## **Closing the Month**

Processing leave accruals at the end of the month

# Step 1: After all timesheets have been submitted, go to "Process Electronic Requests"

<u>File</u> <u>E</u> dit <u>Activities</u> <u>R</u> eports	<u>W</u> indow <u>H</u> elp	
Administration	Setup Unhide Columns 📭	· 🖪 🖨 🅦 • .
Switch to	Update List	
Print Setup	View Insurance rates	
Output <u>T</u> o	Edit FICA rates	
Change Password	Leave Properties	
Exit	Update rate limits	
	Update text	
	<u>U</u> pdate CADs	
	Update Id Card border	
	Approval Properties	
	Process electronic request	
	Review Log	
	Import Image Wizard	
	Perform month-end closing	
	Process ops pay	
	Process overtime pay	
	Process payback	
	Sick pool	
	Manage Staff Information	
	Perform Year-End Closing	
	Undo Year-End Closing	
	Implement Projections	
	Finalize Evaluations	
	Manage Security	
	Redo Daily Startup	

#### Step 2: Make note of "Special Attention Required" employees and approve. Approve "Timesheets" and "Attendance" lists as well

	name	effective date	leave	hours	m 🔺	Select All
Here are employees with	DiMarco, Angelica F.	3/18/2016	Sick	8	0	Gerecervin
one or more attendance	Ebbecke, Erica A.	3/21/2016	Personal Holiday	8	0	Unselect A
request, who have a	Howell, Alan D.	3/1/2016	Sick	4	0	
negative balance problem	Howell, Alan D.	3/2/2016	Sick	5	0	
or PRIOR months leave	Howell, Alan D.	3/3/2016	Annual	4	0	
requests	Howell, Alan D.	3/4/2016	Annual	4	0	
Click 'Approve' button	Howell, Alan D.	3/9/2016	Annual	6	0	
to import the selected	Howell, Alan D.	3/11/2016	Sick	6	0	
ones NOW	Howell, Alan D.	3/14/2016	Sick	3	0	
On select ONLY one	Howell, Alan D.	3/15/2016	Sick	3	0	
employee each time to	Howell, Alan D.	3/16/2016	Sick	3	0	
nosolus the possitive	Howell, Alan D.	3/18/2016	Sick	5	0	
halance	Howell, Alan D.	3/22/2016	Sick	4	0	
balance.	Howell, Alan D.	3/23/2016	Sick	3	3	
	Howell, Alan D.	3/24/2016	Sick	3	0	
	Howell, Alan D.	3/28/2016	Sick	3	0	
	Peck, Ellise R.	3/8/2016	Sick	8	• 0	
	<				P	

#### Step 3: Locate employees noted from the "Special Attention Required" list



# Step 4: Click on "Attendance/Accrual" tabs and adjust negative leave balances

B E	mployee [	Edit]											E C
ast.	t, first, mi:	Solka		В	rian		A		!	ind: Soll	(a, Brian A.	•	
ick	Pool Member	с Г	On F	amily Med	ical Leav	eГ			Show	vyear 201	6 -		
ea	ve YTD Leav	e MTD A	ccrual	Overtim	e Payba	acks	Transfe	ers OPS ti	me				
Hi	ired: 06/01/2	012	Accrua	I: 06/01/2	012	Liabil	lity:		_				
N				,			,						
	ew												_
	Effective	Leave		Reaso	n l	Days	Hours	Minutes	D	escription		Action -	
	01/31/2016	Sick	*			1.000	8	0				Not Defined	
	02/29/2016	Annual	*			1.000	8	0				Not Defined	
	02/29/2016	Sick	*			1.000	8	0				Not Defined	
*			*				0	0				Not Defined	]
												-	
Re	cord: 🚺 🔳		1	<b>&gt;</b> 1   <b>&gt;</b> *		of 6			4			•	-
						1-							
_	Type	F	ate	Accruals	Payouts	Iran	nsfers	Used	Current balance	Carryover li	mit		
_	Annual		8:00	56:00	0:0	0	0:00	8:00	48:00	240	:00:		
_	Sick		8:00	36:00	0:0	0	0:00	0:00	36:00	99999	:00		
-	Personal H	oliday	8:00	0:00	0:0	U	0:00	0:00	0:00	0	:00		
-			_	1	-					1			-
	Don	ama   A#	ndan	Dodu	ctione	Emora	ancy	Conoral	PAP Standard		ancol Dono	rt Novt Dono	

