Agency Terminal Leave Report

Beginning September 5, 2012, a new process will be in place to process TLV Requests – effective immediately.

In order to ensure that there are no lingering items in Time and Labor, the report *NMS Terminal Leave* will need to be attached to all TLV requests processed by DFA Central Payroll.

The Terminal Leave report was created to assist you in gathering all information necessary to accurately process a termination within the Time and Labor module. All necessary data has been combined into one report for your convenience.

Time and Labor > Reports > NMS Terminal Leave

**NMS Terminal Leave Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

- **Run Control ID:** begins with
- **Case Sensitive**

- **Search**
- **Clear**

Find an Existing Value | Add a New Value

1. Enter Run Control ID or leave Blank
2. Click on the [Search] button
3. Click on the **Run Control ID** link that you wish to process under.

4. NOTE: if no Run Control ID’s exist, click on the **[Add a New Value]** tab

5. Enter new Run Control ID

6. Click on the **[Add]** button
7. Enter the As Of Date. This is the Effective Date of the Termination in Job Data.
8. Enter Employee ID and Empl Rcd Nbr for the employee to be reported on.
   a. NOTE: If you have multiple employees with the same Termination Effective Date, you can Click on the Add a Row [+ ] button and enter the additional employee details. You can enter no more than 10 employees for a single report.
   b. To remove employees from the list, Click on the Delete a Row [- ] button.
9. Click on the [Run] button

10. Click on the [OK] button
11. You will be redirected back to Terminal Leave Report page (note: a process instance number has been assigned to your process)

12. Click on the Process Monitor link to check the status as well as retrieve data.

13. When Run Status says Success and the Distribution Status says Posted, the report is ready to review.

14. If not Success/Posted Statuses, click on the [Refresh] button to refresh the page.

15. When you do have Success/Posted status, click on the Details link
16. Click on the **View Log/Trace** link
17. The report details are available from the **nms465tl_nnnnnnnn.PDF** link. The number in the filename will change each time you run the report because it is a process instance number. Click on the link to access the report details.
Sample Report

1 - Earliest Change Date
Earliest Change Date is the earliest date that Time Admin will process for. The “Earliest Change Date” returned by report should be greater than or equal to the termination date. If it is earlier then Time Admin will have to be run for employee listed.

2 - Reported Time Found After As of Date
There should be no time reported on the employee timesheet on or after the As of Date (Termination Date). If you have time reported after the Termination date you will need to confirm the employee’s Termination date in Job Data and if correct, delete all hours reported on the timesheet after the Termination date. If time reported after the Termination date is a lost or payout TRC then delete the entry and move it to the day before the employee’s termination, and run time admin.

3 - Missing Comp Time Found
If data is returned you should navigate back to date listed and ‘trigger’ on the timesheet and then Run Time Admin.

4 - Unresolved Exceptions
There should be NO unresolved exceptions at time of termination, if report returns data exceptions will have to be resolved and Time Administration run.

5 - Outstanding Payable Time
Verify that all payable time has been approved. If there is time pending approval, research the outstanding time and make necessary approvals. If you have an employee with outstanding time & the employee was already compensated or the outstanding approval may cause a negative effect to gross pay, you should contact the Time and Labor Super User to assist you in removing this time. Report shows that there are no unresolved exceptions in Time and Labor.
If the report shows that employee has unapproved time in Time and Labor, the agency is responsible for researching this unapproved time, and must either approve it, or remove it from Time and Labor.

### Leave Balances

All Leave Balances except **Vacation** should be either paid out or removed within Time and Labor, depending on employee FLSA status, Pay Group or Agency policy.

