Leave Reporting – Helpful Information

Panel Overview:

> This reference guide is to help show you how to find and view employees leave balances as well as provide you with important leave reporting information

Important Reminders

- Always check if an employee has the leave time available before entering that time. Remember leave hours are only updated on the 1st of every month so if you have already entered time for the current pay period you need to take that into account as the balances will not reflect that time

- For Salary/Contract people their time is absence only reporting. **Very important: if you do not report anything on their timesheet for a day you are saying they were at work that day.**

- If you start entering unpaid time for someone because their leave balances have all been exhausted email Benefits at leave@pps.net to let them know the employee is going unpaid, also as a courtesy email the employee to advise them that they are going to have unpaid time on their Paycheck.

- If an employee is greyed out and you cannot edit the timesheet it means they are in an unpaid status.

- If an employee is on a leave and runs out of leave balances, but they are not greyed out you should enter unpaid absence for those days until they employee becomes greyed out and you cannot edit the timesheet. If you do not enter unpaid absence on those days it means the employee was working and they will get paid those days and can result in the employee being overpaid. Remember, if you have to start entering unpaid time for someone on a leave of absence email Benefits at leave @pps.net as soon as you start to enter unpaid time.

- When you enter leave time the reason code drop down appears leave it blank unless they are an Intermittent Leave approved by the Benefits office (Benefits will inform you when someone is on an approved Intermittent Leave).

Three ways to view leave balances for an employee:

1.) Go to **Benefits > Manage Leave Accruals > PPS Review Accrual Balances**

Favorites ▼	Main Menu ▼	> Benefits ▼	> Manage Leave Accruals ▼	> PPS Review Accrual Balances

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PPS Review Accrual Balances

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID | begins with ▼ | 🔍

Empl Record | = ▼ |

Name | begins with ▼ |

Last Name | begins with ▼ |

Alternate Character Name | begins with ▼ |

☐ Case Sensitive

[Search]   [Clear]   Basic Search 🔍 Save Search Criteria

Enter either the employees ID number or you can enter their name to get their leave balance details

Once you enter the employees information click on "Search"

Once you select the employee and hit search it will take you to the screen below

PPS Leaves Summary	PPS Sick	PPS Reserve Sick	PPS Hold Sick	PPS Vacation	PPS Personal	PPS Family	PPS Professional	▷

ID: Empl Record:

Company: PPS   Portland Public Schools   **Benefit Program:** PAT   PAT Employees FT (EDS)

Service Date: 10/21/1999   **As of Last Payroll Pay End Date:** 05/15/2019

Different tabs for each leave type that will give more details on that Leave Hours Balance on the summary screen

Personalize | Find | 🔳 | 📊   First ◀ 1-7 of 7 ▶ Last

Plan Type	Description	Benefit Plan	Accrual Frequency	Drop Month	Leave Hours Balance	Current Month Accrual
50	Sick	YR10MO	Y	July	349.750000	
52	Personal	PERSNL	Y	July	8.000000	
5V	Rsrv Sick	RESSCK	Y	July	94.400000	
5W	Wrkr Comp	WRKCMP	Y	July	1440.000000	
5X	Family Ill	FAMIL5	Y	July	28.000000	
5Y	Military	MILTRY	Y	November	96.800000	
5Z	Pro	PROFLV	Y	July	180.800000	

These are the employee's available balances for each leave type

This column will tell you what leave types they have

💾 Save   🔄 Return to Search   📧 Notify   🔄 Refresh

PPS Leaves Summary | PPS Sick | PPS Reserve Sick | PPS Hold Sick | PPS Vacation | PPS Personal | PPS Family | PPS Professional | PPS Workcomp | PPS Military

1.) The second place to view leave balances under **Time and Labor > PPS Time and Labor Start Page > Report Daily Time & Attendance**

Favorites ▼	Main Menu ▼	>	Time and Labor ▼	>	PPS Time and Labor Start Page

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What would you like to do?

(click on an option below)

Report Daily Time & Attendance

2nd TASK: ONLY ENTER AFTER CONFIRMING NO ERRORS.
Enter absences and regular hours for several employees at once. Use this option to key time daily.

