

## PS0026 – Monthly Leave Summary Screen

Use this screen to see the summary of an employee's leave activity for all leave types for a selected month. For a given leave type, each record contains the beginning leave balance, the leave taken, the leave accrued, any adjustment, and the next month's balance. This information is available for the last 13 months, even for leave types showing no activity during a particular month.

To see the next screen of leave records for an employee, use the Next (F6) function key. To see the previous screen of leave records, use the Previous (F5) function key.

### User Functions and Key Fields

Func	I (Inquire)
Key1	Employee ID
Key2	Month and Year (mmyy)
Key3	Leave blank

### Data Fields

<a href="#">Month</a> (display only)	<a href="#">Leave Taken</a> (display only)
<a href="#">Employee ID</a> (display only)	<a href="#">Leave Accrued</a> (display only)
<a href="#">Employee Name</a> (display only)	<a href="#">Adjustment</a> (display only)
<a href="#">Leave Type</a> (display only)	<a href="#">Next Month Balance Available</a> (display only)
<a href="#">Balance Available</a> (display only)	

### Month/Year (YR-MO)

<b>Definition</b>	<p><b>Employee Calendar (PS9019):</b></p> <p>A set of twelve fiscal month-and-year fields, which are displayed <b>if</b> a value is entered in the Fiscal Year Calendar field. In the first Month/Year field, the Month field contains "07." For example, for the 9798 fiscal year, the first Month/Year field contains "07/97."</p> <p><b>Leave by Month Screen (PS0025), Monthly Leave Summary Screen (PS0026), and Monthly Leave Record by Day (PS0027):</b></p> <p>The month and year during which an employee's leave activity (leave taken, leave accrued, leave adjustment) for a leave type occurred.</p>
<b>Length</b>	4 characters
<b>Format</b>	mmyy
<b>Edits</b>	For occurrences of this field on the Monthly Leave Record by Day screen (PS0027), the accrual rate type for the leave type must be "D" (days) on the Leave Accrual Table (PS9009).
<b>Data sets</b>	LEAVE-MO-D

### Employee ID (EMP-ID)

<b>Definition</b>	A unique number that identifies an employee. This number is usually the employee's Social Security Number.
<b>Length</b>	9 digits

<b>Values</b>	Entered by colleges on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
<b>Edits</b>	<ul style="list-style-type: none"> <li>• On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</li> <li>• On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</li> <li>• To be paid through the Payroll Time Reporting Screen (PS1002), the employee must have minimum data on the Employee database.</li> <li>• On the Automatic Check Cancellation Screen (PS1005), the employee ID entered in this field must match the employee ID associated with the related check/advice number in payroll history.</li> <li>• On the Multiple Employee Leave Screen (PS1018), an employee ID must be entered in this field if a value is entered in any field on the same line.</li> </ul>
<b>Data sets</b>	<p>EMP database:</p> <ul style="list-style-type: none"> <li>• DED-BAL-D (key)</li> <li>• EMP-A (key)</li> <li>• EMP-ADDR-D (key)</li> <li>• EMP-BENE-D (key)</li> <li>• EMP-BOND-D (key)</li> <li>• EMP-DED-D (key)</li> <li>• EMP-EDUC-D (key)</li> <li>• EMP-HIST-D (key)</li> <li>• EMP-JOB-D (one of 2 keys)</li> <li>• EMP-M (key)</li> <li>• EMP-NAME-D (one of 2 keys)</li> <li>• EMP-YRQ-D (key)</li> <li>• EMPLR-XREF-D (one of 2 keys)</li> <li>• FAC-PLACE-D (key)</li> <li>• LEAVE-DAY-D (key)</li> <li>• LEAVE-XREF-D (one of 2 keys)</li> </ul> <p>PAYR database:</p> <ul style="list-style-type: none"> <li>• COH-TRNS-M</li> <li>• TIME-RPT-D</li> </ul>

### Employee Name (EMP-NAME)

<b>Definition</b>	The full name of an employee.
<b>Length</b>	30 characters
<b>Format</b>	Last, First Middle, Suffix A compound last name should have a hyphen between its parts. There must be a comma between the last and first name.
<b>Values</b>	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
<b>Edits</b>	On the Position Table (PS9018), if the Position Type entry is "G" (group position), the incumbent name will be "Multiple Assignment"

<b>Additional information</b>	On the Faculty Placement Screen (PS0024), if the Employee ID value in the Key1 field is not in the Employee database, "New Employee" is displayed in the Employee Name field.
<b>Data sets</b>	EMP database: EMP-M  PAYR database: Not stored in the PAYR database

### Leave Type (LEAVE-TYP)

<b>Definition</b>	A code identifying a type of leave.
<b>Length</b>	3 characters
<b>Values</b>	Defined by SBCTC-ITD on the Leave Type Table (PS9020) as follows: <b>APL</b> Accrued professional leave <b>BLV</b> Bereavement leave <b>CLV</b> Civil/jury duty <b>CMP</b> Compensatory time <b>CSL</b> Compensable sick leave <b>LWC</b> Cyclic leave without pay <b>LWO</b> Leave without pay <b>MLV</b> Military leave <b>NSL</b> Non-compensable sick <b>OPL</b> Other paid leave <b>P/H</b> Personal holiday <b>PLV</b> Professional leave <b>VAC</b> Vacation
<b>Additional information</b>	On the Monthly Leave Record by Day Screen (PS0027), if there are more than three leave types for a given day, the two leave types with the highest priority will be shown, and the remaining ones will be totaled and shown under the catch-all category of "****".
<b>Data sets</b>	EMP database: <ul style="list-style-type: none"> <li>• LEAVE-DAY-D</li> </ul> TBL5 database: <ul style="list-style-type: none"> <li>• LEAVE-ACCR-TBL-M</li> <li>• LEAVE-TRNS-TBL-M</li> <li>• LEAVE-TYP-TBL-M</li> </ul>

### Leave Type Ending Balance (LEAVE-END-BAL)

<b>Definition</b>	An employee's balance for a leave type at the end of a particular month and year after the activity for the month (leave taken, leave accrued, leave adjustment) was applied.  On the Leave by Month Screen (PS0025) and the Monthly Leave Summary Screen (PS0026), this field occurs twice. The first field (labeled "Balance Available") contains the balance for the month prior to the selected month and
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	year (in the Month field). The second field (labeled "Next Month Balance Available") contains the balance for the selected month and year.
<b>Length</b>	6 digits, including 2 decimal places
<b>Format</b>	9999.99
<b>Data sets</b>	LEAVE-MO-D

### Leave Taken (LEAVE-TAKE)

<b>Definition</b>	The amount of leave of a selected leave type that an employee has taken this month.
<b>Length</b>	5 digits, including 2 decimal places
<b>Format</b>	999.99
<b>Data sets</b>	LEAVE-MO-D

### Leave Accrued (LEAVE-ACCR)

<b>Definition</b>	The amount of leave of a selected leave type that an employee has accrued this month.
<b>Length</b>	5 digits, including 2 decimal places
<b>Format</b>	999.99
<b>Data sets</b>	LEAVE-MO-D

### Leave Adjustment (LEAVE-ADJ)

<b>Definition</b>	The amount of any adjustments made to the employee's leave balance for the leave type this month.
<b>Length</b>	6 digits, including 2 decimal places
<b>Format</b>	9999.99
<b>Data sets</b>	LEAVE-MO-D

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<b>Length</b>	6 digits, including 2 decimal places
<b>Format</b>	9999.99
<b>Data sets</b>	LEAVE-MO-D