Military Service: Procedures For Equivalent Leave and Maximum Leave Waiver

Use this job aid as a guide for allowing employees on Military Leave to accrue and use over the maximum limit of vacation leave plan or use recess time according to Public Act 2007-112.

IMPORTANT: Reference the job aids entitled "Naming Standards for Time & Labor" and "Leave Plans" to determine which leave plans best fit your employees. Reference the job aid "Enrolling Employees in Leave Plans" for changing leave plans.

Procedures for Employees Leaving for or Currently on Military Leave

Step	Step Details	Core-CT Module
Enroll into Leave Plan	➢ Navigate: ***Nav Bar> Menu> Core-CT HRMS> Benefits> Enroll in Benefits> Benefits Leave Plans*** ➢ Enter the appropriate information into the appropriate field and search ➢ Navigate to the Vacation plan row. ➢ Add a row with the effective date equal to the first day of the pay period in which the employee will be on military leave ➢ Choose a vacation leave plan that has the same characteristics as the employee's current plan except without a maximum leave accrual using the Leave Plans job aid ➢ Enroll the employee in the new leave plan using the procedures outlined in the Enrolling Employees in Leave Plans job aid ➢ Click Save **Note:** If employee is owed vacation accruals due to Public Act 2007-112, it can be added to the timesheet using the VAA TRC with the override reason code of P7112. See section on Adding Vacation Time Adjustments to Timesheet below. **Note:** The employee must be active in Job Data and receiving a paycheck in order for the VAA to be added to the employee's accrual balance. **Note:** Using the Override Reason Code of P7112 will allow for reporting using the TRC Usage Report (CTHRR460) or in EPM. **Important:** Do not post the TRC **ULMIL** to the Timesheet or Adjust Paid Time pages.	**Benefits**

	This TRC will stop the employee from accruing time. The TRC **ULML** will continue to allow the employee to accrue time.	

Procedures for Employees who have returned from Military Service

Step	Step Details	Core-CT Module
Enroll in Leave Plan	➢ Navigate: ***Nav Bar> Menu> Core-CT HRMS> Benefits> Enroll in Benefits> Benefits Leave Plans*** ➢ Enter the appropriate information into the appropriate field and search ➢ Navigate to the Vacation plan row. ➢ Add a row with the effective date 121 days from the return date on Job Data. ➢ Choose the appropriate vacation leave plan (the original leave plan or a new one if there has been a job change that requires a change in leave plans). Refer to the Leave Plans job aid. ➢ Enroll the employee in the new leave plan using the procedures outlined in the Enrolling Employees in Leave Plans job aid ➢ Click Save **Important:** Using the date equal to 121 days from the return date on Job Data will ensure that unused accruals exceeding the maximum for the leave plan will be deleted by the system at the appropriate time.	**Benefits**

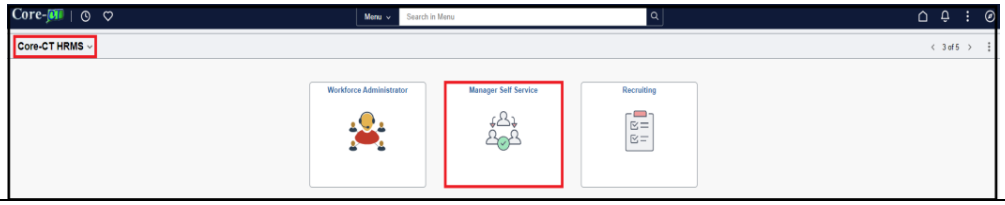
Procedures for Employees who have returned from Military Service and are Owed Accruals

