



2.6 Automated Carryover

Automated Carryover Routine

This routine allows for the automated handling of employee sick, vacation, other, comp, admin, and holiday hours between years. Detailed instructions in regards to the carryover of employee hours can be entered to determine how employees in the same department, position, union, and other categories will be handled. The number or percentage of hours carried over can be determined for the different types of hours, hours may be moved to different categories (i.e. sick hours converted to vacation hours), and employees can be handled differently based on their years of service. This routine is NOT required and, if used, should be run at the end of the attendance year.



Note: A current YTD printout of employee hours (Employee Listing) should be printed before running the routine. A current data back-up should be accessible, as there is no reversal once the routine is updated.



Note: The Personnel module must be locked before the routine may be updated.

Automated Carryover Process

1. Run the *Reset Employee YTD Used* for the prior attendance year's date range. Do NOT reset the YTD used to zero. This will ensure the used time for each employee only reflects time used during the previous attendance year.
2. Run the *Automated Carryover Routine*.
3. Run the *Reset Employee YTD Used* for the current attendance year. Enter the appropriate date range. Do NOT reset the YTD used to zero.



Note: Payroll Only and Payroll/HR Import Clients - Used time (Sick, Vacation, etc.) in MCSJ is always associated with the Payroll Check Date. Consequently, if the 1st payroll in January (or first month of attendance year) contains a mix of time used in December (or last month of prior attendance year) and January, the time will count against the new year's available balance. If necessary, the user must make any required adjustments to employee time balances.

Select **System Utilities>Personnel End of Year>Automated Carryover Routine**.

The **Carryover Date** specifies the transaction date for the new hours.

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A **Years of Service** range can be specified for situations where carryover rules differ for employees based on their service time. If utilizing this feature, select whether the *Hire Date* or *Curr Pos Start Date* should be used when calculating the years of service.

Figure 1-1



Note: The Warning at the top of this screen will vary for Payroll Only users.

Selecting Employee Groups

The *Employee Group* section provides the ability to group employees who will be included in the routine based on the following categories:

- Position
- Department
- Pay Group Category (12 month, Seasonal, etc.)
- Union Name
- Emp Type (Hourly, Salary)

At least one of the categories must be selected to run the routine, but any combination of the five may be selected. To select an option, click the check box next to the category. This will enable the picklist or drop down box next to the selection to identify a particular position, dept, pay group, etc. To run the routine for all positions, departments, and/or unions, click the check box and leave the picklist field blank. To run the routine for all pay group categories and/or employee types, click the check box and select *All*.

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Figure 1-2 provides an example of how the routine is run to include only *salaried* employees for one *department*.

Automated Carryover Routine

Next Close Verify Preview

WARNING: All Payroll Checks must be updated for the year and you should have a back-up of the database and a hard copy of each employee's current carryover figures before running this routine.

Carryover Date: 01/01/04 Years of Service >= 0 and <= 999 From: Hire Date

Employee Group

Position: (Blank for All) Dept Id: 410- (Blank for All)

Pay Group Category: All Emp Type: Salaried

Union Name: (Blank for Non-Union)

Adjust: Vacation Sick Admin Comp Other

Num Hrs Num Hrs Num Hrs Num Hrs Num Hrs

Carryover Per Year: .00 .00 .00 .00 .00

Max Carryover Hrs Lifetime: 99999 99999 99999 99999 99999
(99999 for unlimited)

Move to New Category: N/A N/A N/A N/A N/A

Reset YTD Accrued to Zero

Figure 1-2

The routine would need to be updated for each different *Employee Group* selected. For example, if the routine were being run by department, it must be updated separately for each department whose hours are being handled through the *Automated Carryover Routine*.



Note: Consistency is important when selecting *Employee Groups*. An employee's hours will be changed each time they fall into the range of *Employee Groups* selected. Therefore, careful planning should be used so as not to include an employee in the routine more than once.

Selecting the Hours

Each time the routine is run for a different *Employee Group*, the system must be told how to handle a particular group of employees' hours. For example, one department may be allowed to carryover vacation hours while another department may lose their vacation hours, but be allowed to accumulate sick hours.

After selecting the *Employee Group* to be included in the routine, determine which hours need to be adjusted. Click the check box next to each type of hours to be adjusted (*Vacation, Sick, etc.*). For each type of hours selected, the fields below will become editable. **Figure 1-3** is an example of what the screen would look like when adjusting only vacation and sick hours.

After selecting the hours that need to be adjusted, use the drop down box directly underneath each type of hours to select either *Num Hrs* or *Percent*. This tells the system whether a number (*Num Hrs*) or percentage (*Percent*) will be entered in the **Carryover Per Year** field.

