

Sonoma County Office of Education

Leave Process



July 2024

Table of Contents

Leave Transactions Activity	3
Leave Transactions Activity – Option 1	3
Leave Transactions Activity – Option 2	4
Leave Transactions Activity – Option 3	6
Leave Status Activity.....	8
Grant Leaves.....	9
Load Leaves.....	9
Post Leaves.....	10
Adjust Payroll Review Docks.....	10

Leave Transactions Activity

Leave Processing is the preliminary part of the Payroll Process. Leave Transactions must be entered either through the Leave Transactions Activity or Employee Management first. Then Grant, Load and Post Leaves through the Leave Status Activity prior to Payroll Submission.

Leave transactions can be entered in a variety of ways.

- Option 1 - Manually enter in Leave Transaction Batch
- Option 2 - Import leaves into a Leave Transaction Batch
- Option 3 - Enter in Employee Management Record Leave Tab

Leave Transactions Activity – Option 1

Manually enter in the Leave Transaction Activity

Go to [HR/Payroll > Employment – Leave Transactions](#)

- Enter information in Section 1 on Leave Tab



The screenshot shows a web application interface for 'HR / Payroll - Employment - Leave Transactions'. The breadcrumb path is '038 - ABC > HR / Payroll - Employment - Leave Transactions'. The interface includes a search bar, a 'List' button, and a 'Form' tab. Below these are navigation icons for 'Delete', 'Prev', 'Next', 'Save/Close', 'Cancel', and a 'Tasks' dropdown. The main content area has two tabs: 'Leave' and 'Leave Detail'. The 'Leave Detail' tab is active, showing a 'Batch Setup' section with a table:

Batch Setup	
1 - Batch Setup	
Year	2021
Month	July
Comment	6/15/2021-7/14/2021 Absences

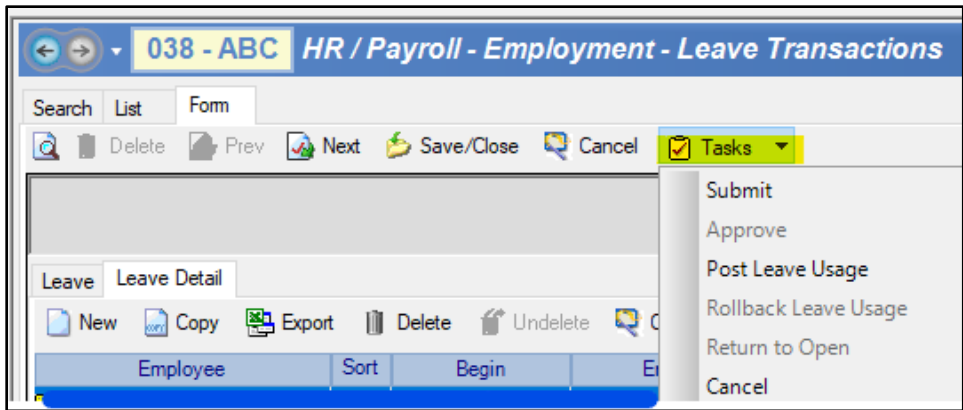
- Click Leave Detail Tab
- Click New
- Enter information Left to Right using Enter Key to proceed



The screenshot shows the same web application interface, but now the 'Leave Detail' tab is active, displaying 'Leave Batch # 5801611, Status: Open'. Below this, there are buttons for 'New', 'Copy', 'Export', 'Delete', 'Undelete', and 'Cancel All'. A table of leave transactions is visible:

Employee	Sort	Begin	End	Trans Type	Leave Type	Balance	Amount	Unit
00162		7/1/2021 {Thursda	7/1/2021 {Thursda	Usage	VAC {Vacat		8.0000	H {Hours}

