

PS9009 – Leave Accrual Table

Required table for the Leave Accounting module. Maintained by users.

The Leave Accrual Table identifies leave accrual plans. A leave accrual plan consists of various attributes and options indicating how leave is accrued for a leave type. For each leave accrual plan you create, you specify the leave plan category, leave maximum balance, accrual rates, and other information. A leave accrual plan should be established for each leave type which accrues leave on a schedule.

Once leave accrual plans are established, enter the applicable leave plans for individual employees on the Employee Status Screen (PS0001). Enter default leave plans on the Employee Type Table (PS9026).

For a complete listing of the Leave Accrual Table, run DataExpress procedure PS9009R (from the Inform group and PLIB account).

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
KEY1	Enter a Leave Accr Plan
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Leave Accr Plan (Key1)	Empl Accrual Period
Plan Title	LWOP Ind (required)
Leave Cat (required)	LWOP Days
Years of Service Ind (required)	Accrual Work Ind (required)
Leave Type (required)	Leave Max Bal
Accr Rate Type (required)	Leave Max Cutoff
Pct Max Accrual	Months/Years of Service
Pct Full-Time Ind (required)	Leave Accrual Rate (required)
Empl Accrual Amt	Rvsn Date (display only)

Leave Accrual Plan (LEAVE-ACCR-PLAN)

Definition	A code defined by colleges identifying major groupings of leave accrual, such as classified staff vacation leave and full-time faculty sick leave. A leave accrual plan consists of various rules and rates that determine how employees on the plan accrue leave for a leave type.
Length	2 characters

Leave Plan Title

Definition	A descriptive title defined by colleges for a leave accrual plan.
Length	20 characters

Leave Plan Category (LEAVE-CAT)

Definition	Entry required. A code indicating one of five categories for a leave accrual plan.
Length	1 character
Values	Defined by SBCTC-ITD as follows: C Compensable sick leave N Noncompensable sick leave O Other P Personal holiday V Vacation

Years of Service Indicator (YR-SVC-IND)

Definition	Entry required. A code indicating whether leave accruals are based on the employee's years of service.
Length	1 character
Values	Defined by SBCTC-ITD as follows: N No, accrue the amount of leave specified for each month (identified in the Month/Years of Service field) regardless of years of service Y Yes, accrue an equal amount of leave each month of the year, based on the number of years of service

Leave Type (LEAVE-TYP)

Definition	Entry required. A code identifying a type of leave, such as vacation leave, bereavement leave, compensable sick leave, and so forth.
Length	3 characters
Edits	Before a leave type code can be used on the Leave Accrual Table (PS9009), it must exist on the Leave Type Table (PS9020).
Values	Defined by SBCTC-ITD as follows: APL Accrued professional leave BLV Bereavement leave CLV Civil or 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

Leave Accrual Rate Type (ACCR-RATE-TYP)

Definition	Entry required. A code identifying the units in which leave entered in the Leave Accrual Rate fields accrues. For example, if H (hours) is entered in the Accrual Rate Type field, then the numbers in the Leave Accrual Rate fields represent hours of leave. The leave accrual rate type must be the same for each type of leave being accrued for a particular employee type.
Length	1 character
Values	Defined by SBCTC-ITD as follows: D Days H Hours P Percentage of contract units

Percent Maximum Accrual Amount (PCT-MAX-ACCR)

Definition	The maximum accrual amount if the Accrual Rate Type entry is P (percentage of contract units). This amount is the maximum hours or days that an employee on this plan can accrue each time the leave accrual job is run. For example, on a leave accrual plan for part-time exempt employees, the leave accrual amount might be a percent of job contract units (converted into days or hours), up to the maximum percent amount identified in this field.
Length	5 digits, including two decimal places
Format	999.99
Edits	If the entry in the Accr Rate Type field is P (percentage of contract units), a value must be entered in this (Percent Maximum Accrual Amount) field.

Percent of Full-Time Indicator (PCT-FULL-IND)

Definition	Entry required. A code indicating whether PPMS should prorate the leave accrual amount (in the Leave Accrual Rate fields) by the percentage of full time an employee works on a job. Only active jobs contribute to the percentage of full time for leave accrual. For example, if an employee works 60 percent of full time at a job, the employee will accrue 60 percent of the leave accrual amount.
Length	1 character
Values	Defined by SBCTC-ITD as follows: N No, post accrual as shown on table on the Leave Accrual Table (PS9009) Y Yes, prorate accrual based on percentage of full-time

Employment Accrual Amount (EMPL-ACCR-AMT)

Definition	The amount of leave that an employee accrues upon initial employment or in the month indicated in the Empl Leave Accrual Period field.
Length	6 digits, including two decimal places
Format	9999.99

