

Agency Terminal Leave Report

Beginning September 5, 2012, a new process will be in place to process TLV Requests – effective immediately.

In order to ensure that there are no lingering items in Time and Labor, the report **NMS Terminal Leave** will need to be attached to all TLV requests processed by DFA Central Payroll.

The Terminal Leave report was created to assist you in gathering all information necessary to accurately process a termination within the Time and Labor module. All necessary data has been combined into one report for your convenience.

[Time and Labor > Reports > NMS Terminal Leave](#)


NMS Terminal Leave Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID: begins with ▾

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Enter Run Control ID or leave Blank
2. Click on the **[Search]** button

NMS Terminal Leave Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID: begins with

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All

First



1-19 of 19



Last

Run Control ID	Language Code
1	English
2	English
3	English

3. Click on the **Run Control ID** link that you wish to process under.

NMS Terminal Leave Report

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

4. NOTE: if no Run Control ID's exist, click on the **[Add a New Value]** tab
5. Enter new Run Control ID
6. Click on the **[Add]** button

Terminal Leave Report

Run Control ID: 1

[Report Manager](#) [Process Monitor](#)

Run

Run Control Parameters

As Of Date: 07/01/2012

Employees To Process Find | First 1-2 of 2 Last

EmplID	Empl Rcd Nbr	Name		
100052	0	[REDACTED]	+	-
117148	0	[REDACTED]	+	-

Save Return to Search Notify Add Update/Display

7. Enter the As Of Date. This is the Effective Date of the Termination in Job Data.
8. Enter Employee ID and Empl Rcd Nbr for the employee to be reported on.
 - a. NOTE: If you have multiple employees with the same Termination Effective Date, you can Click on the Add a Row **[+]** button and enter the additional employee details. You can enter no more than 10 employees for a single report.
 - b. To remove employees from the list, Click on the Delete a Row **[-]** button.
9. Click on the **[Run]** button

Process Scheduler Request

User ID: HEATHER.SIMPKINS

Run Control ID: 1

Server Name: PSUNX Run Date: 09/10/2012

Recurrence: Run Time: 10:43:57AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	NMS Terminal Leave Report	NMS465TL	SQR Report	Web	PDF	Distribution

OK

Cancel

10. Click on the **[OK]** button

Terminal Leave Report

Run Control ID: 1

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:1740250

Run Control Parameters

As Of Date: 07/01/2012

Employees To Process

Find | First 1-2 of 2 Last

EmplID	Empl Rcd Nbr	Name		
100052	0	[REDACTED]	+	-
117148	0	[REDACTED]	+	-

Save | Return to Search | Notify

Add | Update/Display

11. You will be redirected back to Terminal Leave Report page (note: a process instance number has been assigned to your process)
12. Click on the **Process Monitor** link to check the status as well as retrieve data.

Process List | [Server List](#)

View Process Request For

User ID: MAUREEN.NA Type: Last: 3 Days Refresh
Server: Name: Instance: to
Run Status: Distribution Status Save On Refresh

Process List

Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1740788		SQR Report	NMS465TL	MAUREEN.NASH	09/06/2012 9:01:54AM MD	Success	Posted	Details

[Go back to NMS Terminal Leave Report](#)

Save | Notify

[Process List](#) | [Server List](#)

13. When Run Status says **Success** and the Distribution Status says **Posted**, the report is ready to review.
14. If not **Success/Posted** Statuses, click on the **[Refresh]** button to refresh the page.
15. When you do have **Success/Posted** status, click on the **Details** link

Process Detail

Process

Instance: 1740788 **Type:** SQR Report
Name: NMS465TL **Description:** NMS Terminal Leave Report
Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: 1
Location: Server
Server: PSUNX
Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 09/06/2012 9:02:03AM MDT
Run Anytime After: 09/06/2012 9:01:54AM MDT
Began Process At: 09/06/2012 9:02:23AM MDT
Ended Process At: 09/06/2012 9:02:47AM MDT

Actions

[Parameters](#) Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

16. Click on the [View Log/Trace](#) link

View Log/Trace

Report

Report ID: 847652 **Process Instance:** 1740788 [Message Log](#)
Name: NMS465TL **Process Type:** SQR Report
Run Status: Success

