



LEAVE & LIABILITY AGING JOB AID

The purpose of this Job Aid is to explain the aging and deduction records contained on Infotype (IT) 9901. The B0202: Comp Aging Report and the B0210: Adverse Weather Liability Report (both available in BI) are summary level reports of the information provided on the IT9901 records. The IT9901 records can be examined for a specific employee to better understand the details of the accrual, deduction, and expiration of aged balances.

IT9901 is a custom infotype designed specifically to track the aging and usage of leave and leave liability balances. IT9901 handles the aging of various compensatory times and holiday entitlements, which are first accrued and later deducted via absences or expirations. IT9901 also handles leave liabilities, which are first incurred and later repaid.

Similar to other infotypes, IT9901 has several relevant subtypes. Each of the following subtypes is detailed in a subsequent section:

- 6000 – OT Compensatory Time
- 6005 – Holiday Compensatory Time
- 6010 – On-call Compensatory Time
- 6015 – Holiday Leave
- 6020 – Gap Hours Compensatory Time
- 6025 – Callback Comp
- 6030 – Emergency Closing Comp
- 7000 – Adverse Weather Liability

IT9901 records are viewable via PA20 or PA61, but cannot be manually maintained in these transactions. Time Evaluation is solely responsible for the generation of the IT9901 records.

IT9901 records are best viewed using the Overview functionality for a particular subtype as shown below.

The screenshot shows the 'Display HR Master Data' application window. At the top, there is a search icon and a user profile icon. Below this, there are input fields for 'Personnel no.' and 'Name'. The main data area is divided into two rows: 'EEGroup' with value 'A' and 'SPA Employees', and 'PersA' with value '1401' and 'State Controller'; 'EESubgroup' with value 'A1' and 'FT N-FLSAOT Perm', and 'CostC' with value '1499999999' and 'OSC'. Below the data is a tabbed interface with 'Basic Personal Data' selected. The main content area is split into two panes. The left pane is a list of data categories with checkboxes and green checkmarks: 'Infotype text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Planned Working Time', 'Basic Pay', 'Family Member/Dependents', 'I-9 Residence Status', and 'Additional Personal Data'. The right pane is titled 'Period' and contains radio button options: 'Period', 'Today', 'All', 'From curr.date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom of the right pane. Below the panes is a 'Direct selection' section with an 'Infotype' dropdown set to 'Leave & Liability Aging', an 'STy' input field with '6000', and the text 'OT Compensatory Time'.

Click the **Overview**  icon.

The Overview displays all the available information for each record.

Overview Leave & Liability Aging (9901)

Personnel No Name

EE group SPA Employees Personnel ar State Controller

W/S rule MTWH-10,FSaS-O Status

To STy.

Start Date	End Date	Time T...	Hours	On-Call R	Time Eval Date	Payout Date	L..	L..
11/18/2011	11/18/2011	6000	3.50	0.00	11/19/2010			
10/14/2011	10/14/2011	6000	0.50	0.00	10/15/2010			
10/07/2011	10/07/2011	6000	1.50	0.00	10/08/2010			
09/30/2011	09/30/2011	6000	5.00	0.00	10/01/2010			
09/23/2011	09/23/2011	6000	1.00	0.00	09/24/2010			
09/17/2011	09/17/2011	6000	2.00	0.00	09/18/2010			
09/02/2011	09/02/2011	6000	1.00	0.00	09/03/2010			
07/15/2011	07/15/2011	6000	3.50	0.00	07/16/2010			
07/14/2011	07/14/2011	6000	1.50	0.00	07/15/2010			
06/18/2011	06/18/2011	6000	1.00	0.00	06/19/2010			
06/16/2011	06/16/2011	6000	0.25	0.00	06/17/2010			
04/15/2011	04/15/2011	6000	1.00	0.00	04/16/2010			
03/18/2011	03/18/2011	6000	3.50	0.00	03/19/2010			
02/05/2011	02/05/2011	6000	6.00	0.00	02/06/2010			
02/04/2011	02/04/2011	6000	13.50	0.00	02/05/2010			
02/03/2011	02/03/2011	6000	3.75	0.00	02/04/2010			
02/03/2011	02/03/2011	6000	0.75-	0.00	10/28/2010			
01/29/2011	01/29/2011	6000	4.50	0.00	01/30/2010			
01/29/2011	01/29/2011	6000	0.25-	0.00	08/05/2010			
01/29/2011	01/29/2011	6000	1.00-	0.00	10/26/2010			
01/29/2011	01/29/2011	6000	3.25-	0.00	10/28/2010			
01/28/2011	01/28/2011	6000	2.00	0.00	01/29/2010			
01/28/2011	01/28/2011	6000	2.00-	0.00	08/05/2010			
01/27/2011	01/27/2011	6000	3.50	0.00	01/28/2010			
01/27/2011	01/27/2011	6000	3.50-	0.00	08/05/2010			
01/14/2011	01/14/2011	6000	1.75	0.00	01/15/2010			

Drilling down to the detail view of each record does not provide any more information than what is shown using the Overview view. For analysis, the best practice is to use the Overview view.

Each line item shown on the overview screen represents an aging record or a deduction to an aging record. The column layout is as follows:

- **Start Date & End Date** – These dates represent the “age out” or "expiration" date for each record. The Start Date and End Date are always the same.

