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CALIFORNIA LEAVE ACCOUNTING SYSTEM

CLAS WORKBOOK

Civil Service

State Controller's Office
Personnel/Payroll Services Division
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LSE - LEAVE SYSTEM ELIGIBILITY

When a PAR is keyed to update Employment History, the Leave Accounting System interfaces and extracts information needed to create Employee Position History (EPH) on the CLAS. EPH is displayed on the P18 screen and consists of a Position Sequence number, the position number, a begin date, an end date, CBID and time base. This information is the basis upon which the CLAS assigns State Service and Leave Benefit accrual data. The Position Sequence number is usually 01 even if the EE has worked at several departments, because the PAR follows the EE.

- To verify that the CLAS record exists, key the following information in the ACTN fields from any screen on the CLAS.

  ACTN : *P18* SSN : *123 45 6789* LB : Blank LV PRD: Blank

- Press the ENTER key. All the positions held by the EE in any department on the CLAS will be displayed, so there may be more than one line entry of data on this screen but only one EPH that is active. The active EPH shows 99/99/99 in the end date.

The CLAS can only recognize one Position Sequence at a time, so if a PAR is keyed to establish the EE in an additional position, or the EE held a CSU position, this will create a new Position Sequence and the EPH on the CLAS will not automatically update. Use PIMS PSN to determine the Position Sequence Number, counting from the top down if more than one is shown. The old position may need to be deleted from the CLAS before the new position can be added. If so, follow the instructions below.

Employee Delete Procedure

- Call Leave Accounting Liaison (916-327-0756) and request an "employee delete". **EMPLOYEE DELETE IS AN OVERNIGHT PROCESS.**

- If the current position sequence on CLAS is with your department, print the employee's State Service and Leave Benefit history for historical reference purposes.

- **Recommended Screens to be printed prior to the Delete:**
  P18 - Employee Position History
  S14 - State Service History Summary Inquiry
  S16 - State Service Transaction Inquiry
  B20 - Leave Benefit List
  B14 - Leave Benefit History Summary for all benefits
  B16 - Leave Benefit Transaction History Inquiry for all benefits
  B18 - Leave Benefit Characteristics History Inquiry for all accrued benefits

- If the current position sequence is with another department or CSU, the department or campus will be notified and given the opportunity to print the history for the employee's file. It may take a day or two to accomplish this task.

- To verify that the employee record has been deleted from the CLAS, enter P18 and the SSN in the fields on the ACTN line. If the message "SSN Does Not Exist" displays, the delete has been completed.

- If after a few days the employee is still on the data base, call the Leave Accounting Liaison again.

Once the employee's record is deleted, request the P62 - Leave System Eligibility Maintenance screen to designate the EE's new Position Sequence Number. This will generate an LSE designation on the P62 - Leave System Eligibility screen and EPH on the P18 - Employee Position History Inquiry screen.

- To access the P62 - Leave System Eligibility Maintenance screen, from any screen on the CLAS, key the following information on the ACTN line:

  ACTN: *P62* SSN: *123 45 6789* LB: Blank LV PRD: Blank

  Then press the ENTER key. The Leave System Eligibility Maintenance screen will display.

  Using the P62 - Leave System Eligibility Maintenance screen key information in the fields as shown below. *This process generates an LSE transaction.*

```
LASF040        P62 - LEAVE SYSTEM ELIGIBILITY MAINTENANCE        07/08/10
                                                                 14:08:39
  SSN: 123-45-6789            NAME:

                PSN SEQ: 01              AGENCY / RPT UNIT: 051 000
LEAVE SYSTEM ELIGIBLE: Y                    EFFECTIVE DATE: 07 01 10

PSN              USER DESIG   EFF        PSN  USER DESIG   EFF
SEQ                STATUS     DATE       SEQ    STATUS     DATE

01
```

<u>THIS IS AN OVERNIGHT PROCESS</u>

The day after the LSE designation is keyed on the P62 screen, view the P18 - Employee Position History Inquiry screen for accuracy. If incorrect data is displayed, check the Leave Message System or call the Leave Accounting Liaison at (916) 327-0756.

If the correct EPH is displayed on the P18 - Employee Position History screen, follow the procedures for "New to CLAS" in the Conditions section of this workbook.

Leave System Eligible

Usually the CLAS is automatically updated per the PAR transaction, but there may be times when you will be required to use the P62 - Leave System Eligibility Maintenance screen to designate Leave System Eligibility.

➢ **Designating an Employee Leave System Eligible**

- Using the P62 - Leave System Eligibility Maintenance screen key information in the fields as shown below. *This process generates an LSE transaction.*

```
LASF040        P62 - LEAVE SYSTEM ELIGIBILITY MAINTENANCE      07/08/10
                                                               14:08:39
  SSN: 123-45-6789            NAME:

                PSN SEQ: 01              AGENCY / RPT UNIT: 051 000
LEAVE SYSTEM ELIGIBLE: Y                    EFFECTIVE DATE: 07 01 10

  PSN        USER DESIG    EFF        PSN   USER DESIG    EFF
  SEQ          STATUS      DATE       SEQ     STATUS      DATE

  01
```

<u>THIS IS AN OVERNIGHT PROCESS</u>

NLSE - Not Leave System Eligible

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

There may also be instances in which you do not wish to track an employee on the CLAS even though an EPH record is displayed on the P18 - Employee Position History Inquiry screen e.g., EE has multiple positions in which s/he is eligible to accrue State Service and Leave Benefits. In that case, you will designate the EE "NOT Leave System Eligible" and track manually.

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

➢ **Designating an Employee NOT Leave System Eligible**

Using the P62 - Leave System Eligibility Maintenance screen, key information as shown below. *This process generates an NLSE transaction*.

```
LASF040        P62 - LEAVE SYSTEM ELIGIBILITY MAINTENANCE     07/08/10
                                                              14:08:39
   SSN: 123-45-6789            NAME:

                PSN SEQ: 01              AGENCY / RPT UNIT: 051 000
LEAVE SYSTEM ELIGIBLE: N                   EFFECTIVE DATE: 07 01 10

   PSN          USER DESIG    EFF          PSN   USER DESIG    EFF
   SEQ            STATUS      DATE         SEQ     STATUS      DATE

   01
```

<u>THIS IS AN OVERNIGHT PROCESS</u>

On the following day, view the P62 - Leave System Eligibility Maintenance screen for the designation of LSE or NLSE, and the P18 - Employee Position History screen for current EPH.

If you do not see the correct information, check the Leave Accounting Message System for more information, and/or call the Leave Accounting Liaison for assistance.

REMEMBER

Only one position sequence can be maintained on the Leave Accounting System. If you need to change the position sequence number of the employee's EPH record, you must request an EMPLOYEE DELETE. (Refer to "Employee Delete Procedure" above.)

Impact of NLSE

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

TRACK & FLAG PAR'S FOR EMPLOYEES DESIGNATED NLSE

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

How to Flag
To flag the PAR, note in large RED letters "NLSE" at the top left corner of the PAR.

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

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

- If the employee's circumstances do not change and he/she remains ineligible, flag the new Turnaround PAR.

- If the PAR transaction will change the employee's circumstances to eligible on CLAS, key a "LSE" designation on the P62 - Leave System Eligibility Maintenance and refer to Workbook procedures in the Processes section regarding Continuing or Previously on CLAS, "PAR/PPT Transaction Within Your Dept./Campus - Previously Or Continuing On CLAS".

PAYROLL INPUT PROCESS (PIP)

The Payroll Input Process system (PIP) is primarily used to process pay requests, but can be used to input your Leave Accounting transactions. This section of the workbook contains information to be used in conjunction with the Payroll Procedures Manual (PPM). Please refer to the PPM regarding coding requirements for Payroll transactions, general document completion and keying instructions.

This section will explain how to copy a PIP batch to be used for keying attendance and also explain the Payroll cycles and the impacts associated with keying data on PIP.

Copy Batch Process

Each month preloaded batches are generated on PIP for all your active employees. If you use PIP to input your Leave Accounting data but cannot use the original preloaded PIP batch, the copy batch process can be used to generate a batch with the same data as the preloaded batch.

➢ **Procedures for Requesting a Copy Batch from the Batch Entry Screen**

- It is best that a batch be copied before any data is keyed in the preloaded batch as this information will also be copied to the new batch.
- Key in the ACTN field ***ENT*** and the *BATCH ID* on the PIP main menu and press ENTER. The Batch Entry screen for the requested batch will display.
- In the ACTN field key *CPY,* and in the PAY PERIOD field key the desired *PAY PERIOD* for the new batch and press *ENTER*.
- The Batch Entry screen will now display with a new Batch ID number. Please note the new Batch Number.
- The initial batch status of the new-copied batch will always be SAV. All pages of the copied batch will have the same pay period on each screen.

- **Procedures for Requesting a Copy Batch from the Batch Selection Screen**
  - If you do not have the Batch ID of the original batch to be copied, request the Batch Selection/Directory screen to locate the batch.
  - The procedures for requesting the Batch Selection/Batch Directory screen are in the PPM.
- **Retroactivity**
  - It is NOT recommended that PIP be used to key any retroactive transactions for Leave Accounting.
  - For retroactive updates, use the Leave Accounting On-Line system.

Payroll Cycles

Every month, the State Controller's Office will send a Decentralized Payroll Calendar to all departments. This calendar includes Semi-monthly and Monthly Master Cutoffs, LAB Report run date, CLAS Monthly Accrual Cycle, Employee Statement of Leave and the *PAYROLL CYCLES AND NO PAYROLL CYCLE DATES* (which is important to know when keying PIP transactions)***.***

Typically there are Payroll cycles every workday of the month unless otherwise noted on the Decentralized Calendar. It is important to know when there are *NO PAYROLL CYCLES* when keying on PIP. PIP is an overnight extraction of data that only takes place if there is a Payroll Cycle. There are a few months during the year that a *NO PAYROLL CYCLE* falls on the day of the Leave Activities and Balances report (LAB).

If PIP batches are closed on one of these *NO PAYROLL CYCLE* days, the data will not be included on that month's LAB as the PIP batch information will not be extracted until sometime after the LAB cutoff.

EXAMPLE:

LAB Cutoff is	November 15th
NO Payroll cycle	November 15th
Next Payroll cycle	November 17th

If a PIP batch is keyed on the 15th the pay/leave information will not be extracted in time for the LAB Cutoff data to be applied to that month's LAB report.

STATE SERVICE

State Service (SS) must have a Begin Balance in order for the automated State Service credits and Leave Benefit accruals to be posted each month. A Begin Balance transaction of zero will be generated if the appointment PAR indicates "No Prior State Service". Use the S16 - SS Transaction History Screen to verify the begin balance.

The CLAS will **allow** you to post a Begin Balance to State Service in any Leave Period and will recalculate the State Service record from that point. Please refer to the S14-SS History Summary Inquiry screen and the S16-SS Transaction History Inquire screen.

You must post a Begin Balance in the following situations:

1. An internal audit reveals a discrepancy – you may need to void first.
2. A verification of SS has been received from CalHR in which case you will use the date provided on the verification; post a new State Service begin balance as far back as CLAS allows, adjusting the begin balance to number of months you are going back i.e., EE has 166 months of SS effective 08/30/09; CLAS goes back to 08/07, post a BB of 142 for the 08/07 leave period. Months of SS – number of months system goes back = OR 166-24 (number of months system will allow you to go back to) =142.

Common conditions that result in State Service Out-Of-Service:

1. Employee is new to the CLAS.
2. Begin Balance, Purge Balance or Conversion Balance was voided.
3. Employee becomes ineligible to be on CLAS (e.g., a Separation PAR was keyed - refer to the P18 - Employee Position History Inquiry screen). Note: Even if Separation is voided or an employee has an Appointment keyed after the Separation, the SS will still be Out-Of-Service

Sources that will indicate State Service is Out-Of-Service

1. CLAS screens
2. LAB Report
3. Earnings Statement
4. Leave Error Messages

To post a Begin Balance:

1. Access the S50 - State Service Transaction Entry screen for the appropriate leave period.
2. Key BB next to SS and enter the number of months the employee has at the beginning of the leave period.
    - For Positive Employees, include ‘carryover’ hours in the ‘Hours’ field.
    - For Fractional month Employees, include ‘carryover’ fractional month credit in the ‘Fractional Month’ field or remove any fractional month credit that should not be used in the begin balance.

Voiding the Begin Balance, Purge Balance, or Conversion Balance

You may need to correct an employee's state service record by voiding a Begin Balance, Purge Balance or Conversion Balance. If so, you will always use the transaction code BB to key a new Begin Balance after voiding.

- Using the S52 - SS Void Transaction Entry screen, key "v" next to the incorrect entry and press enter.

```
LASF031        S52 - STATE SERVICE VOID TRANSACTION ENTRY          05/11/10
                                (LEFT SCREEN)                      15:57:33

 SSN: 123-45-6789                NAME:

LV PRD: 09/07      BEGIN BAL:  37      DAYS:  0   HOURS:   0.00   FRACT:  .0000

    LV     POST     VOID                          -TIME WORKED-   FRACT    SS
    PRD    DATE     DATE     TRANSACTION          DAYS  HOURS    MONTH  CREDIT  PPCID

 V_09/07 10/06/07  05/11/10  BEGIN BAL              0     0.00     .0000     37     CE
 __ 09/07 10/12/07           SS CREDIT                                       1
 __ 10/07 11/09/07           SS CREDIT                                       1
 __ 11/07 12/11/07           SS CREDIT                                       1
```

- Using the S50 - SS Transaction Entry screen, key a code BB in the "TRANS CODE" field and the correct number of months in the "SS CREDIT" field.

```
LASF022        S50 - STATE SERVICE TRANSACTION ENTRY               05/11/10
                                                                   16:13:45

        SSN: 123-45-6789            NAME:
          TB: FT                  PSN SEQ: 01     PSN NBR: 051-220-5157-999

        LV        TRANS      ---TIME WORKED---     FRACT       SS
        PRD        CODE       DAYS      HOURS      MONTH     CREDIT

        05/10      SS BB                                       042
```

Retroactivity

After keying or making corrections to the begin balance, you may need to key or make corrections to state service transactions for past months.

- Using the S52 - SS Void Transaction Entry screen, key "v" next to any incorrect SS transactions and press enter.

- Using the S50 - SS Transaction Entry screen, key the following codes as needed:

  CR - Posts a SS Credit for a Full Time employee.

  FM - Posts a Fractional Month credit for a Fractional Month employee.

  NQ - Posts a Non-Qualifying Leave Period.

  HW - Posts hours worked for a Roll Code 3 Intermittent employee.

  TH - Posts an adjustment of hours for a Roll Code 3 employee due to a timebase change.

  H1 - Posts hours worked in the 1st half of the pay period for a Roll Code 4 hourly, semi-monthly employee.

  H2 - Posts hours worked in the 2nd half of the pay period for a Roll Code 4 semi-monthly employee.

  BH - Posts an adjustment of hours for a Roll Code 4 hourly, semi-monthly employee due to a timebase change.

LEAVE BENEFITS

The Leave Accounting System currently processes three types of Leave Benefits: Accrued, Earned, and Usage Only.

ACCRUED BENEFITS

The CLAS will automatically post monthly accruals to Accrued benefits that have been designated "active". The establishment period identifies the Leave Periods when the accrued benefit is "active" and is determined by Begin and End Leave Periods. There are only 6 different Accrued Benefits on the CLAS at this time: Annual Leave, Vacation, Personal Holiday, Sick Leave, Educational Leave and Personal Day.

To establish an Accrued type benefit, follow these procedures:

- Access the B66 screen from any screen on CLAS. You will also need to specify the Social Security Number and Leave Benefit type that needs to be established.

  ACTN: *B66* SSN: *123 45 6789* LB: *VA* LV PRD:

- On the B66 screen move the cursor to the *BEGIN LV PRD* and key in the month in which the benefit should begin.

  The cursor will now move to the *END LV PRD.* If the benefit should be active then leave this field blank, as 99/99 will be system generated. The 99/99 indicates an "active" benefit and the automated accruals will be posted.

EXAMPLE:

```
LASF026                    B66 - LEAVE BENEFIT ADD                 05/20/10
                                                                   10:35:38
      SSN: 123-45-6789          NAME:
        LB: VACATION

                           ELIGIBLE PSNS:  1

                           BEGIN      END
                           LV PRD     LV PRD      -----COMMENTS-----

 ESTABLISHMENT PERIOD      06  10     99  99
          WAITING PERIOD   ___ ___    ___ ___    END DATE: ___ ___ ___
   NON-STANDARD RATE       ___ ___    ___ ___    RATE: _______
          VAC 10-MONTH     ___ ___    ___ ___
```

- The current Leave Benefit balances of active Accrued benefits will display on the B10 Leave Benefit Inquiry screen.

- If the Establishment Period of an Accrued type benefit has an End Leave Period other than 99/99, the benefit will no longer display on the B10 screen.

- The Establishment Period will show an end leave period when the employee transfers to a non-participating department, transfers from VA/SL to AL or AL to VA/SL, separates, or when the sick leave benefit reaches a zero balance while the EE is in the AL program.

EXAMPLE:

```
LASF027    B68 - LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE   05/20/10
                                                                  10:55:58
           SSN: 123-45-6789              NAME:
             LB: VACATION              PSN SEQ:              EMPLOYER:

                ACTION      BEGIN       END
                (A/M/D)    LV PRD      LV PRD

                  __        ___ ___     ___ ___
                  __        06  10      12  10
```

- Use the B - 68 LB Establishment Period Maintenance screen to modify the END LV PRD to 99/99 in order to reopen a leave benefit due to restoring leave credits.

EXAMPLE:

```
LASF027    B68 - LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE   05/20/10
                                                                  10:55:58
           SSN: 123-45-6789              NAME:
             LB: VACATION              PSN SEQ:              EMPLOYER:

                ACTION      BEGIN       END
                (A/M/D)    LV PRD      LV PRD

                  __        ___ ___     ___ ___
                  M         06  10      99  99
```

Waiting Periods - Civil Service

Vacation, Personal Holiday, Personal Day and Educational Leave may require a waiting period before the benefit can be used by the employee. A Waiting Period requires Begin and End Leave Periods and an End Date that indicates when the employee is eligible to use their benefits. When adding the Establishment Period on the B66 screen, also add the Waiting Period.

- After keying the Establishment Period, move the cursor to the Waiting Period BEGIN LEAVE PERIOD and key in the month in which the waiting period began.
- The cursor will move to the *END LEAVE PERIOD*. Key the month the waiting period will end. For waiting periods where the End Leave Period cannot be determined (e.g., intermittent employees), key 99/99.
- The cursor will move to the *END DATE*. Key the actual date on which the waiting period will end. For waiting periods where the End Date cannot be determined (e.g., intermittent employees) key 99/99/99.

EXAMPLE: END DATE CAN BE DETERMINED:

```
LASF026                    B66 - LEAVE BENEFIT ADD                    05/20/10
                                                                      10:35:38
      SSN: 123-45-6789          NAME:
        LB: VACATION

                           ELIGIBLE PSNS:  1

                                 BEGIN      END
                                 LV PRD     LV PRD     -----COMMENTS-----

 ESTABLISHMENT PERIOD             06  10     99  99
            WAITING PERIOD        06  10     11  10     END DATE:  12  01  10
     NON-STANDARD RATE            __  __     __  __     RATE: _______
            VAC 10-MONTH          __  __     __  __
```

EXAMPLE: END DATE CANNOT BE DETERMINED:
(e.g., intermittent employee)

```
LASF026                    B66 - LEAVE BENEFIT ADD                    05/20/10
                                                                      10:35:38
      SSN: 123-45-6789          NAME:
        LB: VACATION

                           ELIGIBLE PSNS:  1

                                 BEGIN      END
                                 LV PRD     LV PRD     -----COMMENTS-----

  ESTABLISHMENT PERIOD           06  10     99  99
            WAITING PERIOD       06  10     99  99     END DATE:  99  99  99
     NON-STANDARD RATE           ___ ___    ___ ___    RATE: _______
             VAC 10-MONTH        ___ ___    ___ ___
```

Re-Establishing/Updating Leave Benefits

When an employee's accrued benefits have to be re-established due to a break in leave system eligibility, the benefit may need to be re-established on CLAS. Use the following screens to update the benefit when applicable:

- B68 - Leave Benefit Establishment Period Maintenance screen
  (used to add, modify or delete an establishment period)
- B74 - Leave Benefit Waiting Period Maintenance screen
  (used to add, modify or delete a waiting period)
- B70 - Non-Standard Rate Maintenance screen
  (used to add, modify or delete a non-standard rate)
- B76 - Leave Benefit Vacation 10-month Maintenance screen
  (used to add, modify or delete a Vacation 10-month)

NOTE: Use the B50 - LB Transaction Entry screen to key a Begin Balance (Code 24) even if the amount is zero.

EARNED BENEFITS

Earned benefits (e.g., CTO, HC, EX) are added to the employee's record as needed by keying transactions such as "Begin Balance" (code 24), and various "Earn" or "Use" codes on the B50 - LB Transaction Entry screen. For a complete list of available codes, refer to the "B50 - Leave Benefit Transaction Entry" page in the Job Aids section of this workbook. For a list of leave benefits and compatible codes refer to the "Valid Leave Benefit Transactions" page in the Job Aids section of this workbook.

USAGE ONLY BENEFITS

Usage only benefits are used to track time used and are added to the employee's record as needed by keying a Begin Total (code 27), or Use (code 01) transaction on the B50 - LB Transaction Entry screen. For a complete list of available codes, refer to the B50 - Leave Benefit Transaction Entry page in the Job Aids section of this workbook. For a list of leave benefits and compatible codes refer to the "Valid Leave Benefit Transactions" page in the Job Aids section of this workbook.

NEW TO CLAS

When an employee is appointed in your Department and has no leave history on the Leave Accounting System, there are a number of steps to follow in order to update the CLAS. To determine if the employee has leave history, check the B20 – Leave Benefit List. If there are benefits listed, then proceed to “Previously or Continuing on CLAS”. If no benefits display, continue on with this checklist.

Please verify each item on the following checklist to determine if the CLAS record is accurate:

- ✓ View the P18 – Employee Position History Inquiry screen to verify that an Employee Position Record in the current position with an End Date of 99/99/99 exists for the employee.
- ✓ View the S16 - SS Transaction History Inquiry screen to verify that a State Service Begin Balance exists.
- ✓ View the S16 - SS Transaction History Inquiry screen to verify that all State Service transactions have been posted for months worked.
- ✓ View the B10 - LB Inquiry screen to verify that all accrued benefits have been established.
- ✓ View the B12 - LB Detail Inquiry screen to verify that accrued benefits have waiting periods, vacation 10-month, or a non-standard accrual rate as needed.
- ✓ View the B16 screen to verify that begin balance/total transactions have been posted for all benefits with balances greater than zero as of the date of appointment.
- ✓ View the B16 screen to verify that attendance transactions for accrued, earned and usage only benefits have been posted for all months as needed.

For more information/instructions, refer to "New to CLAS" in the CONDITIONS section of this workbook.

PREVIOUSLY OR CONTINUING ON CLAS

When an employee is appointed in your department and has leave history on the Leave Accounting System, there are a number of steps to follow in order to update the CLAS records. To determine if the employee has any previous leave history, view the B20 - Leave Benefit List. If there are no benefits listed, then refer to "New to Leave Accounting". If benefits display, continue on with this check list.

Please verify each item on the following checklist to determine if the CLAS record is accurate:

- ✓ View the P18 - Employee Position History Inquiry to verify that an Employee Position Record in the current position with an End Date of 99/99/99 exists for the employee.
- ✓ View the S16 - SS Transaction History Inquiry screen to verify that a Begin Balance transaction exists.
- ✓ View the S16 - SS Transaction History Inquiry screen to verify that all State Service transactions have been posted for months worked.
- ✓ View the B10 - LB Inquiry screen to verify that all accrued benefits have been established.
- ✓ View the B12 - LB Detail Inquiry screen to verify that accrued benefits have waiting periods, vacation 10-month, or a non-standard accrual rate as needed.
- ✓ View the B16 - LB Transaction History screen to verify that begin balance/totals have been posted for **all** accrued type benefits even if the balance is zero, and as needed for earned and usage only benefits as of the date of appointment.
- ✓ View the B16 - LB Transaction History screen to verify that all attendance transactions for accrued, earned and usage only benefits have been posted as needed.

For more information/instructions, refer to "Previously or Continuing on CLAS" in the CONDITIONS section of this workbook.

TEMPORARY SEPARATION PROCEDURES

When a PAR is keyed to indicate that an employee is on a Temporary Separation, the Leave Accounting System is updated to suspend State Service and Leave Benefit accruals until another PAR is keyed to end the Temporary Separation. The P64 Non-Accrual Maintenance screen displays the leave periods in which no automated accruals will be posted by the CLAS. In the "Begin Leave Period" the month after the effective date of the PAR will be displayed and in the “End Leave Period” 99/99 will be displayed to indicate an ongoing Temporary Separation. Once a new PAR is keyed to end the Temporary Separation, the CLAS will update the "End Leave Period" with the month prior to the effective date on the PAR. If the effective month on the PAR is non-qualifying, you must indicate that on the PAR to prevent accruals for that month.

No automated accruals will be posted by the CLAS in the months displayed on the P64 - Non-Accrual Maintenance screen. If the employee is entitled to accrue State Service and Leave Benefits while on the temporary separation, please see page 21 for further instructions.

Please verify each item of the following checklist to determine if the CLAS record is accurate:

- ✓ View the P64 - Leave Benefit Non-Accrual Maintenance screen to verify that the Begin Leave Period equals the month following the month the temporary separation began and the end leave period equals 99/99 if the Temporary Separation is still in effect.

- ✓ View the P64 - Leave Benefit Non-Accrual Maintenance screen to verify that the End Leave Period equals the month prior to the effective month of the PAR if the employee has returned from the temporary separation.

- ✓ View the S16 - SS Transaction History Inquiry screen to verify that all SS transactions are correct.

- ✓ View the B16 - LB Transaction History Inquiry screen for each active benefit to verify that all leave benefit transactions have been posted as needed.

- ✓ View the Leave Message System and determine if the message "EE ON TEMP SEP" displays for the employee. (Delete these messages.)

For more information/instructions, refer to the following pages.

➢ **"EE ON TEMP SEP" message - Access the P64 screen**

- If the employee is currently on a temporary separation, delete the message. No additional action necessary.

  - If the employee is no longer on a temporary separation, access the P64 - Leave System Eligibility Maintenance screen and change the End Leave Period from 99/99 to the actual end leave period of the temporary separation (i.e., employee returned to work 11/09, key 10/09 in the End Leave Period).

Examples

```
LASF023        P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE        05/20/10
                                                                   15:46:01
     SSN: 123-45-6789            NAME:
                              PSN SEQ: 01

                   NON-WORK STATUS FIRST MONTH: ___
                 NON-WORK STATUS SECOND MONTH: ___
                   NON-WORK STATUS THIRD MONTH: ___

             NON-PAYROLL STATUS BEGIN LEAVE PERIOD: ___ ___
               NON-PAYROLL STATUS END LEAVE PERIOD: ___ ___

          TEMPORARY SEPARATION BEGIN LEAVE PERIOD: 11  09
            TEMPORARY SEPARATION END LEAVE PERIOD: 99  99
```

```
LASF023        P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE        05/20/10
                                                                   15:46:03
     SSN: 123-45-6789            NAME:
                              PSN SEQ: 01

                   NON-WORK STATUS FIRST MONTH: ___
                 NON-WORK STATUS SECOND MONTH: ___
                   NON-WORK STATUS THIRD MONTH: ___

             NON-PAYROLL STATUS BEGIN LEAVE PERIOD: ___ ___
               NON-PAYROLL STATUS END LEAVE PERIOD: ___ ___

          TEMPORARY SEPARATION BEGIN LEAVE PERIOD: 11  09
            TEMPORARY SEPARATION END LEAVE PERIOD: 12  09
```

➢ Retroactive Conditions

Determine if there is any retroactivity on the employee's record. Follow the directions below to update State Service and Accrued benefits.

- Access the P64 - Leave System Eligibility Maintenance screen and change the End Leave Period from 99/99 to the actual end leave period in which the employee returned from the temporary separation.

- Access the S16 - Transaction History screen and determine which Leave Periods need State Service transactions posted.

- Access the S50 - State Service Transaction Entry screen and key the appropriate transactions.

- Post State Service transactions for those months that are retroactive by using the following chart:

  CR - Credits a full State Service Credit (cannot post a CR for fractionals or for intermittents).
  FM - Fractional Month Credit
  NQ - Non-Qualifying Month
  HW - Hours Worked for intermittent employees
  TH - Adjustments for roll 3 intermittent employees
  H1 - Hours Worked, 1st half (roll 4) hourly, Semi-Monthly intermittent employees
  H2 - Hours Worked, 2nd half (roll 4) hourly, Semi-Monthly intermittent employees
  BH - Adjustments for roll 4 Semi-Monthly intermittent employees

- Access the B16 - Leave Benefit Transaction History Inquiry screens to determine which leave periods should have accruals posted (the accrual leave periods will be the same as the state service leave periods).

- Access the B50 - Leave Benefit Transaction Entry screen and post any accruals/bonuses for those leave periods that are retroactive.
  NOTE: A State Service Credit must be posted for the leave period prior to posting of a Leave Benefit accrual.

- **Employee Entitled to State Service and Leave Benefits While On Temporary Separation**

  - If it is determined that the employee is entitled to state service and leave benefit accruals while on a temporary separation:

    1. If the employee is entitled to state service and leave benefit accruals for the entire period of the temporary separation, the Temporary Separation Leave Periods can be deleted from the P64 - LB Non-Accrual Maintenance Screen, and the automated accruals will be posted.

    2. If the employee is only entitled to state service and leave benefit accruals for a partial period of the temporary separation, update the Temporary Separation Leave Periods to represent the period not entitled to accruals. (NOTE: The CLAS will not accept a future date).

    3. It is also possible to override the information shown on the P64 - LB Non-Accrual Maintenance Screen and post the accrual transaction(s) manually using the S50 - SS Transaction Entry Screen or the B50 - LB Transaction Entry Screen.

EARNED BENEFIT TRANSFER PROCEDURE

Some Earned Benefits (HC, CTO, EX/EH) are designated “Employer” benefits and may or may not transfer with an employee to another department. Sometimes the hours are paid to the employee before s/he leaves a department. If an employee's Earned Benefit hours display on the B10 screen at another employer, you must update the CLAS to reflect the hours correctly. First determine if the hours were paid out or allowed to transfer. If the hours are transferring to your department follow the steps below:

- View the P18 - Employee Position History Inquiry screen to determine the last month the employee worked at the department where the balance is showing.
- Using the B50 - LB Transaction Entry screen, key a Debit Adjust transaction (HC15) in the amount of the displayed balance for the last leave period the employee worked at the other department. This will create a zero balance at the other department.
- Using the B50 - LB Transaction Entry screen for the first month of the appointment to your department, key a Begin Balance (HC24) in the same amount which will "transfer" the balance to your department.

If the hours were paid out at the prior department but not posted to the CLAS, follow the steps below:

- View the P18 - Employee Position History Inquiry screen to determine the last month the employee worked at the department where the balance is showing.
- Using the B50 - LB Transaction Entry screen, key a Lump Sum (code 37) or a cash out (code 36).

Verify the B10 screen to determine if the benefit balance displays with the correct employer. If B10 is incorrect, void the transactions using the B52 screen and post correctly using B50.

POSITIVE PAID EMPLOYEES

Overview

Most of the CLAS processes for Positive Employees are the same as for Negative Employees.

- **Similar Processes**

  - EPH record is generated automatically by the PAR.
  - Accrued Benefits must be established.
  - State Service Begin Balance must be posted.
  - Screens are the same for updating and inquiry.
  - Retroactive transactions must be posted on-line.
  - Employee activity is reflected on the Leave Activity and Balances Report (LAB).
  - Leave balances can be displayed on the employee's monthly earnings statement.

- **Daily Leave Processing (DLP)**

  For a Positive Employee on the CLAS, the "Hours Worked" are posted through the Daily Leave Process (DLP) and used to calculate State Service. Selected payments will generate Hours Worked (HW, H1 or H2) transactions when issued for current pay period and one month prior. Those payments are:

  . Regular Pay - Payment Type 0, Payment Suffix Blank
  . Overtime - Payment Type 1, Payment Suffix Blank or F
  . Holiday Pay - Payment Type S, Payment Suffix G and H
  . IDL - Full - Payment Type 6, Payment Suffix Blank
  . IDL - 2/3 - Payment Type N, Payment Suffix Blank
  . Disability Supplemental - Payment Type U, Payment Suffix T, C & N

- **State Service for Positive Employees**

  In order to qualify for a State Service credit, 160 hours are needed in a leave period. If an Employee works less than 160 hours in a leave period, the hours will be carried forward and used as needed to accumulate 160 hours. The State Service calculation is displayed on the S14 - SS History Summary Inquiry. The S16 - SS Transaction History Inquiry screen displays transaction description and all hours worked.

  NOTE: In case of a Mid-Month time base change, first determine if the employee qualifies in the Negative (FT or FM) position. If so, void the hours worked in the Positive position and post a SS credit (CR or FM) in the Negative position using the S50 - State Service Transaction Entry screen. If not, please refer to the section "Mid-Month Time Base Adjustments" on page 27.

- **Posting a State Service Begin Balance for an Intermittent Employee**

  When posting a State Service begin balance for an intermittent employee, include any carryover hours along with the State Service months on the S50 - SS Transaction Entry screen. If the carryover hours are not included in the Begin Balance, State Service will not calculate correctly and corrections to the State Service and Leave Benefit accruals may be required.

  - For employees new to state service a Begin Balance of zero will be posted by the system.

- For employees who have previous State Service but need a begin balance posted, key the correct number of State Service months and any carryover hours using the S50 - SS Transaction Entry screen.

- **Posting Retroactive Hours Worked Transactions**

  - Access the S50 - State Service Transaction Entry screen. Post an HW, H1or H2 transaction for the amount of time issued.

  - When a State Service credit is generated by the Daily Leave Processing (DLP), accruals for Vacation, Sick Leave or Annual Leave will automatically generate. If State Service was posted manually due to retroactivity, the Leave Benefit accruals will also have to be posted. Access the S14 or S16 screen to verify if the posted hours worked affect any State Service credits.

  - Compare the information on the S14 or S16 screens to the Leave Benefit accruals. If they DO NOT differ from the State Service credits then no further action is required; if the State Service credits are posted in different months, the accruals for Leave Benefits CONTINUE.

  - Void the Leave Benefit accruals posted in month(s) where State Service Credits **are not** posted. CLAS will let you void only one transaction at a time. Use the B52 - LB Void Transaction screen.

  - Post Leave Benefits accruals for those leave periods where State Service credits **are** posted. Use the B50 - LB Transaction Entry screen.

- **Leave Benefit Accrual Rate Change**

  - If the amount of State Service for an employee changes due to a retroactive change to State Service, verify that the accruals for Vacation or Annual Leave are posted at the correct accrual rate.

  - Void the transactions on the B52 - LB Void transaction screen that have the incorrect accrual rate.

  - Post the new accruals using the B50 - LB Transaction Entry screen.

- **Leave Benefit Waiting Periods**

  When a Positive employee has a Leave Benefit Waiting Period, in most cases, the End Leave Period cannot be determined. In these cases it is necessary to key 99/99 for the End Leave Period and 99/99/99 for the End Date. Once the End Date is determined, key the End Leave Period and End Date in which the employee's waiting period ends.

  - When setting up a new employee's Leave Benefits for Vacation and Personal Holiday, a Waiting Period is required; key the Begin Month and Year for the Waiting Period.
  - For the End Month and Year, if it cannot be determined, key 99/99 for the End Leave Period and 99/99/99 for the End Date.
  - The intermittent benefit PH/VA Waiting Period benefit can be added to an employee’s record to determine the End Date.
  - Once the end date is determined, access the B74 screen and Modify the Waiting Period to reflect the End Leave Period and End Date.
  - Verify the B12 screen to ensure that the benefit characteristics are accurate.

- **Multiple Positions**

  - Check the P18 screen to determine what is the most recent Position History for the employee.
  - If the employee is accruing in multiple positions, the employee should be tracked manually and made Not Leave System Eligible (NLSE) using the P62 screen (see Leave Eligibility section in this workbook).

    NOTE: PAR should generate an Employee Position History transaction on CLAS. If no EPH is generated, contact the Leave Accounting Liaison.

- **Mid-Month Time Base Adjustments**

When an employee is in a roll code 3 or 4 position for 11 days or more **AND** in a full and/or part-time position (s) less than 11 days in one Leave Period, a Time base Adjustment (TH or BH) transaction is required to post the number of hours worked in the Full- and/or Part-time position. Please refer to State Service on page 24 for more information.

Automated Posting of Time base Adjustments

Automated TH/BH transactions will be generated only if the PAR/PPT has been keyed and:

1) A "selected" Payment is issued for the current Pay Period or the prior Pay Period and

2) The CLAS Monthly Accrual Cycle has NOT processed.

Whenever the system posts a TH or BH transaction on CLAS, message #989484 'VERIFY TH AMOUNT" will be generated on the LMS.