NMS Terminal Leave Report

Distribution Details

Distribution Node: NMHT89 **Expiration Date:**

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
SQR_NMS465TL_1740788.log	1,659	09/06/2012 9:02:47.000000AM MDT
nms465tl_1740788.PDF	2,812	09/06/2012 9:02:47.000000AM MDT
nms465tl_1740788.out	214	09/06/2012 9:02:47.000000AM MDT

Distribute To

Distribution ID Type *Distribution ID

User MAUREEN.NASH

[Return](#)

17. The report details are available from the [nms465tl_nnnnnnn.PDF](#) link. The number in the filename will change each time you run the report because it is a process instance number. Click on the link to access the report details.

Sample Report

Report ID: NMS465TL		Employee 100052 / 0		As Of Date 07/01/2012		PeopleSoft TERMINAL LEAVE REPORT		Page No. 1		Run Date 09/12/2012		Run Time 05:43:43					
Payroll Status		07/01/2012 - Terminated															
Earliest Change Date		07/02/2012															
Workgroup		INACTIVE		07/01/2012		Time Reporting Status - Active						Inactive TR Status on 07/02/2012					
No Reported Time Found After As Of Date																	
No Missing Comp Time Found																	
No Unresolved Exceptions																	
---- Payable Time ----																	
Date		TRC				Quantity		Status		Ovrd Rate							
06/30/2012		SICKL - Sick Leave Lost				-367.180000		AP									
---- Leave Balance ----																	
Leave Plan		TL Balance		BN Balance		Unprocess Adjust		Unprocess Taken		Unprocess Payroll		Available TL Balance		Comp Plan Last Balance		Comp Plan Available	
Sick		367.188		367.188		-367.180		0.000		0.000		0.000					
Vacation		111.218		111.218		0.000		0.000		0.000		111.210					

1 - Earliest Change Date

Earliest Change Date is the earliest date that Time Admin will process for. The “Earliest Change Date” returned by report should be greater than or equal to the termination date. If it is earlier then Time Admin will have to be run for employee listed.

2 - Workgroup

Lists the Maintain Time Reporter Data Workgroup enrollment on or before the As Of Date (Termination Effective Date). This should list the Workgroup as INACTIVE with a Time Reporting Status of Active

3 - Inactive TR Status

If there is a Maintain Time Reporter Data record after the As Of Date with an Inactive Time Reporting Status, then the date is listed.

NOTE: If final payroll has not been processed for the TLV payout or any other outstanding Payable Time, then this message should not exist. Inactive TR Status will cause Payroll to not process the remaining outstanding detail.

4 - Reported Time Found After As of Date

There should be no time reported on the employee timesheet on or after the As of Date (Termination Effective Date). If you have time reported after the Termination date you will need to confirm the employee’s Termination date in Job Data and if correct, delete all hours reported on the timesheet after the Termination date. If time reported after the Termination date is a lost or payout TRC then delete the entry and move it to the day before the employee’s termination, and run time admin.

5 - Missing Comp Time Found

If data is returned you should navigate back to date listed and ‘trigger’ on the timesheet and then Run Time Admin.

6 - Unresolved Exceptions

There should be NO unresolved exceptions at time of termination, if report returns data exceptions will have to be resolved and Time Administration run.

7 - Outstanding Payable Time

Verify that all payable time has been approved. If there is time pending approval, research the outstanding time and make necessary approvals. If you have an employee with outstanding time & the employee was already compensated or the outstanding approval may cause a negative effect to gross pay, you should contact the Time and Labor Super User to assist you in removing this time. Report shows that there are no unresolved exceptions in Time and Labor.

If the report shows that employee has unapproved time in Time and Labor, the agency is responsible for researching this unapproved time, and must either approve it, or remove it from Time and Labor.

