

PS0027 – Monthly Leave Record by Day

Description

Use the Monthly Leave Record by Day screen to view an employee's leave activity for each day of a selected month. For each calendar day, up to three leave activities can be shown, along with the leave type and amount of leave time for each. 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 *** (asterisks).

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

User Functions and Key Fields

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

Data Fields

Month (Key2)	Date (display only)
Employee ID (Key1)	Leave Type (display only)
Employee Name (display only)	Hours/Days (display only)
Day of Week (display only)	

Month/Year (YR-MO)

Definition	Key2 field. The month and year of an employee's leave activity (leave taken, leave accrued, leave adjustment) that you want to view.
Length	4 characters
Format	mmyy
Edits	The accrual rate type must be D (days) on the Leave Accrual Table (PS9009).
Data sets	LEAVE-MO-D

Employee ID (EMP-ID) Key1 field.

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)

Edits	<p>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).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p>
Data Sets	<p>Employee (EMP) database: DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) EMP-BENE-D (key) EMP-BOND-D (key) EMP-DED-D (key) EMP-EDUC-D (key) EMP-HIST-D (key) EMP-JOB-D (one of 2 keys) EMP-M (key) EMP-NAME-D (one of 2 keys) EMP-YRQ-D (key) EMPLR-XREF-D (one of 2 keys) FAC-PLACE-D (key) LEAVE-DAY-D (key) LEAVE-XREF-D (one of 2 keys)</p> <p>Payroll (PAYR) database: COH-TRNS-M TIME-RPT-D</p>

Employee Name (EMP-NAME) Display only.

Definition	Entry required. The full name of an employee.
Length	30 characters
Format	<p>Last, First Middle; Suffix</p> <p>A compound last name must have a hyphen between each part, for example Smith-Jones. There must be a comma between the last and first name, for example, Smith-Jones, Jane</p> <p>If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.</p>
Values	<p>Entered by college on the Employee Status Screen (PS0001).</p> <p>Can be changed on the Personal Information Screen (PS0004).</p>
Data Sets	EMP database: EMP-M

Day of Week (DAY-NAME)

Definition	Display only. An abbreviation for a each day of the week displayed in calendar format.
Length	3 characters

Date (DATE)

Definition	Display only. The date of each day of the week displayed in calendar format.
Length	2 digits
Data sets	LEAVE-DAY-D

Leave Type (LEAVE-TYP)

Definition	Display only. A code identifying a type of leave.
Length	3 characters
Values	Defined by SBCTC-ITD on the Leave Type Table (PS9020) as follows: APL Accrued professional leave BLV Bereavement leave CLV Civil/jury duty CMP Compensatory time CSL Compensable sick leave LWC Cyclic leave without pay LWO Leave without pay MLV Military leave NSL Non-compensable sick OPL Other paid leave P/H Personal holiday PLV Professional leave VAC Vacation
Additional information	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 *** (asterisks).
Data sets	EMP database: LEAVE-DAY-D LEAVE-ACCR-TBL-M TBL5 database: LEAVE-TRNS-TBL-M LEAVE-TYP-TBL-M

Hours/Days (LEAVE-TIME)

Definition	Display only. The number of leave hours that an employee has taken or accrued for a specific leave type on a particular day of the selected month.
Length	5 digits, including 2 decimal places
Format	999.99
Data sets	LEAVE-DAY-D