
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6323	SPAHRs PR Report Time - Leave	Revised Date: 11/05/2019
		Version: 7

**SPAHRS Payroll Report Time – Leave
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Objective

Develop an understanding of the Leave process segment of Report Time.

Outcome

Ability to establish, view, and analyze leave balances via the Report Time menu.

Overview

Earnings and Accruals Codes

Leave is created and maintained in SPAHRS using various earnings and accrual codes applicable to each leave type. The earnings codes establish the rules and regulations for use and reporting of leave. Before a time sheet entry can be processed using a leave taken earnings code, the accrual code for the leave balance will need to be established in SPAHRS.

Leave balances are updated by the monthly leave accrual process, time sheet entries of leave taken and extra hours worked, and adjust leave balance entries. Accrual of personal and major medical leave occurs monthly at the end of the month, regardless of pay frequency, for those employees who are eligible to earn leave. A full month's accrual is based on a combination of regular hours, plus holidays, plus paid leave, plus the full time equivalent (FTE) value on the Maintain Position Information screen. If a full month is not completed, leave will be accrued on a pro-rated basis (hours worked /174 x accrual rate). The rate of accrual is based on the employee's length of continuous employment as calculated from the state hire date. Leave accruals are initially recorded in SPAHRS as estimates and become actual leave hours earned after the agency submits the actual accrual online batch job.

To assist in the management of compensatory time, an Employees Comp Time (**RT, RP, CT**) report can be generated. This report lists by employee any FLSA compensatory balance, agency compensatory balance, hours worked, hours taken, and maximum hours allowed.

Maintenance to leave balances, leave transfers, and terminated employee payment of leave is accomplished through the Adjust Pay function of SPAHRS. Leave balances should be cleared following the month of termination.

The accrual codes establish and maintain leave balances. Personal and major medical leave are accrued based on continuous state service. Continuous state service reflects the date of original state hire with no break in service. The accrual codes balances are reduced by the entry of hours and earnings codes for leave on the time sheet (**RT ET, RT EE, or RT EL**) for an employee. Leave entries requiring a balance cannot be processed on a time sheet until the employee has actually earned the leave.

Overtime accrual is based on extra hours worked during a work cycle and is calculated based on whether the extra hours are agency compensatory time or FLSA compensatory time. Agency compensatory time is earned at straight time for both exempt and non-exempt employees. Non-exempt employees can earn FLSA compensatory time that will accrue at time and one half based on the number of hours worked greater than the work cycle hours.

Military and Disaster leave are granted by the individual agencies. The leave balances for these types of leave are reset with a new January available balance by MMRS at the end of January. The balances are re-established only for those employees who had balances at the end of December.

Family medical leave is recorded in SPAHRS and must be established with a begin date of the start of the 12 month period. When the employee is entitled to family medical leave in a new 12 month period, the leave must be created with a new begin date.

An employee is allowed to earn holiday leave when work is performed on an official state holiday. When the time sheet is processed using the earnings code assigned to indicate that the employee worked the holiday (**HOLFL**), a floating holiday accrual is established for the hours entered as worked. The time is accrued as straight time compensatory leave, but the hours worked are counted to determine if overtime is due for the work cycle.

Organ donor leave, bone marrow donor leave, blood donor leave, and blood platelet donor leave are also recorded in SPAHRS. It is the agency's responsibility to maintain an employee's entitlement as authorized in Mississippi Code Annotated § 25-3-103

Employees are allowed to donate leave to another employee whose leave has been exhausted when the leave is needed for a catastrophic illness of the employee or immediate family member. Leave donated may be processed through a timesheet entry. Establishing the donated leave balance for the receiver must be done by the agency through the Maintain Leave Balance Adjustment. Any donated leave not utilized by the receiver is returned to the donors on a pro rata basis. (See the "Mississippi State Personnel Board Policy and Procedures Manual.") The original receiver's leave balance is reduced through the Maintain Leave Balance adjustment, by means of the Maintain Leave Balances screen. Leave is returned to the original donor by adding the leave hours to the balance through a Maintain Leave Balance adjustment.

