

# **Kuali HR System Administration Guide**

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# Chapter 1. Basic Setup

## Introduction

With the application server running, proceed to the KHR Maintenance Portal:

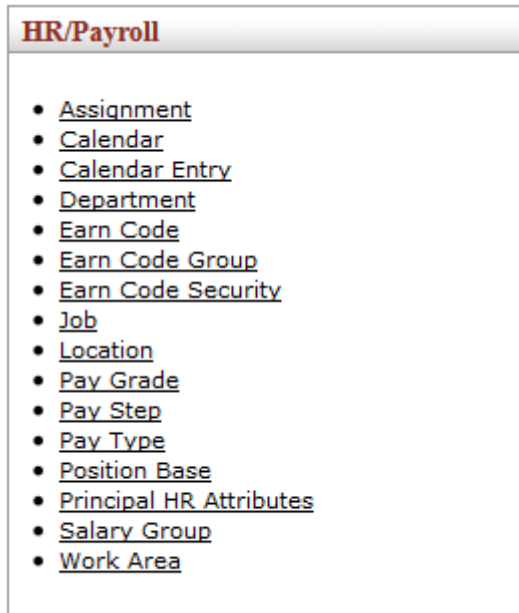
The screenshot displays the Kuali KHR Maintenance Portal. At the top, the Kuali logo and 'kpme' are visible, along with navigation tabs for 'Main Menu', 'Maintenance', and 'Administration'. A 'Provide Feedback' link is in the top right. Below the navigation bar, a status bar shows 'Logged in User: admin' and 'Login/Logout' buttons. The main content area is divided into several sections:

- HR/Payroll**: A list of links including Assignment, Calendar, Calendar Entry, Department, Earn Code, Earn Code Group, Earn Code Security, Job, Location, Pay Grade, Pay Step, Pay Type, Position Base, Principal HR Attributes, Salary Group, and Work Area.
- Time Keeping**: A list of links including Clock Location Rule, Daily Overtime Rule, Department Lunch Deduction Rule, Grace Period Rule, Shift Differential Rule, System Lunch Rule, Time Collection Rule, and Weekly Overtime Rule.
- Leave Maintenance**: A list of links including Accrual Category, Balance Transfer, Employee Override, Leave Adjustment, Leave Donation, Leave Payout, Leave Plan, and System Scheduled Time Off.
- Administrative**: A list of links including Account, Chart, Object Code, Institution, Organization, Project Code, Sub Account, and Sub Object Code.
- Inquiries**: A list of links including Clock Log, Missed Punch, Time Block Inquiry, and Time Block History Inquiry.
- Change Target Person**: A form with a text input field, a search icon, and 'Submit' and 'Clear' buttons.
- Create Calendar Entry**: A form with fields for 'Number of Periods', 'Pay Calendar Period', and 'Calendar Frequency' (set to 'Weekly'), with a 'Submit' button.
- Initiate Timesheet / Leave Calendar**: A form with fields for 'Principal Id' and 'Calendar Entries Id', each with a search icon, and an 'Initiate' button.
- Delete Timesheet / Leave Calendar**: A form with a text input field and a 'Submit' button.
- Run Batch Job**: A form with a 'Batch Job' dropdown menu, a 'Pay calendar period' text input field with a search icon, and a 'Run' button.
- Run Carry Over Batch Job**: A form with a 'Leave Plan' text input field with a search icon and a 'Run' button.
- Calculate Leave Accruals**: A form with fields for 'Principal Name', 'Start Date', and 'End Date', each with a search icon, and 'Submit' and 'Clear' buttons.

At the bottom of the page, a copyright notice states: 'Copyright 2005-2012 The Kuali Foundation. All rights reserved. Portions of Kuali are copyrighted by other parties as described in the Acknowledgments screen.' The Kuali logo is also present in the bottom right corner.

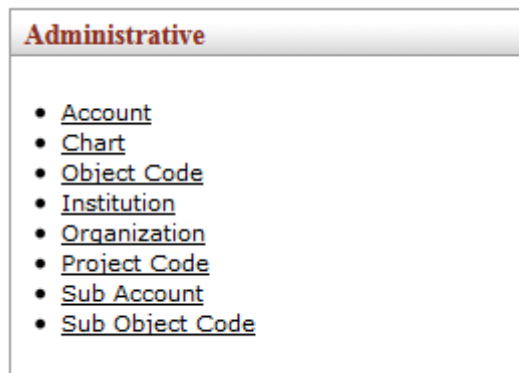
### The KHR Maintenance Portal

This chapter will cover the administration of CORE KPME business objects, located in the HR/Payroll link grouping found on the left hand side of the page.



#### HR/Payroll Group

We will also need to create an object linked in the Administrative grouping located at the bottom left of the maintenance portal.



#### HR/Payroll Group

In-depth Leave Management and Timekeeping administration are covered in [subsequent guides](#), however, will require understanding of concepts and objects presented in this chapter. This chapter also makes a few assumptions on readers knowledge and existence of basic rice objects and components. For instance, [Person Maintenance](#), documented within the [Kauli Identity Management](#) guide.

## Institution

Institution is required by a number of HR/Payroll related objects, such as Salary Group.

**Table 1.1. Institution Fields**

Field	Description
Effective Date	The date the institution record takes effect

Field	Description
Institution Code	Alpha-numeric code used to identify the institution. Ex: ISU
Description	Optional long description of Institution
Active	Indicator specifying whether the institution will be turned active or inactive on the given effective date.

## Location

Location, like Institution, is also required by a number of HR/Payroll objects, including Salary Group and other, more fine-grained location-based objects, such as Department

**Table 1.2. Location Fields**

Field	Description
Effective Date	The date this Location will go into effect. This date should be on or before any role members defined for the location.
Location	Alpha-numeric code used to identify the location. Ex: IA
Timezone	The timezone in which this location resides
Description	Long description of Location
Active	Indicator used to activate or deactivate the location.

## Location Role Member

This Role Member consists of a principal paired with a role. Depending on the role, the principal may be given elevated permissions not otherwise available to them, such as availability of specific earn codes, or the ability to view calendar documents across all departments the location encompasses.

**Table 1.3. Location Role Member Fields**

Field	Description
Effective Date	This date should be on or after the effective date of the Location object to which it is attached.
Principal Id	This field selects the person to receive the role for the location
Principal Name	Read-only field populated from Principal Id
Role Name	Specifies which role to give to the principal for the location. Roles are divided between "Time Location" and "Leave Location" and further divided by Administrator and View Only Permissions
Expiration Date	Optional field to specify a date for which the role is to be removed from the principal. If left blank, the role will not automatically expire.

## Department

A Location is partitioned into Department(s). Department may be given additional properties not applicable to the broader location, and Work Areas are defined within a Department.

**Table 1.4. Department Fields**

Field	Description
Effective Date	The date the Department record will go into effect.
Department	An alpha-numeric code used to identify the department
Description	Long description of Department
Location	The Location to which this department belongs
Chart	Optional field to specify an Administrative Chart
Organization	Optional field to specify an Organization
Payroll Approval	Flag indicating whether specific documents, i.e. Leave and Timekeeping, created within the department will go through payroll approval.
Active	Indicator for activity

## Department Role Member

This Role Member consists of a principal paired with a role. Depending on the role, the principal may be given elevated permissions not otherwise available to them, such as availability of specific earn codes, or the ability to view calendar documents across all work areas the department contains.

**Table 1.5. Department Role Member Fields**

Field	Description
Effective Date	This date should be on or after the effective date of the Department object to which it is attached.
Principal Id	This field selects the person to receive the role for the department
Principal Name	Read-only field populated from Principal Id
Role Name	Specifies which role to give to the principal for the department. Roles are divided between "Time" and "Leave" Departments and further divided by Administrator and View Only Permissions
Expiration Date	Optional field to specify a date for which the role is to be removed from the principal. If left blank, the role will not automatically expire.

## Work Area

**Table 1.6. Work Area Fields**

Field	Description
Effective Date	The date the work area record is to become effective
Work Area	Auto-generated, read-only field used to uniquely identify the work area.
Description	Long Description of the work area
Overtime Edit Role	
Default Overtime Earn Code	
Department	

Field	Description
Admin Description	
HR Distribution	
Active	

## Work Area Task

TODO: define basic object, describe relationship

**Table 1.7. Work Area Task Fields**

Field	Description
Effective Date	
Task	
Description	
Administrative Description	
Active	

## Work Area Role Members

A Work Area Role Member may be added via Position or Principal. A Role Member added for a Position may contain more than one principal if more than one employee is allowed to hold a single position.

## Work Area Principal Role Member

TODO: Describe purpose for Work Area Principal Role Members, define basic object

**Table 1.8. Work Area Principal Role Member Fields**

Field	Description
Effective Date	The date which the Role Member becomes effective
Principal Id	The principal to which the role will be given.
Principal Name	Read-only field auto-populated from principal id.
Role Name	As of KPME v2.0, three roles are available; Approver, Approver Delegate and Reviewer. Time and Leave documents may be routed to, and specific actions can be requested of each of these roles.
Expiration Date	The date on which this role member will be removed from the Work Area.

## Work Area Position Role Member

TODO: Describe purpose for Work Area Position Role Members, define basic object

**Table 1.9. Work Area Position Role Member Fields**

Field	Description
Effective Date	The date on which this Position Role Member will become effective
Position Number	The position to which this role will be given.

Field	Description
Role Name	As of KPME v2.0, three roles are available; Approver, Approver Delegate and Reviewer. Time and Leave documents may be routed to, and specific actions can be requested of each of these roles.
Expiration Date	Optional date which will remove the position role member from the Work Area.

## Salary Group

Salary Group is a high-level HR/Payroll object that can span multiple institutions and locations. It contains a number of properties useful for reporting and in the execution of KPME's business logic.

**Table 1.10. Salary Group Fields**

Field	Description
Effective Date	The date on which this Salary Group is to go in effect.
Salary Group	Code used to identify the Salary Group
Description	Optional long description
Institution	The institution to which the Salary Group belongs. Wild cards are acceptable.
Location	The location in which the Salary Group is available. Wild cards are acceptable.
Percent Time	Maximum percentage of time worked for the salary group. When defining individual positions and jobs, the percent time will be less than the Salary Group's Percent Time. Used for leave accrual and payroll calculations, Full Time Engagement reporting, etc. Steps in increments of whole numbers. Positive amounts only, less than 100.
Benefit Eligible	Yes or No field indicating whether entities within this salary group are benefit eligible.
Leave Eligible	Yes or No field indicating whether entities within this salary group are eligible for leave.
Leave Plan	Unless Leave Eligible = "Y" (Yes), this is a required field. It is not required if the salary group is not leave eligible.
Active	Indicator used for activity.

## Pay Grade

TODO: Provide field mapping for Pay Grade, define basic object

**Table 1.11. Pay Grade Fields**

Field	Description

Field	Description

## Pay Step

TODO: Provide field mapping for Pay Step, define basic object

**Table 1.12. Pay Step Fields**

Field	Description

## Earn Codes with Earn Code Security

### Earn Code

TODO: Update to reflect the change in field organization, add any new/changed fields.

The Earn Code maintenance page is used to define codes to categorize employee's hours/earnings and time off. For each earn code, you can define how the employees records - in/out time, hours, days or flat dollar amount. These codes may or may not be attached to an accrual category for tracking leave against available balances or simple reporting. Most earn code attributes are defined in the payroll system, but there are a few codes which need to be modified on the timesheet prior to the data being extracted to payroll. An inflation factor and inflate minimum hours value are definable on the earn code document. These actions occur on the recorded hours in the timesheet and therefore would NOT need to be done in the payroll system. Additionally there are numerous flags on the earn code to limit availability and determine eligibility for accrual and scheduling leave.



**Table 1.13. Earn Code Fields**

Field	Description
Effective Date	The Effective date for which the earn code will be effective. This date needs to be on/prior to the date the rule takes effect. When editing, it will determine the date the new values go into effect.
Earn Code	Alpha/Numeric code used to identify the earnings code.
Description	Long description of earnings classification.
Roll up to Earn Code	This field allows earn codes to be associated with another for payroll extract. For example, you could associate all the Sick codes with the regular sick earn code and not extract the detail into your payroll system. (Sick family leave, sick injury, etc. could all be extracted.)
Record Method	Determines the value that will be entered for the earn code. The Time earn code requires in/out times, The Hours earn code will require a hours amount, the Days earn code will require a days amount, and the Amount earn code will require a dollar amount.
Active	Status of the category, checked indicates Active, unchecked indicates Inactive. If the rule is being eliminated, insert a new effective dated row and uncheck the active box.
Overtime Earn Code	Checked box indicates this may be used for overtime earn code. Codes with this checkbox are not available for entry on the timesheet.
Inflate Min Hours	Hours incurred will be inflated to this minimum hours value. For example, Call Back Time rules specify the employee earns a minimum number of hours, regardless of the time worked. Set an inflate minimum hours on the earn code and the employee will see the number of hours correctly on the timesheet, instead of assuming it will be inflated later.
Inflate Factor	The hours incurred will be multiplied by this factor. For example, Compensatory Time Earned (in lieu of overtime) is earned at a factor of 1.5. When the employee earns comp time, this setting will inflate the hours by a factor of 1.5 and all hours shown on the timesheet will be the inflated value. The employee will know the exact number of hours earned.
Counts as Regular Pay	Use this field to calculate the "Worked Hours" in the Time Summary. This flag can be used by implementing institutions to develop payroll extracts
Leave Plan	Employees with the indicated Leave Plan may have access to this Earn Code on their Leave Calendar and Time Sheet
Accrual Category	If a category is entered the usage is validated against the employee's balances.
Accrual Balance Action	Supports validating against the Accrual Category associated with the Earn Code and instruct if it adjusts the balance of that category. Usage should validate against the available balance subtract from the total. Adjustment would work without validation and add/subtract the entry.
Rounding Option	Used when calculating leave accruals and reporting.
Fractional time allowed	Define fractional unit of time used for reporting leave. Indicate number of decimals.

Field	Description
Usage Limit	Used to indicate what effect time or leave reported with this earn code has on usage limits.
Eligible for Accrual	Flag indicating this type of leave is eligible for accrual. This applies to all accrual categories the employee is eligible for.
Affect Pay	Flag indicating use of this earn code will affect the employee's pay and can be used by schools who are extracting data to their payroll system. When earn code is used, a notification is sent to approver and department admin.
Allow Scheduled Leave	Allow scheduling of leave on future leave calendars (i.e. weather related leave).
FMLA	FLMA Earn Code indicator. If Principal HR Attributes is flagged for FMLA, employee will have option to select this Leave Code.
Workman's Comp	Workman's Comp Earn Code indicator. If Principal HR Attributes is flagged for Workman's Comp, employee will have option to select this Earn Code.
Default Amount of Time	When a user selects earn code the specified amount of time will appear in the amount of leave taken. User can change the hours as needed once populated.
Allow Negative Accrual Balance	Allows usage to take the balance of the Accrual Category into the negative.

We separated Time and Leave attributes into different sections on Earn Code Maintenance Document to better organize the fields and make the GUI more user friendly.

Earn Code Document

Doc Nbr:  
Initiator:

Document Overview

hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

Earn Code Maintenance

hide

New

\* Effective Date:

\* Earn Code:

\* Description:

Roll up to Earncode:

\* Record Method:

\* Active:

Time Keeping Attributes

show

Leave Management Attributes

show

Notes and Attachments

show

Earn Code Maintenance Document

The screenshot shows the 'Earn Code Maintenance' document with the 'Time Keeping Attributes' section expanded. The 'New' tab is active, showing fields for:
 

- \* Effective Date: [calendar icon]
- \* Earn Code: [text field]
- \* Description: [text field]
- Roll up to Earncode: [text field]
- \* Record Method: [dropdown menu]
- \* Active: ☒

 Other sections visible include 'Document Overview' (with Description and Organization Document Number), 'Leave Management Attributes' (with show button), and 'Notes and Attachments (0)' (with show button).

Earn Code Maintenance Document - Time Keeping expanded

The screenshot shows the 'Earn Code Maintenance' document with the 'Leave Management Attributes' section expanded. The 'New' tab is active, showing fields for:
 

- Leave Plan: [text field]
- Accrual Category: [text field]
- Accrual Balance Action: ☒ None ☐ Usage ☐ Adjustment
- \* Rounding Option: ☒ Traditional ☐ Truncate
- \* Fractional time allowed: ☐ 99 ☐ 99.9 ☒ 99.99
- \* Usage Limit: ☒ Include ☐ Exclude
- \* Eligible for Accrual: ☒ Yes ☐ No
- \* Affect Pay: ☐ Yes ☒ No
- \* Allow Scheduled Leave: ☒ On ☐ Off
- \* FMLA: ☐ On ☒ Off
- \* Workman's Comp: ☐ On ☒ Off
- Default Amount of Times: [text field]
- \* Allow Negative Accrual Balances: ☐ On ☒ Off

 Other sections visible include 'Time Keeping Attributes' (with show button), 'Leave Management Attributes' (with hide button), and 'Notes and Attachments (0)' (with show button).

Earn Code Maintenance Document - Leave Management expanded

## Note

Earn Codes must have an Earn Code Security entry to appear on the calendars. If an Earn Code does not have an Earn Code Security entry it will not be displayed by default.

TODO: Define basic earn code(s) for use with other business objects

## Earn Code Security

TODO: Update mapping to reflect new or changed fields.

The Earn Code Security maintenance page is used to define which roles (employee, approver) see specific earn codes on the timesheet and/or Leave Calendar. This is definable at the department, salary group or location value. These fields are accept wild cards (%).

Formerly called Department Earn Code in Timekeeping.

**Table 1.14. Earn Code Security Fields**

Field	Description
Effective Date	The Effective date for which the earn code security rule will be effective. This date needs to be on/prior to the date the rule to takes effect. When editing, it will determine the date the new values go into effect.

Field	Description
Location	If a location is defined, only entries associated with a job record in this location will be subject.
Department	If a department is defined, only entries associated with a job record in this department will be subject.
Salary Group	If a salary group is defined, only entries associated with a job record in this salary group will be subject.
Earn Code	This is the code to define values for earn code.
Earn Code Type	Determines if Earn Code should be displayed on Timesheet, Leave Calendar, or Both.
Employee/Approver/Payroll Processor	The role checked can select the specified code on the time/leave entry box.
Active	Status of the department code rule, checked indicates Active, unchecked indicates Inactive. If the rule is being eliminated, insert a new effective dated row and uncheck the active box.

TODO: Define basic Earn Code Security for use with other objects

## Earn Code Group

TODO: Update mapping to reflect any new or changed fields.

The Earn Code Group maintenance page is used to define groupings of earn codes. In timekeeping, these groups are also used to define the summary sections on the timesheet and in the overtime rule setup page.

Earn Code Groups can also be used to alert the user with a warning or additional information needed when using certain earn codes on their timesheet or leave calendar.

**Table 1.15. Earn Code Group Fields**

Field	Description
Effective Date	The Effective date for which the department code rule will be effective. This date needs to be on/prior to the date the rule takes effect. When editing, it will determine the date the new values go into effect.
Earn Code Group	Text field used to identify the group.
Description	Text which describes the purpose of this grouping of earn codes.
Show on Summary	Text which describes the purpose of this grouping of earn codes.
Active	Status of the earn group, checked indicates Active, unchecked indicates Inactive. If the earn group is being eliminated, insert a new effective dated row and uncheck the active box.
Warning Text	Text entered into this field will display on calendars and approval pages when an employee uses an earn code belonging to this group

## Earn Code Group Definition

The Earn Code Group Definition Collection belonging to Earn Code Group Maintenance is used for associating specific earn codes with the group.

**Table 1.16. Earn Code Group Fields**

Field	Description
Earn Code	In the Earn Group Definitions section, add the earn codes to be included in this group.
Description	Read-only field that auto-populates with the description of the earn code

TODO: define basic earn code group for use with other objects

## Set up Calendars for leave and pay with leave entries

### Calendar

The system supports multiple pay cycles that are definable by start date/time and end date/time. This allows for institutions to define multiple pay and leave calendars such as monthly, semi-monthly, biweekly, or weekly. For example, an institution may define a pay period beginning at Noon on a Thursday which runs 2 weeks to Noon the following Thursday.

The Timekeeping and Leave Managements modules must allow for institutions to define calendars for which employees will report their time and leave. These calendars may or may not correspond to payroll calendars. For example, institutions may choose to define leave reporting calendars to be from the 15th of the month to the 15th of the following month while the payroll calendar may be from the 1st of the month to the 1st of the next month for the same employee.

The system can define calendars for Pay and Leave. These Calendars will be further defined by the Calendar Entries maintenance document with the reporting periods and also associated with employees on the Principal HR Attributes Maintenance Document.

**Table 1.17. Calendar Fields**

Field	Description
Calendar Name	Text field used to defined the calendar entry for Pay or Leave reporting periods.
Calendar Descriptions	Text field used to describe the calendar.
Calendar Type	Indicate calendar is to be used for Pay or Leave reporting periods.
FLSA Begin Day	This value determines the FLSA period for overtime calculations.
FLSA Begin Time	Time of day when FLSA period begins.

TODO: Define basic calendar(s) for use with other objects

### Calendar Entries

TODO: Add field mappings for Batch Payroll Approval

The system can define calendars for Pay or Leave. The Calendar Entry maintenance page defines the pay period (timesheet) and/or leave reporting period.

Entries must be created for a time period before a timesheet and/or leave calendar can be created.

