

**PRORATING VACATION AND SICK
LEAVE USAGE
REQUIREMENTS
Replacement
Service Request 14887**

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University of California
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Prorating Vacation and Sick Leave Usage Requirements

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1.0 Background

The process of ensuring the proper recording of vacation and sick leave usage across the various Full Accounting Units (FAU) from which employees receive pay has been difficult for the Payroll Time Reporting (PTR) preparer. For correctness, the distribution of vacation and sick leave hours used must correspond to the percentage of time the employee worked on a project/FAU. However, the current process of manually distributing vacation and sick leave usage proportionally is a time-consuming process. This manual process requires that the PTR preparer calculates the hours used against each applicable FAU and enters the usage in the Online Payroll Time Reporting System (OPTRS). The potential for mathematical error is always present, and erroneous reporting could lead to a disallowance during an audit of contract and grant funding.

Financial Leave Accrual has been part of the base Payroll/Personnel System (PPS) since June 1988; however, no local or system-wide group has addressed the issue of how to automate the process of prorating vacation and sick leave usage. The Controllers have requested completion of this priority level one project, reference number 89 on the Active Payroll Coordination Project List. The following requirements, based upon a UCLA document, request modifications to the base PPS to include the automation of the distribution of vacation and sick leave usage for employees paid from multiple funding sources.

1.1 Overview

The PPS requires modifications to prorate vacation (VAC) and sick leave (SKL) usage across all eligible pay distributions from which an employee received pay and to exclude selected FAUs from the new proration process. To indicate participation in the proration process, a suggested means is an indicator passed with the pay transaction through to the new proration program within the pay computation process. This new program should prorate the hours using the percentage of percentage method. A location should have the option of:

- prorating vacation and sick leave usage, or
- prorating vacation leave usage only, or
- not prorating vacation and sick leave usage.

The prorated distribution of compensatory time and paid-time off will remain a manual process.

1.2 Differences between the UCLA Document and this Revision

This document will address only the proration of leave usage. The provision for an online screen for reporting leave hours in arrears is not addressed in this document, but will be addressed in a subsequent requirements document.

1.3 Assumptions

In developing these requirements, some assumptions presented themselves and are as follows.

- The preparer only can report usage against those FAUs for which the preparer has authorization.

- Each employee eligible for leave benefits, whether paid by positive reporting or by exception reporting, will appear on a Time Input Roster.
- All locations have department codes (or similar codes) on their Account/Fund Profile (AFP).

2.0 New Payroll Audit Register (PAR) Data Element – Prorate Leave Indicator

Modifications should include a new indicator that will designate the proration of the vacation and/or sick leave usage. This new indicator would have the meaning of “Yes, Prorate” when the field contains the explicit entry of “Y” or a blank. The indicator value “N” signifies that the process should not include the leave hours in the proration process. The OPTRS Roster and Time Adjustment Worksheets should reflect a “blank” as the initialized value. The pay distribution should carry this indicator through all payroll programs (PPP350 onward). Attachment A is a draft Data Dictionary page for the Prorate Leave Indicator.

3.0 New Description of Service (DOS) Codes

To facilitate the reduction in the departmental effort necessary to allocate leave hours usage across multiple titles and FAUs, two new DOS codes should be established to indicate the associated Vacation and/or Sick Leave usage should be prorated across all eligible fund sources. The suggested DOS codes are:

- VAX Vacation Usage to be prorated
- SKX Sick Leave Usage to be prorated

These DOS codes, enterable on OPTRS, are for notation only; that is, the PAR and Distribution of Payroll Expense will not display VAX and SKX. Both codes will appear as VAC and SKL after being processed through the special routine in the pay compute process. See Attachment B for draft DOS codes.

4.0 Selection in Proration Participation

To provide locations with the option to use, or not use, the automated proration of leave usage, locations should have the ability to set a control switch universally to:

- A = Prorate All Vacation and Sick Leave Usage
- V = Prorate Vacation Leave Usage Only
- N = No Proration

Locations should have the ability to exclude specific fund groups, e.g., hospital funds, using the fund group table or similar table.