Leave hours taken for personal and major medical leave are not posted until the pay period is paid and will post to the month in which the pay period ends. Personal and major medical hours are accrued monthly. SPAHRS automatically runs an estimated accrual at the end of each month. It is up to each agency to submit a final leave accrual (Actual Accrual) once all time and attendance transactions have been entered into the timesheets and all initial timesheets for the month have been paid. Compensatory time will accrue based on the work cycles completed within a pay period. The report time process will check to see if any compensatory time will be accrued and will not allow it to be taken before it is posted to the leave balance file.

Key Concepts	Description
Accrual Code	A SPAHRS code that identifies the type of leave balance. The code is established on the Maintain Leave Accruals Table.
Earnings Codes	Define the types of activity to be recorded on the time sheet. These codes are alphabetically listed in the Earnings Code Table. Scheduled hours worked, extra hours worked, leave taken, and vehicle/housing allowances are examples of activity types. Earnings codes are recorded by hours or dollars. Each time sheet allows up to 20 earnings codes per pay period.

Key Concepts	Description
Leave	Time taken off during scheduled work time. Leave taken codes are stored in the Earnings Code Table. Personal leave and major medical leave are accrued monthly based on length of service. Leave balances are identified by accrual codes.

Create Leave Balance

The Create Leave Balance Screen is used to establish military, family medical, disaster, organ and blood donation, and/or donated leave balances for an employee within an agency. Leave must be established in SPAHRS before a time sheet entry can be made reflecting leave taken. The leave balance that is to be created should be the balance at the beginning of the month for which actual accruals have not been applied. Modification to leave data cannot occur on this screen. All adjustments to a leave balance should be made on the Maintain Leave Balance (PA, AP, OP, ML).

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHIMAINU PHIMAINM Report Time Menu 01:27 PM

Code Description FastPath

EE Enter Employee Time
EL Enter Location Time
ET Enter Time
RP Report Time Reports
BR Report Time Browses
RS Schedules
BI Batch Online Submission Menu
CL Create Leave Balance
CT Create Timesheets
OD Browse Override Distribution OVRIDE

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
2. Choose CL (Create Leave Balance) from the Report Time Menu and press ENTER.	The Create Leave Balance screen will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHPTAL6D PHPTAL6M Create Leave Balance 01:29 PM
*Action: _ (D) Note: N
*Agency: ____ *SSN: _____ *Accrual Code: ____
Month End Date: __ ____
Available Balance...: _____
Month/Day/Year.....: __ __ ____
(Required for FMLA, Organ Donation, Bone Marrow,
Blood Platelet, and FMLA-Military Leave Types Only)
Current Accrual.....:
Current Taken.....:
Last Upd Uid/Pgm: Last Upd Dt/Tm:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Quit
    
