P420
LEAVE CLEARING ACCOUNT BALANCES

SCREEN PURPOSE

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

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

ALSO KNOWN AS

P420

PREREQUISITES, IF ANY

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SCREEN ACCESS KEY SEQUENCE

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

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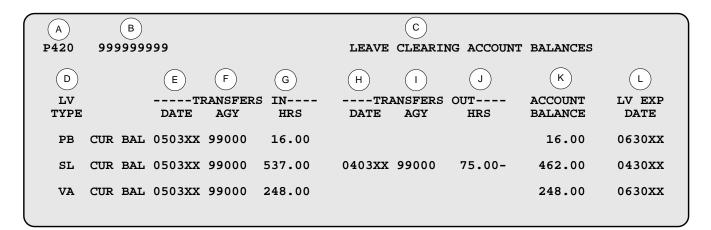
Employee ID = employee identification number, OR#######. Either the SSN or Employee ID is required.

SCREEN ELEMENTS

| LV TYPE | | -----TRANSFERS IN---- DATE AGY HRS | | | ----TRANSFERS OUT---- DATE AGY HRS | | | ACCOUNT BALANCE | LV EXP DATE |

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P420   999999999                              LEAVE CLEARING ACCOUNT BALANCES


 LV                -----TRANSFERS IN----   ----TRANSFERS OUT----   ACCOUNT    LV EXP
 TYPE                 DATE    AGY   HRS       DATE    AGY   HRS     BALANCE    DATE

  PB   CUR BAL      0503XX  99000   16.00                             16.00   0630XX

  SL   CUR BAL      0503XX  99000  537.00    0403XX  99000  75.00-   462.00   0430XX

  VA   CUR BAL      0503XX  99000  248.00                            248.00   0630XX
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LEGEND

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

No.	Description
J	Number of hours transferred out of the account
K	Account balance left in clearing account for this leave type
L	Last date agency payroll can reinstate this leave type. LV EXP DATE field from the P435 Employee Leave Data screen. The leave balances will remain in the Clearing Account until transferred out or they expire.

NOTES

We use the leave clearing account to store military (ML), personal business (PB), pre-retirement (PR), sick (SL) 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).

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.

SCREEN MESSAGE CODES

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

See the OSPA Reference Manual, Codes, Screen Message Codes for an alphanumeric list.

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

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OSPA SCREEN INTERACTIONS

AFFECTED BY

P435 Employee Leave Data – Agency payroll uses the P435 screen to transfer leave to and from the leave clearing account.

DIRECTLY AFFECTS

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

INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

Leave Accrual and Reporting System, General Information, Inquiry Only

REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original
11/06/09	1.1	WR#3560, 3572, 3581, 3593, furloughs
03/22/10	1.2	Appendix to Code
03/10/11	1.3	WR#3725, leave types with zero balance will remain until agency transfers them out or they expire
4/24/15	1.4	WR# 4099 discontinue furlough leave