



2018
TIMEOFF
NEW YEAR EVENT

At the beginning of each TimeOff year the New Year Event will need to be done. This will 'roll' the old balances into the new TimeOff year and create 'lost' rows for the balances that cannot be carried forward. The TimeOff Year runs the same as the fiscal year and will always have a 7/1/xx New Year Event date.

All entries (accruals and/or usage) should be entered through 6/30/2018 (2018 TimeOff Year).

EMPLOYEE CHANGES:

An employee can be terminated in Smart HR on the Terminate Employee window.

When an employee is terminating, the plan can be stopped in Smart HR by entering the date that the employee is no longer eligible for accruing or using time off. In this example, the earliest this employee's TimeOff plans can be stopped is 6/5/2018 since there was activity on at least one of the plans prior to that date.

EMPLOYEE INFORMATION > TERMINATE EMPLOYEE

terminate employee

Select Employee ID 5044 AC
Orig Hire Date 8/15/2016 Adj Hire Date 8/15/2016 NOTES

Termination Information

Termination Date 00/00/0000
Last Date Worked 00/00/0000
Stop Payroll Date 00/00/0000 12/15/2017 Or After
Stop Benefit Date 00/00/0000
Stop TimeOff Date 00/00/0000 06/05/2018 Or After
ACA Term Date 00/00/0000 (last day worked)
ACA End Coverage 00/00/0000 (last covered day)
Eligible For Rehire Yes
Secondary Status
Termination Reason
Retire Status T
ACA / W-2 Output Printed
SMART eR Access

Property Assigned To Employee

Type	Property Id	Location	Date Issued	Date Returned	Comments
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A plan(s) can also be stopped on an active employee in TimeOff.

TIMEOFF PROCESSING > MAINTAIN EMPLOYEE TIMEOFF PLANS

The screenshot shows the 'Maintain Employee TimeOff Plans' window. The employee selected is TRAVIS 461 ABBOTT. The window displays a table of time-off plans with columns for Plan, Start, Stop, Hrs/Day, Accrual Rate, Accrual Limit, New Year Max Carry Over, Max During Year, Anniv, and Use After. The 'PERSDAY' plan is highlighted in blue, and its 'Stop' date is 00/00/0000. A red circle and arrow point to the 'Stop' date field for the 'PERSDAY' plan.

Plan	Start	Stop	Hrs/Day	Accrual Rate	Accrual Limit	New Year Max Carry Over	Max During Year	Anniv	Use After
MISCDAYS	09/01/2008	00/00/0000	8.0000	.0000	.0000	.0000	.0000	00/00/0000	00/00/0000
PERSDAY	09/01/2008	00/00/0000	8.0000	.0000	.0000	.0000	.0000	00/00/0000	00/00/0000
SICKDAYTCHR	09/01/2009	00/00/0000	8.0000	.0000	.0000	.0000	.0000	00/00/0000	00/00/0000

If only the plan needs to be stopped for an active employee, stop dates can be added on the TimeOff Processing > Maintain Employee TimeOff Plans. The stop date of 6/30/2018 will be added on this employee.

REPORTS TO RUN:

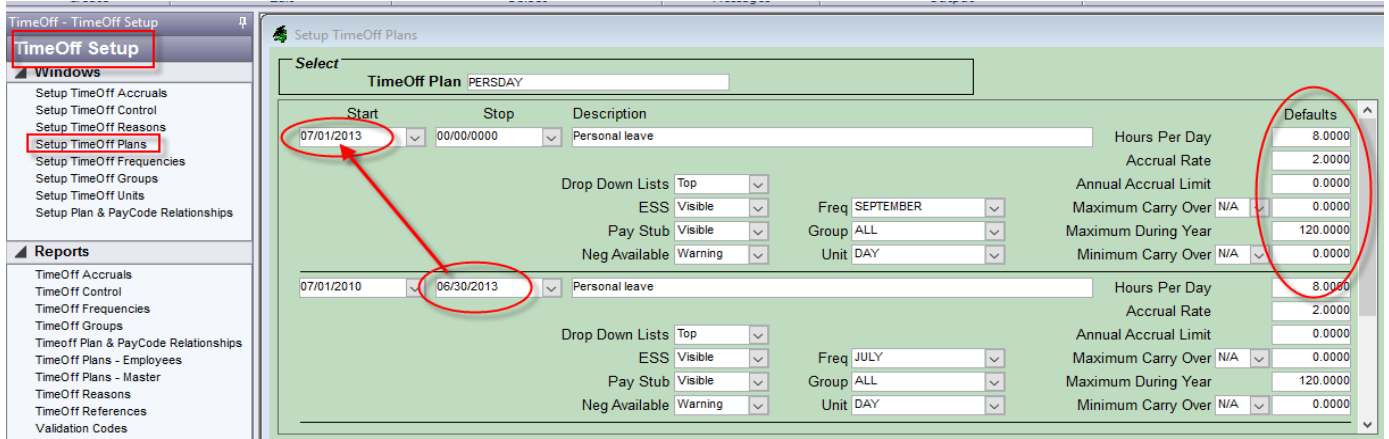
Check the set-up on the plans by going to the reports area under *TIMEOFF SETUP > TIMEOFF PLANS-MASTER*

The screenshot shows the 'TimeOff Plans - Master' report for District # 0111, Whizbang Public Schools. The report displays a table of time-off plans with columns for Plan, Unit, Start, Stop, Hrs/Day, Accrual Rate, Accrual Limit, Max During Year, New Year Max Carry Over, New Year Minimum, Visible ESS Stub, Frequency, and TimeOff Group. The 'PERSDAY' plan is highlighted in blue.

