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

Date	Version	Description	Author
1/29/2016	1.2	15.04.00 – Update the *Leave Advance Report*.	D. Ochala
07/13/2016	1.1	15.02.00 – Update the *Personnel System Master Menu*.	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 <u>not</u> 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.

Maintain Leave Type Codes

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

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 <u>not</u> receive a sick leave advance.
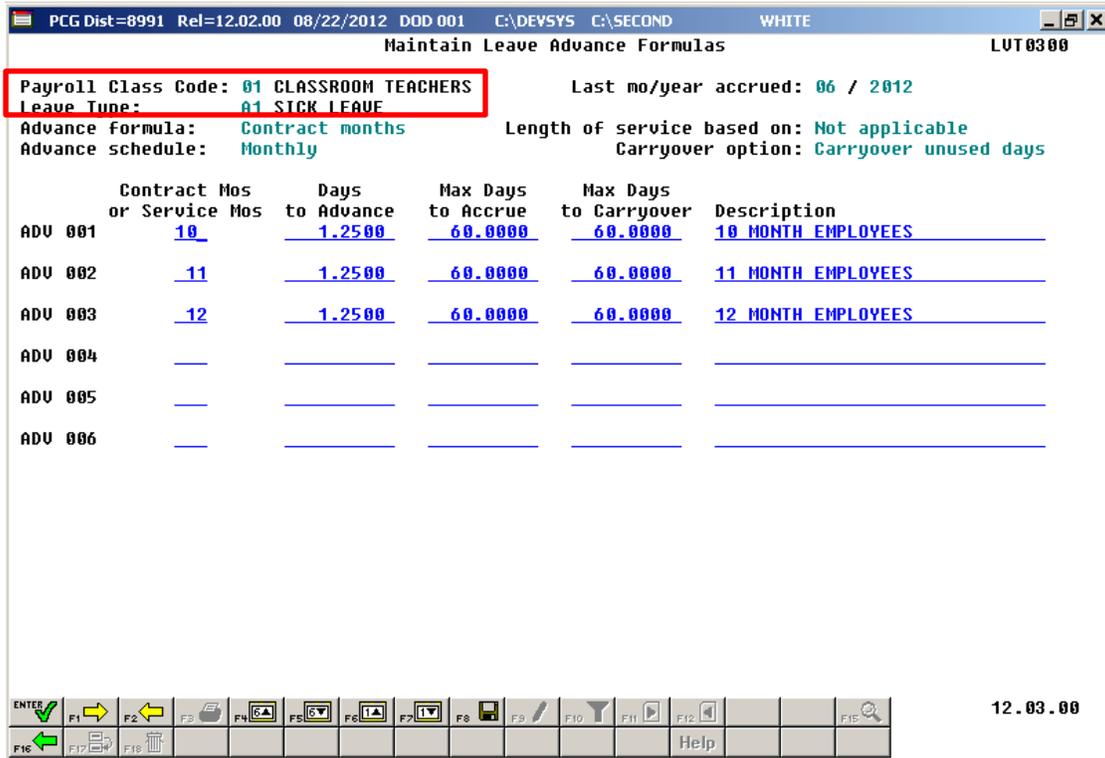
Maintain Leave Advance Formulas by Contract Months

The advance procedure can be run in either trial mode or final mode. When the advance procedure is run in <u>trial mode</u>, reports are produced so that the user can view results, but the *Leave History File* is <u>not</u> updated. When the advance procedure is run in <u>final mode</u>, reports are produced so that the user can view results, and the <u>*Leave History File* is updated</u>. 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 <u>override</u> 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 *Business Applications Master Menu*, select ⬚ 3 ⬚ (**F3 -** Personnel System).

The following screen displays:

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

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 *Contract Months*, *Months of Service*, or *All Employees Accrue*. *The message "Leave Type is not set up for accrual" displays if the leave type is not set up to have leave time advanced.*
6	Enter an 'N' in the **Undo last advance** field.
7	Select [ENTER] (**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            _ |B| X|
                            Advance Leave and Post                                    LVU0300

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                                        F8                          F15            12.03.00
F16                                                       Help
```

If the **Advance Formula** is <u>not</u> 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            _ |B| X|
                            Advance Leave and Post                                    LVU0300

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                                        F8                          F15            12.03.00
F16                                                       Help
```

