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Overview

Introduction

When employee leave profile data is established, leave balance records are set with zero balances. Leave maintenance transactions must be entered on HMSUM to load any applicable balances and to make adjustments to leave balances for corrections. Leave maintenance transactions are displayed on CIPPS-Leave reports with the prefix; MNT, M, MNT+, or MNT-.

Leave Maintenance Form

The Leave Maintenance form (L-2) and Leave Activity/Maintenance Batch Totals form (L-3) can be used to enhance data entry documentation and facilitate data entry of leave maintenance transactions. Although use of these forms is optional, some type of source leave status documentation must be retained by agencies. These forms are available on DOA Web Site www.doa.virginia.gov.

Loading Leave Balances

Loading Balances on HMSUM

Access and update HMSUM to load balances as follows:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter GU or GUH in the Command field (i.e., first position of the Command Line).</td>
</tr>
<tr>
<td>2</td>
<td>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).</td>
</tr>
<tr>
<td>3</td>
<td>Enter HMSUM in the Database/Screen ID field (i.e., far-right field of the Command Line).</td>
</tr>
<tr>
<td>4</td>
<td>Press Enter to display HMSUM.</td>
</tr>
<tr>
<td>5</td>
<td>Enter “I” in the Subcommand field for a new Batch; use &quot;R&quot; for out-of-balance batches and/or to change existing data. Enter the subcommand on each page of the batch.</td>
</tr>
<tr>
<td>6</td>
<td>Enter modified values.</td>
</tr>
<tr>
<td>7</td>
<td>Press Enter to submit the transaction for processing.</td>
</tr>
</tbody>
</table>

Continued on next page
Loading Leave Balances, Continued

HMSUM

Access HMSUM, Leave Maintenance Detail, to load leave balances:

COMPANY, BATCH, PAGE

System generated from information entered in Command Qualifier.

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 at least once per page. If left zeros, system defaults to value in line above.

LEAVE TYPE

Enter the assigned 2-digit leave type code to load decremented leave type balances:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Note Reference</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Sick – Personal</td>
<td>VSDP or non-VSDP</td>
<td>NS</td>
</tr>
<tr>
<td>Sick – Family</td>
<td>See note under Leave Hours below.</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page
Loading Leave Balances, Continued

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Note Reference</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family &amp; Personal</td>
<td></td>
<td>NF</td>
</tr>
<tr>
<td>Disability Credits</td>
<td></td>
<td>ND</td>
</tr>
<tr>
<td>*Traditional Sick Leave</td>
<td>See note under Date From below.</td>
<td>NT</td>
</tr>
<tr>
<td>Bonus</td>
<td></td>
<td>BE</td>
</tr>
<tr>
<td>Compensatory</td>
<td>Generally, these leave types are paid on termination/transfer, however, there may be instances when the balances are transferred.</td>
<td>CE</td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
<td>OE</td>
</tr>
<tr>
<td>On-call</td>
<td></td>
<td>NE</td>
</tr>
<tr>
<td>Recognition</td>
<td></td>
<td>RE</td>
</tr>
<tr>
<td>Sch Asst/Vol Srv</td>
<td>16 hour max applies</td>
<td>CS</td>
</tr>
<tr>
<td>Military Leave Bank</td>
<td></td>
<td>ME</td>
</tr>
<tr>
<td>Military</td>
<td>120 hour max applies</td>
<td>MT</td>
</tr>
<tr>
<td>Bone Marrow/Org. Don.</td>
<td>240 hour max applies</td>
<td>MO</td>
</tr>
<tr>
<td>Educational</td>
<td>These leave types are agency specific and would not normally be transferred from one agency to another.</td>
<td>ET</td>
</tr>
<tr>
<td>Civil/Work Related</td>
<td></td>
<td>JT</td>
</tr>
<tr>
<td>Pre-layoff *</td>
<td></td>
<td>PL</td>
</tr>
<tr>
<td>LWOP</td>
<td></td>
<td>XX</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>* 80 hour max applies</td>
<td>WT</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>OT</td>
</tr>
</tbody>
</table>

NOTE: All Leave load transactions must be entered and updated overnight before Activity transactions for leave taken can be entered.

LEAVE SIGN  Blank when establishing leave balances.

LEAVE HOURS  Enter the number of hours (in tenths) in the leave balance for each leave type. Use multiple transactions if the sick leave balance exceeds 999.9 hours.

Note: For non-VSDP participants, add YTD Sick – Family accumulated balance to sick leave balance. On the following day record Sick – Family accumulation as a leave used maintenance transaction (SF).