No Automated Posting of Time base Adjustments

When a PAR/PPT with a mid-month time base change is keyed after the regular pay issues for the pay period in the intermittent position, no automated TH or BH transaction is generated and no message is generated on LMS.

When a PAR/PPT mid-month time base change is keyed after regular pay has issued for the Pay Period of the PAR/PPT effective date, update CLAS as follows:

1) Post a TH or BH transaction using the S50 - SS Transaction Entry screen.

2) Void any erroneously posted leave benefit accrual transactions using the B52 - LB Void Transaction Entry screen.

3) Key any missing leave benefit accrual transactions using the B50 - LB Transaction Entry screen.

System Generated TH/BH Transaction Calculations

The number of hours calculated for system generated transactions is based on the following:

1) Effective dates of EPH records identified on the P18 - Employee Position History Inquiry screen.

2) Number of days possible using a Monday through Friday schedule. Hours worked on Saturday/Sunday are not counted.

3) Hours per day for Full Time employees are based on 8 hours. Hours calculated for Part Time employees are based on the fractional time base amount of 8 hours.

- **Transfer of Funds**

CLAS does not generate State Service transactions when a Transfer of Funds (Clearance Types 6 or 7) is processed in the Payroll System.

The keying of CLAS transactions may be required for the following Transfer of Funds:

- Transfers between Pay Periods (e.g., pay issued for 06/02 should be 05/02.

- Transfers between Roll Codes (e.g., 176 regular hours issued should be 22 days).

- Transfers between payment types (e.g., pay issued as NDI should be IDL or vice versa).

When a Transfer of Funds is requested that affects the state service transactions posted, verify and key the required transactions from the procedures below:

1) Void any erroneously posted State Service transactions using the S52 - SS Void Transaction Entry screen.

2) Key State Service Transactions, as needed, using the S50 - SS Transaction Entry screen.

3) Verify leave benefit accruals are posted for the same leave periods where State Service credits are posted. Compare the S14 - SS History Summary Inquiry screen with the B14 - LB History Summary Inquiry screen.

4) Void leave benefit accrual transactions that are posted in months where State Service credits <u>are not</u> posted using the B52 - LB Void Transaction Entry screen.

5) Post leave benefit accruals for leave periods where State Service credits <u>are</u> posted using the B50 - LB Transaction Entry screen.

6) When changing State Service information, verify leave periods where the accrual rate for Vacation or Annual Leave may have been impacted. If the accrual rate is incorrect:

   a) Void the incorrect accrued transaction.
   b) Post a new accrual transaction.

- **Tracking Intermittent Benefits**

The CLAS system now provides automated tracking of eight Intermittent Benefits by posting transactions to these benefits based on applicable hours worked. Please refer to the Intermittent Benefits section of this workbook for detailed information, including examples, for each of these eight benefits as well as for the two existing benefits (Days Limit-ATW and Hours Probation).

SELECTED PAYMENTS

CLAS will automatically post Hours Worked (HW) transactions for payments issued for the current Pay Period or the Pay Period prior to the current Pay Period (e.g. for payment issued May 15, 2008, a HW transaction will be posted for only the current Pay Period, 05/08, or the prior Pay Period, 04/08).

PAYMENT TYPE	PAYMENT SUFFIX	CLEARANCE TYPE ++	ADJUSTMENT CODE*
0 = Regular	Blank	1, *4, *5	0, 1, 3
1 = Overtime Time & One Half Straight Time	Blank or F	1, *4, *5	0, 1, 3
S = Holiday Pay Planned OT Civil Service BU07 & 08	G & H	1, *4, *5	0, 1, 3
6 = IDL Full	Blank	1, *4, *5	0, 1, 3
N = IDL 2/3	Blank	1, *4, *5	0, 1, 3
U = Disability Supplemental	T, C, N	1, *4, *5	0, 1, 3

++ CLEARANCE TYPES
1 = Payment Issue
4 = Redeposit
5 = Account Receivable

* ADJUSTMENT CODES
0 = Original Pay
1 = Adjustment Time Worked
3 = Adjustment Time & Salary

- Clearance Types 4 and 5 will generate messages on the Leave Message System. Existing transactions will NOT be automatically voided nor will new transactions be generated by the system. Verify the employee's record for accuracy and key voids and/or transactions as needed.

NOTE: Clearance Types 6 and 7 (Transfer of Funds) are NOT selected by the system and DO NOT issue messages on the Leave Message System. When a transfer of funds is requested, verify the employee's record for accuracy and key voids and/or transactions as needed.

USAGE ONLY BENEFIT RESET

Fiscal Year End Reset

The State Controller's Office will automatically reset the total to zero for the following usage only benefits each fiscal year.

Administrative Time off
Bereavement Leave
Continuing Medical Education Leave
Health/Dental Benefits
Military Days/Military Hours
Official Union Business
Paid Educational Leave
Professional Trng/Devel
Retirement
Subpoenaed Witness
Union Conference/Training
Union Paid Leave

Calendar Year End Reset

The State Controller's Office will automatically reset the total to zero for the following usage only benefits each calendar year.

Dock
FMLA
Health/Dental Benefits
Jury Duty
Maximum Hours Worked (Excluding EDD)
Professional Trng/Devel (BU06)
Union Time Off

Benefits Not Reset By SCO

Usage Only benefits not listed above must be reset to zero by the department. To reset a usage only benefit to zero, key a Begin Total Transaction (27) with a zero amount using the B50 Leave Benefit Transaction Entry screen (e.g., Seniority Points, Probation Hours, TAU Days Limit, Survivor Benefit Donation, and Paid Educational Leave).

NOTE: If a Usage Only benefit is displayed on the B10 screen at a previous employer, the benefit may need to be reset to zero. Use the P18 - Employee Position History screen to determine the last month at that employer, and use the B50 - Leave Benefit Transaction Entry screen to key a Begin Total Transaction (Code 27) with a zero amount in that month.

EDUCATIONAL LEAVES

- **Accrued Benefits**

  Bargaining Units 03 & 21 - Educational Leave (EL)

- **Earned Benefits**

  Bargaining Unit 02 **-** Professional Leave (PR)

- **Usage Only Benefits**

  Bargaining Units 06 & 16 - Continuing Medical Education (CM)

  Bargaining Unit 19 - Professional Training (PT)

  Bargaining Units 17, 18, 19 & 20 – Paid Educational Leave (PE)

B50 - LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION NAME	+/-	TRAN CODE	Complete fields as indicated: (X = required)			
			AMOUNT	SSN	LB	TIMEBANK
Use[1]	-	01	X	--	--	--
Use - A/R	-	AR	X	--	--	--
Use - Continuous Hours Worked	-	CH	X	--	--	--
Use - Extended Bereavement Leave	-	BL	X	--	--	--
Use - Family	-	02	X	--	--	--
Use - Family Sick (CY)	-	72	X	--	--	--
Use - Family Activity	-	FA	X	--	--	--
Use - Family Crisis	-	FC	X	--	--	--
Use - FMLA	-	FM	X	--	--	--
Use - CFRA	-	CF	X	--	--	--
Use - Fiscal Year	-	FY	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 - Family School Partnership	-	70	X	--	--	--
Earn	+	05	X	--	--	--
Earn - Straight Rate	+	06	X	--	--	--
Earn - Premium Rate	+	07	X	--	--	--
Earn - FLSA Premium CTO	+	08	X	--	--	--
Earn - In Lieu of PH	+	09	X	--	--	--
Earn - Holiday on Saturday	+	12	X	--	--	--
Earn - Holiday on RDO	+	RD	X	--	--	--
Earn - State Holiday	+	SH	X	--	--	--
Earn - Work on Holiday	+	WK	X	--	--	--
Accrual[2]	+	10	--	--	--	--
Bonus[2]	+	28	--	--	--	--
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	--	--	--	--
Buy Back - Savings Plus	-	38	X	--	--	--
Transfer To SSN (Key for EE who is giving time)	-	44	X	X[3]	X[3]	--
Transfer From SSN (Key for EE who is receiving time)	+	45	X	X[4]	X[4]	--
Transfer To LB (Key for benefit giving time)	-	46	X	--	X	--
Transfer From LB (Key for benefit receiving time)	+	47	X	--	X	--
Transfer to Union Release Time Bank	-	48	X	--	--	X(CBID)
Disability Waiting Period	-	DW	X	--	--	--
Use - Pending IDL	-	PI	X	--	--	--
Use - Pending Temp Disability	-	PT	X	--	--	--
Use - Pending LC4800	-	PL	X	--	--	--
Restore Hours - IDL	+	RI	X	--	--	--
Restore Hours - LC4800	+	RL	X	--	--	--
Restore Hours - NDI/SDI Restore	+	RN	X	--	--	--
Hours - Temp Disability	+	RT	X	--	--	--
Supplementation - IDL	-	SI	X	--	--	--
Supplementation - NDI/SDI	-	SN	X	--	--	--
Supplementation - Temp Disability	-	ST	X	--	--	--
Adjust - Credit (DO NOT use unless instructed by SCO.)	+	14	X	--	--	--
Adjust - Debit (DO NOT use unless instructed by SCO.)	-	15	X	--	--	--

[1]All "Use" transactions will add (instead of subtract) for Usage Only Benefits.
[2]If employee is on a waiting period for Vacation or Educational Leave, post a Bonus (Transaction Code = 28).
If employee is <u>not</u> on a waiting period, post an Accrual (Transaction Code = 10).
[3]Enter SSN and benefit of receiving employee.
[4]Enter SSN and benefit of donating employee.

S50 - STATE SERVICE TRANSACTION ENTRY

On the S50 - SS Transaction Entry screen, complete fields as indicated:

TRANSACTION	TRANS CODE	TIME WORKED DYS	TIME WORKED HRS	FRACT MO	SS CREDIT
Beginning Balance used for: *(BEGIN BAL)* ● Employee new to CLAS ● Employee returning to CLAS after a period of ineligibility	BB	N/A	**	- Erase/EREOF if data is displayed - ENTER carryover fractional amount or - leave blank if zero	- Erase/EREOF if data is displayed - ENTER total State Service (ENTER 0 for a 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 *
Hours Worked - (roll code 3) Hourly, Monthly Intermittent *(HOURS WORKED)* ● Hours worked toward State Service credit	HW	N/A	X	N/A	N/A
Adjustment (roll code 3) + *(ADJ - HOURS)* ● Adjustment of hours worked due to a time base change involving an hourly, monthly intermittent position	TH	N/A	X	N/A	N/A
Hours Worked, 1st half(roll 4) Hourly, Semi-Monthly Intermittent *(HRS WORK 1st)* ● Hours worked 1st half toward a State Service credit	H1	N/A	X	N/A	N/A
Hours Worked, 2nd half (roll 4) Hourly, Semi-Monthly Intermittent *(HRS WORK 2nd)* ● Hours worked 2nd half toward a State Service credit	H2	N/A	X	N/A	N/A
Adjustment (roll 4)+(*ADJ - INT)* ● Adjustment of hours worked due to a timebase change involving a hourly, semi-monthly intermittent position	BH	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) and positive paid, semi-monthly (roll code 4) employees.
\+ When keying this transaction, always select intermittent EPH from the POSITION SELECTION screen.

LEAVE BENEFITS - CIVIL SERVICE

LEAVE BENEFIT	BENEFIT TYPE	ID	RATE OF MEASURE
Administrative Time Off	Usage Only	AT	Hours
Annual Leave	Accrued	AL	Hours
Bereavement Leave	Usage Only	BL	Hours
California Family Rights Act (CFRA)	Usage Only	CF	Hours
Compensating Time Off	Earned	CT	Hours
Continuing Medical Education	Usage Only	CM	Hours
Dock	Usage Only	DK	Hours
Educational Leave	Accrued	EL	Hours
Excess Hours	Earned	EX/EH*	Hours
Family Medical Leave Act (FMLA)	Usage Only	FM	Hours
Furlough Hours	Earned	FH	Hours
Holiday Credit	Earned	HC	Hours
Holiday Credit - Work On Holiday	Earned	HT	Hours
Holiday Informal Time Off	Earned	HI	Hours
Jury Duty	Usage Only	JD	Hours
Medical Officer of the Day	Earned	MO	Hours
Military Leave (Days)	Usage Only	ML	Days
Military Leave (Hours)	Usage Only	MH	Hours
Official Union Business	Usage Only	UB	Hours
On Call Assignment	Earned	OC	Hours
Paid Educational Leave	Usage Only	PE	Hours
PARR - Lawsuit Settlement	Earned	PA	Hours
Personal Day	Accrued	PD	Hours
Personal Holiday	Accrued	PH	Units

***DO NOT** use unless instructed by SCO

LEAVE BENEFITS - CIVIL SERVICE

LEAVE BENEFIT	BENEFIT TYPE	ID	RATE OF MEASURE
Personal Leave Program 1992	Earned	PL	Hours
Personal Leave Program 2003	Earned	LD	Hours
Personal Leave Program 2010	Earned	LP	Hours
Personal Leave Program 2012	Earned	LV	Hours
Personal Leave Time	Earned	LT	Hours
Probationary Hours	Usage Only	HP	Hours
Professional Leave	Earned	PR	Hours
Professional Trng/Development (PDD)	Usage Only	PT	Hours
Savings Plus Bank	Earned	SV	Hours
Seniority Points	Usage Only	SP	Hours
Sick Leave	Accrued	SL	Hours
Subpoenaed Witness	Usage Only	SW	Hours
Survivor Benefit Donation	Usage Only	SB	Hours
Days Limit - ATW	Usage Only	DL	Days
Union Conference/Training	Usage Only	UC	Hours
Union Paid Leave	Usage Only	UL	Hours
Union Release Time Bank	Usage Only	AR	Hours
Union Time Off	Usage Only	UT	Hours
Vacation	Accrued	VA	Hours
Vacation Bank	Earned	VB	Hours
Voluntary PLP	Earned	PV	Hours
V-Time	Earned	VT	Hours

LEAVE BENEFIT & TRANSACTION CODES

LB	TRANSACTION CODES
AL	01, 04, 10, 14, 15, 24, 37, 44, 45, 46, 47, 48, 70, 71, 72, AR, BL, CF, DW, FA, FC, FM, IE, PI PL, PT, RI, RL, RT, RN, SI, SN, ST
AR	01, 27
AT	01, 14, 15, 27, CH
BL	01, 14, 15, 27, FY
CF	01, 14, 15, 22, 27
CM	01, 14, 15, 27
CT	01, 04, 06, 07, 08, 14, 15, 25, 26, 36, 37, 44, 47, 48, 70, 71, 72, AR, BL, CF, DW, FA, FC, FM IE, PI, PL, PT, RI, RL, RN, RT, SI, SN, ST
DK	01, 27, CF, FM
EH	01, 04, 05, 14, 15, 24, 36, 37, 44, 70, 71, 72, AR, CF, DW, FM, PI, RI, RL, RN, RT, SI, SN, ST
EL	01, 10, 14, 15, 24, 28, AR
EX	01, 04, 05, 14, 15, 24, 36, 37, 44, 48, 70, 71, 72, AR, BL, CF, DW, FA, FC, FM, PI, PL, PT, RI RL, RN, RT, SI, SN, ST
FM	01, 14, 15, 27
FH	01, 05, 24
HC	01, 04, 09, 12, 14, 15, 24, 34, 36, 37, 44, 47, 48, 70, 71, 72, AR, BL, CF, DW, FA, FC, FM, IE PI, PL, PT, RD, RI, RL, RN, RT, SH, SI, SN, ST
HI	01, 04, 05, 14, 15, 24, 70, 71, 72, BL, CF, DW, FA, FC, FM, IE, PI, PL, PT, RL, RN, RT, SI, SN ST, WK
HT	01, 04, 06, 07, 14, 15, 24, 34, 36, 37, 44, 47, 48, 70, 71, 72, AR, BL, CF, DW, FA, FC, FM, IE PI, PL, PT, RI, RL, RN, RT, SI, SN, ST, WK
JD	01, 14, 15, 27
LD	01, 04, 14, 15, 24, 37, 44, 48, 70, 71, 72, AR, BL, CF, DW, FA, FC, FM, IE, PI, PL, PT, RI, RL RN, RT, SI, SN, ST
LP	01, 04, 14, 15, 24, 44, 48, 70, 71, 72, BL, CF, DW, FA, FC, FM, IE, PI, PL, PT, RI, RL, RN, RT, SI SN, ST
LT	01, 04, 14, 15, 24, 34, 36, 37, 44, 48, 71, AR, CF, FM, IE, PI, RI, SI, ST
LV	01, 04, 14, 15, 24, 44, 48, 70, 71, 72, BL, CF, DW, FA, FC, FM, IE, PI, PL, PT, RI, RL, RN, RT, SI SN, ST
MH	01, 14, 15, 27
ML	01, 14, 15, 27
MO	01, 04, 05, 14, 15, 24, 36, 37, 44, 71, AR, IE, SN, ST
OC	01, 04, 05, 14, 15, 24, 36, 37, 44, 71, 72, AR, CF, FC, FM, RI, RN, SN, ST
PA	01, 04, 05, 14, 15, 24, 34, 36, 37, 44, 48, 70, 71, 72, BL, CF, FA, FC, FM, IE, PI, PL, RI, RT, SI SN, ST
PD	01, 04, 10, 14, 15, 24, 44, 45, 71, AR, CF, FC, FM, IE, PI, RI, SI, ST
PE	01, 14, 15, 27
PH	01, 04, 10, 14, 15, 24, 37, 44, 46, 47, 48, 70, 71, 72, AR, BL, DW, PI, PL, PT, RI, RL, RN, RT, SI SN, ST
PL	01, 04, 14, 15, 24, 37, 44, 48, 70, 71, 72, AR, BL, CF, DW, FA, FC, FM, IE, PI, PL, PT, RI, RL RN, RT, SI, SN, ST

LEAVE BENEFIT & TRANSACTION CODES

LB	TRANSACTION CODES
PR	01, 04, 05, 14, 15, 24, 37, 71, AR, BL, IE, PI, RI, SN, ST
PT	01, 14, 15, 27, FA, FC
PV	01, 04, 05, 14, 15, 24, 36, 37, 44, 48, 70, 71, 72, AR, CF, DW, FM, IE, PI, PL, RI, RN, RT, SI SN, ST
SB	01, 27
SL	01, 02, 10, 14, 15, 24, 37, 44, 45, 47, 72, AR, BL, CF, DW, FC, FM, PI, PL, PT, RI, RL, RN, RT SI, SN, ST
SP	01, 05, 27
SV	38, 47
SW	01, 15, 27
UB	01, 14, 15, 27
UC	01, 14, 15, 27
UL	01, 14, 15, 27
UT	01, 14, 15, 27
VA	01, 04, 10, 14, 15, 24, 28, 37, 44, 45, 46, 47, 48, 70, 71, 72, AR, BL, CF, DW, FA, FC, FM, IE PI, PL, PT, RI, RL, RN, RT, SI, SN, ST
VB	01, 04, 05, 14, 15, 24, 46, 71, AR, CF, FM, IE, PI, RI, SI, ST
VT	01, 04, 05, 14, 15, 24, 36, 46, 71, AR, IE, RI, SN, ST

LEAVE BENEFIT SCREENS
Civil Service/Exempt

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 INQUIRY[1] Displays current 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 current 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 Displays the balance, use, credit and miscellaneous 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 of the requested leave benefit.	**B16**	**X**	*
WAITING PERIOD MAINT Add, modify or delete a waiting period for an accrued benefit.	**B74**	**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**
NON-STANDARD RATE MAINT Add, modify, or delete a Non-Standard Rate for an accrued benefit.	**B70**	**X**	**N/A**	LB LIST Displays all leave benefits established or created on the CLAS during the previous 5 years plus the current year.	**B20**	**N/A**	**N/A**
VAC 10-MONTH MAINT Add, modify, or delete the Vacation 10-month. (Department of Education Only)	**B76**	**X**	**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.

STATE SERVICE SCREENS
Civil Service/Exempt

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 activity and balances.	**S14**	**N/A**	*
SS VOID TRANSACTION ENTRY Void previously posted state service transactions.	**S52**	**N/A**	*	SS TRANSACTION HISTORY INQUIRY Displays State Service transaction description history.	**S16**	**N/A**	*

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

MISCELLANEOUS SCREENS
Civil Service/Exempt

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 ● Used to designate non-work status for 9/12, 10/12 and 11/12 employees. ● Identifies Non-Payroll Status for 340/341 PAR transactions. ● Identifies non-accrual months for temporary separations.	**P64**	**N/A**	**N/A**				

LEAVE BENEFIT DESCRIPTIONS

BENEFIT	TYPE	ID	DESCRIPTION
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 in lieu of vacation and sick leave benefits. Annual Leave is an accrued benefit which provides time off with pay at the employee's discretion, with departmental approval.
Bereavement Leave	Usage Only	BL	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.
Calif. Family Rights Act	Usage Only	CF	CRFA is used to track unpaid leave for family reasons or for the employee's own illness.
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	Used to track time off without pay.
Educational Leave	Accrued	EL	An accrued benefit which 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.

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 (FMLA)	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.
Furlough Hours	Earned	FH	Track time earned in the 2009/2010 furlough program in lieu of pay. Time can be used in same leave period earned.
Holiday Credit	Earned	HC	Hours earned by an employee for reasons other than working on a holiday. Hours earned when a holiday is on an employee's Regular Day Off, on a Saturday, or when Bargaining Unit Contracts authorize credit in lieu of PH or on a monthly or quarterly basis.
Holiday Credit – Work on Holiday	Earned	HT	Hours earned by an employee as a result of working 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 serving as a juror.
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 which is performed in addition to the employee's regularly scheduled workweek.

BENEFIT	TYPE	ID	DESCRIPTION
Military Leave (Hours)	Usage Only	MH	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 Corps.
Military Leave (Days)	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 Corps.
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	Earned	OC	On-call assignment is defined as a work-shift of seven (7) consecutive days in which the employee is: (1) available by telephone or electronic paging device at all times; and (2) 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 noncumulative.
Personal Day	Accrued	PD	Used by Special Schools of the Department of Education. Personal Day is a benefit that provides for up to two (2) days off with pay which is available for use during an 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.
Personal Leave Program 1992	Earned	PL	Leave earned in lieu of payroll deduction. Employees subject to PLP shall be credited with the appropriate number of hours of Personal Leave on the first day of the following monthly pay period.

BENEFIT	TYPE	ID	DESCRIPTION
Personal Leave Program 2003	Earned	LD	Leave earned in lieu of payroll deduction. Available for use on the first day of the following leave period.
Personal Leave Program 2010	Earned	LP	Leave earned in lieu of payroll deduction. Available for use in the same leave period that it is credited.
Personal Leave Program 2012	Earned	LV	Leave earned in lieu of payroll deduction. Available for use in the same leave period that it is credited.
Personal Leave Time	Earned	LT	Used by the Dept. of Youth Authority to track hours granted under the Settlement Agreement and release for U.S. District Court case #CIV-S-94-0153 EJG-GGH, Moore vs. State of California.
Professional Leave	Earned	PR	A paid day off credited to employees in lieu of reimbursement for bar dues.
Professional Training or Development (PDD)	Usage Only	PT	Specific employees are entitled to a number of days of Professional Training per fiscal year. Professional education is designed to increase an employee's professional growth and job-related development; to maintain or obtain required professional licensure, certification or registration; to maintain good standing for chaplains; or to increase an employee's job proficiency.
Savings Plus Bank	Earned	SV	For use to track future Vacation or Annual Leave accruals that are elected by the employee to transfer into Savings Plus 457(b) and/or 401(k) Plan account. Leave Accounting Letter #17-003.
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.

BENEFIT	TYPE	ID	DESCRIPTION
Subpoenaed Witness	Usage Only	SW	Used to track usage for testimonies at arbitrations, State Personnel Board (SPB), Public Employment Relations Board (PERB), or Legislative hearings.
Survivor Benefit Donation	Usage Only	SB	Used to track leave donated to the leave bank of a deceased employee.
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.
Union Release Time Bank	Usage Only	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 representatives to conduct official union business. A department can also make contributions into a Release Time Bank.
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.

INTERMITTENT BENEFITS

INTERMITTENT BENEFIT	BENEFIT TYPE	ID	RATE OF MEASURE
Alternate Range Change – 960 Hours	usage only	AC	hours
Alternate Range Change – 1920 Hours	usage only	AY	hours
Days Limit - ATW	usage only	DL	hours
Health – Dental Benefits	usage only	HD	hours
Hours Probation	usage only	HP	hours
Maximum Hours Worked	usage only	MX	hours
MSA	usage only	MA	hours
PH/VA Waiting Period	usage only	WP	hours
Retirement	usage only	RT	hours
SISA	usage only	SA	hours

B50 - LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION NAME	+/-	TRAN CODE	Complete fields as indicated: (X = required)			
			AMOUNT	SSN	LB	TIMEBANK
Begin Total – Usage Only Benefits	+	27	X	--	--	--
Cancel	-	35	X	--	--	--
Transfer to LB	-	46	X	--	X	--
Transfer from LB	+	47	X	--	X	--
Work	+	90	X	--	--	--
Work Adjust	-	91	X	--	--	--

LEAVE BENEFIT & TRANSACTION CODES

ID	TRANSACTION CODES
AC	27, 35, 90, 91
AY	27, 35, 90, 91
DL	27, 35, 90, 91
HD	27, 35, 90, 91
HP	27, 35, 90
MX	27, 90, 91
MA	27, 35, 47, 90, 91
WP	27, 35, 90
RT	27, 35, 90
SA	27, 35, 46, 90, 91

CLAS WORKSHEETS

Introduction

Three worksheets have been designed to assist you in capturing and documenting data that is required when keying on CLAS: the Employee Worksheet, the Accrued Benefits Worksheet, and the Transaction Worksheet. These documents were developed for processing transactions in sequential order with the Employee Worksheet data keyed first (if applicable), the Accrued Worksheet data keyed second, and the Transaction Worksheet data keyed last.

Employee Worksheet Information

The Employee Worksheet has two sections. The first section is used to document Leave System eligibility data as it should be entered on the P62 screen. The second section is used to document Non-Accrual information as it should be entered on the P64 screen. There are two versions of these forms, one for Civil Service agencies and one for CSU campuses.

When keying a designation (NLSE/LSE) transaction on the P62 - System Eligibility Maintenance screen, **do not** key other transactions until the following day.

When keying data from the worksheet, key the screens in the order printed on the worksheet.

Key this worksheet **first**.

Accrued Benefit Worksheet Information

This worksheet is used to document information necessary for accrued benefits. Use this worksheet to document the addition of new benefits as well as maintenance of benefits already established.

Transaction Worksheet Information

The Transaction Worksheet is used to document State and Leave Benefit transaction and voids. Multiple employees can be listed on one document.

This worksheet should be keyed **after** the Employee Worksheet.

When keying State Service and Leave Benefit transactions for an employee, key the State Service transactions before the Leave Benefit transaction.

EMPLOYEE WORKSHEET
Civil Service

SSN: _____-_____-_____ NAME: _____

CONDITION:

_____

_____

□ P62 - SYSTEM ELIGIBILITY MAINTENANCE INT. _____ DATE _____

This transaction must be keyed first. Key all other transactions on the following day.

POS SEQ ____ AGY/RU _____/_____ (most current)

ELIGIBLE ____ EFFECTIVE DATE _____/____/_____

□ P64 - NON-ACCRUAL MAINTENANCE INT. _____ DATE _____

Key first two digits for 9/12, 10/12 or 11/12:

Example: A teacher works 9 months with salary averaged and paid over 12 months. Employee is not eligible to accrue Leave Benefits for the three non-work months.

1st Mo ____ 2nd Mo ____ 3rd Mo ____

Non-Payroll PAR 340/341 (Used by Dept. of Education – Special Schools)

Begin End
Lv Prd ____/____Lv Prd ____/____

Temporary Separation (This item is normally PAR generated)

Begin End
Lv Prd ____/____Lv Prd ____/____

ACCRUED BENEFITS

Accrued benefits are **Vacation**, **Sick Leave**, **Annual Leave**, **Personal Holiday**, **Educational Leave** and **Personal Day**.

Add New Benefit = B66 - LB Add

Maintenance Screens = B68 - Establishment Prd B70 - Non-Standard

B74 - Waiting Prd B76 - Vacation 10-Month

□ BENEFIT **INT. _____ DATE _____**

Circle one for Maint. Screens		**BEG LV PRD**	**END LV PRD**	
A / M / D	Establishment Prd	____/____	____/____	
A / M / D	Waiting Prd	____/____	____/____	End Date ____/____/____
A / M / D	Non-Standard Rt	____/____	____/____	Rate _____
A / M / D	Vacation 10-Month	____/____	____/____	

□ BENEFIT: **INT. _____ DATE _____**

Circle one for Maint. Screens		**BEG LV PRD**	**END LV PRD**	
A / M / D	Establishment Prd	____/____	____/____	
A / M / D	Waiting Prd	____/____	____/____	End Date ____/____/____
A / M / D	Non-Standard Rt	____/____	____/____	Rate _____
A / M / D	Vacation 10-Month	____/____	____/____	

□ BENEFIT **INT. _____ DATE _____**

Circle one for Maint. Screens		**BEG LV PRD**	**END LV PRD**	
A / M / D	Establishment Prd	____/____	____/____	
A / M / D	Waiting Prd	____/____	____/____	End Date ____/____/____
A / M / D	Non-Standard Rt	____/____	____/____	Rate _____
A / M / D	Vacation 10-Month	____/____	____/____	

TRANSACTION WORKSHEET

COMPLETE FOR STATE SERVICE TRANSACTIONS (Key State Service Transactions before Leave Benefit Transaction):

		S52 - SS VOID			S50 - SS TRANS ENTRY				
SSN #	LV PRD	√	Void	Description	√	Tran Code	Fract/Hours	SS Credit	Description
_____-____-_____	____/____	☐	_____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	_____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	_____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	_____	_____	☐	_____	_____	_____	_____

COMPLETE FOR LEAVE BENEFIT TRANSACTIONS (Key State Service Transactions, if any, first):

		B52 - LB VOID			B50 - LB TRANS ENTRY				
SSN #	LV PRD	√	Void	Description	√	Tran Code	Amount	Transfer Benefit SSN/LB/Timebank	Description
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____
_____-____-_____	____/____	☐	____	_____	☐	_____	_____	_____	_____

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New to CLAS

This condition provides instructions regarding an employee who has never been on the CLAS.

To determine if the employee was ever on CLAS, access the B20 - LB List screen.

- If the screen appears with leave benefits listed, the employee is or was at one time on CLAS. Please refer to the Condition, **" Previously or Continuing on CLAS."**
- If no benefits are listed on the B20 - LB List screen or message number **981816** "SSN DOES NOT EXIST ON CLAS" appears, follow the procedures below.

View the P18 screen. Is there an Employee Position History (EPH) record with the position number of the new appointment PAR?	
NO	**YES**
Refer to Processes section “Leave System Eligibility”, or call the Leave Accounting Liaison at (916) 327-0756.	Proceed to next question.
Does the employee have prior State Service?	
NO	**YES**
The CLAS will generate a Begin Balance transaction of zero if the PAR indicates "No Prior SS". Use S16–SS Transaction History Inquiry screen to verify the Begin Balance transaction. If necessary key a Begin Balance transaction of zero using the S50 - SS transaction entry screen with code BB in the "Trans Code" field and 000 in the "SS Credit" field	Using the S50 - SS Transaction Entry screen, key code BB in the "Trans Code" field and the 3 digit number of State Service months in the "SS Credit" field. If the EE's time base is Fractional, a carryover fractional amount may need to be added to this transaction in the "Fract Month" field. If Positive Pay, carryover hours may need to be added to this transactions in the “Hours” field. If roll code 4 employee, hours worked for the first half of the month of appointment may need to be added. (Continued on next page)

Does the employee have prior State Service? (continued)	
	After the BB is keyed, view the S16 - SS Transaction History Inquiry screen. If EE has been paid for hours worked in the first half and these hours do not display, use the S50 - SS Transaction Entry screen with H1 in the "Trans Code" field and the amount of hours worked in the “Hours” field.
Did the employee miss State Service accruals? Use the S16 - SS Transaction History Inquiry to verify.	
NO Proceed to next question.	**YES** Using the S50 - SS Transaction Entry screen, key State Service transactions (e.g., CR, FM, NQ, HW, H1, H2, BH, TH) in the “Trans Code” field as needed.
Does the employee need Accrued benefits established (e.g., Vacation, Sick Leave, Annual Leave, Personal Holiday, Education Leave and/or Personal Day)?	
NO Proceed to next question.	**YES** Using the B66 - LB Add screen, key dates for the establishment period, waiting period, vacation 10 month, and non-standard rate as needed. **NOTE: When establishing both Annual Leave and Sick Leave, Sick Leave must be established first.**

Are benefits being added to CLAS retroactively (i.e., employee was not on CLAS when the automated accrual cycles were run and/or when attendance records were submitted?)	
NO	**YES**
Using the B50 - LB Transaction Entry screen key the applicable transactions to update Leave Benefit History: 1. ACCRUED BENEFITS – Key transaction code 24 and the amount ONLY if the balance at the beginning of the establishment period is greater than zero. 2. EARNED TYPE BENEFITS – Key transaction code 24 and the amount for begin balances greater than zero. 3. USAGE ONLY BENEFITS – Key transaction code 27 and the amount for begin totals greater than zero.	Using the B50 - LB Transaction Entry screen key the applicable transactions to update Leave Benefit History: 1. ACCRUED BENEFITS – Key transaction code 24 and the amount ONLY if the balance at the beginning of the establishment period is greater than zero. Key accrue, use and miscellaneous transactions as needed. 2. EARNED TYPE BENEFITS – Key transaction code 24 and the amount for begin balances greater than zero. Key earn, use and miscellaneous transactions as needed. 3. USAGE ONLY BENEFITS – Key transaction code 27 and the amount for begin totals greater than zero. Key use and miscellaneous transactions as needed.
Was Item 715 completed on the PAR?	
NO	**YES**
No action required.	Refer to the condition "Employment History Item 715".

Previously or Continuing on CLAS

A PAR transaction was keyed for an employee in your department who was previously on CLAS or is continuing on CLAS.

On the day after the PAR transaction was keyed, verify the Employee Position History (EPH) records for accuracy using the P18 - Employee Position History screen.

View the P18 - Employee Position History Inquiry screen. Is there an Employee Position History (EPH) record with the position number of the new appointment PAR?	
NO	**YES**
Refer to Processes section “Leave System Eligibility”, or call the Leave Accounting Liaison at (916) 327-0756.	Proceed to next question.
Is the State Service Out-of-Service? (A message will display on the B10 - LB Inquiry screen).	
NO	**YES**
View the S16 - SS Transaction History Inquiry and the S14 - SS History Summary screens to verify that State Service information is correct.	1. Using the S50 - SS Transaction Entry screen, key code BB in the “Trans Code” field and the 3 digit number of state service months in the “SS Credit” field for the effective month of the new appointment. **NOTE: Do not include the credit for the current month with the begin balance transaction.** 2. If the monthly accrual cycle has run for the effective month of the new appointment, key additional State Service transactions as needed (e.g., CR, FM, HW, etc).

Does the employee need any NEW accrued type benefits added? (e.g., Employee changes CBID and elects Annual Leave). To verify, refer to the B20 - LB List screen.

NO	YES
Proceed to next question.	**NOTE: Before proceeding verify that the CLAS Monthly Accrual Cycle and all usage and miscellaneous transaction have been completed for prior months.** 1. If the benefit is being established retroactively using B52 - LB Void Transaction Entry screen, void prior months accruals, usage, and miscellaneous transactions for the previous benefits. 2. Using B66 - LB Add screen, establish accrued benefits.

Was the EE INACTIVE on CLAS prior to this PAR transaction? View the dates on the EPH records listed on the P18 screen. Is there a break in time between the end date of the last position on the EPH record and the beginning date of the new position on the EPH record?

NO	YES
<u>Accrued Benefits</u> 1. If the employee is continuing on CLAS, use the B10 - LB Inquiry, B14 - LB History Summary and the B16 - LB Transaction History screens to verify that all leave information is correct and current. If AL was added, check B12 – LB Inquiry for SL to confirm that there is date in the Last Accrual LV PRD field. 2. If appropriate, key changes to Leave Benefit Characteristics using the appropriate Maintenance screen: B74 - Waiting Period, B70 - Non-Std Rate, or B76 - Vac 10 Month. Using the B50 - LB Transaction Entry screen key the applicable transactions to update Leave Benefit History: 3. Key accrue, use and miscellaneous transactions as needed. (continued on next page)	<u>Accrued Benefits</u> **NOTE: When adding both Annual Leave and Sick Leave, Sick Leave MUST be added first.** If the EPH records show a break covering <u>ONE FULL LEAVE PERIOD OR MORE:</u> • For the employee's accrued type benefits, ADD a new establishment period effective the same Leave Period as the PAR, using the B68 - Establishment Period Maintenance screen. (Leave the old Establishment Periods there for historical purposes). If the EPH records show a break of <u>LESS than one full Leave Period:</u> • Using the B68 - Establishment Period Maintenance screen for the employee's accrued type benefits, MODIFY the END LV PRD to 99/99 of the most recent Establishment period or enter the correct End Leave Period. (continued on next page)

Was the employee INACTIVE on CLAS prior to this PAR transaction? (continued)

NO

Earned Benefits

1. Verify balances for earned benefits using the B10 - LB Inquiry screen.

2. If a different employer is displayed, determine the last leave period worked at the employer and key a Debit Adjust (code 15), a Cash Out (code 36) or a Lump Sum (code 37).