Step	Action
8	Enter the month and year that the leave is being advanced for in the **Accrual for: Month and Year** fields. When the *Leave Advance* procedure is run in final mode, the last month (MM) and year (CCYY) accrued indicators are updated on the *Maintain Leave Type Codes* screen for the **Leave Type** code processed. *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.*
9	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. *Note: The actual date that the Advance Leave program is run is stored in the* **Transaction Date** *field on the leave history record.*
10	**To run in trial mode:** 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 *Leave History File* is <u>not</u> updated. **To run in final mode:** 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 <u>*Leave History File* is updated</u>.
11	In order to sort the *Leave Advance Report* by employee number, enter '**1**' in the **Sort mode for report:** field. In order to sort the *Leave Advance Report* by employee name, enter '**2**' in the **Sort mode for report:** field.
12	<u>**To set the Override Accrue field to 'N' for employees:**</u> Enter '**Y**' in the **Turn Off Override Accrue switch:** field. <u>**To keep the Override Accrue field set to 'Y' for employees:**</u> Enter '**N**' in the **Turn Off Override Accrue switch:** field. 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. 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. *Refer to the* <u>*Payroll System Operations Guide*</u>*, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for more information on the* **Override Accrue?** *field.*

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

The following screen displays:

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

The following screen displays:

```
PCG Dist=8991  Rel=12.02.00  08/21/2012  DOD 001    C:\DEVSYS  C:\SECOND        WHITE                    _|8|X|
                                                                                              LVU0300
                              Advance Leave and Post




JOB COMPLETE - TRIAL MODE
CHECK PRINT QUEUE AND REVIEW REPORT.
_

















Press ENTER to continue
```

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

The following screen displays:

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

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

                                  PLAN              CONTMO/                      ORIGINAL      ADVANCED       NEW
 EMPNO  NAME                CLASS  YEAR  HRS/DAY   SRVC MO   BASED ON DATE        BALANCE        TIME       BALANCE     CREDITS

087893  AB4EY, LE4NARDO      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, JO9UE      13   2016   7.000      010                          23.0000      12.5000     35.5000
086424  AI9SWORTH, CO9NELL   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  AR2ENAULT, 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, JO5EFINE   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  BA8ON, MI8CHEL       03   2016   8.000      010                          20.0000      12.5000     32.5000
087161  BA8ON, YE8ETTE       03   2016   8.000      010                          16.0000      12.5000     28.5000
088393  BA8TH, ER8N          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 <u>original</u> 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.

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 <u>trial mode</u>, reports are produced so that the user can view results, but the *Leave History File* is <u>not</u> updated. When the undo advance procedure is run in <u>final mode</u>, reports are produced so that the user can view results, and the *Leave History File* <u>is updated</u>. 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 *Business Applications Master Menu*, select ___3___ (**F3 -** Personnel System).

The following screen displays:

Step	Action
2	Select ___4___ (**F4 –** Enhanced Substitute Pay and Leave System Menu).

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:

```
 PCG Dist=8991  Rel=12.02.00  08/21/2012  DOD 001    C:\DEVSYS  C:\SECOND        WHITE              _|8|X|
                                 Advance Leave and Post                                       LVU0300

                    Enter the Leave Type Code you wish to process:

                              Leave Type: __

                       Undo last advance? N

                 Valid Type Codes:  A1 = Paid sick
                                    A2 = Other
                                    A3 = Unpaid leave
                                    A5 = Paid vacation
                                    A6 = Approved professional (staff development)
                                    A7 = Sick bank

                                    L1 = Secondary paid sick
                                    L2 = Secondary other
                                    L3 = Secondary unpaid leave
                                    L5 = Secondary paid vacation
                                    L6 = Secondary approved professional (staff development)


     Enter=Continue, F16=Exit
  ENTER                                      F8                          F15              12.03.00
  F16                                                           Help
```

Step	Action
5	Enter the leave type in the **Leave type** field. The **Leave type** must have a **Leave Advance Formula** of either *Contract Months*, *Months of Service*, or *All Employees Accrue*. *The message "Leave Type is not set up for accrual" displays if the leave type is not set up to have leave time advanced.*
6	Enter a '**Y**' in the **Undo last advance** field.
7	Select ![ENTER] (**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       _|8|X|
                             Advance Leave and Post                        LUU0300
                                  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








ENTER                                       F8                          F15        12.03.00
F16                                                              Help
```

If the **Advance Formula** is <u>not</u> 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       _|8|X|
                             Advance Leave and Post                        LUU0300
                                  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








ENTER                                       F8                          F15        12.03.00
F16                                                              Help
```

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 *Leave History File*, the system will search for this date in the **Leave Date** field on the leave history advance records.
10	<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 *Leave History File* is <u>not</u> updated. <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 *Leave History File* <u>is updated</u>.
11	Select (**Enter** - validate) to validate the record.

The following screen displays:

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

The following screen displays:

```
 PCG Dist=8991  Rel=12.02.00  08/21/2012  DOD 001    C:\DEVSYS  C:\SECOND         WHITE              _ | □ | X
                                                                                              LVU0300
                              Advance Leave and Post



JOB COMPLETE - TRIAL MODE
CHECK PRINT QUEUE AND REVIEW REPORT.
_













Press ENTER to continue
```

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

The following screen displays:

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

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

                                      PLAN              CONTMO/                     ORIGINAL      ADVANCED       NEW
   EMPNO   NAME                CLASS   YEAR   HRS/DAY   SRVC MO   BASED ON DATE      BALANCE         TIME      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  YA8ZIE, BE8TRIS      13    2016    7.000                                 28.0000      12.5000-    15.5000

   086348  JA5K, 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  BU8CHETT, 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  BA9BOSA, 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  MU5LIGAN, 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.

