

Subject: Preparation Recommendations: Employees' 2012 Leave Balances will Roll Over on December 31, 2012 (New Roll-Over Date for 2012)

Audience: HR Directors

In previous years, the SCEIS system has been configured to roll over employees' leave balances on January 31 based on the leave balances available on December 31 of the previous year. Beginning in 2013, the system will roll over employees' leave balances on December 31, 2012 and the roll over amount will still be based on the leave balances available to the employee on December 31, 2012. There is no longer a need to have the extra 30 days to rollover because the SCEIS system, unlike HRIS, will allow for retroactive changes. If leave is entered and/or approved retroactively, the system will adjust the roll over amounts as appropriate.

Leave Pool donations should continue to be dated December 31 or earlier. However, if leave donations are created in January 2013 with an effective date of December 31, 2012 or earlier, the system will also complete retroactive calculations to determine the appropriate leave rollover amount for the employee.

Example (retro calculation)

Jane Smith has 350 hours of annual leave available on December 31, 2012; after Time Evaluation runs that night, the system will reflect an Annual Leave Roll Over amount of 337.5 hours and an Annual Leave Forfeit amount of 12.5 hours on January 1, 2013 in the *PT50 – Quota Overview* screen. Ms. Smith still had 7.5 hours of annual leave unapproved in the system for December 21, 2012. Once the leave is approved and Time Evaluation runs, the system will adjust the annual leave balances to reflect an Annual Leave Roll Over amount of 337.5 hours and an Annual Leave Forfeit amount of 5.0 hours on January 1, 2013.

Additionally, the Absence Quotas tab in *PT50 – Quota Overview* will show the total amount of leave rolled over from December 2011 and December 2012 on the same line as shown below:

| Totals row | AbQuotaTyp | Quota text | Unit | Entitl. | Rem. | Requested | Compens. | Deduction from | Deduction to | Start Date | End Date | Det. ent. |
|------------|------------|--------------|-------|-------------|-------------|-----------|----------|----------------|--------------|------------|------------|-----------|
| | 10 | Annual Leave | Hours | 795.07970 | 337.49970 | 457.58000 | 0.00000 | | | | | |
| | | | | 384.97000 | 0.00000 | 384.97000 | 0.00000 | 06/02/2010 | 12/31/9999 | 06/02/2010 | 06/02/2010 | |
| | | | | 410.10970 | 337.49970 | 72.61000 | 0.00000 | 06/16/2010 | 12/31/9999 | 06/16/2010 | 12/31/9999 | |
| | 11 | Sick Leave | Hours | 914.12500 | 633.62500 | 280.50000 | 0.00000 | | | | | |
| | | | | 623.50000 | 343.00000 | 280.50000 | 0.00000 | 06/02/2010 | 12/31/9999 | 06/02/2010 | 06/02/2010 | |
| | | | | 290.62500 | 290.62500 | 0.00000 | 0.00000 | 06/16/2010 | 12/31/9999 | 06/16/2010 | 12/31/9999 | |
| | 12 | Holiday Comp | Hours | 0.00000 | 0.00000 | 0.00000 | 0.00000 | | | | | |
| | | | | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 05/10/2012 | 09/10/2012 | 05/10/2012 | 05/10/2012 | |
| | 90 | AL Rollover | Hours | 950.53000 | 950.53000 | 0.00000 | 0.00000 | | | | | |
| | | | | 334.25000 | 334.25000 | 0.00000 | 0.00000 | 01/01/2011 | 12/31/2011 | 01/01/2011 | 12/31/2011 | |
| | | | | 616.28000 | 616.28000 | 0.00000 | 0.00000 | 01/01/2012 | 12/31/2012 | 01/01/2012 | 12/31/2012 | |
| | 91 | AL Forfeited | Hours | 20.36000 | 20.36000 | 0.00000 | 0.00000 | | | | | |
| | | | | 20.36000 | 20.36000 | 0.00000 | 0.00000 | 01/01/2013 | 12/31/2013 | 12/31/2012 | 12/31/2012 | |
| | 92 | SL Rollover | Hours | 1,945.63000 | 1,945.63000 | 0.00000 | 0.00000 | | | | | |
| | | | | 677.63000 | 677.63000 | 0.00000 | 0.00000 | 01/01/2011 | 12/31/2011 | 01/01/2011 | 12/31/2011 | |
| | | | | 1,268.00000 | 1,268.00000 | 0.00000 | 0.00000 | 01/01/2012 | 12/31/2012 | 01/01/2012 | 12/31/2012 | |

Once the information found in the Absence Quotas tab is expanded (“Expand” button below table is clicked), take note that the line dated 1/1/2012 through 12/31/2012 reflects 616.28 hours of annual leave rolled over within calendar year 2012 for this employee.