DATE FROM  Enter effective date in MM/DD/YYYY format.

Note: For compensatory this must be the date the leave was earned. For overtime and on-call leave this may be either the date or the period in which the leave was earned. Leave for each day on which leave was earned must be entered separately. 24 hours maximum per day, except overtime, which is 36 hours.

Continued on next page
Loading Leave Balances, Continued

DATE TO
For leave loads, no data entry required. System defaults to Date From field.

ENTER 'Y' WHEN BATCH IS COMPLETE
Enter ‘Y’ to balance the batch once all data entry is complete.

Note: HMSUC automatically displays for batch balancing. If not ready to balance, press Enter to display next page of batch 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 HMSUM. Enter data using an R in the Subcommand field:

--- LEAVE ACCOUNTING BATCH TOTALS ---

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>BATCH</th>
<th>STATUS</th>
<th>ENTERTED</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0020</td>
<td>00001</td>
<td>DELETED</td>
<td>02</td>
<td>00:44.0</td>
</tr>
</tbody>
</table>

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

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

Continued on next page
Press Enter and the system calculates the total number of transactions and total hours entered on HSMUM and compares and validates these hours with the totals manually entered on HSMUC. 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.”

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

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

**Adjusting/Correcting Leave Balances**

**Overview**

Employee leave balances may be incorrect due to data entry errors in leave load maintenance transactions, earnings and usage activity transactions, or timing of data entry. Errors may be detected by users through review and comparison of source documents to error/audit balance exception reports, LWOP exception reports, and period-end reports. Employees may also detect errors upon review of leave balances on earnings notices. Data entry errors may result in an over- or understatemement of leave balances.

Continued on next page
Adjusting/Correcting Leave Balances, Continued

To correct leave balances, it is necessary to identify the original incorrect entry and evaluate the impact of the error on the leave balance. In evaluating the impact of the error on the leave balance, it is helpful to determine whether the error affected the leave balance of a decremented leave type, an accumulated leave type, or an accumulated leave type with edits. The affects of leave chaining and/or accruals on original entries must also be considered in determining corrective action.

Decremented Leave Type Corrections

Decremented leave types maintain leave balances through accumulation of leave load, accrual/earnings, and usage transactions. The type of correction required is based on whether the source of the error was a leave load, accrual/earnings, usage, or previous maintenance transaction. Maintenance may be performed by “adding back” or “subtracting from” leave load, accrual/earnings and usage fields.

Accumulated Leave Type Corrections

Accumulated leave types maintain only a leave usage total (note exception for LWOP where leave totals are maintained by period as well). Corrections are made by increasing, or decreasing, total leave usage pursuant to incorrect leave usage transaction(s).

Maintain Balances—HMSUM

Data entry and batch balancing/deletion procedures governing adjustments/corrections are identical to those provided in the sections on loading leave balances with the following exceptions and annotations:

**LEAVE TYPE**
Enter the same leave type code used in the incorrect transaction.

Continued on next page
### Adjusting/Correcting Leave Balances, Continued

#### LEAVE SIGN (Decremented Leave Types)
Enter the applicable Leave Sign corresponding to the type of error that occurred in the original (incorrect) transaction:

<table>
<thead>
<tr>
<th>Original Type of Transaction</th>
<th>Error</th>
<th>Correction</th>
<th>Impact on Leave Balance</th>
<th>Leave Sign</th>
<th>Impact on Leave Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA/AE, NS/SE/SS, FS/NF, ND, NT, RE, BE, CE, OE, ME</td>
<td>Overstatement</td>
<td>Overstated</td>
<td>N</td>
<td>Decrease</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Understatement</td>
<td>Understated</td>
<td>Blank</td>
<td>Increase</td>
<td></td>
</tr>
<tr>
<td>AT, SF, SP, FP, DC, RT, BT, CT, OX, MB</td>
<td>Overstatement</td>
<td>Understated</td>
<td>N</td>
<td>Increase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Understatement</td>
<td>Overstated</td>
<td>Blank</td>
<td>Decrease</td>
<td></td>
</tr>
</tbody>
</table>

#### LEAVE SIGN ( Accumulated Leave Types)
Enter the applicable Leave Sign corresponding to the type error that occurred in the original (incorrect) transaction:

<table>
<thead>
<tr>
<th>Original Type of Transaction</th>
<th>Error</th>
<th>Correction</th>
<th>Impact on Usage Total</th>
<th>Leave Sign</th>
<th>Impact on Usage Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS, MT, ET, JT, PL, XX, WT, SD, OT, MO</td>
<td>Overstatement</td>
<td>Overstated</td>
<td>N</td>
<td>Decrease</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Understatement</td>
<td>Understated</td>
<td>Blank</td>
<td>Increase</td>
<td></td>
</tr>
</tbody>
</table>

#### LEAVE HOURS
Enter in tenths the number of hours to be adjusted.

**Note:** To determine the number of hours to be adjusted, compute the difference between the incorrect number of hours entered on the original transaction and the correct number of hours that should have been entered. Ignore the positive or negative value of this amount because the Leave Sign field for the adjustment transaction controls the impact of the adjustment on the leave balance.