The process should select all pay distributions with the Prorate Leave Indicator “Y” or blank unless the FAU specifically is identified as to be excluded from the process. Each location should have a

means, such as a table, to indicate those FAUs, such as hospital funds, that the proration process should not include in the process, regardless of the Prorate Leave Indicator value.

The new process should consider as eligible for proration all pay distributions recorded on the PAR with the following DOS attributes:

- Pay Category = N
- Type Hours = R
- Calculation Routine = 01-R
- Leave Assessment = Y

The program should prorate the vacation and/or sick leave usage among all FAU sources from which the employee receives pay.

5.0 Definition of Calculation Routine – Percentage of Percentage (POP) Method

When vacation and sick leave hours are reported on the time reporting roster or the EDLR for the current month, the system will use the current month's PAR distributions to prorate the leave usage. When determining the proration calculation, the program will determine the total percentage of selected distributions from the PAR and divide the vacation and sick leave usage, represented in hours, among these distribution lines proportionally. The proration percent should not exceed 100 percent. The POP method consists of dividing the Pay Distribution Percentage by the Total Percentage, then multiplying the Percentage by the number of vacation hours.

6.0 Current Process - Prorating Leave Usage

The preparer updates an employee's vacation and sick leave usage by using the time reporting roster and adjustment worksheet. Regardless if the usage is current or in arrears, to report the usage correctly, the preparer manually calculates the usage applicable to each affected FAU and posts the hours to the roster or adjustment worksheet. In this mode, the preparer manually can include or exclude FAUs from leave usage reporting.

7.0 Proposed Process

The PTR preparer will continue to update an employee's record for vacation and sick leave usage using the time reporting roster and the adjustment worksheet. When the user wishes to prorate the vacation and sick leave usage across multiple FAUs, the user will enter the DOS code VAX or SKX on a single pay transaction. When the pay transaction is processed through the computation cycle, the value of the new prorate leave indicator appended to the pay transaction will help to determine whether a FAU is considered for inclusion in the proration process. A new process, using the data from the DB2 PAR files, should find and categorize the eligible pay distributions and apply the "POP" calculation method. After the new process has calculated the distribution of hours, the new process should create leave usage entries using the specific DOS codes VAC and SKL. The new process should add the transactions to the final computation process, resulting in the recording of vacation and sick leave usage in the month in which usage is processed.

Using the historical DB2 PAR files provides the capability of reporting usage for prior periods and the new process should look to the previous PAR files when the preparer enters usage for a previous month. The proration process should only prorate leave hours for the periods for which a campus retains DB2 PAR files. The proration routine should not re-prorate previously reported leave hours for a prior month when the user submits additional hours. That is, the proration process should not alter leave hours certified in a previous month. (In order to affect previously certified leave hours, the user should process a transfer of payroll expense or EDLR transaction.)

Whenever the process encounters a pay transaction containing VAX and/or SKX and cannot find another eligible FAU other than the FAU against which the user reported time, the process should calculate the leave usage against the FAU presented in the transaction.

8.0 Revised CICS Screens

Modifications to PPS will be required to add the prorate leave indicator field on the time reporting rosters and Adjustment Transaction screens, EDLR, ETLR, EDRA, ETRA, EDAP, and ETAP. The following are prototypes of the modified adjustment screens and rosters.

8.1 Time Input Roster

The sample Time Input Roster (EDHC) reflects the suggested placement of the Prorate Leave Indicator regardless of selection by Home Department Code, Cost Center, or FAU.

