

CSU JOB AIDS

07/05

B50 - LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION	CODE	Complete fields as indicated: (X = required, -- = blank)			
		AMOUNT	SSN	LB	TIMEBANK
Use	01	X	--	--	--
Use - Family	02	X	--	--	--
Use - Extended Bereavement Leave	BL	X	--	--	--
Use - In Lieu of Sick Leave	04	X	--	--	--
Use - In Lieu of Excess Hours	IE	X	--	--	--
Use - In Lieu of Family Sick Leave	71	X	--	--	--
Use - FMLA	FM	X	--	--	--
Earn	05	X	--	--	--
Earn - Straight CTO & Holiday CTO	06	X	--	--	--
Earn - Premium CTO & Holiday CTO	07	X	--	--	--
Earn - FLSA Premium CTO	08	X	--	--	--
Accrual	10		--	--	--
Begin Balance - Accrued & Earned Benefits	24	X	--	--	--
Begin Balance - Regular CTO	25	X	--	--	--
Begin Balance - FLSA Premium CTO	26	X	--	--	--
Begin Total - Usage Only Benefits	27	X	--	--	--
Buy Back	34	X	--	--	--
Cancel	35	X	--	--	--
Cash Out	36	X	--	--	--
Lump Sum	37		--	--	--
Transfer TO EE (Key for employee who is giving time)	44	X	+	+	--
Transfer From EE (Key for employee who is receiving time)	45	X	++	++	--
Transfer TO LB (Key for benefit giving time)	46	X	--	X	--
Transfer From LB (Key for benefit receiving time)	47	X	--	X	--
Transfer To Release Time Bank (Union)	48	X	--	--	X(CBID)
Disability Waiting Period	DW	X	--	--	--
Pending IDL	PI	X	--	--	--
Pending TD	PT	X	--	--	--
Restore Hours - IDL	RI	X	--	--	--
Restore Hours - TD	RT	X	--	--	--
Supplementation - IDL	SI	X	--	--	--
Supplementation - TD	ST	X	--	--	--
Adjust - Credit (DO NOT use unless instructed by SCO)	14	X	--	--	--
Adjust - Debit (DO NOT use unless instructed by SCO)	15	X	--	--	--

- amount is system generated
- + enter SSN and benefit of receiving employee
- ++ enter SSN and benefit of donating employee

CSU JOB AIDS

07/05

S50 - STATE SERVICE TRANSACTION ENTRY

On the S50-SS Transaction Entry screen, complete fields as indicated:					
TRANSACTION	TRANS CODE	<u>TIME WORKED</u> DYS HRS		FRACT MO	SS CREDIT
Beginning Balance used for: <ul style="list-style-type: none"> ● Employee new to LAS ● Employee returning to LAS after a period of ineligibility 	BB	N/A	**	Erase/EREOF if data is displayed ENTER carryover fractional amount <u>or</u> Leave blank if zero	Erase/EREOF if data is displayed ENTER total State Service (ENTER 0 for zero balance)
Full Time Accrual (SS CREDIT)	CR	N/A	N/A	N/A *	N/A *
Fractional Month Accrual (FRACT MONTH)	FM	N/A	N/A	N/A *	N/A *
Non-qualifying Leave Period (NQLP)	NQ	N/A	N/A	N/A *	N/A *
Hourly Intermittent <ul style="list-style-type: none"> ● Hours worked toward State Service credit 	HW	N/A	X	N/A	N/A
Timebase Adjustment + <ul style="list-style-type: none"> ● Adjustment of hours worked due to a timebase change involving intermittent hours 	TH	N/A	X	N/A	N/A

* Data required in these fields will be system generated.

** Enter carryover hours for positive paid, monthly (Roll Code 3) employees.

+ When keying this transaction, always select intermittent EPH from the POSITION SELECTION screen.

CSU JOB AIDS

07/05

LEAVE BENEFITS

LEAVE BENEFIT	BENEFIT TYPE	ID	RATE OF MEASURE
Administrative Time Off	usage only	AT	hours
Compensating Time Off	earned	CT	hours
Dock	usage only	DK	hours
Emergency Military Leave (Days)	usage only	EM	days
Emergency Military Leave (Hours)	usage only	HE	hours
Excess Hours	earned	EH	hours
Family Medical Leave Act	usage only	FM	hours
Funeral Leave	usage only	FL	hours
Holiday CTO	earned	HT	hours
Holiday Credit	earned	HC	hours
Holiday Informal Time Off	earned	HI	hours
Jury Duty	usage only	JD	hours
Maternity/Paternity/Adoption Leave	usage only	MP	days
Medical Officer of the Day	earned	MO	hours
Military Leave (Days)	usage only	ML	days
Military Leave (Hours)	usage only	MH	hours
Personal Holiday	accrued	PH	units
Sick Leave	accrued	SL	hours
Subpoenaed Witness	usage only	SW	hours
Union Time Off	usage only	UT	hours
Vacation	accrued	VA	hours

