

# Department of Accounts Payroll Bulletin

Calendar Year 2006

June 28, 2006

Volume 2006-08

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the Payroll  
Bulletin.....*

- CIPPS Leave Enhancement to Accommodate Military Leave Bank Processing
- New Version of PAT (V41.2)

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

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## Military Leave Bank

### Introduction

The DHRM policy 4.50 addresses Military Leave. This policy was revised 7/10/04 allowing eligible full time employees who qualify to participate in a new program called Military Leave Bank. This program allows eligible employees to bank any excess annual leave they may lose at each calendar year-end; which in turn, may be applied to periods of absence due to active military duty in the same way any other accrued leave is applied. Please refer to this policy for employee eligibility and the proper usage of this leave type.

### Modification of HPIUS

Effective June 29, the Employee Status Update Screen in CIPPS now includes a Military Bank (participant) indicator. See the screen print below.

```
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
06/23/06 10:36:36 1 M3LL CID5
4B0 A 08/02
Connected to MS-SNA Server ACT75720 OVR NLM
```

*Continued on next page*

## Military Leave Bank, continued

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**Modification of  
HPIUS, cont.** Military Bank Ind:

N – System default meaning the employee is not a participant in the program

Y – Indicates that the employee participates in the program

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**New Leave  
Transaction  
Codes**

With the implementation of this program, two new leave codes have been added:

ME – System generated transaction at leave year end converting excess annual leave to the Military Bank leave type.

MB – Leave trans code requesting Military Leave bank usage

**NOTE** – ME may **not** be entered via the Activity screen (HMSUA) since it is not an earned leave type such as Compensatory, Overtime, etc. It is only generated at year-end processing when applicable. However this code is used on the Maintenance screen to load this leave type for a transferred-in employee.

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**Liability  
Requirements**

There is no liability to the agency for leave payouts upon employee separation or for state fiscal year-end leave liability reporting.

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**FINDS/PAT**

Finds and PAT have been modified to include the leave buckets for Military Leave. You must download the new version of PAT (V41.2) from the website or contact Joe Tellis, Systems Analyst, at [Joe.Tellis@doa.virginia.gov](mailto:Joe.Tellis@doa.virginia.gov).

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**Contact**

Questions regarding processing in CIPPS Leave should be directed to Ervin Farmer at 804-225-3120 or [Ervin.Farmer@doa.virginia.gov](mailto:Ervin.Farmer@doa.virginia.gov).

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