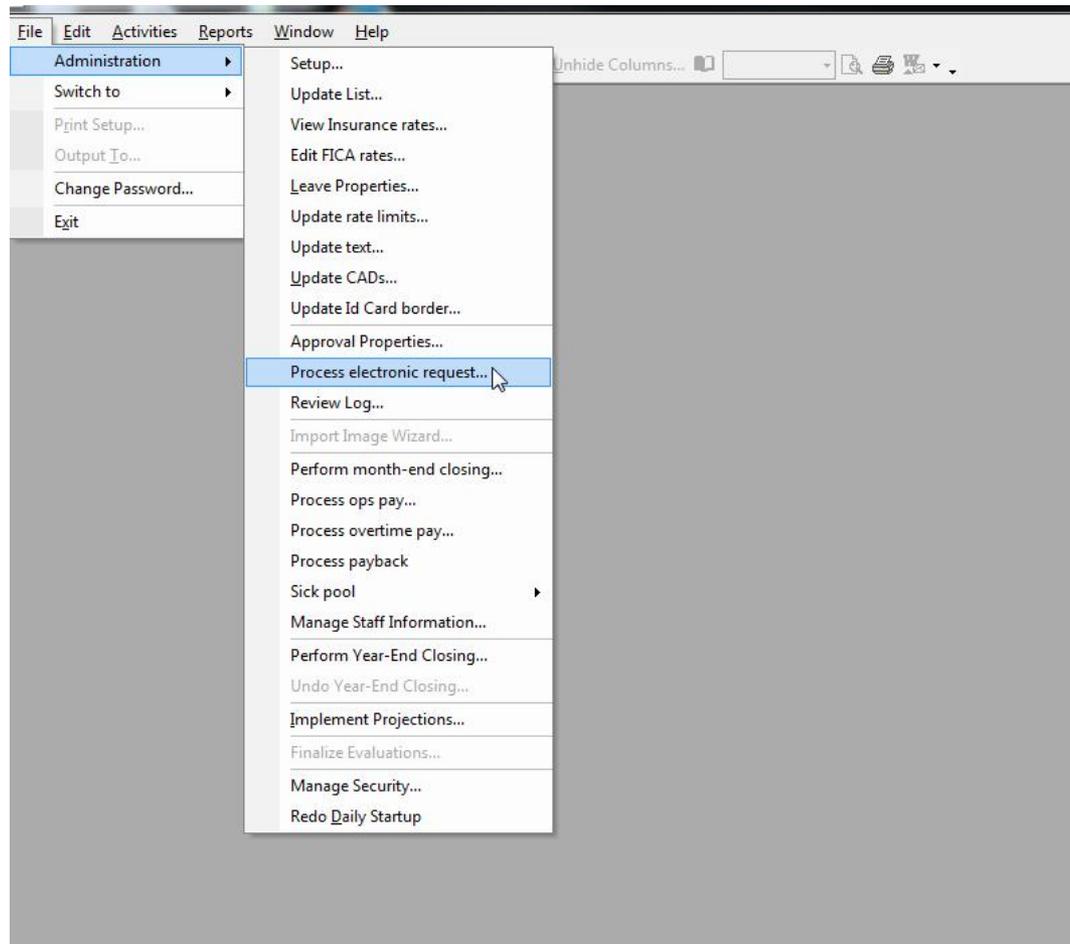


Closing the Month

Processing leave accruals at the end
of the month

Step 1: After all timesheets have been submitted, go to “Process Electronic Requests”



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

Process Eletronic Request... [as of March, 2016]