3. Key a new begin balance (code 24) transaction as needed effective the month of the current appointment.

4. Key earn, use and miscellaneous transactions as needed.

Usage Only Benefits

1. Verify balances using the B10 - LB Inquiry screen. If necessary, key a Begin Total transaction (code 27) effective the month of the current appointment, or for the last month worked at the employer displayed on the B10 - LB Inquiry screen.

2. Key use and miscellaneous transactions as needed.

YES

Accrued Benefits (continued)

- If appropriate, key changes to Leave Benefit Characteristics using the appropriate Maintenance screen: B74 - Waiting Period, B70 - Non-Std Rate, or B76 - Vac 10 Month.

- If Sick Leave was added with Annual Leave, verify the B12 - Leave Benefit Detail Inquiry screen for Sick Leave. A date needs to be in the Last Accrual LV PRD Field in order for Sick Leave not to accrue. If N/A is in the Last Accrual LV PRD Field refer to the Annual Leave and Sick Leave Accruing in the Same Leave Period condition.

Using the B50 - LB Transaction Entry screen key the applicable transactions to update Leave Benefit History:

1. When new establishment periods are added for Accrued Benefits, key a begin balance transaction (code 24) screen even if the amount is zero.

2. Key accrue, use and miscellaneous transactions as needed.

Earned Benefits

1. Verify balances for earned benefits using the B10 - LB Inquiry screen.

2. If a different employer is displayed, determine the last leave period worked at that employer and key a Debit Adjust (code 15), a Cash Out (code 36) or a Lump Sum (code 37).

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Was the employee INACTIVE on CLAS prior to this PAR transaction? (continued)	
	YES <u>Earned Benefits (continued)</u> 4. Key a new begin balance (code 24, 25, or 26) transaction effective month of the current appointment as needed. 5. Key earn, use and miscellaneous transactions as needed. <u>Usage Only Benefits</u> 1. Verify balances for usage only benefits using the B10 - LB Inquiry screen. If the balances are incorrect (e.g. amount should be zero), key a Begin Total (code 27) transaction effective month of the current appointment. 2. Key use and miscellaneous transactions as needed.
Did you complete Item 715 on the PAR?	
NO Proceed to next question.	**YES** Refer to the condition "Employment History Item 715”.
Does the PAR transaction involve a Temporary Separation, (includes Civil Service Non-work Status (9/12, 10/12, 11/12), or 340/341 Non-Payroll Status)?	
NO No action required.	**YES** Verify the data on the P64 - LB Non-Accrual Maintenance screen. If the data is incorrect, key the appropriate data for the applicable fields, then press the ENTER key. **OR** If data should be deleted, erase the field, then press the ENTER key.

Employment History Item 715

When a PAR is keyed or voided with Item 715 completed, State Service and Leave Benefits may require corrections. If the PAR is to appoint the employee to a new position, also refer to **"New to CLAS"** or **" Previously or Continuing on CLAS"** within this section.

EMPLOYEE'S LEAVE PERIOD SHOULD BE NON-QUALIFYING	
Condition #1 Transaction keyed with Item 715 Non-Qualifying Leave Period.	
Result BEFORE the CLAS Monthly Accrual Cycle: CLAS should automatically post an NQLP (Non-Qualifying Leave Period) transaction to the employee's State Service record, but the S16 screen needs to be checked the next day to verify the transaction was posted. When the CLAS Monthly Accrual Cycle is run, accruals for State Service and Leave Benefits will not be posted.	AFTER the CLAS Monthly Accrual Cycle: No automated actions will be performed by the system. Continue to the next box.
Action BEFORE the CLAS Monthly Accrual Cycle: If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance screen, Non-Standard Rate using the B70 - Non-Std Rate Maintenance or Vacation 10 Month using the B76 - Vac 10 Month Maintenance screen).	AFTER the CLAS Monthly Accrual Cycle: Key the following on CLAS: 1) For a full-time employee, void the State Service Credit (CR) or fractional timebase employee; void the Fract Month (FM) using the S52 - SS Void Transaction Entry screen. 2) Post an NQLP (NQ) transaction using the S50 - SS Transaction Entry screen. 3) Void benefit accruals that were posted based on State Service (e.g., vacation) using the B52 - LB Void Transaction Entry screen. 4) If benefit goes Out-of-Service refer to the Condition Out-of-Service Benefit after you have completed this condition. (continued on next page)

EMPLOYEE'S LEAVE PERIOD SHOULD BE NON-QUALIFYING (continued)	
	5) If applicable, verify and correct accrued benefit characteristics (e.g. extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Std. Rate using the B70 - Non-Standard Rate Maintenance, or Vacation 10-Month using the B76 - Vac 10-Month Maintenance screen).
Condition #2	Correction to original transaction (e.g., A01C) is keyed changing the employee from Qualifying to Non-Qualifying Leave Period.
Result	No automated actions will be performed by the system.
Action BEFORE the CLAS Monthly Accrual Cycle: 1) Key an NQLP (NQ) transaction using the S50 - SS Transaction Entry screen. 2) If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance screen, Non-Standard Rate using the B70 - Non-Std Rate Maintenance, or Vacation 10-Month using the B76 - Vac 10 Month Maintenance screen).	AFTER the CLAS Monthly Accrual Cycle: 1) For a full- time employee, void State Service Credit (CR) or a fractional timebase employee void the Fract Month (FM) using the S52 - SS Void Transaction Entry screen. 2) Post an NQLP (NQ) transaction using the S50 - SS Void Transaction Entry screen. 3) Void benefit accruals that were posted based on State Service (e.g., vacation) using the B52 - LB Void Transaction Entry screen. 4) If benefit goes Out-of-Service refer to the Condition Out-of-Service Benefit after you have completed this condition. 5) If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Standard Rate using the B70 - Non-Standard Rate Maintenance or Vacation 10-Month using the B76 - Vac 10-Month Maintenance screen).

EMPLOYEE'S LEAVE PERIOD SHOULD BE QUALIFYING

Condition #1 Item 715 is completed to Qualify the Pay Period because the effective date of the EH transaction does not reflect the Pay Period as qualifying (e.g., employee works alternate shift).

Result State Service and accrued benefits will not be credited.

Action

BEFORE the CLAS Monthly Accrual Cycle:

1) During the CLAS Monthly Accrual Cycle, message # 9126 “Cannot determine QEP” is generated.

2) Post Fract Month (FM) for the fractional employee or SS Credit (CR) for full-time employees using the S50 - SS Transaction Entry screen.

3) Post accruals for accrued type benefits using the B50 - LB Transaction Entry screen.

4) Purge the message from the LMS.

AFTER the CLAS Monthly Accrual Cycle:

1) Post SS Credit (CR) for full-time employee or Fract Month (FM) for fractional employee using the S50 - SS Transaction Entry screen.

2) Post accruals for accrued type benefits using the B50 - LB Transaction Entry screen.

Condition #2 Correction to original transaction (e.g., A01C) is keyed changing the employee from Non-Qualifying to Qualifying Leave Period.

Result No automated actions will be performed by the system.

Action

BEFORE the CLAS Monthly Accrual Cycle:

1) Void the posted NQLP transaction using the S52 - SS Void Transaction Entry screen.

2) If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance screen, Non-Standard Rate using the B70 - Non-Std Rate Maintenance, or Vacation 10 Month using the B76 - Vac 10 Month Maintenance screen).

AFTER the CLAS Monthly Accrual Cycle:

1) Void the posted NQLP transaction using the S52 - SS Void Transaction Entry screen.

2) Post SS Credit (CR) for full-time employee or Fract Month (FM) for fractional employee using the S50 - SS Transaction Entry screen.

3) Post accruals for accrued type benefits using the B50 - LB Transaction Entry screen.

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EMPLOYEE'S LEAVE PERIOD SHOULD BE QUALIFYING (continued)	
	AFTER the CLAS Monthly Accrual Cycle (continued): 4) If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Periods using the B74 - Waiting Period Maintenance., Non-Standard Rate using the B70 - Non-Std. Rate Maintenance, or Vacation 10 Month using the B76 - Vac 10 Month Maintenance screen).
Condition #3 *Original Item 715 transaction is voided, changing the Leave Period from Non-Qualifying to Qualifying Leave Period.*	
Result *The CLAS system will automatically void the posted NQLP transaction.*	
Action BEFORE the CLAS Monthly Accrual Cycle: If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Standard Rate using the B70 - Non-Std. Rate Maintenance or Vacation 10 Month using the B76 - Vac 10 Month Maintenance screen).	AFTER the CLAS Monthly Accrual Cycle: 1) Post SS Credit (CR) for full-time employee or Fract Month (FM) for fractional employee using the S50 - SS Transaction Entry screen. 2) Post accruals for accrued type benefits using the B50 - LB Transaction Entry screen. 3) If applicable, verify and correct accrued benefits characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period maintenance, Non-Standard Rate using the B70 - Non-Std. Rate Maintenance or Vacation 10 Month using the B76 - Vac 10 Month Maintenance screen).

PAR - Separation Procedures

When a PAR is processed to permanently separate an employee (including Disability Retirement and Lay Offs), the system will recognize that the employee is ineligible and will automatically do the following:

1) Generate an End Date on the Employee Position History Record.

2) Generate Establishment Period End Leave Periods on all accrued benefits (i.e. Vacation, Sick Leave, and Personal Holiday).

3) Place the employee's State Service Record Out-Of-Service for the Leave Period following the separation effective date.

The system does not generate Lump Sum transactions for leave benefits. Lump Sum payments are generated by the PAR transaction.

Note: It is not necessary to post lump sum transactions to CLAS for accrued benefits. If a lump sum transaction (code 37) is processed for accrued benefits, do not enter the amount as it will be system generated.

Have all usage and earned transactions, including hours used or earned in the month of separation, been posted?	
NO	**YES**
Post all usage and earned transactions using the B50 - LB Transaction Entry screen.	Proceed to next question.
Does the employee have Earned Benefits with balances?	
NO	**YES**
Proceed to next question.	Key a Lump Sum Transaction (code 37) for each Earned Benefits with a positive balance using the B50 - LB Transaction Entry screen. For employee with Negative Excess Hours (EH). 1. Key Credit ADJ (code 14) in the amount of the negative balance. 2. Key a Use-in-Lieu of Excess Hours (IE) to another leave benefit.

Does the employee have Usage Only Benefits with totals?	
NO	**YES**
No action required.	Key a Begin Total Transaction (code 27) with the amount of zero for each benefit using the B50 - LB Transaction Entry screen.

PAR - Separation Reversals (Including A03 after S90)

Refer to the Condition "PAR - Separation Procedures" for information about the CLAS automated processes upon keying a separation PAR.

This condition applies to various situations of reinstatement where the PAR has been voided, deleted, eliminated or an appointment has been keyed (A03 after S90).

On the day after the PAR is processed, verify the EPH records on the P18 - Employee Position History screen.

Is the EPH record on the P-18 screen correct?	
NO Refer to Processes section "Leave System Eligibility" or call the Leave Accounting Liaison at (916) 327-0756.	**YES** Proceed to next question.
Is the message "State Service Out-of-Service" displayed on the S16/S14?	
NO Proceed to next question.	**YES** Post a Begin Balance (code BB) transaction using the S50 - State Service Transaction entry screen effective the month displayed on the message and additional SS transactions as needed.
For Accrued type benefits, are balances displayed on the B10 - LB Inquiry screen?	
NO Determine which Accrued type benefits should be displayed on the B10 screen and use the B68 - LB Establishment Period Maintenance screen to modify the establishment period by entering 99/99 in the end leave period field.	**YES** Proceed to next question.
Are the correct balances displayed on the B10 - LB Inquiry screen?	
NO Use the B16/B14 - LB History screens to determine if all attendance and accruals have been posted. If not, key leave benefit transactions/voids as needed to update the record.	**YES** No action necessary.

Corrections to State Service & Leave Benefits

The system will NOT automatically make changes or corrections to transactions previously posted on CLAS. Changes required due to key errors, attendance changes, or changes to Employment History (via PAR) must be made using the on-line CLAS screens.

Any corrections to the State Service record could potentially affect the Leave Benefit records. For example, changing a Begin Balance transaction could change the accrual rate for Vacation or Annual Leave. Also if an employee is not entitled to a SS credit, s/he is not entitled to a Leave Benefit credit. Compare the State Service record to the Leave Benefit record and make changes as needed.

NOTE: For intermittent employees, also refer to **Positive Pay Employees** in the Processes section of this workbook for information about waiting periods and time base changes.

STATE SERVICE

- View the S14 - SS History Summary Inquiry and the S16 - SS Transaction History Inquiry to determine if the State Service record needs to be corrected.
- Void the erroneous State Service transaction using the S52 - SS Void Transaction Entry screen.
- Key corrected transactions using the S50 - SS Transaction Entry screen. The transaction codes are listed in the Job Aids section of this workbook.

LEAVE BENEFIT

Correct leave benefit transactions using the B52 - LB Void Transaction Entry screen to void erroneously posted transactions and use the B50 - LB Transaction Entry screen to post corrected or new transactions.

EXAMPLE: Attendance was originally submitted and keyed with 40 hours of Vacation usage. Employee was later approved for usage of 32 hours of Vacation and 8 hours of Sick Leave - self.

Transactions required to make corrections are as follows:

1) Void the 40 hour Vacation usage.

2) Key a Vacation usage transaction (VA01) for 32 hours.

3) Key a Sick Leave - self usage transaction (SL01) for 8 hours.

Attendance Submitted Late

Employee's Attendance Submitted After Monthly Attendance Has Been Keyed

When attendance is submitted for individual employees after the monthly attendance has been keyed on PIP or processed online, key the transactions online using the B50 - LB Transaction Entry screen.

Attendance Omitted From PIP Preloaded Batches

If the Preloaded PIP batch was previously used without leave accounting transactions, new PIP batches can be copied and used to key leave accounting transactions. To copy batches:

1) Access the Batch Entry (ENT) screen for the preloaded batch assigned to the desired reporting unit for the next Pay Period. (Preloaded batches are usually generated one month prior to use).

2) From the Batch Entry (ENT) screen of the Preloaded batch key the following:
   ACTN: **CPY** BATCH: SSN: PAY PER: **desired pay period**

3) Press the ENTER key. A new scratch batch will be generated with BATCH STATUS = SAV (save). The batch will have a scratch batch number. Information contained in the batch will be the same as in the original Preloaded Batch, except for the Pay Period, which will reflect the Pay Period requested in the Pay Period field in Step 2.

CAUTION: If the new copy batch, in which you are keying, contains preloaded time (days or hours) or previously paid Earnings ID's, erase the days, hours and previously paid Earnings ID's before closing the batch.

EXAMPLE: The preloaded batch (Batch # 5000007) for Agency Code 051, Reporting Unit 001 for the 09/09 Pay Period was processed on 10/04/09 with pay requests only. To create another batch to key leave transactions:

1) Access the 10/09 Preloaded batch for Agy-051Unit-001 (Batch # 5054444) as follows:

   ACTN: **ENT** BATCH: **505444** SSN: PAY PER:

   Press the ENTER key. (Batch Entry screen for Preloaded batch will display.)

2) From the Batch Entry (ENT) screen of the Preloaded batch key the following:

   ACTN: **CPY** BATCH: SSN: PAY PER: **0 09 09**

   Press the ENTER Key. (A new scratch batch with the same data as Batch #5054444 will be generated).

Disability Restoration of Leave Credits and State Service

The following are the procedures for restoring leave credits and State Service due to disability. To maintain accurate records on CLAS, leave credits should be restored in the month where accruals were not posted and/or the employee was originally charged usage.

Restoring State Service Accruals

- If the beginning balance for the first (oldest) Leave Period on CLAS is incorrect, void the Begin Balance transaction using the S52 - SS Void Transaction Entry screen and post a new Begin Balance (BB) transaction for the correct amount, using the S50 - SS Transaction Entry screen.

- If an NQLP is posted on CLAS for a Leave Period that should be “qualifying”, void the NQLP transaction using the S52 - SS Void Transaction Entry screen. Post State Service Credit (CR) or Fractional Month (FM) using the S50 - Transaction Entry screen.

- For “qualifying” Leave Periods where State Service was not previously posted, post State Service Credit (CR) or Fractional Month (FM) using the S50 - Transaction Entry screen.

Restoring Leave Credits For Leave Periods Prior to CLAS

- If the beginning balance for the first (oldest) Leave Period on CLAS is incorrect because it does not reflect restoration of leave credits for prior Leave Periods, do the following for each affected benefit:

    1) Void the Begin Balance transaction using the B52 - LB Void Transaction Entry screen.

    2) Post a new Begin Balance transaction for the correct amount, using the B50 - LB Transaction Entry screen.

Restoring Leave Benefits Accruals

- If the employee is entitled to accruals that were not posted on CLAS, document accrual transactions for the employee and key the transactions using the B50 - LB Transaction Entry screen.

Important: When the number of State Service months has increased retroactively, verify the Vacation/Annual Leave accrual rate for subsequent leave periods. CLAS will not automatically void accruals posted to Vacation/Annual Leave.

If the accrual rate is incorrect based on the new amount of State Service months, void the Vacation/Annual Leave accrual(s) using the B52 - LB Void Transaction Entry screen, then post an Accrual transaction (VA10/AL10) using the B50 - LB Transaction Entry screen.

Disability Transactions

The following are Disability Transactions that will help track usages, pending disabilities, waiting periods and restoration of time used while on disability.

Transaction Name	Transaction Type	Purpose
PI PT	USE-PENDING IDL USE-PENDING TD	To document the usage of leave benefits pending IDL or TD disability.
SI ST SN	USE-SUPPL IDL USE-SUPPL TD USE-SUPPL NDI/SDI	To document the usage of leave benefits for supplemental disability.
DW	USE-DISB WAITING PERIOD	To document leave usage for a disability waiting period.
RI RT RN	RESTORE-IDL RESTORE-TD RESTORE-NDI/SDI	To credit back hours to a leave benefit originally posted as a usage.

Catastrophic Leave Transfers

Catastrophic Leave allows employees to transfer eligible leave credits to other employees when a catastrophic event occurs. (Refer to bargaining unit contracts and CalHR for regulations regarding catastrophic leave.)

PROCEDURES FOR CATASTROPHIC LEAVE
Catastrophic Leave transfer transactions cannot be keyed on the PIP system. Transfer transactions must be keyed using the B50 - LB Transaction Entry screen. Before documenting and keying Catastrophic Leave transfers, review the following conditions to determine the procedures for your employee(s):
1) Both receiving and donating employees are within your agency and are active on CLAS. • Key two transfer transactions, one for the receiving employee and the other for the donating employee.
2) Both donating and receiving employees are on CLAS in different agency. • Keying of transfer transactions must be coordinated between agencies. Each agency must key the appropriate debit or credit transfer transaction for the employee in their agency.
3) One employee, either donating or receiving employee, is not on CLAS. • Key only the transfer transaction for the employee that is on CLAS.

EMPLOYEE DONATING CREDITS

Using the B50 - LB Entry screen, key a transfer “TO EE” (code 44) transaction debiting the leave benefit record.

Personal Holiday

NOTE: PH44 is posted in units. Corresponding Transfer “FROM EE” transaction VA45 is posted in hours.

EXAMPLE:

LASF034 B50 - LEAVE BENEFIT TRANSACTION ENTRY 10/25/09
09:57:54

SSN: NAME:
LB: PERSONAL HOLIDAY PSN SEQ: EMPLOYER:

CURRENT BALANCE FOR 10/09: 2.000

LV PRD	TRANS CODE	AMOUNT	------TRANSFER INFO------ SSN	LB	TIMEBANK
10 / 09	PH 44	1		VA	

EMPLOYEE RECEIVING CREDITS

Using the B50 - LB Entry screen, key a transfer "FROM EE" transaction (code 45) crediting the leave benefit record.

Personal Holiday

NOTE: PH44 is posted in units. Corresponding Transfer "FROM EE" transaction VA45 is posted in hours.

EXAMPLE:

LASF034 B50 - LEAVE BENEFIT TRANSACTION ENTRY 10/25/09
09:58:32

SSN: NAME:
LB: VACATION PSN SEQ: EMPLOYER:

CURRENT BALANCE FOR 10/09: 0.000

LV PRD	TRANS CODE	AMOUNT	------TRANSFER INFO------ SSN	LB	TIMEBANK
10 / 09	VA 45	8.00		PH	

Waiting Period

NOTE: If the **VA** benefit of the receiving EE is within a **waiting period**, follow these special procedures:

1. Use the B74 - Waiting Period Maintenance screen to delete the WP.
2. Use the B50 - LB Transaction Entry screen to key all transfers and usages of Catastrophic Leave only.
3. Use the B74 - Waiting Period Maintenance screen to add the WP back to the Vacation benefit.

Out-of-Service Benefit

An accrued or earned Leave Benefit will be placed Out-of-Service by the Leave Accounting System if a retroactive transaction or void causes a negative balance in a following Leave Period. The Out-of-Service condition must be corrected before additional processing can take place.

The two methods of correcting the condition are: (1) Charge the benefit difference (i.e., the shortage) to another benefit; or (2) Establish an Account Receivable for the benefit difference.

NOTE: Determining which method to use is based upon department policy, availability of leave benefit credits and the specific situation.

RESOLVING THE OUT-OF-SERVICE CONDITION	
Step 1	Using the B14 - LB History Summary Screen: 1. Determine/view the Out-of-Service Leave Period. 2. Identify the transaction that caused the negative End Balance. 3. Identify the Begin Balance of the Out-of-Service Leave Period.
Step 2	Document and Key: 1. Using the B52 - LB Void Transaction Entry screen, void the transaction in the Out-of-Service Leave Period which created the negative balance. 2. Using the B50 - LB Transaction Entry screen, post a new transaction with an amount equal to the Begin Balance of the Out-of-Service Leave Period. 3. Using the B50 - LB Transaction Entry screen, post a transaction to another benefit equal to the difference. OR Establish an Account Receivable for the benefit difference.

Vacation/Sick Leave to Annual Leave

Employee who was accruing Vacation and Sick Leave elects or is placed in Annual Leave.

Is the Annual Leave benefit being established retroactively (in this situation retroactive means Vacation/Sick Leave transactions have been posted for the Annual Leave Begin Leave Period and subsequent Leave Periods)? Example of retroactive: Annual Leave to be added effective 11/09 Leave Period. Accruals and usage transactions have already been posted for 11/09 and 12/09 Leave Periods.	
NO	**YES**
Proceed to next question.	Correct the transactions posted to the Vacation and Sick Leave records as follows: <u>Vacation</u> ◆ Void ALL transactions posted for the Annual Leave Begin Leave Period and subsequent Leave Periods using the B52 - LB Void Transaction Entry screen. <u>Sick Leave</u> ◆ Void all Sick Leave **ACCRUAL** transactions posted for the Annual Leave Begin Leave Period and subsequent Leave Periods using the B52 - LB Void Transaction Entry screen. ◆ If the employee does not have sufficient Sick Leave hours to cover use and/or miscellaneous for the Annual Leave Begin Leave Period or subsequent Leave Periods, void the transactions using the B52 - LB Void Transaction Entry screen. **Note: Voided use and/or miscellaneous transactions should be posted to Annual Leave, after the benefit is added.**

NOTE: PROCESS VACATION AND SICK LEAVE VOIDS BEFORE CONTINUING WITH INSTRUCTIONS.

Has the CLAS Monthly Accrual Cycle and posting of usage or miscellaneous transactions been completed for the Leave Period prior to the Leave Period in which the employee is transferring to Annual Leave? (Example: Employee elects Annual Leave effective 02/01/09. Have accrual, usage and miscellaneous transactions been posted to Vacation benefit for the 01/09 Leave Period?)	
NO	**YES**
Do not add Annual Leave until all accrue, use and miscellaneous transactions have been posted to the Vacation benefit for all leave periods prior to the requested Annual Leave period. After all posting has been completed for the Vacation benefit, proceed to next question.	Proceed to next question.

Has Annual Leave ever been established? Access the B20 – LB List screen. If benefit is listed it was previously established.	
NO	**YES**
Using the B66 - LB ADD screen, establish Annual Leave.	Use the B68 - LB maintenance screen to ADD a new establishment period.

After Annual Leave is added, use the B16 - LB Transaction History Inquiry and the B14 - LB History Summary screens for Annual Leave (AL) & Vacation (VA) to verify the amount of hours that have been transferred. Is the amount correct?	
NO	**YES**
Correct the transfer: ◆ Void the incorrect transfer(s) using the B52 - LB Void Transaction Entry screens. ◆ Using the B50 - LB Transaction Entry screen key the appropriate transactions: - AL47 (TRANSFER FR) transaction to transfer time into Annual Leave. - VA46 (TRANSFER TO) transaction to transfer time out of Vacation.	Proceed to next question.

Review the B12 – Leave Benefit Detail Inquiry for Sick Leave (SL). Is N/A shown in the Last Accrual LV PRD Field?	
NO	**YES**
Sick Leave will not accrue. If there is a Sick Leave balance the benefit will remain open until the balance is zero. Proceed to next question.	Sick Leave will continue to accrue and needs to be corrected. Go to the Annual Leave and Sick Leave Accruing in the Same Leave Period condition after you have finished with this condition.

Were accrual, use and/or miscellaneous transactions for Vacation or Sick Leave voided because Annual Leave was established retroactively?	
NO	**YES**
No action required.	Key the following transactions for Annual Leave using the B50 - LB Transaction Entry screen: ◆ Key accrual transaction (code 10) for qualifying Leave Periods. ◆ Key use and miscellaneous transactions in the amount previously posted to Vacation and Sick Leave. **NOTE: See transactions previously voided per the instructions from the first box on previous page.**

Annual Leave to Vacation/Sick Leave

Employee who was accruing Annual Leave elects or is placed in Vacation and Sick Leave.

Are the Vacation and Sick Leave benefits being established retroactively (in this situation retroactive means Annual Leave transactions have been posted for the Vacation and/or Sick Leave Begin Leave Periods and subsequent Leave Periods)? Example of retroactive: Vacation and Sick Leave to be added effective 02/09 Leave Period. Accruals and usage transactions have already been posted for 02/09 and 03/09 Leave Periods.	
NO Proceed to next question.	**YES** Correct the transactions posted to the Annual Leave record as follows: ◆Void ALL Annual Leave transactions posted for the Begin Leave Period and subsequent Leave Periods using the B52 - LB Void Transaction Entry screen. **NOTE: Voided use and/or miscellaneous transactions should be posted to Vacation and/or Sick Leave, after the benefits are added.**
Has the CLAS Monthly Accrual Cycle and posting of usage or miscellaneous transactions been completed for the Leave Period prior to the Leave Period in which the employee is transferring to Vacation and Sick Leave? (Example: Employee elects Vacation and Sick effective 02/01/09. Have accrual, usage and miscellaneous transactions been posted to Annual Leave for the 01/09 Leave Period?).	
NO Do not add Vacation and/or Sick until Annual Leave accrual, use and miscellaneous transactions have been posted. After all posting has been completed, proceed to next question.	**YES** Proceed to next question.

Has Sick Leave or Vacation ever been established? Access the B20 - LB List screen. If benefit is listed it was previously established.	
NO	YES
Using the B66 - LB Add screen, establish the vacation and sick leave. The Annual Leave balance will automatically transfer to Vacation when the Vacation benefit is added.	1. Use the B68 - LB Maintenance screen for VA to ADD a new establishment period. The Annual Leave balance will automatically transfer to Vacation when the new establishment period for Vacation is entered. 2. Check the B68 for Sick Leave. If benefit is active (shows 99/99 in the end leave period), no action necessary. If the benefit is not ACTIVE, add a new establishment period.

After Vacation Leave is added, access the B16 - LB Transaction History Inquiry screen to verify the amount of hours that have been transferred. Is the amount correct?	
NO	**YES**
Correct the transfer: ◆ Void the incorrect transfer(s) using the B52 - LB Void Transaction Entry screens. ◆ Using the B50 - LB Transaction Entry screen key the appropriate transactions: - VA47 (TRANSFER FR) transaction to transfer time to Vacation Leave. - AL46 (TRANSFER TO) transaction to transfer time out of Annual Leave.	Proceed to next question.

Is a transfer from Vacation to Sick Leave required? Refer to the bargaining unit contracts.	
NO	**YES**
Proceed to next question.	Determine the number of hours to be transferred and using the B50 - LB Transaction Entry screen, transfer the hours into Sick Leave. ◆ Key a VA46 (Transfer To) transaction to transfer hours out of Vacation. ◆ Key a SL47 (Transfer From) transaction to transfer hours into Sick Leave.

Were accrual, use and/or miscellaneous transactions for Annual Leave voided because Vacation/Sick Leave was established retroactive?	
NO	**YES**
No action required.	Key the following transactions for Vacation and Sick Leave using the B50 - LB Transaction Entry screen: ◆ Key accrual (code 10) transactions for qualifying Leave Periods. ◆ Key use and miscellaneous transactions in the amount previously posted to Annual Leave. **NOTE: Because Annual Leave does not differentiate between use for Vacation or Sick Leave and the various types of Sick Leave use, review the employee's attendance records to determine the types of transactions to be posted to the employee's Vacation and Sick Leave benefits.**

Vacation/Sick Leave Established In Error

Refer to the following two conditions to identify the type of error made when Vacation and/or Sick Leave was established:

TYPE #1 - Vacation and/or Sick Leave should NEVER have been established.

OR

TYPE #2 - Vacation and/or Sick Leave established with the wrong effective date.

The following information provides procedures for correcting employee records when Vacation and/or Sick Leave was established in error.

TYPE #1-Vacation and/or Sick Leave should NEVER have been established.

If an employee is erroneously established in Vacation and/or Sick Leave and the benefits should never have been established:

Step 1 Print Data from the B16- LB Transactions History Inquiry for Vacation and Sick Leave.

Step 2 Contact the Leave Accounting Liaison Unit to request to have the benefits be deleted.

Step 3 If the Annual Leave Benefit was never established, add the benefit using the B66- LB Add Screen

OR

If the Annual Leave benefit was previously established and the End Leave Period is other than 99/99, modify the End Leave Period to 99/99 using the B68 - Establishment Period Maintenance screen.

Update/modify the Annual Leave Characteristics, if applicable using the following screens:

- B70 - Non Standard Rate Maintenance

Step 3 If applicable, void the Annual Leave Transfer Transaction (TRANSFER TO: VA) using the B52 - LB Void Transaction Entry screen.

Step 4 Key Annual Leave transactions (e.g, accruals, use, etc.), as needed, using the B50 - Transaction Entry screen.

TYPE #2 - Vacation and/or Sick Leave established with the wrong Begin Leave Period.

If Annual Leave does not exist for employee (verify using B20 screen), follow the steps listed below:

STEP 1 Void all transactions posted for the incorrect leave period using the B52 - LB Void Transaction Entry screen.

STEP 2 Modify Begin Leave Period using the B68 - LB Establishment Period Maintenance screen.

STEP 3 Update/modify the Vacation Characteristics, if applicable, using the following screens:

- B74 - Waiting Period Maintenance
- B70 - Non Standard Rate Maintenance
- B76 - Vacation 10-Month Maintenance

STEP 4 Key any missing Vacation and/or Sick Leave transactions (e.g., accruals use, etc.), as needed, using the B50 - Transaction Entry screen.

If Annual Leave does exist for employee (verify using the B20 screen), follow the steps listed below:

STEP 1 Void all transactions prior to the correct begin leave period using the B52 - LB Void Transaction Entry screen.

STEP 2 Modify End Leave Period for Annual Leave using the B68 - LB Establishment Period Maintenance screen.

STEP 3 Modify Begin Leave Period for Vacation and Sick Leave using the B68 - LB Establishment Period Maintenance screen.

STEP 4 Update/modify the Vacation Characteristics, if applicable using the following screens:

- B74 - Waiting Period Maintenance
- B70 - Non Standard Rate Maintenance
- B76 - Vacation 10-Month Maintenance

STEP 5 Key any missing Annual Leave, Vacation and/or Sick Leave transactions (e.g., accruals use, etc.), as needed, using the B50 - Transaction Entry screen.

Annual Leave Established in Error

Refer to the following two conditions to identify the type of error made when Annual Leave was established:

TYPE #1 – Annual Leave should NEVER have been established.

OR

TYPE #2 – Annual Leave established with the wrong effective date.

TYPE #1 – Annual Leave should NEVER have been established.

If an employee is erroneously established in Annual Leave and the benefit should have never been established, follow the steps below to delete the Annual Leave Benefit and all transaction history for Annual Leave.

STEP 1 Print data from the B16 - LB Transaction History Inquiry for Annual Leave.

STEP 2 Contact the Leave Accounting Liaison Unit and request that the Annual Leave benefit be deleted.

STEP 3 If the Vacation benefit was never established, add the benefit using the B66 - LB Add screen.

OR

If the Vacation benefit was previously established, modify the End Leave Period to 99/99 using the B68 - Establishment Period Maintenance screen.

Update/modify the Vacation Characteristics, if applicable using the following screens:

- B74 - Waiting Period Maintenance
- B70 - Non Standard Rate Maintenance
- B76 - Vacation 10-Month Maintenance

STEP 4 If the Sick Leave benefit was never established, add the benefit using the B66 - LB Add screen.

OR

If the Sick Leave benefit was previously established, and the End Leave Period is other than 99/99, modify the End Leave Period to 99/99 using the B68 - Establishment Period Maintenance screen.

STEP 5 If applicable, void the Vacation Transfer Transaction (TRANSFER TO: AL) using the B52 - LB Void Transaction Entry screen.

If an employee is erroneously established in Annual Leave and the benefit should have never been established, follow the steps below to delete the Annual Leave Benefit and all transaction history for Annual Leave. (continued)

STEP 6 Key Vacation and Sick Leave transactions (e.g, accruals, use, etc.), as needed, using the B50 - Transaction Entry screen.

Note: Because Annual Leave does not differentiate between use for Vacation or Sick Leave and the various types of Sick Leave use, verify the employee's attendance records to determine the types of transactions to be posted to the employee's Vacation and Sick Leave benefits.

TYPE #2 - Annual Leave established with the wrong effective date.

If the employee <u>did not</u> have Vacation previously established, follow the steps listed below:

STEP 1 Using the B52 - LB Void Transaction Entry screen, void all Annual Leave transactions.

STEP 2 Using the B68 - LB Establishment Period Maintenance screen, modify the begin leave period as necessary.

STEP 3 Using the B50 - Transaction Entry Screen Key appropriate Annual Leave transactions.

If the employee went from Vacation to Annual Leave in the wrong Leave Period, leave benefit records for Vacation and Sick Leave, as well as Annual Leave, must be corrected (i.e., the benefit records must be corrected back to the status previous to Annual Leave). Follow steps listed below:

STEP 1 Using the B52 - LB Void Transaction Entry screen void all erroneous Annual Leave Transactions.

STEP 2 Using the B68 - LB Establishment Period Maintenance screen delete the establishment period for Annual Leave.

STEP 3 Modify the End Leave Period for Vacation to 99/99 using the B68 - Establishment Period Maintenance screen.

STEP 4 Update/modify the Vacation Characteristics, if applicable, using the following screens:

- B74 - Waiting Period Maintenance
- B70 - Non Standard Rate Maintenance
- B76 - Vacation 10-Month Maintenance

(Continued on next page)

If the employee went from Vacation to Annual Leave in the wrong Leave Period, leave benefit records for Vacation and Sick Leave, as well as Annual Leave, must be corrected (i.e., the benefit records must be corrected back to the status previous to Annual Leave). (continued)

STEP 5 If applicable, modify the End Leave Period for Sick Leave to 99/99 using the B68 - Establishment Period Maintenance screen.

STEP 6 Void the Vacation Transfer Transaction (TRANSFER TO: AL) using the B52 - LB Void Transaction Entry screen.

STEP 7 Key any missing Vacation and/or Sick Leave transactions (e.g., accruals use, etc.), as needed, using the B50 - Transaction Entry screen.

Note: Because Annual Leave does not differentiate between use for Vacation or Sick Leave and the various types of Sick Leave use, verify the employee's attendance records to determine the types of transactions to be posted to the employee's Vacation and Sick Leave benefits.

STEP 8 Once the employee's Vacation/Sick Leave record has been correctly restored (using the steps above), re-establish the Annual Leave establishment period using the B68 - LB Establishment Period Maintenance screen.

RETROACTIVE CORRECTIONS AFTER CHANGING FROM VA TO AL OR AL TO VA

IF VA OR AL WAS ESTABLISHED IN ERROR OR IN THE WRONG LEAVE PERIOD REFER TO THOSE CONDITIONS IN THIS SECTION OF THE WORKBOOK.

