

LEAVE ACCRUAL AND REPORTING

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OVERVIEW

Developed with OSPA, the Leave Accrual and Reporting System (LARS) accrues and tracks employee leave balances for more than 25 leave types. Leave balances are employee, agency and concurrent job specific.

LARS tracks both accrued and non-accrued leave. Accrued (accumulating over time) leave includes compensatory time (CT), personal business (PB), sick (SL), straight time (ST), temporary sick leave (TS), and vacation (VA). They generally have a positive balance (hours accrued minus hours used).

LARS tracks other leave types as hours used. They normally have a negative balance.

Generally, the leave accrual process runs one day after each final payroll run 2 (see the OSPS Processing Calendar for specific dates). During the process, LARS posts the following leave transactions:

- Entries made on the following OSPA screens since the last leave accrual:
 - P003 and P004 Time Capture
 - P050 Gross Pay Adjustments on File
 - P435 Employee Leave Data
- Entries made in ePayroll since the last leave accrual
- Sick and vacation leave accruals for all eligible employees
- Personal business for eligible new employees and transfers

In addition, in specific months, it may do the following:

- Reduce the employee's balance of vacation or compensatory time because the employee has exceeded the maximum allowed
- Adjust designated non-accrued leave balances to zero
- Reduce any existing personal business leave to zero and establish a new leave balance for the new fiscal year

The separation between LARS and OSPA is primarily seamless to the user:

- You can access the LARS screens through OSPA
- For most transactions in OSPA, the application checks the LARS tables to ensure the employee has accrued leave
- Entries saved in OSPA immediately update the P430 and P435 Employee Leave Data screens
- The monthly LARS leave accrual is available the next day in OSPA

See Notes below for additional information.

RESPONSIBILITIES

APPLIES TO

All agencies that use OSPA and have employees who are eligible for leave.

ORGANIZATIONAL UNITS

The following organizational units play a role in the accrual and use of leave:

Entity	Responsibility
Employee	<ul style="list-style-type: none"> Records time worked and leave taken
Employee's Manager	<ul style="list-style-type: none"> Approves leave requests and monitor's employee's leave balances through the B470CM Leave Accrual Register Reviews and approves employee's reported time Notifies agency Human Resources and Payroll of changes in work schedule, including LWOP
Agency Human Resources	<ul style="list-style-type: none"> Enters LWOP and employment changes in the PPDB
Agency Payroll	<ul style="list-style-type: none"> Enters employee time from paper timesheets on the P003 Time Capture screen Scrubs PIN's for employees who use On line Daily Time (ODT) Reset passwords for employees who use ePayroll Makes manual adjustments to leave on the P435 Employee Leave Data screen Pays off leave balances on the P050 Gross Pay Adjustments on File screen Monitors LARS reports for necessary actions
Oregon Statewide Payroll Services (OSPS), EGS, FBS, Department of Administrative Services (DAS), OSPS.Help@oregon.gov	<ul style="list-style-type: none"> Enters pay and leave codes with the ADB1 and ADB2 Payroll Benefit Package Table screens

SYSTEMS

The following computer applications play a role in the accrual, use and monitoring of leave:

System / Application	Functionality
Position and Personnel Database (the PPDB)	<ul style="list-style-type: none"> Maintains employee history Sends data to OSPA when saved
Oregon Statewide Payroll Application (OSPA)	<ul style="list-style-type: none"> Edits against leave balances in LARS and updates LARS leave balances when employee takes leave
Leave Accrual and Reporting System (LARS)	<ul style="list-style-type: none"> Accrues and maintains leave balances for each employee, agency and concurrent job

RECOMMENDED PRACTICE, PAYROLL

PREREQUISITES

Intentionally left blank

PRACTICE

Intentionally left blank

ENTRIES

This section includes the following guides for making leave related entries:

- Add a New Leave Type
- Adjust Leave Hours
- Advance Leave
- Change an Existing Entry on the P435
- Delete an Existing Entry on the P435
- Pay-off Leave
- Restore Lost Leave
- Transfer Leave from one CCJ to another CCJ
- Transfer Leave to and from the Clearing Account

ADD A NEW LEAVE TYPE

There are rare instances where you need to add a leave type to the employee's leave record; examples include:

- The employee earned comp time in an archived pay period. It was not entered on the P004 or P003 Time Capture screen. The employee wants to use the comp time.
- The employee transferred to your agency. The sending agency did not transfer the employee's leave to the clearing account. See the OSPA Reference Manual, Recommended Practices, Transfers.
- The employee received donated hardship leave, see the OSPA Reference Manual, Handbooks, Donated Hardship Leave

Action	More
<p>1. The P430 Employee Leave Data screen displays the employee's leave balances.</p> <ul style="list-style-type: none"> In the top left corner of any screen, type P430, Employee ID (P430 OR#####) Press [ENTER] 	<p>It will default to your sign-on agency and CCJ #1. You can change the CCJ.</p>

P430 OR#####		EMPLOYEE LEAVE DATA											
LASTNAME FIRSTNAME		LV09 ENTER NEXT KEY											
RECOGNIZED SERVICE DATE: 091807						DATA IN LEAVE CLEARING ACCOUNT: N							
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	
1	1	*F	00	00	.00	.0	.0	00	FWD	4452.00	513.00	093009	
LV	BAL	DT	CUR/CONT	093009/093007					CUR	4452.00	513.00	1646.00	
1	1	*T	00	00	.00	.0	.0	00	FWD	1212.00	.00	063008	
LV	BAL	DT	CUR/CONT	093009/022807					CUR	1212.00	.00	.00	
1	1	FL	00	00	.00	.0	72.0	06	FWD	16.00-	.00	073109	
LV	BAL	DT	CUR/CONT	093009/073109					CUR	16.00-	.00	.00	
1	1	GL	00	00	.00	.0	8.0	10	FWD	8.00-	.00	013109	
LV	BAL	DT	CUR/CONT	093009/013109					CUR	8.00-	.00	.00	
1	1	JD	00	00	.00	.0	.0	00	FWD	4.00-	.00	093009	
LV	BAL	DT	CUR/CONT	093009/093009					CUR	4.00-	.00	.00	

For our example, we will add CT, which does not display on the P430 screen.

<p>2. To add the leave type on the P435 Employee Leave Data screen:</p> <ul style="list-style-type: none"> In the upper left corner of any screen, type P435, the employee ID leave type to add (P435 OR##### AA) Press [ENTER] 	<p>It will default to your sign-on agency and CCJ #1. You can change the CCJ.</p>
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P435 OR##### CT

<p>3. The application will display the P435 screen for the leave type. The balances will be .00. The screen will display the message LV04 NO LEAVE DETAIL DATA EXISTS.</p> <p>If you receive other screen messages, see the OSPA Reference Manual, Screen Descriptions, P435 or Codes, Screen Message Codes.</p>	
--	--

Action													More
P435 OR##### ##### CT				EMPLOYEE LEAVE DATA									The LV BAL DT and ACCRUAL BAL will be zero.
LASTNAME FIRSTNAME				LV04 NO LEAVE DETAIL DATA EXISTS									
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	
1	1	CT	00	00	.00	240.0	.0	00	FWD	.00	.00	000000	
LV BAL DT CUR/CONT				000000/000000 CUR .00 .00 .00									
ADJ OR				CLR	ACCT	HOURS	REMAIN	TIME	LV	EXP	ENTRY		
TRFR FM/TO				OTHR	JOB	LEAVE	ADV	LOST	DATE	DATE	COMMENTS		
?													
?													
4. You will then add hours for this leave type. See Adjust Leave Hours below.													

ADJUST LEAVE HOURS

If you wish to change the current balance for a leave manually, you can add or decrease the number of hours by adding a line on the P435 screen. Some of the reasons for adjusting the leave balance include:

- You have corrected a closed pay period. The correction will affect the amount of accrued leave the employee receives. LARS did not adjust the leave balance or adjusted it incorrectly. See Notes, Corrections to Closed Pay Periods below.
- The employee has received donated hardship leave. You will decrease the donating employee's leave. For the receiving employee, add the new leave type DH and then add the donated hours to the balance. See Notes, Donated Hardship Leave below and the OSPA Reference Manual, Handbooks, Donated Hardship Leave.
- The employee has donated leave to the Military Donated Leave Program (MDLP). See OSPA Reference Manual, Handbooks, Military Leave of Absence.
- You have added a leave type (above) and need to create the leave balance.

Action	More
<p>1. Retrieve the employee's leave record on the P435 Employee Leave Data screen:</p> <ul style="list-style-type: none"> In the upper left corner of any screen, type P435, Employee ID, leave type to be adjusted (P435 OR##### AA) Press [ENTER] 	<p>It will default to your sign-on agency and CCJ #1. You can change the CCJ.</p>

P435 OR##### ##### VA													
EMPLOYEE LEAVE DATA													
LASTNAME, FIRSTNAME LV09 ENTER UPDATES OR NEW KEY													
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	
1	4	VA	00	00	10.00	325.0	.0	00	FWD	78.03	.00	.00	033108
LV	BAL	DT	CUR/CONT	033108/053196				CUR	62.03	.00	.00		
ADJ	OR	CLR	ACCT	HOURS	REMAIN	TIME	LV	EXP	ENTRY				
TRFR	FM/TO	OTHR	JOB	LEAVE	ADV	LOST	DATE	DATE	COMMENTS				
?				8.00-	.00	.00	000000	042508	DETL	LABOR			
?				8.00-	.00	.00	000000	042808	DETL	LABOR			
?													

This employee used leave in the current pay period. The DETL LABOR is from the P004 Time Capture screen.

<p>2. On a blank line, key the following:</p> <ul style="list-style-type: none"> ? : a ADJ/TRANS: a HOURS LEAVE: # of hours to increase or decrease the balance, ##.## or ##.##- COMMENTS: to create an audit trail, 12 alphanumeric characters <p>The sign you will enter for the HOURS LEAVE will depend on the leave type. Accrued leave has a positive balance; a positive number will increase the balance. Non-accrued leave has a negative balance; a negative number will increase the balance.</p>	
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P435 OR##### ##### VA													
EMPLOYEE LEAVE DATA													
LASTNAME, FIRSTNAME LV09 ENTER UPDATES OR NEW KEY													
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	
1	4	VA	00	00	10.00	325.0	.0	00	FWD	78.03	.00	.00	033108
LV	BAL	DT	CUR/CONT	033108/053196				CUR	62.03	.00	.00		
ADJ	OR	CLR	ACCT	HOURS	REMAIN	TIME	LV	EXP	ENTRY				
TRFR	FM/TO	OTHR	JOB	LEAVE	ADV	LOST	DATE	DATE	COMMENTS				
?				8.00-	.00	.00	000000	042508	DETL	LABOR			
?				8.00-	.00	.00	000000	042808	DETL	LABOR			
a	a			10.00-						donate CAB			
?													