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Entering a number in the **Carryover Per Year** field will simply roll the unused hours for each employee less than or equal to the number entered in the carryover field. For example, if the employee has 100 unused vacation hours, and 150 vacation hours are permitted to be carried over, then only 100 vacation hours will be rolled to the next year.

Entering a percentage in the **Carryover Per Year** field (must be greater than 0 and less than or equal to 100%) will take a percentage of the employee's unused hours and move them to the carryover field for the new year. For example, if unused vacation hours equals 8 and 100% is entered, all 8 hours will move to the carryover field.

Automated Carryover Routine

Next Close Verify Preview

WARNING: All Payroll Checks must be updated for the year and you should have a back-up of the database and a hard copy of each employee's current carryover figures before running this routine.

Carryover Date: 01/01/04 Years of Service >= 0 and <= 999 From: Hire Date

Employee Group

Position: (Blank for All) Dept Id: 410- (Blank for All)

Pay Group Category: All Emp Type: Salaried

Union Name: (Blank for Non-Union)

Adjust: Vacation Sick Admin Comp Other

Num Hrs Num Hrs Num Hrs Num Hrs Num Hrs

Carryover Per Year: .00 .00 .00 .00 .00

Max Carryover Hrs Lifetime: (99999 for unlimited) 99999 99999 99999 99999 99999

Move to New Category: N/A N/A N/A N/A N/A

Reset YTD Accrued to Zero

Figure 1-3

The **Max Carryover Hrs Lifetime** field can be used to specify the limit of carryover hours that can accrue in the **Carryover** field (Employee Maintenance *Hours* screen). For example, an employee has 147 vacation hours in carryover at the current time. They have 5 unused YTD accrued vacation hours for the year. The **Carryover Per Year** field specifies that employees can carryover 100% of their vacation hours. However, an organization may have a 150 hour cap on the total number of lifetime carryover hours that may accrue. Therefore, 150 could be entered in the **Max Carryover Hrs Lifetime** and only 3 of the employees unused vacation hours will be permitted to roll to the **Carryover** field. The other 2 hours will be lost.



Note: Leave 99999 in the Max Carryover Hrs Lifetime field if no limit exists on the number of carryover hours that may accrue.

The **Move to New Category** field may be used to move one type of hours to another category of hours. For example, all unused comp days can be moved to sick days. Use the drop down arrow to select the new type of hours. Select *N/A* if the hours should not be moved to a new category.

If a new category of hours is selected, specify how the system should handle the new hours. For example, if comp hours are moved to sick hours, specify how many sick hours may be carried over.

Automated Carryover Routine

The **Reset YTD Accrued to Zero** check box can be used to reset the **YTD Accrued** hours column (Employee Maintenance *Hours* tab) to zero for the new year. Check the box if hours are accrued as the new year progresses. Do **NOT** check the box if employees accrue the same number of hours at the start of each year. This will ensure that the employees' **YTD Accrued** hours remain the same as last year.

Examples

The following figures show examples of different ways to run the *Automated Carryover Routine*.

Automated Carryover Routine

Next Close Verify Preview

WARNING: All Payroll Checks must be updated for the year and you should have a back-up of the database and a hard copy of each employee's current carryover figures before running this routine.

Carryover Date: 01/01/04 Years of Service >= 0 and <= 5 From: Hire Date

Employee Group

Position: RECREATION (Blank for All) Dept Id: - (Blank for All)

Pay Group Category: All Emp Type: All

Union Name: (Blank for Non-Union)

Adjust: Vacation Sick Admin Comp Other

Percent Percent Num Hrs Num Hrs Num Hrs

Carryover Per Year: 100 100 .00 .00 .00

Max Carryover Hrs Lifetime: 99999 99999 99999 99999 99999
(99999 for unlimited)

Move to New Category: N/A N/A N/A N/A N/A

Reset YTD Accrued to Zero

Figure 1-4

Figure 1-4 is being run for any employees with the *Position* Recreation and less than 5 years of service. The employee will carry-over all unused YTD accrued sick and vacation hours to his/her **Carryover** field. The employee's **YTD Accrued** hours will remain the same in the new year as they currently appear.

Automated Carryover Routine

Automated Carryover Routine

Next Close Verify Preview

WARNING: All Payroll Checks must be updated for the year and you should have a back-up of the database and a hard copy of each employee's current carryover figures before running this routine.

