

# Department of Accounts



The CIPPS leave accounting system provides a standard system for recording and processing employee leave data in accordance with Rule 10 of the Virginia Personnel Act.

Reference CAPP Manual Volume No. 1, Function 40000

## Presenters:

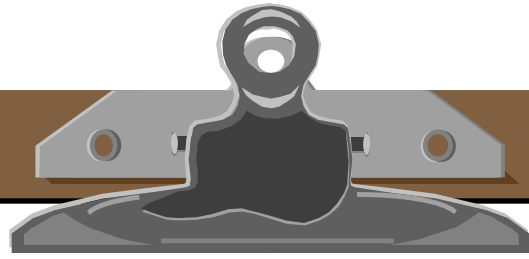
**Cathy McGill**

Assistant Director of State Payroll Operations – (804) 371-7800  
Cathy.McGill@DOA.virginia.gov

**Denise Waddy**

Payroll Support Analyst – (804) 786-1083  
Denise.Waddy@DOA.virginia.gov

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## **Agenda**

- **Welcome**
- Introduction**
- Housekeeping**
- Parking**
- Telephone**
- **Rest Rooms**
- Breaks/Lunch**
- Course Objective**
- Training Manual**
- **Evaluation**

## Learning Points

- Basic navigation through CIPPS-Leave – reference CAPP Topic No. 50105 and 50110
- System defaults for employee leave status indicators
- Difference between activity and maintenance transactions
- Importance of audit trail in correcting errors
- Effects of transactions on leave balances and accruals
- Online data entry of leave transactions
- Review of online leave balance screens
- Basic understanding of Reports generated

# CIPPS Leave Accounting Screens

## SCREENS

## LITERAL

<i>HMSUA</i>	-	<i>Leave Activity Detail</i>
<i>HMSUM</i>	-	<i>Leave Maintenance Detail</i>
<i>HMSUC</i>	-	<i>Leave Accounting Batch Totals</i>
<i>HMSUD</i>	-	<i>Leave Accounting Batch Deletion</i>
<i>HMSUS</i>	-	<i>Leave Accounting Batch Summary</i>
<i>HPDUN</i>	-	<i>Employee Bonus Leave Balances</i>
<i>HPEUN</i>	-	<i>Employee Recognition Leave Balances</i>
<i>HPFUN</i>	-	<i>Employee Compensatory Leave Balances</i>
<i>HPHUN</i>	-	<i>Leave Balances</i>
<i>HPIUN</i>	-	<i>Leave Balances (Accumulators)</i>
<i>HPIUS</i>	-	<i>Employee Leave Status</i>
<i>HQFUI</i>	-	<i>Agency Leave History Requests</i>

**LEAVE STATUS INQUIRY/UPDATE FORM**

**SCREEN ID: HPIUS**

**Company Number**

0	0			
---	---	--	--	--

**Employee Number**

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME    

--

--

--

FIRST    M    LAST

ANNUAL LEAVE    .....

SICK LEAVE    .....

FLSA STATUS    .....

OVERTIME LEAVE MAXIMUM    .....

PERCENT EMPLOYMENT    

--

--	--

ON CALL LEAVE STATUS    .....

PERIOD START DATE    

--	--

--	--

--	--	--	--

SDP PARTICIPANT    N-NO    Y-YES

SDP RECIPIENT    N-NO    Y-YES

90 DAY LEAVE INDICATOR ..

	N - NO
	Y - YES

SDP EMPLOY DATE    

--	--

--	--

--	--	--	--

BEGIN LEAVE DATE    

--	--

--	--

--	--	--	--

END LEAVE DATE    

--	--

--	--

--	--	--	--

ADJUSTED EMP. DATE    

--	--

--	--

--	--	--	--

PROCESS INDICATOR    .....

COMP. LEAVE STATUS    .....

MILITARY BANK IND    .....

	N - NOT ELIGIBLE
	U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
	Y - ELIGIBLE
	N - NOT ELIGIBLE
	U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
	Y - ELIGIBLE
	E - EXEMPT
	N - NON-EXEMPT
	0 - NOT ELIGIBLE
	1 - MAXIMUM OF 240 HRS.
	2 - MAXIMUM OF 480 HRS.

	N - NOT ELIGIBLE
	Y - ELIGIBLE

	BLANK - YES
	N - NO
	Y - YES
	N - NO
	Y - YES

EXPLANATION OF CHANGES ENTERED: \_\_\_\_\_

PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_

KEYED BY \_\_\_\_\_ DATE \_\_\_\_\_

In completing the following examples, please use a date that falls within the 3/10/20XX-3/24/20XX pay period (Period Start Date is **03/10/20XX**), unless otherwise stated. Blank forms are provided following these examples.

### **ON-LINE STATUS CHANGES HPIUS**

1. Wayne White (01000625000) is a new full time salaried employee to your agency with
  - prior service which dates back to 5/10/1987 and
  - is subject to the FLSA (Fair Labor Standards Act) and therefore is non-exempt
  - has a maximum overtime accrual limit of 240 hours
  - 100% employed,
  - exempt from earning compensatory leave since all compensatory leave is paid to employees.
  - Mr. White is not a participant in the Virginia Short Term Disability Program (SDP) and has no leave balances to be loaded.
  
2. Taft Wilbur (01352684800) is a new salaried “Q” employee working 80 percent and has no prior state service. He is an exempt employee. He is a participant in the VSDP program. What should you use as his SDP employment date? \_\_\_\_\_
  
3. Jane Thompson (01563972500) has been selected as the agency head and is no longer eligible to accrue leave according to existing policies. All previous leave balances for Ms. Thompson have been paid out. Please enter the proper change which will prohibit all leave processing for this employee.
  