Prepare Employee Timesheet

1st TASK: CONFIRM NO ERRORS EXIST PRIOR TO ENTERING DAILY TIME.
View or update a single employee's Timesheet in detail. Use this menu only to check for errors or to correct errors on Timesheets.

Submit to Payroll

3rd TASK: SUBMIT ONLY AFTER ALL ERRORS ARE CLEAR TO AVOID DELAY.
Only access this menu to submit time after all errors have been cleared in the "Prepare Employee Timesheet" menu.

View Employee Timesheet
View current or prior Timesheets in display only mode. Print a Timesheet Report for the manager to sign.

That will take you to your daily payroll reporting page and a list of all your employees and their leave balances

Report Daily Attendance - Fri 5/24/2019

Leave balances to the right of their name on this list

Return to Start Page

05/24/2019 << Previous Date   Next Date >>   Go To Current Date
☑ Attendance Completed
(check once attendance complete for this date)

Find | ⬚   1-38 of 38

▼ Salary Employees

Empl ID	Name	Assignment	Absent	Time Type	Reason	Hours		Family Leave	Sick Leave	Reserve Sick	Personal	Vacation
		Principal-ES	☐				View Timesheet		653.00	72.00	20.00	
		Para CB-Functional	☐				View Timesheet	7.00	863.74	106.50	21.00	
		EA-ES	☐				View Timesheet	8.00	74.75	24.00		
		EA-ES Gr K	☐				View Timesheet	12.00	136.00	12.00	8.00	
		Teacher-K8 ESL/Instruct Spec	☐				View Timesheet	28.00	630.25	68.00	8.00	
		Teacher-K8 ESL/Instruct Spec	☐				View Timesheet	28.00	630.25	68.00	8.00	
		Para 1:1 Support	☐				View Timesheet	21.00	35.00		7.00	
		Para CB-Functional	☐				View Timesheet		353.50	49.00		
		Teacher-ES Gr 3	☐				View Timesheet	40.00	284.00	36.00		
		Teacher-K8 Gr 4	☐				View Timesheet	40.00	374.00	32.00	16.00	
		Teacher-ES Gr K	☐				View Timesheet		124.00		8.00	
		Teacher-ES PE	☐				View Timesheet	40.00	112.00		16.00	
		Teacher-SPED Gr 3-5 CB	☐				View Timesheet	40.00	110.73		16.00	

2.) The third place to view balances is under **Time and Labor > PPS Time and Labor Start Page > Prepare Employee Timesheet**

When you go to Prepare Employee Timesheet you will see a list of all your employees

Once you click their name it will take you to their individual Timesheet

Report Time for Salaried Employee

Save   Go To Next Employee   Return to Search

Empl ID: **Job Descr:**   **Distrb %** 100.000
Name: **Job Type:** Salaried   40.00 hrs/wk

Pay Period: 2019-06 (05/16/19 - 06/15/19) ▾   Week 1 Week 2 Week 3 Week 4 Week 5 All Weeks   ☑ **Show Weekends**

		Day	Date	Time Type	Reason	Dept	Account	Program	Class	Fund	Proj/Grt		
＋	－	Thu	05/16/2019	▾								Details	⬇
＋	－	Fri	05/17/2019	▾								Details	⬇
＋	－	Sat	05/18/2019	▾								Details	⬇
＋	－	Sun	05/19/2019	▾								Details	⬇
＋	－	Mon	05/20/2019	▾								Details	⬇
＋	－	Tue	05/21/2019	▾								Details	⬇
＋	－	Wed	05/22/2019	▾								Details	⬇
＋	－	Thu	05/23/2019	▾								Details	⬇
＋	－	Fri	05/24/2019	▾								Details	⬇
＋	－	Sat	05/25/2019	▾								Details	⬇
＋	－	Sun	05/26/2019	▾								Details	⬇

Leave Balances

	Description	End Balance
1	Family Illness	0.00
2	Sick	653.00
3	Reserve Sick	72.00
4	Personal	20.00
5	Vacation	0.00

Leave balances for each employee will be in the top right corner of their individual timesheet