

Subject: Reminders for Processing 2017 Time and Leave and Leave Pool Donations
Audience: HR Directors, Time and Leave Administrators

As we approach the end of the calendar year, the SCEIS Time Team would like to provide the following reminders regarding the clean-up of time and leave entries for 2017 as well as processing leave pool donations for the end of the year.

Time and Leave Reminders:

- Leave rollover occurs on December 31, 2017
- 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 2017 on January 26, 2018
 - The last business day for changes without lifting the gate is January 25, 2018

Reports for Time and Leave Reconciliation:

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:

- Donations for year-end should use a date no later than 12/31 of the year-end (2017)
 - Can be keyed in 2018 with a 12/31/2017 effective date
 - Does not have to be done before the payroll gate date changes
- 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

Additional Help:

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
- HRY500 – Time and Leave Year-End Reconciliation materials

If you have questions about this information, 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/>.