Plan	Unit	Start	Stop	Hrs/Day	Accrual Rate	Accrual Limit	Max During Year	New Year Max Carry Over	New Year Minimum	Visible ESS Stub	Frequency	TimeOff Group
MISCDAYS	DAY	07/01/2003	Misc leave	8.0000	0.0000	0.0000	0.0000	0.0000 Y	0.0000 Y	N N	NOACCRUAL	ALL
PERSDAY	DAY	07/01/2013	Personal leave	8.0000	2.0000	0.0000	120.0000	N	N	Y Y	SEPTEMBER	ALL
PERSDAY	DAY	07/01/2010	06/30/2013	8.0000	2.0000	0.0000	120.0000	N	N	Y Y	JULY	ALL
PERSDAY	DAY	07/01/2003	06/30/2010	8.0000	2.0000	0.0000	120.0000	4.0000 Y	N	Y Y	JULY	ALL
SICKBANK_TCHR	DAY	07/01/2011	Sick Bank - Teacher	8.0000	0.0000	0.0000	99,999.9999	99,999.9999 Y	N	Y N	NOACCRUAL	TCHR
SICKDAY12MO	DAY	07/01/2003		8.0000	1.0000	0.0000	120.0000	120.0000 Y	N	Y Y	FOM	ALL

Check the set-up on each plan to make sure the Accrual Rate, Accrual Limit, Max During Year and New Year Max Carry Over are correct.

If any of the defaults change on a plan go to *TIMEOFF SETUP > SETUP TIMEOFF PLANS*



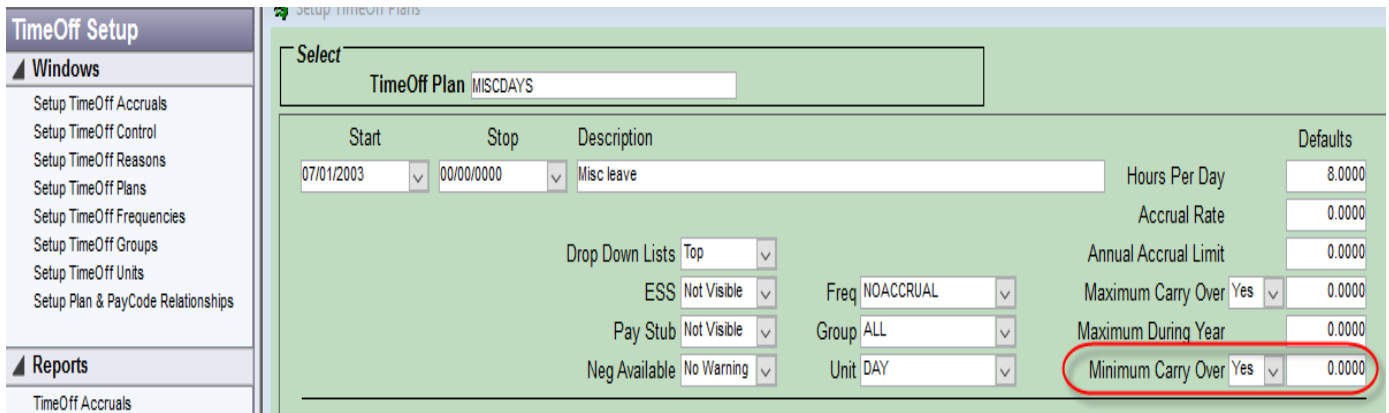
Retrieve the plan that will be changed by using the ddb and retrieve. Use the 'Copy'



icon on the top tool bar to insert a row. Enter a start date of 7/1/2018 on the new row and change the defaults on the new row. Enter a stop date of 6/30/2018 on the old row.

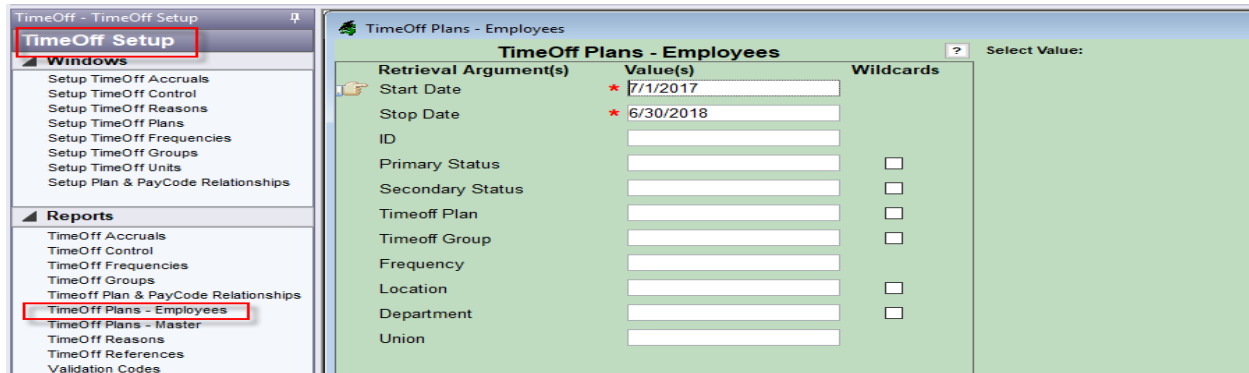
DO NOT change the default information on the old row since it will adjust past entries based on the new defaults.

