



**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 - 05.18.02.00.11 - Internet Explorer

### Service Record Detail

Employee Name: Szaszscr, Charles  
Employee Name Key: SZASZCHA000

School Year: 2016 -2017  
 \* SSN: 123-12-3123  
 \* First Name: CHARLES  
 Middle Name:  
 \* Last Name: SZASZSCR  
 \* State: TX  
 \* County: County (237)  
 \* District Name: SKYWARD ISD  
 \* School Type: Public

Position: CENTRAL ADMIN  
 Position (Line 2): ENERGY EDUCATIO  
 Pay Step: 20  
 Years Experience: 2  
 Percent Day Employed: 100  
 Number of Days Employed: 224.0  
 Semester:  
 \* From Date: 07/01/2016  
 \* To Date: 06/30/2017

Note:  
Maximum characters: 250, Remaining characters: 250

	Prior balance	Earned	Used	Ending balance
(A) Sick leave:	0.00	0.00	0.00	0.00
(B) Personal leave:	77.00	5.00	0.00	82.00

Asterisk (\*) denotes a required field

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 - 05.18.02.00.11 - 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:](#)
- 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%

Unpaid time off transactions may be imported to a payroll worksheet to enable the system to auto create the dock pay records for the pay period.

HR\PA\CP\PW\PW - 2070 - Unpaid Time Off Import

This process will read through each employee's unpaid time off transactions that do not have an import date. A worksheet entry will be built for each unpaid time off transaction that matches the criteria. The employee must have a pay record with the Hourly or Daily pay code selected below. The worksheet record's account and rate information will be pulled from this pay record.

A verification report will print prior to building the Worksheet records. The selection parameters from the Worksheet Entry screen are used for this process.

Time Off Date Range: 01/01/1900 to: 09/30/2018

Hourly Pay Code: DOCK

Daily Pay Code: SALARY DOCK

This button will run the process.

Run Close

SkyDoc

The system can auto create the time of code from Employee Access TO requests or during a 3<sup>rd</sup> party import as long as the code is set to create unpaid.

Time Off Code Maintenance - WH\TO\PS\CO\TO - 8750 - 05.18.02.00.11 - Internet Explorer

### Time Off Code Maintenance

**Time Off Code**

\* Time Off Code: LWOP

\* Description: LEAVE WITHOUT PAY

Unit Type: Days

Group Code: 9 OTHER

Allow Negative Balance: Create Unpaid

**Employee Access**

EA Time Off Display Option: No Date (default)

In Employee Access, allow employee to submit a negative time off request without an original time off request for the same day.

Exclude this time off code from the Employee Access.

In Employee Access, calculate available time off as of the date of the request.

Asterisk (\*) denotes a required field

100%

Employee(s) receive a warning when requesting time off in excess of available leave & the system is setup to use unpaid transactions.

Add - 05.18.02.00.11 - Internet Explorer

**Add**

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
JURY DUTY	0 Days			0 Days			
LEAVE WITHOUT PAY	0 Days			0 Days			
LOCAL PERSONAL LEAVE	30 Days			30 Days			
PROFESSIONAL LEAVE	0 Days			0 Days			
STATE PERSONAL LEAVE	87 Days			87 Days			

**Time Off Request**

\* Time Off Code: LEAVE WITHOUT PAY - Days Hours per Day: 8h 00m

\* Reason: NON-DUTY NON PAID [Detail...](#)

Description: NON-DUTY NON PAID

Maximum characters: 200, Remaining characters: 183

Type:  Single Day  Date Range

\* Start Date: 05/31/2018

Days: 1.0000

Start Time: 08:00 AM

Select additional employees to notify: [Select Employee\(s\):](#)

Asterisk (\*) denotes a required field

**Message from webpage**

Warning! Time Off requested (1 Days) is greater than the balance remaining for the current year (0 Days).

If you continue, an 'Unpaid' type Time Off request will be created for 1 Days.

Do you want to continue?

OK Cancel

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

NAME KEY	EMPLOYER NAME	BUILDING	BUILDING NAME	BEGINNING	AMOUNT	AMOUNT	AMOUNT	AMOUNT			
#	TIME OFF CODE	DATE	REASON DESCRIPTION	BALANCE	ALLOCATED	USED	UNPAID	LEFT	LTD	FMLA	H/D
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	-1.0000			Dys



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

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

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





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**THANK YOU FOR ATTENDING!**