**Table 1.18. Calendar Entries Fields**

Field	Description
Calendar Name	Calendar to be associated with Calendar Entries.
Begin Period Date/Time	Date period starts. This drives what calendar days show on the timesheet and/or leave calendar.
End Period Date/Time	Date period ends. This drives what calendars days show on the timesheet and/or leave calendar.
Batch Initiate Date/Time	Date batch should run to create timesheets and/or leave calendars for the reporting period.
Batch End Pay Period Date/Time	For Pay Calendar, date batch job should run to end all timeblocks for this pay period. This inserts clock outs at the end of the pay period, and clock ins at the beginning of the subsequent pay period.
Batch Employee Approval Date/Time	Date batch job should run to employee approve timesheets and/or leave calendars
Batch Supervisor Approval Date/Time	Date batch job should run to supervisor approve timesheets and/or leave calendars
Batch Payroll Approval Date/Time	Date batch job should run to payroll approve timesheets and/or leave calendars.

**Note**

To learn more about how to configure the batch Date/Time fields, please see the Batch Jobs documentation.

TODO: Define basic calendar entry for use with leave and time managment

## Pay Type

TODO: Provide field mapping for Pay Type, define basic object

**Table 1.19. Pay Type Fields**

Field	Description

## Position Base

TODO: Provide field mapping for Position Base, define basic object

**Table 1.20. Position Base Fields**

Field	Description

## Job

TODO: Provide field mapping for Job, define basic object

**Table 1.21. Job Fields**

Field	Description

## Assignment

TODO: Provide field mapping for Assignment, define basic object

**Table 1.22. Assignment Fields**

Field	Description

Field	Description

## Assignment Account

TODO: Provide field mapping for Assignment, define basic object

**Table 1.23. Assignment Fields**

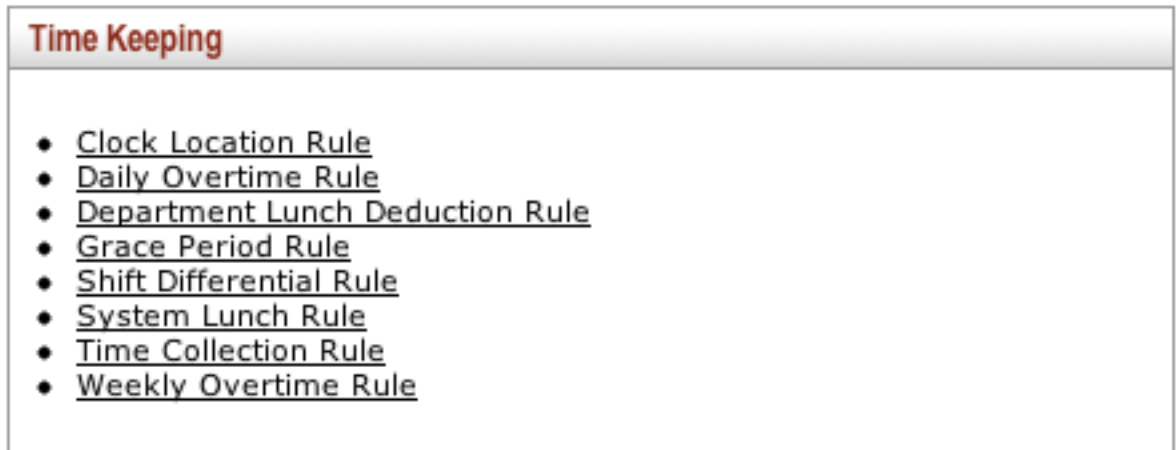
Field	Description



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# Chapter 2. Timekeeping Configuration

This chapter discusses all rules and configurations for Time keeping module of KPME. All rules and configurations can be accessed through maintenance documents listed under the **Timekeeping** section on the maintenance tab.



Timekeeping section on the application's maintenance tab.

Please note that most of the configurations in Time keeping module rely heavily on configurations made in the HR and payroll module and therefore cannot be completed without setting those up properly.

## Clock Location Rule

This feature enables administrators to restrict clock entry locations by defining approved IP addresses for Timekeeping use. Clock location rules can be set system wide, or as granular as a specific employee job record. In case of having more than one valid clock location rule for an assignment, the most specific rule for that assignment will be enforced by the system.

### Important

A clock location rule will not restrict the clock action from an unapproved IP but will add a note to the timesheet indicating that the clock action was from an "unapproved location".

Regardless of a rule, the IP address is captured on every clock action and can be seen on the Clock Log Inquiry page.

Table below shows fields used to record and maintain a clock location rule along with their description.

<b>Clock Location Rule Document</b> ?		<b>Doc Nbr:</b> 6738	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 02:33 PM 04/23/2013

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview [hide](#)

Document Overview

\* **Description:** Clock Location rule for helpdesks

Organization Document Number:

Explanation:

Clock Location Rule Maintenance [hide](#)

New

\* **Effective Date:** 04/23/2013

\* **Department Id:** BL-CHEM

\* **Work Area:** 1004

\* **Principal Id:** %

\* **Job Number:** %

\* **Active:** ☒

IP Addresses [hide](#)

New IP Address

\* **IP Address:** 156.56.170.%

add

[hide](#) IP Address

IP Address: 156.56.177.%

delete

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#)   [save](#)   [blanket approve](#)   [approve](#)   [disapprove](#)   [FYI](#)   [acknowledge](#)   [close](#)   [cancel](#)

Clock Location Rule Maintenance document

## Procedure 2.1. Setting up a clock location rule

- Go to Clock Location Rule Document Page by clicking on the link in Timekeeping section on the maintenance tab.
  - To create a new rule, click on the **create new** button on top right of the lookup page.
- On the **Document Overview** tab, Enter a short description of what you're going to do. For example: clock location rule for IU-UITs
  - You can also fill out the non-required fields for a brief explanation of the work you are doing or an organization document number for reference.
- On the next tab, Clock Location Rule Maintenance, all fields are required, however you can skip specifying any field by entering the '%' character as wild card.
- Enter a date by either selecting from the small calendar widget or manually writing it in the effective date text box.
- Enter a department ID to set the clock location for it. You can use the lookup to select a department by clicking the magnifying glass or enter the ID manually in the input field. You can also use '%' to generalize this rule to all departments.
- Enter a work area. You have the same options as in the previous step.
- Enter a principal ID to enforce your rule on only one employee or use '%' to cover all employees that match your other criteria.

8. Enter a job number.
9. Set the rule Active by checking the box. You can create a rule and leave the box unchecked. The rule will be created but will not be active and therefore will not affect employees' clock actions.
10. On the IP address tab, you need to specify an approved IP address. You can use the '%' character wildcard in any of the IP address sections, starting from the rightmost section, to cover a progressively larger set of addresses.
  - You can add multiple addresses by adding them one by one.
11. At this step, you've filled in all the required fields, so you can route your document by clicking submit button at the bottom of the page.
12. Make sure that your document is successfully submitted by looking for a message on top of the page saying **Document was successfully submitted..** In case of any errors, you will see red markers appearing next to the fields that are filled correctly.

Like any other documents in the system, submitting the document will place it in the workflow for further process. You can track the status of your document by looking it up through document search.

**Table 2.1. Clock Location Rule Document Fields**

fields	description
Effective Date	The Effective date for which the IP address validation will be effective. This date needs to be on/prior to the date the rule to takes effect. When editing, it will determine the date the new values go into effect.
Department	If a department is defined, only entries associated with a job in that department will be subject to IP address validation. Wild card of (%) is acceptable as input for this field. Validates against the department table.
Work Area	If a work area is defined, only entries associated with a job in this work area will be subject to IP address validation. Wild card of (%) is acceptable input. Validates against the work area table.
Principal ID	If a principal ID is defined, only this specific employee will be subject to IP address validation. Wild card of (%) is acceptable as input for this field.
Job Number	If a job number is defined, only this specific employees job will be subject to IP address validation. Wild card of (%) is acceptable as input.
IP Address	The IP Address to be used for validation. A wild card can be placed at the end of a partial IP address to represent a range of IP addresses. To grant exceptions to rules in effect, wild card the IP address field.
Active	Status of the IP validation rule, checked indicates Active, unchecked indicates Inactive.

### Tip

To eliminate a clock location rule, insert a new effective dated row for that rule and uncheck the active box on the rule to be eliminated.

## Daily Overtime Rule

The Daily Overtime Rule is used to define the parameters by which daily overtime is calculated. This calculation runs prior to the weekly overtime calculation and can be limited to specific populations by

pay type, location, dept, and work area. All of these parameters can be replaced by a wild card value (%) allowing the user to designate a rule at different levels.

DailyOvertimeRuleDocument ?	Doc Nbr:	38790	Status:	INITIATED
	Initiator:	admin	Created:	04:53 PM 07/14/2011

\* required field

Document Overview

Document Overview

\* Description:

Organization Document Number:

Explanation:

Daily Overtime Rule Maintenance

New

\* Effective Date:

\* Location:

\* PayType:

\* Department:

\* Work Area:

\* Max. Gap Minutes:

\* Shift Hours:

\* Active:

☒

\* Convert to Earncode:

\* Convert from EarnGroup:

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

Daily Overtime Rule Maintenance Document

## Procedure 2.2. Setting up a Daily Overtime Rule

1. Put in a short description of the daily overtime rule you are creating.
2. Pick a date that you want your new rule to be effective from.
3. Select a Location for your rule. If a location is defined, only jobs in that exact location will be subject to daily overtime rule.
4. Select a pay type. If a pay type is defined, only entries associated with a job of this pay type will be subject to the defined overtime rule.
5. Select a Department. If a department is defined, only entries associated with a job in this department will be subject to the this rule.
6. Select a work area. If a work area is defined, only entries associated with a job that has this work area will be subject to this rule.
7. Enter a maximum gap of time in minutes that is allowed before daily overtime is considered invalid. This field is explained in more detail later in this document.
8. Enter the number of hours which, if exceeded, result in daily overtime.
9. Check the box if you want your rule to be active. Unchecked means that the rule is not active. You can still create the rule, even if you leave it as inactive.

10. In "Convert to Earn Code" you specify the earn code which hours will be converted to as overtime.

### Important

Only earn codes that are designated as an Overtime Earn Code can be used

11. In "Convert from Earn Group", select an earn group which contains the list of earn codes that are summed to the daily max hours to be converted to overtime.
12. Route your rule document by clicking submit button at the bottom of the page.

The table below lists all fields on the Daily Overtime Rule Document along with their descriptions.

**Table 2.2. Daily Overtime Rule Document fields**

fields	description
Effective Date	Effective date for which the daily overtime rule will be effective. This date needs to be on/prior to the date the rule to takes effect. When editing, it will determine the date the new values go into effect.
Location	If a location is defined, only entries associated with a job in this location will be subject to the defined rule. Validates against the location table.
Department	If a department is defined, only entries associated with a job in this department will be subject to the defined rule. Validates against the department table.
Work Area	If a work area is defined, only entries associated with a job that has this work area will be subject. Validates against the work area table.
Max Gap Minutes	Used to identify a maximum gap of time in minutes that is allowed before daily overtime is considered invalid. For example, a rule that states daily overtime is given for working over 8 hours with a max gap of 30 minutes implies that employee must work a total of 8 hours in the day and have a gap of no more than 30 minutes in the reporting of those hours to be eligible.
Shift Hours	The number of hours which, if exceeded, result in daily overtime.
Convert to Earn Code	The earn code which hours will be converted to as overtime. Only earn codes that are designated as an Overtime Earn Code can be used (see Earn Code Maintenance Document).
Convert from Earn Group	The earn group defined (using the Earn Group maintenance doc) which contains the list of earn codes that are summed to the daily max hours to be converted to overtime.
Active	Status of the rule, checked indicates Active, unchecked indicates Inactive. If the rule is being eliminated, insert a new effective dated row and uncheck the active box on the existing row.

## Weekly Overtime Rule

The Weekly Overtime Rule defines the steps necessary to calculate weekly overtime. This maintenance document page allows the user to establish which earn codes count towards the calculation of overtime hours, what overtime earn code to use and where the overtime hours should be applied. This maintenance document is different because there is only one Weekly Overtime rule in effect at a time.

## Note

There is no create new link, the link directs straight to the page to add steps to or edit the existing steps.

<b>Weekly Overtime Rule Group Document</b> ?		<b>Doc Nbr:</b> 6744	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 04:51 PM 04/23/2013

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview [hide](#)

Document Overview

\* Description:

Organization Document Number:

Explanation:

Weekly Overtime Rules [hide](#)

New Weekly Overtime Rule

\* Effective Date:

04/23/2013

\* Max Hour Earn Group:

OTE

\* Convert from Earn Group:

OTE

\* Convert to Earn Code:

OVT

\* Step:

1

\* Max Hours:

40

\* Active:

☒

add

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#)
[save](#)
[blanket approve](#)
[approve](#)
[disapprove](#)
[FYI](#)
[acknowledge](#)
[close](#)
[cancel](#)

Weekly Overtime Rule Maintenance Document

### Procedure 2.3. Setting up a weekly overtime rule

1. Put in a short description of the weekly overtime rule you are creating.
2. Pick a date that you want your new rule to be effective from.
3. Enter the earn group you have defined to use for this rule using **earn group maintenance document**. You can use the lookup widget to find the right earn group.
4. In "Convert from Earn Group", select an earn group which contains the list of earn codes to be converted to overtime.
5. In "Convert to Earn Code" specify the earn code which hours will be converted to as overtime.

## Important

Only earn codes that are designated as an Overtime Earn Code can be used

6. Enter the step number. You can have multiple steps for a weekly overtime rule and use different earn codes for each step.
7. Enter the maximum number of hours you want to allow for overtime calculation in each FLSA period.
8. Check the box if you want your rule to be active. Unchecked means that the rule is not active. You can still create the rule, even if you leave it as inactive.

9. Route your rule document by clicking submit button at the bottom of the page.

## Important

If there is only one step in weekly overtime calculation, the **Convert from Earn Group** will be the same as **Max Hour Earn Group**. If there are multiple steps in overtime calculation, the 'convert from earn group' will be an earn group which is a subset of the 'max hours earn group'.

Clock
Time Detail
Leave Calendar
Person Info
Help

Year 2013  
Current Pay Period 05/12/2013 - 05/25/2013

May 2013

Current Pay Period  
Actual Time Inquiry

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	13 ISU-TEST-TASK 101 08:00 AM - 05:00 PM RGH - 9.00 hours	14 ISU-TEST-TASK 101 08:00 AM - 05:00 PM RGH - 9.00 hours	15 ISU-TEST-TASK 101 08:00 AM - 05:00 PM RGH - 9.00 hours	16 ISU-TEST-TASK 101 08:00 AM - 05:00 PM RGH - 9.00 hours	17 ISU-TEST-TASK 101 08:00 AM - 05:00 PM RGH - 4.00 hours OVT - 5.00 hours	18
19	20	21	22	23	24	25

Submit for Approval

**Summary**

	Sun 05/12	Mon 05/13	Tue 05/14	Wed 05/15	Thu 05/16	Fri 05/17	Sat 05/18	Week 1	Sun 05/19	Mon 05/20	Tue 05/21	Wed 05/22	Thu 05/23	Fri 05/24	Sat 05/25	Week 2	Period Total
Worked Hours:	0.00	9.00	9.00	9.00	9.00	9.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
RGH: Regular- Hourly																	
ISU-TEST : \$10.00 Rcd 0 ISUDEPT TASK 101		9.00	9.00	9.00	9.00	4.00		40.00									40.00
Regular Hours		9.00	9.00	9.00	9.00	4.00		40.00									40.00
OVT: Overtime																	
ISU-TEST : \$10.00 Rcd 0 ISUDEPT TASK 101						5.00		5.00									5.00
Overtime Hours						5.00		5.00									5.00

An overtime block is created on this timesheet on Friday. The Maximum hours was set to 40 so any extra hours after 40 are converted to Overtime.

**Table 2.3. Weekly Overtime Rule Document fields**

field	description
Effective Date	Effective date for which the Weekly Overtime Rule will be effective. This date needs to be on or prior to the date the rule is to take effect. When editing, it will determine the date the new values go into effect.
Max Hours Earn Group	The earn group defined (using the Earn Group maintenance document) to represent the codes which count towards the calculation of overtime.
Convert from Earn Group	The earn group defined to represent the earn codes to be converted to overtime.
Convert to Earn Code	The default earn code which other earnings will be converted to (ex: OVT). Only earn codes that are designated as an Overtime Earn Code can be used (see Earn Code Maintenance Document). This earn code is used for overtime hours unless the Work Area for the Assignment has a designated Default Overtime Earn Code (see Work Area Maintenance Document).
Step	This enables the definition of multiple steps in the hours conversion for overtime.
Max Hours	Define the maximum hours in an FLSA period for overtime calculation (For example: 40)

# Department Lunch Deduction Rule

The Department Lunch Deduction rule is used to define automatic lunch deductions. This rule only applies to clock entry employees and rules can be set system wide, or as granular as a specific employee job record. The most specific rule for a given assignment will be enforced. Employees subject to the automatic lunch time deduction will not see the **lunch in/out** buttons (even if that system setting is enabled).

<b>Department Lunch Rule Document</b> ?		<b>Doc Nbr:</b> 6839	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 11:34 PM 05/06/2013

[expand all](#)
[collapse all](#)
  
 \* required field

Document Overview [hide](#)

Document Overview

\* Description:

Organization Document Number:

Explanation:

Department Lunch Rule Maintenance [hide](#)

New

\* Effective Date:

\* Department:

\* Work Area:

\* Principal Id:

\* Job Number:

\* Lunch Deduction Minutes:

\* Shift Hours:

\* Active:

☒

\* User Principal Id:

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#)
[save](#)
[blanket approve](#)
[approve](#)
[disapprove](#)
[FYI](#)
[acknowledge](#)
[close](#)
[cancel](#)

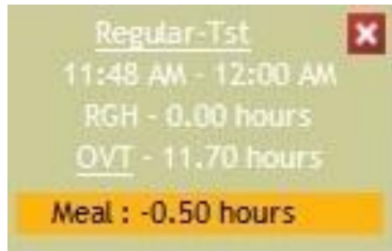
Department Lunch Deduction Rule Maintenance document

## Procedure 2.4. Setting up a department lunch deduction rule

1. Put in a short description of the lunch reduction rule you are creating.
2. Pick a date that you want your new rule to be effective from.
3. Select a Department. If a department is defined, only entries associated with a job in this department will be subject to the this rule.
4. Select a work area. If a work area is defined, only entries associated with a job in this work area will be subject to this rule.
5. If you want to apply this rule to only one user, enter their principal ID in the form. You can use the lookup widget to do this. To leave this field as general as possible, simply enter a wildcard character (%) as principal ID. That means all users that match your other criteria.
6. If you are creating this rule for one specific employee, you can define a job number to only apply the rule to one specific job. If a principal id is not specified simply use a wildcard character (%).
7. Next, enter the number of minutes you want the system to deduct as lunch time. (For example: 30)
8. Enter the number of hours that the system should consider as a work shift to apply this lunch deduction rule. (For example: 6)



9. Check the box if you want your rule to be active. Unchecked means that the rule is not active. You can still create the rule, even if you leave it as inactive.
10. Submit the document after filling out all required fields.



This is how a lunch deduction appears on an employee's timesheet

**Table 2.4. Department Lunch Deduction Rule Document fields**

field	description
Effective Date	The Effective date for which the automatic lunch deduction rule will be effective. This date needs to be on/prior to the date the rule is to take effect. When editing, it will determine the date the new values go into effect.
Department	If a department is defined, only entries associated with a job in this department will be subject to the automatic lunch deduction. Wild card of (%) is acceptable as input.
Work Area	If a work area is defined, only entries associated with a job in this work area will be subject to the automatic lunch deduction. Wild card of (%) is acceptable as input.
Principal ID	If a principal ID is defined, only this specific employee will be subject to the automatic lunch deduction. Wild card of (%) is acceptable as input.
Job Number	If job number is defined, only this specific employees job will be subject to the automatic lunch deduction. Wild card of (%) is acceptable as input.
Lunch Deduction Minutes	The amount of minutes to be deducted as a lunch.
Shift Hours	The number of hours which must be met in order for the deduction to occur.
Active	Status of the automatic lunch deduction rule, checked indicates Active, unchecked indicates Inactive.
User Principal ID	User which set up the lunch rule.

## Tip

To eliminate an existing rule, insert a new effective dated row and uncheck the active box on the existing rule.

## Note

To show departmental lunch deductions on the timesheet, add a new Earn Code LUN with a Record Method of Hours.

# Grace Period Rule

The Grace Period Rule is an optional rule that results in the system rounding clock in/outs times based on the chosen factor. This rule rounds up and down based on the clock action time. The benefit of having a grace period rule is that it eliminates small fractions of time and makes calculations less complicated for those employees trying to reach standard hours for the week. It also alleviates the rush to clock in or out right on the hour.

<b>Grace Period Rule Document</b> ?		<b>Doc Nbr:</b> 6840	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 11:50 PM 05/06/2013

[expand all](#)
[collapse all](#)
  
 \* required field

Document Overview [hide](#)

Document Overview

\* Description:

Organization Document Number:

Explanation:

Grace Period Rule Maintenance [hide](#)

New

\* Effective Date:

\* Minutes:

\* Active: ☒

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#)
[save](#)
[blanket approve](#)
[approve](#)
[disapprove](#)
[FYI](#)
[acknowledge](#)
[close](#)
[cancel](#)

Grace Period Rule Maintenance document

## Procedure 2.5. Setting up a grace period rule

1. Put in a short description of the grace period you are creating.
2. Pick a date that you want your new grace period to be effective from.
3. Enter the minutes that will define the grace period. As you can see in the table below, the minute entered will become the fourth value in a range of six minutes that comprise the grace period.
4. Check the box if you want your grace period to be active. Unchecked means that the rule is not active. You can still create the rule, even if you leave it as inactive.
5. Submit the document after filling out all required fields.

