
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.

The screenshot shows a web application interface for the USDA. The page title is "Leave Data Transferred". At the top, there is a navigation bar with "Home", "Worklist", "Add to Favorites", and "Sign out" links. Below the navigation bar, there is a search bar with "Find | View All | First | 1 of 1 | Last" options. The main content area contains a form for entering leave data. The form includes the following fields and sections:

- Employee Information: LOVE, LILLY, EmpID: 033104, Rcd# 0
- Search Criteria: Effective Date: 01/07/2007, Pay Period: 01, Date Entered: 01/17/2007
- User Information: User ID: NFCUSER01, Transaction Status: InProgress
- Summary of Annual and Sick Leave: A table with columns for Annual Hours and Sick Hours, and checkboxes for "Credit?". Rows include Prior Year Leave Balance, Current Year Leave Earned, Reduction in Credits, Current Year Leave Taken, and Leave Transferred.
- Absence Without Pay and Military Leave: A section with input fields and checkboxes for Leave Without Pay or Furlough During Leave Year, ANWOL or Suspension Since Last WGI, Military Leave Days Taken - This Leave Year, Commencing Date of WGI Wait Period, ANWOL or Suspension During Current Leave Year, and Ending Date of Lump Sum Leave.
- Buttons: Save, Return to Search, Notify

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.