

PS9025 – Leave Transaction Table

Required table for the Leave Accounting module.

Maintained by SBCTC-ITD and users.

Use this screen to view and change the types of leave transaction codes being processed for a leave type. Each leave transaction code is identified by leave transaction category and leave type to indicate which leave balance is affected. The leave transaction codes are used when leave is processed on the Leave Posting Screen (PS1019).

The post-to-payroll indicator and earnings type identify those leave transactions that affect gross pay and should (or should not) be posted to the Payroll Time Reporting Screen (PS1002).

The protected functions on this screen are A (Add) and D (Delete). To add or delete leave transaction codes, complete the appropriate request form. To see a sample request form, refer to Appendix D of the PPMS Control Tables manual.

To obtain a complete listing for the Leave Transaction Table, run DataExpress procedure PS9025R (from the Group Inform and Account PLIB).

User Functions and Key Fields

FUNC	C (Change), I (Inquire)
KEY1	Enter a Leave Transaction Code
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Leave Transaction Code (Key1)	Leave Type (required)
Leave Transaction Title	Post Payroll Indicator (required)
Leave Transaction Category (required)	Post Payroll Earnings Type

Leave Transaction Code (LEAVE-TRNS-CD)

Definition	Key 1. A code identifying a type of transaction posted against a leave type.														
Length	3 characters														
Values	<p>Defined by SBCTC-ITD as follows:</p> <table> <tr> <td>ACN</td> <td>Accrued Noncompensable Sick</td> </tr> <tr> <td>ACP</td> <td>Accrued Personal Holiday</td> </tr> <tr> <td>ACS</td> <td>Accrued Compensable Sick</td> </tr> <tr> <td>ACV</td> <td>Accrued Vacation</td> </tr> <tr> <td>ALS</td> <td>Annual Leave Shared</td> </tr> <tr> <td>APA</td> <td>Accrued Professional Leave Adjustment</td> </tr> <tr> <td>APE</td> <td>Accrued Personal Leave Exempt</td> </tr> </table>	ACN	Accrued Noncompensable Sick	ACP	Accrued Personal Holiday	ACS	Accrued Compensable Sick	ACV	Accrued Vacation	ALS	Annual Leave Shared	APA	Accrued Professional Leave Adjustment	APE	Accrued Personal Leave Exempt
ACN	Accrued Noncompensable Sick														
ACP	Accrued Personal Holiday														
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ALS	Annual Leave Shared														
APA	Accrued Professional Leave Adjustment														
APE	Accrued Personal Leave Exempt														

APL	Accrued Professional Leave
APT	Accrued Professional Leave Taken
BLV	Bereavement Taken
CLV	Civil/Jury Taken
CMP	Compensatory Time Taken
CSL	Compensable Sick Leave Taken
CTE	Compensatory Time Earned
CTP	Comp Time Payoff
EML	Emergency Leave
LPA	Sick Payoff
LPN	Sick Payoff-No OASI
LPR	Sick Payoff-Retire
LPV	Sick Lv Payoff VEBA
LWC	Cyclic Leave Without Pay Taken
LWO	Leave Without Pay Taken
MAX	Vac Reduced to Maximum
MLV	Military Taken
NCA	Non-Compensable Sick Leave Adjustment
NLA	Non-Compensable Sick Leave-Balance Adjustment
NSL	Non-Compensable Sick Taken
OPL	Other Paid Leave Taken
P/H	Personal Holiday Taken
PHA	Personal Holiday Adjustment
PHL	Personal Holiday Lost
PHS	Personal Holiday Shared
PLL	Personal Leave Lost
PLV	Professional Leave Taken
PPH	Personal Holiday Transferred
PSL	Compensable Sick Transfer
PVL	Vacation Transferred
SLA	Sick Leave Balance Adjustment
SLR	Shared Leave Received
SLS	Sick Leave Shared
SLT	Shared Leave Taken
SNW	Scheduled Non-Work
VAC	Vacation Leave Taken
VLA	Vacation Leave Balance Adjustment
VLO	Vacation Payoff-Over 30 Days
VLP	Vacation Payoff
VLR	Vacation Payoff-Retirement

Leave Transaction Title (LEAVE-TITLE)

Definition	The descriptive title of a leave transaction code.
Length	20 characters

Leave Transaction Category (LEAVE-TRNS-CAT)

Definition	Entry required. A code identifying a category of leave transactions.
Length	1 character
Values	Defined by SBCTC-ITD as follows: E Leave earned/accrued T Leave taken + Leave adjustment that increases balance - Leave adjustment that decreases balance

Leave Type (LEAVE-TYP)

Definition	Entry required. A code identifying a type of leave.
Length	3 characters
Values	Defined by SBCTC-ITD 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
Edits	Before a leave type code can be used on the Leave Accrual Table (PS9009) or the Leave Transaction Table (PS9025), the code must be valid on the Leave Type Table (PS9020).

Post Payroll Indicator (POST-PAYR-IND)

Definition	Entry required. A code identifying whether a leave transaction is posted to payroll.
Length	1 character
Values	Defined by SBCTC-ITD as follows: N No, transaction is not posted to payroll Y Yes, transaction is posted to payroll

Post Payroll Earnings Type (EARN-TYP)

Definition	A code defined by the system identifying the type of earnings that should be posted to payroll for the leave type transaction entered on the Leave Posting Screen (PS1019).
Length	3 characters
Values	For a complete listing of earnings type codes, run the DataExpress procedure PS9007R (from the Group Inform and Account PLIB).
Edits	<p>Before the earnings type code can be used on the Leave Transaction Table (PS9025), it must be valid on the Earnings Table (PS9007) and have an active status.</p> <p>If the Post Payroll Indicator entry is "Y" (yes), an entry must be made in the Post Payroll Earnings Type field.</p>