**Table 2.5. Grace period rule**

Rounded Time	Actual Clock in time
:00	:57, :58, :59, <b>:00</b> , :01, :02
:06	:03, :04, :05, <b>:06</b> , :07, :08
:12	:09, :10, :11, <b>:12</b> , :13, :14
:18	:15, :16, :17, <b>:18</b> , :19, :20
:24	:21, :22, :23, <b>:24</b> , :25, :26
:30	:27, :28, :29, <b>:30</b> , :31, :32
:36	:33, :34, :35, <b>:36</b> , :37, :38

Rounded Time	Actual Clock in time
:42	:39, :40, :41, <b>:42</b> , :43, :44
:48	:45, :46, :47, <b>:48</b> , :49, :50
:54	:51, :52, :53, <b>:54</b> , :55, :56

## Shift Differential Rule

The Shift Differential Rule defines rules for assigning shift differentials. This rule applies shift automatically to earn codes when clock times are specified. If an earn code is entered with an hours amount (ex: Sick), the rule would not assign shift. Rules can be set system wide, or on specific populations (most specific rule for that assignment will be enforced). The rule will add a specified earn code to the eligible shift hours. Different earn codes are needed to result in different shift amounts (e.g. each earn code attached to a shift rule has its own associated rate for payment in Payroll). The shift differential rule only assigns the additional earnings codes to shift hours within the specified shift time period. Any hours outside of the shift period will not be assigned shift.

<b>Shift Differential Rule Document</b> ?	<b>Doc Nbr:</b> 6841	<b>Status:</b> INITIATED
	<b>Initiator:</b> admin	<b>Created:</b> 11:54 PM 05/06/2013

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview ▼ hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

Shift Differential Rule Maintenance ▼ hide

New

\* Effective Date:

\* Location:

\* Salary Group:

\* Pay Grade:

\* Earn Code:

\* From Earn Group:

\* Begin Time (00:00 AM): 07:00 PM

\* End Time (00:00 AM): 07:00 PM

\* Min. Hours: 0

Sunday: ☐

Monday: ☐

Tuesday: ☐

Wednesday: ☐

Thursday: ☐

Friday: ☐

Saturday: ☐

\* Max. Gap Minutes: 0

User Principal Id:

Active: ☐

\* Pay Calendar Group:

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

Shift Differential Rule Maintenance document

### Procedure 2.6. setting up a shift differential rule

1. Put in a short description of the shift differential rule you are creating.

2. Pick a date that you want your rule to be effective from.
3. Enter a Location for your rule. If a location is defined, only jobs in that exact location will be subject to shift differential rule. You can also use a wildcard character (%) to cover all locations.
4. Enter a salary group to limit this rule only to this salary group. You can also use a wildcard character (%) to cover all salary groups.
5. Enter a valid pay grade. If it is defined, only jobs with this pay grade will be subject to this rule. You can also use a wildcard character (%) to cover all pay grades.
6. Enter the earn code to be applied to an eligible shift.
7. Enter the earn code group that represents earn codes that will be converted to Shift Differential Earn Code.
8. Enter the begin time for an eligible shift.
9. Enter the end time for an eligible shift.
10. Enter the minimum number of hours a shift should be in order to qualify for shift differential.
11. Check the week days that are eligible for shift differential.
12. Enter the maximum number of minutes which can separate time blocks and still qualify as an eligible shift.
13. Check the box if you want your rule to be active. Unchecked means that the rule is not active. You can still create the rule, even if you leave it as inactive.
14. Enter the Pay Calendar Group record that defines the FLSA period.
15. Submit the document after filling out all required fields.

DOCUMENT STATUS: SAVED

Clock **Time Detail** Person Info Help

Year 2013

Current Pay Period 05/12/2013 - 05/25/2013

May 2013

[Current Pay Period](#)  
[Actual Time Inquiry](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	13 <div style="background-color: #d3d3d3; padding: 2px; font-size: x-small;">Tst WA 1 12:00 PM - 08:00 PM RGN - 8.00 hours SFT1 - 7.00 hours</div>	14	15	16	17	18
19	20	21	22	23	24	25

Submit for Approval

**Summary**

	Sun 05/12	Mon 05/13	Tue 05/14	Wed 05/15	Thu 05/16	Fri 05/17	Sat 05/18	Week 1	Sun 05/19	Mon 05/20	Tue 05/21	Wed 05/22	Thu 05/23	Fri 05/24	Sat 05/25	Week 2	Period Total
<b>Worked Hours:</b>	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
RGN: Regular-BW1																	
Tst WA 1 : \$1.00 Rcd 0 TST-DEPT		8.00						8.00									8.00
Regular Hours		8.00						8.00									8.00
SFT1: Shift 1																	
Tst WA 1 : \$1.00 Rcd 0 TST-DEPT		7.00						7.00									7.00
Other		7.00						7.00									7.00

An example of a shift differential time block can be seen on this Timesheet.

**Table 2.6. Shift Differential Rule**

field	description
Effective Date	The effective date which the shift differential rule will be effective. This date needs to be on or prior to the date the rule is to take effect.
Location	If a location is defined, only entries associated with a job in this location will be subject to the shift rule. Wild card of (%) is acceptable as input.
Salary Group	If a salary group is defined, only entries associated with a job in this salary group will be subject to the shift rule. Wild card of (%) is acceptable as input.
Pay Grade	If a pay grade is defined, only entries associated with a job in this pay grade will be subject to the shift rule. Wild card of (%) is an acceptable input.
Earn Code	The earn code that will be applied to the eligible shift.
From Earn Group	The earn group defined to represent the earn codes to be converted to <i>Shift Differential Earn Code</i> .
Begin Time	The beginning time of the eligible shift.
End Time	The end time of the eligible shift. This could be on the following day if the eligible shift is overnight.
Minimum Hours	The minimum number of hours a shift must be in order to qualify for shift differential. A zero in this field would mean that there is no minimum shift requirement.
Sun-Sat check boxes	Check which days are eligible for shift differential.
Maximum Gap Minutes	The maximum number of minutes which can separate time blocks and still qualify as an eligible shift.
User Principal ID	User that set up the shift rule.
Active	Status of the shift differential rule, checked indicates Active, unchecked indicates Inactive.
Calendar Group	Pay Calendar record that defines the FLSA period.

## System Lunch Rule

System lunch rule is a system level setting which determines if the “Take Lunch” and “Return from Lunch” buttons display for clock entry employees. If the employee is subject to a lunch deduction rule, no lunch buttons will be displayed.

<b>System Lunch Rule Document</b> ?		<b>Doc Nbr:</b> 6842	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 11:58 PM 05/06/2013

[expand all](#)   [collapse all](#)   \* required field

Document Overview [hide](#)

Document Overview

\* Description:

Organization Document Number:

Explanation:

System Lunch Rule Maintenance [hide](#)

New

\* Effective Date:

\* Show Lunch Button: ☐

Active: ☐

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#)   [save](#)   [blanket approve](#)   [approve](#)   [disapprove](#)   [FYI](#)   [acknowledge](#)   [close](#)   [cancel](#)

System Lunch Rule Maintenance document

**Table 2.7. Fields on System Lunch Rule Document**

field	description
Effective Date	Effective date for which the system lunch rule will be effective. This date needs to be on or prior to the date of the rule to take effect.
Show Lunch Button	When checked, Lunch buttons will be presented
Active	Status of the rule, checked indicates Active, unchecked indicates Inactive.

## Tip

To eliminate a system lunch rule, insert a new effective dated row and uncheck the active check box on the existing row.

# Time Collection Rule

The Time Collection Rule maintenance page is used to define how employees record time, via clock entry or manual entry. This rule can be defined at various levels including at a system level. The timesheet shows the clock tab for entry if the most specific rule for that assignment is marked as a clock user.

**Time Collection Rule Document**

Doc Nbr: 3341

Status: INITIATED

Initiator: admin

Created: 12:07 PM 10/15/2013

expand all

collapse all

\* required field

Document Overview

hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

Time Collection Rule Maintenance

hide

New

\* Effective Date:

\* Department:

\* Work Area:

\* Pay Type:

Clock User:

User Principal Id:

\* Active:

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

submit

save

blanket approve

close

cancel

Time Collection Rule Maintenance document

**Table 2.8. Time Collection Rule Document Fields**

Field	Description
Effective Date	The Effective date for which the time collection rule will be effective. This date needs to be on or prior to the date of the rule to take effect.
Department	Department the time collection rule is associated with. A wild card (%) can be provided indicating the rule is in effect for all departments.
Work Area	Work area the time collection rule is associated with. A wild card (%) can be provided indicating the rule is in effect for all work areas.
Pay Type	
Clock User	If this box is checked, clock entry will be required for recording time based on the department and work area values provided above.
User Principal ID	Auto populated by the Principal ID of user who created the rule.
Active	Status of the Time Collection Rule, checked indicates Active, unchecked indicates Inactive.

# Chapter 3. Leave Management Administrative Tools

## Accrual Category

AccrualCategoryDocument

Doc Nbr: 6612

Status: INITIATED

Initiator: admin

Created: 06/02 PM 04/04/2013

expand all

collapse all

\* required field

Document Overview

hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

AccrualCategory Maintenance

hide

New

\* Effective Date:

\* Accrual Category:

Description:

\* Leave Plan:

\* Accrual Earn Interval:

☐ Daily

☐ Weekly

☐ Pay Calendar

☐ Semi-Monthly

☒ Monthly

☐ No Accrual

\* Proration:

☒ On

☐ Off

\* Unit Of Time:

☐ Days

☒ Hours

\* Min Percent Worked to Earn Accrual:

0.00

\* Donation:

☐ Yes

☒ No

\* Show On Grid:

☒ Yes

☐ No

\* Default Earn Code:

\* Category Has Rules:

☐ Yes

☒ No

\* Active:

☒

AccrualCategory Rules

show

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

submit

save

blanket approve

approve

disapprove

FYI

acknowledge

close

cancel

Accrual Category Maintenance Document

**Table 3.1. Accrual Category Fields :**

Field	Description
Effective Date	Date the override will go into effect.
Accrual Category	Short code used to identify the accrual category.
Description	Text description for the accrual category.
Leave Plan	Leave Plan under which the accrual category will reside.
Accrual Earn Interval	An interval of time that should pass, if any, between accruals.
Proration	On/Off flag used to pro-rate accruals for partial earn intervals.
Unit of Time	The units associated with accruals. Either days or hours.
Min Percent Worked to Earn Accrual	Defines a minimum percentage of an accrual interval needed in terms of time worked, in order to receive some accrual under this category.
Donation	Flag indicating whether this accrual category is eligible for donations.
Show on Grid	Yes/No Flag indicating whether the accrual category is to appear on time sheets and/or Leave Calendars within summaries.
Default Earn Code	The underlying earn code used to report leave under this accrual category.
Category Has Rules	Yes/No flag indicating whether the accrual category has associated rules.



Field	Description
Active	Flag indicating activity. If checked, 'Y', indicates the record will become active as of the effective date. If unchecked, 'N', indicates the record is to become inactive as of the effective date.

## Accrual Category Rule

**AccrualCategoryDocument**

**Doc Nbr:** 6612 **Status:** INITIATED  
**Initiator:** admin **Created:** 06/02 PM 04/04/2013  
[expand all](#) [collapse all](#)  
\* required field

Document Overview [hide](#)

Document Overview

\* Description:

Organization Document Number:

Explanation:

AccrualCategory Maintenance [show](#)

AccrualCategory Rules [hide](#)

New Accrual Category Rule

Service Unit Of Time: ☐ Years ☒ Months

\* Start:

\* End:

\* Accrual Rate:

\* Max Bal Flag: ☐ Yes ☐ No

Max Balance:

Max Balance Action Frequency: ☐ Leave Approve ☐ Year End ☐ On Demand

Action at Max Balance: ☐ Transfer ☐ Payout ☐ Lose

Max Balance Transfer to AccrualCategory:

Max Balance Transfer ConversionFactor:

Max Transfer Amount:

Max Payout Amount:

Max Payout EarnCode:

Max Usage:

Max CarryOver:

Active: ☒

[add](#)

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [blanket approve](#) [approve](#) [disapprove](#) [FYI](#) [acknowledge](#) [close](#) [cancel](#)

### Accrual Category Rule Maintenance

Accrual Category Rule's are maintained within Accrual Category Maintenance. In order to define a rule, the owning Accrual Category must indicate 'Yes' for Category Has Rules.

**Table 3.2. Accrual Category Fields :**

Field	Description
Service Unit of Time	Unit of time associated with the start and end fields.
Start	When added to an employee's service date, defines the start of the service interval under which this rule will be in effect. There should be no gaps nor overlap when defining more than one rule. 0 (Zero) is a valid entry for Start.
End	When added to an employee's service date, defines the end of the service interval under which this rule will no longer be in effect. There should be no gaps nor overlap when defining more than one rule.
Accrual Rate	The amount of leave that will accrue over a full Accrual Earn Interval, defined on the Accrual Category. This value uses the units supplied in the Accrual Category's Unit of Time field. NOTE: This is NOT the Accrual Category Rule's 'Service Unit of Time' field.
Max Bal Flag	Yes/No flag used to indicate that a maximum balance limit will be in effect during this rules service interval.

32

Field	Description
Max Balance	The maximum balance allowed for the accrual category while the employee resides within this rule's service interval. This is a required field if Max Bal Flag is set to 'Yes'.
Max Balance Action Frequency	Defines a frequency with which an Action at Max Balance may occur; Leave Approve - once at the end of every leave period, Year End - once at the end of the leave plan's calendar year. On-Demand - at the employee's discretion.
Action at Max Balance	Provides three options; Transfer, Payout or Lose (forfeit). This action should occur with the given frequency only if an employee has exceeded the Max Balance as of the end of the frequency period.
Max Balance Transfer to Accrual Category	If 'Transfer' is selected action, the transaction will place the converted leave amount into the supplied Max Balance Transfer to Accrual Category, and will be made available for use via the Max Balance Transfer to Accrual Category's default earn code.
Max Balance Transfer Conversion Factor	A conversion factor used to adjust the actual amount credited to the Max Balance Transfer to Accrual Category.
Max Transfer Amount	Optionally defines a maximum amount that the employee is allowed to transfer when conducting a transfer.
Max Payout Amount	Optionally defines a maximum amount that the employee is allowed to pay out when conducting a payout
Max Payout Earn Code	if 'Payout' is selected action, the transaction will place the un-converted leave amount into the supplied Max Payout Earn Code. This code will likely be in tight relationship to payroll.
Max Usage	The given amount, in the accrual category's Unit of Time, places a ceiling on the amount of leave an employee is allowed to used over the leave plan's calendar year.
Max Carryover	The given amount, in the accrual category's Unit of Time, places a ceiling on the amount of leave an employee is allowed to carryover into a subsequent leave plan calendar year.
Active	Flag indicating activity. When checked, 'Y', the rule will be effective as of the Accrual Category's effective date. Any employee who's service amount falls within the start and end dates [end date exclusive] shall be included under this rule. When unchecked, 'N', the record shall become inactive as of the Accrual Category's effective date.

For a detailed examination of Accrual Category Rules including configuration examples, please consult the [Leave Management Configuration](#) guide.

# Balance Transfer

Balance Transfer Document

Doc Nbr: 6964

Status: INITIATED

Initiator: admin

Created: 10:07 AM 05/10/2013

expand all

collapse all

\* required field

Document Overview

hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

Balance Transfer Maintenance

hide

New

\* Effective Date:

\* Principal ID:

\* Transfer From Accrual Category:

\* Transfer Amount:

Forfeited Amount:

\* Transfer To Accrual Category:

Amount Transferred:

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

submit

save

blanket approve

close

cancel

## The Balance Transfer Maintenance Document

Department, Location, and System Administrators have access to create and view Balance Transfer maintenance documents. Admins can access this document to perform transactions that are not triggered by the Accrual Category's Max Balance limit. A new balance transfer record will create up to three leave blocks on the employee's leave calendar as of the record's effective date.

**Table 3.3. Balance Transfer fields :**

Field	Description
Effective Date	Date the balance transfer will go into effect.
Principal ID	Identifier of the employee.
Transfer From Accrual Category	The Accrual Category to transfer the amount from.
Transfer Amount	The amount to transfer.
Forfeited Amount	The computed amount that will be forfeited.
Transfer To Accrual Category	The Accrual Category to transfer the amount to.
Amount Transferred	The final amount transferred.

# Employee Override

Employee Override Document ?

Doc Nbr: 6968

Status: INITIATED

Initiator: admin

Created: 10:22 AM 05/10/2013

expand all

collapse all

\* required field

Document Overview

hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

Employee Override Maintenance

hide

New

\* Effective Date:

\* Principal Id:

Name:

\* Leave Plan:

\* Accrual Category:

\* Override Type:

☐ Max Balance
☐ Max Transfer Amount
☐ Max Payout Amount
☐ Max Usage
☐ Max Annual Carryover

Override Value:

Description:

\* Active:

☒

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

submit

save

blanket approve

approve

disapprove

FYI

acknowledge

close

cancel

## The Employee Override Maintenance Document

The system will allow for the ability to override the Accrual Category limits, such as usage, carryover, transfer or payout, for an individual employee. The system will check to see if the employee has an exception every time the logic is executed for

- Max Balance – The system will use the indicated override value as the Accrual Category’s max balance.
- Max Transfer/Payout Amount – When a balance transfer transaction is preformed the limit for the maximum amount available to transfer or payout will be the indicated override value.
- Max Usage – On the employee’s leave calendar, when adding usage leave blocks the override value will be used to verify that the limit has not been exceeded. On the leave calendar summary grid, the override value will appear in the max usage column for the Accrual Category.
- Max Annual Carryover – Annually, the max carryover is processed with approving the final leave calendar for the year. The override value will be used when processing the annual carry over leave block.

## Note

No limit is needed for any of the override types. For example, if the override type of Max Usage and the Override Value is blank, the system will not apply a usage limit for this employee’s accrual category that typically has a usage limit.

**Table 3.4. Employee Override fields :**

Field	Description
Effective Date	Date the override will go into effect.
Principal ID	Identifier of the employee.
Leave Plan	Leave Plan associated with the Principal ID and Accrual Category.
Accrual Category	Text field used to identify the Accrual Category the override will be applied to.
Type of Override	Accrual Category limit that should be used for the Employee.

Field	Description
Override Value	The new limit value to be used for the Accrual Category.
Description	Text field used to describe the reason for the override.
Active	Status of the Override.

## Note

Access will be restricted to System Admins.

# Leave Adjustment

Leave Adjustment Document

Doc Nbr: 6969 Status: INITIATED  
Initiator: admin Created: 10:25 AM 05/10/2013

expand all collapse all  
\* required field

Document Overview

\* Description:   
Organization Document Number:  Explanation:

Leave Adjustment Maintenance

New

\* Effective Date:   
\* Principal ID:   
\* Leave Plan:   
\* Accrual Category:   
\* Earn Code:   
\* Adjustment Amount: 0.0  
\* Description:

Notes and Attachments (0)   
Ad Hoc Recipients   
Route Log

## The Leave Adjustment Maintenance Document

Ability to modify a employee's earn code accrual balance. Restricted to System Admins or Department Admins with options to either create new or view existing donation records. On submit, a leave block will be generated and displayed on their leave calendar.

An employee new to the system may have existing leave time from previous service. To apply those hours to the employee's new leave plan and accrual categories, Leave Adjustment document for each accrual category can be create to adjust the employee's balances to reflect the existing hours.

**Table 3.5. Leave Adjustment fields :**

Field	Description
Effective Date	Date the adjustment will go into effect.
Principal ID	Identifier of the employee.
Leave Plan	Leave Plan associated with the Principal ID and Accrual Category.
Accrual Category	Text field used to identify the Accrual Category the adjustment will be.
Earn Code	Earn Code associated with the Accrual Category and leave adjustment.
Adjustment Amount	The value of the leave adjustment, positive or negative.
Description	Text field used to describe the reason for the adjustment.

## Note

An employee will not have ability to modify their own leave balances.

# Leave Donation

Leave Donation Document ?

Doc Nbr: 6970 Status: INITIATED  
Initiator: admin Created: 10:27 AM 05/10/2013

expand all collapse all  
\* required field

Document Overview hide

Document Overview

\* Description:   
Organization Document Number:  Explanation:

Leave Plan Maintenance hide

New

\* Effective Date:    
\* Donor's Principal ID:    
\* Donated Accrual Category:    
\* Donated Earn Code:    
\* Amount Donated:  0.0  
\* Recipient's Principal ID:    
\* Recipient's Accrual Category:    
\* Recipient's Earn Code:    
\* Amount Received:  0.0  
\* Description:   
Active: ☒

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve approve disapprove FYI acknowledge close cancel

## The Leave Donation Maintenance Document

Employee's may donate leave to another employee. The donation transaction is done by the system admin with option to create new or view existing donation records. On submit leave blocks are generated for both recipient and donor that will display on their leave calendar. Leave donation may or may not be prorated according to the donor and recipient's salary. Amount Donated and Amount Received must be manually entered and is what will be removed/added from the designated Accrual Categories.