- **Time Type** – The Time Type column represents the IT9901 subtype for the record. Note that these Time Types are not related to the Time Types generated in Time Evaluation.
- **Hours** – The Hours column represents the number of hours aged or used for each record.
- **On-Call Rate** – The On-call Rate column is only populated for subtype 6010 records (On-call Compensatory Time). For subtype 6010 records, this column contains the on-call rate assigned to the employee's position on the date of the On-call Comp accrual. For all other IT9901 subtypes, this column will show '0.00.'
- **Time Evaluation Date** – The Time Evaluation Date column shows the calendar date in which the record was generated.
- **Payout Date** – The Payout Date column shows the calendar date in which the record aged out. The age out date represents various quota activities and/or payment depending on the subtype and EE type. For example, the age out date represents the payout date for an aged OT Comp balance for a subject employee. For a non-subject employee, the age out date represents the date that an aged OT Comp balance expires and is no longer available for use. For holiday entitlements, the age out date represents the date an unused holiday entitlement rolls to Holiday Comp.
- **Liability** – The Liability column (the first "L" column) indicates that an aging record represents a liability. For the compensatory and holiday leave subtypes, records flagged with liabilities signal that an employee has overdrawn his/her available leave with the related time entry or quota adjustment on a particular date.
- **Lock indicator** – The Lock indicator column (the second "L" column) indicates that the aging record is locked.

In the overview screen, the IT9901 records are listed in chronological order according to Start/End Date (expiration date). By scrolling down, the other IT9901 records are viewable.

OT Compensatory Time (6000), Holiday Compensatory Time (6005), On-call Compensatory Time (6010), Gap Hours Compensatory Time (6020), Callback Compensatory Time (6025), and Emergency Closing Compensatory Time (6030)

All of the Compensatory Time subtypes are managed in a similar fashion on IT9901.

- The IT9901 subtype for OT Comp Time is 6000.
- The IT9901 subtype for Holiday Comp Time is 6005.
- The IT9901 subtype for On-call Comp Time is 6010.
- The IT9901 subtype for Gap Hours Comp Time is 6020.
- The IT9901 subtype for Callback Comp Time is 6025.
- The IT9901 subtype for Emergency Closing Comp Time is 6030.

For the examples in this section, the OT Comp Time subtype (Subtype 6000) is used.

PRE-REQUISITES

In order for an employee to earn and use OT Comp, the employee's position must be set as eligible for OT Comp and not flagged for immediate payout. For employees eligible for OT Comp and flagged for immediate payout, any overtime earned is not aged and is sent directly to Payroll for compensation. For employees that are not eligible for immediate payout, the Comp Aging Limit as specified on the position setting is used when generating aging records. For most employees this limit is set to 365 days. Some agencies, however, do use shorter aging limits, such as 30, 60 or 90 days.

OT COMPENSATORY TIME ACCRUAL RECORDS

An OT Comp accrual record is generated when overtime hours are recognized during an employee's overtime period. The aging record is generated on the day in which the employee exceeds the expected hours for the period. The highlighted records below represent accruals for OT Comp.

Overview Leave & Liability Aging (9901)								
Personnel No	[REDACTED]		Name	[REDACTED]				
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F MTWH-10,FSaS-O			Status	Active			
Choose	01/01/1800	To	12/31/9999	STy.	6000			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval Date	Payout Date	L..	L..
07/15/2011	07/15/2011	6000	3.50	0.00	07/16/2010			
07/14/2011	07/14/2011	6000	1.50	0.00	07/15/2010			
06/18/2011	06/18/2011	6000	1.00	0.00	06/19/2010			
06/16/2011	06/16/2011	6000	0.25	0.00	06/17/2010			
04/15/2011	04/15/2011	6000	1.00	0.00	04/16/2010			
03/18/2011	03/18/2011	6000	3.50	0.00	03/19/2010			
02/05/2011	02/05/2011	6000	6.00	0.00	02/06/2010			

For OT Comp accrual records, the Time Evaluation Date represents the days the overtime hours were earned. The highlighted records above represent 1.5 hours of OT Comp earned on 7/15/2010 and 3.5 hours of OT Comp earned on 7/16/2010. The Start/End Date for OT Comp accrual records represents the specified aging limit applied to the record. In the example, the employee has a 365 day aging limit, so the 1.5 hours earned on 7/15/2010 are set to age out on 7/14/2011. Likewise, the 3.5 hours of OT Comp earned on 7/16/2010 are set to age out on 7/15/2011.

An OT Comp accrual record is also generated when an IT2013 (Quota Correction) is created to increase an employee's OT Comp quota.

Overview Leave & Liability Aging (9901)							
Personnel No	1401		Name	JAN WRIGHT, JR			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D02N10_F		MTWH-10,FSaS-O	Status	Active		
Choose	01/01/1800	To	12/31/9999	STy.	6000		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
02/03/2011	02/03/2011	6000	3.75	0.00	02/04/2010		
02/03/2011	02/03/2011	6000	0.75-	0.00	10/28/2010		
01/29/2011	01/29/2011	6000	4.50	0.00	01/30/2010		
01/29/2011	01/29/2011	6000	0.25-	0.00	08/05/2010		
01/29/2011	01/29/2011	6000	1.00-	0.00	10/26/2010		
01/29/2011	01/29/2011	6000	3.25-	0.00	10/28/2010		
01/28/2011	01/28/2011	6000	2.00	0.00	01/29/2010		
01/28/2011	01/28/2011	6000	2.00-	0.00	08/05/2010		
01/27/2011	01/27/2011	6000	3.50	0.00	01/28/2010		
01/27/2011	01/27/2011	6000	3.50-	0.00	08/05/2010		
01/14/2011	01/14/2011	6000	1.75	0.00	01/15/2010		
01/14/2011	01/14/2011	6000	1.75-	0.00	08/05/2010		
01/07/2011	01/07/2011	6000	4.75	0.00	01/08/2010		
01/07/2011	01/07/2011	6000	2.25-	0.00	08/04/2010		
01/07/2011	01/07/2011	6000	2.50-	0.00	08/05/2010		

An alternative way to view deduction records is to view the deductions applied against an aging record. The example above shows that 0.25 hours from an 8/5/2010 absence were deducted from a 1/29/2011 aging record. Absences on 10/26/2010 and 10/28/2010 also deducted from this aging record. The total of these three deductions (highlighted below) is 4.5 hours, which corresponds to the value of the related accrual record.