### Step 5: Create an "Attendance Recap" Report

t <u>A</u> ctivities	<u>Reports</u> <u>W</u> indow <u>H</u> elp	_
) - 🖻 💼 🕯	All Reports	All Employees
	Attendance	Permanent Employee
	ID Cards	OPS Employee
	PAR Transactions	Applicant
	Salary	Position
	Standard <u>I</u> ssue	
	Timesheet	
	Special Reports	
		*

### Step 5 continued...

Tips Filter	Find Employee OR Show all records v	l vhere	_• Inc	clude Archived:
Use FIND EMPLOYEE for reports on a specific record, otherwise use other fields for reports on records with specified values present on it. Click REPORT to specify desired report.	entity: Where: Where date is: between: month: position number(s): Federal tax id(s):	Trials  Employee: active Employee: archived Employee: new hire Employee: terminated Leave: absent thru thru thru Include historical records in a	by	code: Employee class Select Employee deduction Employee department Employee location Employee military status Employee name Employee note type Employee project Employee status

#### Step 5 continued...

Charm Tine Charm Source	Sort:	Report:
Show Tips Show Source	Bar date	Attendance: payout details
	Class code	Attendance: projected annual balance as of 12/31/2016
To run a report, specify	Subclass code	Attendance: recap
report name and sort by	Department	Attendance: request details
for a report.	Hired date	Attendance: request totals
	Location	Attendance: sick conversion details
For Custom report, specify	Location, then by department	Attendance: all categories summary (cross tab)
a custom layout name and	Location, then by supervisor	Attendance: year-to-date annual summary
click the Fields button to	Name	Attendance: year-to-date sick summary
select fields which should	Payroll Regition number	Attendance: year-to-date Comp Time/Overtime summary
appear on the report.	Supervisor	Attendance: year-to-date all categories summary (cross t
	Supervisor	Bar data
Click the PRINT button		Beneficiary information
when you are ready.		Birth date
		Birthday
	Page break on sort key change	Course Certificate (unprinted)
	Hide sort heading	Courses
		Custom
		Emergency contacts
		Employment time with this office
	Custom layou	t
		-
		Cancel Fields Excel View Print
	1	

