



**TAL System – Appendices to Training for Privileged User
Roles**

Appendices to the Training Materials for Privileged User Training for the Time, Attendance & Leave (TAL) System

Date 8/26/14



TAL System – Appendices to Training for Privileged User Roles

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Appendix A – Handling “Process Manual” Timesheets (HR only)

At times there are situations in which TAL will not be able to automatically process a timesheet. By “process a timesheet” what is meant is the applying of the leave on the timesheet to an employee’s balances and/or the summarizing of the hours an employee worked for transmission to CIPPS Payroll. If TAL does not do this processing, then HR (and possibly Payroll) must. This manual processing will result in additional work for HR.

There are certain things that HR can do (e.g., having timesheets submitted in timely manner) to avoid unnecessarily creating timesheets that would require manual processing. At other times there will be particularly complex or unique occurrence(s) on a timesheet that require that the expertise of HR personnel be applied (e.g., when a 28 day employee must transition to a 7 day timesheet).

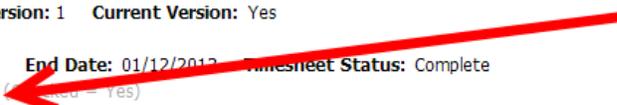
In some cases HR can designate a timesheet for manual processing and in other cases TAL will automatically mark a timesheet for manual processing.

Timesheets that are set to be manually processed are so designated by a check in the checkbox shown in the following screenshot:

Timesheet HR Review [Leave](#) [Summary](#)

Employee ID: 361-42-81 Name:
 Agency Number: 129 Position:

Timesheet ID: [109](#) Version: 1 Current Version: Yes

Start Date: 12/16/2012 End Date: 01/12/2013 Timesheet Status: Complete
 Process Manually?: (checked = Yes) 

	Timesheet Comments	Entered By	Date Entered
View	Timesheet Status Set to Complete by TALLeave	TALLeave	01/29/2013 2:00 AM
View	Timesheet Created by DEREK KNIGHT	DEREK KNIGHT	01/28/2013 2:00 PM
View	Timesheet Submitted by DEREK KNIGHT	DEREK KNIGHT	01/28/2013 2:00 PM
View	Timesheet Approved by DEREK KNIGHT	DEREK KNIGHT	01/28/2013 2:00 PM

[Add](#)

	Date	Hol	Type	Shift	Hours	Category	Additional Pay	Notes
View	Sun 12/16/2012							
View	Mon 12/17/2012		Hours Worked		24			

How the “Process Manually” flag Is Set

The Process Manually flag can be set to “Yes” on a timesheet by any of the following options:



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Option1) HR User changes flag to “Yes” on the timesheet.

The HR user can set this flag when turning off the TAL automated processing is desired because the timesheet is atypical.

The screenshot shows the 'Timesheet Approver's Review' interface. On the left, there is a navigation pane with 'Employee' selected, showing 'HOLMES, PETER L (564-81-80)' and 'Info Technology Specialist I (129W0009)'. The main area displays the employee's details: Employee ID: 564-81-80, Name: HOLMES, PETER L, Agency Number: 129, and Position: W0009. Below this, it shows 'Timesheet ID: 54', 'Version: 1', and 'Current Version: Yes'. The 'Start Date' is 01/01/2013, 'End Date' is 01/15/2013, and 'Timesheet Status' is 'Submitted'. A 'Process Manually?' checkbox is present, which is currently unchecked. A table of 'Timesheet Comments' shows two entries: 'Timesheet Created by CINDY HOLLINS' and 'Timesheet Submitted by CINDY HOLLINS', both entered by CINDY HOLLINS on 01/29/2013 at 5:45 PM. Below the comments is a table of 'Timesheet Entries' with columns for Date, Hol, Type, Shift, Hours, Category, Additional Pay, and Notes. The entries show hours worked from 01/01/2013 to 01/15/2013. At the bottom, there are buttons for 'Save', 'Approve', 'Revision Needed', 'Cancel', and 'Print'.

Timesheet Comments	Entered By	Date Entered
View Timesheet Created by CINDY HOLLINS	CINDY HOLLINS	01/29/2013 5:45 PM
View Timesheet Submitted by CINDY HOLLINS	CINDY HOLLINS	01/29/2013 5:45 PM

Date	Hol	Type	Shift	Hours	Category	Additional Pay	Notes
View Tue 01/01/2013	0.0						
View Wed 01/02/2013		Hours Worked		6			
View Thu 01/03/2013		Hours Worked		5			
View Fri 01/04/2013		Hours Worked		5			
View Sat 01/05/2013							
View Sun 01/06/2013							
View Mon 01/07/2013		Hours Worked		8			
View Tue 01/08/2013		Hours Worked		8			
View Wed 01/09/2013		Hours Worked		4			
View Thu 01/10/2013		Hours Worked		6			
View Fri 01/11/2013		Hours Worked		6			
View Sat 01/12/2013							
View Sun 01/13/2013							
View Mon 01/14/2013		Hours Worked		6			
View Tue 01/15/2013		Hours Worked		6			



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Click on this box.

Timesheet **Current Version:** Yes

Start Date: 01/01/2013 **End Date:** 01/15/2013 **Timesheet Status:** Submitted

Process Manually?: (Checked = Yes)

	Timesheet Comments	Entered By	Date Entered
View	Timesheet Created by CINDY HOLLINS	CINDY HOLLINS	01/29/2013 5:45 PM
View	Timesheet Submitted by CINDY HOLLINS	CINDY HOLLINS	01/29/2013 5:45 PM

[Add](#)

Message from webpage

You have chosen to have this timesheet processed manually. Once saved, the Process Manually option can no longer be set to No. If you do not wish to make this change, please uncheck the Process Manually checkbox.

[OK](#)

	Date	Hol	Type	Shift	Hours	Category	Additional Pay	Notes
View	Fri	01/04/2013						
View	Sat	01/05/2013						

The process manually flag is changed to “Yes” by checking the box as in the diagram above. Note that a warning will be displayed that once the box has been checked and the timesheet saved, the box cannot be unchecked. In the figure below you can see that the box is now disabled.

The Check box can't be unchecked.

Timesheet **Current Version:** Yes

Start Date: 01/01/2013 **End Date:** 01/15/2013 **Timesheet Status:** Submitted

Process Manually?: (Checked = Yes)

	Timesheet Comments	Entered By	Date Entered
View	Timesheet Created by CINDY HOLLINS	CINDY HOLLINS	01/29/2013 5:45 PM
View	Timesheet Submitted by CINDY HOLLINS	CINDY HOLLINS	01/29/2013 5:45 PM

[Add](#)

	Date	Hol	Type	Shift	Hours	Category	Additional Pay	Notes
View	Tue	01/01/2013	0.0					
View	Wed	01/02/2013	Hours Worked		6			
View	Thu	01/03/2013	Hours Worked		5			
View	Fri	01/04/2013	Hours Worked		5			
View	Sat	01/05/2013						
View	Sun	01/06/2013						
View	Mon	01/07/2013	Hours Worked		8			

The Process Manually checkbox, which is editable only by the HR User, can be set to “Yes” under the conditions below:

- When it is currently set to “No” (Box is unchecked)



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- When a timesheet is in Draft, Submitted, or Approved status - **Note:** If the timesheet is locked changing the process manually flag to “Yes” will create a new version of the timesheet.

Note: If the HR User sets the Process Manually flag to “Yes”, a meaningful comment should be added as to why the flag was set. This comment will be useful when processing the timesheet and in future research.

Option 2) A change is made to the configuration of the employee’s position information

Configuration changes to the employee position may potentially impact the timesheet and require HR User action. Examples of configuration changes that will result in the system setting the process manually flag to “Yes” are:

- When the timesheet is the current version and in “Draft”, “Submitted”, or “Approved” status AND there is a change to any one of the following on the employee’s position:
 - Pay Group
 - Work Cycle
 - Overtime Exemption Code
- When the timesheet is the current version AND in “Approved” status AND there is a change to any one of the following on the employee’s position:
 - Employee Percent Time
 - Employee Time Status
 - Holiday Calendar
 - Overtime Treatment Type
 - Timesheet Is Sent To CIPPS flag

Note: Changes to the above fields on the employee configuration should be minimized.

Option3) The HR User revises a locked timesheet

Once the timesheet is locked, no modifications except for adding comments can be made to the current version of the timesheet. If additional changes are needed, the HR user must open the timesheet for editing by selecting the Revision Needed button. A new version of the timesheet will be created, (version number incremented by 1), and the original version will be marked “Complete”. The Timesheet ID will remain the same. All versions after the original are marked as process manually.

To determine if a specific timesheet is locked, the “Timesheet Detail for TimesheetID” query in the TAL Query screen can be run. When prompted, enter the timesheet ID and look for the “Is Timesheet Locked” field. It will be set to either “Yes” or “No”.

The lock is applied when the first of two events happen. The events are:



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- The timesheet is included in a CIPPS batch (Many of the timesheets will not be included in the CIPPS batch, in which case the lock will be applied with the second event.)
- The blackout start date for the pay period in which the timesheet was approved, and which is associated with the employee position, has been reached.

How to Find Timesheets Marked as “Process Manually”

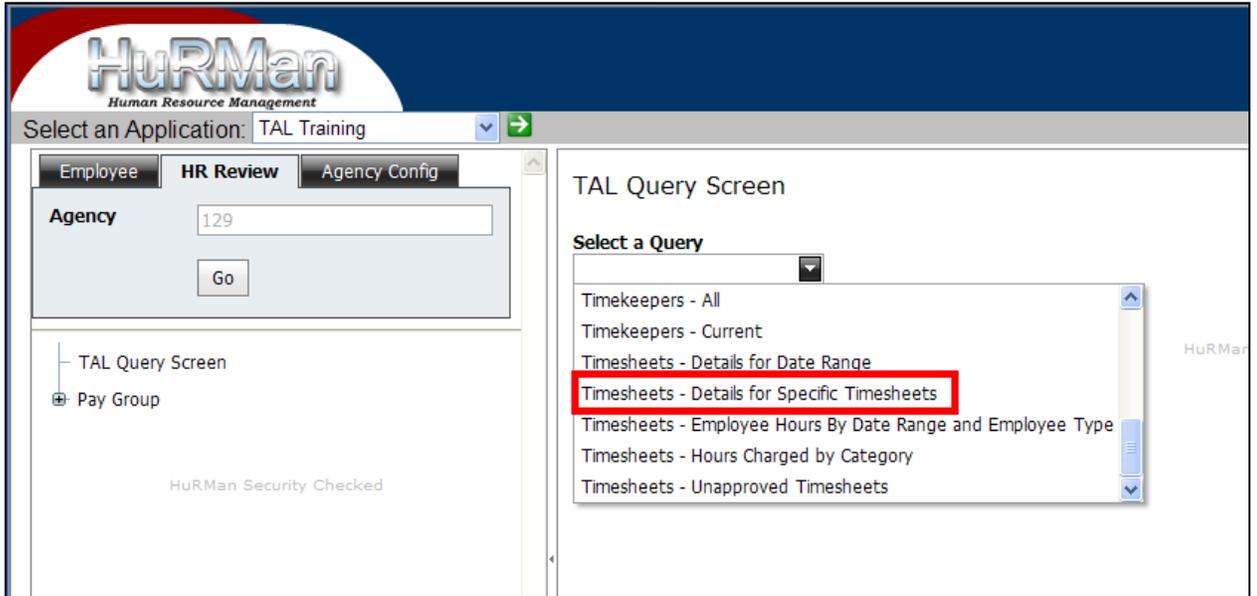
- 1) To determine which timesheets must be processed manually, run the “Exceptions - Agency Exceptions” query from the TAL Query screen. This report will display various types of exceptions including exceptions related to timesheets designated to be processed manually. Look for references to “processed manually” in the Exception Detail column and find the TimesheetID associated with each one.

