PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

4/4/2018	Section E: Enhanced Substitute Pay and Employee Leave System

[Topic 2: Leave Payroll Processing, V1.9]

Revision History

Date	Version	Description	Author
4/4/2018	1.9	18.01.00 – Update *Post Leave Input Data* status codes for the *Payroll Monitor* and illustrate leave posting error message on PCGenesis menus.	D. Ochala
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Overview

The *Enhanced Substitute Pay and Employee Leave System* is tightly integrated with the payroll cycle. This is because the substitutes' gross data lines are generated at the same time that the employee leave is entered into the system.

√	Step	Action
		Integrated Payroll and Leave System Checklist
	1	Setup payroll. NOTE: Setting up payroll causes the *Current Leave Input File* to be cleared in preparation for the new payroll cycle. If the payroll is reset for any reason by using the *Payroll Monitor*, all data in the *Current Leave Input File* will be lost. *Payroll System Operations Guide, Section A: Payroll Setup* and *Section H: Update/Display the Payroll Sequence Monitor*
	2	Start keying in payroll changes, as normal and as required, for the payroll run. *Payroll System Operations Guide, Section B: Payroll Update Processing*
	3	Run the payroll *Trial Registers* and *Exceptions Reports* as often as needed. *Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 1: Process Preliminary Payroll*
	4	*Input Employee Leave and Substitute Pay* or *Import Leave Data from CSV* as described in this document. The import process may be run in multiple batches, if desired. The leave data entered for the payroll cycle is collected in the *Current Leave Input File*.
	5	Run the following reports as often as needed to verify the contents of the *Current Leave Input File*. Run the reports *at least one time* before posting the leave data. Current Leave Input File: • Employee Summary Reports • Employee Detail Reports • Substitute Detail Reports Substitute Reports: • Substitute Pay by Employee • Substitute Pay by Account *Personnel System Operations Guide, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 4: Leave Reporting*

√	Step	Action
		Integrated Payroll and Leave System Checklist - Continued
	6	When all leave data and substitute pay has been entered into the system and verified, execute *Post Leave Input Data* as described in this document. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle.
		<u>NOTE</u>: The *Post Leave Input Data* step must be run for ALL regular and special payroll cycles, whether or not there is any leave data in the *Current Leave Input File*. Even if there is no leave data to post, the posting step must be executed.
		When running a *Manual/Void Check Run Only* payroll cycle, if the *Post Leave for Manual/Void Run* option is set to *Y* (Yes), the *Post Leave Input Data* step must be executed. If the *Post Leave for Manual/Void Run* option is set to *N* (No), the *Post Leave Input Data* step is NOT executed.
	7	Run the payroll *Trial Registers* and *Exceptions Reports* again. This is a required step.
		NOTE: After the *Current Leave Input File* has been posted, the payroll monitor switch for *Run Exceptions Register with no exceptions* will automatically be reset to '**N**' so that this step must be rerun.
		Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing and *Section H: Update/Display the Payroll Sequence Monitor*
	8	Continue with the payroll process as documented in the *Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing*

The leave data entered for the payroll cycle is collected in the *Current Leave Input File*. The *Current Leave Input File* is a temporary holding area utilized for collecting the employee leave information, and the substitute gross data lines. Setting up payroll causes the *Current Leave Input File* to be cleared in preparation for the new payroll cycle.

As the user prepares the payroll, leave data is entered into the system via the *Input Employee Leave and Substitute Pay* procedure or the *Import Leave Data from CSV* procedure. The import process may be run in multiple batches, if desired, and once the data is in the *Current Leave Input File*, the user is able to modify the imported data using the *Input Employee Leave and Substitute Pay* module. The user is able to verify the contents of the *Current Leave Input File* by running the various leave reports available within the *Enhanced Substitute Pay and Employee Leave System*.

Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* <u>must</u> be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.

Posting the current leave input data accomplishes the following:

- A backup copy of SECOND data is created in SECONDL. SECONDL can be used as a restore point, if necessary.
- Gross data information is created for the substitute and posted to the substitute's *Update/Display Gross Data* screen.
- Current leave is posted for the absent employee's pay stub. The absent employee's leave balances, current leave taken, and year-to-date leave taken fields are updated. The pay stub leave data is available from the *Update/Display Current Leave Data* screen within payroll.
- The absent employee's leave data is posted into the *Leave History File*.
- The *Current Leave Input File* is cleared.
- The payroll monitor will display a '**Y**' next to the *Post substitute pay and employee leave* step.
- The payroll monitor will display an '**N**' next to the *Run exceptions register with no exceptions* step.

The *Post Leave Input Data* procedure updates the Payroll Monitor with each step of the leave posting process. If posting fails, the user is forced to restore SECONDL to SECOND and cannot proceed without doing so. The '*Post substitute pay and employee leave*' indicator in the Payroll Monitor will be updated with each step of the leave posting process as illustrated in the following table.

'Post substitute pay and employee leave' **Payroll Monitor Value**	**Leave Data Status**
N	The *Post Leave Input Data* process has not started
S	The *Post Leave Input Data* process started, but did not finish. The substitute *Gross Pay* data has posted, but the *Leave History* data has not been posted.
L	The *Post Leave Input Data* process started, but did not finish. The substitute *Gross Pay* data has posted and the *Leave History* data has posted, but the *Payroll Leave Data* (F2, F2, F17) screen has not been posted.
Y	The *Post Leave Input Data* has completed successfully. The Payroll Administrator may now continue with the next steps in the payroll cycle.

The *Post Leave Input Data* procedure allows timely recovery when the posting procedure fails for any reason. If the *Post Leave Input Data* fails in the middle of the process, a warning message is displayed on any PCGenesis menu, and the user is not allowed to repost the leave or continue the payroll process without restoring SECONDL. An example of the warning message is displayed below.

Example of Leave Posting Error Message on a PCGenesis Menu Screen

Two options are available for updating the substitutes' gross data during the posting process: The user can either replace the substitutes' gross data lines or add to the substitutes' gross data lines.

- The user should <u>replace</u> the substitutes' gross data lines if there are <u>no valid gross data lines</u> on the substitutes' *Gross Data* screen, and ALL gross data lines for the substitute are contained on the *Current Leave Input File*.

- The user should <u>add</u> to the substitutes' gross data lines if additional pay from other sources has been entered directly into payroll using the substitutes' *Gross Data* screens and the user needs to retain these gross data lines.

<u>NOTE</u>: The *Post Leave Input Data* step must be run for ALL regular and special payroll cycles, whether or not there is any leave data in the *Current Leave Input File*. Even if there is no leave data to post, the posting step must be executed. In this case, a warning message will be displayed indicating that no records were posted.

When running a *Manual/Void Check Run Only* payroll cycle, if the *Post Leave for Manual/Void Run* option is set to *Y* (Yes), the *Post Leave Input Data* step must be executed. If the *Post Leave for Manual/Void Run* option is set to *N* (No), the *Post Leave Input Data* step is NOT executed.

Once the current leave input data has been posted, the user must run the payroll *Trial Registers* and *Exceptions Reports* again. This is a required step because after the *Current Leave Input File* has been posted, the payroll monitor switch for *Run Exceptions Register with no exceptions* will automatically be reset to '**N**' so that the *Trial Registers* and *Exceptions Reports* must be rerun.

The following screen illustrates the Payroll Monitor after the *Current Leave Input File* has been posted:

```
  PCG Dist=6341  Rel=14.04.00  02/04/2015  PCW 001   C:\DEVSYS  C:\SECOND      WHITE            _ □ ✕
                          PAYROLL SEQUENCE MONITOR              Screen 1 of 2        PAYSTUPD
            Setup payroll for new pay period               Y
            Run exceptions register with no exceptions     N
            Post substitute pay and employee leave         Y
            Calculate payroll and update YTD figures       N
            Print paychecks and Direct Deposits            N
                                                            / Void/Add Run Completed N
            (This cycle can be repeated more than once) ____/ Final Register        N
                                                            \ Deduction Registers   N
            Update earnings history with current pay    N   \ Final Distribution    N
            Update budget files with current pay        N

                     Manual/Void Checks Run Only: N    Post leave for Manual/Void Run: N

                     Regular Gross Types      : Y    Old PSERS: Y   Old ERS: N   TRS: Y
                     Special Gross Types      : Y    New PSERS: Y   New ERS: N

                  -------------------- PAYROLLS SELECTED DURING SETUP --------------------
            PAY    NO. PAYS
            SCH    TAX CALC   DESCRIPTION                    PERIOD   CHECK DATE   GHI
            12       12       FY14 MONTHLY PAYROLL             12      12/17/14     Y




        Selected classes:  1  2  4  5  6  7  8  9 11 13 14 15 16 17 18 19 20 22 23 25 26 28 29 30 31
                          32 33 42 43 44 45 46


        NOTE: Setup and Exception flags may not be changed unless Manual Checks and/or Previous Voids
              are deleted.
         F3=Print screen, F11=Go to screen 2, F16=exit.
  ENTER                                                                              14.02.00
   ✓      🖨 F3                       F8 💾 F9 ✐      F11 ▶ F12 ◀
  F16 ⬅
```
Screen 1 - Payroll Monitor – After Posting the Leave Input Data

After the *Current Leave Input Data* is posted and the payroll reports have been verified, the payroll cycle can continue as normal. The *Calculate Payroll and Update YTD (Final)* step is executed next. The final payroll includes the substitute pay; the employees' pay checks will include the current leave.

Input Employee Leave and Substitute Pay

As leave data is entered into the system via the *Input Employee Leave and Substitute Pay* procedure or the *Import Leave Data from CSV* procedure, the PCGenesis system generates the substitute gross data lines based upon the following data elements:

- The absent employee's payroll class code
- The absent employee's total leave time
- The absent employee's **Substitute Distribution** flags on their gross data lines
- The substitute employee's ranking

The following example illustrates how PCGenesis generates the substitute's pay. In the following example, the absent employee's payroll class code is '05', and the substitute employee's rank is '2'.

The *Update/Display Gross Data* screen shown in *Screen 2* below shows the absent employee's payroll class code and the gross data account lines that are flagged for substitute distribution:

Screen 2 – Absent Employee's Gross Data Screen

The *Update/Display Personnel Data* screen displays the substitute employee's **Substitute Rank** field as shown in *Screen 3* below:

Screen 3 – Substitute Employee's Personnel Data Screen

The absent employee's payroll class code determines the substitute's gross process type, the general ledger account object code, and whether the pay rates are hourly or daily rates, as shown on the *Payroll Class Code Leave Parameters* screen below. The substitute's pay rate and pay type are determined based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen. In our example, the absent employee's payroll class code is '05' and the substitute employee's ranking is '2'.


Screen 4 – Payroll Class Code Leave Parameters for Payroll Class Code 05

Screens 5 and *6* of the *Input Employee Leave and Substitute Pay* module illustrate how the system generates the substitute's pay. The total leave time entered for the absent employee on *Screen 5* will be used as the default time for the substitute's pay on *Screen 6*.

Screen 5 – Input Employee Leave and Substitute Pay Screen 1

Screen 6 – Input Employee Leave and Substitute Pay Screen 2

The **Proc Type** (Process Type) field for the substitute employee is defaulted based upon the **Substitute Process Type** field defined for the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.

The **Pay Type** field for the substitute employee is defaulted based upon the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen. Within the payroll class code setup, the correct **Pay Type** is defaulted based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen.

The **Acct #** field for the substitute employee is defaulted based upon the absent employee's gross data lines set up on the *Update/Display Gross Data* screen. Any of the absent employee's gross data account lines which have a '**Y**' in the **Sub Dist** (Substitute Distribution) field will be used to default the substitute employee's gross data lines on the leave input screen. The account number **Object Code** field for the substitute employee is then defaulted based upon the **Substitute Object Code** defined for the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.

The **Pay Rate Hrly/Daily** (Pay Rate Hourly/Daily) field for the substitute employee is defaulted based upon the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen. Within the payroll class code setup, the correct pay rate is defaulted based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen.

The **Days/Hrs Regular** (Days/Hours Regular) field for the substitute employee is defaulted based upon the absent employee's leave time. The system will convert the employee time from hours to days or from days to hours, if necessary based upon the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.

Within the payroll class code setup, the correct time conversion is computed based upon the **Hourly or Daily Rates?** field. If the rates defined on the *Maintain Payroll Class Code Leave Parameters* screen are defined as daily rates (**D**), and the employee leave time is entered in hours, the system will automatically convert the hours entered for the employee to days in order to pay the substitute.

Furthermore, the total employee leave time is distributed over the substitute employee's account lines in the same proportion as the absent employee's salary is distributed over their gross data lines on the *Update/Display Gross Data* screen. Any of the absent employee's gross data account lines which have a 'Y' in the **Sub Dist** (Substitute Distribution) field will be used to default the substitute employee's gross data lines on the leave input screen.

The defaulting data on the leave input screen can be overridden and changed at any time by the user. The leave input screen can be modified manually by overtyping anything on the gross data lines, or several options are available to quickly modify the substitute's gross data lines or the absent employee's leave time.

If a substitute has replaced the absent employee, several options are available to quickly modify the substitute's gross data information. This can be done either when adding a new leave record or when modifying an existing leave record.

- The total time for the substitute can be quickly modified by using the **F21** toggle:

  (**F21** – Modify total sub time)

  (**F21** – Recalculate/Display screen)

- The total time for the substitute can be quickly reallocated across all gross data lines by using the **F22** toggle:

  (**F22** – Modify distribution percentages)

  (**F22** – Recalculate/Display screen)

- The total time for the absent employee can be quickly modify by using the **F23** toggle:

  (**F23** – Modify employee leave)

  (**F23** – Recalculate/Display screen)

A summary of the employee leave balances can be reviewed from within the *Input Employee Leave and Substitute Pay* module. The ability to display employees' leave history from within the *Input Employee Leave and Substitute Pay* module allows quick and easy access to employees' leave history, and also shows the current leave entered into the *Current Leave Input File*. The (**F14** – Employee Leave Balances) button is available from both data entry screens within the *Input Employee Leave and Substitute Pay* module.

Screen Print: The screen print feature allows the user to obtain a screen print of selected personnel screens. The screen print feature is available on display/inquiry screens which have the button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Selecting the drop-down selection icon ▾ , F15🔍 *(F15 – Code Lookup) or* **Help** *(F28 – Help Screens) when offered provides additional assistance with the entry of information.*

Procedure A: Input Employee Leave and Substitute Pay

A1. Adding Employee leave and Substitute Pay Records

Step	Action
1	From the *Business Applications Master Menu*, select ⬚**3** (**F3 -** Personnel System).

The following screen displays:

Step	Action
2	Select ⬚**4** (**F4 –** Enhanced Substitute Pay and Leave System Menu).

The following screen displays:

Step	Action
3	Select ⬚2⬚ (**F2** – Leave Update Menu).

The following screen displays:

Step	Action
4	Select __1__ (**F1** – Input Employee Leave and Substitute Pay).

The following screen displays:

Step	Action
5	**If there is an absent employee:** Enter the employee number of the absent employee in the **Absent employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number.
	If the employee number is unknown, select 🔍F15 *(F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the* **Absent employee no.** *field on the screen.*
	If there is no absent employee: Check the selection box ☐ to the right of the **If no absent employee, check here** field.
	When checked, the selection box displays ☑ *to indicate that there is no absent employee, and <u>only substitute pay is being entered</u>.*
6	Enter the starting leave date in the **Starting leave date** field, or select the drop-down selection icon ▼ to locate an existing employee leave record.
	The **Starting leave date** *is the date of the first day of the employee's absence.*

Step	Action
7	Enter the leave type and reason codes in the **Leave type** and the **Leave reason** fields, or select the drop-down selection icon ▼ within the **Leave type** field to locate the correct leave codes. *A selection from the drop-down selection box will cause both the **Leave type** and the **Leave reason** fields to be populated.*
8	Enter the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both. *If leave time is being refunded, enter negative days or hours.* *The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the **Starting leave date** entered. For example, if the **Starting leave date** is a Friday, and the total number of **Days absent** is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.*
9	**If a substitute replaced the absent employee:** Enter the employee number of the substitute in the **Substitute employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number. The employee must be in a payroll class defined as a substitute (**S**) class. *If the employee number is unknown, select* 🔍 F15 *(**F15** – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the **Substitute employee no.** field on the screen.* **If no substitute replaced the absent employee:** Select the selection box ☐ to the right of the **If no substitute, check here** field. *When selected, the selection box displays ☑ to indicate that no substitute replaced the absent employee.*
10	Select 🔲 CREATE F13 (**F13** – Create New Record).
11	**If no substitute replaced the absent employee:** proceed to *Step 12*. **If a substitute replaced the absent employee:** proceed to *Step 15*.

If no substitute replaced the absent employee, the following screen displays:

If a substitute replaced the absent employee, the following screen displays:

Once the user enters this second screen of data (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed as shown below.

Substitute Time / Employee Time Mismatch

⚠ The substitute time does not match the absent employee leave time.

Allow?

[Yes]   [No]

Step	Action
	If <u>no substitute</u> replaced the absent employee, complete *Steps 12 - 14*.
12	Enter a description of the employee's leave in the **Memo** field. This field is optional and is for informational purposes only.
13	Enter the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both. *If leave time is being refunded, enter negative days or hours.* *The **Days absent** or the **Hours absent** fields will default based upon the time entered by the user in Step 8. If desired, the user may modify the amount of leave time here.* *The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the **Starting leave date** entered. For example, if the **Starting leave date** is a Friday, and the total number of **Days absent** is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.*
14	Proceed to *Step 22*.

Step	Action
	If a substitute replaced the absent employee, complete *Steps 15 - 21*.
15	Enter the processing type in the **Proc Type** field, or select the drop-down selection icon ▼ within the **Proc type** field. Only daily or hourly processing types are allowed.
	Valid values: <u>Regular Gross Types:</u>
	D – Regular daily with pension and taxes **H** – Regular hourly with pension and taxes
	<u>Special Gross Types:</u>
	A –Daily/Hourly adjustment NO pension calculation **X** – Daily/Hourly, with FICA, NO pension/annuities or tax calculation **P** – Daily/Hourly adjustment with taxes and pension calculation
	The **Proc Type** field for the substitute employee is defaulted based upon the **Substitute Process Type** field defined for the absent employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.
	The defaulting data can be overridden and changed at any time by the user.
	The field's entry determines how payroll pension and taxes are calculated and/or if PCGenesis clears the entry during payroll setup. "No pension" means that annuities will not be calculated either.
	*When entering an account number within the **Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field(s), make an entry in the **Proc Type** field.*
	*When entering **D** (Daily) or **H** (Hourly) in the field, entries are also required in the **Pay Rate Hrly/Daly** and **Days/Hrs Regular** fields.*

Step	Action
	Complete *Steps 16 - 21* for each Proc Type entered in *Step 15*.
16	**Pay Type:** Optional. Used only for the new detailed pay stub.
	Enter the pay type or select the drop-down selection icon ▼ in the **Pay Type** field to define the employee's pay type.
	The **Pay Type** field for the substitute employee is defaulted based upon the <u>absent</u> employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen. Within the payroll class code setup, the correct **Pay Type** is defaulted based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen.
	The defaulting data can be overridden and changed at any time by the user.
	The new detailed check stub contains a new section of data entitled ***Current Hours and Earnings***. The current earnings will print based upon the **Pay Type** entered for the gross data line. The *Current Hours and Earnings* section on the detailed check stub will list the pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.
	In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by **Pay Type** before utilizing the new detailed pay check statement. All gross data lines with the same **Pay Type** and **Pay Rate** will be summarized (and accumulated) on ONE earning line on the check stub.
	The pay types are user-defined. Detailed instructions for setting up **Pay Type** codes are in the *Payroll System Operations Guide, Section F. – Description/Deduction/Annuity File Processing*.
	NOTE: The names *Pay Type* and *Compensation Type* are used interchangeably. The codes used to define **Pay Type** on the *Update/Display Gross Data* screen are called **Compensation Type** (code 'P') on the *Maintain Description Records* screen. The **Pay Type** table is defined in the *Description File* under 'P – Compensation Type'.
	The defaulting entry '0000' prints as 'Regular Pay' on the detailed check stub.

Step	Action
17	Enter the account information or select the drop-down selection icon ▾ in the **(Acct #) Yr Fund F Prgm Fnct Objct B Addt'l** field to select the employee's payroll gross distribution account information.
	The **Acct #** field for the substitute employee is defaulted based upon the <u>absent</u> employee's gross data lines set up on the *Update/Display Gross Data* screen. Any of the absent employee's gross data account lines which have a '**Y**' in the **Sub Dist** (Substitute Distribution) field will be used to default the substitute employee's gross data lines on this screen. The account number **Object Code** field for the substitute employee is then defaulted based upon the **Substitute Object Code** defined for the <u>absent</u> employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.
	The defaulting data can be overridden and changed at any time by the user.
	For <u>each</u> account <u>entered</u>, make the appropriate entries within the **Proc Type**, **Pay Rate**, **Reg Hours**, *and* **Reg Gr** *fields.*
	If the account number is unknown, select 🔍 F15 *(F15 – Look up account). If there are more than 930 account line entries in the drop down selection box, the message "*** Too many items to display – Set a filter ***" displays indicating the Chart of Accounts has more entries than can be displayed. A suggestion for the user to utilize the "Set Filter" feature" will then be displayed.*
18	**For Days/Hours entries:** Enter the hourly or daily rate of pay in the **Pay Rate Hrly/Daily** (Pay Rate Hourly/Daily) field.
	The **Pay Rate Hrly/Daily** (Pay Rate Hourly/Daily) field for the substitute employee is defaulted based upon the <u>absent</u> employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen. Within the payroll class code setup, the correct pay rate is defaulted based upon the **Substitute Rank** field defined for the substitute employee on their *Update/Display Personnel Data* screen.
	The defaulting data can be overridden and changed at any time by the user.

Step	Action
19	**For Regular Days/Hours entries:** Enter the number of regular work hours in the **Days/Hrs Regular** (Days/Hours Regular).
	The **Days/Hrs Regular** (Days/Hours Regular) field for the substitute employee is defaulted based upon the <u>absent</u> employee's leave time. The system will convert the employee time from hours to days or from days to hours, if necessary based upon the <u>absent</u> employee's payroll class code setup on the *Maintain Payroll Class Code Leave Parameters* screen.
	Within the payroll class code setup, the correct time conversion is computed based upon the **Hourly or Daily Rates?** field. If the rates defined on the *Maintain Payroll Class Code Leave Parameters* screen are defined as daily rates (**D**), and the employee leave time is entered in hours, the system will automatically convert the hours entered for the employee to days in order to pay the substitute.
	Furthermore, the total employee leave time is distributed over the substitute employee's account lines in the same proportion as the absent employee's salary is distributed over their gross data lines on the *Update/Display Gross Data* screen. Any of the absent employee's gross data account lines which have a '**Y**' in the **Sub Dist** (Substitute Distribution) field will be used to default the substitute employee's gross data lines on this screen.
	To reduce the employee's current pay, enter a negative (-) number in the field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.
20	**Reg Gross:** Enter the employee's gross salary amount or the total number of days or hours <u>multiplied</u> by the employee's pay rate in the **Reg Gross** (Regular Gross) field.
	*If 'S', 'B', 'Y', or 'Q' was entered in the **Proc Type** field, an entry is required in the field. PCGenesis will calculate the entry in the **Reg Gr** fields for the remaining processing types.*
21	<u>If there are additional **Proc Types:**</u> Select the **Tab key** to access the next **Proc Type** field and repeat this procedure at *Step 15*.
22	Select (**Enter** - validate) to validate the record.
	Once the data on the screen has been finalized, and **Enter** has been selected, the system will recalculate the **Distribution %** fields, if necessary, to correctly reflect the distribution of the substitute days/hours over the gross data account lines on the screen.
	Select (**F3** – Print this data) to obtain a screen print of the *Input Employee Leave and Substitute Pay* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
	To scroll up and down on the screen, select the appropriate icon , , ,

The following screen displays:

```
 PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001    C:\DEVSYS  C:\SECOND         WHITE                _|8|X|
                       Input Employee Leave and Substitute Pay                              LVI0100
Absent Employee Info:       Emp. no. 88594   CO7ONADO, MA7HTA                   Status A -- Active
 SSN 999-08-8594  Class  5 TEACHERS             Work Loc  202 Location 000202
                  Hrs/Day  8.000              Job  105 TEACHERS
   Leave date  3/06/2013  Type A1 SICK LEAVE                  Reason 01 SICK LEAVE

                      Memo

       Employee leave:  Days absent      .5000    -or-   Hours absent
-------------------------------------------------------------------------------------------
Substitute Info:          Sub. no. 89957  AD4IR, CE4ESTA                        Status A -- Active
 SSN 999-08-9957  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
               Sub rank  2 Certified               Job  109 SUB-TEACHERS

        Substitute pay rate   70.000  (Daily pay rate)

   Proc  Pay                                      Pay Rate  Days/Hrs   Regular
   Type  Type  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Hrly/Daly   Regular    Gross   Distrib %
01. D▼  0025  13 100 _ 2041 1000 11300  302 1 _____    70.000      .10       7.00     .2000
02. D   0025  13 100 _ 2041 1000 11300  102 1 _____    70.000      .10       7.00     .2000
03. D   0025  13 100 _ 2041 1000 11300  202 1 _____    70.000      .25      17.50     .5000
04. D   0025  13 100 _ 2041 1000 11300  101 1 _____    70.000      .05       3.50     .1000
05. _   ____  00  ___ _ ____ ____ _____  ___ _ _____    _____     ____     _____
06. _   ____  00  ___ _ ____ ____ _____  ___ _ _____    _____     ____     _____
07. _   ____  00  ___ _ ____ ____ _____  ___ _ _____    _____     ____     _____
08. _   ____  00  ___ _ ____ ____ _____  ___ _ _____    _____     ____     _____
09. _   ____  00  ___ _ ____ ____ _____  ___ _ _____    _____     ____     _____
10. _   ____  00  ___ _ ____ ____ _____  ___ _ _____    _____     ____     _____
                                                                  .50      35.00   1.0000
Reg Daily  w/Pension and Taxes

Record Validated Successfully -- F8 to Save

                                                                               13.01.00
```

Step	Action
23	Verify *"Record Validated Successfully – F8 to Save."* displays, and select ⊞ (**F8 –** Save changes).