- Use Tasks to Submit, Approve, Post Leave Usage



Leave Transactions Activity – Option 2

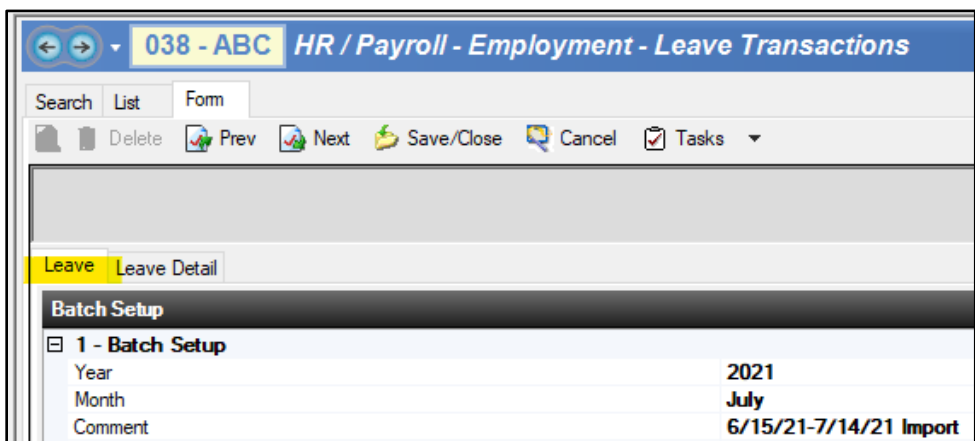
Export Leave Transactions from Frontline Absence Management and enter into the Leave Transaction Standard Import Template that can be found in Online Resources – Tools.

- Open Leave Transaction Standard Import Template
- Populate Fields
 - SSN OR EMPID
 - Leave Type – Must match system code EXACTLY
 - Units – Enter leave units in Days OR Hours depending on system Setup
 - Date From
 - Date Thru
- Leave ALL other fields Blank but KEEP in HEADER
- Save Close in CSV Format

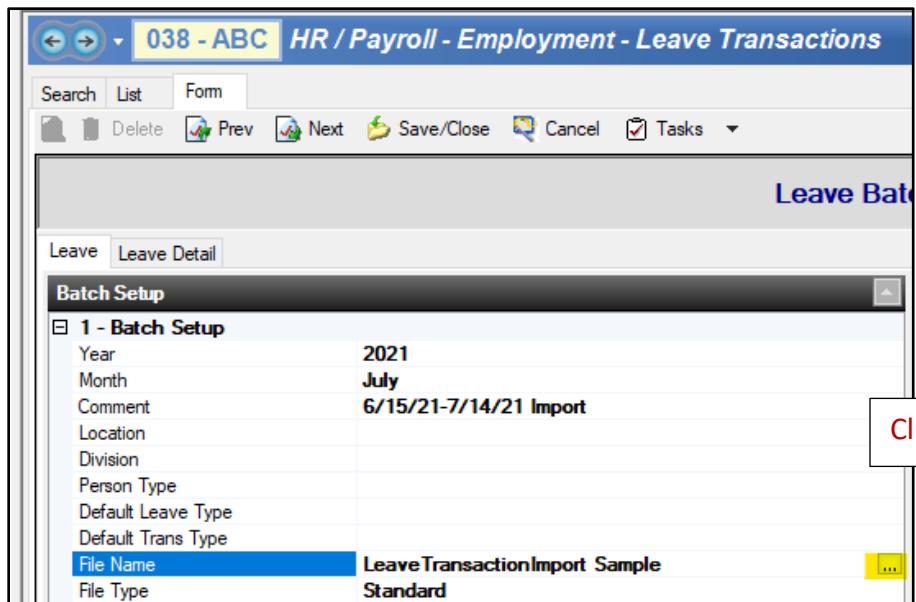


Go to [HR/Payroll > Employment – Leave Transactions](#)

