



Data Control & Research, Ltd.

**Personnel & Employee Attendance
End of Year Clear**

User Group Meeting
May 13, 2010

Personnel End of Year Clear

<< PERSONNEL/EMP ATTEND END OF YEAR PROGRAM >>

DISTRICT NUMBER TO UPDATE: -ENTER- FOR ALL DISTRICTS

ADD 1 TO YEARS EXPERIENCE (Y,N):

INCREMENT STEP BY 1 (Y,N):

CLEAR USED YTD AMOUNTS (Y,N):

PURGE DETAIL AS OF A SPECIFIC DATE (Y,N,O):

PURGE DETAIL ON OR BEFORE THIS DATE (MMDDYY):

<< WILL ADD 1 TO YEARS IN SERVICE FIELDS >>

<< WILL INCREMENT THE STEP >>

<< WILL ZERO OUT THE LEAVE USED YTD FIELDS >>

<< WILL PURGE DETAIL FROM PERSTRAN FILE AS OF: 06302010 >>

DO YOU WANT TO CONTINUE?(YES,NO)

The personnel master file (PERSMAST) and the personnel leave transaction file (PERSTRAN) can be cleared of previous years data AFTER the last entries for the current year have been done and the files have been archived. Contact DCR if you would like your files archived. The naming conventions should be PERSMYYF and PERSTYYF.

Answering Y to “Add 1 to years experience?” will add one to the District, State and Total years of experience.

Answering Y to “increment Step by 1” will add one to the current year step in the payroll data base.

Answering Y to “clear Used YTD Amounts?” will clear the used YTD fields for sick, vacation, personal, professional and the miscellaneous leave groups.

How you answer the “Purge detail as of a specific date?” depends largely on whether or not you are processing for just a School District the appropriate answer is “O” (letter not zero)

Which will delete last years file and create a new one. If you are processing for multiple Districts you need to answer “Y” to purge as of a certain date because all of the Districts are not

Ready at the same time.

If any special updating of your data needs to be done annually this can be set up by Data Control and Research.

Personnel End of Year Clear

**The E.O.Y Clear must be run before processing
Employee Attendance Leave Accruals.**

This depends on the use of the years experience amounts in the master file. If any automatic increments are done to the years experience or the step field then this process can only run one per year

Employee Attendance Leave Accrual

The Employee Attendance System has the ability to automatically accrue leave amounts for Sick, Vacation, Personal, Professional and Miscellaneous leaves. The amounts accrued are based on the parameters entered in the policy file pertaining to the group that an employee is coded as being in (Employee Maintenance Screen 2 Item #21, **Leave Group Code**)

The accrual process can be run on a trial basis with a report printed showing what the accrual amounts would be according to the parameters set up at that time. Changes can then be made and trials rerun until the amounts are verified to be correct for each group. Then an update can be done to actually update the master file accrual data and create detail transactions showing all amounts accrued and carried over. The E.O.Y. Clear should be done before this if your accrual policies are using years experience ranges and to purge the detail file and YTD amounts.

The following are the procedures to run the accrual (or trial accrual) process.



Employee Attendance Accrual Procedures

The first screen you see will ask whether you are running a Trial Accrual.

<< EMPLOYEE ATTENDANCE ACCRUING PROCESS >>>

IS THIS A TRIAL ACCRUAL? (Y,N,E)

By answering “Y” to this you will run a Trial Accrual. If you want to Update the accrual amounts to the personnel files you would answer “N” to this question. You should run an Update for a specific group or leave type only once per accrual period. It is strongly recommended running a trial at least once.

A report showing every detail record written will automatically be printed while running this program. The report will show on its header whether it was a Trial or an Updated Accrual.

Certain options can be set up by Data Control and Research prior to running the accruals. These include:

1. Carry-over of negative accumulated amounts from previous year.
2. Personal Leave Carry-over to go to Sick Accumulated amount.

When this first question is answered the following screen appears.



Employee Attendance Accrual Procedures

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<<< EMPLOYEE ATTENDANCE ACCRUING PROCESS >>>

DISTRICT TO BE POSTED TO:                1

DATE OF POSTING (MMDDYY):                7/02/10
EMPLOYEE GROUP CODE TO ACCRUE:< ALL GROUPS >
DATE OF LAST ACCRUAL:                    7/01/10
WHICH LEAVE TYPES TO ACCRUE: S V P
      < LEAVE TYPE TO UPDATE: -SIC-VAC-PER- >
PRINT IN: 1. GROUP ORDER? Y 2. ALPHA ORDER? Y
      < SORT ORDER WILL BE BY: GROUP - ALPHA - >
WRITE CARRY OVER DETAIL TO FILE (Y,N): Y

