



**Texas Skyward User Group Conference**

# **Pay Dock/Unpaid Leave/Service Records**

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# Pay Dock/Unpaid Leave/Service Records



This session will demonstrate how the software auto-creates the dock records and how these records affect TX Service Records.

- Unpaid Time Off transaction types discussion
- Time Off records affect on the TX Service Records discussion
- Time Off Configuration – Setup 'unpaid' leave options
- Pay Docks – Auto create dock pay records from the time off transaction(s)
- Time Off Code – Setup to 'Create Unpaid' transactions
- Roll Code – Affect on TX Service Records
- Service Records – Auto reduce number of days worked from time off record(s)
- Time Off Reporting – Verifying transaction type is appropriate for the leave type

Unpaid time off transactions auto reduce the number of days worked on the TX Service Record.

Service Record Detail - WH\EP\TB\SR\SR - 29462 - 05.14.06.00.08 - Internet Explorer

### Service Record Detail

Employee Name:    
 Employee Name Key:

School Year:  Position:   
 \* SSN:  Position (Line 2):   
 \* First Name:  Pay Step:   
 Middle Name:  Years Experience:   
 \* Last Name:  Percent Day Employed:   
 \* State:  Number of Days Employed:   
 \* County:  Semester:    
 \* District Name:  \* From Date:    
 \* School Type:  \* To Date:    
 Note:   
 Maximum characters: 250, Remaining characters: 250

	Prior balance	Earned	Used	Ending balance
(A) Sick leave:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
(B) Personal leave:	<input type="text" value="47.50"/>	<input type="text" value="5.00"/>	<input type="text" value="21.50"/>	<input type="text" value="31.00"/>

Asterisk (\*) denotes a required field

100%

The Time Off System Setup options must be configured to use the 'Unpaid' transaction types.

Time Off System Setup Options - WH\TO\PS\CF\TS - 9650 - 05.14.06.00.08 - Internet Explorer

### Time Off System Setup Options

**Time Off System Options**

- Use Auto Accrual
- Use "unpaid" transaction type
  - After an unpaid time off transaction is entered, the system should create a "Dock" record in:
    - Pay Records
    - Worksheet Detail
    - Import to Worksheet [?](#)
- Allow Multiple Entries Per Day:  [?](#)
- Use reason code/time off code maximum amounts
  - Hourly Time Off Increment:  [?](#)
- Track Family Medical Leave
  - FMLA Start Month:
  - [FMLA Reason Codes:](#) \*No Reason Codes
- Use Probation Utility to calculate Time Off eligibility

**Substitute Setup** [?](#)

- Show Substitute on Time Off Transactions
- Show Substitute on Time Off Requests
- [Selection Parameters:](#)  [?](#)

**Default Time Off Setup**

- When adding a profile, give option to add Default Time Off setup based on Employee Type
- When importing from EM into payroll, give option to add Default Time Off setup based on Employee's Assignment

100%







The Detail Transaction time off report may be used to verify the transactions are entered with the appropriate transaction type for the pay period.

4torpt08.p 10-2 05.13.06.00.00-10.2		SCRAMBLED DATABASE Time Off Detail Transaction Report - Detail				09/02/13		Page:1 10:01 AM				
NAME KEY	EMPLOYER NAME	BUILDING	BUILDING NAME	BEGINNING BALANCE	AMOUNT ALLOCATED	AMOUNT USED	AMOUNT UNPAID	AMOUNT LEFT	LTD	FMLA	H/D	
#	TIME OFF CODE	DATE	REASON DESCRIPTION									
NOTE: FMLA is not included in Group or Report totals												
ABALOINW000	Abaloscr, Irwin G.	108	Happy Kids Elementary									
9	EWOP Leave Without Pay	05/15/2013	PERSL PERSONAL LEAVE				1.0000				Dys	
		05/16/2013	PERSL PERSONAL LEAVE				1.0000				Dys	
		05/17/2013	PERSL PERSONAL LEAVE				1.0000				Dys	
9	EWOP Leave Without Pay						3.0000				Dys	
9							3.0000				Dys	
** Total Days								3.0000			Dys	
ABREVST000	Abrevscr, Stefana	110	Sam Houston Elementary									
9	DOCK DOCK	05/03/2013	PERSL PERSONAL LEAVE			1.0000					Dys	
9	DOCK DOCK					1.0000					Dys	
9						1.0000					Dys	
** Total Days								1.0000			Dys	
***Grand Total Days								1.0000	3.0000			Dys



Unapproved Time Off Requests report should be run each pay period to verify if there are any unpaid transactions waiting to be approved.

4torpt07.p 02-2 SCRAMBLED DATABASE 09/02/13 Page:1  
05.13.06.00.00-10.2 Unapproved Time Off Requests 10:13 AM

<u>Approver</u>	<u>Employee Name</u>	<u>Date</u>	<u>Time Code Description</u>	<u>Reason Code Description</u>	<u>Request Description</u>
Trimpscr, Jake X	Abaloscr, Irwin G	05/23/2013	Leave Without Pay	PERSONAL ILLNESS	

\*\*\*\*\* End of report \*\*\*\*\*





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**THANK YOU FOR ATTENDING!**

