

# TLV Process

Enter relevant TLV TRC's on the timesheet on the last date worked

**ANNLP – Annual Leave Payout**  
**SCKBB – Sick Leave Buyback**  
**RSKBB – Retirement Sick Buyback**  
**SICKL – Sick Leave Lost**

Transactions entered prior to 4/22/17 will auto approve

Send TLV request form and Terminal Leave Report to CPB

DFA CPB will review the transaction and approve or deny the auto approved time

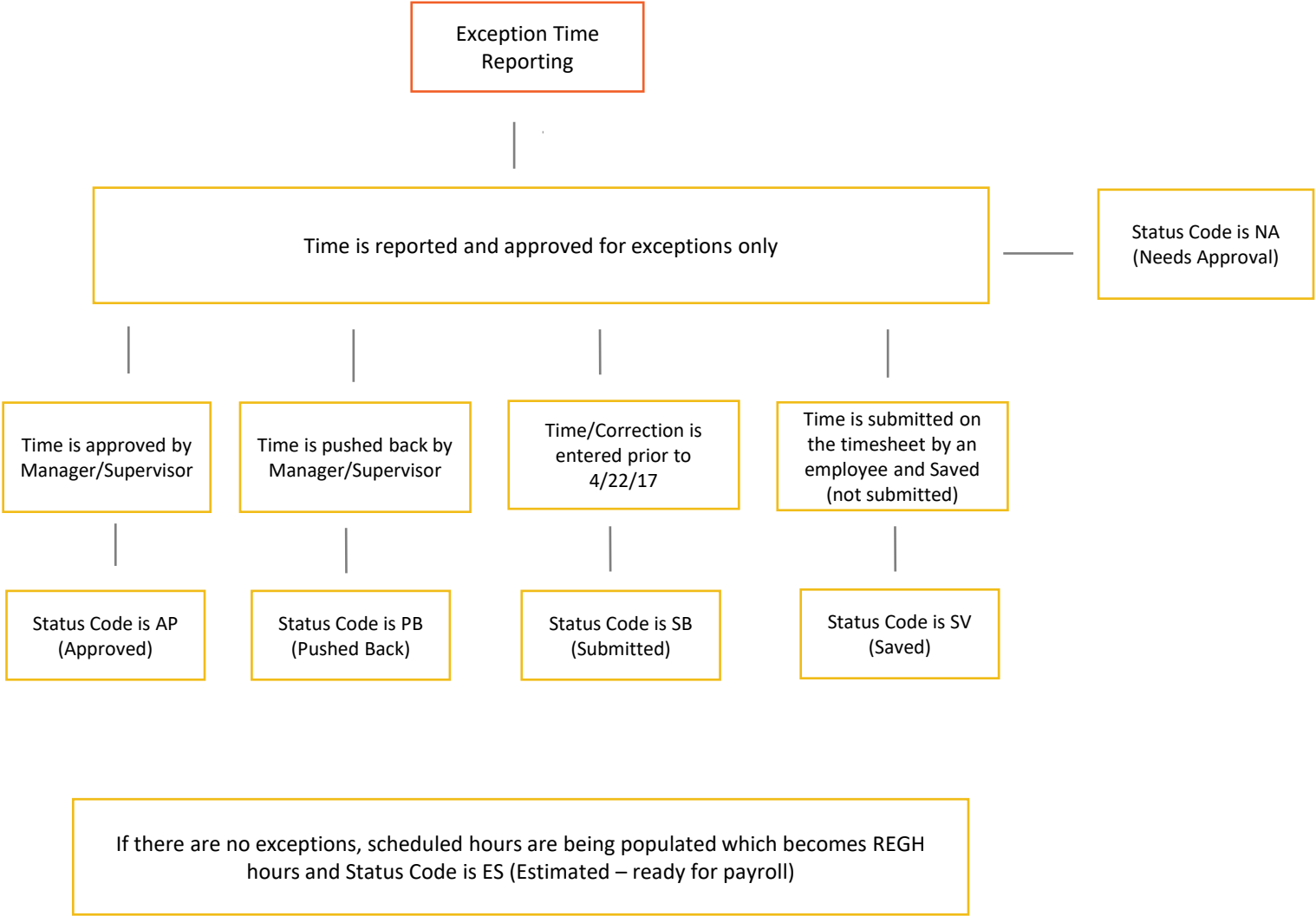
Transactions entered after 4/21/17 will need reported time approved by CPB

