

P435

Employee Leave Data

SCREEN PURPOSE

Agency payroll staff members use the P435 Employee Leave Data to manually update an employee's leave balances in the Leave Accrual and Reporting System (LARS). The screen also displays leave activity entered on the P003 and P004 Time Capture and the P050 Gross Pay Adjustments screens.

The transactions from all sources remain on the screen until the next leave accrual process runs. See Interfaces, LARS.

This screen is concurrent job number and leave type specific.

ALSO KNOWN AS

PREREQUISITES, IF ANY

SCREEN ACCESS KEY SEQUENCE

P435 SSN or Employee ID agency CCJ# leave type (P430 ##### # AA)

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.

Agency = OSPA agency number (#####). Optional. If you have logged on with an agency number (rather than ALL), OSPA will default to that agency number.

CCJ = concurrent job number (#, 1-9). Optional. The records on this screen are concurrent job specific. If you do not enter a number, OSPA will default to 1.

Type = LV TP from the P430 Employee Leave Data. Optional. This screen is leave type specific. If you do not enter a leave type, OSPA will display the first one displayed on the P430; you can then press [ENTER] to scroll through the leave types. Or, you can enter a specific type as part of the inquiry and go directly to that record.

SCREEN ELEMENTS

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(A)      (B)      (C) (D) (E)      (F)
P435  999999999 99000 1 SL      EMPLOYEE LEAVE DATA
(G) EMPLOYEE, TAYLOR      (H) LV09 ENTER UPDATES OR NEW KEY
(I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U)
J SVC LV USE ACCR ACCR MAX MAX MAX ACCRUAL REMAIN TIME LAST
B CD TP WAIT MO RATE ACCR USE MO BAL ADV LOST ACTV
(W) 1 1 SL 00 00 8.00 9999.0 (X) 0 00 FWD 8.00 .00 .00 000000
LV BAL DT CUR/CONT 0331XX/0331XX (Y) CUR 7.60 .00 .00
(Z) (AA) (BB) (CC) (DD) (EE) (FF) (GG)
ADJ OR CLR ACCT HOURS REMAIN TIME LV EXP ENTRY
TRFR FM/TO OTHR JOB LEAVE ADV LOST DATE DATE COMMENTS
(HH)
? A 1.60 .00 .00 000000 0421XX FEB ACCRUAL
? 2.00- .00 .00 000000 0430XX DETL LABOR
?
?
?
?
?
?
?
?
?
?
    
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Legend

No.	Description
A	Screen designation, part of screen access key sequence
B	Employee's SSN (#####) or Employee ID (OR#####). Part of the screen access key sequence, required.
C	Employee's agency number (#####), optional part of the screen access key sequence. If you signed on with an agency number (rather than ALL), this field is optional – OSPA will default to your sign-on agency.
D	CCJ# (#, 1-9), optional part of the screen access key sequence. If you do not enter CCJ #, OSPA will default to CCJ #1.

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No.	Description
E	Leave type (AA), optional part of the screen access key sequence. If you do not enter a specific leave type, OSPA will display the first leave type listed on the P430 Employee Leave Data for this employee.
F	Screen title. Protected.
G	Employee's name from the P030 Job Status Data. Protected.
H	Area for screen messages. See Screen Message Codes.
I	Concurrent job number (#, 1-9). This screen is CCJ# specific.
J	LEAVE ACCRUAL SVC CD from the P030 Job Status Data. Designates the monthly ACCR RATE on the PTB1 Payroll Benefit Package Table that LARS will use to accrue the employee's vacation leave. Protected.
K	Two-digit code that indicates the pay (leave) type. See Notes, LV TP *. Protected.
L	Number of employment months before the employee may use this pay type. From the WAIT field on the PTB1 Payroll Benefit Table. Determined by bargaining agreement or statewide policy. Protected.
M	Calendar month LARS will give eligible employees a leave balance for this leave type. For example, with June accruals LARS gives eligible employees a new Personal Business (PB) balance for the new fiscal year. From the ACCR MO on the PTB1 Payroll Benefit Table. Determined by bargaining agreement or statewide policy. Protected.
N	Rate at which the employee will accrue this leave type, based upon full-time employment. From the ACCR RATE on the PTB1 Payroll Benefit Package Table. Determined by bargaining agreement or statewide policy. Protected.
O	Maximum balance the employee may have of this leave type. From the MAX ALLWD on the PTB1 Payroll Benefit Table. Determined by bargaining agreement or statewide policy. Protected.
P	The maximum number of hours of this leave type an employee may use in a defined period. From the MAX USE on the PTB1 Payroll Benefit Table. Determined by bargaining agreement or statewide policy. Protected.

