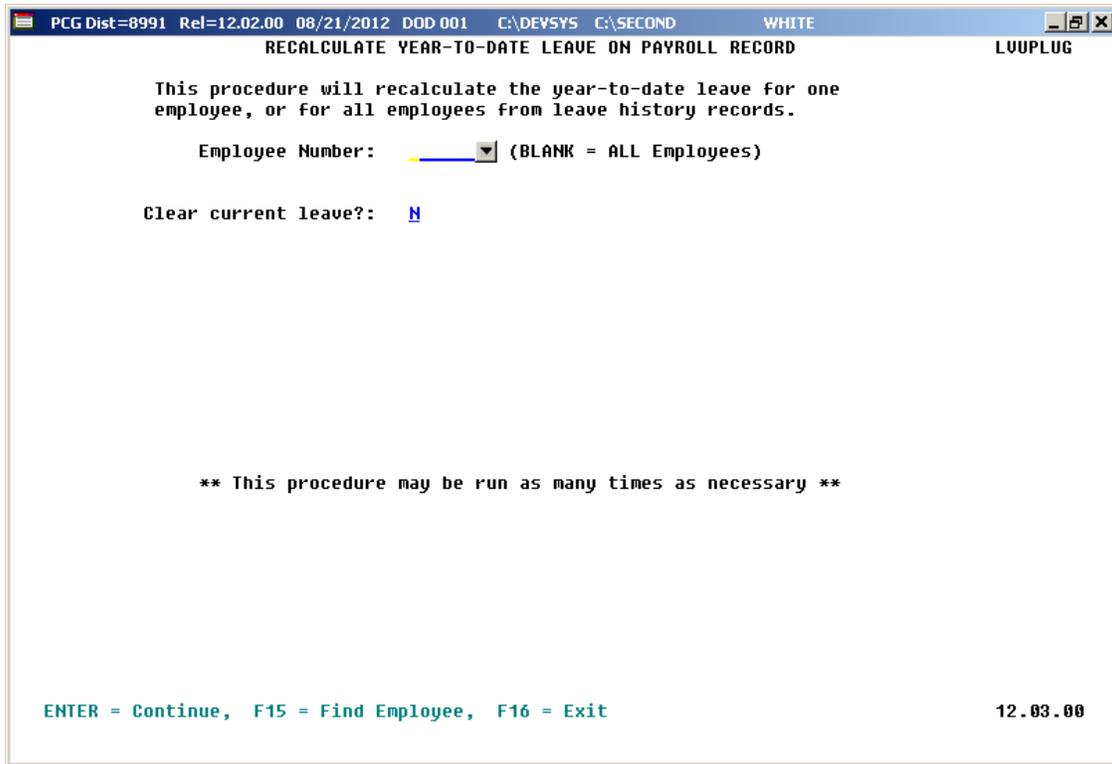
Step	Action
3	Select 2 (F2 – Leave Update Menu).

The following screen displays:



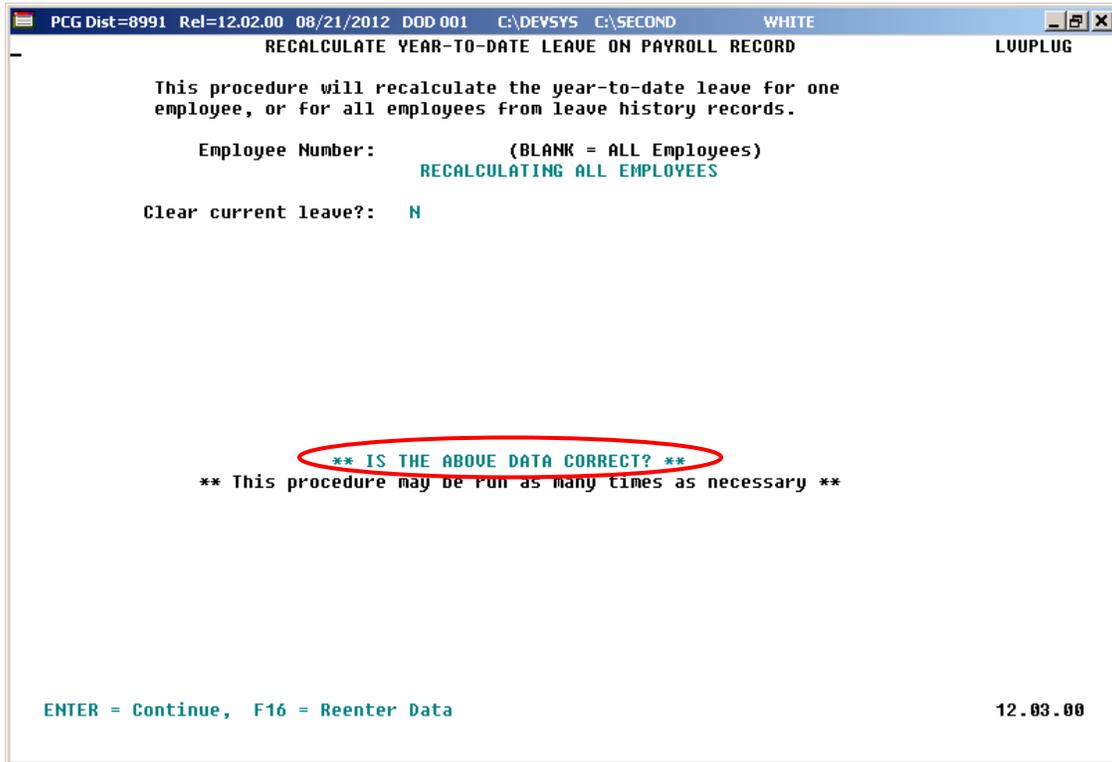
Step	Action
4	Select 21 (F21 – Recalculate Year-to-Date Leave on Payroll Record).

The following screen displays:



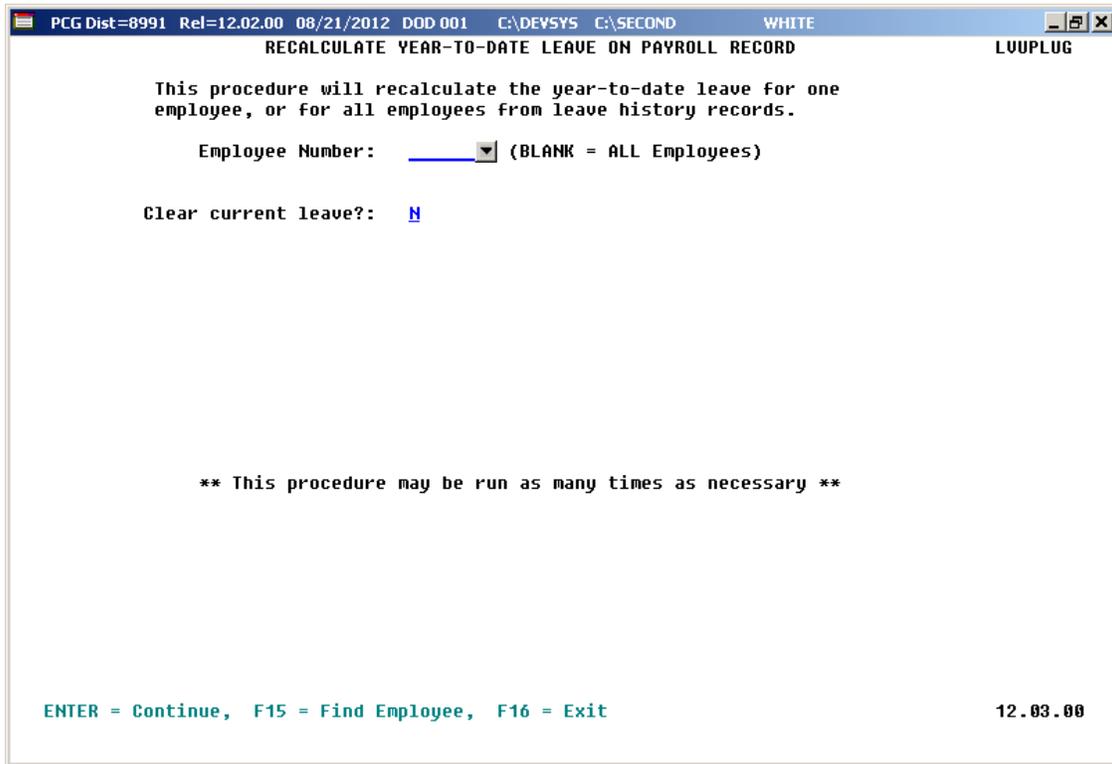
Step	Action
5	<p>For an individual employee’s information: Enter the employee’s number in the Employee Number field.</p> <p><i>Select F15 (Find Employee) to access the “Recalculate Year-to-Date Leave on Payroll Record – Select Employee” screen. If the employee number is unknown, enter the employee’s complete or partial name in the Name field, or Social Security Number in the field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Select  (Enter) or select the Function key corresponding to the employee’s record, and select  (Enter).</i></p> <p>For all employees’ information: Leave the Employee Number field blank.</p>
6	<p>To clear Current leave totals: Enter ‘Y’ in the Clear current leave field. Entering a ‘Y’ will cause all current leave amounts to be cleared on the payroll leave fields.</p> <p>To keep Current leave totals: Enter ‘N’ in the Clear current leave field. Entering an ‘N’ will cause all current leave amounts to <u>not</u> be changed on the payroll leave fields.</p>
7	<p>Select Enter <u>once</u>.</p>

