

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
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Check 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
---------	----------

Check 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
---------	----------

Check 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

___/___

___/___

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 Lv Prd _____ / _____ End Lv Prd _____ / _____

Temporary Separation (This item is normally PAR generated)

Begin Lv Prd _____ / _____ End Lv Prd _____ / _____

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

[illegible]