Volume No. 1—Policies & Procedures	TOPIC NO.	40305
Function No. 40000—Leave Accounting	TOPIC	**LEAVE ACTIVITY REPORTING**
Section No. 40300—Leave Activity Reporting	DATE	August 2014

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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:

- **Decremented**—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. The form appears on the DOA Web Site www.doa.virginia.gov.

Activity Reporting, Continued

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 "I" 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:

Activity Reporting, Continued

COMPANY, System generated from information entered in Command
BATCH, PAGE 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 Enter the employee number. If left zeros, system
NUMBER 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 <u>earned</u> 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	
School Asst/Vol Service	CS	N/A
Military	MT	(Not Applicable)
Educational	ET	
Civil/Work Related	JT	
Pre-layoff	PL	
LWOP	XX	
Worker's Compensation	WT	
Bone Marrow Organ Donation	MO	
Short-term Disability	SD	
Other	OT	

Activity Reporting, Continued

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.

Activity Reporting, Continued

'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  - [ sessiona* [A]]
 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 ____




4BI                                            SNAGTWY138 08/002 AI
```

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.

Activity Reporting, Continued

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  - [ sessiona* [A]]
File  Edit  Controls  Settings  Window  Help
> C       230,02001,01                                      ON HMSUS

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

        BATCH                                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 ____


4B                                            SNAGTWY148 01/004 A
```

Activity Reporting, Continued

**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**.

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.

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

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Subject Cross Reference

References   CAPP Topic No. 50110, *CIPPS Navigation*