The employee is donating 10 hours of hardship leave to another employee.

As an accrued leave, VA normally has a positive balance. A negative number will reduce the balance.

Action	More
<p>3. Check your entry. If it is correct, press [ENTER]. Look for the message LV92 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Screen Descriptions, P435 or Codes, Screen Message Codes.</p>	
<pre> P435 OR##### ##### VA EMPLOYEE LEAVE DATA LASTNAME, FIRSTNAME LV09 ENTER UPDATES OR NEW KEY LV92 TRANSACTION COMPLETE 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 1 4 VA 00 00 10.00 325.0 .0 00 FWD 78.03 .00 .00 033108 LV BAL DT CUR/CONT 033108/053196 CUR 52.03 .00 .00 ADJ OR CLR ACCT HOURS REMAIN TIME LV EXP ENTRY TRFR FM/TO OTHR JOB LEAVE ADV LOST DATE DATE COMMENTS ? A 10.00- .00 .00 000000 052808 052808 DONATE CAB ? 8.00- .00 .00 000000 042508 042508 DETL LABOR ? 8.00- .00 .00 000000 042808 042808 DETL LABOR ? </pre>	<p>The CUR ACCRUAL BAL will change to reflect the entry.</p>

ADVANCE LEAVE

LARS generally accrues leave the night after each final payroll run 2. When an employee leaves your agency, LARS will not have accrued the vacation and sick leave for the employee's last month. In addition, if the employee leaves before final run 2 for the prior month, LARS will not have accrued leave for that month.

As part of the separation process, you will advance the employee the accrued leave that s/he has earned. To do this, you will make entries on the P435 Employee Leave Data screen with a positive number in the HOURS LEAVE and a negative number in the REMAIN ADV. During the monthly leave accrual process, LARS will subtract the REMAIN ADV from the employee's monthly accrual. See Notes, specific leave types below.

Action	More
<p>1. Retrieve the employee's record on the P435 Employee Leave Data screen:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P435, Employee ID, leave type (P435 OR##### AA) ▪ Press [ENTER] 	<p>It will default to your sign-on agency and CCJ #1. You can change the CCJ.</p>

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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																																																							
1	1	VA	06	00	8.00	325.0	.0	00	FWD	19.28	.00	.00	000000																																																						
LV	BAL	DT	CUR/CONT	093006/063006					CUR	19.28	.00	.00																																																							
<p>2. On a blank line, key the following information:</p> <ul style="list-style-type: none"> ▪ ? : A ▪ ADJ/TRFR: A ▪ HOURS LEAVE: # to advance, ###.##, positive number ▪ REMAIN ADV: # to advance, ###.##-, negative number ▪ COMMENTS: create an audit trail for action, 12 characters 													<p>If the employee leaves before the end of the month, pro-rate the accrual. See Notes, specific leave types below.</p>																																																						
<p>P435 OR##### ##### VA EMPLOYEE LEAVE DATA LASTNAME, FIRSTNAME LV04 NO LEAVE DETAIL DATA EXISTS</p> <table border="1"> <thead> <tr> <th>J</th><th>SVC</th><th>LV</th><th>USE</th><th>ACCR</th><th>ACCR</th><th>MAX</th><th>MAX</th><th>MAX</th><th>ACCRUAL</th><th>REMAIN</th><th>TIME</th><th>LAST</th> </tr> <tr> <th>B</th><th>CD</th><th>TP</th><th>WAIT</th><th>MO</th><th>RATE</th><th>ACCR</th><th>USE</th><th>MO</th><th>BAL</th><th>ADV</th><th>LOST</th><th>ACTV</th> </tr> </thead> <tbody> <tr> <td>1</td><td>1</td><td>VA</td><td>06</td><td>00</td><td>8.00</td><td>325.0</td><td>.0</td><td>00</td><td>FWD</td><td>19.28</td><td>.00</td><td>.00</td><td>000000</td> </tr> <tr> <td>LV</td><td>BAL</td><td>DT</td><td>CUR/CONT</td><td colspan="2">093006/063006</td><td></td><td></td><td></td><td>CUR</td><td>19.28</td><td>.00</td><td>.00</td><td></td> </tr> </tbody> </table> <p>ADJ OR CLR ACCT HOURS REMAIN TIME LV EXP ENTRY TRFR FM/TO OTHR JOB LEAVE ADV LOST DATE DATE COMMENTS</p> <p>a a 8.00 8.00- separation</p> <p>?</p>													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	1	1	VA	06	00	8.00	325.0	.0	00	FWD	19.28	.00	.00	000000	LV	BAL	DT	CUR/CONT	093006/063006					CUR	19.28	.00	.00		<p>In this example, the employee is leaving the agency at the end of the month.</p>
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																																																							
1	1	VA	06	00	8.00	325.0	.0	00	FWD	19.28	.00	.00	000000																																																						
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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																																																																													
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TRFR FM/TO	OTHR JOB	LEAVE	ADV	LOST	DATE	DATE	COMMENTS																																																																																		
? A		8.00	8.00-	.00	000000	120406	SEPARATION																																																																																		

CHANGE AN EXISTING ENTRY ON THE P435

If you wish to change an existing transaction on the P435 screen, do the following:

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2. On the line you wish to change, key the following information:

- ? : c
- **ADJ/TRANS:** a
- **HOURS LEAVE:** # of hours it should be, ##.##
- **COMMENTS:** audit trail, 12 alphanumeric characters

The sign you will enter for the HOURS LEAVE will depend on whether the leave is being added to the employee's time or taken away from it. Accrued leave normally has a positive balance and granted leave normally has a negative balance.

Leaves that accrue: vacation, sick, personal business, etc. These balances are normally positive, decreasing or increasing based on leave accrual or employee usage.

Leaves that are granted: Governor's leave, funeral/bereavement, etc. These balances are normally negative with the balance becoming zero when the employee uses all their granted leave.

P435		OR#####		#####		VA		EMPLOYEE LEAVE DATA				
		LASTNAME, FIRSTNAME						LV09 ENTER UPDATES OR NEW KEY				
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
1	4	VA	00	00	10.00	325.0	.0	00	FWD	78.03	.00	033108
LV	BAL	DT	CUR/CONT	033108/053196					CUR	52.03	.00	.00
ADJ	OR	CLR	ACCT	HOURS	REMAIN	TIME	LV	EXP	ENTRY			
TRFR	FM/TO	OTHR	JOB	LEAVE	ADV	LOST	DATE	DATE	DATE	COMMENTS		
c	a			15.00-	.00	.00	000000	052808	DONATE CAB			
?				8.00-	.00	.00	000000	042508	DETL LABOR			
?				8.00-	.00	.00	000000	042808	DETL LABOR			
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In this example, we changed the number of hours donated from 10 to 15.

3. Check your entries. If they are correct, press [ENTER]. Look for the message LV92 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Screen Descriptions, P435 or Codes, Screen Message Codes.

P435		OR#####		#####		VA		EMPLOYEE LEAVE DATA				
		LASTNAME, FIRSTNAME						LV09 ENTER UPDATES OR NEW KEY				
								LV92 TRANSACTION COMPLETE				
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?				8.00-	.00	.00	000000	042508	DETL LABOR			
?				8.00-	.00	.00	000000	042808	DETL LABOR			
?												

The ACCRUAL BAL CUR will reflect the change.

DELETE AN EXISTING ENTRY ON THE P435

If there is an entry on the P435 screen that you do not want to post to the employee's leave records, you can delete it from the P435 screen. Transactions do not post to the database until the monthly leave accrual after final payroll run 2.

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?				8.00-	.00	.00	000000	042808	042808	DETL LABOR				
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PAY-OFF LEAVE

Examples of when you might make an entry on the P050 screen include:

- When an employee separates from state service
- When an employee transfers to another state agency and the receiving agency does not accept all of the employee's leave
- When the employee reaches the maximum amount allowed and is entitled to a pay-off
- To convert leave hours to dollars when an employee donates vacation leave or compensatory time to the Military Donated Leave Program, see the OSPA Reference Manual, Handbooks, Military Leave of Absence.

The employee must have an accrued leave balance and be eligible for a pay-off. The employee's bargaining agreement or statewide policy determines the maximum amount that the employee may accrue and the circumstances and maximum amount for a pay-off.

You will use the P050 Gross Pay Adjustments on File screen. If you make the entry with RATE and UNITS, the application will reduce the employee's leave hours on the P435 screen. NOTE: the leave balances on the P003 and P004 Time Capture screens will not reflect P050 entries.

NOTE: OSPS will not write a manual or off-cycle check to pay-off vacation or compensatory time for a current employee. Make the P050 entry and allow it to process through a normal payroll run.

Action	More
1. You can identify the amount of leave to pay-off on the P430 Employee Leave Data screen. <ul style="list-style-type: none"> ▪ In the top left corner of any screen, type P430 Employee ID (P430 OR#####) ▪ Press [ENTER] 	It will default to your sign-on agency and CCJ #1. You can change the CCJ.

