



Paying Out Unused Personal Leave in USPS-R

Go to **Processing > Benefit Update and Projection** and click the tab **Convert Personal Leave To Pay**

Home Core Payments Payroll Processing Reports System Utilities USAS Integration
Accrual Reset Personal Leave **Convert Personal Leave To Pay** Convert Personal Leave to Sick Leave Part Time Sick Leave Accrual

Report Title - 'Personal Leave To Pay Report' is the default file name for the report. This can be changed by entering a new file name.

Accrual or Projection?

allows a report to be generated prior to the converting taking place. The projection option is the default option and is recommended to be

Report Title: * Personal Leave To Pay Report
Actual or Projection? * Projection
Sort By: * Employee Number
 Post to future payroll?
Effective Date: 6/15/20
 Set the personal leave balance to zero?

run first to allow for verification of data before the conversion is made. **Make sure to run first as a Projection.**

Sort By field choices:

Employee Number
Employee Name
Employee Number
Pay Group
Building/Department
Check Distribution
Appointment Type

Post to Future payroll? Check to Include in Future payroll.

Effective Date is the date when the record should be paid. When this date is included within the run of the current payroll beginning and ending dates, the record will be included in the payroll. If no date is entered in the Effective Date field, the record will be included in the next payroll run.

Set the personal leave balance to zero? Check to zero Personal leave balance OR leave unchecked to retain Personal leave balance.

Convert Personal leave option - ****Required Field****

Select **PositionRate** to calculate the pay for unused personal leave days, based on employees' Core > Position information.

Convert personal leave option: *
Percentage of balance to convert:
Minimum balance to qualify for converting to pay:

PositionRate - Use the daily/hourly position rate to calculate the pay for unused personal leave days.

FlatRate - Pay a flat daily/hourly rate for unused personal leave days. Enter up to 4 rates.

Selecting the **FlatRate** option will open additional fields, including Rate Type.

Convert personal leave option: * FlatRate - Pay a flat daily/hourly rate for u
Rate 1:
Rate 2:
Rate 3:
Rate 4:
Rate Type: *
Percentage of balance to convert:

Daily
Hourly

Four rates may be entered when using the flat rate option.

Example, \$50 may be entered in the Rate 1 field to pay the first unused personal day and \$25 in the Rate 2 field for the second unused personal day payment.

Rate Type - select Daily or Hourly to indicate how to process the rates.

Percentage of balance to convert:
Minimum balance to qualify for converting to pay:
 Include partial days/hours?
 Include positions ineligible for personal leave?

Percentage of Balance to Convert - enter a percent from .01-100.00 of the personal leave balance you wish to convert to pay. The percentage may be a fraction or whole number, but it may not be negative. NOTE: The percentage is not a required field.

Minimum balance to qualify for converting to pay - enter the minimum value of personal days/hours required to qualify for converting the personal days to sick days. The employee's personal leave balance in Core > Leaves is compared to the minimum value entered when converting. If blank, any employee with a personal leave balance in will be included.

Include partial days/hours? Check this to include entire personal leave balance in processing. Leave unchecked to include only whole days in processing. Partial days will then be forfeited.

Include positions ineligible for personal leave? - leave unchecked to exclude positions ineligible for personal leave.

Appointment Type:	All Appointment Types
Specific contract start date from: *	<input type="text"/>
Specific contract start date to: *	<input type="text"/>

Appointment Type – Choose Certificated, Classified or All.



Specific contract start date from – only those employees with a contract start date on or after the entered start date and meeting other selection criteria, will be included. ****Required Field****



Specific contract stop date to - only those employees with a contract stop date on or before the entered stop date, and meeting the other selection criteria, will be included. ****Required Field****

Select Pay Groups and/or Employees.

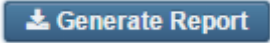
Select Pay Groups:	Available	>	Selected
	<ul style="list-style-type: none"> None (\$\$) RETRO PAY (98) EMIS TO REPORT (99) ADMINISTRATORS (A) ADMINISTRATION-SPECIAL (A1) ALTERNATE ROOM ASSIGNMENT (AR) ATHLETIC DIRECTOR (AT) BOARD MEMBERS (B) BUSINESS CONSULTANT (BC) CERTIFIED (C) 	<	

Select Employees:	Available	>	Selected
	<ul style="list-style-type: none"> Velasquez, Charlene Juanita (ANON100) McCullough, Rick Kathleen (ANON1000) Schroeder, Nick Darlene (ANON1001) Larson, Dustin Evelyn (ANON1002) Cline, Dalton Tyrone (ANON1003) Velasquez, Vicky Debbie (ANON1004) Hess, Gary Howard (ANON1005) Cline, Valerie William (ANON1006) Watkins, Kaylee Frank (ANON1007) Waters, Tyler Jill (ANON1008) 	<	
<input type="button" value="Generate Report"/>			

Select Pay Groups - select specific Pay Groups for reporting purposes. Highlight to select those pay groups that you wish to report on from the Available box and move it over  to the Selected box. You can choose none or any number of pay groups to report on. To remove from the selected box use  to move it back to the available box.