Exception Type Code	Exception Name	Exception Detail	Source	Agency Number	Start Datetime	End Datetime	Employee ID	Position ID	Job ID	Timesheet ID	Version
20	PositionChangeAffectTimesheet	Timesheet ID 55 for EmployeeIDNumber (123456789) has been set to PROCESS MANUALLY . This change was triggered by a change to configuration information on the employee's Position Screen.	Timesheet	129	12/2/2012	12/8/2012	123456789	8736	7426	575	1
62	HoursWorkedNotSentToCIPPS	Employee Peter Pan in a position defined as Wage has reported on timesheet beginning 2012-12-02 worked hours, overtime, or additional pay which will be processed manually .	TALApprove	129	12/2/2012	12/8/2012	12345678		7426	575	1
63	OvertimeNotSentToCIPPS	Employee Christine Capers in a position defined as Exempt has reported on timesheet beginning 2013-02-10 worked hours, overtime, or additional pay which will be processed manually .	TALApprove	129	2/10/2013	2/16/2013	12345677		7424	611	1

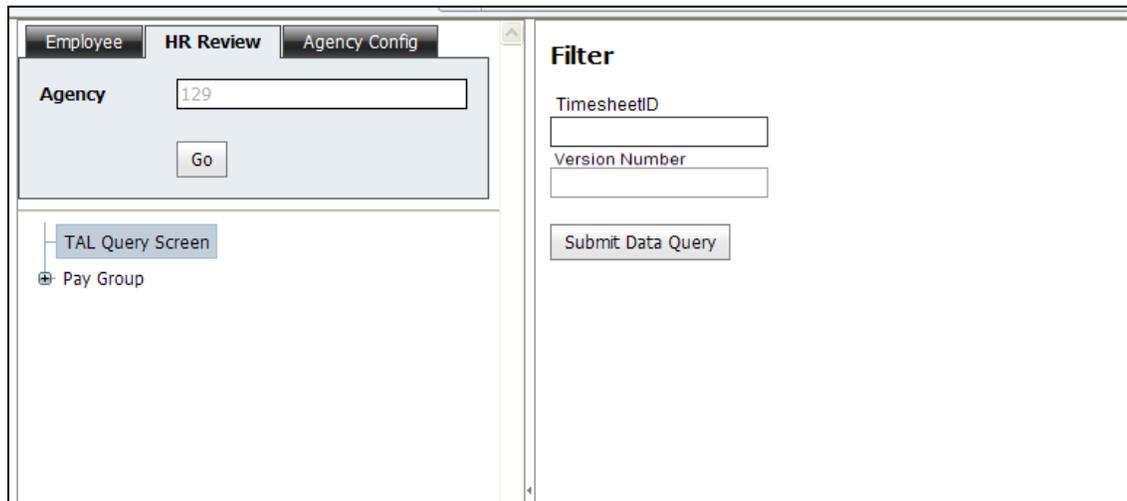
- 2) Next, obtain the Timesheet Detail for the timesheets which must be processed manually. There are two options for retrieving the timesheet detail:
 - a) Open the employee’s timesheet and review what is on it.
 - Determine whether there is anything that must be reported to payroll or any leave which must be processed
 - b) A more detail method of obtaining timesheet details is to run the query “Timesheet Detail For Specific Timesheets” from the TAL Query Screen. This query which will show additional details of the timesheet which may be helpful in determining what transactions must be manually processed.



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- i) When prompted, enter the TimesheetID displayed on the “Exception - Agency Exception” query. If the version number of the timesheet is > 1, then enter the version number as well. If Version is left blank, it will display data for all versions of the timesheet that exist. If there are multiple versions of the timesheet, it may be helpful to view all versions so that a comparison can be done.



- ii) Data can be viewed on the screen, or can be exported to Excel for easier viewing by selecting the Export to XLSX button. (If running MS Excel version 2003 or older then export to XLS.)



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Query: Timesheet Detail For TimesheetID

Query Criteria: For Agency 129 As Of Jun 11 2013 12:33PM For TimesheetID 621 for all versions.

Summary Data: Query includes detail for all versions of timesheetID entered.

Agency Number	Employee ID	Name	Timesheet ID	Version	Start Date	End Date	Timesheet Status	Process Manually	Dayof Week	Date	Calendar Holiday Hours	Type Name	Shift Name	CIIPS
129	004734087	PETER PIPER	621	1	05/19/2013	05/25/2013	Approved	N	Mon	05/20/2013		Hours Worked		
129	004734087	PETER PIPER	621	1	05/19/2013	05/25/2013	Approved	N	Tue	05/21/2013		Annual		
129	004734087	PETER PIPER	621	1	05/19/2013	05/25/2013	Approved	N	Wed	05/22/2013		Hours Worked		
129	004734087	PETER PIPER	621	1	05/19/2013	05/25/2013	Approved	N	Thu	05/23/2013		Hours Worked		
129	004734087	PETER PIPER	621	1	05/19/2013	05/25/2013	Approved	N	Fri	05/24/2013		Hours Worked		

Export to PDF Export to XLS Export to XLSX Export to CSV

HuRMan Security Checked

- iii) There will be a row for each transaction on the timesheet. Determine the status of transactions and determine the next steps from the query. Those transactions that have already been processed will have a ProcessState of C (for Complete), and those that have not yet been processed with have either an E (Exception) or R (Ready to be processed). These are the transactions to focus on.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Agency Number	Employee ID	Name	Timesheet ID	Version	Start Date	End Date	Timesheet Status	Process Manually	Dayof Week	Date	Calendar Holiday Hours	Type Name	Shift Name
2	129	005648180	PETER HOLMES	75	1	9/1/2012	9/15/2012	Approved	Y	Thu	9/6/2012		Hours Worked	
3	129	005648180	PETER HOLMES	75	1	9/1/2012	9/15/2012	Approved	Y	Mon	9/10/2012		Hours Worked	Shift C1
4	129	005648180	PETER HOLMES	76	1	9/16/2012	9/30/2012	Approved	Y	Mon	9/17/2012		Hours Worked	
5	129	005648180	PETER HOLMES	79	1	11/1/2012	11/15/2012	Approved	Y	Sat	11/3/2012		Hours Worked	
6	129	005648180	PETER HOLMES	80	1	11/16/2012	11/30/2012	Approved	N	Fri	11/16/2012		Hours Worked	Shift A1
7	129	005648180	PETER HOLMES	80	1	11/16/2012	11/30/2012	Approved	N	Sat	11/17/2012		Hours Worked	

- iv) Fields of interest that may be helpful in determining any additional steps are listed below. Note that the ProcessState may be set to Complete on some transactions on a timesheet but not all transactions. In that case, only those that have not been completed (set to R or E) will need to be processed manually.

- Date – date of transaction on timesheet
- Calendar Holiday Hours – Holiday hour (informational only)



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- Type Name – Type of hours selected on timesheet (i.e. “Hours Worked”, “Annual Leave” “Holiday”)
 - Shift Name
 - CIPPS Shift Code Shift – If the employee selected a Shift on timesheet and a CIPPS Shift Code has been assigned, the hours may need to be reported to CIPPS.
 - Hours – Hours reported on timesheet
 - Category Name – Category name selected on timesheet
 - Additional Pay Name – Additional Pay option selected by the employee on the timesheet
 - CIPPS Shift Code Other – If the employee selected an Additional Pay option and a CIPPS Shift Code has been assigned, the hours may need to be reported to CIPPS. (i.e. “Dispensing Meds”)
 - Other Pay As Exception – If the employee selected an Additional Pay option and the other pay selected was set up by the agency configure to create an exception
 - Is Timesheet Locked – The timesheet can’t be modified after a lock and leave would normally be processed after the lock.
 - Error Warnings Exist – There is at least one error or warning associated with this timesheet.
 - CIPPS Batch ID – If the timesheet has already been a CIPPS batch, the Batch ID associated with the timesheet will be displayed. Otherwise, it will be blank. Note that if the process manually flag was set to Yes prior to when the CIPPS batch was created, then this field will also be blank.
 - Processing State – This is flag is set when the timesheet is approved. The status can be:
 - Empty – Timesheet has not been approved yet
 - Exception (E) – An exception was noted in the approval process.
 - Ready (R) – The transaction is ready to be processed by either the CIPPS Batch process and/or the automated leave processing.
 - Complete (C) - The status is changed to complete after if there is no more processing necessary. (Exceptions remain in Exception status.)
 - ProcessingStateDatetime – if already processed, date and time that process was completed
- c) Once you have reviewed the timesheet detail and determined what actions need to be performed, you must manually complete those actions. If an employee’s workcycle spans multiple timesheets, keep in mind that you may need to look at the timesheet for the prior workcycle to determine overtime hours.

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How to Process Timesheets that Have Multiple Versions

Once the timesheet is locked, no modifications except for adding comments can be made to the current version of the timesheet. If additional changes are needed, the HR User must open the timesheet for editing by selecting the Revision Needed **button**. A new version of the timesheet will be created, (version number incremented by 1), and the original version will be marked “Complete”. The Timesheet ID will remain the same. All versions after the original are flagged as process manually and must be handled as such.

To determine if a timesheet is locked, run the “Employee Detail for Specific Timesheets” query in the TAL Query screen (HR Review tab) and enter the ID number of the timesheet when prompted. Next, look at the “Is Timesheet Locked” field. The value will be set to either “Yes” or “No”.

If a locked timesheet is opened for revision, all subsequent versions of the timesheet should follow the standard process - namely the timesheet is edited, submitted and then approved. In some cases, the HR User may edit, submit and approve on behalf of the employee and supervisor. A notification would be sent to the employee and supervisor indicating that the HR user performed these functions.

Examples of Modifying Timesheets

Example 1: Non Exempt employee submitted a timesheet with 24 hours worked as Category ABC, 8 hours of Annual leave, and 8 hours worked designated as Category DEF. Timesheet was approved. Employee then realized that only 16 of the hours should have been designated as Category DEF and 16 as Category ABC. Since these categories are used for reporting, they should be accurate and need to be changed.

In this scenario, it would be best to correct the timesheet prior to when the timesheet is locked to ensure that the leave is automatically processed by TAL if possible. However, since that is not always an option, below are the suggestions for correcting the timesheet depending on the timesheet status.

First determine whether or not the timesheet is locked by running the “Timesheet – Details for Specific Timesheets” query from the TAL Query Screen, entering the Timesheet ID, and then checking the “Is Timesheet Locked” field. Next, take the appropriate action based on the status.

Timesheet is Locked: The HR User should select the Revision Needed button on the timesheet. When prompted, a comment must be added for the reason the timesheet is being opened. This will create a Timesheet with the Status of Draft – the Timesheet ID is the same as the original Timesheet ID, but the Version number will be incremented to 2. (By default, only the current version, which is 2 in this case will be displayed in the employee’s Timesheet grid. To view Version 1, the “Is current version” filter in the grid can be set to “No”.) Version 2 of the timesheet must then be updated, submitted and approved. Because the timesheet is marked as Process Manually, TAL will not perform any additional

leave nor pay processing. The HR User must determine if the leave was processed by TAL, and if not, will need to process it manually.

Timesheet is Not Locked: The HR User should select the Revision Needed button on the timesheet. Since the timesheet is not locked, a new version will not be created. The employee can then modify the current timesheet. The supervisor will need to approve the new timesheet. Leave will be automatically processed by TAL.

Example 2: Wage employee submitted a timesheet for a period of time that contains 55 hours worked. Supervisor approved the timesheet. HR User created the CIPPS batch, payroll was certified and checks were cut. Employee then realized that the hours worked should have been 62 instead of 55 and is requesting payment for the additional hours.

In this example, the timesheet will always be locked because it was already included in a CIPPS Batch. The HR User should select the Revision Needed button on the timesheet. When prompted, add a comment for the reason the timesheet is being opened. This will create a Timesheet with the Status of Draft - Timesheet ID is the same as the original Timesheet ID, but the Version number will be incremented to 2. The employee will get a notification that the timesheet was opened for Revision and can make the necessary modifications, then submit. The timesheet must then be approved by the supervisor or the HR User. Another option would be for the HR user to make the modifications, submit and approve the new version. Since the timesheet is flagged as Process Manually, (CIPPS already processed hours on the original timesheet), any changes in hours to be paid must be handled manually outside of TAL.

Example 3: Non exempt employee is planning to take 8 hours of unpaid time on a Friday (Pay Dock). Employee submitted a timesheet that contained the following:

- Monday: 8 hours worked
- Tuesday: 8 hours worked
- Wednesday: 8 hours worked
- Thursday: 8 hours worked

Timesheet was approved by the supervisor.

a) The HR User should run the “Exception - Agency Exception” query prior to creating the CIPPS Batch which will display the exception below:

Exception Type Code	Exception Name	Exception Detail	Start Datetime	End Datetime	Employee ID	Job ID	Timesheet ID	Version	Timesheet Detail ID
60	HoursReportedLessThanStandard	Employee Janice Jones timesheet covering period beginning 2013-03-31 with fewer hours than expected for work cycle.	3/31/2013	4/6/2013	000659678	7284	579	1	6375



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b) To obtain additional information on the timesheet (whether it is locked or not, how many hours are reported, etc), the HR User can next run the “Timesheet – Details for Specific Timesheets” query from the TAL Query Screen, and enter the Timesheet ID from the above query. The query contains the detailed transactions from the timesheet shown below:

Employee ID	Name	Timesheet ID	Version	Start Date	End Date	Timesheet Status	Process Manually	Day of Week	Date	Type Name	Hours	Is Timesheet Locked	Timesheet Hours Worked	Overtime Status
000659678	JANICE JONES	579	1	3/31/2013	4/6/2013	Approved	N	Mon	4/1/2013	Hours Worked	8	No	32	Non-Exempt
000659678	JANICE JONES	579	1	3/31/2013	4/6/2013	Approved	N	Tue	4/2/2013	Hours Worked	8	No	32	Non-Exempt
000659678	JANICE JONES	579	1	3/31/2013	4/6/2013	Approved	N	Wed	4/3/2013	Hours Worked	8	No	32	Non-Exempt
000659678	JANICE JONES	579	1	3/31/2013	4/6/2013	Approved	N	Thu	4/4/2013	Hours Worked	8	No	32	Non-Exempt

c) From the data above, it can be determined that only 32 hours of work were reported, the employee is Non-Exempt and that the timesheet is not locked. There is no leave nor overtime or CIPPS Code hours so this timesheet does not have any transactions to be automatically processed.

d) The HR User should select the Revision Needed button to open the timesheet for edit. A transaction should then be added for Friday with a Type of Pay Docking for 8 hours. The timesheet must then be re-submitted and re-approved. (This HR user can perform all of these steps, or can have the employee and supervisor submit and approve).

e) The next time the HR User runs the “Exception - Agency Exceptions” query, the exceptions below will appear for the timesheet:

Exception ID	Exception Type Code	Exception Name	Exception Detail	Start Datetime	End Datetime	Employee ID	Job ID	Timesheet ID	Version	Timesheet Detail ID
1253	60	HoursReportedLessThanStandard	Employee MARSHA HEATH timesheet covering period beginning 2013-03-31 with fewer hours than expected for work cycle.	3/31/2013	4/6/2013	000659678	7284	579	1	6375
1255	65	UnpaidLeaveReported	Timesheet for employee MARSHA HEATH covering period 2013-03-31 to 2013-04-06 was approved with unpaid leave.	3/31/2013	4/6/2013	000659678	7284	579	1	6376

f) If additional details are needed, the “Timesheet – Details for Specific Timesheets” query can be run again. In this particular example, a transaction for 8 hours of Pay Docking will be created in the employee’s leave balance, however, the pay docking must be handled manually.

Appendix B - Where To Go For Help With TAL Questions

On TAL screens:	Use “Help” buttons.
On-Boarding Questions	DHRM TAL On-Boarding Coordinator
PMIS Data Issues	DHRM TAL On-Boarding Coordinator
CIPPS Suffices	Agency Payroll
Pay Groups	Agency Payroll
Establishing Batching Schedules	Agency HR and Payroll
Work Cycles	Agency HR should have established work cycle information.
Work Schedules	Check with Agency Supervisors.
TAL Access Issues*	TAL@dhrm.virginia.gov
TAL Configurations*	TAL@dhrm.virginia.gov
E-Direct Access Issues	support@dhrm.virginia.gov
HuRMan Access Issues	ihelp@dhrm.virginia.gov
Timekeeping/Leave issues	Agency HR, DHRM HR Management Consultant
Training	DHRM TAL On-Boarding Coordinator
KC Assistance	TAL@dhrm.virginia.gov

*Please be sure to include a detailed description of the problem that you are experiencing, steps to reproduce and screenshots when contacting the TAL Help Desk.

	TAL System – Appendices to Training for Privileged User Roles	
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Appendix C – Example of Recurring Checklist for Creating, Reviewing and Transmitting TAL batches to CIPPS

Perform every day to two days

	To Do	Comment
<input type="checkbox"/>	Run the TAL Query named Agency Exceptions and review/address any exceptions.	

As the pay period blackout start draws near for each of your pay groups (this may be done for several days leading up to the blackout start)

	To Do	Comment
<input type="checkbox"/>	Check to see that timesheets are being submitted in a timely fashion by going to the individual Pay Groups and clicking the Reportable Events for the specific pay period of interest. If timesheets are not being created, submitted or reviewed in a timely manner, then address this issue.	

When it is time to run batches... (approximately 2-3 business days prior to blackout start date)

	To Do	Comment
<input type="checkbox"/>	Determine what timesheets may not have been created, submitted or approved and either 1) contact the appropriate employees to address before creating the batch or 2) note the employees for follow-up.	Note: This same step will be performed as a step as the blackout start draws near.
<input type="checkbox"/>	Run the TAL Query “Timesheet Detail by Date Range” and review to verify that hours look appropriate	

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<input type="checkbox"/>	Create and review the batches for each pay group.	
<input type="checkbox"/>	If batches look satisfactory, mark them as “Ready to Transmit” (and make sure to click the “Save” button). Only those batches which have a status of “Ready to Transmit” prior to 5:00 PM on the Blackout Period Begin Date* will be included in the payroll run.	Note: For batches marked as “TAL Withdrawn” these batches do not need to and cannot be marked as “Ready to Transmit”.
<input type="checkbox"/>	For batches that are transmitted, contact DOA PSB representative the day after the batch is transmitted to verify batch appears in CIPPS.	Note: Compare batch totals of TAL and CIPPS as part of verification.

*The Blackout Period Begin Date and Blackout Period End Date refer to the period of time during which TAL will not transmit a batch of transactions to CIPPS. During this period, payroll certification takes place and TAL does not transmit to avoid overlaying an already certified payroll. If the status of a batch is changed to “Ready To Transmit” during this period of time, TAL will not send that batch to CIPPS until after the blackout period has ended.

Agencies should be mindful of the blackout periods and mark the appropriate batches as “Ready to Transmit” prior to the beginning of those periods.

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Following is a calendar that shows dates (yellow highlighted cells) that an agency might consider creating a batch if their blackout dates and approvals fell on the dates listed below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4th	5th	6th	7th	8th	9th	10th
		Approvals due on wage timesheets for the 16th to 31st of prior month for wage employees paid semi-monthly.	Consider creating a batch	Consider creating a batch	Consider creating a batch	TAL doesn't send to CIPPS
11th	12th	13th	14th	15th	16th	17th
TAL Does Not Send data to CIPPS during Blackout Period (11th @6PM to 13th @8AM)						
Blackout starts @ 6PM TAL doesn't send to CIPPS	Payroll Certification Deadline	Blackout ends @ 8AM				TAL doesn't send to CIPPS
18th	19th	20th	21st	22nd	23rd	24th
TAL doesn't send to CIPPS		Approvals due on wage timesheets for the 8/1 to 8/15 period for wage employees paid semi-monthly.	Consider creating a batch	Consider creating a batch	Consider creating a batch	TAL doesn't send to CIPPS
25th	26th	27th	28th	29th	30th	31st
TAL Does Not Send data to CIPPS during Blackout Period (26th @6PM to 28th @8AM)						
TAL doesn't send to CIPPS	Consider creating a batch (last one that can be created before blackout) Blackout starts @ 6PM	Payroll Certification Deadline	Blackout ends @ 8AM			TAL doesn't send to CIPPS
1st	2nd	3rd	4th	5th	6th	7th
TAL doesn't send to CIPPS						TAL doesn't send to CIPPS

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Important: The above calendar is only for conceptual purposes and should not be used as definitive guidance for when your agency should create batches. An agency could use the above to develop a calendar specific to its needs.



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Appendix D – Format of Batch Detail Lines Included in CIPPS File

Each batch included in the file transmitted to CIPPS has detail records associated with it. DOA has defined the following layout those detail transactions:¹

700 – Pay Transactions (Standard Time Reporting)

Field Name	Positions	Length/format	Screen Name	Comment
COMPANY-NUMBER	1 – 5	5 N	HUA03	
EMPLOYEE-NUMBER	6 – 16	11 N	HUA03	
700	17 – 19	3 A		Hard coded
SKIP	20 - 33			Not Used
OVER-TIME-TYPE	34 – 34	1 N	HUA03	
		Acceptable values are: Blank or 0 – No overtime 1 – Treat as Overtime 1 2 – Treat as Overtime 2		
SHIFT	35 – 35	1 N	HUA03	
		Acceptable values are: Blank or 0 – Default to employee’s permanent shift 1 – First (Premium) 2 – Second 3 – Third		
DED-SWITCH	36 – 36	1 N	HUA03	
		Acceptable values are: 0 – Withhold normal deductions from this payment. 8 – Do not withhold deductions. 9 – Withhold only banking deductions from this payment.		
SKIP	37 – 52			Not Used
CUR-HOURS	53 – 59	5.2 N	HUA03	
		Note: Control total A or B on the HRSBB screen (IBC transaction), depending on if these are regular or overtime hours.		
RATE-AMOUNT	60 – 70	9.2/5.6 N	HUA03	
		Note: Control total C or D on the HRSBB screen (IBC transaction), depending on if these are regular or overtime hours.		
SKIP	71 – 118			Not Used
ADJUSTMENT-SWT	119 - 119	1 A	HUA03	
		Acceptable values are: Blank or 0 – Not an adjustment + – Add to current fields - – Subtract from current fields A – Positive non-paid adjustments 1 – Non-paid units J – Negative non-paid adjustments		
AMT-SWITCH	120 – 120	1 N		

¹ http://www.doa.virginia.gov/Payroll/Forms/Magnetic_Media/700_magnetic_media_requirements.pdf



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Using the above structure, a sample detail record for a batch could have the following look:

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36			
	0	0	1	2	9	0	0	3	4	6	9	0	2	5	0	0	7	0	0																		0	0	0
Position	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70					
																	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Position	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106			
Position	107	108	109	110	111	112	113	114	115	116	117	118	119	120																									
													0	0																									

Notes:

Field Name	Positions	Note
COMPANY-NUMBER	1-5	Three digit agency code left padded with zeros.
EMPLOYEE-NUMBER	6-16	Job.EmployeeIDNumber + Job.CIPPSuffixNo
700	17-19	Hard code '700'
SKIP	20-33	All Blanks
OVER-TIME-TYPE	34-34	Will have a value if transaction is to pay overtime
SHIFT	35-35	Will have a value if transaction to pay for hours worked that are associated with a supplement / shift that has a CIPPS Shift code associated with it.
DED-SWITCH	36-36	Zero
SKIP	37-52	All Blanks
CUR-HOURS	53-59	Sum of hours – zero filled on the left.
RATE-AMOUNT	60-70	All zeros
SKIP	71-118	All Blanks
ADJUSTMENT-SWT	119-119	Blank
AMT_SWITCH	120-120	Blank



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Appendix E – Importance of the Timesheet Required Setting

Every position in TAL has a Timesheet Required setting. This setting can be either “Yes” or “No” and designates whether an employee filling a position must complete a timesheet. This setting (see area circled in red) is located on the TAL Settings tab of the Employee Position Information Screen.

The screenshot shows the HuRMan Employee Position Information screen for employee BLIZZARD, LIZ A (360-12-49). The 'TAL Settings' tab is active, and the 'Timesheet Required' setting is set to 'Yes' and is circled in red. Other settings include 'Designated as Agency Timekeeper' (No), 'Leave Accruals' (On), and 'Send to CIPPS' (No).

Importance of Setting

The “Timesheet Required” setting is **critical** to TAL’s processing of leave. By “processing leave”,

If it is set to “Yes” for a position, then the employee filling the position will have his/her leave balances adjusted based on information on submitted / approved timesheets. An employee should still complete a leave request in TAL, but the leave request does not affect his/her leave balances.

If it is set to “No” for a position, then the employee filling the position will have his/her leave balances adjusted based on information on submitted / approved leave requests.

Note:

1. It is not an employee’s exempt / non-exempt status that determines how his/her leave is processed. Rather as noted above, it is whether an employee must complete a timesheet.
2. TAL requires all non-exempt employees to complete a timesheet. TAL allows an exempt employee to complete a timesheet if the Timesheet Required setting is set to “Yes”.
3. TAL HR Users should be very careful about switching an employee’s Timesheet Required setting between “Yes” and “No” once an employee has had set up completed in TAL. Changing this



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setting after an employee already has leave requests and / or timesheets affects how an employee's leave is processed. Following are specific notes:

- a. If the setting for an employee is changed from "Yes" to "No", then TAL will adjust leave balances based on submitted/approved leave requests with certain exceptions: TAL will not process any leave requests for past dates that were approved prior to the change in the Timesheet Required setting to "No". TAL will process leave from leave requests (regardless of the date of the leave) that are approved after the Timesheet Required setting is set to "No".
- b. If the setting for an employee is changed from "No" to "Yes", then TAL will continue to process leave only from those requests that were approved prior to when the setting was changed. TAL will no longer adjust leave balances from leave requests that are approved after the setting is changed. All leave on timesheets will be processed by TAL.



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Appendix F – Tracking Wage Employee Hours in TAL

TAL provides a means to track the number of hours that a wage employee works in the twelve month period (“wage hour year”) from 5/1 to 4/30 (for more on wage employee hour limitations refer [here](#)). Wage hour totals can be viewed in one of two places in TAL:

1. In the TAL Settings tab on the Employee Position Information screen
2. From the TAL Query named “Wage Hour Tracking Verification” in the HR Review tab

Additionally, as TAL detects that an employee’s hours for a wage hour year exceed certain thresholds (e.g., 1000 hours or 1400 hours), TAL can send notifications of this event to employees, supervisors and others.

The following sections describe screen, query and notifications mentioned above in greater detail.

Wage Hours on the Employee Position Information Screen

On the Employee Position Information screen, a section titled Wage Hours Tracking is displayed on the TAL Settings tab for wage positions only.

Employee Position Information [Help](#)

Employee ID: _____ Name: _____
 Agency: _____ Position: _____

General (PMIS Data) | **TAL Settings**

Overtime

Exemption Code: Non-Exempt
 Eligibility: 1.5 OT pre-apprvd
 Public Safety Code: No
 Treatment: Type: Paid, Max.: 0
 CIPPS Suffix No.: 00
 Designated as Agency Timekeeper: Yes No
 Leave Accruals: On Off
 Timesheet: Required: Yes No
 Send to CIPPS: Yes No

Associated Group For

Work Cycle: Sun thru Sat (7 day)
 Holiday Calendar: State Holiday Calendar
 Pay Group: Wage Semi-Monthly (71)

Schedule Description: M, T, Th, Fr

Wage Hours Tracking

	Current Year	Prior Year
Wage Year Start Date	05/01/2013	05/01/2012
Wage Year End Date	04/30/2014	04/30/2013
Non TAL Hours	970.4	1000.1
TAL Other Position Hours		
This Position Hours	439.5	253.6
Total Wage Year Hours	1409.9	1253.7



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Roles**

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The fields highlighted by the red box above have the following meaning:

Field	Description
Verification Status	<p>The status of the Non-TAL Hours that show on the screen (see below for an explanation of “Non-TAL Hours”).</p> <p>Possible Status values are:</p> <ul style="list-style-type: none"> • Verified – the agency has confirmed the values in the “Non-TAL Hours” field. • Verification in Progress – the agency is currently in the process of reviewing / confirming the amount of “Non-TAL Hours” • Verification Not Started – the agency has not reviewed/confirmed the amount of the “Non-TAL Hours”. TAL will not allow the setup of an employee to be completed when this is the status showing on the screen.
Wage Year Start Date	5/1 of a particular wage hour year
Wage Year End Date	4/30 of a particular wage hour year (12 months after the wage year start)
Non-TAL Hours	<p>Hours for a wage year that TAL does not have on a TAL timesheet; e.g., if your agency went live with TAL on 9/25, then TAL would not have hours for wage employees from 5/1 to the start of the employee’s first TAL Timesheet (likely 10/1). These hours need to be entered into TAL in the appropriate non-TAL field. If you would prefer to provide a spreadsheet of non-TAL hours uploaded into TAL for your agency, send that request to TAL@dhrm.virginia.gov.</p> <p>Also if your agency, after adopting TAL had an employee complete a paper timesheet that was not entered into TAL, HR Users should add these hours into the non TAL hours field.</p> <p>The “Verification Status” field (see above) applies to the status of the Non-TAL Hours.</p> <p>Only TAL HR Users can update the “Non-TAL Hours” fields</p>
TAL Other Position Hours	If an employee at your agency had more than one wage position at your agency, the hours from approved timesheets from the other position(s) for the wage year would display here.
This Position Hours	TAL shows the hours worked from <u>approved</u> TAL Timesheets for the currently displayed wage position. If multiple versions of a timesheet exist, only hours from the last approved timesheet will be included.
Total Wage Hours	The sum of Non-TAL Hours + TAL Other Position Hours + This Position Hours.



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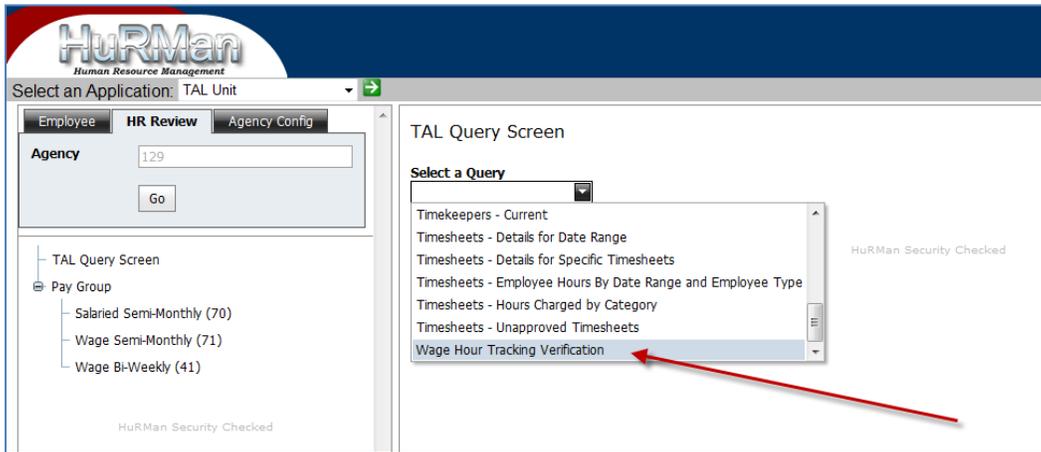


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TAL Query for “Wage Hour Tracking Verification”

The TAL Query named Wage Hour Tracking Verification will provide information on wage employees and hours on a wage year basis (which is the period from 5/1 of one year to 4/30 of the following year).

To run this query, run the “Wage Hour Tracking Verification” from the TAL Query Screen.



When prompted, enter a wage year (Ex 2014):

Filter

Wage_Year(format = yyyy ; e.g., put in 2014 for 5/1/2013 to 4/30/2014 measurement period)

HuRMan Security Checked

To determine the proper wage year to enter use the year in which the wage hour year ends. For example, if interested in the period from 5/1/2013 to 4/30/2014, enter “2014” (i.e., the year in which the wage hour year ends).

The query will contain the following columns:

Column	Description (if not self explanatory)
Employee First and Last Name	
Employee ID Number	
Wage Year	This will show the wage year entered to run the query
Period Start and Period End dates	Shows the 5/1 to 4/30 start and end dates that correspond to the wage year entered to run the query
Non TAL Hours Verification Status	The Verification Status shown for the employee that shows on the Employee Position Information screen



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Column	Description (if not self explanatory)
Non TAL Wage Hours	This figure is the same that shows on the Employee Position Information screen
Position Wage Hours	This figure is the same that shows on the Employee Position Information screen
Other Position Wage Hours	This figure is the same that shows on the Employee Position Information screen
Total Wage Hours	This figure is the same that shows on the Employee Position Information screen
Pending Wage Hours (hours on timesheets that have not yet been submitted nor approved)	
Employee Position	
Separated Date	
Position Role Name	
Employee Email	
Employee Phone	
Supervisor First and Last Name	
Supervisor Position, Email and Phone	

The query will have the following look:

A	B	C	D	E	F	G	H	I	J	K	L	
Employee First Name	Employee Last Name	Employee ID Number	Wage Year	Period Start	Period End	Non TAL Hours Verification Status	Non TAL Wage Hours	Position Wage Hours	Other Position Wage Hours	Total Wage Hours	Pending Wage Hours	Emp
SUSAN	SAMPSON	000000001	2014	5/1/2013	4/30/2014	Verified	128	439.5	0	567.5	16	W001
MINDY	JONES	123456789	2014	5/1/2013	4/30/2014	Verification Not	0	60	0	60	22	W000
KEN	KLARKE	987654321	2014	5/1/2013	4/30/2014	Verified	108	113	0	221	0	W000

Notifications

TAL can be configured to send notifications when an employee's wage hours reach a certain threshold (number of hours).

An example of a notification sent when an employee exceeds 1000 hours is below:

FYI: Wage employee (Employee Name) has exceeded 1000 hours for wage year 2014 covering the period 05/01/2013 to 04/30/2014.

To see when, how, and to whom TAL will send these wage related notifications, refer to the following Notifications Configurations screen for your agency:



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Code	Notification Name	Notification Template	Inactive Date
1	Review of Leave Request Needed	Action Needed: @Employee@ has a leave request covering the period @fromdate@ to @todate@ needing review. @User@ submitted this leave request (ID = @KeyIDValue@).	
2	Leave Request Withdrawn by Employee	FYI: Leave Request Withdrawn - @User@ has withdrawn/canceled a request for leave (ID = @KeyIDValue@) covering the period @fromdate@ to @todate@.	
3	Leave Request Approved	FYI: Leave Request Approved - The leave request (ID = @KeyIDValue@) for @Employee@ covering the period @fromdate@ to @todate@ was approved by @User@.	
4	Leave Request Withdrawn by Reviewer	FYI: Leave Request Withdrawn - The leave request (ID = @KeyIDValue@) for @Employee@ covering the period @fromdate@ to @todate@ was withdrawn by @User@.	
5	Leave Request Denied by Reviewer	FYI: Leave Request Denied - The leave request (ID = @KeyIDValue@) for @Employee@ covering the period @fromdate@ to @todate@ was denied by @User@.	
6	Timesheet Updated but not by Employee	FYI: Timesheet modified - The timesheet (ID = @GeneralText@) for @Employee@ covering the period @fromdate@ to @todate@ was modified by @User@.	
7	Timesheet needs to be submitted	FYI: Timesheet Due! The timesheet @GeneralText@ for @Employee@ for the period covering @fromdate@ to @todate@ is due on @duedate@ at @duetime@.	
8	Wage Employee crossed level 1 hours threshold	FYI: Wage employee (@Employee@) has exceeded @GeneralText@ covering the period @fromdate@ to @todate@.	
9	Wage Employee crossed level 2 hours threshold	FYI: Wage employee (@Employee@) has exceeded @GeneralText@ covering the period @fromdate@ to @todate@.	
10	Timesheet needs approval	Action Needed: Timesheet needs review and approval @Employee@'s timesheet (ID = @GeneralText@) needs to be reviewed and approved.	

Page 1 of 2 (17 items) << < 1 2 > >>

In the red box above “level 1” will initially be set to 1000 hours and “level 2” will be set to 1400 hours.

Agencies can request the TAL Team to make changes to the hours associated with these levels as well as who (employee, supervisor, HR User) receives the notifications and how (just in TAL or e-mail as well) they are sent. Additionally, notifications can be configured to be sent only once when the number of Total Wage Hours meets or exceeds a threshold, or can be sent every time a change occurs where the number of Total Wage Hours is greater than a threshold.