Overview Leave & Liability Aging (9901)							
Personnel No	1401		Name	JAN WRIGHT, JR			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D02N10_F		MTWH-10,FSaS-O	Status	Active		
Choose	01/01/1800	To	12/31/9999	STy.	6000		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
02/03/2011	02/03/2011	6000	3.75	0.00	02/04/2010		
02/03/2011	02/03/2011	6000	0.75-	0.00	10/28/2010		
01/29/2011	01/29/2011	6000	4.50	0.00	01/30/2010		
01/29/2011	01/29/2011	6000	0.25-	0.00	08/05/2010		
01/29/2011	01/29/2011	6000	1.00-	0.00	10/26/2010		
01/29/2011	01/29/2011	6000	3.25-	0.00	10/28/2010		
01/28/2011	01/28/2011	6000	2.00	0.00	01/29/2010		

OT Comp deduction records are also generated when an IT2013 (Quota Correction) is created to decrease an employee's OT Comp quota or when an IT0416 (Quota Compensation) is created to payout unused leave at separation.

EXPIRING AN OT COMPENSATORY TIME RECORD

In the event that an aging record is not consumed prior to the age out date, the remaining balance of the accrual record is expired. When a record expires, a date is populated in the Payout Date column. This date will always match the Start/End Date of the original accrual record. The highlighted records below represent an expiring accrual. Only 2.5 hours of the original 4 hour accrual have been consumed prior to the age out date of 6/4/2010. Thus, on 6/4/2010, the remaining 1.5 hours are expired as indicated by the line item with the 6/4/2010 payout date.

Overview Leave & Liability Aging (9901)							
Personnel No	100010		Name	JESSIE WHEELER, JR			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D02N10_F		MTWH-10,FSaS-O		Status	Active	
Choose	01/01/1800	To	12/31/9999	STy.	6000		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
06/18/2010	06/18/2010	6000	3.00	0.00	06/19/2009		
06/18/2010	06/18/2010	6000	2.00-	0.00	06/09/2010		
06/18/2010	06/18/2010	6000	1.00-	0.00	06/10/2010		
06/04/2010	06/04/2010	6000	4.00	0.00	06/05/2009		
06/04/2010	06/04/2010	6000	0.50-	0.00	05/31/2010		
06/04/2010	06/04/2010	6000	2.00-	0.00	06/01/2010		
06/04/2010	06/04/2010	6000	1.50-	0.00	06/04/2010	06/04/2010	
05/31/2010	05/31/2010	6000	41.25	0.00	06/01/2009		

When OT Comp records expire, the outcome of the expiration is dependent on the FLSA status of the employee. For subject employees, the hours that expire are removed from the quota bucket and sent to Payroll for compensation. For non-subject employees, the hours that expire are simply removed from the quota bucket.

LIABILITY OT COMP RECORDS

Scenarios can exist where an employee's OT Comp balance drops below zero. These scenarios represent liability situations. On the IT9901 records, a liability situation is represented when the Liability flag is tagged to an IT9901 record. The liability flag is an 'X' in the first 'L' column, as shown below. For liabilities records, the Time Evaluation Date represents the date which the employee drops below zero for OT Comp. The Start/End Date of a liability record is the same as the Time Evaluation Date. Finally, the Hours column will contain the hours that the employee overdraw. In the example below, the employee used 2.5 hours of OT Comp on 8/30/2011 when there was no remaining entitlement for OT Comp.

Overview Leave & Liability Aging (9901)									
Personnel No: <input type="text" value="100010"/> Name: <input type="text" value="JOHN THOMAS (100010)"/> EE group: <input type="text" value="A"/> SPA Employees Personnel ar: <input type="text" value="1401"/> State Controller WS rule: <input type="text" value="D02N10_F"/> MTWH-10,FSaS-O Status: <input type="text" value="Active"/> Choose: <input type="text" value="01/01/1800"/> To: <input type="text" value="12/31/9999"/> STy.: <input type="text" value="6000"/>									
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..	
09/23/2011	09/23/2011	6000	1.00-	0.00	04/05/2011				
09/17/2011	09/17/2011	6000	2.00	0.00	09/18/2010				
09/17/2011	09/17/2011	6000	2.00-	0.00	04/05/2011				
09/02/2011	09/02/2011	6000	1.00	0.00	09/03/2010				
09/02/2011	09/02/2011	6000	1.00-	0.00	04/05/2011				
08/30/2011	08/30/2011	6000	2.50-	0.00	08/30/2011		X		
07/15/2011	07/15/2011	6000	3.50	0.00	07/16/2010				
07/15/2011	07/15/2011	6000	3.25-	0.00	04/04/2011				
07/15/2011	07/15/2011	6000	0.25-	0.00	04/05/2011				
07/14/2011	07/14/2011	6000	1.50	0.00	07/15/2010				
07/14/2011	07/14/2011	6000	1.50-	0.00	04/04/2011				

Leave And Liability Aging Job Aid

In OT Comp liability situations, the employee's next accrual will not generate a normal aging record. Instead, the accrual will be used to 'repay' the liability. The employee in the example earns 1.5 hours OT Comp on 9/8/2011, the week following the liability scenario. These hours generate an IT9901 record that repays a portion of the original liability record. When this occurs, the Time Evaluation Date represents the date in which the balance was earned and the Start/End date matches those of the liability record for which the accrual is repaying. By reviewing the records below, it can be determined that the employee now has a 1 hour liability to repay. The 2.5 hours liability record generated on 8/30/2011 has had a 1.5 hour accrual applied to it, leaving a 1 hour liability.

