Fiscal Year-End Leave Processing Overview

STEP 1	Begin with Escape Training

Escape provides Leave Processing training in several different formats. After logging into Escape, go to Online Resources and look for Leave information in the following areas:

- Learnings Opportunities
- Videos / Handouts

STEP 2	Considerations

Before the end of the school and fiscal year, consider sending electronic or paper communications to departments, sites, supervisors, and employees:

- To employees – Instruct employees to turn in leave slips by a set deadline in May or June. It is especially important to reach employees who will not be on campus once the school year ends and summer break begins in addition to employees who have been working remotely. This step also provides sufficient time for districts to receive and input data to close out the fiscal year.

- To staff that input leave – Be attentive in the collection of leave slips to close out the fiscal year. Pay attention to deadlines for inputting data. Remind staff not to input any leave transactions for the new fiscal year until after closing and rolling forward the prior year.

STEP 3	Audit Leave Transactions

Run and audit report data, identify transactions in error or with negative balances and make corrections. Complete this action before requesting the Rolling Forward of Leaves.

Look for negative balances that may require docking adjustments, allowed carry over amounts and vacation pay offs. Suggest reports to use:

- Leave 01   Leave Transactions for adjustments only (use to dock pay in new year)
- Leave 02   Leave Transactions with Excess Balances
- Leave 03   Leave Balance
- Leave 04   Leave Liability by Account
- Leave 12   Leave Balance Pay by Employee
- Leave 13   Leave Balance Pay by Account
- Leave 114   Leave Liability by Employee
- Leave 301   FY Summary & Detail – Leave Date
- Leave 302   Possible Leave Duplicates (Overlapping Dates)
- Leave 40   Approaching Maximum Accrual

STEP 4	Warnings

- Input Leave transactions through June 30 before the task of *Rolling Forward Leave Balances* takes place.

- If leave transactions for the prior year have not been input by the mid-July deadline, prior year balances for each employee will require manual adjustments in the new fiscal year.

- July Regular Payroll processing cannot take place unless prior fiscal year Leave Balances roll forward.

- Prior fiscal year Leave Balances cannot roll forward if your district has submitted your July Regular Payroll.

- The prior year Leave Balances must roll forward into the new fiscal year in order to close the prior year-end books.

- ***Do not Grant or Load the July Leaves for the new fiscal year until AFTER prior year balances roll forward into the new fiscal year.*** Once the new fiscal year July Leaves are Granted and Loaded, the *Rolling Forward of the prior fiscal year Leave Balances* cannot roll back.

STEP 5	**Close out Prior Year** **Roll Forward Leave Balances into the new fiscal year**

Warning! The following steps must take place in the exact order listed

A. Each year, School Business Advisory Services provides dates for the following:

    a. **July 3** – Data for new year may be input into batches and posted after July 13
    b. **July 11** - Last day to input prior year Leave transactions
    c. **July 12** - Last day to Roll Leave Balances forward into the new fiscal year
    d. **July 13** - First day to Grant Leaves for the new fiscal year

B. Complete data entry for prior year (through June 30) transactions on or before the designated last day for input.

C. After completing the leave data entry and auditing transactions, notify School Business Advisory Services to request Leaves be *Rolled Forward*.

- The task of Rolling Forward Leaves is performed separately for each district.

- Rolling Forward leaves can take place before the deadline; a roll can be performed as soon as July 1. If data entry is complete before the deadline, contact School Business Advisory Services to initiate the roll.

D. After the roll, audit several employee's data records to verify expected results.

E. If the results are not as expected, contact School Business Advisory Services to discuss solutions and that may include Rolling Back the Roll Forward to make corrections. After which, leaves can be rolled forward again.

F. If you do not want to continue using a sub-group, such as Sick Leave-Personal Necessity in the new fiscal year, see Step 6 for instructions and screen examples to accomplish this task. Important → Deactivation of a leave type occurs *after* the rolling of leaves.

G. After completing the applicable steps from above and following the action dates, Grant and Load leaves for the new fiscal year.

H. Lastly, begin inputting leave data for the July Regular Payroll.

STEP 6	**Discontinuing a Leave Sub-Group (Balance Profile)** *Update both Balance Profiles and Types to complete the task*

To discontinue using a sub-group, such as the Sick Leave with a sub-group Personal Necessity **in the new fiscal year**, use the following instructions:

- *HR/Payroll – Setup – Leave – Balance Profiles*
  - From the List of leave profiles, select the line item to be discontinued and Open

  - Set the **Active** field to **No**
  - Set the **Limit Carryover** field to **Yes**
  - Save/Close

STEP 7	Discontinuing a Leave Sub-Group (Type)
	Update both Balance Profiles and Types to complete the task

- *HR/Payroll-Setup – Leave – Types*
  - Select the line item and Open

- Use the space bar to clear out the **Alt Balance Code field to be blank**
- Use the space bar to clear out the **Alt Balance Code 2 field to be blank**
- Leave the **Active field** set to **Yes**
- Save/Close

- The list shown below identifies the leave processing cutoff for each district. The options are either the 1st or 15th of the month. The date cannot be the 31st because it is not always the last day of the month.

- The purpose of the leave balance cutoff is to have a point in time in which leave adjustments (positive and negative) apply to an employee's record. Leave adjustments can affect employee compensation. The leave adjustment cutoff also affects the balances that show on the employee's pay stub. For example:

  - If the leave cutoff is 1st
    - The employee's October paycheck reflects leave adjustments for the month of September.

  - If the cutoff is the 15th
    - The employee's October paycheck reflects leave adjustments for the period of September 16 through October 15.

01	Ballard	15
02	Blochman	15
04	Buellton	15
06	Cold Spring	15
07	College	15
10	Goleta Union	15
11	Guadalupe Union	15
12	Hope	1
14	Los Olivos	1
15	Montecito	15
16	Orcutt Union	1
18	Santa Maria-Bonita	1
19	Solvang	15
20	Vista Del Mar	15
32	Santa Maria Jt. Union High	15
33	Santa Ynez Valley Union High	15
41	Lompoc Unified	15
42	Carpinteria Unified	1
43	Cuyama Jt. Unified	15
61	SBCEO	15
71	SELPA	15
74	Manzanita Charter	1
75	Peabody Charter	1
76	Family Partnership Charter	15
77	Adelante Charter	15