Agency Considerations for Getting Non-TAL Hours into TAL

As an agency adopts TAL, the agency HR Team should determine the wage employees for whom non-TAL hours need to be entered into TAL.

Agencies have two options for entering the data into TAL:

- A. The TAL Team can import the data from a spreadsheet. Please send spreadsheets to TAL@dhrm.virginia.gov, indicate your agency number and include the following fields:
 - Employee First Name
 - Employee Last Name
 - Employee ID Number
 - Employee Position
 - Non TAL Wage Hours (can only be to one decimal place – 10.2 is acceptable but 10.25 is not)

The wage year will be assumed as the current wage year and the upload process will automatically mark the Verification Status as “Verified”.

OR



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- B. Agency HR Users can key the hours on the Employee Position Information screen for each wage employee.

Wage Hours Tracking	Verification Status	Verification Not Started
	Current Year	Prior Year
Wage Year Start Date	05/01/2013	05/01/2012
Wage Year End Date	04/30/2014	04/30/2013
Non TAL Hours	129.5	0.0
<input type="checkbox"/> TAL Other Position Hours		
This Position Hours	439.5	253.6
Total Wage Year Hours	439.5	253.6

Once the Non-TAL hours have been entered and verified, change the Verification Status field on the Employee Position screen to “Verified”.

Wage Hours Tracking	Verification Status	Verified
	Current Year	Prior Year
Wage Year Start Date	05/01/2013	05/01/2012
Wage Year End Date	04/30/2014	04/30/2013
Non TAL Hours	129	0.0
<input type="checkbox"/> TAL Other Position Hours		
This Position Hours	439.5	253.6
Total Wage Year Hours	439.5	253.6

Select “Save”.

Appendix G - Examples of Timesheets containing Holiday Hours and Comp Earned

Timesheet Entries

Day	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6
Sunday						
Monday	8 - Holiday	8 - Holiday	5 - Holiday	8 - Hours Worked	8 - Holiday	5 - Holiday
Monday		3 - Hours Worked	3 - Hours Worked	8 - Comp Earned	3 - Hours Worked	3 - Hours Worked
Monday			3 - Comp Earned			3 - Comp Earned
Tuesday	8 - Hours Worked					
Wednesday	8 - Hours Worked					
Thursday	8 - Hours Worked					
Friday	8 - Hours Worked	5 - Hours Worked	8 - Hours Worked	8 - Hours Worked	8 - Hours Worked	5 - Hours Worked
Friday						3 - Comp Used
Saturday						

Assumptions: The scenarios assume a non-exempt employee who has a 40 hour work cycle with five 8 hour work days during a 7 day Sun-Sat period

Scenarios Described:		What's sent to CIPPS from TAL	What Employee Receives
1	Employee takes the holiday and works the remainder of the week as he/she is scheduled	Nothing	Paid 40 straight
2	Employee works a portion of the holiday but schedule adjusts on Friday so that no comp time is earned	Nothing	Paid 40 straight
3	Employee works part of the holiday and requests comp earned for it	Nothing	Paid 40 straight Comp Earned 3hrs
4	Employee works the entire holiday and requests comp earned for it	Nothing	Paid 40 straight Comp Earned 8 hrs
5	Employee works part of the holiday and is paid the hours worked as straight time in addition to the holiday time	3 Hrs at Straight Time is sent to CIPPS	Paid 43 straight
6	Employee works part of the holiday, takes holiday leave for hours not worked on holiday, pay for hours worked on holiday, comp earned for holiday time which was due but not taken, and then uses that comp time later in the week.	Nothing	Paid 40 straight Leave will be written as emp leave transactions but balance effect will be no change.

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Scenario 1 – Standard work week with a holiday

Employee takes the holiday and works the remainder of the week as scheduled

	Date	Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun 09/01/2013							
Edit Add	Mon 09/02/2013	8.0	Holiday		8			
Edit Add	Tue 09/03/2013		Hours Worked		8			
Edit Add	Wed 09/04/2013		Hours Worked		8			
Edit Add	Thu 09/05/2013		Hours Worked		8			
Edit Add	Fri 09/06/2013		Hours Worked		8			
Edit	Sat 09/07/2013							

Timesheet Hours Summary	
Hours Worked:	32.0
Paid Leave Taken:	8.0
# of Hours Leave without Pay:	0.0
Total Hours:	40.0
*If Additional Hours Recorded: See Timesheet for Details.	

Paid 40 hours straight time

Nothing is sent to CIPPS



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Scenario 2 – Schedule Adjust for hours worked on holiday

Employee works a portion of the holiday but schedule adjusts on Friday so that no comp time is earned

	Date	Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun 09/01/2013							
Edit Add	Mon 09/02/2013	8.0	Holiday		8			
Edit Delete Add	Mon 09/02/2013		Hours Worked		3			
Edit Add	Tue 09/03/2013		Hours Worked		8			
Edit Add	Wed 09/04/2013		Hours Worked		8			
Edit Add	Thu 09/05/2013		Hours Worked		8			
Edit Add	Fri 09/06/2013		Hours Worked		5			
Edit	Sat 09/07/2013							

Timesheet Hours Summary

Hours Worked: 32.0
Paid Leave Taken: 8.0
of Hours Leave without Pay: 0.0
Total Hours: 40.0

***If Additional Hours Recorded: See Timesheet for Details.**

Paid 40 hours straight time

Nothing is sent to CIPPS



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Scenario 3 – Comp Earned as compensation for holiday hours worked

Employee works part of the holiday and requests comp earned for it

Date	Δ	Hol	Type	Shift	Hours	Category	Additional Pay	Comment
Sun	09/01/2013							
Mon	09/02/2013	8.0	Holiday		5			
Mon	09/02/2013		Hours Worked		3			Called in
Mon	09/02/2013		Compensatory Earned		3			Comp for holiday hours worked
Tue	09/03/2013		Hours Worked		8			
Wed	09/04/2013		Hours Worked		8			
Thu	09/05/2013		Hours Worked		8			
Fri	09/06/2013		Hours Worked		8			
Sat	09/07/2013							

Timesheet Hours Summary

Hours Worked: 35.0
Paid Leave Taken: 5.0
of Hours Leave without Pay: 0.0
Total Hours: 40.0

***If Additional Hours Recorded: See Timesheet for Details.**

Paid 40 hours
straight time; Comp
Earned 3 hours



TAL System – Appendices to Training for Privileged User Roles

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
⊕ Annual Leave	03/15/2013	12.0	0.0	0.0	-32.0	-20.0		
⊕ Sick Leave (VSDP)	03/15/2013	64.0	0.0	0.0	0.0	64.0		
⊕ Family / Personal (VSDP) Leave	03/15/2013	32.0	0.0	0.0	0.0	32.0		
⊖ Compensatory Leave	03/15/2013	0.0	0.0	0.0	3.0	3.0		

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Earned		09/02/2013		3.0	3.0		More Info

Scenario 4 - Comp earned as compensation for holiday hours worked - no holiday leave taken

Employee works the entire holiday and requests comp earned for it

Date	Δ	Hol	Type	Shift	Hours	Category	Additional Pay	Comment
Sun								
Mon		8.0	Hours Worked		8			Called in
Mon			Compensatory Earned		8			Comp for holiday hours worked
Tue			Hours Worked		8			
Wed			Hours Worked		8			
Thu			Hours Worked		8			
Fri			Hours Worked		8			
Sat								

Timesheet Hours Summary

Hours Worked: 40.0
Paid Leave Taken: 0.0
of Hours Leave without Pay: 0.0
Total Hours: 40.0

***If Additional Hours Recorded: See Timesheet for Details.**

Paid 40 hours straight time; Comp Earned 8 hours



TAL System – Appendices to Training for Privileged User Roles

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
⊕ Annual Leave	03/15/2013	12.0	0.0	0.0	-32.0	-20.0		
⊕ Sick Leave (VSDP)	03/15/2013	64.0	0.0	0.0	0.0	64.0		
⊕ Family / Personal (VSDP) Leave	03/15/2013	32.0	0.0	0.0	0.0	32.0		
⊖ Compensatory Leave	03/15/2013	0.0	0.0	0.0	8.0	8.0		

Details Sub-Category

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Earned		09/02/2013		8.0	8.0		More Info



TAL System – Appendices to Training for Privileged User Roles

Scenario 5 - Hours worked on holiday paid in addition to holiday pay

Employee works part of the holiday and is paid the hours worked as straight time in addition to the holiday time

Date	Δ	Hol	Type	Shift	Hours	Category	Additional Pay	Comment
Sun	09/01/2013							
Mon	09/02/2013	8.0	Holiday		8			
Mon	09/02/2013		Hours Worked		3			Called in on Holiday
Tue	09/03/2013		Hours Worked		8			
Wed	09/04/2013		Hours Worked		8			
Thu	09/05/2013		Hours Worked		8			
Fri	09/06/2013		Hours Worked		8			
Sat	09/07/2013							

Timesheet Hours Summary	
Hours Worked:	35.0
Paid Leave Taken:	8.0
# of Hours Leave without Pay:	0.0
Total Hours:	43.0
*If Additional Hours Recorded: See Timesheet for Details.	

Paid 43 hours straight time

3 Hours straight time sent to CIPPS



TAL System – Appendices to Training for Privileged User Roles

Scenario 6 - Comp earned as compensation for holiday hours worked. Comp taken at end of week.

Employee works part of the holiday, takes holiday leave for hours not worked on holiday, pay for hours worked on holiday, comp earned for holiday time which was due but not taken, and then uses that comp time later in the week.

Date	Δ	Hol	Type	Shift	Hours	Category	Additional Pay	Comment
Sun								
Mon			8.0	Holiday				
Mon				Hours Worked	3			Called in on Holiday
Mon				Compensatory Earned	3			Comp for hours worked on holiday
Tue				Hours Worked	8			
Wed				Hours Worked	8			
Thu				Hours Worked	8			
Fri				Hours Worked	5			
Fri				Compensatory Used	3			
Sat								

Timesheet Hours Summary

Hours Worked: 32.0
Paid Leave Taken: 8.0
of Hours Leave without Pay: 0.0
Total Hours: 40.0

***If Additional Hours Recorded: See Timesheet for Details.**

Paid 40 hours straight time

Nothing sent to CIPPS

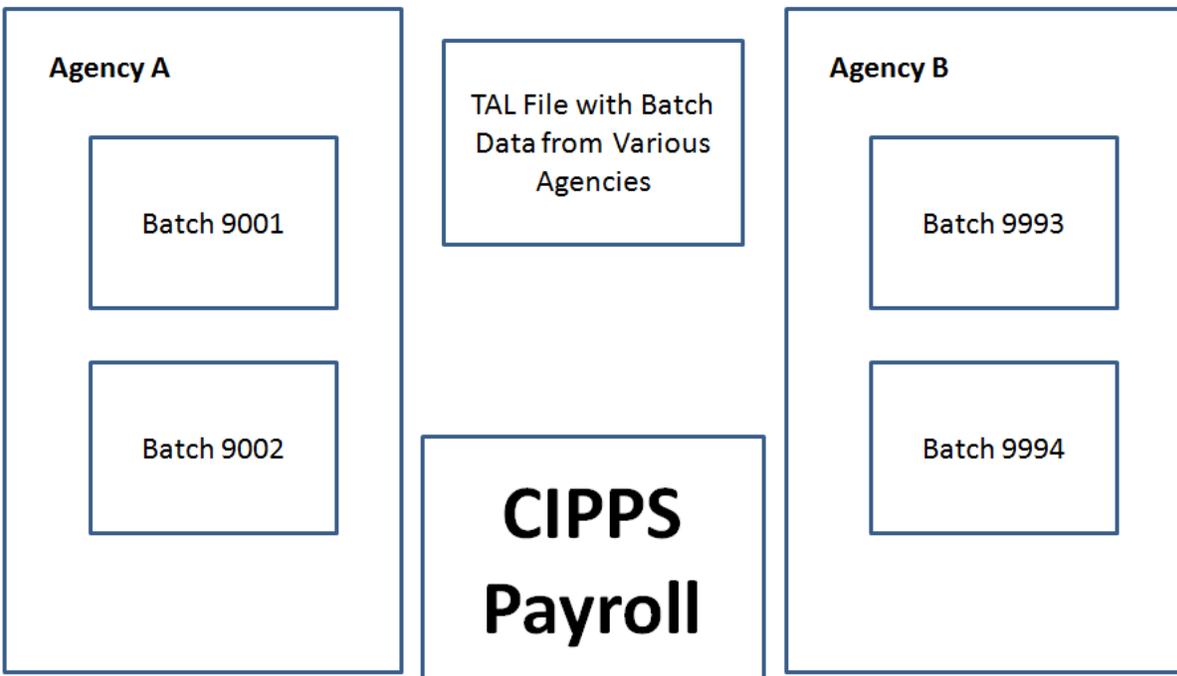
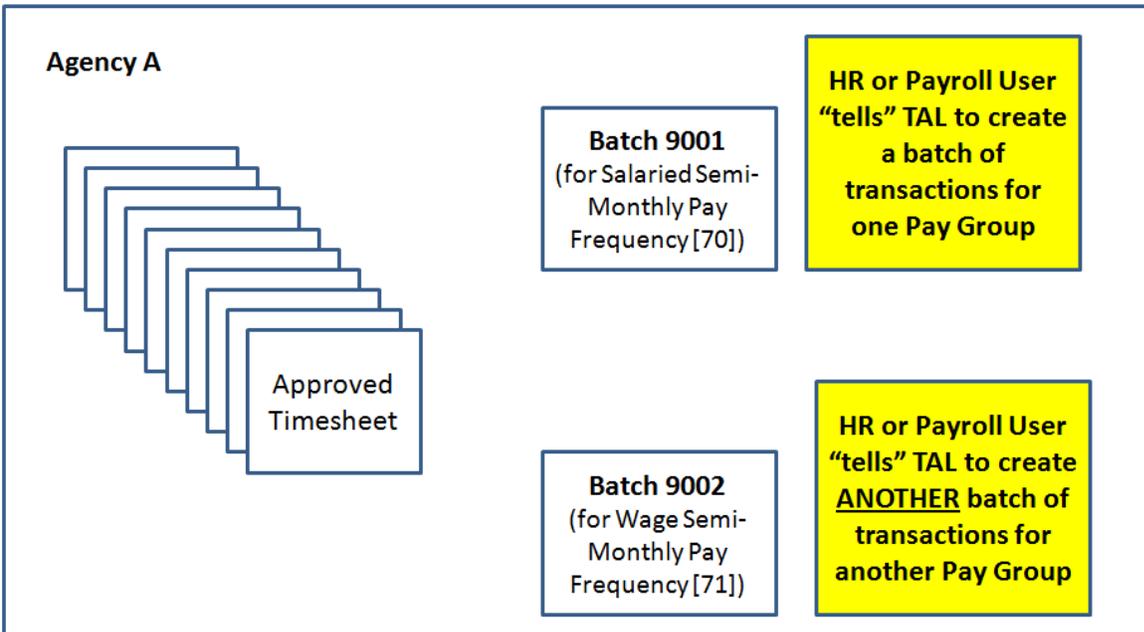
Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
⊕ Annual Leave	03/15/2013	12.0	0.0	0.0	-32.0	-20.0		
⊕ Sick Leave (VSDP)	03/15/2013	64.0	0.0	0.0	0.0	64.0		
⊕ Family / Personal (VSDP) Leave	03/15/2013	32.0	0.0	0.0	0.0	32.0		
⊖ Compensatory Leave	03/15/2013	0.0	0.0	0.0	0.0	0.0		

Details Sub-Category

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Used		09/06/2013		-3.0	0.0		More Info
Earned		09/02/2013		3.0	3.0		More Info

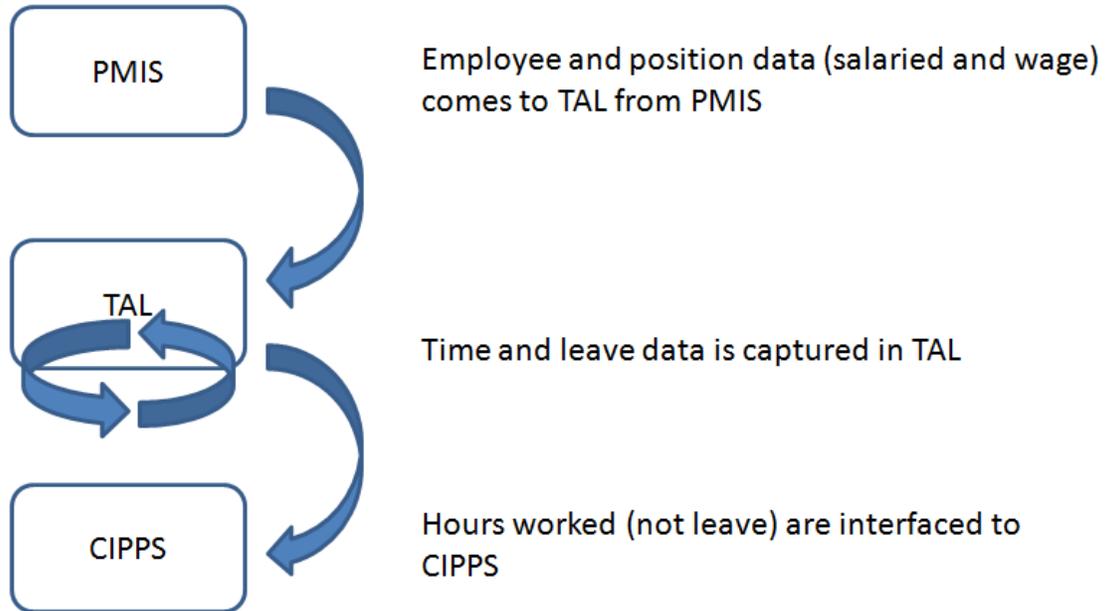
Appendix H – How Timesheet Data is Sent to CIPPS

How Timesheet Data is sent to CIPPS





TAL's Fit With Other Systems





TAL System – Appendices to Training for Privileged User Roles

What Is Captured in TAL?

	Hours Worked	Leave
Wage	✓	✗
Salaried Non-Exempt	✓	✓
Salaried Exempt	✓ (If employee is required to complete timesheet)	✓



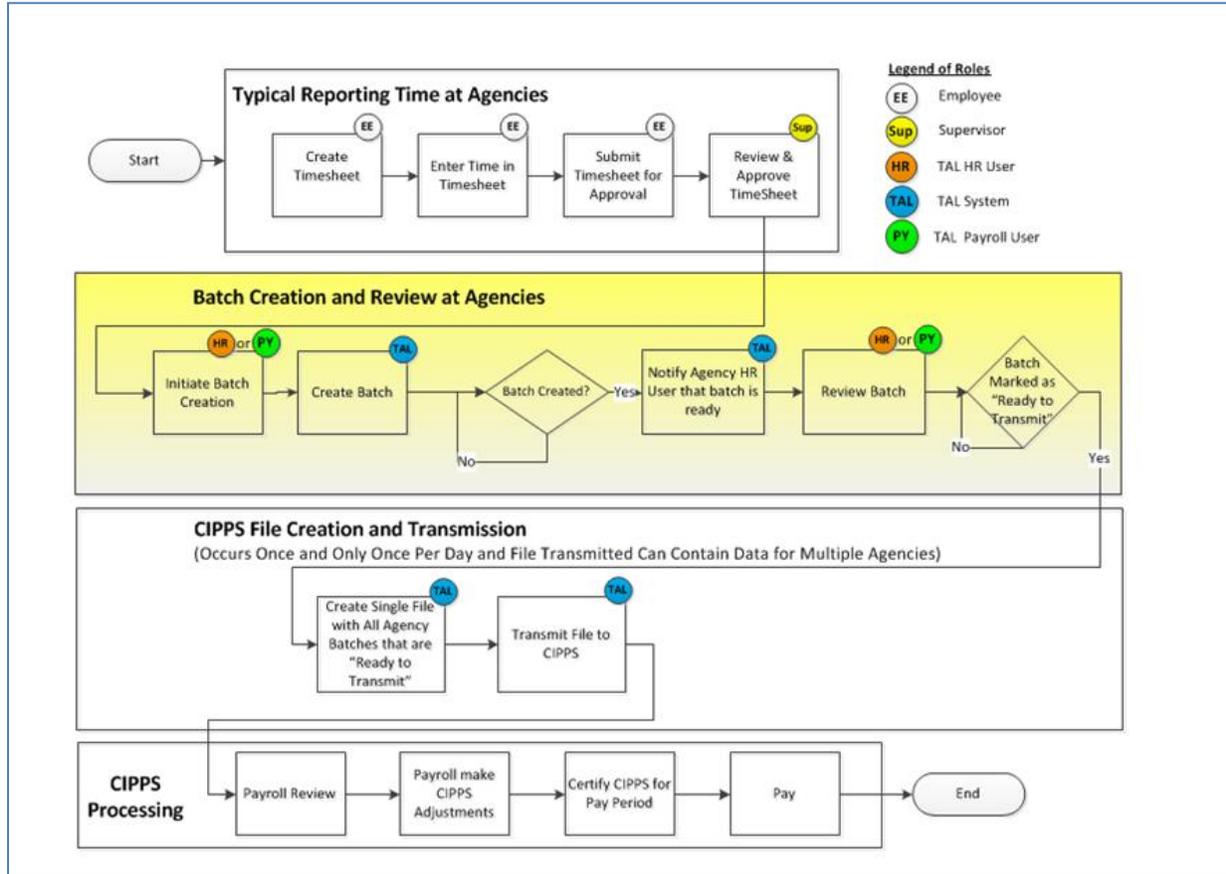
TAL System – Appendices to Training for Privileged User Roles

What is sent to CIPPS from TAL?

	Hours Worked	Leave
Wage	 (regular & overtime hours + differential hours)	
Salaried Non-Exempt	 (additional hours worked + differential hours)	
Salaried Exempt		



TAL System – Appendices to Training for Privileged User Roles



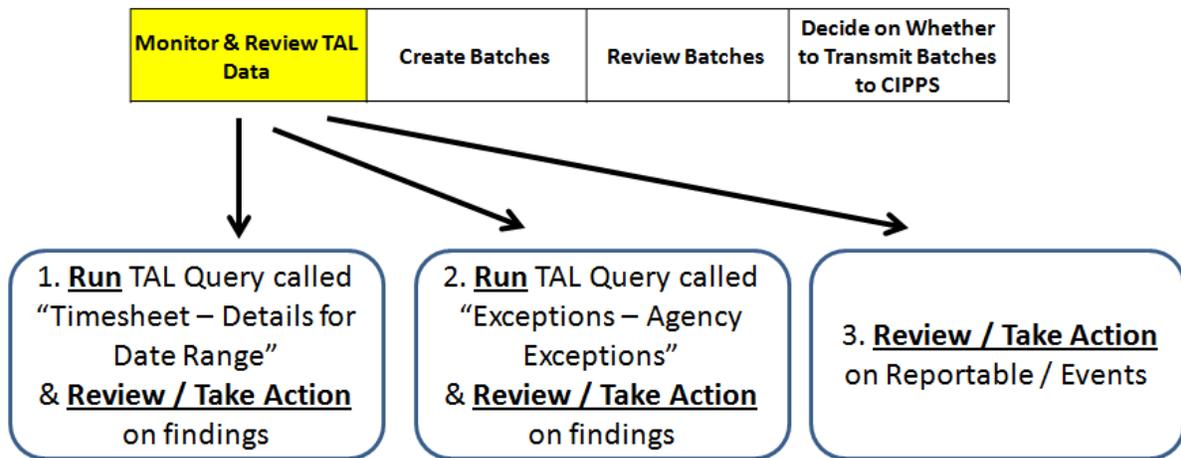


4 Step Process

Monitor & Review TAL Data	Create Batches	Review Batches	Decide on Whether to Transmit Batches to CIPPS
--	-----------------------	-----------------------	---