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<p>P430 OR##### ##### EMPLOYEE LEAVE DATA LASTNAME FIRSTNAME</p> <p>RECOGNIZED SERVICE DATE: 091807 DATA IN LEAVE CLEARING ACCOUNT: N</p> <table border="1"> <thead> <tr> <th>J</th> <th>SVC</th> <th>LV</th> <th>USE</th> <th>ACCR</th> <th>ACCR</th> <th>MAX</th> <th>MAX</th> <th>MAX</th> <th>ACCRUAL</th> <th>REMAIN</th> <th>TIME</th> <th>LAST</th> </tr> <tr> <th>B</th> <th>CD</th> <th>TP</th> <th>WAIT</th> <th>MO</th> <th>RATE</th> <th>ACCR</th> <th>USE</th> <th>MO</th> <th>BAL</th> <th>ADV</th> <th>LOST</th> <th>ACTV</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>PB</td> <td>05</td> <td>06</td> <td>24.00</td> <td>24.0</td> <td>.0</td> <td>06</td> <td>FWD</td> <td>24.00</td> <td>.00</td> <td>.00</td> <td>053109</td> </tr> <tr> <td colspan="10">LV BAL DT CUR/CONT 093009/063009</td> <td>CUR</td> <td>24.00</td> <td>.00</td> <td>.00</td> </tr> <tr> <td>1</td> <td>1</td> <td>SL</td> <td>00</td> <td>00</td> <td>8.00</td> <td>9999.0</td> <td>.0</td> <td>00</td> <td>FWD</td> <td>104.29</td> <td>.00</td> <td>.00</td> <td>083109</td> </tr> <tr> <td colspan="10">LV BAL DT CUR/CONT 093009/093007</td> <td>CUR</td> <td>104.29</td> <td>.00</td> <td>.00</td> </tr> <tr> <td>1</td> <td>1</td> <td>VA</td> <td>05</td> <td>00</td> <td>8.00</td> <td>300.0</td> <td>.0</td> <td>00</td> <td>FWD</td> <td>139.60</td> <td>.00</td> <td>.00</td> <td>123108</td> </tr> <tr> <td colspan="10">LV BAL DT CUR/CONT 093009/093007</td> <td>CUR</td> <td>139.60</td> <td>.00</td> <td>.00</td> </tr> <tr> <td colspan="10"></td> <td>FWD</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="10">LV BAL DT CUR/CONT</td> <td>CUR</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>													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	1	1	PB	05	06	24.00	24.0	.0	06	FWD	24.00	.00	.00	053109	LV BAL DT CUR/CONT 093009/063009										CUR	24.00	.00	.00	1	1	SL	00	00	8.00	9999.0	.0	00	FWD	104.29	.00	.00	083109	LV BAL DT CUR/CONT 093009/093007										CUR	104.29	.00	.00	1	1	VA	05	00	8.00	300.0	.0	00	FWD	139.60	.00	.00	123108	LV BAL DT CUR/CONT 093009/093007										CUR	139.60	.00	.00											FWD				LV BAL DT CUR/CONT										CUR				For our example, the employee is leaving state service.
J	SVC	LV	USE	ACCR	ACCR	MAX	MAX	MAX	ACCRUAL	REMAIN	TIME	LAST																																																																																																																																											
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| <p>2. To make the entry on the P050 Gross Pay Adjustments on File screen, you need the EQUIVALENT RATE (employee's hourly rate) from the P030 Job Status Data screen.</p> <ul style="list-style-type: none"> In the top left corner of any screen, type P030 Employee ID (P030 OR#####) Press [ENTER] | It will default to your sign-on agency and CCJ #1. You can change the CCJ. |
|---|--|

<p>P030 OR##### ,##### ,1,999999 JOB STATUS DATA 030 LASTNAME, FIRSTNAME</p> <table border="1"> <thead> <tr> <th colspan="6">*** JOB STATUS INFO ***</th> <th colspan="6">*** CONCURRENT JOB INFO ***</th> </tr> </thead> <tbody> <tr> <td>JOB STAT</td> <td>START/STOP</td> <td>110108/999999</td> <td>REPORT</td> <td>DISTR</td> <td>CD</td> <td>000</td> <td colspan="5"></td> </tr> <tr> <td>PERS</td> <td>AGY/POS/DFC/SC</td> <td>#####/0000164/0/0</td> <td>RECOG</td> <td>SVC</td> <td>DT</td> <td>091807</td> <td colspan="5"></td> </tr> <tr> <td>PT-FT</td> <td>CD/PCT</td> <td>F/1.0000</td> <td>CITY</td> <td>CNTY</td> <td>CD</td> <td>24/M</td> <td colspan="5"></td> </tr> <tr> <td>APPOINTMENT</td> <td>TYP DT/CD</td> <td>091807/L</td> <td>STANDARD</td> <td>HRS</td> <td>PER DAY</td> <td>8.000</td> <td colspan="5"></td> </tr> <tr> <td>EMP REPR/CLS/OPT/STEP</td> <td>UA /C5232 /A/A/09</td> <td></td> <td>MASS TRANSIT</td> <td>DIST</td> <td>S</td> <td></td> <td colspan="5"></td> </tr> <tr> <td>PERSONNEL</td> <td>TRANS</td> <td>CD P5A 237</td> <td>TIMESHEET</td> <td>CD</td> <td>2</td> <td></td> <td colspan="5"></td> </tr> <tr> <td>BENEFIT</td> <td>PKG</td> <td>CD CU</td> <td>EMPLOYEE</td> <td>ID</td> <td>#####</td> <td></td> <td colspan="5"></td> </tr> <tr> <td>LEAVE</td> <td>ACCRUAL</td> <td>SVC</td> <td>CD</td> <td>1</td> <td></td> <td></td> <td colspan="5"></td> </tr> <tr> <td>PERS</td> <td>JOB</td> <td>CLASS</td> <td>CODE</td> <td>G</td> <td></td> <td></td> <td colspan="5"></td> </tr> <tr> <td>CREW-UNIT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="5"></td> </tr> <tr> <td>WAGE</td> <td>BASIS</td> <td>CD</td> <td>S</td> <td></td> <td></td> <td></td> <td colspan="5"></td> </tr> <tr> <td>PERSONNEL</td> <td>BASE</td> <td>RATE</td> <td>3904.00</td> <td>---</td> <td>FUND</td> <td>SPLITS---</td> <td>---</td> <td>FIXED</td> <td>MLY</td> <td>DIFFS---</td> <td></td> <td></td> </tr> <tr> <td>ADJUSTED</td> <td>BASE</td> <td>3904.00</td> <td>LABOR</td> <td>COSTING</td> <td>PCT</td> <td></td> <td>PAY</td> <td>PCT/</td> <td>PCT/</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PERSONNEL</td> <td>PAY</td> <td>RATE</td> <td>3904.00</td> <td></td> <td></td> <td></td> <td>TYPE</td> <td>AMT</td> <td>AMT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>EQUIVALENT</td> <td>RATE</td> <td>22.52</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>CD</td> <td></td> <td></td> </tr> <tr> <td>HOLIDAY</td> <td>PKG</td> <td>CD</td> <td>O</td> <td>094150100000</td> <td>1.0000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LOA</td> <td>BEG</td> <td>DT/CD/END</td> <td></td> </tr> <tr> <td>SEPARATION</td> <td>DT/REASON</td> <td></td> </tr> <tr> <td>O-T/FLSA</td> <td>CD</td> <td>Y/N</td> <td></td> </tr> <tr> <td>LAST</td> <td>PA</td> <td>NUMBR/TRAN</td> <td>DT</td> <td>SALADJ</td> <td>110408</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>													*** JOB STATUS INFO ***						*** CONCURRENT JOB INFO ***						JOB STAT	START/STOP	110108/999999	REPORT	DISTR	CD	000						PERS	AGY/POS/DFC/SC	#####/0000164/0/0	RECOG	SVC	DT	091807						PT-FT	CD/PCT	F/1.0000	CITY	CNTY	CD	24/M						APPOINTMENT	TYP DT/CD	091807/L	STANDARD	HRS	PER DAY	8.000						EMP REPR/CLS/OPT/STEP	UA /C5232 /A/A/09		MASS TRANSIT	DIST	S							PERSONNEL	TRANS	CD P5A 237	TIMESHEET	CD	2							BENEFIT	PKG	CD CU	EMPLOYEE	ID	#####							LEAVE	ACCRUAL	SVC	CD	1								PERS	JOB	CLASS	CODE	G								CREW-UNIT												WAGE	BASIS	CD	S									PERSONNEL	BASE	RATE	3904.00	---	FUND	SPLITS---	---	FIXED	MLY	DIFFS---			ADJUSTED	BASE	3904.00	LABOR	COSTING	PCT		PAY	PCT/	PCT/				PERSONNEL	PAY	RATE	3904.00				TYPE	AMT	AMT				EQUIVALENT	RATE	22.52								CD			HOLIDAY	PKG	CD	O	094150100000	1.0000								LOA	BEG	DT/CD/END											SEPARATION	DT/REASON												O-T/FLSA	CD	Y/N											LAST	PA	NUMBR/TRAN	DT	SALADJ	110408								See the OSPA Reference Manual, Screen Descriptions, P030.
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| <p>3. After you have the EQUIVALENT RATE, retrieve the record on the P050 screen:</p> <ul style="list-style-type: none"> In the upper left corner of any screen, type P050, Employee ID (P050 OR#####) Press [ENTER] | It will default to your sign-on agency, CCJ #1 and the current pay period. |
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Action	More
<pre> P050 OR##### ,##### ,1,113009 GROSS PAY ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME I PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN ? IR 103107 999999 .00 .00 .00 WRKD DATE ERROR MSG INS RETURN 102507 COMMENT ? A COMMENT </pre>	<p>See the OSPA Reference Manual, Screen Descriptions, P050.</p>
<p>4. On a blank line or over an existing entry, key the following information:</p> <ul style="list-style-type: none"> ▪ ? : A ▪ PAY TYPE: See the following topics in Notes below: <ul style="list-style-type: none"> ○ Compensatory and Straight Time Accrued, Compensatory Time Pay-off ○ Donated Military Leave ○ Vacation Leave, Vacation Pay-off ▪ RATE: EQUIVALENT RATE from the P030 screen ▪ UNITS: number of hours to pay off, ###.## ▪ COMMENT: To create an audit trail, 12 characters 	<p>Allow ADJ TYP to default to A – one-time adjustment.</p>
<pre> P050 OR##### ,##### ,1,113009 GROSS PAY ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME I PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN ? IR 103107 999999 .00 .00 .00 WRKD DATE ERROR MSG INS RETURN 102507 COMMENT a vap A 22.52 139.60 COMMENT sep 1109 ? A COMMENT </pre>	<p>OSPA will populate STRT DATE, STOP DATE and AMOUNT when you save the transaction.</p>
<p>5. Check your entries. If they are correct, press [ENTER]. Watch for the message GP93 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Screen Descriptions, P050 or Codes, Screen Message Codes.</p>	

