

**Using Leave in Lieu of Accrual (LILA)
Time Reporting Code**
Last Updated: April 2019



Use this job aid as a guide for using the LILA Time Reporting Code (TRC).

IMPORTANT: The LILA TRC code should be used for the period between the 1st of a month and when the month's accrual is posted to the leave balance. LILA can also be used when an employee earns and uses comp or holiday time in the same pay period.

Note: This code is meant to be used temporarily and should be changed once the accrual/comp time has been posted and is available to use.

Using LILA TRC

Part A – Entering LILA on the Timesheet

Part A focuses on steps that need to be completed on the Timesheet.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Enter Attendance	<ol style="list-style-type: none"> 1. Navigate to: <i>Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet</i> 2. Enter information into the appropriate field and click “Get Employees” 3. Add a row by clicking the button 4. Enter the number of hours and enter the LILA TRC 5. Select or enter the appropriate Override Reason Code (LILAS, LILAV, LILAP, LILAC, LILAH) 6. Save the Timesheet <p>Important: The LILA time reporting code is temporary until the accrual/comp time has been posted to the employee's balance. Important: To expedite data entry, the appropriate Override Reason Code should be used with LILA (LILAS, LILAV, LILAP, LILAC, LILAH).</p>	TL

Part B – Run TRC Usage Report

Part B outlines the steps required to run the TRC Usage Report.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Run TRC Usage Report	<ol style="list-style-type: none"> 1. 1. Navigate to: <i>Main Menu > Core-CT HRMS > Time and Labor > Reports > TRC Usage Report CTHRR460 Report</i> 2. Enter the Run Control ID and search 3. Choose the criteria for Employees to Report 4. Enter the Dates to Report 5. Enter LILA as the TRC to Report 6. Run the report <p>Important: This report should be run by Department ID or Group ID</p>	HR

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		<p>in order to capture all employees that have used the LILA code. Important: It is important that agencies run this report at least once a month so that the LILA code can be identified and the attendance changed. Failure to change the LILA code in a timely manner could result in an employee using more leave time than he/she is entitled to.</p>	
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Part C – Change Attendance

Part C needs to be performed only for those employees who have LILA attendance.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Change Attendance	<ol style="list-style-type: none"> 1. Navigate to: <i>Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet</i> 2. Change LILA to the appropriate leave/comp TRC based on the Override Reason Code 3. The Override Reason Code can be deleted 4. Save the Timesheet <p>Note: Self Service agencies must have the changed time approved before the leave/comp balance will be adjusted.</p> <p>Important: It is important that the correct leave/comp TRC be used in exchange for LILA.</p> <p>Important: This step can only be done when the employee will be receiving a paycheck for the current pay period.</p>	TL

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Part D – Verify Leave Balance

Part D lists the steps to verify an employee’s leave balances (i.e. vacation, sick, personal).			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Verify Balances	<ol style="list-style-type: none"> 1. Navigate to: <i>Main Menu > Core-CT HRMS > Benefits > Manage Leave Accruals > Review Accrual Balances</i> 2. Enter the appropriate information into the appropriate field and search 3. Verify that the employee’s leave balance has been updated <p>Important: This step is only necessary for those employees whose attendance has been changed from LILA to the appropriate leave TRC.</p> <p>Important: The balances will not be updated until after the current pay period is confirmed.</p>	BN

Part E – Verify Comp/Holiday Balance

Part E lists the steps to verify an employee’s comp/holiday time balances.			
	Step	Step Details	Core-CT Module
<input type="checkbox"/>	Verify Balances	<ol style="list-style-type: none"> 1. Navigate to: <i>Main Menu > Core-CT HRMS > Manager Self Service > Time Management > View Time > Compensatory Time.</i> 2. Enter the appropriate information into the appropriate field and click “Get Employees” 3. Verify that the comp/holiday balance has been updated <p>Important: This step is only necessary for those employees whose attendance has been changed from LILA to the appropriate comp time TRC.</p> <p>Important: Comp/Holiday Time balances will not be updated until after Time Admin is run.</p>	TL