Send TLV request form and Terminal Leave Report to CPB

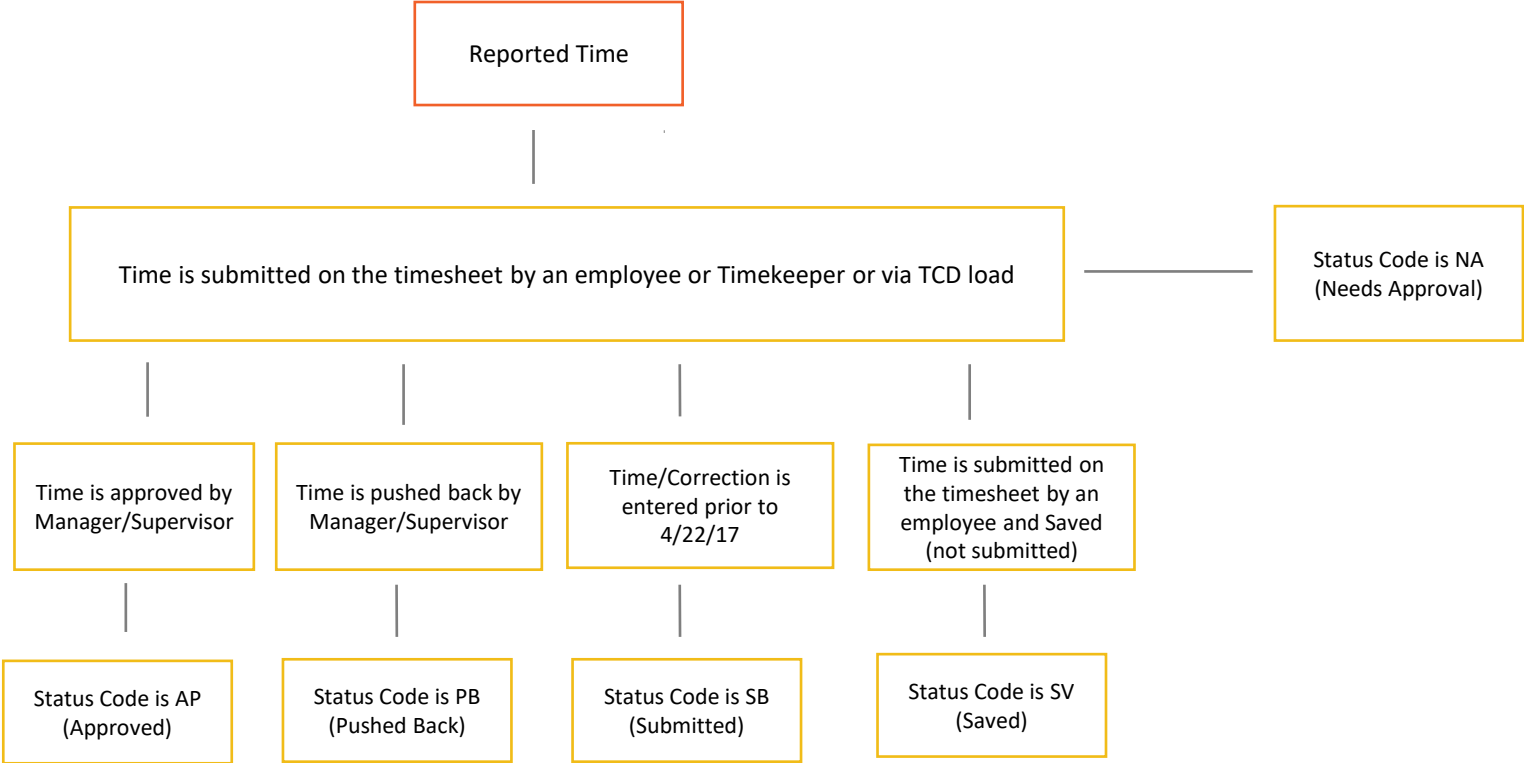
DFA CPB will review the transaction and approve or deny payable time

Note: Sick Leave Buyback will be processed the same as above during the buyback period