Entries of ‘Lost’ TRC’s or ‘Pay out’ TRC’s should be entered onto the timesheet on date prior to As of Date (Termination Date). Time Reporting Codes to be used for the different Leave Plans are as follows:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Requirement</th>
<th>Time Reporting Code (TRC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 – Sick</td>
<td>Paid&lt;br&gt;– Retirement &gt; 600 &lt;= 1000 hours&lt;br&gt;Lost&lt;br&gt;– Retirement &lt;= 600, &gt; 1000 - Termination</td>
<td>RSKBB – Retirement Sick Leave Buy Back&lt;br&gt;SICKL – Sick Leave Lost</td>
</tr>
<tr>
<td>51 – Vacation</td>
<td>Policy specified Paid&lt;br&gt;Policy specified Lost&lt;br&gt;Reminder, some policies have only 240 hours of Annual Leave can be paid out. Remainder must be lost.</td>
<td>Paid in TLV Request – No TL Entry&lt;br&gt;ANNLL – Annual Leave Lost</td>
</tr>
<tr>
<td>5Y – Donated Sick</td>
<td>Always Lost&lt;br&gt;Returned to original EmplID that did the donation</td>
<td>SCKDL – Donated Sick Leave Lost&lt;br&gt;SICDR – Sick Donation Returned</td>
</tr>
<tr>
<td>5Z – Donated Leave</td>
<td>Always Lost&lt;br&gt;Returned to original EmplID that did the donation</td>
<td>ANLDL – Donated Annual Leave Lost&lt;br&gt;ANLDR – Annual Donated Returned</td>
</tr>
<tr>
<td>ADMINCOMP</td>
<td>Agency specific Paid&lt;br&gt;Agency specific Lost</td>
<td>ADCPY – Administrative Comp Buy Back&lt;br&gt;ADCTL – Administrative Comp Lost</td>
</tr>
<tr>
<td>COMPTIME</td>
<td>Agency specific Paid&lt;br&gt;Agency specific Lost</td>
<td>CTPAY – Comptime Paid&lt;br&gt;COMPL – Comptime Lost</td>
</tr>
<tr>
<td>EXTNDMTRY</td>
<td>Always Lost</td>
<td>EXMLL – Extended Military Leave Lost</td>
</tr>
</tbody>
</table>
### Agency Terminal Leave Report V0.3.docx

<table>
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<tr>
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<th>Requirement</th>
<th>Time Reporting Code (TRC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLIDAYACC</td>
<td>Always Paid</td>
<td>HOLAB – Holiday Accrued Buy Back</td>
</tr>
<tr>
<td>HOLIDAYCMP</td>
<td>Always Paid</td>
<td>HCMPB – Holiday Comp Time Buy Back</td>
</tr>
<tr>
<td>MILITARYLV</td>
<td>Always Lost</td>
<td>MILVL – Military Leave Lost</td>
</tr>
<tr>
<td>NOTEACHDAY</td>
<td>Always Lost</td>
<td>NTDYL – Non Teaching Days Lost</td>
</tr>
<tr>
<td>PERSONAL</td>
<td>Always Lost</td>
<td>PRSNL – Personal Leave Day Lost</td>
</tr>
<tr>
<td>PREMBANKOT</td>
<td>Always Paid</td>
<td>OTBUY – Overtime Buy Back</td>
</tr>
<tr>
<td>STANDBY</td>
<td>Always Paid</td>
<td>STBYP – Stand by Hours Paid</td>
</tr>
</tbody>
</table>

**NOTE:** Sick, Vacation, Donated Sick and Donated Leave Payout or Lost entries must be reported to 2 decimal places, **DO NOT ROUND**. For example, if the available balance is 7.999, you only report a quantity of 7.99.

If unprocessed time exists for the Annual Leave it should be taken into consideration when calculating TLV payment. For example, if employee has a balance of 40 hours Annual Leave in Benefits Accrual Balance and they also have 8 ANNLV unprocessed in Time and Labor, those hours should be deducted from Benefits balance. In this example you would request TLV for 32 hours Annual Leave.

After necessary entries, approvals, or adjustments are made, rerun the Terminal Leave Report until Report is cleared.

The Terminal Leave Report being submitted with the Terminal Leave Request must show all the final results of your data entry and approval. Terminal Leave Requests will be rejected if the submitted report does not show all areas have been completed in Time and Labor.

### Document Control

<table>
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<tr>
<th>DATE</th>
<th>AUTHOR</th>
<th>DESCRIPTION</th>
<th>VERSION</th>
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<tr>
<td>09/06/2012</td>
<td>Maureen Nash</td>
<td>Draft</td>
<td>0.1</td>
</tr>
<tr>
<td>09/07/2012</td>
<td>Heather Simpkins</td>
<td>TRC Detail for clearing TL Leave Balances</td>
<td>0.2</td>
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<tr>
<td>09/10/2012</td>
<td>Heather Simpkins</td>
<td>Navigation correction</td>
<td>0.3</td>
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