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| Volume No. 1—Policies & Procedures      | <b>TOPIC NO.</b>                          | <b>40405</b> |
| Function No. 40000—Leave Accounting     | <b>TOPIC ONLINE INQUIRY AND REPORTING</b> |              |
| Section No. 40400—Inquiry and Reporting | <b>DATE</b>                               | August 2014  |

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## Overview

**Introduction** CIPPS-Leave provides numerous screens for online inquiry, a screen to request agency leave history reports, and various reports that facilitate leave processing, year-end reporting and fiscal year-end leave liability reporting.

## Online Inquiry Screens

**Online Inquiry Navigation** Access all online inquiry screens by entering GD in the Command field, the 5-digit agency number and 11 digit employee number in the Command Qualifier field, and the Database/Screen ID (HPHUN, HPFUN, HPIUN, HPEUN, HPDUN) in the Database/Screen ID field.

**Decrementd Leave Types—HPHUN** Access HPHUN, Leave Balances, to perform online inquiries for decremented leave types (and LWOP):

```

> GD 00230,00200200200 ON HPHUN
----- LEAVE BALANCES -----
COMPANY--> 00230 EMPLOYEE NUMBER--> 00200200200
NAME-> RENEW WOOTEN
TYPE STATUS JANUARY 10 BALANCE PERIOD EARNED YTD PERIOD USED YTD CURRENT BALANCE
ANNUAL YES .0 .0 .0 .0 .0 .0
SICK NO .0 .0 .0 .0 .0 .0
SICK FAM NO .0 .0 .0 .0 .0 .0
OVERTIME 0 .0 .0 .0 .0 .0 .0
COMP TIME YES .0 .0 .0 .0 .0 .0
ON CALL NO .0 .0 .0 .0 .0 .0
LWOP TIME .0 .0 .0 .0 .0 .0
FAMILY PER YES .0 .0 .0 .0 .0 .0
DIS CR/TSLB .0 .0 .0 .0 .0 .0
RECOGNITION .0 .0 .0 .0 .0 .0
BONUS LEAVE .0 .0 .0 .0 .0 .0
MIL BANK LV NO .0 .0 .0 .0 .0 .0
07/24/14 14:41:18 1 M3LL CIP5

```

**COMPANY, EMPLOYEE NO, NAME** System displayed based on information entered in the Command Qualifier field.

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## Online Inquiry Screens, Continued

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|                                  |  |
|----------------------------------|--|
| <b><i>TYPE</i></b>               | Displays decremented leave types plus LWOP, period and YTD usage.  |
| <b><i>STATUS</i></b>             | Based on profile data entered on HPIUS.  |
| <b><i>JANUARY 10 BALANCE</i></b> | Balance as of the beginning of the leave year.   |
| <b><i>EARNED - PERIOD</i></b>    | Accumulated total of all earned activity and maintenance transactions entered during the current leave period. |
| <b><i>EARNED - YTD</i></b>       | Accumulated total of all activity and maintenance usage transactions entered during the current leave year.    |
| <b><i>USED - PERIOD</i></b>      | Accumulated total of all earned activity and maintenance transactions entered during the current leave period. |
| <b><i>USED - YTD</i></b>         | Accumulated total of all earned activity and maintenance transactions entered during the current leave year.   |
| <b><i>CURRENT BALANCE</i></b>    | Current balance (as of the last valid transaction) for each leave type.  |

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## Online Inquiry Screens, Continued

### Compensatory Leave—HPFUN

Access HPFUN, Employee Compensatory Leave Balances, to perform online inquiries for compensatory leave:

```

----- EMPLOYEE COMPENSATORY LEAVE BALANCES -----
COMPANY--> 10010 EMP NO-----> 01059620700
NAME-> SCOTT ALCOTT

----- COMPENSATORY BALANCE TOTALS -----
----- EARNED -----          ----- USED -----          CURRENT
STATUS      PERIOD      YTD      PERIOD      YTD      BALANCE
YES          .0          .0          .0          .0          24.0

---- PERIOD ----      ---- PERIOD ----      ---- PERIOD ----      ---- PERIOD ----
START  BALANCE      START  BALANCE      START  BALANCE      START  BALANCE
03/10/2010 .0      12/10/2009 .0      09/10/2009 .0      06/10/2009 .0
02/25/2010 .0      11/25/2009 .0      08/25/2009 .0      05/25/2009 8.0
02/10/2010 .0      11/10/2009 8.0     08/10/2009 .0      05/10/2009 .0
01/25/2010 .0      10/25/2009 .0      07/25/2009 .0      04/25/2009 .0
01/10/2010 .0      10/10/2009 .0      07/10/2009 .0      04/10/2009 .0
12/25/2009 .0      09/25/2009 .0      06/25/2009 .0      03/25/2009 8.0
                                03/10/2009 .0

A205W-END OF LIST

11/17/09 10:48:11 1 M3L1 CIP5

