OPTRS LEAVE ROSTER TRANSACTIONS

The Check List, Time Input Roster, and Leave Roster are all accessed using the Department Time Collection option on the main menu (IDTC).

The Check List shows pre-listed employees eligible for current time reporting.

The Time Input Roster is used to enter or change positive time or confirm/update by agreement amounts.

The Leave Roster is used to report sick leave, vacation, and comp time usage and accrual, in hours, for all employees with a valid leave plan code.

Step 1. Preparation

1. The prior month's leave usage is recorded on the Leave Roster during the SM cycle of the 15th of each month. Consult the departmental calendar for internal deadlines and the current OPTRS Time Reporting Schedule to determine the data entry window.

2. Collect time records from employees, verify the time, and secure necessary approvals.

3. Choose a selection criterion of Home Department Code or Chartstring, based on how you want to group employees for reporting purposes.

```
 PPIDTC0-I1554              Dept. Time Reporting          12/20/05 14:12:58
                         Time Coll. Selection Criteria        UserID:  PAYID13

 Report Selection (select one):
  Check List: _      Roster: _           Lv Roster: S
 Selection Criteria:
  Home Department Code: NDERLP
  COA(B/A/F/O/PG/PR/F): _ _____ ____ ____ __  _____ ____
 Compute Process (select one):
 C  Last Day to Enter Time   Pay Date      Pay End       Pay Cycle
 _    12/31/05               01/01/06      12/31/05      MO
 _    12/31/05               01/06/06      12/31/05      MA
 _    12/31/05               01/06/06      12/31/05      SM
 S    12/23/05               12/23/05      12/15/05      SM
```

```
 PPEDLV0-E1595              Dept. Time Reporting          12/20/05 14:27:01
                         LEAVE INPUT ROSTER (EDLV)            UserID:  PAYID13
 Pay End: 12/15/05 Check Date: 12/23/05 Pay Cycle: SM      Page    1 of   2
 HOME DEPARTMENT CODE: NDERLP                Lv Per End Date: 11/30/05
 OK? Emp.Name Emp.ID Dst TC  B/A/F/O/PG/PJ/F                   Rt/Amt  A/ W
     BICKLE 019902029 11 7242 1 51010 19900  25870 62              04728.22 A
 Y VAC BAL      .00000  DOS: VAX Time (Hrs): 040.00 DOS: SKX Time (Hrs): _____
   SKL BAL      .00000  DOS: ___ Time (Hrs): _____ DOS: ___ Time (Hrs): _____
   CMP BAL      .00      PRORATE (VAX & SKX ONLY)
     BRONST 019901029 11 4723 1 51010 19900  25870 62              03188.00 A
 Y VAC BAL      .00000  DOS: VAX Time (Hrs): _____ DOS: SKX Time (Hrs): 008.00
   SKL BAL      .00000  DOS: CTO Time (Hrs): 004.00 DOS: CTA Time (Hrs): 008.00
   CMP BAL      .00      PRORATE (VAX & SKX ONLY)
     MURRAY 019900029 11 3284 1 50020 57139  24597 44   JCINEQ JCMHO 02438.00 A
 _ VAC BAL      .00000  DOS: VAX Time (Hrs): _____ DOS: SKX Time (Hrs): _____
   SKL BAL      .00000  DOS: ___ Time (Hrs): _____ DOS: ___ Time (Hrs): _____
   CMP BAL      .00      PRORATE (VAX & SKX ONLY)
 Next Func: ____ ID: _____ Name: _____ SSN: _____
                  Pay Cycle: __ Pay End: _____
 U0007  Update process complete

 ===> _____
 F:  1-HELP              3-RETURN            5-Update
 F:          8-Forward   9-Jump                        12-Exit
```

Arrange employees' time records alphabetically by last name.

Entering or Confirming Data on the Roster

1. At the Time Collection Selection Criteria screen, tab to the **Lv Roster** field and type "S."

2. In the **Selection Criteria** section, type a Home Department Code, chartstring, or partial chartstring:

   - Org
   - Fund/Org
   - Org/Flex
   - Business Unit/BFS Account/ Fund/Org/Program
   - Business Unit/BFS Account/ Fund/Org/Program/Project/Flex

3. In the **Compute Process** section, type "S" in the **Command** column next to the appropriate SM pay cycle.

4. Press <Enter> to display the Leave Roster screen.

5. Enter data in the appropriate fields.

   Two Description of Service (DOS) codes are pre-filled with the values VAX and SKX.

   Use VAX to report vacation usage for the prior month. If multiple earnings distributions appear for an employee on the Leave Roster, enter the vacation usage on the first distribution. Vacation usage reported on the Leave Roster will be automatically prorated across all of

the employee's distributions. Use SKX to report sick leave usage for the prior month. If multiple distributions appear for an employee on the Leave Roster, enter the sick leave usage on the first distribution. Sick leave usage reported on the Leave Roster will be automatically prorated across all of the employee's distributions.

The DOS codes VAC and SKL are no longer valid on the Leave Roster.

Report compensatory time usage on the appropriate distribution(s) using a DOS code of "CTO." Compensatory time will **not** be automatically prorated across distributions. Compensatory time accruals for the prior month are recorded on the Leave Roster using DOS code "CTA."

1. Review all entries, changes and deletions for accuracy and consistency.

2. Press <Enter> to format and validate the entered data. Double-check decimal point placement.

   Edit messages appear in the system message area at the bottom of the screen. If <F6-Nxt Msg> appears in the screen footer, press <F6> to see additional edit messages.

3. Resolve any edits as necessary. **Note:** You must resolve any Reject edit conditions before you can update the transaction.

1. Press <F5 Update> to complete the page update. **Note:** You must press <F5 Update> before scrolling forward to enter leave usage for employees on subsequent pages.

2. You should see the "Update Process Complete" message.

   Make sure the **OK?** field displays a "Y" for all leave records reported.

   - To continue to the next Leave Roster page, press <F8 Forward>.

   - To return to the IDTC screen, press <F3 Return>.

   - To exit PPS, press <F12 Exit>.

Note: You may access the Leave Roster as many times as necessary until 5:00 pm on the final deadline date for the SM pay cycle of the 15th of the month.

1. To change previously updated data or add new data, see Steps 2 through 4 above.

2. **To delete the "Y" indicator in the OK? field**, type "*" over "Y" and press <Enter>. Press <F5 Update>.

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