The Absence Quotas tab will reflect the sum of these two roll over amounts since they both occurred in the system within the calendar year 2012. Remember that the Accrual Information tab will need to be referenced to see the exact amounts that employees rolled over from calendar years 2011 (1/31/12 Rollover/Forfeit rows) and 2012 (12/31/12 Rollover/Forfeit rows).

| Date | AbQuotaTyp | Quota text | Unit | Generated | Accrued | Transferred | Correct. |
|------------|------------|--------------|-------|-----------|---------|-------------|----------|
| 01/31/2012 | 90 | AL Rollover | Hours | 278.78000 | 0.00000 | 278.78000 | |
| 01/31/2012 | 92 | SL Rollover | Hours | 634.38000 | 0.00000 | 634.38000 | |
| 02/14/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 02/14/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 03/15/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 03/15/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 04/15/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 04/15/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 05/15/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 05/15/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 06/15/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 06/15/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 07/16/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 07/16/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 08/16/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 08/16/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 09/14/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 09/14/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 10/16/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 10/16/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 11/15/2012 | 10 | Annual Leave | Hours | 14.84400 | 0.00000 | 14.84400 | |
| 11/15/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 12/17/2012 | 10 | Annual Leave | Hours | 15.62475 | 0.00000 | 15.62475 | |
| 12/17/2012 | 11 | Sick Leave | Hours | 9.37500 | 0.00000 | 9.37500 | |
| 12/31/2012 | 90 | AL Rollover | Hours | 337.50000 | 0.00000 | 337.50000 | |
| 12/31/2012 | 91 | AL Forfeited | Hours | 20.36000 | 0.00000 | 20.36000 | |

Reviewing the Accrual Information tab, it is found that this employee rolled over 278.78 hours of annual leave from 2011 with an effective date of the actual roll over in the system on 1/31/12.

Effective 12/31/2012 in the system, this employee rolled over 337.5 hours of annual leave from 2012.

$278.78 + 337.5 = 616.28$ hours (total from the previous screen shot)

The Absence Quotas tab will reflect the sum of these two roll over amounts since they both occurred in the system within the calendar year 2012. Remember that the Accrual Information tab will need to be referenced to see the exact amounts that employees rolled over from calendar years 2011 (1/31/12 Rollover/Forfeit rows) and 2012 (12/31/12 Rollover/Forfeit rows).

This process will also apply to the Sick Leave Rollover amounts from 2011 and 2012.

****SCEIS will only combine yearly rollovers in this manner for 2012. Future rollovers will be reflected on separate lines in the Absence Quotas tab when using the “Expand” feature to see details.****

2012 Leave Rollover Recommendations

The 2012 leave rollover date—Monday, December 31, 2012—is approaching quickly, HRD and the SCEIS Team have some recommendations to help agencies ensure it goes smoothly for all employees:

- Remind managers who approve employee leave requests in MySCEmployee to review and approve or reject all leave requests in a timely manner leading up to Dec. 31.
 - To assist agency Human Resources Departments with notifying managers and other employees about the December 31 roll-over of leave balances, and provide reminders about leave pool donations, the SCEIS Team has prepared a generic memo, which agencies may customize and distribute as needed. The generic memo is posted in conjunction with this message on the [SCEIS Weekly Updates](#) web page, and is available for download in Microsoft Word (.doc) format for easy customization and copying/pasting to email.
 - Click the following link to download the memo file:
http://sceis.sc.gov/documents/2012_Leave_Rollover_Notification_Memo_for_Agency_Use.doc (27kb MSWord).
 - Note: Portions of the memo that require customization have been highlighted for your convenience. Simply delete the highlighted generic text, then type in your agency’s information to customize these areas. You may also customize un-highlighted portions of the message as needed.
- Run regular reports to display leave requests that have been submitted through ESS for manager approval in MSS, but have yet to be approved or rejected. Employees with the Display Time/Leave, Time Administrator and Leave Administrator roles in SCEIS can use transaction code ZHRUAL to generate these reports. The ZHRUAL report will also display the supervisors who have these leave requests pending approval so that the agency HR office can remind them to log in and complete their approvals.
 - Click the following link for SCEIS uPerform Business Process Procedure instructions on running the ZHRUAL report: <https://uperform.sc.gov/gm/folder-1.11.18297?originalContext=1.11.15949>.

Additional notes on the 2012 leave rollover:

In accordance with state regulations employees will be allowed to carry over 45 days of Annual Leave and 180 days of Sick Leave (based on their average workday). Any employees that fall under the exception rules for carryover must be flagged in Infotype 2012. The updates will be reflected in the MySCEmployee portal on Tuesday, January 1, 2013.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.