CSU JOB AIDS

07/05

VALID LEAVE BENEFIT TRANSACTIONS

ID	TRANSACTION CODES
AT	01 14 15 27
CT	01 04 06 07 08 14 15 25 26 35 36 37 44 47 48 71 DW FM IE PI PT RI RN RT SI SN ST
DK	01 27
EH	01 04 05 14 15 24 36 37 44 71 BL DW FM PI PT RI RN RT SI SN ST
EM	01 14 15 27
FM	01 14 15 27
FL	10 14 15 27
HT	01 04 06 07 14 15 24 36 37 44 71 IE PI RI RT SI SN ST
HC	01 04 05 14 15 24 34 36 37 44 47 48 71 BL DW FM IE PI PT RI RN RT SI SN ST
HE	01 14 15 27
HI	01 04 05 14 15 24 35 71 BL DW FM IE PI PT RI RN RT SI SN ST
JD	01 14 15 27
MH	01 14 15 27
ML	01 14 15 27
MO	01 04 71 IE ST SN 05 24 36 37 44 14 15
MP	01 14 15 27
PH	01 04 10 14 15 24 34 35 36 37 44 46 48 71 BL DW PI PT RI RN RT SI SN ST 01 02 10 14 15 24 37 44 45 BL DW FM PI PT RI RN RT SI SN ST
SL	01 14 15 27
SW	01 14 15 27
UB	01 14 15 27
UC	01 14 15 27
UL	01 14 15 27
UT	01 04 10 14 15 24 34 35 36 37 44 45 46 47 48 71 BL DW FM IE PI PT RI RN RT SI
VA	SN ST

CSU JOB AIDS

07/05

BENEFIT DESCRIPTIONS

*****NOTE: This list is informational & all inclusive, for determination of Leave Rules refer to the Government Codes, DPA Laws and Rules, Bargaining Unit Contracts and the University and College Administrative Manual.**

BENEFIT	TYPE	ID	DESCRIPTION
Activist Release Time Bank	Earned	AR	A Release time Bank is an account into which employees may contribute or withdraw leave credits. The hours contributed are used by designated union reps to conduct official union business. A department may also make contributions to a Release Time Bank.
Administrative Time Off	Usage Only	AT	Used when no statutory authority exists to grant a paid leave of absence. Can also be used to track time for other miscellaneous benefits such as organ and bone marrow donors.
Annual Leave	Accrued	AL	The Annual Leave benefit is offered in lieu of vacation and sick leave benefits. Annual Leave is an accrued benefit that provides time off with pay at the employee's discretion with department approval.
Bereavement Leave	Usage Only	BL	Authorized leave with pay due to the death of a family member, or non-family residing in the employee's household at the time of death.
Compensating Time Off	Earned	CT	Paid time off in lieu of cash compensation for authorized time worked in excess of the regularly scheduled workweek (i.e., overtime, travel, etc.)
Continuing Medical Education	Usage Only	CM	Time authorized without loss of compensation to attend in-state and/or out-of-state training or continuing education courses to meet professional licensure requirements.
Dock	Usage Only	DK	Approved or unapproved leave without pay.
Educational Leave	Accrued	EL	An accrued benefit that provides eligible employees time off with pay to attend schools, colleges, universities, or programs for further instruction in subjects related to work assignment and /or achievement of department goals.
Emergency Military Leave	Usage Only	EM	Emergency leave required to fulfill ordered military duty as an active member of the armed forces of the United States, National Guard or Naval Militia, and for exempt employees, the Reserve Corp.