```

**COMPANY, EMP NO, NAME** System displayed based on information entered in the Command Qualifier field.

**STATUS, EARNED PERIOD/YTD, USED PERIOD/YTD, CURRENT BALANCE** Displays information described on HPHUN specifically for compensatory leave.

**PERIOD START, BALANCE** Summarizes compensatory leave by period earned starting with the current period and working backwards 25 periods.

**Note:** The hours displayed for the 25<sup>th</sup> period (i.e., the last period on lower right) will be deleted from the employee’s record at the close of the current period.

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## Online Inquiry Screens, Continued

### Accumulated Leave Types—HPIUN

Access HPIUN, Leave Balances, to perform online inquiries for accumulated leave types by leave year:

```

SNA
File Edit View Session Transfer Macro Settings Help
> C 10010,01059620700 ON HPIUN

----- LEAVE BALANCES -----

COMPANY--> 10010 EMPLOYEE NUMBER---> 01059620700
NAME-> SCOTT ALCOTT

YTD LV ACC      YTD USED
-----
CIV/WORK RELATED    .0
EDUCATION           .0
MILITARY            .0
WORK COMP           .0
OTHER               .0
SCH ASST/VOL SRV   .0
DISABILITY          .0
PRE-LAYOFF          .0
BMOD                .0

A205W-END OF LIST

11/17/09 10:49:42 1 M3L1 CIP5

```

**COMPANY, EMPLOYEE NO, NAME** System displayed based on information entered in the Command Qualifier field.

**YTD LV ACC** Lists accumulated leave types.

**YTD USED** Accumulates all activity and maintenance transactions entered during the current leave year.

**Note:** Military leave year runs from 10/01/XXX0 through 09/30/XXX1.

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## Online Inquiry Screens, Continued

### Recognition Leave— HPEUN

Access HPEUN, Employee Recognition Leave Balances, to perform online inquiries for recognition leave:

```

SNA
File Edit View Session Transfer Macro Settings Help
-----
> C 10010,01059620700 ON HPEUN

----- EMPLOYEE RECOGNITION LEAVE BALANCES -----
COMPANY--> 10010 EMP NO-----> 01059620700
NAME-> SCOTT ALCOTT

----- RECOGNITION BALANCE TOTALS -----
----- EARNED ----- USED ----- CURRENT
PERIOD YTD PERIOD YTD BALANCE
.0 22.0 .0 .0 22.0

----- PERIOD ----- PERIOD ----- PERIOD ----- PERIOD -----
START BALANCE START BALANCE START BALANCE START BALANCE
03/10/2010 .0 12/10/2009 .0 09/10/2009 8.0 06/10/2009 .0
02/25/2010 .0 11/25/2009 .0 08/25/2009 .0 05/25/2009 .0
02/10/2010 .0 11/10/2009 .0 08/10/2009 .0 05/10/2009 .0
01/25/2010 10.0 10/25/2009 .0 07/25/2009 .0 04/25/2009 .0
01/10/2010 .0 10/10/2009 .0 07/10/2009 .0 04/10/2009 .0
12/25/2009 .0 09/25/2009 .0 06/25/2009 .0 03/25/2009 .0
03/10/2009 4.0

A205W-END OF LIST

11/17/09 10:51:06 1 M3L1 CIP5

```

**COMPANY,  
EMP NO,  
NAME**

System displayed based on information entered in the Command Qualifier field.

**EARNED  
PERIOD/YTD,  
USED  
PERIOD/YTD,  
CURRENT  
BALANCE**

Displays information described on HPHUN specifically for recognition leave.

**PERIOD  
START,  
BALANCE**

Summarizes recognition leave by period earned starting with the current period and working backwards 25 periods. The hours displayed for the 25<sup>th</sup> period (i.e., the last period on lower right) will be deleted from the employee's record at the close of the current period.

