Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6323	SPAHRS PR Report Time - Leave	Revised Date: 09/17/2015
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SPAHRS Payroll Report Time – Leave
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Objective

Develop an understanding of the Leave process segment of Report Time.

Outcome

Ability to establish, view, and analyze leave balances via the Report Time menu.

Overview

Earnings and Accruals Codes

Leave is created and maintained in SPAHRS using various earnings and accrual codes applicable to each leave type. The earnings codes establish the rules and regulations for use and reporting of leave. Before a time sheet entry can be processed using a leave taken earnings code, the accrual code for the leave balance will need to be established in SPAHRS.

Leave balances are updated by the monthly leave accrual process, time sheet entries of leave taken and extra hours worked, and adjust leave balance entries. Accrual of personal and major medical leave occurs monthly at the end of the month, regardless of pay frequency, for those employees who are eligible to earn leave. A full month's accrual is based on a combination of regular hours, plus holidays, plus paid leave, plus the full time equivalent (FTE) value on the Maintain Position Information screen. If a full month is not completed, leave will be accrued on a pro-rated basis (hours worked /174 x accrual rate). The rate of accrual is based on the employee's length of continuous employment as calculated from the state hire date. Leave accruals are initially recorded in SPAHRS as estimates and become actual leave hours earned after the agency submits the actual accrual online batch job.

To assist in the management of compensatory time, an Employees Comp Time (**RT, RP, CT**) report can be generated. This report lists by employee any FLSA compensatory balance, agency compensatory balance, hours worked, hours taken, and maximum hours allowed.

Maintenance to leave balances, leave transfers, and terminated employee payment of leave is accomplished through the Adjust Pay function of SPAHRS. Leave balances should be cleared following the month of termination.

The accrual codes establish and maintain leave balances. Personal and major medical leave are accrued based on continuous state service. Continuous state service reflects the date of original state hire with no break in service. The accrual codes balances are reduced by the entry of hours and earnings codes for leave on the time sheet (**RT ET, RT EE**, or **RT EL**) for an employee. Leave entries requiring a balance cannot be processed on a time sheet until the employee has actually earned the leave.

Overtime accrual is based on extra hours worked during a work cycle and is calculated based on whether the extra hours are agency compensatory time or FLSA compensatory time. Agency compensatory time is earned at straight time for both exempt and non-exempt employees. Non-exempt employees can earn FLSA compensatory time that will accrue at time and one half based on the number of hours worked greater than the work cycle hours.

Military and Disaster leave are granted by the individual agencies. The leave balances for these types of leave are reset with a new January available balance by MMRS at the end of January. The balances are re-established only for those employees who had balances at the end of December.

Family medical leave is recorded in SPAHRS and must be established with a begin date of the start of the 12 month period. When the employee is entitled to family medical leave in a new 12 month period, the leave must be created with a new begin date.

An employee is allowed to earn holiday leave when work is performed on an official state holiday. When the time sheet is processed using the earnings code assigned to indicate that the employee worked the holiday (**HOLFL**), a floating holiday accrual is established for the hours entered as worked. The time is accrued as straight time compensatory leave, but the hours worked are counted to determine if overtime is due for the work cycle.

Organ donor leave, bone marrow donor leave, blood donor leave, and blood platelet donor leave are also recorded in SPAHRS. It is the agency's responsibility to maintain an employee's entitlement as authorized in Mississippi Code Annotated § 25-3-103

Employees are allowed to donate leave to another employee whose leave has been exhausted when the leave is needed for a catastrophic illness of the employee or immediate family member. Leave donated may be processed through a timesheet entry. Establishing the donated leave balance for the receiver must be done by the agency through the Maintain Leave Balance Adjustment. Any donated leave not utilized by the receiver is returned to the donors on a pro rata basis. (See the "Mississippi State Personnel Board Policy and Procedures Manual.") The original receiver's leave balance is reduced through the Maintain Leave Balance adjustment, by means of the Maintain Leave Balances screen. Leave is returned to the original donor by adding the leave hours to the balance through a Maintain Leave Balance adjustment.

Leave hours taken for personal and major medical leave are not posted until the pay period is paid and will post to the month in which the pay period ends. Personal and major medical hours are accrued monthly. SPAHRS automatically runs an estimated accrual at the end of each month. It is up to each agency to submit a final leave accrual (Actual Accrual) once all time and attendance transactions have been entered into the timesheets and all initial timesheets for the month have been paid. Compensatory time will accrue based on the work cycles completed within a pay period. The report time process will check to see if any compensatory time will be accrued and will not allow it to be taken before it is posted to the leave balance file.

Key Concepts	Description
Accrual Code	A SPAHRS code that identifies the type of leave balance. The code is established on the Maintain Leave Accruals Table.
Earnings Codes	Define the types of activity to be recorded on the time sheet. These codes are alphabetically listed in the Earnings Code Table. Scheduled hours worked, extra hours worked, leave taken, and vehicle/housing allowances are examples of activity types. Earnings codes are recorded by hours or dollars. Each time sheet allows up to 20 earnings codes per pay period.

Key Concepts	Description
Leave	Time taken off during scheduled work time. Leave taken codes are stored in the Earnings Code Table. Personal leave and major medical leave are accrued monthly based on length of service. Leave balances are identified by accrual codes.

Create Leave Balance

The Create Leave Balance Screen is used to establish military, family medical, disaster, organ and blood donation, and/or donated leave balances for an employee within an agency. Leave must be established in SPAHRS before a time sheet entry can be made reflecting leave taken. The leave balance that is to be created should be the balance at the beginning of the month for which actual accruals have not been applied. Modification to leave data cannot occur on this screen. All adjustments to a leave balance should be made on the Maintain Leave Balance (**PA, AP, OP, ML**).

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/15/2012
PHIMAINU PHIMAINM                  Report Time Menu                   12:40 PM

         Code      Description                                   FastPath

          EE   Enter Employee Time
          EL   Enter Location Time
          ET   Enter Time
          RP   Report Time Reports
          BR   Report Time Browse by Agency
          RS   Schedules
          BL   Browse Time By Location
          BS   Browse Time By Supervisor
          BI   Batch Online Submission Menu
          CL   Create Leave Balance
          CT   Create Timesheets
          OD   Browse Override Distribution                     OVRIDE

    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
2. Choose **CL** (Create Leave Balance) from the Report Time Menu and press ENTER.	The Create Leave Balance screen will appear.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/15/2012
PHPTAL6D PHPTAL6M                Create Leave Balance                   12:46 PM

*Action: _ (A,C,D,P)                                                     Note: N

 *Agency: ____  *SSN: _________ *Accrual Code: _____

  Month End Date: __ ____

       Available Balance..: ________


       Month/Day/Year.....: __ __ ____
       (Required for FMLA, Organ Donation, Bone Marrow,
        Blood Platelet, and FMLA-Military Leave Types Only)

       Current Accrual....:
       Current Taken......:


  Last Upd Uid/Pgm:                     Last Upd Dt/Tm:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                                Quit
```

Your Action ...	System Response ...
3. Choose **A**dd and enter the following information: **Agency**: Enter the 4 character SPAHRS agency code. ***SSN**: Enter the nine character social security number of the employee for which the leave is to be added. ***Accrual Code**: Enter the accrual code for which the leave is to be added. The valid codes for adding a record are: BAL5 - Military BAL6 - Family Medical BAL8 - Disaster BAL10 - Donated Leave BAL11 - Organ Donation BAL12 - Bone Marrow Donation BAL13 - Blood Platelet Donation BAL14 - Blood Donation ***Month/Year**: Enter the month and year MMYYYY for which the leave is to be added. The leave is being established for the beginning of this month/year.	
4. Press ENTER	

Your Action ...	System Response ...
5. Enter the following information: **Available Balance:** Number of hours available for a worker at the beginning of the current pay period. Month/Day/Year: If BAL6, BAL11, BAL12, or BAL13 is being added, input month/day/year. The input date should be the date the leave began. Current Accrual: System will populate Number of hours accrued during the current pay period. Current Taken: System will populate the Number of hours taken during the current pay period. Last Upd Uid/Pgm: The ID of the user responsible for the last update to this record. Last Upd Dt/Tm: The last date and time that this record was updated.	
6. Press ENTER.	The following message will appear: Leave balance added successfully.

Report Time Reports

The Browse Leave Balances screen is used to display employee leave balances by month and by leave type. The available balance is updated by the Actual Accrual run. The personal and major medical accruals for a month are updated when the month end estimate job is run. Hours accrued for leave other than personal and major medical are updated by time sheet entry per completed work cycle. The hours taken are updated from time sheet entries created when the employee is originally paid for a pay period. The update occurs when the Department of Finance and Administration processes the payroll. Hours taken on the leave balance record are also updated through modifications to a paid timesheet.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **RP** (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/18/2015
PHIMAINU PHIMAINM              Report Time Reports Menu                10:14 AM

         Code      Description                                   FastPath

          TR   Time Reporting Summary                            TRS
          SL   Specific Leave Balance Report
          CT   Comp Time
          ER   Employees With Time Reporting Errors
          LB   Browse Leave Balances                             LBAL
          EI   Error/Incident Reports
          SB   Set Up Leave Balances
          ML   Monthly Leave Balance Report/Download
          DR   Report Time Leave Balance Discrepancy Report
          AC   Accrued Compensated Absences
          CR   FLSA Comp Taken Comparison
          UL   Employees with Unpaid Leave Report

    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Browse Leave Balances

An employee's available balances, accrual earned, and hours taken can be viewed online by month and leave type. The hours taken are posted during payroll processing for unpaid time sheets, and upon time sheet modification of a paid time sheet. Details of each leave balance may be viewed by placing the curser under the balance to be viewed and pressing enter. A log record will be displayed of all transactions updating that leave balance; it lists the user ID of the person responsible for the update, the date the update was made, and the pay period in which the entry was made if not in the month viewed.

Your Action...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **RP** (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose **LB** (Browse Leave Balances) from the Report Time Reports Menu and press ENTER.	The Browse Leave Balances screen will appear.

```
FMSAS23  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/03/2014
PHPTLB1B PHPTLB1M                Browse Leave Balances                 09:53 AM
*Agency: [redacted]        *SSN: [redacted]       Month-Year: __ ____     Accrual: _____
Name: [redacted]
                Month                                  Est Available Current    Hours
   SSN        End Date   Accrual Type                  Act Balance   Accrual    Taken
---------    ----------  -------------------------- --------- --------- ---------
[redacted]   08/31/2013  PERSONAL            - BAL1  E    260.00
                         MEDICAL             - BAL2  E    342.00
             07/31/2013  PERSONAL            - BAL1  A    246.00     14.00
                         MEDICAL             - BAL2  A    335.00      7.00
                            *** End of Data ***

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                      Quit
```

Your Action ...	System Response ...
4. Enter the following information to view all of the employee's leave: **Agency**: Enter the 4-character SPAHRS agency code. ***SSN**: Enter the 9-character social security number of the employee for whom the leave is to be added. Month-Year: Enter the month and the year for which to browse leave balances. Accrual: Enter the accrual type for which to browse specified accrual type only.	
5. Press ENTER.	The Browse Leave Balances screen will be populated with the data selected, and the following message will appear: Position cursor to browse History data.

The history of changes to a specific month's leave record can also be viewed by placing your cursor underneath the desired balance and pressing enter. A screen is displayed identifying dates changes were made, the values, and the pay period a timesheet entry was made if not entered in the current month.

```
FMSAS23  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/03/2014
PHPTLB6B PHPTLBJM            Browse Leave Balance History              09:58 AM

    Agency: [redacted]        SSN....: [redacted] [redacted]
    Month.: 07 2013     Balance: MEDICAL          - BAL2

Act   Open  Accrued  Hours     Trans          Log
Est Balance  Hours   Taken     Date       Date    Time    Act  User   Program
--- ------- ------- ------- ---------- ------------------ - -------- --------
 A   335.00    7.00    0.00            09/03/2014 09:51 AM M PH733129 PHPTAL2T
 E   335.00    0.00    0.00            07/18/2013 01:18 PM M PH733130 PHPTAL2T
 E   335.00    0.00    0.00            06/28/2013 07:14 PM A PH345330 PHPTAL1T
                          *** END OF DATA ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  End                     Bkwd  Fwd
```

Set Up Leave Balances

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **RP** (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose **SB** (Set Up Leave Balances) from the Report Time Reports Menu and press ENTER.	The Set Up Leave Balances screen will appear.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/28/2012
PHPTAL7D PHPTAL7M              Set Up Leave Balances                   11:12 AM

Action: _ (A,D,M)

*Agency: ____    *SSN: _________ *Accrual Code: _____

  Month End Date: __ ____

       Available Balance: ________

       Month/Day/Year: __ __ ____
       (Required for FMLA, Organ Donation, Bone Marrow,
        Blood Platelet, and FLSA-Military Leave Types Only)

       Hours Accrued....: ________    Hours Taken......: ________

       Estimated or Actual Ind.: _    Pending Ind.:

     Last Update:
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                                Quit
```

Your Action ...	System Response ...
4. Choose **A**dd/**M**odify and enter the following information to view all of the employee's leave: **Agency:** Enter the 4-character SPAHRS agency code. ***SSN:** Enter the 9-character social security number of the employee whose leave is to be added/modified. ***Accrual Code**: Enter the accrual code to be added/modified. **Month End Date:** Enter the month end date for the leave to be added/modified.	
5. Press ENTER.	
6. Enter the following information: **Available Balance:** Enter the number of hours available for an employee at the beginning of the current pay period. **Month/Day/Year**: Required only for FMLA, Organ Donation, Bone Marrow, Blood Platelet, and FLSA-Military Leave Types Only. The input date should be the date the leave begins/began. **Hours Accrued**: The number of hours accrued during the current pay period. **Hours Taken:** The number of hours taken during the current pay period. **Estimated or Actual Ind**.: Flag used to distinguish between actual and estimate leave balances. Pending Ind.: Indicator for status of record, whether it is pending (P) or active (A).	
7. Press Enter.	The system will populate the following message: Leave Balance xxxxxxxxxxxx-yy-mm-dd-XXXX-aaaa added/modified successfully

Accrued Compensated Absences

GAAP reporting for leave can be accomplished by using the Accrued Compensated Absences (**RT, RP, AC**) features of SPAHRS. The Accrued Compensated Absences Report is generated through online batch jobs submitted by the agency. The beginning values are stored from the ending values of the previous reporting period. Notification is submitted to agencies specifying deadlines for data to be entered and reports submitted. All other SPAHRS financial reporting features are included in the Generate SAAS/Accounting Distribution Workbook.

Accrued Compensated Absences

When running option #1, Schedule of Accrued Compensated Absences – Detail, enter an **N** in the **Final Run (Y/N)** indicator to create a preliminary or edit of the data. When it is known that all data is correct, **Y** must be entered in the **Final Run (Y/N)** indicator to actually create the file for DFA. A preliminary may be run as many times as necessary, but the final can only be run once. Attempting to run the final a second time will result in an error message of "**FINAL has already run - cannot rerun**." The **Final Run (Y/N)** indicator is only available for option # 1.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **RP** (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose **AC** (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/15/2012
PHIMAINU PHIMAINM        Accrued Compensated Absences Menu            02:26 PM

         Code      Description                                 FastPath

          AC   Accrued Compensated Absences
          MH   Maintain Accrued Leave History
          BH   Browse Accrued Leave History
          BL   Browse Accrued Leave History By Leave type
          SS   Statewide Accrued Compensated Absences









    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
4. Choose **AC** (Accrued Compensated Absences) from the Accrued Compensated Absences Menu and press ENTER.	The Accrued Compensated Absences screen will appear.

```
FMSAS23  PHV3   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM          11/27/2012
PHPSRI1D PHPSRI1M           Accrued Compensated Absences              11:21 AM









   1.  Schedule of Accrued Compensated Absences - Detail
   2.  Schedule of Accrued Compensated Absences - Summary
   3.  Reprint  Schedule of Accrued Compensated Absences - Detail



          Enter Number of Batch Job to Submit:  __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Main  End                                                    Quit
```