- Enter information in Section 1 on Leave Tab

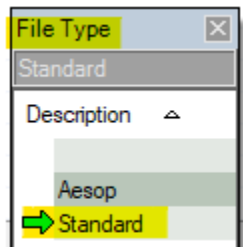


- File Name: Upload CSV File



Click on 3 dots to find CSV file

- File Type: Use Pulldown Menu and Choose Standard
- Save/Close



- Verify on List that there are 0 Errors

Batch	Status	Location	Division	Year	Month	Person Type	Comment	Note
5801687	Open			2021	7		6/15/21-7/14/21 Import	0 Errors

- Highlight Batch on List and Open
- Review Leave Detail Tab and Confirm Data is accurate
- Use Tasks to Submit, Approve, Post Leave Usage

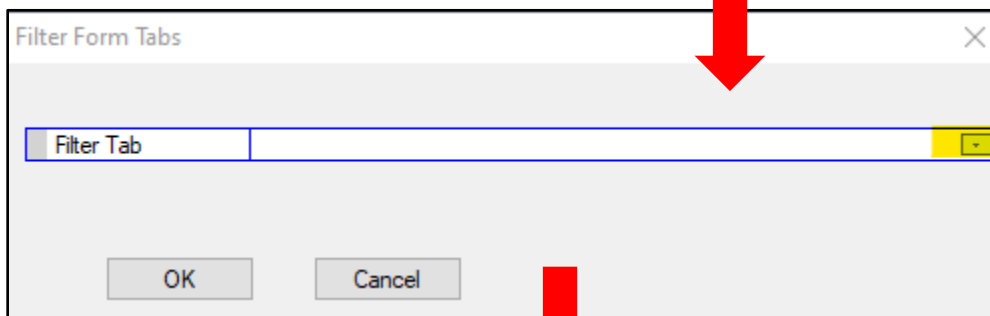
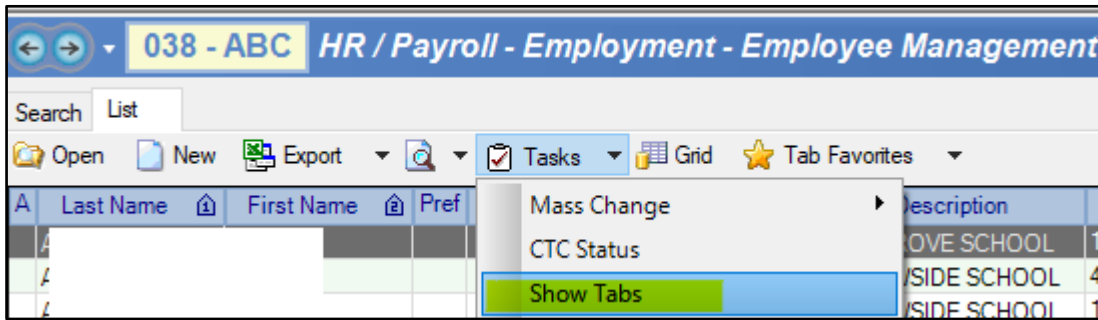
Employee	Sort	Begin	End	Trans Type	Leave Type	Balance	Amount	Unit	Hrs/Day
0000		7/1/2021 {Thursda	7/2/2021 {Friday}	Usage	SICK {Sick}	!	1.0000	D {Days}	7.25
0000		7/1/2021 {Thursda	7/2/2021 {Friday}	Usage	SICK {Sick}	!	1.0000	D {Days}	7.25
0010		7/1/2021 {Thursda	7/2/2021 {Friday}	Usage	VAC {Vacati	!	8.0000	H {Hours}	8.00
0000		7/1/2021 {Thursda	7/2/2021 {Friday}	Usage	SICK {Sick}	!	8.0000	H {Hours}	8.00