NOTE: IT IS NOT NECESSARY TO MODIFY OR DELETE THE ESTABLISHMENT PERIODS IN ORDER TO KEY THESE CORRECTIONS.

1. Use the B52 - LB Void Transaction Entry screen to void the transfer transaction on both benefits (VA & AL) as well as any other incorrect transactions.

2. Use the B50 - LB Transaction Entry screen to key all retroactive attendance and accruals as necessary.

3. Use the B14 - LB History Summary screen to determine the correct transfer amount.

   NOTE: The 'end balance' should be keyed as the transfer amount from the "old" benefit in one month, and the combined amount of the 'end balance' plus the 'credit' should be keyed as the transfer amount to the "new" benefit in the next month.

4. Use the B50 - LB Transaction Entry screen to key the correct transfer amounts to both benefits using transaction codes 46 & 47 respectively.

5. Use the B52 - LB Void Transaction or the B16 - LB Transaction History screen to verify your corrections.

Annual Leave and Sick Leave Accruing in the Same Leave Periods

When an employee has Annual Leave with a Sick Leave Balance greater than zero the Sick Leave establishment period remains open with an END LV PRD of 99/99 on the B68 - LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE screen until the Sick Leave balance is zero. Once the balance is zero the system will automatically enter an END LV PRD, closing the establishment period.

An employee with open establishment periods for the Annual Leave and Sick Leave benefits should **NOT** be accruing both Annual Leave and Sick Leave in the same leave period. If an employee has both leave benefits accruing in the same leave period, follow the instructions below. (NOTE: The LAB Report should be reviewed monthly to verify employees are not accruing both Annual Leave and Sick Leave hours. The AL and SL Report should be viewed for employees who had AL and SL transactions keyed in both leave periods from January 2013 - December 2015.)

1. Review the B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY for both Annual Leave and Sick Leave. If the Annual Leave and Sick Leave accrues in the same leave period, is the accrual for Annual Leave greater than zero?
   - If no, verify if the Annual Leave accrual rate of zero is correct. If it is correct, no further action is necessary.
   - If yes, proceed to next step.

2. On the B12 - Leave Benefit Detail Inquiry screen for Sick Leave reference the Last Accrual Lv Prd field. (See example below)
   - If there is an N/A in the date field, contact the CLAS Liaison 916-327-0756.
   - If there is a leave period in the date field, proceed to next step.

3. Review all accruals for Annual Leave and Sick leave that were posted for the same leave period. Using the B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY, void incorrect transactions as needed. (NOTE: You must follow department policy, CalHR, and Bargaining Unit Contracts when determining eligibility for leave credits.)

```
LASF002           B12 - LEAVE BENEFIT DETAIL INQUIRY    02/01/16
                                                                14:20:50
SSN: 123-45-6789              NAME:
 LB: SICK LEAVE            PSN SEQ:        EMPLOYER:

LB TYPE: ACCRUED         STD ACCRUAL RATE: 8.00   ELIGIBLE PSNS:  1
BALANCE: 119.250    HOURS RATE CHG LV PRD: N/A        TIME BASE: FT
 SS BAL:  104         LAST ACCRUAL LV PRD: N/A             CBID: R01

                      BEGIN         END
                      LV PRD       LV PRD     -----COMMENTS-----
ESTABLISHMENT PERIOD   05/07         99/99
      WAITING PERIOD                            END DATE:
 NONSTD ACCRUAL RATE                                RATE:
        VAC 10-MONTH
```

Cash Out of Voluntary Personal Leave Hours

On CLAS, hours earned in the Voluntary Personal Leave Program (VPLP) are not available for use in the Leave Period in which the hours are earned. For example, if an employee receives 8 hours of VPLP in the 06/08 Leave Period, the 8 hours are not available for use until the 07/08 Leave Period.

Because the amount earned cannot be used/cashed out until the next Leave Period, special procedures must be followed when cashing out VPLP:

Employee is cashing out partial amount <u>OR</u> is cashing out all VPLP in a Leave Period where she/he is NOT earning VPLP.

- Using the PIP Form 672 or STD. 671, document a Cash Out Transaction
- For VPLP use Earnings ID = PV36 and the number of hours to be cashed out; you must also key a second Earnings ID (e.g. OT8) to generate pay.

Employee is cashing out all VPLP <u>AND</u> the employee is still earning VPLP in the Leave Period of the cash out.

Verify the number of hours to be cashed out by accessing the B14 - LB History Summary screen. Were the earned VPLP hours posted for the month the employee is cashing out the benefit?

NO	YES
1) DO NOT post an earned transaction (PV05). Document and key a Balance Adjust transaction* for the VPLP (PV14) equal to the number of hours the employee earned for the month of the cash out. 2) Key the Balance Adjust transaction (PV14) using the B50 - LB Transaction Entry screen. After updating the transaction, verify the amount in the "Current Balance" field on the B50 - LB Transaction Entry screen.	1) Void the Earned transaction for the Cash Out Leave Period using the B52 - LB Void Transaction Entry screen (e.g., earned VPLP for the 07/08 Leave Period and is cashing out all VPLP effective 07/08 Leave Period. Void the 07/08 Earned transaction. 2) Document and key a Balance Adjust transaction using the B50 - LB Transaction Entry screen for VPLP (PV14) for the number of hours the employee earned during the month of the cash out (this would be the same number of hours previously voided.) (continued on next page)

Verify the number of hours to be cashed out by accessing the B14 - LB History Summary screen. Were the earned VPLP hours posted for the month the employee is cashing out the benefit? (continued)	
3) Document and key a Cash Out transaction for VPLP (PV36) with the number of hours to be cashed out. For VPLP a second Earnings ID e.g., OT8) is required to generate pay.	3) After updating the transaction, verify the amount in the "Current Balance" field on the B50 - LB Transaction Entry screen. 4) Document and key a Cash Out transaction for VPLP (PV36) with the number of hours to be cashed out. A second Earnings ID (e.g., OT8) is required to generate pay.

Employee Transfers to a Non-Participating Department

When the appointing PAR is processed at the Non-Participating department the following items are generated:

* EPH End Date
* State Service is set to "Out-of-Service"
* End Leave Period on Accrued Benefits Establishment Periods

The following updates MUST occur before the appointing PAR transaction is processed by the "gaining" (new) department. (Contact the Leave Accounting Liaison if the PAR has already processed.)

Are all attendance transactions (e.g., vacation - use) posted for all Leave Periods while at your department?	
NO Key usage, credit/earn, and miscellaneous transactions using the B50 - LB Transaction Entry screen.	**YES** No action required.
Does the employee have balance for Usage Only benefits?	
NO No action required.	**YES** Key a "0" amount Begin Total (code 27) transaction for the last Leave Period at your department using the B50 - LB Transaction Entry screen.
Does the employee have balances for Earned benefits which will be transferred to the gaining department (e.g., HC)?	
NO No action required.	**YES** Key Debit Adjust (transaction code 15) in the last leave period at your department using the B50 - LB Transaction Entry screen.

Does the employee have balances for Earned Benefits which will be cashed-out due to the department transfer (e.g., CTO)?	
NO	**YES**
No action required.	Key Cash-out (code 36) transactions using the B50 - LB Transaction Entry screen.

Employee Transfers to a Participating Department

For employees transferring from a participating department to your department, following the instructions in condition "PAR Transaction within Your Department, Previously or Continuing on CLAS". The following updates MUST occur before the appointing PAR transaction is processed by the "gaining" (new) department. (Contact the Leave Accounting Liaison if the PAR has already processed.)

Are all attendance transactions (e.g., vacation - use) posted for all Leave Periods while at your department?	
NO Key usage, credit/earn, and miscellaneous transactions using the B50 - LB Transaction Entry screen.	**YES** No action required.
Does the employee have balances for Earned Benefits which will be cashed-out due to the department transfer (e.g., CTO)?	
NO No action required.	**YES** Key Cash-out (code 36) transactions using the B50 - LB Transaction Entry screen.
Is the employee on a 10-month, 9/12, 10/12, or 11/12 pay plan?	
NO No action required.	**YES** Update the P64 - Non-Accrual Maintenance screen by deleting data displayed in the Non-work Status fields.
Does the employee have a non-standard Accrual Rate established?	
NO No action required.	**YES** End the Non-standard Accrual Rate by keying an End Leave Period equal to the last Leave Period where the accrual will be at the non-standard rate, using the B70 - Non-Standard Rate Maintenance screen.

Department of Education Only **Is the employee participating in the 10-month Vacation accrual plan?**	
NO	**YES**
No action required.	End the 10-month accrual rate by keying an End Leave Period equal to the transfer Leave Period using the B76 - Vacation 10-Month Maintenance screen. Transfer credits remaining in Vacation Bank to Vacation. Using the B50 - LB Transaction Entry screen, key a Transfer TO Leave Benefit (code 46) transaction for Vacation Bank with amount equal to transfer Leave Period End Balance, AND, key a Transfer FROM Leave Benefit (code 47) transaction for Vacation with the same amount as the Transfer To transaction (code 46).

Non-Industrial Disability Insurance (NDI) with Supplementation

When an employee is participating in the Annual Leave Program and is placed on NDI, the employee can elect to supplement the NDI payment with leave benefit hours.

The following are the procedures for processing transactions while the employee elects "NDI - FULL SUPPLEMENTATION" or "NDI - 3/4 SUPPLEMENTATION."

NDI - FULL SUPPLEMENTATION

Follow the steps below whenever an employee elects NDI Full Supplementation.

EMPLOYEE IS ENTITLED TO MONTHLY STATE SERVICE AND LEAVE BENEFIT ACCRUALS:

- To allow the employee to accrue State Service and Leave Benefit hours each month, access the P64 - LB Non Accrual Maintenance screen.

  Erase all data in the "Temporary Separation Begin Leave Period" fields; then, press the ENTER key.

- If the status of the employee's temporary separation changes and he/she is not entitled to accruals, update the P64 - LB NON-ACCRUAL MAINTENANCE screen.

  In the "Temporary Separation Begin Leave Period", key the leave period in which the employee will no longer accrue State Service and Leave Benefits and key 99/99 in the "Temporary Separation End Leave Period" fields; then, press the ENTER key.

POSTING SUPPLEMENTAL HOURS USED:

- Calculate the number of leave benefit hours needed to supplement the monetary amount paid by NDI. For calculation instructions refer to the PPM Section E - DISABILITY.

- When the number of hours to supplement has been determined, key a "Use-NDI Supp" transaction (e.g., ALSN) for the amount of time to be supplemented using the B50 - LB Transaction Entry screen.

NDI - 3/4 SUPPLEMENTATION

Follow the steps below whenever an employee elects NDI 3/4 Supplementation.

EMPLOYEE IS ENTITLED TO 1/2 STATE SERVICE AND LEAVE BENEFIT ACCRUALS EACH MONTH:

- CLAS will not allow full-time employees to accrue State Service at 1/2 time. To prevent the employee from accruing full State Service credits each month, access the P64 - LB NON-ACCRUAL MAINTENANCE screen.

- In the "Temporary Separation Begin Leave Period", key the leave period in which the employee begins accruing State Service at 1/2, and key 99/99 in the "Temporary Separation End Leave Period" fields; then, press the ENTER key.

- This action will stop ALL posting of automated State Service and Leave Benefit accruals.

POSTING SUPPLEMENTAL HOURS USED:

- Calculate the number of leave benefit hours needed to supplement the monetary amount paid by NDI to 3/4 salary. For calculation instructions refer to the PPM Section E – Disability.

- When the number of hours to supplement has been determined, key a "Use-NDI SUPP" transaction (e.g., ALSN) for the amount of time to be supplemented using the B50 - LB Transaction ENTRY screen.

POSTING ACCRUALS FOR STATE SERVICE AND LEAVE BENEFITS:

A) STATE SERVICE ACCRUAL
State Service cannot be posted in fractional increments for full-timebase employees. Post a State Service credit (CR) every other month using the S50 - SS Transaction Entry screen. If the employee has 1/2 State Service credit in the last month on NDI, the 1/2 credit must be tracked manually.

B) LEAVE BENEFIT ACCRUAL
The employee is entitled to a leave benefit accrual at 1/2 of the employee's monthly accrual rate each month. Because benefit accruals cannot be posted in the months with no State Service credit, a Balance Adjustment Credit transaction must be posted on line each month.

(continued on next page)

POSTING ACCRUALS FOR STATE SERVICE AND LEAVE BENEFITS: (continued)

B) LEAVE BENEFIT ACCRUAL – Continued

Key an Annual Leave Balance Adjustment transaction (e.g., AL14) each month the employee is on NDI - 3/4 Supplementation. The amount will be 1/2 of the number of hours the employee would accrue at full-time. Key the Balance Adjustment transaction on the B50 - LB Transaction Entry screen.

Important: The hours credited via a Balance Adjustment transaction are NOT credited like accrual transactions where the amount posted for the leave period is not available until the next leave period (e.g., accrual transaction keyed for 05/01 leave period is not subject to debit transactions keyed for 05/01). Amounts posted from a Balance Adjustment transaction are subject to any debit transactions keyed for the same leave period (e.g. Balance Adjustment transaction keyed for 05/01 debit transactions keyed for 05/01 can use time added via the Balance Adjustment transaction).

EXAMPLE OF AN EMPLOYEE SUPPLEMENTING NDI AT ¾

Employee accrues 11 hours of Annual Leave each qualifying pay period. The employee elects to go on NDI - 3/4 Supplementation. This employee would be entitled to 1/2 of his/her monthly accrual rate.

- NDI is effective 05/10/07. 05/07 is not a qualifying pay period.
- Returns effective 08/05/07. 08/07 is a qualifying pay period.

STEP 1 - INITIAL MONTH (example for 05/07)

A) Calculate the number of hours needed to supplement the NDI.

B) Key the Annual Leave transaction (i.e. ALSN) for the amount of hours to be used to supplement NDI. Key the transaction using the B50 - LB Transaction Entry screen.

C) No State Service transaction is keyed for the first month.

D) Key an Annual Leave Balance Adjustment for 1/2 of the accrual amount. Key an AL14 for 5.5 hours using the B50 - LB Transaction Entry screen. This will be for the accrued hours available 06/01/01. PLEASE be aware that the Balance Adjustment hours do not have the same safe guards as an accrual transaction where the hours cannot be used until the next month. When keying a debit transaction, verify that there are sufficient hours minus the Balance Adjustment to cover the debit transaction.

(continued on next page)

EXAMPLE OF AN EMPLOYEE SUPPLEMENTING NDI AT ¾ (continued)

STEP 2 - SUBSEQUENT MONTHS ON NDI (06/01 THROUGH 07/07)

A) Calculate the number of hours needed to supplement the NDI.

B) Key an Annual Leave transaction (i.e. ALSN) for each month for the amount of hours to be used to supplement NDI. Key the transactions using the B50 - LB Transaction Entry screen.

C) Key a State Service credit (CR) transaction every other month using the S50 - SS Transaction Entry screen. Credit is keyed for 06/07 leave period. The 1/2 credit for 07/07 must be tracked manually.

D) Key an Annual Leave Balance Adjustment for 1/2 of the accrual amount for each leave period. Key AL14 for 5.5 hours for the 06/07 and 07/07 pay periods using the B50 - LB Transaction Entry screen.

STEP 3 - LAST MONTH ON NDI (08/07)

A) When the last month is a qualifying pay period <u>and</u>

- PAR is keyed BEFORE the CLAS Monthly Accrual Cycle is run.
  1) Verify that the leave periods on P64 - LB Non-Accrual Maintenance screen are correct.
- PAR is keyed AFTER the CLAS Monthly Accrual Cycle is run:
  1) Verify that the leave periods on P64LB Non Accrual Maintenance screen are correct.
  2) Key a State Service credit (CR) using the S50 - SS Transaction Entry screen.
  3) Key an Annual Leave accrual (AL10) using the B50 - LB Transaction Entry screen.

B) When the last month is NOT a qualifying pay period, indicate the non-qualifying leave period in Item 715 of the PAR.

- If the PAR is keyed BEFORE the CLAS Monthly Accrual Cycle is run:
  1) Verify that the leave periods on P64 - LB Non Accrual Maintenance screen are correct.
  2) Verify that an NQLP transaction was posted for the leave period using the S16 - SS Transaction History Inquiry.
- If the PAR is keyed AFTER the CLAS Monthly Accrual Cycle is run:
  1) Verify that the leave periods on P64 - LB Non Accrual Maintenance screen are correct.
  2) If applicable, void State Service credit (CR) using the S52 - SS Void Transaction Entry screen.
  3) If applicable, void Annual Leave accrual using the B52 - LB Void Transaction Entry screen.

PROCESSING TIMEFRAMES & LEAVE LETTERS

Transaction and EH Processing Timeframes	Four types of processing schedules are used with CLAS. They are Employment History, PIP, the online CLAS, and Mag Tape. The system timeframes for processing transactions differ depending on the input method being used.
Employment History	PAR/PPT transactions are processed the night of the next available Payroll Cycle. Like PIP pay transactions, when No Payroll Cycle is scheduled, or the cycle is cancelled, transaction will be held until the next cycle is run.
PIP	Leave transactions are processed the night of the next available Payroll Cycle. Like PIP pay transactions, when No Payroll Cycle is scheduled, or the cycle is cancelled, transactions will be held until the next cycle is run.
Online CLAS	Transactions keyed online will immediately update CLAS records. Exceptions: LSE and NLSE online designations will reflect the following day.
Mag Tape	Transactions processed via magnetic tape are processed the night of the next available Payroll Cycle. Like PIP pay transactions, when NO Payroll Cycle is scheduled, or the cycle is cancelled, transactions will be held until the next cycle is run.
System Availability	Online keying is available 7:00am - 6:00pm Monday through Friday and 7:00am to 4:00pm on Saturday. If extended hours are required for Civil Service departments, refer to the Personnel Action Manual (PAM), Systems Information Section. Twenty-four hours advance notice is required.
Leave Letters	Leave Letters are available on the internet at **http://www.sco.ca.gov/ppsd_sco_letters.html**

CRITICAL DATES

Introduction
After your department has completed conversion to CLAS, the ongoing process of maintaining, updating, and processing leave records and the timeframes associated with these activities will occur at approximately the same time each month. Listed below are timeframes for processes that will occur each month.

NOTE: For the specific dates of these, or any future new activities, refer to the "Civil Service Decentralized" calendar or the "CSU Decentralized" calendar.

CLAS Monthly Accrual Cycle	The CLAS Monthly Accrual Cycle is run on approximately the 8th work day each month. This process will post State Service when a negative (Roll Code 1 or 2), bi-weekly (Roll Code 7) or semi-monthly (Roll Code 8) employee has a qualifying leave period. Based on State Service, accruals for Vacation, Sick Leave, Annual Leave and Educational Leave are also posted. It is important to have all PAR/PPT transactions affecting leave eligibility, accruals or non-qualifying pay periods posted by this date.
Personal Holiday Accrual Cycle	On the 2nd work day each month the Personal Holiday Accrual Process will generate and post applicable Personal Holiday credits for employees whose waiting periods end during the month or when identified in bargaining unit contracts.
Leave Activities and Balances (LAB) Report	The LAB is produced on approximately the 11th work day each month. This report identifies the previous month's transactions and other important information about the employee's current Leave Benefits for purposes of reconciling attendance.
Statement of Earnings and Deductions	The ES CLAS Cutoff is on the same day as Master Payroll Cutoff. Employees who have Regular Pay (Payment Type 0 - Adjustment Code 0) will have their balance printed on the bottom of their warrants each month.
Employee Statement of Leave	The Employee Statement of Leave will generate annually. The report is run the same day as the LAB. The department will be told of their designated month. Most departments receive theirs in October.
Benefit Over Max (BOM)	The BOM report is run the day after the LAB. The BOM provides employees who exceeded or may exceed the maximum number of hours.

Compensation Time Off (CTO) Aging Report	The CTO Aging Report is run the day after the LAB. It provides employees who have unused CTO which was earned more than 9 months prior to the report date.
Intermittent Benefit Tracking (IBT)	The IBT Report is run the Monday following Semi-Monthly Cutoff. It displays a list of employees who have intermittent benefits.
VPLP	In certain Bargaining Units, for Roll Codes 1 & 2 the credit is posted on the Monday after Master Payroll Cutoff for the prior month.
Earned Benefit Audit (EBA) Report	The Earned Benefit Audit (EBA) Report is generated the last calendar day of each month. If the last calendar day of the month is on a weekend or holiday, the report will generate on the next business day. This report will identify Earn or Credit Adjust transactions keyed during the previous month which exceed 80 hours for CTO, 30 hours for Holiday Credit, and 8 hours for Excess (EX/EH), as well as any transaction that exceeds 100 hours. If no transactions are identified for a leave period, the report will not generate.
State Service Begin Balance (SS BB) Audit Report	The SS BB Audit Report follows the same schedule as the EBA Report. This report identifies all state service Begin Balance transactions posted during the previous leave period, with the exception of Begin Balances of zero posted to employees new to state service.
Annual Leave And Sick Leave Report	The Annual Leave and Sick Leave Report is run the Monday following the CLAS Monthly Accrual Cycle. The Report list employees who earned both AL and SL in the same leave periods from January 2013 – December 2015.

CLAS REPORTS

LEAVE ACTIVITY & BALANCES (LAB) REPORT

Introduction

The Leave Activity & Balances (LAB) Report is a system generated report containing Leave Benefit and State Service information for a specific Leave Period. The report contains balances, usage, credits and miscellaneous transactions for Leave Benefits. State Service balance and various other leave impacting information is also identified in this chapter. The LAB is available in two different formats, one with SSN and one without.

Time Frame

The LAB is printed once a month around the 11th work day of each month. Check the "Civil Service Decentralized" calendar for the run date. The report will reflect the Leave Benefit balances/activity and accumulated State Service months for the Leave Period identified in the 4th line of the heading on the LAB. Also identified in the 4th line is the cutoff date for leave data which is reflected on the report. Transactions keyed after this date will not be included on the LAB for that Leave Period but will be reflected on the LAB for the next Leave Period.

Example:

Line 1 State Controller's Office – PPSD
Line 2 Leave Accounting System
Line 3 Leave Activity & Balances Report (LAB)
Line 4 Data For 02/00 Leave Period as Of 03/13/00

In the above example, the balances/totals reflected on the report will include all leave activity posted on CLAS (via online, PIP, magnetic tape and the automated accrual cycles) as of and including 03/13/00.

Sort Order (Report)

The LAB will be sorted based on Agency/Reporting Unit/Roll Codes.

Within Agency/Reporting Unit employees will print in the following order:

1) Class Code
2) Serial Number
3) Social Security Number
4) Roll Code

Benefit Selection

Benefits will display in the order listed below using the following criteria:

1) Accrued Benefits - will show if the Establishment Period encompasses the LAB Leave Period.

2) Earned Benefits - will show if LAB Leave Period beginning balance is greater than zero or a transaction is posted for the LAB Leave Period.

3) Usage Only Benefits - will show if LAB Leave Period beginning total is greater than zero or a transaction is posted for the LAB Leave Period.

If employee's EH is Out-of-Service, the benefits will not display.

Field Definitions

The following information will display:

SSN	-	Social Security Number
NAME	-	Initials and Surname
POS SEQ	-	Position Sequence Number will print if employee is Out-of-Service
CLASS/ SERIAL	-	Most current class/serial for the Position Sequence in the Leave Period
CBID	-	Collective Bargaining Identifier for the position
SS MOS	-	Provides the number of State Service months as of the end of the Leave Period (e.g., for the LAB Leave Period 08/02, the SS MOS will reflect State Service as of 09/01/02). Will not print if the employee's Employment History is Out-of-Service, employee is not eligible for State Service or State Service is Out-Of-Service on CLAS.
SS CARRYOVER	-	The remaining balance toward a State Service Credit; "DW" is days worked toward next SS credit. "HW" is hours worked toward next SS credit. "FM" is fractional month toward next SS credit.

BENEFIT - Displays the name of the benefit.

BEGIN - The first "BEGIN" field reflects beginning balances for the Leave Period for all accrued/earned benefits and begin totals for the Leave Period for usage only benefits (e.g., the LAB for the 08/01 Leave Period reflects the balance/totals as of 08/01/01).

Included in the BEGIN amounts are the retroactive debit and credit transactions for prior Leave Periods which were keyed during the LAB Leave Period (e.g., LAB Leave Period is 08/01, a "Use" transaction is keyed for 07/01 Leave Period on 08/03/01. The "Use" transaction will be reflected in this "BEGIN" field).

CREDIT - Reflects credits from "Accrue" and "Earn" transactions for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "Balance" field.

USED - Reflects debits from "Use" transaction for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "Balance" field).

MISC - Reflects debits and credits from all transactions other than "Accrue", "Earn" and "Use" for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "BALANCE" field).

BEGIN - The second "BEGIN" field reflects the amounts after the "CREDITS", "USED", and "MISC" amounts have been added/deducted to the first "BEGIN" field. These amounts reflect balances and totals available the first day of the next Leave Period (e.g., LAB Leave Period is 08/01, the Balances and Totals are as of 09/01/01).

For benefits debited or credited in other than hours (i.e., days or units), a "D" for days or a "U" for Units will display at the end of the benefit line (right of the second "BEGIN" field).

Messages

Leave Benefits and/or Balances will not display in the following instances and the appropriate message will be printed on the employee's record:

- EMPLOYEE OUT-OF-SERVICE

  The employee's Employment History is Out-Of-Service. Verify the Employment History records on the PIMS/CSUC system. For information regarding Out-Of-Service, Civil Service agencies may refer to the Personnel Action Manual (PAM), and CSU campuses may refer to the Personnel Information Management System (PIMS) Manual. Once Employment History is placed back "In Service", Leave Benefits and State Service information may be viewed on CLAS.

- POSITION SEQUENCE OUT-OF-SERVICE

  The Position Sequence that is on CLAS is Out-Of-Service on Employment History. For Civil Service contact PPSD, Personnel Liaison. For CSU campuses contact PPSD, CSU Audits.

- LEAVE BENEFIT OUT-OF-SERVICE MM/YY

  This message will appear next to each benefit that is Out-Of-Service and will identify the Leave Period in which the benefit was placed Out-Of-Service. The Out-Of-Service condition must be corrected before additional processing for the benefit to take place (see “LEAVE BENEFITS“).

- WAITING PERIOD ENDS MM/DD/YY

  This message will display for negative paid (Rolls 1 and 2), bi-weekly (Roll 7), and semi-monthly (Roll 8) employees with the Waiting Period End Date next to all benefits that are subject to an active Waiting Period established on CLAS. Balances will not be displayed on the LAB but are available online.

- SERVING A WAITING PERIOD

  This message will display for positive paid (e.g., Roll Code 3) employees next to all benefits that are subject to an active Waiting Period established on CLAS. Balances will not be displayed on the LAB but are available online.

- STATE SERVICE OUT-OF-SERVICE MM/YY

  If State Service is Out-Of-Service on CLAS at the time the LAB is run, this message will be displayed for Vacation, Sick Leave, Annual Leave and Education Leave. Also identified is the Leave Period in which State Service was placed Out-Of-Service. Verify and correct the State Service on CLAS (see " STATE SERVICE"). **NOTE: The "SS MOS" field will be blank**.

- NO BENEFITS EXIST

  This message will display when an employee is on CLAS and benefits have not been established/activated.

LAB Not Received

If a LAB report is lost, print a copy of the report from the View Direct system. If your department does not have View Direct access, contact your Security Monitor.

SAMPLE OF LAB WITH SSN

LASP904C LABRT2 STATE CONTROLLER'S OFFICE – PPSD AGY/RU: 006/675
11/19/02 13:56:28 LEAVE ACCOUNTING SYSTEM PAGE: 1
LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/02 AS OF 11/19/02

EMPLOYEE INFORMATION	LB	BEGIN 10/02	CREDIT	USED	MISC	BEGIN 11/02	SS CARRYOVER MOS HW FM
000-00-0004	VA		WAITING PERIOD ENDS 01/31/03				03
BA SOUP	SL	10.00	8.00	0.00	0.00	18.00	
5278-702 R01	PH		WAITING PERIOD ENDS 01/28/03				
000-00-0005	AL	38.00	14.00	11.50	0.00	40.50	83
J SANDS	CT	29.75	0.00	0.00	0.00	29.75	
6215-672 R12	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0006	AL	233.00	14.00	8.00	0.00	243.00	64
RB MAYBERRY	CT	6.25	0.00	0.00	0.00	6.25	
6215-673 R12	HC	0.00	0.00	0.00	0.00	8.00	
000-00-0007	VA	110.00	12.00	0.00	0.00	122.00	166
RJ HOUSE	SL	104.00	8.00	4.00	0.00	108.00	
6475-672 R12	PL	68.00	0.00	32.00	0.00	36.00	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0008	AL	233.00	14.00	4.50	0.00	242.50	70
JJ CLAVIN	CT	1.50	0.00	0.00	0.00	1.50	
6476-672 R12							
000-00-0009	VA	12.00	12.00	12.00	0.00	12.00	171
AL JONES	SL	8.00	8.00	8.00	0.00	8.00	
6476-672 R12	PL	73.00	0.00	35.00	0.00	38.00	
	CT	13.25	0.00	12.50	0.00	0.75	
000-00-0010	VA	17.00	10.00	0.00	0.00	27.00	86
PD ZOMBE	SL	146.00	8.00	16.00	0.00	138.00	
6252-671 R12	CT	0.00	18.75	0.00	0.00	18.75	
	HC	16.00	0.00	0.00	0.00	16.00	
	EX	22.00	0.00	0.00	0.00	22.00	
000-00-0010			STATE SERVICE OUT-OF-SERVICE 11/02				
J SMITH							
6252-672 R12							

STATEMENT OF EARNINGS AND DEDUCTIONS

Introduction

The Leave Accounting System will print leave benefit activity and balances on the Statement of Earnings and Deductions each month for Regular Pay (Payment Type 0 – Adjustment Code 0). Only employees who are eligible and on the Leave Accounting System will have their leave benefits display.

Time Frame

After conversion to the Leave Accounting System, the process of displaying leave benefits on the Statement of Earnings and Deductions can be requested by contacting the Leave Accounting Phone Liaison at (916) 327-0756. The request must be made no later than the 12th of the month in which the data is to be displayed.

The following is an example of the timing involved for requesting leave benefits to be displayed on the Statement of Earnings and Deductions.

- Leave Accounting Training was provided in the month of 06/00.
- Conversion of leave benefits to CLAS in 07/00.
- Request for leave data to display on the 8/00 warrant made no later than 8/12.
- The above example illustrates the earliest Leave Period that can be requested for displaying the Leave data, (i.e., the Leave Period following the month of conversion).

IMPORTANT:
When redepositing a warrant that was issued prior to requesting leave benefits on the Statement of Earnings and Deductions but after conversion of your department/campus to CLAS, the balances for that month will display when the warrant is reissued. This may result in leave balances displaying for a Leave Period which is prior to the Leave Period originally requested.

Print Criteria

Leave Benefits will display at the bottom of the Statement of Earnings and Deductions for employees who have an original warrant (Adjustment Code 0) for Regular Pay (Payment Type 0).

Roll Code 1 (monthly) employees' statements will reflect activity for the prior month.

Example: The statement for the August warrant dated September 1, 2001 will reflect balances for the 07/01 Leave Period.

Roll Codes 2 & 8 (Semi-monthly) employees statements will print on the 1st half warrant and will reflect activity for the prior month.

Example: The statement for the 1st half warrant dated August 15, 2001, will reflect balances for the 07/01 Leave Period.

Roll Codes 3 & 4 employees' statements will reflect all activity for the leave period of the warrant.

NOTE: Roll code 4 data will display only on the 1st half warrant.

Exceptions

Leave Data *will not* print on the Statement of Earnings and Deductions for Summarized Warrants when the warrant includes a payment other than regular pay (Payment Type 0) or a payment with an adjustment code other than 0.

Sort Order (Leave Benefits)

Up to **EIGHT** leave benefits can be printed on the Statement of Earnings and Deductions based on a sort order determined by the Leave Accounting System. The leave benefits will print when the following conditions are met:

1) Leave benefit exists
2) An accrued leave benefit is currently established
3) Activity exists for the leave benefit or when earned or usage only balances are greater than zero.

The leave benefits displayed will vary from employee to employee based on each person's eligibility.

The following is the sort order used by the Leave Accounting System to display the leave benefits on the Statement of Earnings and Deductions.

1) Vacation
2) Vacation Bank
3) Annual Leave
4) Sick Leave
5) Personal Holiday
6) Personal Day
7) Personal Leave Program 2012
8) Educational Leave
9) Personal Leave Program 2010
10) Personal Leave Program 2003
11) Personal Leave Program
12) Personal Leave Time
13) PARR Lawsuit
14) Voluntary Personal Leave Program
15) V-Time
16) Compensating Time Off (CTO)
17) Holiday Credit
18) Excess Hours
19) Holiday Informal Time Off
20) Professional Leave
21) Medical Officer of the Day
22) On Call Assignment
23) Furlough Hours
24) California Family Rights Acts
25) Jury Duty
26) Subpoenaed Witness
27) Military Leave-Days
28) Military Leave-Hours
29) Family & Medical Leave Act
30) Professional Training/Development
31) Union Time Off
32) Continuing Medical Education
33) Paid Education Leave
34) Seniority Points

NOTE: Only 8 benefits will appear on an employee's Statement of Earning and Deductions.

Field Definitions

The following information will display:

1) MO/YR BEGIN BALANCE - Reflects the beginning balance for the pay period displayed.

2) CREDIT - Identifies the amount of hours earned and accruals for the pay period.

Note: Accrual amounts for Vacation, Sick, Annual Leave and Educ. Leave are not available for use until the next pay period.

1) USED - Identifies the time used by the employee.

2) MISC - Identifies adjustments to the employees balances other than those listed in the CREDIT and USED columns (e.g., Cash Out).

3) MO/YR BEGIN - Reflects the beginning balances for the pay period displayed.

The data displayed on the Statement of Earnings and Deductions will have a one-month lag period for negative paid (Roll Code 1 and 2) employees.

EXAMPLE: For the June warrant (issued 7/1) the BEGIN BALANCE (1) will reflect 5/1 balances and the BEGIN (5) will reflect balances available as of 6/1.

Messages

Certain conditions will result in a message being displayed on the Statement of Earnings and Deductions instead of leave balances.

The following are the messages and conditions that may be displayed on the statement:

"LEAVE DATA UNAVAILABLE"

At least one of the following conditions exists:

- Employee's Leave Benefit is out-of-service.
- Employee's State Service is out-of-service.

"WAITING PERIOD ENDS MM/DD/YY"

- Negative paid (Roll Code 1 and 2), bi-weekly paid (Roll Code 7) or semi-monthly (Roll Code 8) employee is serving a Waiting Period and balances will not display until the Waiting Period has ended.

"SERVING A WAITING PERIOD"

- Positive paid (e.g., Roll Code 3) employee is serving a Waiting Period and balances will not display until the Waiting Period has ended.

TATE OF CALIFORNIA STATEMENT OF EARNINGS AND DEDUCTIONS OFFICE OF STATE CONTROLLER

SOC SEC NO XXX XX XXXX
WARRANT NO 01-853269

AGY/UNIT **PAY PERIOD 08/00**
TAX YEAR 00 **ISSUE DATE 09/01/00**
TAX STATUS **FED M-00 CA STATE M-00**

	GROSS PAY	TAXABLE GROSS	DEDUCTIONS	NET PAY
CURRENT	**3054.00**	**2912.48**	**897.39**	**2156.61**
YEAR-TO-DATE	**27592.01**			

EARNINGS	DAYS	HOURS	GROSS	DEDUCTIONS	AMOUNT	YEAR-TO-DATE
REGULAR			**3054.00**	**FEDERAL TAX**	**357.50**	
				STATE TAX	**63.85**	
				***RETIREMENT**	**127.05**	
				FICA	**232.52**	
				***F CIGNA**	**.00**	
				***F DLTADNTL**	**14.47**	
				VISION-VSP	**.00**	
				FED TAX ADJ	**50.00**	
				ST TAX ADJ	**50.00**	
				CHTBL CNTRB	**2.00**	

EMPLOYER CONTRIBUTIONS (current and adjustments)

RETIREMENT	**FICA**	**HLTH/FLEX**
271.16	**232.52**	**350.03**
VISION		
11.25		

7/00	**BEGIN BAL**	**CREDIT**	**USED**	**MISC**	**8/00 BEGIN**	
VACATION	**201.50**	**10.00**	**0.00**	**0.00**	**211.50**	
SICK LV	**160.50**	**8.00**	**0.00**	**0.00**	**168.50**	
PH	**0.00**	**1.00**	**0.00**	**0.00**	**1.00**	**UNITS**
PLP	**144.00**	**0.00**	**0.00**	**0.00**	**144.00**	
CTO	**13.75**	**0.00**	**0.00**	**0.00**	**13.75**	
EX HRS	**10.50**	**0.00**	**0.00**	**0.00**	**10.50**	
JURY DUTY	**24.00**	**0.00**	**0.00**	**0.00**	**24.00**	

EMPLOYEE STATEMENT OF LEAVE (ESL) INFORMATION - CIVIL SERVICE

Introduction

The Employee Statement of Leave Information (Employee Statement) will be printed annually for departments participating in the California Leave Accounting System. It serves as a replacement for the Annual Leave Statement (STD. 644 or similar document). The Employee Statement contains benefit balances and year-to-date totals as of the first of the leave period in the heading.