No.	Description
Q	Calendar month that this leave type balance goes to zero. For example, each June LARS reduces the personal business (PB) balance to zero for the old fiscal year. In October, it reduces governor's leave to zero. From the MO on the PTB1 Payroll Benefit Package Table. Determined by bargaining agreement or statewide policy. Protected.
R	Leave balance. See V, Y, and Notes. Protected.
S	Balance of accrued leave advanced to the employee that LARS has not offset with the monthly accruals. See V, Y, and Entry Guides, Leave, Advance. Protected. Each accrual run will reduce this negative balance until it is zero.
T	Lost leave. It may be leave accrued in excess of the MAX ACCR and therefore lost. It may also be a remaining personal business balance at the end of the fiscal year. See V and Y. Protected.
U	Date of the last activity for this leave type, MMDDYY.
V	For ACCRUAL BAL and REMAIN ADV , the leave balance brought forward from the last leave accrual process. For TIME LOST , the cumulative number of leave hours lost. Protected.
W	The last day of the most recent pay period in which this leave type was used or adjusted (MMDDYY). Protected.
X	The last day of the pay period in which this leave type was first used or adjusted (MMDDYY). Protected.
Y	For ACCRUAL BAL and REMAIN ADV , the current leave balance after any entries made on the P003 and P004 Time Capture, P050 Gross Pay Adjustments or P435 Employee Leave Data screens since the last leave accrual, but before any additional accrual. Protected.
Z	Indicates the kind of transaction. Possible values include: A = adjustment to the leave balance F = transfer from the clearing account or another concurrent job T = transfer to the clearing account or another concurrent job

No.	Description
AA	<p>When transferring leave, indicates the source or the destination of the transfer.</p> <p>Possible values include: C = clearing account # = another concurrent job (1-9). This transfers leave posted to one concurrent job to another concurrent job.</p>
BB	<p>Number of hours for this transaction (#####.##). Depending upon the type of leave and the purpose of the transaction, may be a positive or negative (8.00-) number. See Notes, Accrued / Non-accrued Leave.</p>
CC	<p>Number of hours of sick or vacation leave that is being advanced (#####.##). When you accrue leave prior to the leave accrual program running for the month, offset the HOURS LEAVE by entering the same amount in the REMAIN ADV with a negative sign (8.00-). They must cross-foot to zero. See Entry Guides, Leave, Advance.</p>
DD	<p>Hours of vacation leave or compensatory time accrued lost during the most recent batch process because the ACCRUAL BAL > MAX ALLWD on the PTB1 Payroll Benefit Package Table. The leave accrual program will delete the TIME LOST during the next batch process.</p>
EE	<p>Date (MMDDYY) that re-instatement rights will expire for leave transferred to the Clearing Account. Required field when you transfer leave to the Clearing Account. Governed by bargaining agreement or state policy.</p>
FF	<p>Calendar date entry was made, MMDDYY. System generated, protected.</p>
GG	<p>Twelve alphanumeric characters that describe the reason for the transaction. Required.</p>
HH	<p>Type of action. Required when entering a transaction.</p> <p>Possible values include: A = add a new transaction C = change an existing transaction D = delete an existing transaction</p>

NOTES

Accrued / Non-accrued Leave – Compensatory time (CTA), personal business (PB), sick leave (SL), and vacation (VA) leave are accrued leaves – the leave

accumulates and may be added to periodically. These leave types will have a positive balance. Other leave types do not accrue and will have a negative balance – hours of leave used.