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## Online Inquiry Screens, Continued

**Bonus Leave—HPDUN** Access HPDUN, Employee Bonus Leave Balances, to perform online inquiries for Bonus leave:

```

SNA
File Edit View Session Transfer Macro Settings Help
-----
> C 10010,01059620700 ON HPDUN
-----
EMPLOYEE BONUS LEAVE BALANCES
-----
COMPANY--> 10010 EMP NO-----> 01059620700
NAME-> SCOTT ALCOTT
-----
BONUS BALANCE TOTALS
-----
EARNED YTD USED YTD CURRENT BALANCE
PERIOD PERIOD PERIOD PERIOD
.0 .0 .0 .0 8.0
-----
PERIOD PERIOD PERIOD PERIOD
START BALANCE START BALANCE START BALANCE START BALANCE
03/10/2010 .0 12/10/2009 .0 09/10/2009 .0 06/10/2009 .0
02/25/2010 .0 11/25/2009 .0 08/25/2009 .0 05/25/2009 .0
02/10/2010 .0 11/10/2009 .0 08/10/2009 .0 05/10/2009 .0
01/25/2010 .0 10/25/2009 .0 07/25/2009 .0 04/25/2009 .0
01/10/2010 .0 10/10/2009 8.0 07/10/2009 .0 04/10/2009 .0
12/25/2009 .0 09/25/2009 .0 06/25/2009 .0 03/25/2009 .0
03/10/2009 .0
-----
A205W-END OF LIST
11/17/09 10:51:53 1 M3L1 CIP5
-----
Connected to t101.dti.state.va.us (165.176.127.4) CIP0383E (CIP0383E) OVR NUM

```

**COMPANY, EMP NO, NAME** System displayed based on information entered in the Command Qualifier field.

**EARNED PERIOD/YTD, USED PERIOD/YTD, CURRENT BALANCE** Displays information described on HPHUN specifically for Bonus leave.

**PERIOD START, BALANCE** Summarizes bonus leave by period earned starting with the current period and working backwards 25 periods. The hours displayed for the 25<sup>th</sup> period (i.e., the last period on lower right) will be deleted from the employee’s record at the close of the current period.

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## Leave Reports

### Report Descriptions and Review Requirements

CIPPS-Leave produces many standard reports to facilitate monitoring of transaction data entry and processing. Reports are generated daily, semi-monthly, federal fiscal year-end, leave year-end, and fiscal year-end. The table below provides a description of the CIPPS-Leave reports that are available. Certain reports are provided for informational purposes only. Others requiring review and corrective action are noted:

| <b>Report</b>  | <b>Description</b>  | <b>Review/Corrective Action</b>   |
|--|---|---|
| <b>U007, GASB34 Long-term Liability (1 Year Estimation)</b>      | Produced at the close of each state fiscal year; Provides a one year estimate for liability totals of annual and sick leave balances.   | Use as a resource for completing the Leave Accounting Leave Liability Report.   |
| <b>U008, Year End Leave Usage / Accrual Percentage Report</b>    | Produced at the close of each state fiscal year; Provides a percentage of annual and sick leave hours earned to hours used.   | Use as a resource for completing the Leave Accounting Leave Liability Report.   |
| <b>U009, Employee Leave Accounting Pay Period Leave Register</b> | Produced at the close of each leave period; lists the current employee leave profile information, leave balances for all leave types, all transactions processed during the period, and estimated hours that may be deleted. Alphabetical order by organizational code. | Use as a resource for maintenance adjustments and to explain check-stub balances to employees.                                      |
| <b>U010, Error/Audit Report</b>                                  | Produced daily following data entry; lists each transaction entered along with error message if applicable. Messages other than 'Check prior pay period accruals' indicate rejected transactions.   | Resolve the cause of the error message through careful review of online and report information. Re-enter transactions as necessary. |

