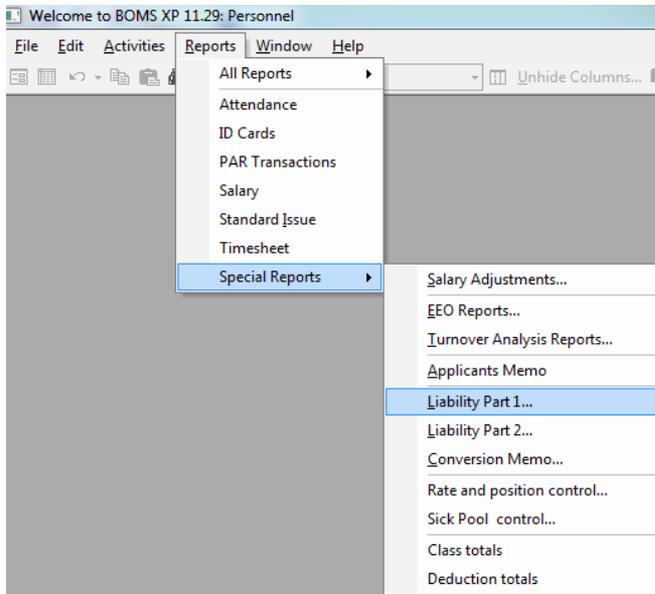


# To access the Leave Liability screen, go to the Personnel module in BOMS XP.



This is the screen that you will see when opening Leave Liability Part 1.

A screenshot of the 'Print Leave Liability, Part 1...' dialog box. The dialog contains the following fields and sections:

- Entity of Source: Trials
- Liability GAAFR Fund: 10
- Rates as of: 06/30/2014
- Table of Beginning Liability and Short Term Factors:

	Beginning Liability	Short Term Factors
June 30, 2013	\$0.00	0.0000
June 30, 2012	\$1,671,273.50	0.4256
June 30, 2011	\$1,635,114.76	

- 2014 Terminated Employee Payments:

	Total Payments	Total Hours
Annual Leave	\$55.00	0
Sick Leave	\$55.00	0
Comp Time	\$55.00	0

Buttons: Leave Payout Detail Report, Cancel, View, Print

On the left side of the screen, you input information from last year's report.



**Print Leave Liability, Part 1...**

What is the Entity of Source for the leave liability report?

Liability GAAFR Fund:

Rates as of:

Enter previous year factor here

	Beginning Liability	Short Term Factors
June 30, 2013	\$0.00	0.0000
June 30, 2012	\$1,671,273.50	0.4256
June 30, 2011	\$1,635,114.76	

Enter previous year amount here

	06/30/2013
Total beginning compensated absence liability	\$10,000.00
Cost of leave earned	\$300,785.31
Cost of leave available	\$310,785.31
Terminated employee annual leave payment	\$100,000.00
Terminated employee sick leave payment	\$2,000.00
Terminated employee comp-time leave payment	\$28,500.00
Cost of annual leave used	\$365,914.12
Cost of sick leave used	\$15,167.98
Cost of comp-time leave used	\$967.30
Total leave deletions	\$512,549.40
Short-term leave factor	1.6492
Ending compensated annual liability	\$467,292.46
Ending compensated sick liability	\$327,631.55
Ending compensated comp-time liability	\$109.54
Total ending compensated absence liability	\$795,033.55
Cumulative leave factors	2.5180
3 Year Average	0.8393
Short term Compensated absence liability	\$667,271.66
60-day leave payout	\$111,211.94
Amount due with 1 year	\$556,059.72
Total leave hours earned	11,964.25
Terminated employee annual leave hours	12.00
Terminated employee sick leave hours	25.00
Terminated employee comp-time leave hours	10.00
Total leave hours used	14,568.25

For your reference, the # represents the calculation made from the Leave Liability worksheet. See page 5.

2014 Terminated Employee Payments:

	Total Payments	Total Hours
Annual Leave Annual	\$55.00	0
Sick Leave Sick Payout	\$55.00	0
Comp Time Comp Time Payout	\$55.00	0

Leave Payout Detail Report

Cancel View Print

← The amounts to be entered on the right side of the screen are provided by JAC.