#### Step 5 continued...



#### Step 6: Review check all employee leave balances for negative balances

Office of the Public Definite Office of the Public Definite of the Circuit     Page 1 of 215       Name:     Hired:     07/02/12       Supervisor:     Accrual start:     06/01/95       Location:     Clearwater     Class code:     5901       Department:     MISD     Active:     Yes       Description     Action     Type     Time From     Thru       annual leave     used     annual     8.00     02/18/16     02/18/16       *** Balance as of 2/29/2016 ****       Type     Accrual Rate     Accrued     Taken     Balance       Annual     20.00     280:00     10:00     270:00       Brewerd Hulidaria     20:00     0.00     000     000	Page 1 of 215       Name:     Hired:     07/02/12       hupervisor:     Accrual start:     06/01/95       Jongenting     Accrual start:     06/01/95       Location:     Clearwater     Class code:     5901       Department:     MISD     Active:     Yes       Description     Action     Type     Time From     Thru       annual     8.00     02/18/16       *** Balance as of 2/29/2016 ***       Type     Accrual Rate     Accrued     Taken     Balance       Annual     20:00     250:00     10:00     270:00       Person al Holiday     8:00     260:00     12:00     248:00	Office of the Public Defender 6th Circuit     Page 1 of 215       Name:     Hired:     07/02/12       Supervisor:     Accrual start:     06/01/95       Location:     Cle arwater     Class code:       Department:     MISD     Active:     Yes       Description     Action     Type     Time From     Thru       annual leave     used     annual     8:00     02/18/16	Action         Type         Time         From         Thru           used         annual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ***         Accrual Rate         Accrual Rate         Balance           20:00         280:00         10:00         270:00	e of the Public Defender 6th Circuit Page 1 of 215 me: Hired: 07/02/12 pervisor: Accrual start: 06/01/95 cation: Clearwater Class code: 5901 partment: MISD Active: Yes scription Action Type Time From Thru all leave used annual 8:00 02/18/16 02/18/16  **** Balance as of 2/29/2016 **** type Accrual Rate Accrued Taken Balance emusal 20:00 280:00 10:00 270:00 ricon al Holiday 8:00 0:00 0:00 0:00 the Store Sto	of the Public Definition 6th Circuit     Page 1 of 215       e:     Hired:     07/02/12       ervisor:     Accrual start:     06/01/95       etion:     Class code:     5901       artment:     MISD     Active:     Yes       tription     Action     Type     Time From     Thru       il leave     used     annual     8.00     02/18/16     02/18/16       tription     Actorual start:     0.00     02/18/16     02/18/16       there     used     annual     8.00     02/18/16     02/18/16       there     used     annual     8.00     02/18/16     02/18/16       tription     Accrual Rate     Accrued     Taken     Balance       oral     20:00     28:00     10:00     270:00       oral     20:00     260:00     12:00     248:00	Page 1 of 215       e:     Hired:     07/02/12       rvisor:     Accrual start:     06/01/95       tion:     Class code:     5901       artment:     MISD     Active:     Yes       ription     Action     Type     Time From     Thru       lleave     used     annual     8.00     02/18/16     02/18/16       *** Balance as of 2/29/2016 ****       eal     20:00     250:00     10:00     270:00       asid     20:00     250:00     10:00     270:00       asid     20:00     260:00     12:00     248:00	er fite Public Definder 6th Circuit Page 1 of 215 the: Hired: 07/02/12 ervisor: Hired Circuit Accrual start: 06/01/95 ation: Cle arwater Class code: 5901 ation: Cle arwater Class code: 5901 ation: MISD Active: Yes cription Action Type Time From Thru al leave used mnual 8.00 02/18/16 02/18/16 the ervisor of 2/29/2016 **** pe Accrual Rate Accrued Taken Balance must 20:00 250:00 10:00 270:00 the 8:00 260:00 12:00 248:00 the ervisor of 2/29/2016
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Supervisor: Machinem     Accrual start: 06/01/95       Location:     Clearwater     Class code:     5901       Department:     MISD     Active:     Yes       Description     Action     Type     Time From     Thru       annual leave     used     annual     8:00     02/18/16     02/18/16       *** Balance as of 2/29/2016 ***       Type     Accrual Rate     Accrued     Taken     Balance       Annual     20:00     28:00     10:00     270:00       Removed Heider     S:00     0:00     0:00     0:00	Accrual start: 06/01/95 cocation: Clearwater Class code: 5901 Department: MISD Active: Yes Description Action Type Time From Thru nual leave used annual 8:00 02/18/16 02/18/16 *** Balance as of 2/29/2016 *** Type Accrual Rate Accrued Taken Balance Annual 20:00 280:00 10:00 270:00 Person al Holiday 8:00 0:00 0:00 Side 8:00 260:00 12:00 248:00	Supervisor:     Accrual start:     06/01/95       Location:     Class code:     5901       Department:     MISD     Active:     Yes       Description     Action     Type     Time From     Thru       annual leave     used     annual     8.00     02/18/16	Accrual start:         06/01/95           Clearwater         Class code:         5901           MISD         Active:         Yes           Action         Type         Time From         Thru           used         annual         8.00         02/18/16         02/18/16           **** Balance as of 2/29/2016 ****         Accrual Rate         Accrued         Taken         Balance           20:00         280:00         10:00         270:00         900         900	Accrual start: 06/01/95       cation:     Class code:     