Overview Leave & Liability Aging (9901)								
								
Personnel No	100070		Name	JAMES THOMPSON, JR				
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F		MTWH-10,FSaS-O		Status Active			
 Choose	01/01/1800	To	12/31/9999	STy. 6000				
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
09/23/2011	09/23/2011	6000	1.00	0.00	09/24/2010			
09/23/2011	09/23/2011	6000	1.00-	0.00	04/05/2011			
09/17/2011	09/17/2011	6000	2.00	0.00	09/18/2010			
09/17/2011	09/17/2011	6000	2.00-	0.00	04/05/2011			
09/02/2011	09/02/2011	6000	1.00	0.00	09/03/2010			
09/02/2011	09/02/2011	6000	1.00-	0.00	04/05/2011			
08/30/2011	08/30/2011	6000	2.50-	0.00	08/30/2011		X	
08/30/2011	08/30/2011	6000	1.50	0.00	09/08/2011			
07/15/2011	07/15/2011	6000	3.50	0.00	07/16/2010			
07/15/2011	07/15/2011	6000	3.25-	0.00	04/04/2011			

Leave And Liability Aging Job Aid

To continue the scenario, in the following week the employee earns another 1.5 hours of OT Comp. Since only 1 hour is needed to repay the liability, two separate IT9901 records will be created. As shown below, the first will be created as a repayment for the 8/30/2011 liability for 1 hour and the second will be a normal accrual record for 0.5 hours with an age out date the following year.

Overview Leave & Liability Aging (9901)								
								
Personnel No	100000			Name	JOHN THOMAS THOMAS			
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F MTWH-10,FSaS-O				Status	Active		
 Choose	01/01/1800	To	12/31/9999	STy.	6000			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
09/28/2011	09/28/2011	6000	8.00-	0.00	07/14/2011			
09/23/2011	09/23/2011	6000	1.00	0.00	09/24/2010			
09/23/2011	09/23/2011	6000	1.00-	0.00	04/05/2011			
09/17/2011	09/17/2011	6000	2.00	0.00	09/18/2010			
09/17/2011	09/17/2011	6000	2.00-	0.00	04/05/2011			
09/02/2011	09/02/2011	6000	1.00	0.00	09/03/2010			
09/02/2011	09/02/2011	6000	1.00-	0.00	04/05/2011			
08/30/2011	08/30/2011	6000	2.50-	0.00	08/30/2011		X	
08/30/2011	08/30/2011	6000	1.50	0.00	09/08/2011			
08/30/2011	08/30/2011	6000	1.00	0.00	09/15/2011			
07/15/2011	07/15/2011	6000	3.50	0.00	07/16/2010			

Overview Leave & Liability Aging (9901)								
								
Personnel No	100000			Name	JOHN THOMAS THOMAS			
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F MTWH-10,FSaS-O				Status	Active		
 Choose	01/01/1800	To	12/31/9999	STy.	6000			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
09/13/2012	09/13/2012	6000	0.50	0.00	09/15/2011			
06/22/2012	06/22/2012	6000	3.00	0.00	06/24/2011			
06/22/2012	06/22/2012	6000	3.00-	0.00	08/30/2011			
03/30/2012	03/30/2012	6000	0.75	0.00	04/01/2011			
03/30/2012	03/30/2012	6000	0.75-	0.00	08/30/2011			
03/29/2012	03/29/2012	6000	0.25	0.00	03/31/2011			

Holiday Processing - Holiday Leave (6015) and Holiday Compensatory Time (6005)

The IT9901 subtype used for holiday entitlements is 6015. The IT9901 subtype used for Holiday Comp is 6005.

PREREQUISITES

In order for an employee to accrue holiday entitlements, the employee must be a positive time employee.

HOLIDAY LEAVE ACCRUAL RECORDS

A holiday accrual record is generated thirty days before a holiday. When employees are hired or reinstated inside the 30-day window in advance of the holiday, the holiday accrual is triggered on the Reinstatement or Hire date. The highlighted record below represents a full-time employee's accrual for the Labor Day 2011 holiday.

Overview Leave & Liability Aging (9901)								
Personnel No	100000		Name	JOHN THOMAS TRUMAN				
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F		MTWH-10,FSaS-O	Status	Active			
Choose	01/01/1800	To	12/31/9999	STy.	6015			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
10/04/2011	10/04/2011	6015	8.00	0.00	08/06/2011			
08/02/2011	08/02/2011	6015	8.00	0.00	06/04/2011			
08/02/2011	08/02/2011	6015	8.00-	0.00	07/04/2011			
06/28/2011	06/28/2011	6015	8.00	0.00	04/30/2011			
06/28/2011	06/28/2011	6015	8.00-	0.00	05/30/2011			
05/21/2011	05/21/2011	6015	8.00	0.00	03/23/2011			
05/21/2011	05/21/2011	6015	1.50-	0.00	04/19/2011			
05/21/2011	05/21/2011	6015	1.25-	0.00	04/20/2011			
05/21/2011	05/21/2011	6015	2.75	0.00	04/21/2011			

For holiday leave accruals, the Time Evaluation Date represents the day on which the entitlement was granted. Since the above employee is not a New Hire or Reinstatement, the entitlement is accrued thirty days in advance of the holiday. The Labor Day 2011 holiday falls on 9/5/2011. The accrual is granted thirty days in advance of the holiday on 8/6/2011. The Start/End Date for a holiday accrual record represents the end of the entitlement window (thirty days following the holiday). This date represents the date that any unused entitlement will roll to Holiday Comp. For Labor Day 2011, any unused entitlement will roll to Holiday Comp on 10/4/2011.