PPEDHC0-E1138		Dept. Time Collect		01/04/00 11:03:55	
		Time Input Roster		UserID: PPEH0	
Pay End: 12/31/99		Check Date: 01/03/00		Pay Cycle: MO	
HOME DEPARTMENT CODE: 191900				Page 0004 of 0058	
OK?	Emp.Name	Emp.ID	Dst	TC Loc/Acct/CC/Fund/PC/Sub	Rt/Amt A/H WSP
	BEFALLEN,R	202083649	13	1100 4 405653 2B 19900	0 11525.00 A
Reg. Time (EXCEPTION)	DOS: REG	Total Time: 1.0000	H/%: %	Prorate: Y	
Overtime/Leave Time	DOS:	Time (Hrs):	DOS:	Time (Hrs):	
	DOS:	Time (Hrs):	DOS:	Time (Hrs):	
	BESIDES,ME	102543898	11	4722 4 445653 KB 28945	2 02648.00 A
Reg. Time (POSITIVE)	DOS: REG	Total Time: 0.3000	H/%: %	Prorate: Y	
Overtime/Leave Time	DOS:	Time (Hrs):	DOS:	Time (Hrs):	
	DOS:	Time (Hrs):	DOS:	Time (Hrs):	
	BESIDES,ME	102543898	12	4722 4 405774 3B 60123	2 02648.00 A
Reg. Time (POSITIVE)	DOS: REG	Total Time: 0.1500	H/%: %	Prorate: Y	
Overtime/Leave Time	DOS:	Time (Hrs):	DOS:	Time (Hrs):	
	DOS:	Time (Hrs):	DOS:	Time (Hrs):	
Next Func:	ID:	Name:	SSN:		
	Pay Cycle:	Pay End:			
P0162 Entry cutoff has been reached. No entry permitted					
===>					
F:	1-Help	2-Jump	3-Return		
F:	7-Backward	8-Forward	9-UPDATE	12-Exit	

8.2 Late/Reduce Pay (EDLR/ETLR)

The sample Late/Reduce Pay (EDLR/ETLR) reflects the suggested placement of the Prorate Leave Indicator.

```
PPETLR0-E1064          Dept. Adj Trans          01/19/00 12:11:43
11/30/99 21:51:43      Late/Reduce Pay (EDLR)      Userid: PPEH0
ID: 001600654 Name: BRUIN,BRUNO B          SSN: 423-42-1234 Emp Status: A
Pay End: 01/31/00 Check Date: 02/01/00 Pay Cycle: MO          Page 1 of 1
C
Seq:      Tr:      Per End:      Pay Cy:  Dst:  E:  T:  D:  Ttl:
LACFPS:      Rate:      AH:  Prorate: Y
DOS:      Time:      H%:  DOS:      Hr:      DOS:  Hr:      WSP:

Seq:      Tr:      Per End:      Pay Cy:  Dst:  E:  T:  D:  Ttl:
LACFPS:      Rate:      AH:  Prorate: Y
DOS:      Time:      H%:  DOS:      Hr:      DOS:  Hr:      WSP:

Seq:      Tr:      Per End:      Pay Cy:  Dst:  E:  T:  D:  Ttl:
LACFPS:      Rate:      AH:  Prorate: Y
DOS:      Time:      H%:  DOS:      Hr:      DOS:  Hr:      WSP:

Next Func:      ID:      Name: BRUIN,BRUNO          SSN:
Seq No:      Pay Cycle: MO Pay End: 013100

====>
F:  1-Help      2-Jump      3-PrevMenu
F:  9-UPDATE          12-Exit
```

8.3 Retroactive Pay (EDRA/ETRA)

```
PPETRA0-E1064          Dept. Time Reporting          11/14/02 14:49:49
10/03/02 16:17:31      Retroactive Pay (EDRA)      Userid: PAYUSR1
ID: 000000001 Name: PRESIDENT,EXEC          SSN: 552-14-2011 Emp Status: A
Pay End: 07/31/01 Check Date: 08/01/01 Pay Cycle: MO          Page 1 of 1
C
Seq: 00005 LACFPS: 3 404918          19900          2 E:  T:  D:  Ttl: 7241
DOS: REG Rate: 010.0000 S: - Time: 100.00 H%: H Prorate: N
Per End: 063001 Pay Cyc: M RAI: A WSP:

Seq:      LACFPS:      E:  T:  D:  Ttl:
DOS:      Rate:      S:  Time:      H%:  Prorate: N
Per End:      Pay Cyc:  RAI:  WSP:

Seq:      LACFPS:      E:  T:  D:  Ttl:
DOS:      Rate:      S:  Time:      H%:  Prorate: N
Per End:      Pay Cyc:  RAI:  WSP:

Next Func:      ID: 000000001 Name:      SSN:
Seq No:      Pay Cycle:      Pay End:

====>
F:  1-Help          3-PrevMenu  4-Print  5-Update
F:  9-Jump          10-Browse  12-Exit
```