Action	More
<pre> P050 OR##### ,##### ,1 ,113009 GROSS PAY ADJUSTMENTS ON FILE LASTNAME , FIRSTNAME I GP93 TRANSACTION COMPLETE PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN ? VAP 113009 113009 A 22.52 139.60 3143.79 WRKD DATE ERROR MSG VAC PAYOFF COMMENT SEP 1109 ? IR 103107 999999 .00 .00 .00 102507 INS RETURN COMMENT </pre>	<p>OSPA uses the date in the screen access key for the STRT DATE. Because this is a one-time entry, it uses the same date for the STOP DATE.</p> <p>OSPA calculated the AMOUNT from the RATE and UNITS entered.</p>
<p>6. Until the leave accrual process runs, the P435 screen will display the P050 entry:</p>	
<pre> P435 OR##### ,##### ,VA EMPLOYEE LEAVE DATA LASTNAME , FIRSTNAME LV09 ENTER UPDATES OR NEW KEY 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 1 1 VA 05 00 8.00 300.0 .0 00 FWD 139.60 .00 .00 123108 LV BAL DT CUR/CONT 093009/093007 CUR .00 .00 ADJ OR CLR ACCT HOURS REMAIN TIME LV EXP ENTRY TRFR FM/TO OTHR JOB LEAVE ADV LOST DATE DATE COMMENTS ? 139.60- .00 .00 000000 113009 GR PAY ADJ ? ? </pre>	
<p>7. The P370 screen will also reflect the pay-off.</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P370, Employee ID, pay period end date, check date (P370 OR##### MMDDYY MMDDYY) ▪ Press [ENTER] 	<p>OSPA will default to your log-in agency number</p>
<pre> P370 OR##### ,##### ,113009,110609,0 CALCULATION OF CURRENT PAYOFF 370 LASTNAME , FIRSTNAME I INCOME TYPE RATE UNITS AMOUNT TAX /RET AMOUNT DEDUCTIONS AMOUNT TOTAL-R T 3904.00 160.00 3718.10 FIT 912.37 AENN100 EMP 2.00 FURLOUG N 8.00 SIT 533.00 LTNN001 DEP 1.29 ADDNL S T 22.52 5.00 112.60 SSEC 440.44 OONN002 OPT AVAC PAY T 22.52 139.60 3143.79 MEDR 103.00 OPNNBBB ODS AINS RET T 140.17 WBF 2.09 SINN001 PEBB ERETG 112.77 SLNN001 BASI SRETG 238.25 UGNNAAA EMP 10.80 UONN020 SP/D 3.70 GROSS 7114.66 TX/RT 1990.90 DED 17.79 NET/ACH 5105.97 / .00 CALC YTD? N </pre>	<p>See the OSPA Reference Manual, Screen Descriptions, P370.</p>

Action	More
<p>8. For a separated employee, you cannot make a P050 entry after the employee's SEPARATION DT on the P030 screen. You can request that OSPS make the entry:</p> <ul style="list-style-type: none"> ▪ Bring up the employee's record on the P050 screen. (As long as the employee has a record on the P032 Job Status Display screen, OSPA will display the employee's ID and name on the screen.) ▪ Enter the PAY TYP, RATE, UNITS and work charge code(s), if needed. See the OSPA Reference Manual, Screen Descriptions, P050. ▪ OSPA will not allow you to save it. With the data displaying, make a screen print. ▪ Write in the reason for the adjustment. ▪ Send the screen print to OSPS for entry. 	

RESTORE LOST LEAVE

Under some bargaining agreements, employees have a maximum number of hours of compensatory time they may accrue. If the employee exceeds the maximum, LARS will reduce the balance during the monthly leave accrual process. If the employee is eligible for a CT pay-off for hours lost, you must restore the lost leave before you can pay it off.

The month prior to the adjustment, the following reports will display the message "IN DANGER OF LOSING". After LARS makes the adjustment, the reports will include the message "LOST LEAVE."

- Employee's Pay Stub
- E505-152 Employee's Leave Balance and Usage
- B470C, B470D, B470S Leave Accrual Registers

In addition, after each leave accrual, LARS produces the E404-25-1 Lost Leave Accrual CT Balances report. It lists employees who have lost CT because they have exceeded the maximum amount.

Action	More
<p>1. Retrieve the employee's CT leave record on the P435 Employee Leave Data screen:</p> <ul style="list-style-type: none"> ▪ In the top left corner of any screen, type P435, Employee ID, CT (P435 OR##### CT) ▪ Press [ENTER] 	<p>It will default to your sign-on agency and CCJ #1. You can change the CCJ.</p>

Action													More	
P435	OR##### ##### CT LASTNAME, FIRSTNAME										EMPLOYEE LEAVE DATA LV04 NO LEAVE DETAIL DATA EXISTS		<p>The TIME LOST column on the P435 screen displays the number of hours LARS removed. This is a cumulative amount and may include multiple leave accrual runs.</p>	
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		
1	6	CT	00	00	00.00	240.0	.0	00	FWD	.00	.00	44.50		063006
LV	BAL	DT	CUR/CONT	063006/043006			CUR		.00	.00	44.50			
ADJ	OR	CLR	ACCT	HOURS	REMAIN	TIME	LV	EXP	ENTRY					
TRFR	FM/TO	OTHR	JOB	LEAVE	ADV	LOST	DATE	DATE	COMMENTS					
?														

- On a blank line, key the following information:
 - ? : a
 - ADJ/TRFR: a
 - HOURS LEAVE: # to restore, ##.##, positive amount
 - TIME LOST: # to restore, ##.##-, negative amount
 - COMMENTS: to create an audit trail, 12 characters

Comp time is accrued leave and has a positive balance.

P435	OR##### ##### CT LASTNAME, FIRSTNAME										EMPLOYEE LEAVE DATA LV04 NO LEAVE DETAIL DATA EXISTS		
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	
1	6	CT	00	00	00.00	240.0	.0	00	FWD	.00	.00	44.50	063006
LV	BAL	DT	CUR/CONT	063006/043006			CUR		.00	.00	44.50		
ADJ	OR	CLR	ACCT	HOURS	REMAIN	TIME	LV	EXP	ENTRY				
TRFR	FM/TO	OTHR	JOB	LEAVE	ADV	LOST	DATE	DATE	COMMENTS				
a	a			44.50		44.50-					payoff	ct	
?													

- Check your entries. If they are right, press [ENTER]. Watch for the message LV92 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Screen Descriptions, P435 or Codes, Screen Message Codes.

Action													More																																																																																													
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<p>4. See Entries, Pay-off Leave above to pay the employee for the restored leave.</p> <p>NOTE: OSPS will not write a manual or off-cycle check to pay-off compensatory time for a current employee. Make the P050 entry and allow it to process through a normal payroll run.</p>																																																																																																										

TRANSFER LEAVE FROM ONE CCJ TO ANOTHER CCJ

Leave balances are concurrent job specific. If the leave posted to the wrong CCJ, you can transfer it to the right one.

REMINDER: If a leave type is accruable (LV TP = A on the PTB2 screen), a positive entry will increase the balance and a negative entry will decrease it. If the leave is not accruable (LV TP ≠ A or N on the PTB2 screen), a negative entry will increase the balance and a positive entry will decrease it. When you transfer leave **from** another CCJ, you are increasing the leave balance; use a sign that will increase the leave. If you are transferring **to** another CCJ, you are decreasing the leave balance; use a sign that will decrease the balance.

Action													More
<p>1. Retrieve the employee's leave record on the P435 Employee Leave Data screen:</p> <ul style="list-style-type: none"> In the top left corner of any screen, type P435, Employee ID, CCJ, leave type (P435 OR##### # AA) Press [ENTER] 													<p>It will default to your sign-on agency and CCJ #1. You can change the CCJ.</p>

Action	More
<pre> P435 OR##### ##### 1 SL EMPLOYEE LEAVE DATA LASTNAME, FIRSTNAME LV04 NO LEAVE DETAIL DATA EXISTS 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 1 4 SL 00 00 8.00 9999.0 .0 00 FWD 795.01 .00 .00 093006 LV BAL DT CUR/CONT 093006/043098 CUR 795.01 .00 .00 ADJ OR CLR ACCT HOURS REMAIN TIME LV EXP ENTRY TRFR FM/TO OTHR JOB LEAVE ADV LOST DATE DATE COMMENTS ? </pre>	
<p>2. On a blank line, key the following information:</p> <ul style="list-style-type: none"> ▪ ? : A ▪ ADJ/TRFR: T (to other job) or F (from other job) ▪ CLR ACT/OTHER JOB: job number leave being transferred to or from, # ▪ HOURS LEAVE: # to transfer, ### ▪ COMMENTS: audit trail for action, 12 characters 	<p>If transferring from this CCJ, use a sign to decrease the leave balance.</p> <p>If transferring to this CCJ, use a sign to increase the balance.</p>
<pre> P435 OR##### ##### 1 SL EMPLOYEE LEAVE DATA LASTNAME, FIRSTNAME LV04 NO LEAVE DETAIL DATA EXISTS 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 1 4 SL 00 00 8.00 9999.0 .0 00 FWD 795.01 .00 .00 093006 LV BAL DT CUR/CONT 093006/043098 CUR 795.01 .00 .00 ADJ OR CLR ACCT HOURS REMAIN TIME LV EXP ENTRY TRFR FM/TO OTHR JOB LEAVE ADV LOST DATE DATE COMMENTS a t 2 50.00- correct CCJ ? </pre>	<p>In this example, we are transferring leave from CCJ 1 to CCJ 2.</p>
<p>3. Check your entries. If they are right, press [ENTER]. Look for the message LV92 TRANSACTION COMPLETE. If you receive other messages, see the OSPA Reference Manual, Screen Descriptions, P435 or Codes, Screen Message Codes.</p>	

Action													More
P435 OR##### ##### SL													
LASTNAME, FIRSTNAME													
EMPLOYEE LEAVE DATA													
LV09 ENTER UPDATES OR NEW KEY													
LV92 TRANSACTION COMPLETE													
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B	CD	TP	WAIT	MO	RATE	ACCR	USE	MO	BAL	ADV	LOST	ACTV	
1	4	SL	00	00	8.00	9999.0	.0	00	FWD 795.01	.00	.00	093006	
LV	BAL	DT	CUR/CONT	093006/043098					CUR 745.01	.00	.00		
ADJ	OR	CLR	ACCT	HOURS	REMAIN	TIME	LV	EXP	ENTRY				
TRFR	FM/TO	OTHR	JOB	LEAVE	ADV	LOST	DATE	DATE	DATE	COMMENTS			
?	T		2	50.00-	.00	.00	123108			CORRECT CCJ			
?													

