

Enrolling Employees in Leave Plans

Last Updated: February 2024





Use this job aid as a checklist to guide you through the process for enrolling, changing, or terminating an employee's leave plans.

Additional Job Aid Resources: "Naming Standards for Time & Labor", "Leave Plans", and "Leave Accrual Processing".

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Part A – Enrolling New Hires into Leave Plans

Part A provides steps on enrolling new hires into leave plans.			Core-CT Module																																																																																																														
Step	Step Details																																																																																																																
<input type="checkbox"/> Enrolling into Leave Plans	<ul style="list-style-type: none"> ➤ Navigate:  <p>Nav Bar > Menu > Core-CT HRMS > Benefits > Enroll in Benefits > Benefits Leave Plans</p> <ul style="list-style-type: none"> ➤ On the Leave Plans page enter the Employee ID and Benefit Record Number and search . From the search results, select the desired employee. <table border="1" data-bbox="462 1045 1330 1499"> <thead> <tr> <th>EmpID</th> <th>Benefit Record Number</th> <th>Name</th> <th>Name</th> <th>Last Name</th> <th>Business Unit</th> <th>Department</th> <th>Organizational Relationship</th> <th>Primary Empl Record</th> <th>Alternate Character Name</th> </tr> </thead> <tbody> <tr> <td>000010</td> <td>0</td> <td></td> <td></td> <td></td> <td>OTHER</td> <td>MSOOTHER</td> <td>Emp</td> <td>0</td> <td>(blank)</td> </tr> <tr> <td>000011</td> <td>0</td> <td></td> <td></td> <td></td> <td>AGNCY</td> <td>DMRS2000</td> <td>Emp</td> <td>0</td> <td>(blank)</td> </tr> <tr> <td>000011</td> <td>1</td> <td></td> <td></td> <td></td> <td>AGNCY</td> <td>DDSS1000</td> <td>Emp</td> <td>1</td> <td>(blank)</td> </tr> <tr> <td>000012</td> <td>0</td> <td></td> <td></td> <td></td> <td>OTHER</td> <td>MSOOTHER</td> <td>Emp</td> <td>0</td> <td>(blank)</td> </tr> <tr> <td>000013</td> <td>0</td> <td></td> <td></td> <td></td> <td>UNIVS</td> <td>UOC67000</td> <td>Emp</td> <td>0</td> <td>(blank)</td> </tr> <tr> <td>000013</td> <td>1</td> <td></td> <td></td> <td></td> <td>UNIVS</td> <td>UOC67000</td> <td>Emp</td> <td>1</td> <td>(blank)</td> </tr> <tr> <td>000013</td> <td>2</td> <td></td> <td></td> <td></td> <td>UNIVS</td> <td>UOC67000</td> <td>Emp</td> <td>2</td> <td>(blank)</td> </tr> <tr> <td>000014</td> <td>0</td> <td></td> <td></td> <td></td> <td>UNIVS</td> <td>UOC67000</td> <td>Emp</td> <td>0</td> <td>(blank)</td> </tr> <tr> <td>000014</td> <td>1</td> <td></td> <td></td> <td></td> <td>UNIVS</td> <td>UOC67000</td> <td>Emp</td> <td>1</td> <td>(blank)</td> </tr> <tr> <td>000014</td> <td>2</td> <td></td> <td></td> <td></td> <td>UNIVS</td> <td>UOC67000</td> <td>Emp</td> <td>2</td> <td>(blank)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Type in the Plan Type (50, 51, or 52) ➤ The Effective Date should be the date of hire. ➤ Click on the Elect radio button for Coverage Election ➤ Choose or type the value for the no accrual leave plan (SNOACC, VNOACC, or PNOACC). ➤ Save the row. ➤ Click the  button across from the Effective Date field. ➤ Type in the date you wish the employee to begin to accrue leave time (1st of a month) ➤ Click Save ➤ Follow these steps for all Plan Types 	EmpID	Benefit Record Number	Name	Name	Last Name	Business Unit	Department	Organizational Relationship	Primary Empl Record	Alternate Character Name	000010	0				OTHER	MSOOTHER	Emp	0	(blank)	000011	0				AGNCY	DMRS2000	Emp	0	(blank)	000011	1				AGNCY	DDSS1000	Emp	1	(blank)	000012	0				OTHER	MSOOTHER	Emp	0	(blank)	000013	0				UNIVS	UOC67000	Emp	0	(blank)	000013	1				UNIVS	UOC67000	Emp	1	(blank)	000013	2				UNIVS	UOC67000	Emp	2	(blank)	000014	0				UNIVS	UOC67000	Emp	0	(blank)	000014	1				UNIVS	UOC67000	Emp	1	(blank)	000014	2				UNIVS	UOC67000	Emp	2	(blank)		BN
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	<p>Important: When entering more than one effective dated row for a particular leave plan, you MUST save the rows as you enter them. For instance, an employee is hired on 12/19/08. First enroll the employee in the SNOACC plan effective 12/19/08. SAVE the row. Next, enroll the employee in the S80BXS effective 2/1/09. Now SAVE that row.</p> <p>Important: If you do not wish the employee to begin accruing vacation until six months of service have been completed, you will need to manually enter any leave time owed for the first six months. For example, an employee is hired on 12/19/08 and placed in the VNOACC plan. The employee is placed in the V80AXW plan effective 8/1/09 which is when the system will begin posting accruals to the employee's record. On 7/19/09 the employee will have reached six months service and would be entitled to vacation accruals for 2/1, 3/1, 4/1, 5/1, 6/1 and 7/1. Those accruals will need to be manually entered on the Timesheet using the VAA time reporting code. If MTR is set to N for vacation this will need to be changed to Y to have the ability to add in the accruals and allow the employee to use accruals</p> <p>Important: Do not use PLAA if the leave plan awards PL time after 6 months of service as the system will automatically award the time once 6 months of service time has been reached. Manually adding the PL time will cause the employee to exceed the maximum PL time for the year.</p>	
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Part B – Changing Leave Plans for an Existing Employee

