

Volume No. 1—Policies & Procedures	TOPIC NO.	40305
Function No. 40000—Leave Accounting	TOPIC	LEAVE ACTIVITY REPORTING
Section No. 40300—Leave Activity Reporting	DATE	December 2008

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Overview

Introduction

After all leave status indicators have been established (HPIUS) and leave balances loaded (HMSUM), leave activity transactions may be entered on HMSUA. Enter only current period transactions as activity. Future dated transactions must be separated and entered during the applicable period. The affect of activity transactions varies depending on the leave type category:

- **Decrement**—Activity transactions either increase or decrease employee leave balance of the leave code entered. Chaining rules apply where the activity transaction attempts to record leave usage for more hours than are available in the leave balance.
- **Accumulate**—Activity transactions increase the number of hours recorded as leave used. Accumulated leave types will not chain to other leave types.
- **Accumulated With Edits**—Activity transactions increase the number of hours recorded as leave use subject to the maximum limits established by policy. Chaining rules apply where the activity transaction attempts to record leave usage for more hours than are allowed by policy.

Leave activity transactions are displayed on CIPPS-Leave reports with the prefix; ACT, A, +, or ACT+.

Activity Reporting

Activity Reporting Form

The Leave Activity Reporting Form (L-1) or a substitute form can be used in the leave authorization process to enhance data entry documentation and facilitate data entry. Although use of this form is optional, some type of source leave activity documentation must be retained by your agency. Supplies of this form are available through the DGS warehouse. The form also appears on the DOA Web Site 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 HMSUA to record leave activity as follows:

Step	Description
1	Enter GU or GUH in the Command field (i.e., first position of the Command Line).
2	Enter the 5-digit company number, comma, batch number, comma, page number (start with page 1) in the Command Qualifier field (i.e., the middle position of the Command Line).
3	Enter HMSUA in the Database/Screen ID field (i.e., far-right field of the Command Line).
4	Press Enter to display HMSUA.
5	Enter "P" in the Subcommand field for a new Batch; use "R" for out-of-balance batches and/or to change existing data.
6	Enter modified values.
7	Press Enter to submit the transactions for processing.

Leave Activity Detail—HMSUA

Leave activity is entered on HMSUA:

```

IRMA WorkStation: 3270 Terminal - [session* [A]]
File Edit Controls Settings Window Help
> C 00230,00006,01 ON HMSUA

COMPANY--> 00230 BATCH--> 00006 PAGE--> 01 STATUS--> NEW BATCH
----- LEAVE ACTIVITY DETAIL -----
EMPLOYEE NUMBER LEAVE TYPE LEAVE HOURS DATE FROM DATE TO
000000000000 --- 000.0 00/00/0000 00/00/0000
000000000000 --- 000.0 00/00/0000 00/00/0000
000000000000 --- 000.0 00/00/0000 00/00/0000
000000000000 --- 000.0 00/00/0000 00/00/0000
000000000000 --- 000.0 00/00/0000 00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _
A287W-NO RECORD/S FOUND

06/12/01 10:12:56 1 M3LL CIP5

```

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COMPANY, BATCH, PAGE System generated from information entered in Command line.

STATUS System generated.

Note: Status for previously entered batches will be blank with error message indicating batch already entered as activity/maintenance with assigned batch #.

EMPLOYEE NUMBER Enter the employee number. If left zeros, system defaults to value in line above.

LEAVE TYPE Enter the assigned 2-digit leave type code.

Note: Activity transactions are only used to enter leave earned for recognition, compensatory, overtime, or on-call leave. Annual, sick, and family/personal leave earned transactions are system generated.

Leave Type	Used Code	Earned Code
Annual	AT	System Generated
Sick – Personal	SP	
Family and Personal	FP	
Military Leave Bank	MB	
Sick – Family (Non-VSDP Only)	SF	N/A
Recognition	RT	RE
Compensatory	CT	CE
Bonus	BT	
Overtime	OX	OE
On-call	NU	NE
Disability Credit	DC	N/A (Not Applicable)
Community Service	CS	
Military	MT	
Educational	ET	
Administrative/Civil	JT	
Pre-layoff	PL	
LWOP	XX	
Worker’s Compensation	WT	
Bone Marrow Organ Donation	MO	
Short-term Disability	SD	
Other	OT	

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HOURS Enter the number of hours (to the nearest tenth) the employee was absent from work for each instance of continuous absence. No more than 99.9 hours may be entered per single activity transaction.

Minutes Absent	Reporting Increment	Minutes Absent	Reporting Increment
0-2/59	.0	27-32/59	.5
3-8/59	.1	33-38/59	.6
9-14/59	.2	39-44/59	.7
15-20/59	.3	45-50/59	.8
21-26/59	.4	51-56/59	.9
		57-60	1.0

Note: Up to 24 hours (24 x 1.0) earned may be entered for one calendar date for compensatory leave. Up to 36 converted hours (24 x 1.5) may be entered for one calendar day for overtime leave.

