

**COMMONWEALTH ACCOUNTING POLICIES AND
PROCEDURES (CAPP) MANUAL**

Table of Contents

VOLUME 1

POLICIES AND PROCEDURES

40000

LEAVE ACCOUNTING

40100	Introduction to the Leave Accounting System
40105	System Overview
40200	Establishing and Maintaining Leave Records
40205	Employee Leave Profile Data
40210	Leave Maintenance
40300	Leave Activity Reporting
40305	Leave Activity Reporting
40400	Inquiry and Reporting
40405	Online Inquiry and Reporting
40410	Error Messages