Importing PPS Leave Balances

Objective

To prepare campus for UC Path, the decision has been made to have the payroll processing system (PPS) become the primary system for calculating all accruals. This effort will also eliminate inconsistencies between PPS and an employee's timecard (either paper or electronic) and therefore reduce administrative effort required to align balances.

Today accruals are calculated using two systems, