

# Special Compensatory Leave Audit Report

## Overview

Access the Special Compensatory Leave Audit Report in the Management Reports module of the People First system. The report provides agencies information about special comp leave balances for *Special Comp - Pre 7/2012*, *Special Comp – Holiday*, and *Special Comp - Closures* and the corresponding expiration dates for each balance for each employee. The report is real-time and reflects an employee's current balances as of the point in time the report is processed.

## Definitions

*The report includes the following fields:*

- Emp ID – Employee's People First employee ID (PERNK)
- Last Name – Employee's last name
- First Name – Employee's first name
- Leave Type – the type of Special Comp leave (i.e. Special Comp – Holiday, Special Comp – Closures)
- Leave Type Code – the leave type code for the Special Comp leave type (i.e. 91, 92, 93, 94, or 95)
- Transaction Type – the transaction type for the record (i.e. adjustment, accrual, used)
- Effective Date – the date the Special Comp leave was accrued or the effective date of the leave adjustment
- Leave Used Date – the date the leave was used
- Hours – the number of hours adjusted, accrued, or used
- Balance – the balance for the special comp type as of the effective date presented for this row in the report
- Special Comp Exp Date – the date on which the Special Comp leave will expire
  - Special Comp – Holiday, must be used by this date. If leave is not used by this date, the leave will be zeroed out. If not used, and the employee is eligible to keep the remaining hours, the agency must process a leave balance adjustment to move the remaining balance to the Special Comp – Holiday Carry-Over bucket for employee use.
    - The Special Comp – Holiday bucket is wiped out at the end of each 6-month accrual period (11/01 – 04/30 and 05/01 – 10/31).
  - Special Comp – Holiday Carry-Over, if not used, and the employee is eligible to keep the remaining hours, the agency must process a leave balance adjustment effective the first day of the new accrual period to add the leave back in the Special Comp – Holiday Carry-Over bucket for use.

# Special Compensatory Leave Audit Report

---

- The Special Comp – Holiday Carry-Over bucket is wiped out on April 30 (April 29 if leap year) and October 29 each year.
- Special Comp – Closures, must be used by this date. If not used by this date, and the employee is eligible to keep the remaining hours, the agency must process a leave balance adjustment to move the remaining balance to the Special Comp – Closures Carry-Over bucket for employee to use.
- Special Comp – Closures Carry-Over, for those employees in the CBUs that have ratified the rules applying to this leave type, this is the date the employee's agency must zero out the leave balance. For all other employees, this leave will remain in the bucket for use even after the expiration date.

## Filters

*The following filters are included in the report:*

- OLO Code – Required filter; defaults to your agency's OLO code.
- EMP ID - Optional filter. Enter the employee's People First employee ID. If used, the system will require the Current Balance check box to be marked or the Start Date to be entered.
  - **Important Note:** You must enter either an employee ID in the "Emp ID" filter or enter a date in the "Balance As of Date" filter to process the report.
- Leave Type – Required filter. Select the leave type to view (0001 for Special Comp – Holiday; 0002 for Special Comp – Closures)
- Current Balance – Optional filter. When selected, the report will produce all transaction types that were part of the current balance as of the Start Date filter for the "Emp ID" entered.
  - **Important Note:** This filter is ONLY valid if using the "Emp ID" filter.
- Start Date – Optional filter. Enter the date from which the report is to be run or use the calendar tool to select the desired date.
  - **Important Note:** Special Comp – Holiday (91, 92 & 93) and Special Comp – Closures (94 & 95) leave types did not exist prior to July 1, 2012.
- Balance As of Date – Optional filter. When selected, the report will produce all employees' balances for the month selected; Current Balance and Start Date should NOT be selected when using this filter.
  - **Important Note:** You must enter either an employee ID in the "Emp ID" filter or enter a date in the "Start Date" or "Balance As of Date" filter to process the report.

# Special Compensatory Leave Audit Report

**Sort Hierarchy**     *The report uses the following sort sequence:*

- Employee ID – ascending order
- Effective Date – descending order

**Authorization**     Users with a security role code of A, B, C, F, G, H, I, K, M, N, S, T, U, X and Y will be able to process this report.

- Process Steps**
- Step 1:** Select Management; Reports; Time & Payroll Reports
- Step 2:** Select the Special Compensatory Leave Audit Report
- Step 3:** Select/enter the filter values
- Step 4:** Select the Run Report button

If the report finishes in **less** than three minutes, the report details display in a grid at the bottom of the report selection screen. To view the report in PDF, select the View PDF button. To view the report in Excel, select the Export to Microsoft Excel link. PDF reports are formatted for printing, while the Excel reports are unformatted so the user can work with the data as needed.

If the report takes **more** than three minutes, you will receive a message that the report is taking longer than three minutes and to access the report in the “My Reports” screen. Generally, you will be able to access the report in the “My Reports” screen within 15 to 20 minutes. The “My Reports” screen is located on the Reports menu.

If there is no data available for the report criteria, you will receive a message stating “No data found for selection.” If you enter an invalid selection criteria, you will see an error message that the value is either invalid or that you do not have authorization to the data.

## Report Selection

**Criteria Sample**     Below is a sample of the report selection criteria screen:



The screenshot shows a web interface titled "Special Comp Leave Audit Report". Under the heading "Selection Area", there are several input fields and buttons:

- OLO: \*     0000 [copy icon]
- EMP ID:     00000000
- Leave Type: \*     [dropdown menu]
- Current Balance:
- Start Date:     [calendar icon]
- Balance As of:     [calendar icon]

At the bottom of the form are three buttons: "Menu", "Run Report", and "View PDF".

# Special Compensatory Leave Audit Report

**Report Sample** For best results, print this report as landscape, letter size. Below is a sample of the report:

Run Date: 08/17/2012  
PAGE: 1

SPECIAL COMPENSATORY LEAVE AUDIT REPORT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



EMP ID	LAST NAME	FIRST NAME	LEAVE TYPE	LEAVE TYPE CODE	TRANSACTION TYPE	EFFECTIVE DATE	LEAVE USED DATE	HOURS	BALANCE	SPECIAL COMP EXP DATE
123089	COXETTER JR	WILLIAM	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/13/2012		8.00	40.00	11/09/2012
123089	COXETTER JR	WILLIAM	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/12/2012		8.00	32.00	11/08/2012
123089	COXETTER JR	WILLIAM	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/11/2012		8.00	24.00	11/07/2012
123089	COXETTER JR	WILLIAM	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/10/2012		8.00	16.00	11/06/2012
123089	COXETTER JR	WILLIAM	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/09/2012		8.00	8.00	11/05/2012
124371	DUNLAP	KIMBERLY	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/13/2012		8.00	40.00	11/09/2012
124371	DUNLAP	KIMBERLY	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/12/2012		8.00	32.00	11/08/2012
124371	DUNLAP	KIMBERLY	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/11/2012		8.00	24.00	11/07/2012
124371	DUNLAP	KIMBERLY	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/10/2012		8.00	16.00	11/06/2012
124371	DUNLAP	KIMBERLY	SPECIAL COMP - CLOSURES	94	ACCRUAL	07/09/2012		8.00	8.00	11/05/2012
786784	BRYANT	JAMES	SPECIAL COMP - CLOSURES	94	USED		07/13/2012	8.00	0.00	
786784	BRYANT	JAMES	SPECIAL COMP - CLOSURES	94	USED		07/12/2012	4.00	8.00	

THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.