

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>40205</b>
Function No. 40000—Leave Accounting	<b>TOPIC</b>	<b>EMPLOYEE LEAVE PROFILE DATA</b>
Section No. 40200—Establishing and Maintaining Leave Records	<b>DATE</b>	December 2008

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## Overview

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**Introduction** Leave records are established overnight in CIPPS-Leave for employees added to CIPPS-Payroll. These leave records do not include Period Start Date, Adjusted Employment Date, and SDP Employment Date. Employees must be semi-monthly, salaried and active for leave to process. Leave status indicators on HPIUS are set at their default values, which may require maintenance. Leave balance records are set with zero balances. Leave maintenance must be performed on HMSUM to load any applicable balances (see Topic 40110, *Leave Maintenance*).

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## Status Indicators

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**Leave Status Form** The Leave Status Inquiry/Update form (L-4) can be used to enhance data entry documentation and facilitate data entry. Although use of this form is optional, some type of source leave status documentation must be retained by agencies. This form is available on DOA Web Site [www.doa.virginia.gov](http://www.doa.virginia.gov).

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**CIPPS—Leave Navigation** Navigate CIPPS-Leave in the same manner as CIPPS-Payroll described in CAPP Topic No. 50110, *CIPPS Navigation*. In summary, access and update HPIUS status as follows:

Step	Description
1	Enter GU or GUH (use this so the screen will "hold" and show the changes) in the Command field (i.e., first position of the Command Line).
2	Enter the 5-digit company number and 11-digit employee number in the Command Qualifier field (i.e., the middle position of the Command Line).
3	Enter HPIUS in the Database/Screen ID field (i.e., far-right field of the Command Line).
4	Press Enter to display HPIUS.
5	Enter "R" in the Subcommand field. Never use and "I" on this screen.
6	Enter modified values.
7	Press Enter to update leave status.

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## Status Indicators, Continued

### Leave Status Indicators—HPIUS

The leave status indicators displayed on HPIUS, Employee Leave Status, control employee leave processing.

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SNA
File Edit View Session Transfer Macro Settings Help
> GU 00163,12345678900 ON HPIUS
-----EMPLOYEE LEAVE STATUS-----
COMPANY--> 00163 EMPLOYEE NO-----> 12345678900
NAME-> MILITARY LEAVE BANK
- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE--> 00/00/0000 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE--> 00/00/0000 ADJUSTED EMP DATE--> 00/00/0000
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> - YES
MILITARY BANK IND--> N NO