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The accruals for the 2011 Easter, Memorial Day, and Independence Day holidays are highlighted below. Each entitlement has the 60 day window. Easter was accrued on 3/23/2011 with a 5/21/2011 expiration date. Memorial Day was accrued on 4/30/2011 with a 6/28/2011 expiration date. Independence Day was accrued on 6/4/2011 with an 8/2/2011 expiration date.

Overview Leave & Liability Aging (9901)							
Personnel No	100770		Name	JESSIE WARDEN, 100770			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D02N10_F		MTWH-10,FSaS-O		Status	Active	
Choose	01/01/1800	To	12/31/9999	STy.	6015		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
10/04/2011	10/04/2011	6015	8.00	0.00	08/06/2011		
08/02/2011	08/02/2011	6015	8.00	0.00	06/04/2011		
08/02/2011	08/02/2011	6015	8.00-	0.00	07/04/2011		
06/28/2011	06/28/2011	6015	8.00	0.00	04/30/2011		
06/28/2011	06/28/2011	6015	8.00-	0.00	05/30/2011		
05/21/2011	05/21/2011	6015	8.00	0.00	03/23/2011		
05/21/2011	05/21/2011	6015	1.50-	0.00	04/19/2011		
05/21/2011	05/21/2011	6015	1.25-	0.00	04/20/2011		
05/21/2011	05/21/2011	6015	3.75-	0.00	04/21/2011		

If an employee is hired or reinstated inside the 30-day window in advance of the holiday, the entitlement window for the holiday leave accrual will still be 60 days from the New Hire or Reinstatement date. In the example below, the employee was hired on 8/12/2011, six days after other employees accrued the holiday. As a result, the new hire will have until 10/10/2011 to use the holiday entitlement, instead of 10/4/2011.

Overview Leave & Liability Aging (9901)							
Personnel No	100770		Name	JESSIE WARDEN, 100770			
EE group	A	SPA Employees	Personnel ar	2001	Health Human Services		
WS rule	N01N086N		MTWHF-8, SaS-O		Status	Active	
Choose	01/01/1800	To	12/31/9999	STy.	6015		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
10/10/2011	10/10/2011	6015	8.00	0.00	08/12/2011		

HOLIDAY DEDUCTION RECORDS

Holiday deduction records are generated when A/A 9300 (Holiday Leave) absences are processed. The highlighted record below represents a holiday deduction record.

Overview Leave & Liability Aging (9901)							
Personnel No	[REDACTED]		Name	[REDACTED]			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D02N10_F MTWH-10,FSaS-O			Status Active			
Choose	01/01/1800	To	12/31/9999	STy. 6015			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
10/04/2011	10/04/2011	6015	8.00	0.00	08/06/2011		
08/02/2011	08/02/2011	6015	8.00	0.00	06/04/2011		
08/02/2011	08/02/2011	6015	8.00-	0.00	07/04/2011		
06/28/2011	06/28/2011	6015	8.00	0.00	04/30/2011		
06/28/2011	06/28/2011	6015	8.00-	0.00	05/30/2011		
05/21/2011	05/21/2011	6015	8.00	0.00	03/23/2011		
05/21/2011	05/21/2011	6015	4.50	0.00	04/02/2011		

Deduction records are characterized by a negative Hours value. The Time Evaluation Date represents the absence date in which the employee consumed the quota. The highlighted record above represents 8 hours of holiday leave used on 7/4/2011. When a holiday absence is processed, it is applied against the oldest aging record available, that has not yet expired or been consumed. The Start/End Date of a deduction record will match the aging record for the entitlement consumed. In the above example, the Start/End Date is 8/2/2011, indicating that the holiday leave keyed on 7/4/2011 consumed an entitlement set to age out on 8/2/2011.

In some cases, a single day's absence can consume multiple holiday entitlement records. This is common during the end of the year when an employee has multiple holiday entitlements for the November, December, and January holidays. In the example below, the employee works 10 hour shifts and recorded 10 hours of A/A 9300 on 11/25/2010. This entry deducted 4 hours from the Thanksgiving 1 holiday entitlement and 6 hours from the Thanksgiving 2 entitlement. These deductions are highlighted in pink.

Overview Leave & Liability Aging (9901)								
Personnel No	100010		Name	JENNIFER L. HARRIS				
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F MTWH-10,FSaS-O			Status	Active			
Choose	01/01/1800	To	12/31/9999	STy.	6015			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
01/25/2011	01/25/2011	6015	8.00	0.00	11/27/2010			
01/25/2011	01/25/2011	6015	8.00-	0.00	12/27/2010			
01/22/2011	01/22/2011	6015	8.00	0.00	11/24/2010			
01/22/2011	01/22/2011	6015	8.00-	0.00	12/23/2010			
12/25/2010	12/25/2010	6015	8.00	0.00	10/27/2010	Thanksgiving 2		
12/25/2010	12/25/2010	6015	6.00-	0.00	11/25/2010			
12/25/2010	12/25/2010	6015	2.00-	0.00	12/23/2010			
12/24/2010	12/24/2010	6015	8.00	0.00	10/26/2010	Thanksgiving 1		
12/24/2010	12/24/2010	6015	4.00-	0.00	11/24/2010			
12/24/2010	12/24/2010	6015	4.00-	0.00	11/25/2010			
12/10/2010	12/10/2010	6015	8.00	0.00	10/12/2010			
12/10/2010	12/10/2010	6015	6.00-	0.00	11/11/2010			

The remainder of the Thanksgiving 2 entitlement was consumed on 12/23/2010 when 2 hours deducted from this entitlement.