← Once all the information is entered, click "View" to generate the report.

Office of the State Attorney, 20th Circuit JAC-8  
**ANNUAL SICK AND COMPENSATORY LEAVE LIABILITY, PART 1 V11.18**

*ENTITY: Trials      GAAFR FUND: General Revenue*

	06/30/2014
Total beginning compensated absence liability	\$1,685,741.00
Cost of leave earned	\$1,215,559.92
Cost of leave available	\$2,901,300.92
Terminated employee annual leave payment	\$55.00
Terminated employee sick leave payment	\$55.00
Terminated employee comp-time leave payment	\$55.00
Cost of annual leave used	\$1,110,066.66
Cost of sick leave used	\$47,610.01
Cost of comp-time leave used	\$12,582.00
Total leave deletions	\$1,170,423.67
Short-term leave factor	0.4034
Ending compensated annual liability	\$1,230,229.24
Ending compensated sick liability	\$567,580.25
Ending compensated comp-time liability	\$674.63
Total ending compensated absence liability	\$1,798,484.12
Cumulative leave factors	1.2840
3 Year Average	0.4280
Short term Compensated absence liability	\$769,751.20
60-day leave payout	\$128,291.87
Amount due with 1 year	\$641,459.34
Total leave hours earned	41,311.50
Terminated employee annual leave hours	0.00
Terminated employee sick leave hours	0.00
Terminated employee comp-time leave hours	0.00
Total leave hours used	40,071.50

**Certified true and correct and substantiated by records maintained by this office.**

\_\_\_\_\_  
 Authorized signature

\_\_\_\_\_  
 Date

This is the Leave Liability report that gets generated from the information you entered on the previous screen.

Leave Liability Worksheet: Trials, General Revenue PART 1 V 11.18

06/30/14

1

3

2

Position No/ Employee Name/ Federal Tax ID Retirement Cd/ Rate	Annual leave/ Sick leave/ Comp time Hourly Rate	Annual/ Sick / Comp Time Accruals	Annual/ Sick / Comp Time Accrual Cost	Annual/ Sick / Comp Time Used	Annual/ Sick / Comp Time Used Cost	Annual/ Sick / Comp Time Balance	Annual/ Sick/ Comp Time/ TOTAL Liability
<b>As of: 06/30/2014</b>	<b>Class: 9815</b>	<b>State Attorney</b>					
02471	\$89.30	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
	\$79.78	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
	\$79.78	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
DP 0.1284							\$0.00
<b>As of: 06/30/2014</b>	<b>Class: 6901</b>	<b>Assistant State Attorney</b>					
00183	\$39.21	145:45	\$5,714.86	139:30	\$5,469.80	76:45	\$3,009.37
	\$33.51	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
	\$33.51	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
HM 0.1831							\$3,009.37
00199	\$33.00	146:00	\$4,818.00	190:00	\$6,270.00	93:00	\$3,069.00
	\$28.20	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
	\$28.20	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
HM 0.1831							\$3,069.00
00366	\$38.16	145:45	\$5,561.82	64:00	\$2,442.24	246:45	\$9,415.98
	\$32.61	22:00	\$717.42	6:00	\$195.66	71:45	\$2,339.77
	\$32.61	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
HM 0.1831							\$11,755.75
00435	\$28.16	88:00	\$2,478.08	136:00	\$3,829.76	76:00	\$2,140.16
	\$24.07	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
	\$24.07	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
HM 0.1831							\$2,140.16
00447	\$32.70	88:00	\$2,877.60	54:00	\$1,765.80	172:00	\$5,624.40
	\$27.95	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
	\$27.95	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
HM 0.1831							\$5,624.40
02473	\$33.61	126:15	\$4,243.26	155:00	\$5,209.55	86:15	\$2,898.86
	\$28.72	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
	\$28.72	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
HM 0.1831							\$2,898.86
02474	\$38.46	145:45	\$5,605.55	80:00	\$3,076.80	202:30	\$7,788.15
	\$32.87	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
	\$32.87	0:00	\$0.00	0:00	\$0.00	0:00	\$0.00
HM 0.1831							\$7,788.15