```

Your Action ...	System Response ...
<p>3. Choose Add and enter the following information:</p> <p>Agency: Enter the 4 character SPAHRS agency code.</p> <p>*SSN: Enter the nine character social security number of the employee for which the leave is to be added.</p> <p>*Accrual Code: Enter the accrual code for which the leave is to be added. The valid codes for adding a record are:</p> <ul style="list-style-type: none"> BAL5 - Military BAL6 - Family Medical BAL8 - Disaster BAL10 - Donated Leave BAL11 - Organ Donation BAL12 - Bone Marrow Donation BAL13 - Blood Platelet Donation BAL14 - Blood Donation <p>*Month/Year: Enter the month and year MMYYYY for which the leave is to be added. The leave is being established for the beginning of this month/year.</p>	

Your Action ...	System Response ...
4. Press ENTER	
5. Enter the following information: Available Balance: Number of hours available for a worker at the beginning of the current pay period. Month/Day/Year: If BAL6, BAL11, BAL12, or BAL13 is being added, input month/day/year. The input date should be the date the leave began. Current Accrual: System will populate Number of hours accrued during the current pay period. Current Taken: System will populate the Number of hours taken during the current pay period. Last Upd Uid/Pgm: The ID of the user responsible for the last update to this record. Last Upd Dt/Tm: The last date and time that this record was updated.	
6. Press ENTER.	The following message will appear: Leave balance added successfully.

Report Time Reports

The Browse Leave Balances screen is used to display employee leave balances by month and by leave type. The available balance is updated by the Actual Accrual run. The personal and major medical accruals for a month are updated when the month end estimate job is run. Hours accrued for leave other than personal and major medical are updated by time sheet entry per completed work cycle. The hours taken are updated from time sheet entries created when the employee is originally paid for a pay period. The update occurs when the Department of Finance and Administration processes the payroll. Hours taken on the leave balance record are also updated through modifications to a paid timesheet.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHIMAINU PHIMAINM Report Time Reports Menu 01:31 PM

Code Description FastPath

TR Time Reporting Summary TRS
SL Specific Leave Balance Report
CT Comp Time
ER Employees With Time Reporting Errors
LB Browse Leave Balances LBAL
EI Error/Incident Reports
SB Set Up Leave Balances
ML Monthly Leave Balance Report/Download
DR Report Time Leave Balance Discrepancy Report
AC Accrued Compensated Absences
CR FLSA Comp Taken Comparison
UL Employees with Unpaid Leave Report

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit

```

Browse Leave Balances

An employee's available balances, accrual earned, and hours taken can be viewed online by month and leave type. The hours taken are posted during payroll processing for unpaid time sheets, and upon time sheet modification of a paid time sheet. Details of each leave balance may be viewed by placing the cursor under the balance to be viewed and pressing enter. A log record will be displayed of all transactions updating that leave balance; it lists the user ID of the person responsible for the update, the date the update was made, and the pay period in which the entry was made if not in the month viewed.

Your Action...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose LB (Browse Leave Balances) from the Report Time Reports Menu and press ENTER.	The Browse Leave Balances screen will appear.


```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHPTLB1B PHPTLB1M Browse Leave Balances 01:53 PM
*Agency: 0201 *SSN: 000000009 Month-Year: _ _ Accrual: _ _
Name: TEST, TEST
      Month      Est Available Current      Hours
      SSN      End Date      Accrual Type      Act Balance      Accrual      Taken
-----
000000009 11/30/2019 PERSONAL - BAL1 E
              MEDICAL - BAL2 E
              *** End of Data ***

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd                               Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information to view all of the employee's leave:</p> <p>Agency: Enter the 4-character SPAHRS agency code.</p> <p>*SSN: Enter the 9-character social security number of the employee for whom the leave is to be added.</p> <p>Month-Year: Enter the month and the year for which to browse leave balances.</p> <p>Accrual: Enter the accrual type for which to browse specified accrual type only.</p>	
<p>5. Press ENTER.</p>	<p>The Browse Leave Balances screen will be populated with the data selected, and the following message will appear:</p> <p>Position cursor to browse History data.</p>

The history of changes to a specific month's leave record can also be viewed by placing your cursor underneath the desired balance and pressing enter. A screen is displayed identifying dates changes were made, the values, and the pay period a timesheet entry was made if not entered in the current month.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHPTLB6B PHPTLBJM Browse Leave Balance History 01:54 PM

Agency: 0201 SSN....: 000-00-0009 TEST, TEST
Month.: 11 2019 Balance: MEDICAL - BAL2

Act  Open  Accrued  Hours  Trans  Log
Est Balance Hours Taken Date Date Time Act User Program
-----
E 0.00 0.00 0.00 11/05/2019 01:52 PM A PHFNC10 PHOMDM4D
*** END OF DATA ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
End Bkwd Fwd
    
```

Set Up Leave Balances

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose SB (Set Up Leave Balances) from the Report Time Reports Menu and press ENTER.	The Set Up Leave Balances screen will appear.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHPTAL7D PHPTAL7M Set Up Leave Balances 01:56 PM