Use

The Employee Statement is intended for distribution to employees, allowing them to manually track accruals and usages of their benefits.

Field Definitions

The following information will display:

NAME	- Initials and Surname
SSN	- Social Security Number
POSITION NBR	- Employee's position number as of the report date
MAX CARRYOVER	- Maximum carryover hours allowed
STATE SERVICE	- Total state service credit as of the report date (Will display N/A for CSU academic year psns)
CBID	- Collective bargaining identifier for the position
TIME BASE	- Time base of employee as of the date of the report
ACCRUAL RATE	- The accrual rate of an accrued benefit, based on the employee's time base, CBID and months of state service

Below the employee information is the benefit information. The first two sections contain:

LEAVE TYPE
Identifies the name of the accrued or earned benefit.

BALANCE
Reflects the balance. If the benefit is reported in other than hours, the rate of measure will be printed (i.e., Unit or Days).

The section on the right side reflects Usage Only benefits:

LEAVE TYPE
Identifies the name of the Usage Only benefit and for Emergency Military Leave or Military Leave will identify unit of measure using Days or HRS.

BALANCE
Reflects number of hours used in a calendar year (CYTD) or fiscal year (FYTD). If the benefit is not tracked by calendar or fiscal year, the area following the hours/days will be blank.

Messages

The Employee Statement will display messages whenever an employee:

- ► Has projected Vacation or Annual Leave credits that will exceed the maximum in the calendar year (amounts will also be provided).
- ► Is scheduled to receive an accrual rate increase during the next 12 months.
- ► Is at the maximum accrual rate.
- ► Is serving a waiting period.

The following messages will display in the area under leave benefit balances:

"LEAVE BENEFIT INFORMATION NOT AVAILABLE"

- ◆ When the employee or position sequence is out-of-service or when no benefits are established.
- ◆ When the Leave Benefit is out-of-service.

"N/A"

- ◆ State Service information not available on CLAS.

"STATE SERVICE - LEAVE INFORMATION NOT AVAILABLE"

- ◆ When State Service is out-of-service.

"(LEAVE BENEFIT NAME) WAITING PERIOD ENDS (MM/DD/YY)"

- ◆ When a full-time or part-time employee is serving a waiting period.

"(LEAVE BENEFIT NAME) SERVING A WAITING PERIOD"

- ◆ When a positive paid monthly (Roll Code 3) employee is serving a waiting period.

"YOU WILL EXCEED THE MAXIMUM FOR (LEAVE BENEFIT NAME) BY (AMOUNT) HOURS ON (MM/DD/YY)"

- ◆ For employees who have Leave Benefits that will exceed the limits allowed for January 1st.

"YOUR PROJECTED (LEAVE BENEFIT NAME) ACCRUAL RATE CHANGE: IS (AMOUNT) HOURS ON (MM/YY)"

- For full-time and part-time employees that have standard accrual rates that are based on State Service. This message will print if the Accrual Rate change is in the next 12 leave periods.

"YOUR (LEAVE BENEFIT NAME) ACCRUAL RATE IS NOT SCHEDULED TO CHANGE DURING THE NEXT 12 MONTHS"

- For full-time and part-time employees who will not be changing accrual rates (for benefits with rates that are based on State Service) within the next 12 leave periods.

"YOUR (LEAVE BENEFIT NAME) ACCRUAL RATE IS SCHEDULED TO CHANGE ON (MM/YY)"

- For full-time and part-time employees who have a non-standard rate. This message will print based on State Service if the accrual rate change is in the next 12 leave periods.

"NON-STD RATE - UNABLE TO PROJECT HOURS THAT WILL EXCEED (LEAVE BENEFIT NAME) LIMIT"

- For employees accruing based on a non-standard rate.

"YOU ARE AT THE MAXIMUM ACCRUAL RATE FOR (LEAVE BENEFIT NAME)"

- For employees who are currently earning the maximum Accrual Rate for benefits.

"UNABLE TO DETERMINE (LEAVE BENEFIT NAME) MAXIMUM OR IF IT WILL BE EXCEEDED"

- For CSU positive paid monthly (Roll Code 3) employees, maximum accrual rate and amounts exceeding maximum cannot be determined.

"UNABLE TO DETERMINE (LEAVE BENEFIT NAME) HOURS THAT WILL EXCEED MAXIMUM"

- For civil service positive paid monthly (Roll Code 3) employees, number of projected hours exceeding maximum cannot be determined.

"UPON COMPLETION OF (NUMBER OF CREDITS) STATE SERV MOS THE NEXT (LEAVE BENEFIT NAME) RATE IS (NUMBER OF HOURS)"

- For positive paid monthly (Roll Code 3) employees will print an accrual rate change if the number of State Service Credits needed Is less than 12.

EMPLOYEE STATEMENT OF LEAVE INFORMATION

STATE CONTROLLER'S OFFICE – PPSD
CALIFORNIA LEAVE ACCOUNTING SYSTEM
AS OF 10/09

NAME : SH STONE
SSN : 111-11-1115
POSITION NBR : 051-011-5157-001
MAX CARRYOVER : 400 HOURS VACATION
STATE SERVICE : 171 MONTHS

CBID: E97
TIME BASE: FT
ACCRUAL RATE: VACATION 13.00
SICK LV 8.00

LEAVE TYPE	BALANCE	LEAVE TYPE	BALANCE	LEAVE TYPE	TOTAL
VACATION	381.00	SICK LV	290.50	MIL DAYS	20.00 FYTD
PH	1.00 UNIT	EX HRS	11.00	JURY DTY	40.00 FYTD

YOU WILL EXCEED THE MAXIMUM FOR VACATION BY 23.00 HOURS ON: 01/01/01
YOUR VACATION ACCRUAL RATE WILL CHANGE TO: 14.00 ON: 08/01

The following is provided for your convenience. To utilize, please enter the Leave Type and balance from above in the areas provided.

LEAVE TYPE:												
MONTH	BAL	USED	EARN	BAL	USED	EARN	BAL	USED	EARN	BAL	USED	EARN

EMPLOYEE STATEMENT OF LEAVE INFORMATION

STATE CONTROLLER'S OFFICE – PPSD
CALIFORNIA LEAVE ACCOUNTING SYSTEM
AS OF __/__

NAME : **CBID:**
SSN : **TIME BASE:**
POSITION NBR : **ACCRUAL RATE:** **VACATION**
MAX CARRYOVER : _____HOURS VACATION **SICK LV**
STATE SERVICE : _____MONTHS

LEAVE TYPE	BALANCE	LEAVE TYPE	BALANCE	LEAVE TYPE	TOTAL

YOU WILL EXCEED THE MAXIMUM FOR VACATION BY ____ HOURS ON: __/__/__
YOUR VACATION ACCRUAL RATE WILL CHANGE TO: ____ ON: __/__

The following is provided for your convenience. To utilize, please enter the Leave Type and balance from above in the areas provided.

LEAVE TYPE:												
MONTH	BAL	USED	EARN	BAL	USED	EARN	BAL	USED	EARN	BAL	USED	EARN

BENEFIT OVER MAX (BOM) REPORT

Introduction

The Benefit Over Max (BOM) Report is a system generated report that contains current balances, accrual rates, hours needed to be used, and projected balances for benefits which are anticipated to reach the maximum hours allowed. It is offered in two versions, one that includes SSN, and one without. The BOM Report is accessed online through ViewDirect.

Time Frame

The BOM is created once a month around the 13th work day. Check the Civil Service Decentralized Calendars for run date. The report will reflect Leave Benefit balances and Projected balances as of the date identified in the 2nd line of the heading on the BOM. Also identified in the 3rd line is the leave period in which the data was extracted. Transactions keyed after the date shown will not be reflected in the balances on the BOM for that leave period but will be reflected on the BOM for the next leave period.

Sort Order

The BOM report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit employees are sorted by surname.

Field Definitions

The following information will display:

SSN	-	Social Security Number
EMPLOYEE NAME	-	Initials and Surname
BENEFIT NAME	-	Displays name of the benefit
CUR END BALANCE	-	Reflects the current balance as of the leave period shown in line 3
HRS NEED TO USE	-	Reflects the amount of hours the employee needs to use by the end of the year to stay within the maximum allowed
PROJ 1/1 BALANCE	-	Reflects the projected balance by 1/1 based on employee accruals
CUR AC RATE	-	Reflects the employee's current accrual rate
RATE CHG DATE	-	Reflects the date employee's accrual rate will change
NEW AC RATE	-	Reflects the new accrual rate
MESSAGES	-	See below

Messages

Leave Benefits and/or Balances will not display in the following instances and the appropriate message will be printed on the employee's record:

- EE OUT-OF-SVC ON EH

  The employee's Employment History is Out-Of-Service. Verify the employee's Employment History records on the PIMS/CSUC system. For information regarding Out-Of-Service, Civil Service agencies may refer to the Personnel Action Manual (PAM). CSU campuses may refer to the Personnel Information Management System (PIMS) Manual. Once Employment History is placed back "In Service", leave benefits and/or balances will display.

- PSN SEQ OUT-OF-SVC

  The Position Sequence that is on CLAS is Out-of-Service on Employment History. For Civil Service contact PPSD, Personnel Liaison. For CSU campuses contact PPSD, CSU Audits.

- BENEFIT OUT-OF-SVC

  This message will appear when a benefit is Out-Of-Service. The Out-of-Service condition must be corrected before additional processing for the benefit to take place.

- SS OUT-OF-SVC

  If State Service is Out-Of-Service on CLAS at the time the BOM is run, this message will be displayed. Verify and correct the State Service information on CLAS.

- INT EE CAN'T PROJECT

  Unable to project data for intermittent employees.

- TEMP SEP; CAN'T PROJECT

  Unable to project data for employees on a temporary separation.

- VAC-10; CAN'T PROJECT

  Unable to project data for employees on Vacation 10-Month Plan.

- VAC & BANK; CAN'T PROJECT

  Unable to project data for employees with Vacation Bank.

- 340 STATUS; CAN'T PROJECT

  Unable to project data for employees on 340 status.

- NON-STD RATE; CAN'T PROJECT

  Unable to project data for employees with Non-Standard Rate.

NOTE: Each month when the BOM is run the most current version will overlay the prior month's version.

Benefit Over Maximum (BOM) Report with SSA

LASP1602 BOMRPT1
05/17/10 20:41:36

STATE CONTROLLER'S OFFICE - PPSD
BENEFIT OVER MAX REPORT (BOM)
ANTICIPATED OVERAGE FOR JANUARY 1, 2011
DATA THROUGH 06/10 LEAVE PERIOD

PAGE: 418
AGENCY/UNIT: 051/120

SSA	EMPLOYEE NAME	LB	CUR END BALANCE	HRS NEED TO USE	PROJ 1/1 BALANCE	CUR AC RATE	RATE CHG DUE	NEW AC RATE	MESSAGES
999-99-1111	TO MAX	VA	675.000	115.000	755.000	13.000	11/10	14.000	
999-99-2222	NE USE	AL	654.000	92.000	732.000	18.000			
999-99-3333	SS OUT								SS OUT-OF-SVC

COMPENSATING TIME OFF (CTO) AGING REPORT

Introduction

The Compensating Time Off (CTO) Aging Report will be generated on a monthly basis for departments having sufficiently aged CTO. It will list those employees with unused CTO, which was earned more than 9 months prior to the leave period of the report. Departments can access the report using ViewDirect.

Time Frame

The CTO Aging Report is created around the 15th work day and will be available online the following day. Check the Decentralized Calendar for the run date.

Field Definitions

Unused CTO will be displayed by the leave period in which it was earned.

The following information will display:

SSN	- Social Security Number
NAME	- Initials and Surname
EMP ID	- Agency where CTO was earned
CLASS/SERIAL	- Current Class Code and Serial Number
CB ID	- Collective Bargaining Identifier for the Position
LEAVE PERIOD	- Leave Period in which CTO was earned
BALANCE FORWARD	- The Conversion Balance or Beginning Balance
ENDING BALANCE	- The available CTO for specific leave periods as of the report date
TOTAL	- "Balance Forward" amount plus the sum total of "Ending Balance" amounts

COMPENSATING TIME OFF AGING REPORT

07/17/10

STATE CONTROLLER'S OFFICE - PPSD DIVISION
LEAVE ACCOUNTING SYSTEM
EMPLOYEE REPORT OF UNUSED CTO GREATER THAN 9 LEAVE PERIODS OLD
DATA AS OF 07/17/10, THRU 07/10 LEAVE PERIOD
PDL4016

CO AGENCY/UNIT: 051/140

SSN	NAME	EMP ID	CLASS/ SERIAL	CBID	LEAVE PERIOD	BALANCE FORWARD	ENDING BALANCE	TOTAL
000-01-1234	TO MUCH	051	1150/004	S04	05/2008	.000	.125	
					06/2008		1.500	
					10/2008		6.000	
					11/2008		3.750	
					01/2009		4.500	
					02/2009		5.250	
					03/2009		6.000	
					04/2009		1.500	
								28.625
000-02-3456	NO MORE	051	1351/006	S01	03/2008	.000	1.245	
					09/2008		3.000	
					10/2008		3.000	
					12/2008		2.250	
					07/2009		2.250	
					01/2010		.750	
								13.915

INTERMITTENT BENEFIT TRACKING (IBT) REPORT

(For Civil Service Only)

Introduction

The Intermittent Benefit Tracking (IBT) Report is a system generated report that contains intermittent non-leave benefit information for a specific leave period. The IBT Report includes the following benefits: SISA, MSA, Alt Range Change, Retirement, Health/Dental, Maximum Hours Worked, Days Limit – ATW, PH/VA Waiting Period and Hours Probation. These non-leave benefits will be excluded from the Monthly LAB Report; however, the leave benefits (e.g., Vacation, Sick Leave, etc.) for intermittent employees will continue to be reported on the LAB Report.

This report will assist users in verifying benefit eligibility as well as notifying users when an employee has met the hours required for a benefit. It is the department's responsibility to verify that other benefit eligibility requirements have been met.

The Intermittent Benefit Tracking Report can be accessed online through ViewDirect.

Eligibility

Employees who do not meet the eligibility requirements will not be included on the IBT Report. Listed below are the eligibility requirements:

- actively employed during the prior month
- Civil Service Employee
- time base is intermittent
- has at least one intermittent benefit

When the following messages are generated on the report, balances will not display:

1) Out-of-Service

   The employee's Employment History, Position Sequence or State Service is out-of-service.

2) EH Not Matching

   The Social Security Number, Position Sequence Number or Position Number on the CLAS does not match Employment History.

3) CSP PSN Not Found

The Class Code, Class Type or Salary-Per on the CLAS does not match the same classification on the CS Payscale for the SISA, MSA, or Hours Probation benefits.

Time Frame

The IBT Report is created once a month on the Monday following Semi-monthly Payroll Cutoff. If the Monday falls on a holiday, the report will run on Tuesday. Check the Civil Service Decentralized Calendar for the run date. The report will reflect Begin Balances, Hours Worked and End Balances as of the date identified in the 4th line of the heading on the IBT Report. Also identified in the 4th line is the leave period being reported.

Sort Order

The IBT Report is sorted by Agency, Reporting Unit, Roll Code, Class Code and Serial Number.

Field Definitions

The following information will display:

EMPLOYEE INFORMATION	-	SSN Initials and Surname Class/Serial number, CBID Tenure, Number of Months Alternate Range ID
LB ID	-	Displays ID of benefit
BEG BAL	-	Displays the Beginning Balance for the previous Leave Period
TIME WORKED	-	Displays the total Hours Worked (a.k.a. Actual Time Worked) or maximum hours (160) for benefit. A maximum of 160 hours is posted each month to the following benefits: AC, AY, MA, SA, WP and RT will have the time worked posed each month
END BAL	-	Displays the End Balance for the previous Leave Period

HOURS UNTIL PROB - For the HP benefit only, indicates the hours remaining to complete probation. Computed based on Probation Period Months and End Balance.

<u>6-Month Calculations:</u>
If End Bal < or = 320, then amount = 320 – End Bal
If End Bal > 320 then amount = 640 – End Bal
If End Bal > 640, then amount = 960 – End Bal
If End bal > 960, then amount = blank

<u>9-Month Calculations:</u>
If End Bal < or = 480, then amount = 480 – End Bal
If End Bal > 480, then amount = 960 – End Bal
If End Bal > 960, then amount = 1440 – End Bal
If End bal > 1440, then amount = blank

<u>12-Month Calculations:</u>
If End Bal < or = 640, then amount = 640 – End Bal
If End Bal > 640, then amount = 1280 – End Bal
If End Bal > 1280, then amount = 1920 – End Bal
If End bal > 1920, then amount = blank

MESSAGES - See the IBT Report Messages section for a listing of messages that will display on the IBT Report. Many messages are informational only and require no subsequent action. Other messages identify potential problems or errors that require corrective action.

6-MONTH CTRL PRD - Displays the total Hours Worked during the previous 6-month Control Period for the Health and Dental benefit.

Balances will display in this field on the IBT reports that are generated in January and July only. The balances are for the end of the December and June leave periods, respectively.

12-MONTH CTRL PRD - Displays the total Hours Worked during the previous 12-month Control Period (or the last two Control Periods).

The balance will display in the field on the first IBT reports that are generated in January and July only. The balance shown is the sum of the Ending Balances for the previous two Control Periods.

INTERMITTENT BENEFIT TRACKING REPORT (IBT) MESSAGES

Employee and Benefit Status Messages

Balances will not display on the report for the following conditions.

Message Text	Condition/Action
EMPLOYEE OUT OF SERVICE	**Condition:** Employee is Out-of-Service on PIMS. **Action:** Out-of-Service condition must be corrected on PIMS. Work (90) transaction must be posted manually to the intermittent benefits.
PSN SEQUENCE OUT OF SERVICE	**Condition:** Employee's position sequence is out of service on PIMS. **Action:** Out-of-Service condition must be corrected on PIMS. Work (90) transaction must be posted manually to the intermittent benefits.
STATE SVC OUT OF SVC	**Condition:** Employee's State Service is out-of-service on the CLAS. **Action:** Out-of-Service service condition must be corrected on the CLAS. Work (90) transaction must be posted manually to the intermittent benefits.
EH NOT MATCHING	**Condition:** SSN, Position Sequence Number or Position number on CLAS does not match EH (a.k.a. PIMS). **Action:** Verify employee's information on EH. If incorrect, key PAR to update EH. If CLAS is not correct, key a P62 to update position history on P18.

AC Messages (Alternate Range Change – 960)

Only one message will appear for each benefit. Specialists must review the benefit to determine if any other conditions apply.

Example: If Mid-Month verify hours appear and a Work (90) transaction has been posted.

LEAVE BENEFIT OOS	**Condition:** Benefit has been placed out-of-service on the CLAS. **Action:** Out-of-service condition must be corrected before additional processing for benefit to take place.
MID-MONTH, VERIFY HRS	**Condition:** Employee had a mid-month position change. **Action:** Determine Hours Worked for the previous leave period and post a 'Work' (90) transaction as needed.
CANNOT PROCESS 2 BENS	**Condition:** Employee not entitled to both AC and AY benefits. **Action:** Process a 'Cancel' (35) transaction for one of the benefits.
ALT RG ID IS BLANK	**Condition:** Alternate Range ID is Blank. Employee not eligible for benefit. **Action:** Verify employee's classification/Alternate Range ID on PIMS. If incorrect, update PIMS. If employee not eligible for benefit process a 'Cancel' transaction (35).
EE MET HOURS REQUIRED	**Condition:** Employee met hours required for the benefit. **Action:** Employee has met the hours required. Post a 'Work Adjust' (90) transaction in the amount of 960 hours.

AY Messages (Alternate Range Change – 1920)

LEAVE BENEFIT OOS	**Condition:** Benefit has been placed out-of-service on the CLAS. **Action:** Out-of-service condition must be corrected before additional processing for benefit to take place.
MID-MONTH, VERIFY HRS	**Condition:** Employee had a mid-month position change. **Action:** Determine if employee is eligible for benefit and post a 'Work' (90) transaction as needed.
CANNOT PROCESS 2 BENS	**Condition:** Employee not entitled to both AC and AY benefits. **Action:** Process a 'Cancel' (35) transaction for one of the benefits.
ALT RG ID IS BLANK	**Condition:** Alternate Range ID is Blank. Employee not eligible for benefit. **Action:** Verify employee's classification on EH. If incorrect, update EH. If employee not eligible for benefit, process a 'Cancel' (35) transaction.
EE MET HOURS REQUIRED	**Condition:** Employee met hours required for the benefit. **Action:** Employee has met the hours required. Post a ' Work Adjust' (91) transaction in the amount of 1920 hours.

DL Messages (Days Limit – ATW)

LEAVE BENEFIT OOS	**Condition:** Benefit has been placed out-of-service on the CLAS. **Action:** Out-of-Service condition must be corrected on PIMS. Work (90) transaction must be posted manually to intermittent benefits.
MID-MONTH, VERIFY HRS	**Condition:** Employee had a mid-month position change. **Action:** Determine if employee is eligible for benefit and post 'Work' (90) transactions as needed.
TENURE NOT EQUAL TO T	**Condition:** Employee's tenure is not temporary; Therefore, employee is not eligible for benefit. **Action:** Verify employee's information on PIMS.
EE IS NOT ATW	**Condition:** Employee is not identified as an ATW employee. Tenure must be equal to T and Number of Months must be equal to T or PT. **Action:** On PIMS, verify employee's Employment History. If incorrect, update PIMS. If employee is not eligible for benefit, process a 'Cancel' (35) transaction.
EE EXCEEDED DAY LIMIT	**Condition:** Employee exceeded the days limit of 194 in a 12-month period. **Action:** Verify hours by ensuring that a 'Work Adjust' (91) transaction has been keyed for the number of days worked in the previous year during the same month.
EE AT MAX DAYS LIMIT	**Condition:** Employee has reached the maximum days limit. **Action:** If employee is no longer an ATW employee cancel benefit.

HD Messages (Health and Dental)

LEAVE BENEFIT OOS	**Condition:**	Benefit has been placed out-of-service on the CLAS.
	Action:	Out-of-Service condition must be corrected on PIMS. Work (90) transaction must be posted manually to intermittent benefits.
MID-MONTH, VERIFY HRS	**Condition:**	Employee had a mid-month position change.
	Action:	Determine if employee is eligible for benefit and post 'Work' (90) transactions as needed.
TENURE NOT PERM OR LT	**Condition:**	Employee's tenure is not permanent or limited term; therefore, employee is not entitled to benefit.
	Action:	Verify employee's information on PIMS, If incorrect, update Employment History, otherwise, cancel benefit.
EE MET 6-MO CTRL PRD	**Condition:**	Employee met the required hours for the benefit.
	Action:	No action necessary on the CLAS. Benefit will be automatically reset in January and July.
EE MET 12-MO CTRL PRD	**Condition:**	Employee met the required hours for the benefit.
	Action:	No action necessary. Benefit will be automatically reset in January and July.
CANT COMP LAST 2 PRDS	**Condition:**	Adequate history does not exist on CLAS to compute last two control periods.
	Action:	Calculate last two control periods manually.
EE DIDN'T MEET REQ HRS	**Condition:**	Employee did not meet the required hours for the benefit.
	Action:	No action necessary on CLAS. Work hours will continue to post. Benefit will be automatically reset in January and July.

HP Messages (Hours Probation)

CSP PSN NOT FOUND	**Condition:** Class Code, Class Type or Salary-Per on the CLAS does not match Civil Service Payscales (CSP). **Action:** If CLAS is incorrect, process EH transaction to correct Class Code, Class Type, or Salary-Per.
LEAVE BENEFIT OOS	**Condition:** Benefit has been placed out-of-service on the CLAS. **Action:** Out-of-Service condition must be corrected on PIMS. Work (90) transaction must be posted manually for intermittent benefits.
MID-MONTH, VERIFY HRS	**Condition:** Employee had a mid-month position change. **Action:** Determine if employee is eligible for benefit, verify hours worked transaction, and post 'Work' (90) transactions as needed.
EE NOT PERM	**Condition:** EH Tenure not 'P'. Employee not eligible for benefit. **Action:** Verify employee's EH. If incorrect, update EH. If employee not eligible for benefit, process a 'Cancel' (35) transaction.
EE NOT ON PROBATION	**Condition:** EH Probation Period is not 1, 3, 4 or 7. Employee not entitled to benefit. **Action:** Verify employee's EH. If incorrect, update EH. If employee not eligible for benefit, process a 'Cancel' (35) transaction.
PROB COMPLETE - VERIFY	**Condition:** Employee met the required hours for probation. **Action:** Verify hours and post a 'Cancel' (35) transaction to discontinue tracking the Hours Probation benefit.

HP Messages (cont).

NEXT PROB DUE 1ST	**Condition:** Employee met the required hours for the 1st probation period. **Action:** No action necessary.
NEXT PROB DUE 2ND	**Condition:** Employee met the required hours for the 2nd probation period. **Action:** No action necessary.
NEXT PROB DUE 3rd	**Condition:** Employee met the required hours for the 3rd probation period. **Action:** No action necessary.

MA Messages (MSA)

CSP PSN NOT FOUND	**Condition:** Class Code, Class Type or Salary-Per on PIMS does not match Civil Service Payscales (CSP). **Action:** If PIMS is incorrect, process a PAR transaction. 'Work' (90) transactions will need to be posted manually.
LEAVE BENEFIT OOS	**Condition:** Benefit has been placed out-of-service on the CLAS. **Action:** Out-of-service condition must be corrected before additional processing for benefit to take place.
MID-MONTH, VERIFY HRS	**Condition:** Employee had a mid-month position change. **Action:** Determine if employee is eligible for Benefit and post 'Work' transactions as needed.
EE AT MAX	**Condition:** Employee's Anniversary date is MAX on PIMS. **Action:** Employee is not eligible for benefit; therefore, process a 'Cancel' (35) transaction.

MA Messages (cont.)

EE NOT IN MSA CLASS	**Condition:**	Salary Adjustment Category Code for classification is not 'M'; therefore, employee is not entitled to benefit.
	Action:	Verify employee's EH, if incorrect, update EH. If employee not eligible for benefit process.
EE MET HOURS REQUIRED	**Condition:**	Employee met hours required for the benefit.
	Action:	Employee has met the hours required. Post a Work Adjust transaction in the amount of the qualifying hours.
NOT ELIG FOR MA AND SA	**Condition:**	Employee has both a SISA and MSA benefit on CLAS and is not eligible to have both.
	Action:	Determine which benefit the employee is entitled to. If entitled to an MSA transfer hours above 960 from SA to MA and post a cancel transaction. If employee is entitled to the SISA, cancel the MA benefit.

MX Messages (Maximum Hours)

LEAVE BENEFIT OOS	**Condition:** Benefit has been placed out-of-service on the CLAS. **Action:** Out-of-service condition must be corrected before additional processing for benefit to take place.
MID-MONTH, VERIFY HRS	**Condition:** Employee had a mid-month position change. **Action:** Determine if employee is eligible for Benefit and post 'Work (90)' transactions as needed.
EE EXCEEDED HOURS	**Condition:** CBID is equal to C06, E06, M06, R06 or S06 and End Balance is greater than 2000. **Action:** Reset hours manually by posting a Begin Total (27) transaction of zero.
EE AT MAXIMUM HOURS	**Condition:** Employee has reached the maximum hours for the benefit. **Action:** If EDD employee, hours must be reset manually by posting a Begin Total (27) transaction of zero. All other departments will have benefit reset automatically each January.

RT Messages (Retirement)

LEAVE BENEFIT OOS	**Condition:** Benefit has been placed out-of-service on the CLAS. **Action:** Out-of-service condition must be corrected before additional processing for benefit to take place.
MID-MONTH, VERIFY HRS	**Condition:** Employee had a mid-month time base change. **Action:** Determine if employee is eligible for Benefit and post 'Work' transactions as needed.
ACCT CODE NOT TD/TM/NM	**Condition:** Retirement Account code not equal to TD, TM or NM. Employee not eligible for benefit. **Action:** Verify Retirement Account code on EH. If incorrect, update EH. If employee not eligible for benefit process a cancel transaction.
EE MET HOURS REQUIRED	**Condition:** Employee met hours required for the benefit. **Action:** Employee has the met hours required. Post a cancel transaction to the current leave period to prevent further work transactions from posting and to remove it from the LAB.

SA Messages (SISA)

LEAVE BENEFIT OOS	**Condition:**	Benefit has been placed out-of-service on the CLAS.
	Action:	Out-of-service condition must be corrected before additional processing for benefit to take place.
MID-MONTH, VERIFY HRS	**Condition:**	Employee had a mid-month position change.
	Action:	Determine if employee is eligible for benefit and post 'Work 90' transactions as needed.
EE AT MAX	**Condition:**	Employee's Anniversary date is MAX and is not eligible for benefit.
	Action:	If EPH record is incorrect, process EH transaction. If employee is not eligible for benefit process a 'cancel (35)' transaction.
EE NOT AT MIN SALARY	**Condition:**	EH Based on Salary not CSP Minimum of Regular Salary Rate. Employee not entitled to benefit.
	Action:	Verify employee's EH. If incorrect, update EH. If employee not eligible for benefit process 'Cancel' (35) transaction.
EE NOT IN SISA CLASS	**Condition:**	Employee's Salary Adjustment Category Code for this classification is not equal to 'S'; therefore, is not entitled to benefit.
	Action:	Verify employee's Employment History. If incorrect, update Employment History. If employee is not eligible for benefit, process 'Cancel' (35) transaction.

WP Messages (PH/VA WAITING PERIOD)

LEAVE BENEFIT OOS	**Condition:** Benefit has been placed out-of-service on the CLAS. **Action:** Out-of-service condition must be corrected before additional processing for benefit to take place.
MID-MONTH, VERIFY HRS	**Condition:** Employee had a mid-month position change. **Action:** Determine if employee is eligible for Benefit and post 'Work' transactions as needed.
PH AND VA DON'T EXIST	**Condition:** Either the VA or PH benefit does not exist. **Action:** 1. If one of the benefits exists and has an active establishment period, no action necessary. 2. If neither benefit exists, use the B66 - Waiting LB Add screen to establish the
NO ACTIVE ESTAB PRD	**Condition:** No active establishment period exists for either the VA or PH benefit. **Action:** 1. If an establishment period does exist for one of the benefits, no action necessary. 2. If no establishment period exists for either benefit, use the B68 - LB Establishment Prd Maint screen to establish the benefit.
NO ACTIVE WAITING PRD	**Condition:** No active waiting period exists for either the VA or PH benefit. **Action:** 1. If a waiting period does exist for one of the benefits, no action necessary. 2. If no waiting period exists for either benefit, use the B74 - Waiting Period Maint screen to add/modify the waiting period.

WP Messages (cont.)

END WAITING PERIOD	**Condition:** Employee has met the hours required for the benefit. **Action:** End the Waiting Period using the B74 - Waiting Period Maintenance screen and post a cancel transaction to discontinue tracking the PH/VA Waiting Period benefit.
WAIT PRD HAS END DATE	**Condition:** Employee has met the hours required for the benefit. **Action:** Post a cancel transaction to discontinue tracking the PH/VA Waiting Period benefit.

SAMPLE OF IBT REPORT

```
LASP6565 IBTRPT                    STATE CONTROLLER'S OFFICE - PPSD                    AGY/RU: 051/140
08/16/2010 21:02:33                     LEAVE ACCOUNTING SYSTEM                          PAGE:      1
                                  INTERMITTENT BENEFIT TRACKING REPORT
                                       DATA FOR 07/10 AS OF 08/16/10

                                                          HOURS
EMPLOYEE        LB    BEG BAL   TIME        END BAL  UNTIL
INFORMATION     ID    07/10     WORKED      07/10    PROB      MESSAGES                    6-MONTH     12-MONTH
                                                                                           CTRL PRD    CTRL PRD
---------------------- ----- ------------- ------------ ------------ ------------------ ----------------- ----------------
 000-01-2345     SA   1116.00     84.50     1200.50                EE MET HOURS REQUIRED
 TT HUYNH        RT      0.00     84.50       84.50
 4870/930 E      MX    339.00     84.50      423.50
 TEMP ATW        DL    107.00      0.00      107.00                                          595.00
 ALT RG D

 000-00-0005     MA    524.50      0.00      524.50
DW KNIGHT        RT    804.00      0.00      804.00
0033/982  R01
TEMP      ATW

000-00-0006      MA    143.00      0.00      143.00
SL GILL          RT    804.00      0.00      804.00
0034/982  R01    WP                                          NO ACTIVE WAITING PRD
```

EARN BENEFIT AUDIT REPORT

Introduction

The Earn Benefit Audit (EBA) Report is system generated on a monthly basis identifying Earn and Credit Adjust transactions keyed during the previous month that exceed 80 hours for CTO, 30 hours for Holiday Credit (HC/HT) and 8 hours for Excess (EX/EH). The report will also list Earn and Credit Adjust transactions keyed to any leave benefit with an excessively high amount. Departments can access the report using ViewDirect.

Time Frame

The EBA Report is created the last calendar day of the month, or the next business day when the last calendar day falls on a weekend or holiday. The report will be available on ViewDirect the following day. Check the Decentralized Calendar for the run date. If there are no transactions exceeding the hours that are keyed by departments during the previous leave period, the report will not generate.

Sort Order

The EBA Report is sorted by Agency/Reporting Unit, Class Code, and Serial Number.

Field Definitions

The following information will display:

EMPLOYEE INFORMATION	-	SSN Initials and Surname Class/Serial Number, CBID
LB ID	-	Displays ID of Earn benefit
LV PRD	-	Leave Period of hours earned
POST DATE	-	Date the transaction was posted
TRANSACTION NAME	-	Type of transaction (Earn or Credit Adjust)
LEAVE HOURS	-	Displays the amount of the transaction

MESSAGE - Displays the following messages. Many messages are informational only and require no action. Departments must verify and correct if necessary.

- CTO: Exceeds 80 hours
- HC or HT: Exceeds 30 hours
- EX or EH: Exceeds 8 hours
- All earned benefits: Excessively high amount

April 1, 2016

STATE CONTROLLER'S OFFICE - PPSD
CA LEAVE ACCOUNTING SYSTEM
EARNED BENEFIT AUDIT (EBA) REPORT
POSTED MARCH 2016
HOURS MAY BE VALID – DEPTS MUST VERIFY
PDL1194

AGY/UNIT: 123/213

EMPLOYEE INFORMATION	LB ID	LV PRD	POST DATE	TRANSACTION NAME	LEAVE HOURS	MESSAGE
999-99-1234						
J FULL						
9758/002 R16	CT	05/15	03/17/16	EARN STRGHT	121.000	EXCESSIVELY HIGH AMT
999-99-5678						
E SUN						
9659/040 S06	EX	10/15	03/03/16	EARN	14.000	EXCEEDS 8 HOURS
		01/16	03/03/16	EARN	12.000	EXCEEDS 8 HOURS
999-99-6156						
H MONI						
9275/043 R17	CT	02/16	03/16/16	EARN FLSA	68.000	EXCEEDS 80 HOURS
999-99-6029						
J MORALES						
7982/004 R19	HC	02/13	03/07/16	EARN	36.000	EXCEEDS 30 HOURS

STATE SERVICE BEGIN BALANCE AUDIT REPORT

Introduction

The State Service Begin Balance (SS BB) Audit Report will be generated on a monthly basis for departments. It will list employees who had a Begin Balance (BB) transaction keyed to State Service during the prior month, regardless of the leave period. The report will assist departments in the review of BB transactions for accuracy. State Service BB transactions in the amount of zero, which were posted to employees who are new to state service, are not included on the report.

Time Frame

The SS BB Report is created the last calendar day of the month, or the next business day when the last calendar day falls on a weekend or holiday. The report will be available on ViewDirect the following day. Check the Decentralized Calendar for the run date.

Sort Order

Transactions will be displayed by department and position number.

Field Definitions

The following information will display:

EMPLOYEE INFORMATION	- Social Security Number Initials and Surname Class Code, Serial Number, Timebase
LV PRD	- Month to which BB was posted
POST DATE	- Date transaction was posted
TRAN CODE	- State Service Begin Balance (BB)
TRANSACTION NAME	- Begin Balance (BEGIN BAL)
MONTHS	- State Service Months posted
FRACTION	- State Service Fractional Month posted (part-time employees only)
HOURS	- State Service Hours posted (intermittent employees only)

MAY 1, 2016

STATE CONTROLLER'S OFFICE – PPSD
CA LEAVE ACCOUNTING SYSTEM
STATE SERVICE BEGIN BALANCE (SS BB) AUDIT REPORT
POSTED MAR 2016
BEGIN BAL MAY BE VALID – DEPTS MUST VERIFY
PDL1212

AGY/UNIT: 014/016

EMPLOYEE INFORMATION	LV PRD	POST DATE	TRAN CODE	TRANSACTION NAME	MONTHS	FRACTION	HOURS
999-99-2125 SK ADRIAN 5142/002 FT	03/16	03/24/16	BB	BEGIN BAL	142		
999-99-0321 HH LEILIANA 5142/003 INT	02/16	03/03/16	BB	BEGIN BAL	43	.00000	144.2
999-99-1234 J FULL 9758/002 001/002	03/16	03/16/16	BB	BEGIN BAL	6	.50000	000.0

ANNUAL LEAVE AND SICK LEAVE REPORT

Introduction

The Annual Leave and Sick Leave Report is generated on a monthly basis so departments may audit and correct accrued transactions that were posted for both Annual Leave and Sick Leave, in the same leave period, between January 2013 and December 2015. Departments may access the report using ViewDirect.

