COMPENSATED LEAVE FILE – WVE.335 AND OTHER DATA ISSUES RELATED TO COMPASS

CHANGES

- WHEN ENTERING YOUR SICK AND VACATION CODES, YOU CAN USE THE WILDCARD LOGIC. FOR EXAMPLE, INSTEAD OF LISTING ALL CODES P200, P210 ETC, YOU CAN ENTER P2*, OR PERHAPS P* WILL GET ALL SICK AND PERSONAL LEAVE, IF ALL ABSENCE CODES THAT START WITH A P AND MAINTAIN A BALANCE ARE SICK. IF ALL YOUR VACATION CODES START WITH A V, YOU CAN ENTER V*.

- THE PROGRAM WILL NOW ACCESS THE ABSENCE BALANCE BACKUP FILE CREATED WHEN CLEARING FISCAL BALANCES. THIS WILL NOW INCLUDE ANY ABSENCES POSTED USING THE NON-PAYROLL ABSENCE POSTING PROGRAM DONE AFTER ALL PAYROLLS HAVE BEEN PROCESSED.

```
Period Ending Date:   6/30/17


Select? _    (Sort Type; 1-Sick  2-Vacation; Blank for Both)


 Restrict to these Sick Leave codes: P2*     ____    ____  ____  ____
     (Sort Type "1")                 ____   P3    P1    P2    ____

                                     ____   ____  ____  ____  ____


 Restrict to these Vacation codes:   VAC    ____  ____  ____  ____
     (Sort Type "2")                 ____   ____  ____  ____  ____

                                     ____   ____  ____  ____  ____


Include Absence Balance if contract not found in assignment file?  N
```

WHO USES THIS FILE

- THE COUNTY BOARD OF EDUCATION EMPLOYEE LEAVE BALANCES ARE ADDED INTO A MASTER LEAVE FILE FOR THE STATE AS A WHOLE BY THE WEST VIRGINIA OFFICE OF TECHNOLOGY (WVOT). THIS MASTER FILE IS USED BY THE FINANCIAL ACCOUNTING AND REPORTING SECTION (FARS) OF THE WV DEPARTMENT OF ADMINISTRATION FOR DETERMINING THE COMPENSATED ABSENCES LIABILITY FOR THE STATE OF WEST VIRGINIA (ALTHOUGH COUNTY BOARD BALANCES AREN'T INCLUDED IN THE CALCULATION SINCE THEY AREN'T EMPLOYEES OF THE STATE).

- PEIA IS THE PRIMARY USER OF THE ACTUAL COUNTY BOARD OF EDUCATION DATA FROM THE MASTER LEAVE FILE. THEIR ACTUARIES USE THE DATA FROM THE FILE TO DETERMINE THE OVERALL OPEB LIABILITY FOR THE STATE OF WEST VIRGINIA AND THE APPROPRIATE ALLOCATION OF THAT LIABILITY TO THE VARIOUS EMPLOYERS. THE DATA IS PARTICULARLY CRITICAL UNDER GASB STATEMENT NO. 75 WHICH WILL BE IMPLEMENTED ON THE JUNE 30, 2018 FINANCIAL STATEMENTS. PEIA'S AUDITORS LOOK CLOSELY AT THE UNDERLYING DATA TO DETERMINE THE VALIDITY OF THE ACTUARIAL CALCULATIONS.

WHERE DOES THE INFORMATION COME FROM?

- THE YEARS EXPERIENCE COMES FROM THE CURRENT HIRE DATE. YOUR REPORT ONLY SHOWS THE YEAR COLUMN, NOT THE MONTHS, SO THE EXPERIENCE WILL ONLY SHOW YEARS COMPLETED. THE PLAN OPTION IS ALSO BASED ON THEIR HIRE DATE. PLEASE BE SURE THAT ALL EMPLOYEES HAVE A CURRENT HIRE DATE. THE FILE WILL BE COMPARED TO A FILE BY CPRB TO VALIDATE TOTAL YEARS OF EXPERIENCE.

- ONLY EMPLOYEES WHO HAVE AN ACTIVE BASIC RECORD AT THE TIME THE FILE IS CREATED WILL BE INCLUDED. BE SURE YOU HAVE THE CORRECT STATUS FOR EMPLOYEES AS OF 6/30.