When making adjustments, for accrued leave a positive entry will increase the balance and a negative entry will decrease the balance. For all other leave types, a positive entry will decrease the balance and a negative entry will increase the balance.

LV TP = * – The lines with an * are summary hours for different employment statuses with the agency. LARS uses two fields on the P030 Job Status Data to categorize and summarize the employee’s hours worked for the agency. Possible values include:

- *F = PT-FT CD = F (full-time)
- *J = PT-FT CD = J (job share)
- *N = PT-FT CD ≠ F, J, or P and APPOINT TYP CD ≠ S or T
- *P = PT-FT CD = P (part-time)
- *S = APPOINTMENT TYP CD = S (seasonal)
- *T = APPOINTMENT TYP CD = T (temporary)

The fields display up to four whole numbers (####.##). If the table contains a number >9999.99 hours, the left digits will not display.

The values for these lines represent the following.

- ACCRUAL BAL = total number of hours worked with the agency and this employment status.
- REMAIN ADV = total hours worked in the fiscal year (July 1 to June 30)
- TIME LOST = total hours worked in the calendar year (January 1 to December 31)

The OSPA / LARS databases retain data for an employee for two tax years after the employee leaves the agency. If the employee leaves the agency and returns before OSPA purges the data, the cumulative * ACCRUAL BAL on the P430 will include the prior as well as the current time with the agency.

Transferring Leave to the Clearing Account – We use the clearing account to store leave balances for employees who transfer to another state agency or leave state service. For transferring employees, the gaining agency transfers the balances to the new agency. If a separated employee returns to state service, the new agency can re-instate the employee’s leave from the clearing account.

You can transfer the following leave types to the clearing account:

- Military leave (ML)
- Personal business (PB)
- Pre-retirement leave (PR)
- Sick leave (SL)

- Vacation leave (VA)

The leave balances will remain in the Clearing Account until transferred out or they expire (LV EXP DATE).

See Entry Guides, Leave, Transfer.

SCREEN MESSAGE CODES

Code	Message with Code	Description
LV01	PARAMETERS INVALID	Message appears when no parameters are listed when first entering screen
LV02	INVALID LEAVE TYPE	Code entered in parameter is not a leave type on the PTB1
LV03	NO LEAVE DATA FOR THIS JOB STATUS	No leave data found for the parameter entered
LV04	NO LEAVE DETAIL EXISTS	No leave detail data exists for information entered in parameter
LV05	EMPLOYEE ACCESSED	Employee record has been accessed since this screen has been displayed, please clear and refresh
LV06	JOB STATUS IS NOT PRESENT	Job status was not found for parameter entered.
LV07	NO BENEFIT PACKAGE RECORD	No benefit package found for parameter entered.
LV09	ENTER UPDATES OR NEW KEY	Enter updates to record or press new key for additional information for parameters entered
LV10	NO JOB STATUS FOR GPA / TIME	Not a current job status on the P030 Job Status Data
LV20	FIELDS MODIFIED	Fields on one of the lines have been modified, but no action type has been entered over the "?".
LV21	TRANSACTION MUST BE A, C, D	Fields on one of the lines have been modified, but no action type has been entered over the "?".
LV22	INVALID CHANGE, CANNOT MODIFY	Record type must exist if the transaction type equals 'C' or 'D'
LV24	ADJ/TRF INVALID	ADJ/TRFR field must equal 'A', 'F' or 'T'
LV25	CANNOT CHANGE ADJ/TRFR IND	Cannot change from 'adjustment to transfer' or 'transfer to adjustment'
LV26	FROM/TO INVALID	From/To field must be a space for an adjustment and 'C' or 1 thru 9 (but not for the same job) for a transfer
LV27	OTHER JOB DOES NOT EXIST	Other job status does not exist on database
LV28	INVALID LV TYPE FOR CLR ACCT TRAN	Leave type cannot be transferred to clearing account