Action: _ (A,D,M)

*Agency: 0201 *SSN: 000000009 *Accrual Code: _____

Month End Date: __ ____

Available Balance: _____

Month/Day/Year: __ __ ____
(Required for FMLA, Organ Donation, Bone Marrow,
Blood Platelet, and FLSA-Military Leave Types Only)

Hours Accrued....: _____ Hours Taken.....: _____

Estimated or Actual Ind.: _ Pending Ind.:

Last Update:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Hist Quit
    
```

Your Action ...	System Response ...
<p>4. Choose Add/Modify and enter the following information to view all of the employee's leave:</p> <p>Agency: Enter the 4-character SPAHRS agency code.</p> <p>*SSN: Enter the 9-character social security number of the employee whose leave is to be added/modified.</p> <p>*Accrual Code: Enter the accrual code to be added/modified.</p> <p>Month End Date: Enter the month end date for the leave to be added/modified.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following information:</p> <p>Available Balance: Enter the number of hours available for an employee at the beginning of the current pay period.</p> <p>Month/Day/Year: Required only for FMLA, Organ Donation, Bone Marrow, Blood Platelet, and FLSA-Military Leave Types Only. The input date should be the date the leave begins/began.</p>	

Your Action ...	System Response ...
<p>Hours Accrued: The number of hours accrued during the current pay period.</p> <p>Hours Taken: The number of hours taken during the current pay period.</p> <p>Estimated or Actual Ind.: Flag used to distinguish between actual and estimate leave balances.</p> <p>Pending Ind.: Indicator for status of record, whether it is pending (P) or active (A).</p>	
7. Press Enter.	<p>The system will populate the following message:</p> <p>Leave Balance xxxxxxxxxxxx-yy-mm-dd-XXXX-aaaa added/modified successfully</p>

Accrued Compensated Absences

The compensated absences liability will be calculated in SPAHRS on the pay or salary rates in effect at the reporting date. An additional amount will be accrued as a liability for salary-related payments (fringes) associated with the payment of compensated absences, using the rates in effect at the reporting date. The salary related payments subject to this accrual are those items for which an employer is liable to make a payment directly and incrementally associated with payments made for compensated absences on termination. Such salary-related payments include the employer's share of social security and Medicare taxes and the employer's contributions to retirement plans.

The liability for governmental funds at the reporting date is shown in a CAFR note. The note reports the liability at the beginning of the period, additions during the period, deletions during the period and the liability at the end of the period. The ending liability for proprietary and pension trust funds, however, is recorded as a liability on the fund financial statements. Proprietary and pension trust funds will run schedule 27.40.10 out of SPAHRS to calculate and support the ending liability.

Accrued Compensated Absences

GAAP reporting for leave can be accomplished by using the Accrued Compensated Absences (RT, RP, AC) features of SPAHRS. The Accrued Compensated Absences Report is generated through online batch jobs submitted by the agency. The beginning values are stored from the ending values of the previous reporting period. Notification is submitted to agencies specifying deadlines for data to be entered and reports submitted. All other SPAHRS financial reporting features are included in the Generate SAAS/Accounting Distribution Workbook.

NOTE: Run these reports after all June leave has been posted and actual leave accruals have been run.

When running option #1, Schedule of Accrued Compensated Absences – Detail, enter an **N** in the **Final Run (Y/N)** indicator to create a preliminary or edit of the data. When it is known that all data is correct, **Y** must be entered in the **Final Run (Y/N)** indicator to actually create the file for DFA. A preliminary may be run as many times as necessary, but the final can only be run once. Attempting to run the final a second time will result in an error message of “**FINAL has already run - cannot rerun.**” The **Final Run (Y/N)** indicator is only available for option # 1.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose AC (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHIMAINU PHIMAINM Accrued Compensated Absences Menu 01:57 PM

Code Description FastPath

AC Accrued Compensated Absences
MH Maintain Accrued Leave History
BH Browse Accrued Leave History
BL Browse Accrued Leave History By Leave type
SS Statewide Accrued Compensated Absences

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
4. Choose AC (Accrued Compensated Absences) from the Accrued Compensated Absences Menu and press ENTER.	The Accrued Compensated Absences screen will appear.