4. Roger Moore (01032486700), a non-participant in VSDP, has been on leave without pay for four pay periods. His period start date is currently 01/10/XX. He returned to work on 03/10/XX. Please make the necessary changes to allow current period leave processing. His new adjusted employment date is 09/10/2010.

# LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

**Company Number**

**Employee Number**

**EMPLOYEE NAME**

M

FIRST    M    LAST

ANNUAL LEAVE .....

SICK LEAVE .....

FLSA STATUS .....

OVERTIME LEAVE MAXIMUM .....

PERCENT EMPLOYMENT  %

ON CALL LEAVE STATUS .....

PERIOD START DATE

SDP PARTICIPANT                      N-NO                      Y-YES

SDP RECIPIENT                        N-NO                        Y-YES

<input type="checkbox"/>	N - NOT ELIGIBLE
<input type="checkbox"/>	U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
<input type="checkbox"/>	Y - ELIGIBLE
<input type="checkbox"/>	N - NOT ELIGIBLE
<input type="checkbox"/>	U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
<input type="checkbox"/>	Y - ELIGIBLE
<input type="checkbox"/>	E - EXEMPT
<input type="checkbox"/>	N - NON-EXEMPT
<input type="checkbox"/>	0 - NOT ELIGIBLE
<input type="checkbox"/>	1 - MAXIMUM OF 240 HRS.
<input type="checkbox"/>	2 - MAXIMUM OF 480 HRS.

<input type="checkbox"/>	N - NOT ELIGIBLE
<input type="checkbox"/>	Y - ELIGIBLE

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

90 DAY LEAVE INDICATOR ..

N - NO  
 Y - YES

<input type="checkbox"/>	PROCESS INDICATOR	BLANK - YES
<input type="checkbox"/>		N - NO
<input type="checkbox"/>	COMP. LEAVE STATUS	N - NO
<input type="checkbox"/>		Y - YES
<input type="checkbox"/>	MILITARY BANK IND	N - NO
<input type="checkbox"/>		Y - YES

EXPLANATION OF CHANGES ENTERED: \_\_\_\_\_

---

PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 KEYED BY \_\_\_\_\_ DATE \_\_\_\_\_



**EXAMPLE 1**

```
> GUH 100XX,01000625000 ON HPIUS
-----EMPLOYEE LEAVE STATUS-----
COMPANY--> 100XX EMPLOYEE NO-----> 01000625000
NAME-> WAYNE W WHITE
- 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
```

```
> GUH 100XX,01000625000 ON HPIUS
-----EMPLOYEE LEAVE STATUS-----
COMPANY--> 100XX EMPLOYEE NO-----> 01000625000
NAME-> WAYNE W WHITE
R ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y NO
FLSA STAT-----> N EXEMPT OVERTIME LEAVE MAX--> 1 0 HOURS
COMP LEAVE STATUS---> N YES SDP PARTICIPANT-----> N YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 05/10/1987
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO
0018W-SDP EMPL DATE MUST NOT BE BLANK
```

```
> GUH 100XX,01000625000 ON HPIUS
-----EMPLOYEE LEAVE STATUS-----
COMPANY--> 100XX EMPLOYEE NO-----> 01000625000
NAME-> WAYNE W WHITE
- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> N NON-EXEMPT OVERTIME LEAVE MAX--> 1 240 HOURS
COMP LEAVE STATUS---> N NO SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 05/10/1987
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO
```

**EXAMPLE 2**

```

GUH 100XX,01352684800 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01352684800
NAME-> TAFT WILBUR

- 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

```

```

GUH 100XX,01352684800 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01352684800
NAME-> TAFT WILBUR

R 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--> 0.80 SDP EMPLOY DATE-----> 03/01/20XX
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 03/10/20XX
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO

0018W-SDP EMPL DATE MUST NOT BE BLANK

```

```

GUH 100XX,01352684800 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01352684800
NAME-> TAFT WILBUR

- 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--> 0.80 SDP EMPLOY DATE-----> 03/01/20XX
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 03/10/20XX
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO

```

**EXAMPLE 3**

```
> GUH 100XX,01563972500 ON HPIUS
-----EMPLOYEE LEAVE STATUS-----
COMPANY--> 100XX EMPLOYEE NO-----> 01563972500
NAME-> JANE THOMPSON
- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 05/10/1980
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO
06/01/07 11:00:57 1 M3L1 CID5 _____
```

```
> GUH 100XX,01563972500 ON HPIUS
-----EMPLOYEE LEAVE STATUS-----
COMPANY--> 100XX EMPLOYEE NO-----> 01563972500
NAME-> JANE THOMPSON
R ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 04/25/1980
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> N YES
MILITARY BANK IND---> N NO
06/01/07 11:00:57 1 M3L1 CID5 _____
```

```
> GUH 100XX,01563972500 ON HPIUS
-----EMPLOYEE LEAVE STATUS-----
COMPANY--> 100XX EMPLOYEE NO-----> 01563972500
NAME-> JANE THOMPSON
- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 04/25/1980
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> N NO
MILITARY BANK IND---> N NO
06/01/07 11:00:57 1 M3L1 CID5 _____
```

**EXAMPLE 4**

```

> GUH 100XX,01032486700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01032486700
NAME-> ROGER MOORE

- ANNUAL LEAVE-----> N NO SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 01/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 07/10/2000
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO

```

```

> GUH 100XX,01032486700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01032486700
NAME-> ROGER MOORE

R ANNUAL LEAVE-----> Y NO SICK LEAVE-----> Y NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 031020XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 09/10/2000
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO

```

```

> GUH 100XX,01032486700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01032486700
NAME-> ROGER MOORE

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 09/10/2000
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO

```

# Leave activity reporting form – screen i.d. HMSUA

PART I EMPLOYEE DATA	<b>COMPANY NUMBER</b>	<b>EMPLOYEE NUMBER</b>	
	<input type="text"/>	<input type="text"/>	
	<b>FIRST NAME</b>	<b>M.I.</b>	<b>LAST NAME</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

LEAVE TYPE*	HOURS	DATE FROM	DATE TO	COMPANY USE/ INITIALS & DATE
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	<input type="text"/>	_____
TOTAL >	<input type="text"/> . <input type="text"/>	(ADD HOURS AND ENTER THE TOTAL)		

LEAVE TYPE*	HOURS	EARNED DATE	COMPANY USE/ INITIALS & DATE	PART IV LEAVE TYPES
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	_____	BE = BONUS LEAVE EARNED
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	_____	BT = BONUS LEAVE TAKEN
<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	_____	CS =SCH ASST/VOL SRV TAKEN
				AT = ANNUAL LEAVE TAKEN
				SP = SICK TAKEN PERSONAL
				SF = SICK TAKEN FAMILY (NON-VSDP)
				CT = COMPENSATORY LEAVE TAKEN
				ET = EDUCATION LEAVE TAKEN
				MT = MILITARY LEAVE TAKEN
				JT = CIVIL/WORK RELATED TAKEN
				WT = WORKERS COMPENSATION
				XX = LEAVE WITHOUT PAY
				OT = OTHER LEAVE
				CE = COMPENSATORY LEAVE EARNED
				OE = OVERTIME LEAVE EARNED
				OX = OVERTIME LEAVE TAKEN
				DC = DISABILITY CREDIT TAKEN
				FP = FAMILY PERSONAL TAKEN
				SD = SHORT TERM DISABILITY LEAVE
				RE = RECOGNITION LEAVE EARNED
				RT = RECOGNITION LEAVE TAKEN
				MO = ORGAN/BONE MARROW LEAVE TAKEN
				PL = PRELAYOFF LEAVE TAKEN
				MB = MILITARY LEAVE BANK TAKEN
TOTAL >	<input type="text"/> . <input type="text"/>	(ADD HOURS AND ENTER THE TOTAL)		

PART IV APPROVALS	EMPLOYEE SIGNATURE (FULL NAME)	DATE	
	SUPERVISOR'S SIGNATURE	DATE	DEPARTMENT/SECTION
	KEYED BY	DATE	

L - 1  
7/1/06

BY SIGNING ABOVE WE CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE

**Leave activity / maintenance batch totals  
screen i.d. hmsuc**

---

**COMPANY NUMBER**

0	0			
---	---	--	--	--

**BATCH NUMBER**

--	--	--	--	--

**TOTAL TRANSACTIONS (LINES)**

--	--

**TOTAL HOURS (ABSOLUTE VALUE)**

				.	
--	--	--	--	---	--

**BATCH TYPE** ... ..

A – ACTIVITY
_____ M – MAINTENANCE

---

**PREPARED BY**

---

**DATE**

---

**APPROVED BY**

---

**DATE**

---

**KEYED BY**

---

**DATE**

L-3 4/1/91
---------------

Before keying any batches, first press the F3 key to get a blank screen, then, as shown below, you **MUST ENTER**

**GUH (tab) CO NUMBER, BATCH NUMBER 1, PAGE 1(tab) HMSUA (enter)**

> **GUH 100XX,1,1** **ON HMSUA**  
 \_ **COMPANY--> 100XX** **BATCH--> 00001** **PAGE--> 01** **STATUS--> NEW BATCH**

---- LEAVE ACTIVITY DETAIL ----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
00000000000	—	000.0	00/00/0000	00/00/0000
00000000000	—	000.0	00/00/0000	00/00/0000
00000000000	—	000.0	00/00/0000	00/00/0000
00000000000	—	000.0	00/00/0000	00/00/0000
00000000000	—	000.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> \_

A287W-NO RECORD/S FOUND

04/04/2014

11:21:47 M3L1 ACTION \_\_\_\_

## ACTIVITY BATCH PROCESSING EXAMPLES

### *BATCH NUMBER 1*

1. Allison Wilson (01751624500), a non-participant in the VSDP, has submitted a request to schedule a vacation day for next Monday 03/11. Her request was approved by her supervisor. This will be the only transaction in this beginners batch.

#### **COMPLETE:**

**LEAVE ACTIVITY REPORTING FORM (L-1)**

**BATCH TOTAL FORM**

**THEN KEY IN THE BATCH 1 USING THE SCREENS HMSUA AND HMSUC**

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**COMPANY NUMBER**

--	--	--	--	--

**BATCH NUMBER**

--	--	--	--	--

**TOTAL TRANSACTIONS (LINES)**

--	--

**TOTAL HOURS (ABSOLUTE VALUE)**

				.	
--	--	--	--	---	--

**BATCH TYPE** ... ..

A - ACTIVITY
_____ M - MAINTENANCE

ACTIVITY EXAMPLE BATCH 1

> GUH 100XX,1,1 ON HMSUA

\_ COMPANY-->100XX BATCH-->00001 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE ACTIVITY DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
000000000000	---	00.0	00/00/0000	00/00/0000
000000000000	---	00.0	00/00/0000	00/00/0000
000000000000	---	00.0	00/00/0000	00/00/0000
000000000000	---	00.0	00/00/0000	00/00/0000
000000000000	---	00.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> \_