Leave Transactions Activity – Option 3

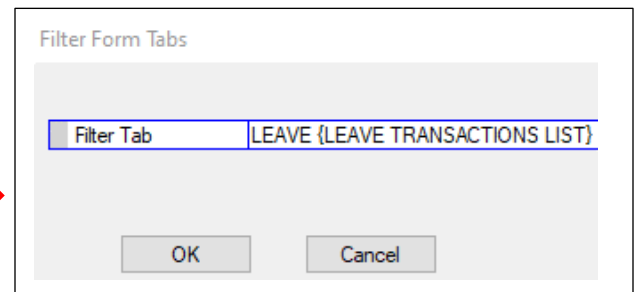
Enter in Employee Management Leave Tab

Go to **HR/Payroll > Employment – Employee Management**

- Enter Search Criteria to get list of employees
- Use Tasks to Show Tabs



Code	Description	Active
ACCTRETR	Account Retro list	True
ACH	Payroll ACH list	True
ADDON	Pay addons list	True
APPMT	Employee AP Payment list	True
ASSET	Employee assets list	True
ASSIGN	Position assignments list	True
ATTACH	Employee attachments list	True
BENEMP	Employment benefits list	True
BENPROV	Benefit providers list	True
CONTRIB	Contributions list	True
CRED	Credentials list	True
CYCLE	Pay cycles list	True
DEDUCT	Deductions list	True
DEPEND	Benefit dependents list	True
EDUC	Continuing Education list	True
EMPLOYEE	Employee information fom	True
EVAL	Evaluations list	True
FLEX	Flex forms list	True
HISTORY	History list	True
HRA	Authorizations list	True
INDICATR	Indicator list	True
LEAVE	Leave transactions list	True



When the first record is opened, only the Leaves Tab will be visible.

- Click New to enter Leave Transaction data
- Small Save/Close

The screenshot shows the 'Leaves' tab in the HR/Payroll - Employment - Employee Management system. The interface includes a search bar, navigation buttons (Delete, Prev, Next, Save/Close, Cancel, Tasks, Tab Favorites), and a 'Leave Summary' table. Below the summary is a table of leaves with columns for Transaction Type, Usage, Begin Date, End Date, Leave Type, Balance, and Units.

1 - Balances	
BRV {Bereavement}	(24.0000) {Hours}
JURY {Jury Duty}	0.0000 {Hours}
SB {SCHOOL BUSINESS}	0.0000 {Hours}
WC {Workman's Comp}	0.0000 {Hours}
PN {Personal Necessity}	34.0000 {Hours}
FH {Floating Holiday}	0.0000 {Hours}

2 - Setup	
Leave Base Date	7/1/2004 {Experience}
Leave Group Code	CLASD {Classified 12 month}
Leave Years Of Service	17

Leaves:295	
Transaction Type	Usage
Begin Date	7/1/2021 {Thursday}
End Date	7/1/2021 {Thursday}
Leave Type	VAC {Vacation (VAC)}
Balance	VAC {Vacation}
Units	8.0000 {Hours}

- Click Next to proceed to next employee record. This will “initiate” the Big Save/Close

The screenshot shows the 'Leaves' tab in the HR/Payroll - Employment - Employee Management system. The interface includes a search bar, navigation buttons (Delete, Prev, Next, Save/Close, Cancel, Tasks, Tab Favorites), and a 'Leave Summary' table. The 'Next' button is highlighted in yellow, indicating it is the active action.

Leave Summary	
Transaction Type	Usage
Begin Date	7/1/2021 {Thursday}
End Date	7/1/2021 {Thursday}
Leave Type	VAC {Vacation (VAC)}
Balance	VAC {Vacation}
Units	8.0000 {Hours}

REMEMBER

July 15th **Leave Status Activity** needs to be “opened” by SCOE IT. Send email to helpdesk@scoe.org

Leave Status Activity

Now that Leave Transactions have been entered, it’s time to work the Leave Status Activity. The Leave Status Activity has three steps: Grant, Load, and Post.

Granting leaves can be done multiple times through the month in order to capture any and all assignment changes. We recommend granting leaves at the beginning of the month and again prior to submitting payroll. The last grant should be processed as least one or two days prior to each Regular Payroll Deadline, to give time for research & adjustments.