Step 1





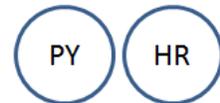
TAL System – Appendices to Training for Privileged User Roles

Step 2



1. Click the Create Batch button for the appropriate Pay Groups in TAL

- Need to discuss timing of when to create batches
- Need to discuss importance of Monitor & Review step before batch creation step





TAL System – Appendices to Training for Privileged User Roles

Step 3

Monitor & Review TAL Data	Create Batches	Review Batches	Decide on Whether to Transmit Batches to CIPPS
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1. Click the Detail and Work Cycle Detail links and review batches

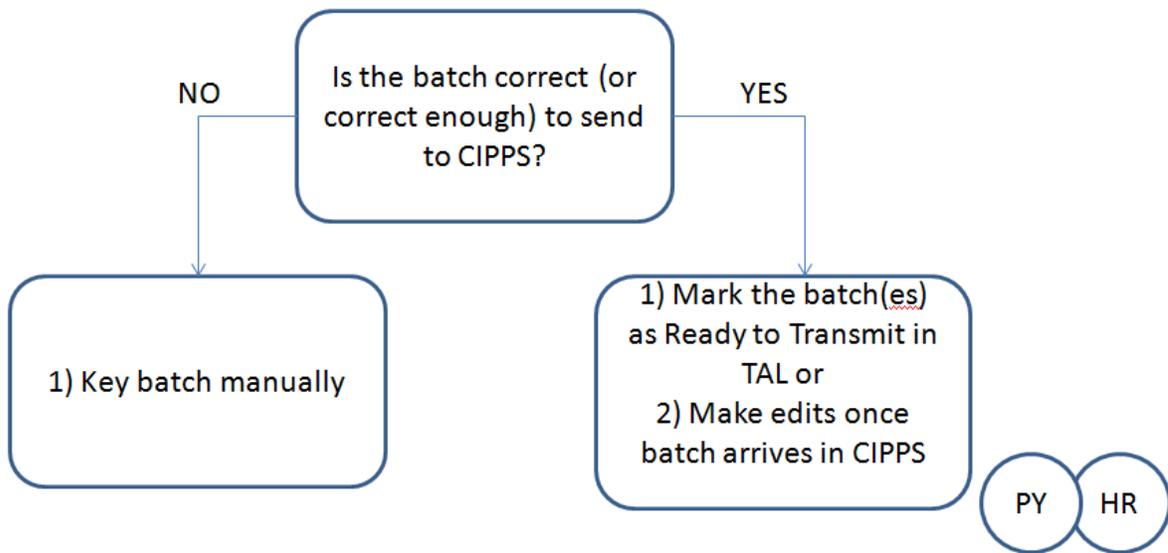
PY

HR



Step 4

Monitor & Review TAL Data	Create Batches	Review Batches	Decide on Whether to Transmit Batches to CIPPS
---------------------------	----------------	----------------	--





TAL System – Appendices to Training for Privileged User Roles

Appendix I - Understanding how TAL processes end of leave year losses, reset and credits

As we cross into a new leave year, TAL will reduce employee leave balances in accordance with carryover limits and will reset appropriate balances to zero. In doing this, TAL will create “Lost”, “Credited” and “Leave Year Reset” transactions that will display on the employee’s Leave Balance screen. The following section provides examples of these transactions.

“Lost” Transaction

In the example below, the employee’s annual leave balance is reduced from 474 to his carryover limit of 432 hours. TAL shows a “Lost” transaction.

Next Leave Anniversary Date: 8/10/2018 Current Accrual Rate: 9.0
Maximum annual leave balance carryover: 432 hours as of 01/09/2015 Estimated Annual Hours Loss: 207.0

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	01/09/2014	432.0		0.0	0.0	432.0		

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Lost	01/10/2014	01/09/2014	-42.0		432.0		More Info
Accrued	12/25/2013	12/25/2013	9.0		474.0		More Info
Used	12/05/2013	12/04/2013	-5.0		465.0		More Info
Used	11/27/2013	11/26/2013	-8.0		470.0		More Info
Used	11/27/2013	11/25/2013	-8.0		478.0		More Info
Accrued	11/25/2013	11/25/2013	9.0		486.0		More Info
Used	11/23/2013	11/22/2013	-8.0		477.0		More Info
Used	11/22/2013	11/21/2013	-8.0		485.0		More Info
Used	11/21/2013	11/20/2013	-8.0		493.0		More Info
Used	11/20/2013	11/19/2013	-4.0		501.0		More Info

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New

“Credited” Transaction

For an employee on the VSDP program, he/she will see a “Credited” transaction on 1/10 for any new Sick or Family Personal Leave allotments. The following screen shows an example of what TAL displays when an employee crosses the leave year and loses 46 hours of VSDP Sick Leave and then receives a new allotment.



TAL System – Appendices to Training for Privileged User Roles

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	01/09/2014	432.0		0.0	0.0	432.0		
Sick Leave (VSDP)	01/09/2014	0.0		80.0	0.0	80.0		

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Credited	01/10/2014	01/10/2014	80.0		80.0		More Info
Lost	01/10/2014	01/09/2014	-46.0		0.0		More Info
Used	12/19/2013	12/09/2013	-8.0		46.0		More Info
Used	11/20/2013	11/19/2013	-4.0		54.0		More Info
Used	09/25/2013	09/24/2013	-4.0		58.0		More Info
Used	07/12/2013	07/11/2013	-2.0		62.0		More Info
Used	06/26/2013	06/25/2013	-2.0		64.0		More Info
Used	06/25/2013	06/24/2013	-2.0		66.0		More Info
Used	06/08/2013	06/06/2013	-4.0		68.0		More Info
Used	05/03/2013	05/02/2013	-4.0		72.0		More Info

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“Leave Year Reset” Transactions

For leave which is tracked by accumulation, TAL writes a “Leave Year Reset” transaction. TAL writes this transaction on 1/10 and resets the accumulator to 0. The following screenshot shows an example of this for School Assistance and Volunteer Service Leave. You will note in the screenshot that the employee did not appear to have used any of this leave during the prior leave year. Had the employee used this type of leave it would still have been reset to zero.

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
School Asst. & Volunteer Service Leave (SAVSL)	01/10/2014		0.0	0.0	0.0	0.0		

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Leave Year Reset	01/10/2014	01/10/2014	0.0		0.0		More Info
Beginning Balance	04/22/2013	04/09/2013	0.0		0.0		More Info

What happens when an employee submits leave for the prior leave year after Jan. 9th?

There will be cases where an employee doesn’t submit his/her use of leave for a prior leave year until the new leave year. This could very likely happen in the case of a timesheet that starts in one leave year and finishes in another or in the case of an employee who returns from a vacation after 1/9 and submits leave for the prior year.



TAL System – Appendices to Training for Privileged User Roles

Let's look at two examples. First, let's take the case of an employee whose annual leave balance screen displays as follows:

Next Leave Anniversary Date: 8/10/2018 Current Accrual Rate: 9.0
 Maximum annual leave balance carryover: 432 hours as of 01/09/2015 Estimated Annual Hours Loss: 207.0

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	01/09/2014	432.0		0.0	0.0	432.0		

Details		Sub-Category					
Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Lost	01/10/2014	01/09/2014	-42.0		432.0		More Info
Accrued	12/25/2013	12/25/2013	9.0		474.0		More Info
Used	12/05/2013	12/04/2013	-5.0		465.0		More Info
Used	11/27/2013	11/26/2013	-8.0		470.0		More Info
Used	11/27/2013	11/25/2013	-8.0		478.0		More Info
Accrued	11/25/2013	11/25/2013	9.0		486.0		More Info
Used	11/23/2013	11/22/2013	-8.0		477.0		More Info
Used	11/22/2013	11/21/2013	-8.0		485.0		More Info
Used	11/21/2013	11/20/2013	-8.0		493.0		More Info
Used	11/20/2013	11/19/2013	-4.0		501.0		More Info

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New

Let's then assume that, in the new leave year, the employee records that she used one more hour of annual leave in the prior leave year. TAL has already noted a loss of 42 hours (see above), but it takes that into account and reduces the amount of leave lost through a new transaction called "Lost



TAL System – Appendices to Training for Privileged User Roles

Adjustment Decrease” as shown here:

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	01/09/2014	432.0		0.0	0.0	432.0		

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Lost	01/10/2014	01/09/2014	-42.0		432.0		More Info
Lost Adjustment Decrease		01/09/2014		1.0	474.0		More Info
Used		01/04/2014		-1.0	473.0		More Info
Accrued	12/25/2013	12/25/2013	9.0		474.0		More Info
Used	12/05/2013	12/04/2013	-5.0		465.0		More Info
Used	11/27/2013	11/26/2013	-8.0		470.0		More Info
Used	11/27/2013	11/25/2013	-8.0		478.0		More Info
Accrued	11/25/2013	11/25/2013	9.0		486.0		More Info
Used	11/23/2013	11/22/2013	-8.0		477.0		More Info
Used	11/22/2013	11/21/2013	-8.0		485.0		More Info

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Note: In the screenshot above, the highlighted transactions show without a value in the “Date Entered” column. This occurs because the transaction is pending TAL processing. Once TAL processes the transaction (and that processing depends on whether an employee is required to complete a timesheet), TAL will display a value in the “Date Entered” column for the transaction.

Let’s consider a second example: In the new leave year, an employee (who is not required to submit a timesheet) submits and has approved a leave request of 1 hour of School Assistance and Volunteer Service Leave for 12/16 of the prior leave year. TAL will display that as follows:

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
School Asst. & Volunteer Service Leave (SAVSL)	01/10/2014		0.0	0.0	0.0	0.0		

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Leave Year Reset	01/10/2014	01/10/2014	0.0		0.0		More Info
Used		12/16/2013		1.0	1.0		More Info
Beginning Balance	04/22/2013	04/09/2013	0.0		0.0		More Info

Note that the Leave Year Reset transaction does not show an amount in the “Hours” column, but it still sets the Total column back to zero. It may have been expected that the Leave Year Reset transaction would show a -1 in the Hours column to “zero out” / reset the leave category, but TAL instead just shows 0.0 in the field and this is sufficient to reset the leave total in the new year to 0.

Additional Considerations



TAL System – Appendices to Training for Privileged User Roles

- When several transactions with dates prior to the new leave year are added from one or more leave requests, or timesheets, a leave “Lost Adjustment Decrease” will be written for each new transaction. In this example 3 new transactions are written and 3 new “Lost Adjustment Decrease” transactions are written.

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	01/09/2014	432.0		0.0	0.0	432.0		

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Lost	01/10/2014	01/09/2014	-42.0		432.0		More Info
Lost Adjustment Decrease		01/09/2014		8.0	474.0		More Info
Lost Adjustment Decrease		01/09/2014		8.0	466.0		More Info
Lost Adjustment Decrease		01/09/2014		1.0	458.0		More Info
Used		01/04/2014		-1.0	457.0		More Info
Used		01/03/2014		-8.0	458.0		More Info
Used		01/02/2014		-8.0	466.0		More Info
Accrued	12/25/2013	12/25/2013	9.0		474.0		More Info
Used	12/05/2013	12/04/2013	-5.0		465.0		More Info
Used	11/27/2013	11/26/2013	-8.0		470.0		More Info

Page 1 of 5 (47 items) << < 1 2 3 4 5 > >>

- Also note that if the employee is required to complete a timesheet, the Last Processed Date (LPD) for leave balances will be the end date of the most recently processed timesheet. In the display below, the last timesheet was processed on 12/28/13. The accumulated leave balance for CWRL has a 1/10/14 LPD because that is when TAL resets that balance.