A287W-NO RECORD/S FOUND

6/01/07 11:25:59 1 M3L1 CID5 \_\_\_\_

> GUH 100XX,1,1 ON HMSUA

I COMPANY--> 100XX BATCH--> 00001 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE ACTIVITY DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
01751624500	AT	08.0	0311201100	00/00/0000
000000000000	---	00.0	00/00/0000	00/00/0000
000000000000	---	00.0	00/00/0000	00/00/0000
000000000000	---	00.0	00/00/0000	00/00/0000
000000000000	---	00.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> Y

A287W-NO RECORD/S FOUND

06/01/07 11:18:00 1 M3L1 CID5 \_\_\_\_

> GUH **100XX,1,1** ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00001 STATUS--> **OUT OF BALANCE**

	TRANSACTIONS	HOURS
ENTERED	00	00000.0
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

> GUH **100XX,1,1** ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00001 STATUS--> **OUT OF BALANCE**

	TRANSACTIONS	HOURS
ENTERED	<b>01</b>	<b>00008.0</b>
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

> GUH **100XX,1,1** ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00001 STATUS--> **IN BALANCE**

	TRANSACTIONS	HOURS
ENTERED	01	00008.0
CALCULATED	01	00008.0
-----	--	-----
DIFFERENCE	00	00000.0

## ACTIVITY BATCH PROCESSING, continued

### **BATCH NUMBER 2**

#### ***KEY IN BATCH 2 USING THE SCREENS HMSUA AND HMSUC***

1. Joseph Reid (01879425500) has requested three days of family/personal leave. His leave was approved by his supervisor
2. Robert Rogers (01035506400) a VSDP participant, had the flu last Monday and Tuesday and did not come to work. Please record these two days as sick leave.
3. Sally Strider (01688732600) a non-participant in the VSDP was out sick for 2 days. Please record these absences as sick leave.
4. Alfred Nelson (01046284200) worked eight hours last Saturday, 02/19/2010, and he would like to have these hours recorded as compensatory leave earned.
5. Jane Ellison (01456328000) has been notified that she will be laid off within the next 30 days. She has been granted 40 hours of Pre-Layoff leave to allow her to seek alternative employment.
6. David Namesmith (01100560500) a non-VSDP participant, took Monday off as a sick family day. Please enter the transaction as requested. Notice and make a note of the on-line WARNING error message when entering this transaction.

### ***Advanced***

#### ***Advanced users may proceed and KEY IN BATCH 3***

When an error message appears, you can use the **F4** function key to freeze the batch screen and get a blank command line to go review/change other screens. Use **F3** to return to your batch. Reference CAPP 50110, page 3.

7. Jessica Ward (01875263000), a participant in VSDP, has been out on 80% short term disability for 40 hours. Please record these hours as short term disability.

### **End of Activity Examples**

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ACTIVITY EXAMPLE Batch 2

```
> GUH 100XX,2,1 ON HMSUA

_ COMPANY--> 100XX BATCH--> 00002 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE ACTIVITY DETAIL -----

      EMPLOYEE      LEAVE      LEAVE      DATE      DATE
      NUMBER        TYPE      HOURS      FROM      TO
000000000000      ---      00.0      00/00/0000  00/00/0000
000000000000      ---      00.0      00/00/0000  00/00/0000
000000000000      ---      00.0      00/00/0000  00/00/0000
000000000000      ---      00.0      00/00/0000  00/00/0000
000000000000      ---      00.0      00/00/0000  00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

                        6/01/07  11:25:59  1 M3L1 CID5 _____
```

```
> GUH 100XX,2,1 ON HMSUA

I COMPANY--> 100XX BATCH--> 00002 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE ACTIVITY DETAIL -----

      EMPLOYEE      LEAVE      LEAVE      DATE      DATE
      NUMBER        TYPE      HOURS      FROM      TO
01879425500      fp      24.0      031020XX00  031220XX00
01035506400      sp      16.0      031020XX00  031120XX00
01688732600      sp      16.0      031020XX00  031120XX00
01046284200      ce      08.0      021920XX00  021920XX00
01456328000      pl      40.0      031020XX00  032420XX00

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

                        06/01/07  11:18:00  1 M3L1 CID5 _____
```

> C 100XX,00002,02

ON HMSUA

\_ COMPANY--> 100XX BATCH--> 00002 PAGE--> 02 STATUS--> NEW BATCH

----- LEAVE ACTIVITY DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> \_

**A287W-NO RECORD/S FOUND**

06/01/07 11:34:54 1 M3L1 CID5 \_\_\_\_\_

> C 100XX,00002,02

ON HMSUA

I COMPANY--> 100XX BATCH--> 00002 PAGE--> 02 STATUS--> NEW BATCH

----- LEAVE ACTIVITY DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
<b>01100560500</b>	<b>SF</b>	<b>08.0</b>	<b>031020XXOO</b>	<b>031020XXOO</b>
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000

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

**0007W-LEAVE HOUR BALANCE EXCEEDS LIMIT**

06/01/07 11:37:28 1 M3L1 CID5 \_\_\_\_\_



> GUH 100XX,00002,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00002 STATUS--> **OUT OF BALANCE**

	TRANSACTIONS	HOURS
ENTERED	00	00000.0
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

> GUH 100XX,00001,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00002 STATUS--> **OUT OF BALANCE**

	TRANSACTIONS	HOURS
ENTERED	<b>06</b>	<b>112.00</b>
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

