Overview

Trigger:

A report is needed to identify employees that lost annual and/or converted sick leave over 320 hours during leave yearend processing.

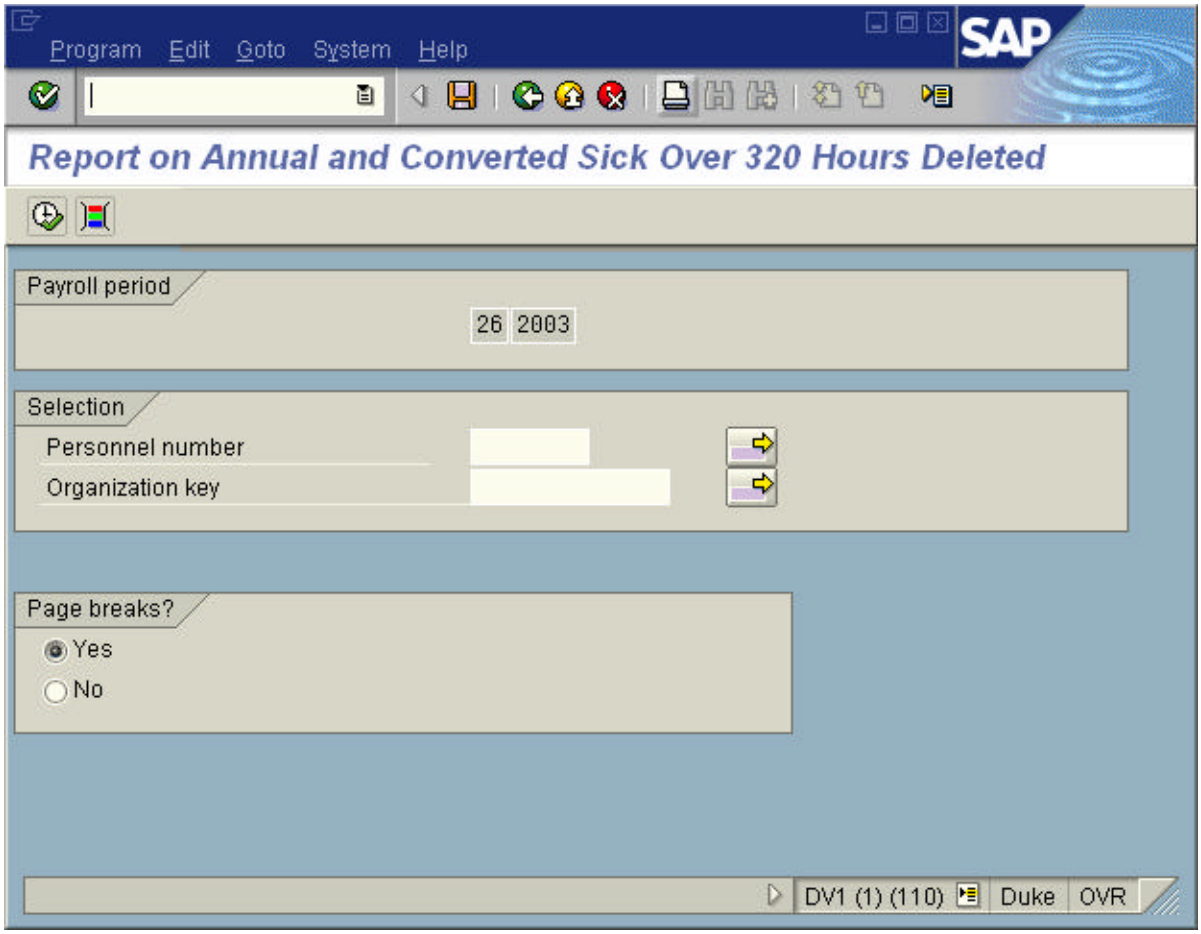
Business Process Procedure Overview
This report lists employees that had more then 320 hours in annual and/or converted sick leave during leave yearend processing. Once the final payroll is processed for the leave year, processing is performed to delete any hours above 320 in annual and/or converted sick. (Employees should not have more than 320 hours in converted sick unless a leave adjustment was entered in error.) This report may be run once the processing for leave yearend is completed. The information on the report will remain the same until processing occurs for the next leave yearend.