The following screen displays:



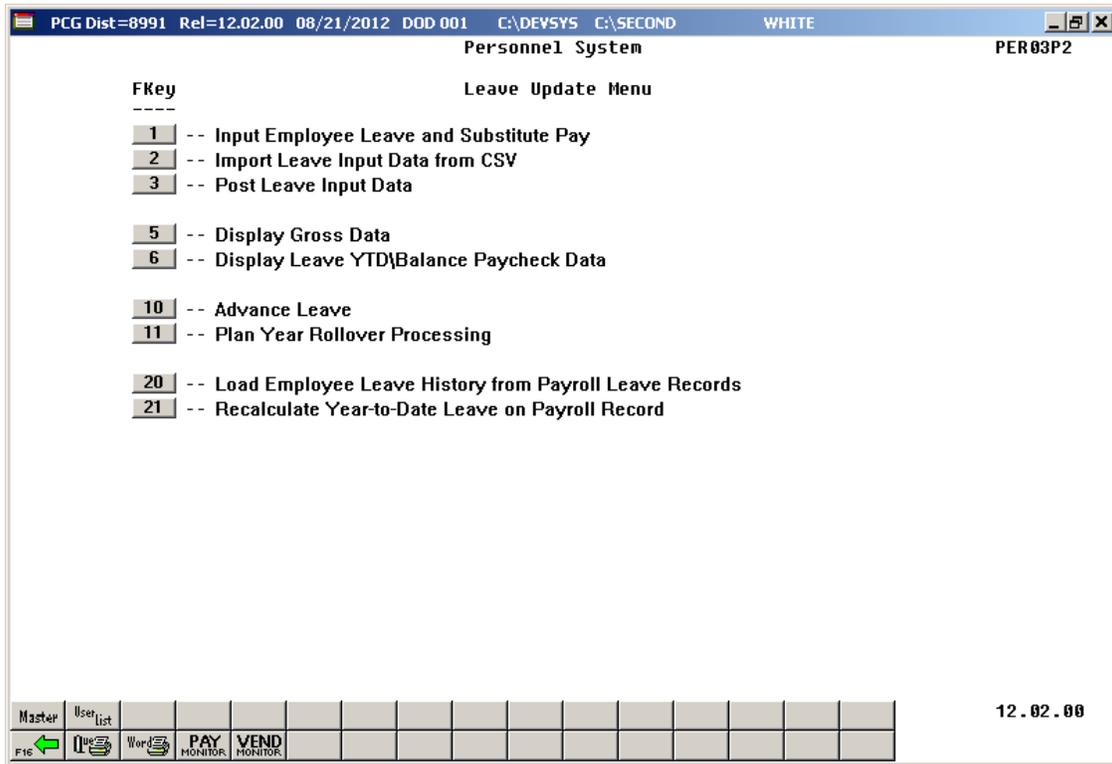
Step	Action
8	<p>Verify the screen's entries are correct, and select Enter <u>once</u> in response to the “** IS THE ABOVE DATA CORRECT? **” message.</p> <p><i>If the information is incorrect, select F16, make the appropriate modifications, and select Enter.</i></p> <p><i>** Processing Request ** briefly displays.</i></p>

The following screen displays:



Step	Action
9	<p>For additional employee updates: Repeat this procedure beginning at <i>Step 5</i>.</p> <p>To exit the procedure: Select F16 (Exit Program).</p>

The following screen displays:



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