TIMEOFF SETUP > SETUP TIMEOFF PLANS



Please note: If it is normal for a plan to have a negative balance (ie. MISCDAYS) and the balance should NOT be carried forward into the New Year, the plan will need to have the New Year Minimum set to 'Y' and the Carry-Over set to 0.0000.

Check the Set-up on the employees by going to *TIMEOFF SET-UP > TIMEOFF PLANS-EMPLOYEES*



To run the report for the 2018 TimeOff Year, enter a 7/1/17 start date and a 6/30/18 stop date.

Employee Name	ID	Plan	Start	Stop	Hrs/Day	Accrual Rate	Unit	Accrual Limit	New Year Max Carry Over	Max During Year	Anniv	Use After	Frequency	TimeOff Group
ABBOTT, TRAVIS 461	461	PERSDAY	09/01/2008		8.0000	2.0000	DAY	0.0000	0.0000	120.0000	00/00/0000	00/00/0000	SEPTEMBER	ALL
		MISCDAYS	09/01/2008		8.0000	0.0000	DAY	0.0000	0.0000	0.0000	00/00/0000	00/00/0000	NOACCRUAL	ALL
		SICKDAYTCHR	09/01/2009		8.0000	14.0000	DAY	0.0000	120.0000	134.0000	00/00/0000	00/00/0000	SEPTEMBER	TCHR
ADAMS, SHAWN 613	613	MISCDAYS	09/01/2006		8.0000	0.0000	DAY	0.0000	0.0000	0.0000	00/00/0000	00/00/0000	NOACCRUAL	ALL
		PERSDAY	09/01/2006		8.0000	2.0000	DAY	0.0000	0.0000	120.0000	00/00/0000	00/00/0000	SEPTEMBER	ALL
		SICKDAYTCHR	07/01/2016		8.0000	14.0000	DAY	0.0000	120.0000	134.0000	00/00/0000	00/00/0000	SEPTEMBER	TCHR
ALLISON, JOANNE 695	695	SICKDAY/SMD	09/01/2007		0.0000	1.0000	DAY	0.0000	120.0000	120.0000	00/00/0000	00/00/0000	SEPT-MAY	ALL
		MISCDAYS	09/01/2007		8.0000	0.0000	DAY	0.0000	0.0000	0.0000	00/00/0000	00/00/0000	NOACCRUAL	ALL
		PERSDAYFS	07/01/2015		8.0000	1.0000	DAY	1.0000	0.0000	1.0000	00/00/0000	00/00/0000	SEPTEMBER	ALL

This report will show the set-up on each employee, including any plans that have been stopped during the TimeOff Year. This report can also be run by Union.

Defaults can be changed on one individual in the window *TIMEOFF PROCESSING > MAINTAIN EMPLOYEE TIMEOFF PLANS*

Copy or insert a row and use the ddb to selec

Plan	Start	Stop	Hrs/Day	Accrual Rate	Accrual Limit	New Year Max Carry Over	Max During Year	Anniv	Use After
SICKDAYTCHR	07/01/2003	00/00/0000	8.0000	14.0000	0.0000	120.0000	134.0000	SEPTEMBER	TCHR DAY
	Calculation Values	07/01/2017	00/00/0000	8.0000	18.0000	0.0000	99999.9999	99999.9999	
MISCDAYS	07/01/2003	00/00/0000	8.0000	0.0000	0.0000	0.0000	0.0000	00/00/0000	00/00/0000
PERSDAY	07/01/2003	00/00/0000	8.0000	0.0000	0.0000	0.0000	0.0000	00/00/0000	00/00/0000
SICKDAYTCHR	07/01/2017	00/00/0000	8.0000	18.0000	0.0000	99999.9999	99999.9999	00/00/0000	00/00/0000
SICKDAYTCHR	07/01/2016	06/30/2017	8.0000	14.0000	0.0000	99999.9999	99999.9999	00/00/0000	00/00/0000

t the correct plan. Use a start date of 7/1/18 on the new row. The new defaults (if different from the plan) will be entered on this row. Enter a stop date on the old row.

DO NOT change the default information on the old row since it will adjust past entries based on the new defaults.

Run the following report for totals by plan.

TIMEOFF PROCESSING > TIMEOFF SUMMARY BY PLAN

This report lists the TimeOff balances by Plan and Employee and the totals by plan for TimeOff Year 2018.