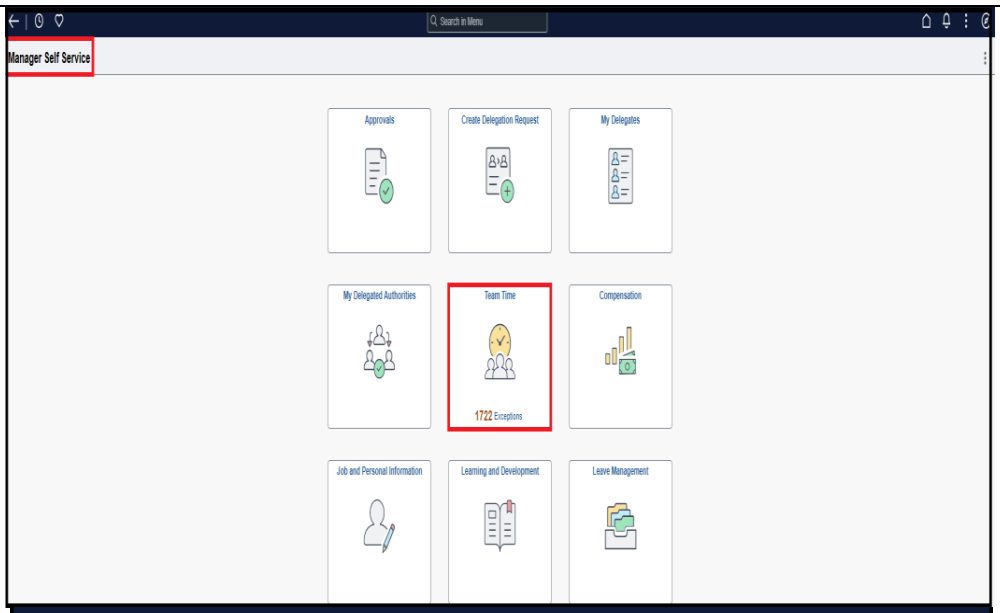
Part A – Choosing Leave Plans for Employees Returning from Military Service

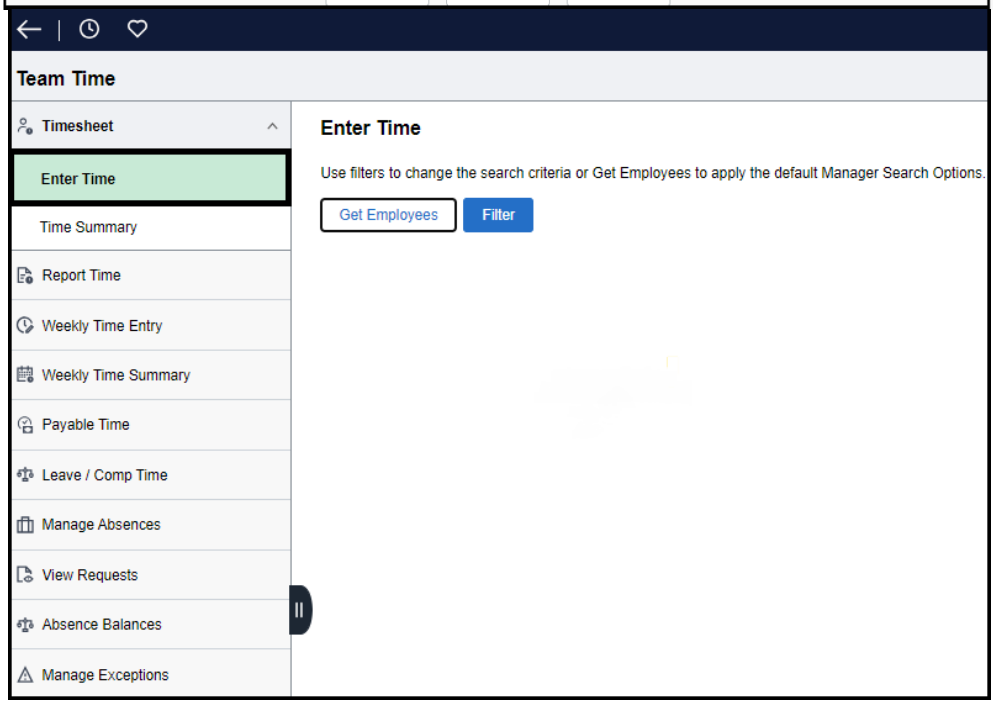
Step	Step Details	Core-CT Module
Enroll into Leave Plans	➢ Navigate: ***Nav Bar> Menu> Core-CT HRMS> Benefits> Enroll in Benefits> Benefits Leave Plans***	**Benefits**