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	12/28/2013	474.0		-42.0	0.0	432.0		
Sick Leave (VSDP)	12/28/2013	46.0		34.0	0.0	80.0		
Family / Personal (VSDP) Leave	12/28/2013	0.0		40.0	0.0	40.0		
Compensatory Leave	12/28/2013	0.0		0.0	6.0	6.0		
Overtime Leave	12/28/2013	0.0		0.0	0.0	0.0		
Recognition Leave	12/28/2013	0.0		0.0	0.0	0.0		
Disability Credits	12/28/2013	1074.5		0.0	0.0	1074.5		
Military Leave Bank	12/28/2013	0.0		0.0	0.0	0.0		
Military Leave	12/28/2013		0.0	0.0	0.0	0.0		
Civil & Work-Related Leave	01/10/2014		0.0	0.0	0.0	0.0		

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TAL System – Appendices to Training for Privileged User Roles

3. For an employee who no longer fills an active, classified position in TAL, TAL will:
 - apply carryover limits to the employee’s annual leave balance
 - reduce VSDP balances to zero (if employee was in VSDP program)
 - reset all accumulators to zero

4. There is no leave year end processing for At Wills. For those “At Wills” who are in the VSDP program, other records must be maintained to capture VSDP usage and replenish new leave year allotments.

5. If an employee receives an extension for annual leave, HR will need to make that extension in TAL on the Leave Adjustment screen. The extension should be made after the TAL Year End Leave process runs on 1/10.



Appendix J – Processing Timesheets, Leave Requests, and Adjusting Leave Balances for Separated Employees (including those who transfer from one agency to another)

When a salaried employee separates from an agency, agency HR may need to review leave requests, approve timesheets, and adjust the employee’s leave balances in TAL to reflect leave pay outs or losses. It is particularly important that the balances for separated employees be adjusted before TAL generates an agency’s leave liability reports at fiscal year end. Without these adjustments an agency’s leave liability reports will not reflect correct figures.

Reviewing and Approving Timesheets

When an employee separates from an agency (including a transfer to another agency), it is important to verify that all existing timesheets have been approved. Once the employee separates from a position, neither the supervisor nor the employee will be able to view leave requests and timesheets under the inactive position. If there are any timesheets that have not yet been approved, the HR user should review the hours with the supervisor, update the timesheet if necessary and then approve the timesheets. Any leave hours on approved timesheets will be deducted from the employee’s balance when TAL processes the timesheet.

Reviewing Leave Requests

When an employee separates from an agency, any existing leave requests for future dates under the inactive position will not be processed by TAL. Just like with timesheets, neither the supervisor nor the employee can view leave requests under the inactive position.

Updating Employee Leave Balances in TAL

Agency HR should follow policies for paying employees for various types of leave balances (e.g., annual leave, compensatory leave, overtime leave, recognition leave, traditional sick leave and disability credits). This process involves reflecting pay outs in PMIS as well as communicating with the appropriate payroll representatives to have balances paid out. Appropriate leave pay-outs must be reported to Payroll manually; TAL does not send this information to CIPPS. When an agency pays out or otherwise needs to “zero out” balances, agency HR needs to record these actions in TAL using leave adjustments.

Use the following matrix to determine the necessary adjustments to make in TAL:



TAL System – Appendices to Training for Privileged User Roles

Separation Scenario	Needed Action in TAL
1 - Employee is separating from your agency and state service	Record in TAL all leave that was actually paid out as well as the loss of any leave that exceeded the amount that policy allows to be paid out. Pay outs for leave depends on the leave balances the employee had at time of separation, but could be for any of the following leave types: annual leave, compensatory leave, overtime leave, recognition leave, traditional sick leave and disability credits. [This removes the leave liability from your agency.]
2 – Employee is separating from your agency and transferring to another state agency. The agency the employee is transferring to does not use TAL.	Record in TAL all leave that was paid out (likely just compensatory, overtime, and recognition leave). Be sure to record the balances that transfer to the new agency and inform the agency receiving the employee of the balance transfers. Balances that transfer to the employee’s new agency should be reduced to zero in TAL (using a leave adjustment type of “Correction Reduction” and add a comment that explains the reason for the balance adjustment). [This removes the leave liability from your agency.]
3 – Employee is separating from your agency and transferring to another TAL agency. The agency the employee is transferring to uses TAL.	Record in TAL all leave that was paid out (likely just compensatory, overtime, and recognition leave). TAL will automatically transfer the other balances to the employee’s record in the new agency. [This removes the leave liability from your agency.]
4- The employee is separating from your agency but has not communicated whether he/she is continuing state employment	Refer to Scenario #1

Important Note: TAL does not send any hours designated as “Paid Out” to CIPPS for payment. **Such payment authorizations must be documented and sent to Payroll manually.**



TAL System – Appendices to Training for Privileged User Roles

Examples of recording leave adjustments:

Example 1: Recording a pay out to an employee for comp leave balances

Employee had 4 hours of Comp Earned at the time of separation that were paid out, so an adjustment of 4 hours of Paid Out Compensatory Leave was created in TAL, bringing the balance to zero.

Leave Balance/History/Adjustment								
Employee ID: 532-36-54				Name: KIM, DIXIE M				
Agency Number: 129				Position: 00005				
Next Leave Anniversary Date: 10/10/2016				Current Accrual Rate: 4.0				
Maximum annual leave balance carryover: 192 hours as of 01/09/2015				Estimated Annual Hours Loss: 0.0				
Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	01/05/2014	0.0		0.0	0.0	0.0		
Sick Leave (VSDP)	01/05/2014	0.0		0.0	0.0	0.0		
Family / Personal (VSDP) Leave	01/05/2014	0.0		0.0	0.0	0.0		
Compensatory Leave	01/05/2014	4.0		-4.0	0.0	0.0		

Details								
Sub-Category								
Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment	
Paid Out	02/24/2014	02/24/2014	-4.0		0.0		More Info	
Earned	02/24/2014	11/04/2013	4.0		4.0	11/04/2014	More Info	
New								

Example 2: Recording a pay out to an employee for annual leave balance

Employee had a balance of 215 hours of Annual Leave at the time of separation. The maximum payout for this employee was 192 hours. An adjustment for 192 hours of Paid Out Leave was created in TAL, leaving a balance of 23 hours. To zero out the balance, a Corrected Reduction adjustment was made for the remaining 23 hours.



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Leave Balance/History/Adjustment

Employee ID: 532-36-54 Name: KIM, DIXIE M
 Agency Number: 129 Position: 00005

Next Leave Anniversary Date: 10/10/2016 Current Accrual Rate: 4.0
 Maximum annual leave balance carryover: 192 hours as of 01/09/2015 Estimated Annual Hours Loss: 0.0

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	01/05/2014	0.0		0.0	0.0	0.0		

Details Sub-Category

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Corrected - Reduction	02/24/2014	02/24/2014	-23.0		0.0		More Info
Paid Out	02/24/2014	02/24/2014	192.0		23.0		More Info
Beginning Balance	02/24/2014	01/09/2014	215.0		215.0		More Info

It is important in the above example to record the hours in two separate transactions so that the amount of leave actually paid can be reflected separately from the amount of leave over the payout maximum that is deducted to reconcile the balance. This establishes a clear audit trail.

Had the example above been for a Sick Leave (Traditional) or Disability Credits (or, starting 6/25/2014, Traditional Sick Leave Bank) all hours would need to be zeroed out even though only 25% up to a maximum of \$5,000 value is paid out. Unlike the leave types with maximum payout limits which are expressed in specific numbers of hours, these categories are paid out differently.

Balances that agency HR should review in TAL when an employee separates

When an employee separates from an agency, the agency needs to review the following categories on TAL's Leave Balance screen to determine whether action is needed to zero them out:

Category	Does this balance affect an agency's leave liability?	Notes
Annual Leave	Yes	
Sick Leave (VSDP)	No	See Note 1



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Category	Does this balance affect an agency's leave liability?	Notes
Sick Leave (Traditional)	Yes	
Traditional Sick Leave Bank (eff. 6-25-14)	Yes	
Sick Leave (Traditional) - Family	No	See Note 2
Family / Personal (VSDP) Leave	No	See Note 1
Compensatory Leave	Yes	
Overtime Leave	Yes	
Recognition Leave	Yes	
Civil & Work-Related Leave	No	See Note 2
Disability Credits	Yes	
School Asst. & Volunteer Service Leave (SAVSL)	No	See Note 2
Military Leave	No	See Note 2
Military Leave Bank	Yes	
Bone Marrow/Organ Donation Leave	No	See Note 2
Educational Leave	No	See Note 2
Emergency/Disaster Leave	No	See Note 2
Public Health Emergency Leave	No	See Note 2
Pre-Layoff Leave	No	See Note 2
Pre-Disciplinary Leave	No	See Note 2
Leave Without Pay	No	See Note 2
STD (not Workers Comp)	No	See Note 2
STD (Workers Comp)	No	See Note 2

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Category	Does this balance affect an agency's leave liability?	Notes
LTD - Working (not Workers Comp)	No	See Note 2
LTD - Working (Workers Comp)	No	See Note 2
Workers Comp	No	See Note 2
Family Medical Leave Act	No	See Note 2
Pay Docking	No	See Note 2

Note 1: This leave will automatically be zeroed out at leave year end so Agency HR can zero this out or allow TAL to automatically zero it out.

Note 2: No need to zero out this balance since it is just a counter of how much of this category was used. TAL will reset this to zero at leave year end. The hours charged to leave that accumulates will automatically transfer with the employee to the new agency if the new agency is in TAL.

Note 3: If an employee is requesting **disability credits** be converted to service credits, use the Paid Out option, and make a note in the comment section about the number of hours of disability credit converted to service credit.



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A TAL Query that Helps Identify Separated Employees with Leave Balances Needing Review

TAL provides a query that, when run, will identify employees that have separated from the agency and have a non-zero balance in the following categories (all of which affect an agency's leave liability report):

- Annual Leave
- Comp Leave
- Overtime Leave
- Recognition Leave
- Traditional Sick Leave
- Disability Credits

The name of the TAL Query is *“Leave – Separated Employees w/ Reviewable Leave Balances”*.

Appendix K – Preparing for Leave Liability Reporting

At the end of each fiscal year, agencies must certify leave liability data. For those agencies using TAL, TAL will provide queries that make this data available in early July (after fiscal year close) for agency review and use when completing the Leave Liability Attachment as required by the Comptroller’s Directive Compliance Guidelines for State. In order for TAL to accurately reflect an agency’s leave liability, the data that TAL uses to determine that liability must be correct.

Agency HR personnel should perform the following steps to ensure that TAL has accurate data:

- 1) Agency HR personnel should ensure that all leave adjustments effective through 6/24 for the following leave categories have been recorded in TAL for their employees by the end of the fiscal year (6/30):
 - a. Annual
 - b. Sick Leave (Traditional)
 - c. Compensatory Leave
 - d. Overtime Leave
 - e. Recognition Leave
 - f. Disability Credits

- 2) Agency HR personnel should ensure that the following fields of data are accurate in PMIS by end of day on 6/24:

Field in PMIS	Source to Use to Review	Description
Employee State Begin Date	PME480	Date when the employee began the current term of continuous state service
Prior State Service	PME480	Number of months of state service completed prior to the present term of continuous employment with the state
Employee Percent Time	PME480	Percentage of time that this employee occupies this position, i.e. 100.00, 50.00, 68.75, etc.

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StateSalary	PME480	Salary paid by the Commonwealth of Virginia from funds deposited with the State Treasury
Non-State Salary	PME480	Any compensation awarded to the employee that was not directly provided by the State Treasury
Special Rate Compensation	PME480	VRS-creditable pay that applies to specific positions designed to address unique needs of the agency.
VSDP Enrollment Indicator	PME480	Enrollment status of the employee in the Virginia Sickness Disability Plan (VSDP): Value "N" means "no", is not enrolled Value "Y" or "L" means "yes", is enrolled ("L" is for DHRM internal use)
Position Funding	Refer to Note	Contact Shannon Gulasky at Shannon.gulasky@doa.virginia.gov and request a report that highlights discrepancies between CIPPS and PMIS funding. Use this report to investigate discrepancies between CIPPS and PMIS and then update PMIS position funding as necessary.

Agency HR personnel should ensure that they have recorded leave balance payouts for separated employees in TAL by the end of the fiscal year (6/30). If an agency has paid out leave balances for separated employees, but TAL does not reflect this payout, then the agency's leave liability will be overstated on the TAL leave liability reports. To check whether a separated employee has a leave balance in TAL that could be paid, run the **TAL Query named "Leave – Separated Employees w/ Reviewable Leave Balances"**. It may be that the employee has been paid for his / her remaining balance but that TAL still needs to be updated to reflect the payment.