

**August 2001 DRAFT**  
**HRIS Follow-up Task Report**

Return completed document to [Judy.Thai@ucop.edu](mailto:Judy.Thai@ucop.edu) by August 30, 2001

ITEM#: 14	Enhance Leave Accrual Administration
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Team #: 2	Reported by: Robert Merryman (UCSD)
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Definition Statement:

As directed in the charge document, some of these tasks are taken in context of the existing 'Prorating Vacation and Sick Leave Usage' Requirements document (02/01/2000).

- (1) Attempt to integrate handling of accrued leave and leave of absence to track the movement from one kind of leave situation to another. To include effective/end dates of each phase of leave and allow for future recording. Integrate recording of associated pay and benefits eligibility/support information as required (26.3, 26.8, and possibly 26.10). Significant potential impact on consolidated billing.
- (2) Several requirements, including 26.2, 26.5, 26.7, 26.16, and possibly 26.10, could be accommodated within the scope of an expansion and generalization of the current leave accrual/use recording system to include the following:
  - a. Leave accrual, recording, and tracking could be supported at the 'appointment' level (26.5).
  - b. Selected expanded leave categories would be defined, such as 'Family Sick Leave' (26.10 – depending on interpretation).
  - c. Usage could be posted against an expanded accrual history on an oldest-first basis, where unused accruals would be 'lost' after a defined time period (if any) (addresses 26.2 and 26.7).
  - d. Maintenance of annual (calendar, tax, fiscal) balances for all types of leave would be part of the new recording infrastructure (26.16).
  - e. Accommodation of leave cost prorating and full financial retroactivity, in response to existing requirements document.
- (3) Requirement 26.11 should be able to be accommodated by a small extension of the existing PPS program PPP640.
- (4) Requirement 26.12 is essentially a workflow/authorization issue that would be addressed in a 'bolt-on' Time & Attendance system. Not addressed in time estimates.
- (5) Requirement 26.15, regarding costing of non-productive time, could be more fully addressed within a 'bolt-on' Time & Attendance system and is not addressed in the time estimates. However, it should be noted that it could also be addressed to a significant extent within PPS simply through consistent use of an expanded set of Description of Service codes by departmental time-keepers.

Re-engineering Required? Y/N: **Yes (Minor-Medium)**

<b>Size/Scope (person months)</b>	<b>Small &lt; 1 month</b>	<b>Medium 1-3 months</b>	<b>Large 3-6 months</b>	<b>Extra Large &gt; 6 months</b>	<b>Super Size &gt; 1 Year</b>
Requirements Definition & Development	(3) (4) (5)			(1) * => (2)	(1) *
Programming	(3) (4) (5)			(1) * => (2)	(1) *
Campus Implementation	(3) (4) (5)		(1) (2)		

Comments/Risk Factors:

- Parenthesized numbers in **Size/Scope** matrix refer to the Item groupings given in the Definition Statement section.
- Regarding Item (1), Requirements, Programming, and Implementation could range (\*) between Extra Large and Super Size, based on actual requirements, especially regarding integrated benefits handling.
- Overall impact of Item (2) is sensitive to detailed nature of interface with either standard or local Time & Attendance systems and could therefore vary widely, usually to higher levels. This estimate is made within the context of the current base PPS time-entry and EDB maintenance processes.