PPMS Leave Accounting FAQs

1. Why am I having problems processing a VEBA transaction?

Processing a VEBA (Voluntary Employee Benefit Associations) transaction now uses two new system-defined codes: the LPV (Sick Leave Payoff VEBA) earnings type on the Earnings Table (PS9007) and 397 (VEBA Account) deduction code on the Deduction Table (PS9002).

To process a VEBA transaction, perform the following steps:

1. On the Leave Posting Screen (PS1019), add the leave transaction, using a leave transaction code of LPV (Sick Leave Payoff VEBA).

2. Verify that there is a job number in the Job field and that the Post field is set to "Y" (yes). Then press Enter.

   Several events will occur:

   - The leave transaction will be posted to payroll.

   - The transaction reduces the employee's compensable sick leave balance (for leave type CSL).

   - The leave posting transaction enters a LPV earnings type time transaction on the Payroll Time Reporting Screen (PS1002).

   - A payoff amount is calculated.

3. Run a test payroll.

4. On the Deduction Adjustments Screen (PS1010), add a one-time additional deduction. To perform this transaction, enter the following values: 397 in the Ded Cd field, the payoff amount (from step 2) in the Ded Amount field, and O+ in the Ded Typ field.

   This VEBA III Plan account transaction will generate a check for the employee's sick leave payoff amount. The check will be sent to the employee's VEBA III Plan administrator for deposit in the employee's account.

For information about the VEBA process, see memo **PPMS-97-031T**.

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2. Sometimes I can't process the full amount for a leave payoff and see the warning "Docking has caused transactions to exceed screen limit." Why?

The Leave Posting Screen (PS1019) will accept only five digits (999.99) in the Leave Time field. Amounts larger than five digits must be divided into smaller amounts that are five digits or less. For example, if you were processing leave payoff for 1300 hours on either the Payroll Time Reporting Screen (PS1002) or the Leave Posting Screen (PS1019), you might first enter 999.00 hours and then enter 301.00 hours.

3. Why don't the leave balances for an employee display on the Leave Posting Screen (PS1019)?

This phenomenon usually occurs for employees previously employed at your institution who have separated and have now returned. During the purge process, a cross-reference that links the employee's leave information to the Leave Posting Screen (PS1019) is destroyed. You need to call SBCTC-ITD Customer Support at (425) 803-9721 and tell us the employee's social security number. An SBCTC-ITD analyst will rebuild the cross-reference link and you will be able to see the employee's balances and make any adjustments that you need.

4. Can a regular employee put sick leave buyout pay into deferred compensation?

Yes, you can put an employee's sick leave buyout pay into a deferred compensation plan. The employee must be enrolled in a deferred compensation plan, and the contract must be signed one month prior to the date the sick leave buyout amount is paid.

How is this done and what deduction code do I use?

Use the Deduction Adjustments Screen (PS1010) to do a one time deduction. The Deduction Type is an O+ and the Deduction Code is 085 (Deferred Comp).

What if the employee is just beginning a deferred compensation plan? How do I set up this employee for this deduction on a regular basis?

Use the Miscellaneous Deductions Screen (PS0006) to enter the employee's deferred compensation plan. The deferred compensation plans must be on the FMS Vendor Table (MM2001) before you enter them in PPMS.

5. Can I rerun the Leave Accrual Process (PG203M)?

You may have developed new leave accrual plans and forgotten to include them when you scheduled the Leave Accrual Process (PG203M).

You can rerun the Leave Accrual Process. When you do, be sure to include only the leave accrual plans that were not included in the first run. Do not rerun the Leave Accrual Process with the leave accrual plans that have already processed.