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Code	Message with Code	Description
LV29	HOURS LEAVE INVALID	Hours must be numeric
LV30	REMAIN ADVANCE INVALID	Remaining advance hours must be numeric
LV31	REMAIN ADVANCE INCOMPATIBLE	Remaining advance hours are not equal to SL or VA
LV32	TIME LOST INVALID	Time lost hours must be numeric
LV33	TIME LOST INCOMPATIBLE	Time lost hours not valid leave type
LV34	HOURS MUST NET TO ZERO	For a leave adjustment and job to job transfer: if more than one hour has been entered, they must net to zero
LV35	LEAVE DATE INVALID	Entry in LV EXP Date field is invalid.
LV36	LEAVE DATE INCOMPATIBLE	Entry in LV EXP Date file is allowed on clearing account transfer 'To' the leave clearing account
LV37	OTHER JOB LEAVE MISSING	Addition job status record not found on database
LV38	COMMENTS MISSING	Comments must be entered in comment field
LV40	CANNOT CHANGE "T" TO "F"	Cannot change To/From on a transfer
LV43	HRS FOR "VA" AND "B" INVALID	If hours are VA and a "B" transfer, Remain Adv and Time Lost must be zero and hours must be < zero
LV44	DONATIONS GREATER THAN ONE HOUR	Donated time cannot exceed one hour, unless agency equals 'All'
LV45	MUST BE SPECIFIC BENEFIT	Benefit package must equal 'CO' 'CS' or 'CX' to perform transaction
LV46	CAN ONLY BE TRANSFER TO THE BANK	Leave can only be transferred to the bank
LV47	CANNOT TRANSFER TO THE BANK	Cannot transfer leave to bank Must be 'VA' or 'NL' when 'B'
LV90	SECURITY ERROR	Security error, person not allowed to perform action requested.
LV91	DATA BASE NOT AVAILABLE	Database not available. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV92	TRANSACTION COMPLETE	Transaction completed
LV93	HISTORY FILE NOT OPEN	History file not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV94	BENEFIT FILE NOT OPEN	Benefit file not open. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV95	SHR LEAVE DATE FILE NOT OPEN	Share leave date file not available. Document action being taken, screen print error and fax to OSPS who will fax to a programmer

Code	Message with Code	Description
LV96	SHR LEAVE DATE RECORD NOT FOUND	Share leave date record not found. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
LV97	SHR LV DATE RECORD ERROR	Share leave date record error - record not posted. Document action being taken, screen print error and fax to OSPS who will fax to a programmer
	TRANSACTION DIFFICULTY -- PLEASE CALL CENTRAL PAYROLL AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. Document action being taken, screen print error and fax to OSPS who will fax to a programmer

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

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

Remember to carefully and thoroughly document all adjustments you make on the P435 and to add COMMENTS that will provide an audit trail.

OSPA SCREEN INTERACTIONS

Affected By

P003 Time Capture – Agency payroll staff members or timekeepers use the P003 to enter an employee’s time and attendance from a paper timesheet. When you save an entry that includes a leave pay code, OSPA creates a transaction on the P435 with COMMENTS = DETL LABOR.

P004 Time Capture – Employees with On-line Daily Time (ODT) use the P004 to enter their own time and attendance in OSPA. When the employee saves the entry that includes a leave pay code, OSPA creates a transaction on the P435 with COMMENTS = DETL LABOR.

P050 Gross Pay Adjustments – Agency payroll use the P050 to pay-off leave. When you save a pay-off transaction that has RATE and UNITS, OSPA creates a

transaction on the P435. The COMMENT field on the P050 will populate the COMMENTS field on the P435.

Directly Affects

P420 Leave Clearing Account Balances – The P420 displays the leave balances the employee has in the Leave Clearing Account. You can move leave to and from the clearing account on the P435.

P430 Employee Leave Data – The P430 displays the cumulative balance for any leave the employee has taken or accrued. When you save transactions on the P435, OSPA adjusts the balances on the P430.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Leave Accrual and Reporting System, General Information, Update

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original
02/14/08	1.1	Add LV10 screen message
06/03/09	1.2	WR#3515, research *N LV TP