Standard Operating Procedure for Leave Balances

The Leave Balance worksheet reflects a snap shot of the employees leave balances as of the close of a certain Pay Period Ending. The information required on this sheet if found in the AS400. This information is also updated by Payroll Department each pay period, therefore a sheet for each pay period will be created.

Steps to gather the required information from the AS400.

1) Log into the AS400 using the Timekeeper login credentials. Username and Password is the same information. "PAYTK"

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	User Password .	Sign	Un 	System Subsyst Display Serial (<u>PA</u>	 ⊵m . numbe /TK	· · · ·	: C1042BFD : QINTER : QPADEV0027 : C106997T
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	Menu			· ·	_		
	Current libr	ary		· _			
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Departm	ent of Admini	stration					
			(C) COF	PYRIGHT	ІВМ (ORP. 1	980, 2009.

2) The AS400 will then ask you to select your printer as shown below.

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F3=Exit F5=Refresh F12=Cancel	

3) One you select your printer, you will get the Payroll Main Menu. Selection option 2 to get into the employee Time Records.

Select one of the following:
1. Change PIN
2. Access employee records and time
3. Print blank employee pay time sheets
4. Print Payroll Time Balance Report
5. Print lime Pay Lode Summary by Dept/division
6. Print lime Balance by Job Urder
8 (PAYUMAR) Labor cost distribution report
9. (PAYB141) Employee earnings (EFT) statement by division
90. Sign off
Bottom
Selection or command
F3=Evit E4=Promot E9=Retrieve E12=Cancel
Product of Data Management Resources (DMR).

4) Once option 2 is selected, you will receive another log on screen and here you will enter your timekeeper log on information.

PAYTK	Timekeeper Main Menu							
Select one o	f the following:							
1. Chan	ge PIN							
2. Acces	ss employee records and time							
3. Prin	t							
4. Prin	t PIN Validation							
5. Prin	t							
6. Prin	t Type information, press enter.							
7. Acce	5							
8. (PAY	J Enter your SSN							
9. (PAY	B Last name (1st 4 characters) .							
90. Sign	PIN							
	F12=Cancel Enter=Continue							
		Bott	tom					
Selection or								
===> 2								
F3=Exit F4	F3=Exit F4=Prompt F9=Retrieve F12=Cancel							
Product of D	ata Management Resources (DMR).							

5) Once you have entered your Timekeeper information, you will get the employee listing as shown below. Personal information has been blocked out for privacy reasons, however, the Employee ID column will reflect the Employee's Social Security Number and the Employee Name Column will reflect their name. On this screen, enter option 9 to enter the Leave Balance Screen.

PAYTK Employee Master Records UKPMSTK									
Emptogee Master Records									
6/20/17									
Position to dep	t∕div, name	·							
			Statu	is <u>A</u>					
Type option, pr	ess Enter.								
5=Display	6=Misc Dedn	7=Time Rcds	9=Leave Bal	10=Work	Auth				
14=History	16=Auth JOB#	18=Auth diff	30=Military L	eave					
Employee									
Opt Id Sa	DpDv Emplouee n	ame	Status						
	3611		Active						
1	3611		Active						
	2611		Activo						
	3011		Active						
I → [⊥]	3611		HCTIVE						
1	3611		Active						
1	3611		Active						
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1	3611		Active						
1	3611		Active						
1	3611		Active						
					More				
F3=Exit	F5=Refresh	F10=Position	F12=Cancel						
F13=Master No T	ime	F23=More Option	ns						
DATA MANAGEMENT	RESOURCES (DMR)	, ALL RIGHTS RE	SERVED.						

6) This screen will show you the employee's leave balance for both Sick Leave and Annual Leave. This is the information that you will enter in the worksheet.