Procedural Steps

1. Access transaction by:

Via Menu	Time Entry Operator > Leave Yearend > Annual/Conv Sick Deleted at Year End
Via Transaction Code	Z_LEAVE_DELETED
Via Favorites Menu	Annual/Conv Sick Deleted at Year End

Double click on “Annual/Conv Sick Deleted at Year End” and the following screen will appear:

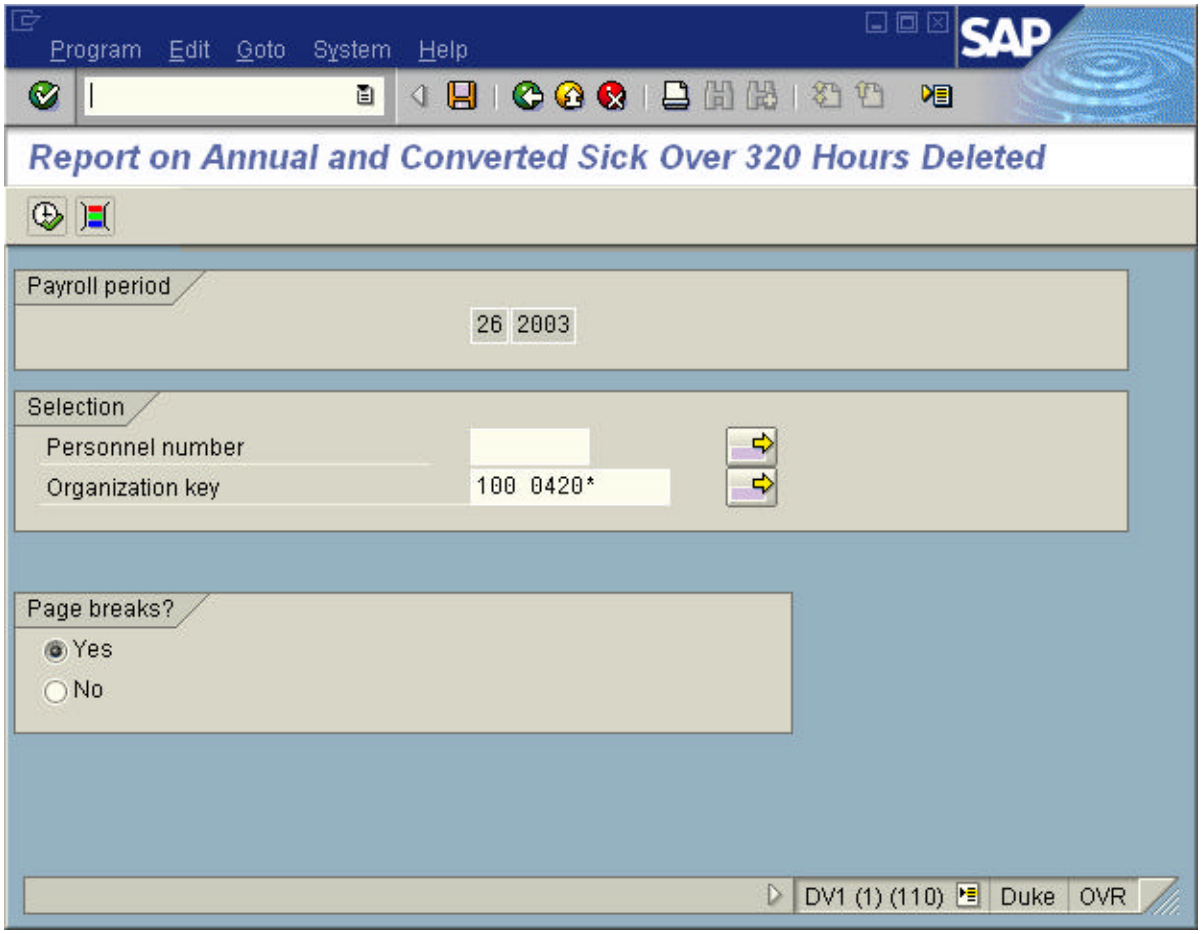


