

**Subject:** Reminders for Processing 2018 Time and Leave and Leave Pool Donations

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

The SCEIS Time Team would like to provide the following reminders regarding the cleanup of time and leave entries for 2018 as well as processing leave pool donations for the calendar year.

**Time and Leave Reminders:**

- Leave rollover occurred Dec. 31, 2018.
- Changes can still be made to time and leave.
  - Once the time evaluation/leave transfer programs run overnight, the records will be adjusted appropriately based on the changes.
- The 2018 Payroll gate comes down Jan. 28, 2019.
  - The last business day for changes without lifting the gate is Jan. 25, 2019.

**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 — ZHRMTR
- 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 Dec. 31, 2018.
  - Do not have to be completed 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 (available in [MySCLearning](#))

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/>.