Time Frame

The Annual Leave and Sick Leave Report is created the Monday after the CLAS Monthly Accrual Cycle, and will be available online the following day. Check the Decentralized Calendar for the run date. Once a transaction is voided it will drop off the report. The report will run until all transactions have been voided.

Sort Order

The AL and SL Report is sorted by Agency/Reporting Unit, Class Code, and Serial Number.

Field Definitions

Annual Leave and Sick Leave transactions will be displayed by the leave period in which they were accrued.

The following information will display:

EMPLOYEE INFORMATION	-	Social Security Number
	-	First and Last Name
	-	Class Code and Serial Number
LV PRD	-	Leave period in which Annual Leave and Sick Leave were accrued
POST DATE	-	Date transaction was keyed by department or posted by SCO
LB	-	Leave Benefit ID: AL (Annual Leave) or SL (Sick Leave)
TRANSACTION NAME	-	ACCRUE (CODE 10)
ACCRUAL AMOUNT	-	Total hours accrued

April 18, 2016

STATE CONTROLLER'S OFFICE – PPSD
CA LEAVE ACCOUNTING SYSTEM
ANNUAL LEAVE AND SICK LEAVE REPORT
DATA FROM JANUARY 2013-DECEMBER 2015
PDL1293

AGY/UNIT: 123/213

EMPLOYEE INFORMATION	LV PRD	POST DATE	LB	TRANSACTION NAME	ACCRUAL AMOUNT
123-45-6788					
P JOHNSON					
0034/111	05/2014	05/20/2014	AL	ACCRUE	16.000
	05/2014	11/25/2014	SL	ACCRUE	8.000
	06/2014	06/18/2014	AL	ACCRUE	16.000
	06/2014	11/25/2014	SL	ACCRUE	8.000

REPORT CAPABILITY

Report Capabilities Using MIRS

Effective September 1994, the Management Information Retrieval System (MIRS) contains leave data from the California Leave Accounting System enabling departments to request reports containing Leave Data along with their Employment History and Payroll data. MIRS reports can be designed to have specific information regarding any of the information indicated above. In addition to creating reports, there is also a MIRS library with various types of reports. To request reports using MIRS, contact the MIRS coordinator at your agency. If you do not currently have MIRS and would like to pursue getting the system, contact the MIRS at (916) 324-7268 or (916) 322-4897.

For those Civil Service departments that have the Management Information Retrieval System (MIRS), your department can now request nine reports to capture intermittent hours for tracking purposes.

Request Procedures

In order to request these reports, contact your MIRS coordinator and provide them with the procedure name you want requested and any information they may need to accurately run the report. Please refer to the following report number(s) and report title when requesting.

INT001 - Health/Dental Eligibility Report

INT002 - Not Eligible for Health/Dental Report

INT003 - Vacation/Personal Holiday Waiting Period

INT004 - Retirements Benefits Eligibility

INT005 - Total Wages Paid for Intermittent Employees

INT006 - Employees Approaching the 1500 Hour Limit

INT007 - TAU-Days Limit

INT008 - Hours Probation

PERS001 - 20, 25, 40 Years of State Service Report

Report Capabilities Using Mark IV

Civil Service and campuses can request reports with leave, payroll and/or Employment History information. These reports have a cost factor based on the type of report. To request more information, contact the CLAS Liaison Line at (916) 327-0756

MESSAGES

This portion of the workbook provides information about the messages generated on the Leave Accounting System, including time frames when messages display on the Leave Message System and suggestions on when to work the messages. Included is a listing of all messages in message number order with the condition as to why the message was generated and what course of action to take.

Two types of messages are generated on the Leave Accounting System:

- Messages generated on-line
- Messages generated on the Leave Message System (LMS)

On-Line Messages

On-line messages are generated when keying directly on the on-line screens, e.g., B50 - Leave Benefit Transaction Entry screen. Confirmation messages will be located in the top left of the screen. Informational and/or error messages will be located in the bottom left.

Leave Message System Messages

Messages on the Leave Message System (LMS) are generated by overnight processes and will be identified by the process that generated the message:

PIP	-	Payroll Input Process
DLP	-	Daily Leave Processing
LPR	-	CLAS Monthly Accrual Cycle
MAG	-	Magnetic Tape Process
PHP	-	Personal Holiday Accrual Cycle
EHI	-	Employment History Process
LSE	-	Leave System Eligibility Maintenance (P62)

Critical Time Frames

To ensure that Leave Balances are correct, it is critical that error messages are worked before they are purged (30 days from the date they are established on LMS). It is very important to work messages before the purge date, as the messages once purged cannot be retrieved. The following are critical time frames for working the Leave Messages.

- PIP is one of the primary input sources for the Leave Accounting System. Since PIP does not indicate whether there is an error at the time the data is keyed, it is important that the messages are checked and worked the day after the PIP batches are extracted.

- LPR (Leave Monthly Accrual Cycle) occurs on the 8th work day of each month. During this process, State Service and leave benefit accruals are posted to the Leave System. A message will be generated if the state service and/or accruals cannot be posted. These messages should be worked before the LAB is generated to ensure that the LAB data is correct.

- DLP is Daily Leave Processing, which takes place every time there is a Payroll Cycle and is specifically for Intermittent Employees. In order to ensure that State Service and Leave Benefit accruals have been posted correctly for intermittents, it is important to check messages after intermittent pay has issued. Verify the Leave Message System the day after the PIP batches have been processed.

Accessing the Leave Message System

The Leave Message System can only be accessed from the main menu of the Leave System. Refer to the job aid section of the workbook for specific instructions on accessing the Leave Message System.

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.

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.

PURGING LEAVE MESSAGES

Once worked, the leave messages should be purged. Messages can be either purged as a group or batch, using the Purge Date Modification screen, or purged individually by social security number using the Employee Message Inquiry screen.

SUGGESTION: Make a printout of the error messages and work off the printout as you will not be able to toggle back and forth between the Leave Accounting System and the Leave Message System. Once the problem is solved, delete the message from the Leave Message System.

Purging leave messages (cont.)

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.

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.

MESSAGE LISTING

The following pages contain a list of all messages from both on-line and the Leave Message System (LMS). The list is organized with the following fields:

MESSAGE NUMBER

Messages are listed in ascending order by the number assigned to the on-line message.

NOTE: The LMS message number is the last 4 digits of the on-line message number. When researching a LMS message, disregard the first two digits on this listing (e.g., LMS message # is 9465, this message will be listed as 989465).

ON-LINE = O
LMS = L

Because messages are generated on two sources, on-line and LMS, on-line messages are identified with an "O" and LMS messages are identified with a "L". When a message is the same for both on-line and LMS the field will display "O/L".

MESSAGE

In some instances, it is possible for the same error message number to occur on-line and on LMS. The on-line message is displayed first and identified with an "O" in the "ON-LINE = O LMS= L" field. LMS messages are printed after the on-line messages and are identified with a "L". When the condition and/or the action are the same for both on-line and LMS messages, the "ON-LINE = O LMS = L" field will display O/L".

