RECOVERING ADVANCED LEAVE TM

JOB AID TM-22

The purpose of this job aid is to explain the process for recovering advanced leave in the Integrated HR/Payroll System.

Office of State Human Resources (OSHR) policy states that an employee who has been granted Advanced Vacation or Advanced Sick Leave should repay the liability by the end of the calendar year. If an employee has a remaining liability in **Q37**- Advanced Sick or **Q36** -Advanced Vacation leave that has not been made up by 12/31, Time Evaluation will generate the following error message(s):

> **E6 – Advanced Vacation Liability Exists**
>
> **E7 – Advanced Sick Liability Exists**

The Leave Administrator will need to manually recover the overdue hours via IT2012. Two new subtypes have been created to allow for recovery by docking pay (Leave Without Pay):
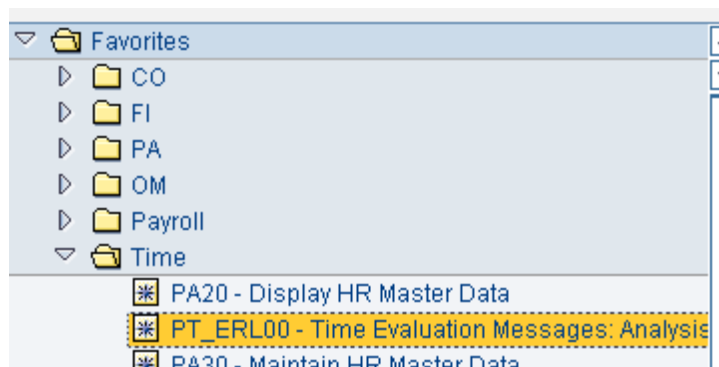
> **ZAVL - Makeup Adv Vacation w/LWOP**
>
> **ZASL – Makeup Adv Sick w/LWOP**

NOTE: This method is also acceptable to be used in the event an employee separates and has a remaining liability balance in Q36 or Q37.

View Messages

Advanced Vacation or Sick Leave liability hours that have not been made up by the end of the calendar year will result in an error message generated in Time Evaluation: **E6** – 'Advanced Vacation Liability Exists' and/or **E7** – 'Advanced Sick Liability Exists.' Time evaluation messages can be viewed in transaction **PT_ERL00.**

NOTE: Advanced Vacation or Sick Leave can also be monitored via **PT_BAL00**.

The report can be run for specific employees or personnel area.

1. Enter the appropriate Personnel Selection criteria.

2. Select **E6** and **E7** for Number of Message Type and **E** for Message type.

3. Click the Execute button .

MessTy	Message long text	PersNo.	Employee/app.name	CD	Logical date	PA	WS rule	TM	Subarea	Object name
E7	Advanced Sick Liability Exists			FR	01/01/2016	1501	I24W24FX	1	NC08	DOT PAM/PD DMV 1 HMRO C DATA CAPTURE
E6	Advanced Vacation Liability Exists			FR	01/01/2016	1901	D01N08GN	1	NC01	PS ACJJ OPS CS D4 JDM-30 CPPO-B

Error messages **E6** and **E7** show employee PersNo. and date of liability due (Logical date). To view the actual hours owed, execute **PT_Bal00** for time types **T36R** and **T37R.**

Determine Amount Owned

Run transaction **PT_Bal00** for impacted PersNo. using **T36R** and **T37R** Day balance types.

1. Key PersNo in the **Personnel Number** field.
4. Enter **T36R** and **T37R** in the Day balance field using the Multiple Selection button.

5. Click the **Execute** button.

Recovery

Two new subtypes for Infotype 2012 have been created to allow the Leave Admin to recover Advanced Vacation or Sick Leave liabilities at year end or when an employee separates.