Attendance Special attention required Timesheets

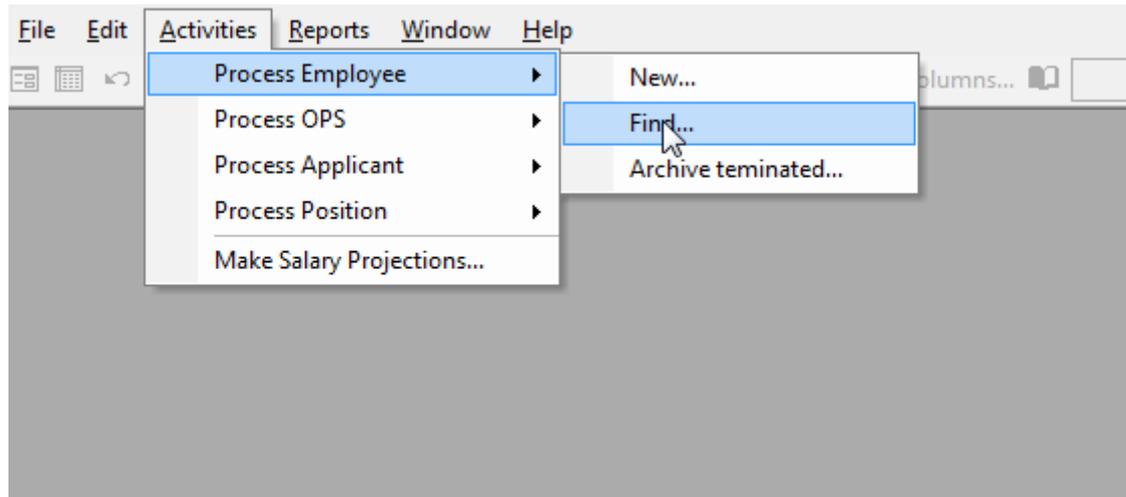
Here are employees with one or more attendance request, who have a negative balance problem or PRIOR months leave requests...
Click 'Approve...' button to import the selected ones NOW!
Or select ONLY one employee each time to resolve the negative balance.

name	effective_date	leave	hours	rr
DiMarco, Angelica F.	3/18/2016	Sick	8	0
Ebbecke, Erica A.	3/21/2016	Personal Holiday	8	0
Howell, Alan D.	3/1/2016	Sick	4	0
Howell, Alan D.	3/2/2016	Sick	5	0
Howell, Alan D.	3/3/2016	Annual	4	0
Howell, Alan D.	3/4/2016	Annual	4	0
Howell, Alan D.	3/9/2016	Annual	6	0
Howell, Alan D.	3/11/2016	Sick	6	0
Howell, Alan D.	3/14/2016	Sick	3	0
Howell, Alan D.	3/15/2016	Sick	3	0
Howell, Alan D.	3/16/2016	Sick	3	0
Howell, Alan D.	3/18/2016	Sick	5	0
Howell, Alan D.	3/22/2016	Sick	4	0
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

Select All
Unselect All

Approve...

Step 3: Locate employees noted from the “Special Attention Required” list



Step 4: Click on “Attendance/Accrual” tabs and adjust negative leave balances

Employee..... [Edit] X

Last, first, mi: Solka Brian A Find: Solka, Brian A

Sick Pool Member: On Family Medical Leave Show year 2016

Leave YTD | Leave MTD | **Accruals** | Overtime | Paybacks | Transfers | OPS time

Hired: 06/01/2012 Accrual: 06/01/2012 Liability:

New

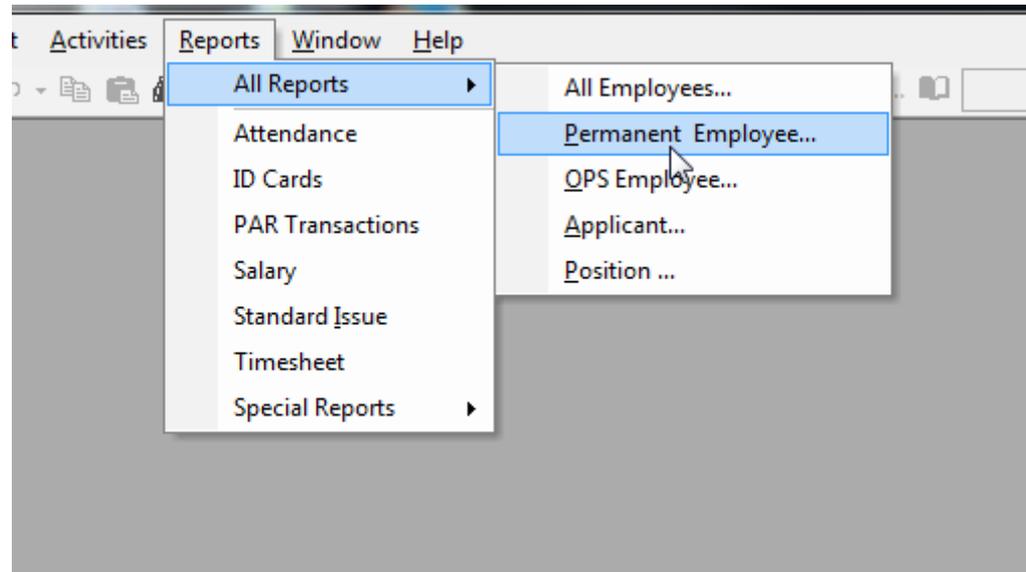
	Effective	Leave	Reason	Days	Hours	Minutes	Description	Action ▲
	01/31/2016	Sick	*	1.000	8	0		Not Defined
	02/29/2016	Annual	*	1.000	8	0		Not Defined
	02/29/2016	Sick	*	1.000	8	0		Not Defined
*			*		0	0		Not Defined