	➢ Enter the appropriate information into the appropriate field and search ➢ Navigate to the Vacation plan row ➢ Add a row with the effective date 121 days from the return date on Job Data ➢ Choose the appropriate vacation leave plan (the original leave plan or a new one if there has been a job change that requires a change in leave plans). Refer to the Leave Plans job aid. ➢ Enroll the employee in the new leave plan using the procedures outlined in the Enrolling Employees in Leave Plans job aid. ➢ Click Save **Important:** Using the date equal to 121 days from the return date on Job Data will ensure that unused accruals exceeding the maximum for the leave plan will be deleted by the system at the appropriate time.	

Part B – Adding Vacation Time Adjustment to Timesheet

Step	Step Details	Core-CT Module
Time sheet	➢ Navigate: *Select **Core-CT HRMS*** *Click **Manager Self Service** Tile* *Click **Team Time** Tile* *Select **Enter Time*** 	**Time and Labor**



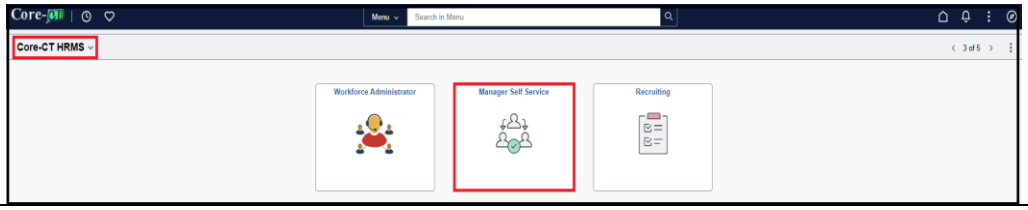


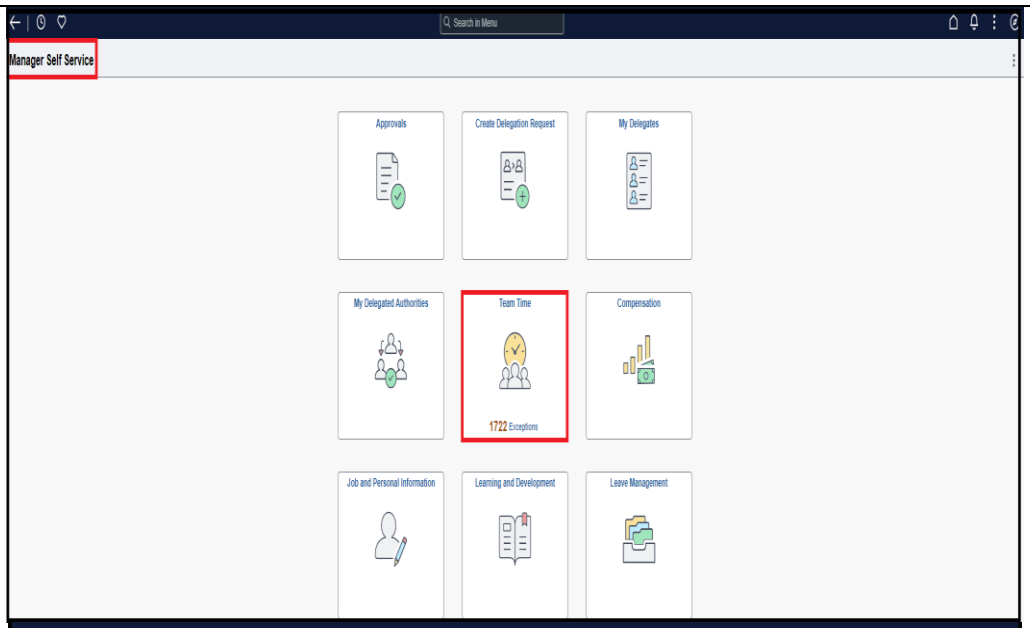
- Enter the appropriate information into the appropriate field and search by clicking "Get Employees"
- Click the blue highlighted Last Name of the desired Employee
- Click the look up button for Time Reporting Code
- Enter the Time Reporting Code "VAA"
- Enter the Override Reason Code "P7112"