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## Leave Reports, continued

| <b>Report</b>  | <b>Description</b>   | <b>Review/Corrective Action</b>   |
|--|--|---|
| <b>U011, Leave Accounting Balance Exception Report</b> | Produced only if input transactions are altered or rejected during the update process. Messages other than “Hours Distributed” indicate rejected transactions.                                     | Maintain with U009 to document how CIPPS-Leave altered an original transaction to chain. Correct rejected transactions and use report for audit trail for altered transactions due to insufficient balances.  |
| <b>U012, Leave Without Pay Exception Report</b>        | Daily if employees on LWOP exist; lists all employees reported on LWOP for that day’s processing. Accrual indicator(s) on HPIUS will be changed to “U.”  | Use report to determine employees who may have to have their pay docked. Informational purposes only. Does not automatically adjust pay. If correct, forward to agency payroll staff for adjustment. If incorrect, change accrual indicator on HPIUS back to “Y” and correct leave balances if necessary. |
| <b>U013, Transaction Batch Deletion Report</b>         | Produced whenever a batch is deleted using HMSUD; lists all transactions within the batch that were deleted.   | Review to determine if transactions were deleted that may require re-entry.   |
| <b>U018, Calendar Year End Leave Lost Report</b>       | Produced at the end of the leave year if at least one employee loses leave; displays the number of annual, family/personal and sick-personal leave hours lost by employee due to carryover limits. | Use to compare late leave slips with hours lost to verify if employee had sufficient balances to cover leave usage. Hours may need to be reinstated.  |

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## Leave Reports, Continued

| <b>Report</b>  | <b>Description</b>  | <b>Review/Corrective Action</b>  |
|--|---|--|
| <b>U020, U027,<br/>Accrued<br/>Leave<br/>Liability<br/>Reports</b>           | Produced at the end of the fiscal year; lists the dollar value of accrued leave balances at June 25 by fund using June 30 salary rates divided by standard hours. The value of employer FICA is also included. U020 (by employee, function, VSDP participation indicator and org code), U027 (by fund detail and function). | Review for accuracy and adjust totals for the remaining days to the end of June if the adjustments substantially impact the reporting process. |
| <b>U021,<br/>Leave<br/>Accounting<br/>Individual<br/>History<br/>Report</b>  | Produced at the end of each fiscal and leave year or upon request (weekly); lists all transactions entered for each employee on a leave year basis.   | Can be used for termination audits or provided to employees for individual review and correction.  |
| <b>U028,<br/>Pending<br/>Calendar<br/>Year End<br/>Leave Lost<br/>Report</b> | Produced twice toward the end of each leave year; projects two pay periods of accrual; lists employees who will lose annual, family and personal, and sick-personal leave unless they take leave before the end of the leave year.  | Employees are notified for annual leave by message on earnings notice.   |
| <b>U035,<br/>Leave Usage<br/>Summary<br/>Report</b>                          | Produced at the end of each leave year; summary of total leave hours entered by leave type for each employee (ID order) during the leave year. Report includes maintenance transactions and agency-wide leave usage by leave type.  | Give leave usage by agency wide totals.  |

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## Leave Reports, Continued

| <b>Report</b>  | <b>Description</b>  | <b>Review/Corrective Action</b>  |
|--|---|--|
| <b>U036,</b><br><i>Employees on Leave Without Pay Report</i>       | Produced each pay period for agencies with employees on LWOP; lists employees on LWOP and the number of LWOP hours during the period.   | Determine if employees listed are actually on LWOP. If correct, forward to agency payroll staff for pay adjustment. If incorrect, change accrual indicator on HPIUS back to “Y” and correct leave balances if necessary.   |
| <b>U037,</b><br><i>Unbalanced Recognition Leave Records Report</i> | Produced periodically when recognition leave detail records do not equal the sum total; lists recognition leave balance records and all detail recognition leave records listed in descending data order, beginning with Period 1 (current) and ending with Period 25 (current period 1 year ago).. | Determine which total displayed is correct. If the top line total is correct, adjust the detail records accordingly. If the bottom line total is correct, adjust the top line total. If both totals are incorrect, indicate by period the number of hours earned along with the grand total. Look at date report was generated to determine actual period dates. Make corrections on report and send to DOA Payroll Production for corrections. No leave entries will be accepted until a correction is made to the employee's record. |
| <b>U038,</b><br><i>Unbalanced Bonus Leave Records Report</i>       | Produced periodically when bonus leave detail records do not equal the sum total; lists bonus leave balance records and all detail bonus leave records listed in descending data order, beginning with Period 1 (current) and ending with Period 25 (current period 1 year ago)..                   | Determine which total displayed is correct. If the top line total is correct, adjust the detail records accordingly. If the bottom line total is correct, adjust the top line total. If both totals are incorrect, indicate by period the number of hours earned along with the grand total. Look at date report was generated to determine actual period dates. Make corrections on report and send to DOA Payroll Production for corrections. No leave entries will be accepted until a correction is made to the employee's record. |