The following screen displays:
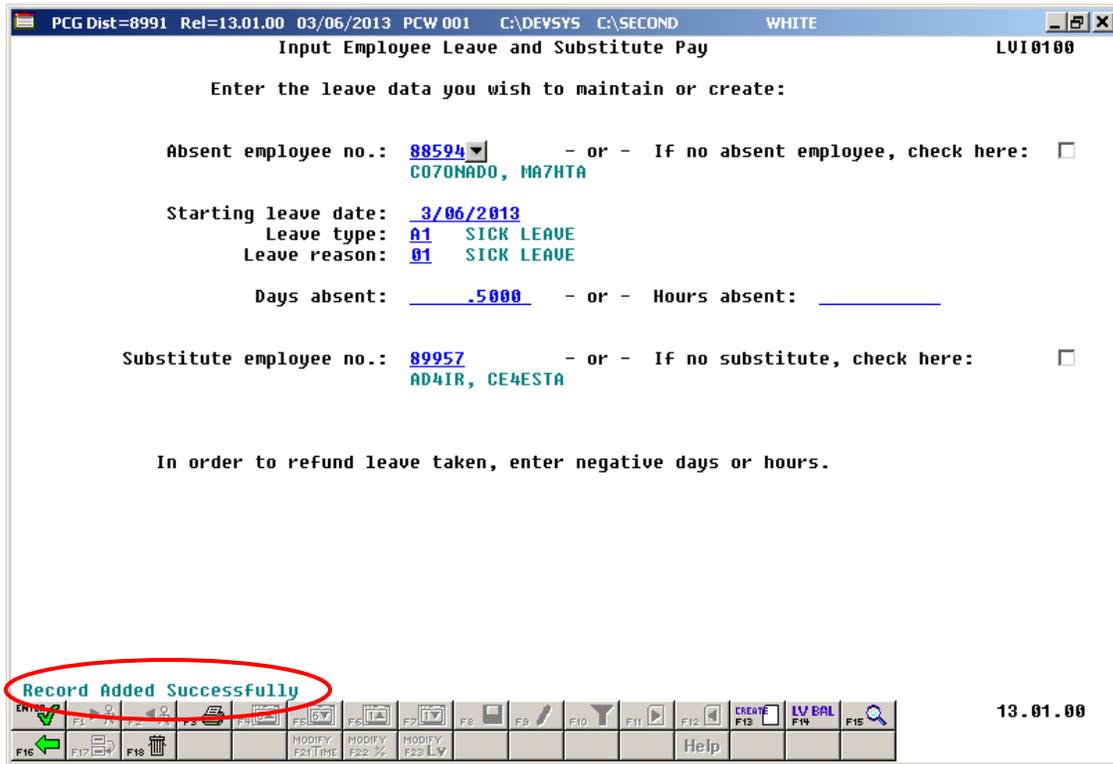
Step	Action
24	Verify *"Record Added Successfully"* displays, and select F16 (**F16** – Exit) to return to the *Leave Update Menu* screen.

The following screen displays:

Step	Action
25	Select ![F16] (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave Menu,* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*
26	**To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

A2. Modifying Employee Leave and Substitute Pay Records

Step	Action
1	From the *Business Applications Master Menu*, select ☐ 3 (**F3 -** Personnel System).

The following screen displays:

```
PCG Dist=8991  Rel=15.02.00  07/13/2015  PCW 002  SV  C:\DEVSYS  C:\SECOND        WHITE
                                   Personnel System                              PERMENU
          FKey                         Master Menu
          ----
           1  -- Personnel Update Menu

           4  -- Enhanced Substitute Pay and Leave System
           5  -- Legacy Leave Menu
           6  -- Personnel Reports Menu

          11  -- Employee Contract File Export
          12  -- Salary Projection Menu
          13  -- Special Functions Menu

          20  -- File Reorganization




                                                                        15.02.00
  Master  User
         list
   F16   Que     Word  PAY    VEND
                       MONITOR MONITOR
```

Step	Action
2	Select ☐ 4 (**F4** – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:

Step	Action
3	Select 2 (**F2** – Leave Update Menu).

The following screen displays:

Step	Action
4	Select ⬚**1** (**F1** – Input Employee Leave and Substitute Pay).

The following screen displays:

Step	Action
5	**If there is an absent employee:** Enter the employee number of the absent employee in the **Absent employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number.
	If the employee number is unknown, select 🔍 *(F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the **Absent employee no.** field on the screen.*
	If there is no absent employee: Check the selection box ☐ to the right of the **If no absent employee, check here** field.
	When checked, the selection box displays ☑ *to indicate that there is no absent employee, and <u>only substitute pay is being entered</u>.*
6	Enter the starting leave date in the **Starting leave date** field, or select the drop-down selection icon ▼ to locate an existing employee leave record.
	*The **Starting leave date** is the date of the first day of the employee's absence.*

If the drop-down selection icon ▼ has been selected in the **Starting leave date** field, the following screen displays:

```
PCG Select Leave Input Record                                          _ □ X
Employee number:   88594
Name: CO7ONADO, MA7HTA

Sub No    Sub Name            Leave Date       Time Off       Leave Type      Leave Reason
000000   NO SUBSTITUTE        08/17/2012       1.0000 DAYS    A1 SICK LEAVE   01 SICK LEAVE
088599   MC2LOUD, ME2IDETH    03/02/2013       1.0000 DAYS    A2 OTHER        02 JURY DUTY
089957   AD4IR, CE4ESTA       03/06/2013        .5000 DAYS    A1 SICK LEAVE   01 SICK LEAVE




Enter employee number:    88594      – or –    Enter substitute number:    0

                    Re-filter         Done          Cancel
```

Step	Action
7	The *Select Leave Input Record* screen allows the user to view the existing leave records for either an absent employee or a substitute. **To view all leave records currently on the *Current Leave Input File* for an absent employee**: Enter the employee number in the **Enter employee number** field and select the Re-filter (Re-filter) button. **To view all leave records currently on the *Current Leave Input File* for a substitute employee**: Enter the substitute employee number in the **Enter substitute number** field and select the Re-filter (Re-filter) button.
8	Highlight the desired leave record, and either double-click on the selected line, or select the Done (Done) button to select the record. If a leave record has been selected, the leave record information will populate the *Leave Input* screen. Select the Cancel (Cancel) button to close the drop-down selection box without returning the leave record information to the *Leave Input* screen.

If a record has been selected from the drop-down selection icon ▼ in the **Starting leave date** field, the leave record fields will be populated as shown on the following screen:

Step	Action
9	Verify the leave type and reason codes in the **Leave type** and the **Leave reason** fields, or select the drop-down selection icon ▼ within the **Leave type** field to locate the correct leave codes.
	*A selection from the drop-down selection box will cause both the **Leave type** and the **Leave reason** fields to be populated.*
10	Verify the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both.
	If leave time is being refunded, enter negative days or hours.
	*The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the **Starting leave date** entered. For example, if the **Starting leave date** is a Friday, and the total number of **Days absent** is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.*

Step	Action
11	**If a substitute replaced the absent employee:** Verify the employee number of the substitute in the **Substitute employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number. The employee must be in a payroll class defined as a substitute (**S**) class.
	If the employee number is unknown, select F15 🔍 *(**F15** – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the* **Substitute employee no.** *field on the screen.*
	If no substitute replaced the absent employee: Select the selection box ☐ to the right of the **If no substitute, check here** field.
	When selected, the selection box displays ☑ *to indicate that no substitute replaced the absent employee.*
12	Select ENTER ✓ (**Enter** – Edit Record).

If no substitute replaced the absent employee, the following screen displays:

If a substitute replaced the absent employee, the following screen displays:

Once the user enters this second screen of data (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed.

Step	Action
13	Make the appropriate changes and select (**Enter** - Validate) to validate the record. Once the data on the screen has been finalized, and **Enter** has been selected, the system will recalculate the **Distribution %** fields, if necessary, to correctly reflect the distribution of the substitute days/hours over the gross data account lines on the screen. Select (**F3** – Print this data) to obtain a screen print of the *Input Employee Leave and Substitute Pay* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'. *To scroll up and down on the screen, select the appropriate icon* , , , .

The following screen displays:

Step	Action
14	Verify *"Record Validated Successfully – F8 to Save."* displays, and select (**F8** – Save changes).

The following screen displays:

Step	Action
15	Verify *"Record Updated Successfully"* displays, and select [F16 icon] (**F16** – Exit) to return to the previous screen.

The following screen displays:


```
PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001  C:\DEVSYS  C:\SECOND      WHITE        _|8|X|
                    Input Employee Leave and Substitute Pay                          LVI0100

               Enter the leave data you wish to maintain or create:


        Absent employee no.:   88594▼      - or -  If no absent employee, check here:   □
                               CO7ONADO, MA7HTA

        Starting leave date:   3/06/2013
                 Leave type:   A1    SICK LEAVE
               Leave reason:   01    SICK LEAVE

               Days absent:        .5000    - or -  Hours absent:  _____


     Substitute employee no.:   89957       - or -  If no substitute, check here:      □
                               AD4IR, CE4ESTA



        In order to refund leave taken, enter negative days or hours.





   Record Updated Successfully -- F16 to Return                                    13.01.00
```
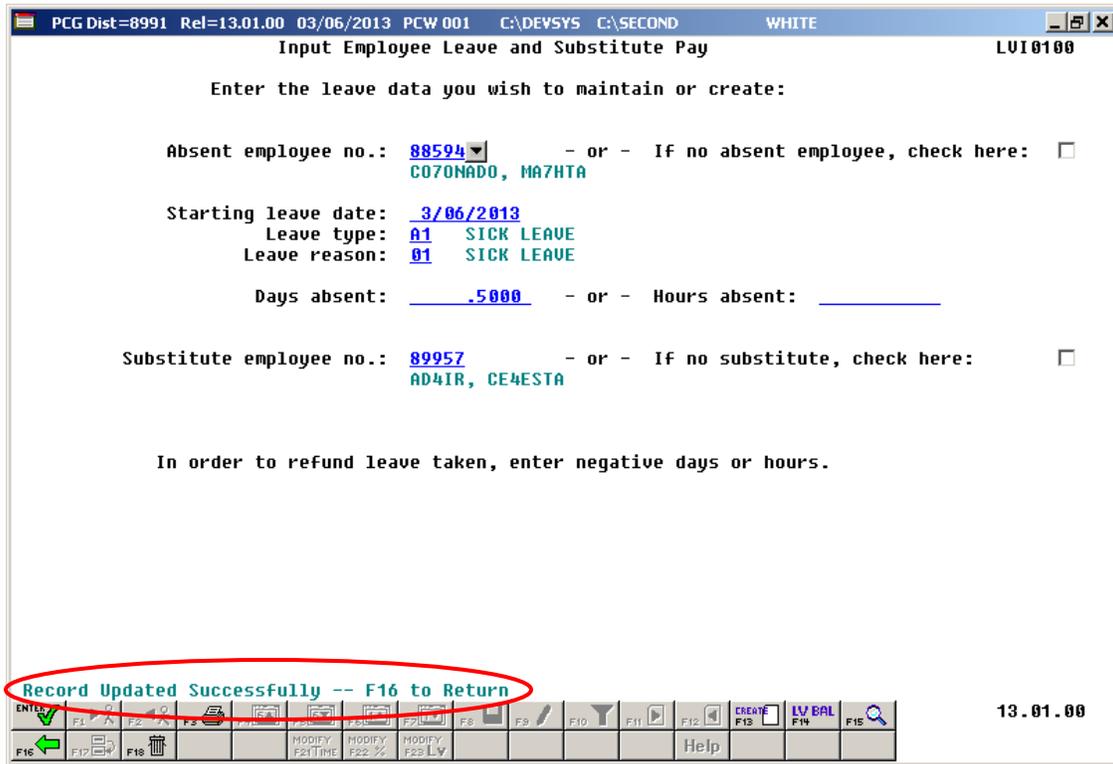
Step	Action
16	Verify *"Record Updated Successfully"* displays, and select [F16] (**F16** – Exit) to return to the *Leave Update Menu* screen.

The following screen displays:

Step	Action
17	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*
18	**To print the report via the Uqueue Print Manager:** Select Uqueue (**Uqueue**).
	To print the report via Microsoft® Word: Select (**MS WORD**).
	Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

A3. Modifying Total Substitute Time

If a substitute has replaced the absent employee, several options are available to quickly modify the substitute's gross data information. This can be done either when adding a new leave record or when modifying an existing leave record. For example, it is possible to quickly modify the total time for the substitute by using the **F21** toggle: [MODIFY F21 TIME] (**F21** – Modify total sub time) and [CALC F21] (**F21** – Recalculate/Display screen). This procedure describes how to modify the total days/hours for the substitute.

If a substitute replaced the absent employee, the following screen displays:

Step	Action
If a substitute replaced the absent employee, complete *Steps 1 – 5* in order to modify the total days/hours for the substitute.	
1	Select [MODIFY F21 TIME] (**F21** – Modify total sub time) in order to modify the total days/hours for the substitute.

If a substitute replaced the absent employee, the following screen displays:

```
 PCG Dist=8991  Rel=13.01.00  03/06/2013  PCW 001   C:\DEVSYS  C:\SECOND        WHITE                    _ |8| X|
                           Input Employee Leave and Substitute Pay                                  LUI0100
 Absent Employee Info:       Emp. no. 88594  CO7ONADO, MA7HTA              Status A -- Active
  SSN 999-08-8594  Class  5 TEACHERS            Work Loc  202 Location 000202
                            Hrs/Day  8.000          Job  105 TEACHERS
    Leave date  3/06/2013  Type A1 SICK LEAVE               Reason 01 SICK LEAVE

                       Memo

        Employee leave:  Days absent     .5000    -or-   Hours absent
 ----------------------------------------------------------------------------------
 Substitute Info:           Sub. no. 89957   AD4IR, CE4ESTA               Status A -- Active
  SSN 999-08-9957  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
                Sub rank  2 Certified                  Job  109 SUB-TEACHERS

          Substitute pay rate    70.000  (Daily pay rate)

     Proc  Pay                                      Pay Rate  Days/Hrs   Regular
     Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Hrly/Daly  Regular     Gross  Distrib %
 01. D    0025  13 100   2041 1000 11300  302 1            70.000     .10      7.00    .2000
 02. D    0025  13 100   2041 1000 11300  102 1            70.000     .10      7.00    .2000
 03. D    0025  13 100   2041 1000 11300  202 1            70.000     .25     17.50    .5000
 04. D    0025  13 100   2041 1000 11300  101 1            70.000     .05      3.50    .1000
 05.       00
 06.       00
 07.       00
 08.       00
 09.       00
 10.       00
                                                                     .50      35.00   1.0000
 Mode changed to update

 ENTER                                                                                13.01.00
```

Step	Action
2	**For Regular Days/Hours entries:** Modify the total days/hours for the substitute.
	Once on this screen (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed.
3	Select ![ENTER] (**Enter** - validate) to validate the record and recalculate values.
	Once the data on the screen has been finalized, and **Enter** has been selected, the system will recalculate the **Days/Hrs Regular** fields, if necessary, to correctly reflect the distribution of the total substitute days/hours over the gross data account lines on the screen. The time is distributed based upon the distribution percentages (**Distrib %**) associated with each gross data line.

Step	Action
4	Select [CALC F21] (**F21** – Recalculate/Display screen) in order to modify the total days/hours for the substitute. Once the data on the screen has been finalized, and **F21** (Recalculate/Display screen) has been selected, the system will recalculate the **Days/Hrs Regular** fields, if necessary, to correctly reflect the distribution of the total substitute days/hours over the gross data account lines on the screen. The time is distributed based upon the distribution percentages (**Distrib %**) associated with each gross data line.

If a substitute replaced the absent employee, the following screen displays:

```
 PCG Dist=8991  Rel=13.01.00  03/06/2013  PCW 001     C:\DEVSYS  C:\SECOND       WHITE                     _|8|X|
                            Input Employee Leave and Substitute Pay                                         LVI0100
Absent Employee Info:        Emp. no. 88594   CO7ONADO, MA7HTA                     Status A -- Active
 SSN 999-08-8594  Class   5 TEACHERS              Work Loc  202 Location 000202
                       Hrs/Day  8.000             Job   105 TEACHERS
    Leave date   3/06/2013  Type A1 SICK LEAVE                 Reason 01 SICK LEAVE

                      Memo

        Employee leave:  Days absent        .5000     -or-   Hours absent
-----------------------------------------------------------------------------------------
Substitute Info:              Sub. no. 89957  AD4IR, CE4ESTA                    Status A -- Active
 SSN 999-08-9957  Class   9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
               Sub rank   2 Certified                  Job  109 SUB-TEACHERS

        Substitute pay rate    70.000  (Daily pay rate)

    Proc  Pay                                      Pay Rate  Days/Hrs   Regular
    Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Hrly/Daly   Regular    Gross   Distrib %
01. D  ▼0025  13 100 _ 2041 1000 11300  302 1 _____     70.000      .20     14.00     .2000
02. D   0025  13 100 _ 2041 1000 11300  102 1 _____     70.000      .20     14.00     .2000
03. D   0025  13 100 _ 2041 1000 11300  202 1 _____     70.000      .50     35.00     .5000
04. D   0025  13 100 _ 2041 1000 11300  101 1 _____     70.000      .10      7.00     .1000
05. _   ____  00 ___ _ ____ ____ _____  ___ _ _____     _____    _____   _____
06. _   ____  00 ___ _ ____ ____ _____  ___ _ _____     _____    _____   _____
07. _   ____  00 ___ _ ____ ____ _____  ___ _ _____     _____    _____   _____
08. _   ____  00 ___ _ ____ ____ _____  ___ _ _____     _____    _____   _____
09. _   ____  00 ___ _ ____ ____ _____  ___ _ _____     _____    _____   _____
10. _   ____  00 ___ _ ____ ____ _____  ___ _ _____     _____    _____   _____
                                                                  1.00     70.00    1.0000
 Reg Daily  w/Pension and Taxes

                                                                                        13.01.00
ENTER                                                              CREATE  LV BAL
  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12   F13    F14   F15
 F16  F17  F18      MODIFY  MODIFY  MODIFY                          Help
                    F21 TIME F22 %  F23 LV
```

Step	Action
5	Continue processing as described above in *Section A1. Adding Employee Leave and Substitute Pay Records* or *Section A2. Modifying Employee Leave and Substitute Pay Records*.

A4. Modifying Distribution Percentages

If a substitute has replaced the absent employee, several options are available to quickly modify the substitute's gross data information. This can be done either when adding a new leave record or when modifying an existing leave record. For example, it is possible to quickly reallocate the total time for the substitute across all gross data lines by using the **F22** toggle: [MODIFY F22 %] (**F22** – Modify distribution percentages) and [CALC F22] (**F22** – Recalculate/Display screen). This procedure describes how to modify the distribution percentages for the substitute.

If a substitute replaced the absent employee, the following screen displays:

Step	Action
If a substitute replaced the absent employee, complete *Steps 1 – 5* in order to quickly reallocate the total time for the substitute across the gross data lines.	
1	Select [MODIFY F22 %] (**F22** – Modify distribution percentages) in order to quickly reallocate the total time for the substitute across the gross data lines.

If a substitute replaced the absent employee, the following screen displays:

Step	Action
2	Modify the distribution percentage for each General Ledger account number. The distribution percentage (**Distrib %**) indicates the percentage of the total substitute time to distribute to the selected GL account line. *All lines with a valid General Ledger account number must add to 100%. (1.0000 equals 100%, 0.2500 equals 25%)*
3	Select [ENTER ✓] (**Enter** - validate) to validate the record and recalculate values. Once the data on the screen has been finalized, and **Enter** has been selected, the system will recalculate the **Days/Hrs Regular** fields, if necessary, to correctly reflect the distribution of the total substitute days/hours over the gross data account lines on the screen.
4	Select [CALC F22] (**F22** – Recalculate/Display screen) in order to modify the distribution of the total days/hours for the substitute. Once the data on the screen has been finalized, and **F22** (Recalculate/Display screen) has been selected, the system will recalculate the **Days/Hrs Regular** fields, if necessary, to correctly reflect the distribution of the total substitute days/hours over the gross data account lines on the screen.

If a substitute replaced the absent employee, the following screen displays:

```
 PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001   C:\DEVSYS  C:\SECOND         WHITE                _|8|X|
                     Input Employee Leave and Substitute Pay                            LUI0100
Absent Employee Info:      Emp. no. 88594  CO7ONADO, MA7HTA               Status A -- Active
 SSN 999-08-8594  Class  5 TEACHERS            Work Loc  202 Location 000202
                   Hrs/Day  8.000             Job  105 TEACHERS
    Leave date  3/06/2013  Type A1 SICK LEAVE               Reason 01 SICK LEAVE

                   Memo

       Employee leave: Days absent    .5000    -or-   Hours absent
----------------------------------------------------------------------------------------
Substitute Info:           Sub. no. 89957  AD4IR, CE4ESTA               Status A -- Active
 SSN 999-08-9957  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
                Sub rank  2 Certified           Job  109 SUB-TEACHERS

       Substitute pay rate   70.000  (Daily pay rate)

    Proc  Pay                                     Pay Rate  Days/Hrs   Regular
    Type  Type   Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Hrly/Daly  Regular   Gross  Distrib %
01. D ▼ 0025   13 100 _ 2041 1000 11300  302 1 _____    70.000     .70     49.00    .7000
02. D   0025   13 100 _ 2041 1000 11300  102 1 _____    70.000     .10      7.00    .1000
03. D   0025   13 100 _ 2041 1000 11300  202 1 _____    70.000     .15     10.50    .1500
04. D   0025   13 100 _ 2041 1000 11300  101 1 _____    70.000     .05      3.50    .0500
05. _    00    ___ _ ____ ____ _____ ___ _ _____    _____  _____ _____
06. _    00    ___ _ ____ ____ _____ ___ _ _____    _____  _____ _____
07. _    00    ___ _ ____ ____ _____ ___ _ _____    _____  _____ _____
08. _    00    ___ _ ____ ____ _____ ___ _ _____    _____  _____ _____
09. _    00    ___ _ ____ ____ _____ ___ _ _____    _____  _____ _____
10. _    00    ___ _ ____ ____ _____ ___ _ _____    _____  _____ _____
                                                             1.00     70.00   1.0000
Reg Daily  w/Pension and Taxes


ENTER                                                                        13.01.00
```

Step	Action
5	Continue processing as described above in *Section A1. Adding Employee Leave and Substitute Pay Records* or *Section A2. Modifying Employee Leave and Substitute Pay Records*.

A5. Modifying Employee Leave

If a substitute has replaced the absent employee, several options are available to quickly modify the employee leave information. This can be done either when adding a new leave record or when modifying an existing leave record. For example, it is possible to quickly modify the total time for the absent employee by using the **F23** toggle: [MODIFY F23 LV] (**F23** – Modify employee leave) and [CALC F23] (**F23** – Recalculate/Display screen). This procedure describes how to modify the total days or hours for the absent employee.