- ONLY ACTIVE ASSIGNMENTS WILL BE SELECTED TO CALCULATE SALARY.

- SALARY NEEDS TO BE THE TRUE SALARY OF A POSITION, REGARDLESS OF WHAT WAS ACTUALLY PAID. WE WILL TAKE THE PAY TABLE AND Z ADDENDA, DIVIDE BY NORMAL CONTRACT ON THE ASSIGNMENT AND MULTIPLE BY THE COMPASS CONTRACT TERM.

- LEAVE BALANCES COME FROM THE BACKUP OF PAY.802 WHEN THE FISCAL YEAR BALANCES ARE CLEARED. LEAVE IS STATED IN HOURS (LEAVE *8).

REQUIRED DATA CHANGES

- YOU MAY CONSIDER DELETING ANY LEAVE BALANCES IN PAY.802 FOR EMPLOYEES THAT ARE NO LONGER EMPLOYED. IF NECESSARY, DO A PRINT SCREEN AND STORE IN THE EMPLOYEE'S FILE IF THE EMPLOYEE SHOULD RETURN AND YOU NEED TO KNOW WHAT THEIR BALANCES WERE AT TERMINATION.

- PLEASE MAKE SURE THAT ANY EMPLOYEE NO LONGER EMPLOYED AS OF 6/30 ARE MADE INACTIVE. THE PROGRAM WILL ONLY BE PULLING EMPLOYEES WHO ARE ACTIVE WHEN YOU CREATE THE FILE.

- MAKE SURE THAT ALL ACTIVE EMPLOYEES HAVE A BIRTH DATE. YOU CAN RUN AN EMPLOYEE REPORT WRITER AND SORT BY BIRTHDATE. ALL THOSE WITH NO BIRTHDATE WILL SHOW AT THE TOP OF THE REPORT.

REQUIRED DATA CHANGES

- BE SURE THAT ALL EMPLOYEES HAVE A CURRENT HIRE DATE WHICH REFLECTS THE FIRST DAY OF WORK. YOU CAN USE THE EMPLOYEE REPORT WRITER TO PRINT A HIRE DATE AND SCAN FOR BLANKS OR THERE IS A SEQUEL QUERY TO LOOK FOR BLANK HIRE DATES.

- PLEASE EITHER COMBINE BALANCES FOR EMPLOYEES WITH LEAVE BALANCES FOR MORE THAN ONE JOB CODE OR DELETE THE BALANCE FOR A NON-ACTIVE JOB. USE PAY.802 TO DELETE BALANCES FOR OLD JOBS OR PAY.950 TO MOVE ABSENCE BALANCES FROM 1 JOB TO ANOTHER. I CAN PERHAPS COME UP WITH A SEQUEL QUERY THAT SHOWS EMPLOYEES WITH MULTIPLE JOB CODE BALANCES.

- CHANGE CONTRACTED ASSIGNMENT THAT IS NOT RELATED TO THE REGULAR PAY FOR A REGULAR EMPLOYEE TO A TIME MISSED ASSIGNMENT. THIS WILL ENSURE THAT SALARIES ARE MORE ACCURATELY CALCULATED.

MENU PAY360: EMPLOYEE BALANCES

1. Employee Pay/Deduction Balances PAY.801
2. Employee Absence Balances PAY.802
3. Employee Assignment History PAY.845
4. Employee Contract Balances PAY.365
5. Employee Encumbrance Balances PAY.370
6. Payroll Check Lookup PAZ.420
7. Paid-To-Date Employee Compensation PAY.863
8. Paid-To-Date Employee Compensation Report . . PAY.563