TRANSFER LEAVE TO OR FROM THE CLEARING ACCOUNT

We use the leave clearing account to store, military (ML), personal business (PB), pre-retirement (PR), sick (SL), temporary sick leave (TS) and vacation (VA) leave balances for transferring and separating employees. Leave balances will remain in the clearing account until an agency transfers them out or they expire (LV EXP DATE).

If the employee has leave in the clearing account, the P430 Employee Leave Data screen will display DATA IN LEAVE CLEARING ACCOUNT: Y. The B470C, B470D and B470S Leave Accrual Registers will display the message "CLEARING ACCOUNT HAS NON ZERO BALANCE."

Some of the reasons that an employee may have leave in the clearing account include:

- If an employee transfers from one state agency to another, the losing agency will transfer the employee's leave balances to the leave clearing account. After the employee's JOB START DATE on the P030 Job Status Data screen, the gaining agency can transfer the leave out of the clearing account to the new agency. See the OSPA Reference Manual, Recommended Practice, Transfers.
- When an employee separates from state service, the losing agency also transfers some leave balances to the clearing account. If an employee returns to state service, the employee may be eligible to have leave restored from the clearing account. See the OSPA Reference Manual, Recommended Practices, Separations and New Employees.

REMINDER: If a leave type is accruable (LV TP = A on the PTB2 screen), a positive entry will increase the balance and a negative entry will decrease it. If the leave is not accruable (LV TP ≠ A or N on the PTB2 screen), a negative entry will increase the balance and a positive entry will decrease it. When you transfer leave **from** the clearing account, you are increasing the leave balance; use a sign that will increase the leave. When you transfer leave **to** the clearing account, you are decreasing the leave balance.

Action	More
<p>1. To view the balances in the clearing account, access the P420 Leave Clearing Account Balances screen.</p> <ul style="list-style-type: none"> In the top left corner of any screen, type P420, Employee ID (P420 OR#####) Press [ENTER] 	
<pre> P420 OR##### ##### LEAVE CLEARING ACCOUNT BALANCES LV -----TRANSFERS IN----- -----TRANSFERS OUT----- ACCOUNT LV EXP TYPE DATE AGY HRS DATE AGY HRS BALANCE DATE SL CUR BAL 120106 13700 795.01 795.01 123108 </pre>	<p>This employee separated from state service. The agency transferred sick leave to the clearing account. If the employee returns within two years, the hiring agency will restore the leave.</p>
<p>2. To transfer the leave, retrieve the employee's leave record on the P435 Employee Leave Data screen:</p> <ul style="list-style-type: none"> In the top left corner of any screen, type P435, Employee ID, leave type (P435 OR##### AA) Press [ENTER] 	<p>It will default to your sign-on agency and CCJ #1. You can change the CCJ.</p>
<pre> P435 OR##### ##### SL EMPLOYEE LEAVE DATA LASTNAME, FIRSTNAME LV09 ENTER UPDATES OR NEW KEY 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 1 4 SL 00 00 8.00 9999.0 .0 00 FWD .00 .00 .00 093006 LV BAL DT CUR/CONT 093006/043098 CUR .00 .00 .00 ADJ OR CLR ACCT HOURS REMAIN TIME LV EXP ENTRY TRFR FM/TO OTHR JOB LEAVE ADV LOST DATE DATE COMMENTS ? ? </pre>	
<p>3. On a new line key the following information:</p> <ul style="list-style-type: none"> ? : A ADJ/TRFR: F (from clearing account) or T (to clearing account) CLR ACT/OTHER JOB: C HOURS LEAVE: # to transfer, ###.## COMMENTS: to create an audit trail, 12 characters 	<p>If transferring from the clearing account, use a sign to increase the balance.</p> <p>If transferring to the clearing account, use a sign to decrease the balance.</p>

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NOTES

<32 REGULAR PAID HOURS

Most benefit packages require that an employee have at least 32 regular paid hours in a month to be eligible for vacation leave accruals for that month. LARS determines whether to accrue leave by using the following criteria:

If the employee has <32 regular paid hours, LARS **will not accrue** leave if:

- The employee has a separation date and reason code (SEPARATION DT/REASON) on the P030 Job Status Data screen that does not equal 80 (transfer); or
- The employee has a leave of absence code with a beginning date in the current or a prior pay period, and a blank end date or an end date in the current or a future pay period (LOA BEG DT/CD/END on the P030 screen).

If the employee has <32 regular paid hours, LARS **will accrue** leave if:

- The employee has a benefit package code (BENEFIT PKG CD) of CU, XX, YM, YN, YP or YS; **or**
- The employee has a separation reason code (SEPARATION DT/REASON) of 80 (transfer) on the P030; **or**
- The employee does not have either a separation code or a leave of absence code on the P030 screen

If the employee has <32 regular paid hours and LARS accrues leave, you will see the message "LESS THAN 32 HRS AND ACCL" on the B470C, B470D and B470S Leave Accrual Registers. Check the applicable statewide policy or CBA to ensure the employee is eligible for the accrual. If not, adjust the leave on the P435 screen. See Reports below and Entries, Adjust Leave above.

Sick leave and temporary sick leave will accrue each month regardless of the number of hours an employee has worked in the month.

COMPENSATORY AND STRAIGHT TIME ACCRUED

The following govern overtime and compensatory time:

- U.S. Fair Labor Standards Act (FLSA)
- Oregon Wage and Hour Laws (ORS Chapters 651-653 and OAR Chapter 839)
- State HR Policy 20.005.20 Fair Labor Standards Act
- Collective Bargaining Agreements

The FLSA defines the criteria for determining if a position is exempt or non-exempt from overtime requirements. Generally, for non-exempt employees, the FLSA requires that the state pay overtime for hours worked over 40 hours in a week or 80 hours in two weeks.

The FLSA allows governmental employers to give compensatory time off rather than pay overtime. The defined rate is 1.5 hours of comp time for each hour of overtime worked. The FLSA also sets the maximum number of hours of comp time an employee may accrue. State regulations, HR state policy and the employee's CBA may cover accrual, rate and use. The regulation that is the most advantageous to the employee applies.

LARS maintains a record of when employees earn and use overtime or compensatory time. OSPA and LARS use the OSPA PTB1 and PTB2 Payroll Benefit Package Table screens for the business rules from the governing documents that apply to a given benefit package.

FLSA Non-exempt

When FLSA Non-exempt employees work overtime, they record their time as either overtime or accrued compensatory time. Under the FLSA, they receive 1.5 hours of overtime pay or accrued comp time for each hour of overtime worked. LARS maintains the CT balance and reduces it whenever the employee records comp time taken.

Employees may take accrued compensatory time off in the same pay period in which they accrue it. After leave accruals, the B470C, B470D and B470S Leave Accrual Registers may have CT with a small negative balance because of rounding differences. See Notes, Negative Accrued Leave Balances below.

Compensatory Time Pay-off

Accrued compensatory time represents hours already worked. Non-exempt employees are entitled to a pay-off if the employer does not grant time-off to use the accrued comp time. In addition to the FLSA, the employee's bargaining agreement or applicable statewide policy may govern the amount and the circumstances under which an employee may receive a comp time pay-off. The provision that is the most advantageous to the employee will prevail.

Enter a comp time pay-off on the P050 Gross Pay Adjustments on File screen. Use the pay type CTP -- Payoff of compensatory time when the employee:

- Has a CT balance that exceeds the maximum hours allowed (see Maximum CT Allowed below) or will expire under CBA/State Policy (see Fiscal Year-end below)
- Separates from state service
- Transfers to another state agency

See Entries, Pay-off Leave above.

Fiscal Year-end

Some collective bargaining agreements require that the agency pay FLSA non-exempt employees for any existing accrued compensatory time at the end of the fiscal year.

After the March and June leave accrual, LARS prints the E404-09-1 Agency Employees with Leave Type CT report. It lists FLSA non-exempt employees who have accrued compensatory time. See Reports below.

Process a leave pay-off (see Entries, Pay-off Leave above) for the applicable balance if:

- The employee has not used the leave by the end of the fiscal year
- The contract does not allow an employee to carry-over accrued compensatory time to a new fiscal year

Maximum CT Allowed

The FLSA and State HR Policy 20.005.20 Fair Labor Standards Act establish the maximum amount of comp time that an employee may accrue as 480 hours for seasonal workers, fire, police and emergency responders and as 240 hours for all others. The maximum amount for CBA's varies from 80 to 480 hours. For each benefit package, OSPA sets the MAX ALLWD on the PTB1 Payroll Benefit Package Table screen to match the maximum allowed in the applicable law, policy or CBA.

When the monthly leave accrual runs, LARS looks for employees who have a CT balance near the MAX ALLWD for the employee's benefit package. If the employee's balance is close to the maximum allowed, LARS will print "IN DANGER OF LOSING" on the B470C, B470D and B470S Leave Accrual Registers for that month.

If during the leave accrual, LARS finds an employee that has a CT balance above the MAX ALLWD, LARS will reduce the employee's balance to the MAX ALLWD. The amount deducted will appear in the TIME LOST column on the P430 and P435 Employee Leave Data screens. The B470C, B470D and B470S Leave Accrual Registers will also include the deducted amount in the LOST column and COMMENTS will include "LOST LEAVE". In addition, the employee will be on the E404-25-1 Lost Leave Accrual CT Balances report for that month. See Reports below. When the employee has lost leave and is eligible, restore the lost leave and pay it off. See Entries, Restore Lost Leave and Pay Off Leave above.

SEIU Represented Employees

The CO SEIU Represented Employees Benefit Package is an exception to the above process; the CBA contains different maximum amounts for different coalitions. All of them are in the same benefit package. The MAX ALLWD on the PTB1 screen is 240 hours; some of the coalitions have a lower maximum amount. Agencies with SEIU represented employees will need to monitor employees' CT balances outside LARS. You can create a datamart query for CT balances.