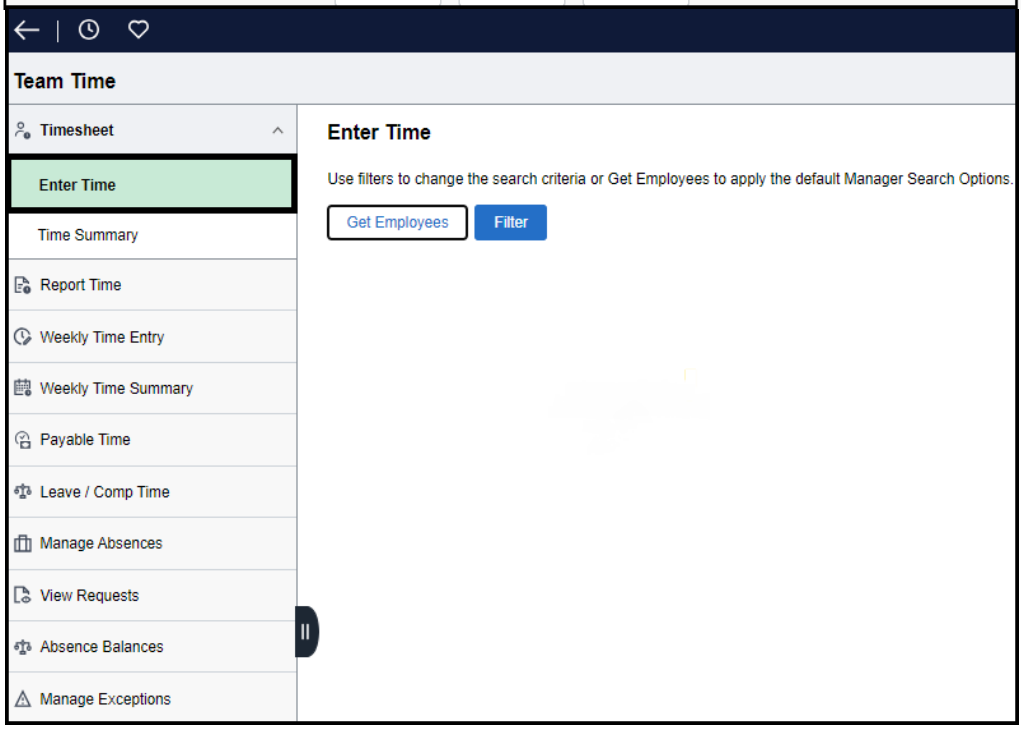
	➢ Click Save **Note:** The employee must be active in Job Data and receiving a paycheck in order for the VAA to be added to the employee's accrual balance. **Note:** The vacation accrual time posted to the timesheet will not be available for use until after the pay period has been confirmed. **Note:** Using the Override Reason Code of P7112 will allow for reporting using the TRC Usage Report (CTHRR460) or in EPM.	

Procedures for Recess Time for Employees Serving in the Military

Step	Step Details	Core-CT Module
Time sheet	➢ ***Navigate:*** *Select **Core-CT HRMS*** *Click **Manager Self Service** Tile* *Click **Team Time** Tile* *Select **Enter Time***	Time and Labor







- Enter the appropriate information into the appropriate field and search by clicking "Get Employees"
- Click the blue highlighted Last Name of the desired Employee
- Enter the recess time the employee is owed using the appropriate Time Reporting Code

	➢ Enter the Override Reason Code “P7112” ➢ Click Save **Note:** Recess codes are for employees in a teaching, instructional or professional position in the Unified School Districts 1, 2 or 3. **Note:** Use the Time Reporting Code job aid to determine the appropriate code to use. **Note:** Using the Override Reason Code of P7112 will allow for reporting using the TRC Usage Report (CTHRR460) or in EPM.	