Carryover Date: 01/01/04 Years of Service >= 5 and <= 10 From: Hire Date

Employee Group

Position: (Blank for All) Dept Id: - (Blank for All)

Pay Group Category: 12 Month Employee Emp Type: Salaried

Union Name: (Blank for Non-Union)

Adjust: Vacation Sick Admin Comp Other

	Vacation	Sick	Admin	Comp	Other
Carryover Per Year:	Percent 100	Percent 100	Num Hrs 8	Num Hrs .00	Num Hrs .00
Max Carryover Hrs Lifetime: (99999 for unlimited)	150	99999	99999	99999	99999
Move to New Category:	N/A	N/A	Sick	N/A	N/A

Reset YTD Accrued to Zero

Figure 1-5

Figure 1-5 is being run for all 12 month salaried employees with 5 to 10 years service. The employees can carryover all sick and vacation hours, but the amount of the employees' vacation carryover hours can not cause their total accumulated carryover for vacation hours to exceed 150 hours. They will carryover no comp or other hours. They may only carryover 8 admin hours, which will show as an additional 8 sick carryover hours in the new year. The **YTD Accrued** hours for all employees will be set to 0.

Previewing

Before the routine is updated, the results of the routine can be previewed. Once the preview is satisfactory, the routine must be verified and then can be updated.

Once the parameters for running the routine have been selected, click the **Preview** button on the toolbar. A report can be printed to paper or the screen that will show the results of the routine before it is updated.

The Preview report will show the previous year's Carryover, Accrued, Used, and Unused hours for each employee. It then shows the new year's Carryover, Accrued, and Available hours. In addition, the report will show the type and amount of hours moved and lost.

Locking the Personnel Module

Once the preview has been approved, the Personnel module must be locked to all other users in order to verify and update the routine.

To lock the Personnel module, select **System Utilities>Lock User's Access**.

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Click the button for *Personnel* and then click **Next**. The *Current Status* will show locked. At this point, no other users will be able to access any menu options in the *Personnel* module.

Verify

After locking the Personnel module, the verification list must be printed in order to proceed to the update step.

Click **Verify** on the toolbar and select *Printer*.

Update

Once the verification list is printed, click **Next** to update.

Once the routine is complete, a message will appear allowing the Personnel module to be unlocked. If there are more employee hours to carryover, answer No and continue with the next set of adjustments. If finished with the routine, select Yes.

Reset Employee YTD Used

Immediately after the *Automated Carryover Routine* has been completed for all employees, the *Reset Employee YTD Used Routine* must be run. This will ensure that the hours used for each employee only reflect hours used in the current attendance/payroll year.

Select **System Utilities>Personnel End of Year>Reset Employee YTD Used**.

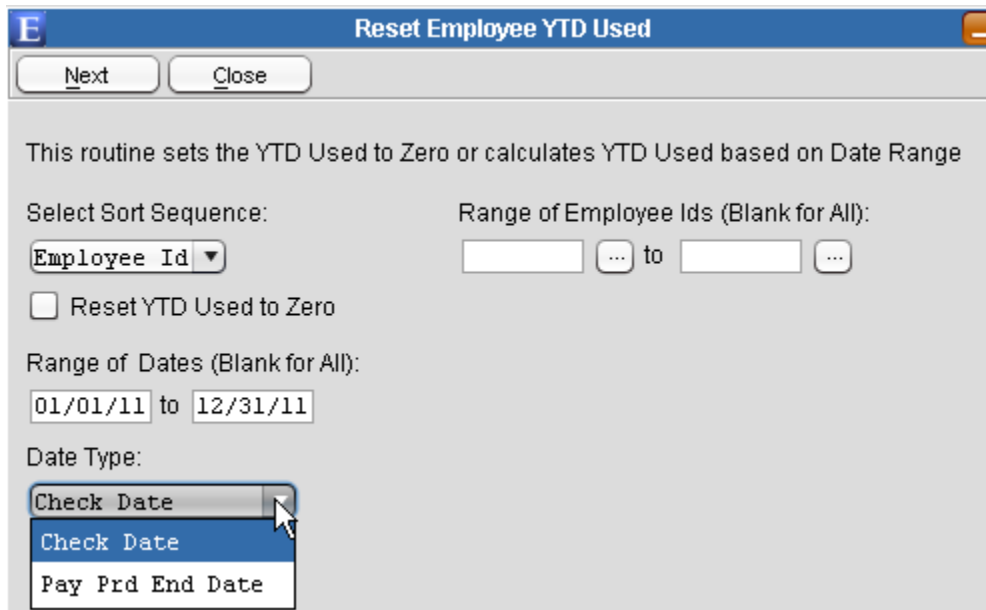


Figure 1-6

Automated Carryover Routine

Deselect the **Reset YTD Used to Zero** box. Specify the **Range of Dates** for which to calculate the employee(s) YTD used. Depending on your **Date Type** selection, the system accumulates used time on checks with a *Check Date* or *Pay Prd End Date* in the date range.

Click **Next** to run the routine.