

## P430 EMPLOYEE LEAVE DATA

### SCREEN PURPOSE

---

The P430 Employee Leave Data screen summarizes each employee's leave balances. It is inquiry only for data from the Leave Accrual and Reporting System (see OSPA Reference Manual, Handbooks, Leave Accrual and Reporting). This screen is concurrent job number specific.

### ALSO KNOWN AS

---

### PREREQUISITES, IF ANY

---

### SCREEN ACCESS KEY SEQUENCE

---

P430 SSN or Employee ID agency CCJ# leave type (P430 OR##### ##### # 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.

**Leave Type** = two character LV TP (AA). Optional. You can narrow the display to a specific leave type by including it in the screen access sequence.

# SCREEN ELEMENTS

(A) P430	(B) 999999999	(C) 99000	(D) EMPLOYEE LEAVE DATA									
(E) EMPLOYEE, TAYLOR			(F) LV09 ENTER NEXT KEY									
	(G) RECOGNIZED SERVICE DATE: 0223XX		(H) DATA IN LEAVE CLEARING ACCOUNT: N									
(I) J	(J) SVC	(K) LV	(L) USE	(M) ACCR	(N) ACCR	(O) MAX	(P) MAX	(Q) MAX	(R) ACCRUAL	(S) REMAIN	(T) TIME	(U) LAST
B	CD	TP	WAIT	MO	RATE	ACCR	USE	MO	BAL	ADV	LOST	ACTV
1	1	*F	00	00	.00	.0	.0	00	FWD	217.50	217.50	217.50
	LV	BAL	DT	CUR/CONT	0331XX/0331XX				CUR	217.50	217.50	217.50
(W) 1	1	CT	00	00	.00	240.0	(X) .0	00	FWD	4.50	.00	.00
	LV	BAL	DT	CUR/CONT	0331XX/0331XX				CUR	4.50	.00	.00
1	1	LO	00	00	.00	.0	.0	00	FWD	.00	.00	.00
	LV	BAL	DT	CUR/CONT	000000/000000				CUR	2.00-	.00	.00
1	1	PB	05	06	16.00	16.0	.0	06	FWD	16.00	.00	.00
	LV	BAL	DT	CUR/CONT	0331XX/1130XX				CUR	16.00	.00	.00
1	1	SL	00	00	8.00	9999.0	.0	00	FWD	8.00	.00	.00
	LV	BAL	DT	CUR/CONT	0331XX/0331XX				CUR	9.60	.00	.00
1	1	VA	06	00	8.00	300.0	.0	00	FWD	8.00	.00	.00
	LV	BAL	DT	CUR/CONT	0331XX/0331XX				CUR	9.60	.00	.00

## LEGEND

No.	Description
A	Screen designation, part of screen access key sequence, required
B	Employee's SSN (#####) or Employee ID (OR#####). Part of the screen access key sequence, required.
C	Employee's <b>agency number</b> (#####), 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.  <b>CCJ#</b> (#, 1-9), part of the screen access key sequence. If you do not enter a CCJ #, OSPA will default to CCJ #1.  <b>Leave Type</b> (AA), optional part of the screen access key sequence. If you enter a leave type, the screen will only display that balance.
D	Screen title.

No.	Description
E	Employee's name from the P030 Job Status Data screen
F	Area for screen messages. See Screen Message Codes below.
G	The date the employee started state service, unbroken by chargeable leave without pay. Used by OSPA to govern eligibility for leave usage and accrual.
H	<p>Indicates if the employee has leave in the leave clearing account (P420 Leave Clearing Account Balances screen).</p> <p>Possible values include:</p> <ul style="list-style-type: none"> <li>• Y = yes, the employees has leave in the clearing account</li> <li>• N = no, there is not leave in the clearing account</li> </ul>
I	Concurrent job number (#, 1-9). This screen is concurrent job specific. If you do not enter the CCJ # as part of the inquiry, the application will default to CCJ # 1.
J	LEAVE ACCRUAL SVC CD from the P030 Job Status Data screen. Designates the monthly ACCR RATE on the PTB1 Payroll Benefit Package Table screen that LARS will use to accrue the employee's vacation leave.
K	Two-digit code that indicates the pay (leave) type. See Notes, LV TP *.
L	Number of employment months before the employee may use this pay type. From the WAIT field on the PTB1 Payroll Benefit Table screen. Determined by bargaining agreement or statewide policy.
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 screen. Determined by bargaining agreement or statewide policy.
N	The 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 screen. Determined by bargaining agreement or statewide policy. If the employee is part-time, LARS will pro-rate the accrual.
O	Maximum balance an employee may have of this leave type. From the MAX ALLWD on the PTB1 Payroll Benefit Table screen. Determined by bargaining agreement or statewide policy.
P	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 screen. Determined by bargaining agreement or statewide policy.