0018W-SDP EMPL DATE MUST NOT BE BLANK 06/20/06 13:38:21 1 M3LL CID5
48 A 24/41
Connected to MS-SNA Server ACT75724 OVR NUM

```

### COMPANY, EMPLOYEE NO, NAME

System displayed based on information entered in the Command Qualifier field. Information must display before record can be updated.

**Note:** May not display if employee has not yet been added to CIPPS-Payroll, overnight processing to establish leave record has not yet occurred, employee was added to CIPPS-Payroll under a different Employee No., or an incorrect Employee No. was entered in Command Qualifier field.

### ANNUAL LEAVE

Enter the annual leave status value:

Value	Description
Y	Eligible for annual leave accruals – System Default
N	Not eligible for annual leave (i.e., employee on extended LWOP and return data is unknown).
U	Eligible for annual leave, but <b>do not</b> accrue for one pay period (e.g., LWOP or mid-period hires).

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## Status Indicators, Continued

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**Note:** A LWOP activity transaction or a chaining to LWOP will change the existing value to a "U." A LWOP maintenance transaction will not. Following period-end leave processing, the "U" value will always change back to a value of "Y." This may cause inaccurate accruals if LWOP leave is not entered timely.

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**SICK LEAVE** Enter the sick leave status value:

<b>Value</b>	<b>Description</b>
Y	Eligible for sick leave accruals.
N	Not eligible for sick leave accruals – System default (i.e., assumes employee is VSDP participant).
U	Eligible for sick leave but <b>do not</b> accrue for one pay period (e.g., LWOP or mid-period hires).

**Note:** A LWOP activity transaction or a chaining to LWOP will change the existing value to a "U." A LWOP maintenance transaction will not. Following period-end leave processing, the "U" value will always change back to a value of "Y" if the employee is not VSDP.

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**FLSA STAT** Enter the FLSA (Fair Labor Standards Act) status value:

<b>Value</b>	<b>Description</b>
E	Exempt from earning overtime leave – System Default
N	Non-exempt and eligible to earn overtime leave. Overtime Leave Max value must be 1 or 2.

**OVERTIME  
LEAVE MAX** Enter the maximum overtime leave status value:

<b>Value</b>	<b>Description</b>
0	Not eligible for overtime leave – System Default
1	Overtime leave earned cannot exceed 240 hours (i.e., regular state employee).
2	Overtime leave earned cannot exceed 480 hours (i.e., emergency services employee).

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## Status Indicators, Continued

**COMP LEAVE STATUS** Enter the compensatory leave status value:

<b>Value</b>	<b>Description</b>
Y	Eligible to earn compensatory leave – System Default
N	Not eligible to earn compensatory leave, but allows any earned compensatory leave to be used.

**SDP PARTICIPANT** Enter the Virginia Sickness and Disability Program (VSDP) participation status value:

<b>Value</b>	<b>Description</b>
Y	Employee participates in VSDP – System Default.
N	Employee does not participate in VSDP.

**ON CALL LEAVE STAT** Enter the on-call leave status value. Use of on-call leave must be authorized by DHRM:

<b>Value</b>	<b>Description</b>
N	Not eligible for on-call leave earnings – System Default
Y	Eligible for on-call leave earnings.

**SDP RECIPIENT** Enter the VSDP recipient status value:

<b>Value</b>	<b>Description</b>
N	Employee is not receiving VSDP benefits – System Default.
Y	Employee is receiving VSDP benefits. SD leave usage may not be entered until this value is entered.

**Note:** If value is set to ‘Y’ at the beginning of the leave year (1/9/XXXX) yearly VSDP leave balances (F&P and sick leave) will not be allocated. Applicable balances would need to be loaded through maintenance once the employee returns to work. Report 902 is available that lists employees with the “Y” indicator.

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## Status Indicators, Continued

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**PERCENT EMPLOYMENT** Enter the percentage of full-time employment for the employee (i.e., the portion of a 40-hour week the employee normally works). Enter the percent as a 2-digit decimal with 1.00 representing 100 percent or a full-time employee – System default. Accruals are based on this percentage.

**Note:** If employee has less than 100% employment, occasional maintenance may be required to properly reflect accurate accruals since leave is reported in tenths.

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**SDP EMPLOY DATE** Enter the VSDP employment date. Format MM/01/YYYY. System will override the day with “01” if any other day is entered. System default is 00/00/0000.

**Note:** This date controls seniority-based yearly sick and family/personal leave allocations. The date is not necessarily the same as the Adjusted Employment Date or Agency Employment Date and may need to be computed. Partial months of employment, periods of LWOP, non-continuous service and previous service with other agencies count towards VSDP service.

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**PERIOD START DATE** Enter the beginning date of the current leave period in MMDDYYYY format. Always use either the “01” or “16” for the day. See table in CAPP Topic 40105, *System Overview*.

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**90-DAY LEAVE IND** Enter the 90-day leave status indicator:

Value	Employee is...
N	<u>Not</u> on 90-consecutive calendar day leave – System Default.
Y	On 90-consecutive day leave.

**Note:** Manually set annual and sick leave (for non-VSDP participants) status indicators to ‘N’ to prevent accruals for employees on 90-consecutive calendar day leave status. Reset them to ‘Y’ after the employee returns to work. For VSDP participants, set and reset annual status indicator only.

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## Status Indicators, Continued

### BEGIN LEAVE DATE

Enter the date the employee started LWOP in MMDDYYYY format.

**Note:** The Begin and End Leave Date fields are only used when the employee returns to work and you want CIPPS-Leave to automatically move the employee's Adjusted Emp Date forward for periods of LWOP. This automatic adjustment performed by CIPPS-Leave is based on DHRM policy 4.45 governing 14 or more consecutive calendar days of LWOP.

Under this process, CIPPS-Leave will accrue first, then automatically adjust the Adjusted Emp Date. Therefore, in the rare instance when the Adjusted Emp Date results in the accrual of an extra hour of annual leave in the period the employee returns to work, do not use the Begin and End leave Date fields. Simply adjust the Adjusted Emp Date field on HPIUS using an 'R' in the subcommand. This avoids the erroneous accrual of an extra hour of annual leave and the subsequent maintenance transaction necessary to remove the erroneous accrual.

### ADJUSTED EMP DATE

Enter the date (MM/DD/YYYY) reflecting the employee's length of service. In accordance with DHRM policy 4.10, length of service controls the amount of annual leave accrual. This field is required for the employee to accrue annual leave. If no date is entered, an error message will print on the period-end reports.

**Note:** Consider LWOP and breaks in service; unlike the SDP EMP Date.

### END LEAVE DATE

Enter the date the employee returned from LWOP in MMDDYYYY format. See **Begin Leave Date** note above.

### PROCESS IND

Enter the leave processing status indicator:

<b>Value</b>	<b>Description</b>
Blank	Employee will be processed through CIPPS-Leave – Default Value
N	Employee is exempt from leave processing and will not appear on reports.

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## Status Indicators, Continued

**Mil Bank Ind** Enter one of the following values:

<b>Value</b>	<b>Description</b>
N	Employee is not a Military Leave Bank participant – Default Value
Y	Employee is eligible to participate in the Military Leave Bank program.

## Internal Control

### Internal Control

Agencies must retain documentation supporting entries establishing leave balances. Agencies must establish procedures governing leave form preparation, authorization, submission, data entry, and reconciliation.

## Records Retention

### Time Period

All applicable forms affecting employee leave must be maintained at the agency for five years or until audited, whichever is later.

## Contacts

<b>DOA Contact</b>	Director, State Payroll Operations	Payroll Business Analyst/Trainer
	Voice: (804) 225-2245	Voice: (804) 225-3079; (804) 225-3120
	E-mail: <a href="mailto:Payroll@doa.virginia.gov">Payroll@doa.virginia.gov</a>	E-mail: <a href="mailto:Payroll@doa.virginia.gov">Payroll@doa.virginia.gov</a>

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## Subject Cross References

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**References**      CAPP Topic No. 40105, *System Overview*  
CAPP Topic No. 50110, *CIPPS Navigation*