Plan Id	Name	Location	Union	New Year	Usage	Accrual	Available	New Year Lost	Accrual Lost	Last Date Used
SICKDAY12MO Sick leave Group: All Employees Unit: Day										
674	BARRY, BOB 674	Location-837	Custodians Local 28	27.5000	8.0000	8.0000	27.5000	0.0000	0.0000	2/7/2017
1173	BENTLEY, CLAIRE 1173	Location-842	Custodians Local 28	24.0000	4.5000	8.0000	27.5000	0.0000	0.0000	2/3/2017
35	BLAKE, ZACHARY 35	Location-841	Managers	119.0010	2.5000	3.4990	120.0000	0.0000	5.8370	1/18/2017
683	BROWNING, JOEL 683	Location-837	Secretary 12 month	41.0000	5.7500	8.0000	43.2500	0.0000	0.0000	12/22/2016
1029	BROWNING, NOAH 1029	Location-100	Administration	41.0000	5.0000	8.0000	44.0000	0.0000	0.0000	2/1/2017
76	CASTRO, ERIC 76	Location-841	Secretary 12 month	41.0800	6.0000	8.0000	43.0800	0.0000	0.0000	2/17/2017
685	COOPER, FRANKLIN 685	Location-837	Custodians Local 28	33.7500	8.2500	8.0000	33.5000	0.0000	0.0000	2/28/2017
1270	CRAFT, DWAYNE 1270	Location-842	Custodians Local 28	3.0000	7.0000	8.0000	4.0000	0.0000	0.0000	2/10/2017
684	DILLON, RICKEY 684	Location-839	Custodians Local 28	25.3700	8.2500	8.0000	25.1200	0.0000	0.0000	2/2/2017
1108	FOLEY, NICOLE 1108	Location-101	Managers	50.3480	0.0000	9.3360	59.6840	0.0000	0.0000	4/23/2015
254	HARDY, WHITNEY 254	Location-841	Custodians Local 28	112.0000	2.0000	8.0000	118.0000	0.0000	0.0000	2/9/2017
786	HICKS, JODI 786	Location-839	Custodians Local 28	12.7500	13.5000	8.0000	7.2500	0.0000	0.0000	2/28/2017
1253	MCDONALD, VERNON 1253	Location-841	Custodians Local 28	17.7500	3.0000	8.0000	22.7500	0.0000	0.0000	2/2/2017
595	MEDINA, KATHRYN 595	Location-842	Custodians Local 28	45.0000	45.7500	8.0000	7.2500	0.0000	0.0000	2/27/2017
1278	MORGAN, GILBERT 1278	Location-839	Custodians Local 28	7.6668	6.7500	6.0000	6.9168	0.0000	0.0000	2/3/2017

TIMEOFF ACCRUALS:

TIMEOFF SETUP > SETUP TIMEOFF ACCRUALS

Select 2019 TimeOff Year. Note that the dates on the TimeOff Year are 7/1/2018 to 6/30/2019.

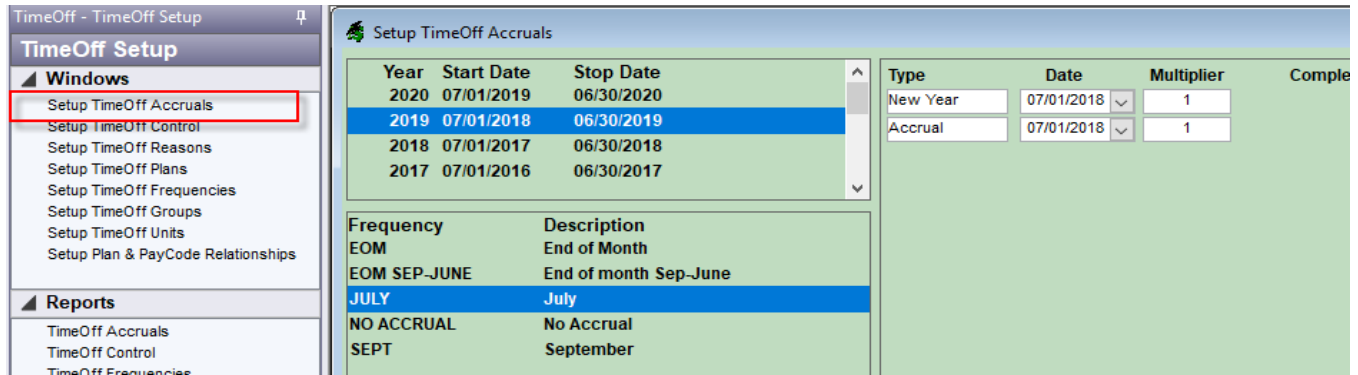
Year	Start Date	Stop Date	Type	Date	Multiplier	Completed	Reference
2020	07/01/2019	06/30/2020					
2019	07/01/2018	06/30/2019					
2018	07/01/2017	06/30/2018					
2017	07/01/2016	06/30/2017					

Frequency	Description
EOM	End of Month
EOM SEP-JUNE	End of month Sep-June
JULY	July
NO ACCRUAL	No Accrual
SEPT	September

Create Rows For the Year

Select each frequency and click on the 'Create Rows For the Year' button. This will create the New Year Event and all of the Accruals for the 2019 TimeOff Year.