Input – Available Fields	Field Value
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Page breaks	Yes or No

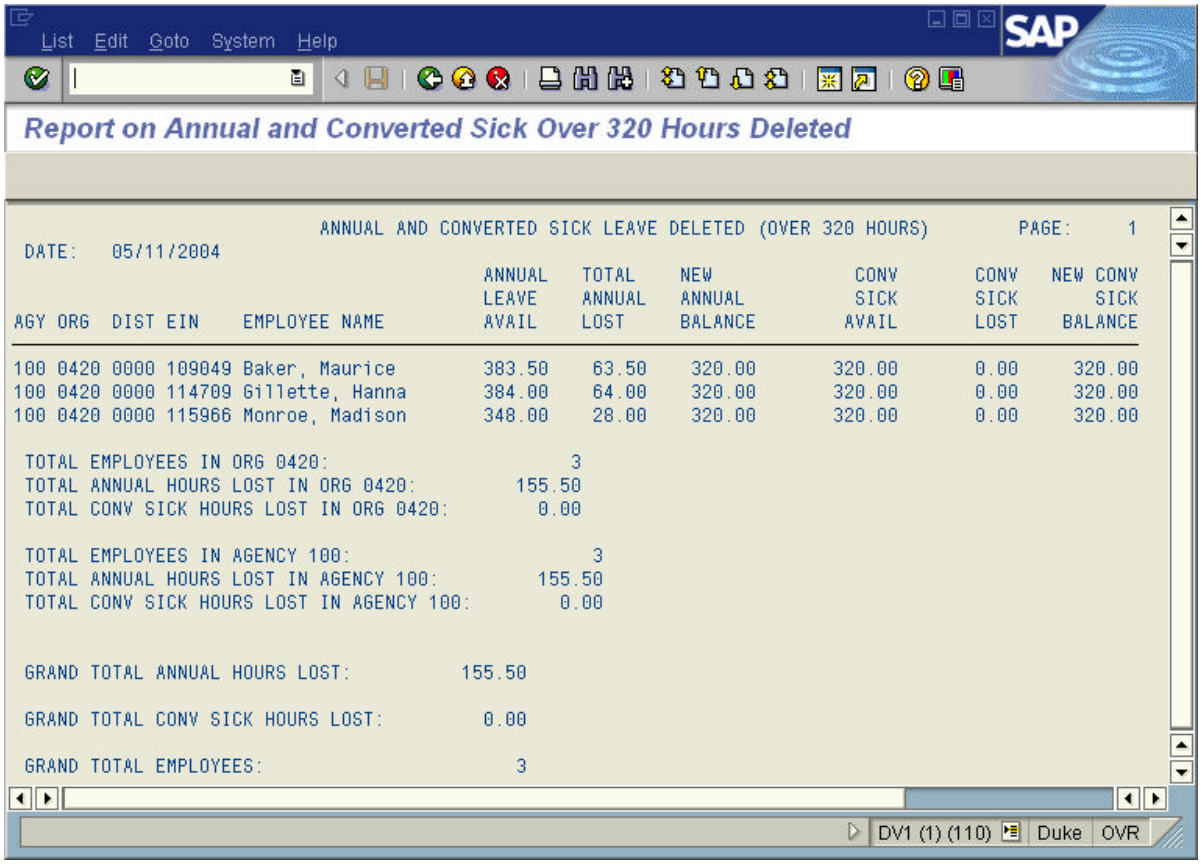
1.2 **Pay period.** The screen defaults to the last pay period of the leave year. This field cannot be changed. The report remains the same until processing is completed for the next leave yearend.

