

Department of Accounts

Payroll Bulletin

Calendar Year 2011

May 17, 2011

Volume 2011-08

*In This Issue of
the Payroll
Bulletin.....*

- ✓ **New PAT Leave Module Available**
- ✓ **Tracking Recognition Leave Earned - 4/22/11**

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

Director **Lora L. George**
Assistant Director Cathy C. McGill

New PAT Leave Module Available

New Leave Audits and Queries

PAT (Payroll Audit Tool) has been enhanced to include some new leave audit reports and the ability to query leave transactions and balances. Some of the new features include:

- **HPIUS Error Reporting** – Highlights missing dates and conflicting indicators which could affect leave accruals and VSDP leave loads. Review post-certification to ensure that new hires will receive appropriate leave accruals.
- **VSDP Participants and Recipients** – Provides a current listing of VSDP Participants and Recipients.
- **VSDP Leave Load Exceptions** – Provides an audit of VSDP Leave Balances awarded to ensure that VSDP Participants have received the correct amounts of Family Personal and Sick Leave. Can be used as a reminder to load VSDP leave for new hires and ensure that employees on VSDP during the annual leave allocations receive balances when they return.
- **Duplicate Leave Reports** – Review transactions that have the same Leave Type, Hours and Date From to ensure that transactions have not been duplicated.
- **Leave Balance Queries** – Query leave balances to find employees that have a total balance less than any amount you choose. Results can be downloaded as an excel spreadsheet, pdf file or text.
- **Leave Activity Queries** – Query leave activity transactions. This is a good tool to review activity for employees receiving VSDP. Download transactions as an excel spreadsheet, pdf file or text.
- **Estimated Leave Lost** – Downloaded estimated leave lost amounts can be distributed.
- **Expiring Leave** – Review leave that is due to expire the following pay period (Comp. Leave, Recognition, and Bonus Leave.)

For more information about the new PAT Leave Module, please see CAPP Topic 70735 (http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/70735.pdf). In addition, four training videos have been added to our website at the following address: http://www.doa.virginia.gov/Payroll/PAT/PAT_Main.cfm.

For more information regarding PAT, please contact Shannon Gulasky at (804) 225-3065 or by email at shannon.gulasky@doa.virginia.gov.

Continued on the next page

PAT Leave Module Available, continued

New Payline Security Form To gain access to the new PAT Leave Module, use the Payline Security Authorization Request Form at <http://www.doa.virginia.gov/Payroll/Forms/PaylineSecurityForm.pdf>.

Security features for PAT have been upgraded to allow users to select leave reports, payroll reports or both. To receive access to the new PAT Leave Module, a user must have security level 4, 5 or 6.

Tracking Recognition Leave Earned - 4/22/2011

Use of PAT to Manually Track RE Leave to Expire On April 22, 2011 the Governor's Office authorized employees of Executive Branch Agencies to leave 2 hours early. However, due to work demands some employees had to work their original schedule. In those cases, it is up to the line agency to determine which employees are due Recognition Leave and key manual transactions to load the earned leave time.

DHRM guidance stated that this Recognition Leave must be used by 6/30/2011 or it expires. However, Recognition Leave in CIPPS will not expire until one year after the date earned. Therefore, each agency is responsible for tracking the amount of Recognition Leave granted and manually backing out this leave if the employee does not use it by 6/30/2011.

Because of the difficulty involved with identifying the hours that need to be manually backed out, consideration should be given to using the new reporting features available in the PAT Leave Module. This can be accommodated by following the instructions given below:

Note: The dates suggested are to be used as a guideline to allow line agencies enough time to research the necessary leave detail and key the proper maintenance before the July 14th leave keying deadline.

PART 1: Between **July 1st and July 8th** of 2011 - run the Leave Expiring Report to determine who has a remaining balance of Recognition Leave earned during the 4/10-24/11 period.

1. From the PAT Leave Menu, choose "Leave Audit Reports", select your agency number and click on "Select Agency".
2. Choose "Leave Expiring for Period as of Date" and select period "6/24/2011". Choose the Excel format and click on "Submit Request" at the bottom of the page.
3. After you have opened the Excel Spreadsheet, select the column header row (the row that has the names of each column) and choose "Data", "Filter", and "Auto-Filter" from the Excel Menu.
4. Arrows should appear by each of the column names. Click on the "LV Type" header and select "RE". Click on the "Begin Date" header and select "4/10/2011".
5. The resulting list will be all of the employees who have Recognition Leave remaining that was earned during the period 4/10-24/2011. **Proceed to Part 2.**

Continued on the next page

Recognition Leave Earned 4/22/2011, continued

Use of PAT to Manually Track RE Leave to Expire, continued

PART 2: Between **July 1st and July 8th of 2011** - create a listing of Recognition Leave Activity for 4/22/11 and beyond.

1. From the PAT Leave Menu choose "Leave Activity Detail Inquiry – Transactions on or after 3/25/2010", select your agency number and click on "Select Agency".
2. Select "Entire Agency", "Leave USED" between **"4/22/2011" and the most recent date available**, Leave Type "Recognition", with Activity Types "Taken" and "Earned". Choose how to sort and format your results and click on "Submit Request". The resulting list will detail the Recognition Leave Activity for your agency for 4/22/2011. **Proceed to Part 3.**

PART 3: **Between July 1st and July 8th of 2011** - compare the two listings and determine necessary maintenance transactions.

1. Use the list generated in Part I to determine *which employees need to be researched*. All of the Recognition Leave activity for the agency will show on the listing from Part II, but since only those employees on the list from Part I have a remaining balance, it is not necessary to review the entire listing from Part II.
2. Keep in mind that we are using reports **for the leave period 6/10-24/2011 which DOES NOT include leave taken 6/25-30/2011**. When you are deciding if maintenance is necessary be sure to check **new leave slips for the 6/25-7/9/11 period**. If the employee **used leave between 6/25 and 6/30**, key the actual RT transaction for the date the leave was taken on HMSUA instead of backing the RE leave out on HMSUM. **Proceed to Part 4.**

PART 4: **Between July 11th and July 14th** - key maintenance transactions discovered in PART 3.

1. When you key transactions to remove Recognition Leave, **use a RE N transaction dated 4/22/2011** on HMSUM to remove the leave from the correct bucket. **Do not use an RT transaction to back out the leave.** RT transactions take the leave from the oldest bucket available and not necessarily that which corresponds to the leave granted by the Governor.

Repeat this process each pay period after 7/1-15/2011 (use the most recent period available when running the reports) until the remaining RE leave shown on the listing generated in Part I is valid.