**Table 3.6. Leave Donation fields :**

Field	Description
Effective Date	Date the Donation transaction will go into effect.
Donor's Principal ID	Identifier of the employee donating leave.
Donation Accrual Category	Accrual Category associated with the donated Leave.
Donation Earn Code	A leave block indicating the amount donated will be recorded with this earn code.
Amount Donated	The amount of accrued leave to be donated. Subtracted from the Donated Leave Accrual Category.
Recipient's Principal ID	Identifier of the employee receiving the donated leave.
Recipient's Accrual Category	Accrual Category the donated Leave will be accrued to.
Recipient's Earn Code	The donation accrual leave block will be recorded with this earn code.
Amount Received	The amount of accrued leave to be received. Added to the Recipient's Leave Accrual Category.
Description	Text field used to describe the reason for the Leave Donation.

# Leave Payout

Leave Payout Document

Doc Nbr: 6978

Status: INITIATED

Initiator: admin

Created: 10:35 AM 05/10/2013

expand all

collapse all

\* required field

Document Overview

hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

Leave Payout Maintenance

hide

New

\* Principal Id:

\* Earn Code:

\* Effective Date:

\* Payout From Accrual Category:

\* Payout Amount:

0.0

Forfeited Amount:

0.0

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

submit

save

blanket approve

close

cancel

The Leave Payout Maintenance Document

Payout maintenance document can be used to payout earned accruals. Department, Location, and System Administrators can use this document to preform payout transactions that are not triggered by the Accrual Category's Max Balance limit and the payout action. Example uses of this document include payout of earned accrual at time of termination/retirement. After a Payout document is submitted leave blocks that reflect the payout transaction will be created for the appropriate Accrual Category using the effective date of the payout document. The payout earn code will need to be fed to payroll for the payout to be processed.

**Table 3.7. Leave Payout fields :**

Field	Description
Principal ID	Identifier of the employee.
Earn Code	Earn code that is associated with the Payout Amount and fed to Payroll.
Effective Date	Date the leave payout will go into effect.
Payout From Accrual Category	Accrual Category to pay leave out of.
Payout Amount	The amount of leave to pay out.
Forfeited Amount	Computed amount of accrued leave that will be forfeited.

# System Scheduled Time Off

<b>System Scheduled Time Off Document</b>		<b>Doc Nbr:</b> 6666	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 06:15 PM 04/09/2013
		<a href="#">expand all</a>   <a href="#">collapse all</a> <small>* required field</small>	

Document Overview [hide](#)

\* Description:

Organization Document Number:

Explanation:

System Scheduled Time Off Maintenance [hide](#)

New

\* Effective Date:

\* Earn Code:

\* Accrual Category:

\* Leave Plan:

\* Accrued Date:

Scheduled Time Off Date:

\* Location:

\* Description:

\* Amount of Time:

Unused Time: ☐ Transfer ☐ Bank ☐ No Unused Time Allowed

Transfer to Earn Code:

Transfer Conversion Factor:

\* Premium Holiday: ☐ Yes ☒ No

\* Active: ☒

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

## SSTO Maintenance Document

SSTO enables the designation of specific dates as "Time Off", supporting several configurations including the ability to bank and transfer unused time.

**Table 3.8. SSTO Fields :**

Field	Description
Effective Date	Date the scheduled time off record will go into effect
Earn Code	The earn code associated with the scheduled time off.
Accrual Category	Read-only field, populated from the accrual category field of the given earn code.
Leave Plan	Read-only field, populated from the leave plan field of the given earn code / accrual category.
Accrued Date	Date the holiday is available to use.
Scheduled Time Off Date	Date of the scheduled time off that is put on the calendar.
Location	The location in which this SSTO is applicable. Accepts wild card (%).
Description	Text field used to describe the scheduled time off.
Amount of Time	The amount of leave time available for this scheduled time off. Precision is based off Earn Code's Fractional Time Allowed field.
Unused Time	Provides options on how the amount of time can be used. No Unused Time Allowed, Transfer and Bank. For more information on the configuration and use of these options, consult the appropriate section in the <a href="#">Leave Management Configuration Guide</a>
Transfer to Earn Code	If Unused Time is Transfer, the converted amount of time will be made available for use by this earn code.
Transfer Conversion Factor	Converts the amount of time available for use after transfer by this amount.



Field	Description
Premium Holiday	Flag indicating whether this SSTO is a premium holiday. If checked, 'Y', gives certain employees a higher rate of pay when working the Scheduled Time Off Date.
Active	Flag indicating activity. If checked, 'Y', record will be active as of the effective date. if unchecked, 'N', record will become inactive as of the effective date.

## Earn Code - Leave Management Attributes

We separated Time and Leave attributes into different sections on Earn Code Maintenance Document to better organize the fields and make the GUI more user friendly. Please refer to the field definition of Earn Code in Basic Setup guide.

Earn Code Document ?

Document Overview

Document Overview

\* Description:

Organization Document Number:

Explanation:

Earn Code Maintenance

New

\* Effective Date:

\* Earn Code:

\* Description:

Roll up to Earncode:

\* Record Method:

\* Active:

Time Keeping Attributes

Leave Management Attributes

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

submit

save

blanket approve

close

cancel

Earn Code Maintenance Document - Leave Management Attributes section

Time Keeping Attributes

Leave Management Attributes

New

Leave Plan:

Accrual Category:

Accrual Balance Action:

\* Rounding Option:

\* Fractional time allowed:

\* Usage Limit:

\* Eligible for Accrual:

\* Affect Pay:

\* Allow Scheduled Leave:

\* FMLA:

\* Workman's Comp:

Default Amount of Time:

\* Allow Negative Accrual Balance:

Notes and Attachments (0)

Earn Code Maintenance Document - Leave Management expanded

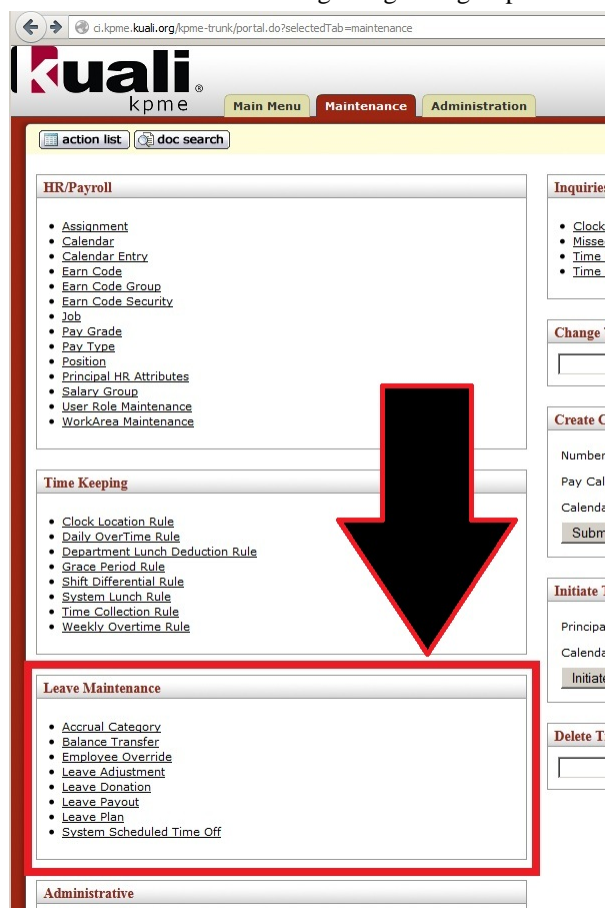
# Chapter 4. Leave Management Configuration

This chapter discusses the configuration of key leave management business objects. The order in which the sections are presented are important in that they generally build on each other. That is, to configure an accrual category, a leave plan should already be configured. While it is possible to configure a leave plan at the time of accrual category configuration, such a configuration would lead to documentation hopping if the reader is not already well acquainted with leave plan configuration requirements. Thus it is recommended to read this chapter in the order presented.

The reader should also be familiar with the concepts discussed in the chapter "Basic Setup" in order to test the configurations presented in this chapter.

## Leave Management Navigation

KPME Leave Management module introduces a new navigation section within the maintenance tab, as well as new entries to existing navigation groups.



# Leave Plan Configuration

LeavePlanDocument ?

Doc Nbr: 6617

Status: INITIATED

Initiator: admin

Created: 06:23 PM 04/04/2013

expand all

collapse all

\* required field

Document Overview

hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

Leave Plan Maintenance

hide

New

\* Effective Date:

\* Leave Plan:

Description:

\* Planning Months:

\* Calendar Year Start (MM/DD):

Batch Prior Year Carry Over Start (MM/DD):

Batch Prior Year Carry Over Start Time (00:00 AM):

Active:

☒

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

submit

save

blanket approve

approve

disapprove

FYI

acknowledge

close

cancel

## The Leave Plan Maintenance Document

### Leave Plan Maintenance Document

The system will have configurable Leave Plans that can be attached to salary groups and/or location. Leave Plans are for rules configuration such as earn code eligibility and accrual categories for the identified salary group(s) and location(s).

Field	Description	Requirements
Effective Date	Date the leave plan will go into effect.	<ul style="list-style-type: none"> <li>Accepts various date format entries displays MM/DD/YYYY</li> <li>Option to select date with Date Selector</li> <li>Date entered may not more more than one year in the future</li> <li>Required field</li> </ul>
Leave Plan	Text field used to identify the Leave Plan.	<ul style="list-style-type: none"> <li>Allow text values</li> <li>Limit number of characters to 15</li> <li>Required field</li> </ul>
Description	Text field used to describe the Leave Plan.	<ul style="list-style-type: none"> <li>Allow text values</li> <li>Limit number of characters to 50</li> </ul>
Calendar Year Start	Month and Day (MM/DD) of the start of the year (i.e. Calendar or Fiscal Year)	<ul style="list-style-type: none"> <li>Accepts MM/DD format</li> <li>Required field</li> </ul>
Planning Months	Number of months to build accruals for (Dev Jira to Add field KPME-1247)	<ul style="list-style-type: none"> <li>Required fields</li> <li>Must be greater than zero</li> <li>Must be less than or equal to 24</li> </ul>
Batch Prior Year Carry Over Start Date (MM/DD)	Date batch job should run to create a carry over leave block for each accrual category balance from the prior year	<ul style="list-style-type: none"> <li>Accepts various date format entries displays MM/DD/YYYY</li> <li>Option to select date with Date Selector</li> </ul>
Batch Prior Year Carry Over Start Time (00:00 AM)	Time batch job should run to create a carry over leave block for each accrual category balance from the prior year	<ul style="list-style-type: none"> <li>Accepts various time formats entries displays as HH:MM</li> </ul>
Timestamp	Used for auditing changes and effective date fetching for same day corrections	<ul style="list-style-type: none"> <li>Read only</li> </ul>
Active	Status of the Leave Plan.	<ul style="list-style-type: none"> <li>Checkbox</li> <li>Default value checked</li> <li>Checked value displays Yes and unchecked value displays No</li> </ul>

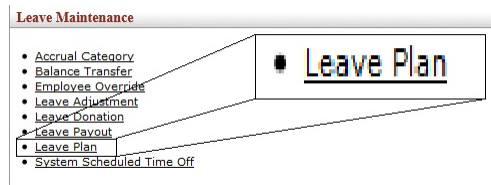
### Field Summary for [Leave Plan](#)

## Basic Leave Plan Configuration

KPME Leave Management module's Leave Plan enables system administrators to configure rules for earn code eligibility and accrual categories across salary groups and/or locations.

To configure a basic leave plan:

1. Navigate to the Leave Plan Lookup view via the Maintenance tab.



2. Within the Leave Plan Lookup view, click **create new**.

A screenshot of the 'Leave Plan Lookup' form. The form has a header with 'Kuali kpme' logo, 'Main Menu', 'Maintenance', and 'Administration' tabs. Below the tabs are 'action list' and 'doc search' buttons. The main form area contains fields for 'Leave Plan', 'Calendar Year Start (MM/DD)', 'Description', 'Planning Months', 'Effective Date From', 'Effective Date To', 'Active' (Yes/No/Both), and 'Show History' (Yes/No). At the bottom are 'search', 'clear', and 'cancel' buttons. A red arrow points to the 'create new' button in the top right corner of the form area.

3. In the document overview tab, enter a description.

A screenshot of the 'Leave Plan Document' form. The form has a header with 'Leave Plan Document' and a question mark icon. Below the header are fields for 'Doc Nbr: 6693', 'Status: INITIATED', 'Initiator: admin', and 'Created: 11:40 AM 04/09/2013'. There are 'expand all' and 'collapse all' buttons. The main form area has a 'Document Overview' tab selected, which contains a 'Description' field (circled in red) with the text 'Creating example leave plan', an 'Organization Document Number' field, and an 'Explanation' field. Below the 'Document Overview' tab are sections for 'Leave Plan Maintenance', 'Notes and Attachments (0)', 'Ad Hoc Recipients', and 'Route Log', each with a 'show' button. At the bottom are buttons for 'submit', 'save', 'blanket approve', 'approve', 'disapprove', 'FYI', 'acknowledge', 'close', and 'cancel'.

4. Select the date the leave plan is to go into effect.

## Leave Management Configuration

Leave Plan Document ?		Doc Nbr: 6693	Status: INITIATED
		Initiator: admin	Created: 11:40 AM 04/09/2013

[expand all](#) [collapse all](#)  
\* required field

Document Overview [show](#)

Leave Plan Maintenance [hide](#)

New

\* Effective Date: 04/11/2013 [calendar](#)

\* Leave Plan:

Description:

\* Planning Months:

\* Calendar Year Start (MM/DD):

Batch Prior Year Carry Over Start (MM/DD):

Batch Prior Year Carry Over Start Time (00:00 AM):

Active: ☒

April, 2013						
	<	Today	>			
wk	Sun	Mon	Tue	Wed	Thu	Fri
13		1	2	3	4	5
14	7	8	9	10	11	12
15	14	15	16	17	18	19
16	21	22	23	24	25	26
17	28	29	30			
Thu, Apr 11						

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [blanket approve](#) [approve](#) [disapprove](#) [FYI](#) [acknowledge](#) [close](#) [cancel](#)

5. Enter a text identifier, and an optional description to help identify the leave plan.

Leave Plan Document ?		Doc Nbr: 6693	Status: INITIATED
		Initiator: admin	Created: 11:40 AM 04/09/2013

[expand all](#) [collapse all](#)  
\* required field

Document Overview [show](#)

Leave Plan Maintenance [hide](#)

New

\* Effective Date: 04/11/2013 [calendar](#)

\* Leave Plan: EX-LP

Description: This is my first leave plan

\* Planning Months:

\* Calendar Year Start (MM/DD):

Batch Prior Year Carry Over Start (MM/DD):

Batch Prior Year Carry Over Start Time (00:00 AM):

Active: ☒

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [blanket approve](#) [approve](#) [disapprove](#) [FYI](#) [acknowledge](#) [close](#) [cancel](#)

6. Enter the number of planning months.
7. Enter a value for Calendar Year Start to signify the Month and Day that the leave plan calendar begins.
8. Ensure that the box labeled "Active" is selected

## Leave Management Configuration

Leave Plan Document	Doc Nbr: 6693	Status: INITIATED
	Initiator: admin	Created: 11:40 AM 04/09/2013

[expand all](#) [collapse all](#)  
\* required field

Document Overview [show](#)

Leave Plan Maintenance [hide](#)

New

\* Effective Date: 04/11/2013

\* Leave Plan: EX-LP

Description: This is my first leave plan

\* Planning Months: 12

\* Calendar Year Start (MM/DD): 01/01

Batch Prior Year Carry Over Start (MM/DD):

Batch Prior Year Carry Over Start Time (00:00 AM):

Active: ☒

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [blanket approve](#) [approve](#) [disapprove](#) [FYI](#) [acknowledge](#) [close](#) [cancel](#)

### 9. Take the desired route action

The above example leaves out the fields for carry over batch jobs. The Leave Plan Field Summary image at the start of this section should be referenced for a description of what these fields do. More information about the batch carry over job can be found by reading the chapter "Batch Jobs".

## Accrual Category Configuration

AccrualCategoryDocument	Doc Nbr: 6612	Status: INITIATED
	Initiator: admin	Created: 06:02 PM 04/04/2013

[expand all](#) [collapse all](#)  
\* required field

Document Overview [hide](#)

AccrualCategory Maintenance [hide](#)

Document Overview

\* Description:

Organization Document Number:

Explanation:

New

\* Effective Date:

\* Accrual Category:

Description:

\* Leave Plan:

\* Accrual Earn Interval:  
☐ Daily ☐ Weekly ☐ Pay Calendar ☐ Semi-Monthly ☒ Monthly ☐ No Accrual  
☐ Yearly

\* Proration: ☒ On ☐ Off

\* Unit Of Time: ☐ Days ☒ Hours

\* Min Percent Worked to Earn Accrual: 0.00

\* Donation: ☐ Yes ☒ No

\* Show On Grid: ☒ Yes ☐ No

\* Default Earn Code:

\* Category Has Rules: ☐ Yes ☒ No

\* Active: ☒

AccrualCategory Rules [show](#)

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [blanket approve](#) [approve](#) [disapprove](#) [FYI](#) [acknowledge](#) [close](#) [cancel](#)

The Accrual Category Maintenance Document.



## Leave Management Configuration

Accrual Category Fields

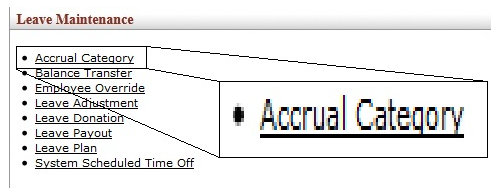
Field	Description	Requirements
Effective Date	Date the Accrual Category will go into effect.	<ul style="list-style-type: none"> <li>Accepts various date format entries displays MM/DD/YYYY</li> <li>Option to select date with Date Selector</li> <li>Date must be current or future date.</li> <li>Date entered may not more than one year in the future</li> <li>Required field</li> </ul>
Leave Plan	Leave Plan associated with the Accrual Category.	<ul style="list-style-type: none"> <li>Option to Lookup and return value from <b>Leave Plan</b> table</li> <li>Required field</li> </ul>
Accrual Category	Text field used to identify the Accrual Category.	<ul style="list-style-type: none"> <li>Allow text values</li> <li>Limit number of characters to 15</li> <li>Required field</li> </ul>
Description	Text field used to describe the Accrual Category.	<ul style="list-style-type: none"> <li>Allow text values</li> <li>Limit number of characters to 50</li> </ul>
Default Earn Code	Default Earn Code associated with the Accrual Category and used for displaying the accrued leave.	<ul style="list-style-type: none"> <li>Option to Lookup and return value from <b>Earn Code</b> table</li> </ul>
Accrual Earn Interval	Timing when accrued leave is earned.	<ul style="list-style-type: none"> <li>Radio buttons</li> <li>Options: Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly, Yearly, No Accrual</li> <li>"Monthly" button selected by default</li> <li>Required field</li> </ul>
Accrual Earn Interval	Timing when accrued leave is earned.	<ul style="list-style-type: none"> <li>Radio buttons</li> <li>Options: Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly, Yearly, No Accrual</li> <li>"Monthly" button selected by default</li> <li>Required field</li> </ul>
Proration	Indicate if accrual is prorated based on partial period. For example, start date is 10th day of the month for Monthly <b>Accrual Earn Interval</b> would be prorated from the start date. If Off, then no leave will be accrued until the start of the next accrual period <b>Accrual earn Interval</b> .	<ul style="list-style-type: none"> <li>Off/On radio buttons</li> <li>"On" button selected by default</li> <li>Required field</li> </ul>
Minimum Percentage Worked to Earn Accrual	The start date must be within the minimum days of the <b>Accrual earn Interval</b> . If start date is after then no accrual is earned.	<ul style="list-style-type: none"> <li>Allow values up to two decimal places</li> <li>Default set to 0</li> <li>Required field</li> </ul>
Unit of Time	Define unit of time for accruing leave.	<ul style="list-style-type: none"> <li>Radio buttons</li> <li>Options: Days, Hours</li> <li>Hours button selected by default</li> <li>Required field</li> </ul>
Donation	Indicates the accrued leave is eligible to be donated.	<ul style="list-style-type: none"> <li>No/Yes radio buttons</li> <li>"Not" button selected by default</li> <li>Required field</li> </ul>
Show on Grid	Display on grid that show accrued leave balances.	<ul style="list-style-type: none"> <li>No/Yes radio buttons</li> <li>"Yes" button selected by default</li> <li>Required field</li> </ul>
Category Has Rules	Flag if accrual category has rules	<ul style="list-style-type: none"> <li>No/Yes radio buttons</li> <li>Required field</li> </ul>
Active	Status of the Accrual Category.	<ul style="list-style-type: none"> <li>Checkbox</li> <li>Default value checked</li> <li>Checked value displays Yes and unchecked value displays No</li> </ul>

Field Summary for [Accrual Category](#)

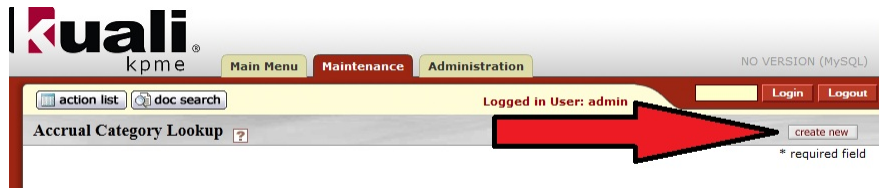
## Basic Accrual Category Configuration

This section gives an example configuration for a basic accrual category. Leave Plan and Earn Code objects should be available for use before configuring an Accrual Category

1. Navigate to the Accrual Category Lookup via the link provided in the Leave Management section of the Maintenance Tab.



2. Within the Accrual Category Lookup View, click **create new**, located:



3. Enter the required description in the Document Overview

A screenshot of the 'Accrual Category Document' form. The form has a header with 'Doc Nbr: 6670', 'Status: INITIATED', 'Initiator: admin', and 'Created: 11:21 AM 04/10/2013'. Below the header, there's a 'Document Overview' section. The 'Document Overview' section has a red oval around it. Inside the oval, there's a 'Description' field with the text 'Creating EXAMPLE-CAT Accrual Category' and an 'Explanation' field. The 'Organization Document Number' field is also visible.