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## Leave Reports, Continued

| <b>Report</b>   | <b>Description</b>   | <b>Review/Corrective Action</b>  |
|---|--|--|
| <b>U039,</b><br><i>Possible 90-Day Leave Status Report</i>          | Produced each pay period for agencies with employees on leave for 90 consecutive calendar days; lists employees reaching this status in the current or next pay period. 80 hours must be entered each period to reflect accurate information. If less than 80 hours are entered, the employee will not appear on report. | Review for possible leave accrual adjustment. Status indicators may need to be changed to "N."   |
| <b>U040,</b><br><i>Summary of Leave Balances in Hours</i>           | Produced each pay period; summarizes all transactions entered during the period by employee. Alphabetical order by Org Code. Lists current balance and earnings for comp, bonus and recog leave for period.  | May be distributed to area supervisors for review of leave usage and balances for employees in their area.   |
| <b>U043,</b><br><i>Unbalanced Compensatory Leave Records Report</i> | Produced periodically when compensatory leave detail records do not equal the sum total; lists compensatory leave balance records and all detail compensatory leave records in descending date order, beginning with Period 1 (current) and ending with Period 25 (current period 1 year ago).                           | Determine which total is correct. If top line total is correct, adjust detail records. If bottom line total is correct, adjust top line total. If both totals are incorrect, indicate by period the number of hours earned along with the grand total. Look at date report was generated to determine actual period dates. Make corrections on report and send to DOA. No leave entries will process until corrections have been made. |

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| <b>Report</b>  | <b>Description</b>  | <b>Review/Corrective Action</b>   |
|--|---|---|
| <b>U052,</b><br><i>Military Leave Report and Balance Reset</i>       | Produced prior to the beginning of the 9/25-10/9 pay period each year; lists all employees with military leave usage during the federal fiscal year in employee ID order. YTD counters (120 hour max) are also reset to zero. | Use to compare late leave slips with hours lost to verify if employee had sufficient balances to cover their leave usage. Review to ensure current federal fiscal year transactions are reflected.  |
| <b>U056,</b><br><i>Employee Error Listing for CIPPS Leave Report</i> | Produced when the difference entered in the Begin Leave and End Leave date fields on HPIUS exceeds 730 hours for LWOP or when an Adjusted Emp Date and SDP Emp Date is not entered.   | The Adjusted Emp Date and SDP Emp Date field must be updated manually. Corrections to leave balances may also be required to correct accruals due to missing Adjusted Emp Date. Enter the Adjusted Emp Date and the SDP Emp Date if applicable. |
| <b>902 ,</b><br><i>CIPPS Leave Employees Participating in VSDP</i>   | Produced upon request. Identifies employees designated as VSDP recipients.  | Change the recipient indicator to 'N' for any employee not currently in short-term disability status to ensure yearly VSDP leave allocations are made.  |

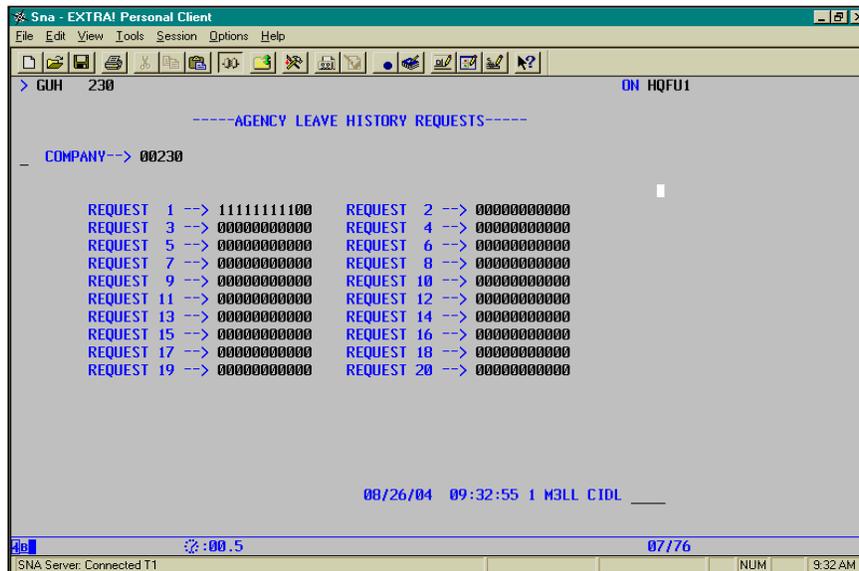
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## Leave History Requests