Maintain Leave Type Codes

In this example, 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.
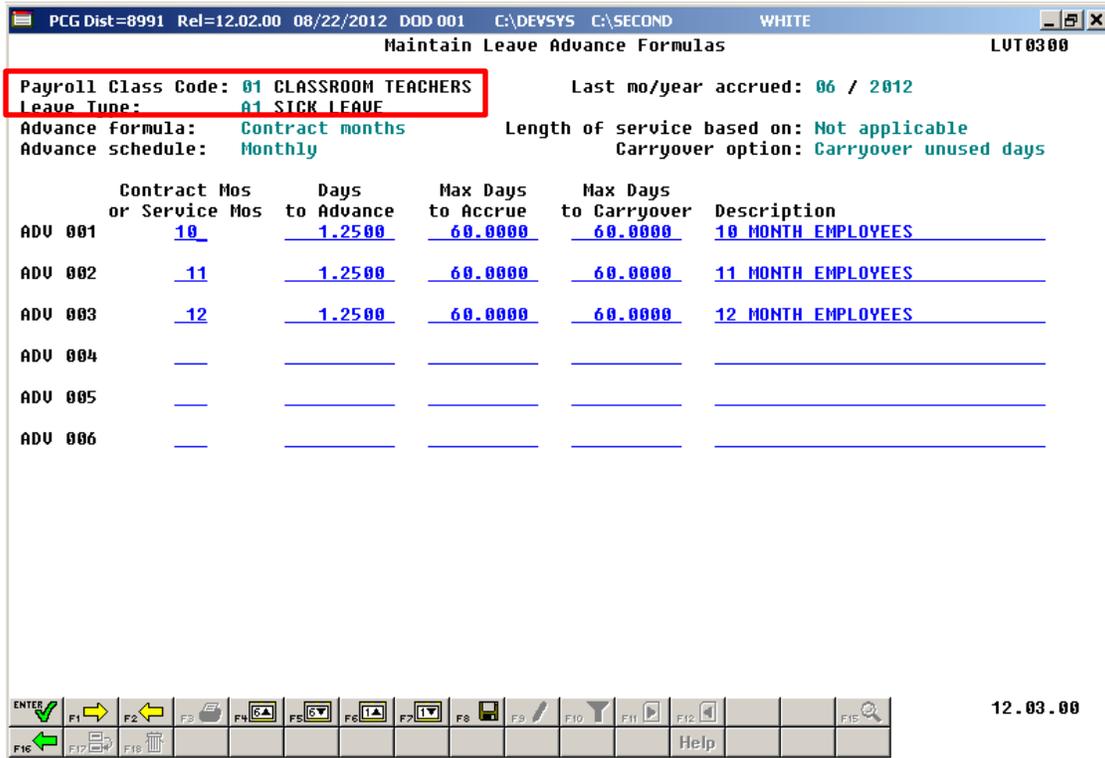
Maintain Leave Advance Formulas by Contract Months

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 *Business Applications Master Menu*, select ⬚**3** (**F3 -** Personnel System).