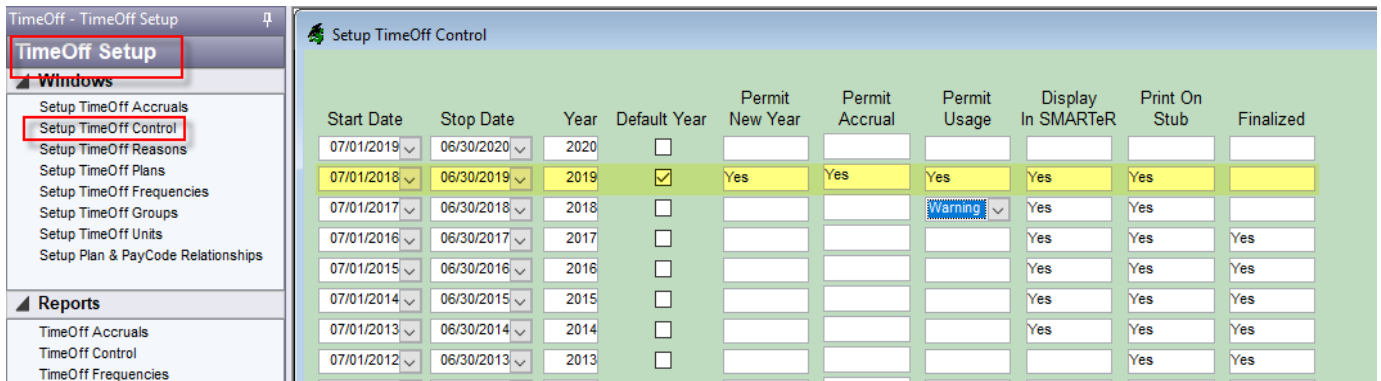
Note: The New Year Event will be 7/1/2018 since this is the start of the new TimeOff Year.



After the rows are created, check to verify that the dates are correct, then save and select the next frequency. Remember to do the NOACCRUAL frequency since this will be used for the New Year Event. Check the New Year and Accrual dates to make sure they are correct.

TIMEOFF SETUP > SETUP TIMEOFF CONTROL

The TimeOff Control window is used to set the default to the current TimeOff Year and allows New Year Events, Accruals and Usage to be processed. It also permits TimeOff to be viewed on ESS and Printed on pay stubs.



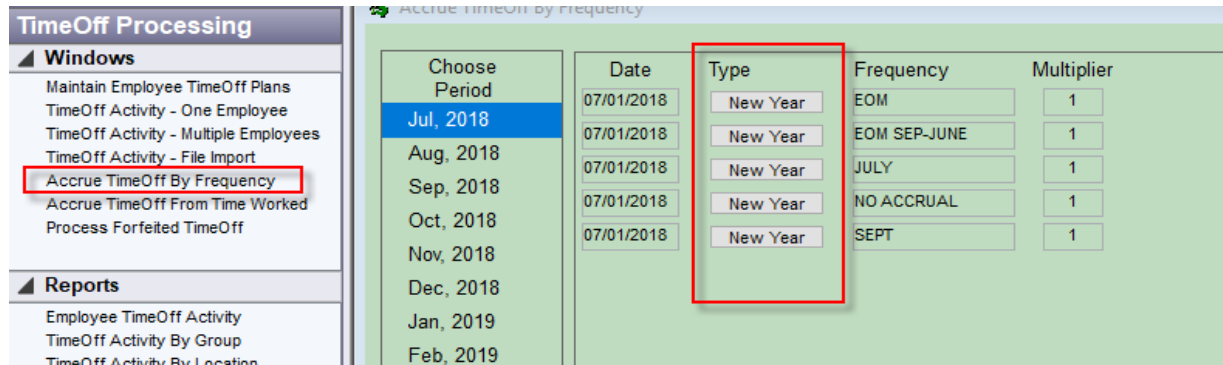
- Change the default year to 2019 by entering a check mark under default year. Please note that the dates of the plan year are 7/1/2018 through 6/30/2019.
- Use the ddb to enter 'Yes' under Permit New Year. This will allow the New Year Events to be done for 2019. Use the ddb and enter a "blank" space for 2018. This will stop any New Year Events from taking place in the 2018 TimeOff Year.
- Use the ddb to enter 'Yes' under Permit Accrual. This will allow Accruals to take place in TimeOff Year 2019. Use the ddb to enter a "blank" space for 2018 since the accruals should all be completed for 2018.
- Use the ddb to enter 'Yes' for Permit Usage. This will allow you to enter Usage for 2019 TimeOff Year. Use the ddb to select 'Warning' for 2018 TimeOff Year. You will still be able to enter Usage for the previous year but you will receive a warning that it is 2018 TimeOff Year.

- Display on ESS and Print on Stub will allow the employee to view their balances on-line and also to print on their pay stubs. This can be set to 'Yes' at any time. If this is left blank until after the New Year Event is done and the balances are verified, this can be changed to 'Yes' at that time.
- 'Finalized' can be left blank for both 2018 and 2019 until after the New Year Event is done and checked.

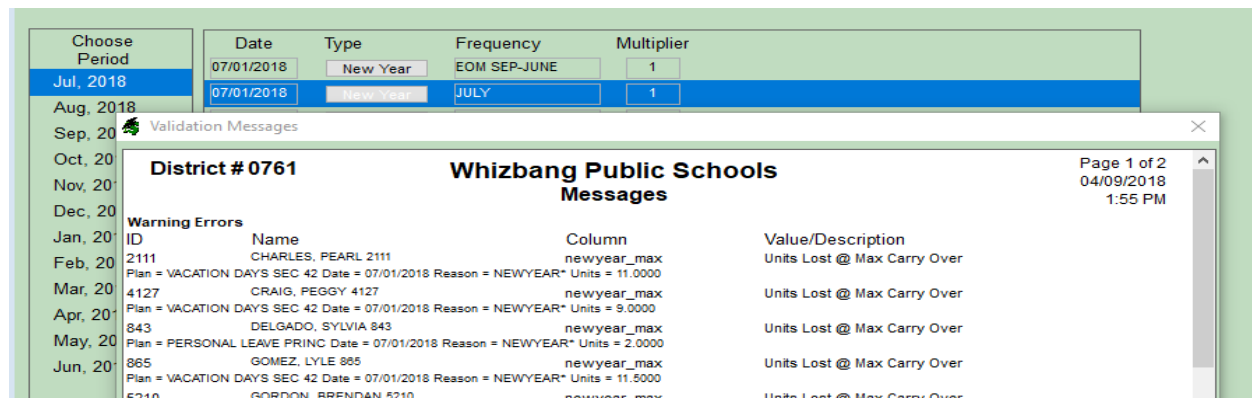
Once this window is updated be sure to click the file cabinet to save the changes.