4. Select the effective Date
5. In Accrual Category, enter a short identifier, i.e. SICK, VAC ...
6. Use the quick finder icon to select the Leave Plan this accrual category belongs to.
7. Select the Accrual Earn Interval
8. Select whether or not Accruals will be prorated
9. Select the unit of time for accruals under this category.
10. Enter the Min Percent Worked to Earn Accrual
11. Select if donations are accepted for the Accrual Category
12. Select if the Accrual Category should show on the Employee's Leave Summary.
13. Locate or enter the default Earn Code associated with the Accrual Category.
14. Select No for Category Has Rules
15. Make sure the "Active" box is checked.

The basic Accrual Category should look something like this:



## Leave Management Configuration

Accrual Category Document ?	Doc Nbr: 6670	Status: INITIATED
	Initiator: admin	Created: 11:21 AM 04/10/2013

[expand all](#) [collapse all](#) \* required field

Document Overview ▼ hide

\* Description: Creating EXAMPLE-CAT Accrual Category

Organization Document Number:

Explanation:

Accrual Category Maintenance ▼ hide

New

\* Effective Date: 01/01/2010

\* Accrual Category: EXAMPLE-CAT

Description:

\* Leave Plan: LEAVE

\* Accrual Earn Interval: ☐ Daily ☐ Weekly ☐ Pay Calendar ☐ Semi-Monthly ☒ Monthly ☐ No Accrual ☐ Yearly

\* Proration: ☒ On ☐ Off

\* Unit Of Time: ☐ Days ☒ Hours

\* Min Percent Worked to Earn Accrual: 0.00

\* Donation: ☐ Yes ☒ No

\* Show On Grid: ☒ Yes ☐ No

\* Default Earn Code: LSCK

\* Category Has Rules: ☐ Yes ☒ No

\* Active: ☒

Accrual Category Rules ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

submit

save

blanket approve

approve

disapprove

FYI

acknowledge

close

cancel

A basic accrual category configuration with monthly accruals in units of hours, prorated for partial service and without a service minimum, that does not accept donations, has no rules, and will appear on employees leave calendars.

16.Submit / Blanket Approve the document

## Accrual Category Rule Configuration

This section describes the configurations necessary to implement common rules for an accrual category. To follow along with this section, the reader should complete the sections for Leave Plan and Accrual Category configuration, or the objects should already be defined in the application.

48

## Leave Management Configuration

AccrualCategoryDocument ?		Doc Nbr:	6612	Status:	INITIATED
		Initiator:	admin	Created:	06:02 PM 04/04/2013

[expand all](#) [collapse all](#)  
\* required field

Document Overview [hide](#)

Document Overview

\* Description:

Organization Document Number:

Explanation:

AccrualCategory Maintenance [show](#)

AccrualCategory Rules [hide](#)

New Accrual Category Rule

Service Unit Of Time: ☐ Years ☒ Months

\* Start:

\* End:

\* Accrual Rate:

\* Max Bal Flag: ☐ Yes ☐ No

Max Balance:

Max Balance Action Frequency: ☐ Leave Approve ☐ Year End ☐ On Demand

Action at Max Balance: ☐ Transfer ☐ Payout ☐ Lose

Max Balance Transfer to AccrualCategory:

Max Balance Transfer ConversionFactor:

Max Transfer Amount:

Max Payout Amount:

Max Payout EarnCode:

Max Usage:

Max CarryOver:

Active: ☒

add

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

submit

save

blanket approve

approve

disapprove

FYI

acknowledge

close

cancel

Accrual Category Maintenance Document. This image shows the Accrual Category Maintenance tab in its hidden state, with the Accrual Category Rules tab expanded.

49

## Leave Management Configuration

### Accrual Category Rules

Accrual Category rules are used to define the criteria for accruing leave.

Multiple rules can be applied to an Accrual Category with options to inactivate rules as long as no gap between start/end fields of the rules.

Field	Description	Requirements
Service Unit of Time	Unit of time for measuring service start and end amounts for the accrual rule.	<ul style="list-style-type: none"> <li>Radio buttons</li> <li>Values: Years, Months</li> <li>Months button selected by default</li> </ul>
Start	Accrual rule begins on the indicated service milestone.	<ul style="list-style-type: none"> <li>Allow only whole integer values</li> <li>Required field</li> </ul>
End	Accrual rule ends on the indicated service milestone.	<ul style="list-style-type: none"> <li>Allow only whole integer values</li> <li>Required field</li> </ul>
Accrual Rate	Amount accrued for each Service Unit of Time.	<ul style="list-style-type: none"> <li>Allow fractional values</li> <li>Required field</li> </ul>
Max Balance Indicator	This type of Leave has a maximum amount of leave that can be accrued/	<ul style="list-style-type: none"> <li>Radio buttons</li> <li>Value: Yes, No</li> <li>Required Field</li> </ul>
Max Balance	Maximum amount of leave that can be accrued. Detailed example Detail	<ul style="list-style-type: none"> <li>Allow fractional values</li> <li>Required field if Max Balance Indicator is Yes</li> </ul>
Max Balance Action Frequency	Action Frequency indicates when system checks to see if max balance is reached then preforms the Action at Max Balance Leave Approve: user submits leave calendar to be approved Year End: user submits Leave Calendar period prior to the Leave Plan's Calendar Start to be approved On Demand: Balance greater than max balance on the current leave calendar user has option to preform Action at Max Balance	<ul style="list-style-type: none"> <li>Radio buttons</li> <li>Values: Leave Approve, Year End, On Demand</li> <li>Required field if Max Balance Indicator is Yes</li> </ul>
Action at Max Balance	Action taken with the leave accrued that is over the Max Balance amount.	<ul style="list-style-type: none"> <li>Radio buttons</li> <li>Values: Transfer, Payout, Lose</li> <li>Required field if Max Balance Indicator is Yes</li> </ul>
Max Balance Transfer To Accrual Category	If "Transfer" is selected for Action at Max Balance, the Accrual Category to transfer the amount over the Max Balance needs to be indicated.	<ul style="list-style-type: none"> <li>Option to Lookup and return value from Accrual Category table</li> <li>Required field, if "Transfer" is selected for Action at Max Balance</li> </ul>
Max Balance Transfer Conversion Factor	If "Transfer" is selected for Action at Max Balance, indicate the conversion factor for the accrued leave being transferred.	<ul style="list-style-type: none"> <li>Allow number with decimal to 2 places (i.e. #.##)</li> <li>Required field, if "Transfer" is selected for Action at Max Balance</li> </ul>
Max Transfer Amount	If "Transfer" is selected for Action at Max Balance, maximum amount of leave that can be transferred.	<ul style="list-style-type: none"> <li>Allow only whole integer values</li> <li>Required field, if "Transfer" is selected for Action at Max Balance</li> </ul>
Max Payout Amount	If "payout" is selected for Action at Max Balance, maximum amount of leave that can be paid out.	<ul style="list-style-type: none"> <li>Allow only whole integer values</li> <li>Required field, if "Payout" is selected for Action at Max Balance</li> </ul>
Max Payout Earn Code	If "payout" is selected for Action at Max Balance, select the earn code for the payout to be transfer too. For Payroll, this earn code will be translated into an earn code and subtracted from the Earn Code.	<ul style="list-style-type: none"> <li>Option to Lookup and return value from Earn Code table</li> <li>Required field, if "Payout" is selected for Action at Max Balance</li> </ul>
Max Usage	Maximum amount of leave the can be used over each year.	<ul style="list-style-type: none"> <li>Allow integer values</li> </ul>
Max Annual Carry Over	Maximum amount of leave the can be carried over each year. If no carry over then no max carry over computed	<ul style="list-style-type: none"> <li>Allow integer values</li> </ul>
Active	Status of the Accrual Rule.	<ul style="list-style-type: none"> <li>Checkbox</li> <li>Default value checked</li> <li>Checked value displays Yes and unchecked value displays No</li> </ul>

### Field Summary for [Accrual Category Rule](#)

One accrual category rule can be used to define up to four properties for an accrual category;

- Accrual rates

- Maximum balance limits
- Maximum carryover limits
- Usage limits

## Accrual Rate Configuration

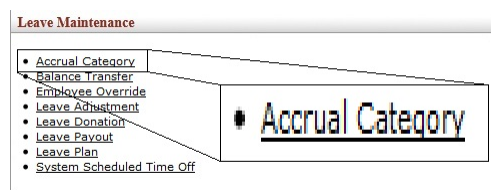
For this example we define a simple rule that will enable accruals without a limit on the maximum balance for the accrual category.

This configuration requires either:

- An existing accrual category defined in the system, or
- A defined set of basic business object components that will allow for the creation of a new accrual category rule. i.e. Earn Codes, Leave Plan, etc

### 1. Open the Accrual Category Lookup View

In the Leave Maintenance section of the maintenance tab , click on "Accrual Category"



### 2. Open the Accrual Category Maintenance Document

If creating a NEW accrual category, in the Accrual Category Lookup View, click **create new** and skip to step three.

If using an existing Accrual Category:

- In the resulting Accrual Category Lookup View, search for the accrual category either by filtering results through one of the fields or by simply clicking "search".

The screenshot shows the "AccrualCategory Lookup" form in the Kuali system. The header includes the Kuali logo, "kpme", and navigation tabs: Main Menu, Maintenance, and Administration. The user is logged in as "admin". The form has a search bar with "action list" and "doc search" buttons. Below the search bar, there are several input fields and radio buttons for configuring the accrual category. The fields include: Effective Date From, Effective Date To, Accrual Category, Description, Leave Plan, Accrual Earn Interval (with radio buttons for Daily, Weekly, Pay Calendar, Semi-Monthly, Monthly, No Accrual, and Yearly), Unit Of Time (with radio buttons for Days and Hours), Min Percent Worked to Earn Accrual, Active (with radio buttons for Yes, No, and Both), and Show History (with radio buttons for Yes and No). At the bottom, there are "search", "clear", and "cancel" buttons. A note at the bottom right indicates "\* required field".

- b. Next, locate the row containing the accrual category to which the new rule will be attached and click “edit”.

**Accrual Category Lookup** create new

\* required field

Effective Date From:	<input type="text"/>
Effective Date To:	<input type="text"/>
Accrual Category:	EXAMPLE-CAT
Description:	<input type="text"/>
Leave Plan:	<input type="text"/>
Accrual Earn Interval:	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Pay Calendar <input type="radio"/> Semi-Monthly <input type="radio"/> Monthly <input type="radio"/> No Accrual <input type="radio"/> Yearly
Unit Of Time:	<input type="radio"/> Days <input type="radio"/> Hours
Min Percent Worked to Earn Accrual:	<input type="text"/>
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
Show History:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.1

Actions	Leave Plan	Accrual Category	Description	Accrual Earn Interval	Unit Of Time	Min Percent Worked to Earn Accrual	Active	Effective Date
<a href="#">edit</a> <a href="#">view</a>	EX-LP	EXAMPLE-CAT	Optional accrual category description	N	H	0.00	Yes	04/05/2013

edit AccrualCategory withnull=10348

This will open the accrual category for editing.

**Accrual Category Document** Doc Nbr: 6688 Status: INITIATED

Initiator: admin Created: 02:32 PM 04/05/2013

expand all collapse all \* required field

Document Overview

\* Description:

Organization Document Number:

Explanation:

Accrual Category Maintenance

Old	New
Effective Date: 04/05/2013	* Effective Date: 04/05/2013
Accrual Category: EXAMPLE-CAT	* Accrual Category: EXAMPLE-CAT
Description: Optional accrual category description	Description: Optional accrual category description
Leave Plan: EX-LP	* Leave Plan: EX-LP
Accrual Earn Interval: No Accrual	* Accrual Earn Interval: <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Pay Calendar <input type="radio"/> Semi-Monthly <input type="radio"/> Monthly <input checked="" type="radio"/> No Accrual <input type="radio"/> Yearly
Proration: Off	* Proration: <input type="radio"/> On <input checked="" type="radio"/> Off
Unit Of Time: Hours	* Unit Of Time: <input type="radio"/> Days <input checked="" type="radio"/> Hours
Min Percent Worked to Earn Accrual: 0.00	* Min Percent Worked to Earn Accrual: 0.00
Donation: No	* Donation: <input type="radio"/> Yes <input checked="" type="radio"/> No
Show On Grid: Yes	* Show On Grid: <input type="radio"/> Yes <input checked="" type="radio"/> No
Default Earn Code: EX-EC	* Default Earn Code: EX-EC
Category Has Rules: No	* Category Has Rules: <input type="radio"/> Yes <input checked="" type="radio"/> No
Active: Yes	* Active: <input checked="" type="radio"/> Yes <input type="radio"/> No

Accrual Category Rules

show

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

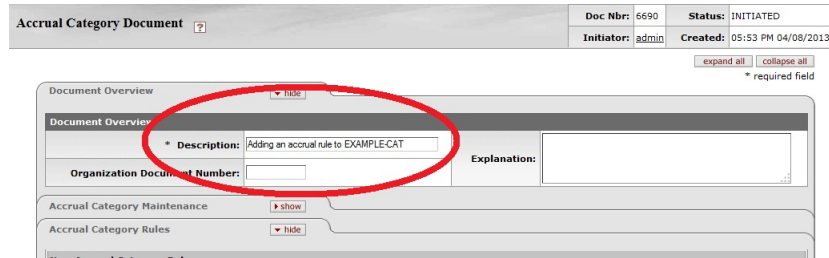
submit save blanket approve approve disapprove FYI acknowledge close cancel

Adding a rule to an existing accrual category

## Note

Check the field values on the Accrual Category for proper definitions. Depending on the rule being defined, certain values may need to change on the accrual category in order for the rule to be properly picked up by the application. If working with a new accrual category, review the previous chapter, Accrual Category Configuration. Once the Accrual Category has been configured properly for accruals, move to the Accrual Category Rules Tab

3. In the Document Overview tab, enter a description of the changes to be made.



Accrual Category Document ?

Doc Nbr:	6690	Status:	INITIATED
Initiator:	admin	Created:	05:53 PM 04/08/2013

[expand all](#) [collapse all](#)  
\* required field

Document Overview [hide](#)

**\* Description:** Adding an accrual rule to EXAMPLE-CAT

**Organization Document Number:**

**Explanation:**

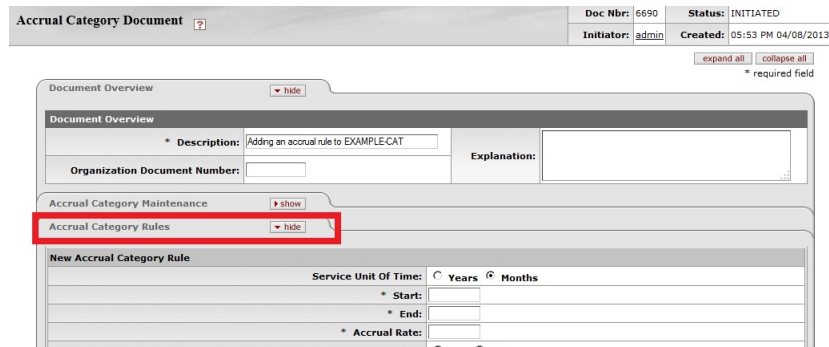
Accrual Category Maintenance [show](#)

Accrual Category Rules [hide](#)

The Document Overview tab

4. In the Accrual Category Rules tab, select a value for the Service Unit of Time field.

This value will determine the rate at which accruals occur



Accrual Category Document ?

Doc Nbr:	6690	Status:	INITIATED
Initiator:	admin	Created:	05:53 PM 04/08/2013

[expand all](#) [collapse all](#)  
\* required field

Document Overview [hide](#)

**\* Description:** Adding an accrual rule to EXAMPLE-CAT

**Organization Document Number:**

**Explanation:**

Accrual Category Maintenance [show](#)

Accrual Category Rules [hide](#)

**New Accrual Category Rule**

Service Unit Of Time: ☐ Years ☒ Months

**\* Start:**

**\* End:**

**\* Accrual Rate:**

**\* Max Bal Flag:**

The Accrual Rules tab within the Accrual Category Maintenance Document.

### Note

The Accrual Category Tab is hidden in this image

5. Enter Start and End values
6. Define the accrual rate
7. Make sure "No" is selected for Max Bal Flag
8. Ensure that the Active box is checked.
9. Click the "add" button below the fields.

## Leave Management Configuration

Accrual Category Document ?

Doc Nbr: 6690 Status: INITIATED  
Initiator: admin Created: 05:53 PM 04/08/2013  
[expand all](#) [collapse all](#)  
\* required field

Document Overview hide

Document Overview

\* Description: Adding an accrual rule to EXAMPLE-CAT

Organization Document Number:

Explanation:

Accrual Category Maintenance show

Accrual Category Rules hide

New Accrual Category Rule

Service Unit Of Time: ☐ Years ☒ Months

\* Start: 0

\* End: 6

\* Accrual Rate: 12

\* Max Bal Flag: ☐ Yes ☒ No

Max Balance:

Max Balance Action Frequency: ☐ Leave Approve ☐ Year End ☐ On Demand

Action at Max Balance: ☐ Transfer ☐ Payout ☐ Lose

Max Balance Transfer to Accrual Category:

Max Balance Transfer Conversion Factor:

Max Transfer Amount:

Max Payout Amount:

Max Payout EarnCode:

Max Usage:

Max Carry Over:

Active: ☒ add

The rule in this image defines an accrual category with no balance limit that will accrue leave at the rate of twelve hours per month, starting at the employees service date and ending once the employee has reached six months of service. The "add" button is highlighted with a red arrow.

### Important

Clicking "add" will attach the rule to the accrual category, however, the accrual category must still be routed in order to save the data.

Accrual Category Rules hide

New Accrual Category Rule

Service Unit Of Time: ☐ Years ☒ Months

\* Start: 0

\* End: 6

\* Accrual Rate: 12

\* Max Bal Flag: ☐ Yes ☒ No

Max Balance:

Max Balance Action Frequency: ☐ Leave Approve ☐ Year End ☐ On Demand

Action at Max Balance: ☐ Transfer ☐ Payout ☐ Lose

Max Balance Transfer to Accrual Category:

Max Balance Transfer Conversion Factor:

Max Transfer Amount:

Max Payout Amount:

Max Payout EarnCode:

Max Usage:

Max Carry Over:

Active: ☒ add

hide Accrual Category Rule show

Old	New
Service Unit Of Time: <input type="radio"/> Years <input checked="" type="radio"/> Months	Service Unit Of Time: <input type="radio"/> Years <input checked="" type="radio"/> Months <span>*</span>
* Start: 0	* Start: 0 <span>*</span>
* End: 6	* End: 6 <span>*</span>
* Accrual Rate: 12	* Accrual Rate: 12 <span>*</span>
* Max Bal Flag: <input type="radio"/> Yes <input checked="" type="radio"/> No	* Max Bal Flag: <input type="radio"/> Yes <input checked="" type="radio"/> No <span>*</span>
Max Balance:	Max Balance: 0 <span>*</span>
Max Balance Action Frequency: <input type="radio"/> Leave Approve <input type="radio"/> Year End <input type="radio"/> On Demand	Max Balance Action Frequency: <input type="radio"/> Leave Approve <input checked="" type="radio"/> Year End <input type="radio"/> On Demand <span>*</span>
Action at Max Balance: <input type="radio"/> Transfer <input type="radio"/> Payout <input type="radio"/> Lose	Action at Max Balance: <input type="radio"/> Transfer <input type="radio"/> Payout <input checked="" type="radio"/> Lose <span>*</span>
Max Balance Transfer to Accrual Category:	Max Balance Transfer to Accrual Category: <span>*</span>
Max Balance Transfer Conversion Factor:	Max Balance Transfer Conversion Factor:
Max Transfer Amount:	Max Transfer Amount:
Max Payout Amount:	Max Payout Amount:
Max Payout EarnCode:	Max Payout EarnCode: <span>*</span>
Max Usage:	Max Usage:
Max Carry Over:	Max Carry Over:
Active: No	Active: <input checked="" type="checkbox"/> <span>*</span>

delete

This image shows the rule has been added to the document, however, it must still be submitted.



In the above image, the yellow asterisk on the Accrual Category Maintenance tab indicates that a field on the accrual category has changed as well. In this case, "Has Rules" has been switched to "Yes", and the accrual category's earn interval has been updated to reflect a monthly accrual.

Accrual Category Document ?