5901       partment:     MISD     Active:     Yes       scription     Action     Type     Time From     Thru       asl leave     used     annual     8.00     02/18/16     02/18/16       *** Balance as of 2/29/2016 ***     ype     Accrual Rate     Accrued     Taken     Balance       aroual     20:00     280:00     10:00     270:00     readed       transal     20:00     280:00     10:00     270:00       ***     8:00     260:00     12:00     248:00	Accrual start: 06/01/95       ation:     Class code:     5901       artment:     MISD     Active:     Yes       rription     Action     Type     Time From     Thru       il leave     used     annual     8:00     02/18/16     02/18/16       **** Balance as of 2/29/2016 ****     Taken     Balance       op     Accrual Rate     Accrued     Taken     Balance       0:00     0:00     0:00     0:00     0:00       stal     20:00     28:00     10:00     270:00       0:al Holiday     8:00     0:00     0:00     0:00       8:00     260:00     12:00     248:00     0:00	Accrual start: 06/01/95         thion:       Clearwater       Class code:       5901         artment:       MISD       Active:       Yes         ription       Action       Type       Time From       Thru         leave       used       mnual       8.00       02/18/16       02/18/16         *** Balance as of 2/29/2016 ****         e       Accrual Rate       Accrued       Taken       Balance         ual       20:00       280:00       10:00       270:00         enal Holiday       8:00       06:00       12:00       248:00	ervisor: Example Servisor: Accrual start: 06/01/95 ation: Clearwater Class code: 5901 artment: MISD Active: Yes cription Action Type Time From Thru al leave used mnual 8:00 02/18/16 02/18/16 *** Balance as of 2/29/2016 *** pe Accrual Rate Accrued Taken Balance mual 20:00 250:00 10:00 270:00 son al Holiday S:00 0:00 0:00 0:00 k S:00 260:00 12:00 248:00
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Department: MISD     Active:     Yes       Description     Action     Type     Time From     Thru       annual leave       *** Balance as of 2/29/2016 ****       Type     Accrual Rate     Accrued     Taken     Balance       Annual     20:00     280:00     10:00     270:00       Removed Helidary     2:00     0:00     0:00     0:00	Department: MISD         Active:         Yes           Description         Action         Type         Time From         Thru           nual leave         used         annual         8:00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           Type         Accrual Rate         Accrued         Taken         Balance           Annual         20:00         10:00         270:00         90:00	Department: MISD     Active:     Yes       Description     Action     Type     Time From     Thru       annual leave     used     annual     8:00     02/18/16     02/18/16       *** Balance as of 2/29/2016 ****	Action         Type         Time From         Thru           used         annual         8.00         02/18/16         02/18/16           **** Balance as of 2/29/2016 ****         Accrual Rate         Accrued         Taken         Balance           20:00         280:00         10:00         270:00	partment: MISD         Active:         Yes           scription         Action         Type         Time From         Thru           aal leave         used         annual         8.00         02/18/16         02/18/16           **** Balance as of 2/29/2016 ****         ype         Accrual Rate         Accrued         Taken         Balance           amout         20:00         280:00         10:00         270:00         escond Holiday         5:00         0:00         0:00           ***         8:00         26:000         12:00         248:00         5:00 <td< td=""><td>artment: MISD         Active:         Yes           cription         Action         Type         Time From         Thru           illnove         used         annual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           De         Accrual Rate         Accrued         Taken         Balance           usal         20:00         280:00         10:00         270:00         0:00</td></td<> <td>artment: MISD         Active:         Yes           ription         Action         Type         Time From         Thru           1 leave         used         annual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           re         Accrual Rate         Accrued         Taken         Balance           ual         20:00         250:00         10:00         270:00           end Holidary         8:00         260:00         12:00         248:00</td> <td>Active:         Yes           cription         Action         Type         Time From         Thru           al leave         used         nnual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           pe         Accrual Rate         Accrued         Taken         Balance           nosal         20:00         250:00         10:00         270:00           sonal Holiday         8:00         260:00         12:00         248:00</td>	artment: MISD         Active:         Yes           cription         Action         Type         Time From         Thru           illnove         used         annual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           De         Accrual Rate         Accrued         Taken         Balance           usal         20:00         280:00         10:00         270:00         0:00	artment: MISD         Active:         Yes           ription         Action         Type         Time From         Thru           1 leave         used         annual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           re         Accrual Rate         Accrued         Taken         Balance           ual         20:00         250:00         10:00         270:00           end Holidary         8:00         260:00         12:00         248:00	Active:         Yes           cription         Action         Type         Time From         Thru           al leave         used         nnual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           pe         Accrual Rate         Accrued         Taken         Balance           nosal         20:00         250:00         10:00         270:00           sonal Holiday         8:00         260:00         12:00         248:00