PROCESS NEW YEAR EVENTS AND ACCRUALS:

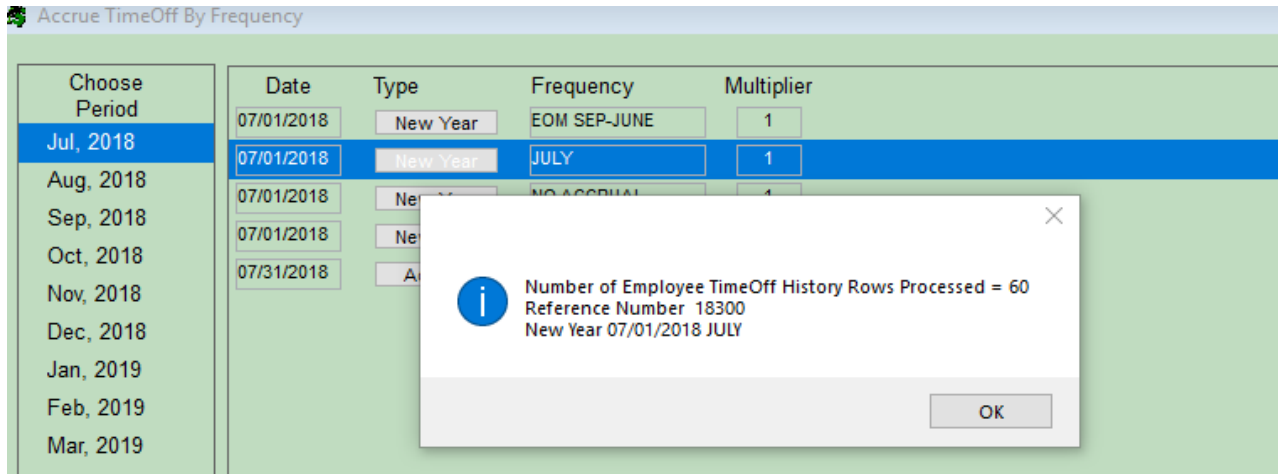
TIMEOFF PROCESSING > ACCRUE TIMEOFF BY FREQUENCY



Select July 2018 and all of the New Year Events will appear. Note that all of the dates for the New Year Event are 07/01/2018. New Year Events are ALWAYS 7/1/xx of the new TimeOff Year. Click on the New Year button on each plan to process the New Year Event.



Check any Warning Errors that you receive to make sure they are okay. These errors are because the employees were over the Maximum amount allowed to be carried forward into the new TimeOff Year. This is determined by the defaults set up on the plan. If the warnings are okay, click the 'Return' button to finish the process.



When the process is finished a box will appear and tell you the number of rows processed and give you a reference number. Click 'OK' if this is correct.

Click on the 'New Year' button for each Frequency. This will process the New Year Event for each plan.

Once the New Year Events are processed run the report *TIMEOFF PROCESSING > TIMEOFF SUMMARY BY PLAN* using 2019 as the TimeOff Year.

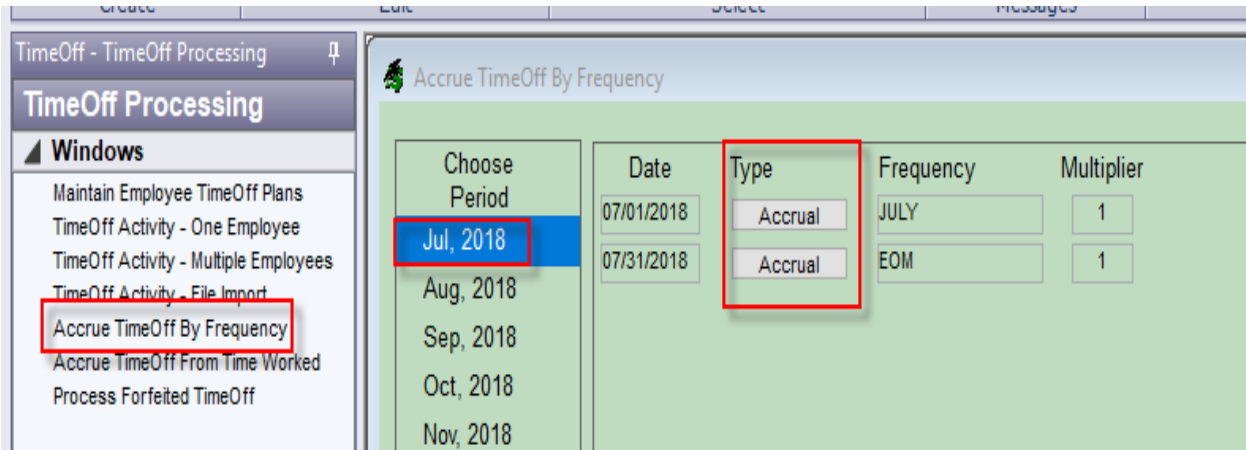
Plan Id	Name	Location	Union	New Year	Usage	Accrual	Available	New Year Lost	Accrual Lost	Last Date Used
PERSONAL LEAVE PRINC										
Personal leave principals Group: Principals Unit: Day										
843	DELGADO, SYLVIA 843	Location-330	PRINCIPAL	0.0000	0.0000	0.0000	0.0000	2.0000	0.0000	5/2/2016
5210	GORDON, BRENDAN 5210	Location-330	PRINCIPAL SY	0.0000	0.0000	0.0000	0.0000	2.0000	0.0000	7/1/2017
2404	HATFIELD, MORRIS 2404	Location-140	PRINCIPAL SY	0.0000	0.0000	0.0000	0.0000	2.0000	0.0000	11/1/2016
5073	KELLEY, JAMIE 5073	Location-310	PRINCIPAL SY	0.0000	0.0000	0.0000	0.0000	2.0000	0.0000	5/8/2017
1732	MORTON, BRYANT 1732	Location-110	PRINCIPAL SY	0.0000	0.0000	0.0000	0.0000	2.0000	0.0000	1/20/2017
4681	WEST, MELBA 4681	Location-150	PRINCIPAL SY	0.0000	0.0000	0.0000	0.0000	2.0000	0.0000	
Totals for PERSONAL LEAVE PRINC				0.0000	0.0000	0.0000	0.0000	12.0000	0.0000	