No.	Description
Q	Calendar month that this leave 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 Table screen. Determined by bargaining agreement or statewide policy.
R	Employee's leave balance for this leave type. See V, Y, and Notes below.
S	Balance of accrued leave advanced to the employee that LARS has not offset with the monthly accruals. See V, Y and OSPA Reference Manual, Handbooks, Leave Accrual and Reporting. Each accrual run will reduce the 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.
U	Date of the last activity for this leave type, MMDDYY
V	For <b>ACCRUAL BAL</b> and <b>REMAIN ADV</b> , the leave balance brought forward from the last leave accrual process  For <b>TIME LOST</b> , the cumulative number of leave hours lost
W	The last day of the most recent pay period in which this leave type was used or adjusted (MMDDYY)
X	The last day of the pay period in which this leave type was first used or adjusted (MMDDYY)
Y	For <b>ACCRUAL BAL</b> and <b>REMAIN ADV</b> , the current leave balance. It reflects entries made on the P003 and P004 Time Capture, P050 Gross Pay Adjustments on File or P435 Employee Leave Data screens since the last leave accrual.

## NOTES

**Accrued / Non-accrued Leave** – Compensatory time (CT), 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.

**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 screen 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 OSPS purges the data, the cumulative \* ACCRUAL BAL on the P430 screen will include the prior as well as the current time with the agency.

## 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
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.
LV08	DOES NOT EXIST UNDER SIGN ON AGENCY	Employee does not have a leave record for your sign-on agency
LV09	ENTER UPDATES OR NEW KEY	Enter updates to record or press new key for additional information for parameters entered

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

## OSPA REASONABILITY EDITS

## SUPPORTING DOCUMENTATION

## OSPA SCREEN INTERACTIONS

---

### AFFECTED BY

**P003 Time Capture** – Agency payroll staff members or timekeepers use the P003 screen to enter an employee's time and attendance from a paper timesheet. When you save an entry that includes a leave pay type, OSPA updates the leave balances on the P430 screen.

OSPA displays the current leave balances from the P430 screen at the bottom of the P003 screen. It also edits the leave taken on the P003 against the current balances to ensure the employee is eligible for the leave and has enough accrued leave to prevent a negative balance.

**P004 Time Capture** – Employees with On-line Daily Time (ODT) use the P004 screen to enter their own time and attendance in OSPA. When the employee saves an entry that includes a leave pay type, OSPA updates the leave balance on the P430 screen.

OSPA displays the current leave balances from the P430 screen at the bottom of the P004 screen. It also edits the leave taken on the P004 against the current balances to ensure the employee is eligible for the leave and has enough accrued leave to prevent a negative balance.

**P030 Job Status Data** – The P030 screen displays job status information from the PPDB, including the employee's full-time/part-time status and percent, appointment type, recognized service date, leave accrual rate, and the employee's benefit package. These elements govern what leave types the employee may use and the accrual rate for accrued leave.

**P050 Gross Pay Adjustments on File** – Agency payroll use the P050 screen to enter leave pay-offs. When you save a pay-off transaction that includes RATE and UNITS, OSPA will update the leave balances on the P430 screen.

**P420 Leave Clearing Account Balances** – The P420 screen displays the leave balances the employee has in the Leave Clearing Account. If there are balances, DATA IN LEAVE CLEARING ACCOUNT = Y on the P430 screen.

**P435 Employee Leave Data** – Agency payroll uses the P435 screen to adjust an employee's leave balances manually. When you save transactions on the P435, OSPA updates the balances on the P430 screen.

**Leave Accounting and Reporting System (LARS)** – On a monthly basis, for eligible employees, LARS updates accrued leave balances. These updates are included on the balances on the P430 screen. See OSPA Reference Manual, Handbooks, Leave Accrual and Reporting.

**Payroll Benefit Package Table** – The Payroll Benefit Package Table determines the leave types that are available to an employee with a specific benefit package. It also defines business rules and controls associated with each pay and leave code, including any waiting period, accrual rates, maximum balances and months LARS will adjust the balance for a special leave type. OSPA enters data through the ADB1 and ADB2 Payroll Benefit Package Table screens. You may view them on the PTB1 and PTB2 Payroll Benefit Package Table screens.

## DIRECTLY AFFECTS

**P002 Time Capture** – an inquiry only screen that displays the time entered on the P003 Time Capture screen. OSPA displays the current leave balances from the P430 screen at the bottom of the P002 screen.

**P005 Payroll Time Capture – Employee Entry Menu** – Employees with ODT gain access to the P004 screen through the P005 screen. It displays the leave taken during the pay period at the bottom of the screen.

## INDIRECTLY AFFECTS

## CATEGORY / SCREEN CLASSIFICATION

Leave Accrual and Reporting System, general information, view only

## REVISION HISTORY

Date	Rev. No.	Modification
12/16/05	1.0	Original
06/03/09	1.1	WR#3515, research *N LV TP; add screen messages
11/06/09	1.2	WR#3560, 3572, 3581, 3593, furloughs
03/22/10	1.3	Leave Handbook, Appendix to Code
04/24/14	1.4	WR# 4099 discontinue furlough code usage