Record: 1 of 6

	Type	Rate	Accruals	Payouts	Transfers	Used	Current balance	Carryover limit
▶	Annual	8:00	56:00	0:00	0:00	8:00	48:00	240:00
	Sick	8:00	36:00	0:00	0:00	0:00	36:00	99999:00
	Personal Holiday	8:00	0:00	0:00	0:00	0:00	0:00	0:00

Rename | Attendance | Deductions | Emergency | General | PAR | Standard issue | Cancel | Report | Next | Done

Step 5: Create an “Attendance Recap” Report



Step 5 continued...

Advance Reports-> Employee ...

Tips **Filter**

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.

Find Employee Include Archived:

OR

Show all records where...

entity: by code:

Where:

Where date is:

between: thru

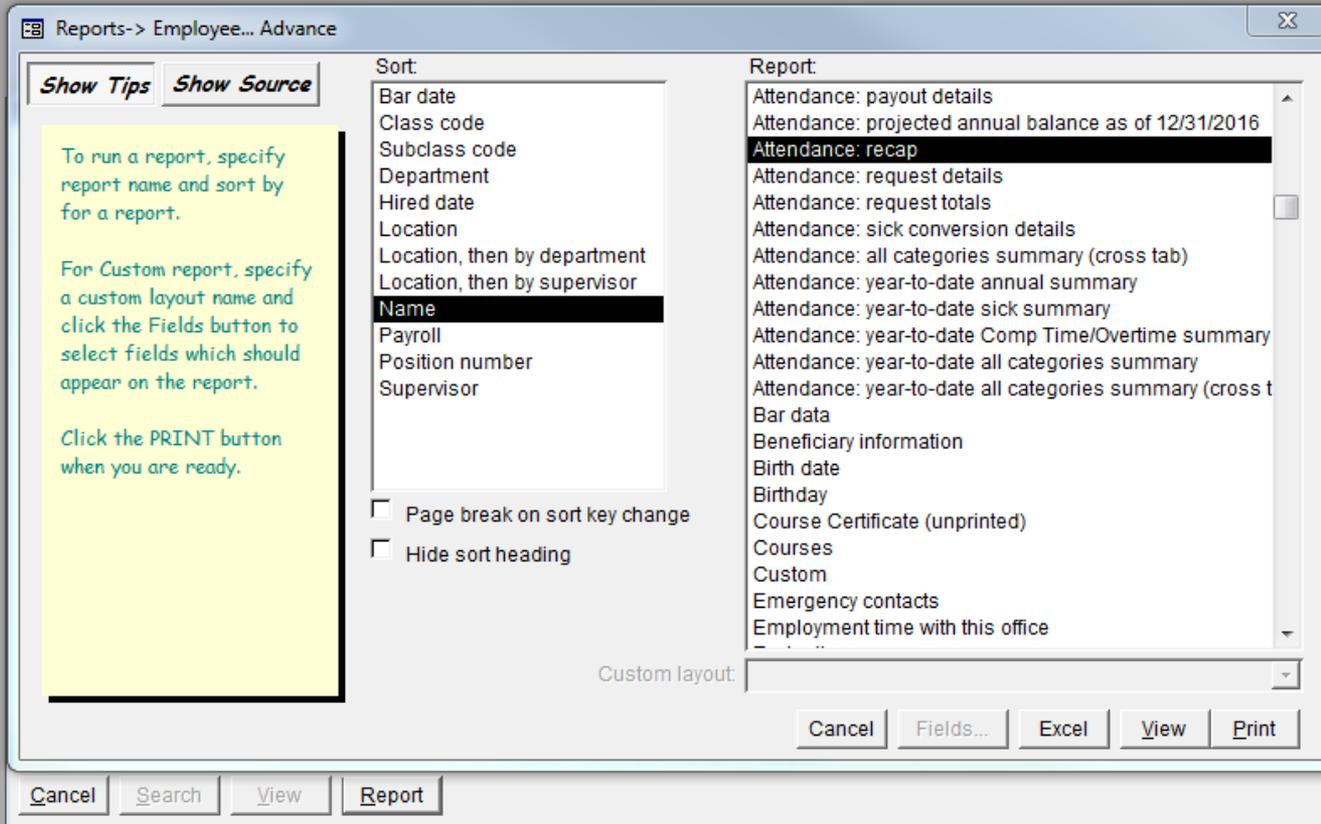
month:

position number(s):

Federal tax id(s):

Include historical records in search

Step 5 continued...