89. Change Assignment
90. Exit ACS

Option or Menu Item 2

ONLINE   22,24

ACS   PLEASANTS: MANAGER 2016 - 2020   Ref: ACS.002 .01

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     MENU PAY910: MISCELLANEOUS PAYROLL PROCEDURES

  1. Update Voluntary Deductions . . . . . . . . .  PAY.850
  2. Rename Deductions . . . . . . . . . . . . . .  PAY.922
  3. Remove Additional Assignment Addenda  . . . .  PAY.341
  4. Mass Addenda Code Update  . . . . . . . . . .  PAY.920
  5. Mass Addenda Code Update for Budget/Forecast   PAY.920B
  6. Missing Deduction Definition Listing  . . . .  PAY.930
  7. Change Employee Number  . . . . . . . . . . .  PAY.900
  8. Create Employee Assignment History  . . . . .  PAY.945
  9. Absence Balances Transfer by Employee/Job . .  PAY.950
 10. Absence Balances Transfer Report  . . . . . .  PAY.955
 11. Absence Balances Transfer Update and Report .  PAY.955U
 12. Contract Retroactive Pay Calculation  . . . .  PAI.925
 13. Rebuild YTD Pay/Deduction History . . . . . .  PAY.915
 14. Offload Payroll Transaction Histories . . . .  PAY.995
 15. Offload Inactive Employees  . . . . . . . . .  PAY.996            More...


Option or Menu Item  9
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ONLINE   22,24

EMS   Transfer Employee Absence and Leave Balances Ref: PAY.950 .01

Selections:

    Employee Number: 123456789   Round to Nearest 1/4 Hour?: N

    From Assignment Job Code: SVC   To Assignment Job Code: PROF

    Move From Absences: P200   Move To Absences: P240

Index:

       1 – Employee Number   4 – Assignments
       2 – Employee Name: 5 – Absence History
       3 – Job Codes: 6 – Absence/Leave Codes:
                                       Cancel? N

ONLINE   8,74

10

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 Copy Paste Dup Clea Clear key Attn Sysreq Help Terminal Keyboard Print  F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  F13  F14  F15  F16  F17  F18  F19  F20  F21  F22  F23  F24
  4/23/18  FY 18              RALEIGH  COUNTY  SCHOOLS              16:17:33 QPADEV003H
  EMS                    Employee Assignments/Contracts            Ref: PAY.345 .12
   Employee:  974000471    NORRIS, KRISTIE L.
   Job Code:  XPROF        PROFESSIONAL WITH DONATED DAYS Currently Active?:  Y
   Effective dates are from  4/23/18 to  5/22/18  Supervisor:  _____
   Change date:              4/23/18
   Pay from Table: _____  Grade: _____  Step:  0  Table Amount:
   Contract:       _____                     Other Amount:    622.00_____
   Exception Calendar Code:  _____           Total:

   Full-time equivalent:    100.0000           Adjusted Amount:

   Encumbered?:             N

   F I N A N C I A L    D I S T R I B U T I O N :
   Account Code_____   Percent_____   Amount_____
   11..11111.111.201_____   100
   |_____   _____
   _____   _____
   _____   _____
   _____   _____
  Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel           Cancel? N
        F6=Basic Info.  F7=Payroll Info.  F9=Vol. Deductions  F10=Calendar
  _____
   ONLINE                                        18,3
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To setup another assignment as time missed, enter the dates the assignment is to be paid. The dates coincide with the period end dates of the payrolls the employee is to be paid. The period end date on the payroll must be within the assignment dates to be paid. Do not enter a Pay table, Grade, Step or Contract. Enter the amount in the other amount field that will be paid each pay.

OTHER DATA ISSUES

- IF NEEDED, ADD A PROFX JOB CODE (OR WHATEVER YOU CHOOSE TO CALL IT) AND ADD A NEW ASSIGNMENT FOR ANY ADMINISTRATOR, BASED ON POSITION CODE, THAT SHOULD BE DEFINED AS ADMINISTRATORS FOR COMPASS PURPOSES. DELETE OR MAKE INACTIVE THE OLD ASSIGNMENT. YOU WILL ALSO NEED TO CHANGE YOUR PROMPT SCREEN FOR COMPASS TO INCLUDE THE NEW JOB CODE ONLY FOR ADMINISTRATORS. YOU DO NOT HAVE TO SETUP A DIFFERENT PAY TABLE IF PAID THE SAME.

- FOR ANY EXTRA PAY AN EMPLOYEE IS PAID FOR THAT IS CONSIDERED PART OF THEIR REGULAR JOB AND PAID EVERY PAY ABOVE AND BEYOND THE PAY TABLE AMOUNT, SHOULD BE SETUP AS A Z ADDENDA. THAT IS AN ADDENDA CODE THAT STARTS WITH A Z. THIS IS USED IN CALCULATING ANNUAL SALARY FOR THE COMPENSATED LEAVE FILE AND CERTIFIED LIST.