CSU JOB AIDS

07/05

BENEFIT DESCRIPTIONS

BENEFIT	TYPE	ID	DESCRIPTION
Excess Hours	Earned	EX/EH	Hours accumulated as a result of an employee working more days or hours in a leave period than that required of normal shift employees. The additional days or hours are due to an employee working other than Monday through Friday work schedule or, for example, a workweek of other than five 8-hour days (e.g., four 10-hour days). Any additional hours worked in a leave period are credited, on an hour for hour basis, as excess hours.
Family Medical Leave Act	Usage Only	FM	FMLA leave may include an employee's serious health condition, for the care of a child, spouse, or parent who has a serious health condition, and/or for the birth or adoption of a child.
Funeral Leave	Usage Only	FL	Used by CSU to track authorized leave with pay due to the death of a family member or other person residing in the employee's household at the time of death.
Holiday Credit	Earned	HC	Time off with pay, either earned by an employee working on a holiday or compensation provided to an employee for a holiday falling on a regular day off.
Holiday CTO	Earned	HT	Used by CSU to track time worked on a holiday.
Holiday Informal Time Off	Earned	HI	Time off granted by the Governor for special circumstances (i.e. Holiday Season).
Jury Duty	Usage Only	JD	Time off without loss of compensation for Jury Duty reasons.
Maternity/Paternity/Adoption	Usage Only	MP	Used by CSU to track time used for Maternity, Paternity or Adoption Leave.
Medical Officer of the Day	Earned	MO	Earned by working the MOD shift. Mod assignment is defined as a work shift of fifteen (15) continuous hours or more, performed in addition to the employees' regularly scheduled workweek.
Mentor Leave	Usage Only	MN	Paid leave time used by an employee to mentor. Eligible employees receive a set number of hours per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities.

CSU JOB AIDS

07/05

BENEFIT DESCRIPTIONS

BENEFIT	TYPE	ID	DESCRIPTION
Military Leave	Usage Only	ML	Temporary or indefinite leave required to fulfill ordered military duty as an active member of the armed forces of the United States, National Guard or Naval Militia, and for exempt employees, the Reserve Corp.
Official Union Business	Usage Only	UB	Used to track time off in relation to official union business for Employees in certain Collective Bargaining Units.
On Call Assignment	Usage Only	UB	Defined as a work shift of seven consecutive days in which the employee is: 1) available by telephone or electronic paging device at all times, & 2) normally immediately available to return to the facility. On-call assignment shall be in addition to the employee's normal work schedule.
Paid Educational Leave	Usage Only	PE	Certain employees are entitled to a number of hours of educational leave on State time per fiscal year to be used at the employee's discretion subject to operational needs and reasonable advance notice. This leave is non-cumulative.
PARR – Lawsuit Settlement	Earned	PA	Employees who were adversely impacted by the issuance of registered warrants in 1992 and who met the settlement criteria, were entitled to receive leave credits based on the PARR Settlement.
Personal Day	Accrued	PD	Used by Special Schools of the Department of Education. Personal Day is a benefit that provides for up to two days off with pay available for use during the academic year.
Personal Holiday	Accrued	PH	A paid day off credited to employees at a specified time for use during the fiscal or calendar year.
Seniority Points	Usage Only	SP	Used to track seniority for purposes of layoff, transfer in lieu of layoff and demotion in lieu of layoff.
Sick Leave	Accrued	SL	An accrued benefit which provides time off with pay due to illness, injury, to care for ill or injured family members, death of a family member, dental, eye or other physical or medical examination or treatment by a licensed practitioner.
Subpoenaed Witness	Usage Only	SW	Used to track usage for testimonies at arbitration's, State Personnel Board (SPB), Public Employment Relations Board (PERB), or Legislative hearings.
Survivor Benefit Donation	Usage Only	SB	Used to track leave donations to the leave bank of a deceased employee.
TAU – Days Limit	Usage Only	DL	Used to track intermittent hours toward the 194 day maximum.
Union Conference/Training	Usage Only	UC	Used to track time when employees are attending union conferences or training.
Union Paid Leave	Usage Only	UL	Used to track time used by employees and paid for by the union.

CSU JOB AIDS

07/05

BENEFIT DESCRIPTIONS

BENEFIT	TYPE	ID	DESCRIPTION
Union Time Off	Usage Only	UT	Authorized Leave with pay, without loss of compensation, for designated union representatives for representational purposes.
Vacation	Accrued	VA	An accrued benefit which provides time off with pay for use at the employee's discretion, with management approval.
Vacation Bank	Earned	VB	For use by Department of Education, Special Schools. Employees electing the Vacation 10-month plan receive a Vacation Bank at the beginning of each school year.
Voluntary Personal Leave	Earned	PV	Leave earned in lieu of a voluntary pay cut.
V-Time	Earned	VT	Voluntary Time Income Trade-off is a version of Supplemental Time off or is a short term voluntary time base reduction in which an employee trades a percentage of their income for an equivalent number of days or hours off for a 6 or 12 month period.

