

# Leave Accrual Reporting


# Step 1: Hours Carried Over

# Required Search Fields

## Option 1 - Input Hours Carried Over

**Option 1:** The "Input Hours Carried Over" Report works best for users who have been verifying the PeopleSoft leave accrual report with the Filemaker Financial System from previous years. The benefit of using this Filemaker report is the ability to check the hours carried over from the UH system against the departmental database (see next page for more details)

**Time and Efforts Search Criteria**

 Find

REPORT

DEPARTMENT

NAME  (only use for Individual Search, otherwise it will be ignored)

EMPLOYEE ID

EMPLOYEE TYPE  (only for EMPLOYEE ROSTER)

CURRENT TITLE  (only for EMPLOYEE ROSTER)

SPEEDTYPE  (only for EMPLOYEE ROSTER)

SUBACCOUNT  (only for EMPLOYEE ROSTER)

SUPERVISOR  (only for EMPLOYEE ROSTER)

DATE  To

PAY TYPE

INCLUDE LONGEVITY  (only valid for Bi-Weekly Trial/Final Reports)

**University Leave**

HOLIDAY @ 100% FTE

ADMINISTRATIVE LEAVE @ 100% FTE

EMERGENCY LEAVE @ 100% FTE

(only valid for Monthly Trial Reports)

### Required Search Fields

<u>Fields</u>	<u>Type</u>	<u>Data</u>
Report	Drop Down List	Select "Input Hours Carried Over"
Date	Date	Enter PeopleSoft dates
Pay Type	Drop Down List	Select "Monthly" or "Biweekly"

### Optional Search Field

<u>Field</u>	<u>Type</u>	<u>Data</u>
Department	Drop Down List	Select the Department (Filemaker is pulling this from the Employee Info Form in the Department Field )

# Hours Carried Over

Option 1 - Input Hours Carried Over (- continued -)

Figure 1

Report ID: UBEN005		PeopleSoft		Leave Accrual Report			
Company: UH UH System Consolidated							
H0102 Dean, Natural Sciences & Math							
Accrual As of 30-SEP-2007							
PayGroup: HMO							
Employee	Employee Name	Plan Type	Benefit Plan	Last Date Processed	Hours Carried Over	Earned Curr Earned YTD	Taken Cu Taken YTD
Service Date							Taken Un
0084788	Bear, John L	50	SICK	09/01/2007	5,576.00	8.00	8.00
	09/01/1963						
		51	VACAT	09/01/2007	532.00	21.00	21.00

1. Verify balance hours carried over is same as PeopleSoft (both sick and vacation)
2. In Figure 3, 'Filemaker 20xx Balance Hours' for sick leave will be the sum of the 'Unallowable carryover' (column 2, row 3, figure 2) and the 'Balance Hours' for sick leave.
  - example: 244 + 5332 = 5576

Figure 2

Leave Accrual Report		August 2007	
Emp. ID	Full Name	Hours Carried Over	Balance Hours Allowable Carry over
<input checked="" type="checkbox"/>	0084788 <u>Bear, John L</u>	<b>SICK</b> 5,236.00	5,332.00
	9/1/1963		
		<b>VACATION</b> 532.00	776.00
			532.00
			244.00
			23

Figure 3

Hours Carried Over		2008		Filemaker 2007	
Employee ID	Full Name	Hours Carried Over	Balance Hours	Differences	Cc
0084788	Bear, John L	Sick 5576	5,576.00		
		Vacation 532	532.00		


\*\*\*not actual screenshots; for illustrative purposes only

# Required Search Fields

Option 2 - Enter directly in the "Leave Accrual Report"

**Option :** Entering employees hours carried over on the leave accrual report works best for 1st time users who have not yet verified the report with the Filemaker system.