Page 1	Disp	olay I	Empl	oyee	e Master	Recor	d	DSPMS	тз
6/20/17	Leave	Bala	nce	Info	ormation	- Hou	rs	07:52:	35
Employee ID/seq		:			1				
Employee name		:							
0/1 h-1 (c (1)								
S/L bal (without adv	S/L)	:	93.	50					
Advance S/L balance		:		00					
Sick leave balance .		:	93.	50					
Obligated S/L (leave	req)	:		00					
Annual leave balance		: :	292.	25					
Obligated A/L (leave	req)	:		00					
CTA balance		:		00					
Obligated CTA (CTO re	∍q) .	:		00					
_	-								
								Bottom	
Enter=Continue F3=Ex3	it		F12=	Canc	el				

7) You will repeat steps 5 and 6 until you have collected all the data for the employees in the department.

Please keep in mind that in the worksheet for Leave Balances, column G (Subtotal) and column H (Ending FY17 Projected Leave Balance) is formula driven. All other columns will require a hard input.

Column E (Accrual Rate Hrs) can be found in these steps below. Once it is know, this information is not commonly changed until a certain employment Time Frame.

1) Return back to the employee listing screen in option 5, but this time enter 5 to display Employee Records as shown below.

PAYTK Employee Master Records									
6/19/17	17								
Position to	dept/div, name								
			Stat	us <u>A</u>					
Type option,	press Enter.								
5=Display	6=Misc Dedn	7=Time Rcds	9=Leave Bal	10=Work	Auth				
14=History	, 16=Auth JOB#	18=Auth diff	30=Military	Leave					
Employee	2								
Opt <u>Id</u>	<u>Sq DpDv Employee</u>	name	<u>Status</u>						
<u>5</u>	1 3611		Active						
	1 3611		Active						
	1 3611		Active						
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	1 3611		Active						
					More				
F3=Exit	F5=Refresh	F10=Position	F12=Cancel						
F <mark>13=Master</mark> N	lo Time	F23=More Optic	ons						
DATA MANAGEMENT RESOURCES (DMR), ALL RIGHTS RESERVED.									

2) Once you are in the employee's record, press the page down button until you reach page 5 as reflected below.

Page 5 Displa	y Employee M	aster Record	DSPMS1
6/20/17			08:18:29
Employee ID/seq :		1 Employee # :	14298
Employee name :			
Assigned supervisor Id/seg :			
Normal pay period bours	80		
Leave data	To accrue	Obligated	Balance
Annual leave hours	6		292.25
Sick leave hours :	4		93.50
Compensatory time hours :	N/A	1	
Auth advance sick lve hrs:	N/A	N/A	
Transferred leave data	Obligated	Used	Balance
Annual leave hours :			
Sick leave hours :			
FMLA info			
FMLA start date :			
FMLA hours to date :			
DOL worker hours used :			
DOL worker hours maximum . :			More
Enter=Continue F3=Exit	F7=Show fi	nancial	F12=Cancel
Roll=Next/Prv Page			

This screen will give you the amount of hours a certain employee will accrue.

Annual Leave Accrual Time Frame 0 yrs – 5 yrs: 4 hrs Accrual 5 yrs – 15 yrs: 6 hrs Accrual 15 yrs and above: 8 hrs Accrual

The standard Sick leave accrual hours is 4 hours regardless of time of employment.

Once the Leave Balances worksheet has been updated, a printed copy will be placed in file located in the Administrative Assistant's office, the Z drive should be updated in the Current Fiscal Year file, and an Email copy will be emailed to the Administrative Officer and ASU Staff.

Guam Public Library System Leave Balances Fiscal Year 2017

*New Plan (in blue) DC		09/30/16	06/10/17				Ending FY 17	Transfer 100 hrs	09/30/16	06/10/17	
Name	Retirement	Annual Leave	A/L	Accrual	Remaining	Sub-	Projected	into sick leave	Sick Leave	Sick Leave	Remarks
	Plan	Balance	Balance	Rate (Hrs)	PPE	total	Leave Balance		Balance	Balance	
Sample Employee	DC	0	292.25	6	25	150	442.25		0	93.5	
						0	0				
						0	0				
						0	0				
						0	0				
						0	0				
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						0	0				
						0	0				
						0	0				

*100 hrs will be transferred to S/L or employee can opt to take leave

DC = Defined Contribution (new plan) DB = Defined Benefit (old plan) *Upon retirement, department will pay 50% of sick leave to employee

Total maximum annual leave balance at the end of Fiscal Vear - 320 hours