

Leave System Eligibility

Example 1

PSN SEQ 01

Full-time

PSN SEQ 02

INT

Can CLAS track an employee with 2 Position Sequences if one is Full Time?

Leave System Eligibility

Example 1

PSN SEQ 01

Full-time



Tracked on
CLAS

PSN SEQ 02

INT



Not tracked on
CLAS

Yes. Employees cannot earn more than FT accruals, so the INT position wouldn't require any additional tracking.

Leave System Eligibility

Example 2

PSN SEQ 01

½ time

PSN SEQ 02

½ time

Can an employee with 2 Position Sequences be tracked on CLAS if one is NOT Full Time?

Leave System Eligibility

Example 2

PSN SEQ 01

PSN SEQ 02

1/2 time

1/2 time

Make employee Not
Leave System Eligible
on P62

No. CLAS can only track 1 position at a time. If only 1 of the 2 positions is tracked, the warrant will have incomplete leave records. 1 position must be Full Time to track on CLAS.

State Service – Fractional Timebase

State Service for a fractional employee will be credit with a Fractional Month (FM) every month that qualifies based on the hours worked for that time base. A State Service Credit (CR) will be given when the fraction equals 1. Any carryover will go towards the next credit.

State Service Credit	Pay Period
.3750	1/08
.3750	2/08
<u>+ .3750</u>	3/08
1.1250	= 1 SS credit & .125 carryover

State Service – Fractional Timebase

State Service Credit

.1250

.3750

+ .3750

.8750

Pay Period

carryover to 4/08

4/08

5/08

< 1 full month SS

= .8750 carryover

Holiday Credit Transfer

Earned Benefits should be transferred over, if the B10 screen shows a different Employer. Make sure the employee is entitled to all hours transferred.

B50 Screen

	<u>Lv Period</u>	<u>Trans Code</u>	<u>Amount</u>
(Last leave period @ old agency) →	01/08	HC <u>15</u>	<u>40</u> (hours)

Holiday Credit Transfer

B50 Screen

	<u>Lv Period</u>	<u>Trans Code</u>	<u>Amount</u>
(Last leave period @ old agency) ⇒	01/08	HC <u>15</u>	<u>40</u> (hours)
(First leave period @ new agency) ⇒	02/08	HC <u>24</u>	<u>40</u> (hours)

If the employee transferred to a new agency in the same month they left the old one, post both transactions to the same leave period.

Holiday Credit Cash Out

If the benefit was cashed out at the prior agency, post the cash out for the agency. Make sure to verify the cash out with the prior agency before keying.

B50 Screen

	<u>Lv Period</u>	<u>Trans Code</u>	<u>Amount</u>
(Last leave \implies period @ old agency)	01/08	HC <u>36</u>	<u>40</u> (hours)

Holiday Credit Lump Sum

B50 Screen

	<u>Lv Period</u>	<u>Trans Code</u>	<u>Amount</u>
(Last leave period @ old agency) →	01/08	HC <u>37</u>	<u>40</u> (hours)

NDI & SDI ¾ Supplementation

S50 Screen

<u>Lv Period</u>	<u>SS Credit</u>
01/08	<u>----</u>
02/08	<u>1</u>
03/08	<u>----</u>
04/08	<u>1</u>

When an employee is on NDI ¾ supplementation less than Full Time credit can't be given to a full time employee, so you must post a credit every other month.

Also accruals can't post to a month with no state service CR, so you must use the transaction code 14 to post a Credit for half of the monthly accrual amount. (See next slide.)

NDI & SDI ¾ Supplementation

S50 Screen

Lv Period SS Credit

01/08 ----

02/08 1

03/08 ----

04/08 1

B50 Screen

Trans Code Amount

AL 14 7.5

AL 14 7.5

AL 14 7.5

AL 14 7.5

Catastrophic Leave

Giving Employee

<u>Lv Per</u>	<u>Trans Code</u>	<u>Amount</u>	<u>SSN</u>	<u>LB</u>
01/08	AL <u>44</u>	<u>40</u>	<u>999999999</u>	<u>VA</u>

Catastrophic Leave

Giving Employee

<u>Lv Per</u>	<u>Trans Code</u>	<u>Amount</u>	<u>SSN</u>	<u>LB</u>
01/08	AL <u>44</u>	<u>40</u>	<u>999999999</u>	<u>VA</u>

Receiving Employee

<u>Lv Per</u>	<u>Trans Code</u>	<u>Amount</u>	<u>SSN</u>	<u>LB</u>
01/08	VA <u>45</u>	<u>40</u>	<u>999999999</u>	<u>AL</u>

State Service Carry-over

Leave Period	SS BB	Hours Begin	Hours Credit	Hours End	SS End Bal	Q/NQ
1/08	0	0	100	100	0	= NQ
2/08	0	100	120	60	1	= Q
3/08	1	60	118	18	2	= Q
4/08	2	18	122	140	2	= NQ

State Service Carry-over

	Leave Period	SS BB	Hours Begin	Hours Credit	Hours End	SS End Bal	Q/NQ
		1	86		26	2	= Q
When a State Service Begin Balance is voided and reposted State Service will recalculate.	1/08	0	0	100	100	0	= NQ
		2	26		146	2	= NQ
	2/08	0	100	120	60	1	= Q
		2	146		104	3	
	3/08	1	60	118	18	2	= Q
		3	104		66	4	= Q
4/08	2	18	122	140	2	= NQ	