1.3 **The "Personnel number" field may be used to select specific employees by entering the employee identification numbers.** Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's. The "Personnel number" field should be left blank if using the agency "Organization key".

1.4 **The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and org with 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420, and any distribution code.



1.5 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.



ANNUAL AND CONVERTED SICK LEAVE DELETED (OVER 320 HOURS) PAGE: 1

DATE: 05/11/2004

AGY	ORG	DIST	EIN	EMPLOYEE NAME	ANNUAL LEAVE AVAIL	TOTAL ANNUAL LOST	NEW ANNUAL BALANCE	CONV SICK AVAIL	CONV SICK LOST	NEW CONV SICK BALANCE
100	0420	0000	109049	Baker, Maurice	383.50	63.50	320.00	320.00	0.00	320.00
100	0420	0000	114709	Gillette, Hanna	384.00	64.00	320.00	320.00	0.00	320.00
100	0420	0000	115966	Monroe, Madison	348.00	28.00	320.00	320.00	0.00	320.00

TOTAL EMPLOYEES IN ORG 0420: 3
TOTAL ANNUAL HOURS LOST IN ORG 0420: 155.50
TOTAL CONV SICK HOURS LOST IN ORG 0420: 0.00

TOTAL EMPLOYEES IN AGENCY 100: 3
TOTAL ANNUAL HOURS LOST IN AGENCY 100: 155.50
TOTAL CONV SICK HOURS LOST IN AGENCY 100: 0.00

GRAND TOTAL ANNUAL HOURS LOST: 155.50

GRAND TOTAL CONV SICK HOURS LOST: 0.00

GRAND TOTAL EMPLOYEES: 3

1.6 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

2 The report heading contains the following information:

- The report title
- Page number
- Date the report was run

2.2 The columns on the report are listed below with a brief description.

AGY	The employee's agency number.
ORG	The employee's home org.
DIST	The employee's distribution code.
EIN	The employee's identification number.
EMPLOYEE NAME	The employee's name.
ANNUAL LEAVE AVAIL	The employee's ending annual balance after processing for the final pay period of the leave year is completed.
TOTAL ANNUAL LOST	Total number of hours over 320 that are deleted.
NEW ANNUAL BALANCE	Balance after the deletion of any hours over 320.
CONV SICK AVAIL	The employee's ending converted sick balance after processing for the final pay period of the leave year is completed.
CONV SICK LOST	Total number of hours over 320 that are deleted.
NEW CONV SICK BALANCE	Balance after the deletion of any hours over 320.

TOTAL EMPLOYEES IN ORG	Total number of employees in the org that had annual and/or converted sick over 320. Employees that do not have annual and/or converted sick over 320 are not printed on this report.
TOTAL ANNUAL HOURS LOST IN ORG	Total number of annual hours lost over 320 for the employees in that org.
TOTAL CONV SICK HOURS LOST lost over **IN ORG**	Total number of converted sick hours 320 for the employees in that org.
TOTAL EMPLOYEES IN AGENCY	Total number of employees in the agency that had annual and/or converted sick over 320.
TOTAL ANNUAL HOURS LOST IN AGENCY	Total number of annual hours lost over 320 for the employees in that agency.
TOTAL CONV SICK HOURS LOST lost over **IN AGENCY**	Total number of converted sick hours 320 for the employees in that agency.
GRAND TOTAL ANNUAL HOURS LOST	Total number of annual hours lost on the whole report.
GRAND TOTAL CONV SICK HOURS LOST	Total number of converted sick hours lost on the whole report.
GRAND TOTAL EMPLOYEES	Total number of employees on the report.