Enrolling Employees in Leave Plans
Last Updated: March 2019

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".

Enrolling Employees in Leave Plans

Part A – Enrolling **New Hires** into Leave Plans

	Step	Step Details	Core-CT Module
Part A provides steps on enrolling new hires into leave plans.			
☐	**Enrolling into Leave Plans**	1. Navigate to *Main Menu> Core-CT HRMS> Benefits> Enroll in Benefits > Leave Plans* 2. On the Leave Plans page enter the Employee ID and Benefit Record Number and search 3. Type in the Plan Type (50, 51, or 52) 4. The Effective Date should be the date of hire 5. Click on the Elect radio button for Coverage Election 6. Choose or type the value for the no accrual leave plan (SNOACC, VNOACC, or PNOACC). 7. Save the row 8. Click the ⊞ button across from the Effective Date field. 9. Type in the date you wish the employee to begin to accrue leave time (1st of a month) 10. Click Save 11. Follow these steps for all Plan Types **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.	BN

Part B – Changing Leave Plans for an **Existing Employee**

	Step	Step Details	Core-CT Module
Part B outlines the steps required to change leave plans.			
☐	**Enroll in New Leave Plan**	1. Navigate to *Main Menu> Core-CT HRMS> Benefits> Enroll in Benefits> Leave Plans* 2. On the Leave Plans page enter the Employee ID and Benefit Record Number and search 3. Click the ⊞ button on the Coverage bar for the Plan Type you want to change. This will add a new row. 4. Type the Effective Date of the new leave plan 5. Click the Elect radio button next to Coverage Election 6. Type the new leave plan in the Benefit Plan box 7. Click Save 8. Follow these steps for all Plan Types **Important:** It is not necessary to terminate the old leave plan prior to enrollment in the new plan. **Important:** It is not necessary to transfer old leave balances to the new plan. It will be done automatically by the system.	BN

Part C – Terminating Leave Plans for a **Terminated Employee**

	Step	Step Details	Core-CT Module
Part C needs to be performed when an employee terminates employment.			
☐	**Zero out Leave Balances**	1. Navigate to *Main Menu> Core-CT HRMS> Benefits> Enroll in Benefits> Leave Plans* 2. On the Leave Plans page enter the Employee ID and Benefit Record Number and search 3. Click the ⊞ button on the Coverage bar for the Plan Type you want to change. This will add a new row. 4. Type the Effective Date of the new leave plan 5. Click the Elect radio button next to Coverage Election 6. Choose or type the value for the no accrual leave plan (SNOACC, VNOACC, or PNOACC) 7. Click Save 8. Follow the preceding steps for all plan types 9. Navigate to *Main Menu> Manager Self Service> Time Management> Report Time> Timesheet* 10. On the Timesheet click on the Add a New Line button ⊞ once for each leave balance you want to zero out	TL

11. 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.
12. Type the time reporting code (SKAD for sick, VAD for vacation and PLAD for PL)
13. Click Save

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 VPH earning code through Additional Pay with a minus (-) in front of the hours.

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.

Note: Leave balances must be zeroed out in the employee's last paycheck. The employee MUST be receiving a paycheck in order for the adjustment codes to be processed.

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.

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.

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).

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).

BN

Terminating Leave Plans	1. Navigate to ***Main Menu> Core-CT HRMS> Benefits> Enroll in Benefits> Leave Plans*** 2. On the Leave Plans page enter the Employee ID and Benefit Record Number and search 3. Click the ⊞ button on the Coverage bar for the Plan Type you want to terminate. This will add a new row. 4. Type the Effective Date to terminate the leave plan 5. Click the Terminate radio button for Coverage Election 6. Click Save 7. Complete these steps for all Plan Types **Note:** Once the terminate row is saved the Benefit Plan field will be blank. **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. **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.	