The totals on this report will show the amount that was brought forward and available from the previous year and the amounts, if any, that were lost when the New Year Event was completed. This is based on the defaults that are setup on the Plan. The totals on this report can be compared to the totals on the same report that was run for 2018 ending balances.

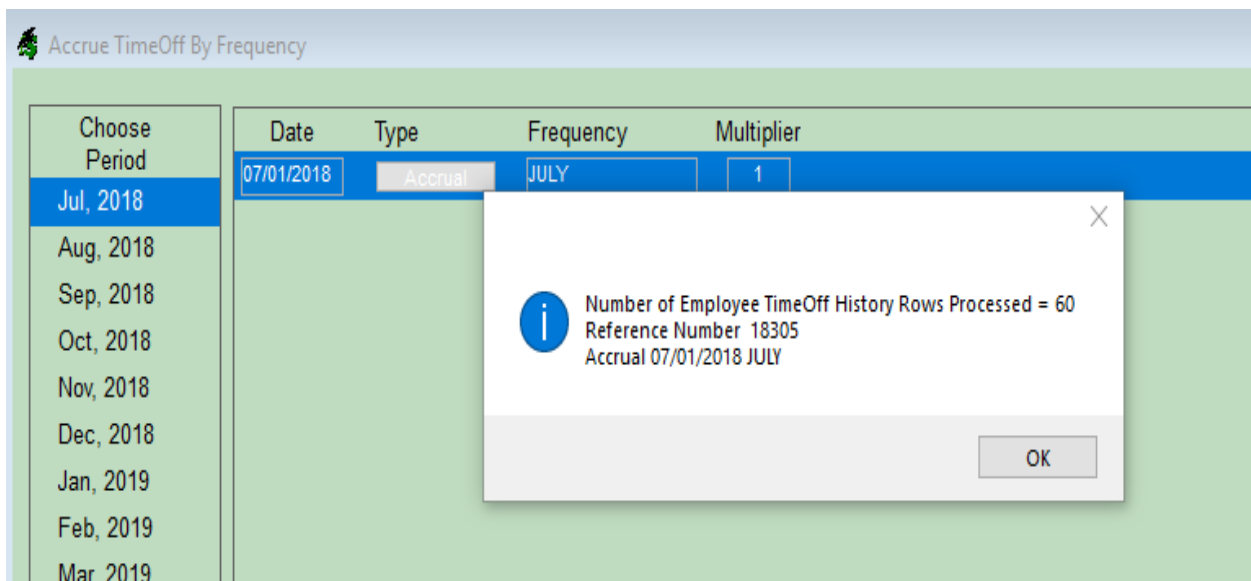
When the beginning balances for TimeOff Year 2019 have been verified the July Accrual can be done.

Go to *TIMEOFF PROCESSING* > *ACCURUE TIMEOFF BY FREQUENCY*.

After the New Year Event is completed the Accrual will appear for each month based on the month that the accrual will be done.



Choose Period 'Jul, 2018 and click the 'Accrual' button. This will process the accruals on all plans with a July frequency.



This message will appear when the accrual is done. If there were any units lost for the Accrual that message will also appear. Click 'OK' to finish the July Accrual.

