



Time & Attendance Job Aid

Potential Vacation Leave Forfeiture Report

About the Potential Vacation Leave Forfeiture Report

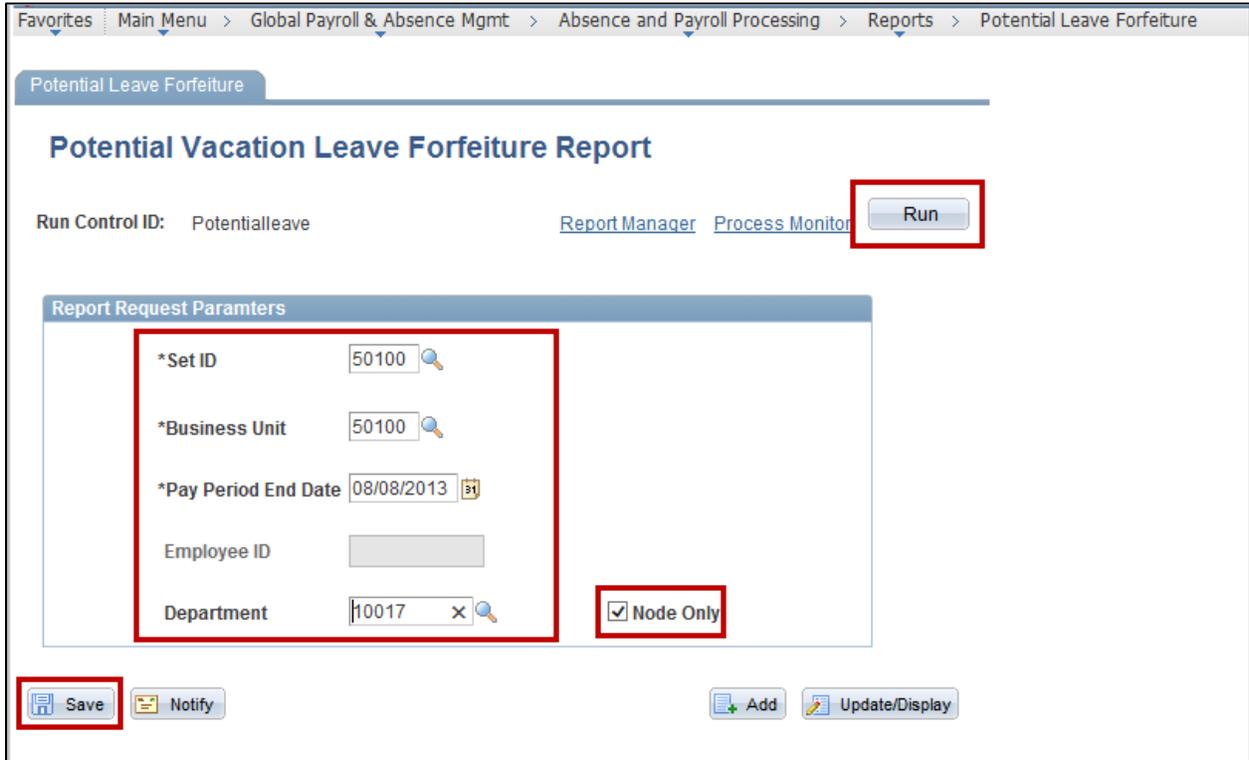
The Potential Vacation Leave Forfeiture Report in Cardinal provides projected vacation leave information within a predefined timeframe, including projected accruals and potential loss. The report can be used to help determine if employees might forfeit hours at leave year end if the projected balances are in excess of the carryover maximum. The report can be requested for an employee or for a specified organization or specified group of organizations such as district-wide or residence-wide as reflected on an organization tree (DEPT_SECURITY). The report must be run for a future pay period end date to project the vacation balance, which will typically be the leave year end date, and should not be a date beyond the current leave year end date.

The projected vacation balance is calculated by taking the employee's current balance and adding future expected accruals through the pay period end date selected (based on the employee's current accrual rate). The calculation does not consider vacation takes or requests that are entered in Cardinal beyond the last finalized period and does not consider future changes in accrual rate based on reaching a service anniversary. If for some reason an employee did not accrue vacation in the last finalized period (due to usage of LNP or DLR), the Potential Vacation Leave Forfeiture Report will project zero hours for future accruals.

To Execute the Potential Vacation Leave Forfeiture Report:

- 1 Navigate using the following path:

Main Menu > Global Payroll and Absence Management > Absence and Payroll Processing > Reports > Potential Leave Forfeiture



- 2 The **Find an Existing Value** page displays. Enter search criteria for the desired Run Control ID and click the **Search** button.
- 3 If a **Search Results** list appears, click the line with the desired run control. In the event the run control page does not exist, click the **Add a New Value** tab. Enter the Run Control ID. Click the **Add** button. The **Potential Vacation Leave Forfeiture Report run control** page (shown above) appears.
- 4 In the **SetID** field, enter the SetID value for your organization. (Use the **Look Up SetID** icon if needed.)
- 5 In the **Business Unit** field, enter the Business Unit for your organization (Use the **Lookup Business Unit** icon if needed).