**Time and Efforts Search Criteria**

 Find

REPORT

DEPARTMENT

NAME  (only use for Individual Search, otherwise it will be ignored)

EMPLOYEE ID

EMPLOYEE TYPE  (only for EMPLOYEE ROSTER)

CURRENT TITLE  (only for EMPLOYEE ROSTER)

SPEEDTYPE  (only for EMPLOYEE ROSTER)

SUBACCOUNT  (only for EMPLOYEE ROSTER)

SUPERVISOR  (only for EMPLOYEE ROSTER)

DATE  To

PAY TYPE

INCLUDE LONGEVITY  (only valid for Bi-Weekly Trial/Final Reports)

**University Leave**

HOLIDAY @ 100% FTE

ADMINISTRATIVE LEAVE @ 100% FTE

EMERGENCY LEAVE @ 100% FTE

(only valid for Monthly Trial Reports)

## Required Search Fields

<u>Fields</u>	<u>Type</u>	<u>Data</u>
Report	Drop Down List	Select "Leave Accrual Report"
Date	Date	Enter PeopleSoft dates
Pay Type	Drop Down List	Select "Monthly" or "Biweekly"

## Optional Search Field

<u>Field</u>	<u>Type</u>	<u>Data</u>
Department	Drop Down List	Select the Department (Filemaker is pulling this from the Employee Info Form in the Department Field )

# Required Search Fields

Option 2 - Enter directly in the "Leave Accrual Report"

PeopleSoft  
Leave Accrual Report

Report ID: UBEN005  
Company: UH UH System Consolidated  
H0102 Dean, Natural Sciences & Math  
Accrual As of 30-SEP-2007  
PayGroup: HMO

Employee	Employee Name Service Date	Plan Type	Benefit Plan	Last Date Processed	Hours Carried Over	Earned Curr Earned YTD	Taken Cu Taken YTD Taken Un
0084788	Bear, John L 09/01/1963	50	SICK	09/01/2007	5,576.00	8.00 8.00	
		51	VACAT	09/01/2007	532.00	21.00 21.00	

**Leave Accrual Report**  
September 2007


Emp. ID	Full Name	Hours Carried Over	Earned
<input checked="" type="checkbox"/> ▶ 0084788	<u>Bear, John L</u> 9/1/1963	SICK 5,576.00	
		VACATION 532.00	

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## Step 2: Leave Accrual Reporting

# Required Search Fields

## Time and Efforts Search Criteria

 Find

REPORT

DEPARTMENT

NAME  (only use for Individual Search, otherwise it will be ignored)

EMPLOYEE ID

EMPLOYEE TYPE  (only for EMPLOYEE ROSTER)

CURRENT TITLE  (only for EMPLOYEE ROSTER)

SPEEDTYPE  (only for EMPLOYEE ROSTER)

SUBACCOUNT  (only for EMPLOYEE ROSTER)

SUPERVISOR  (only for EMPLOYEE ROSTER)

DATE  To

PAY TYPE

INCLUDE LONGEVITY  (only valid for BI-Weekly Trial/Final Reports)

**University Leave**

HOLIDAY @ 100% FTE

ADMINISTRATIVE LEAVE @ 100% FTE

EMERGENCY LEAVE @ 100% FTE

(only valid for Monthly Trial Reports)

## Required Search Fields

<u>Fields</u>	<u>Type</u>	<u>Data</u>
Report	Drop Down List	Select "Leave Accrual Report"
Date	Date	Input complete month even for biweekly
Pay Type	Drop Down List	Select "Monthly" or "Biweekly"

## Optional Search Field

<u>Field</u>	<u>Type</u>	<u>Data</u>
Department	Drop Down List	Select the Department (Filemaker is pulling this from the Employee Info Form in the Department Field )



# Leave Accrual Reporting Monthly

Report ID: UBEN003  
 Company: UH UH System Consolidated  
 H0102 Dean, Natural Sciences & Math  
 Accrual As of 30-SEP-2007  
 PayGroup: HMO

PeopleSoft  
Leave Accrual Report

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Run Date 10/03/2007  
Run Time 11:44:21

Employee	Employee Name Service Date	Plan Type	Benefit Plan	Last Date Processed	Hours Carried Over	Earned Curr Earned YTD	Taken Curr Taken YTD Taken Unproc	Bought Curr Bought YTD Bought Unproc	Sold Curr Sold YTD Sold Unproc	Adjusted Curr Adjusted YTD Adjust Unproc	Balance Hours
0084788	Bear, John L 09/01/1963	50	SICK	09/01/2007	5,576.00	8.00 8.00	19.50 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	5,584.00
		51	VACAT	09/01/2007	532.00	21.00 21.00	19.50 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	553.00