SEIU Represented FLSA Exempt

Under Article 32, Section 4 (b) of the SEIU-OPEU Master Bargaining Agreement "employees in positions which have been determined to be executive, administrative or professional as defined by the FLSA and ORS 653.269(5) receive time off for authorized time worked in excess of eight (8) hours per day or forty (40) hours per week at the rate of one (1) hour off for one (1) hour of overtime worked subject to limitations of Articles 32.1-32.5. (See Letter of Agreement in Appendix A.)"

The employee must use this time off within the fiscal year earned or lose it. The agency, at the discretion of management, may carry time earned in the last 90 days into the next fiscal year. If management denies requests for time off to use the accrued leave before the year ends, the agency must pay-off those accrued hours.

The contract requires the state to notify employees 90 days prior to loss. To aid in this process, LARS prints the E475-B OPEU FLSA Exempt Employees with CT/ST Balances report after the March leave accrual, see Reports below. You can also query the OSPA datamart.

LARS does not automatically adjust the balances to zero at the end of the fiscal year. Reduce the leave balance by making a negative entry on the P435 screen (see Entries, Adjust Leave above) if:

- The employee has not used the leave by the end of the fiscal year and
- The agency has not agreed to extend the leave into the next fiscal year

CORRECTIONS TO CLOSED PAY PERIODS

If you make changes to a closed pay period and change the Corr Flag to Y on the P190 Payroll Register Data screen, OSPA will recalculate that pay period for the employee. LARS will adjust the employee's leave usage, accruals and balances for the pay period if any of the following conditions exist:

- The recalculation results in a change to the employee's pay
- The employee's total hours changed
- A leave related element changed on the Payroll Benefit Package Table (the PTB1 and PTB2 screens)

These changes will be on the E461-01 Leave Adjustments Made to Closed Periods report. Check the adjustments to ensure that LARS has calculated the adjustment correctly. If it has not, make any necessary adjustments on the P435 Employee Leave Data screen.

If the corrective does not change any of the elements above for the closed pay period, LARS will not update the leave accrual and/or usage records. If the corrective payroll should include an adjustment to the employee's leave, make manual adjustment(s) to the employee's leave balances on the P435 screen.

See Entries, Adjust Leave above.

DONATED HARDSHIP LEAVE PROGRAM

Employees may exhaust their accumulated leave because of their own or a family member's health condition. State HR Policy 60.025.01 "Donated Leave" and collective bargaining agreements (CBA) give the framework for state agencies to create donated hardship leave programs. Through these programs, agencies can replace income and potentially continue benefits for qualifying employees. In designing programs, agencies must comply with state HR policy 60.025.01 Donated Leave or the CBA that covers the employee. They must also comply with PEBB eligibility rules (OAR 101-010-0005).

When an eligible employee receives donated hardship leave, agency payroll:

- Uses the OSPA Donated Hardship Leave Worksheet, http://www.oregon.gov/das/Financial/Payroll/Documents/hardship_Wrksht_Dec2014.xls, to convert the donated leave to dollars and leave hours
- For employees who donate leave, reduces their VA or CT balances on the P435 Employee Leave Data screen
- For the employee who receives donated leave, creates the DH leave type and then adds the number of hours donated on the P435 screen
- Records the DH taken on the P003 or P004 Time Capture screen. These entries will reduce the balance on the P435 and P430 Employee Leave Data screens.

Do not add more DH hours than the employee will use. (**Note:** some CBAs allow the employee to keep a bank of donated leave hours.) OSPA / LARS edits will prevent a negative balance. The hours will remain on the P435 screen until the employee uses them or payroll adjusts the balance to zero.

The DH balance will not be on employee pay stubs. It will be on the following reports (see Reports below):

- E512A, E512C FMLA/OFLA Leave Hours, if the DH entry includes a FMLA or OFLA special designator
- E460 Leave Accrual – Adjustments and Transfers
- B470C, B470CM, B470D, B470S Leave Accrual Register
- E492 Terminated Employees Having Leave Balances

See Entries, Add a New Leave Type and Adjust Leave Hours above and the OSPA Reference Manual, Handbooks, Donated Hardship Leave.

LEAVE EXPIRATION DATE ON THE P435

When transferring leave to the clearing account, LARS will require a date in the LV EXP DATE field on the P435 screen. The leave accrual process will delete any remaining balance in the clearing account on the expiration date.

When you transfer leave, use the following guidelines for setting the LV EXP DATE:

- **Personal Business Leave** -- Enter an expiration date of June 30 of the current fiscal year (July 1 to June 30)
- **Sick Leave** -- If the separating or transferring employee is not retiring, transfer sick leave to the clearing account with an expiration date two years in the future. If the employee returns to state service within the two-year period, the hiring agency should restore the leave to the employee.

Under OAR 459-017-0060(14), employees who retire from state service are not eligible to have their sick leave restored. PERS will use it in calculating the employee's retirement benefit. For retirees, enter an expiration date of 180 days in the future.

For deceased employees, PERS will use the sick leave balance to calculate the death benefits. Transfer the sick leave to the clearing account with an expiration date 60 days in the future.

- **Temporary Sick Leave** – For terminating temporary employees, transfer unused temporary sick leave (TS) to the clearing account with an expiration date of 180 days in the future.

If the temporary employee is moving into a non-temporary position, follow the following process:

- Transfer TS to the clearing account under the temporary position
- Transfer TS from the clearing account under the non-temporary position
- Adjust TS hours to a zero balance
- Adjust SL hours in the positive by the number of TS hours transferred in
- **Vacation Leave** – For transferring employees, transfer the amount of VA the gaining agency has agreed to take to the clearing account with a two-year expiration date.

For classified unrepresented, management service, unclassified executive service and unclassified unrepresented employees who separate during trial service, DAS Policy 60.000.05 allows agencies to reinstate accrued vacation if the employee returns within two years. Transfer their vacation leave to the clearing account with an expiration date of two years.

For other separating employees who are still on trial service, DAS Labor Relations has provided guidance that employees terminated during initial trial service forfeit all claim to accumulated vacation hours. For these employees, adjust their vacation balances to zero; do not move them to the clearing account.

MILITARY DONATED LEAVE PROGRAM (MDLP)

For employees who are on an unpaid military leave of absence for military active duty, the state supports a Military Donated Leave Program (MDLP). State employees may donate vacation or compensatory time to the program. An employee who is on LWOP while on active military duty may apply to the program to have their military salary supplemented.

When an employee donates accrued vacation leave to the MDLP, reduce the employee's leave balance and convert the leave hours to dollars by making an entry on the P050 Gross Pay Adjustments on File screen with pay type VAM. Use RATE (employees EQUIVALENT RATE from the P030 screen) and UNITS (number of donated hours). This transaction will reduce the employee's VA hours on the P430 and P435 screens.

If the employee donates compensatory time to the MDLP, use pay type CTM Military Donated Leave on the P050 screen to reduce the employee's CT leave balance and convert the leave hours to dollars. Enter RATES and UNITS, like the VAM entries.

See State HR Policy 60.020.05 Military Donated Leave Program and the OSPA Reference Manual, Handbooks, Military Leave of Absence.

NEGATIVE ACCRUED LEAVE

Employees normally will have a positive balance for accrued leave. Some circumstances may create a negative balance. Some of the reasons for a negative balance include:

- The employee used CT in the same month it accrued and the leave accrual process rounded the 1.5 accrual rate differently.
- The agency made a P050 entry in the same month that the employee used the leave. The time capture screens do not recognize entries on the P050 screen when calculating the available balance.
- The agency set a corrective that changed the leave accrual balance in the same pay period that the employee took leave or the agency made a P050 or P435 entry.

The B470C, B470D and B470S Leave Accrual Registers will include the COMMENT: NEGATIVE BALANCE. The next time the employee receives an accrual for the leave type, LARS will subtract the negative balance from the accrual.

NON-ACCRUED LEAVE ADJUSTMENTS

Once a year and at the end of the biennium, LARS adjusts some non-accrued leave balances to zero.

It adjusts the following leave types to zero once a year. The PTB1 MON field determines the month.

- Administrative Leave (XT) for Department of Justice and State Police
- Bereavement leave (FL)
- Discretionary leave (DL)
- Governor's leave (GL)
- Judicial and Legislative administrative leave (AD)
- Military leave (ML)

LARS adjusts the following leave types to zero at the end of each biennium:

- Education leave (EL)
- Interview and Test (IT)
- Jury Duty (JD)
- Kelly Leave (KL)
- LWOP education (LE)
- LWOP suspended (LF)
- LWOP workers compensation time loss (LG)
- LWOP other (LO)
- LWOP sick leave (LS)
- LWOP unexcused absence (LU)
- LWOP vacation leave (LV)
- LWOP military duty (LX)
- Miscellaneous paid leave (MPL)
- OSPOA Association business (ABL)
- Relocation leave (RL)
- Union business (UBP)

Unless manually adjusted, pre-retirement leave (PR) will remain permanently with the employee's record.

PERSONAL BUSINESS

Eligible employees receive a set number of personal business hours each fiscal year. Bargaining agreements and statewide policy determine the eligible employees and the number of hours.

Annual Accrual Process

During June leave accruals, LARS zeroes out existing balances for the ending fiscal year. It also gives eligible salaried employees a new balance for the new fiscal year. Agency payroll will need to check eligible non-salaried employees for the PB accrual and may need to adjust the balance manually on the P435 Employee Leave Data screen (see Entries, Adjust Leave Hours above).

The formula to calculate the amount of PB to accrue for each employee for the fiscal year is:

$$\text{ACCR RATE for PB from the PTB1 screen} \times \frac{\text{Employee's FT-PT PCT from P030}}{1.00}$$

This means that employees who are less than full-time will receive a pro-rated amount.

Starting with the April leave accrual, OSPA prints “IN DANGER OF LOSING” messages on pay stubs and the B470C, B470D and B470S Leave Accrual Registers for employees who still have a PB balance.

The employee cannot carry the balance into the next year and PB does not have a cash value.

New Hires

During the monthly leave accrual process, LARS looks for new employees HR has entered in the PPDB since the last leave accrual. If the employee will be eligible to use PB before June 30, LARS will give the employee the balance the employee would have received at the beginning of the fiscal year.

On the PTB1 Payroll Benefit Package Table screen, PB has WAIT: 05. For new employees, the wait period is six months from the actual recognized service date. Because OSPA edits by full month, OSPS sets the WAIT to 05 to allow an employee to use the PB six months after the employee’s recognized service date. Until the employee is eligible, the employee’s pay stub and the B470C, B470D and B470S Leave Accrual Registers will have the message NOT YET USABLE.

