

PPMS Leave Accounting Overview

Overview of Leave Accounting

The Leave Accounting module contains information about leave accrual and usage. Use the Leave Accounting module to:

- Maintain leave balances.
- Access an employee's most current leave balances.
- Define the leave balance maximum per plan.
- Set criteria to disallow accrual past the maximum.
- Have the balance set back to the maximum at a specific date.

The Leave Accounting module is driven by codes maintained in the PPMS Control Tables module. Leave Accounting is integrated with and interacts with the other PPMS modules:

- Applicant Tracking
- Employee Contracts
- Employee Maintenance
- Government Reporting
- Payroll Processing
- Position Control and Salary Forecasting

The Leave Accounting module consists of online data entry screens that you use to add and maintain employee leave data directly into the Payroll (PAYR) database.

Leave Accounting includes batch (offline) processes that update the PAYR database. Batch processes are scheduled using the Job Scheduling module of the Production Management System (PMS). Batch processes are also available that extract information from the PAYR database and produce reports. For each type of leave accounting information, there is a generalized extract for which you can specify the selection criteria (by data element) and sort sequences for the resulting reports.

Features of Leave Accounting

With the Leave Accounting module, you can:

- Calculate leave accrual by hours or days, based on years of service or by month.
- Calculate leave accrual by percentage of contract units.
- Calculate leave accrual during non-working periods.
- Calculate leave accrual on initial employment of one-time-only accrual amount.
- Monitor leave accrual eligibility by user-defined criteria.
- Post leave transactions by day or month.

- Post leave usage to a leave type without sufficient balance, resulting in automatic docking to a predetermined leave type.
- Post leave to leave types which do not require a balance to be used (for example, military leave and bereavement leave).
- Post leave transactions which affect gross pay to PS1002 (Payroll Time Reporting Screen) in the Payroll Processing module.