



## LEAVE ACCRUAL PROCESSING FOR SICK AND VACATION TIME

Each Agency using the PeopleSoft Leave Accrual System will be responsible for running the Leave Accrual Process for each of their Leave Plans. This process is run after OSF has confirmed the payroll. The leave accrual process will add any accrued hours to the employee's leave balances and also deduct any used hours from the balances. You will run the Accrual Process for your Agency (Company) by Plan Type and Benefit Plan. Because there is more than one Leave Benefit Plan within each agency, you will need to run the process more than once.

Below is a summary of where the leave accrual process and printing of the leave statement fall into the mix of the entire payroll process.

### Process Flow:

- 1st. - Enter time taken and adjustments into Weekly Elapsed Time reporting page.
- 2nd. - Run Time Admin Process.
- 3rd. - Validate hours in the Estimated – Ready for Payroll status using the Payable Status Report. Any hours in this status will be pulled into payroll.
- 4th. - If any corrections are needed for the hours entered, the data on Weekly Elapsed Time can be changed and Time Admin can be run again. Once the payrolls are confirmed, the hours posted cannot be changed.
- 5th. - Process payroll through confirmation. If the sick and/or annual leave time is received after the regular payroll process is under way, you will need to process these hours through an off-cycle payroll to have them posted before the next regular payroll.
- 6th. - After **ALL OFF-CYCLE** and **SUPPLEMENTAL** payrolls have been confirmed, you can run the leave accrual process for sick and each annual leave plan. **To prevent delays in printing Leave Statements use the checklist on the following page to ensure the dates are entered correctly.**
- 7th. - Print and distributed the Leave Statements.



Leave Accrual Checklist

<input type="checkbox"/> Make sure all payrolls for the month have been confirmed.	If running the leave statement for March, check to see that all the March payrolls (regular, supplemental and off-cycle) have confirmed before running leave accruals.	
<input type="checkbox"/> Run the accrual process for sick leave.	Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process  	<b>Company:</b> (Enter agency #)  <b>Plan Type:</b> (Choose Sick)  <b>Benefit Plan:</b> (Enter company number + SK, i.e. 400SK)  <b>Accrual Process Date:</b> (Enter the next to last day of month the payrolls were run for...for example if <b>March Payrolls</b> are all confirmed enter <b>03/30/2005</b> as accrual process date.)
<input type="checkbox"/> Run the accrual process for annual leave.	Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process  	<b>Company:</b> (Enter agency #)  <b>Plan Type:</b> (Choose Vacation...the PeopleSoft plan type value for annual leave plans)  <b>Benefit Plan:</b> (Enter company number + annual leave level...L1, L2, L3 or L4)  <b>Accrual Process Date:</b> (Enter the next to last day of month the payrolls were run for...for example if <b>March Payrolls</b> are all confirmed enter <b>03/30/2005</b> as accrual process date.)
<input type="checkbox"/> Print the leave statement.	Home > Reports Menu > Ocp Reports > BB > Emp Leave Accrual Rpt (0053)	<b>Month Ending:</b> (Enter the last day of the month.)  <b>Sort Order:</b> (Choose your preference for distribution...Name or PeopleSoft Employee ID.)  <b>Company:</b> (Enter your agency number.)
<input type="checkbox"/> Open the PDF file and print the leave statements. Validate and distribute to employees.		



You will use the following page to run the Leave Accrual process

**Navigation:** *Compensate Employees > Administer Base Benefits > Process > Leave Accrual Process*

## LEAVE ACCRUAL PROCESS PAGE

The Run Control page is where you specify the parameters or details of what you want the leave process to do. You may find it helpful to create and save a run control for each leave plan you will be processing. Run Controls are re-usable pages, so once you create and save one, you can use the same one again to run the leave accrual process for the same leave plan but for another process date. The actual Run Control ID is up to you, but some people use the leave plan of interest. You can see in the print screen above the Run Control ID is "LEAVE\_ACCRUAL".

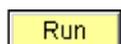
To lookup the benefit plan code for your agency, enter the agency number then click on the lookup button (the magnifying glass) and the plans for your agency will be displayed. These benefit plans are only codes to PeopleSoft and under the current configuration all benefit plan codes can be viewed. This does not show any specific agency data, but you must be careful to choose only your agency benefit plan codes.



