Leave Data Transferred

Leave data is transferred in accordance with Federal regulations to record an employee's leave record when the employee separates and is rehired. The Form SF−1150, Record Of Leave Data, is used to credit the employee's leave account for annual and/or sick leave, and non-pay status. The SF−1150 is processed (in conjunction with the accession action) to enter leave data when an employee transfers into the PPS from a department not serviced by NFC or from one department to another department in the PPS. The gaining department enters the data to transfer the leave data into the PPS when an employee is rehired and has leave that is creditable.

This section will show how to enter a Record Of Leave Data Transferred document.

Before beginning, the following information is needed:

- SF−1150

To enter Leave Data to be transferred:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Leave Data Transferred*** component. The ***Find An Existing Value*** tab - Leave Data Transferred page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Leave Data Transferred. Enter the search criteria.
3. Click ***Search***. The Leave Data Transferred page (**Figure 389**) is displayed.

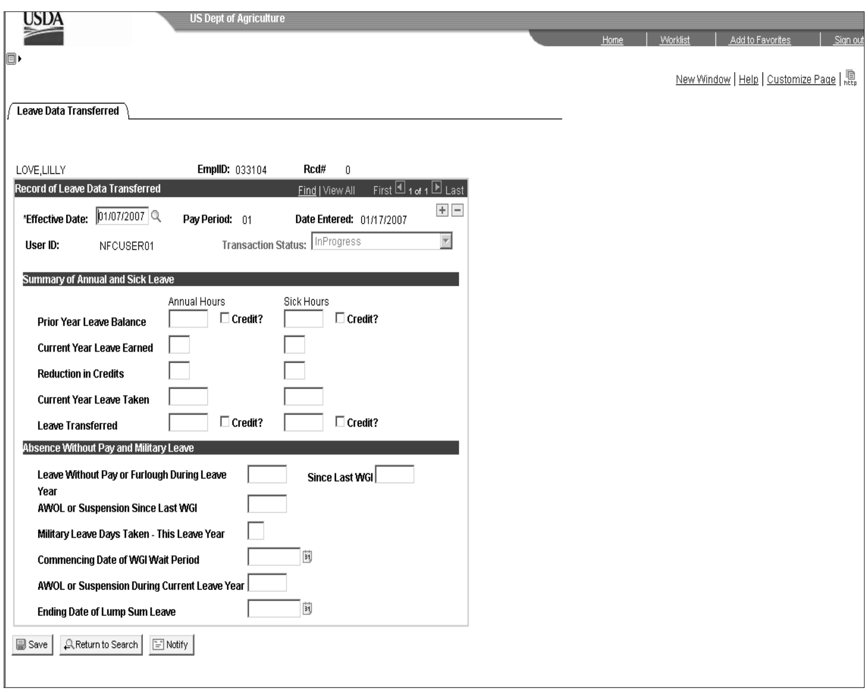

Figure 389. Leave Data Transferred page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is the date the action was entered.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`**.The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Prior Leave Balance/Annual Hours

Enter the prior year annual leave balance(s).

Credit?

If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Prior Leave Balance/Sick Hours

Enter the prior year sick leave balance(s). If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Credit?

If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Current Leave Earned/Annual

Enter the number of annual leave hours earned during the current leave year.

Current Leave Earned/Sick

Enter the number of sick leave hours earned during the current leave year.

Reduction In Credits/Annual Hours

Enter the number of hours the annual leave is to be reduced.

Reduction In Credits/Sick Hours

Enter the number of hours the sick leave is to be reduced.

Current Year Leave Taken/Sick

Enter the total number of sick leave hours used during the current leave year.

Leave Transferred/Annual Hours

Enter the number of Annual Hours transferred.

Credit?

If the leave transferred is a negative balance, the system generates a checkmark.

Leave Transferred/Sick Hours

Enter the number of Sick Hours transferred.

Credit?

Check the sick credit box for sick hours transferred if applicable.

Leave Without Pay Or Furlough During Leave Year

Enter the number of LWOP or furlough hours during the leave year.

Since Last WGI

Nonpay status record since the last WGI.

AWOL Or Suspension Since Last WGI

Enter the applicable information.

Military Leave Days Taken This Leave Year

Enter the number of days of military leave used during the current leave year.

Commencing Date Of WGI Wait Period

Enter the applicable date or select a date from the calendar icon.

AWOL Or Suspension During Current Leave Year

Enter the applicable information.

Ending Date Of Lump Sum Leave

Enter the date the lump sum payment carried through.

5. Click **Save** to save the transaction.

6. Click **OK** on the pop-up.

7. Click **Return To Search** to enter another Leave Data Transferred .

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.