

P420

Leave Clearing Account Balances

SCREEN PURPOSE

The P420 Leave Clearing Account Balances is an inquiry only screen that displays the leave balances that are in the clearing account for an employee who has transferred to another state agency or has separated from state service.

For employees who have separated from state service, this should only include leave balances that may be reinstated if the employee returns to state service. Statewide policy and bargaining agreements determine what leaves may be reinstated.

This screen is not concurrent job specific, balances will reflect total hours for all CCJ's.

ALSO KNOWN AS

P420

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

P420 SSN or EID (P420 #####)

SSN = social security number (#####). Do not enter the hyphens. Enter any leading zeroes. Either the SSN or the EID is required.

EID = employee identification number, OR#####. Either the SSN or EID is required.

SCREEN ELEMENTS

(A) P420	(B) 999999999	(C) LEAVE CLEARING ACCOUNT BALANCES						
(D) LV TYPE	(E) ----- DATE	(F) TRANSFERS AGY	(G) IN----- HRS	(H) ----- DATE	(I) TRANSFERS AGY	(J) OUT----- HRS	(K) ACCOUNT BALANCE	(L) LV EXP DATE
PB	CUR BAL 0503XX	99000	16.00				16.00	0630XX
SL	CUR BAL 0503XX	99000	537.00	0403XX	99000	75.00-	462.00	0430XX
VA	CUR BAL 0503XX	99000	248.00				248.00	0630XX

Legend

No.	Description
A	Screen designation, part of the screen access key sequence
B	Employee's SSN (#####) or EID (OR#####). Part of the screen access key sequence, required.
C	Screen title. Area for screen messages. See Screen Message Codes.
D	Two-character (AA) code that identifies the type of leave. Leave types that may be transferred to the clearing account include: ML = military leave PB = personal business PR = pre-retirement leave SL = sick leave (SL) VA = vacation leave
E	Calendar date agency transferred this leave type to the clearing account
F	Agency that transferred this leave type
G	Number of hours transferred into the account
H	Calendar date agency transferred this leave type out of the clearing account

No.	Description
I	Agency that transferred this leave type
J	Number of hours transferred out of the account
K	Account balance left in clearing account after all transfer activity for this leave type
L	Date on which reinstatement rights for this leave type expire. From the P435 Employee Leave Data. The leave balances will remain in the Clearing Account until transferred out or they expire.

NOTES

SCREEN MESSAGE CODES

Code	Message with Code	Description
LC01	PARAMETERS INVALID	Message appears when no parameters are listed when first entering the screen
LC10	JOB DOES NOT EXIST IN SIGNON AGENCY	Job segment was not found
LC11	NO CLEAR ACCOUNT DATA FOR EMPLOYEE	No information found in clearing account
LC90	SECURITY ERROR	Access not permitted to screen
LC91	DATA BASE NOT AVAILABLE	Database not available. Document action being taken, screen print error and fax to OSPS to fax to a programmer

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

P435 Employee Leave Data – The P435 provides the functionality to transfer leave to and from the leave clearing account.

Directly Affects

P430 Employee Leave Data – If the employee has leave in the leave clearing account, DATA IN LEAVE CLEARING ACCOUNT = Y on the P430.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Leave Accrual and Reporting System, General Information, Inquiry Only

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original