> GUH 100XX,00002,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00002 STATUS--> **IN BALANCE**

	TRANSACTIONS	HOURS
ENTERED	06	00112.0
CALCULATED	06	00112.0
-----	--	-----
DIFFERENCE	00	00000.0

COMPANY NUMBER

FIRST NAME

MI

LAST NAME

Five digit input box for company number

Long input box for first name

Single digit input box for MI

Long input box for last name

EMPLOYEE NUMBER

Long input box for employee number

LEAVE TYPE

LEAVE SIGN

LEAVE HOURS

DATE FROM

DATE TO

Two digit input box for leave type

Single digit input box for leave sign

Four digit input box for leave hours, followed by a period and a single digit input box

Long input box for date from

Long input box for date to

Two digit input box for leave type

Single digit input box for leave sign

Four digit input box for leave hours, followed by a period and a single digit input box

Long input box for date from

Long input box for date to

Two digit input box for leave type

Single digit input box for leave sign

Four digit input box for leave hours, followed by a period and a single digit input box

Long input box for date from

Long input box for date to

Two digit input box for leave type

Single digit input box for leave sign

Four digit input box for leave hours, followed by a period and a single digit input box

Long input box for date from

Long input box for date to

Two digit input box for leave type

Single digit input box for leave sign

Four digit input box for leave hours, followed by a period and a single digit input box

Long input box for date from

Long input box for date to

EXPLANATION/AUTHENTICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PREPARED BY

DATE

APPROVED BY

DATE

KEYED BY

DATE

L-2  
4/1/91

---

> GUH **100XX,4,1**

ON HMSUM

\_ COMPANY--> **100XX** BATCH--> **00004** PAGE--> **01** STATUS--> **NEW BATCH**

---- LEAVE ACTIVITY DETAIL ----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE SIGN	LEAVE HOURS	DATE FROM	DATE TO
0000000000	—	—	000.0	00/00/0000	00/00/0000
0000000000	—	—	000.0	00/00/0000	00/00/0000
0000000000	—	—	000.0	00/00/0000	00/00/0000
0000000000	—	—	000.0	00/00/0000	00/00/0000
0000000000	—	—	000.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> \_

**A287W-NO RECORD/S FOUND**

04/04/2014 11:21:47 M3L1 ACTION \_\_\_\_

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> GUH **100XX,00004,01**

ON HMSUC

----LEAVE ACCOUNTING BATCH TOTALS----

\_ COMPANY--> **100XX** BATCH--> **00004** STATUS--> **OUT OF BALANCE**

	TRANSACTIONS	HOURS
ENTERED	00	00000.0
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

04/04/2014 14:23:53 M3L1 ACTION \_\_\_\_

---

## **MAINTENANCE BATCH PROCESSING**

### **Batch 4**

***COMPLETE THE LEAVE STATUS INQUIRY UPDATE AND LEAVE MAINTENANCE FORMS FOR THE EXAMPLES BELOW AND ENTER THE TOTALS ON THE BATCH TOTAL FORM (L-3.)***

1. Phillip Randall (01325687400) a non-participant in SDP, transferred from another agency on 3/10/XX. Previously, Phillip had accrued 100.0 hours of annual leave, 280.8 hours of sick personal leave and 24.0 hours of sick family leave. Since his transfer, Mr. Randall used the 24.0 hours of sick family leave. Mr. Randall is an exempt employee, 100% employed, not eligible to earn overtime or compensatory leave and has exactly 5 years of continuous prior service. What will his adjusted employment date be? \_\_\_\_\_ What other actions do you need to take? \_\_\_\_\_ and \_\_\_\_\_.
2. Clarence Franke (01874632900) took last week off as vacation. His request was approved and had previously been keyed. Wednesday of last week Mr. Franke developed appendicitis and was in the hospital Wednesday, Thursday, and Friday. Please credit his annual leave and charge the hours for Wednesday through Friday to sick personal.
3. Carol Martin (01068420000) previously submitted a request to take off last Wednesday. Her annual leave balance at that time was 16.0 hours. This request was approved and keyed. During the same period, it was noted that the transaction was erroneously keyed as 80.0 hours of annual leave taken (AT) instead of 8.0 hours which has now put the employee on LWOP for the current period in the amount of 64.0 hours. Please make the necessary entries to correct this error and ensure that the employee will accrue leave for the current period.
4. Alicia Johnson (01003258400) transferred to your agency from another agency. Alicia is a participant in SDP and is bringing 72 hours of sick personal leave, 40 hours of family/personal leave, 232 hours of annual leave and 1500 hours of unused disability credits. Ms. Johnson has continuous state service dating back to 03/10/1990. She is exempt from compensatory leave earnings, but subject to FLSA with an overtime accrual limit of 240 hours and she is a full time employee.

### **Batch 5**

5. Timothy McLelland (01000547800) previously submitted a request to take off last Thursday and Friday. This request was approved and has already been keyed. Mr. McLelland was unexpectedly called back into work for five hours on Friday. Please credit Mr. McLelland's balance accordingly.