Once the accrual is done the button for the July Accrual will no longer be visible

Run the report under *TimeOff Processing > TimeOff Summary by Plan*

District #0761		Whizbang Public Schools TimeOff Summary By Plan VACATION DAYS DIR: Vacation Directors 07/01/2018 Through 06/30/2019						Page 4 of 9 04/09/2018 02:19 PM		
Plan Id	Name	Location	Union	New Year	Usage	Accrual	Available	New Year Lost	Accrual Lost	Last Date Used
VACATION DAYS DIR						Unit: Day				
2243	CARVER, CHRISTOPHER	Location-006	DIR-EXECUTIVE	20.5000	0.0000	19.5000	40.0000	0.0000	0.5000	10/16/2017
4702	DEJESUS, MAMIE 4702	Location-006	DIRECTOR	22.2766	0.0000	17.7234	40.0000	0.0000	2.2766	10/27/2017
5183	GLENN, CINDY 5183	Location-006	DIRECTOR	18.5000	0.0000	20.0000	38.5000	0.0000	0.0000	10/13/2017
3489	HAYDEN, JOSE 3489	Location-310	DIRECTOR	33.0000	0.0000	7.0000	40.0000	0.0000	13.0000	7/17/2017
1225	HOUSE, LAURA 1225	Location-130	DIR-EXECUTIVE	15.0417	0.0000	4.9583	20.0000	0.0000	15.0417	11/16/2017
4721	MORGAN, CATHERINE 4721	Location-006	DIR-EXECUTIVE	32.2500	0.0000	7.7500	40.0000	0.0000	12.2500	11/22/2017
4210	NEAL, LILA 4210	Location-006	DIR-EXECUTIVE	10.6200	0.0000	20.0000	30.6200	0.0000	0.0000	10/23/2017
5206	ROBLES, BLAKE 5206	Location-005	DIR-EXECUTIVE	15.0000	0.0000	20.0000	35.0000	0.0000	0.0000	7/28/2017
3597	VILLARREAL, ALFONSO	Location-006	DIR-EXECUTIVE	23.0000	0.0000	17.0000	40.0000	0.0000	3.0000	11/22/2017
1582	WILEY, LESLIE 1582	Location-006	ADMIN-IS	31.0000	0.0000	9.0000	40.0000	0.0000	11.0000	11/9/2017
Totals for VACATION DAYS DIR				221.1883	0.0000	142.9317	364.1200	0.0000	57.0683	

The totals for the accrual by Plan and Employee can be verified. If any Accrued Units are lost those totals will appear in the Accrual Lost column and can also be verified.

Once the New Year Events and July Accruals are done go to the *TIMEOFF SETP > SETUP TIMEOFF CONTROL*.

If the Display on ESS and Print on Stub were not set to 'Yes' previously, they can now be set to 'Yes' to enable the employees to view their balances.

TimeOff - TimeOff Setup		Setup TimeOff Control									
TimeOff Setup		Start Date	Stop Date	Year	Default Year	Permit New Year	Permit Accrual	Permit Usage	Display On ESS	Print On Stub	Finalized
Windows		07/01/2019	06/30/2020	2020	<input type="checkbox"/>						
Setup TimeOff Accruals		07/01/2018	06/30/2019	2019	<input type="checkbox"/>						
Setup TimeOff Control		07/01/2017	06/30/2018	2018	<input checked="" type="checkbox"/>	Yes	Yes	Yes	Yes	Yes	Yes
Setup TimeOff Reasons		07/01/2016	06/30/2017	2017	<input type="checkbox"/>				Yes	Yes	Yes
Setup TimeOff Plans		07/01/2015	06/30/2016	2016	<input type="checkbox"/>				Yes	Yes	Yes
Setup TimeOff Frequencies		07/01/2014	06/30/2015	2015	<input type="checkbox"/>				Yes	Yes	Yes
Setup TimeOff Groups		07/01/2013	06/30/2014	2014	<input type="checkbox"/>				Yes	Yes	Yes
Setup TimeOff Units											
Setup Plan & PayCode Relationships											
Reports											
TimeOff Accruals											

The 'Finalized' row can now be set to 'Yes' for 2017 TimeOff Year. This will prevent the 2017 Entries and Accruals from accidentally being changed.

Reminder:

If you have any plans that are no longer being used **DO NOT** delete them.

TIMEOFF NEW YEAR CHECKLIST:

- _____ Make sure all entries through 6/30/18 have been entered.
- _____ Complete Maintenance on Employees (retirees/terminations)
- _____ Run the report under TimeOff Setup/TimeOff Plans-Master
 - Check plan setup- Defaults/Accruals/Max Carry Over, etc.
- _____ Run the report under TimeOff Setup/TimeOff Plans-Employee
 - Check setup on employees/defaults/default overrides/max Carry-overs
- _____ Run Report showing FY2018 Balances>TimeOff Processing/TimeOff Summary by Plan
- _____ TimeOff Setup/Setup TimeOff Control
 - Setup TimeOff Control for FY 2019
NOTE: The default year changed to 2019, Permit New Year, Permit Accrual, Permit Usage, Display on ESS, Print on Stub all “Yes”.
For 2018, change Permit usage = warning (June dates can still be entered). Please review your TimeOff Manual for further explanation
- _____ TimeOff Setup/Setup TimeOff Accruals
 - Setup Accruals for each frequency and save after each one
 - Remember to set up New Year Event for NOACCRUAL Plans
- _____ TimeOff Processing/Accrue TimeOff by Frequency
 - Select July 2018, process New Year Event by each Frequency
- _____ Check New Year Beginning Balances and Available
 - TimeOff Processing/TimeOff Summary by Plan
- _____ If Plans and/or Accruals are changing, enter new rows in TimeOff Setup/Setup TimeOff Plans
- _____ TimeOff Processing/Accrue TimeOff By Frequency
 - Do July Accruals
- _____ After the New Year Events are done and the totals on the TimeOff Summary by Plan report are verified, the Finalized Row can be set to “Yes” on the TimeOff Setup/Setup TimeOff Control window for the 2018 TimeOff Year
- _____ **Do Not Delete Plans No Longer Used**