

P420 LEAVE CLEARING ACCOUNT BALANCES

SCREEN PURPOSE

The P420 Leave Clearing Account Balances is an inquiry only screen for the leave balances that are in the clearing account. Agency payroll transfers leave balances to the clearing account when an employee transfers to another state agency or separates from state service. See Recommended Practices, Separations and Transfers.

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

ALSO KNOWN AS

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

P420 SSN or Employee ID (P420 #####)

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

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

SCREEN ELEMENTS

(A)	(B)	(C)						
P420	999999999	LEAVE CLEARING ACCOUNT BALANCES						
(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
LV TYPE	-----TRANSFERS DATE	AGY	IN----- HRS	-----TRANSFERS DATE	AGY	OUT----- HRS	ACCOUNT BALANCE	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, required part of the screen access key sequence
B	Employee's SSN (#####) or Employee ID (OR#####). Required part of the screen access key sequence.
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: <ul style="list-style-type: none"> • LA = furlough obligation • 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, MMDDYY
F	Agency that transferred this leave type in, #####
G	Number of hours transferred into the account
H	Calendar date agency transferred this leave type out of the clearing account, MMDDYY

No.	Description
I	Agency that transferred this leave type out, #####
J	Number of hours transferred out of the account
K	Account balance left in clearing account transfer activity for this leave type
L	<p>Last date agency payroll can reinstatement this leave type. From the P435 Employee Leave Data, LV EXP DATA.</p> <p>The leave balances >0.0 will remain in the Clearing Account until transferred out or they expire. LARS deletes the expired leave and leaves with a zero balance during each leave accrual.</p>

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 OSPA to fax to a programmer

See Appendix E for an alphabetical list of OSPA screen message codes.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

AFFECTED BY

P435 Employee Leave Data – Agency payroll use the P435 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
11/06/09	1.1	WR#3560, 3572, 3581, 3593, furloughs