**THIS PAGE INTENTIONALLY LEFT BLANK**

**LEAVE STATUS INQUIRY/UPDATE FORM**

**SCREEN ID: HPIUS**

**Company Number**   

**Employee Number**   

**EMPLOYEE NAME**      
FIRST                                      M                                      LAST

ANNUAL LEAVE .....	<input type="checkbox"/>	<input type="checkbox"/> N – NOT ELIGIBLE <input type="checkbox"/> U – ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD <input type="checkbox"/> Y – ELIGIBLE
SICK LEAVE .....	<input type="checkbox"/>	<input type="checkbox"/> N – NOT ELIGIBLE <input type="checkbox"/> U – ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD <input type="checkbox"/> Y – ELIGIBLE
FLSA STATUS .....	<input type="checkbox"/>	<input type="checkbox"/> E – EXEMPT <input type="checkbox"/> N – NON-EXEMPT
OVERTIME LEAVE MAXIMUM .....	<input type="checkbox"/>	<input type="checkbox"/> 0 – NOT ELIGIBLE <input type="checkbox"/> 1 – MAXIMUM OF 240 HRS. <input type="checkbox"/> 2 – MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT   

ON CALL LEAVE STATUS .....	<input type="checkbox"/>	<input type="checkbox"/> N – NOT ELIGIBLE <input type="checkbox"/> Y – ELIGIBLE
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PERIOD START DATE   

SDP PARTICIPANT    N-NO    Y-YES	90 DAY LEAVE INDICATOR ..	<input type="checkbox"/> N - NO <input type="checkbox"/> Y - YES
SDP RECIPIENT    N-NO    Y-YES		

SDP EMPLOY DATE	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
BEGIN LEAVE DATE	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
END LEAVE DATE	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ADJUSTED EMP. DATE	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

PROCESS INDICATOR .....	<input type="checkbox"/>	<input type="checkbox"/> BLANK – YES <input type="checkbox"/> N – NO
COMP. LEAVE STATUS .....	<input type="checkbox"/>	<input type="checkbox"/> N – NO <input type="checkbox"/> Y – YES
MILITARY BANK IND .....	<input type="checkbox"/>	<input type="checkbox"/> N – NO <input type="checkbox"/> Y – YES

EXPLANATION OF CHANGES ENTERED: \_\_\_\_\_

PREPARED BY	DATE
KEYED BY	DATE

**Leave maintenance form  
screen i.d. hmsum**

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COMPANY NUMBER

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FIRST NAME

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LAST NAME

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EMPLOYEE NUMBER

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LEAVE TYPE

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LEAVE SIGN

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LEAVE HOURS

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DATE FROM

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DATE TO

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EXPLANATION/AUTHENTICATION: \_\_\_\_\_

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PREPARED BY

DATE

APPROVED BY

DATE

KEYED BY

DATE

L-2 4/1/91
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**Leave maintenance form  
screen i.d. hmsum**

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**COMPANY NUMBER**

**FIRST NAME**

**MI**

**LAST NAME**

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**EMPLOYEE NUMBER**

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**LEAVE TYPE**

**LEAVE SIGN**

**LEAVE HOURS**

**DATE FROM**

**DATE TO**

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**EXPLANATION/AUTHENTICATION:** \_\_\_\_\_

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**PREPARED BY**

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**DATE**

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**APPROVED BY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**KEYED BY**

\_\_\_\_\_  
**DATE**

L-2 4/1/91
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**MAINTENANCE EXAMPLE 1**

```

> GUH 100XX,01325687400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01325687400
NAME-> PHILLIP RANDALL

- 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
    
```

```

> GUH 100XX,01325687400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01325687400
NAME-> PHILLIP RANDALL

R ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> N YES SDP PARTICIPANT-----> N YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 031020XX00 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 031020XX
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO

0018W-SDP EMPL DATE MUST NOT BE BLANK
    
```

```

> GUH 100XX,01325687400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01325687400
NAME-> PHILLIP RANDALL

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> N NO SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 03/10/20XX
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO
    
```

**MAINTENANCE EXAMPLE 3**

```

> GUH 100XX,01068420000 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01068420000
NAME-> CAROL MARTIN

- ANNUAL LEAVE-----> U USE SICK LEAVE-----> U USE
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/01/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 09/10/1986
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO
  
```

```

> GUH 100XX,01068420000 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01068420000
NAME-> CAROL MARTIN

R ANNUAL LEAVE-----> Y USE SICK LEAVE-----> Y USE
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 09/10/1986
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO
  
```

```

> GUH 100XX,01068420000 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01068420000
NAME-> CAROL MARTIN

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS---> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 09/10/1986
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO

06/01/07 13:47:01 1 M3L1 CID5 _____
  
```

**MAINTENANCE EXAMPLE 4**

```

> GUH 100XX,01003258400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01003258400
NAME-> ALICIA J JOHNSON

- 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
    
```

```

> GUH 100XX,01003258400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01003258400
NAME-> ALICIA J JOHNSON

R ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> N EXEMPT OVERTIME LEAVE MAX--> 1 0 HOURS
COMP LEAVE STATUS---> N YES SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 0301199000
PERIOD START DATE---> 031020XX00 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 0310199000
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO

0018W-SDP EMPL DATE MUST NOT BE BLANK
    
```

```

> GUH 100XX,01003258400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 100XX EMPLOYEE NO-----> 01003258400
NAME-> ALICIA J JOHNSON

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> N NON-EXEMPT OVERTIME LEAVE MAX--> 1 240 HOURS
COMP LEAVE STATUS---> N NO SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 03/01/1990
PERIOD START DATE---> 03/10/20XX 90-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 03/10/1990
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES
MILITARY BANK IND---> N NO
    
```

# MAINTENANCE EXAMPLE, BATCH 4

```

> GUH 100XX,4,1 ON HMSUM

COMPANY--> 100XX BATCH--> 00004 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE LEAVE LEAVE LEAVE DATE DATE
NUMBER TYPE SIGN HOURS FROM TO

000000000000 --- - 000.0 00/00/0000 00/00/0000
000000000000 --- - 000.0 00/00/0000 00/00/0000
000000000000 --- - 000.0 00/00/0000 00/00/0000
000000000000 --- - 000.0 00/00/0000 00/00/0000
000000000000 --- - 000.0 00/00/0000 00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

06/01/07 14:06:28 1 M3L1 CID5 _____