```

PHFNC10 PHVZ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/27/2017
PHPSRI1D PHPSRI1M Accrued Compensated Absences 01:51 PM

1. Schedule of Accrued Compensated Absences - Detail
2. Schedule of Accrued Compensated Absences - Summary
3. Reprint Schedule of Accrued Compensated Absences - Detail
4. BAL3 Comp Time Liability Report

Enter Number of Batch Job to Submit: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Main End Quit
    
```

Your Action ...	System Response ...
5. Enter the number of Batch Job to Submit.	
6. Press ENTER.	Additional fields will be displayed for the requested selection.
7. Enter the additional required information: SAAS Agency: Enter the 3-digit SAAS agency number. Reporting Date: Enter the pay period end date. Leave Type: Enter <u>P</u> ersonal, <u>C</u> omp, or <u>F</u> rozen. Final Run (Y/N): Used only for Batch Job #1; enter N for preliminary or Y for final.	
8. Press ENTER.	The Batch Job Submission box will appear.
9. Press ENTER.	The following message will appear: Job Has Been Submitted Successfully.

Maintain Accrued Leave History

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.

Your Action ...	System Response ...
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose AC (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.
4. Choose MH (Maintain Accrued Leave History) from the Accrued Compensated Absences Menu and press ENTER.	The Maintain Accrued Leave History screen will appear.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
          PHPSRH1M Maintain Accrued Leave History 01:58 PM

Action: _ (A,C,D,M,P)
SAAS Agency: ___ SSN: _____ TEST, TEST
Period End: __ __ Fund Type: _ Type: _ -

SPAHRS Agency.....: _____
Fund.....: _____ Hourly Rate.....: ___0.0000000
Total Hours Accrued..: _____ 0.00
Total Hours Taken....: _____ 0.00
Hours At Period End..: _____ 0.00
Adjustment to Actual.: _____ 0.00
Prior Year Balance...: _____ 0.00
Prior Year Liability.: _____ 0.00
Additions.....: _____ 0.00
Deletions.....: _____ 0.00
Ending Liability.....: _____ 0.00

LastUpdUsr: LastUpdTm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Quit
    
```

Your Action ...	System Response ...
5. Choose Modify and enter the following information: SAAS Agency: Enter the three-digit SAAS agency number. SSN: Enter the social security number of the employee. Period End: Enter the pay period end date. Fund Type: Enter G - General, F – General Fixed Asset, E – Enterprise, or I – Internal. Type: Enter P ersonal, C omp, or F rozen.	
6. Press ENTER.	

Your Action ...	System Response ...
<p>7. Enter the following information:</p> <p>SPAHRS Agency: Enter the four-digit SPAHRS agency number.</p> <p>Fund: Fund types should be General, Enterprise, Internal Service, or Fiduciary.</p> <p>Hourly Rate: Enter the employee’s rate per hour on 6/30/xxxx.</p> <p>Total Hours Accrued: The total hours accrued by the employee.</p> <p>Total Hours Taken: The total hours taken by the employee.</p> <p>Hours At Period End: The total hours balance at 6/30/xxxx.</p> <p>Adjustment to Actual:</p> <p>Prior Year Balance: Total hours at previous Fiscal year end.</p> <p>Prior Year Liability: Total liability at prior fiscal year end.</p> <p>Additions: Hours accrued times hourly salary with fringe.</p> <p>Deletions: Hours taken times hourly salary with fringe. Cost of hours used in current fiscal year that brings the balance less than 240 hours. (Example: Employee had balance of 240 hours at 6/30 of prior year and balance of 220 hours at 6/30 of current year; report should show deletions of the cost of 20 hours.)</p> <p>Ending Liability: Prior Year Liability plus Additions minus Deletions. Cost of leave up to 240 hours available to the employee at 6/30 of current fiscal year.</p> <p>Last Upd Dt/Tm: The last date and time that this record was updated.</p>	
<p>8. Press ENTER.</p>	<p>The system will populate the following message:</p> <p>Accr Comp History YY-MM-DD-AAA-XXXXXXXXXXXX-X-X modified successfully.</p>