If a substitute replaced the absent employee, the following screen displays:

```
 PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001    C:\DEVSYS  C:\SECOND        WHITE          _|8|X|
                    Input Employee Leave and Substitute Pay                          LVI0100
Absent Employee Info:       Emp. no. 88594  CO7ONADO, MA7HTA              Status A -- Active
  SSN 999-08-8594  Class  5 TEACHERS            Work Loc  202 Location 000202
                    Hrs/Day  8.000              Job   105 TEACHERS
    Leave date  3/06/2013  Type A1 SICK LEAVE            Reason 01 SICK LEAVE

                    Memo

       Employee leave:  Days absent      .5000    -or-   Hours absent
-------------------------------------------------------------------------------------
Substitute Info:            Sub. no. 89957  AD4IR, CE4ESTA              Status A -- Active
  SSN 999-08-9957  Class  9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
               Sub rank  2 Certified            Job   109 SUB-TEACHERS

      Substitute pay rate    70.000  (Daily pay rate)

   Proc  Pay                                      Pay Rate  Days/Hrs   Regular
   Type Type  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Hrly/Daly  Regular   Gross  Distrib %
01. D ▼ 0025  13 100 _ 2041 1000 11300 _302 1 _____   70.000     .70    49.00    .7000
02. D   0025  13 100 _ 2041 1000 11300 _102 1 _____   70.000     .10     7.00    .1000
03. D   0025  13 100 _ 2041 1000 11300 _202 1 _____   70.000     .15    10.50    .1500
04. D   0025  13 100 _ 2041 1000 11300 _101 1 _____   70.000     .05     3.50    .0500
05. _   ____  00 ___ _ ____ ____ _____ ____ _ _____   _____   _____  _____  _____
06. _   ____  00 ___ _ ____ ____ _____ ____ _ _____   _____   _____  _____  _____
07. _   ____  00 ___ _ ____ ____ _____ ____ _ _____   _____   _____  _____  _____
08. _   ____  00 ___ _ ____ ____ _____ ____ _ _____   _____   _____  _____  _____
09. _   ____  00 ___ _ ____ ____ _____ ____ _ _____   _____   _____  _____  _____
10. _   ____  00 ___ _ ____ ____ _____ ____ _ _____   _____   _____  _____  _____
                                                                 1.00    70.00   1.0000

 Reg Daily  w/Pension and Taxes

                                                                        13.01.00
```

Step	Action
	If a substitute replaced the absent employee, complete *Steps 1 – 6* in order to modify the total days or hours of leave for the absent employee.
1	Select [MODIFY F23 LV] (**F23** – Modify employee leave) in order to modify the total days or hours of leave for the absent employee.

If a substitute replaced the absent employee, the following screen displays:

Step	Action
2	Enter a description of the employee's leave in the **Memo** field. This field is optional and is for informational purposes only.
3	Enter the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both. *If leave time is being refunded, enter negative days or hours.* *The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the **Starting leave date** entered. For example, if the **Starting leave date** is a Friday, and the total number of **Days absent** is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.* *Once on this screen (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed.*
4	Select (**Enter** - validate) to validate the record.

Step	Action
5	Select (**F23** – Recalculate/Display screen) in order to modify the total days or hours of leave for the absent employee.

If a substitute replaced the absent employee, the following screen displays:

Step	Action
6	Continue processing as described above in *Section A1. Adding Employee Leave and Substitute Pay Records* or *Section A2. Modifying Employee Leave and Substitute Pay Records*.

A6. Deleting Employee Leave and Substitute Pay Records

Step	Action
1	From the *Business Applications Master Menu*, select ⬚**3** (**F3 -** Personnel System).

The following screen displays:

Step	Action
2	Select ⬚**4** (**F4 –** Enhanced Substitute Pay and Leave System Menu).

The following screen displays:

Step	Action
3	Select **2** (**F2** – Leave Update Menu).

The following screen displays:

Step	Action
4	Select ☐1 (**F1** – Input Employee Leave and Substitute Pay).

The following screen displays:

Step	Action
5	**If there is an absent employee:** Enter the employee number of the absent employee in the **Absent employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number.
	If the employee number is unknown, select [F15 🔍] *(F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the* **Absent employee no.** *field on the screen.*
	If there is no absent employee: Check the selection box ☐ to the right of the **If no absent employee, check here** field.
	When checked, the selection box displays ☑ *to indicate that there is no absent employee, and only substitute pay is being entered.*
6	Enter the starting leave date in the **Starting leave date** field, or select the drop-down selection icon ▼ to locate an existing employee leave record.
	*The **Starting leave date** is the date of the first day of the employee's absence.*

If the drop-down selection icon ▾ has been selected in the **Starting leave date** field, the following screen displays:

```
PCG Select Leave Input Record                                        _ □ X

Employee number:     88594
Name: CO70NADO, MA7HTA

Sub No    Sub Name             Leave Date       Time Off       Leave Type        Leave Reason
000000    NO SUBSTITUTE        08/17/2012      1.0000 DAYS     A1 SICK LEAVE     01 SICK LEAVE
088599    MC2LOUD, ME2IDETH    03/02/2013      1.0000 DAYS     A2 OTHER          02 JURY DUTY
089957    AD4IR, CE4ESTA       03/06/2013       .5000 DAYS     A1 SICK LEAVE     01 SICK LEAVE





Enter employee number:    88594      – or –    Enter substitute number:    0

              Re-filter            Done            Cancel
```

Step	Action
7	The *Select Leave Input Record* screen allows the user to view the existing leave records for either an absent employee or a substitute. **To view all leave records currently on the *Current Leave Input File* for an absent employee**: Enter the employee number in the **Enter employee number** field and select the ⬚ Re-filter (Re-filter) button. **To view all leave records currently on the *Current Leave Input File* for a substitute employee**: Enter the substitute employee number in the **Enter substitute number** field and select the ⬚ Re-filter (Re-filter) button.
8	Highlight the desired leave record, and either double-click on the selected line, or select the ⬚ Done (Done) button to select the record. If a leave record has been selected, the leave record information will populate the *Leave Input* screen. Select the ⬚ Cancel (Cancel) button to close the drop-down selection box without returning the leave record information to the *Leave Input* screen.

If a record has been selected from the drop-down selection icon ▼ in the **Starting leave date** field, the leave record fields will be populated as shown on the following screen:

Step	Action
9	Verify the leave type and reason codes in the **Leave type** and the **Leave reason** fields, or select the drop-down selection icon ▼ within the **Leave type** field to locate the correct leave codes.
	*A selection from the drop-down selection box will cause both the **Leave type** and the **Leave reason** fields to be populated.*
10	Verify the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both.
	If leave time is being refunded, enter negative days or hours.
	*The total time entered represents the amount of time to be deducted from the employee's leave balance, regardless of the **Starting leave date** entered. For example, if the **Starting leave date** is a Friday, and the total number of **Days absent** is three, the system tabulates three days of leave. More than likely the three days represent a Friday, a Monday, and a Tuesday, but the system does not care which days the employee was absent.*

Step	Action
11	**If a substitute replaced the absent employee:** Verify the employee number of the substitute in the **Substitute employee no.** field, or select the drop-down selection icon ▾ to locate the correct employee number. The employee must be in a payroll class defined as a substitute (**S**) class.
	If the employee number is unknown, select [F15 🔍] *(F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the* **Substitute employee no.** *field on the screen.*
	If no substitute replaced the absent employee: Select the selection box ☐ to the right of the **If no substitute, check here** field.
	When selected, the selection box displays ☑ *to indicate that no substitute replaced the absent employee.*
12	Select [F18 🗑] (**F18 – Delete Record**).

If no substitute replaced the absent employee, the following screen displays:

If a substitute replaced the absent employee, the following screen displays:

Step	Action
13	Verify that '*F18 to delete Record*' displays, and select [F18 🗑] (**F18** – Confirm Delete) to delete the record. *To scroll up and down between the gross data lines on the screen, select the appropriate icon* [F4 6▲], [F5 6▼], [F6 1▲], [F7 1▼].

The following screen displays:

Step	Action
14	Select [Yes] (**Yes**) to confirm the delete request. Select [No] (**No**) to cancel the delete request. Verify that '*Leave record not deleted*' displays.
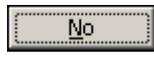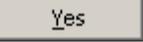
If [Yes] (**Yes**) has been selected to delete the leave record, the following screen displays:

```
 PCG Dist=8991  Rel=13.01.00  03/06/2013  PCW 001   C:\DEVSYS  C:\SECOND      WHITE              _|8|X|
                          Input Employee Leave and Substitute Pay                         LUI0100
 Absent Employee Info:        Emp. no. 88594  CO7ONADO, MA7HTA              Status A -- Active
  SSN 999-08-8594  Class   5 TEACHERS              Work Loc   202 Location 000202
                           Hrs/Day   8.000             Job   105 TEACHERS
      Leave date   3/06/2013  Type A1 SICK LEAVE              Reason 01 SICK LEAVE

                          Memo SICK DAY APPROVED WITH NOTE FROM DR

             Employee leave:  Days absent     .5000    -or-   Hours absent
 ------------------------------------------------------------------------------------------------
 Substitute Info:              Sub. no. 89957  AD4IR, CE4ESTA             Status A -- Active
  SSN 999-08-9957  Class   9 SUBSTITUTE TEACHER  Work Loc 6211 Location 006211
                 Sub rank   2 Certified             Job   109 SUB-TEACHERS

           Substitute pay rate    70.000   (Daily pay rate)

     Proc  Pay                                       Pay Rate  Days/Hrs    Regular
     Type  Type  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Hrly/Daly  Regular      Gross  Distrib %
 01. D    0025  13 100   2041 1000 11300  302 1          70.000     .70      49.00     .7000
 02. D    0025  13 100   2041 1000 11300  102 1          70.000     .10       7.00     .1000
 03. D    0025  13 100   2041 1000 11300  202 1          70.000     .15      10.50     .1500
 04. D    0025  13 100   2041 1000 11300  101 1          70.000     .05       3.50     .0500
 05.      00
 06.      00
 07.      00
 08.      00
 09.      00
 10.      00
                                                            1.00      70.00   1.0000

 Record Deleted -- F16 to Return                                             13.01.00
```

Step	Action
15	Verify *"Record Deleted"* displays, and select [F16] (**F16** – Exit) to return to the previous screen.

The following screen displays:

```
PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001   C:\DEVSYS  C:\SECOND        WHITE          _|8|X|
                  Input Employee Leave and Substitute Pay                           LVI0100

           Enter the leave data you wish to maintain or create:


       Absent employee no.:  88594▼      - or -  If no absent employee, check here:    □
                             CO7ONADO, MA7HTA

       Starting leave date:  _3/06/2013_
                Leave type:  A1   SICK LEAVE
              Leave reason:  01   SICK LEAVE

               Days absent:  ____.5000    - or -  Hours absent:   _____


     Substitute employee no.:  89957       - or -  If no substitute, check here:        □
                               AD4IR, CE4ESTA



           In order to refund leave taken, enter negative days or hours.










 ENTER                                                                          13.01.00
```

Step	Action
16	Select (**F16** – Exit) to return to the *Leave Update Menu* screen.

The following screen displays:

Step	Action
17	Select (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*
18	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

A7. Checking Employee Leave Balances

A summary of the employee leave balances can be reviewed from within the *Input Employee Leave and Substitute Pay* module. The ability to display employees' leave history from within the *Input Employee Leave and Substitute Pay* module allows quick and easy access to employees' leave history, and also shows the current leave entered into the *Current Leave Input File*. The ![LV BAL F14] (**F14** – Employee Leave Balances) button is available from both data entry screens within the *Input Employee Leave and Substitute Pay* module.

The *Leave Balances Summary Screen* allows the user to view a summary of employees' leave balances, which reflect the current leave requests on the *Current Leave Input File* as well. From the summary screen, the user may drill down into each **Leave Type** to see the associated detail records for the **Leave Type**.

Leave Balances Summary Screen: The *Leave Balances Summary Screen* provides summarized leave data per employee. The *Leave Balances Summary Screen* provides the following information:

> **Leave Type** code information is summarized under reason code '**00**' on the screen, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, YTD Taken (stored on the *Leave History File*), Current Taken (stored on the *Current Leave Input File*), and Ending Balance.

> **Leave Reason** code information is summarized for each specific reason code, and shows totals for the following categories: YTD Taken (stored on the *Leave History File*), and Current Taken (stored on the *Current Leave Input File*). Totals for the reason codes summarize leave taken for the various reasons listed.

Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by "Leave In" and "Leave Out".

The "Leave In" and "Leave Out" columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type,** include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

General instructions for using the *Leave Balances Summary Screen* from within the *Input Employee Leave and Substitute Pay* module are available here. However, refer to the *Personnel System Operations Guide, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 5: Leave History Processing* for detailed instructions on using the *Leave Balances Summary Screen*.

Step	Action
1	From the *Business Applications Master Menu*, select ⬜ **3** (**F3 -** Personnel System).

The following screen displays:

Step	Action
2	Select ⬜ **4** (**F4 –** Enhanced Substitute Pay and Leave System Menu).

The following screen displays:

Step	Action
3	Select **2** (**F2** – Leave Update Menu).

The following screen displays:

Step	Action
4	Select ▢**1** (**F1** – Input Employee Leave and Substitute Pay).

The following screen displays:

Step	Action
5	Enter the employee number of the absent employee in the **Absent employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number. *If the employee number is unknown, select F15 🔍 (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the* **Absent employee no.** *field on the screen.*
6	Once the **Absent employee no.** field has been keyed in, the user will be able to use the LV BAL F14 (**F14** – Employee Leave Balances) button. Select LV BAL F14 (**F14** – Employee Leave Balances).

The *Leave Balances Summary Screen* is shown below:

Step	Action
7	A summary of leave balances and leave taken is shown on the *Leave Balances Summary Screen*. The user may drill down to the detail records associated with each leave category by using the function key which appears next to the main leave type. **F1** through **F14** may be available to select the leave type, depending upon the entries on the screen. If desired, select the appropriate function key.
	General instructions for using the *Leave Balances Summary Screen* from within the *Input Employee Leave and Substitute Pay* module are available here. However, refer to the *Personnel System Operations Guide, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 5: Leave History Processing* for detailed instructions on using the *Leave Balances Summary Screen*.
	To scroll up and down on the screen for additional leave information, select the appropriate icon as follows: *(F24 – Previous 14 records),* *(F25 – Next 14 records),* *(F26 – Up 1 record),* *(F27 – Down 1 record).*

The *Leave Detail Screen* is shown below:

Step	Action
8	Review the detail data displayed on the *Leave Detail Screen*. Select ![F16] (**F16** – Return to Summary) to return to the *Leave Summary Screen*.
9	Review the summary data displayed on the *Leave Summary Screen*. Select ![F16] (**F16** – Exit) to return to the *Input Employee Leave and Substitute Pay* screen.

A8. Refunding Leave Time Taken

Once in a while an error is discovered in employee leave data that was entered during a prior payroll cycle. There may be instances when leave is charged to an incorrect **Leave Type** and **Reason Code** during a prior payroll cycle. For these cases, the leave must be refunded to the incorrect **Leave Type** and **Reason Code**, and then rekeyed against the appropriate **Leave Type** and **Reason Code** during a subsequent payroll.

For example, if an employee was charged two days against their sick leave balance in a prior month, but the time should have been charged as staff development, the sick leave must be refunded to the employee so that the employee's sick leave balance is increased.

Correcting these types of errors can be accomplished by refunding the leave time taken on a subsequent payroll cycle. The correct procedure for refunding the leave time taken, and then charging the leave to the correct leave category is discussed in this section.

Step	Action
1	From the *Business Applications Master Menu*, select ⎯3⎯ (**F3 -** Personnel System).

The following screen displays:

Step	Action
2	Select ⎯4⎯ (**F4** – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:

Step	Action
3	Select 2 (**F2** – Leave Update Menu).

The following screen displays:

```
 PCG Dist=8991  Rel=13.01.00  03/06/2013  PCW 001    C:\DEVSYS  C:\SECOND       WHITE                    _|B|X
                                    Personnel System                                       PER03P2

          FKey                         Leave Update Menu
          ----
            1   -- Input Employee Leave and Substitute Pay
            2   -- Import Leave Input Data from CSV
            3   -- Post Leave Input Data

            5   -- Display Gross Data
            6   -- Display Leave YTD\Balance Paycheck Data

           10   -- Advance Leave
           11   -- Plan Year Rollover Processing

           20   -- Load Employee Leave History from Payroll Leave Records
           21   -- Recalculate Year-to-Date Leave on Payroll Record




                                                                                          12.02.00
 Master  User
         list
  F16    Que   Word  PAY    VEND
                     MONITOR MONITOR
```

Step	Action
4	Select ___1___ (**F1** – Input Employee Leave and Substitute Pay).

The following screen displays:

Step	Action
5	Enter the employee number of the absent employee in the **Absent employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number. *If the employee number is unknown, select* F15 🔍 *(F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the* **Absent employee no.** *field on the screen.*
6	Once the **Absent employee no.** field has been keyed in, the user will be able to use the **LV BAL F14** (**F14** – Employee Leave Balances) button. Select **LV BAL F14** (**F14** – Employee Leave Balances).

The *Leave Balances Summary Screen* is shown below:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ ▤  PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 SV C:\DEVSYS  C:\SECOND    WHITE          _ 8 X │
│              Input Employee Leave and Substitute Pay                        LVHFIND │
│                      Leave Balances Summary Screen                                  │
│   Employee number: 89647    BA2LEY, TI2ANY              Class code: 02   Contract months: 10 │
│        Plan year: 2014    Display mode: D (D=days, H=hours)              Display in days │
│                                                                                     │
│       Type Reas   Description   Begin Bal     Advance     Adjust   YTD Taken  Cur Taken    End Bal │
│   01   A1   00    PAID SICK       37.2500      2.5000      .0000     6.0000     .0000    33.7500 │
│             01    PAID SICK                                          4.0000     .0000 │
│             11    PAID PERSON                                        2.0000     .0000 │
│   04   A6   00    STAFF DEV         .0000       .0000      .0000     3.7500     .0000      .0000 │
│             45    STATE PL                                          3.2500     .0000 │
│             48    TITLE II PL                                        .5000     .0000 │
│                                                                                     │
│                                                                                     │
│                                                                                     │
│                                                                                     │
│                                                                                     │
│                                                                                     │
│                                                                                     │
│                                                                                     │
│                                                                                     │
│              ENTER = Continue,  F16 = Exit,  F17 = Print Screen                     │
│  ENTER✓ F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 F13 F14  F15⌕      14.01.00 │
│  F16←   🖶                          24▣ 25▣ 26▣ 27▣  Help                           │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
7	A summary of leave balances and leave taken is shown on the *Leave Balances Summary Screen*. The user may drill down to the detail records associated with each leave category by using the function key which appears next to the main leave type. **F1** through **F14** may be available to select the leave type, depending upon the entries on the screen. If desired, select the appropriate function key.
	General instructions for using the *Leave Balances Summary Screen* from within the *Input Employee Leave and Substitute Pay* module are available here. However, refer to the *Personnel System Operations Guide, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 5: Leave History Processing* for detailed instructions on using the *Leave Balances Summary Screen*.
	To scroll up and down on the screen for additional leave information, select the appropriate icon as follows: 24▣ *(F24 – Previous 14 records),* 25▣ *(F25 – Next 14 records),* 26▣ *(F26 – Up 1 record),* 27▣ *(F27 – Down 1 record).*

The *Leave Detail Screen* is shown below:

Step	Action
8	Review the detail data displayed on the *Leave Detail Screen* and identify the leave information on the *Leave History File* (Source (**Srce**) is equal to **HST**), which was entered incorrectly.
	In this example, 1.00 day was charged against the Sick Leave category for this employee with a **Leave Date** of 04/02/2014. Since this entry is incorrect, this leave must be refunded and then reentered as Staff Development.
	Select ![F16] (**F16** – Return to Summary) to return to the *Leave Summary Screen*.
9	Review the summary data displayed on the *Leave Summary Screen*.
	Select ![F16] (**F16** – Exit) to return to the *Input Employee Leave and Substitute Pay* screen.

In order to refund the sick leave taken, the following information is entered on the *Input Employee Leave and Substitute Pay* screen:

Step	Action
10	**If there is an absent employee:** Enter the employee number of the absent employee in the **Absent employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number. *If the employee number is unknown, select* 🔍 *(F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the **Absent employee no.** field on the screen.*
11	Enter the starting leave date in the **Starting leave date** field. *The **Starting leave date** should reflect the date for the leave being refunded. In this case, the sick leave entered for 04/02/2014 is being refunded.*
12	Enter the leave type and reason codes in the **Leave type** and the **Leave reason** fields, or select the drop-down selection icon ▼ within the **Leave type** field to locate the correct leave codes. *The **Leave type** and the **Leave reason** fields should be the type and reason of the leave to be refunded.* *A selection from the drop-down selection box will cause both the **Leave type** and the **Leave reason** fields to be populated.*

Step	Action
13	Enter the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both.
	If leave time is being refunded, enter negative days or hours.
14	**If no substitute replaced the absent employee:** Select the selection box ☐ to the right of the **If no substitute, check here** field.
	In this example, since leave is being <u>refunded</u>, a substitute employee number cannot be entered.
	When selected, the selection box displays ☑ to indicate that no substitute replaced the absent employee.
15	Select [CREATE F13] (**F13** – Create New Record).

If no substitute replaced the absent employee, the following screen displays:

Step	Action
16	Enter a description of the employee's leave in the **Memo** field. This field is optional and is for informational purposes only. However, when refunding leave, it is helpful to enter comments which explain the correction.
17	Enter the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both. *If leave time is being refunded, enter negative days or hours.*
18	Make the appropriate changes and select [ENTER] (**Enter** - Validate) to validate the record. Select [F3] (**F3** – Print this data) to obtain a screen print of the *Input Employee Leave and Substitute Pay* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:
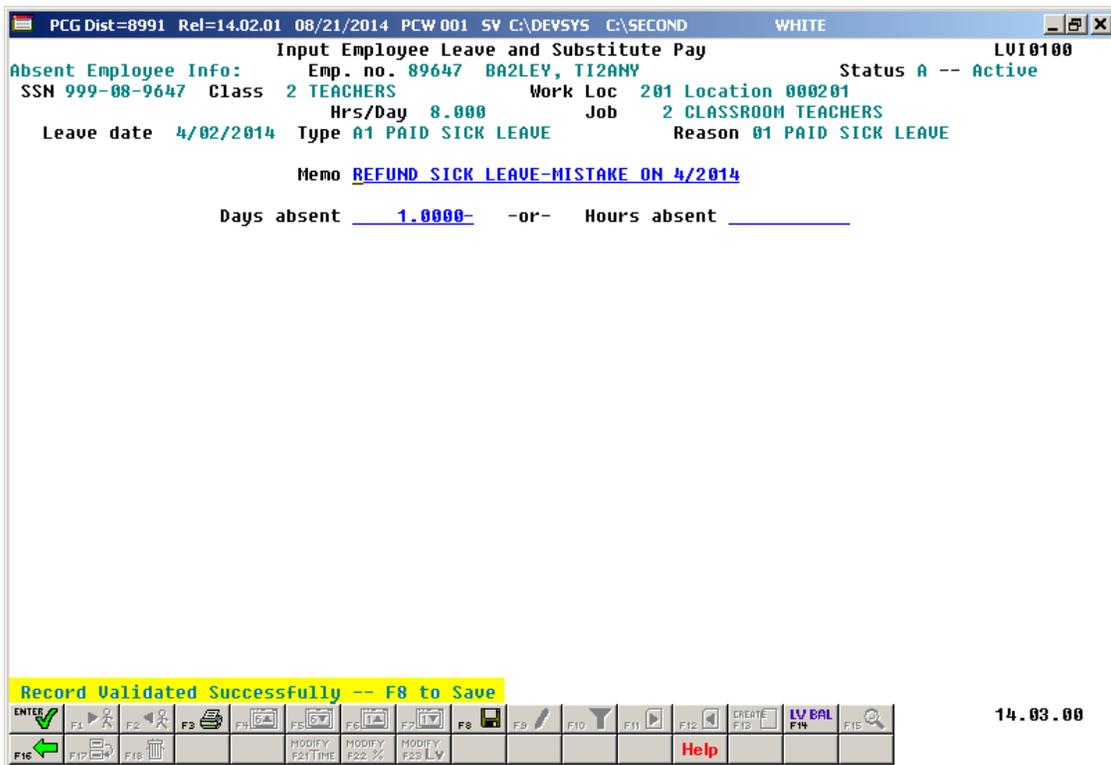
Step	Action
19	Verify *"Record Validated Successfully – F8 to Save."* displays, and select [F8] (**F8** – Save changes).

The following screen displays:

Step	Action
20	Verify *"Record Added Successfully"* displays, and select F16 (**F16** – Exit) to return to the *Leave Update Menu* screen.
21	Now that the incorrect leave time has been refunded, the user can immediately check the sick leave balance and leave taken figures in order to verify the results.
22	Once the **Absent employee no.** field has been keyed in, the user will be able to use the LV BAL F14 (**F14** – Employee Leave Balances) button. Select LV BAL F14 (**F14** – Employee Leave Balances).

