

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>40210 – Cardinal</b>
Section No. 40200—Establishing and Maintaining Leave Records	<b>TOPIC</b>	<b>LEAVE MAINTENANCE</b>
	<b>DATE</b>	November 2015

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## Overview

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**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-.

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**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](http://www.doa.virginia.gov).

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## Loading Leave Balances

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**Loading Balances on HMSUM** Access and update HMSUM to load balances 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 HMSUM in the Database/Screen ID field (i.e., far-right field of the Command Line).
4	Press Enter to display HMSUM.
5	Enter "T" in the Subcommand field for a new Batch; use "R" for out-of-balance batches and/or to change existing data. Enter the subcommand on each page of the batch.
6	Enter modified values.
7	Press Enter to submit the transaction for processing.

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## 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:

Leave Type	Note Reference	Code
Annual		NA
Sick – Personal	VSDP or non-VSDP	NS
Sick – Family	See note under Leave Hours below.	

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## Loading Leave Balances, Continued

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

**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.

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## 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:

```

IRMA WorkStation: 3270 Terminal - [session* [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 ____
  
```

**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.

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## Loading Leave Balances, Continued

Press Enter and the system calculates the total number of transactions and total hours entered on HMSUM and compares and validates 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 - [session* [A]]
File Edit Controls Settings Window Help
> 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

```

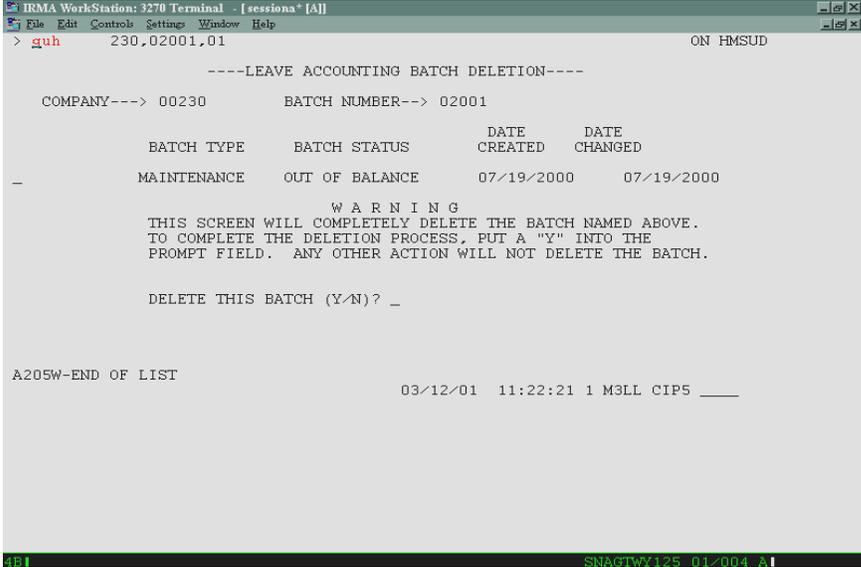
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## Loading Leave Balances, Continued

### 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.



```

IRMA WorkStation: 3270 Terminal - [session* [A]]
File Edit Controls Settings Window Help
> guh 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

```

**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 understatement of leave balances.

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## 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.

### Decrement Leave Type Corrections

Decrement 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.

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## Adjusting/Correcting Leave Balances, Continued

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

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

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

Original Type of Transaction	Error		Correction	
	Type of Error	Impact on Usage Total	Leave Sign	Impact on Usage Total
CS, MT, ET, JT, PL, XX, WT, SD, OT, MO	Overstatement	Overstated	N	Decrease
	Understatement	Understated	Blank	Increase

**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.

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## Adjusting/Correcting Leave Balances, Continued

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**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.

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### 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 25<sup>th</sup> period on the corresponding screen (HPFUN, HPDUN, OR HPEUN) in the From and To dates

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## Deleting Balances for Terminated Employees

### Deleting Balances

Terminated employee leave balances will be deleted over night once the Employee Status on the HOBES 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 HOBES and “salaried,” “automatic,” and in a semi-monthly “pay frequency” on HOBID. Therefore, it is extremely important for agency payroll and leave processing staffs to coordinate termination activities:

Step	Action
1	Request leave histories in the period the terminating employees receive their final regular pay. This must occur prior to payroll changing HOBES and HOBID.
2	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.
3	Using the history report, reconcile leave balances and forward leave payouts to payroll for final payments.
4	Turn off the accrual indicator on HPIUS to ensure the employee will not continue leave accruals.
5	Print all balance screens (HPHUN, HPIUN, etc) and place in employee’s file.
6	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 HOBES. All online balances will be deleted over night.

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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. Ensure maintenance transactions are authorized and entered on a timely basis.

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## Records Retention

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**Time Period** 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.

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## Contacts

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

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

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## CARS to Cardinal Transition

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**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.

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