Part-time and Job Share Employees

Salaried part-time and job share employees receive a pro-rated amount of personal business based upon the PT-FT CD/PCT on the P030 screen. Monitor new employees to make sure LARS pro-rated the beginning balance correctly. In addition, at the beginning of the fiscal year, check the June B470C, B470D and B470S Leave Accrual Registers for job share and part-time employees to make sure LARS pro-rated the PB correctly. If needed, make adjustments on the P435 screen. See Entries, Adjust Leave above.

Transfers

During the monthly leave accrual process, LARS looks for eligible employees who do not have a PB balance. At the time of the accrual, employees who transfer from one agency to another may not yet have leave transferred from the clearing account. For those employees, LARS will give them the PB balance they would have received at the beginning of the fiscal year. If the transferring employee used personal business while working at the losing agency, the employee is not eligible for the full balance.

The losing agency will transfer the PB balance (even if 0.0) to the clearing account. The gaining agency will transfer the balance from the clearing account, even if 0.0. (If LARS finds any balance, including 0.0, during leave accrual, it will not give the employee a new balance.) The gaining agency will also want to monitor the PB balance after the leave accrual process runs and make any necessary adjustments on the P435 screen. See the OSPA Reference Manual, Recommended Practices, Transfers and Entries, Transfer Leave To and From the Clearing Account above.

SICK LEAVE

LARS accrues sick leave for eligible employees monthly. LARS uses the following formula to calculate the amount of SL to accrue for eligible employees:

$$\text{ACCR RATE for SL from the PTB1 screen} \times \frac{\text{Employee's regular and overtime paid hours for the month}}{\text{F-T hours for month for employee's schedule}}$$

Currently, LARS will not accrue more than eight hours of sick leave per month.

TEMPORARY SICK LEAVE

LARS accrues temporary sick leave for eligible employees monthly. LARS uses the following formula to calculate the amount of TS to accrue for eligible employees:

$$\text{ACCR RATE for TS from the PTB1 screen} \times \frac{\text{Employee's regular and overtime paid hours for the month}}{\text{F-T hours for month for employee's schedule}}$$

Currently, LARS will not accrue more than the maximum number of temporary sick leave per month.

VACATION LEAVE

Accrual Rate

LARS adds vacation leave for eligible employees monthly. Bargaining agreements and statewide policy determine the eligible employees and the number of hours. LARS uses the following to define an individual employee's vacation accrual rate:

- LEAVE ACCRUAL SVC CD on the P030 Job Status Data screen (see below)
- The ACCR RATE for the corresponding VACATION-## (## = LASC from the P030 screen) on the PTB1 Payroll Benefit Package Table screen
- LARS then calculates the individual employee's obligation with the following formula:

$$\text{ACCR RATE for VA-# on the PTB1 screen} \times \frac{\text{Employee's regular paid hours for the month}}{\text{F-T hours for month for employee's schedule}}$$

This means that LARS will pro-rate the amount for employees who have less than the full-time equivalent of regular paid hours for the month.

Several CBA's provide that employees will receive additional vacation hours in a specific month each year. To grant the additional hours, OSPA changes the ACCR RATE on the PTB1 screen for that month. After the accrual process for that month, OSPA restores the ACCR RATE on the PTB1.

Temporary employees, elected officials, board and commission members and contractors are not eligible for vacation accrual; they will have an LEAVE ACCRUAL SVC CD: N on the P030 screen.

Leave Accrual Service Code (LASC)

The LASC comes from the Position and Personnel Database (the PPDB). The P030 Job Status Data screen (LEAVE ACCRUAL SVC CD) and the P430 and P435 Employee Leave Data (SVC CD) screens display the employee's LASC in OSPA.

The PPDB Automated Step Increase (ASI) program automatically sets and updates the LASC for eligible employees each month. The PPDB prints a monthly audit report that lists employees who are eligible for a new LASC. Agencies review the report and may override the ASI update.

If agency staff does not override the update, the third working day of the following month, ASI will update the LASC for the eligible employees on the prior month's audit report. The LASC change interfaces to the P030 screen in OSPA with Personnel Action Code 232 Service Related Data Change or 237 Comp Related Data Change. It will create a new job segment in OSPA.

For most benefit packages, the change will be effective on the first of the prior month. LARS will use the new LASC when it accrues vacation leave after run 2 final for the effective month.

There are a few benefit packages where the effective date will coincide with the employee's RECOG SVC DT on the P030 screen, which means changes may be effective anytime during the prior month. If the LASC changed on a date other than the first of the month, LARS will pro-rate the accrual.

Here is an example of how LARS will pro-rate the accrual:

- An employee's LASC changed from 1 to 2 on the 15th of the month.
- For the employee's benefit package, the accrual rates are: LASC 1 = 8 hours per month, LASC 2 = 10 hours
- The full-time employee worked 80 hours between the 1st and 14th of the month and 96 hours between the 15th and 31st.
- The full-time hours for the month for the employee's schedule = 176 hours.
- LARS will accrue 9.09 hours of leave using the following formula:

$$8 \text{ hrs / mo} \times \frac{80 \text{ hrs}}{176} = 3.64 \text{ hrs}$$

$$10 \text{ hrs / mo} \times \frac{96 \text{ hrs}}{176} = 5.45 \text{ hrs}$$

The B470C, B470D and B470S Leave Accrual Register will include both of the formulas in the COMMENTS column (BASIS=##.## X ###.##/###.##).

When you are manually accruing leave for an employee, you need to use the LASC that is in effect during the applicable month(s). If an employee's LASC changes during the month, you will prorate the hours worked under each LASC.

If the employee's LASC changes in the employee's final month of employment, you may not know about the change until leave accruals process after final run 2 for that month. In that case, the employee will be on the E492 Terminated Employees Having Leave Balances report. In addition, the B470C, B470D and B470S Leave Accrual – Detail Transaction Register will have the message "SEPARATED EMPLOYEE HAS LEAVE BALANCE." See Reports below.

Maximum VA Allowed

State HR Policy 60.000.05 Vacation Leave and CBA's limit the amount of vacation leave that an employee may accumulate. For each benefit package, OSPA sets the MAX ALLWD on the PTB1 Payroll Benefit Package Table screen to match the maximum allowed in the applicable policy or CBA.

When the monthly leave accrual runs, LARS looks for employees who have a VA balance near the MAX ALLWD for the employee's benefit package. If the employee's balance is close to the maximum allowed, LARS will print "IN DANGER OF LOSING" on the B470C, B470D and B470S Leave Accrual Registers for that month.

If during the leave accrual, LARS finds an employee that has a VA balance above the MAX ALLWD, LARS will reduce the employee's balance to the MAX ALLWD. The amount deducted will appear in the TIME LOST column on the P430 and P435 Employee Leave Data screens. The B470C, B470D and B470S Leave Accrual Registers will also include the deducted amount in the LOST column and COMMENTS will include "LOST LEAVE". The lost leave does not have a cash value and is not restored.

Vacation Pay-off

The employee's bargaining agreement / benefit package or applicable statewide policy governs the amount and the circumstances under which an employee may receive a vacation leave pay-off.

To pay-off an employee, agency payroll will make an entry on the P050 Gross Pay Adjustments on File screen. Possible pay types for the P050 pay-off include:

- VAP -- Payoff of accrued vacation time upon termination or per specific contract language. Paid at the equivalent hourly rate. 250 maximum payoff hours allowed. Use VAP prior to using VAQ or VAL.
- VAQ -- Used in conjunction with VAP to pay vacation hours above 250 when allowed per CBA or agency policy for Judicial, Legislative Branch, Firefighter and AEE benefit packages. 100 maximum payoff hours allowed.
- VAL -- Payoff of accrued vacation time for firefighters at termination or per specific contract language. Paid at the equivalent hourly rate. 274 maximum payoff hours allowed. Use VAP and VAQ prior to using VAL.

REMINDER: OSPA will not write a manual or off-cycle check to pay-off vacation leave for a current employee. Make the P050 entry and allow it to process through a normal payroll run.

After the employee's separation date on the P030, you will not be able to make a P050 entry to pay-off a leave balance. You can request that OSPA make the entry.

See Entries, Pay-off Leave above and the OSPA Reference Manual, Recommended Practices, Manual Checks, Separations and Transfers.

HELP / TROUBLESHOOTING

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SCREENS

See the OSPA Reference Manual, Screen Descriptions for additional information.

P003 Time Capture-- Agency payroll or timekeepers use the P003 Time Capture screen to enter time. The screen summarizes an employee's time for a pay period by pay type and work charge code. It is employee, agency, concurrent job, job segment and pay period specific.

Hard coding in OSPA prevents an employee in one of the following agencies from entering more than 80 hours of CTA on the P003 screen in one month. If you try to enter more than 80 hours, you will receive the screen message TC54.

- 10000 Department of Human Services
- 29100 Department of Corrections
- 60300 Department of Agriculture
- 62900 Department of Forestry

The employee's leave balances display at the bottom of the screen. They do not reflect entries made on the P050 screen since the last leave accrual.

P004 Time Capture—Employees who are on on-line daily time (ODT) use the P004 Time Capture screen to enter their time on a daily basis. The employee's leave balances display at the bottom of the screen. They do not reflect entries made on the P050 screen since the last leave accrual.

ePayroll—Employees use ePayroll to enter their time on a daily basis. The employee's leave balances display at middle right on the screen. They do not reflect entries made on the P050 screen since the last leave accrual.

P030 Job Status Data – Agency Human Resource staff enters several elements in the PPDB that impact leave accrual and usage. These elements display on the OSPA P030 Job Status Data screen. They include:

- **PT-FT CD/PCT:** used in pro-rating PB accrual rates for part-time employees and PB, SL and VA for job share employees
- **EMP REPR:** determines the benefit package code
- **BENEFIT PKG CD:** determines the leave types available to the employee and the business rules that apply to them, see the OSPA Reference Manual, Codes, Benefit Package Codes
- **PERSONNEL BASE RATE:** determines the tier LARS will use to accrue the employee's furlough obligation
- **HOLIDAY PKG CD:** defines the employee's holidays
- **LEAVE ACCRUAL SVC CD:** determines the employee's vacation accrual rate
- **RECOG SVC DT:** indicates if an employee has had a break in service and impacts the Leave Accrual Service Code (LASC)

P050 Gross Pay Adjustments on File – Entries on the P050 screen add or subtract from the employee's gross pay. When you save a leave pay-off transaction on the P050 screen, OSPA

creates a transaction on the P435 screen. If you enter RATE and UNITS on the P050, the transaction will change the current balance on the P430 and P435 screens. The COMMENTS field on the P435 screen will be GR PAY ADJ. P050 entries do not change the leave balances on the P003 and P004 Time Capture screens. See Entries, Pay-off Leave above.