If an employee works on a holiday (instead of recording holiday leave) and has not yet exhausted the related holiday entitlement prior to the holiday, the hours worked on the holiday (up to 8 hours) generate a deduction to the holiday entitlement as well as an equivalent accrual to Holiday Comp Leave. Holiday entitlements that are consumed via time worked on a holiday appear as deduction records on IT9901. Attendance and absence entries should be viewed to determine whether a deduction record generated on a holiday is a result of recording A/A 9300 or working on the holiday. The IT9901 deduction record will look the same in either case.

Holiday deduction records are also generated when an IT2013 (Quota Correction) is created to decrease an employee's Holiday Leave balance.

EXPIRING A HOLIDAY LEAVE ENTITLEMENT

In the event that a Holiday Leave entitlement is not consumed prior to the age out date, the remaining balance of the entitlement is rolled to Holiday Comp Leave. When an entitlement rolls to Holiday Comp, a date is populated in the Payout Date column. This date will always match the Start/End Date of the original entitlement record. The highlighted records below represent the remaining entitlement for the 2010 Martin Luther King (MLK) holiday rolling to Holiday Comp. Only 3.75 hours of the MLK entitlement have been consumed prior to rollover date of 2/16/2010. Thus, on 2/16/2010, the remaining 4.25 hours are rolled to Holiday Comp as indicated by the line item with the 2/16/2010 payout date.

Overview Leave & Liability Aging (9901)								
								
Personnel No	[1401]		Name [STATE CONTROLLER]					
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F MTWH-10,FSaS-O			Status	Active			
 Choose	01/01/1800	To	12/31/9999	STy.	6015			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
05/01/2010	05/01/2010	6015	1.00-	0.00	04/21/2010			
02/16/2010	02/16/2010	6015	8.00	0.00	12/19/2009			
02/16/2010	02/16/2010	6015	3.75-	0.00	01/18/2010			
02/16/2010	02/16/2010	6015	4.25-	0.00	02/16/2010	02/16/2010		
01/30/2010	01/30/2010	6015	8.00	0.00	12/02/2009			
01/30/2010	01/30/2010	6015	8.00-	0.00	12/31/2009			
01/23/2010	01/23/2010	6015	8.00	0.00	11/25/2009			
01/23/2010	01/23/2010	6015	8.00-	0.00	12/24/2009			

If an employee is eligible for Holiday Comp Leave accruals, a related accrual record is generated for Holiday Comp Leave and is represented on IT9901 subtype 6005 as shown below.

Overview Leave & Liability Aging (9901)								
								
Personnel No	[1401]		Name [STATE CONTROLLER]					
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F MTWH-10,FSaS-O			Status	Active			
 Choose	01/01/1800	To	12/31/9999	STy.	6005			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
05/19/2012	05/19/2012	6005	0.25	0.00	05/21/2011			
05/19/2012	05/19/2012	6005	0.25-	0.00	06/09/2011			
02/14/2012	02/14/2012	6005	1.00	0.00	02/15/2011			
02/14/2012	02/14/2012	6005	1.00-	0.00	04/04/2011			
02/15/2011	02/15/2011	6005	4.25	0.00	02/16/2010			
02/15/2011	02/15/2011	6005	0.75-	0.00	03/09/2010			
02/15/2011	02/15/2011	6005	3.50-	0.00	03/11/2010			

If an employee's position is set as immediate payout for Holiday Comp, then a related IT9901 is not generated. Instead, the remaining entitlement is paid in the employee's next paycheck as Holiday Comp Leave payout.

LIABILITY HOLIDAY LEAVE RECORDS

Scenarios can exist where an employee's Holiday Leave balance drops below zero. These scenarios represent liability situations. On the IT9901 records, a liability situation is represented when the Liability flag is tagged to an IT9901 record. The liability flag is an 'X' in the first 'L' column, as shown below. For liabilities records, the Time Evaluation Date represents the date which the employee drops below zero for Holiday Leave. The Start/End Date is the same as the Time Evaluation Date. Finally, the Hours column will contain the hours that the employee overdraw. In the example below, the employee recorded 4 hours of Holiday leave for which there was no remaining entitlement.

Overview Leave & Liability Aging (9901)								
Personnel No	100000		Name	JIM WENETT, TRAINER				
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D02N10_F MTWH-10,FSaS-O			Status	Active			
Choose	01/01/1800	To	12/31/9999	STy.	6015			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
12/10/2008	12/10/2008	6015	4.00-	0.00	11/11/2008			
09/30/2008	09/30/2008	6015	8.00	0.00	08/02/2008			
09/30/2008	09/30/2008	6015	4.00-	0.00	08/04/2008			
09/30/2008	09/30/2008	6015	4.00-	0.00	09/01/2008			
09/01/2008	09/01/2008	6015	4.00-	0.00	09/01/2008		X	
09/01/2008	09/01/2008	6015	4.00	0.00	10/12/2008			
08/02/2008	08/02/2008	6015	8.00	0.00	06/04/2008			

Looking closer at the above scenario, you can determine why the employee generated a liability. The employee only used 4 hours of the Independence Day 2008 holiday. The remaining 4 hours of this entitlement rolled to Holiday Comp on 8/2/2008 as shown below. The employee was probably not aware of the exact rollover date and intended to use the remaining 4 hour entitlement from Independence Day on 8/4/2008. Due to the fact that the Independence Day entitlement rolled on 8/2/2008 and the Labor Day entitlement accrued on 8/2/2008, the 4 hours of A/A 9300 recorded on 8/4/2008 deducted from the Labor Day entitlement instead of the Independence Day entitlement (highlighted in pink). Then, for the Labor Day holiday, the employee recorded 8 hours of A/A 9300 on 9/1/2008. This absence consumed the remaining 4 hour entitlement for the Labor Day holiday (also highlighted in pink), then generated a liability record for the remaining 4 hours due to the fact that there was no entitlement remaining (highlighted in purple).