> **ZAVL** -Makeup Adv Vacation w/LWOP
>
> **ZASL** – Makeup Adv Sick w/LWOP

Run transaction **PA61** or **PA30.**

1. Enter value **2012** in the Infotype field and press Enter. Selecting **Time Transfer Specifications** from the list of infotypes is also an option.
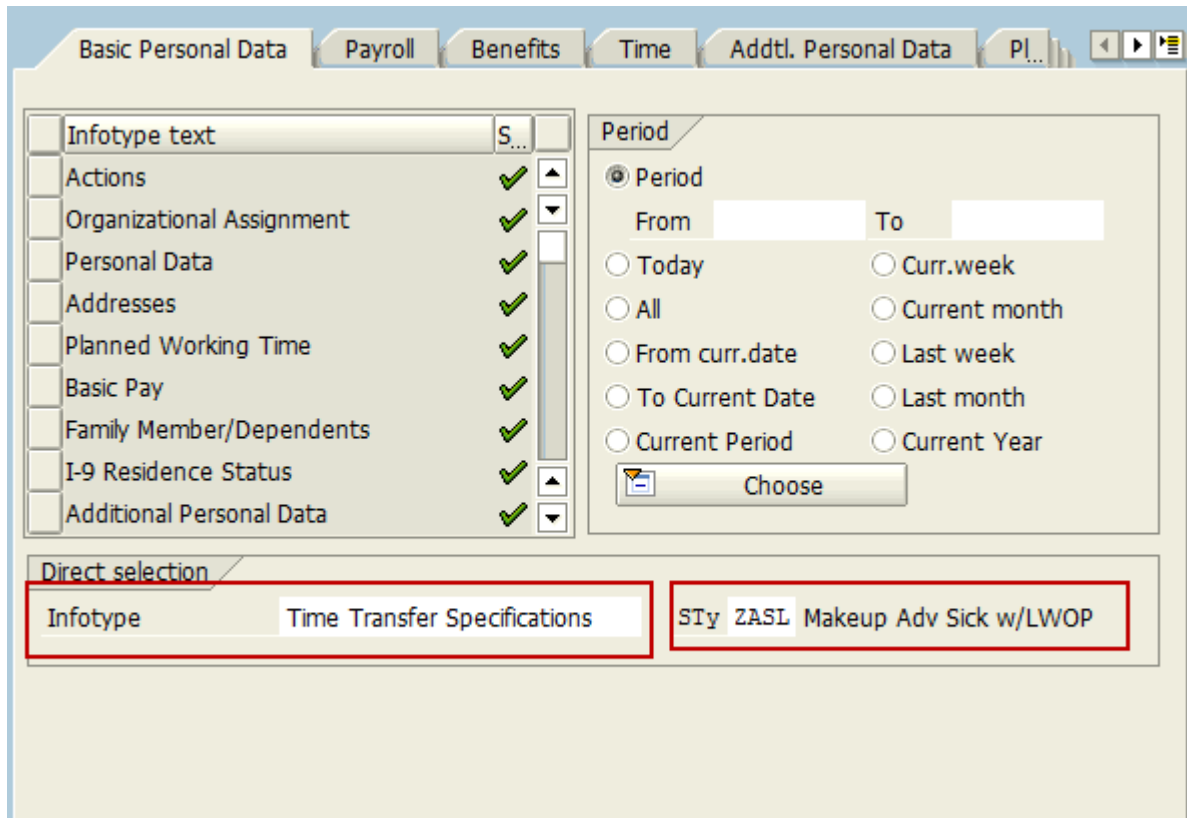
2. Enter the appropriate value in the **STy Field** and press **Enter.**

> **ZAVL** -Makeup Adv Vacation w/LWOP
>
> **ZASL** – Makeup Adv Sick w/LWOP

3. Click the **Create** button .

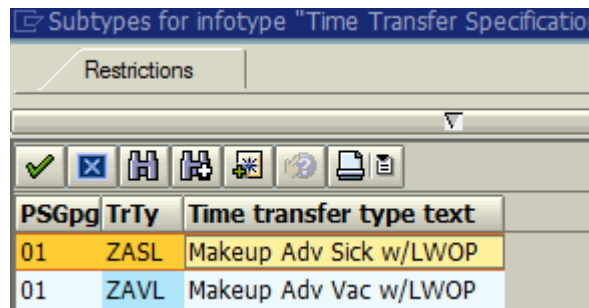**Create Time Transfer Specifications (2012)**

Personnel No   Name

EE group   A   SPA Employees   Personnel ar   1901   Public Safety

WS rule   D01N08GN MTWHF-8,SaS-O   Status   Active

Start   12/31/2015   To   12/31/2015

Time transfer specification

Time transfer type   ZASL   Makeup Adv Sick w/LWOP

Number of hours   8.00   Hours

4. Change the **Start** value to be the date hours were due. This date can be any date between when the liability was incurred and the due date.

   NOTE: If creating an entry for an employee who is separating, use a date prior to the separation date.

5. Change the **To** value to the same date as the **Start** value.

6. Enter the number of hours to be recovered in the Number of hours field.

   NOTE: Do not enter a negative sign for this number.

7. Click **Edit > Maintain text** and enter any notes if appropriate.

Infotype Text

1/2/2016 Explain the need for this entry

8. Click the **Save** button 💾 to save your notes. The Detail record screen will display again on your screen.

Create Time Transfer Specifications (2012)

		Personal work schedule		Activity allocation	Cost assignment	External services	

Personnel No		Name	
EE group	A SPA Employees	Personnel ar	1901 Public Safety
WS rule	D01N08GN MTWHF-8,SaS-O		Status Active
Start	12/31/2015 To 12/31/2015		

Time transfer specification

Time transfer type	ZASL	Makeup Adv Sick w/LWOP
Number of hours	8.00	Hours

9. Click the **Save** button 💾 to save the record.