The *Leave Balances Summary Screen* is shown below:

```
PCG Dist=8991 Rel=14.02.01 08/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND        WHITE                _|_|×|
               Input Employee Leave and Substitute Pay                               LVHFIND
                      Leave Balances Summary Screen
Employee number: 89647   BA2LEY, TI2ANY                 Class code: 02   Contract months: 10
      Plan year: 2014    Display mode: D (D=days, H=hours)                Display in days

       Type Reas  Description   Begin Bal    Advance      Adjust    YTD Taken   Cur Taken    End Bal
  01    A1   00   PAID SICK       37.2500      2.5000      .0000      6.0000     -1.0000     34.7500
             01   PAID SICK                                           4.0000     -1.0000
             11   PAID PERSON                                         2.0000      .0000
  04    A6   00   STAFF DEV         .0000       .0000      .0000      3.7500      .0000       .0000
             45   STATE PL                                            3.250       .0000
             48   TITLE II PL                                                     .0000
```

> The *Leave Balances Summary Screen* shows the **-1.00** day of sick leave refunded in the **Cur Taken** column. The **End Bal** has also been increased by one day.

```
              ENTER = Continue,  F16 = Exit,  F17 = Print Screen
ENTER  F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13  F14  F15          14.01.00
F16                                          24▣  25▣  26▣  27▣  Help
```

Step	Action
23	A summary of leave balances and leave taken is shown on the *Leave Balances Summary Screen*. The user may drill down to the detail records associated with each leave category by using the function key which appears next to the main leave type. **F1** through **F14** may be available to select the leave type, depending upon the entries on the screen. If desired, select the appropriate function key.
	<u>General</u> instructions for using the *Leave Balances Summary Screen* from within the *Input Employee Leave and Substitute Pay* module are available here. However, refer to the <u>*Personnel System Operations Guide*</u>, *Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 5: Leave History Processing* for <u>detailed</u> instructions on using the *Leave Balances Summary Screen*.
	To scroll up and down on the screen for additional leave information, select the appropriate icon as follows: 24▣ (*F24 – Previous 14 records*), 25▣ (*F25 – Next 14 records*), 26▣ (*F26 – Up 1 record*), 27▣ (*F27 – Down 1 record*).

The *Leave Detail Screen* is shown below:

In this example, the *Leave Detail* screen shows the current adjustment of **Time In** being added back to the Sick Leave balance.

Step	Action
24	Review the detail data displayed on the *Leave Detail Screen* and identify the current leave refund on the *Current Leave Input File* (Source (**Srce**) is equal to **CUR**), which was entered.
	In this example, the *Leave Detail* screen shows the current adjustment of **Time In** being added back to the Sick Leave balance. The **Time In** reflects the sick leave refund.
	Select ![F16] (**F16** – Return to Summary) to return to the *Leave Summary Screen*.
25	Review the summary data displayed on the *Leave Summary Screen*.
	Select ![F16] (**F16** – Exit) to return to the *Input Employee Leave and Substitute Pay* screen.

Now the time must be entered for the correct leave category. In this example, the refunded leave must be entered as Staff Development. The following information is entered on the *Input Employee Leave and Substitute Pay* screen:

Step	Action
26	**If there is an absent employee:** Enter the employee number of the absent employee in the **Absent employee no.** field, or select the drop-down selection icon ▼ to locate the correct employee number. *If the employee number is unknown, select* F15 🔍 *(F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Input Employee Leave and Substitute Pay screen redisplays, PCGenesis populates the employee number in the* **Absent employee no.** *field on the screen.*
27	Enter the starting leave date in the **Starting leave date** field. *The* **Starting leave date** *should reflect the date for the leave being refunded and then reentered as Staff Development. In this case, the original sick leave date was 04/02/2014.*

Step	Action
28	Enter the leave type and reason codes in the **Leave type** and the **Leave reason** fields, or select the drop-down selection icon ▼ within the **Leave type** field to locate the correct leave codes. *The **Leave type** and the **Leave reason** fields should be the type and reason of the <u>correct</u> leave category, in this example, Staff Development.* *A selection from the drop-down selection box will cause both the **Leave type** and the **Leave reason** fields to be populated.*
29	Enter the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both. *To reflect the correct time taken, the leave should be entered as a positive number.*
30	**<u>If no substitute replaced the absent employee</u>:** Select the selection box ☐ to the right of the **If no substitute, check here** field. In this example, since leave is being refunded and then reentered, a substitute employee number cannot be entered. *When selected, the selection box displays ☑ to indicate that no substitute replaced the absent employee.*
31	Select CREATE F13 (**F13** – Create New Record).

The following warning message displays:

Step	Action
32	The warning message, "*A leave input record already exists for this employee for leave date 04/02/2014*" displays. Since the time was refunded time and then taken using the same date, this action should be allowed. Select [**Yes**] to allow the entry.

If no substitute replaced the absent employee, the following screen displays:
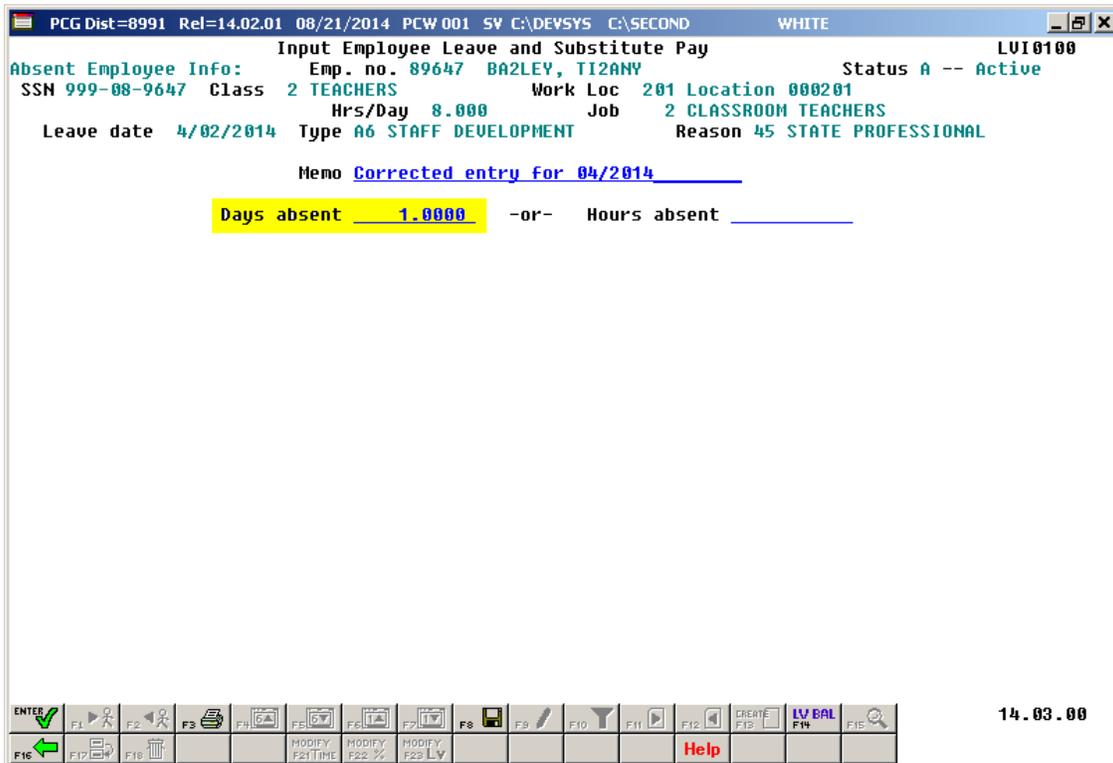
Step	Action
33	Enter a description of the employee's leave in the **Memo** field. This field is optional and is for informational purposes only. However, when refunding and then correcting leave, it is helpful to enter comments which explain the correction.

Step	Action
34	Enter the total number of days or hours the employee is absent in the **Days absent** or **Hours absent** field. Entry is required in <u>either</u> the **Days absent** or the **Hours absent** field, but not both. *To reflect the correct time taken, the leave should be entered as a positive number.*
35	Make the appropriate changes and select [ENTER] (**Enter** - Validate) to validate the record. Select [F3] (**F3** – Print this data) to obtain a screen print of the *Input Employee Leave and Substitute Pay* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

The following screen displays:

```
PCG Dist=8991  Rel=14.02.01  08/21/2014  PCW 001  SV C:\DEVSYS  C:\SECOND         WHITE                    _|□|×|
                        Input Employee Leave and Substitute Pay                              LUI0100
Absent Employee Info:      Emp. no. 89647  BA2LEY, TI2ANY                    Status A -- Active
 SSN 999-08-9647  Class  2 TEACHERS              Work Loc  201 Location 000201
                  Hrs/Day  8.000          Job     2 CLASSROOM TEACHERS
    Leave date  4/02/2014  Type A6 STAFF DEVELOPMENT         Reason 45 STATE PROFESSIONAL

                    Memo CORRECTED ENTRY FOR 04/2014_____

              Days absent _____1.0000_   -or-   Hours absent _____





















 Record Validated Successfully -- F8 to Save
ENTER                                                                                    14.03.00
  [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] CREATE LV BAL [F15]
[F16] [F17] [F18]       MODIFY MODIFY MODIFY              Help
```
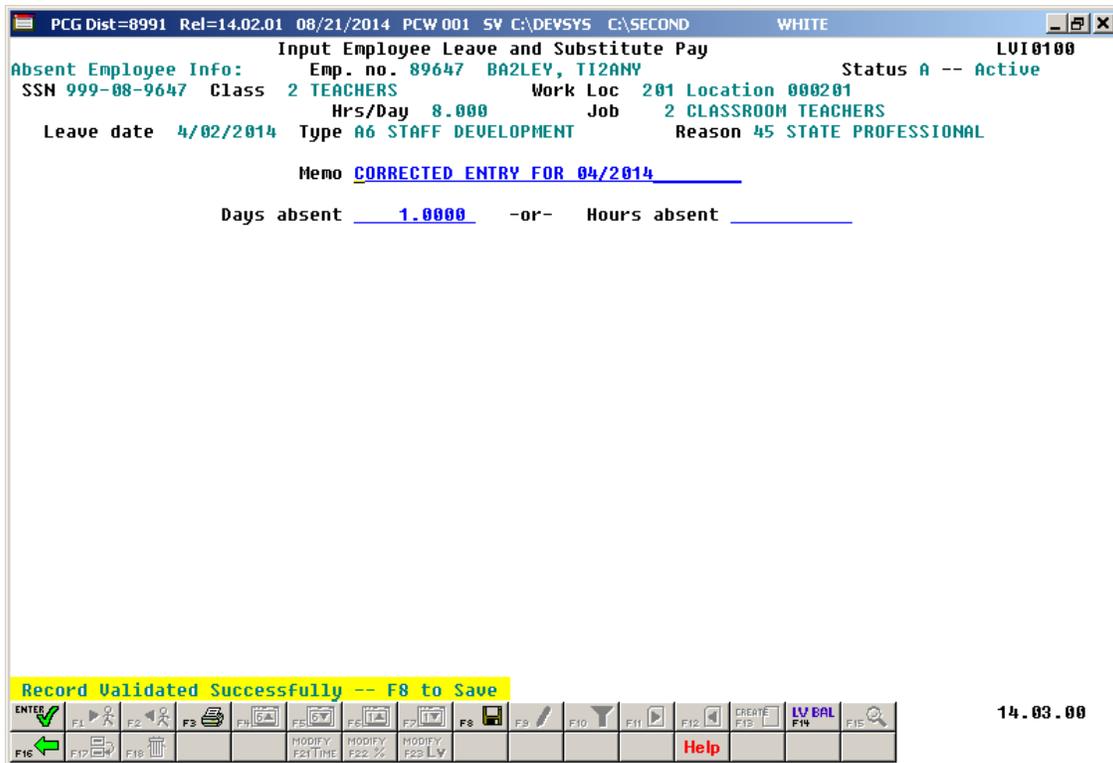
Step	Action
36	Verify *"Record Validated Successfully – F8 to Save."* displays, and select [F8] (**F8** – Save changes).

The following screen displays:

Step	Action
37	Verify *"Record Added Successfully"* displays, and select [F16 ⬅] (**F16** – Exit) to return to the *Leave Update Menu* screen.
38	Now that the incorrect leave time has been refunded and the correct leave time entered, the user can immediately check the sick leave balance and staff development leave taken figures in order to verify the results.
39	Once the **Absent employee no.** field has been keyed in, the user will be able to use the [LV BAL F14] (**F14** – Employee Leave Balances) button. Select [LV BAL F14] (**F14** – Employee Leave Balances).

The *Leave Balances Summary Screen* is shown below:

The *Leave Balances Summary Screen* shows the **-1.00** day of sick leave refunded and 1.00 day of staff development taken in the **Cur Taken** column.

Step	Action
40	A summary of leave balances and leave taken is shown on the *Leave Balances Summary Screen*. The user may drill down to the detail records associated with each leave category by using the function key which appears next to the main leave type. **F1** through **F14** may be available to select the leave type, depending upon the entries on the screen. If desired, select the appropriate function key. General instructions for using the *Leave Balances Summary Screen* from within the *Input Employee Leave and Substitute Pay* module are available here. However, refer to the *Personnel System Operations Guide, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 5: Leave History Processing* for detailed instructions on using the *Leave Balances Summary Screen*. *To scroll up and down on the screen for additional leave information, select the appropriate icon as follows:* 🔲 *(F24 – Previous 14 records),* 🔲 *(F25 – Next 14 records),* 🔲 *(F26 – Up 1 record),* 🔲 *(F27 – Down 1 record).*

The *Leave Detail Screen* is shown below:

In this example, the *Leave Detail* screen shows the current adjustment of **Time Out** being taken for Staff Development.

Step	Action
41	Review the detail data displayed on the *Leave Detail Screen* and identify the current leave refund on the *Current Leave Input File* (Source (**Srce**) is equal to **CUR**), which was entered.
	In this example, the *Leave Detail* screen shows the current adjustment of **Time Out** being taken for Staff Development. The **Time Out** reflects the staff development time taken.
	Select F16 (**F16** – Return to Summary) to return to the *Leave Summary Screen*.
42	Review the summary data displayed on the *Leave Summary Screen*.
	Select F16 (**F16** – Exit) to return to the *Input Employee Leave and Substitute Pay* screen.

The following screen displays:

Step	Action
43	Select [F16] (**F16** – Exit) to return to the *Leave Update Menu* screen.

The following screen displays:

Step	Action
44	Select F16 (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

A9. Printing Employee Leave and Substitute Pay Records

Step	Action
1	From the *Business Applications Master Menu*, select ___3___ (**F3 -** Personnel System).

The following screen displays:

Step	Action
2	Select ___4___ (**F4 –** Enhanced Substitute Pay and Leave System Menu).

The following screen displays:

Step	Action
3	Select 2 (**F2** – Leave Update Menu).

The following screen displays:

Step	Action
4	Select ⬚**1** (**F1** – Input Employee Leave and Substitute Pay).

The following screen displays:

Step	Action
5	Select (**F3** – Print this data).

The following screen displays:
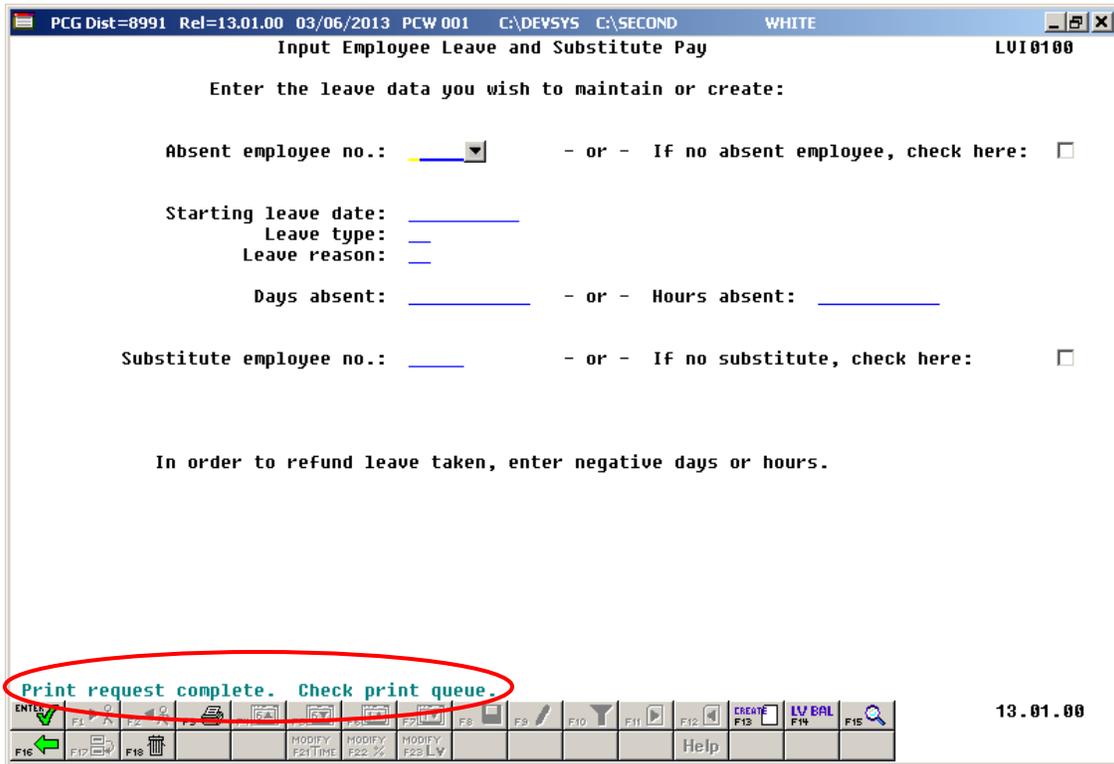
Step	Action
6	Verify *"Print request complete. Check print queue."* displays, and select [F16] (**F16** – Exit) to return to the *Leave Update Menu* screen.

The following screen displays:

Step	Action
7	Select (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*
8	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

A9.1 Employee Leave and Substitute Pay Report

```
REPORT DATE: 08/02/2012  13:57:35          EMPLOYEE LEAVE AND SUBSTITUTE PAY                          PAGE    1
   PROGRAM: LVI0100

                                        TIME OFF    TIME OFF                                    SUB          SUB
     LEAVE TYPE      LEAVE CODE    LEAVE DATE   DAYS       HOURS    SUBNO  SUB NAME          TOT TIME      GROSS


87609  SO8ELO, NA8ACHA
   A1 SICK         01 SICK      5/01/2012    1.5000     12.0000   87977  HA8KS, TR8NT          1.50      109.50

87613  HA4LOW, PH4NG
   A2 OTHER NON-D  02 FIELD TRIPS 5/01/2012  2.0000     16.0000                               3.00      189.00
   A1 SICK         01 SICK      5/02/2012    2.0000     16.0000                               3.00      189.00

87616  RI9GINS, DA9TE
   A3 LWOP         01 LWOP      5/01/2012    1.0000      8.0000                               3.00      189.00
   A1 SICK         01 SICK      5/02/2012    1.0000      8.0000                               3.00      189.00

87643  RE6TER, SE6ASTIAN
   A1 SICK         01 SICK      5/02/2012    0.5000      2.5000                               3.00      189.00

87673  BE8RIOS, JE8FERSON
   A6 SD           01 SD        5/03/2012    1.0000      8.0000   87894  AD3M, MA3ALDA         1.00       58.00

87674  BU7NO, CH7RLYN
   A1 SICK         01 SICK      5/02/2012    1.5000     12.0000                               3.00      189.00

87930  CA7Y, SH7RAN
   A2 OTHER NON-D  01 JURY DUTY 5/01/2012    3.0000     24.0000   89586  CR7SP, LA7OMA         3.00      189.00

88138  BA7TS, TA7
   A6 SD           01 SD        5/01/2012    1.0000      8.0000   89861  BE4MUDEZ, FA4RY       1.00       73.00

88239  HA2MONDS, KA2IMA
   A1 SICK         01 SICK      5/04/2012    1.0000      8.0000   87894  AD3M, MA3ALDA         1.00       58.00

88898  GE7TILE, MA7
   A3 LWOP         01 LWOP      5/04/2012    1.0000      9.0000   88704  GE9GER, DE9ICK        1.00       58.00

89117  DE4ORE, MA4IA
   A1 SICK         01 SICK      5/03/2012    3.0000     24.0000   89727  GA2LARDO, KE2A        3.00      204.00
```

Procedure B: Import Leave Input Data from CSV

When the import procedure is run, PCGenesis validates the data in the import file first. If the import data passes all validations, the user has the option of continuing the process or exiting so that the output reports can be reviewed. If the user decides to finish processing, the import file is uploaded into PCGenesis and the *Current Leave Input File* is updated.

The import process may be run in multiple batches, if desired. This facilitates loading leave data from multiple work locations since each batch can be imported separately. Once the leave data has been imported using this procedure, the data can be modified further from within the *Input Employee Leave and Substitute Pay* module described in *Procedure A*.

The new *Enhanced Substitute Pay and Employee Leave System* allows substitute pay to be entered on the *Input Employee Leave and Substitute Pay* screen, even when there is not an absent employee. Users are also able to import the substitute pay, when there is no absent employee on the import file. This will facilitate verifying the substitute pay reports since all substitute pay can be entered into the leave system.

Several fields are available on the import file layout for 'Substitute Only' records. The **Process Type** field, the **Pay Type** field, and the **Pay Rate** field have been added at the end of the import file layout. When the absent employee number is zeroes in the import file, the system will use the **Process Type**, **Pay Type**, and **Pay Rate** fields, in addition to the **Override General Ledger Account Number**, on the import file to populate the substitute's gross data line. When the absent employee number is zeroes in the import file, only one gross data line can be generated for the substitute employee.

B1. Import File Layout

- Each line conforms to the following comma delimited format (.csv). Each line ends with a carriage return and line feed pair. (Line sequential format.)
- Lines without valid record ID codes are ignored. This allows the inclusion of headers and other reference information.

Column	Field Name	Notes
Detail Record **One line must be included for each employee's leave data.**		
A	Record ID	Required. Letter "**T**".
B	Absent employee number	Required. Employee ID number - must be in the *Payroll* file. Enter zeroes if this record is for substitute pay only, and there is no absent employee. 6 digits
C	Absent employee last name	Required, if valid **Employee ID** in *Column B*. Employee's last name – must match the name in the *Payroll* file.
D	Absent employee first name	Required, if valid **Employee ID** in *Column B*. Employee's first name – must match the name in the *Payroll* file.

Column	Field Name	Notes
		Detail Record - Continued
E	Absent employee middle name	Required, if valid **Employee ID** in *Column B*. Employee's middle name – must match the name in the *Payroll* file.
F	Absent employee class code	Optional. Informational only. The employee's payroll class code.
G	Absent employee class code description	Optional. Informational only. The description of the employee's payroll class code.
H	Absent employee work location code	Optional. Informational only. The employee's payroll work location code.
I	Absent employee work location description	Optional. Informational only. The description of the employee's payroll work location code.
J	Leave type code	Required, if valid **Employee ID** in *Column B*. The leave type code.
K	Leave reason code	Required, if valid **Employee ID** in *Column B*. The leave reason code.
L	Starting leave date	Required. The starting leave date. The leave date must be entered in MMDDCCYY order.
M	Time entry type	Required. The units for the time off request for the absent employee. Valid values: **H** = hours **D** = days
N	Total time off for the absent employee	Required, if valid **Employee ID** in *Column B*. The total amount of time taken for leave by the absent employee.
O	Memo	Optional. Informational only. A description of the employee's leave.
P	Substitute flag	Required. An indicator which indicates whether or not there is a substitute for the absent employee. Valid values: **Y** = There is a substitute **N** = No substitute
Q	Substitute employee ID	Required, if the Substitute Flag equals '**Y**'. Substitute employee number - must be active in the *Payroll* file. The employee must be in a payroll class defined as a substitute (**S**) class. 6 digits

Column	Field Name	Notes
	Detail Record - Continued	
R	Substitute last name	Required, if the Substitute Flag equals '**Y**'. Substitute's last name – must match the name in the *Payroll* file.
S	Substitute first name	Required, if the Substitute Flag equals '**Y**'. Substitute's first name – must match the name in the *Payroll* file.
T	Substitute middle name	Required, if the Substitute Flag equals '**Y**'. Substitute's middle name – must match the name in the *Payroll* file.
U	Substitute paid time	Optional. The total amount of time to pay the substitute. Entry is required in this field only if the substitute paid time is different from the absent employee's time off.
		The units of the substitute's time are determined by the rate being paid to the substitute as defined on the *Payroll Class Code Leave Parameters* record.
V	Substitute class code	Optional. Informational only. The substitute's payroll class code.
W	Substitute class code description	Optional. Informational only. The description of the substitute's payroll class code.
X	Substitute work location code	Optional. Informational only. The substitute's payroll work location code.
Y	Substitute work location description	Optional. Informational only. The description of the substitute's payroll work location code.
	Columns Z through AH contain the override general ledger account number to which the substitute's salary will be charged. The override general ledger account number is an optional field. When utilized, this override account number is typically used for staff development time off. The substitute's entire salary will be charged to this <u>one</u> account.	
Z	Staff FY	Required, if zeroes in *Column B*, otherwise optional. Year in this account number in which salary is charged - must be the valid fiscal year.
AA	Staff FND	Required, if zeroes in *Column B*, otherwise optional. Fund in this account number in which salary is charged
AB	Staff F	Required, if zeroes in *Column B*, otherwise optional. Fiscal Year in this account number - always zero.
AC	Staff PRGM	Required, if zeroes in *Column B*, otherwise optional. Program in this account number in which salary is charged.
AD	Staff FNCT	Required, if zeroes in *Column B*, otherwise optional. Function in this account number in which salary is charged.
AE	Staff OBJCT	Required, if zeroes in *Column B*, otherwise optional. Object in this account number in which salary is charged.

