

STATE SERVICE SCREENS

Civil Service/Exempt

Update Screens:

SCREEN NAME AND FUNCTION	ACTN CODE	LB ID	LV PRD
SS TRANSACTION ENTRY Screen updates state service transactions.	S50	N/A	Required field
SS VOID TRANSACTION ENTRY Screen voids previously posted state service transactions.	S52	N/A	If field is left blank, all history will display with the oldest leave period.

Inquiry Screens:

SCREEN NAME AND FUNCTION	ACTN CODE	LB ID	LV PRD
SS HISTORY SUMMARY INQUIRY Screen displays the history of state service activity and balances.	S14	N/A	If field is left blank, all history will display with the oldest leave period.
SS TRANSACTION HISTORY INQUIRY Screen displays State Service transaction description history.	S16	N/A	If field is left blank, all history will display with the oldest leave period.

EMPLOYMENT/POSITION HISTORY MAINTENANCE SCREENS

Civil Service/Exempt

Update Screens:

SCREEN NAME AND FUNCTION	ACTN CODE	LB ID	LV PRD
LV SYSTEM ELIGIBILITY MAINT Screen is used to designate eligibility: LSE is Leave System Eligible; NLSE is Not Leave System Eligible	P62	N/A	N/A
LB NON-ACCRUAL MAINT Screen is used for the following: <ol style="list-style-type: none"> 1. To designate non-work status for 9/12, 10/12 and 11/12 employees. 2. Identifies Non-Payroll Status for 340/341 PAR transactions. 3. Identifies non-accrual months for temporary separations. 	P64	N/A	N/A

Inquiry Screens:

SCREEN NAME AND FUNCTION	ACTN CODE	LB ID	LV PRD
EMPLOYEE POSITION HISTORY INQUIRY Screen lists all EPH records.	P18	N/A	N/A

LEAVE BENEFIT SCREENS

Civil Service/Exempt

Update Screens:

SCREEN NAME AND FUNCTION	ACTN CODE	LB ID	LV PRD
LB TRANSACTION ENTRY Screen is for posting leave benefit transactions.	B50	Required field	Required field
LB VOID TRANSACTION ENTRY Screen voids previously posted transactions for leave benefits.	B52	Required field	If field is left blank, all history will display with the oldest leave period.
LB ADD Screen establishes accrued type benefits that are new for the employee.	B66	Required field	N/A
LB ESTABLISHMENT PRD MAINT Screen adds, modifies, or deletes establishment periods for an accrued benefit.	B68	Required field	N/A
WAITING PERIOD MAINT Screen adds, modifies, or deletes a waiting period for an accrued benefit.	B74	Required field	N/A
NON-STANDARD RATE MAINT Screen adds, modifies, or deletes a Non-Standard Rate for an accrued benefit.	B70	Required field	N/A
VAC 10-MONTH MAINT Screen adds, modifies, or deletes the Vacation 10 Month. (Department of Education Only)	B76	Required field	N/A

Inquiry Screens:

SCREEN NAME AND FUNCTION	ACTN CODE	LB ID	LV PRD
LB INQUIRY Screen displays current information for state service and leave benefit balances. Accrued benefits will only display if the establishment period is "active", meaning the END LV PRD equals 99/99. Earned and Usage Only benefits display if balance or total is greater than zero.	B10	N/A	N/A
LB DETAIL INQUIRY Screen displays current information for one benefit including Establishment Period, Accrual Rate, and Balance.	B12	Required field	N/A
LB HISTORY SUMMARY Screen displays the balance, use, credit and miscellaneous transfer history of the requested leave benefit.	B14	Required field	If field is left blank, all history will display with the oldest leave period.
LB TRANSACTION HISTORY INQUIRY Screen displays the transaction description history of the requested leave benefit.	B16	Required field	If field is left blank, all history will display with the oldest leave period.
LB CHARACTERISTICS HISTORY INQUIRY Screen displays the history of Establishment Periods, Waiting Periods, Non-Standard Rates, and Vacation 10 month for one benefit.	B18	Required field	N/A
LB LIST Screen displays all leave benefits established or created on the CLAS during the previous 5 years plus the current year.	B20	N/A	N/A