```

```

> GUH 100XX,4,1 ON HMSUM

I COMPANY--> 100XX BATCH--> 00004 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE LEAVE LEAVE LEAVE DATE DATE
NUMBER TYPE SIGN HOURS FROM TO

01325687400 NA - 100.0 031020XXOO 00/00/0000
000000000000 NS - 304.8 031020XXOO 00/00/0000
000000000000 SF - 024.0 031020XXOO 00/00/0000
01874632900 AT N 024.0 031020XXOO 031220XX00
000000000000 SP - 024.0 031020XXOO 031220XX00

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

06/01/07 14:06:28 1 M3L1 CID5 _____

```

> C 100XX,00004,02 ON HMSUM

I COMPANY--> 100XX BATCH--> 00004 PAGE--> 02 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE SIGN	LEAVE HOURS	DATE FROM	DATE TO
01068420000	XX	N	064.0	031020XXOO	00/00/0000
00000000000	AT	N	008.0	031020XXOO	00/00/0000
01003258400	NS	-	072.0	031020XXOO	00/00/0000
00000000000	NF	-	040.0	031020XXOO	00/00/0000
00000000000	NA	-	232.0	031020XXOO	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> \_

A287W-NO RECORD/S FOUND

06/01/07 14:18:29 1 M3L1 CID5 \_\_\_\_\_

> C 100XX,00004,03 ON HMSUM

I COMPANY--> 100XX BATCH--> 00004 PAGE--> 03 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE SIGN	LEAVE HOURS	DATE FROM	DATE TO
01003258400	ND	-	750.0	031020XXOO	00/00/0000
00000000000	ND	-	750.0	031020XXOO	00/00/0000
00000000000	---	-	000.0	00/00/0000	00/00/0000
00000000000	---	-	000.0	00/00/0000	00/00/0000
00000000000	---	-	000.0	00/00/0000	00/00/0000

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

A287W-NO RECORD/S FOUND

> GUH 100XX,00004,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00004 STATUS--> OUT OF BALANCE

	TRANSACTIONS	HOURS
ENTERED	00	00000.0
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

> GUH 100XX,00004,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00004 STATUS--> OUT OF BALANCE

	TRANSACTIONS	HOURS
ENTERED	12	2392.8
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

> GUH 100XX,00004,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00004 STATUS--> IN BALANCE

	TRANSACTIONS	HOURS
ENTERED	12	02392.8
CALCULATED	12	02392.8
-----	--	-----
DIFFERENCE	00	00000.0



**Leave activity / maintenance batch totals**  
**screen i.d. hmsuc**

---

**COMPANY NUMBER**

0	0			
---	---	--	--	--

**BATCH NUMBER**

--	--	--	--	--

**TOTAL TRANSACTIONS (LINES)**

--	--

**TOTAL HOURS (ABSOLUTE VALUE)**

				.	
--	--	--	--	---	--

**BATCH TYPE** ... ..

A – ACTIVITY
_____ M – MAINTENANCE



# MAINTENANCE EXAMPLE 5

```

> GUH 100XX,00005,01 ON HMSUM
_ COMPANY--> 100XX BATCH--> 00005 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

      EMPLOYEE   LEAVE  LEAVE  LEAVE   DATE   DATE
      NUMBER     TYPE   SIGN  HOURS  FROM   TO
000000000000    --    -    000.0  00/00/0000  00/00/0000
000000000000    --    -    000.0  00/00/0000  00/00/0000
000000000000    --    -    000.0  00/00/0000  00/00/0000
000000000000    --    -    000.0  00/00/0000  00/00/0000
000000000000    --    -    000.0  00/00/0000  00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

```

```

> GUH 100XX,00005,01 ON HMSUM

I COMPANY--> 100XX BATCH--> 00005 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

      EMPLOYEE   LEAVE  LEAVE  LEAVE   DATE   DATE
      NUMBER     TYPE   SIGN  HOURS  FROM   TO
01000547800     AT     N    005.0  031020XXOO  00/00/0000
000000000000    --    -    000.0  00/00/0000  00/00/0000
000000000000    --    -    000.0  00/00/0000  00/00/0000
000000000000    --    -    000.0  00/00/0000  00/00/0000
000000000000    --    -    000.0  00/00/0000  00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> Y

A287W-NO RECORD/S FOUND

```

> GUH 100XX,00005,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00005 STATUS--> OUT OF BALANCE

	TRANSACTIONS	HOURS
ENTERED	00	00000.0
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

06/01/07 14:34:17 1 M3L1 CID5 \_\_\_\_\_

> GUH 100XX,00005,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00005 STATUS--> OUT OF BALANCE

	TRANSACTIONS	HOURS
ENTERED	01	5.0
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

06/01/07 14:34:17 1 M3L1 CID5 \_\_\_\_\_

> GUH 100XX,00005,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 100XX BATCH--> 00005 STATUS--> IN BALANCE

