

PS0025 – Leave by Month Screen

Use this screen to see an employee's leave records for a specific leave type for the last 12 months. For a given leave type, each monthly record contains the beginning leave balance, the leave taken, the leave accrued, any adjustment, and the next month's balance.

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

User Functions and Key Fields

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| Func | I (Inquire) |
| Key1 | Employee ID |
| Key2 | Leave Type |
| Key3 | Leave blank |

Data Fields

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| Employee ID | Balance Available (display only) |
| Employee Name (display only) | Leave Taken (display only) |
| Leave Type | Leave Accrued (display only) |
| Leave Title (display only) | Adjustment (display only) |
| Leave Accrual Date (display only) | Next Month Balance Available (display only) |
| Month (display only) | |

Employee ID (EMP-ID)

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| Definition | A unique number that identifies an employee. This number is usually the employee's Social Security Number. |
| Length | 9 digits |
| Values | Entered by colleges on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012) |
| Edits | <ul style="list-style-type: none"> 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). On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces. To be paid through the Payroll Time Reporting Screen (PS1002), the employee must have minimum data on the Employee database. On the Automatic Check Cancellation Screen (PS1005), the employee ID entered in this field must match the employee ID associated with the related check/advice number in payroll history. On the Multiple Employee Leave Screen (PS1018), an employee ID must be entered in this field if a value is entered in any field on the same line. |
| Data sets | EMP database: <ul style="list-style-type: none"> DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) |

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| | <ul style="list-style-type: none"> • 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>PAYR database:</p> <ul style="list-style-type: none"> • COH-TRNS-M • TIME-RPT-D |
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Employee Name (EMP-NAME)

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| Definition | The full name of an employee. |
| Length | 30 characters |
| Format | Last, First Middle, Suffix A compound last name should have a hyphen between its parts. There must be a comma between the last and first name. |
| Values | Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004). |
| Edits | On the Position Table (PS9018), if the Position Type entry is "G" (group position), the incumbent name will be "Multiple Assignment" |
| Additional information | On the Faculty Placement Screen (PS0024), if the Employee ID value in the Key1 field is not in the Employee database, "New Employee" is displayed in the Employee Name field. |
| Data sets | EMP database: EMP-M PAYR database: Not stored in the PAYR database |

Leave Type (LEAVE-TYP)

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| Definition | A code identifying a type of leave. |
| Length | 3 characters |
| Values | Defined by SBCTC-ITD on the Leave Type Table (PS9020) as follows: <ul style="list-style-type: none"> APL Accrued professional leave BLV Bereavement leave CLV Civil/jury duty CMP Compensatory time CSL Compensable sick leave LGD Life Giving Donation LWC Cyclic leave without pay |

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| | <p>LWO Leave without pay</p> <p>MLV Military leave</p> <p>NSL Non-compensable sick</p> <p>OPL Other paid leave</p> <p>P/H Personal holiday</p> <p>PLV Professional leave</p> <p>PRL Personal Leave</p> <p>REL Release Time</p> <p>VAC Vacation</p> |
| Additional information | On the Monthly Leave Record by Day Screen (PS0027), 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 "****". |
| Data sets | <p>EMP database:</p> <ul style="list-style-type: none"> • LEAVE-DAY-D <p>TBL5 database:</p> <ul style="list-style-type: none"> • LEAVE-ACCR-TBL-M • LEAVE-TRNS-TBL-M • LEAVE-TYP-TBL-M |

Leave Title (LEAVE-TITLE)

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| Definition | The descriptive title for a leave type. |
| Length | 20 characters |
| Format | Defined by SBCTC-ITD on the Leave Type Table (PS9020) |
| Data sets | Not stored in the EMP database |

Leave Accrual Date (LEAVE-ACCR-DATE)

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| Definition | The date on which an employee is eligible to begin accruing leave. PPMS uses this date to calculate the employee's vacation leave accrual rate, sick leave accrual rate, or both if the rates are based on years of service. |
| Length | 4 digits |
| Format | mmyy |
| Edits | On the Employee Status Screen (PS0001), if a value is entered in a Leave Accr Plans field, a date must be entered in this field. |
| Data sets | EMP-BENE-D |

Month/Year (YR-MO)

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| Definition | <p>Employee Calendar (PS9019):</p> <p>A set of twelve fiscal month-and-year fields, which are displayed if a value is entered in the Fiscal Year Calendar field. In the first Month/Year field, the Month field contains "07." For example, for the 9798 fiscal year, the first Month/Year field</p> |
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| | contains "07/97." Leave by Month Screen (PS0025), Monthly Leave Summary Screen (PS0026), and Monthly Leave Record by Day (PS0027): The month and year during which an employee's leave activity (leave taken, leave accrued, leave adjustment) for a leave type occurred. |
| Length | 4 characters |
| Format | mmyy |
| Edits | For occurrences of this field on the Monthly Leave Record by Day screen (PS0027), the accrual rate type for the leave type must be "D" (days) on the Leave Accrual Table (PS9009). |
| Data sets | LEAVE-MO-D |

Leave Type Ending Balance (LEAVE-END-BAL)

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| Definition | An employee's balance for a leave type at the end of a particular month and year after the activity for the month (leave taken, leave accrued, leave adjustment) was applied. On the Leave by Month Screen (PS0025) and the Monthly Leave Summary Screen (PS0026), this field occurs twice. The first field (labeled "Balance Available") contains the balance for the month prior to the selected month and year (in the Month field). The second field (labeled "Next Month Balance Available") contains the balance for the selected month and year. |
| Length | 6 digits, including 2 decimal places |
| Format | 9999.99 |
| Data sets | LEAVE-MO-D |

Leave Taken (LEAVE-TAKE)

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|-------------------|---|
| Definition | The amount of leave of a selected leave type that an employee has taken this month. |
| Length | 5 digits, including 2 decimal places |
| Format | 999.99 |
| Data sets | LEAVE-MO-D |

Leave Accrued (LEAVE-ACCR)

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|-------------------|---|
| Definition | The amount of leave of a selected leave type that an employee has accrued this month. |
| Length | 5 digits, including 2 decimal places |
| Format | 999.99 |
| Data sets | LEAVE-MO-D |

Leave Adjustment (LEAVE-ADJ)

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|-------------------|---|
| Definition | The amount of any adjustments made to the employee's leave balance for the leave type this month. |
| Length | 6 digits, including 2 decimal places |
| Format | 9999.99 |
| Data sets | LEAVE-MO-D |

Leave Type Ending Balance (LEAVE-END-BAL)

| | |
|-------------------|---|
| Definition | <p>An employee's balance for a leave type at the end of a particular month and year after the activity for the month (leave taken, leave accrued, leave adjustment) was applied.</p> <p>On the Leave by Month Screen (PS0025) and the Monthly Leave Summary Screen (PS0026), this field occurs twice. The first field (labeled "Balance Available") contains the balance for the month prior to the selected month and year (in the Month field). The second field (labeled "Next Month Balance Available") contains the balance for the selected month and year.</p> |
| Length | 6 digits, including 2 decimal places |
| Format | 9999.99 |
| Data sets | LEAVE-MO-D |