

Subject: Reminder: Proper Maintenance of Leave Pool
Audience: HR Directors

As the calendar year ends, the SCEIS Team would like to remind users of the proper way to maintain your agency leave pools. When completing a Leave Pool Donation, Withdrawal, or Return transaction, use Infotype (IT) 0613, Leave Pool Administration SC. Using this transaction will ensure your leave pool balances will be correctly maintained. After the transaction is completed, the employee will notice the changes once the time/leave programs run overnight.

The Leave Pool Cost Report, ZHRLPCR, can be run to show your current balances and cost for annual and sick leave. This report also shows hours donated, used and restored along with the dollar amount for each.

Below are detailed instructions on correctly maintaining your agency leave pools.

Donating Hours to your Agency Leave Pool

When donating hours to the agency leave pool via IT0613, once the record is saved, the system will create an IT0416 (Time Quota Compensation) of Free Compensation for the type of leave that was donated. This is done so the leave will be deducted from the employee's quota balance properly. The record created by the system in IT0416 should never be manually adjusted.

Only annual and sick leave should be donated to the pool. No other types of leave should be donated to your agency leave pools. See below:

Create Leave Pool Administration SC (0613)

Name: MARK D TEST

EE group: 1 CLASSIFIED FTE Pers.area: F030 BUDGET AND CONTRO...

EE subgroup: 1A FT-EX W/INS & LV Status: Active

Start: 12/31/2013

Leave Pool Administration SC

Abs.quota type: [Dropdown Menu]

Number/Unit: [Field]

Foreign Pool

Foreign Pool ID: [Field]

Annual Leave (337.49970 Hours)

Sick Leave (1304.99970 Hours)

Comp time (1.76000 Hours)

AL Forfeited (51.80000 Hours)

SL Forfeited (43.81000 Hours)

Using other leave types will create incorrect quota balances for the employee as well as incorrect agency leave pool balances.

Donating Hours to your Agency Leave Pool for a Separating Employee

When an employee is separating, the donation to your agency leave pool needs to be created before the employee goes off your agency's payroll. Be sure to always use the **last** day the employee is on payroll. If the donation is completed on a date the employee is in withdrawn status, the leave will not go to your agency leave pool.

IMPORTANT NOTE:**Donating Leave for year 2013 in year 2014**

Leave Administrators may need to donate leave for year 2013 after the yearly rollover has already completed in SCEIS. Please follow the procedure for donating hours to your agency leave pool and make sure to use a date no later than 12/31/2013. Remember to only use the Annual Leave or Sick Leave pools (never use AL Forfeited or SL Forfeited). Once the time/leave programs run overnight, it will adjust the appropriate records.

Withdrawing Hours from your Agency Leave Pool

When a withdrawal is made from the agency leave pool via IT0613, once the record is saved, the system will create an IT2013 for the type of leave that was withdrawn. This is done so the leave will be added to the employee's quota balance properly. The record created by the system in IT2013 should never be manually adjusted.

Returning Hours to your Agency Leave Pool

When returning hours to the agency leave pool via IT0613, once the record is saved, the system will create an IT0416 of Free Compensation for the type of leave that was returned. This is done so the leave will be deducted from the employee's quota balance properly. The record created by the system in IT0416 should never be manually adjusted.

However, the system will not allow a return in an amount of more than two decimal places and will automatically round the number up. You must manually change the number to round down for the system to accept the entry. After manually changing the number, you need to create an IT0416 using the same date as the return of Free Compensation for the remaining hours. See the next page for an example.

Example: 3.505 will round up to 3.51 and the user must manually change this number to 3.50.

Create Leave Pool Administration SC (0613)

Name: MARK D TEST

EE group: 1 CLASSIFIED FTE Pers.area: F030 BUDGET AND CONTRO...

EE subgroup: 1A FT-EX W/INS & LV Status: Active

Start: 12/31/2013

Leave Pool Administration SC

Return Options: Return to pools only

Abs.quota type: [dropdown menu]

Number/Unit:

- Annual Leave (9.37500 Hours)
- Sick Leave (1304.99970 Hours)
- Comp time (1.76000 Hours)
- Annual Lv recd from Pool (3.50500 Hours)**
- AL Forfeited (0.00000 Hours)
- SL Forfeited (43.81000 Hours)

Messages

Typ	Pers.No.	Error text
I	6774	Pool F03A will receive a 3.51 hr. return

Create Leave Pool Administration SC (0613)

Name: MARK D TEST

EE group: 1 CLASSIFIED FTE Pers.area: F030 BUDGET AND CONTRO...

EE subgroup: 1A FT-EX W/INS & LV Status: Active

Start: 12/31/2013

Leave Pool Administration SC

Return Options: Return to pools only

Abs.quota type: Annual Lv recd from Pool (...)

Number/Unit: **3.51** Hours

You will need to manually adjust the hours before saving as shown below.

Create Leave Pool Administration SC (0613)

Name: MARK D TEST

EE group: 1 CLASSIFIED FTE Pers.area: F030 BUDGET AND CONTRO...

EE subgroup: 1A FT-EX W/INS & LV Status: Active

Start: 12/31/2013

Leave Pool Administration SC

Return Options: Return to pools only

Abs.quota type: Annual Lv recd from Pool (...)

Number/Unit: 3.50 Hours

Now, create the IT0416 for the remaining balance.

Create Time Quota Compensation (0416)

Personnel No: 6774 Name: MARK D TEST

EE group: 1 CLASSIFIED FTE Personnel ar: F030 BUDGET AND CG

WS rule: D375RG01 MTWHF-5*7.5/Day,SaS-O Status: Active

Start: 12/31/2013

Comp. method: 1000 Free compensation

Compensation specifications

Automatic compensation
 Manual compensation

Time quota type: 10 Annual Leave

Compensation rule: []

No. to compensate: 0.00500

Do not account

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/>.