Leaves with a starting date prior to the 15th of the month will reflect on the Pay Stubs balances. This does not mean that you have to grant on the 15th or have all entries in by the 15th.

Go to [HR/Payroll > Employment – Leave Status](#)

- From Leave Reporting End Date: Enter 15 for current Leave Status
- Click Go



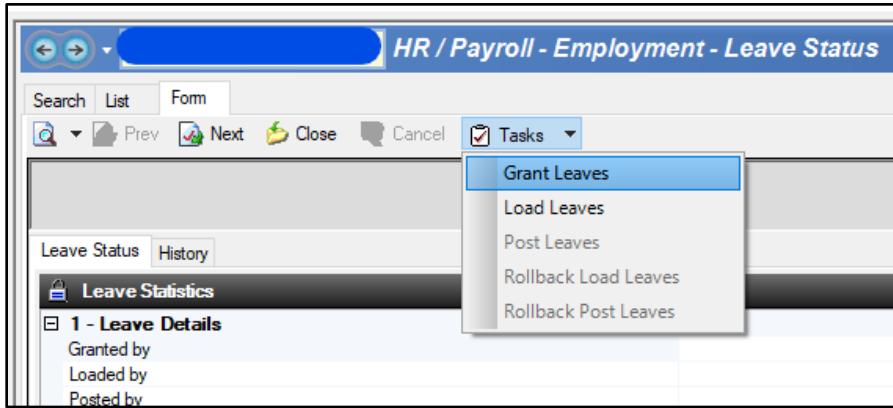
- Highlight Open & Active Pay Date
- Click Open

The screenshot shows a web browser window with the title "HR / Payroll - Employment - Leave Status". Below the title bar, there are navigation buttons: "Search", "List", "Form", "Open", "Export", "Prev", "Next", and "Grid". A data table is displayed with the following columns: Status, Leave Ending, Payroll Docks, Allow Negative, Payroll Payoffs, Deferred Payoff, Granted, Loaded, Posted, and Active. The table contains two rows of data.

Status	Leave Ending	Payroll Docks	Allow Negative	Payroll Payoffs	Deferred Payoff	Granted	Loaded	Posted	Active
Open	7/15/2021								Yes
Open	8/15/2021								No

Grant Leaves

- Use Tasks to Grant Leaves



- Allow system time to finishing the Granting Process
- Reopen Record and verify status message for Leave Grant Status shows “Completed”



Load Leaves

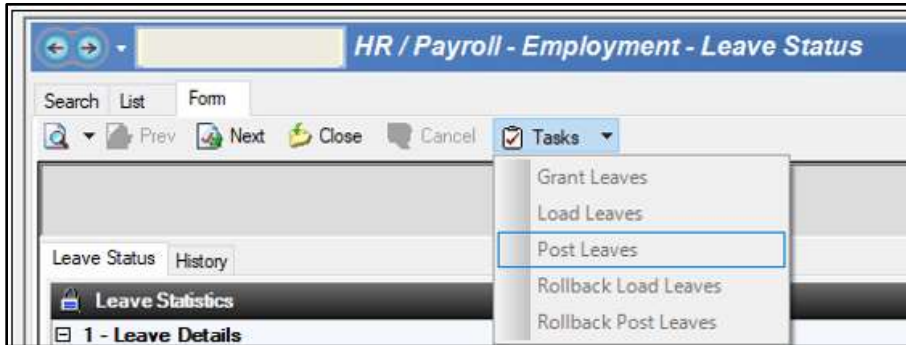
- Use Tasks to Load Leaves
 - Loading leaves will create leave usage payroll docks if applicable
 - Review Payroll Docks/Payoffs for Accuracy
 - In Action column; Click on Dock/Payroll to dropdown menu to change to **Allow Negative to override** or leave as Dock/Payoff if valid

The screenshot shows the 'Payroll Docks/Payoffs' table. The table has columns for Type, Action, Leave Bal, Emp Id, Name, Person Type, Cycle, Prd #, and (Docked)/Paid Off. A dropdown menu is open over the 'Action' column, showing the following options: Action, Dock/Payoff, Code, Allow Negative/Defer Payoff, and Dock/Payoff. The 'Dock/Payoff' option is highlighted in blue.