Step 5 continued...

ts-> Employee ...

Find
OR
Show

entity

When

Where date is: [dropdown]

between: [input] thru [input]

employee class
employee deduct
employee depart
employee locatio
employee military
employee name
employee note ty
employee project
employee status

Specify for period of records needed...

Use this date to specify the period you wish to report.

When computing balances, THRU DATE is used as the AS OF DATE for the calculations.

From date: 02/01/2016

Thru (as of) date: 2/29/2016

Cancel Ok

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

Attendance: recap

Attendance: recap From 02/01/16 Thru 02/29/16 Friday, April 01, 2016

Office of the Public Defender 6th Circuit Page 1 of 215

Name: [REDACTED] Hired: 07/02/12
Supervisor: [REDACTED] Accrual start: 06/01/95
Location: Clearwater Class code: 5901
Department: MUSD Active: Yes

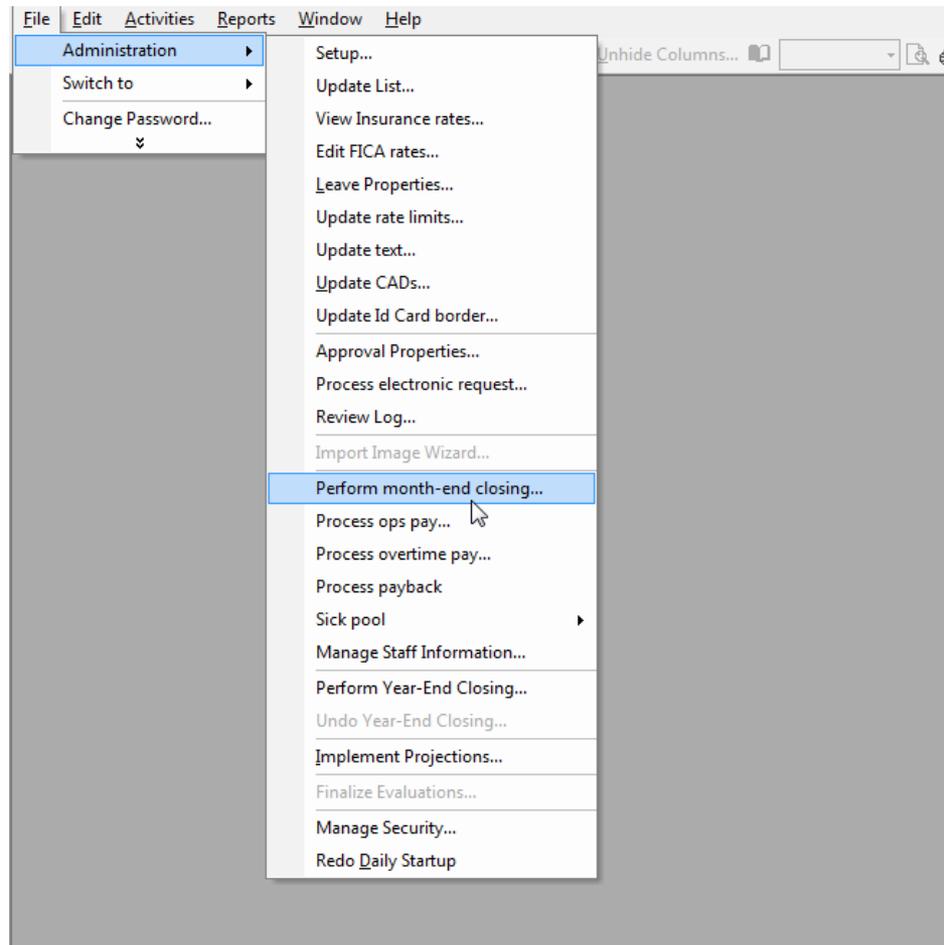
Description	Action	Type	Time From	Thru
annual leave	used	annual	8:00 02/18/16	02/18/16

*** Balance as of 2/29/2016 ***

Type	Accrual Rate	Accrued	Taken	Balance
Annual	20:00	250:00	10:00	270:00
Personal Holiday	3:00	0:00	0:00	0:00
Sick	8:00	260:00	12:00	248:00

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Step 7: Click “File/Administration/Perform month-end closing”



Final Step

- You will be prompted to review “no accruals” and “partial accruals” lists (usually new employees hired during the month but before the 15th, 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?

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