The following screen displays:
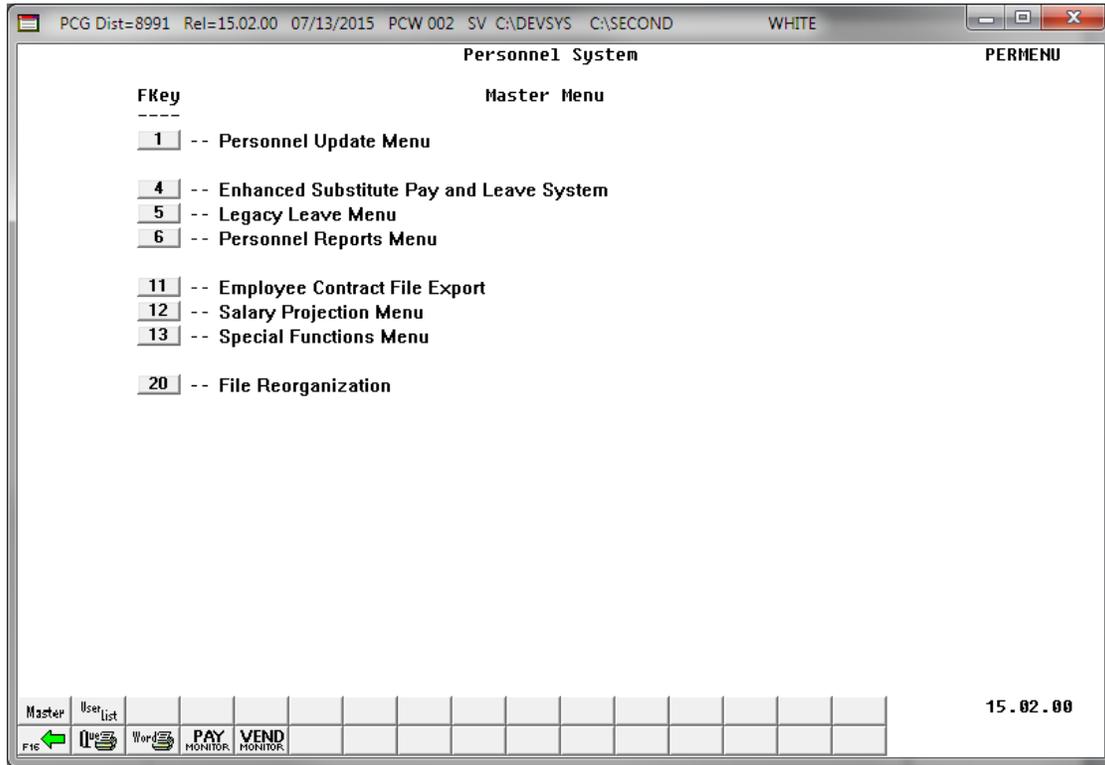
Step	Action
2	Select ⬚**4** (**F4** – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:
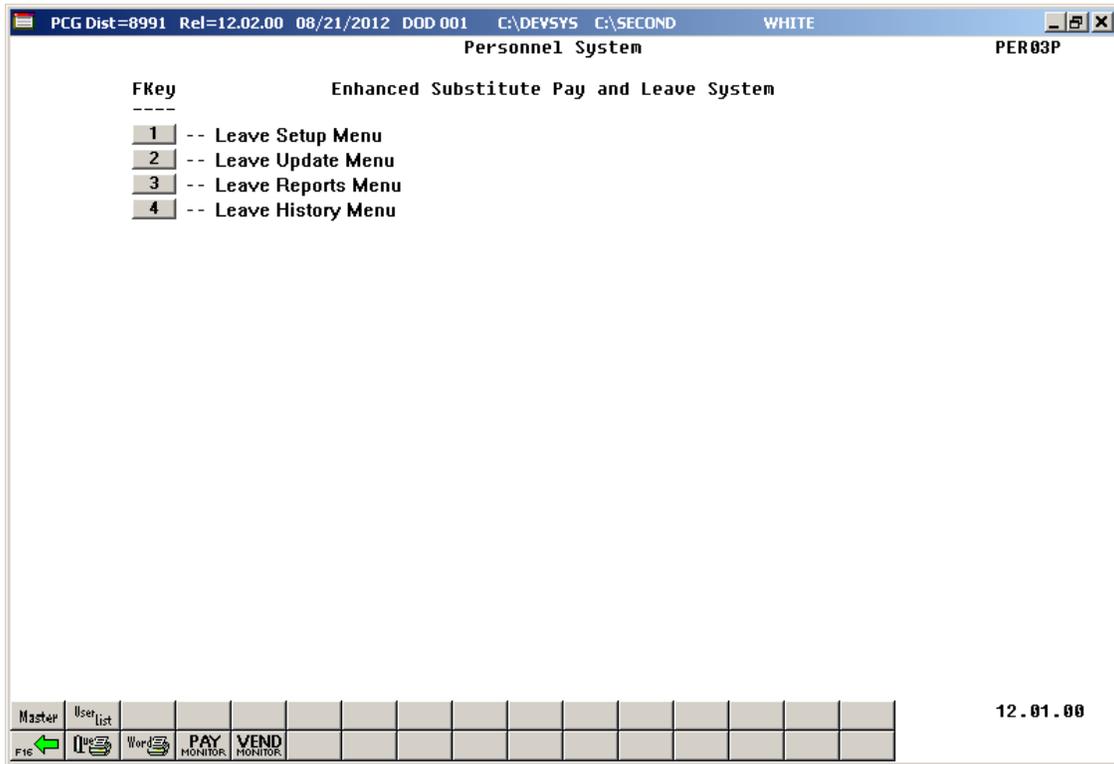
Step	Action
3	Select **2** (**F2** – Leave Update Menu).

The following screen displays:

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

The following screen displays:

Step	Action
5	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. *Note:* The actual date that the Rollover Plan Year program is run is stored in the **Transaction Date** *field on the leave history record.*
6	**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 *Leave History File* is <u>not</u> updated. **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 *Leave History File* <u>is updated</u>.
7	Enter the sort for the report in the **Sort mode for report:** field. Valid Values: **1** – Sort by employee number **2** – Sort by employee name

Step	Action
8	Select at least one leave type for rollover processing. In order to select a leave type for rollover processing, select the selection box ☐ to the left of the desired leave type.
	When selected, the selection box displays ☑ to indicate the leave type is selected for rollover processing.
	*Note: 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.*
9	Select (**Enter**) to continue.

