

CIPPS Leave Conversion to Lag Pay Period Dates, *continued*

Changes to HPFUN, HPEUN and HPDUN

All dates on these screens will reflect the new lag pay periods. See example of the HPFUN screen below. (Dates on the HPEUN and HPDUN will be displayed in the same manner.)

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> GD          230,12345678900                                ON HPFUN
----- EMPLOYEE COMPENSATORY LEAVE BALANCES -----
COMPANY--> 00132          EMP NO-----> 12345678900
NAME-> Test          T          Employee

----- COMPENSATORY BALANCE TOTALS -----
----- EARNED -----      ----- USED -----      CURRENT
STATUS  PERIOD  YTD  PERIOD  YTD  BALANCE
YES     .0     7.0  .0     7.0  .0

-- PERIOD ---      --- PERIOD ---      --- PERIOD ---      --- PERIOD ---
START BALANCE  START BALANCE  START BALANCE  START BALANCE
09/25/2009 .0    06/25/2009 .0    03/25/2009 .0    12/25/2008 .0
09/10/2009 .0    06/10/2009 .0    03/10/2009 .0    12/10/2008 .0
08/25/2009 .0    05/25/2009 .0    02/25/2009 .0    11/25/2008 .0
08/10/2009 .0    05/10/2009 .0    02/10/2009 .0    11/10/2008 .0
07/25/2009 .0    04/25/2009 .0    01/25/2009 .0    10/25/2008 .0
07/10/2009 .0    04/10/2009 .0    01/10/2009 .0    10/10/2008 .0
                                           09/25/2008 .0

                                           11/05/09 10:26:16 1 M3LL CID5 ____
    
```

Note: During this conversion process any leave that would have expired based on the old dates will now be deleted at the end of the new lag period dates.

Report Dates

Where applicable, the “For Period Ending” will reflect the 9th or 24th in accordance with the pay period being processed.

Payline

Leave-earned transactions reflected in Payline will still reflect the original period end dates of the 15th or end of month for periods prior to the 11/16/2009 conversion. The disclosure note of “Leave Accruals reported as "earned" on the 15th of the month are for the pay period ending the 9th; leave accruals reported as "earned" as of the end of the month are for the pay period ending the 24th.” will continue to be displayed for those periods. Thereafter the accrual date will be the 9th or 24th and no disclosure statement will be provided.

Questions or Concerns

If you have any questions or concerns as a result of this change, feel free to contact Ervin Farmer at Ervin.farmer@doa.virginia.gov or John Rodgers at john.rodgers@doa.virginia.gov.