Overview Leave & Liability Aging (9901)							
Personnel No	[REDACTED]		Name	[REDACTED]			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D02N10_F MTWH-10,FSaS-O		Status	Active			
Choose	01/01/1800	To	12/31/9999	STy.	6015		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
12/10/2008	12/10/2008	6015	4.00-	0.00	11/11/2008		
09/30/2008	09/30/2008	6015	8.00	0.00	08/02/2008	Labor Day	
09/30/2008	09/30/2008	6015	4.00-	0.00	08/04/2008		
09/30/2008	09/30/2008	6015	4.00-	0.00	09/01/2008		
09/01/2008	09/01/2008	6015	4.00-	0.00	09/01/2008		X
09/01/2008	09/01/2008	6015	4.00	0.00	10/12/2008		
08/02/2008	08/02/2008	6015	8.00	0.00	06/04/2008	Independence Day	
08/02/2008	08/02/2008	6015	4.00-	0.00	07/03/2008		
08/02/2008	08/02/2008	6015	4.00-	0.00	08/02/2008	08/02/2008	
06/24/2008	06/24/2008	6015	8.00	0.00	04/26/2008		

In Holiday Leave liability situations, the employee's next holiday entitlement accrual will not generate a normal aging record. Instead, the accrual will be used to 'repay' the liability. The employee in the example accrues the Veteran's Day 2008 entitlement on 10/12/2008. This entitlement accrual will 'payback' the 4 hour liability and will generate a 4 hour remaining entitlement for the Veteran's Day holiday (highlighted in pink below). For the liability repayment record, the Time Evaluation Date represents the date in which the liability was repaid and the Start/End Date matches that of the liability record for which the accrual is repaying. Since the entitlement accrual was for 8 hours, the employee has 4 hours remaining for the Veteran's Day entitlement. These 4 hours are represented as a holiday leave accrual on 10/12/2008 with a roll-over date of 12/10/2008.

Overview Leave & Liability Aging (9901)							
Personnel No	[REDACTED]		Name	Kate McNeely Bowman			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D02N10_F MTWH-10,FSaS-O		Status	Active			
Choose	01/01/1800	To	12/31/9999	STy.	6015		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
12/26/2008	12/26/2008	6015	4.00-	0.00	11/11/2008		
12/26/2008	12/26/2008	6015	4.00-	0.00	11/26/2008		
12/10/2008	12/10/2008	6015	4.00	0.00	10/12/2008	Veteran's Day (remaining)	
12/10/2008	12/10/2008	6015	4.00-	0.00	11/11/2008		
09/30/2008	09/30/2008	6015	8.00	0.00	08/02/2008		
09/30/2008	09/30/2008	6015	4.00-	0.00	08/04/2008		
09/30/2008	09/30/2008	6015	4.00-	0.00	09/01/2008		
09/01/2008	09/01/2008	6015	4.00-	0.00	09/01/2008		X
09/01/2008	09/01/2008	6015	4.00	0.00	10/12/2008		

Adverse Weather Liabilities (7000)

The IT9901 subtype used for Adverse Weather Liabilities is 7000.

PREREQUISITES

In order for an employee to accrue Adverse Weather Liability, A/A type 9545 (Adverse Weather Leave) is recorded. When an employee records Adverse Weather Leave, the employee incurs a liability for the number of leave hours taken for Adverse Weather. Per policy, the employee then has 90 days to make-up the hours taken for the Adverse Weather event.

NOTE: The Adverse Weather liability aging period was updated from 365 days to 90 days in the Adverse Weather policy revision effective 1/1/15. All liabilities incurred prior to 1/1/15 will show the 365 day aging period.

ADVERSE WEATHER LEAVE LIABILITY RECORDS

An Adverse Weather Leave liability accrual record is generated when an employee records Adverse Weather leave. The liability record is created on the day that A/A 9545 is recorded. The highlighted records below represent Adverse Weather liability accrual records for Adverse Weather leave taken on 1/10/2011, 1/11/2011, and 1/12/2011 for 4, 8, and 4.5 hours respectively.

Overview Leave & Liability Aging (9901)								
Personnel No	1401		Name	STATE CONTROLLER				
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D01N086N		MTWHF-8,SaS-O	Status	Active			
Choose	01/01/1800	To	12/31/9999	STy.	7000			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
01/11/2012	01/11/2012	7000	4.50	0.00	01/12/2011			
01/10/2012	01/10/2012	7000	8.00	0.00	01/11/2011			
01/09/2012	01/09/2012	7000	4.00	0.00	01/10/2011			
01/09/2012	01/09/2012	7000	1.00-	0.00	01/21/2011			
01/31/2011	01/31/2011	7000	8.00	0.00	02/01/2010			

For Adverse Weather Liability accrual records, the Time Evaluation Date represents the date that the liability was incurred. The Start/End Date for the Adverse Weather Liability accrual records represents the aging limit applied to this type of liability record. In the example, the employee has until 1/9/2012, 1/10/2012, and 1/11/2012 to make-up or repay the liability records.

ADVERSE WEATHER RECOVERY RECORDS

Adverse Weather Liability recovery records are generated when an employee makes-up or repays a liability. In the example below, the employee made up 1 hour of the liability generated on 1/10/2011 on 1/21/2011.