The following screen displays:
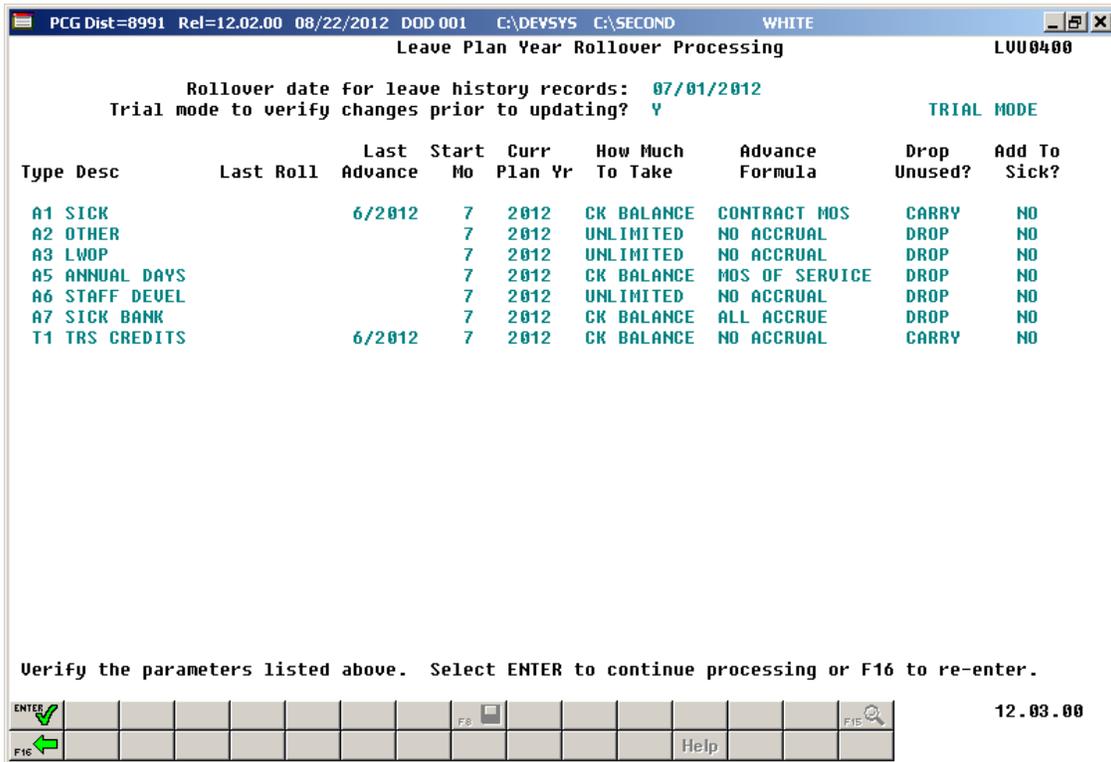
```
 PCG Dist=8991 Rel=12.02.00 08/22/2012 DOD 001   C:\DEVSYS  C:\SECOND          WHITE                  _ |□| X
                          Leave Plan Year Rollover Processing                          LVU0400

               Rollover date for leave history records:  07/01/2012
         Trial mode to verify changes prior to updating?  Y                     TRIAL MODE

                             Last   Start  Curr    How Much      Advance        Drop    Add To
 Type Desc       Last Roll  Advance  Mo   Plan Yr  To Take       Formula       Unused?   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                                          F8                          F15              12.03.00
 F16                                                              Help
```