Doc Nbr: 6690 Status: INITIATED  
Initiator: admin Created: 05:53 PM 04/08/2011  
[expand all](#) [collapse all](#) \* required field

Document Overview [hide](#)

Document Overview

\* Description: Adding an accrual rule to EXAMPLECAT

Organization Document Number:

Explanation:

Accrual Category Maintenance \* [hide](#)

Old	New
Effective Date: 04/05/2013	* Effective Date: 04/05/2013 <input type="text"/>
Accrual Category: EXAMPLE-CAT	* Accrual Category: EXAMPLECAT
Description: Optional accrual category description	Description: Optional accrual category description
Leave Plan: EX-LP	* Leave Plan: <input type="text"/>
Accrual Earn Interval: No Accrual	* Accrual Earn Interval: <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Pay Calendar <input checked="" type="radio"/> Semi-Monthly <input type="radio"/> Monthly <input type="radio"/> No Accrual <input type="radio"/> Yearly
Proration: Off	* Proration: <input type="radio"/> On <input checked="" type="radio"/> Off
Unit Of Time: Hours	* Unit Of Time: <input type="radio"/> Days <input checked="" type="radio"/> Hours
Min Percent Worked to Earn Accrual: 0.00	* Min Percent Worked to Earn Accrual: 0.00
Donation: No	* Donation: <input type="radio"/> Yes <input checked="" type="radio"/> No
Show On Grid: Yes	* Show On Grid: <input checked="" type="radio"/> Yes <input type="radio"/> No
Default Earn Code: EX-EC	* Default Earn Code: EXEC <input type="text"/>
Category Has Rules: No	* Category Has Rules: <input checked="" type="radio"/> Yes <input type="radio"/> No <span>*</span>
Active: Yes	* Active: <input checked="" type="checkbox"/>

Accrual Category Rules \* [show](#)

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [blanket approve](#) [approve](#) [disapprove](#) [FYI](#) [acknowledge](#) [close](#) [cancel](#)

Hiding the Accrual Category Rules tab, and collapsing the Accrual Category Maintenance tab, show two fields on the accrual category that needed to be changed to match the Accrual Category Rule form requirements.

## Maximum Balance Limit Configuration

This section provides a basic walk through for configuring maximum balance. The section, Max Balance Transactions, gives a detailed examination of the workflow for the transactions triggered by these rules.

### Note

The configurations for basic Accrual Category Rules, such as the one given in the previous example, are assumed to be completed before proceeding with the following examples.

To define a maximum balance limit, in the Accrual Category Rules tab:

1. Ensure that the Service Unit of Time, Start and End and Accrual Rate are properly defined, as well as the appropriate fields within the Accrual Category Maintenance tab. Review Accrual Category Configuration if necessary.
2. Select "Yes" for Max Bal Flag



<b>Accrual Category Document</b> ?		<b>Doc Nbr:</b> 6695	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 12:13 PM 04/09/2013
<input type="button" value="expand all"/> <input type="button" value="collapse all"/>		* required field	

Document Overview ▼ hide

<p><b>* Description:</b> Creating example Max Balance Rule</p> <p><b>Organization Document Number:</b> <input type="text"/></p>	<p><b>Explanation:</b> <input style="width: 90%;" type="text"/></p>
---	---

Accrual Category Maintenance ▶ show

Accrual Category Rules ▼ hide

New Accrual Category Rule

Service Unit Of Time: <input type="radio"/> Years <input checked="" type="radio"/> Months	
* Start:	<input type="text" value="0"/>
* End:	<input type="text" value="6"/>
* Accrual Rate:	<input type="text" value="12"/>
* Max Bal Flag:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Max Balance:	<input type="text"/>
Max Balance Action Frequency: <input type="radio"/> Leave Approve <input type="radio"/> Year End <input type="radio"/> On Demand	
Action at Max Balance: <input type="radio"/> Transfer <input type="radio"/> Payout <input type="radio"/> Lose	
Max Balance Transfer to Accrual Category:	<input type="text"/>
Max Balance Transfer Conversion Factor:	<input type="text"/>
Max Transfer Amount:	<input type="text"/>
Max Payout Amount:	<input type="text"/>
Max Payout EarnCode:	<input type="text"/>
Max Usage:	<input type="text"/>
Max Carry Over:	<input type="text"/>
Active:	<input checked="" type="checkbox"/>
<input type="button" value="add"/>	

3. Enter a value for Max Balance. This value will be used for all principals within the selected Leave Plan, but can also be overridden through the use of KPME's Employee Overrides. Please see the Leave Management Administration documentation for more on the use of Employee Overrides.
4. Select the frequency with which the max balance action should occur via Max Balance Action Frequency
  - If On-Demand is the selected Max Balance Action Frequency:  
  
Employees will be allowed to initiate the transaction at-will so long as the rule in effect is on-demand, and that balance limit has been exceeded.
  - If Leave-Approve is the selected Max Balance Action Frequency:  
  
Employees will be re-directed to the transaction form upon submission of their calendar for approval.
  - If Year-End is the selected Max Balance Action Frequency:  
  
Employees will be re-directed to the transaction form upon submission of the calendar containing the final day in the leave plan's calendar year.
5. Select the Action at Max Balance:
  - If LOSE is the selected Action at Max Balance, no other field values are needed. The document may be submitted and/or approved.

## Leave Management Configuration

Accrual Category Document ?		Doc Nbr: 6695	Status: INITIATED
		Initiator: admin	Created: 12:13 PM 04/09/2013

[expand all](#) [collapse all](#) \* required field

Document Overview [hide](#)

Document Overview

\* Description: Creating example Max Balance Rule

Organization Document Number:

Explanation:

Accrual Category Maintenance [show](#)

Accrual Category Rules [hide](#)

New Accrual Category Rule

Service Unit Of Time: ☐ Years ☒ Months

\* Start: 0

\* End: 6

\* Accrual Rate: 12

\* Max Bal Flag: ☒ Yes ☐ No

Max Balance: 384

Max Balance Action Frequency: ☐ Leave Approve ☒ Year End ☐ On Demand

Action at Max Balance: ☐ Transfer ☐ Payout ☒ Lose

Max Balance Transfer to Accrual Category:

Max Balance Transfer Conversion Factor:

Max Transfer Amount:

Max Payout Amount:

Max Payout EarnCode:

Max Usage:

Max Carry Over:

Active: ☒

[add](#)

The rule in this image will Forfeit all leave over the maximum limit

Result:

18	19	20
25		27
1		3

Confirm Forfeiture x

Forfeited Amount

Test string: 10

[Forfeit](#) [Cancel](#)

A Lose rule will prompt the user to confirm forfeiture when submitting their calendar.

- If TRANSFER is the selected Action at Max Balance:
  - i. Enter the Max Balance Transfer to Accrual Category by either typing in, or locating via the quick find icon, the accrual category that leave will be transferred to.
  - ii. Enter the Max Balance Transfer Conversion Factor. The transfer amount will be multiplied by this value prior to being moved to the credited accrual category.
  - iii. Optionally enter the Max Transfer Amount. If no value is given, there will be no limit to the amount that can be transferred.

57

## Note

This amount can be overridden on a person-by-person basis. See the Employee Overrides section of the Leave Administration documentation for the configuration of Max Transfer Amount Employee Overrides.

<b>Accrual Category Document</b> ?		<b>Doc Nbr:</b> 6695	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 12:13 PM 04/09/2013

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview [hide](#)

Document Overview

\* Description: Creating example Max Balance Rule

Organization

Document Number:

Explanation:

Accrual Category Maintenance [show](#)

Accrual Category Rules [hide](#)

New Accrual Category Rule

Service Unit Of Time: ☐ Years ☒ Months

\* Start: 0

\* End: 5

\* Accrual Rate: 12

\* Max Bal Flag: ☒ Yes ☐ No

Max Balance: 384

Max Balance Action Frequency: ☐ Leave Approve ☐ Year End ☒ On Demand

Action at Max Balance: ☒ Transfer ☐ Payout ☐ Lose

Max Balance Transfer to Accrual Category: ISU-PS-SCK

Max Balance Transfer Conversion Factor: 0.5

Max Transfer Amount: 100

Max Payout Amount:

Max Payout EarnCode:

Max Usage:

Max Carry Over:

Active: ☒

add

The rule in this image will grant employees a TRANSFER ON-DEMAND to accrual category ISU-PS-SCK at a conversion rate of 50%

Result:

Balance Transfer

Effective Date: 01/31/2013

\* PrincipalId: 10067

\* From Accrual Category: MAXB

\* Transfer Amount: 20.00

Forfeited Amount: 55

\* To Accrual Category: MAX-BAL-TFR

\* Amount Transferred: 20.00

Accrual Category Rule: 10243

Leave Calendar ID: 6653

submit

cancel

**Other warnings:** Lowering the transfer amount may cause additional forfeiture.

## Balance Transfer Form

- If PAYOUT is the selected Action at Max Balance:
  - i. Enter the Max Payout Amount. If no value is given for this field, there will be no limit to the amount of leave that can be moved to the Max Payout Earn Code.

## Note

This amount can be overridden on a person-by-person basis. See the Employee Overrides section of the Leave Administration documentation for the configuration of Max Payout Amount Employee Overrides.

- ii. Enter the Max Payout Earn Code by either typing it in, or using the quick find icon to locate the code.

Accrual Category Document ?	Doc Nbr: 6695	Status: INITIATED
	Initiator: admin	Created: 12:13 PM 04/09/2013

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview [hide](#)

Document Overview

\* Description: Creating example Max Balance Rule

Organization:

Document Number:

Explanation:

Accrual Category Maintenance [show](#)

Accrual Category Rules [hide](#)

New Accrual Category Rule

Service Unit Of Time: ☐ Years ☒ Months

\* Start:

\* End:

\* Accrual Rate:

\* Max Bal Flag: ☒ Yes ☐ No

Max Balance:

Max Balance Action Frequency: ☒ Leave Approve ☐ Year End ☐ On Demand

Action at Max Balance: ☐ Transfer ☒ Payout ☐ Lose

Max Balance Transfer to Accrual Category:

Max Balance Transfer Conversion Factor:

Max Transfer Amount:

Max Payout Amount:

Max Payout EarnCode:

Max Usage:

Max Carry Over:

Active: ☒

add

The rule in this image will trigger a PAYOUT to earn code PAYOUT-EC with frequency Leave Approve

Result:

Leave Payout ?

Leave Payout

Effective Date: 01/31/2013

\* PrincipalId: 10067

\* From Accrual Category: MAXB

\* Payout Amount:

Forfeited Amount: 70

Earn Code: MAXBAL-TRF

Accrual Category Rule: 10242

Leave Calendar ID: 6653

submit

cancel

Other warnings:

## Balance Payout Form

6. Ensure that the Active box is checked
7. Save the changes.

<b>Accrual Category Document</b> ?		<b>Doc Nbr:</b> 6695	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 12:13 PM 04/09/2013

\* required field

Document Overview

Document Overview

\* Description:

Organization Document Number:

Explanation:

Accrual Category Maintenance

Accrual Category Rules

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

Available actions for Accrual Category Maintenance Document

- If editing an existing accrual category rule, use an action provided for the accrual category maintenance document.
- If creating a new accrual category rule, first click the "add" button located below "Active" check box, then use an action provided for the accrual category maintenance document.

## Maximum Carryover Limit Configuration

Aside from the basic carryover rule, there are two situations where a carryover rule is defined in conjunction with another rule that is given special attention. These situations follow basic carryover configuration, under Conjunctive Rules.

### Basic Carryover Configuration

To define a basic carryover limit, simply enter a value into the Max Annual Carry Over field, relative to the selected Unit of Time for the accrual category. This amount can be adjusted on a principal-by-principal basis. See the Employee Overrides section of the Leave Management Administration documentation for details.

#### Note

The carryover process can be automated via a batch job. Please see the Batch Jobs documentation for information on how to automate the carryover process.

#### Note

Maximum Carryover can be overridden through the use of KPME's Employee Overrides. See the Leave Management Administrative Documentation for Max Annual Carry Override configuration.

With a maximum carry over limit defined, the balance for an accrual category will automatically be adjusted when submitting a calendar containing the last day of the calendar year. This day is derived from the leave plan defined on the accrual category to which this rule is attached. This adjustment is achieved by placing a leave block in an amount of the adjustment on the employee's calendar.

### Conjunctive Rules

When combined with a maximum balance rule, a maximum carry over limit may vary its behavior based on the frequency of the balance transaction:

## Leave-Approve Max Balance with Max Annual Carryover

When defined with a Leave-Approve Action, the adjustment amounts for both carryover and leave-approve actions are calculated relative to the same ending balance; the balance as of the last day of the leave plan's calendar year. Up to four adjustment leave blocks are created with status requested, a maximum of three coming from the balance transaction and the fourth coming from the carryover adjustment.

If the max balance action is approved, the requested leave block containing the adjustment amount for carryover is re-calculated to reflect the resulting balance. If the max balance action is disapproved, the requested adjustment amount for carryover needs no correction.

Example:

Accrual Category Inquiry expand all collapse all

Accrual Category show

Rules hide

▼ hide Accrual Category Rule

Service Unit Of Time:	Months
Start:	0
End:	12
Accrual Rate:	8.00
Max Balance:	10.00
Max Bal Flag:	Yes
Max Balance Action Frequency:	Leave Approve
Action at Max Balance:	Transfer
Max Balance Transfer to Accrual Category:	MAX-BAL-TFR
Max Balance Transfer Conversion Factor:	1.00
Max Transfer Amount:	9999
Max Payout Amount:	
Max Payout EarnCode:	
Max Usage:	
Max Carry Over:	4
Active:	Yes

close

Example of a Max Carry Over rule defined with a Leave Approve Max Balance rule.

### Note

MAX-CO is the accrual category on this rule, with earn code MAX-EC. MAX-BAL-TFR displays earn code MAXBAL-TRF on leave calendars.

30	31	1	2	3
	accrual - MAX-EC (8)			
	transferred amount - MAX-EC (-22.00)			
	balance transfer - MAX-EC (-28.00)			
	accrual - MAXB-A (16.0)			
	transferred amount - MAXB-A (-24.00)			
	amount transferred - MAXBAL-TRF (22.00)			
	amount transferred - MAXBAL-TRF (24.00)			

December - December 31 2012  
last approved: February 1 - February 28 2013

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance
MAX-BAL-TFR	0.00	46.00	0.00	46.00	46.00
MAX-CO	0.00	32.00	0.00	32.00	32.00
MAXB	0.00	64.00	0.00	64.00	64.00

Note the accrued balance for MAX-CO. These are the balances as of the last day of the leave plan's year.

## Leave Management Configuration

30	31	1	2	3
	accrual - MAX-EC (8)			
	transferred amount - MAX-EC (-22.00)			
	balance transfer - MAX-EC (-28.00)			
	accrual - MAXB-A (16.0)			
	transferred amount - MAXB-A (-24.00)			
	amount transferred - MAXBAL-TRF (22.00)			
	amount transferred - MAXBAL-TRF (24.00)			

December 1 - December 31 2012  
last approved: February 1 - February 28 2013

Values as of: Dec 31, 2012

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance
MAX-BAL-TFR	0.00	46.00	0.00	46.00	46.00
MAX-CO	0.00	32.00	0.00	32.00	32.00
MAXB	0.00	64.00	0.00	64.00	64.00

The amount of the carry over leave block created upon calendar submission is relative to an accrued balance of 32

30	31	1	2	3
	accrual - MAX-EC (8)			
	transferred amount - MAX-EC (-22.00)			
	balance transfer - MAX-EC (-28.00)			
	accrual - MAXB-A (16.0)			
	transferred amount - MAXB-A (-24.00)			
	amount transferred - MAXBAL-TRF (22.00)			
	amount transferred - MAXBAL-TRF (24.00)			

December 1 - December 31 2012  
last approved: February 1 - February 28 2013

Values as of: Dec 31, 2012

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance
MAX-BAL-TFR	0.00	46.00	0.00	46.00	46.00
MAX-CO	0.00	32.00	0.00	32.00	32.00
MAXB	0.00	64.00	0.00	64.00	64.00

The amount of the transfer leave block created upon calendar submission is also relative to an accrued balance of 32

**Balance Transfer Document**

**Doc Nbr:** 6663 **Status:** ENROUTE  
**Initiator:** isumax2 **Created:** 03:35 PM 04/09/2013

[expand all](#) [collapse all](#)

\* required field

Document Overview [hide](#)

**\* Description:** max2, isu (10067) - 12/31/2012

**Organization Document Number:**

**Explanation:**

Balance Transfer Maintenance [hide](#)

New

Effective Date:

12/31/2012
 

Principal Id:

10067
 

Transfer From Accrual Category:

MAX-CO
 

Transfer Amount:

22.00
 

Forfeited Amount:

0
 

Transfer To Accrual Category:

MAX-BAL-TFR
 

Amount Transferred:

22.00

Comments (0) [show](#)

Attachments [show](#)

Routing [show](#)

[request](#) [reload](#) [close](#)

**Other informational messages:**

- Document 6663 was superuser approved.

The Balance Transfer Document is approved



30	31	1	2	3
	accrual - MAX-EC (8)			
	transferred amount - MAX-EC (-22.00)			
	balance transfer - MAX-EC (-6.00)			
	accrual - MAXB-A (16.0)			
	transferred amount - MAXB-A (-24.00)			
	amount transferred - MAXBAL-TRF (22.00)			
	amount transferred - MAXBAL-TRF (24.00)			

December 1 - December 31 2012  
last approved: February 1 - February 28 2013

Values as of: Dec 31, 2012

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance
MAX-BAL-TFR	0.00	46.00	0.00	46.00	46.00
MAX-CO	0.00	32.00	0.00	32.00	32.00
MAXB	0.00	64.00	0.00	64.00	64.00

> Route Log

> Note

The status of the leave block created through the Balance Transfer document changes to approved.

30	31	1	2	3
	accrual - MAX-EC (8)			
	transferred amount - MAX-EC (-22.00)			
	balance transfer - MAX-EC (-6.00)			
	accrual - MAXB-A (16.0)			
	transferred amount - MAXB-A (-24.00)			
	amount transferred - MAXBAL-TRF (22.00)			
	amount transferred - MAXBAL-TRF (24.00)			

December 1 - December 31 2012  
last approved: February 1 - February 28 2013

Values as of: Dec 31, 2012

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance
MAX-BAL-TFR	0.00	46.00	0.00	46.00	46.00
MAX-CO	0.00	32.00	0.00	32.00	32.00
MAXB	0.00	64.00	0.00	64.00	64.00

> Route Log

> Note

The amount of the leave block created via the carry over rule adjusts to the new balance.

## Year-End Max Balance with Max Annual Carryover

When defined with a Year-End Action, any amount in excess of the carryover limit and up to the maximum balance limit will be included in the year-end balance transaction.

Example:

Accrual Category Inquiry expand all collapse all

Accrual Category show

Rules hide

▼ hide Accrual Category Rule

Service Unit Of Time: Months

Start: 0

End: 9999

Accrual Rate: 16.00

Max Balance: 50.00

Max Bal Flag: Yes

Max Balance Action Frequency: Year End

Action at Max Balance: Transfer

Max Balance Transfer to Accrual Category: MAX-BAL-TFR

Max Balance Transfer Conversion Factor: 1.00

Max Transfer Amount: 30

Max Payout Amount:

Max Payout EarnCode:

Max Usage:

Max Carry Over: 40

Active: Yes

close



This rule defines a carry over trigger as well as a year end max balance action.

## Note

MAXB is the accrual category of this rule, with earn code MAXB-A. MAX-BAL-TFR displays earn code MAXBAL-TRF on leave calendars.

30	31	1	2	3
	accrual - MAX-EC (8)			
	transferred amount - MAX-EC (-22.00)			
	balance transfer - MAX-EC (-28.00)			
	accrual - MAXB-A (16.0)			
	transferred amount - MAXB-A (-24.00)			
	amount transferred - MAXBAL-TRF (22.00)			
	amount transferred - MAXBAL-TRF (24.00)			

December 1 - December 31 2012  
last approved: February 1 - February 28 2013

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance
MAX-BAL-TFR	0.00	46.00	0.00	46.00	46.00
MAX-CO	0.00	32.00	0.00	32.00	32.00
MAXB	0.00	64.00	0.00	64.00	64.00

Note the accrued balance for MAXB

30	31	1	2	3
	accrual - MAX-EC (8)			
	transferred amount - MAX-EC (-22.00)			
	balance transfer - MAX-EC (-6.00)			
	accrual - MAXB-A (16.0)			
	transferred amount - MAXB-A (-24.00)			
	amount transferred - MAXBAL-TRF (22.00)			
	amount transferred - MAXBAL-TRF (24.00)			

December 1 - December 31 2012  
last approved: February 1 - February 28 2013

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance
MAX-BAL-TFR	0.00	46.00	0.00	46.00	46.00
MAX-CO	0.00	32.00	0.00	32.00	32.00
MAXB	0.00	64.00	0.00	64.00	64.00

Route Log

Note

The requested amount in the leave blocks created for the balance transfer include the carry over adjustment

**Balance Transfer Document** ?

Doc Nbr: 6664 Status: ENROUTE  
Initiator: isumax2 Created: 03:36 PM 04/09/2013

expand all collapse all  
\* required field

Document Overview

\* Description: max2, isu (10067) - 12/31/2012

Organization Document Number:

Explanation:

Balance Transfer

New

Effective Date: 12/31/2012

Principal Id: 10067

Transfer From Accrual Category: MAXB

Transfer Amount: 24.00

Forfeited Amount: 0

Transfer To Accrual Category: MAX-BAL-TFR

Amount Transferred: 24.00

Notes and Ad Hoc Receipts

Route Log

Other informational messages:

- Document 6664 was superuser approved.

cancel this request reload close

The Transfer doc for the Year-End action is approved.