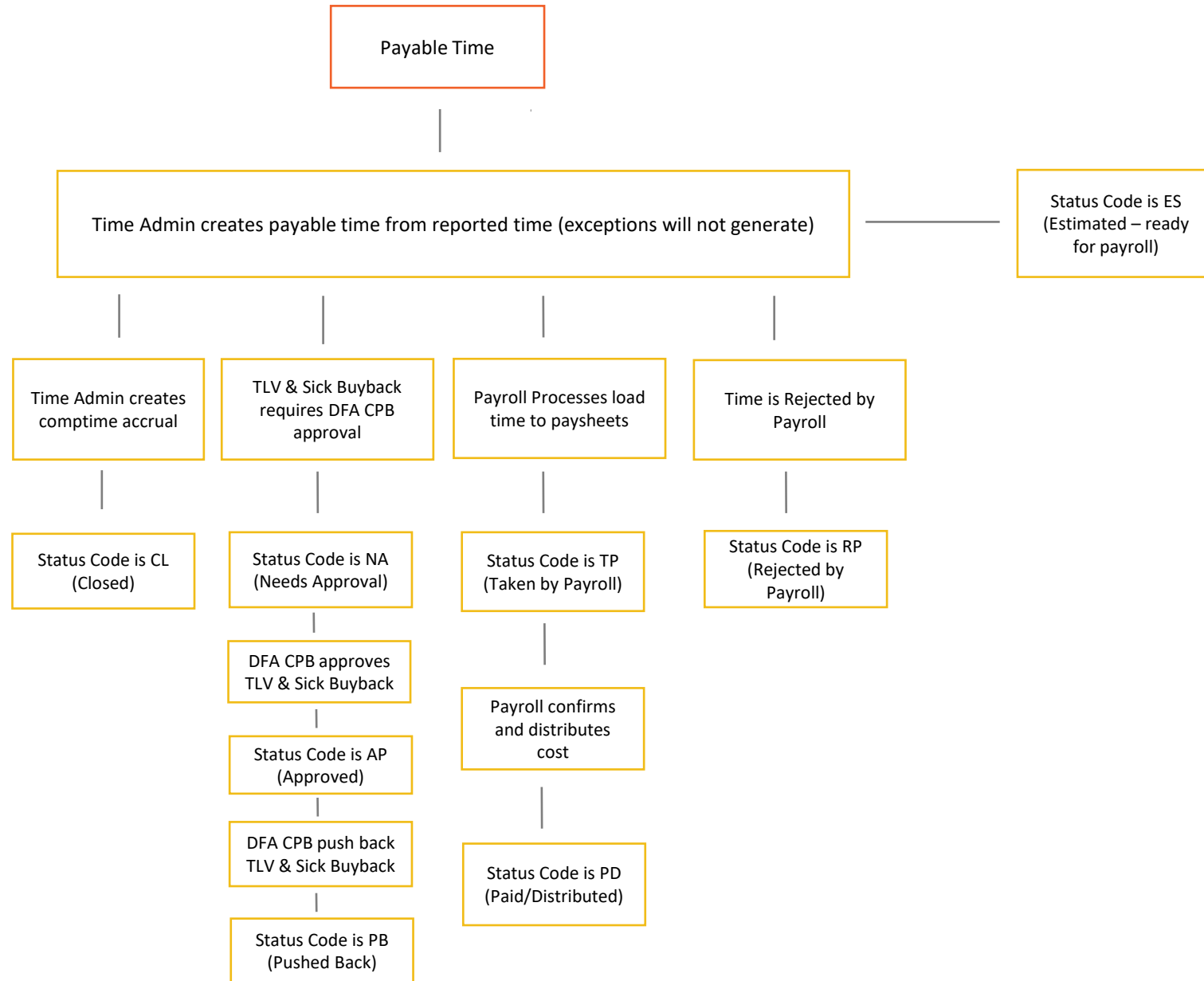
# GVX and Exception Hourly Workgroups



# Reported Time Status



# Payable Time Status



# Queries to help identify reported time that needs approval and no reported time

- NMS\_TL\_REQ\_APPROVAL\_BY\_DEPT
  - This query lists employees who have reported time that needs approval by date range
- NMS\_TL\_NO\_TIME\_RPTD
  - This query lists employees who have no reported time
  - Note: This query is to be released into production by 5/4/17