8.4 Additional Payment (EDAP/ETAP)

```
PPETAP0-E1138          THF Entry/Update          11/14/02 14:52:41
10/03/02 16:17:31      AP - Additional Payment      Userid: PAYUSR1
ID: 000000001 Name: PRESIDENT,EXEC          SSN: 552-14-2011 Emp Status: A
Pay End: 07/31/01 Check Date: 08/01/01 Pay Cycle: MO          Page 1 of 1
C
Seq: 00002 Per End: 063001 Pay Cyc: M Dst: E: T: D: Ttl: 9613
LACFPS: 3 404918 19900 2 Rate: 04000.00 AH: A Prorate: N
DOS: REG Time: 1.0000 H%: % DOS: Hr: DOS: Hr: WSP:

Seq: Per End: Pay Cyc: Dst: E: T: D: Ttl:
LACFPS: Rate: AH: Prorate: N
DOS Time: H%: DOS: Hr: DOS: Hr: WSP:

Seq: Per End: Pay Cyc: Dst: E: T: D: Ttl:
LACFPS: Rate: AH: Prorate: N
DOS Time: H%: DOS: Hr: DOS: Hr: WSP:

Next Func: ID: 000000001 Name: SSN:
Seq No: Pay Cycle: Pay End:

===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 10-Browse 12-Exit
```

9.0 UPAY-Time Reporting Worksheets

The UPAY 640D, UPAY 644A, UPAY 644C, UPAY 644D, and UPAY 644E require modifications to accommodate the Prorate Indicator. The forms in Attachment C show, as a suggestion, the indicator displayed at the end of the transaction.

Locations no longer use forms UPAY 644B and UPAY 644F. These forms should be made obsolete.

10.0 Edits

When a user enters leave for a pay period for which there is not a historical DB2 PAR, the system should process the VAX and/or SKX, using the FAU presented in the transaction. The system should issue a message indicating that the transaction will be processed using the FAU provided with the entry. A suggested message is:

“No PAR found; transaction processed with entered FAU.”

If a user enters a Prorate Leave indicator “Y” to an excluded FAU in the OPTRS, the system should override the entry and issue the following suggested message:

“FAU excluded from proration; Indicator change to N.”

If a user enters a Prorate Leave indicator “N” and enters the DOS codes VAX or SKX on the same pay transaction, the system should issue the following suggested message:

“Prorate Leave Indicator cannot be “N;” VAX or SKX entered.”

When the user enters leave hours against an FAU from which the employee has not received pay (that is, the gross is zero) the proration process should reject the transaction. A suggested edit message is:

“Rejected: Leave Hours Reported, No Eligible Pay.”

During the proration process when the total of eligible pay distribution percents exceeds 100%, the proration process should reject the transaction. A suggested edit message is:

“Rejected: Leave Hours Reported, Pay Distribution exceeds 100%.”

11.0 Reporting

No additional reporting is required. All entries for VAX and SKX will be recorded on the Transaction Holding File and later transcribed to the PAR and Distribution of Expense reports as VAC and SKL. Program PPP390 should record all errors.

12.0 Interfaces

After the proration process develops the prorated leave usage transactions, the process should add the transactions to the EDW.

Attachment A

System Number: PAR _____

User Access Name:

Programming Name: Prorate Leave Indicator

Revision Date: 10/17/02

Comments

Source(s):

Use(s):

Location(s):

Name: Prorate Leave Indicator

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

An indicator assigned by the user to indicate that the pay distribution line should be included in the proration of leave hours.

Code Interpretation

N = No, Distribution excluded from proration process

Blank = Yes, Distribution included in proration process

Y = Yes, Distribution included in proration process