**NOTE: Make sure to select each of your Agency's Plans from the list and run the process once per plan. These leave plans are only codes to the system. Use caution to ensure you only select your agencies benefit plan codes.**

- |                                   |   |
|-----------------------------------|---|
| <b>Run Control ID</b>             | This is the run control ID that you used to begin processing the Leave accruals. It is display only.  |
| <b>Company</b>                    | Enter the Agency (company) that you want to process.  |
| <b>Plan Type and Benefit Plan</b> | Enter the plan type and benefit plan that you are processing.   |
| <b>Last Process Date</b>          | This field displays the date that you last ran the Leave Accrual process for this plan type and benefit plan.   |
| <b>Accrual Process Date</b>       | This date should reflect the date upon which you want the leave accrual calculations to be based. The system will automatically set the accrual process date to the current date. You will change this date to the day <b>before</b> the last day of the month. For example, if running leave accruals after the March payrolls are confirmed, you will enter 03/30/2005 as the Accrual Process Date. |

**NOTE: The Leave Accrual process handles all employees who are currently enrolled in the selected plan type and benefit plan. It does not check the employment status (on the Job record) of the employee.**



This button will take you to the Process scheduler where you can submit the



process.

Once you enter all the parameters and click the **Run** button, the system will transfer you to the Process Scheduler Request Page

**Process Scheduler Request**

User ID: LHOLDER Run Control ID: 1

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Server Name: PSUNX Run Date: 03/04/2003

Recurrence: Run Time: 11:28:05AM

Time Zone: **Reset to Current Date/Time**

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Leave Accrual	PSPACRL	COBOL SQL	(None)	(None)

Make sure the Server Name is PSUNX and that there is a check in the box to the left of the Leave Accrual process – this check should default in.

Click the **OK** button to submit the process.

This will take you back to the run control page where you can click on the Process Monitor link to review the status of the submitted process. The process name will be PSPACRL. You are looking to see the process ended with a status of Success. You do not need to view any log file from here.



# LEAVE ACCRUAL STATEMENT

Each Agency using the PeopleSoft Leave Accrual System will be responsible for running the Leave Statement. This process is run after the Leave Accrual Process has been run for every one of your agency specific sick and annual leave plans. You can only run the leave statement for the agency you have security to. Choose the last day of the month, sort order and enter the agency number. This report will need to be run on the Unix server with the Web/PDF output format.

You will use the following page to run the Leave Statement.

**Navigation:** Home > Reports Menu > Ocp Reports > BB > Emp Leave Accrual Rpt (0053)

## LEAVE STATEMENT PAGE

Enter the required data then click the Run button.

### Month Ending

To ensure accuracy, all leave statements must be run with a “Month Ending” date of the last day of the month the report is needed for. For example, the March 2005 report would be run with a 3/31/2005 date.

### Sort Order

You have the flexibility to sort by Employee Name or PeopleSoft Employee ID.

### Company

It is required you enter the agency number you are running the report for. Although, security access will limit you to running the



report for the agency you have access to.

**Employee ID**

Enter the PeopleSoft employee ID to run the statement for one employee.

**Department ID**

Enter a department ID to run the statement for one department within your agency.

Set the following fields:

- **Server Name:** PSUNX
- Check mark is in the box next to OCBB0053
- **Type:** Web
- **Format:** PDF

Click OK.

The screenshot shows the 'Process Scheduler Request' dialog box in PeopleSoft. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb path is 'Home > Reports Menu > Ocp Reports > BB > Emp Leave Accrual Rpt (0053)'. The main area is titled 'Process Scheduler Request' and contains the following fields:

- User ID:** AFERGUSON
- Run Control ID:** LEAVE\_STATEMENT
- Server Name:** PSUNX (dropdown menu)
- Run Date:** 04/12/2005 (calendar icon)
- Recurrence:** (empty dropdown menu)
- Run Time:** 6:51:02PM
- Time Zone:** (empty dropdown menu) with a 'Reset to Current Date/Time' button.

Below these fields is a 'Process List' table:

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	OCBB0053	OCBB0053	SQR Report	Web	PDF

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.



Click on the Process Monitor link to view the status and to get to the statement.

Once in the Process Monitor page, click on the Details link next to the OCBB0053 process name that was run. This will take you to a page that shows a View Log/Trace link. Click on this View Log/Trace and a new window will open where you can see the PDF file that was created. Open this PDF file and print it.

If you have a pop-up blocker application running on your internet explorer, you may need to disable it before the new window will open.

The screenshot shows the PEOPLE Soft Process Monitor interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' links. Below this is a breadcrumb trail: 'Home > PeopleTools > Process Monitor > Inquire > Process Requests'. There are two tabs: 'Process List' and 'Server List'. The main section is titled 'View Process Request For' and contains several search filters: 'UserID: AFERGUSON', 'Process Type: Process', 'Last: 1 Days', 'Server Name: [blank]', and 'Instance: [blank] to [blank]'. There are also checkboxes for 'View Job Items' and 'Save On Refresh'. Below the filters is a table with the following data:

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
33649	SQR Report	OCBB0053	AFERGUSON	04/12/2005 6:51:02PM CDT	Success	<a href="#">Details</a>