**Leave History** The Leave History Report (U021) provides a detailed year-to-date audit trail of all transactions affecting employee leave balances. Request the report only when the information cannot be obtained through other available reports such as the Employee Leave Register (U009) or online inquiry screens. All history requests will process on the last workday of each week. Contact DOA Payroll Production if more than one request screen is needed per week.

Leave History reports are automatically generated at fiscal and leave year-end for all eligible employees. Leave Histories are not generated for employees who are not “active” on HOBES and not “salaried,” “automatic,” and in a semi-monthly “pay frequency” on HOBID. Request histories for terminating employees prior to payroll changing the preceding information. See the termination coordination activities in CAPP Topic 40110, *Leave Maintenance*.

**HQFU1** Leave History requests are entered on HQFU1. Access HQFU1 by entering GU or GUH in the Command field, the 5-digit company number in the Command Qualifier field, and HQFU1 in the Database/Screen ID field and pressing Enter. Using an “I” in the subcommand field, enter:



**COMPANY NUMBER** Enter the agency number preceded by two zeros.

## Leave History Requests, Continued

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**REQUEST  
NUMBER**

Enter one of the values from the table below starting in the 1<sup>st</sup> position of the field:

| Value       |                              | Generates History for...                      | Processing Notes   |
|-------------|------------------------------|---|--|
| 10          | Delete the remaining         | All eligible employees                        | Contact DOA Payroll Production. This value overrides all other agency requests.  |
| 70-89       | 9 zeros following the value. | All employees in the specified Pay Frequency. | Up to 20 Frequencies may be requested. This value overrides employee ID requests if the employee is assigned to the specified Frequency. |
| Employee ID |                              | The specified employee.                       | Up to 20 employees may be requested.   |

**Note:** If additional requests are needed during the week, access HQFU1 and use an “R” in the subcommand to add to the request. Each request number must be sequentially entered for the request to process.

## Leave Year-End Reporting

**Year-end**

Agencies must ensure all employee leave transactions for each leave year (1/10/XXX0-1/9/XXX1) are entered into CIPPS-Leave by the deadline established in the year-end bulletin. Timeliness is essential to ensure employees who will lose annual, sick, and/or family and personal leave due to carryover limitations and reallocations are not penalized. Following the close of the final leave processing period of the year, year-end processing will be performed to cut-off and roll over new leave balances according to the maximum year-end carryover limits, convert any excess annual leave to Military Leave Bank balances for participants, reset appropriate year-to-date accumulators, and reallocate sick and family and personal leave (for VSDP participants). The Annual Leave Lost Report (U018), Year-end Leave Usage Summary Report (U035) and a complete set of History Reports (U021) will be generated and distributed.

|   |   |              |
|---|---|--------------|
| Volume No. 1—Policies & Procedures      | <b>TOPIC NO.</b>                          | <b>40405</b> |
| Function No. 40000—Leave Accounting     | <b>TOPIC ONLINE INQUIRY AND REPORTING</b> |              |
| Section No. 40400—Inquiry and Reporting | <b>DATE</b>                               | August 2014  |

## Fiscal Year-End Leave Liability Reporting

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**Compensated Absences** Balances of annual, sick (for non-VSDP participants), compensatory, overtime, on-call, recognition leave, disability credits *and traditional sick leave bank* are paid to employees upon termination. The dollar value of these compensated absences (including non-VSDP sick leave that is not compensable for employees with less than five years service) along with applicable payroll taxes must be reported in agency financial statements. CIPPS-Leave computes agencies leave liability and generates reports following the close of the fiscal year.

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## Internal Control

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**Internal Control** Agencies must establish procedures governing leave form preparation, authorization, submission, data entry, and reconciliation.

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## Records Retention

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**Time Period** Maintain all applicable forms affecting employee leave for five years or until audited, whichever is later.

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## Contacts

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