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981800	O	**"Making A Selection"** Condition: The "ENTER" key was pressed without making a selection or entering data. Action: Enter an "X" in a selection field or enter an action code.
981801	O	**"INVALID PRINTER DESTINATION"** Condition: Printer identification has not been defined by SCO or a problem as been encountered with printer destinations as defined in the printer table. Action: Contact Leave Accounting Liaison.
981802	O	**"PRINT INITIATED ON PRINTER"** Condition: Confirmation message. PF12 (print) key pressed.
981803	O	**"INVALID ACTION CODE"** Condition: Requested an action code that is not defined to the system. Action: Enter a valid action code.
981804	O	**"SSN REQUIRED FOR ACTION CODE"** Condition: SSN was not keyed. Action: Enter SSN.
981805	O	**"SSN AND BENEFIT REQUIRED FOR ACTION CODE"** Condition: SSN and benefit code are required. One or both was not keyed. Action: Enter the required data in the highlighted field.
981806	O	**"SSN, BENEFIT AND LEAVE PERIOD REQUIRED FOR ACTION CODE"** Condition: SSN, Benefit Code and Leave Period are required. Data is missing in one or more fields. Action: Enter the required data in the highlighted field.
981807	O	**"SSN AND LEAVE PERIOD REQUIRED FOR ACTION CODE"** Condition: SSN and Leave Period required. One or both was not keyed. Action: Enter the required data in the highlighted field.
981808	O	**"CANNOT BE ACCESSED FROM TRAINING DATABASE"**
981809	O	**"MORE DATA EXISTS"** Condition: Screen has more than one page of data. Action: Use PF8 (Next) or PF7 (Previous) to access data on other pages.
981810	O	**"STATE SERVICE OUT-OF-SERVICE AS OF MM/YY"** Condition: State Service information cannot be displayed due to out-of- service condition. State Service out-of-service for one of the following reasons: 1. Most current conversion or Begin Balance was voided <u>or</u> employee does not have a conversion or Begin Balance transaction posted. 2. Employee is or was not leave system eligible. Action: Set State Service back in service by: 1. Keying a new Begin Balance transaction. 2. If employee is not eligible, no action necessary.
981812	O	**"NO STATE SERVICE DATA FOR MM/YY"** Condition: Selected a leave period before Employee Position History (EPH) begins or a Leave Period with no State Service information.
981814	O	Action: Verify the Leave Period entered.
981815	O	**"CANNOT PAGE BACKWARD"** Condition: PF7 (Previous) key pressed and there is no previous page. **"CANNOT PAGE FORWARD"** Condition: PF8 (Next) key pressed and there is no additional page.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981816	O	**"SSN DOES NOT EXIST ON LAS"** Condition: SSN does not exist on LAS. Action: Verify SSN.
981817	O	**"STATE SERVICE NOT OUT-OF-SERVICE - CANNOT UPDATE** Condition: Requested State Service out-of-service maintenance screen when State Service is not out-of-service. Action: No action necessary.
981818	O	**"NO BENEFITS EXIST FOR EMPLOYEE"** Condition: Requested a leave benefit screen and no benefits exist. Action: Establish appropriate benefits, refer to CONDITIONS.
981819	O	**"BENEFIT DOES NOT EXIST FOR EMPLOYEE"** Condition: Requested a leave benefit that does not exist for the employee. Action: Add the requested leave benefit. For accrued benefits use the B66 - LB Add; for Earned or Usage Only Benefits, use the B50 - LB Transaction Entry screen.
981820	O	**"NO DATA EXISTS FOR BENEFIT"** Condition: Requested the leave benefit transaction history screen for a benefit and no data exists. Action: Verify leave benefit ID.
981821	O	**"INVALID FUNCTION"** Condition: Pressed an undefined PF key. Action: Press a valid PF key.
981822	O	**"ENTER DATA ON ACTION LINE"**
981823	O	**"NO PSN SEQUENCE EXISTS"** Condition: Employee exists on Leave Accounting System without a position sequence which is a system error. Action: Contact Leave Accounting Liaison.
981824	O	**"VALID LEAVE PERIOD MONTHS ARE 01 TO 12"** Condition: Entered a value other than "01" to "12" in the Leave Period month field. Action: Key correct month.
981825	O	**"VALID LEAVE PERIOD YEARS ARE 00 TO 99"** Condition: Requested incorrect information in the year field. Action: Key correct year.
981826	O	**"EMPLOYEE PSN HISTORY DOES NOT EXIST FOR LEAVE PERIOD"** Condition: Requested an entry screen for a leave period that falls outside of the Employee Position History (EPH). Action: Verify the leave period entered. If incorrect, resubmit with corrected leave period.
981827	O	**"INVALID BENEFIT"** Condition: Requested a Leave Benefit ID that is not on the system. Action: Verify the Leave Benefit ID. Iif correct contact Leave Accounting Liaison.
981829	O	**"ONLINE UPDATE FUNCTIONS ARE UNAVAILABLE"** Condition: Cannot update any Leave Accounting System records. Leave Accounting System may be down for maintenance processing or system problems. Action: Contact Leave Accounting Liaison.
981830	O	**"ONLINE SYSTEM UNAVAILABLE"** Condition: Cannot update or inquire any Leave Accounting System records. Leave Accounting System may be down for maintenance processing or system problems. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981831	O	**"SSN DOES NOT EXIST AND INVALID BENEFIT"** Condition: Requested an invalid SSN and leave benefit. Action: Enter a valid SSN and leave benefit.
981832	O	**"FIRST PAGE"** Condition: Multiple pages of data exist. Action: Use PF8 (Next) key to view additional data.
981833	O	**"TABLE** (Name) **IS EMPTY - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison Unit.
981834	O	**"NON-STANDARD RATE AMOUNT MUST BE NUMERIC AND IN THOUSANDTHS** (XX.XXX)" Condition: Requested a Non Standard rate that is > thousandths (3 decimal places) or not numeric. A Non Standard Rate cannot exceed 99.999. Action: Enter correct Non-standard Rate.
981835	O	**"SSN DOES NOT EXIST AND INVALID BENEFIT AND LEAVE PERIOD"** Condition: Requested invalid data. Action: Key valid data.
981836	O	**"INVALID BENEFIT AND LEAVE PERIOD"** Condition: Requested invalid data. Action: Key valid data.
981837	O	**"SSN DOES NOT EXIST AND INVALID LEAVE PERIOD"** Condition: Requested invalid data. Action: Key valid data.
981838	O	**"ENTER "Y" TO RESET STATE SERVICE"** Condition: Keyed a character other than "Y". Action: Key "Y", then press ENTER.
981839	O	**"PPCID NOT AUTHORIZED - CONTACT SUPERVISOR"** Condition: PPCID is on User ID not authorized for use. Action: Contact Leave Accounting Liaison.
981840	O	**"ACCESS DENIED - SIGN OFF AND CONTACT SUPERVISOR"** Condition: Employee is not authorized access. Action: Verify PSD125A for system access authorization. If authorized contact Leave Accounting Liaison.
981841	O	**"BENEFIT CANNOT HAVE** (Waiting Period, Non Standard Rate, or Vacation 10-Month)**"** Condition: Waiting Period, Non-Standard Rate or Vacation 10-Month requested for a benefit that does not have the characteristic. Action: If characteristic is correct, contact Leave Accounting Liaison.
981844	O	**"LAST PAGE"** Condition: Last page of data
981845	O	**"STATE SERVICE CREDIT NOT VALID FOR LEAVE PERIOD"** Condition: Employee is not full-time for the leave period. State Service Credit (CR) transaction cannot be posted. Action: Key appropriate State Service transaction (e.g., FM or HW) based on the employee's timebase.
981846	O	**"NO ACTIVE PSN HISTORY EXISTS"** Condition: No current active EPH.
981847	O	**"MORE THAN ONE PSN SEQUENCE EXISTS"** Condition: System error. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981848	O	**"EMPLOYEE OUT-OF-SERVICE** (Blank or Cannot Add Trans/Benefit)" Condition: Requested a transaction for an employee who is out-of-service on Employment History. Action: Correct the Employment History condition.
981849	O	**"BENEFIT EXISTS - USE MAINTENANCE SCREENS"** Condition: Requested leave benefit already exists and cannot be added again. Action: Use the B66 - LB Add only for a leave benefit that has never been established on Leave Accounting System. Use the maintenance screens to change data for existing benefits.
981850	O	**"MUST ENTER FIRST AND SECOND NON WORK MONTHS PRIOR TO THIRD"** Condition: Requested a third non work month only. Action: Enter first and second non work month or move the third non work month entry to the first non work month field.
981851	O	**"MUST ENTER FIRST NON WORK MONTH PRIOR TO SECOND"** Condition: Requested a second non work month only. Action: Enter first non work month or move the second non work month entry to the first non work month field.
981853	O	**"BENEFIT IS NOT ESTABLISHMENT TYPE"** Condition: Requested a screen used only for accrued benefits. Action: Correct leave benefit requested.
981854	O	**"ESTABLISHMENT PERIOD DOES NOT EXIST FOR BENEFIT"** Condition: Benefit is not established for the requested Leave Period. Action: Correct Leave Period or establishment period.
981857	O	**"BENEFIT OUT-OF-SERVICE AS OF MM/YY"** Condition: Leave benefit balance will not display when benefit is out-of- service. Action: Correct the out-of-service condition.
981858	O	**"BENEFIT WITHIN WAITING PERIOD - ENDS MM/DD/YY/"**
981859	O	**"NO PSN HISTORY EXISTS FOR EMPLOYEE"** Condition: The employee exists on Leave Accounting System, however, no Employee Position History (EPH) exists for this individual. Action: If incorrect, contact Leave Accounting Liaison.
981862	O	**"EMPLOYEE OUT-OF-SERVICE - CANNOT ADD OR MODIFY DATA"** Condition: Notification that an employee is out-of-service. Action: Correct the condition that set the employee out-of-service.
981863	O	**"BENEFIT OUT-OF-SERVICE - CANNOT ADD OR MODIFY DATA"** Condition: Notification that a leave benefit is out-of-service. Action: Correct the out-of-service condition.
981865	O	**"END LEAVE PERIOD OUT-OF-RANGE FOR BEGIN LEAVE PERIOD"** Condition: Waiting Periods range should be from 6 to 12 months. Action: Correct the waiting period.
981866	O	**"WAITING PERIOD END LEAVE PERIOD MUST = 99/99"** Condition: Attempted to enter 99/99/99 in the Waiting Period End Date and End Leave Period is other than 99/99. Action: If Waiting Period End Date should be 99/99/99, enter 99/99 in the end Leave Period; or enter correct Waiting Period End Date.
981867	O	**"WAITING PERIOD END DATE MUST = 99/99/99"** Condition: Attempted to enter 99/99 in the Waiting Period End Leave Period and End Date is other that 99/99/99. Action: If Waiting Period End Leave Period should be 99/99 enter 99/99/99 in the End Date; or enter correct Waiting Period End Leave Period.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981868	O	**"WAITING PERIOD END DATE 99/99/99 IS INVALID FOR TIME BASE"** Condition: Attempted to enter 99/99/99 in the Waiting Period End Date for an employee whose timebase is not intermittent. Action: The employee does not have a timebase of intermittent, correct Employment History; or enter the actual date in the Waiting Period End Date.
981869	O	**"PREVIOUS UPDATE SUCCESSFUL"** Condition: Update confirmation message. (Blank or LASQ908C)
981870	O	**LINKAGE ERROR** - CONTACT SCO" Condition: System Error. Action: Contact Leave Accounting Liaison.
981872	O	**"VALID ACTION CODES ARE "A", "M" OR "D"** Condition: Keyed an invalid character. Action: Key "A" to add a new entry, "M" to modify or "D" to delete an existing entry.
981873	O	**"CANNOT MODIFY OR DELETE FROM FIRST LINE"** Condition: Keyed a "M" or "D" on the first line of a maintenance screen. Action: Change the "M" or "D" to "A" (with accompanying data) or enter "M" or "D" (with accompanying data, if applicable) on other than the first line.
981874	O	**"CAN ADD ONLY ON FIRST LINE"** Condition: Keyed "A" on other than first line. Action: Key data on first line.
981875	O	**"DATA CHANGED** - (Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) **NOT DELETED"** Condition: Requested a "D" on the action line and an entry in the data fields. Action: Press PF4 (Refresh), enter "D" in the action code field, and press "ENTER" to process the delete.
981877	O	**"EMPLOYEE CANNOT HAVE** (Waiting Period, Non Work Status, or Vacation 10-Month)" Condition: Employee not eligible for Non-Work Status, Waiting Period, or Vacation 10-Month due to criteria based on the EE's EH record. Action: Process a PAR making the employee eligible for Non Work Status, Waiting Period, or Vacation 10-Month, if applicable.
981878	O	**"PRESS "ENTER" TO CONFIRM DELETE"** Condition: A delete action was initiated. Action: Press "ENTER" key again to process the delete.
981884	O	**"ESTABLISHMENT BEGIN AND/OR END DATES CANNOT BE FUTURE"** Condition: A future leave period was entered. Action: Begin Leave Period must be past or present. End Leave Period must be past, present or 99/99.
981886	O	**"LEAVE PERIOD DOES NOT FALL WITHIN EPH"** Condition: Requested a leave period that does not fall within EPH record. Action: Enter a Leave Period that falls within an EPH or process a PAR/PPT to correct the EPH dates, then re-enter the data.
981889	O	**"SPECIFY DATA TO BE MODIFIED"** Condition: An error was keyed or invalid data was entered. Action: Enter correct data in highlighted field.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981890	O	"(Waiting Period, Non-Standard Rate or Vacation 10-Month) **EXISTS BEYOND ESTABLISHMENT PERIOD - CANNOT MODIFY"** Condition: Occurs when an Establishment period is being shortened and a Waiting Period, Non Standard rate, or Vacation 10-month period extends beyond the Establishment period. Action: Modify the Waiting period, Non Standard rate, or Vacation 10-month period so that it equals the Establishment Period, then re-enter Establishment Period change.
981895	O	"(Waiting period, Non Standard rate, or Vacation 10-month) **NOT WITHIN ESTABLISHMENT PERIOD"** Condition: Requested a Waiting Period, Non Standard Rate, or Vacation 10-Month period beyond the Establishment Period. Action: Correct the Waiting Period, Non Standard Rate, or Vacation 10-Month leave periods to fall within the Establishment Period or change the Establishment Period then re-enter the Waiting Period, Non Standard Rate, or Vacation 10-Month change.
981896	O	"(Waiting Period, Non Standard Rate or Vacation 10-Month) **ALREADY EXISTS**" Condition: Requested Waiting Period, Non Standard Rate or Vacation 10-Month which overlaps an existing period. Action: Modify the Leave Period to eliminate the overlap or add a new period outside of the existing period.
981898	O	**"VACATION 10-MONTH OVERLAPS WAITING PERIOD"** Condition: Requested a Vac 10-Month period that overlaps a Waiting Period. Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing Waiting Period.
982200	O	**"NO RECORDS FOUND"** Condition: No messages found for the SSN entered on action line. Action: Correct SSN.
982201	O	**"SELECT AN ACTION"** Condition: The "Enter" key was pressed without making a selection. Action: Make selection before pressing "Enter" key.
982202	O	**“SELECT A PROCESS DATE"** Condition: Pressed PF2 (Purge) key without making a selection. Action: Key an "X" next to selected record.
982203	O	**"ONLY ONE SELECTION ALLOWED"** Condition: Keyed more than one selection. Action: Make only one selection.
982204	O	**"INVALID SELECTION"** Condition: Requested a character other than "X" in the selection field. Action: Correct the entry to "X".
982205	O	**"DATE MUST BE = OR > THAN TODAY'S DATE"** Condition: Requested a purge date prior to today's date. Action: Correct the date to be equal to or greater than today's date.
982206	O	**"DATE CANNOT BE > THAN TODAY + 30 DAYS"** Condition: Requested a purge date greater than today's date plus 30 days. Action: Correct the date to be no greater than 30 days from today's date.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982207	O	**"PRINT INITIATED ON PRINTER"** Condition: Pressed the PF12 (Print) key which makes a print of screen and identifies printer to which a "print" request is sent.
982208	O	**"PRESS "ENTER" TO CONFIRM DELETE OR PF4 TO REFRESH"** Condition: Verification of intent to delete message. Action: Press the "Enter" key to finalize delete or press PF4 if message is to be retained.
982209	O	**"NO MORE DATA"** Condition: Screen displayed is the only page of data. Action: No action necessary.
982211	O	**"INVALID RESPONSE"** Condition: Pressed undefined PF key. Action: Press valid PF key.
982212	O	**"SELECT A TRANS"** Condition: Pressed the "Enter" key without placing an "X" in the selection field. Action: Enter an "X" in the selection field.
982213	O	**"SELECT AN AGENCY/REPORTING UNIT"** Condition: Pressed "Enter" key without selecting an Agency/Reporting Unit. Action: Make selection before pressing "Enter" key.
982214	O	**"INVALID DATE"** Condition: Entered an invalid date. Action: Enter a valid date.
982215	O	**"SSN MUST BE SELECTED"** Condition: Pressed "Enter" without entering an "X" on selected entry. Action: Enter an "X" before pressing the "Enter" key.
982400	O	"(Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) **END LEAVE PERIOD OVERLAPS WITH NEXT PERIOD"** Condition: Requested an Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month period that overlaps another respective Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month period. Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing period.
982402	O	"(Establishment Period, Waiting Period, Non-Standard Rate or Vacation 10-Month) **END PERIOD MUST BE = OR > THAN BEGIN PERIOD"** Condition: Requested an Establishment Period, Waiting Period, Non-Standard Rate, Vacation 10-Month period, Non Pay, or Temporary Separation begin leave period that is < the end leave period. Action: Correct the begin, end, or both leave periods.
982403	O	"(Waiting Period, Non Standard Rate or Vacation 10-Month) **LEAVE PERIOD CANNOT BE FUTURE**" Condition: Requested a future leave period. Action: Correct Leave Period.
982406	O	"(Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) **BEGIN LEAVE OVERLAPS WITH PRIOR PERIOD**" Condition: Leave Period range overlaps with an existing period. Action: Modify existing Leave Periods to eliminate overlap or add a new period outside of existing period.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982411	O	**"ONLY PAGE"** Condition: No additional data.
982412	O	**"DATA INTEGRITY ERROR** (Various entries) - **CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
982413	O	**"NO TRANS EXIST FOR MM/YY"** Condition: Requested Leave Period does not have any transactions.
982428	O	**"WAITING PERIOD OVERLAPS VACATION 10-MONTH"** Condition: Requested a Waiting Period that overlaps a Vacation 10-Month period. Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing Vacation 10-Month period.
982445	O	**"WAITING PERIOD END DATE MUST BE WITHIN WAITING PERIOD END LEAVE PERIOD"** Condition: Waiting Period end date is not within the Waiting Period End Leave Period. Action: Correct end leave period or end leave date.
982448	O	**"TABLE** (Name) **ACCESS ERROR - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
982449	O	**"PSN SEQUENCE OUT-OF-SERVICE ON EH"** Condition: Position sequence is out-of-service, cannot process any new leave transactions. Action: Correct the position sequence out-of-service condition.
982453	O	**"NO STATE SERVICE INITIAL BALANCE - CANNOT RESET"** Condition: Attempted to use State Service Out-of-Service Maintenance screen to reset state service, but there is no active initial balance. Action: Key a Begin Balance transaction.
982455	O	**"FIELD MUST BE NUMERIC"** Condition: Alpha character keyed in a numeric field. Action: Correct entry.
982456	O	**"VOID INDICATOR MUST BE "V"** Condition: Entered a character other than a "V". Action: Key a "V" in the selection field.
982460	O	**"VALID ENTRIES ARE "Y" OR "N"** Condition: A character other than "Y" or "N" was keyed in the Leave System Eligible field. Action: Key a "Y" to indicate employee is being designated LSE or enter "N" to designate as NLSE.
982462	O	**"INVALID DATE"** Condition: An invalid date was keyed. Action: Key correct date.
982463	O	**"NOT AUTHORIZED TO UPDATE FOR THIS AGENCY"** Condition: User authorized to update this agency code. Action: Key transaction in correct position/position sequence.
982464	O	**"VALID VALUES ARE 01 TO 20"** Condition: Entered a Position Sequence greater than 20. Action: Verify Position Sequence Number. Enter valid Position Sequence.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982465	O	**"CANNOT REQUEST FUTURE EFFECTIVE DATE"** Condition: Entered a calendar date greater than today's date. Action: Correct the effective date or wait until the transaction date is current.
982466	O	**"INVALID AGENCY CODE"** Condition: Entered an invalid Agency Code. Action: Rekey with correct agency code.
982467	O	**"TIME WORKED DAYS AMOUNT MUST BE NUMERIC"** Condition: Entered alpha character in a numeric field. Action: Enter correct numeric value.
982468	O	**"TIME WORKED HOURS AMOUNT MUST BE NUMERIC"** Condition: Entered alpha character in a numeric field. Action: Enter correct numeric value.
982470	O	**"PSN SEQUENCE OUT-OF-SERVICE"** Condition: Information that depends upon position sequence cannot be displayed due to out-of service condition on Employment History. Action: Verify Employment History. Correct out-of-service condition.
982471	O	**"INVALID PSN SEQUENCE - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
982472	O	**"INVALID PPCID - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
982473	O	**"INVALID TIME BASE - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
982475	O	**“PAYSCALE ACCESS ERROR – CONTACT SCO”** Condition: System error. Action: Contact Leave Accounting Liaison.
982476	O L O/L	**"DUPLICATE FRACT MONTH TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE"** **"FRACT MONTH EXISTS"** Condition: Fractional month transaction already exists for the position sequence and leave period. Action: Verify fraction month on S52 - SS Void Transaction Entry screen. If incorrect, void the existing transaction and enter correct FM transaction using the S50 - SS Transaction Entry screen.
982477	O	**"DUPLICATE INITIAL BALANCE TRANS FOUND FOR LEAVE PERIOD"** Condition: Keyed a Begin Balance transaction in a leave period where Conversion Balance or Begin Balance transaction already exists. Action: If existing Begin Balance or Conversion Balance transaction is incorrect, void the incorrect transaction using the S52 - SS Void Transaction Entry screen, then key a new Begin Balance transaction using the S50 - SS Transaction Entry screen.
982478	O L O/L	**"DUPLICATE NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE"** **"DUPLICATE NQLP"** Condition: Attempted to enter an NQLP transaction when one already exists. Action: Enter correct data.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982479	O L O/L	**"FRACT MONTH TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE"** **"INCOMPATIBLE EXISTS"** Condition: Attempted to enter a NQLP transaction when a fractional month transaction exists for the position sequence. Action: If the employee is entitled to the Fractional Month credit, no action is necessary; or if the employee is not entitled to the Fractional Month credit · Void the FM transaction on the S52 - SS Void Transaction Entry screen. · Key the NQ transaction. · If appropriate, void leave benefit accruals using the B52 - LB Void Transaction Entry screen.
982480	O	**"FRACT MONTH AMOUNT WAS SYSTEM GENERATED"** Condition: Entered a fractional month amount that doesn't match timebase. Action: No action necessary. System automatically generates the fractional month.
982481	O	**"FRACT MONTH AMOUNT MUST BE NUMERIC"** Condition: Attempted to enter a character that is not numeric. Action: Enter correct data.
982482	O	**"FRACT MONTH TRANS NOT VALID FOR EMPLOYEE"** Condition: Keyed a FM transaction for a full-time employee. Action: Key a CR transaction for full-time employees.
982483	O	**"INVALID FRACT MONTH AMOUNT"** Condition: Attempted to enter a fractional month carryover > 1.000. Action: Enter correct fractional amount.
982485	O	**"INVALID STATE SERVICE TRANS TYPE"** Condition: Keyed an invalid transaction type. Action: Key correct transaction type.
982486	O L O/L	**"INVALID TRANS DUE TO STATE SERVICE OUT-OF-SERVICE CONDITION", "SS OUT-OF-SERVICE"** Condition: Attempted to key a transaction when State Service is out-of-service. Action: Correct the out-of-service condition, then rekey the transaction.
982487	O	**"INVALID TRANS TYPE"** Condition: Keyed an invalid transaction type. Action: Key a valid transaction.
982488	O L O/L	**"NQLP TRANS FOUND FOR LEAVE PERIOD"** **"NQLP EXISTS IN SEQ"** Condition: Keyed a State Service credit for a full-time employee and a NQLP transaction is already posted for the leave period. Action: Determine if the State Service credit is valid for the leave period. If valid void the NQLP transaction using the S52 - SS Void Transaction Entry screen and key a State Service credit using the S50 - SS Transaction Entry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982489	O L O/L	**"NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE"** **"INCOMPATIBLE EXISTS"** Condition: Attempted to enter an Hours Worked (HW) or Fract Month (FM) transaction when a NQLP trans exists for the position sequence. Action: If the leave period should be Non-qualifying, no action is necessary; or if the employee is entitled to hours worked or fractional month credit toward State Service credit: · Void the NQ transaction on the S52 - SS Trans Entry screen. · Key the HW or FM transaction. · If appropriate, void accrued benefits using the B52 - LB Void Transaction Entry screen.
982491	O	**"STATE SERVICE CREDIT AMOUNT MUST BE NUMERIC"** Condition: Keyed a character that is not numeric. Action: Enter correct data.
982493	O L O/L	**"STATE SERVICE CREDIT TRANS FOUND FOR LEAVE PERIOD"** **"INCOMPATIBLE EXISTS"** Condition: Attempted to enter a NQLP transaction when a State Service credit already exists. Action: Verify State Service on S52 - SS Transaction Entry screen. If leave period should be NQLP, void the Credit transaction and key the NQ transaction using the S50 - SS Transaction Entry screen.
982494	O	**"STATE SERVICE CREDIT AMOUNT WAS SYSTEM GENERATED"** Condition: Entered an amount other than "1" for a State service credit. Action: No action necessary.
982495	O	**"TRANS PRIOR TO ACTIVE HISTORY - CANNOT UPDATE"** Condition: Effective date prior to active history. Action: Verify Leave Period.
982496	O	"(Various entries) **IS REQUIRED"** Condition: All of the required data for this transaction was not entered. Action: Enter the required data.
982497	O	**"REQUESTED PSN SEQUENCE DOES NOT EXIST FOR EMPLOYEE"** Condition: Position sequence requested does not exist for employee. Action: Correct the position sequence.
982499	O	**"EMPLOYEE MAY NOT HAVE DUPLICATE NON WORK MONTHS"** Condition: Keyed duplicate non work months. Action: Correct the entry.
989002	O/L	**"ENTER AN AMOUNT"** Condition: Amount not entered for transaction. Action: Enter the amount for the transaction.
989004	O L	**"BENEFIT CAN NO LONGER ACCRUE CREDITS"** **"CAN NO LONGER ACCRUE"** Condition: Attempted to enter or leave processing attempted to generate, an accrue transaction for Sick Leave when an employee is established in Annual Leave. Action: This transaction for Sick Leave cannot be posted. Determine if the transaction is for Annual Leave and key, if applicable, on the B50 - LB Transaction Entry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989005	O L O/L	**"NON PAYROLL STATUS - BENEFIT CANNOT ACCRUE CREDITS"** **"NON PAYROLL STATUS"** Condition: Attempted to post accrual/bonus transaction while employee is on Non-Payroll Status. Action: If employee is entitled to accrual, key transaction on the B50 - LB Transaction Entry screen.
989006	O L O/L	**"NON WORK STATUS - BENEFIT CANNOT ACCRUE CREDITS"** **"NON WORK STATUS"** Condition: Attempted to post accrual/bonus transaction while employee is on Non-Work Status. Action: If employee is entitled to accrual, key transaction on the B50 - LB Transaction Entry screen.
989007	O L O/L	**"ESTABLISH BENEFIT PRIOR TO ENTERING TRANS"** **"ESTABLISH BENEFIT"** Condition: A leave benefit transaction was keyed for an accrued benefit that has not been established. Action: Establish the leave benefit using the B66-LB Add or B68 - LB Establishment Period Maintenance screens.
989009	O L O/L	**"BONUS AND ACCRUE NOT ALLOWED DURING SAME LEAVE PERIOD"** **"TRANS TYPE CONFLICT"** Condition: Attempted to post an accrual transaction for an employee who has a bonus transaction posted for the Leave Period or attempted to post a bonus transaction for an employee who has an accrual transaction posted. Action: Verify employee's record and make corrections as needed.
989010	O L O/L	**"CANNOT ACCRUE BASED ON STATE SERVICE INFORMATION"** **"NO STATE SERVICE"** Condition: 1) An accrual/bonus transaction was keyed, but a State Service credit or fractional month transaction does not exist or 2) the State Service transaction was posted under an incorrect position number - verify on S16 - SS Transaction History Inquiry Screen using the PF11 Key. Action: For condition 1, key State Service Credit or Fractional Month using the S50 - SS Transaction Entry screen prior to posting accrual/bonus transactions. For condition 2, void the State Service transaction and repost.
989011	O L O/L	**"CANNOT ADD TRANS OUTSIDE OF AN ESTABLISHMENT PERIOD"** **"OUTSIDE ESTABLISHMENT PERIOD"** Condition: Requested a transaction for a leave period that is outside of the benefit establishment period. Action: Correct leave period or correct benefit establishment period using the B68 - LB Establishment Period Maintenance screen.
989012	O L O/L	**"MUST END ESTABLISHMENT PERIOD PRIOR TO ENTERING LUMP SUM", "END THE ESTABLISHMENT PERIOD"** Condition: PAR/PPT transaction separating employee has not processed to end benefit establishment period. Action: Wait for separation PAR/PPT to process, then key Lump Sum transactions.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989013	O/L	**"DUPLICATE TRANS"** Condition: Requested a transaction that already exists for the Position Sequence, Position Number and Leave Period. Action: Verify transaction on inquiry screen.
989014	O	**"TRANSFER SSN FIELD MUST BE BLANK"** Condition: Keyed SSN in the Transfer SSN field for a transaction that does not require SSN. Action: Erase the SSN from the transfer SSN field.
989015	O	**"ENTER SSN FOR TRANSFER TRANS"** Condition: Transaction requires SSN information in Transfer SSN field. Action: Key SSN.
989016	O L O/L	**"EMPLOYEE OUT-OF-SERVICE ON EH"** **"EE OUT-OF-SERVICE ON EH"** Condition: Cannot key LAS transaction when EH is out-of-service. Action: Correct the employee's EH, then rekey LAS transactions.
989017	O	**"ERROR OCCURRED ACCESSING CIVIL SERVICE PAYSCALES - CONTACT SCO"** Condition: System unable to obtain the Civil Service Payscales. Action: Contact Leave Accounting Liaison.
989018	O	**"ERROR OCCURRED ACCESSING CSU PAYSCALES - CONTACT SCO"** Condition: System unable to obtain the CSU Payscales. Action: Contact Leave Accounting Liaison.
989019	O	**"ERROR OCCURRED ACCESSING PREMIUM TABLE - CONTACT SCO"** Condition: Table found with no entries. Action: Contact Leave Accounting Liaison.
989020	O	**"ERROR OCCURRED ACCESSING VACATION 10-MONTH TABLE - CONTACT SCO"** Condition: Vacation-10 Month Table was found without an entry. Action: Contact Leave Accounting Liaison.
989021	O L O/L	**"TRANS AMOUNT EXCEEDS AVAILABLE BALANCE"** **"AMOUNT EXCEEDS BALANCE"** Condition: A debit transaction was keyed for an amount greater than the Leave Period benefit balance. Action: Verify employee's benefit balances and key appropriate transactions.
989022	O	**'INVALID BENEFIT ENTERED ON TRANSFER TRANS"** Condition: Data keyed in LB (Leave Benefit) field is incorrect. Action: Rekey transaction with the correct benefit information.
989023	O L O/L	**"INVALID EMPLOYEE DBKEY -CONTACT SCO"** **"INVALID EMPLOYEE DBKEY -CONTACT SCO"** Condition: System unable to obtain the employee using the passed DBkey. Action: Contact Leave Accounting Liaison.
989024	O L O/L	**"INVALID EMPLOYEE PSN HISTORY DBKEY - CONTACT SCO"** Condition: System unable to obtain the position history using the passed DBkey. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989025	O	**"INVALID BENEFIT (STATE) DBKEY - CONTACT SCO"** Condition: System unable to obtain the leave benefit (State) using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989026	O	**"INVALID BENEFIT KEY - CONTACT SCO"** Condition: System unable to obtain the leave benefit using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989027	O	**"INVALID PSN SEQUENCE DBKEY - CONTACT SCO"** Condition: System unable to obtain the position sequence using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989028	O	**"TRANSFER BENEFIT AMOUNT MUST = AVAILABLE END BALANCE"**
989029	O L O/L	**"INVALID BENEFIT AND/OR TRANS CODE"** **"INVALID BENEFIT/TRAN"** Condition: Requested a transaction with incompatible leave benefit or transaction code. Action: Enter valid transaction code.
989030	O/L	**"INVALID TRANS TYPE"** Condition: Keyed a transaction an invalid transaction code. Action: Enter valid transaction code.
989031	O	**"CANNOT" TRANSFER TO "BENEFIT ENTERED"** Condition: Requested a "transfer to" leave benefit transaction but leave benefit cannot be transferred. Action: Enter a valid leave benefit that will accept transfer transaction.
989033	O	**"TRANSFER BENEFIT FIELD MUST BE BLANK"** Condition: Keyed a leave benefit in the Transfer Info, LB field. Action: Remove data in LB field.
989034	O	**"ENTER BENEFIT FOR TRANSFER TRANS"** Condition: Requested transfer transaction requires leave benefit. Action: Enter appropriate leave benefit.
989035	O L O/L	**"BENEFIT IS OUT-OF-SERVICE – CANNOT PROCESS TRANS"** **"BENEFIT OUT-OF-SERVICE"** Condition: Attempted to enter a transaction for a benefit that is out-of-service. Action: Correct out-of-service condition, then rekey transaction.
989037	O L O/L	**"CANNOT ENTER A NEGATIVE AMOUNT"** **"CANNOT ENTER NEGATIVE AMOUNT"** Condition: Keyed a minus sign (-). Action: Remove minus sign.
989038	O L O/L	**"NEGATIVE BALANCE NOT ALLOWED"** **"NEGATIVE BALANCE NOT ALLOWED"** Condition: Debit transaction keyed which would result in a negative balance. Action: Cannot key this transaction. Verify employee's benefit records.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989039	O L O/L	**"NO ACCRUAL RATE FOUND IN PSN HISTORY - CONTACT SCO"** **"NO ACCRUAL RATE"** Condition: Attempted to generate an accrual/bonus transaction; however, no accrual rate was found on the table for the employee position history record. Action: Contact Leave Accounting Liaison.
989040	O L O/L	**"CTO FLSA "INITIAL BALANCE" TRANS EXISTS FOR LEAVE PERIOD"** **"DUPLICATE CTO FLSA BALANCE"** Condition: Entered a Begin Balance FLSA, Conv Balance FLSA, or Balance Forward FLSA when one already exists for leave period. Action: Verify data on B52 - LB Void Transaction Entry screen. If incorrect void the transaction, then key new transaction on the B50 - LB Transaction Entry screen.
989041	O L O/L	**"CTO REGULAR INITIAL BALANCE TRANS EXISTS FOR LEAVE PERIOD"** **"DUPLICATE CTO REGULAR BALANCE"** Condition: Keyed a Begin or Balance Forward transaction in a leave period where a Conversion Balance, Begin Balance or Balance Forward transaction already exists. Action: If existing Begin, Conversion, or Balance Forward transaction is incorrect, void the incorrect transaction using the S52 - SS Void Transaction Entry screen, then key a new transaction using the B50 - LB Transaction Entry screen.
989042	O L O/L	**"INITIAL BALANCE TRANS EXIST FOR LEAVE PERIOD"** **"DUPLICATE INITIAL BALANCE"** Condition: Requested a Begin or Balance Forward transaction in a leave period where a Conversion Balance, Begin Balance or Balance Forward transaction already exists. Action: If existing Begin, Conversion, or Balance Forward transaction is incorrect, void the incorrect transaction using the S52 - SS Void Transaction Entry screen, then key a new transaction using the B50 - LB Transaction Entry screen.
989043	O L O/L	**"INVALID TRANS - SERVING A WAITING PERIOD"** **"SERVING WAITING PERIOD"** Condition: Attempted to post an accrual transaction for an employee on a Waiting Period. Action: Post a Bonus transaction using the B50 - LB transaction Entry screen.
989044	O	**"ESTABLISHMENT PERIOD NOT FOUND - CONTACT SCO"** Condition: Entered an accrual/bonus transaction; however, the establishment period was not found for the leave period. Action: Contact Leave Accounting Liaison.
989045	O L O/L	**"INITIAL TOTAL TRANS EXIST FOR LEAVE PERIOD"** **"DUPLICATE INITIAL TOTAL"** Condition: Requested a Begin or Total Forward transaction in a leave period where a Conversion Total, Begin Total or Total Forward transaction already exists. Action: If existing Begin, Conversion, or Total Forward transaction is incorrect, void the incorrect transaction using the S52 - SS Void Transaction Entry screen, then key a new Total transaction using the B50 - LB Transaction entry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989046	O L	**"CANNOT ENTER A ZERO FOR THIS TRANS"** **"CANNOT ENTER ZERO"** Condition: Attempted to enter a zero in the amount field for a transaction that does not allow zero. Action: Enter the correct amount.
989047	O L O/L	**"PSN SEQUENCE OUT-OF-SERVICE ON EH"** **"PSN SEQUENCE OUT-OF-SERVICE"** Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key State Service and leave benefit accruals using the S50 - SS Transaction Entry screen and B50 - LB Transaction Entry screen.
989048	O	**"ENTER CBID FOR TRANSFER TO RTB TRANS"** Condition: Attempted to update transaction without TIMEBANK information. Action: Enter CBID information in the TIMEBANK field.
989049	O	**"TRANSFER TO RTB CBID FIELD MUST BE BLANK"** Condition: Requested a transaction with TRANSFER INFO-TIMEBANK field completed and the field should be blank for the transaction requested. Action: Verify the transaction code; if incorrect, key the correct transaction code. If transaction code is correct, erase data keyed in the TIMEBANK field.
989050	O L O/L	**"STATE SERVICE OUT-OF-SERVICE"** **"STATE SERVICE OUT-OF-SERVICE"** Condition: Keyed or leave processing attempted to generate an accrual/bonus transaction for a leave period when State Service is out-of-service. Action: Correct State Service out-of-service condition, then key transaction using the B50 - LB Transaction Entry screen.
989051	L	**"EE ON TEMP SEP"** Condition: The employee is on a Temporary Separation. · For Roll Codes 1 and 2 (negative attendance), Roll Code 7 (hourly paid bi-weekly), Roll Code 8 (monthly paid semi-monthly), state service and leave benefit accruals will not be automatically generated. · For intermittent Roll Codes 3, 4, 5, and 6, Time Worked transactions for state service will be automatically generated when payments identified as a "SELECTED PAYMENT" are issued. Leave benefit accruals **WILL NOT** be automatically posted. Action: Verify if the employee is entitled to state service and leave benefit accruals: · If the employee is not entitled to state service or leave benefit accruals, no action is necessary. · If the employee is entitled to State Service, key the appropriate State Service transaction on the S50 - SS Transaction Entry screen. Verify the dates on the P64 - LB Non-Accrual Maintenance screen. · Post leave benefit accruals, if applicable, using B50 - LB Transaction Entry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989053	O L O/L	**"TRANS LEAVE PERIOD MUST = ESTABLISHMENT PERIOD END LEAVE PERIOD"** **"END LEAVE PERIOD CONFLICT"** Condition: Requested a Lump Sum transaction for an accrued benefit with a leave period other than the benefit End Leave Period. Action: Lump sum transactions cannot be keyed for an accrued benefit with a Leave Period beyond the establishment period of the benefit. Refer to CONDITIONS "PAR/PPT Separation Procedures".
989054	O L O/L	**"INVALID TRANS - SERVING A WAITING PERIOD"** **"SERVING WAITING PERIOD"** Condition: A leave benefit transaction was keyed which is not allowed while serving a waiting period (e.g., use transaction). Action: Cannot key accrual transactions (transaction code 10) when the employee is serving a waiting period; key a Bonus Transaction Code 28 using the B50 - LB Transaction Entry screen. Cannot key usage or miscellaneous debit transaction while the employee is on a waiting period. Key the debit transaction using a different Leave Benefit as appropriate.
989055	O L O/L	**"TRANS LEAVE PERIOD NOT WITHIN ACTIVE LEAVE PERIOD"** **"LEAVE PERIOD NOT ACTIVE"** Condition: Attempted to key a transaction for a Leave Period that is not within the employee's active LAS history. Action: Request correct Leave Period.
989056	O/L	**"INVALID TRANS CODE"** Condition: Requested an invalid transaction code. Action: Key correct transaction code.
989057	O	**"CANNOT TRANSFER TO THIS BENEFIT"** Condition: Transferred V-time to a leave benefit that cannot receive benefit. Action: Enter a valid transfer leave benefit.
989060 989061	O L	**"USE "TRANSFER TO/FROM BENEFIT" TRANS CODE"** **"CANNOT VOID TRANS"** Condition: Attempted to void a transaction using a process other than on-line. Action: Void transaction on-line using a S52 - SS or B52 - LB Void Transaction Entry screen. Modify the establishment period for Vacation as appropriate.
989062	O	**"PREVIOUS TRANS AMOUNT SYSTEM GENERATED"** Condition: Entered an amount in the amount field for a transaction where the amount is system generated.
989065	O	**"CANNOT MODIFY, ESTABLISHMENT PERIOD OVERLAPS ANNUAL"** Condition: Attempted to modify the establishment period where Vacation is established. Action: Modify the establishment period for Annual Leave as appropriate.
989066	O	**"INVALID D1041 DBKEY PASSED TO LASQ907C - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989067	O	**"PROGRAM LOGIC ERROR - CANNOT PROCESS UPDATE - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989068	O	**"IDMS ERROR OCCURRED - UPDATE CANCELED - CONTACT SCO"** Action: Contact Leave Accounting Liaison.
989069	O	**"MUST ESTABLISH SICK LEAVE PRIOR OR EQUAL TO ANNUAL LEAVE"** Condition: Sick Leave establishment begin leave period is greater than the Annual Leave establishment begin leave period. Action: Correct the Sick Leave establishment begin leave period.
989070	O	**"CANNOT ADD, ESTABLISHMENT PERIOD OVERLAPS ANNUAL LEAVE"** Condition: Vacation establishment leave period overlaps with Annual Leave. Action: Correct the Vacation establishment leave period begin or end leave period(s) to less than the Annual Leave begin leave period.
989071	O	**"INVALID CBID DESIGNATION"** Condition: Entered a "Transfer to Release Time Bank" with the Transfer Time Bank not equal to valid designation. Action: Enter a valid designation (i.e., R, S, M, U, C, E).
989072	O	**"INVALID CBID UNIT"** Condition: Requested invalid CBID information in the TRANSFER INFO- TIMEBANK field. Action: Enter a valid unit (i.e., 01-21, 88, 89, 97, 98, 99).
989073	L	**“CANNOT ADD BENEFIT/ESTABLISHMENT PERIOD”** Condition: Annual Leave, Vacation, or Sick Leave currently exists without an establishment period. Action: Identify the benefit and either add an establishment period, or, if established in error, contact the Leave Accounting Liaison to have the benefit deleted prior to adding the new benefit/establishment period.
989085	L	**"SS OUT-OF-SERVICE"** Condition: State Service is out-of-service for one of the following reasons: 1. Most current Begin or Conversion Balance transaction was voided or employee does not have a Conversion or Begin Balance transaction. 2. Employee is not system eligible. Action: Set State Service back in service by: 1. Key a new Begin Balance transaction. 2. If the employee is not system eligible, no action is necessary.
989087	O L O/L	**"A DUPLICATE STATE SERVICE CREDIT FOUND FOR LP"** **"DUPLICATE SS TRANS EXISTS"** Condition: Requested a State Service Credit in a Leave Period where a credit already exists.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989088	O L O/L	**"NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE"** **"NQLP EXISTS FOR SEQ"** Condition: Non-qualifying Leave Period (NQLP) transaction exists for the Leave Period and Position Sequence. Action: If Leave Period is non-qualifying, no action is necessary. If employee is entitled to State Service and accrued benefit, post transactions on-line.
989090	L	**"INVALID TB FOR TRANS"** Condition: System error. Action: Contact Leave Accounting Liaison.
989092	L	**"FRACT MONTH EXISTS"** Condition: A NQLP transaction was processed through Employment History; however, a Fractional Month transaction already exists for the Position Sequence. Action: If leave period is non-qualifying, void the fract month transaction using the S52 - SS Void Transaction Entry screen. If employee is entitled to the Fract Month, no action is necessary.
989111	L	**"EARN ID NOT FOUND"** Condition: Problem with Earnings ID table. Action: Verify Earnings ID. If correct, contact Leave Accounting Liaison.
989112	L	**"WRONG SCREEN USED"** Condition: Earnings ID Keyed on PIP was requested on the wrong screen (i.e., TA, DCK or MIS). Action: Rekey the request on the correct PIP screen.
989113	L	**"INVALID PAY PERIOD"** Condition: Pay requested on PIP with a pay period not maintained on EH or the Payroll System. Action: Verify the pay period: 1. If the pay period is incorrect, rekey the payment request using the correct pay period. 2. If the pay period is correct, submit the payment request to the State Controller's Office per instruction in the Payroll Procedures Manual.
989114	L	**"NO PREMIUM PAY RECORD"** Condition: Problem with Premium Pay table. Action: Contact Leave Accounting Liaison.
989115	L	**"EH RECORD NOT FOUND"** Condition: An EH record with a matching SSN, employee name, and position number could not be found for the requested pay period. Action: Verify information on pay request matches EH information. 1. If transaction is incorrect, rekey the transaction. 2. If EH is incorrect, update EH and rekey the pay transaction on PIP.
989116	L	**"NO PAYSCALE RECORD"** Condition: Problem with Payscales. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989117	L	**"DAYS & HOURS ENTERED"** Condition: Transaction requested with both days and hours should be only days or only hours. Action: Rekey the transaction on PIP with only days or only hours.
989118	L	**"CONTACT SCO"** Condition: Problem with transaction requested. Action: Verify the information keyed on the transaction is correct: 1. If incorrect rekey the transaction. 2. If correct, contact Leave Accounting Liaison.
989119	L	**"INVALID TABLE ENTRY"** Condition: Problem with PIP table. Action: Contact Leave Accounting Liaison.
989122	L	**"EE OUT-OF-SERVICE"** Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit accruals using the S50 - SS Transaction Entry screen and B50 - LB Transaction Entry screen.
989123	L	**"PSN SEQ OUT-OF-SVC"** Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit accruals using the S50 - SS Transaction Entry screen and the B50 - LB Transaction Entry screen.
989124	L	**"NQLP EXISTS IN SEQ"** Condition: Keyed a State Service Credit for a full-time employee and a NQLP transaction is already posted for the leave period. Action: Determine if the State Service Credit is valid for the leave period. If valid, void the NQLP transaction using the S52 - SS Void Transaction Entry screen and key state service and leave benefit accruals using the S50 - SS Transaction Entry screen and the B50 - LB Transaction Entry screen.
989125	L	**"EE ON TEMP SEP"** Condition: The employee is on a Temporary Separation. · For the Roll Code 1 and 2 (negative attendance), Roll Code 7 (hourly paid Bi-weekly), and Roll Code 8 (monthly paid semi-monthly) state service and leave benefit accruals will not be automatically generated. Action: Verify if the employee is entitled to State Service and leave benefit accruals: · If the employee is not entitled to state service or leave benefit accruals, no action is necessary. · If the employee is entitled to State Service key the appropriate State Service transaction using the S50 - SS Transaction Entry screen. · Post leave benefit accruals, if applicable, using the B50 - LB Transaction Entry screen. · Verify that the P64 - LB Non-Accrual Maintenance screen has correct information.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989126	L	**"CANNOT DETERMINE QEP"** Condition: The system is unable to determine qualifying employee position based on Employee Position History (EPH) records. Action: If the employee is entitled to state service and leave benefit accruals, key the transactions using the S50 - SS Transaction Entry screen and the B50 - LB Transaction Entry screen.
989127	O	**"ERROR ACCESSING STATE TABLE - CONTACT SCO"** Condition: Problem with a system table. Action: Contact Leave Accounting Liaison.
989128	O	**"CSU CALENDAR ACCESS FAILED -CONTACT SCO"** Condition: System unable to access Civil Service calendar. Action: Contact Leave Accounting Liaison.
989130	O L O/L	**"FUTURE TRANS NOT ALLOWED", "FUTURE TRANS"** Condition: Attempted to enter a transaction for a future leave period. Action: Cannot key transactions for future leave periods.
989131	O	**"BENEFIT (STATE) NOT FOUND - CONTACT SCO"** Condition: Problem with table. Action: Contact Leave Accounting Liaison.
989132	O	**"INVALID ESTABLISHMENT PERIOD DBKEY PASSED - CONTACT SCO"** Condition: Problem with Dbkey. Action: Contact Leave Accounting Liaison.
989133	L	**"PSN SEQ OUT-OF-SERVICE"** Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit transaction as needed.
989134	L	**"NOT AUTH TO SUBMIT"** Condition: Agency Code on designation transaction is not authorized for the department/campus keying the transaction. Action: Verify the position number and Position Sequence number on the LMS Batch Message Inquiry (right side) screen. If the Position Sequence is incorrect, key a designation on the P62 - LV System Eligibility Maintenance with the correct Position Sequence.
989135	L	**"EE NOT ON EH"** Condition: SSN on the transaction was not found on EH. Action: PAR/PPT must exist for employee prior to keying LAS transactions. Verify and correct SSN.
989136	L	**"PSN SEQ EXISTS"** Condition: Attempted to add a second Position Sequence to LAS. Action: Verify Position Sequence on the transaction: 1. If Position Sequence was incorrect, rekey the transaction. 2. If the Position Sequence on LAS is incorrect contact Liaison.
989139	L	**"PSN SEQ NOT ON EH"** Condition: The Position Sequence on the transaction is not active on EH. Action: Verify Position Sequence on the transaction: 1. If Position Sequence was incorrect, rekey the transaction. 2. If the Position Sequence is correct, update EH, then rekey.
989140	L	**"EE LSE ON EFF DATE"** Condition: Employee is already LSE on the system. Action: Verify the P18 - Employee Position History screen. If the employee is established incorrectly on LAS contact Leave Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989141	L	**"EE NLSE ON EFF DATE"** Condition: Employee is already NLSE on the system. Action: Verify the P18 - Employee Position History screen. If the employee is established incorrectly on LAS contact Leave Accounting Liaison.
989143	L	**"PRIOR TO LSE DESIGNATION"** Condition: An EH transaction was processed for an employee who was previously designated NLSE. The effective date of the EH transaction is prior to the NLSE designation. Because LAS does not maintain a history of designation transactions, Employee Position History (EPH) records may be generated for the period that the employee should be NLSE. Action: Verify the employee's EPH records using the P18 - Employee Position History screen. If there is a period of time that the employee should be NLSE, the NLSE designation transaction may be keyed using the P62 - Leave System Eligibility Maintenance screen.
989145	L	**"PRIOR TO CONVERSION"** Condition: An EH transaction was processed for an employee who was previously designated NLSE. The effective date of the EH transaction is prior to the NLSE designation. Because LAS does not maintain a history of designation transactions, Employee Position History (EPH) records may be generated for the period that the employee should be NLSE. Action: Verify the employee's EPH records using the P18 - Employee Position History screen. If there is a period of time that the employee should be NLSE, the NLSE designation transaction may be keyed using the P62 - Leave System Eligibility Maintenance screen.
989146	L	**"VERIFY EE STATUS**" Condition: When a CSU miscellaneous change transaction is processed by LAS, the system will check six months of EH to identify if the employee is active or separated. If there is not a separation EH transaction within six months, LAS will assume the employee is active and build an Employee Position History (EPH) transaction based on the miscellaneous EH transaction. Action: If the employee is separated, process a NLSE designation transaction using the P62 - Leave System Eligibility screen.
		"SSN EXISTED ON BACKUP"
989147	L	Condition: SCO message. Action: No action necessary.
		"INVALID SSN"
989148	L	Condition: SCO message Action: No action necessary.
		"EMPLOYEE NOT ON LAS"
989149	L	Condition: SCO message. Action: No action necessary.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989150	L	**"EE OUT-OF-SERVICE ON EH"** Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key the designation transaction using the P62 - Leave System Eligibility screen.
989151	L	**"NOT ELIGIBLE FOR CLAS"** Condition: A designation transaction was keyed for a Position Sequence with a Student Assistant position number. Student Assistant positions are not eligible to be on LAS. Action: Verify the Position Sequence keyed. If incorrect, rekey the designation transaction with the correct Position Sequence.
989152	L	**"EE ALREADY ON LASDB"** Condition: SCO message. Action: No action necessary.
989176	L	**"CANNOT DETERMINE QEP"** Condition: More than one CSU academic position has been found. The system is unable to determine qualifying employee position (QEP). Action: Determine the QEP and update LAS using the on-line screens.
989177	L	**"INCOMPATIBLE EPH"** Condition: Employee has an academic and non-academic position in the same leave period. The system cannot determine the qualifying employee position (QEP). Action: Determine the QEP and update LAS using the on-line screens.
989178	L	**"INCOMPATIBLE EPH"** Condition: Employee has a CalHR Exempt and non-academic position in the same leave period. The system cannot determine the qualifying employee position (QEP). Action: Determine the QEP and update LAS using the on-line screens.
989179	L	**"TIMEBASE NOT NUMERIC"** Condition: Timebase for a fractional position is not numeric. Action: Verify EH transactions.
989180	L	**"ERROR ACCESSING CIVIL SERVICE AND CAMPUS CALENDARS - CONTACT SCO"** Condition: Unable to access system calendar. Action: Contact Leave Accounting Liaison.
989181	L	**"ERROR ACCESSING CONTROL RECORD - CONTACT SCO"** Condition: Unable to access control record. Action: Contact Leave Accounting Liaison.
989182	O/L	**"ACCRUAL RATE IS < O"** Condition: Attempted to enter an accrual/bonus for an employee who has Vacation -10 Month adjustment and result is less than zero. Action: Contact Leave Accounting Liaison.
989183	O	**"CANNOT ESTABLISH VACATION OR SICK LEAVE PRIOR TO ANNUAL LEAVE"** Condition: Attempted to establish Vacation or Sick Leave where Annual Leave is established. Action: Modify the establishment period for Annual as appropriate.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989184	O	**"CANNOT ESTABLISH ANNUAL LEAVE PRIOR TO VACATION OR SICK LEAVE"** Condition: Attempted to enter an AL Establishment Leave Period that is less than the VA or SL establishment Begin Leave Period. Action: Correct the Annual Leave Establishment Begin Leave Period.
989185	O	**"CANNOT ESTABLISH ANNUAL LEAVE DURING A CLOSED VACATION ESTABLISHMENT PERIOD"'** Condition: Attempted to enter an Annual Leave Establishment Leave Period during a leave period where Vacation was established. Action: Correct the Annual Leave Establishment Begin Leave Period.
989186	O	**"ERROR TRYING TO END VACATION WHEN ESTABLISHMENT ANNUAL LEAVE - CONTACT SCO** Condition: System error. Action: Contact Leave Accounting Liaison.
989187	O	**"ERROR PERFORMING BENEFIT TRANSFER WHEN ESTABLISHMENT ANNUAL LEAVE - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989188	O	**"MUST ESTABLISH** (Vacation or Sick Leave) (Prior or Equal) **TO ANNUAL LEAVE"** Condition: Entered a Vacation or Sick Leave Establishment Period greater or equal to the Annual Leave Establishment Begin Leave Period. Action: Verify Establishment periods for benefits. 1. Correct the VA or SL Establishment Begin Leave Period using the B68 - LB Establishment Period Maintenance screen. 2. If Establishment period of Annual is incorrect make corrections to establishment period as needed.
989189	O	**"ERROR IN BENEFIT TABLE ACCESS PROGRAM - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989190	O	**"ERROR FOUND IN END BENEFIT PROGRAM - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989191	O	**"ERROR FOUND IN LBAT POST PROGRAM - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989192	O	**"ERROR FOUND IN AGENCY PARTICIPATION ACCESS PROGRAM - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989193	O	**"BENEFIT NOT FOUND ON TABLE - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989194	O	**"AGENCY NOT FOUND ON AGENCY PARTICIPATION TABLE - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989196	O L O/L	**"SSN ALREADY EXISTS - NO ACTIVE PSN HISTORY EXISTS"** **"SSN EXISTS NO PSN"** Condition: Enter incorrect data. Action: Submit transaction with correct data.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989197	L	**"SSN MUST BE NUMERIC"** Condition: Attempted to enter an alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989198	L	**"NAME MUST BE ALPHA"** Condition: Attempted to enter a name with a non-alpha character. Action: Key transaction on-line.
989199	L	**"PSN MUST BE NUMERIC"** Condition: Attempted to enter an alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989200	L	**"INVALID LEAVE PERIOD"** Condition: Attempted to enter an alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989201	O	**"VACATION EXISTS - PLEASE CONTACT SCO"** Condition: Attempted to establish annual leave with the same begin leave period as vacation. Action: Contact Leave Accounting Liaison.
989202	L	**"INVALID BENEFIT ID"** Condition: Attempted to enter a non-alpha character. Action: Key transaction on-line.
989203	L	**"INVALID PPCID"** Condition: The PPCID is not valid for the agency code or the PPCID on the transaction is not valid on the PPCID table. Action: Key transaction on-line. If the system does accept the transaction, contact the Leave Accounting Liaison.
989205	L	**"INVALID ORIGIN CODE"** Condition: Origin code error. Action: Key transaction on-line.
989206	L	**"INVALID BATCH ID"** Condition: Batch ID error. Action: Key transaction on-line.
989208	L	**"INVALID EARNINGS ID"** Condition: Earnings ID not found on the Earnings ID Characteristic Table. Action: Key transaction on-line.
989210	L	**"INVALID TRANS CODE"** Condition: Attempted to enter an invalid transaction code. Action: Verify desired transaction code and key the transaction on-line.
989211	L	**"INVALID D1037 DBKEY PASSED TO LASQ907C - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989212	L	**"INVALID D1040 DBKEY PASSED TO LASQ907C - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989213	L	**"INVALID D1047 DBKEY PASSED TO LASQ907C - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989214	L	**"INVALID D1048 DBKEY PASSED TO LASQ907C - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989223	O	**"ERROR FOUND IN LBAT AUDIT PROGRAM - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989224	O	**"LINKAGE ERROR - CONTACT SCO"** Condition: System error. Action: Contact Leave Accounting Liaison.
989292	L	**"EE NOT ON LAS"** Condition: SSN on transaction not found on LAS. Action: Verify SSN. Process the employee's EH transaction, then key LAS transactions on the following day.
989293	L	**"NO EPH"** Condition: Position number on the transaction does not match the EPH record for the leave period. Action: 1. If position number on the transaction is incorrect, rekey the transaction on CLAS. 2. If EPH position number is incorrect, process EH transaction, then key the LAS transaction on the following day.
989294	L	**"AMOUNT NOT NUMERIC"** Condition: Amount entered on the transaction was not numeric. Action: Correct the field to numeric characters only.
989297	O L O/L	**"PH NOT SCHEDULED FOR ACCRUAL - CANNOT ACCRUE"** **"PH NOT SCHEDULED"** Condition: Benefit is not scheduled to accrue. Action: Verify benefit status.
989298	O L O/L	**"CANNOT LUMP SUM ZERO BALANCE"** **"BENEFIT HAS ZERO BAL"** Condition: Lump sum transaction keyed for a benefit with zero balance. Action: Verify benefit for correct balance and take corrective action if needed.
989299	O L O/L	**"CANNOT LUMP SUM NEGATIVE BALANCE"** **"BENEFIT HAS NEGATIVE BALANCE"** Condition: Lump sum transaction keyed for a benefit with negative balance. Action: Verify benefit for correct balance and take corrective action if needed.
989450	O L O/L	**"INVALID ORG CODE - CONTACT SCO"** **"SYSTEM ERROR"** Condition: A State Service transaction has been entered or processed and has been attached to an invalid origin code. Action: This is a system error. Contact the Leave Accounting Liaison.
989451	O	**"DAYS WORKED TRANS NOT VALID FOR EE"** Condition: Attempted to enter Days Worked (DW) transaction for an EE who does not have a Roll Code 5 (daily, paid monthly) EPH record. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.
989453	O L O/L	**"NQLP NOT VALID FOR EE"** **"NQLP INVALID FOR EE"** Condition: Attempted to enter an NQLP for an EE whose timebase is int. Action: No action necessary.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989454	O	**"TIMEBASE ADJUST - HOURS TRANS NOT VALID FOR EE"** Condition: Attempted to enter Timebase Adjustment for days or hours in a leave Period for an EE who does not have an intermittent EPH. Action: Contact the Leave Accounting Liaison.
989455	O	**"BALANCE ADJUST TRANS NOT VALID FOR EE"** Condition: Attempted to enter a Balance Adjust-days or Hours trans for an EE who does not have an intermittent EPH for the Leave Period. Action: Enter the correct transaction or verify EPH records using the P18 - Employee History Inquiry screen.
989456	O	**"CALENDAR ACCESS ERROR - CONTACT SCO"** Condition: System error. Action: Contact the Leave Accounting Liaison.
989457	O	**"INVALID HOURS AMOUNT FOR CARRYOVER"** Condition: Attempted to enter a Begin Balance transaction with a carryover amount equal to or greater than 160 hours. Action: Begin a Begin Balance transaction, increasing state Service Credits by one and reducing carryover hours by 160 hours.
989458	O	**"INVALID DAYS AMOUNT FOR CARRYOVER"** Condition: Attempted to enter a Begin Balance transaction with 20 days or more carryover. Action: Key a Begin Balance transaction, increasing state Service Credits by one and reducing carryover days by 20 days.
989459	O	**"DAYS AMOUNT MUST BE GREATER THAN OR EQUAL TO 0"** Condition: Attempted to enter a days amount less than 0. Action: Contact the Leave Accounting Liaison.
989460	O	**"HOURS AMOUNT MUST BE GREATER THAN OR EQUAL TO 0"** Condition: Attempted to enter a hours amount less than 0. Action: Contact the Leave Accounting Liaison.
989461	O	**"STATE SERVICE TRANSACTION ERROR - CONTACT SCO"** Condition: State Service transaction exists, but the corresponding leave period does not. Action: Contact the Leave Accounting Liaison.
989462	O	**"RULE INDICATOR NOT FOUND - CONTACT SCO"** Condition: System is unable to locate rule indicator on table. Action: Contact the Leave Accounting Liaison.
989463	O L O/L	**"DUPLICATE HOURS WRK TRANS FOUND FOR LEAVE PERIOD AND PSN SEQ", "DUP HW FOUND FOR LP"** Condition: Attempted to enter a duplicate Hours Worked (HW) transaction. Action: Verify for duplication. If this is not a duplicate, enter two HW transactions with different amounts of hours.
989464	O L O/L	**"DUPLICATE DAYS WKD TRANS FOUND FOR LEAVE PERIOD AND PSN SEQ", "DUP DW FOUND FOR LP"** Condition: Attempted to enter a duplicate days Worked (DW) transaction. Action: Verify for duplication. If this is not a duplicate, enter two DW transactions with different amounts of days.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989465	O L O/L	**"HOURS WORKED TRANS FOUND FOR LEAVE PERIOD"** **"HW EXISTS IN PSN SEQ"** Condition: Attempted to enter an incompatible transaction in a leave period where an Hours Worked transaction already exists. Action: Evaluate employee's state service. If correct, no action is necessary. If State service is incorrect, void erroneous transaction using the S52 - SS Void Transaction Entry screen and post correct transaction suing the S50 - SS Transaction Entry screen. State Service changes may impact accrued benefits, verify accrued benefits.
989466	O L O/L	**"DAYS WORKED TRANS FOUND FOR LEAVE PERIOD"** **"INCOMPATIBLE EXISTS"** Condition: Attempted to enter an Hours Worked (HW) transaction when a days Worked (DW) transaction already exists in the leave period. Action: Only one type of transaction can be entered per leave period. Determine whether employee should have all time towards State service posted as a DW or HW transaction. Key the transaction on the S50 - SS Transaction Entry screen.
989467	O L O/L	**"INCOMPATIBLE HOURS WKD TRANS EXIST FOR LEAVE PERIOD"** **"INCOMPATIBLE EXISTS"** Condition: Attempted to enter an Hours Worked 1st half or 2nd half when an Hours Worked (HW) transaction already exists in the leave period. Action: Only one type of transaction can be entered per Leave Period. Determine which transaction is valid for the Leave Period. If transaction posted is correct, no action is necessary. If the transaction posted is incorrect, void the erroneous transaction using the S52 - SS Void Transaction Entry screen, then key the correct transaction on the S50 - SS Transaction Entry screen.
989472	O L O/L	**"DUPLICATE TH TRANS FOUND FOR LEAVE PERIOD"** **"DUP - SS TRANS EXISTS"** Condition: Attempted to enter a Timebase Adjustment (TH) transaction when one already exists for the leave period. Action: If the posted TH transaction is correct, no action is necessary. If the posted TH transaction is incorrect, void the posted transaction using the S52 - SS Void Transaction Entry screen. Key one TH transaction that includes hours from all applicable positions, using the S50 - SS Transaction Entry screen.
989473	O L O/L	**"DUPLICATE TD TRANS FOUND FOR THE LEAVE PERIOD"** **"DUP SS TRANS EXISTS"** Condition: Attempted to enter a Timebase Adjustment (TD) transaction when one already exists for the leave period. Action: If the posted TD transaction is correct, not action is necessary. If the posted TD transaction is incorrect, void the posted TD transaction using the S52 - SS Void Transaction Entry screen. Key one TD transaction that includes days from all applicable positions, using the S50 - SS Transaction Entry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989474	O L O/L	**"DUPLICATE BH TRANS FOUND FOR THE LEAVE PERIOD"** **"DUP SS TRANS EXISTS"** Condition: Attempted to enter a Balance Adjustment (BH) transaction when one already exists for the leave period. Action: If the posted BH transaction is correct, no action is necessary. If the posted BH transaction is incorrect, void the posted BH transaction using the S52 - SS Void Transaction Entry screen. key one BH transaction that includes days from all applicable positions, using the S50 - SS transaction Entry screen.
878475	O L O/L	**"DUPLICATE BD TRANS FOUND FOR THE LEAVE PERIOD"** **"DUP SS TRANS EXISTS"** Condition: Attempted to enter a Balance Adjustment (BD) transaction when one already exists for the Leave Period. Action: If the posted BD transaction is correct, no action is necessary. If the posted BD transaction is incorrect, void the posted BD transaction using the S52 - SS Void Transaction Entry screen. Key one BD transaction that includes day from all applicable positions, using the S50 - SS Transaction Entry screen.
989476	O	**"TIMEBASE ADJUST - HOURS TRANS NOT VALID FOR EE"** Condition: Attempted to enter a Timebase Adjustment (TH) in a Leave Period where no intermittent EPH exists. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.
989477	O	**"HOURS WORKED NOT VALID FOR EE"** Condition: Attempted to enter an Hours Worked (HW) transaction for an employee who does not have an intermittent Roll Code 3 (hourly, paid monthly) EPH. Action: Enter correct transaction or verify EPH records suing the P18 - Employee Position History Inquiry screen.
989478	O	**"HOURS WORKED - 1ST/2ND HALF NOT VALID FOR EE"** Condition: Attempted to enter an Hours Worked 1st half or 2nd half transaction for an employee who does not have an intermittent Roll Code 4 or 6 (hourly, paid semi-monthly) EPH. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.
989479	O	**"HOURS WORKED TRANS NOT VALID FOR EE"** Condition: Attempted to enter an Hours Worked (HW) or Hours Worked 1st half or 2nd half transaction for an employee who does not have an hourly intermittent EPH. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989480	L	**"AR/REDEP - UPDATE SS"** Condition: Accounts Receivable or redeposit has been processed in the Payroll Cycle for an intermittent employee. Action: Verify the impact to the employee's State Service. · Void any incorrect Hours Worked transactions as needed using the S52 - SS Void Transaction Entry screen. · Post any Hours Worked transactions as needed using the S50 - SS Transaction Entry screen. Verify that Leave Benefit accruals are posted only in months where State Service Credits have been posted using the B14 - LB History Summary Inquiry and the S14 - SS History Summary Inquiry screens. · Void any incorrect benefit accruals using the B52 - LB Void Transaction Entry screen. · Post any accruals not reflected using the B50 - LB Transaction Entry screen.
989481	L	**"RETRO PAY - UPDATE SS"** Condition: A payment has been issued for a pay period that is neither the current pay period nor the pay period prior to the current pay period. A state service transaction (e.g. HW) is not generated. Action: Verify the impact to the employee's State Service. · Void any incorrect Hours Worked transactions using the S52 - SS Void Transaction Entry screen. · Post any Hours Worked transactions as needed using the S50 - SS Transaction Entry screen. Verify that Leave Benefit accruals are posted only in months where State Service Credits have been posted using the B14 - LB History Summary Inquiry and the S14 - SS History Summary Inquiry screens. · Void any incorrect benefit accruals using the B52 - LB Void Transaction Entry screen. · Post any accruals not reflected using the B50 - LB Transaction Entry screen.
989482	L	**"PAYMENT IS NOT QEP"** Condition: The system did not generate a time worked transaction for this payment. Action: Determine the number of hours/days to which the employee is entitled and post a state service transaction.
989483	L	**"CANNOT DET QEP/PAY"** Condition: When there is a timebase change within one leave period where the employee is going from Roll Code 6, hourly intermittent, to Roll Code 6, Full/Part Time. Action: User must determine which EPH is the qualifying employee position and apply the correct State Service transaction and, if applicable, leave benefit transactions.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989484	L	**"VERIFY TH AMT"** Condition: A Timebase Adjustment (TH) transaction has been system generated. Because of variable and alternate work schedules the system may have calculated the TH transaction incorrectly. Action: Verify the number of hours generated on the TH transaction. If the amount is correct, no action is necessary. If the amount is incorrect: · Void the TH transaction using the S52 - SS Void Transaction Entry screen. · Key a correct TH transaction using the S50 - SS Transaction Entry screen. · Void any erroneously posted leave benefit accrual transactions using the B52 - LB Void Transaction Entry screen. · Key any missing leave benefit accrual transactions using the B50 - LB Transaction Entry screen.
989485	L	**"PAYMENT 0-0-SEQ"** Condition: "If a payment for the current pay period issues before a payment for the pay period prior to the current pay period, the system will generate a state service transaction (e.g., HW) but will not generate leave benefit accruals. Action: If the employee does not receive a State Service Credit based on the time generated from the state service transaction, no action is necessary. If the State Service Credit is generated based on the payment issued, key leave benefit accrual transactions using the B50 - LB Transaction Entry screen.
989486	L	**"VERIFY TD AMT"** Condition: A Timebase Adjustment (TD) transaction has been system generated. Because of variable and alternate work schedules the system may have calculated to TD transaction incorrectly. Action: Verify the number of days generated on the TD transaction. If the amount is correct, no action is necessary. If the amount is incorrect: · Void the TD transaction using the S52 - SS Void Transaction Entry screen. · Key a correct TD transaction using the S50 - SS Transaction Entry screen. · Void any erroneously posted leave benefit accrual transactions using the B52 - LB Void Transaction Entry screen. · Key any missing leave benefit accrual transactions using the B50 - LB Transaction Entry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989487	L	**"PAYMENT 0-0-SEQ"** Condition: If a payment for the current pay period issues before a payment for the pay period prior to the current pay period, the system will generate a state service transaction (e.g., DW) but will not generate leave benefit accruals. Action: If the employee does not receive a State Service Credit based on the time generated from the state service transaction, no action is necessary. If a State Service Credit is generated based on the payment issued, key leave benefit accrual transactions using the B50 - LB Transaction Entry screen.
989488	L	**"SEQ MATCH COND"** Condition: When a payment issues in a payroll cycle with a Position Sequence number that differs from the Position Sequence on LAS, the system will <u>not</u> process a time worked (e.g., HW) transaction. Action: Employee is/was in multiple positions. Determine if the employee should be on LAS. · If the employee should not be on LAS, key an NLSE designation. · If the payment was for a position not eligible for State Service, purge the message. No action is required. · If the payment is for an intermittent position that is eligible for State Service, key a State Service Transaction (e.g., HW) on the S50 - State Service Transaction Entry Screen.
989489	L	**"CANNOT ADD BENEFIT/ESTABLISHMENT PERIOD"** Condition: Annual Leave, Vacation or Sick Leave currently exists without an establishment period. Action: Identify the benefit and either add an establishment period, or, if established in error, contact the Leave Accounting Liaison to have the benefit deleted prior to adding the new benefit/establishment period.