30	31	1	2	3
	accrual - MAX-EC (8)			
	transferred amount - MAX-EC (-22.00)			
	balance transfer - MAX-EC (-6.00)			
	accrual - MAXB-A (15.0)			
	transferred amount - MAXB-A (-24.00)			
	amount transferred - MAXBAL-TRF (22.00)			
	amount transferred - MAXBAL-TRF (24.00)			

December 1 - December 31 2012  
last approved: February 1 - February 28 2013

Values as of: Dec 31, 2012

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance
MAX-BAL-TFR	0.00	46.00	0.00	46.00	46.00
MAX-CO	0.00	32.00	0.00	32.00	32.00
MAXB	0.00	64.00	0.00	64.00	64.00

> Route Log

> Note

Both leave blocks move to approved status

## Maximum Usage Limit Configuration

To define a usage limit, simply enter a value into the “Max Usage” field, relative to the selected Unit of Time for the accrual category.

With a maximum usage limit defined, an employee will not be allowed to add leave blocks to their calendar if the amount in the leave block, when added to the YTD usage as of the requested leave date, exceeds this limit.

### Note

Maximum usage can be overridden through the use of KPME Leave Management's Employee Override feature. Please see the Leave Management Administration documentation's section on Employee Overrides.

## Multiple Accrual Category Rules

KPME Leave Management allows accrual categories to be configured with multiple rules, each rule covering a non-overlapping service interval.

To define multiple rules on a single accrual category, each rule must have START and END values that do not overlap any other defined rule. There must also be no gaps between the end of one rule and the start of another.

Example:

## Leave Management Configuration

**Accrual Category Inquiry**expand allcollapse all

**Accrual Category** hide

<b>Effective Date:</b>	01/09/2012
<b>Leave Plan:</b>	<u>TST-LP</u>
<b>Accrual Category:</b>	TST-MAXB
<b>Description:</b>	Test Max Balance
<b>Accrual Earn Interval:</b>	Monthly
<b>Unit Of Time:</b>	Hours
<b>Min Percent Worked to Earn Accrual:</b>	0.00
<b>Proration:</b>	On
<b>Donation:</b>	No
<b>Show On Grid:</b>	Yes
<b>Default Earn Code:</b>	<u>TST-MAX-EC</u>
<b>Active:</b>	Yes

**Rules** hide

**hide** **Accrual Category Rule**

<b>Service Unit Of Time:</b>	Months
<b>Start:</b>	0
<b>End:</b>	2
<b>Accrual Rate:</b>	8.00
<b>Max Balance:</b>	6.00
<b>Max Bal Flag:</b>	Yes
<b>Max Balance Action Frequency:</b>	Leave Approve
<b>Action at Max Balance:</b>	Lose
<b>Max Balance Transfer to Accrual Category:</b>	
<b>Max Balance Transfer Conversion Factor:</b>	
<b>Max Transfer Amount:</b>	
<b>Max Payout Amount:</b>	
<b>Max Payout EarnCode:</b>	
<b>Max Usage:</b>	
<b>Max Carry Over:</b>	
<b>Active:</b>	Yes

**hide** **Accrual Category Rule**

<b>Service Unit Of Time:</b>	Months
<b>Start:</b>	2
<b>End:</b>	4
<b>Accrual Rate:</b>	12.00
<b>Max Balance:</b>	10.00
<b>Max Bal Flag:</b>	Yes
<b>Max Balance Action Frequency:</b>	Leave Approve
<b>Action at Max Balance:</b>	Transfer
<b>Max Balance Transfer to Accrual Category:</b>	<u>TST-BT</u>
<b>Max Balance Transfer Conversion Factor:</b>	1.00
<b>Max Transfer Amount:</b>	12
<b>Max Payout Amount:</b>	
<b>Max Payout EarnCode:</b>	
<b>Max Usage:</b>	
<b>Max Carry Over:</b>	
<b>Active:</b>	Yes

**hide** **Accrual Category Rule**

<b>Service Unit Of Time:</b>	Months
<b>Start:</b>	4
<b>End:</b>	9999
<b>Accrual Rate:</b>	16.00
<b>Max Balance:</b>	14.00
<b>Max Bal Flag:</b>	Yes
<b>Max Balance Action Frequency:</b>	On Demand
<b>Action at Max Balance:</b>	Transfer
<b>Max Balance Transfer to Accrual Category:</b>	<u>TST-BT</u>
<b>Max Balance Transfer Conversion Factor:</b>	1.00
<b>Max Transfer Amount:</b>	16
<b>Max Payout Amount:</b>	
<b>Max Payout EarnCode:</b>	
<b>Max Usage:</b>	
<b>Max Carry Over:</b>	
<b>Active:</b>	Yes

close

This accrual category has three rules defined.

The first rule defines a LOSE action with frequency leave approve if the balance exceeds 6 hours. It is in effect from the date of hire of an employee up to the end of their second month of service.

The second rule defines a TRANSFER action with frequency LEAVE APPROVE if the balance exceeds 10 hours. It goes into effect at the start of the third month of service and remains in effect up to the end of the fourth month of service

The third rule defines a TRANSFER action with frequency ON-DEMAND if the balance exceeds 14 hours. It goes into effect at the start of the employee's fifth month of service, extending through the remainder of service.

## Max Balance Transactions

KPME Leave Management makes available three pre-defined transactions and three frequencies with which transactions can occur. With the exception of the On-Demand frequency, these transactions are triggered automatically, with respect to the frequency set within the accrual category's rules. When the balance of an accrual category has been found to be in excess of the maximum limit defined within its rules, a warning will appear on exempt employees' leave calendars, non-exempt leave eligible employees' time calendars, and will also appear on the employee's approval row within the time and leave approval tabs.

## Transaction Frequencies

KPME Leave Management uses the values defined on accrual category rules to automatically determine when specific transactions should occur.

### On-Demand

Transactions that occur with this frequency will automatically present a button that the user may click to initiate the transaction. This button is made available and active when either:

- the employee's service as of the current date brings them under a rule with an On-Demand frequency and the existing balance when this rule takes effect is over the limit defined by the rule, or
- An accrual has occurred in an amount that exceeds the balance limit under the given rule.

accrual - MAXB-A (16.0)

Submit for Approval

April 1 - April 30 2013  
last approved: February 1 - February 28 2013

Accrual Category	Prior Year Carryover	YTD Earned	YTD Usage	Accrued Balance	Available Balance	Usage Limit	Future/Planned Usage	YTD FMLA Usage
MAX-BAL-TFR	0.00	0.00	0.00	0.00	0.00		0.00	0.00
MAX-CO	4	24.00	0.00	28.00	28.00		0.00	0.00
MAXB	8	48.00	0.00	56.00	6.00		0.00	0.00

Transfer

Route Log

Note

A max balance transaction rule with frequency On-Demand triggers a button when the action can be taken.

The button remains available until the employee executes the transaction, a rule change occurs under the accrual category or the balance for the accrual category is brought below the maximum defined limit via usage, adjustments, donation or other means. If no such action occurs before the end of the period or a rule change, the button becomes disabled.

To execute an on-demand balance transaction, employee's must:

1. Click the enabled button to be presented with a max balance action form. The form will look similar to this:

The screenshot shows a 'Balance Transfer' form with the following details:

- Effective Date:** 04/09/2013
- \* PrincipalId:** 10067
- \* From Accrual Category:** MAXB
- \* Transfer Amount:** 102.00
- Forfeited Amount:** 0
- \* To Accrual Category:** MAX-BAL-TFR
- \* Amount Transferred:** 102.00
- Accrual Category Rule:** 10241
- Leave Calendar ID:** 6650

Buttons:

**Other warnings:** Lowering the transfer amount may cause additional forfeiture.

The pre-filled values represent the minimum amount needed to bring the balance back to its limit, with a maximized transaction amount which minimizes loss. If there is forfeiture, the transfer amount cannot be increased.

2. Review the values in the form, and adjust the transaction amount if desired. If the transaction amount is changed, the other values will be updated after the form is submitted. If there is an error in the transaction amount field, they will be prompted to fix it.

The screenshot shows the same 'Balance Transfer' form, but with an error message and a negative transfer amount:

- Effective Date:** 04/09/2013
- \* PrincipalId:** 10067
- \* From Accrual Category:** MAXB
- \* Transfer Amount:** -50
- Forfeited Amount:** 0
- \* To Accrual Category:** MAX-BAL-TFR
- \* Amount Transferred:** 102.00
- Accrual Category Rule:** 10241
- Leave Calendar ID:** 6650

Buttons:

**Other errors:** Transfer amount must be greater than or equal to zero.

A negative amount was entered into the transfer amount field, preventing the form from being submitted.

The negative sign has been removed.

### Note

Notice the values in the forfeited amount and amount transferred fields.

	9	10
	transferred amount - MAXB-A (-50)	
	transfer forfeiture - MAXB-A (-52.00)	
	amount transferred - MAXBAL-TRF (50.00)	
	16	17

The resulting leave blocks created from the transaction. The forfeited amount and amount transferred fields have been updated relative to the transfer amount entered.

Also note the resulting warning message on the employee's leave calendar.

## Year-End

Year-end frequency transactions are identical to leave-approve transactions, however, are triggered only if

- i. The accrued balance is found to be in excess of the max balance limit as defined by the rule in effect as of the last day of the final leave period in the leave plan's calendar year.
- ii. This day is within the calendar being submitted for approval.

In such a case, employees will be prompted to submit the transaction in a similar fashion to leave-approve transactions.

## Leave Approve

Transactions with this frequency occur when an employee submits a calendar. If the accrued balance as of the last day of a leave period is found to be in excess of its maximum limits and this day is within the calendar being submitted, the employee will be prompted to submit the transaction prior to the calendar being routed for approval.

### Note

For non-exempt leave eligible employees if the calendar does not include the last day of the leave period, a warning will continue to display, but no transaction will be triggered upon submission.

## Transaction Types

Three transactions are available by default in KPME Leave Management. Transfer, Payout and Lose. Each transaction type has differences, some subtle, in their look and feel and in their execution. Transfer and Payout are very similar to each other in most regard, whereas the Lose action is noticeably different. Here we examine each transaction type, including submission walkthroughs and comparisons.

### Lose

This transaction forfeits unused leave and may occur with leave-approve or year-end frequencies.

If the balance of an accrual category is over its limit as of the last day of the leave period, when the employee clicks the "Submit for Approval" button, they will be presented with a simple dialog to confirm forfeiture of leave in excess of this limit.

To confirm the loss, click "Forfeit". Otherwise, click cancel to return to the calendar. Once the loss is confirmed, a single approved usage leave block will be created on the calendar in an amount equal to the forfeited amount, and the calendar will immediately resume submission for approval.

Lose actions do not require approval by department admins.

### Transfer

This transaction moves leave from one accrual category to another at a pre-determined rate. Transfer may occur with any of the three provided frequencies. As with the Lose transaction, a Transfer action is triggered upon calendar submission when the balance for an accrual category is found to be in excess as of the last day of the leave period.

Instead of a dialog, the Employee is redirected to a page containing solely the transfer form. This form is identical to the form presented with On-Demand frequencies, but is not contained within a dialog box. Once this form is submitted and correctly validated, up to three leave blocks are created on the calendar belonging to the document id listed on the form. Each block is created with a "requested" status, one for the

transfer amount, amount transferred (adjusted for any conversion factor) and, if there exists, forfeiture. The calendar then resumes normal submission, and the Employee is redirected back to the submitted calendar. All Transfer actions require approval by department admins

## Payout

This transaction moves leave from an accrual category into an earn code that can be used by payroll to add to salary or wages. Payout may occur with any of the three provided frequencies. As with Transfer and Lose actions, a Payout action can be triggered upon submission of a calendar, and follows the same basic flow. All Payout actions require approval by department admins.

## Balance Transaction Approval

With the exception of the Lose action, all balance transactions must go through the approval process. When a max balance action is taken by an employee, KPME automatically routes the document to the employee's approver. At that time, the document will become available in the approvers action list, as well as in document search.

Balance Transfer and Leave Payout Documents (Max Balance Transaction Maintenance Documents) must be approved or disapproved before the calendar on which they reside can be approved.

To take system administrative action on a transaction document:

### Note


Department admins can locate pending balance transaction documents in their action list.

1. Open the Document lookup view by clicking , located:








2. Perform a search, filtering results by one of the provided fields if necessary.
3. Locate the document, and click on the link provided by the document id

Document Search  [detailed search](#) [superuser search](#) [clear saved searches](#)  \* required field

Document Type:	<input type="text"/>
Initiator:	<input type="text"/>
Document Id:	<input type="text"/>
Date Created From:	04/09/2013 
Date Created To:	<input type="text"/>
Name this search (optional):	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

6 items retrieved, displaying all items.1

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
6654	Balance Transfer Document	New BalanceTransfer - max2, isu (10067) - 04/09/2013	ENROUTE	max2, isu	04/09/2013 02:21 PM	
6653	Leave Calendar	LeaveCalendarDocument - max2, isu (10067) - 01/01/2013-02/01/2013	SAVED	max2, isu	04/09/2013 02:18 PM	
6652	Accrual Category Document	Edit AccrualCategory - dfgdfg	FINAL	admin_admin	04/09/2013 02:13 PM	
6651	Leave Calendar	LeaveCalendarDocument - max2, isu (10067) - 03/01/2013-04/01/2013	SAVED	max2, isu	04/09/2013 02:09 PM	
6650	Leave Calendar	LeaveCalendarDocument - max2, isu (10067) - 04/01/2013-05/01/2013	SAVED	max2, isu	04/09/2013 02:09 PM	
6649	Leave Calendar	LeaveCalendarDocument - user2, abc (10058) - 04/01/2013-05/01/2013	SAVED	user2, abc	04/09/2013 02:08 PM	

Export options: [CSV](#) | [Excel](#) | [XML](#)



- Enter an annotative remark in the field provided, then select the action to take.

Balance Transfer Document ?

Doc Nbr: 6654

Status: ENROUTE

Initiator: isumax2

Created: 02:21 PM 04/09/2013

expand all collapse all

\* required field

Document Overview

hide

Document Overview

\* Description: max2, isu (10067) - 04/09/2013

Organization Document Number:

Explanation:

Balance Transfer Maintenance

hide

New

Effective Date: 04/09/2013

Principal Id: 10067

Transfer From Accrual Category: MAXB

Transfer Amount: 50

Forfeited Amount: 52.00

Transfer To Accrual Category: MAX-BAL-TFR

Amount Transferred: 50.00

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

Super User Action

hide

☐

Action

Requested Of

Time/Date

Annotation

APPROVE

TK\_APPROVER

04/09/2013 02:21 PM

Dept: ISUDEPT, Work Area: 10011

APPROVE

Approver, ISU

04/09/2013 02:21 PM

Dept: ISUDEPT, Work Area: 10011

APPROVE

Harvey, Oliver

04/09/2013 02:21 PM

Dept: ISUDEPT, Work Area: 10011

APPROVE

approver2, isu

04/09/2013 02:21 PM

Dept: ISUDEPT, Work Area: 10011

Annotation:

take selected actions approve document disapprove document

send ad hoc request reload close

Balance Transfer Document ?

Doc Nbr: 6654

Status: ENROUTE

Initiator: isumax2

Created: 02:21 PM 04/09/2013

expand all collapse all

\* required field

Document Overview

hide

Document Overview

\* Description: max2, isu (10067) - 04/09/2013

Organization Document Number:

Explanation:

Balance Transfer Maintenance

hide

New

Effective Date: 04/09/2013

Principal Id: 10067

Transfer From Accrual Category: MAXB

Transfer Amount: 50

Forfeited Amount: 52.00

Transfer To Accrual Category: MAX-BAL-TFR

Amount Transferred: 50.00

Notes and Attachments (0)

show

Ad Hoc Recipients

show

Route Log

show

☐

Action

Requested Of

Time/Date

Annotation

APPROVE

TK\_APPROVER

04/09/2013 02:21 PM

Dept: ISUDEPT, Work Area: 10011

APPROVE

Approver, ISU

04/09/2013 02:21 PM

Dept: ISUDEPT, Work Area: 10011

APPROVE

Harvey, Oliver

04/09/2013 02:21 PM

Dept: ISUDEPT, Work Area: 10011

APPROVE

approver2, isu

04/09/2013 02:21 PM

Dept: ISUDEPT, Work Area: 10011

Annotation:

take selected actions approve document disapprove document

send ad hoc request reload close

Other informational messages:

Document 6654 was superuser approved.

This document was approved by the system administrator

72

The screenshot displays the Kuali KPME Leave Management interface. At the top, the Kuali logo and 'kpme' are visible. On the right, there are links for 'Remove backdoor' and 'Logout', and a summary of the backdoor employee: 'Backdoor Employee Name: max2, isu', 'Backdoor Employee Id: max2, isu', 'Backdoor Document Id: 6650', and 'Backdoor Document Status: Saved'. Below this are buttons for 'Leave Calendar', 'Person Info', and 'Help'.

The main section shows the 'Current Leave Period' as '2013' and '04/01/2013 - 04/30/2013'. The calendar is for 'April 2013'. A warning message is displayed: 'You have exceeded the maximum balance limit for MAX-CO as of 2013-04-30. Depending upon the accrual category rules, leave over this limit may be forfeited. A transfer action occurred on this calendar.' This message is highlighted with a red box.

The calendar grid shows days from Sunday to Saturday. A red box highlights a specific area on the calendar, showing a transfer action for the period from April 9th to April 17th. The transfer details are listed in a green box:

- transferred amount - MAXB-A (-50)
- transfer forfeiture - MAXB-A (-52.00)
- amount transferred - MAXBAL-TRF (50.00)

The warning message on the calendar has changed to a simple notification/reminder, and the requested leave blocks change to "Approved" status.

## Note

The forfeiture and amount transferred amounts have been adjusted with respect to the transfer amount.

# System Scheduled Time Off

KPME Leave Management supports University Holiday designation via System Scheduled Time Off (SSTO). This feature effectively replaces Holiday Calendar in previous versions of KPME's Timekeeping.

## Leave Management Configuration

System Scheduled Time Off Document ?		Doc Nbr:	6666	Status:	INITIATED
		Initiator:	admin	Created:	06:15 PM 04/09/2013

[expand all](#) [collapse all](#) \* required field

Document Overview ▼ hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

System Scheduled Time Off Maintenance ▼ hide

New

\* Effective Date:

\* Earn Code:

\* Accrual Category:

\* Leave Plan:

\* Accrued Date:

Scheduled Time Off Date:

\* Location:

\* Description:

\* Amount of Time:

Unused Time:

☐ Transfer ☐ Bank ☐ No Unused Time Allowed

Transfer to Earn Code:

Transfer Conversion Factor:

\* Premium Holiday:

☐ Yes ☒ No

\* Active:

☒

Notes and Attachments (0)

[show](#)

Ad Hoc Recipients

[show](#)

Route Log

[show](#)

The System Scheduled Time Off Maintenance Document.

### System Scheduled Time Off Maintenance Document

The system will support the designation of specific dates with time off that is associated with a Earn Code.

Field	Description	Requirements
Effective Date	Date the scheduled time off record will go into effect.	<ul style="list-style-type: none"> <li>Accepts various date format entries displays MM/DD/YYYY</li> <li>Option to select date with Date Selector</li> <li>Date must be current or future date.</li> <li>Date entered may not more than one year in the future</li> <li>Required field</li> </ul>
Earn Code	Earn Code associated with scheduled time off.	<ul style="list-style-type: none"> <li>Option to Lookup and return value from Earn Code table</li> <li>Required field</li> </ul>
Accrual Category	Accrual Category associated with scheduled time off.	<ul style="list-style-type: none"> <li>Value pulled from the selected Earn Code</li> <li>Read Only</li> <li>Required field</li> </ul>
Leave Plan	Leave Plan associated with scheduled time off.	<ul style="list-style-type: none"> <li>Value pulled from the selected Earn Code &amp; Accrual Category</li> <li>Read Only</li> <li>Required field</li> </ul>
Accrued Date	Date the holiday is available to use.	<ul style="list-style-type: none"> <li>Accepts various date format entries displays MM/DD/YYYY</li> <li>Option to select date with Date Selector</li> <li>Date must be a future date.</li> <li>Required field.</li> </ul>
Scheduled Time Off Date	Date of the scheduled time off that is put on the calendar	<ul style="list-style-type: none"> <li>Accepts various date format entries displays MM/DD/YYYY</li> <li>Option to select date with Date Selector</li> <li>Date must be a future date.</li> <li>Not a required field.</li> </ul>
Location	System Scheduled Time Off can be defined by Location. If value is wild card (%), then leave plan is available for all locations defined in the system. Locations are used in Time and Attendance.	<ul style="list-style-type: none"> <li>Accepts wild card field of %</li> <li>Validates against Location table</li> <li>Option to Lookup and return value from Location table</li> <li>Required field</li> </ul>
Description	Text field used to descript the scheduled time off.	<ul style="list-style-type: none"> <li>Allow text values</li> <li>Limit number of characters to ?</li> <li>Required Field</li> </ul>
Amount of Time	The amount of leave time taken for the scheduled time off.	<ul style="list-style-type: none"> <li>Allow integer values</li> <li>Number of decimal places allowed based on Earn Code's Fractional Time Allowed</li> <li>Required field</li> </ul>
Unused Time	Indicate how time can be banked/accrued, if the Amount of Time for the Scheduled Time Off Date is not used	<ul style="list-style-type: none"> <li>Options: No Unused Time Allowed, Transfer, Bank</li> <li>If Schedule Time Off Date is blank, then "Bank" must be selected.</li> </ul>
Transfer to Earn Code	If "Transfer" is selected for Unused Time, the Earn Code to transfer the unused time to needs to be indicated	<ul style="list-style-type: none"> <li>Option to Lookup and return value from Earn Code table</li> <li>Required field, if "Transfer" is selected for Unused Time</li> </ul>
Transfer Conversion Factor	If "Transfer" is selected for Unused Time, the unused Amount of Time can be transferred at the indicated conversion rate (i.e. Comp Time).	<ul style="list-style-type: none"> <li>Allow number with decimal to 2 places (i.e. #.##)</li> <li>Allow number to be less than 1 but greater than 0.</li> <li>Required field, if "Transfer" is selected for Unused Time</li> </ul>
Premium Holiday	Used to indicate the Scheduled Time Off Date allows employees to get higher rate of pay for working it.	<ul style="list-style-type: none"> <li>No/Yes radio buttons</li> <li>"No" selected by default</li> <li>Required Field</li> </ul>
Active	Status of the scheduled time off.	<ul style="list-style-type: none"> <li>Checkbox</li> <li>Default value checked</li> <li>Checked value displays Yes and unchecked value displays No</li> </ul>

Field Summary for [System Scheduled Time Off](#)

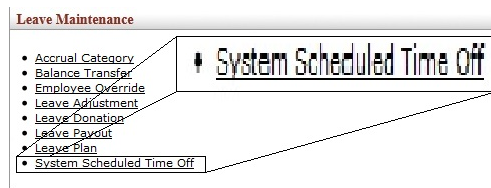
## Floating Holiday Configuration

This example will move through basic configuration of system scheduled time off.