DATA OK? (YES/NO/END) ____

>>> TRIAL ACCRUAL ONLY--NO UPDATING WILL OCCUR <<<
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1. DISTRICT TO BE POSTED TO, enter the district number you are running accruals for.
2. DATE OF POSTING (MMDDYY), enter the date you want the last accrual and the detail records to show.
3. EMPLOYEE GROUP CODE TO ACCRUE, enter the individual group code you want to accrue (Must be entered the exact same way they are set up in group file and policy file). If you want to accrue for all groups depress -ENTER-.
4. DATE OF LAST ACCRUAL, program will read the master file and find the first employees record that will be accrued according to the above entries and display the last accrual date found in that record. This is only for your information. **If you see the same date as your current DATE OF POSTING entered above then you may have already updated.**

Employee Attendance Accrual Procedures

5. WHICH LEAVE TYPES TO ACCRUE, enter the corresponding letter of the types of leave you want to accrue. The types are:

S=SICK

V=VACATION

P=PERSONAL

R=PROFESSIONAL

M=MISCELLANEOUS

Depress -ENTER- when you are finished entering these types. The types you selected will be displayed on the next line for your verification. Do not hit enter until all leave types are entered

NOTE: When doing Trial Accruals you may want to do only one type of leave at a time to aide in verifying the amounts.

6. PRINT IN: 1. GROUP ORDER: 2. ALPHA ORDER: Enter a “Y” for the report to be sorted in these orders. A display will tell you what order you have picked.

7. WRITE CARRY OVER DETAIL TO FILE (Y,N): Enter a “Y” if normal E.O.Y. clear of all detail records has been done and carry over detail is needed. Enter “N” if detail has not been cleared and only the new accrual amounts are needed in the detail file or if you accrue on a monthly basis.

8. DATA OK? (YES/NO/END), enter “Y” to start accrual process, “N” to re-enter above parameters or “E” to exit program.

When all processing is complete the number of records updated will display on the screen. This should coincide with the number of employees you were to accrue for.

Note: If an accrual is not run for a certain type of leave – no carryover amounts will be written to detail file. This might occur when certain leave accruals are posted manually. There can be policies set up to run an accrual perform this task with no actual accrual taking place.



Accrual Report

DISTRICT: 00 REPORT DATE: 6/21/10 << EMPLOYEE ATTENDANCE *TRIAL* ACCRUAL REPORT >> ACCRUAL DATE: 7/01/10 PAGE: 1

DIST	EMPLOYEE #	EMPLOYEE NAME	GROUP	REASON	UNITS
65	390XXXXXX	ALBERTO DEBRA E	2	ACC SICK CARRY OVER	6.75
65	390XXXXXX	ALBERTO DEBRA E	2	ACC SICK CARRY FROM PERS	0.50
65	390XXXXXX	ALBERTO DEBRA E	2	ACC VAC CARRY OVER	3.00
65	390XXXXXX	ALBERTO DEBRA E	2	ACC SICK ACCRUAL	12.00
65	390XXXXXX	ALBERTO DEBRA E	2	ACC VAC ACCRUAL	15.00
65	390XXXXXX	ALBERTO DEBRA E	2	ACC PERS ACCRUAL	2.00
65	314XXXXXX	BAIR ANGIE	1	ACC SICK CARRY OVER	9.00
65	314XXXXXX	BAIR ANGIE	1	ACC SICK CARRY FROM PERS	0.50
65	314XXXXXX	BAIR ANGIE	1	ACC VAC CARRY OVER	8.00
65	314XXXXXX	BAIR ANGIE	1	ACC SICK ACCRUAL	15.00
65	314XXXXXX	BAIR ANGIE	1	ACC VAC ACCRUAL	20.00
65	314XXXXXX	BAIR ANGIE	1	ACC PERS ACCRUAL	2.00
65	337XXXXXX	BARROW MICHAEL	2	ACC SICK CARRY OVER	12.00
65	337XXXXXX	BARROW MICHAEL	2	ACC SICK CARRY FROM PERS	1.00
65	337XXXXXX	BARROW MICHAEL	2	ACC VAC CARRY OVER	5.00
65	337XXXXXX	BARROW MICHAEL	2	ACC SICK ACCRUAL	12.00
65	337XXXXXX	BARROW MICHAEL	2	ACC VAC ACCRUAL	5.00
65	337XXXXXX	BARROW MICHAEL	2	ACC PERS ACCRUAL	2.00
65	358XXXXXX	CARTER BARBARA	2	ACC SICK CARRY OVER	8.00
65	358XXXXXX	CARTER BARBARA	2	ACC SICK ACCRUAL	12.00
65	358XXXXXX	CARTER BARBARA	2	ACC VAC ACCRUAL	5.00
65	358XXXXXX	CARTER BARBARA	2	ACC PERS ACCRUAL	2.00
65	342XXXXXX	CASTILLO MARGARET	2	VAC *AMOUNT OVER CARRY MAX FOR EMPLOYEE	5.00
65	342XXXXXX	CASTILLO MARGARET	2	ACC SICK CARRY OVER	10.00
65	342XXXXXX	CASTILLO MARGARET	2	ACC VAC CARRY OVER	5.00
65	342XXXXXX	CASTILLO MARGARET	2	ACC SICK ACCRUAL	12.00
65	342XXXXXX	CASTILLO MARGARET	2	ACC VAC ACCRUAL	5.00