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

The following screen displays:

```
  PCG Dist=8991  Rel=12.02.00  08/22/2012  DOD 001   C:\DEVSYS  C:\SECOND        WHITE       _|B|X|
                                                                                          LUU0400
                              Plan Year Rollover Processing



 JOB COMPLETE - TRIAL MODE
 CHECK PRINT QUEUE AND REVIEW REPORT.












 Press ENTER to continue
```
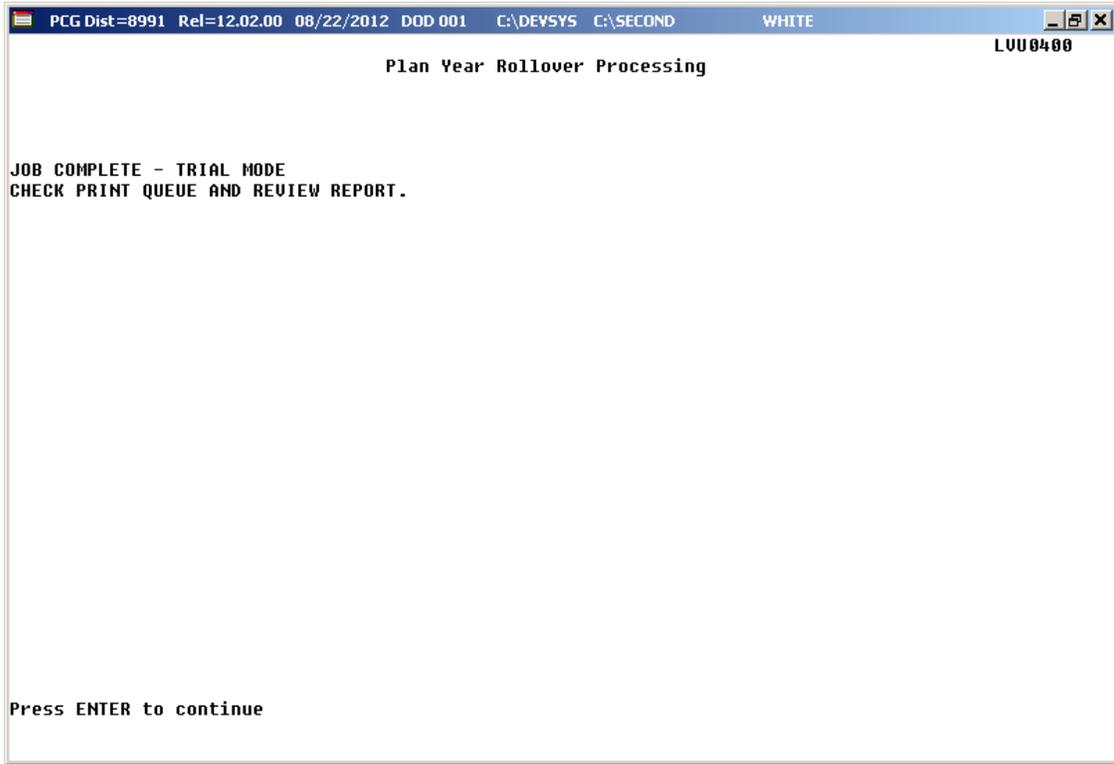
Step	Action
11	Verify *"JOB COMPLETE"* displays, and select **Enter** to continue to the *Leave Update Menu* screen.

The following screen displays:

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

B1.1 Plan Year Rollover Report

```
REPORT DATE: 08/22/2012  11:11:22           PLAN YEAR ROLLOVER FOR:  07/01/2012                    PAGE    1
     PROGRAM: LVU0400                              TRIAL MODE                              ROLL DATE: 07/01/2012


                              Last   Start  Curr   How Much    Advance        Based      Drop     Add To
Type  Desc       Last Roll  Advance   Mo  Plan Yr  To Take     Formula        On        Unused?   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           PLAN YEAR ROLLOVER FOR:  07/01/2012                    PAGE    2
     PROGRAM: LVU0400                              TRIAL MODE                              ROLL DATE: 07/01/2012

                                 LEAVE           CONTMO/                  CARRYOVER    LAST YEAR
EMPNO   NAME                CLASS TYPE  HRS/DAY   SRVC MO  BASED ON DATE     MAX        BALANCE      NEW BALANCE

087609  SO8ELO, NA8ACHA       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, DA9TE        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  BE8RIOS, JE8FERSON    01   T1   8.000                          9999.9999        2.7500        2.7500  DAY

087673  BE8RIOS, JE8FERSON    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  DE5NEY, RE5D          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  MU5LIGAN, RO5CO       02   A1   7.500      10                     60.0000       3.7500-       3.7500- DAY

087714  MC7RTHUR, 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.

Display Employee Leave Balances

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 *Business Applications Master Menu*, select ⬛ 3 (**F3 -** Personnel System).

The following screen displays:
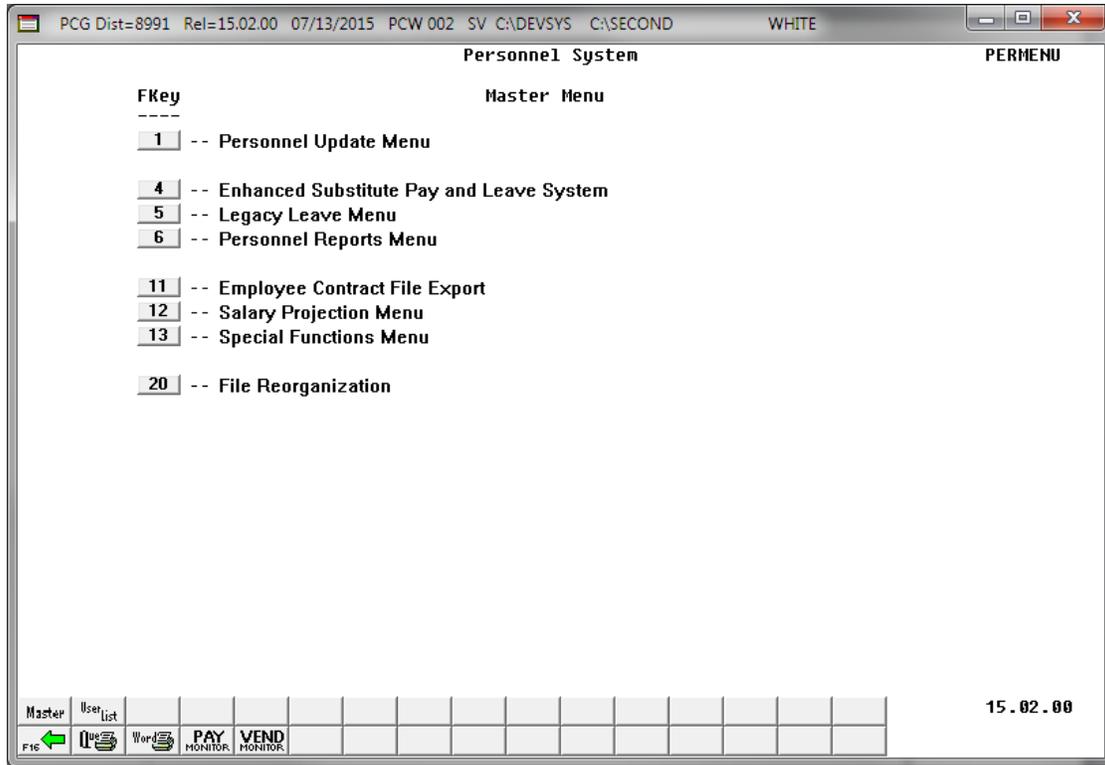
Step	Action
2	Select ⬛ 4 (**F4 –** Enhanced Substitute Pay and Leave System Menu).

The following screen displays:
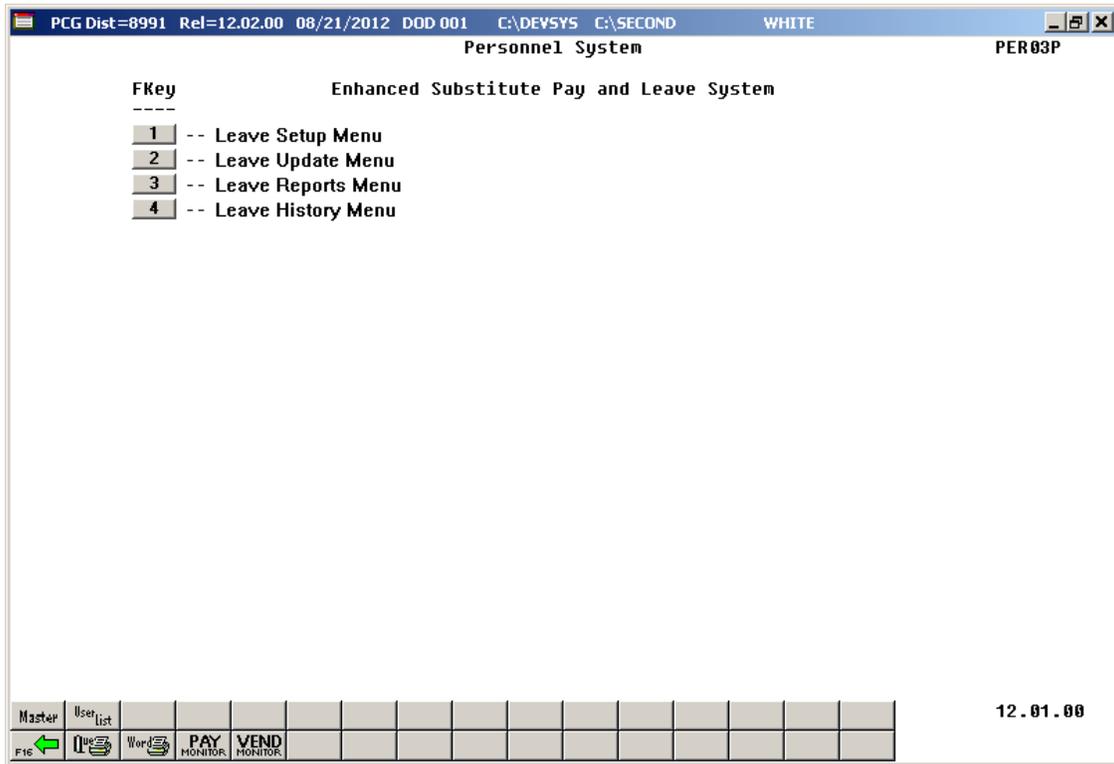
Step	Action
3	Select ▨2▨ (**F2** – Leave Update Menu).

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	**For an individual employee's information:** Enter the employee's number in the **Employee Number** field.
	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 *(Enter) or select the Function key corresponding to the employee's record, and select* ENTER *(Enter).*
	For all employees' information: Leave the **Employee Number** field blank.
6	**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.
	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.
7	Select **Enter** <u>once</u>.

The following screen displays:

```
 PCG Dist=8991  Rel=12.02.00  08/21/2012  DOD 001    C:\DEVSYS  C:\SECOND         WHITE            _|□|×|
                    RECALCULATE YEAR-TO-DATE LEAVE ON PAYROLL RECORD               LVUPLUG
 _

            This procedure will recalculate the year-to-date leave for one
            employee, or for all employees from leave history records.