### Note

System Scheduled Time Off requires use of an Earn Code from which some of its properties are derived. For instruction on Earn Code configuration, see the chapter "Basic Configuration"

1. Navigate to the System Scheduled Time Off Lookup via the link provided in the Leave Management section of the Maintenance Tab.



2. Within the System Scheduled Time Off Lookup View, click **create new**, located:

A screenshot of the 'System Scheduled Time Off Lookup' form. The form is titled 'SystemScheduledTimeOff Lookup' and has a 'create new' button in the top right corner. A red arrow points to the 'create new' button. The form contains several fields: Effective Date From, Effective Date To, Earn Code, Accrued Date From, Accrued Date To, Scheduled Time Off Date From, Scheduled Time Off Date To, Active (Yes/No/Both), and Show History (Yes/No). There are also 'search', 'clear', and 'cancel' buttons at the bottom.

3. Within the Document Overview tab of the System Scheduled Time Off Maintenance Document, enter the required description.
4. Select an effective date from the current date up to one year in the future.
5. Enter or use the quick finder to return an earn code for the Earn Code field.

### Note

When using the quick finder, the earn code returned will auto-populate the Accrual Category and Leave Plan fields from the values defined on that Earn Code.

6. Select the Accrued Date.

<b>System Scheduled Time Off Document</b> ?		<b>Doc Nbr:</b> 6668	<b>Status:</b> INITIATED
		<b>Initiator:</b> admin	<b>Created:</b> 10:40 AM 04/10/2013

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview [hide](#)

\* Description: Creating SSTO for my holiday

Organization Document Number:

Explanation:

System Scheduled Time Off Maintenance [hide](#)

New

\* Effective Date: 04/11/2013

\* Earn Code: LHOL

\* Accrual Category: LEAVE-HOL

\* Leave Plan: LEAVE

\* Accrued Date:

Scheduled Time Off Date:

\* Location:

\* Description:

\* Amount of Time:

Unused Time: ☐ Transfer

Transfer to Earn Code:

Transfer Conversion Factor:

\* Premium Holiday: ☐ Yes ☒ No

\* Active: ☒

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#)   [save](#)   [blanket approve](#)   [approve](#)   [disapprove](#)   [FYI](#)   [acknowledge](#)   [close](#)   [cancel](#)

## Note

The accrued date should be the date that the Amount of Time for this SSTO is accumulated.

7. No Scheduled Time Off Date is required for floating holiday
8. Enter the Location or use the quick finder to return a location.
9. Enter a description.
10. Enter the Amount of Time that can be taken for the scheduled time off.
11. Select "Bank" for Unused Time.

## Note

Refer to the field summary at the start of this section for field requirements when selecting the Unused time. A value of "Bank" indicates the Amount of Time will be placed into the Accrual Category on the supplied Accrued Date. "Transfer" indicates the Amount of Time, adjusted by the Transfer Conversion Factor, will be available for transfer once the holiday accrual appears on the employees calendar. "No Unused Time Allowed" will generate a leave block on the calendar that cannot be removed or edited by the employee. If No Unused Time Allowed is selected, specify the same date for Scheduled Time Off Date and Accrued Date.

12. Select whether this System Scheduled Time off is a premium holiday. A "Yes" indicates a higher rate of pay for employees who work this day.
13. Ensure that the "Active" box is checked

## Leave Management Configuration

**System Scheduled Time Off Document** ?

**Doc Nbr:** 6668 **Status:** INITIATED  
**Initiator:** admin **Created:** 10:40 AM 04/10/2013

[expand all](#) [collapse all](#)  
\* required field

**Document Overview** [hide](#)

**Document Overview**

\* **Description:** Creating SSTO for my holiday

**Organization Document Number:**

**Explanation:**

**System Scheduled Time Off Maintenance** [hide](#)

**New**

\* **Effective Date:** 04/11/2013

\* **Earn Code:** LHOL

\* **Accrual Category:** LEAVE-HOL

\* **Leave Plan:** LEAVE

\* **Accrued Date:** 04/11/2013

**Scheduled Time Off Date:**

\* **Location:** BL

\* **Description:** My Holiday

\* **Amount of Time:** 8

**Unused Time:** ☐ Transfer ☒ Bank ☐ No Unused Time Allowed

**Transfer to Earn Code:**

**Transfer Conversion Factor:**

\* **Premium Holiday:** ☐ Yes ☒ No

\* **Active:** ☒

**Notes and Attachments (0)** [show](#)

**Ad Hoc Recipients** [show](#)

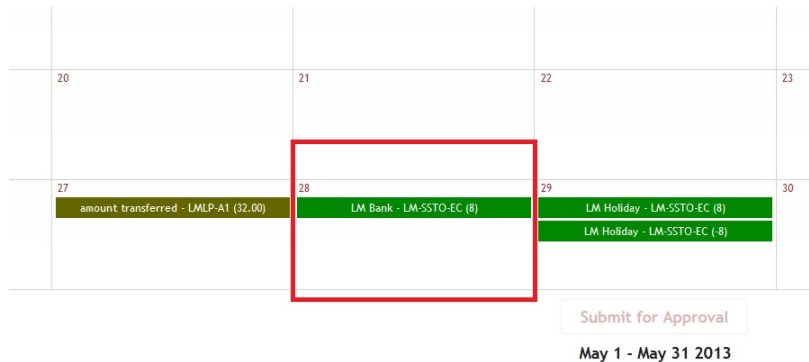
**Route Log** [show](#)

[submit](#) [save](#) [blanket approve](#) [approve](#) [disapprove](#) [FYI](#) [acknowledge](#) [close](#) [cancel](#)

A Basic System Scheduled Time Off Maintenance Document

14.Finally, Submit the document.

The resulting accrual leave block generated by the floating holiday SSTO definition will appear on the employee's calendar as shown:



A single accrual will be generated for SSTO's when "Bank" is selected for Unused Time option.

The following images show an SSTO defined with "No Unused Time Allowed", and the resulting leave blocks on an employees calendar.

**System Scheduled Time Off Inquiry** expand all collapse all

SystemScheduledTimeOff hide

Description:	LM Holiday
Accrued Date:	05/29/2013
Leave Plan:	LMLP
Accrual Category:	LM-SSTO
Earn Code:	LM-SSTO-EC
Scheduled Time Off Date:	05/29/2013
Location:	BL
Amount of Time:	8
Unused Time:	No Unused Time Allowed
Transfer to Earn Code:	
Transfer Conversion Factor:	
Premium Holiday:	No
Active:	Yes
Effective Date:	05/13/2013

close

A sample SSTO definition with No Unused Time Allowed

20	21	22	23
27	28	29	30
amount transferred - LMLP-A1 (32.00)	LM Bank - LM-SSTO-EC (8)	LM Holiday - LM-SSTO-EC (8)	
		LM Holiday - LM-SSTO-EC (-8)	

Submit for Approval

May 1 - May 31 2013

No Unused Time Allowed creates one accrual leave block and one usage leave block on the employees calendar.

## Transferable System Scheduled Time Off

This section will move through the steps required by employees in order for them to transfer unused time. We begin with a sample SSTO definition.

**System Scheduled Time Off Inquiry** expand all collapse all

SystemScheduledTimeOff hide

Description:	LM Transfer
Accrued Date:	05/27/2013
Leave Plan:	LMLP
Accrual Category:	LM-SSTO
Earn Code:	LM-SSTO-EC
Scheduled Time Off Date:	05/27/2013
Location:	BL
Amount of Time:	8
Unused Time:	Transfer
Transfer to Earn Code:	LMLP-A1
Transfer Conversion Factor:	0.50
Premium Holiday:	No
Active:	Yes
Effective Date:	05/13/2013

close

A sample transferable SSTO

This SSTO results in the following leave blocks on the employees calendar:



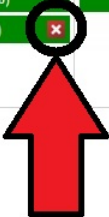
	20	21
	27	28
	LM Transfer - LM-SSTO-EC (8)	LM Bank - LM-SSTO
	LM Transfer - LM-SSTO-EC (-8)	

Resulting leave blocks created by the above transferable SSTO definition.

To initiate the transfer the unused time, employees must:

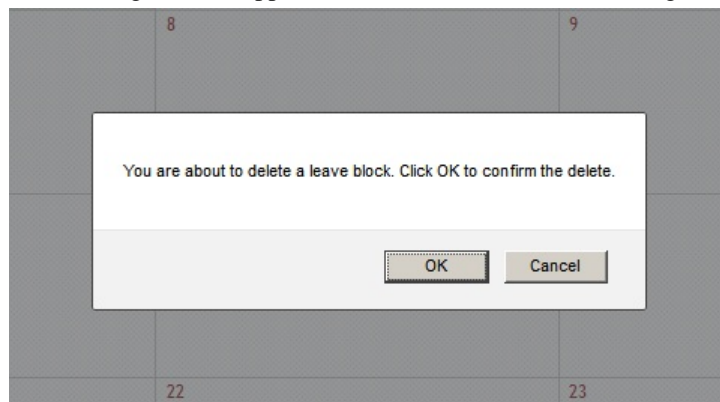
1. Click the x on the usage leave block.

	20	21
	27	28
	LM Transfer - LM-SSTO-EC (8)	LM Bank - LM-SSTO
	LM Transfer - LM-SSTO-EC (-8)	



The usage leave block generated by the transferable SSTO, when removed, triggers the balance transfer document.

2. In the dialog box that appears, confirm the deletion of the usage leave block.



Employees must first confirm the removal of the usage leave block in order to be presented with the transfer document.

**Balance Transfer**

Effective Date: 05/27/2013  
 \* PrincipalId: 10113  
 \* From Accrual Category: LM-SSTO  
 \* Transfer Amount: 8  
 \* Forfeited Amount:  
 \* To Accrual Category:  
 \* Amount Transferred: 32.00  
 Accrual Category Rule:  
 Leave Calendar ID:

**Other warnings:** You are about to transfer 8 hours of holiday to 32.00 hours of vacation.

The balance transfer document is pre-populated with values defined in the transferable SSTO at the start of this example.

### 3. Finally, submit the balance transfer document

Upon successful submission of the Balance Transfer document, both leave blocks generated by the transferable SSTO are replaced with a single leave block representing the transaction that has taken place.

20 21 22 23

27 28 29 30

amount transferred - LM-LP-A1 (32.00)

LM Bank - LM-SSTO-EC (8)

LM Holiday - LM-SSTO-EC (8)

LM Holiday - LM-SSTO-EC (-8)

May 1 - May 31 2013

A single leave block replaces the SSTO generated leave blocks. This leave block remains in requested status until the balance transfer document is approved or disapproved.

## Note

If the balance transfer document is disapproved, the system retro-actively adds the SSTO generated leave blocks back to the calendar.

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# Chapter 5. Batch Jobs

One of KPME's more advanced features is the ability to run calculations in the background at certain times, known as batch jobs. These batch jobs can run at any time of the day, allowing large calculations to run during the middle of the night when the system does not have much load. In KPME's case, these batch jobs include creating timesheets and leave calendars, automatically submitting and approving these documents, and performing large accrual and carry over calculations.

## Basic Setup

The KPME batch system uses Quartz (<http://quartz-scheduler.org>) to schedule jobs. Quartz allows scheduling of both periodic and on-demand jobs, as well as providing clustering and load balancing features. The purpose of this guide is to just cover the basics of the KPME jobs; it is expected that administrators will consult the Quartz documentation to implement more advanced Quartz features.

There is no additional setup to get batch jobs to run automatically. In the basic setup, a polling program starts up five minutes after application starts to determine whether it needs to schedule any batch jobs. It will keep doing this every five minutes until the application terminates. The batch jobs are, however, highly configurable and can be overridden in **kpme-config.xml**. The default setup in **kpme-config-defaults.xml** is as follows:

**Table 5.1. Batch Job Configuration Parameters**

Parameter	Description	Default Value
kpme.org.quartz.threadPool.threadCount	The number of threads allocated to run simultaneous jobs.	5
kpme.batch.user.principalName	The KIM principal name of the batch job user.	admin
kpme.batch.startDelay.milliseconds	The start delay (in milliseconds) before batch job startup.	300000
kpme.batch.repeatInterval.milliseconds	The interval (in milliseconds) between polling for new jobs to schedule.	300000
kpme.batch.calendarEntriesPollingWindow.days	The number of days to poll both before and after the current date to detect whether jobs based on calendar entries need to be scheduled.	30
kpme.batch.leavePlanPollingWindow.days	The number of days to poll both before and after the current date to detect whether jobs based on leave plans need to be scheduled.	30
kpme.batch.accrual.cronExpression	The cron expression on when to run the Accrual Service.	0 0 1 1 * ? 2099
kpme.batch.leaveCalendarDelinquency.cronExpression	The cron expression on when to send out notifications that a Leave Calendar is delinquent.	0 0 1 1 * ? 2099

Parameter	Description	Default Value
kpme.batch.serializer.cronExpression	The cron expression on when to serialize Time Blocks to CSV and XML.	00 1 1 * ? 2099

## Note

The Quartz cron expressions are slightly different from normal cron expressions in that they add a seconds and an optional year field. For more information, see the [Quartz Cron Tutorial](#).

The next section of this guide will cover exactly what types of jobs these parameters control.

# Available Batch Jobs

KPME currently has several batch jobs available to run. Some of them are controlled by objects in the system (like Calendar Entry or Leave Plan), while others are controlled by cron expressions. This section will cover those in greater detail.

## Calendar Entry Jobs

Many of the jobs in KPME are based on the Calendar Entry object. This object not only controls when user calendars begin and end but also when batch jobs are to be run in relation to that calendar entry in the form of dates and times. These fields can be left blank for any calendar entry, causing the batch job to not run for that calendar entry. The four available dates are as follows:

**Table 5.2. Calendar Entry Job Dates and Times**

Batch Job Date/Time Entry	Description
Batch Initiate Date/Time	The date and time when to initialize timesheets or leave calendars associated with this calendar entry.
Batch End Pay Period Date/Time	The date and time when to close timesheet clock logs associated with this calendar entry.
Batch Employee Approval Date/Time	The date and time when to approve missed punch documents and submit timesheets or leave calendars associated with this calendar entry.
Batch Supervisor Approval Date/Time	The date and time when to approve timesheets or leave calendars associated with this calendar entry.
Batch Payroll Approval Date/Time	The date and time when to approve timesheets or leave calendars associated with this calendar entry and to send out FYI notification to Payroll Processors.

There are six jobs associated with Calendar Entries:

- Initiate Job

Initiates timesheets or leave calendars for the dates associated with this calendar entry. This job is typically run a few days before the start date of this calendar entry so these documents are ready to go when the new period starts.

- End Reporting Period Job

Sends a notification to all users who use leave calendars that they should submit their leave calendars so they can be reviewed by their supervisor. This is automatically sent at the end date of this calendar entry and it is the only one not configurable.

- End Pay Period Job

Closes all clock logs belonging to any timesheets associated with this calendar entry. The clock logs are closed at the end of the pay period and then reopened immediately after (in the next calendar entry) so that clock log times are only calculated for this calendar entry. The run time of this job is determined by `batchEndPayPeriodDateTime` of the calendar entry. That field is typically set to the end time of this calendar entry.

- Missed Punch Approval Job

Approves all of the missed punch documents attached to any timesheets associated with this calendar entry. This job is typically run right after the end date of this calendar entry.

- Employee Approval Job

Submits any timesheets or leave calendars associated with this calendar entry to the supervisors. This job is typically run a couple days after the end date of this calendar entry.

- Supervisor Approval Job

Approves any timesheets or leave calendars associated with this calendar entry if they have been sent to the supervisors for approval. If there are any non-approved missed punch documents belonging to these timesheets or if any of these timesheets or leave calendars are not in a state to be approved, then the job is rescheduled until these are done. This job is typically run a couple days after the Employee Approval Job.

- Payroll Approval Job

Approves any timesheets or leave calendars associated with this calendar entry if they have been sent to the Payroll Processors for approval. If there are any non-approved missed punch documents belonging to these timesheets or if any of these timesheets or leave calendars are not in a state to be approved, then the job is rescheduled until these are done. A FYI notification of the automated approve will be sent to the payroll processors. This job is typically run a couple days after the Employee Approval Job.

## Leave Plan Jobs

The Carry Over job is based on the Leave Plan object. This object not only controls when user leave plans begin but also when the Carry Over job is to be run in relation to that leave plan in the form of dates and times. These fields can be left blank for any leave plan, causing the batch job to not run for that leave plan. The fields that control when the Carry Over job is run are called `Batch Prior Year Carry Over Start Date/Time`.

The Carry Over job adds leave blocks for any previous leave plan years that hold the accrued leave amounts from year to year so that the Accrual Service does not have to go back to a user's beginning service date to calculate accrued leave.

## Cron Expression Jobs

Some jobs are scheduled to run via cron expressions. These cron expressions are powerful in that they can be set to run and repeat to run at any interval and at any time. The most common settings are to run

nightly or monthly but many combinations are possible. These cron jobs can also be "turned off" by setting them to "0 0 1 1 \* ? 2099", which is the first day of the first month in the year 2099. By default, all of these jobs are turned off since there is no way of knowing reasonable values for when an institution may want to run these.

There are three jobs controlled by cron expressions:

- Time Block Serializer Job

Serializes all available timeblocks to both CSV and XML.

- Accrual Job

Runs the Accrual Service, which calculates leave amounts for employees with eligible for accrual jobs. The job runs the accrual from the current day to future days up to the planning month defined in the leave plan of the employee and adds needed leave blocks on to leave calendars.

- Leave Calendar Delinquency Job

Sends out a notification to all users who have leave calendars that have not been submitted for some time and are now considered delinquent.

## Quartz Implementation

Job scheduling information is stored in the KPME database under the **QRTZ\_\*** tables that were provided by the Quartz install. By default, every single job ever run or scheduled to be run is stored in the database. In Quartz, there are two concepts necessary to understand in order to understand how the KPME Quartz system is set up:

- Jobs

Jobs store the necessary information to run a process. Each Job is assigned to a Job Group, which provides additional information on how the job is grouped in the system.

- Triggers

Triggers are what actually schedule Jobs. They store information that allows Quartz to calculate whether a particular job has been run already or not. Each Trigger is assigned to a Trigger Group, very similar as to how Jobs are assigned to Job Groups.

The most important table in the KPME database to view when trying to understand Quartz is **QRTZ\_TRIGGERS**. Among others, it contains four fields for the Trigger Name, the Trigger Group, the Job Name, and the Job Group, that administrators can view to see what jobs have already run and what jobs are scheduled to run.

## KPME Quartz Job and Trigger Example

To understand how these four fields are populated, consider the example where the system is about to schedule an Initiate Job. The poller for the Initiate Job determines that there is a person with id "user" who needs to have a timesheet initiated for the calendar entry with id "10000" starting on January 1, 2010 at midnight GMT. The four fields are populated as follows:

- Job Name: *InitiateJob-Job-principalId=user*

The Job Name only includes the **principalId** since that is who the Initiate Job is being run for.

- Job Group: *InitiateJob-JobGroup-hrCalendarEntriesId=10000*

The Job Group name only includes the **hrCalendarEntriesId** since that is the calendar entry that is currently being processed. Several Jobs for multiple principals can be associated with this calendar entry Job Group.

- Trigger Name: *InitiateJob-Trigger-date=2010-01-01T00:00:00.000-0000*

The Trigger Name only includes the **date** since that is what determines when it is run.

- Trigger Group: *InitiateJob-TriggerGroup-principalId=user&hrCalendarEntriesId=10000*

The Trigger Group includes both the **hrCalendarEntriesId** and the **principalId** to make sure that when the system polls the entries again, it does not schedule this particular Job again.

This means that the timesheet is initiated for user only once for calendar entry 10000 on January 1, 2010. Other users associated with calendar entry 10000 will be scheduled for a different Job but in the same Job Group. Since only one Trigger can be associated per one Job and the combination of Trigger Name and Trigger Group must be unique in the system, then each of these other users have the same Trigger Name but a different Trigger Group with both the **hrCalendarEntriesId** and the **principalId** to meet this Quartz requirement. All four of these fields can hold up to 200 characters, so there is little chance that even long **principalIds** will cause inserts to fail.

## Spring Configuration

Quartz's main setup is in **SpringBeans.xml** under "kpmeScheduler". This is where KPME sets all of its Quartz defaults and plugins. Implementers may wish to override this to provide different defaults, especially in the section "quartzProperties". More information can be found in the Quartz documentation.