P370 Calculation of Current Payoff -- The P370 is an inquiry only screen that shows the results of an on-line calculation from entries made after the last final payroll run. The P050 entry to pay-off leave will display under INCOME TYPE on the inquiry.

P420 Leave Clearing Account Balances -- We use the leave clearing account to store military (ML), personal business (PB), pre-retirement (PR), sick (SL), temporary sick (TS) and vacation (VA) leave balances for transferring and separating employees. Leave balances will remain in the clearing account until an agency transfers them out or they expire (LV EXP DATE). The B470C, B470D and B470S Leave Accrual Register will include CLEARING ACCOUNT HAS NON ZERO BALANCE in the COMMENTS column. The P420 screen is not limited by agency, CCJ or leave type.

For transferring employees, the losing agency transfers the leave balances to the clearing account. Then, the gaining agency can pick them up for the employee to use in the new agency. See the OSPA Reference Manual, Recommended Practices, Transfers.

When an employee leaves state service, the employee may be eligible to have some leave balances restored if the employee returns to state service within a given time. When the employee separates, the losing agency places the leave balances in the clearing account with an expiration date. If an agency rehires the employee, that agency can pick-up the unexpired balances. See the OSPA Reference Manual, Recommended Practices, Separations.

When an employee retires from state service or passes away, we transfer SL to the clearing account and report the balance to PERS. For retirees, PERS uses the employee's SL balance to calculate retirement benefits; the employee is not eligible to have the SL balance restored if s/he returns to state service.

See Notes, Leave Expiration Date on the P435 above.

P430 Employee Leave Data – The P430 screen summarizes the employee's current leave balances. The P430 screen is agency and CCJ specific. Entries on the time capture (P003 or P004), P435 and P050 screens update the P430 screen when you successfully save the transaction.

If DATA IN LEAVE CLEARING ACCOUNT = Y on the P430 screen, the employee has a balance on the P420 Leave Clearing Account screen.

P435 Employee Leave Data - The P435 screen displays entries for a specific leave type made since the last leave accrual. The entries may come from the P003 and P004 Time Capture and the P050 Gross Pay Adjustments on File screens. Agency payroll can also make manual leave adjustments on the P435 screen. During the next leave accrual, LARS will post the listed transactions to the database tables and delete them from the P435 screen.

PTB1 Payroll Benefit Table – The Payroll Benefit Package Table (entered on the ADB1 screen and displayed on the PTB1 screen) establishes controls for leave entered in OSPA and accrued and reported in LARS. It controls the following:

- Accrual rate

- Maximum amount that the employee may accrue
- Month leave will accrue (if other than monthly)
- Maximum amount of the leave an employee may use
- Number of months that a new employee must wait before using a specific leave type

Laws and regulations, collective bargaining agreements (CBA) and statewide policy define these controls.

PTB2 Payroll Benefit Table – The Payroll Benefit Package Table (entered on the ADB2 screen and displayed on the PTB2 screen) lists all pay and leave codes for a given benefit package. An employee may only use the leave codes included in his/her benefit package.

Leave types (LV TP) on the PTB2 screen include:

- A = accrued leave
- N = not a leave code
- P = paid leave
- U = unpaid leave, does not count as time worked
- W = unpaid leave, counts as time worked

REPORTS

For additional information on these reports, see the OSPA Reference Manual, Report Descriptions.

E404-09-1 Agency Employees with Leave Type CT – LARS produces this report after leave accrual for March and June. It lists employees who have accrued compensatory time and who may be in danger of losing it at the end of the fiscal year. The employee may be eligible for a pay-off.

B075B Gross Pay Adjustments – The report prints after each final payroll run. It lists the P050 entries for the current payroll run, including leave payoffs. The Oregon Accounting Manual (OAM) 45.35.00.PO and 45.35.00.PR Review of Gross Pay Adjustments Report require that a manager outside of payroll review the report each payroll run, prior to releasing checks and pay stubs.

E260-100 Gross Pay Over 2.0 x Ajd Base Exception Report – OSPS receives this report after each final payroll run. It lists employees that have gross pay for the pay period that is at least two times their ADJUSTED BASE on the P030 Job Status Data screen. If the employee receives pay for a large number of leave hours, the employee may be on the report. If OSPS staff cannot determine the reason for the adjustment, they will contact your agency.

E460 Leave Accrual – Adjustments and Transfers Report – This report lists manual entries made on the P435 screen since the last leave accrual. It provides an audit trail after the entries have posted to the database and dropped off the P435 screen.

B470C, B470CM, B470D, B470S Leave Accrual Registers¹ – LARS produces these reports after each leave accrual. They summarize each employee's leave use and accrual during the pay

¹ OSPA may not print the leave information on an employee's paystub for run 1 when an employee identity data element (name, OR#, etc.) has changed between the prior leave accrual processing and the next run 1. This is because the application cannot connect the new PPDB data element to the one the processed during leave accrual.

period, including manual adjustments. Except for the B470CM, the reports include messages, such as:

- When the employee may soon or has exceeded the maximum amount of leave the employee may accrue
- When the employee is in danger of losing leave
- If an employee has separated from the agency and still has leave balances
- The formula LARS used to accrue leave
- If the employee has leave in the clearing account

E461-01 Leave Adjustments Made to Closed Periods – An employee will be on this report if you change the Corr Flag to Y on the P190 Payroll Register Data screen and LARS adjusts the employee's leave usage, accruals and balances for the corrected pay period. Make sure LARS has adjusted the leave when needed and that the adjustments are right. If not, adjust the leave on the P435 Employee Leave Data screen. See Notes, Corrections to Closed Pay Periods above.

E404-25-1 Lost Leave Accrual CT Balances – This report lists employees who have exceeded the maximum amount of accrued compensatory time. LARS has reduced the balance to the amount allowed. The employees may be eligible for a pay-off. See Notes, Compensatory and Straight Time Accrued and Entries, Pay-off Leave and Restore Lost Leave above.

E475-B OPEU FLSA Exempt Employees with CT/ST Balances – LARS produces this report after the March leave accruals. The SEIU contract requires agencies to notify employees 90 days before the end of the fiscal year. It serves as a notice to SEIU-OPEU FLSA exempt employees and their managers that the employees are in danger of losing CT or ST.

E492 Terminated Employees Having Leave Balances – This report includes terminated employees who have leave balances after their separation dates. The report includes CT, ML, PB, PR, SL or VA leave. The remaining balance may be for CUR ACCRUAL BAL or REMAIN ADV on the P430 screen.

Unless the employee was still on trial service, the employee is entitled to receive pay for the remaining balance of VA or CT that you may have missed during the final processing. Your agency may have a policy to write-off small fractions of leave.

If you made adjustments for a separating employee who is on the report, there may have been a rounding difference between your calculations and LARS for the advanced leave. Determine if you need to make entries on the P435 screen to adjust all leave balances to zero.

After leave accruals each month OSPS sends e-mails to the agencies that have employees who have been on the report for three months or more after the separation date.

CREATING AN AUDIT TRAIL

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AUTHORITY / REFERENCES

U.S. Fair Labor Standards Act, <http://www.dol.gov/whd/flsa/>

- Wage and Hour Division, U.S. Department of Labor, Fact Sheet #7: State and Local Governments under the Fair Labor Standards Act (FLSA), <http://www.dol.gov/whd/regs/compliance/whdfs7.pdf>

Oregon Revised Statutes (ORS), https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx

- 238.350 Use of Unused Sick Leave to Increase Retirement Allowance
- 653.268 Overtime for Labor Directly Employed by Public Employers
- 653.269 Exceptions to ORS 653.268

Oregon Administrative Rules (OAR), <http://arcweb.sos.state.or.us/pages/rules/access/numerically.html>

- 459-017-0060(14) Reemployed Retired Members (PERS), Sick Leave
- Chapter 839 Bureau of Labor and Industries

Oregon Accounting Manual (OAM), <http://www.oregon.gov/DAS/Financial/Acctng/Pages/OAM.aspx>

- 45.06.00.PO Sick Leave at Retirement
- 45.35.00.PO and 45.35.00.PR Review of Gross Pay Adjustments Report

HR State Policies, <http://www.oregon.gov/DAS/Pages/policieshr.aspx>

- 20.005.20 Fair Labor Standards Act,
- Division 60 Employee Leave

Bargaining agreements, <http://www.oregon.gov/DAS/HR/Pages/LRU.aspx>

OSPA Reference Manual, <http://www.oregon.gov/DAS/Financial/Payroll/Pages/referencemanual.aspx>

- Codes:
 - Benefit Package Codes
 - Pay and Leave Codes
 - Screen Message Codes
- Handbooks:
 - Donated Hardship Leave
 - Family and Medical Leave
 - Military Leave of Absence
- Recommended Practices:
 - Manual Checks
 - New Employees
 - Separating Employees
 - Transfers
- Report Descriptions
- Screen Descriptions

OSPS Processing Calendar, <http://www.oregon.gov/DAS/Financial/Payroll/Pages/ospscalendars.aspx>

REVISION HISTORY

Date	Rev. No.	Modification
12/28/09	1.0	Original
01/25/10	1.1	Non-accrued leave month changes, Family / Medical Leave Handbook
02/08/10	1.2	WR#3646, KL
06/09/10	1.3	VF for transferring employee, accrual rate for PB and LA, balances included on E492
03/10/11	1.4	WR#3737, DH leave type added; WR#3725, .00 balance remains on P420 until transferred or expires; PTB2 LV TYP descriptions clarified; CT MAX ALLWD exceptions; correct Add New Leave Type
07/13/11	1.5	Revisions to CT, LA, VA, PB, non-accrued leave, screens, reports, LOA codes, add notes on negative accrued leave
05/12/16	1.6	Removed references to furlough leave (LA) Added information on temporary sick leave (TS) Updated web links

ATTACHMENTS

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