Column	Field Name	Notes
		Detail Record – Continued
AF	Staff FCTY	Required, if zeroes in *Column B*, otherwise optional. Facility in this account number in which salary is charged.
AG	Staff B	Required, if zeroes in *Column B*, otherwise optional. Building in this account number in which salary is charged.
AH	Staff ADDL	Required, if zeroes in *Column B*, otherwise optional. Additional Local numbers in this account number in which salary is charged.
		Columns AI through AK are utilized only when there is no absent employee (Column B contains spaces or zeroes) and only substitute pay is being entered.
AI	Proc Type	Required, if zeroes in *Column B*. **Gross Type** or **Process Type** code. Hourly (**H**), Daily (**D**), or Adjustment line types **A**, **X**, or **P**. Valid values: Regular Gross Types: **D** – Regular daily with pension and taxes **H** – Regular hourly with pension and taxes Special Gross Types: **A** – Daily/Hourly adjustment NO pension calculation **X** – Daily/Hourly, with FICA, NO pension/annuities or tax calculation **P** – Daily/Hourly adjustment with taxes and pension calculation

Column	Field Name	Notes
		Detail Record – Continued
AJ	Pay Type	Optional, if zeroes in *Column B*.
		Pay Type code. The **Pay Type** code is used only for the new detailed pay stub. The **Pay Type** code must be defined in the payroll *Description File*. Zero, or an empty cell, defaults to '000' (Regular Pay).
		The new detailed check stub contains a new section of data entitled *Current Hours and Earnings*. The current earnings will print based upon the **Pay Type** entered for the gross data line. The *Current Hours and Earnings* section on the detailed check stub will list the pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.
		In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by **Pay Type** before utilizing the new detailed pay check statement. All gross data lines with the same **Pay Type** and **Pay Rate** will be summarized (and accumulated) on ONE earning line on the check stub.
AK	Pay Rate	Required, if zeroes in *Column B*.
		Employee's rate of pay.

B2. Importing Leave Input Data from CSV

Step	Action
1	From the *Business Applications Master Menu*, select ___3___ (**F3 -** Personnel System).

The following screen displays:
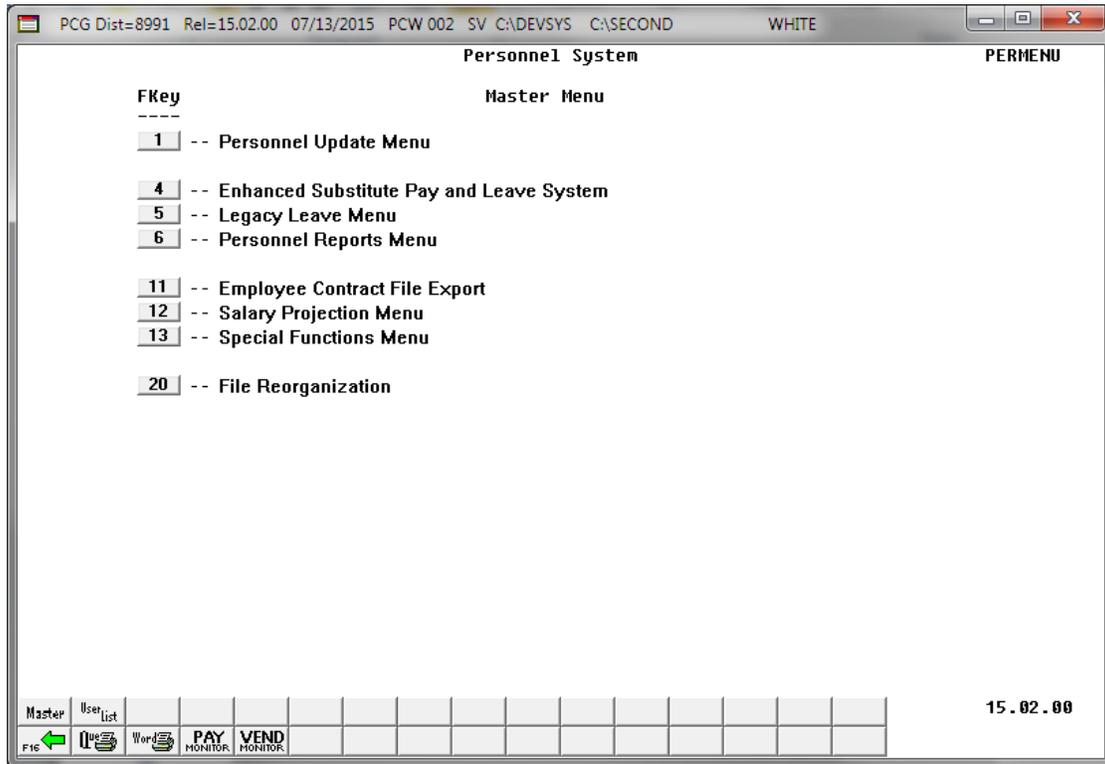
Step	Action
2	Select ___4___ (**F4 –** Enhanced Substitute Pay and Leave System Menu).

The following screen displays:
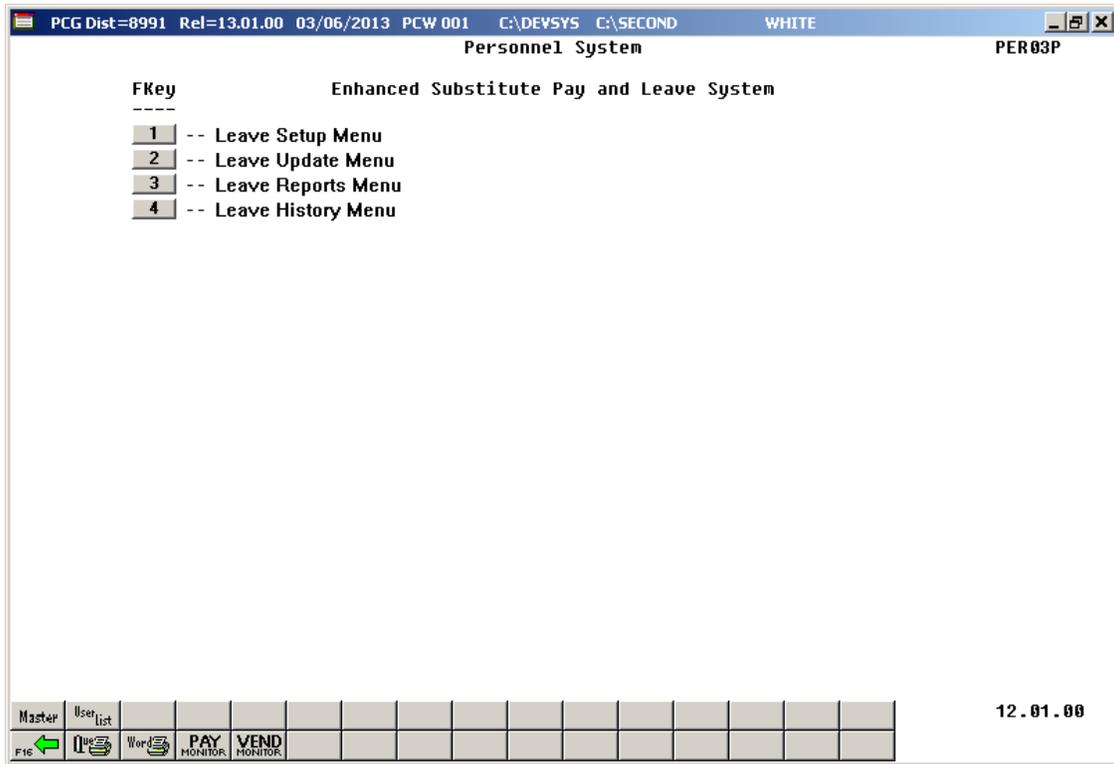
Step	Action
3	Select **2** (**F2** – Leave Update Menu).

The following screen displays:

Step	Action
4	Select ___2___ (**F2** – Import Leave Input Data from CSV).

The following screen displays:

```
 PCG Dist=8991  Rel=14.02.01  08/20/2014  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE               _ |B| X
                               Import Leave Input Data from CSV                                        LVU0200

     Identify the Leave Input Import CSV File:

     Enter the import file path and name (e.g. C:\PCG\LVIMPORT.CSV)
      or  F10  to  Browse for File

   C:\PCG\LVIMPORT.CSV_____




















                        Enter = continue    or    F16 = Exit                                  14.03.00
```

Step	Action
5	Verify the path and filename have defaulted correctly as **K:\PCG\LVIMPORT.csv**, or enter the correct path and filename in the **Enter the import file path and name** field , or select **F10** (to Browse for file).
	If the filename entered is incorrect, the "Invalid File Id. Correct and press ENTER to retry, or F16 to exit." message will be displayed. In this instance, return to Step 5 to enter the correct information.
6	Select **Enter**.
	Select **F16 to exit** the program without updating, and to return to the *Leave Update Menu.*

The following screen displays if there are <u>no errors</u>:
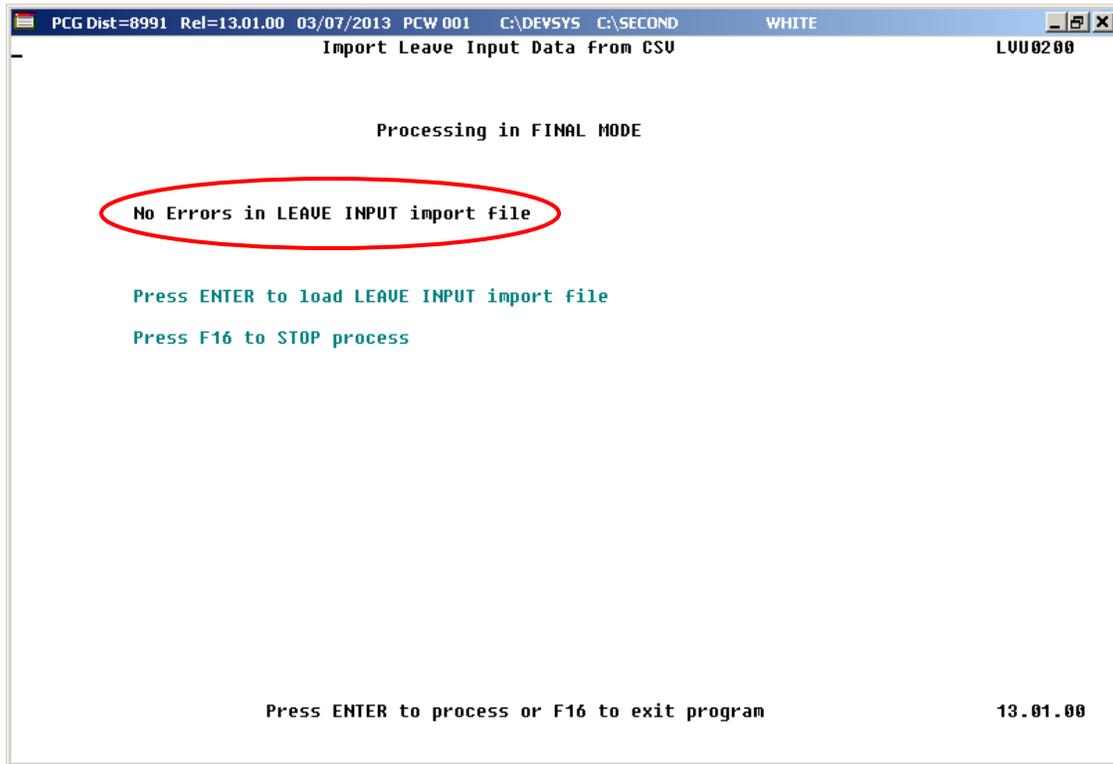
The following screen displays if there are <u>errors</u>:
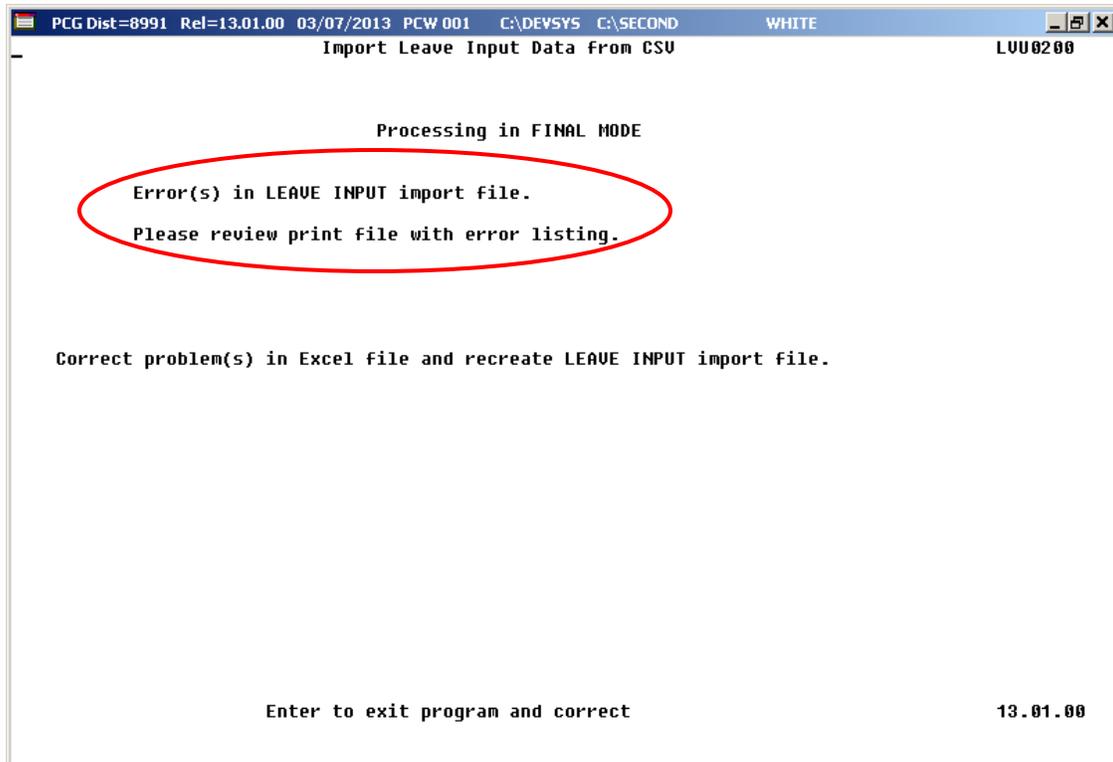
The following screen displays if there are <u>warnings</u>:

Step	Action
7	**If there are <u>errors</u>:** Select **Enter** to exit the program. Access the PCGenesis Uqueue Print Manager to print the *Leave Input Import Error/Warning Report*. Using the report, make the appropriate corrections to the .csv file, and return to *Step 5* to repeat this procedure.
8	**If there are <u>warnings</u>:** Select **F8 to finish processing**. The reports will be available for review and the *Current Leave Input File* will be updated. Select **F16 to exit** the program <u>without updating</u>, and to return to the *Leave Update Menu.* Using the reports, make the appropriate corrections to the .csv file, and return to *Step 5* to repeat this procedure.
9	**If there are <u>no</u> errors:** Select **Enter to continue**. The reports will be available for review and the *Current Leave Input File* will be updated. Select **F16 to exit** the program <u>without updating</u>, and to return to the *Leave Update Menu.* *The "* * * Updating Leave Totals * * *" message will be briefly displayed.*

The following screen displays:

Step	Action
10	Select F16 (**F16** - Exit) to return to the *Enhanced Substitute Pay and Leave Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*
11	**To print the report via the Uqueue Print Manager:** Select Uqueue (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

B3. Import Reports – Samples

B3.1 Leave Input Import Error/Warning Report – with Errors

```
DATE    08/16/2012  LVU0200              LEAVE INPUT IMPORT ERROR/WARNING REPORT      TRIAL MODE           PAGE    1

EMPNO    MESSAGE TYPE                     MESSAGE DETAIL


T,87613,HA4LOW,PH4NG,0,,,,,A1,01,6012012,D,2,Sick Leave,Y,87605,MA4ON,JA4VIS,0,2,,,,,,,,,,,,,
087613   SUBSTITUTE MIDDLE NAME MISMATCH                            0
087613   EMPLOYEE MIDDLE NAME MISMATCH                              0
087613                                        RECORD ACCEPTED WITH WARNINGS


T,87616,RI9GINS,DA9TE,0,,,,,A1,02,6022012,D,5,FMLA,Y,87636,FA5CON,SH5RILYN,0,5,,,,,,,,,,,,
087616   SUBSTITUTE MIDDLE NAME MISMATCH                            0
087616   EMPLOYEE MIDDLE NAME MISMATCH                              0
087616                                        RECORD ACCEPTED WITH WARNINGS


T,87673,BE8RIOS,JE8FERSON,0,,,,,A3,01,6032012,D,0.5,Days Deducted from Pay,Y,87679,BI2DLE,VE2N,0,0.5,,,,,,,,,,,,
087673   SUBSTITUTE MIDDLE NAME MISMATCH                            0
087673   EMPLOYEE MIDDLE NAME MISMATCH                              0
087673                                        RECORD ACCEPTED WITH WARNINGS


T,87830,HE3NING,AS3LEY,0,,,,,A5,01,6042012,D,2,Annual Days,Y,87844,OL5ERA,CH5RE,0,2,,,,,,,,,,,,
087830   SUBSTITUTE MIDDLE NAME MISMATCH                            0
087830   EMPLOYEE MIDDLE NAME MISMATCH                              0
087830   EMPLOYEE CLASS NOT SET UP FOR LEAVE TYPE       CLASS = 01   LV TYPE = A5                              ERROR
087830                                        RECORD REJECTED
```

B3.2 Leave Input Import Error/Warning Report – with Warnings Only

```
| DATE    08/16/2012  LVUI0200              LEAVE INPUT IMPORT ERROR/WARNING REPORT        TRIAL MODE              PAGE    1

  EMPNO   MESSAGE TYPE                        MESSAGE DETAIL


  T,87613,HA4LOW,PH4NG,0,,,,,A1,01,6012012,D,2,Sick Leave,Y,87605,MA4ON,JA4VIS,,2,,,,,,,,,,,,,
  087613  EMPLOYEE MIDDLE NAME MISMATCH                                    0
  087613                                       RECORD ACCEPTED WITH WARNINGS


  T,87616,RI9GINS,DA9TE,,,,,,A1,02,6022012,D,5,FMLA,Y,87636,FA5CON,SH5RILYN,0,5,,,,,,,,,,,,
  087616  SUBSTITUTE MIDDLE NAME MISMATCH                                  0
  087616                                       RECORD ACCEPTED WITH WARNINGS


  T,87673,BE8RIOS,JE8FERSON,,,,,,A3,01,6032012,D,0.5,Days Deducted from Pay,Y,87679,BI2DLE,VE2N,,0.5,,,,,,,,,,,,
  087673                                       RECORD ACCEPTED


  T,87830,HE3NING,AS3LEY,,,,,,A6,01,6042012,D,2,Staff Development,Y,87844,OL5ERA,CH5RE,,2,,,,,,,,,,,,
  087830                                       RECORD ACCEPTED


  T,87854,,,,,,,,A2,01,6052012,D,3,Jury Duty,Y,87886,,,,3,,,,,,,,,,,,
  087854  SUBSTITUTE LAST NAME MISMATCH        VI3ES
  087854  SUBSTITUTE FIRST NAME MISMATCH       BE3ITO
  087854  EMPLOYEE LAST NAME MISMATCH          NO3EN
  087854  EMPLOYEE FIRST NAME MISMATCH         EA3LIE
  087854                                       RECORD ACCEPTED WITH WARNINGS


  T,88138,BA7TS,TA7,,,,,,A1,01,6062012,D,3,Sick Leave,Y,87886,,,,3,,,,,,,,,,,,
  088138  SUBSTITUTE LAST NAME MISMATCH        VI3ES
  088138  SUBSTITUTE FIRST NAME MISMATCH       BE3ITO
  088138                                       RECORD ACCEPTED WITH WARNINGS


  T,87673,BE8RIOS,JE8FERSON,,,,,,A1,03,6072012,D,3,Personal Leave,Y,87844,OL5ERA,CH5RE,,3,,,,,,,,,,,,
  087673                                       RECORD ACCEPTED


  T,87830,HE3NING,AS3LEY,,,,,,A1,03,6082012,D,3,Personal Leave,Y,87679,BI2DLE,VE2N,,3,,,,,,,,,,,,
  087830                                       RECORD ACCEPTED


                                              LEAVE BALANCE EDITS


  088138  BA7TS, TA7
  088138  LEAVE EXCEEDS EMPLOYEE BALANCE FOR TYPE    LV TYPE = A1  ENDING BAL =     2.0000   TOT REQUEST =      3.0000

  087673  BE8RIOS, JE8FERSON
  087673  LEAVE EXCEEDS MAX ALLOWED FOR REASON       LV TYPE = A1  LV REAS = 03  MAX ALLOWED =     3.0000   PRIOR REQ =      1.000

  087830  HE3NING, AS3LEY
  087830  LEAVE EXCEEDS MAX ALLOWED FOR REASON       LV TYPE = A1  LV REAS = 03  MAX ALLOWED =     3.0000   PRIOR REQ =      1.000
```

B3.3 Payroll Balance Report

```
REPORT DATE: 08/16/2012                     PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS                  PAGE    1
REPORT ID:   LVRSBAL1/LVRSBAL2

LOC  SUB#  CL  SUB NAME
           TEACHER NAME                      LV DATE      RATE     REG-HRS     REG-AMT        ACCOUNT  NUMBER

6793 87679 03 BI2DLE, VE2N
          087673  BE8RIOS, JE8FERSON         06/03/2012   63.00        .50       31.50  D 12-100-0-1041-1000-11300-0108-1-000000

6793 87636 03 FA5CON, SH5RILYN
          087616  RI9GINS, DA9TE             06/02/2012   68.00       4.00      272.00  D 12-100-0-1021-1000-11300-0100-1-000000
          087616  RI9GINS, DA9TE             06/02/2012   68.00       1.00       68.00  D 12-100-0-2111-1000-11300-0100-1-000000
                                         **  SUBSTITUTE TOTAL          5.00      340.00

6793 87605 03 MA4ON, JA4VIS
          087613  HA4LOW, PH4NG              06/01/2012   58.00       2.00      116.00  D 12-100-0-1041-1000-11300-0108-1-000000

6793 87844 03 OL5ERA, CH5RE
          087830  HE3NING, AS3LEY            06/04/2012   68.00       2.00      136.00  D 12-100-0-2041-1000-11300-0108-1-000000

6793 87886 03 VI3ES, BE3ITO
          087854  NO3EN, EA3LIE              06/05/2012   73.00       3.00      219.00  D 12-100-0-3011-1000-11300-0108-1-000000

                                         **  LOCATION - TOTAL        12.50      842.50


                                         **     CLASS - TOTAL        12.50      842.50


REPORT DATE: 08/16/2012                     PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS                  PAGE    2
REPORT ID:   LVRSBAL1/LVRSBAL2

LOC  SUB#  CL  SUB NAME
           TEACHER NAME                      LV DATE      RATE     REG-HRS     REG-AMT        ACCOUNT  NUMBER

                                         **** GRAND - TOTAL          12.50      842.50
```

B3.4 Employee Leave Detail Report – Current Leave Data Only

```
REPORT DATE: 08/16/2012                  EMPLOYEE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY             PAGE:    1
REPORT TIME: 12:11                             SORTED BY Emp Name, Lv Type, Lv Date                         PROGRAM: LVREDTL3
                                                          PLAN YEAR - 0000

EMPNO  EMPLOYEE NAME                CLASS WK LOC   YEAR
       LEAVE TYPE     LEAVE CODE    LEAVE DATE      DAYS      HOURS   SUBNO  SUB NAME                    TOT TIME      GROSS


87673  BE8RIOS, JE8FERSON              01   0108   2012
*  A3 LWOP         01 LWOP          6/03/2012     0.5000    4.0000   87679  BI2DLE, VE2N                    0.50       31.50

87613  HA4LOW, PH4NG                   01   0108   2012
*  A1 SICK         01 SICK          6/01/2012     2.0000   16.0000   87605  MA4ON, JA4VIS                   2.00      116.00

87830  HE3NING, AS3LEY                 01   0108   2012
*  A6 STAFF DEVEL  01 STAFF DEVEL   6/04/2012     2.0000   16.0000   87844  OL5ERA, CH5RE                   2.00      136.00

87854  NO3EN, EA3LIE                   01   0108   2012
*  A2 OTHER        01 JURY DUTY     6/05/2012     3.0000   27.0000   87886  VI3ES, BE3ITO                   3.00      219.00

87616  RI9GINS, DA9TE                  01   0100   2012
*  A1 SICK         02 FMLA          6/02/2012     5.0000   40.0000   87636  FA5CON, SH5RILYN                5.00      340.00
```

B3.5 Substitute Leave Detail Report – Current Leave Data Only

```
REPORT DATE: 08/16/2012                SUBSTITUTE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY              PAGE:    1
REPORT TIME: 12:11                            SORTED BY Sub Name, Lv Date                          PROGRAM: LVRSDTL2
                                                   PLAN YEAR - 0000

SUBNO  SUBSTITUTE NAME              CLASS WK LOC  YEAR
       TYPE       TXN DATE       LV DATE     EMP NO EMP NAME                        UNIT       SUB TIME


87679  BI2DLE, VE2N                    03  6793    2012
       CUR LV     00/00/0000     06/03/2012  87673  BE8RIOS, JE8FERSON             DAILY          .5000
                                                    ***  SUBSTITUTE TOTALS                        .5000  *

87636  FA5CON, SH5RILYN                03  6793    2012
       CUR LV     00/00/0000     06/02/2012  87616  RI9GINS, DA9TE                 DAILY         5.0000
                                                    ***  SUBSTITUTE TOTALS                       5.0000  *

87605  MA4ON, JA4VIS                   03  6793    2012
       CUR LV     00/00/0000     06/01/2012  87613  HA4LOW, PH4NG                  DAILY         2.0000
                                                    ***  SUBSTITUTE TOTALS                       2.0000  *

87844  OL5ERA, CH5RE                   03  6793    2012
       CUR LV     00/00/0000     06/04/2012  87830  HE3NING, AS3LEY                DAILY         2.0000
                                                    ***  SUBSTITUTE TOTALS                       2.0000  *

87886  VI3ES, BE3ITO                   03  6793    2012
       CUR LV     00/00/0000     06/05/2012  87854  NO3EN, EA3LIE                  DAILY         3.0000
                                                    ***  SUBSTITUTE TOTALS                       3.0000  *
```

Procedure C: Post Leave Input Data

Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* <u>must</u> be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.