The CLAS system now provides automated tracking of 8 Intermittent Benefits by posting transactions to these benefits based on applicable hours worked. Detailed information, including examples, is given below for each of the 8 benefits as well as for the two existing benefits (Days Limit – ATW and Hours Probation).

ALTERNATE RANGE CHANGE – 960 HOURS
BENEFIT DESCRIPTION

LEAVE BENEFIT ID: AC

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Work Adjust (91), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The user will be responsible for determining eligibility for each intermittent employee in regards to the Alternate Range Change – 960 benefit. If an employee is working toward an alternate range that requires 6 months (or 960 hours) to be completed, then create the Alternate Range Change – 960 benefit by posting a Begin Total (27) transaction to the AC benefit. The Begin Total may be posted for any amount, including zero. The user should only create either the Alternate Range Change – 960 (AC) or Alternate Range Change - 1920 (AY) benefit, since the employee can only work toward one alternate range at a time.

UPDATE PROCESS:

The State Controller's Office will update this benefit by automatically posting a Work (90) transaction for every leave period that the employee has State Service Hours Worked. The automated update will occur on the Monday evening following Semi-Monthly Payroll Cutoff and will reference only those State Service Hours Worked posted through the previous Friday. Also, the process:

- Will only update benefits that have been created by posting a Conversion Total (68) or Begin Total (27) transaction. Only departments that are new to CLAS will use the Conversion Total transaction.

- Will post a Work (90) transaction up to 160 hours to the AC benefit.

EXAMPLE OF HISTORY:

An employee has worked the 960 hours required for an Alternate Range Change.

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	100	(Posted by User)
12/05	01/17/06	Work	160	(All Work trans.
01/06	02/14/06	Work	160	posted by SCO)
02/06	03/13/06	Work	160	
06/06	07/17/06	Work	160	
07/06	08/14/06	Work	160	
08/06	09/11/06	Work	160	

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	100			160	260
01/06	260			160	420
02/06	420			160	580
06/06	580			160	740
07/06	740			160	900
08/06	900			160	1060

Now that the employee has met the 960 hours required, you should post a Work Adjust (91) transaction for the 960 hours that qualified the employee for the alternate range change (which will deduct these hours from the benefit). This transaction should be posted to the leave period in which the employee meets the required hours. Any balance of hours will continue to be counted toward the next alternate range change for 960 hours.

The employee's history will now look like this:

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	100	
12/05	01/17/06	Work	160	
01/06	02/14/06	Work	160	
02/06	03/13/06	Work	160	
06/06	07/17/06	Work	160	
07/06	08/14/06	Work	160	
08/06	09/11/06	Work	160	
08/06	09/12/06	Work Adjust	960-	(Posted by User)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	100			160	260
01/06	260			160	420
02/06	420			160	580
06/06	580			160	740
07/06	740			160	900
08/06	900			-800	100

Since the Work and Work Adjust transactions both display under the Miscellaneous column, the system will add the two amounts together and display the difference of hours.

However, if the new alternate range is tracked for a period of 12 months (or 1920 hours), then you should:

1. post a Cancel (35) transaction for 960 hours to the AC benefit for the current leave period.

2. post a Begin Total (27) transaction to the AY benefit for the previous leave period.

See the instructions for the Alternate Range Change – 1920 benefit for an example of the above.

CANCEL TRANSACTION

With the Alternate Range Change benefits, you should post a Cancel (35) transaction once the employee:

1. has been appointed to the highest alternate range, or

2. has had an employment history change and is no longer in a classification with alternate ranges.

The Cancel (35) transaction serves a dual purpose:

1. It prevents further Work transactions from being posted automatically to the ARC - 960 benefit.

2. It prevents the benefit from being listed on the IBT report (provided the End Balance is zero).

The Cancel transaction must be the last transaction posted to the benefit in order to prevent any subsequent Work transactions from being posted. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period and for the amount of the End Balance. If at any time you want to begin tracking the ARC - 960 benefit again, you must post a new Begin Total transaction.

ALTERNATE RANGE CHANGE – 1920 HOURS
BENEFIT DESCRIPTION

LEAVE BENEFIT ID: AY

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Work Adjust (91), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The user will be responsible for determining eligibility for each intermittent employee in regards to the Alternate Range Change – 1920 benefit. If an employee is currently working toward an Alternate Range that requires 12 months (or 1920 hours) to be completed, then create the Alternate Range Change – 1920 benefit by posting a Begin Total (27) transaction to the AY benefit. The Begin Total may be posted for any amount, including zero. The user should only create either the Alternate Range Change – 960 (AC) or Alternate Range Change - 1920 (AY) benefit, since the employee can only work toward one alternate range at a time.

UPDATE PROCESS:

The State Controller's Office will update this benefit by automatically posting a Work (90) transaction for every leave period that the employee has State Service Hours Worked. The automated update will occur on the Monday evening following Semi-Monthly Payroll Cutoff and will reference only those State Service Hours Worked posted through the previous Friday. Also, the process:

- Will only update benefits that have been created by posting a Conversion Total (68) or Begin Total (27) transaction. Only departments that are new to CLAS will use the Conversion Total transaction.

- Will post a Work (90) transaction up to 160 hours to the AY benefit.

EXAMPLE OF HISTORY:

Example: An employee has worked the 1920 hours required for an Alternate Range Change.

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	960	(Posted by User)
12/05	01/17/06	Work	160	(All Work trans.
01/06	02/14/06	Work	160	posted by SCO)
02/06	03/13/06	Work	160	
06/06	07/17/06	Work	160	
07/06	08/14/06	Work	160	
08/06	09/11/06	Work	160	

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	960			160	1120
01/06	1120			160	1280
02/06	1280			160	1440
06/06	1440			160	1600
07/06	1600			160	1760
08/06	1760			160	1920

Now that the employee has met the 1920 hours required, you should determine if the next alternate range is for a 6 month (960 hours) or 12 month (1920 hours) period. If the new alternate range is tracked for a period of 6 months (or 960 hours), then you should:

1. post a Cancel (35) transaction for 1920 hours to the AY benefit for the current leave period.

2. post a Begin Total (27) transaction to the AC benefit for the previous leave period.

The employee's history will now look like this:

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	960	
12/05	01/17/06	Work	160	
01/06	02/14/06	Work	160	
02/06	03/13/06	Work	160	
06/06	07/17/06	Work	160	
07/06	08/14/06	Work	160	
08/06	09/11/06	Work	160	
09/06	09/12/06	Cancel	1920-	(Posted by User)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	960			160	1120
01/06	1120			160	1280
02/06	1280			160	1440
06/06	1440			160	1600
07/06	1600			160	1760
08/06	1760			160	1920
09/06	1920			1920-	0

If the new alternate range is also for a period of 12 months (or 1920 hours), see the instructions for the Alternate Range Change – 960 benefit for an example of how to post a Work Adjust (91) transaction.

CANCEL TRANSACTION

With the Alternate Range Change benefits, you should post a Cancel (35) transaction once the employee:

1. has been appointed to the highest alternate range, or

2. has had an employment history change and is no longer in a classification with alternate ranges.

The Cancel (35) transaction serves a dual purpose:

1. It prevents further Work transactions from being posted automatically to the ARC - 1920 benefit.

2. It prevents the benefit from being listed on the IBT report (provided the End Balance is zero).

The Cancel transaction must be the last transaction posted to the benefit in order to prevent any subsequent Work transactions from being posted. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period and for the amount of the End Balance.

If at any time you want to begin tracking the ARC - 1920 benefit again, you must post a new Begin Total transaction.

HEALTH AND DENTAL BENEFIT DESCRIPTION

LEAVE BENEFIT ID: HD

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Work Adjust (91), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The user will be responsible for determining eligibility for each intermittent employee in regards to the Health & Dental (HD) benefit. If an employee is in a tenure that makes them eligible for health and dental benefits, then create the Health & Dental benefit by posting a Begin Total (27) transaction to the HD benefit. The Begin Total may be posted for any amount, including zero.

UPDATE PROCESS:

The State Controller's Office will update this benefit by automatically posting a Work (90) transaction for every leave period that the employee has State Service Hours Worked. The automated update will occur on the Monday evening following Semi-Monthly Payroll Cutoff and will reference only those State Service Hours Worked posted through the previous Friday. Also, the process:

- Will only update benefits that have been created by posting a Conversion Total (68) or Begin Total (27) transaction. Only departments that are new to CLAS will use the Conversion Total transaction.

- Will post a Work (90) transaction for the total amount of Actual Hours Worked to the Health and Dental benefit.

BENEFIT RESET:

Since eligibility for health and/or dental benefits is tracked based on the hours worked in the last (or last two) 6-month Control Period(s), the Health & Dental benefit will be reset each January and July. This will prevent the balance from exceeding a 6-month period. Provided the benefit’s End Balance is greater than zero when the process is run in January and July, a Begin Total of zero will be posted to the benefit.

EXAMPLE OF HISTORY:

Example #1: An employee does not work 480 hours in the last Control Period, but does work 960 hours in the last two Control Periods.

B16

Lv Prd	Post Date	Transaction	Amount	
01/06	02/01/06	Begin Total	0	(Posted by User)
01/06	02/14/06	Work	176	(All Work trans.
02/06	03/13/06	Work	168	posted by SCO)
03/06	04/17/06	Work	90	
04/06	05/15/06	Work	100	
06/06	07/17/06	Work	100	
07/06	08/14/06	Begin Total	0	(Posted by SCO)
08/06	09/11/06	Work	90	
09/06	10/16/06	Work	168	
10/06	11/13/06	Work	90	
12/06	01/11/07	Work	60	
01/07	01/24/07	Begin Total	0	(Posted by SCO)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
01/06	0			176	176
02/06	176			168	344
03/06	344			90	434
04/06	434			100	534
06/06	534			100	634
07/06	0				0
08/06	0			90	90
09/06	90			168	258
10/06	258			90	348
12/06	348			60	408
01/07	0				0

In this example, the December End Balance was not equal to or greater than the 480 hours required for the last Control Period. Therefore, you should add the June End Balance together with the December End Balance, and determine if the employee met the 960 hours required in the last two Control Periods (January through December).

No action on the part of the user is necessary in regards to CLAS. The Work transactions will continue to post, and the benefit will continue to be reset every 6 months.

Example #2: An employee does not work 480 hours in the last Control Period, but does work 960 hours in the last two Control Periods. Also, the employee does not work in June or December.

B16

Lv Prd	Post Date	Transaction	Amount	
01/06	02/01/06	Begin Total	0	(Posted by User)
01/06	02/14/06	Work	176	(All Work trans.
02/06	03/13/06	Work	168	posted by SCO)
03/06	04/17/06	Work	90	
04/06	05/15/06	Work	100	
05/06	06/15/06	Work	100	
07/06	08/14/06	Begin Total	0	(Posted by SCO)
08/06	09/11/06	Work	90	
09/06	10/16/06	Work	168	
10/06	11/13/06	Work	90	
11/06	12/11/06	Work	60	
01/07	01/24/07	Begin Total	0	(Posted by SCO)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
01/06	0			176	176
02/06	176			168	344
03/06	344			90	434
04/06	434			100	534
05/06	534			100	634
07/06	0				0
08/06	0			90	90
09/06	90			168	258
10/06	258			90	348
11/06	348			60	408
01/07	0				0

In this example, since the June and December leave periods do not exist, simply add together the End Balances for May and November to determine the amount of hours worked over the last two Control Periods.

CANCEL TRANSACTION

With the Health & Dental benefit, you should post a Cancel (35) transaction if the employee:

1. changes to a full-time or part-time time base, or

2. changes to a tenure that is not eligible for health and dental.

The Cancel (35) transaction serves a dual purpose:

1. It prevents further Work transactions from being posted automatically to the Health & Dental benefit.

2. It prevents the benefit from being listed on the IBT report (provided the End Balance is zero).

The Cancel transaction must be the last transaction posted to the benefit to prevent any subsequent Work transactions from being posted. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period and for the amount of the End Balance.

If, for any reason, you want to begin tracking the Health & Dental benefit again, you must post a new Begin Total transaction.

MAXIMUM HOURS WORKED BENEFIT DESCRIPTION

LEAVE BENEFIT ID: MX

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Work Adjust (91)

PIP: Conversion Total (68), Work (90)

There is no Cancel transaction for this benefit, since it is continually tracked for all tenures.

ELIGIBILITY:

Maximum Hours Worked is tracked for all Intermittent employees regardless of tenure. An intermittent employee is not allowed to work more than 1500 hours in a calendar year. However, bargaining unit 06 employees have a higher limit of 2000 hours in a calendar year. Create the Maximum Hours Worked benefit by posting a Begin Total (27) transaction to the MX benefit. The Begin Total may be posted for any amount, including zero.

UPDATE PROCESS:

The State Controller's Office will update this benefit by automatically posting a Work (90) transaction for every leave period that the employee has State Service Hours Worked. The automated update will occur on the Monday evening following Semi-Monthly Payroll Cutoff and will reference only those State Service Hours Worked posted through the previous Friday. Also, the process:

- Will only update benefits that have been created by posting a Conversion Total (68) or Begin Total (27) transaction. Only departments that are new to CLAS will use the Conversion Total transaction.

- Will post a Work (90) transaction for the total amount of Actual Hours Worked to the Maximum Hours Worked benefit.

BENEFIT RESET:

Since Maximum Hours Worked is tracked on a calendar year basis, the Maximum Hours Worked (MX) benefit will be reset to zero each January. Provided the benefit's End Balance is greater than zero when the process is run in January, a Begin Total of zero will be posted to the benefit. One exception to this is EDD, which does not track the Maximum Hours Worked between January and December, and will not be included in the automatic reset process each January.

EXAMPLE OF HISTORY:

Employee is tracked on a standard calendar year basis.

B16

Lv Prd	Post Date	Transaction	Amount	
01/06	01/03/05	Begin Total	0	(Posted by User)
01/06	02/15/06	Work	88	(All Work trans.
02/06	03/13/06	Work	100	posted by SCO)
03/06	04/17/06	Work	75	
04/06	05/15/06	Work	160	
05/06	06/16/06	Work	168	
06/06	07/17/06	Work	55	
07/06	08/14/06	Work	90	
08/06	09/11/06	Work	160	
09/06	10/16/06	Work	168	
01/07	01/24/07	Begin Total	0	(Posted by SCO)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
01/06	0			88	88
02/06	88			100	188
03/06	188			75	263
04/06	263			160	423
05/06	423			168	591
06/06	591			55	646
07/06	646			90	736
08/06	736			160	896
09/06	896			168	1064
01/07	0				0

No action on the part of the user is necessary in regards to CLAS. The Work transactions will continue to post, and the benefit will continue to be reset every January.

MSA BENEFIT DESCRIPTION

LEAVE BENEFIT ID: MA

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Work Adjust (91), Transfer From LB (47), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The user will be responsible for determining eligibility for each intermittent employee in regards to the MSA benefit. If an employee is currently working toward an MSA, then create the benefit by posting a Begin Total (27) transaction to the MSA (MA) benefit. The Begin Total may be posted for any amount, including zero. The user should only create either the SISA or MSA benefit, since the employee can only work toward one or the other.

UPDATE PROCESS:

The State Controller's Office will update this benefit by automatically posting a Work (90) transaction for every leave period that the employee has State Service Hours Worked. The automated update will occur on the Monday evening following Semi-Monthly Payroll Cutoff and will reference only those State Service Hours Worked posted through the previous Friday. Also, the process:

- Will only update benefits that have been created by posting a Conversion Total (68), Begin Total (27), or Transfer From LB (47) transaction. Only departments that are new to CLAS will use the Conversion Total transaction.

- Will post a Work (90) transaction up to 160 hours to the MSA benefit.

EXAMPLE OF HISTORY:

An employee has reached the 1920 hours required for an MSA.

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	1530	(Posted by User)
12/05	01/17/06	Work	160	(All Work trans.
01/06	02/14/06	Work	160	posted by SCO)
02/06	03/13/06	Work	90	

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	1530			160	1690
01/06	1690			160	1850
02/06	1850			90	1940

Now that the employee has met the hours required for an MSA, you should post a Work Adjust (91) transaction for the 1920 hours that qualified the employee for the MSA. This will subtract the 1920 hours from the MSA benefit, and any remaining hours will be counted toward their next MSA. You should post the Work Adjust transaction to the leave period in which they meet the required hours.

The employee's history should now look like this:

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	1530	
12/05	01/17/06	Work	160	
01/06	02/14/06	Work	160	
02/06	03/13/06	Work	90	
02/06	03/14/06	Work Adjust	1920	(Posted by User)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	1530			160	1690
01/06	1690			160	1850
02/06	1850			1830-	20

Since the Work and Work Adjust transactions both display under the Miscellaneous column, the system will add the two amounts together and display the difference of hours.

CANCEL TRANSACTION

With the MSA benefit, you should post a Cancel (35) transaction once the employee:

1. has an ANI date of MAX, or

2. has had an employment history change and is now being tracked for a SISA.

The Cancel transaction serves a dual purpose:

1. It will prevent further Work transactions from being posted automatically to the MSA benefit.

2. It will prevent the benefit from being listed on the IBT report (provided the End Balance is zero).

The Cancel transaction must be the last transaction posted to the benefit in order to prevent any subsequent Work transactions from being posted. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period and for the amount of the End Balance.

If at any time you want to begin tracking the MSA benefit again, you must post a new Begin Total transaction.

PH/VA WAITING PERIOD BENEFIT DESCRIPTION

LEAVE BENEFIT ID: WP

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The user will be responsible for determining whether or not an employee should serve a Waiting Period for the Personal Holiday (PH) or Vacation (VA) benefit, and for what length of time. If the employee is serving a Waiting Period, this benefit may be used to track the hours worked toward the completion of the Waiting Period. The user must create the benefit by posting a Begin Total (27) transaction to the PH/VA Waiting Period benefit (WP).

UPDATE PROCESS:

The State Controller's Office will update this benefit by automatically posting a Work (90) transaction for every leave period that the employee has State Service Hours Worked. The automated update will occur on the Monday evening following Semi-Monthly Payroll Cutoff and will reference only those State Service Hours Worked posted through the previous Friday. Also, the process:

- Will only update benefits that have been created by posting a Conversion Total (68) or Begin Total (27) transaction. Only departments that are new to CLAS will use the Conversion Total transaction.

- Will post a Work (90) transaction up to 160 hours to the PH/VA Waiting Period benefit.

MAINTENANCE: Once the employee meets the hours required to complete the Waiting Period, the user should:

1. enter an End Leave Period and End Date for the VA and/or PH benefits on B74.

2. post a Cancel transaction to discontinue tracking the PH/VA Waiting Period benefit.

EXAMPLE OF HISTORY:

Employee worked 960 hours required to complete their PH or VA Waiting Period, and benefit was cancelled by user.

B16

Lv Prd	Post Date	Transaction	Amount	
09/05	09/01/05	Begin Total	300	(Posted by User)
09/05	10/17/05	Work	160	(All Work trans.
10/05	11/15/05	Work	160	posted by SCO)
11/05	12/15/05	Work	90	
12/05	01/16/06	Work	160	
01/06	02/15/06	Work	90	
02/06	02/16/06	Cancel	960	(Posted by User)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
09/05	300			160	460
10/05	460			160	620
11/05	620			90	710
12/05	710			160	870
01/06	870			90	960
02/06	960			-960	0

CANCEL TRANSACTION

With the PH/VA Waiting Period benefit, you should post a Cancel (35) transaction once the employee successfully completes their Waiting Period(s).

The Cancel (35) transaction serves a dual purpose:

1. It will prevent further Work transactions from being posted automatically to the PH/VA Waiting Period benefit.

2. It will prevent the benefit from being listed on the IBT report (provided the End Balance is zero).

The Cancel transaction must be the last transaction posted to the benefit in order to prevent any subsequent Work transactions from being posted. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period and for the amount of the End Balance.

If, for any reason, you want to begin tracking the PH/VA Waiting Period benefit again, you must post a new Begin Total transaction.

RETIREMENT
BENEFIT DESCRIPTION

LEAVE BENEFIT ID: RT

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The user will be responsible for determining eligibility for each intermittent employee in regards to the Retirement (RT) benefit. If an employee is currently in the PST Retirement Plan or YEOP program at EDD, and must work 1000 hours in a fiscal year to be eligible to enter the CalPERS Retirement Plan, then create the Retirement benefit by posting a Begin Total (27) transaction to the RT benefit. The Begin Total may be posted for any amount, including zero.

UPDATE PROCESS:

The State Controller's Office will update this benefit by automatically posting a Work (90) transaction for every leave period that the employee has State Service Hours Worked. The automated update will occur on the Monday evening following Semi-Monthly Payroll Cutoff and will reference only those State Service Hours Worked posted through the previous Friday. Also, the process:

- Will only update benefits that have been created by posting a Conversion Total (68) or Begin Total (27) transaction. Only departments that are new to CLAS will use the Conversion Total transaction.

- Will post a Work (90) transaction for the total amount of Actual Hours Worked to the Retirement benefit.

BENEFIT RESET:

Since the Retirement benefit is tracked on a fiscal year basis, it will be included in the process that resets Usage Only benefits each July. Provided the benefit's End Balance is greater than 0 when the process is run in July, a Begin Total of zero will be posted to the benefit.

EXAMPLE OF HISTORY:

Employee did not meet 1000 hours required and the benefit is reset automatically in July.

B16

Lv Prd	Post Date	Transaction	Amount	
01/06	02/14/06	Conversion Total	0	(Posted by User)
02/06	03/13/06	Work	90	
03/06	04/17/06	Work	177	
04/06	05/15/06	Work	88	
05/06	06/12/06	Work	168	
06/06	07/17/06	Work	160	
07/06	07/31/06	Begin Total	0	(Posted by SCO)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
01/06	0				0
02/06	0		90		90
03/06	90		177		267
04/06	267		88		355
05/06	355		168		523
06/06	523		160		683
07/06	0				0

If the employee did work the 1000 in a fiscal year, then post the Cancel (35) transaction to the current leave period.

CANCEL TRANSACTION

The Cancel (35) transaction serves a dual purpose:

1. It will prevent further Work transactions from being posted automatically to the Retirement benefit.

2. It will prevent the benefit from being listed on the IBT report (provided the End Balance is zero).

The Cancel transaction must be the last transaction posted to the benefit in order to prevent any subsequent Work transactions from being posted. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period and for the amount of the End Balance.

If, for any reason, you want to begin tracking the Retirement benefit again, you must post a new Begin Total transaction.

SISA
BENEFIT DESCRIPTION

LEAVE BENEFIT ID: SA

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Work Adjust (91), Transfer To LB (46), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The user will be responsible for determining eligibility for each intermittent employee in regards to the SISA benefit. If an employee is currently working toward a SISA, then create the benefit by posting a Begin Total (27) transaction to the SISA (SA) benefit. The Begin Total may be posted for any amount, including zero. The user should only create either the SISA or MSA benefit, since the employee can only work toward one or the other.

UPDATE PROCESS:

The State Controller's Office will update this benefit by automatically posting a Work (90) transaction for every leave period that the employee has State Service Hours Worked. The automated update will occur on the Monday evening following Semi-Monthly Payroll Cutoff and will reference only those State Service Hours Worked posted up through the previous Friday. Also, the process:

- Will only update benefits that have been created by posting a Conversion Total (68) or Begin Total (27) transaction. Only departments that are new to CLAS will use the Conversion Total transaction.

- Will post a Work (90) transaction up to 160 hours to the SISA benefit.

EXAMPLE OF HISTORY:

An employee has reached the 960 hours needed for a SISA.

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	300	(Posted by User)
12/05	01/17/06	Work	160	(All Work trans.
01/06	02/14/06	Work	160	posted by SCO)
02/06	03/13/06	Work	90	
03/06	04/17/06	Work	160	
04/06	05/15/06	Work	88	
06/06	07/17/06	Work	75	

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	300			160	460
01/06	460			160	620
02/06	620			90	710
03/06	710			160	870
04/06	870			88	958
06/06	958			75	1033

Now that the employee has met the hours required for a SISA, most likely they will now work toward an MSA. In this case, you must do the following in order to close out the SISA benefit and begin tracking hours toward an MSA:

1. Post a Transfer To MA transaction to the SISA benefit (SA 46) for any hours above 960 to the previous leave period, since those hours will count toward an MSA.

2. Post a Cancel (35) transaction to the SISA benefit for the 960 hours to the current leave period.

3. Post a Transfer From SA transaction to the MSA benefit (MA 47) for the same amount of hours as the Transfer To transaction. Post this transaction to the current leave period.

The employee's SISA history should now look like this:

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	300	(Posted by User)
12/05	01/17/06	Work	160	(All Work trans.
01/06	02/14/06	Work	160	posted by SCO)
02/06	03/13/06	Work	90	
03/06	04/17/06	Work	160	
04/06	05/15/06	Work	88	
06/06	07/17/06	Work	75	
06/06	07/18/06	Transfer to MSA	73	(Posted by User)
07/06	07/18/06	Cancel	960	(Posted by User)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	300			160	460
01/06	460			160	620
02/06	620			90	710
03/06	710			160	870
04/06	870			88	958
06/06	958			2	960
07/06	960			960-	0

CANCEL TRANSACTION

The Cancel (35) transaction serves a dual purpose:

1. It will prevent further Work transactions from being posted automatically to the SISA benefit.

2. It will prevent the benefit from being listed on the IBT report (provided the End Balance is zero).

However, the Cancel transaction must be the last transaction posted to the benefit in order to prevent any subsequent Work transactions from being posted. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period.

If at any time you want to begin tracking the SISA benefit again, you must post a new Begin Total transaction.

DAYS LIMIT - ATW
BENEFIT DESCRIPTION

LEAVE BENEFIT ID: DL. (Previously named Days Limit – TAU)

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Work Adjust (91), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The Days Limit – ATW benefit only applies to Actual Time Worked (ATW) employees. ATW employees are identified by a Tenure = Temporary (T) and a Number of Months = Temporary (T) or Permanent in lieu of Temporary (PT). The Days Limit for ATW employees is 194 days of work in a 12-month period on a rolling calendar basis.

The user will be required to create the benefit by posting a Begin Total (27) transaction to the Days Limit – ATW (DL) benefit for ATW employees.

UPDATE PROCESS:

The DL benefit will not be included in the monthly update process. This is due to the fact that only the department is able to determine the number of days worked by the employee by referring to their timesheet.

MAINTENANCE:

The users must continue to maintain this benefit according to current procedures. In short, the number of days worked should be keyed each month, and a Work Adjust transaction should be keyed for the number of days worked in the previous year during the same month. As a result, the benefit's balance will not exceed a period of 12 months.

EXAMPLE OF HISTORY:

An employee who has been tracked on a rolling calendar basis for a period of 15 months.

B16

Lv Prd	Post Date	Transaction	Amount	
01/06	01/09/06	Begin Total	0	(Posted by User)
01/06	**02/09/06**	**Work**	**22**	(All Work trans.
02/06	**03/08/06**	**Work**	**15**	posted by SCO)
03/06	**04/05/06**	**Work**	**21**	
04/06	05/06/06	Work	12	
05/06	06/09/06	Work	10	
06/06	07/08/06	Work	20	
07/06	08/09/06	Work	15	
08/06	09/10/06	Work	22	
09/06	10/07/06	Work	9	
10/06	11/08/06	Work	11	
11/06	12/09/06	Work	10	
12/06	01/04/07	Work	8	
01/07	02/06/07	Work	20	
01/07	**02/06/07**	**Work Adjust**	**22**	(Posted by User)
02/07	03/08/07	Work	12	
02/07	**03/08/07**	**Work Adjust**	**15**	(Posted by User)
03/07	04/09/07	Work	22	
03/07	**04/09/07**	**Work Adjust**	**21**	(Posted by User)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
01/06	0			22	22
02/06	22			15	37
03/06	37			21	58
04/06	58			12	70
05/06	70			10	80
06/06	80			20	100
07/06	100			15	115
08/06	115			22	137
09/06	137			9	146
10/06	146			11	157
11/06	157			10	167
12/06	167			8	175
01/07	175			-2	173
02/07	173			-3	170
03/07	170			1	171

CANCEL TRANSACTION

With the Days Limit – ATW benefit, you should post a Cancel (35) transaction for the amount of the End Balance if the employee has an employment history change and is no longer an ATW employee

The Cancel (35) transaction will prevent the benefit from being listed on the IBT report (provided the End Balance is zero).

The Cancel transaction must be the last transaction posted to the benefit. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period and for the amount of the End Balance.

HOURS PROBATION
BENEFIT DESCRIPTION

LEAVE BENEFIT ID: HP

VALID TRANSACTIONS:

Online: Conversion Total (68), Begin Total (27), Work (90), Work Adjust (91), Cancel (35)

PIP: Conversion Total (68), Work (90)

ELIGIBILITY:

The user will be responsible to determine whether or not an intermittent employee should be on probation. If an employee is currently on probation, then create the Hours Probation benefit by posting a Begin Total (27) transaction to the Hours Probation (HP) benefit.

UPDATE PROCESS:

The Hours Probation benefit will not be included in the monthly update process. This is due to the fact that the user must determine the Actual Time Worked (ATW) hours for each leave period by deducting paid leave and holidays from Actual Hours Worked.

MAINTENANCE:

The users must continue to maintain this benefit according to current procedures. In short, the amount of Actual Time Worked should be posted to each leave period.

Once the employee meets the required hours, the user must post a Cancel transaction to discontinue tracking the Hours Probation benefit.

EXAMPLE OF HISTORY:

Employee met 1920 hours required for their probationary period and benefit was cancelled by user.

B16

Lv Prd	Post Date	Transaction	Amount	
12/05	12/01/05	Begin Total	960	(Posted by User)
12/05	01/17/06	Work	160	(All Work trans.
01/06	02/14/06	Work	160	posted by SCO)
02/06	03/13/06	Work	160	
06/06	07/17/06	Work	160	
07/06	08/14/06	Work	160	
08/06	09/11/06	Work	160	
09/06	09/12/06	Cancel	1920	(Posted by User)

B14

Lv Prd	Beg Bal	Used	Earn	Misc	End Bal
12/05	960			160	1120
01/06	1120			160	1280
02/06	1280			160	1440
06/06	1440			160	1600
07/06	1600			160	1760
08/06	1760			160	1920
09/06	1920			-1920	0

CANCEL TRANSACTION

With the Hours Probation benefit, you should post a Cancel (35) transaction once the employee successfully completes their probationary period.

Posting the Cancel (35) transaction will prevent the benefit from being listed on the IBT report (provided the End Balance is zero). However, the Cancel transaction must be the last transaction posted to the benefit. Therefore, it is recommended that the Cancel transaction always be posted to the current leave period and for the amount of the End Balance.

If, for any reason, you want to begin tracking the Hours Probation benefit again, you must post a new Begin Total transaction.