CSU JOB AIDS

07/05

LEAVE BENEFIT SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
LB TRANSACTION ENTRY Post leave benefit transactions.	B50	X	X	LB INQUIRY¹ Displays <u>current</u> information for state service and leave benefit balances.	B10	N/A	N/A
LB VOID TRANSACTION ENTRY Void previously posted transactions for the leave benefit.	B52	X	*	LB DETAIL INQUIRY Displays <u>current</u> information for one benefit including: * Establishment Period * Accrual Rate * Balance	B12	X	N/A
LB ADD Establish accrued type benefits that are new for the employee.	B66	X	N/A	LB HISTORY SUMMARY CTO HISTORY SUMMARY Displays the balance, use, credit & misc. transfer history of the requested leave benefit.	B14	X	*
LB ESTABLISHMENT PRD MAINT Add, modify, or delete establishment periods for an accrued benefit.	B68	X	N/A	LB TRANSACTION HISTORY INQUIRY Displays the transaction description history for the requested benefit.	B16	X	*
NON-STANDARD RATE MAINT Add, modify, or delete a Non-Standard Rate for an accrued benefit.	B70	X	N/A	LB CHARACTERISTICS HISTORY INQUIRY History of Establishment Periods, Waiting Periods, Non-Standard Rates, and Vacation 10 month for one benefit.	B18	X	N/A
				LB LIST Displays all leave benefits ever established or created on the system for an employee.	B20	N/A	N/A

* If blank, all history will display beginning with oldest leave period.

X Required.

1 Accrued benefits will display if establishment period is "active" (i.e., Establishment Period END LV PRD equals 99/99). Earned and Usage Only benefits display if balance/total is greater than zero.

CSU JOB AIDS

07/05

STATE SERVICE SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
SS TRANSACTION ENTRY Update State Service transactions.	S50	N/A	X	SS HISTORY SUMMARY INQUIRY Displays the history of state service activities.	S14	N/A	*
SS VOID TRANSACTION ENTRY Void previously posted state service transactions.	S52	N/A	*	SS TRANSACTION HISTORY INQUIRY Displays a history of state service transactions.	S16	N/A	*

* If blank, all history will display beginning with oldest leave period.

X Required.

MISCELLANEOUS SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
LV SYSTEM ELIGIBILITY MAINT Designate eligibility: LSE - Leave System Eligible NLSE - Not Leave System Eligible	P62	N/A	N/A	EMPLOYEE POSITION HISTORY INQUIRY Lists all EPH records.	P18	N/A	N/A
LB NON-ACCRUAL MAINT Identifies non-accrual months for temporary separations.	P64	N/A	N/A				

CSU JOB AIDS

07/05

NLSE

Not Leave System Eligible

Definition

NLSE designations are keyed on LAS for employees who, due to special circumstances, should not be included on the system.

EXAMPLE: Employee is in multiple/additional positions (multiple Position Sequences) and both positions are subject to State Service and Leave Benefits. LAS can only process State Service and Leave Benefits for one Position Sequence; therefore, the employee cannot be automatically maintained on LAS.

How to Key NLSE

To designate an employee NLSE use the P62 - Leave System Eligibility Maintenance screen. See CLAS Workbook, section **Leave System Eligible**.

Impact of NLSE

When an employee is designated NLSE, **all** PPT transactions will be ignored by LAS until an "LSE" designation transaction is keyed on the P62- Leave Eligibility Maintenance screen.

TRACK & FLAG PPT'S FOR EMPLOYEES DESIGNATED NLSE

LAS ignores **all** PPT transactions processed for employees designated NLSE. Because the system will not automatically determine eligibility for an employee designated NLSE, Turnaround PPT's should be tracked and flagged to insure that they are reviewed for leave system eligibility each time a PPT transaction is documented.

How to Flag

To flag the PPT, note in large RED letters "NLSE" at the top left corner of the PPT.

How to Track

Each time you prepare a PPT for an employee that has been designated NLSE, you must determine if the PPT will change the status of the employee to leave system eligible.

When documenting a PPT that is flagged "NLSE", review the employee's PPT transaction for LAS eligibility:

- If the employee's circumstances do not change and he/she remains ineligible, again flag the new Turnaround PPT.
- If the PPT transaction will change the employee's circumstances to eligible on LAS, key an "LSE" designation on the P62 - Leave System Eligibility Maintenance screen . See CLAS Workbook, sections **Leave System Eligible** and **New to Leave Accounting**.