*Continued on next page*
Adjusting/Correcting Leave Balances, Continued

DATE FROM  Enter the same Date From as the original incorrect transaction.

**Note:** For compensatory leave corrections, the number of hours of the adjustment may need to be divided among several days depending on when the compensatory time was originally earned. The periods must coincide with the original periods where the leave information was retained. Use a previous Report U010 to determine which period the compensatory leave was earned.

DATE TO  Enter the same Date To as the original incorrect transaction. If the date is the same as in the DATE FROM field, no data entry is required. System will automatically fill this field with the same information contained in the DATE FROM field.

**ENTER 'Y' WHEN BATCH IS COMPLETE**

Enter "Y" to balance the batch once all data entry is complete.

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

---

**Correcting Balances When Leave Deleted Prior to Keying a Usage Transaction**

If leave slips for compensatory, recognition or bonus leave taken are received after the leave hours have expired, generally due to late submission of the leave slip, a maintenance transaction will be required to reload the original leave hours earned prior to keying the leave taken transaction. To accommodate this, the following steps must be taken one working day prior to keying the leave taken transaction.

- Enter a leave type of CL, RL, or BL
- Enter an “N” in the Leave Sign
- Enter the hours being submitted on the leave taken leave slip (this cannot exceed the hours systematically lost/expired)
- Enter the date displayed as the 25th period on the corresponding screen (HPFUN, HPDUN, OR HPEUN) in the From and To dates
Deleting Balances for Terminated Employees

Deleting Balances
Terminated employee leave balances will be deleted over night once the Employee Status on the H0BES screen is changed to a value of ‘3’ by the Payroll Officer. (Maintenance transactions are not required to clear the balances.) It is imperative that all outstanding leave transactions be processed and screen prints of leave balances be performed prior to the employee being placed in the terminated status. Coordination between the Payroll Officer and Leave Officer is required.

Coordinate Terminations Activities
Leave Histories are only generated for employees who are “active” on H0BES and “salaried,” “automatic,” and in a semi-monthly “pay frequency” on H0BID. Therefore, it is extremely important for agency payroll and leave processing staffs to coordinate termination activities:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request leave histories in the period the terminating employees receive their final regular pay. This must occur prior to payroll changing H0BES and H0BID.</td>
</tr>
<tr>
<td>2</td>
<td>Notify payroll that the leave history is received so that payroll can set the Time Card Status to zero (NonAuto) so that no regular pay is generated.</td>
</tr>
<tr>
<td>3</td>
<td>Using the history report, reconcile leave balances and forward leave payouts to payroll for final payments.</td>
</tr>
<tr>
<td>4</td>
<td>Turn off the accrual indicator on HPIUS to ensure the employee will not continue leave accruals.</td>
</tr>
<tr>
<td>5</td>
<td>Print all balance screens (HPHUN, HPIUN, etc) and place in employee’s file.</td>
</tr>
<tr>
<td>6</td>
<td>After the close of the leave period (i.e., after receipt of a leave register), notify payroll so that payroll can terminate the employee status on H0BES. All online balances will be deleted over night.</td>
</tr>
</tbody>
</table>
Internal Control

Agencies must establish procedures governing leave form preparation, authorization, submission, data entry, and reconciliation. Ensure maintenance transactions are authorized and entered on a timely basis.

Records Retention

Agencies must retain documentation supporting entries establishing leave balances and all applicable forms affecting employee leave at the agency for five years or until audited, whichever is later.

Contacts

DOA Contact
Director, State Payroll Operations
Voice: (804) 225-2245
E-mail: Payroll@doa.virginia.gov

Payroll Support Analyst/Trainer
Voice: (804) 786-1083
E-mail: Payroll@doa.virginia.gov

CARS to Cardinal Transition

CIPPS interfaces to both CARS and Cardinal. No additional action needs to be taken by agencies in order to record CIPPS entries. After CARS has been decommissioned, agencies will no longer use NSSA to establish programmatic data in CIPPS. Instructions on how to load this information to CIPPS will be distributed at a later time.