Overview Leave & Liability Aging (9901)							
Personnel No	1401		Name	DAVID MICHAEL THIBBT			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D01N086N		MTWHF-8,SaS-O		Status	Active	
Choose	01/01/1800	To	12/31/9999	STy.	7000		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
01/11/2012	01/11/2012	7000	4.50	0.00	01/12/2011		
01/10/2012	01/10/2012	7000	8.00	0.00	01/11/2011		
01/09/2012	01/09/2012	7000	4.00	0.00	01/10/2011		
01/09/2012	01/09/2012	7000	1.00-	0.00	01/21/2011		
01/31/2011	01/31/2011	7000	8.00	0.00	02/01/2010		
01/31/2011	01/31/2011	7000	4.50	0.00	06/25/2010		

Recovery records (similar to deduction records) are characterized by a negative Hours value. The Time Evaluation Date represents the date in which it was determined the employee has hours available to repay liabilities. When make-up hours are processed, the hours are applied to the oldest aging record available that has not yet expired or been fully recovered. The Start/End Date of recovery records will match the Start/End Date of the liability record being recovered. In the above example, the State/End Date is 1/9/2012, indicating that the make-up hours identified on 1/21/2011 applied to a liability set to expire on 1/9/2012.

Leave And Liability Aging Job Aid

In some cases, make-up hours identified on a certain day can be applied to multiple liability records. In the scenario below, the employee made up 2.78 hours of Adverse Weather on 1/31/2011. As a result, four separate liability records were fully or partially recovered. First, 0.95 hours were used to complete the recovery of the liability incurred on 2/1/2010. Next, the liability records incurred on 2/2/2010 and 2/3/2010 for 1 and 0.5 hours respectfully were recovered in whole. Finally, the remaining 0.33 hours were applied to the liability generated on 2/25/2010.

Overview Leave & Liability Aging (9901)							
							
Personnel No	115199		Name	Frank A. Papp			
EE group	A	SPA Employees	Personnel ar	1401	State Controller		
WS rule	D01N086N		MTWHF-8,SaS-O		Status	Active	
 Choose	01/01/1800	To	12/31/9999	STy.	7000		
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L L..
03/02/2011	03/02/2011	7000	1.53-	0.00	02/04/2011		
02/24/2011	02/24/2011	7000	0.33	0.00	02/25/2010		
02/24/2011	02/24/2011	7000	0.33-	0.00	01/31/2011		
02/02/2011	02/02/2011	7000	0.50	0.00	02/03/2010		
02/02/2011	02/02/2011	7000	0.50-	0.00	01/31/2011		
02/01/2011	02/01/2011	7000	1.00	0.00	02/02/2010		
02/01/2011	02/01/2011	7000	1.00-	0.00	01/31/2011		
01/31/2011	01/31/2011	7000	2.25	0.00	02/01/2010		
01/31/2011	01/31/2011	7000	0.78-	0.00	07/16/2010		
01/31/2011	01/31/2011	7000	0.02-	0.00	07/23/2010		
01/31/2011	01/31/2011	7000	0.03-	0.00	11/12/2010		
01/31/2011	01/31/2011	7000	0.47-	0.00	01/21/2011		
01/31/2011	01/31/2011	7000	0.95-	0.00	01/31/2011		
02/03/2010	02/03/2010	7000	0.16	0.00	02/04/2009		

An alternative way to view recovery records is to view the recovery records applied against a single liability record. In the example below, the liability record generated on 2/1/2010 (set to expire on 1/31/2011) was recovered with make-up hours on 7/16/2010, 7/23/2010, 11/12/2010, 1/21/2011, and 1/31/2011. The total of these recovery records is 2.25 hours, which corresponds to the value of the related liability record.

Overview Leave & Liability Aging (9901)								
Personnel No	12012001		Name	RICHARD W. ...				
EE group	A	SPA Employees	Personnel ar	1401	State Controller			
WS rule	D01N086N		MTWHF-8,SaS-O		Status	Active		
Choose	01/01/1800	To	12/31/9999	STy.	7000			
Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date	L	L..
02/01/2011	02/01/2011	7000	1.00-	0.00	01/31/2011			
01/31/2011	01/31/2011	7000	2.25	0.00	02/01/2010			
01/31/2011	01/31/2011	7000	0.78-	0.00	07/16/2010			
01/31/2011	01/31/2011	7000	0.02-	0.00	07/23/2010			
01/31/2011	01/31/2011	7000	0.03-	0.00	11/12/2010			
01/31/2011	01/31/2011	7000	0.47-	0.00	01/21/2011			
01/31/2011	01/31/2011	7000	0.95-	0.00	01/31/2011			
02/03/2010	02/03/2010	7000	0.16	0.00	02/04/2009			
02/03/2010	02/03/2010	7000	0.16-	0.00	03/27/2009			

There are two IT2012 subtypes related to Adverse Weather leave make-up. Subtype ZAWR will recover from Approved Leave first, then take any remaining from LWOP. Subtype ZAWB will recover from Approved Leave hierarchy allowing Bonus leave to be used before vacation leave, then take any remaining from LWOP. If either of these IT2012 subtypes is processed, the resulting recovery records on IT9901 are shown as deductions, similar to the employee making up time with hours worked.

EXPIRING ADVERSE WEATHER LIABILITY RECORDS

In the event that a liability record is not recovered prior to the expiration date, a hard error is generated in Time Evaluation prompting the Leave Administrator to recover the remaining liability via an IT2012-ZAWR or IT2012-ZAWB. A Leave Administrator can view the IT9901-7000 records with a Start/End Date that matches the date of the hard error. The IT 2012-ZAWR or IT2012-ZAWB should be keyed for the amount of liability remaining for the date in question, or a combination of both recovering subtypes. If the IT2012 record is keyed correctly, the appropriate IT9901 deduction record is created and the hard error is removed allowing the employee to process in Time Evaluation. A confirmation message will generate in Time Evaluation noting the success of the IT2012 entry in recovering the expired liability.

[Common Time Evaluation Warning and Error Message Job Aid](#)