Browse Accrued Leave History

Your Action ...	System Response ...
<p>1. Choose RT (Report Time) from the Main Menu and press ENTER.</p>	<p>The Report Time Menu will appear.</p>
<p>2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.</p>	<p>The Report Time Reports Menu will appear.</p>

Your Action ...	System Response ...
3. Choose AC (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.
4. Choose BH (Browse Accrued Leave History) from the Accrued Compensated Absences Menu and press ENTER. Selection criteria include End Date, SAAS Agency, SSN, Fund Type and Record Type.	The Browse Accrued Leave History screen will appear. Information is displayed by Period End, SAAS, SSN, Fund Type, Prior YR Liability, End Balance, Ending Liability and Record Type.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHPSRH2B PHPSRH2M Browse Accrued Leave History 02:00 PM

      Period          Fund  Prior YR  End  Ending  Record
Act   End    SAAS   SSN   Type  Liability Balance  Liability  Type
(D)  -----

End Date:  __ __  SAAS Agency:  __  SSN:  _____  Fund Type:  _  Rec Type:  _
          (MM DD YYYY)

Direct Command:  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help Main End                      Bkwd Fwd                               Quit
    
```

Your Action ...	System Response ...
5. Choose Display by the selected record and press ENTER.	The Maintain Accrued Leave History screen will appear.

Browse Accrued Leave History by Leave Type

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose AC (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.
4. Choose BL (Browse Accrued Leave History By Leave Type) from the Accrued Compensated Absences Menu and press ENTER. Selection criteria include Record Type, End Date, SAAS Agency, SSN, and Fund Type.	The Browse Accrued Leave History by Leave Type screen will appear. Information is displayed by Record Type, Period End, SAAS, SSN, Fund Type, Prior YR Liability, End Balance, and Ending Liability.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHPSRH3B PHPSRH3M Browse Accrued Leave History By Leave type 02:01 PM

      Record   Period
Act  Type     End    SAAS   SSN    Fund   Prior YR   End   Ending
(D) -----  -----  -----  -----  -----  -----  -----  -----  -----
                                     -----  -----  -----

Rec Type: _ End Date: __ __ SAAS Agency: __ SSN: _____ Fund Type: _
              (MM DD YYYY)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd                               Quit
    
```

Your Action ...	System Response ...
5. Choose Display by the selected record and press ENTER.	The Maintain Accrued Leave History screen will appear.

Statewide Accrued Compensated Absences (DFA ONLY)

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose AC (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.
4. Choose SS (Statewide Accrued Compensated Leave Absences) from the Accrued Compensated Absences Menu and press ENTER.	The Statewide Accrued Compensated Leave Absences screen will appear.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHPSRIED PHPSRIEM Statewide Accrued Compensated Absences 02:01 PM

1. Statewide Schedule of Accrued Compensated Absences - Summary

Enter Number of Batch Job to Submit: ___

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Main End Quit
    
```

Your Action ...	System Response ...
5. Enter the number of Batch Job to Submit.	
6. Press ENTER.	Additional fields will be displayed for the requested selection.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHPSRIED PHPSRIEM Statewide Accrued Compensated Absences 02:01 PM

    >Reporting Date : __ __ ____
    >Leave Type : _

1. Statewide Schedule of Accrued Compensated Absences - Summary

    Enter Number of Batch Job to Submit: 1_

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Main End Quit
    
```

Your Action ...	System Response ...
7. Enter the additional required information.	
8. Press ENTER.	The Batch Job Submission box will appear.
9. Press ENTER	The following message will appear: Job Has Been Submitted Successfully.