DATE FROM Enter the applicable calendar date in MM/DD/YYYY format:

Activity	Leave Type	Enter the...
Usage	All	Calendar date on which the period of absence began.
Earnings	Compensatory, Overtime, On-call, and Recognition	Calendar date the leave was earned. Note: Compensatory leave earned on two consecutive days must be entered as two separate transactions.

DATE TO Enter the calendar date (MM/DD/YYYY) on which the period of absence ended. If the date is the same as in the Date From field, system will automatically fill this field with the same information.

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'Y' WHEN BATCH IS COMPLETE Enter a "Y" to balance the batch once data entry is complete.

HMSUC automatically displays for batch balancing. If not ready to balance, press Enter to display the next page and continue entering transactions.

Online Control Balancing—HMSUC

Online control balancing is performed on HMSUC, Leave Accounting Batch Totals. Access to HMSUC is automatic following data entry on HMSUA. Enter data using an R in the Subcommand field:

```

IRMA WorkStation:3270 Terminal - [session* [All]
File Edit Controls Settings Window Help
> GD 230,00001,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----
COMPANY--> 00230 BATCH--> 00001 STATUS--> DELETED
-----
TRANSACTIONS HOURS
ENTERED 02 00044.0
CALCULATED 02 00040.0
-----
DIFFERENCE 00 00004.0

06/12/01 10:04:09 1 M3LL CIP5 ____

```

ENTERED TRANSACTIONS Enter the manually calculated total number of transactions entered on HMSUA.

ENTERED HOURS Enter the manually calculated total absolute value of hours entered on HMSUA.

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Press enter and the system will calculate the total number of transactions and total hours entered on HMSUA and compare and validate these hours with the totals manually entered on HMSUC. If there is no difference the status field will read “IN BALANCE.” If a difference is detected the status field will read “OUT OF BALANCE,” and data entry must be reviewed, corrected, and re-balanced. **Only “IN BALANCE” batches will process.** “OUT OF BALANCE” batches will remain in the system until they are “DELETED” or put “IN BALANCE.”

Batch Summary—HMSUS

Following data entry review HMSUS to ensure all completed batches are in-balance and ready for nightly processing. Check HMSUS the following day to ensure all In Balance batches process. All zeros will display if all batches have been processed.

Access HMSUS by completing the command line using GD, Company #, and HMSUS. To see all batches, continue pressing Enter until the message “End of List” appears. Use F12 to scroll back to the previous screen.

```

IRMA WorkStation:3270 Terminal - [sessions* [All]
File Edit Controls Settings Window Help
> 230,02001,01 ON HMSUS

-----LEAVE ACCOUNTING BATCH SUMMARY-----
COMPANY---> 00230

  BATCH      BATCH TYPE  BATCH STATUS  DATE      DATE
  NUMBER     BATCH TYPE  BATCH STATUS  CREATED   CHANGED
  00001     ACTIVITY    IN BALANCE    02/12/2001 02/12/2001
  00002     ACTIVITY    OUT OF BALANCE 05/28/1999 05/28/1999
  00003     ACTIVITY    OUT OF BALANCE 05/28/1999 05/28/1999
  02001     MAINTENANCE OUT OF BALANCE 07/19/2000 07/19/2000

A205W-END OF LIST

                                03/06/01 13:45:31 1 M3LL CIP5 ____
  
```

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Batch Deletion—HMSUD

Using the same navigation steps described for HMSUM, access HMSUD to delete specific batches. **Do not enter a subcommand on this screen.**

```

IRMA WorkStation: 3270 Terminal - [session* [A]]
File Edit Controls Settings Window Help
> ruh 230,02001,01 ON HMSUD

-----LEAVE ACCOUNTING BATCH DELETION-----
COMPANY---> 00230 BATCH NUMBER--> 02001

BATCH TYPE BATCH STATUS DATE DATE
CREATED CHANGED
_ MAINTENANCE OUT OF BALANCE 07/19/2000 07/19/2000

W A R N I N G
THIS SCREEN WILL COMPLETELY DELETE THE BATCH NAMED ABOVE.
TO COMPLETE THE DELETION PROCESS, PUT A "Y" INTO THE
PROMPT FIELD. ANY OTHER ACTION WILL NOT DELETE THE BATCH.

DELETE THIS BATCH (Y/N)? _

A205W-END OF LIST 03/12/01 11:22:21 1 M3LL CIP5 ____
4B1 SNACTWY125 01/004 A

```

DELETE THIS BATCH (Y/N) Enter “Y” and press Enter to delete batch.

A message displays indicating the batch has been deleted. Report U013 will print. Do not reuse the batch number until the following day.

Internal Control

Internal Control Agencies must establish procedures governing leave form preparation, authorization, submission, data entry, and reconciliation. Ensure all leave used and earned (if applicable) is authorized and entered on a timely basis.

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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

DOA Contact	Director, State Payroll Operations	Payroll Business Analyst/Trainer
	Voice: (804) 225-2245	Voice: (804) 225-3079; (804) 225-3120
	E-mail: Payroll@doa.virginia.gov	E-mail: Payroll@doa.virginia.gov

Subject Cross Reference

References CAPP Topic No. 50110, *CIPPS Navigation*