Description         Action         Type         Time From         Thru           annual leave         used         annual         8:00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           Type         Accrual Rate         Accrued         Taken         Balance           Annual         20:00         280:00         10:00         270:00           Brane Helifer         8:00         0:00         0:00         0:00	Description         Action         Type         Time From         Thru           nnual leave           *** Balance as of 2/29/2016 ***           Type         Accrual Rate         Accrued         Taken         Balance           Annual         20:00         280:00         10:00         270:00           Person al Holiday         8:00         0:00         0:00         0:00           Side         8:00         260:00         12:00         248:00	Description         Action         Type         Time From         Thru           annual leave         used         annual         8:00         02/18/16         02/18/16           **** Balance as of 2/29/2016 ****	Action         Type         Time From         Thru           used         annual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ***         Accrual Rate         Accrued         Taken         Balance           20:00         280:00         10:00         270:00           avr         8:00         0:00         0:00	Action         Type         Time From         Thru           aalleave         used         annual         8.00         02/18/16         02/18/16           **** Balance as of 2/29/2016 ****           ype         Accrual Rate         Accrued         Taken         Balance           ansal         20:00         280:00         10:00         270:00           erson al Holidary         \$:00         0:00         0:00         45:00	Action         Type         Time From         Thru           il leave         used         used         snoual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ***           pe         Accrual Rate         Accrued         Taken         Balance           wal         20:00         280:00         10:00         270:00         0:00 <td< td=""><td>Action         Type         Time From         Thru           11eave         used         nnual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****         Me         Accrual Rate         Accrued         Taken         Balance           asl         20:00         250:00         10:00         270:00         0:00         0:00           on al Holiday         5:00         0:00         0:00         0:00         0:00</td><td>Action         Type         Time From         Thru           al leave         used         annual         8:00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           pe         Accrual Rate         Accrued         Taken         Balance           musi         20:00         250:00         10:00         270:00         50:00         50:00         6:00</td></td<>	Action         Type         Time From         Thru           11eave         used         nnual         8.00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****         Me         Accrual Rate         Accrued         Taken         Balance           asl         20:00         250:00         10:00         270:00         0:00         0:00           on al Holiday         5:00         0:00         0:00         0:00         0:00	Action         Type         Time From         Thru           al leave         used         annual         8:00         02/18/16         02/18/16           *** Balance as of 2/29/2016 ****           pe         Accrual Rate         Accrued         Taken         Balance           musi         20:00         250:00         10:00         270:00         50:00         50:00         6:00
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#### Step 7: Click "File/Administration/Perform month-end closing"

File Edit Activities Reports	<u>window H</u> elp	
Administration	Setup Unhide Columns 📫	- Q. é
Switch to	Update List	_
Change Password	View Insurance rates	
×	Edit FICA rates	
	Leave Properties	
	Update rate limits	
	Update text	
	Update CADs	
	Update Id Card border	
	Approval Properties	
	Process electronic request	
	Review Log	
	Import Image Wizard	
	Perform month-end closing	
	Process ops pay	
	Process overtime pay	
	Process payback	
	Sick pool	
	Manage Staff Information	
	Perform Year-End Closing	
	Undo Year-End Closing	
	Implement Projections	
	Finalize Evaluations	
	Manage Security	
	Redo Daily Startup	

## **Final Step**

- You will be prompted to review "no accruals" and "partial accruals" lists (usually new employees hired during the month but before the 15<sup>th</sup>, employees less than 1.0 FTE, and employees who were on leave without pay appear on this list)
- Make adjustments (if necessary), then click save and done.

## **Questions/Comments?**

Brian Solka, MPA, FCCM

Administrative Assistant

Office of the Public Defender, 6<sup>th</sup> Circuit

727-464-8024

briansolka@wearethehope.org