Posting the current leave input data accomplishes the following:

- A backup copy of SECOND data is created in SECONDL. SECONDL can be used as a restore point, if necessary.
- Gross data information is created for the substitute and posted to the substitute's *Update/Display Gross Data* screen.
- Current leave is posted for the absent employee's pay stub. The absent employee's leave balances, current leave taken, and year-to-date leave taken fields are updated.   The pay stub leave data is available from the *Update/Display Current Leave Data* screen within payroll.
- The absent employee's leave data is posted into the *Leave History File*.
- The *Current Leave Input File* is cleared.
- The payroll monitor will display a '**Y**' next to the *Post substitute pay and employee leave* step.
- The payroll monitor will display an '**N**' next to the *Run exceptions register with no exceptions* step.

The *Post Leave Input Data* procedure updates the *Payroll Monitor* with each step of the leave posting process. If posting fails, the user is <u>forced</u> to restore SECONDL to SECOND and cannot proceed without doing so. The '*Post substitute pay and employee leave*' indicator in the Payroll Monitor will be updated with each step of the leave posting process as illustrated in the following table.

'Post substitute pay and employee leave' Payroll Monitor Value	Leave Data Status
N	The *Post Leave Input Data* process has <u>not</u> started
S	The *Post Leave Input Data* process started, but did not finish. The substitute *Gross Pay* data has posted, but the *Leave History* data has <u>not</u> been posted.
L	The *Post Leave Input Data* process started, but did not finish. The substitute *Gross Pay* data has posted and the *Leave History* data has posted, but the *<u>Payroll</u> Leave Data* (F2, F2, F17) screen has <u>not</u> been posted.
Y	The *Post Leave Input Data* has completed successfully. The Payroll Administrator may now continue with the next steps in the payroll cycle.

The *Post Leave Input Data* procedure allows timely recovery when the posting procedure fails for any reason. If the *Post Leave Input Data* fails in the middle of the process, a warning message is displayed on any PCGenesis menu, and the user is not allowed to repost the leave or continue the payroll process without restoring SECONDL. An example of the warning message is displayed below.

Example of Leave Posting Error Message on a PCGenesis Menu Screen

Two options are available for updating the substitutes' gross data during the posting process: The user can either replace the substitutes' gross data lines or add to the substitutes' gross data lines.

- The user should <u>replace</u> the substitutes' gross data lines if there are <u>no valid gross data lines</u> on the substitutes' *Gross Data* screen, and ALL gross data lines for the substitute are contained on the *Current Leave Input File*.

- The user should <u>add</u> to the substitutes' gross data lines if additional pay from other sources has been entered directly into payroll using the substitutes' *Gross Data* screens and the user needs to retain these gross data lines.

<u>NOTE</u>: The *Post Leave Input Data* step must be run for ALL regular and special payroll cycles, whether or not there is any leave data in the *Current Leave Input File*. Even if there is no leave data to post, the posting step must be executed. In this case, a warning message will be displayed indicating that no records were posted.

When running a *Manual/Void Check Run Only* payroll cycle, if the *Post Leave for Manual/Void Run* option is set to **Y** (Yes), the *Post Leave Input Data* step must be executed. If the *Post Leave for Manual/Void Run* option is set to **N** (No), the *Post Leave Input Data* step is NOT executed.

Step	Action
1	From the *Business Applications Master Menu*, select ⬚**3** (**F3 -** Personnel System).

The following screen displays:
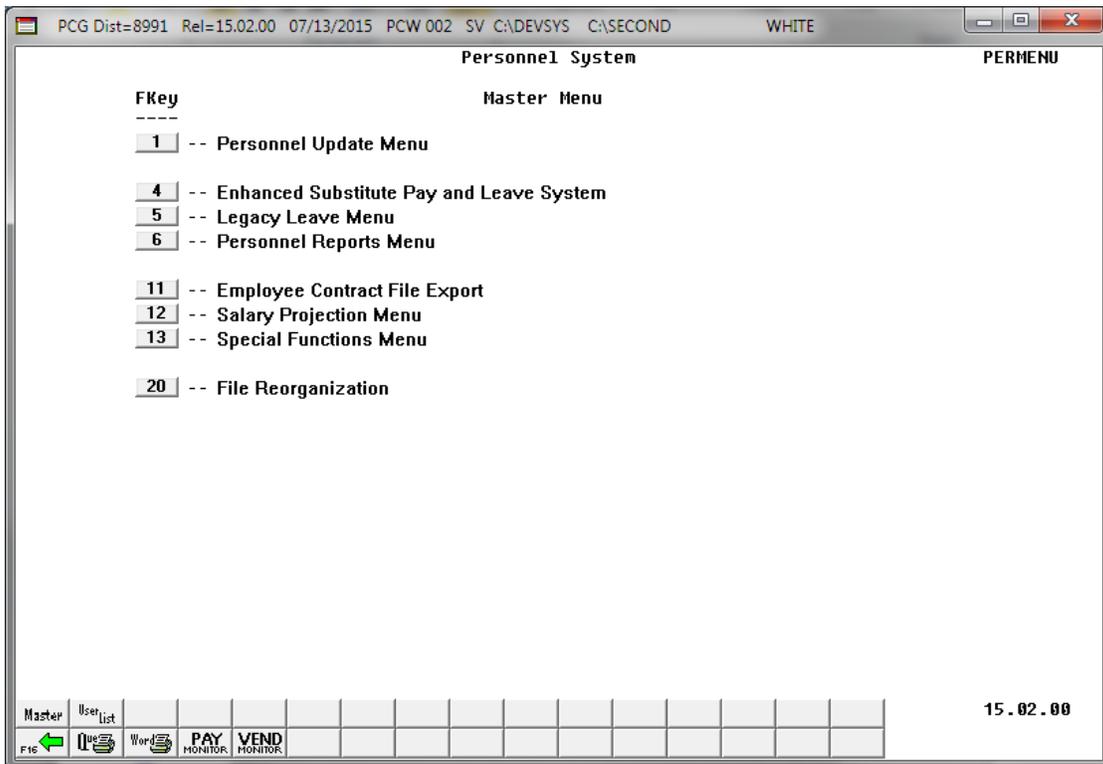
Step	Action
2	Select ⬚ 4 (**F4** – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:
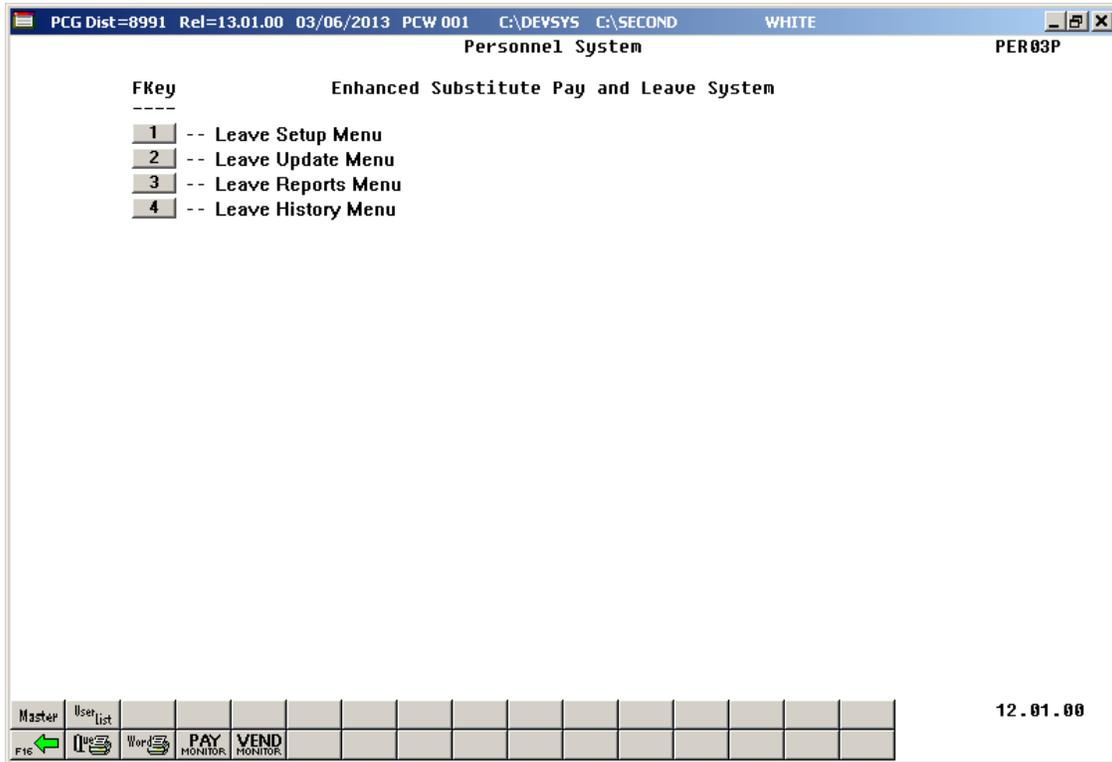
Step	Action
3	Select ⬚ 2 (**F2** – Leave Update Menu).

The following screen displays:

Step	Action
4	Select ⬛ **3** (**F3** – Post Leave Input Data).

The following screen displays:

```
PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001   C:\DEVSYS  C:\SECOND         WHITE          _|8|X|
                                                                                       LVPOSTP
                        * * *    W A R N I N G    * * *


               This process will take the CURRENT leave input file, which is called
                'LVINPUT on PERDATA', and POST the leave data to the CURRENT payroll.
             Once this process has begun, it CANNOT be stopped and rerun without proper
                                  file REBUILD PROCEDURES!!!!


          R  Input the GROSS DATA TYPE for Posting Leave
             R = Replace -   To replace ALL current gross data entries for the substitutes
             A = Add     -   To add salary, hourly or daily entries for the substitutes

















                               ** Press ENTER to Continue **

                               ** Press F16 to Exit **                        12.04.01
```

Step	Action
5	Enter **R** (To replace ALL current gross data entries for the substitutes) or **A** (To add salary, hourly or daily entries for the substitutes) in the **Input the GROSS DATA TYPE for Posting Leave** field to determine how the file will be processed. **To replace ALL of the substitutes' existing gross data:** Enter **R** in the field. Use this code if there are no valid gross data lines on the substitutes' *Gross Data* screen and ALL gross data lines for the substitute are contained on the *Current Leave Input File*. **To add the *Current Leave Input File's* entries to the substitutes' existing gross data:** Enter **A** in the field. Use this code if gross data lines from other sources have been entered directly into payroll using the substitutes' *Gross Data* screens.
6	Select **Enter** twice to continue processing. Select **F16** to exit the process without posting the *Current Leave Input File* data.

The following screen displays briefly:

```
C:\WINDOWS\system32\cmd.exe                                    _□×

C:\Acucbl\AcuGT\bin>RD /S /Q C:\SECONDL
The system cannot find the file specified.

C:\Acucbl\AcuGT\bin>md C:\SECONDL

C:\Acucbl\AcuGT\bin>xcopy C:\SECOND C:\SECONDL /e
C:\SECOND\#DODPRT\FORE0000
C:\SECOND\#DODPRT\LVAC0005
C:\SECOND\#DODPRT\LVAC0011
C:\SECOND\#DODPRT\LVAC0015
C:\SECOND\#DODPRT\LVAC0016
C:\SECOND\#DODPRT\LVAC0017
C:\SECOND\#DODPRT\LVBL0002
C:\SECOND\#DODPRT\LVBL0011
C:\SECOND\#DODPRT\LVBL0012
C:\SECOND\#DODPRT\LVBL0013
C:\SECOND\#DODPRT\LVBL0014
C:\SECOND\#DODPRT\LVBL0015
C:\SECOND\#DODPRT\LVBL0018
C:\SECOND\#DODPRT\LVBL0019
C:\SECOND\#DODPRT\LVBL0020
C:\SECOND\#DODPRT\LVBL0024
C:\SECOND\#DODPRT\LVBL0025
C:\SECOND\#DODPRT\LVBL0026
C:\SECOND\#DODPRT\LVBL0027
C:\SECOND\#DODPRT\LVBL0028
C:\SECOND\#DODPRT\LVBL0029
C:\SECOND\#DODPRT\LVBL0030
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C:\SECOND\#DODPRT\LVBL0032
C:\SECOND\#DODPRT\LVBL0033
C:\SECOND\#DODPRT\LVBL0034
C:\SECOND\#DODPRT\LVBL0035
C:\SECOND\#DODPRT\LVBL0038
C:\SECOND\#DODPRT\LVBL0039
C:\SECOND\#DODPRT\LVBL0040
C:\SECOND\#DODPRT\LVBL0041
C:\SECOND\#DODPRT\LVCL0000
```

The following screen displays briefly:

```
 A   PCG Dist=8991  Rel=18.01.00  04/04/2018  PCW 001  SV  C:\DEVSYS   C:\SECOND        WHITE
                                                                                      LVPOSTP






                        Leave being updated - DO NOT CANCEL PROCESSING!

















                                                                                     17.01.00
```
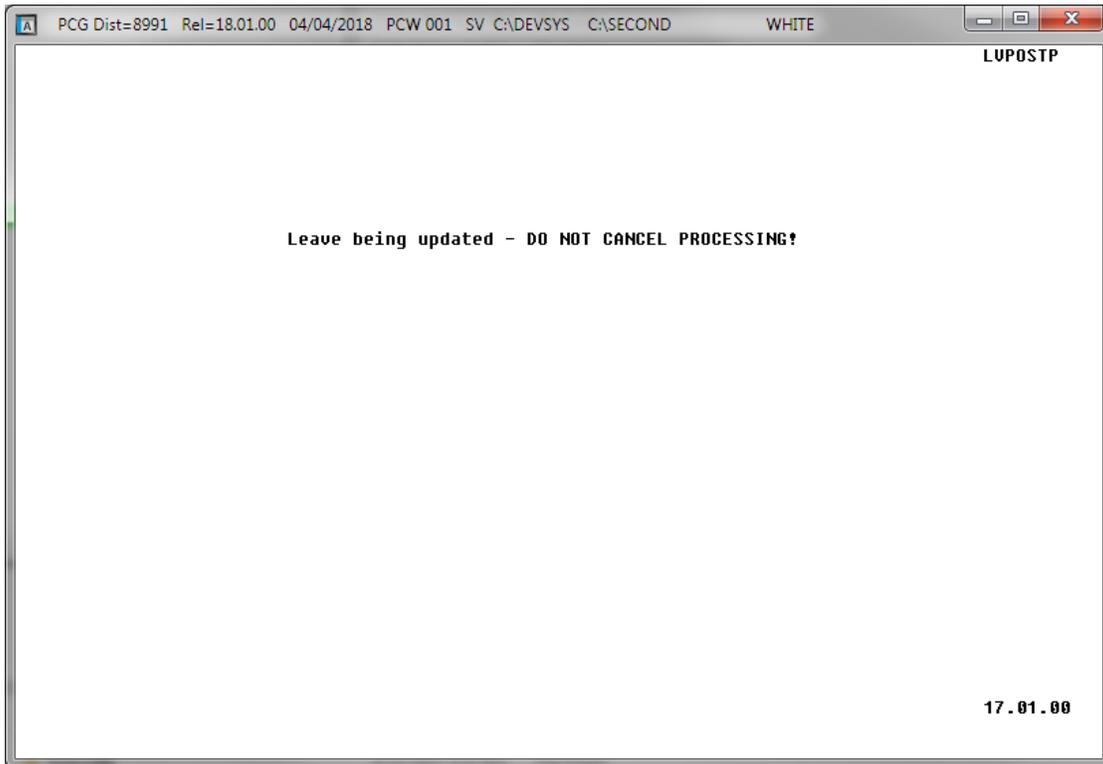
If there is no leave data to post, the following screen displays:

```
 A   PCG Dist=8991  Rel=18.01.00  04/04/2018  PCW 001  SV  C:\DEVSYS   C:\SECOND        WHITE
                                                                                      LVU0100
                        Post Leave Input File - Update Substitute Gross Data



NO RECORDS IN LEAVE INPUT FILE - JOB STOPPING

















Press ENTER to continue                                                              14.04.00
```

Step	Action
7	If there is no leave data to post, a warning screen displays as shown above. This does not indicate a problem or error but is simply meant to warn the user that no leave records existed in the *Current Leave Input File* to post.
	NOTE: The *Post Leave Input Data* step must be run for ALL regular and special payroll cycles, whether or not there is any leave data in the *Current Leave Input File*. Even if there is no leave data to post, the posting step must be executed. In this case, a warning message will be displayed indicating that no records were posted.

The following screen displays:

```
PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001   C:\DEVSYS  C:\SECOND        WHITE          _|8|X|
                                  Personnel System                              PER03P2

          FKey                            Leave Update Menu
          ----
            1  -- Input Employee Leave and Substitute Pay
            2  -- Import Leave Input Data from CSV
            3  -- Post Leave Input Data

            5  -- Display Gross Data
            6  -- Display Leave YTD\Balance Paycheck Data

           10  -- Advance Leave
           11  -- Plan Year Rollover Processing

           20  -- Load Employee Leave History from Payroll Leave Records
           21  -- Recalculate Year-to-Date Leave on Payroll Record




                                                                        12.02.00
    Master  User list
     F16    Que  Word  PAY    VEND
                       MONITOR MONITOR
```

Step	Action
8	Select **F16** (**F16 -** Exit) to return to the *Enhanced Substitute Pay and Leave Menu,* or select **Master** (**Master**) to return to the *Business Applications Master Menu.*

Procedure D: *Display Gross Data*

Refer to the *Payroll System Operations Guide*, *Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information* for instructions.

Procedure E: Display Leave YTD/Balance Paycheck Data

Refer to the *Payroll System Operations Guide*, Section B: Payroll Update Processing, Topic 4: *Update/Display Payroll Information* for instructions.

Procedure F: Taking Sick Bank Leave

Sick bank leave is defined as **Leave Type** '**A7**'. Defining the '**A7**' leave category is optional and is dependent on the school system's leave policy. When a school system offers a system sick bank, employees are typically given the choice of whether or not to participate in the system sick bank. Employees who have decided to participate in the system sick bank must have their **Sick Bank** flag set to a '**Y**' on the *Personnel Screen*. Also, the employee's payroll class code must participate in **Leave Type** '**A7**', sick bank. The *Payroll Class Code Leave Parameters* for the employee's class code must have **Leave Type** '**A7**' checked, indicating that the class code participates in the sick bank.

Typically, an employee who participates in the system sick bank is required to periodically donate some of their earned sick leave to the system sick bank. In order to accomplish this, a **Reason Code** is set up under the sick leave category (**Leave Type** of '**A1**' or '**L1**') with the **Sick bank contribution category** option set to '**Yes**'. This reason code is typically named 'Sick Bank Contribution'. In order to contribute to the system sick bank, sick leave would be taken from the employee using this sick leave reason code. When the *Post Leave Input Data* option is executed, the system adds the sick leave taken from the employee to the system sick bank balance, and the employee's sick leave balance is decremented.   The time available in the system sick bank is stored in the **System Sick Bank Balance** field on the *Payroll Identification Record* on the *Tax/Withholding/Control Menu.* The **System Sick Bank Balance** field must be greater than zero in order for an employee to use sick bank time.

Typically, sick bank leave is approved for employees based upon an application to the district board or commission, but this depends on the system's leave policy. The PCGenesis system is designed so that a leave history adjustment to the employee's sick bank balance (Leave Type 'A7') can be made for the amount of time that an individual employee has been approved for. A leave history adjustment is the method used for advancing the sick bank time to the employee, instead of doing an automatic leave advance to all employees. Therefore, even though an automatic leave advance for the sick bank will never take place, the 'A7' leave type must be set up with a **Leave advance formula** of '*Contract months*' and an **Advance schedule** of '*Annually*'. The **How much to take** parameter must be set to '*Check leave balance*' and the **Allow balance to go negative** must be set to '*No*'.

Once the employee is approved to take time from the system sick bank, PCGenesis first requires the employee to finish using all of their own sick leave balance (Leave Type 'A1' or 'L1') before being allowed to use the system sick bank time. Therefore, the employee's 'A1' or 'L1' sick leave balance must be zero before the system will allow the employee to use any system sick bank time.

The following table summarizes the requirements for taking system sick bank time:

✓	STEP	ACTION
		REQUIREMENTS FOR SICK BANK, LEAVE TYPE 'A7'
	1	The employee must participate in the Sick Bank. The **Sick Bank** flag must be set to '**Y**' on the employee's *Personnel Screen*.
		Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* for instructions.
	2	The System Sick Bank must have time available. The **System Sick Bank Balance** field is available on the *Payroll Identification Record* on the *Tax/Withholding/Control Menu*. The **System Sick Bank Balance** must be greater than zero.
		Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update the Payroll Identification Record* for instructions.
	3	The employee's class code must participate in sick bank. The *Payroll Class Code Leave Parameters* for the employee's class code must have **Leave Type** '**A7**' checked, indicating that the class code participates in the sick bank.
		Refer to the *Personnel System Operations Guide, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 1: Leave Setup, Procedure C: Maintain Payroll Class Code Leave Parameters* for instructions.
	4	The employee must have used all of their available sick leave balance. The ending balance for **Leave Type** '**A1**' and '**L1**', regular sick leave, must be zero before an employee is allowed to take sick bank time.
	5	The employee must have time available in their Sick Bank Balance. The employee must have an ending balance greater than zero for **Leave Type** '**A7**', sick bank leave.
		The PCGenesis system is designed so that a leave history adjustment to the employee's sick bank balance (**Leave Type** '**A7**') can be made for the amount of time that an individual employee has been approved for. A leave history adjustment is the method used for advancing the sick bank time to the employee.

Procedure G: Contributing Leave to the System Sick Bank

Sick bank leave is defined as **Leave Type** '**A7**'. Defining the '**A7***' leave category is optional and is dependent on the school system's leave policy. When a school system offers a system sick bank, employees are typically given the choice of whether or not to participate in the system sick bank. Employees who have decided to participate in the system sick bank must have their **Sick Bank** flag set to a '**Y**' on the *Personnel Screen*. Also, the employee's payroll class code must participate in **Leave Type** '**A7**', sick bank. The *Payroll Class Code Leave Parameters* for the employee's class code must have **Leave Type** '**A7**' checked, indicating that the class code participates in the sick bank.