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---- Leave Balance ----									
Leave Plan	TL Balance	BN Balance	Unprocess Adjust	Unprocess Taken	Unprocess Payroll	Available TL Balance	Comp Plan Last Balance	Comp Plan Available	
Sick	367.188	367.188	-367.180	0.000	0.000	0.000			
Vacation	111.218	111.218	0.000	0.000	0.000	111.210			
Dntd Sick	0.000	0.000	0.000	0.000	0.000	0.000			
Dntd Leave	0.000	0.000	0.000	0.000	0.000	0.000			
ADMINCOMP	0.000						06/30/2012	06/30/2012	
PERSONAL	0.000						06/30/2012	06/30/2012	

8 - Leave Balances

All Leave Balances **except Vacation** should be either paid out or removed within Time and Labor, depending on employee FLSA status, Pay Group or Agency policy.

For Sick, Vacation, Dntd Sick, Dntd Leave – review the Available TL Balance. For all except Vacation the Available TL Balance should be listed as zero (0.000).

For other Leave Plans in Time and Labor – for example ADMINCOMP, PERSONAL, etc. the TL Balance should be listed as zero (0.000).

Entries of 'Lost' TRC's or 'Pay out' TRC's should be entered onto the timesheet on date prior to As of Date (Termination Effective Date). Time Reporting Codes to be used for the different Leave Plans are as follows:

Plan	Requirement	Time Reporting Code (TRC)
50 – Sick	Paid	RSKBB – Retirement Sick Leave Buy Back
	– Retirement > 600 <= 1000 hours	
	Lost	SICKL – Sick Leave Lost
	- Retirement <= 600, > 1000	
	- Termination	

Plan	Requirement	Time Reporting Code (TRC)
51 - Vacation	Policy specified Paid	Paid in TLV Request – No TL Entry
	Policy specified Lost Reminder, some policies have only 240 hours of Annual Leave can be paid out. Remainder must be lost.	ANNLL – Annual Leave Lost
5Y – Donated Sick	Always Lost	SCKDL – Donated Sick Leave Lost
	Returned to original EmplID that did the donation	SICDR – Sick Donation Returned
5Z – Donated Leave	Always Lost	ANLDL – Donated Annual Leave Lost
	Returned to original EmplID that did the donation	ANLDR – Annual Donated Returned
ADMINCOMP	Agency specific Paid	ADCPY – Administrative Comp Buy Back
	Agency specific Lost	ADCTL – Administrative Comp Lost
COMPTIME	Agency specific Paid	CTPAY – Comptime Paid
	Agency specific Lost	COMPL –Comptime Lost
EXTNDMLTRY	Always Lost	EXMLL – Extended Military Leave Lost
HOLIDAYACC	Always Paid	HOLAB – Holiday Accrued Buy Back
HOLIDAYCMP	Always Paid	HCMPB – Holiday Comp Time Buy Back
MILITARYLV	Always Lost	MILVL – Military Leave Lost
NOTEACHDAY	Always Lost	NTDYL – Non Teaching Days Lost
PERSONAL	Always Lost	PRSNL – Personal Leave Day Lost
PREMBANKOT	Always Paid	OTBUY – Overtime Buy Back
STANDBY	Always Paid	STBYP – Stand by Hours Paid

NOTE: Sick, Vacation, Donated Sick and Donated Leave Payout or Lost entries must be reported to 2 decimal places, **DO NOT ROUND**. For example, if the available balance is 7.999, you only report a quantity of 7.99.

If unprocessed time exists for the Annual Leave it should be taken into consideration when calculating TLV payment. For example, if employee has a balance of 40 hours Annual Leave in Benefits Accrual Balance and they also have 8 ANNLV unprocessed in Time and Labor, those hours should be deducted from Benefits balance. In this example you would request TLV for 32 hours Annual Leave.

After necessary entries, approvals, or adjustments are made, rerun the Terminal Leave Report until Report is cleared.

The Terminal Leave Report being submitted with the Terminal Leave Request must show all the final results of your data entry and approval. Terminal Leave Requests will be rejected if the submitted report does not show all areas have been completed in Time and Labor.

Document Control

DATE	AUTHOR	DESCRIPTION	VERSION
09/06/2012	Maureen Nash	Draft	0.1
09/07/2012	Heather Simpkins	TRC Detail for clearing TL Leave Balances	0.2
09/10/2012	Heather Simpkins	Navigation correction	0.3
09/13/2012	Heather Simpkins	Display Workgroup, Inactive TR Status and correct Leave Balances	0.4