Part B outlines the steps required to change leave plans.			
Step	Step Details		Core-CT Module
☐	<p>Enroll in New Leave Plan</p> <ul style="list-style-type: none"> ➤ Navigate:  <p>Nav Bar > Menu > Core-CT HRMS > Benefits > Enroll in Benefits > Benefits Leave Plans</p> <ul style="list-style-type: none"> ➤ On the Leave Plans page enter the Employee ID and Benefit Record Number and search ➤ Click the  button on the Coverage bar for the Plan Type you want to change. This will add a new row. ➤ Type the Effective Date of the new leave plan. ➤ Click the Elect radio button next to Coverage Election ➤ Type the new leave plan in the Benefit Plan box. ➤ Click Save ➤ Follow these steps for all Plan Types 		BN

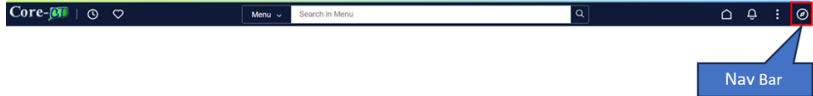
Enrolling Employees in Leave Plans

Last Updated: February 2024





	<p>Important: It is not necessary to terminate the old leave plan prior to enrollment in the new plan.</p> <p>Important: It is not necessary to transfer old leave balances to the new plan. It will be done automatically by the system.</p> <p>Important: If more than one effective dated row will be added to a particular leave plan you MUST save the rows individually as you add them.</p>	
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Part C – Terminating Leave Plans for a **Terminated Employee**

Part C needs to be performed when an employee terminates employment.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Zero out Leave Balances	<p>➤ Navigate:</p>  <p>Nav Bar > Menu > Core-CT HRMS > Benefits > Enroll in Benefits > Benefits Leave Plans</p> <ul style="list-style-type: none"> ➤ On the Leave Plans page enter the Employee ID and Benefit Record Number and search ➤ Click the + button on the Coverage bar for the Plan Type you want to change. This will add a new row. ➤ Type the Effective Date of the new leave plan. ➤ Click the Elect radio button next to Coverage Election ➤ Choose or type the value for the no accrual leave plan (SNOACC, VNOACC, or PNOACC) ➤ Click Save ➤ Follow the preceding steps for all plan types. ➤ Navigate to Nav Bar > Menu > Manager Self Service > Time Management > Report Time > Enter Time ➤ On the Timesheet click on the Add a New Line button + once for each leave balance you want to zero out ➤ Type the number of hours with a minus (-) before the hours (Example: -35 SKAD). This will deduct 35 hours from the sick leave balance. Complete this step for each balance you want to zero out. ➤ Type the time reporting code (SKAD for sick, VAD for vacation and PLAD for PL) ➤ Click Save <p>Note: If you want to pay out an employee’s Vacation time on the Timesheet, use the time reporting code VAP with a minus (-) in front of the hours. This will deduct the vacation time from the employee’s balance and pay out the amount due. The vacation balance can also be paid and deducted using the</p>	TL

Enrolling Employees in Leave Plans

Last Updated: February 2024

<p>Terminating Leave Plans</p>	<p>VPH earning code through Additional Pay with a minus (-) in front of the hours.</p> <p>If you want to pay out an employee's Sick time on the Timesheet, use the appropriate time reporting code SSAPE or SSAPR. This will deduct the sick time from the employee's balance and pay out ¼ of the hours. If an employee has a balance greater than the amount being paid, the remaining hours must be zeroed out using the SKAD time reporting code. The sick balance can also be paid and deducted using the RSP or SPE earning codes through Additional Pay. Using this payment method, any hours above the amount to be paid out can be deducted using the earning code SCD.</p> <p>Important: It is important that you zero out the leave balances on the Timesheet before terminating the leave plans. It is also important that you post the VAD, SKAD and PLAD to the Timesheet on a date on or before the termination date.</p> <p>Important: If you pay out the employee's vacation time using the VAP time reporting code or the VPH earn code it is not necessary to zero out the balance.</p> <p>Important: Completing these steps to zero out the leave balances will not process a payment (except if using the VAP, SSAPE or SSAPR time reporting codes).</p> <p>Important: If the earn code VPA is used in Additional Pay you must also zero out the vacation balance using the time reporting code VAD (on Timesheet Time) or the earn code VCD (on Additional Pay).</p> <p>➤ Navigate:</p>  <p>Nav Bar > Menu > Core-CT HRMS > Benefits > Enroll in Benefits > Benefits Leave Plans</p> <ul style="list-style-type: none">➤ On the Leave Plans page enter the Employee ID and Benefit Record Number and search➤ Click the  button on the Coverage bar for the Plan Type you want to terminate. This will add a new row.➤ Type the Effective Date to terminate the leave plan.➤ Click the Terminate radio button for Coverage Election➤ Click Save➤ Complete these steps for all Plan Types <p>Note: Once the terminate row is saved the Benefit Plan field will be blank.</p>	<p>BN</p>
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Enrolling Employees in Leave Plans

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	<p>Important: The Effective Date to terminate the leave plan should be equal to or later than the employee's termination date and cannot be prior to the latest accrual processing date.</p> <p>Important: If the employee's leave plans were not changed to the no accrual plans, the employee will continue to earn accruals until the plans are terminated even if the employee has been terminated on Job Data.</p> <p>Important: If more than one effective dated row will be added to a particular leave plan you MUST save the rows individually as you add them.</p>	
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