Time & Attendance Job Aid

Potential Vacation Leave Forfeiture Report

- 6 In the **Pay Period End Date** field, enter the Pay Period End Date. This date must be a future pay period end date (typically the current leave year end date) and should not be a date beyond the current leave year end date. The data shown on the report uses the vacation balance and accrual rate from the last finalized pay period and projects accruals through the selected Pay Period End Date.
- 7 The next set of run control fields includes Employee ID and Department. Either the Employee ID or Department will be required fields. One and only one of these must be selected. (Department will gray out if an Employee ID is entered.)
- 8 In the **Employee ID** field, enter the Employee ID. By entering the Employee ID, the report provides projected vacation information for the employee identified.
- 9 In the **Department** field, enter the Department ID. By entering the Department ID, the report provides projected vacation information for all employees within the department identified and all related lower level departments. Typical examples include district-wide or residence-wide as reflected on the organization tree (DEPT_SECURITY). Note: If "Node Only" is also checked, then leave information is retrieved only for those employees related to that specific Department ID and does not include employees from any related lower level Department IDs.
- 10 Click the **Node Only** checkbox to retrieve projected vacation information for just the specific department ID entered. This field will be available for entry only if the Department field is populated.
- 11 Click the **Save** button. The run control parameters are saved.
- 12 Click the **Run** button. Click Ok. The report is executed.
- 13 Click the **Process Monitor** button. This allows you to view the run progress of the process submitted.
- 14 Click the **Details** button, when the Run Status = Success and the Distribution Status = Posted.
- 15 Click the **View Log/Trace** button.
- 16 Click **vtar0012_XXXXX.PDF** to view the report generated. The XXXXX denotes the process instance generated at run time.



Time & Attendance Job Aid

Potential Vacation Leave Forfeiture Report

Potential Vacation Leave Forfeiture Report

		Commonwealth of Virginia			Run Date: 11/11/2013 Run Time: 02:20:09	
Report ID: R26012		POTENTIAL VACATION LEAVE FORFEITURE REPORT			Page No. 1 of 1	
Set ID:	50100 : VDOT SetID					
Business Unit:	50100 : VDOT Business Unit					
Department ID:	10017 : Human Resources					
Employee ID:						
Pay Period End Date:	08/08/2013					
Mode only:	Y					
Department	Employee Name	Current Balance	Future Accruals	Future Accrual Balance	Maximum Carry Forward	Hrs in Excess of Maximum Carry Forward
10017	DOE, JOHN	349.00	0.00	349.00	336.00	13.00
10017	DOE, JOHN	345.50	0.00	345.50	288.00	57.50
10017	DOE, JOHN	497.50	0.00	497.50	432.00	65.50
10017	DOE, JOHN	295.50	0.00	295.50	432.00	0.00
10017	DOE, JOHN	315.30	0.00	315.30	384.00	0.00
10017	DOE, JOHN	314.00	0.00	314.00	336.00	0.00
10017	DOE, JOHN	294.00	0.00	294.00	384.00	0.00
10017	DOE, JOHN	401.00	0.00	401.00	384.00	17.00
10017	DOE, JOHN	146.50	0.00	146.50	336.00	0.00
10017	DOE, JOHN	349.90	0.00	349.90	384.00	0.00
10017	DOE, JOHN	326.00	0.00	326.00	336.00	0.00
10017	DOE, JOHN	402.00	0.00	402.00	336.00	66.00
10017	DOE, JOHN	236.50	0.00	236.50	288.00	0.00
10017	DOE, JOHN	95.00	0.00	95.00	240.00	0.00
10017	DOE, JOHN	187.50	0.00	187.50	288.00	0.00
10017	DOE, JOHN	240.90	0.00	240.90	240.00	20.90
10017	DOE, JOHN	57.20	0.00	57.20	240.00	0.00
10017	DOE, JOHN	28.90	0.00	28.90	240.00	0.00
10017	DOE, JOHN	27.00	0.00	27.00	240.00	0.00
10017	DOE, JOHN	148.50	0.00	148.50	192.00	0.00
10017	DOE, JOHN	79.00	0.00	79.00	240.00	0.00
10017	DOE, JOHN	35.25	0.00	35.25	192.00	0.00
10017	DOE, JOHN	n/a	n/a	n/a	n/a	n/a

Note: Maximum Carry Forward hours reflect DDM Policy 4.10 Annual Leave change effective Dec, 2013. Maximum Carryover Allowable plus the accrual for the final leave period (12/23 - 01/09).

Column	Description
Current Balance	The vacation year-to-date balance as of the last finalized leave period
Future Accruals	The vacation accrual rate (hours accrued in the last finalized leave period) x (multiplied by) the number of leave periods from the last finalized leave period through the selected pay period end date
Future Accrual Balance	Current Balance + (plus) Future Accruals
Maximum Carry Forward	Maximum vacation hours allowed to be carried over into the new leave year based on years of service, including the final accrual of the previous leave year
Hrs in Excess of Maximum Carry Forward	Future Accrual Balance – (minus) Maximum Carry Forward (if Future Accrual Balance is greater than Maximum Carry Forward)