

**Subject:** Helpful Reminders for Year-End Processing of 2015 Time and Leave

**Audience:** HR Directors, Time and Leave Administrators

For a smooth transition into calendar year 2016, the SCEIS Team asks that Human Resources users review the following reminders regarding the processing of 2015 time and leave as well as leave pool donations.

**Time and Leave Reminders:**

- Leave rollover occurs on December 31, 2015
- Changes can be made to time and leave after the rollover occurs
  - Once the time evaluation/leave transfer programs run overnight, the records will be adjusted appropriately based on the changes
- The Payroll gate comes down for 2015 on January 26, 2016
  - The last business day for changes without lifting the gate is January 23, 2016

**To reconcile time and leave records, please use the following reports:**

- Missing Time and Unapproved Time Report – ZHRMTR
- Time Collision Report – ZHRTCR
- Unapproved and Stuck Leave Report – ZHRUAL
- Time Evaluation Messages Report – PT\_ERL00
- FMLA Exception Report (provided by SCEIS weekly)
- Unapproved Working Time only – CATS\_APPR\_LITE

**Guidelines for Leave Pool donations are as follows:**

- Donations for year-end should use a date no later than 12/31 of the year-end (2015)
  - Can be keyed in 2016 with a 12/31/2015 effective date
- Only use leave from the Annual Leave or Sick Leave balances – never use “rollover” or “forfeit” balances
- Once the time/leave programs run overnight, the leave records will be adjusted accordingly

Please refer to the following uPerform documents for assistance with using these transactions and reports:

[ZHRMTR Missing Time Report](#)

[ZHRMTR Unapproved Time Report](#)

[ZHRTCR Time Collision Report Miniguide](#)

[PT\\_ERL00 Time Evaluation Messages](#)

[CATS\\_APPR\\_LITE Approve or Reject Working Time](#)

[PA30 Transfer Hours from an Employee to the Leave Transfer Pool](#)

[PA30 Transfer Hours from the Leave Transfer Pool to an Employee](#)

[PA30 Restore Hours to the Leave Transfer Pool](#)

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/>.