CSU JOB AIDS

07/05

ACCESSING THE LEAVE MESSAGE SYSTEM (LMS)

Accessing LMS (can only be accessed from the Main Menu)

To access the Leave Message System, key "MSG" in the ACTN field.
See example below:

ACTN: **MSG** SSN ____ _ ____ LB _ LV PRD ____

Press the **ENTER** key. The Leave Message Agency/Reporting Unit Selection screen will display.

Accessing the Batch Message Inquiry screen

- 1) From the Leave Accounting Agency/Reporting Unit Selection screen:
Key an **X** on the left next to the desired agy/unit.

OR

Key in the desired agy/unit numbers in the AGY/UNIT field at the bottom of the screen.

Press the **ENTER** key. The Leave Message Batch Selection screen will display.

- 2) From the Leave Message Batch Selection screen:

Key an **X** on the desired batch of messages.

Press the **ENTER** key. The Batch Message Inquiry screen will display.

Accessing the Employee Message Inquiry screen

The Employee Message Inquiry screen can be accessed from any of the LMS screens. To access:

Key the desired employee's Social Security Number in the SSN field.

Press the **ENTER** key. The Employee Message Inquiry screen will display.

Screen Movement

To move from one LMS screen to another:

- To access the Employee Message Inquiry, key a Social Security Number in the SSN field, then press the ENTER key.
- To access the Leave Accounting Batch Selection, key an agy/unit in the AGY/UNIT field, then press the ENTER key.
- Press one of the PF keys indicated at the bottom of the screen.

CSU JOB AIDS

07/05

PURGING MESSAGES

Messages can be purged by modifying the purge date using the "Leave Batch Purge Date Modification" screen.

Purging a batch of messages or changing the purge date

1) From the Leave Message Batch Selection screen:

- ◆ Key an **X** on the left next to the desired batch of messages.
 - ◆ Press the **PF2** key. The Leave Batch Purge Date Modification screen will display.
-

Leave Batch Purge Date Modification Screen

To modify a "Purge Date":

- ◆ Key an **X** next to the Purge Date to be modified. Press the **ENTER** key.
- ◆ Type the new purge date over existing date. Press the **ENTER** key.

The screen will reappear displaying the new date. The transaction will reject if the modified purge date is prior to the entry date or greater than 30 days from the date the screen is accessed.

NOTE: The batch will be purged Close of Business (COB) on the purge date.

Messages can be purged using the "Employee Message Inquiry" screen.

Purging an employee's message

1) From any LMS screen:

- ◆ Key employee's Social Security Number in the SSN field at the bottom of the screen.
 - ◆ Press the **ENTER** key. The Employee Message Inquiry screen will display.
-

Employee Message Inquiry Screen

To delete a message from the screen:

- ◆ Place an **X** in the field next to the purge date.
- ◆ Press the **PF2** key. The screen will display a verification of action message.
- ◆ Press the **ENTER** key. Message is deleted and a confirmation message will display.

CSU JOB AIDS

07/05

NON-STANDARD

Less Than Full Time

- ◆ Employee's EPH record on LAS is 3/8 timebase
- ◆ Effective 01/24/93 (02/93 leave period) employee is appointed to a second position at 1/4 timebase

➤ **Determine Total Timebases**

$$3/8 + 1/4 = 5/8 \text{ TOTAL TIMEBASE}$$

➤ **Calculate # Of Hours To Be Accrued Each Month Based On All Timebases**

$$\begin{array}{r} 5 \text{ (TB numerator)} \\ \times 8 \text{ (Full Time accrual rate)} \\ \hline 40 \\ \text{divided by } \div 8 \text{ (TB denominator)} \\ \hline 5 \text{ (equals number of hours ee should accrue each month)} \end{array}$$

➤ **Non-Standard Rate Calculation**

$$\begin{array}{r} 8 \text{ (denominator of EPH fraction [3/8])} \\ \times 5 \text{ (number of hours ee should accrue each month)} \\ \hline 40 \\ \text{divided by } \div 3 \text{ (numerator of the EPH fraction [3/8])} \\ \hline 13.3333 \end{array}$$

- Round up **13.334** (Non-Standard Rate)

Full Time

- ◆ EPH shows 3/8
- ◆ Total positions equal Full Time

➤ **Calculate The Non-Standard Rate**

$$\begin{array}{r} 8 \text{ (denominator of EPH fraction)} \\ \times 8 \text{ (FT accrual rate)} \\ \hline 64 \\ \text{divided by } \div 3 \text{ (numerator of the EPH fraction [3/8])} \\ \hline 21.3333 \end{array}$$

- Round up **21.334** (Non-Standard Rate)