Typically, an employee who participates in the system sick bank is required to periodically donate some of their earned sick leave to the system sick bank. In order to accomplish this, a **Reason Code** is set up under the sick leave category (**Leave Type** of '**A1**' or '**L1**') with the **Sick bank contribution category** option set to '**Yes**'. This reason code is typically named 'Sick Bank Contribution'. In order to contribute to the system sick bank, sick leave would be taken from the employee using this sick leave reason code. When the *Post Leave Input Data* option is executed, the system adds the sick leave taken from the employee to the system sick bank balance, and the employee's sick leave balance is decremented.   The time available in the system sick bank is stored in the **System Sick Bank Balance** field on the *Payroll Identification Record* on the *Tax/Withholding/Control Menu.*

Sick bank contributions are entered into the *Current Leave Input File* during the payroll cycle. As the user prepares the payroll, leave data is entered into the system via the *Input Employee Leave and Substitute Pay* procedure or the *Import Leave Data from CSV* procedure.

The most efficient method available for processing employees' sick leave donations to the system sick bank is to create a .csv file for the *Import Leave Input Data* procedure. Refer to *Procedure B: Import Leave Input Data From CSV, B1. Import File Layout* in this document for the file layout of the import file.

When the import procedure is run, PCGenesis validates the data in the import file first. If the import data passes all validations, the user has the option of continuing the process or exiting so that the output reports can be reviewed. If the user decides to finish processing, the import file is uploaded into PCGenesis and <u>the *Current Leave Input File* is updated</u>.

If necessary, once the data is imported into the *Current Leave Input File*, the user is able to modify the imported data using the *Input Employee Leave and Substitute Pay* module. The user is also able to verify the contents of the *Current Leave Input File* by running the various leave reports available within the *Enhanced Substitute Pay and Employee Leave System*.

Refer to *Procedure B: Import Leave Input Data From CSV* in this document for instructions on importing a .csv file for the *Import Leave Input Data* procedure.

The following table summarizes the required steps for contributing sick leave to the system sick bank:

✔	STEP	ACTION
		STEPS FOR CONTRIBUTING LEAVE TO THE SYSTEM SICK BANK
	1	Obtain an initial .csv file which contains the employee number, SSN, name, last name, first name, middle name, work location code and description, and class code and description by using the *Export Selected Payroll/Deduction/CPI Information* procedure described in this section below. This .csv file will be used as the starting point for creating a leave import file.
	2	Make the appropriate adjustments to the Microsoft® Excel spreadsheet in order to create a .csv file for the *Import Leave Input Data* procedure. Follow the steps provided in the procedure below. These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns and/or rows, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis. Refer to *Procedure B: Import Leave Input Data From CSV, B1. Import File Layout* in this document for the file layout of the leave import file.
	3	Import the .csv file created in *Step 2* into the *Current Leave Input File* by using the *Import Leave Input Data* procedure. Refer to *Procedure B: Import Leave Input Data From CSV* in this document for instructions on importing a .csv file for the *Import Leave Input Data* procedure.
	4	If necessary, once the data is imported into the *Current Leave Input File*, the user may modify the imported data using the *Input Employee Leave and Substitute Pay* module. The user should also verify the contents of the *Current Leave Input File* by running the various leave reports available within the *Enhanced Substitute Pay and Employee Leave System*.
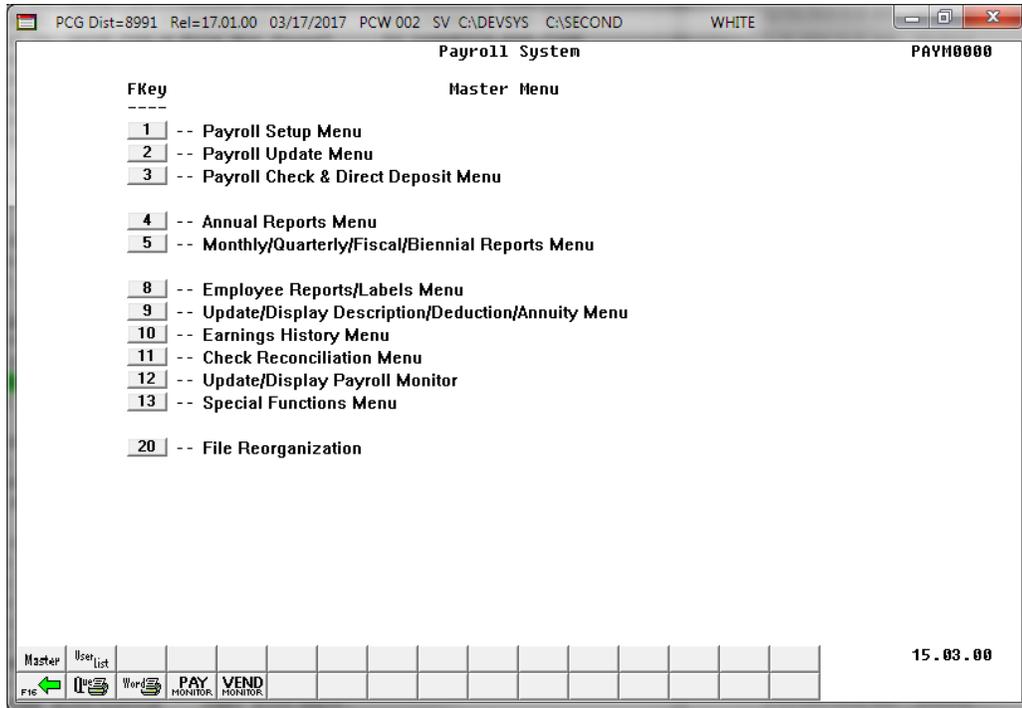
Step	Action
1	Select ⌷**13**⌷ (**F13 -** Special Functions).

The following screen displays:
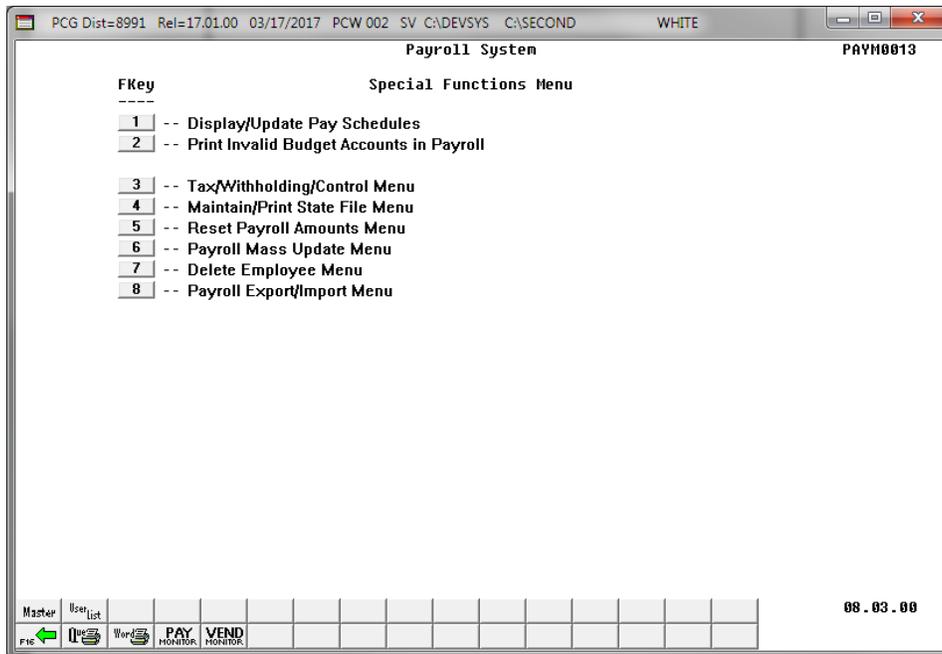
Step	Action
2	Select ⌷**8**⌷ (**F8** - Payroll Export/Import Menu).

The following screen displays:
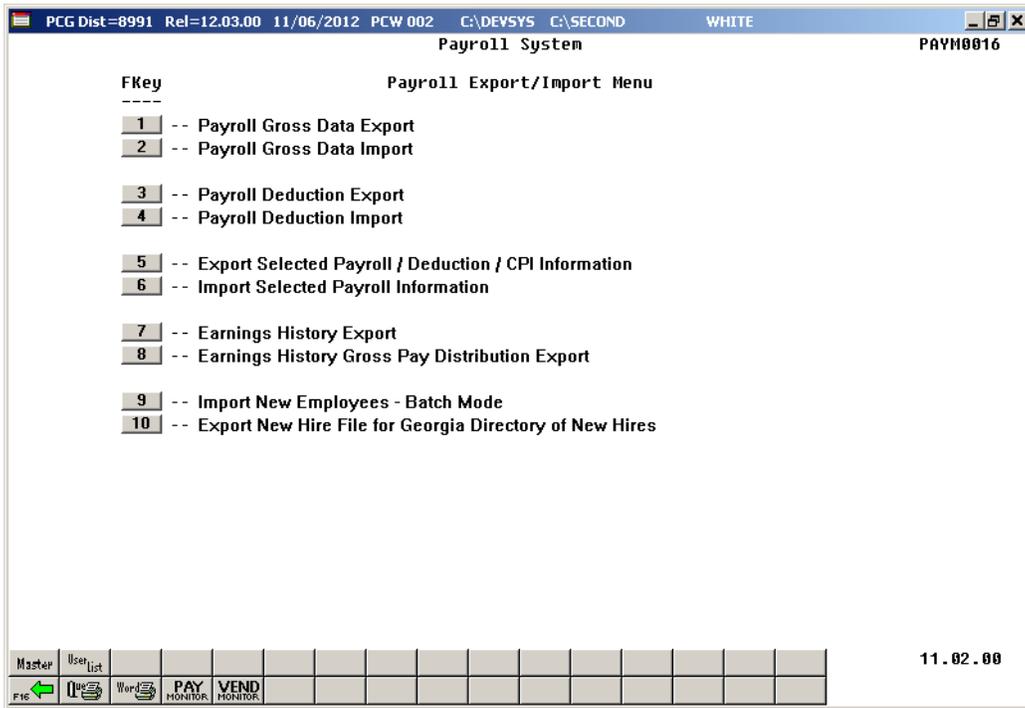
Step	Action
3	Select ___5___ (**F5** – Export Selected Payroll/Deduction/CPI Information).
4	On the **C:** drive, create a folder entitled **EXPORT**, or verify the folder exists.

The following screen displays:

```
 PCG Dist=8991  Rel=15.02.00  07/13/2015  PCW 002  SV C:\DEVSYS  C:\SECOND       WHITE                    ▯▯▯▯
                                                                                                       PAY17EXT
                          Create Payroll/Deduction Export File to Load in Excel




          Enter the Export file Path and Name (e.g. C:\EXPORT\PAYEXPCCYYMMDD.CSV)
           or  F10  to  Browse for File

          C:\EXPORT\SickBankUpdate.CSV _____

          NOTE:  DIRECTORY Must Already Exist


                 The filename will default to C:\EXPORT\PAYEXPccyymmdd.CSV (ccyymmdd = today's date).
                 The C:\EXPORT directory MUST exist.  If C:\EXPORT does not already exist, you MUST
                 create the C:\EXPORT directory or change to an exsting path.




                          Enter = Continue    or    F16 = Exit
  ENTER ✓                                                F10                                        15.02.00
  F16 ←
```

Step	Action
5	Enter **C:\EXPORT\SickBankUpdate.CSV**, in the **Enter the Export file path and name** field. *PCGenesis allows entries other than **C:\EXPORT\SickBankUpdate.CSV** as long as the directory structure entered exists.* *In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected deduction and payroll information results.*
6	Select ![ENTER]( ) (**Enter**) to continue.

The following screen displays:
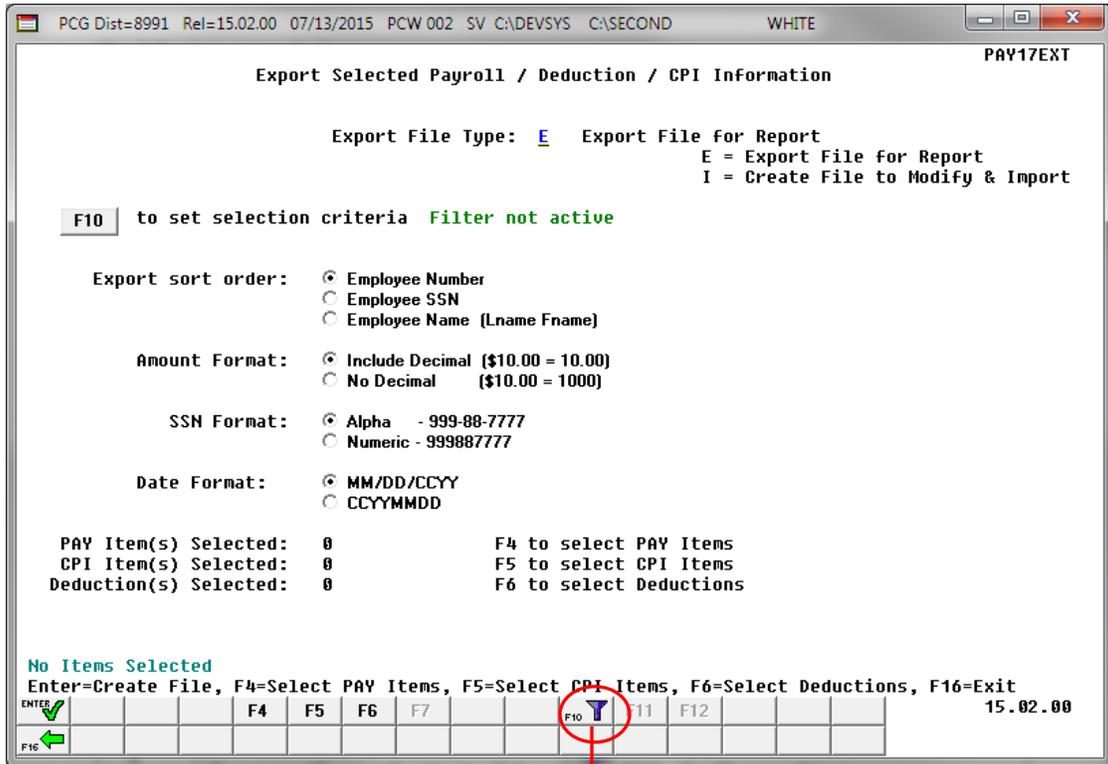
F10 – Set filter conditions

Step	Action
7	**To set specific search criteria:** Select [F10 icon] (**F10** – Set filter condition).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ □ PCG Dist=6341 Rel=14.04.00 02/04/2015 PCW 001   C:\DEVSYS  C:\SECOND        WHITE        _ □ X │
│                                                                                │
│              Export Selected Payroll / Deduction / CPI Information     PAYFIND │
│                       Set Employee Selection Filter                            │
│                                                                                │
│      Filter set: Status                                                        │
│            Status: A  _  _   Pension: _   Contract mo: __  Certified (C or N): _   13 month (Y or N): _ │
│                                                                                │
│      Class Code: __   __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __          │
│                                                                                │
│  Work Location: ___   ___ ___ ___ ___ ___ ___ ___ ___ ___ ___                 │
│                                                                                │
│       Job Code: __    __ __ __ __ __ __ __ __ __ __ __ __ __                    │
│                                                                                │
│        CS1 Job: __  __ __ __ __ __ __ __ __ __ __ __ __ __                      │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│         NOTE: The entries you place on this screen are not checked against the │
│               description file. This may be used to search for employees who   │
│               may have invalid entries.                                        │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│         Filter conditions set                                                  │
│  ENTER✓  F1   F2   F3   F4   F5   F6   F7   F8   F9  F10 ▼           F15 ⚲   13.02.00 │
│  F16◄   SET F17  F18 ⊗   PGUP▲ PGDN▼              Help                          │
└──────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
8	On the *Export Employee Master Data – Set Employee Selection Filter* screen, make the appropriate selections and entries. For example, set the **Status** parameter to 'A' in order to extract only <u>active</u> employees. Verify *"Filter conditions set."* displays. Selecting ![F16] (**F16** – Exit) will return to the *Export Selected Payroll/Deduction/CPI Information* main screen.

The following screen displays:

Step	Action
9	**Export file type:** Select '**E**' to create a .csv file for the *Import Leave Input Data* procedure.
10	Select (**F4** – Select Pay Items), if payroll items are to be exported. *NOTE: Do NOT select* (**Enter** – Continue) *at this point. Select employee payroll items* (**F4** – Select Pay Items) *first, before processing the export request.*

The following screen displays when '**E**' is entered in *Step 9* for the **Export file type**:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ ▣ PCG Dist=8991 Rel=17.01.00 04/03/2017 PCW 001 SV C:\DEVSYS C:\SECOND    WHITE     [_][□][✕] │
│                                                                          PAY17EXT   │
│                 Export Selected Payroll / Deduction / CPI Information                │
│                                                                                     │
│                         Select Payroll/Personnel Fields                             │
│                                                                                     │
│      Enter 'X' for the item to be reported           F11=Select All, F12=Deselect All│
│                                                                                     │
│            LAST NAME X         PAY LOC _          CONTMO _           BIRTH DATE _    │
│           FIRST NAME X        WORK LOC X   ANNUAL WORK DAYS _         HIRE DATE _    │
│          MIDDLE NAME X       SECTION 125 _   CONTRACT GROSS _       REHIRE DATE _    │
│          NAME SUFFIX _           CLASS X  CONTRACT BIWEEKLY _     DATE OF DEATH _    │
│               STREET _        JOBCLASS _      STATE ANNUAL _         TERM DATE _    │
│              STREET2 _         CPI JOB _      LOCAL ANNUAL _       TERM REASON _    │
│                 CITY _        CERT TYPE _     OTHER ANNUAL _  PENSION ELIG DATE _    │
│                STATE _    PAY SCHEDULE # _            FICA SW _          GHI IND _    │
│                  ZIP _        PAY CYCLE _    FED EXEMPTIONS _  DOE PAID ERCON FLAG _ │
│            TELEPHONE _     PENSION CODE _      FED WITH CODE _       CPI INCLUDE _    │
│       PAYROLL STATUS _        RETIRE SW _  STATE DEP ALLOWANCE _   ENABLE DDP SW _    │
│                  SEX _  TRS SERVICE IND _  FED TAX MARITAL STAT _                    │
│               ETHNIC _ TRS SERVICE LOCK _  STATE TAX MARITAL ST _                    │
│              MARITAL _  'NO PENSION' CODE _ STATE MAR ALLOWANCE _                    │
│         EEO-5 JOB CODE _      SPOUSE SSN _    GHI INFORMATION _                      │
│       HOURS PER WEEK _  PRIOR YEAR CONTMO _                                          │
│        HOURS PER DAY _    SUBSTITUTE RANK _                                          │
│      LEAVE REASON MAX _    OVERRIDE ACCRUE _                                         │
│  BACKGROUND CHK DATE _ ADJ LEAVE ELIG DATE _                                        │
│           CELL PHONE _    EMERGENCY DATA _                                           │
│       EMPLOYEE E-MAIL _ BUDGET PAY CATEGORY _                                        │
│  SICK BANK INDICATOR X     CONTACT DATA _                                            │
│                                                                                     │
│   F7-Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit        │
│  ┌ENTER┐┌──┐┌──┐┌──┐┌──┐┌──┐┌───┐┌F10┐┌───┐┌───┐┌──┐┌──┐               17.01.00      │
│  │  ✓  ││  ││F4││F5││F6││F7││   ││ ▼ ││F11││F12││  ││  │                            │
│  └─────┘└──┘└──┘└──┘└──┘└──┘└───┘└───┘└───┘└───┘└──┘└──┘                            │
│  ┌F16┐                                                                              │
│  │ ← │                                                                              │
│  └───┘                                                                              │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
11	Enter **X** in the field to the right of the desired payroll items.
	In order to create a .csv file for the *Import Leave Input Data* procedure, enter **X** in the following fields:
	• **LAST NAME** • **FIRST NAME** • **MIDDLE NAME** • **SICK BANK INDICATOR** • **WORK LOC** • **CLASS**
12	Select [F7] (**F7** – Return to Setup Export), or select [ENTER ✓] (**Enter -** Continue) to return to the *Export Selected Payroll/Deduction/CPI Information* main screen.

The following screen displays:
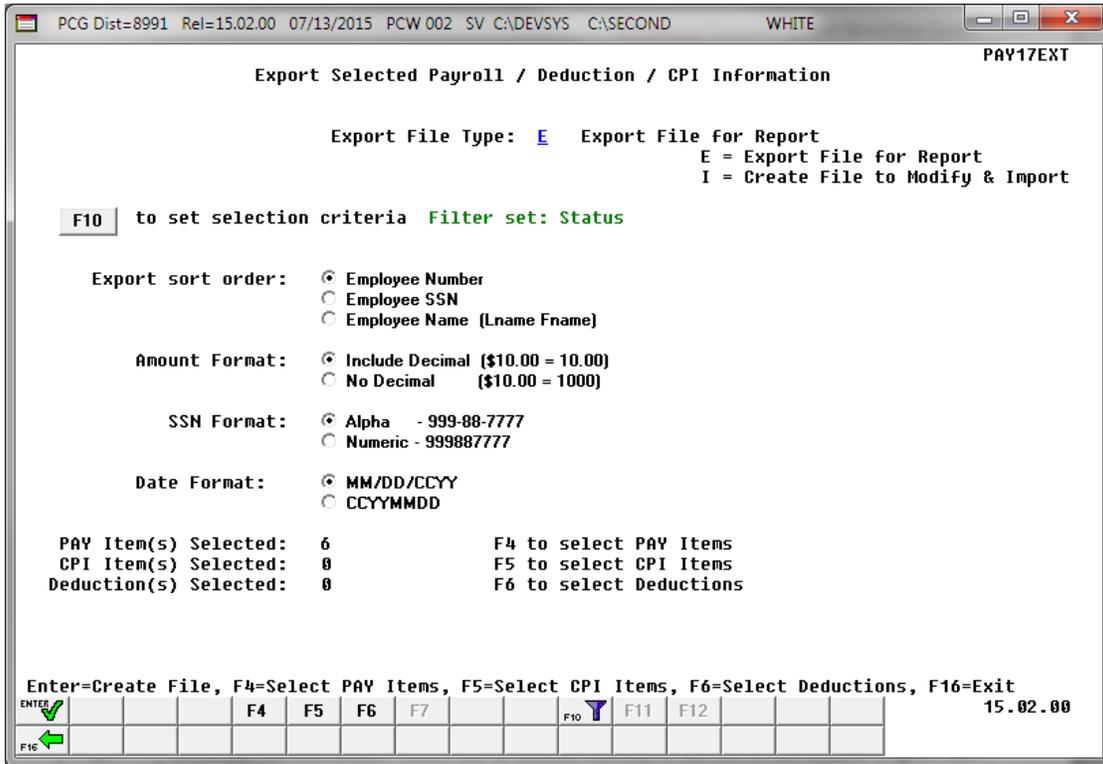
NOTE: PCGenesis displays the total number of employee payroll items selected.

Step	Action
13	**To define the sort order:** Select the ◯ (**Radio button**) to the left of the desired **Export sort order** field. *Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.*
14	**To define the amount format:** Select the ◯ (**Radio button**) to the left of **Include Decimal ($10.00 = 10.00)** format.
15	**To define the Social Security Number (SSN) format:** Select the ◯ (**Radio button**) to the left of **Alpha – 999-88-7777**.
16	**To define the date format:** Select the ◯ (**Radio button**) to the left of **MM/DD/CCYY**.
17	Select [ENTER ✓] (**Enter -** Continue).