Employment Leave Accrual Period (EMPL-ACCR-PER)

Definition	The number of months after the employment month in which the amount in the Empl Accrual Amount field is to be posted. If the employment accrual amount is to be posted for the employment month, the Employment Leave Accrual Period field should be blank. Until the employment accrual amount is posted for a particular employee on a leave accrual plan, no other accrual can be posted for the employee.
Length	2 digits

Leave Accrual Leave Without Pay Indicator (ACCR-LWOP-IND)

Definition	Entry required. A code indicating whether leave accrual is suppressed for an employee if the employee takes more than the number of leave-without-pay days specified in the LWOP Days field.
Values	Defined by SBCTC-ITD as follows: N No, leave without pay does not affect leave accrual. Y Yes, leave accrual is suppressed for an employee for any calendar month during which the employee takes more than the number of leave-without-pay days defined in the LWOP Days field.

Leave Accrual Leave Without Pay Days (ACCR-LWOP-DAYS)

Definition	The maximum number of leave-without-pay days that an employee can take in a calendar month without losing the leave accrual amount for the month. For example, if 15 is the maximum leave-without-pay days that an employee can take in a calendar month, then an employee who takes 16 or more leave-without-pay days in June does not accrue leave for June.
Length	2 digits
Edits	If the LWOP Indicator is Y (yes), a value must be entered in the LWOP Days field.

Leave Accrual Work Indicator (ACCR-WORK-IND)

Definition	Entry required. A code indicating whether PPMS should process leave accrual for active employees who are not working.
Values	Defined by SBCTC-ITD as follows: N Accrue when not working W Accrue when working

Leave Accrual Plan Maximum Balance (LEAVE-MAX-BAL)

Definition	The maximum balance that can be maintained for a leave accrual plan.
Length	7 digits, including two decimal places
Format	99999.99

Leave Accrual Plan Maximum Balance Cutoff (LEAVE-CUTOFF)

Definition	A code indicating the action that PPMS performs when a leave balance is over the maximum.
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Values	<p>Defined by SBCTC-ITD as follows:</p> <ol style="list-style-type: none"> 1 Set back balance to the maximum defined in the Leave Max Balance field at the end of the leave maximum month and then add the month's accrual to the balance. The leave maximum month is defined on the Employee Status Screen (PS0001). 2 Do not accrue leave over the maximum.
Edits	If a value is entered in the Leave Max Balance field, a value must be entered in the Leave Max Cutoff field.

Leave Accrual Month/Years of Service (LEAVE-MO-YR)

Definition	<p>A set of 12 fields that together with the corresponding Leave Accrual Rate fields define a set of accrual rates for a leave accrual plan. The Leave Accrual Month/Years of Service fields identify either:</p> <ul style="list-style-type: none"> • the months (starting with 01 for January) in which leave accrual should occur (one to twelve months can be defined) –or– • the years of service required for the leave accrual rate
Length	2 digits
Edits	<p>The values in the Month/Years of Service fields must be in ascending order.</p> <p>If the value in the Years of Service Indicator field is N (no), the Months/Years of Service field must designate a valid month from 01 through 12.</p>

Leave Accrual Rate (LEAVE-ACCR-RATE)

Definition	<p>A set of 12 fields that define the amount of leave that accrues during the accrual period identified in the corresponding Month/Years of Service field. The amount of leave is measured in units that are defined in the Leave Accr Rate Type field.</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>If the Leave Accrual Rate Type is:</th> <th>Then the Leave Accrual Rate is:</th> </tr> </thead> <tbody> <tr> <td>D (days)</td> <td>The number of days to accrue in the accrual period</td> </tr> <tr> <td>H (hours)</td> <td>The number of hours to accrue in the accrual period</td> </tr> <tr> <td>P (percent of contract units)</td> <td>The percentage to be applied to contract units.</td> </tr> </tbody> </table>	If the Leave Accrual Rate Type is:	Then the Leave Accrual Rate is:	D (days)	The number of days to accrue in the accrual period	H (hours)	The number of hours to accrue in the accrual period	P (percent of contract units)	The percentage to be applied to contract units.
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P (percent of contract units)	The percentage to be applied to contract units.								
Length	5 digits, including two decimal places								
Format	999.99								
Edits	<p>At least one leave accrual rate must be entered for each leave accrual plan.</p> <p>For each Leave Accrual Month/Years of Service field containing a value, a value must be entered in the corresponding Leave Accrual Rate field.</p>								

Revision Date (RVSN-DAY, RVSN-MO, RVSN-YR)

Definition	Display only. A date generated by the system identifying when the last change was made to this table.
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