Type	Action	Leave Bal	Emp Id	Name	Person Type	Cycle	Prd #	(Docked)/Paid Off
⊖ Dock	Dock/Payoff	⊖ SICK	⊖ 008350	⊖ Au	⊖ 2 (Classified)	⊖	⊖	(10.7899)
⊖ Dock	Dock/Payoff	⊖ SICK	⊖ 008110	⊖ Au	⊖ 1 (Certificated)	⊖	⊖	(6.0000)
⊖ Dock	Dock/Payoff	⊖ SICK	⊖ 007183	⊖ Ba	⊖ 1 (Certificated)	⊖	⊖	(3.0000)
⊖ Dock	Dock	⊖	⊖	⊖ Ci	⊖ 2 (Classified)	⊖	⊖	(6.0000)
⊖ Dock	Dock	⊖	⊖	⊖ Fr	⊖ 1 (Certificated)	⊖	⊖	(26.0000)
⊖ Dock	Dock	⊖	⊖	⊖ G	⊖ 2 (Classified)	⊖	⊖	(5.7500)
⊖ Dock	Dock	⊖	⊖	⊖ G	⊖ 2 (Classified)	⊖	⊖	(3.7500)
⊖ Dock	Dock	⊖	⊖	⊖ G	⊖ 2 (Classified)	⊖	⊖	(4.2334)
⊖ Dock	Dock	⊖	⊖	⊖ Le	⊖ 2 (Classified)	⊖	⊖	(4.1500)
⊖ Dock	Dock	⊖	⊖	⊖ M	⊖ 2 (Classified)	⊖	⊖	(16.0000)
⊖ Dock	Dock/Payoff	⊖ SICK	⊖ 003683	⊖ M	⊖ 2 (Classified)	⊖	⊖	(6.5000)

Post Leaves

- After Review Go Back to Tasks to Post
 - Posting will “lock” the Leave Transactions to be able to submit payroll
 - If needed, Load and Post tasks can be rolled back PRIOR TO final payroll submission. Once Payroll is submitted the Rollback feature is unavailable.



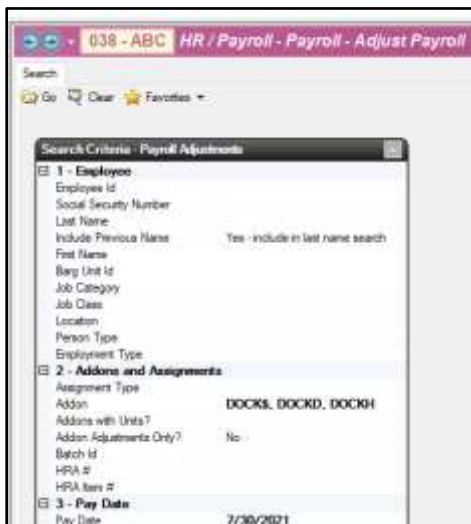
If there are Docks go to Adjust Pay to get amounts for docks to balance Payroll Spreadsheet. Or revisions can be made to docks if necessary.

Adjust Payroll Review Docks

Go to **HR/Payroll > Payroll>Adjust Payroll**

Search for the Docks created by the Leave Status to verify that it calculated as expected. NOTE: Double check those with multiple assignments with different pay rates and account codes that the system allocated as expected.

- Addon: DOCK\$, DOCKD, DOCK H or use menu to search
- Pay Date
- Click Go to get list



Once you have verified and balanced pay and leave usage, Payroll is ready to be submitted