Select Employees – select specific employees. Highlight to select those employees that you wish to report on from the Available box and move it over  to the Selected box. You can choose none or any number of employees to report on. To remove from the selected box, use  to move it back to the available box.

After you have all the selections entered, you will want to



[sample report](#)

Convert Unused Personal Leave To Pay Report

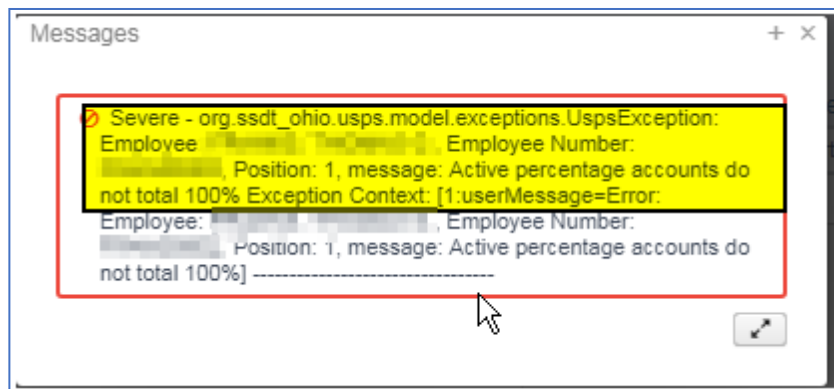
8/26/19 9:15 AM								
Convert Unused Personal Leave To Pay Report								
Employee Name	Number	Appt Type	Pay Group	Build/Dept	Check Dist	Previous Balance	New Balance	Payment
White, Rod M.	ANON103	Certificated	05	200200	speed	1.00	0.00	281.68
Russo, Nicole V.	ANON124	Classified	14	300105	asked	3.00	0.00	1,417.74
Franks, Kayla S.	ANON134	Certificated	05	900103	sidekick	3.00	0.00	1,104.70
Barrera, Albert D.	ANON204	Classified	14	900202	dreams	1.00	0.00	81.45
Oliver, Bethany E.	ANON224	Certificated	05	000101	dreams	3.00	0.00	1,167.57
Wolf, Rose J.	ANON256	Certificated	05	301104	room	1.00	0.00	254.71
Marks, Nancy G.	ANON351	Certificated	05	200113	captain	2.00	0.00	693.61
Boyle, Chad D.	ANON395	Certificated	05	999106	rabbit	2.00	0.00	264.86
Black, Dillon K.	ANON399	Certificated	05	301200	sidekick	2.00	0.00	725.65
Long, Jasmine B.	ANON462	Certificated	05	301100	leader	2.00	0.00	767.57
Manning, Doris A.	ANON491	Certificated	05	999113	computer	3.00	0.00	707.87
Mathis, Kristin D.	ANON512	Certificated	05	201103	in	1.00	0.00	286.29
Acosta, Vicky E.	ANON560	Certificated	05	302100	boon	0.50	0.00	161.80
Gray, Chuck C.	ANON572	Certificated	05	302200		2.00	0.00	616.05
House, Ricky T.	ANON587	Certificated	05	201500	came	2.00	0.00	776.78
Avila, Lawrence G.	ANON721	Certificated	05	200500	came	1.00	0.00	322.43
Evans, Danielle D.	ANON749	Certificated	05	301000	suspense	3.00	0.00	680.51
Wong, Harold M.	ANON836	Certificated	05	302104	dad	1.00	0.00	378.15

Report Summary	
Employees:	18
Previous Personal Balance:	33.500
New Personal Balance:	0.00
Payments:	\$10,689.42

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Error

When running in Actual, if an Error occurs, this means an employee's pay account is not valid. The employees above this employee will post correctly but anyone below including this employee will not post. View the error message and correct the employee's account in Payroll Account. Then rerun in projection, check the report and if all looks correct run in actual again.



For further information on the Benefit Update and Projection module, please use this link to SSDT's documentation.

<https://wiki.ssd Ohio.org/display/uspsrdoc/Benefit+Update+and+Projection>