Leave Accrual Report September 2007											
Emp. ID	Full Name	Hours Carried Over	Earned Current Earned YTD	Taken Current Taken YTD Taken Unproc	Bought Curr Bought YTD Bought Unproc	Sold Curr Sold YTD Sold Unproc	Adjusted Current Adjusted YTD Adjusted Unproc	Balance Hours Available Carryover Unavailable Carryover	PayOut as of 11/19/2007	Comments	
<input checked="" type="checkbox"/>	0084788 Bear, John L 9/1/1963	SICK 5,576.00	8.00 8.00					5,584.00			Leave Accrual Reporting 9/1/2007 - 9/30/2007
											Leave Accrual Reporting 8/1/2007 - 8/31/2007
		VACATION 532.00	21.00 21.00					553.00 532.00 21.00	49,150.31		Trial/Final Reporting 9/1/2007 - 9/30/2007

Under  
Construction

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# Leave Accrual Reporting Biweekly

VDEADPAYROLL (VADS)

## Leave Accrual Report

September 2007  
B090407 B091807

Emp. ID	Full Name	Hours Carried Over	Earned Current Earned YTD	Taken Curr Taken YTD Taken Unproc	Bought Curr Bought YTD Bought Unproc	Sold Curr Sold YTD Sold Unproc	Adjusted Curr Adjusted YTD Adjusted Unproc	Balance Hours Available Carryover Unavailable Carryover	PayOut as of 11/18/2007	Comments
<input checked="" type="checkbox"/>	0083557 Hadnot, Ursula C. 10/1/1997	SICK 49.30	8.00 8.00	24.00	Under	0.00		33.30		Leave Accrual Reporting 9/1/2007 - 9/30/2007
		VACATION 117.50	10.00 10.00		Construction			127.50 292.00	2,301.37	
							0.00	0.00		

record id: 139

### PeopleSoft Leave Accrual Report

Report ID: UBEN005  
Company: UH UH System Consolidated  
H0102 Dean, Natural Sciences & Math  
Accrual As of 30-SEP-2007  
PayGroup: HBW

Page No. 1  
Run Date 10/03/2007  
Run Time 11:44:21

Employee	Employee Name Service Date	Plan Type	Benefit Plan	Last Date Processed	Hours Carried Over	Earned Curr Earned YTD	Taken Curr Taken YTD Taken Unproc	Bought Curr Bought YTD Bought Unproc	Sold Curr Sold YTD Sold Unproc	Adjusted Curr Adjusted YTD Adjust Unproc	Balance Hours
0083557	Hadnot,Ursula Christi 10/01/1997	50	SICK	09/01/2007	49.30	8.00 8.00	0.00 0.00 24.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	33.30
		51	VACAT	09/01/2007	117.50	10.00 10.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	127.50

# Leave Accrual Reporting

## Columns

- **Hours Carried Over**
  - From Step 1
- **Earned**
  - Regular, benefits-eligible staff employees and faculty on 12-month appointments shall, without deduction in salary, be entitled to vacation time in each fiscal year in accordance with the provisions of *Section 661.152* of the Texas Government Code
  - Current: Earning received for the month of the Leave Accrual Report
  - YTD: Total earnings for the accounting fiscal year to date
  - For more information on how earnings are calculated, please visit <http://www.uhsa.uh.edu/sam/2HumanResources/2D1.pdf>

\*\*\*\*\*User must reconcile each month to get the accurate earnings\*\*\*\*\*

# Leave Accrual Reporting

## Columns

- **Taken / Adjustment**

- Current: Leave or adjustment reported for the previous Trial/Final Reporting (example: Search Month: March 2007; Taken Current will be February 2007)

\*\*\*Rollover the field and it will populate the Trial/Final Reporting month\*\*\*

- YTD: Leave or adjustment reported year to date
- Current: Leave or adjustment reported for the corresponding month reported (example: Search Month: March 2007; Taken Unproc will Be March 2007)

\*\*\*Rollover the field and it will populate the Trial/Final Reporting month\*\*\*

# Leave Accrual Reporting

## Columns

- **Balance Hours**
  - Balance Hours after any leave taken or adjustment for the month of the Leave Accrual (Hours Carried Over + Earned YTD – Taken YTD – Taken Unproc – Adjusted YTD – Adjusted Uproc = Balance Hours)
- **Allowable Carryover**
  - These are the vacation hours as of 08/31 an employee can carry over
  - For more information on how allowable carryover is calculated, please visit <http://www.uhsa.uh.edu/sam/2HumanResources/2D1.pdf>
- **Unallowable Carryover**
  - Allowable Carryover – Balance Hours
  - The vacation hours an employee must use prior to 8/31 otherwise will be added to sick balance

