

# Enterprise Human Resources and Payroll

## #29 – *LEAVE CATEGORY CHANGE MASS ACTION*



**As of 11/12/02, a mass process will be run each pay period to update eligible employee's annual leave category to the increased leave accrual. Users will no longer need to process each leave category change manually. The following NOA code will be inactivated; 912-0.**

**The mass process will evaluate the employee's Leave SCD to determine their eligibility for leave accrual increases at 3 years and at 15 years. The process compares the current pay period date to their Leave SCD to calculate the numbers of years. The program will also determine if the employee is a Senior Executive Service (SES) since these employees are in a different benefit plan.**

**If the employee is eligible for leave accrual increases, the program will insert a row into the Leave Plans (Annual Leave) page updating the Effective Date, Election Date and Benefit Plan. This process will be run on Sunday (the first day of the pay period). The effective date will be the first day of the current pay period. For example, an employee with a Leave SCD date of 10/22/1999 will have a leave change effective date of 11/03/2002.**

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### **How will users know what actions have been completed by the batch process?**

- Users will be able to generate a query to determine each employees processing status. (ie. what items processed and what didn't process.)
- Home > PeopleTools > Query Manager > Use > Query Manager
- Query Name: HE\_MASS\_MASK\_STATUS.
- Please see Postcard #30 for instructions on how to use the report.

### **Are temporary employees included in the mass program?**

- Annual leave categories for temporary employees are the same as permanent employees
- Payroll will adjust the actual accrual of leave for temporary employees based on the hours worked by that employee.



**Can users still enter an employee's leave category change directly on the Leave Plan page in EHRP?**

- Yes, users can still enter the rating by following this path: Home > Compensate Employees > Administer Base Benefits > Use > Leave Plans.
- Users will insert a row, enter the Effective Date, Election Date and Benefit Plan.
- **USERS NO LONGER NEED TO KEY THE PAR ACTION ON THE EMPLOYEE'S RECORD.**