Your Action ...	System Response ...
5. Enter the number of Batch Job to Submit.	
6. Press ENTER.	Additional fields will be displayed for the requested selection.

```
FMSAS23  PHV3   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM          11/27/2012
PHPSRI1D PHPSRI1M           Accrued Compensated Absences              11:25 AM

       >SAAS Agency      : ___
       >Reporting Date   : __ __ ____
       >Leave Type       : _
       >Final Run (Y/N)  : _



   1.  Schedule of Accrued Compensated Absences - Detail
   2.  Schedule of Accrued Compensated Absences - Summary
   3.  Reprint  Schedule of Accrued Compensated Absences - Detail



          Enter Number of Batch Job to Submit:  1_

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Main  End                                                    Quit
```

Your Action ...	System Response ...
7. Enter the additional required information: **SAAS Agency**: Enter the 3-digit SAAS agency number. **Reporting Date**: Enter the pay period end date. **Leave Type**: Enter **P**ersonal, **C**omp, or **F**rozen. **Final Run (Y/N)**: Used only for Batch Job #1; enter N for preliminary or Y for final.	
8. Press ENTER.	The Batch Job Submission box will appear.
9. Press ENTER.	The following message will appear: Job Has Been Submitted Successfully.

Maintain Accrued Leave History

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **RP** (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose **AC** (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.
4. Choose **MH** (Maintain Accrued Leave History) from the Accrued Compensated Absences Menu and press ENTER.	The Maintain Accrued Leave History screen will appear.

```
FMSAS23  PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/27/2012
         PHPSRH1M          Maintain Accrued Leave History            12:43 PM

 Action: _ (A,C,D,M,P)
    SAAS Agency: ___   SSN: _________
    Period End: __ __ ____  Fund Type: _   Type: _ -

SPAHRS Agency........: ____
Fund.................: ____                Hourly Rate..........: ___0.0000000
Total Hours Accrued..: _________0.00
Total Hours Taken....: _________0.00
Hours At Period End..: _________0.00
Adjustment to Actual.: _________0.00
Prior Year Balance...: _________0.00
Prior Year Liability.: _________0.00
Additions............: _________0.00
Deletions............: _________0.00
Ending Liability.....: _________0.00

LastUpdUsr:                                LastUpdTm:
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                     Quit
```

Your Action ...	System Response ...
5. Choose **M**odify and enter the following information: **SAAS Agency**: Enter the three-digit SAAS agency number. **SSN**: Enter the social security number of the employee. **Period End:** Enter the pay period end date. **Fund Type**: Enter **G** - General, **F** – General Fixed Asset, **E** – Enterprise, or **I** – Internal. **Type:** Enter **P**ersonal, **C**omp, or **F**rozen.	
6. Press ENTER.	
7. Enter the following information: **SPAHRS Agency:** Enter the four-digit SPAHRS agency number. **Fund:** Fund types should be **G**eneral, **E**nterprise, **I**nternal Service, or **F**iduciary. **Hourly Rate**: Enter the employee's rate per hour on 6/30/xxxx. Total Hours Accrued: The total hours accrued by the employee. Total Hours Taken: The total hours taken by the employee. Hours At Period End: The total hours balance at 6/30/xxxx. Adjustment to Actual: Prior Year Balance: Total hours at previous Fiscal year end. Prior Year Liability: Total liability at prior fiscal year end. Additions: Hours accrued times hourly salary with fringe. Deletions: Hours taken times hourly salary with fringe. Cost of hours used in current fiscal year that brings the balance less than 240 hours. (Example: Employee had balance of 240 hours at 6/30 of prior year and balance of 220 hours at 6/30 of current year; report should show deletions of the cost of 20 hours.) Ending Liability: Prior Year Liability plus Additions minus Deletions. Cost of leave up to 240 hours available to the employee at 6/30 of current fiscal year. Last Upd Dt/Tm: The last date and time that this record was updated.	