# Leave Accrual Reporting

## Columns

- **Payout as of current date**
  - The amount paid to a terminating employee  
\*\*\*Rollover the field and it will populate the hourly rate\*\*\*
- **Comments**
  - 1<sup>st</sup>: Leave the comments here
  - 2<sup>nd</sup>: Comments from previous month
  - 3<sup>rd</sup>: Comments left on the Trial/Final Reporting for the corresponding Leave Accrual Month

## Step 3: Individual Lost time

# Required Search Fields

VDeanAssignment (vdbs)

**Time and Efforts Search Criteria**

Record: 16  
Total: 489  
Unsorted

REPORT: Individual Lost Time

DEPARTMENT: \_\_\_\_\_

NAME: Grace Rosanes (only use for Individual Search, otherwise it will be ignored)

EMPLOYEE TYPE: \_\_\_\_\_ (only for EMPLOYEE ROSTER)

CLERK/ TITLE: \_\_\_\_\_ (only for EMPLOYEE ROSTER)

SPEEDTYPE: \_\_\_\_\_ (only for EMPLOYEE ROSTER)

SUBACCOUNT: \_\_\_\_\_ (only for EMPLOYEE ROSTER)

SUPERVISOR: \_\_\_\_\_ (only for EMPLOYEE ROSTER)

DATE: 9/1/2006 To 8/31/2007

PAY TYPE: Monthly

INCLUDE LONGEVITY: \_\_\_\_\_ (only valid for Bi-Weekly Trial/Final Reports)

**University Leave**

HOLIDAY @ 100% FTE:

ADMINISTRATIVE LEAVE @ 100% FTE:

EMERGENCY LEAVE @ 100% FTE:

(only valid for Monthly Trial Reports)

Find

## Required Search Fields

<u>Fields</u>	<u>Type</u>	<u>Data</u>
Report	Drop Down List	Select "Individual Lost Time"
Name	Text	Enter Last AND/OR First Name (must be correct spelling)
Date	Date	Enter the dates you want to see for an employee
Pay Type	Drop Down List	Select "Monthly" or "Biweekly"

## Optional Search Field

<u>Field</u>	<u>Type</u>	<u>Data</u>
Department	Drop Down List	Select the Department (Filemaker is pulling this from the Employee Info Form in the Department Field)



# Leave Accrual Reporting Individual

VDeanPayroll (vdbis)

## Individual Leave Accrual Report

Employee Name: Rosanes, Grace  
SSN: 0008496  
Service Date: 9/1/1997

Most Common Earn: 010 Regular Earnings, 050 Insurance, 170 Vacation, 180 Sick, 410 Hazard

Month	170	180	150	8.0
Sep 2007	170	180	150	8.0
Aug 2007	170	180	172	-16.0
Jul 2007	170	180	150	8.0
Jun 2007	170	180	8.0	16.0
May 2007	170	180	24.0	8.0
Apr 2007	170	180	16.0	
Mar 2007	170	180	150	8.0
Feb 2007	170	180		
Jan 2007	170	180	40.0	34.0
Dec 2006	170	180	60.0	
Nov 2006	170	180	60.0	
Oct 2006	170	180	40.0	

FMLA on file with HR

	Hours Carried Over	Earned YTD	Taken YTD	Adjusted	Balance Hours	Allowable Carryover	Hours Must Used before 8/31	Pay Out as of 10/29/2007	Pay Out as of 10/29/2007
Sick	162	96	234	0	24		23.73/hr	23.73/hr	23.73/hr
Vacation	234	120	64	-16	274	268.00	6.00	6501.97	6501.97

- Each row
  - What is reported on the Trial/Final Reports
- Summary
  - Summary of the time and effort for the employee

# Other Important Information

## Filemaker Fields

- **Full Benefit Reporting**
  - Select “**yes**” if the employee needs to be verified with the Leave Accrual Reporting
- **Service Date**
  - Should be the same as PeopleSoft Benefits Service Date

## Individual Query in PeopleSoft

- Query Name - HR\_PER\_LEAVE\_ACCRUAL
- Query Description – LEAVE ACCRUAL BY EE

## In the Report

- Plan Type 50 is Sick Leave
- Plan Type 51 is Vacation Leave
  - Download to ‘Excel’ and use to verify/compare UH time taken and earned for those employees whose balances on the monthly leave accruals do not match Filemaker