	TRANSACTIONS	HOURS
ENTERED	01	00005.0
CALCULATED	01	00005.0
-----	--	-----
DIFFERENCE	00	00000.0

06/01/07 14:37:37 1 M3L1 CID5 \_\_\_\_\_



---

> C

100XX,00005,01

ON HMSUS

----- LEAVE ACCOUNTING BATCH SUMMARY -----

COMPANY---> 100XX

BATCH NUMBER	BATCH TYPE	BATCH STATUS	DATE CREATED	DATE CHANGED
00001	ACTIVITY	IN BALANCE	03/01/20XX	03/01/20XX
00002	ACTIVITY	IN BALANCE	03/01/20XX	03/01/20XX
00003	ACTIVITY	IN BALANCE	03/01/20XX	03/01/20XX
00004	MAINTENANCE	IN BALANCE	03/01/20XX	03/01/20XX
<b>00005</b>	<b>MAINTENANCE</b>	<b>DELETED</b>	03/01/20XX	03/01/20XX

A205W-END OF LIST

04/05/2014 08:46:38 M3L1 ACTION \_\_\_\_

---

## ON LINE VIEWING and HISTORY REQUEST

1. Scott Alcott (01059620700) a VSDP participant, has requested vacation for two weeks beginning this Thursday. His supervisor is on the telephone and would like to know how much leave Scott has left including compensatory, recognition and bonus leave hours and the dates any of this leave will expire. Mr. Alcott's supervisor also would like for you to request a hard copy history report to be forwarded to his attention.

**\*\*Current as of last night**

The screenshot shows a terminal window titled 'SNA' with a menu bar (File, Edit, View, Session, Transfer, Macro, Settings, Help) and a toolbar. The main display area shows the following text:

```

> C 10010,01059620700 ON HPHUN

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

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

TYPE          STATUS  JANUARY 1  ----- EARNED -----  ----- USED -----  CURRENT
          STATUS  BALANCE  PERIOD      YTD  PERIOD      YTD  BALANCE
ANNUAL      YES      .0        .0          .0        .0          .0        40.0
SICK        NO       .0        .0          .0        .0          .0        40.0
SICK FAM    NO       .0        .0          .0        .0          .0
OVERTIME    0       .0        .0          .0        .0          .0
COMP TIME   YES      .0        .0          .0        .0          .0        24.0
ON CALL     NO       .0        .0          .0        .0          .0
LWOP TIME
FAMILY PER  YES      40.0      .0          .0        .0          .0        40.0
DIS CREDIT  130.0    .0          .0          .0        .0          .0        130.0
RECOGNITION  .0      .0          22.0       .0          .0          .0        22.0
BONUS LEAVE  .0      .0          .0          .0          .0          .0        8.0
MIL BANK LV NO  .0      .0          .0          .0          .0          .0        .0

A205W-END OF LIST

11/17/09 15:35:50 1 M3L1 CIP5 ____
  
```

At the bottom of the terminal window, there is a status bar with the following information:

- Connected to t101.dit.state.va.us (165.176.127.4)
- CIP00828 (CIP00828)
- OVR
- NUM

SNA

File Edit View Session Transfer Macro Settings Help

10010,01059620700 ON HPFUN

----- EMPLOYEE COMPENSATORY LEAVE BALANCES -----

COMPANY--> 10010 EMP NO-----> 01059620700  
 NAME-> SCOTT ALCOTT

----- COMPENSATORY BALANCE TOTALS -----

----- EARNED -----		----- USED -----		CURRENT
STATUS	PERIOD	YTD	PERIOD	YTD
YES	.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 15:38:39 1 M3L1 CIP5 \_\_\_\_

Connected to t101.dif.state.va.us (165.176.127.4) CIP00828 (CIP00828) OVR NUM

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		USED		CURRENT
PERIOD	YTD	PERIOD	YTD	BALANCE
.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 15:39:33 1 M3L1 CIP5 \_\_\_\_

Connected to t101.dif.state.va.us (165.176.127.4) CIP00828 (CIP00828) OVR NUM

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 15:41:25 1 M3L1 CIP5 \_\_\_\_\_

Connected to t101.dit.state.va.us (165.176.127.4) CIP00828 (CIP00828) OVR NUM



**Leave history request**

---

**screen i.d. HQFU1**

---

**COMPANY NUMBER**

0	0			
---	---	--	--	--

**REQUEST NUMBER**

--	--	--	--	--	--	--	--	--	--	--

**TYPE (OPTIONAL)**

--	--	--	--	--	--	--	--	--

**EMPLOYEE NAME (OPTIONAL)**

**FIRST NAME**

--

**M.  
I.**

--

**LAST NAME**

--

---

**PREPARED BY**

---

**DATE**

---

**APPROVED BY**

---

**DATE**

---

**KEYED BY**

---

**DATE**

L-7 4/1/91
---------------

---

> GUH 100XX

ON HQFU1

----- AGENCY LEAVE HISTORY REQUESTS -----

\_ AGENCY --> 00000

REQUEST 1 --> 00000000000	REQUEST 2 --> 00000000000
REQUEST 3 --> 00000000000	REQUEST 4 --> 00000000000
REQUEST 5 --> 00000000000	REQUEST 6 --> 00000000000
REQUEST 7 --> 00000000000	REQUEST 8 --> 00000000000
REQUEST 9 --> 00000000000	REQUEST 10 --> 00000000000
REQUEST 11 --> 00000000000	REQUEST 12 --> 00000000000
REQUEST 13 --> 00000000000	REQUEST 14 --> 00000000000
REQUEST 15 --> 00000000000	REQUEST 16 --> 00000000000
REQUEST 17 --> 00000000000	REQUEST 18 --> 00000000000
REQUEST 19 --> 00000000000	REQUEST 20 --> 00000000000

A287W-NO RECORD/S FOUND

04/05/2014 09:24:21 M3L1 ACTION \_\_\_\_\_

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