The following message box displays:

> **Extract Records?**   ☒
>
> (i)   Ready to extract records?
>
>   Select OK to continue.
>   Select CANCEL to redisplay the screen.
>
>   [OK]   [Cancel]

Step	Action
18	Select [OK] to continue processing and to extract the payroll data. *If the selected payroll data is incorrect or incomplete, select* [**Cancel**] *to enter the correct information.* "***Processing Request**" briefly displays.*

The following screen displays:

```
  PCG Dist=8991  Rel=15.02.00  07/13/2015  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE            ☐ ☐ ☒
                                                                                              PAY17EXT










         Payroll Master / Deduction Export File Created

         File Name =       C:\EXPORT\SICKBANKUPDATE.CSV

         Total Records =     427








         Enter=Continue
                                                                                              15.02.00
```
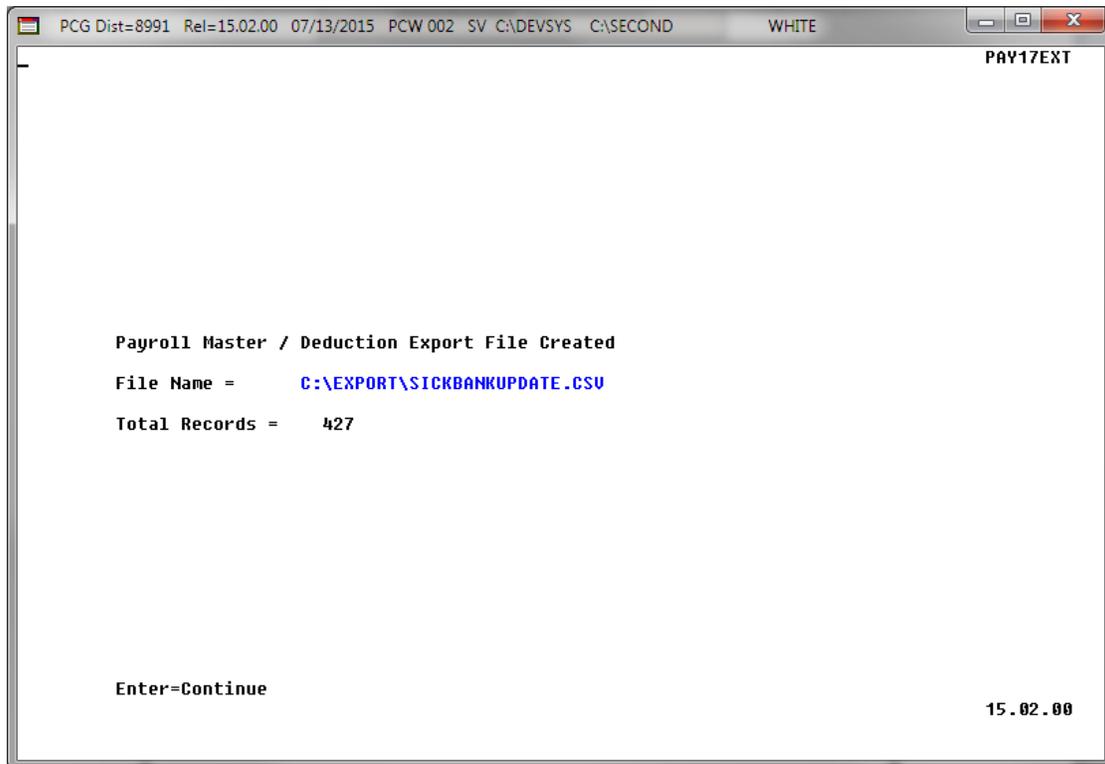
Step	Action
19	Screen-print or record the file name displayed and select **Enter** (Continue).

The following screen displays:

Step	Action
20	Select (**F16** - Exit) to return to the *Payroll System – Special Functions Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*
21	Navigate to **C:\EXPORT\SickBankUpdate.CSV**.

The following window displays:
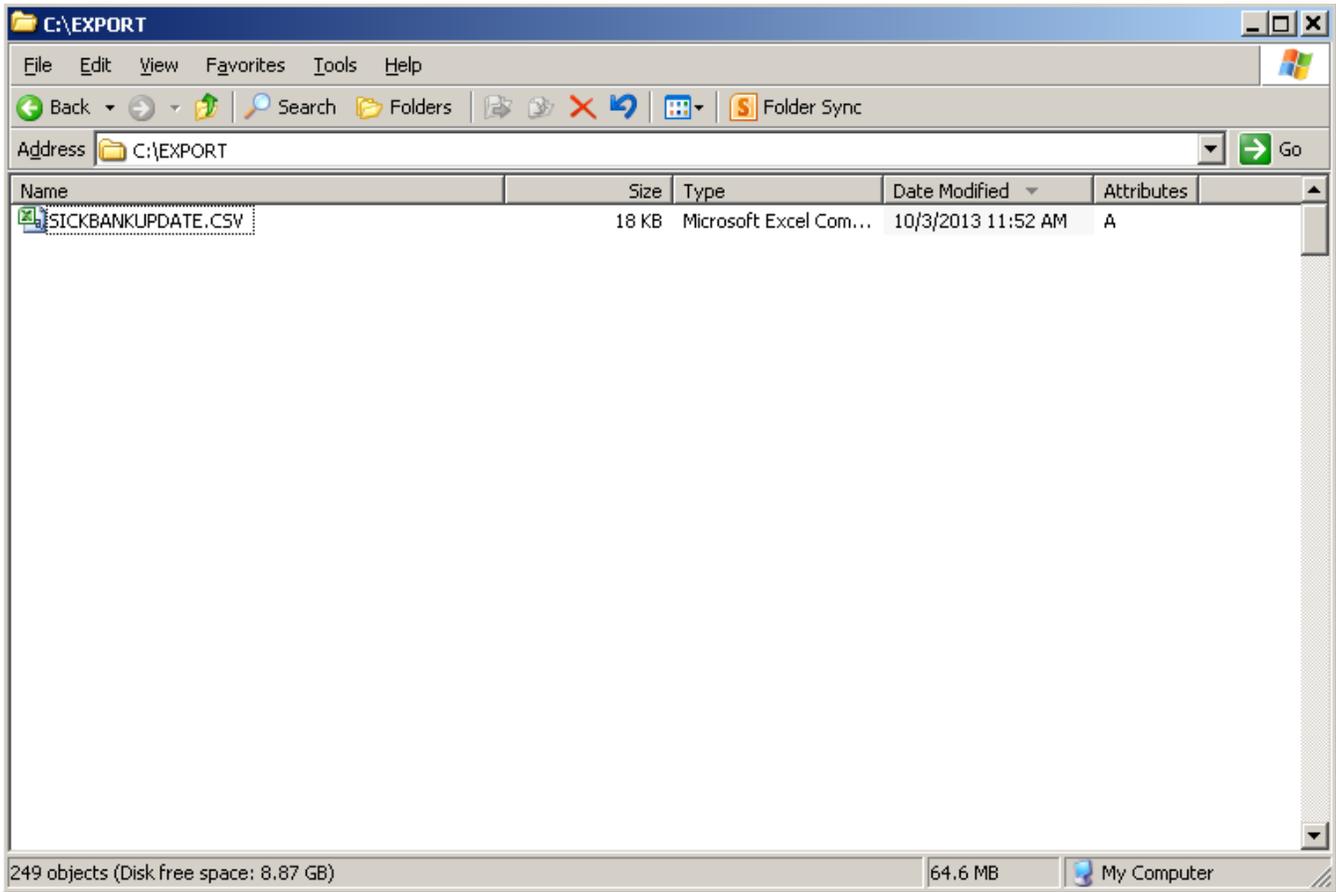
Step	Action
22	Open the appropriate payroll/deduction/CPI information file. Find the file **C:\EXPORT\SickBankUpdate.CSV**

The following window displays:

Step	Action
23	Make the appropriate adjustments to the Microsoft® Excel spreadsheet in order to create a .csv file for the *Import Leave Input Data* procedure. *These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns and/or rows, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.*
24	Sort the contents of the entire spreadsheet so that the rows of employees who do NOT participate in the **Sick Bank** are sorted together. Select **Custom Sort** from the **Sort & Filter tab** on the Microsoft Excel toolbar. Set the sort options as illustrated below with the top level sort defined as the **Sick Bank** column (column **G**). Apply additional sorts, if desired.

The following screen displays:
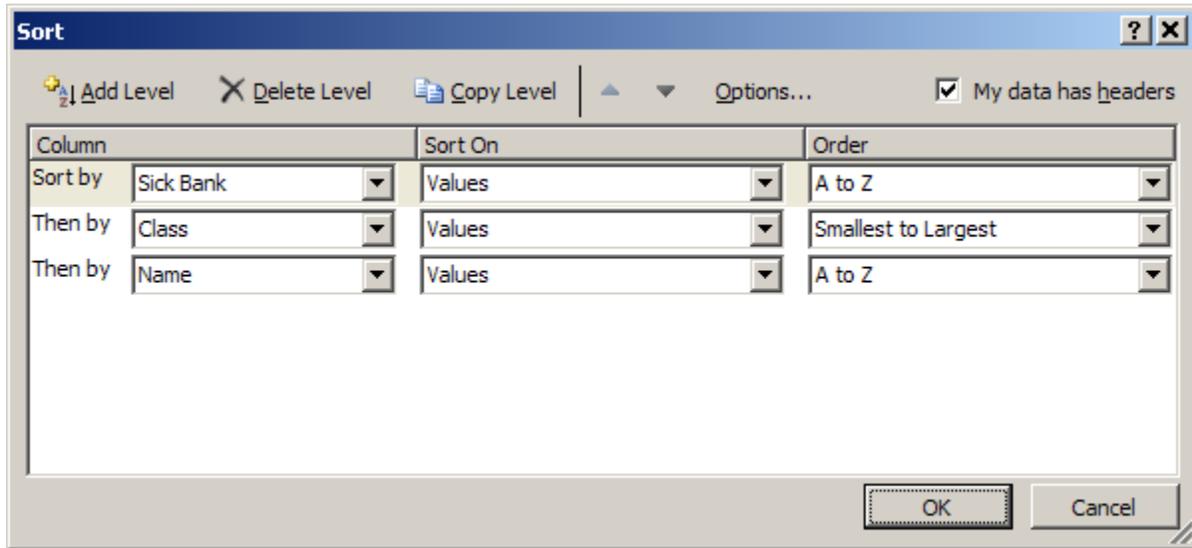
Step	Action
25	Select [OK] to complete the sort.

The following screen displays:

Step	Action
26	Delete all <u>rows</u> with **Sick Bank** (column **G**) equal to '**N**'.

The following screen displays:

Step	Action
27	Delete the following <u>columns</u>: • Column **B** = **SSN** • Column **C** = **Name** • Column **G** = **Sick Bank** After deleting the 3 columns, the end results should be: • Column **A** = **Empno** • Column **B** = **Last Name** • Column **C** = **First Name** • Column **D** = **Middle Name** • Column **E** = **Work LOC** • Column **F** = **Work LOC Desc** • Column **G** = **Class** • Column **H** = **Class Desc**

The following screen displays:

Step	Action
28	Insert a <u>column</u> in front of **Empno** called **Record Type**. After inserting a column, the end results should be: • Column **A** = **Record Type** • Column **B** = **Empno** • Column **C** = **Last Name** • Column **D** = **First Name** • Column **E** = **Middle Name** • Column **F** = **Work LOC** • Column **G** = **Work LOC Desc** • Column **H** = **Class** • Column **I** = **Class Desc**

Step	Action
29	Populate the **Record Type** (column **A**) with data.
	Enter the **Record Type** (column **A**) for all employees as '**T**' for Time Record.
	Valid values for **Record Type** (column **A**): **T**
30	Move **Class** and **Class Desc** columns in front of **Work LOC** and **Work LOC Desc** columns.
	After moving columns, the end results should be:
	- Column **A** = **Record Type** - Column **B** = **Empno** - Column **C** = **Last Name** - Column **D** = **First Name** - Column **E** = **Middle Name** - Column **F** = **Class** - Column **G** = **Class Desc** - Column **H** = **Work LOC** - Column **I** = **Work LOC Desc**

The following screen displays:

Step	Action
31	Add the following <u>columns</u> after **Work LOC Desc** (column **I**): • Column **J** = **Leave Type** • Column **K** = **Reason Code** • Column **L** = **Starting Leave Date** • Column **M** = **Entry Type (H=Hrs D=Days)** • Column **N** = **Total Sick Leave Contribution Time** • Column **O** = **Memo** • Column **P** = **Substitute Flag (Y=Sub N=NoSub)**

The following screen displays:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Record	Empno	Last Name	First Name	Middle Name	Class	Class Desc	Work LOC	Work LOC Desc	Leave Type	Reason Code	Starting Leave Date	Entry Type	Total Sick	Memo	Substitute Flag
2	T	88127	AD2ER	TA2		2	TEACHERS	111	Location 000111							
3	T	87223	AL2NZO	EF2EN		2	TEACHERS	111	Location 000111							
4	T	88944	AR9STEAD	TA9HINA		2	TEACHERS	111	Location 000111							
5	T	87468	AS5EW	DA5TON		2	TEACHERS	201	Location 000201							
6	T	89058	AS7ER	GE7EVIVE		2	TEACHERS	111	Location 000111							
7	T	88168	AS9TON	YV9NE		2	TEACHERS	111	Location 000111							
8	T	89217	BO8DREAU	MA8GARITO		2	TEACHERS	3050	Location 003050							
9	T	88273	BU8DEN	EM8LE		2	TEACHERS	101	Location 000101							
10	T	88073	BU8N	FR8NCES		2	TEACHERS	3050	Location 003050							
11	T	89677	CA4AZOS	BO4BIE		2	TEACHERS	111	Location 000111							
12	T	88477	CA4AZOS	EM4RSON		2	TEACHERS	111	Location 000111							
13	T	88957	CA4FIELD	CE4ESTA		2	TEACHERS	201	Location 000201							
14	T	89205	CA4SEY	DE4NDRE		2	TEACHERS	111	Location 000111							
15	T	87501	CH4MPION	BA4		2	TEACHERS	8010	Location 008010							
16	T	89901	CH4MPION	DA4IAN		2	TEACHERS	201	Location 000201							
17	T	87412	CH5MPAGNE	AL5A		2	TEACHERS	101	Location 000101							
18	T	89812	CH5MPAGNE	SC5TTY		2	TEACHERS	3050	Location 003050							
19	T	88140	CH5NG	BE5RY		2	TEACHERS	111	Location 000111							
20	T	87184	CH9DWICK	MI9FORD		2	TEACHERS	111	Location 000111							
21	T	87799	CI2TRON	RO2		2	TEACHERS	111	Location 000111							
22	T	87958	CO3BY	MI3AH		2	TEACHERS	3050	Location 003050							
23	T	88478	CO3TS	SU3IKO		2	TEACHERS	3050	Location 003050							
24	T	88949	CO4ART	WA4A		2	TEACHERS	3050	Location 003050							
25	T	87186	CR7SP	RO7ENDO		2	TEACHERS	201	Location 000201							
26	T	87351	DA2GLE	LA2ARO		2	TEACHERS	111	Location 000111							
27	T	89536	DE9TON	DI9RDRE		2	TEACHERS	201	Location 000201							

Step	Action
32	Populate the **Leave Type** (column **J**) with data. Enter the **Leave Type** (column **J**) for all employees as '**A1**' (or '**L1**', if applicable) for Paid Sick Leave. Valid values for **Leave Type** (column **J**): **A1** or **L1**

Step	Action
33	Populate the **Reason Code** (column **K**) with data.
	Enter the **Reason Code** (column **K**) for all employees with the **Leave Reason Code** defined as the **Sick Bank Contribution Category** on the *Maintain Leave Reason Codes* screen.
	Refer to the *Personnel System Operations Guide, Section E: Enhanced Substitute Pay and Employee Leave Processing, Topic 1: Leave Setup, Procedure B: Maintain Leave Reason Codes* for information about the **Leave Reason Code** categories.
34	Populate the **Starting Leave Date** (column **L**) with data.
	Enter the **Starting Leave Date** (column **L**) for all employees with an appropriate date.
	Valid values for **Starting Leave Date** (column **L**): Date in **MM/DD/CCYY** format.
	In order to avoid duplicate leave input errors for employees, use a Starting Leave Date which will *not be used by absent employees. For example, use a Saturday or Sunday date.*
35	Populate the **Leave Entry Type** (column **M**) with data.
	Enter the **Leave Entry Type** (column **M**) for all employees as '**D**' if the sick time contribution is in days. Enter the **Leave Entry Type** (column **M**) for all employees as '**H**' if the sick time contribution is in hours.
	Valid values for **Leave Entry Type** (column **M**): H or **D**
	Most school districts report leave data in days ('D').
36	Populate the **Total Sick Leave Contribution Time** (column **N**) with data.
	Enter the **Total Sick Leave Contribution Time** (column **N**) for all employees. This field contains the amount of sick leave time that the employee is donating to the system sick bank. The amount of **Total Sick Leave Contribution Time** must be positive.
37	Populate the **Memo** (column **O**) with data, if desired.
	The **Memo** field is optional. Enter a **Memo** (column **O**) for all employees with a description of the sick leave contribution.
38	Populate the **Substitute Flag** (column **P**) with data.
	Enter the **Substitute Flag** (column **P**) for all employees as '**N**'. Substitute data is not valid for leave contributions to the system sick bank.
	Valid values for **Substitute Flag** (column **P**): N

The following screen displays:

The actual data values will be dependent on the school system's parameters.

Step	Action
39	Select **File → Save As**.

The following window displays:
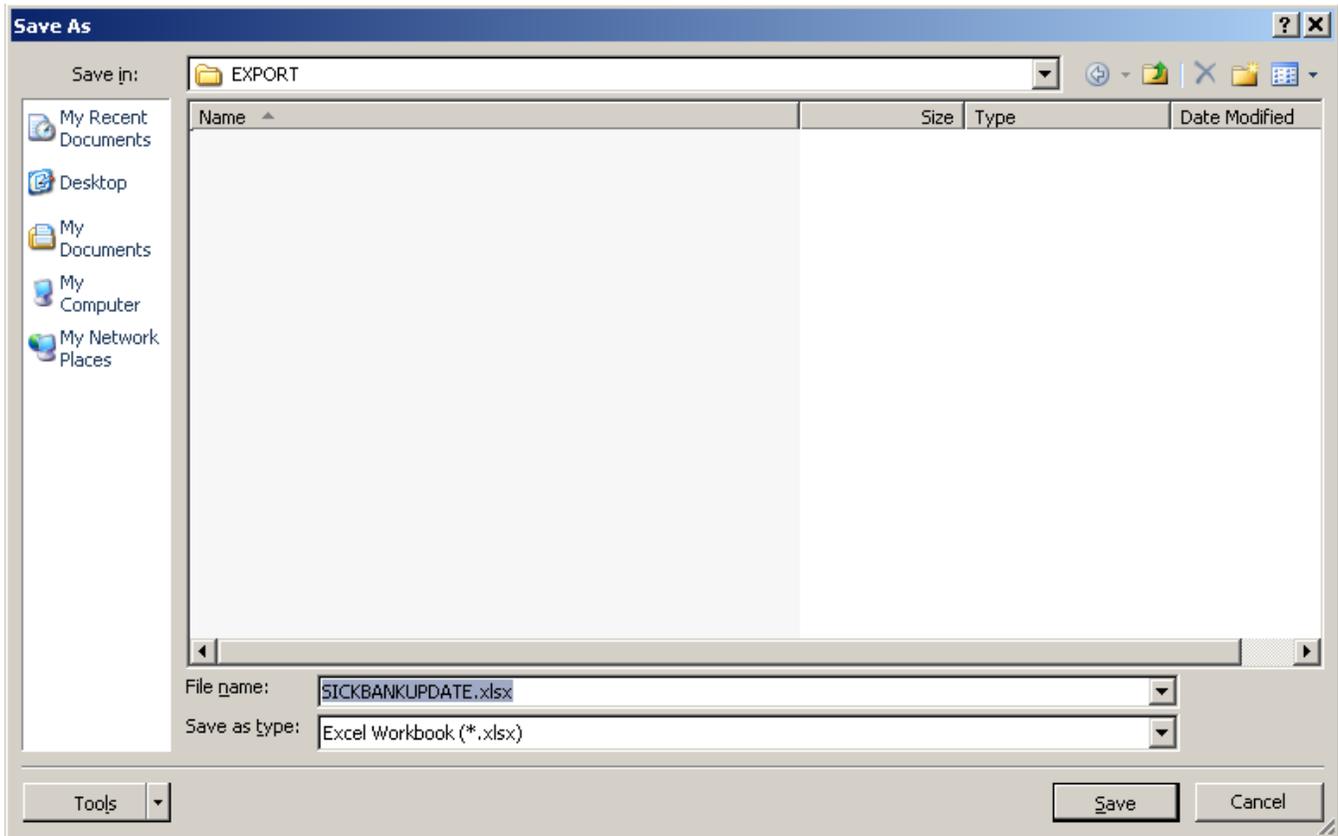
Step	Action
40	Select the **Drop-Down Selection** icon ⏷ in the **Save as type** field, and select **CSV (Comma delimited) (*.csv)**.
41	Verify the filename is **C:\EXPORT\SICKBANKUPDATE.CSV**.

The following window displays:
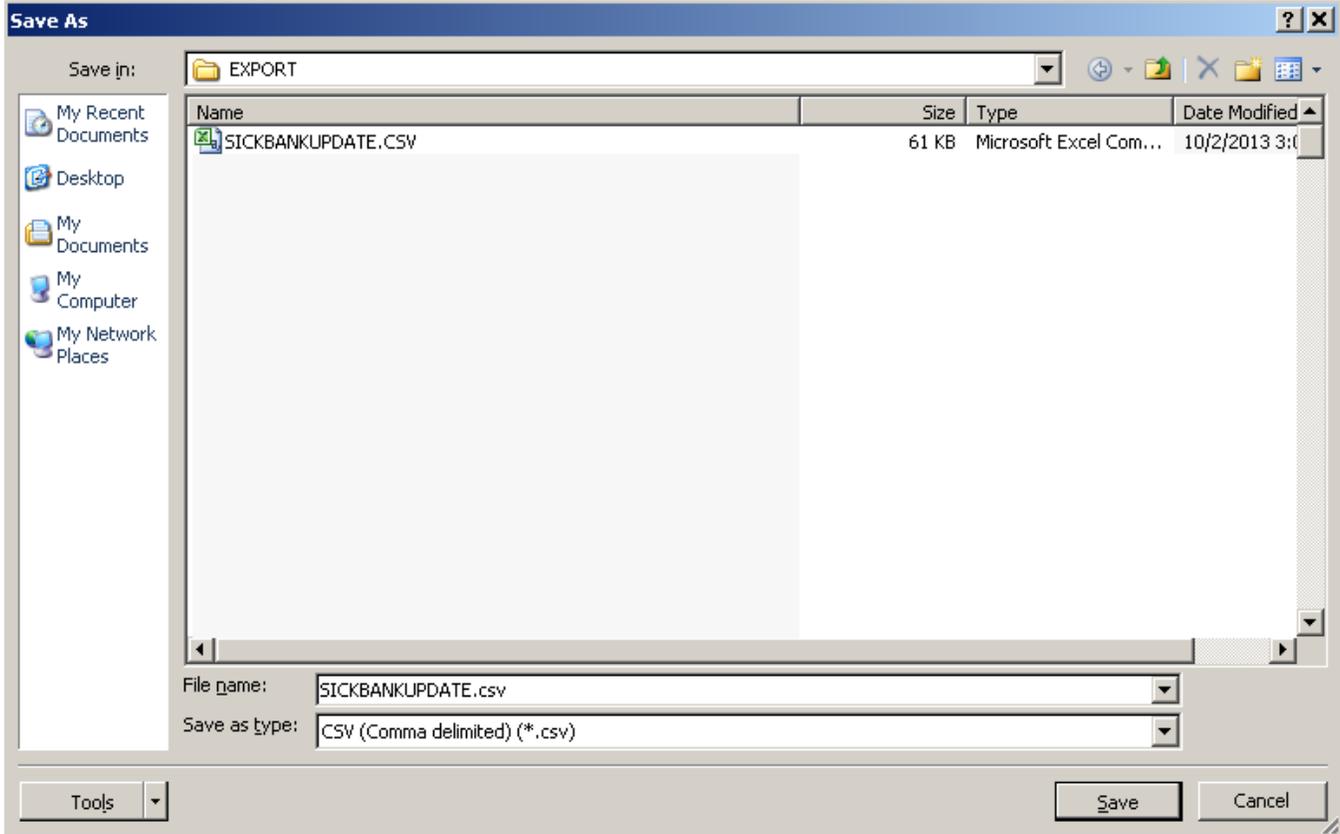
Step	Action
42	Select [Save] (**Save**).
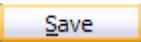
The following dialog box displays:
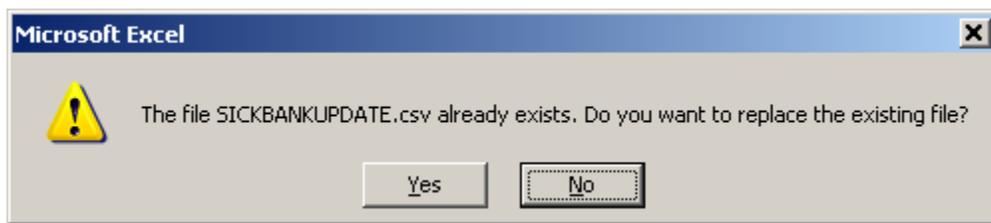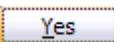
Step	Action
43	Select [Yes] (**Yes**).

The following dialog box displays:

Step	Action
44	Select [Yes] (**Yes**).
45	Close Microsoft® Excel.

The following dialog box displays:

Step	Action
46	Select [Don't Save] (**Don't Save**). *The appropriate steps to save the changes to the file have already been completed.*
47	Import the **SickBankUpdate.csv** file into the *Current Leave Input File* by using the *Import Leave Input Data* procedure. Refer to *Procedure B: Import Leave Input Data From CSV* in this document for instructions on importing a .csv file for the *Import Leave Input Data* procedure.