WVEIS on the web

West Virginia Department of Education

49 Mason County

CPRB.FIN: COMPASS Retirement Submittal

2018

CLADMIN

KRH99999 PRD

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0013: Non-Administrative Professional:

Available Job Codes

ADMIN:ADMINISTRATOR -
ALTED:ALTERNATIVE EDUCATION -
AOVT:AOVT - AIDES OVERTIME -TEACHER'S AIDE OVERTIME FOR 7 HOURS
ASSIST:ASSISTANT TO DIRECTOR OF TRANS-PORTATION/MAINTENANCE
ASTDR:ASSISTANT DIRECTOR OF ATTENDAN-CE
ATH.TR:ATHLETIC TRAINER -ATHLETIC TRAINER
BACKPY:SUPPLEMENTAL PAY -
BOARD:BOARD MEMBER -
BONUS:ABSENCE INCENTIVE -
COACH:COACHING SUPPLEMENTS -
CON/SV:CONTRACTED SERVICES -EMPLOYEES PREVIOUSLY PROCESSED THROUGH ACCOUNTS PAYABLE AS CONTRACTED SERVICES
COOP:VOCATIONAL WORKSTUDY STUDENTS -
COOR:COORDINATOR -
DIR:DIRECTOR -
EXTRA:EXTRA PAY -
HBOUND:HOMEBOUND -HOMEBOUND
HOUR:HOURLY JOB -HOURLY JOB
ISUPT:INTERIM SUPERINTENDENT -
MENTOR:MASON CO. MENTORS -
NHOUSE:IN HOUSE SUBS -

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0013: Non-Administrative Professional Selected

EXTRA:EXTRA PAY -
PROF:PROFESSIONAL -PROFESSIONAL EDUCATOR
PSUB1:PROFESSIONAL SUB LEVEL 1 -PROFESSIONAL EDUCATOR SUBSTITUTE WORKED 1-10 DAYS

0014: Administrators:

Available Job Codes

ADMIN:ADMINISTRATOR -
ALTED:ALTERNATIVE EDUCATION -
AOVT:AOVT - AIDES OVERTIME -TEACHER'S AIDE OVERTIME FOR 7 HOURS
ASSIST:ASSISTANT TO DIRECTOR OF TRANS-PORTATION/MAINTENANCE
ASTDR:ASSISTANT DIRECTOR OF ATTENDAN-CE
ATH.TR:ATHLETIC TRAINER -ATHLETIC TRAINER
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HBOUND:HOMEBOUND -HOMEBOUND
HOUR:HOURLY JOB -HOURLY JOB
ISUPT:INTERIM SUPERINTENDENT -
MENTOR:MASON CO. MENTORS -
NHOUSE:IN HOUSE SUBS -

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0014: Administrators Selected

ADMIN:ADMINISTRATOR -
COOR:COORDINATOR -
DIR:DIRECTOR -
PRIN1:ELEMENTARY PRINCIPALS -
PRIN2:SECONDARY PRINCIPALS -

0015: Service:

Available Job Codes

ADMIN:ADMINISTRATOR -
ALTED:ALTERNATIVE EDUCATION -
AOVT:AOVT - AIDES OVERTIME -TEACHER'S AIDE OVERTIME FOR 7 HOURS
ASSIST:ASSISTANT TO DIRECTOR OF TRANS-PORTATION/MAINTENANCE
ASTDR:ASSISTANT DIRECTOR OF ATTENDAN-CE
ATH.TR:ATHLETIC TRAINER -ATHLETIC TRAINER
BACKPY:SUPPLEMENTAL PAY -
BOARD:BOARD MEMBER -
BONUS:ABSENCE INCENTIVE -
COACH:COACHING SUPPLEMENTS -
CON/SV:CONTRACTED SERVICES -EMPLOYEES PREVIOUSLY PROCESSED THROUGH ACCOUNTS PAYABLE AS CONTRACTED SERVICES
COOP:VOCATIONAL WORKSTUDY STUDENTS -
COOR:COORDINATOR -
DIR:DIRECTOR -
EXTRA:EXTRA PAY -

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0015: Service Selected

SVC:SERVICE -SERVICE PERSONNEL