Your Action ...	System Response ...
8. Press ENTER.	The system will populate the following message: Accr Comp History YY-MM-DD-AAA-XXXXXXXXXXXX-X-X modified successfully.

Browse Accrued Leave History

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **RP** (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose **AC** (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.
4. Choose **BH** (Browse Accrued Leave History) from the Accrued Compensated Absences Menu and press ENTER. Selection criteria include End Date, SAAS Agency, SSN, Fund Type and Record Type.	The Browse Accrued Leave History screen will appear. Information is displayed by Period End, SAAS, SSN, Fund Type, Prior YR Liability, End Balance, Ending Liability and Record Type.

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/27/2012
PHPSRH2B PHPSRH2M            Browse Accrued Leave History               01:36 PM

       Period                    Fund   Prior YR     End      Ending      Record
 Act    End      SAAS    SSN     Type   Liability  Balance   Liability     Type
 (D) ---------- ---- --------- ---- ------------ -------- ------------ --------









  End Date: __ __ ____ SAAS Agency: ___ SSN: _________ Fund Type: _ Rec Type: _
            (MM DD YYYY)
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd                      Quit
```

Your Action ...	System Response ...
5. Choose **D**isplay by the selected record and press ENTER.	The Maintain Accrued Leave History screen will appear.

Browse Accrued Leave History by Leave Type

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **RP** (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose **AC** (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.
4. Choose **BL** (Browse Accrued Leave History By Leave Type) from the Accrued Compensated Absences Menu and press ENTER. Selection criteria include Record Type, End Date, SAAS Agency, SSN, and Fund Type.	The Browse Accrued Leave History by Leave Type screen will appear. Information is displayed by Record Type, Period End, SAAS, SSN, Fund Type, Prior YR Liability, End Balance, and Ending Liability.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/28/2012
PHPSRH3B PHPSRH3M     Browse Accrued Leave History By Leave type        12:31 PM

      Record    Period                   Fund   Prior YR     End      Ending
 Act   Type      End     SAAS    SSN     Type   Liability  Balance   Liability
 (D) -------- ---------- ---- --------- ---- ------------ -------- ------------









  Rec Type: _ End Date: __ __ ____ SAAS Agency: ___ SSN: _________ Fund Type: _
                        (MM DD YYYY)
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
5. Choose **D**isplay by the selected record and press ENTER.	The Maintain Accrued Leave History screen will appear.

Statewide Accrued Compensated Absences (DFA ONLY)

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **RP** (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose **AC** (Accrued Compensated Absences) from the Report Time Reports Menu and press ENTER.	The Accrued Compensated Absences Menu will appear.

Your Action ...	System Response ...
4. Choose **SS** (Statewide Accrued Compensated Leave Absences) from the Accrued Compensated Absences Menu and press ENTER.	The Statewide Accrued Compensated Leave Absences screen will appear.

```
FMSAS23  PHV3   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM          11/27/2012
PHPSRIED PHPSRIEM      Statewide Accrued Compensated Absences         02:01 PM




   1.  Statewide Schedule of Accrued Compensated Absences - Summary




          Enter Number of Batch Job to Submit:  __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Main  End                                                   Quit
```

Your Action ...	System Response ...
5. Enter the number of Batch Job to Submit.	
6. Press ENTER.	Additional fields will be displayed for the requested selection.

```
FMSAS23  PHV3   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM          11/27/2012
PHPSRIED PHPSRIEM      Statewide Accrued Compensated Absences         02:01 PM


       >Reporting Date    : __ __ ____
       >Leave Type        : _




   1.  Statewide Schedule of Accrued Compensated Absences - Summary




          Enter Number of Batch Job to Submit:  1_

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Main  End                                                   Quit
```

Your Action ...	System Response ...
7. Enter the additional required information.	
8. Press ENTER.	The Batch Job Submission box will appear.
9. Press ENTER	The following message will appear: Job Has Been Submitted Successfully.