           Employee Number:              (BLANK = ALL Employees)
                            RECALCULATING ALL EMPLOYEES

        Clear current leave?:    N








                           ** IS THE ABOVE DATA CORRECT? **
                 ** This procedure may be run as many times as necessary **








 ENTER = Continue,   F16 = Reenter Data                                    12.03.00
```

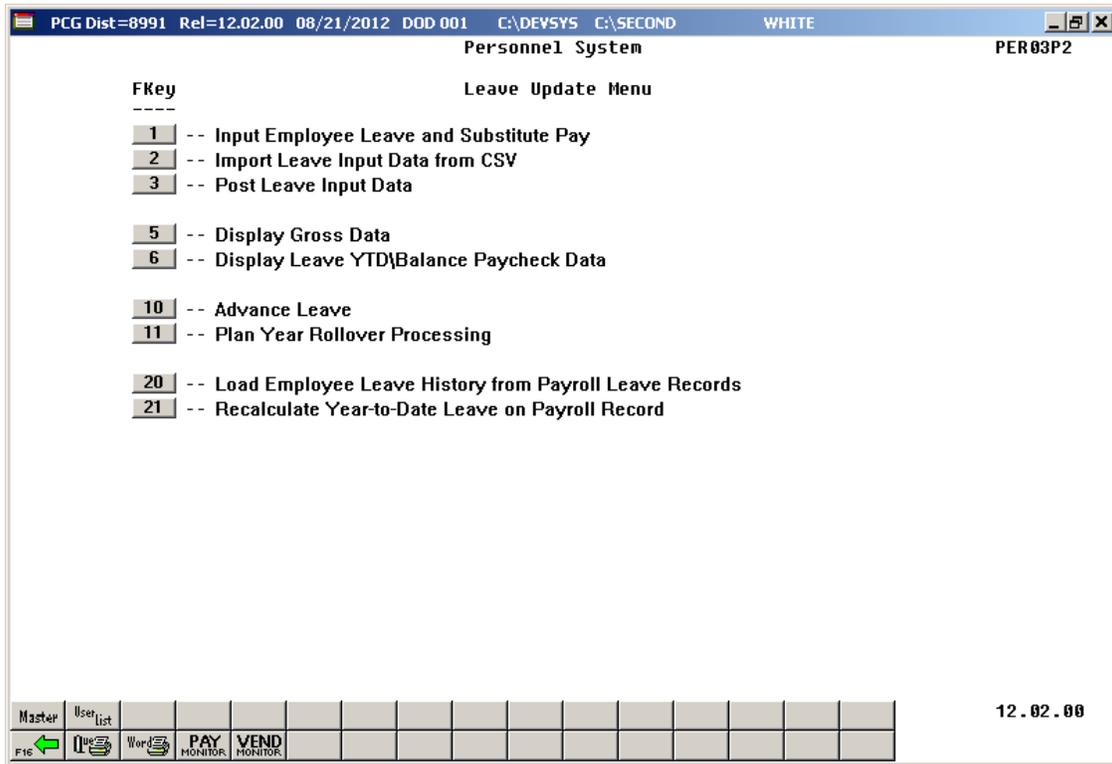| Step	Action
8	Verify the screen's entries are correct, and select **Enter** <u>once</u> in response to the *"** IS THE ABOVE DATA CORRECT? **"* message.
	*If the information is incorrect, select **F16**, make the appropriate modifications, and select **Enter**.*
	*** Processing Request ** briefly displays.*

The following screen displays:

```
 PCG Dist=8991 Rel=12.02.00 08/21/2012 DOD 001   C:\DEVSYS  C:\SECOND        WHITE              _ 8 X
                    RECALCULATE YEAR-TO-DATE LEAVE ON PAYROLL RECORD                      LVUPLUG

            This procedure will recalculate the year-to-date leave for one
            employee, or for all employees from leave history records.

            Employee Number:     _____ ▼ (BLANK = ALL Employees)


         Clear current leave?:    N








              ** This procedure may be run as many times as necessary **












         ENTER = Continue,  F15 = Find Employee,  F16 = Exit                    12.03.00
```

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

The following screen displays:

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