

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 is 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"

```

Sign On
System . . . . . : C1042BFD
Subsystem . . . . . : QINTER
Display . . . . . : QPADEV0027
Serial number . . . : C106997T

User . . . . . : PAYTK
Password . . . . . : ██████████
Program/procedure . . . . . : _____
Menu . . . . . : _____
Current library . . . . . : _____

DDDDDDDDDD 000000000 AAAA
DDD DDD 000 000 AAA AAA
DDD DDD 000 000 AAAA AAAA P P P P 00000 W W EEEEE RRRR 77
DDD DDD 000 000 AAA AAA P P O O W W E R R 77
DDD DDD 000 000 AAA AAA P P P P 0 O W W EEE RRRR 77
DDD DDD 000 000 AAA AAA P O O W W E R R 77
DDDDDDDDDD 000000000 AAA AAA P 00000 W W EEEEE R R 77

Department of Administration

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```

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

```

6/19/17 SELECT PRINTER OUTPUT QUEUE 13:02:35
Current output queue: *DEV

Type option, press Enter.
1=Select

Opt Printer Outq Output Queue Description
---
GPDXB0AT Default output queue for printer GPDXB0AT
GPDXB0ATE Default output queue for printer GPDXB0ATE
GPLNSANDRA Default output queue for printer GPLNSANDRA
GPLN18057 Default output queue for printer GPLN18057
GPLSN15212 Default output queue for printer GPLSN15212
GPLSN15214 Default output queue for printer GPLSN15214
GPLSN1527 Default output queue for printer GPLSN1527
1 GPLSN1528 Default output queue for printer GPLSN1528
---
GPLSX15210 Default output queue for printer GPLSN15210
GPLSX15214 Guam Public Library printer ip: 152.14 Eric

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.

```

PAYTK                               Timekeeper Main Menu

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 Time Pay Code Summary by Dept/division
  6. Print Time Balance by Job Order
  7. Access KRONOS
  8. (PAYU008) Labor cost distribution report
  9. (PAYB141) Employee earnings (EFT) statement by division

 90. Sign off

                                                    Bottom

Selection or command
===> 2

```

```

F3=Exit  F4=Prompt  F9=Retrieve  F12=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 of the following:

  1. Change PIN
  2. Access employee records and time
  3. Print
  4. Print
  5. Print
  6. Print
  7. Acces
  8. (PAYU
  9. (PAYB
 90. Sign

                                                    Bottom

Selection or
===> 2

```

```

PIN Validation
Type information, press enter.
Enter your SSN . . . . .
Last name (1st 4 characters) .
PIN. . . . .
F12=Cancel  Enter=Continue

```

```

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
Product of Data 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		WKPMSTK	
6/20/17				07:50:51	
Position to dept/div, name					
				Status <u>a</u>	
Type option, press Enter.					
5=Display		6=Misc Dedn		7=Time Rcds	
14=History		16=Auth JOB#		18=Auth diff	
				9=Leave Bal	
				10=Work Auth	
				30=Military Leave	
Employee					
Opt	<u>I</u> d	<u>S</u> q	<u>D</u> p <u>D</u> v	<u>E</u> mployee name	<u>S</u> tatus
<u>g</u>		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
---		1	3611		Active
					More...
F3=Exit		F5=Refresh		F10=Position	
F13=Master No Time				F12=Cancel	
				F23=More Options	
DATA MANAGEMENT RESOURCES (DMR), ALL RIGHTS RESERVED.					

- 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		Display Employee Master Record		DSPMST3	
6/20/17		Leave Balance Information - Hours		07:52:35	
Employee ID/seq 1					
Employee name					
S/L bal (without adv S/L) : 93.50					
Advance S/L balance00					
Sick leave balance93.50					
Obligated S/L (leave req) : .00					
Annual leave balance292.25					
Obligated A/L (leave req) : .00					
CTA balance00					
Obligated CTA (CTO req) . . .00					
					Bottom
Enter=Continue		F3=Exit		F12=Cancel	

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

Page 5		Display Employee Master Record		DSPMST
6/20/17				08:18:29
Employee ID/seq :	1	Employee # :	14298	
Employee name :				
Assigned supervisor Id/seq :				
Normal pay period hours . . . :	80			
Leave data	<u>To accrue</u>	<u>Obligated</u>	<u>Balance</u>	
Annual leave hours :	6		292.25	
Sick leave hours :	4		93.50	
Compensatory time hours :	N/A			
Auth advance sick lve hrs:	N/A		N/A	
Transferred leave data	<u>Obligated</u>	<u>Used</u>	<u>Balance</u>	
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 financial		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.

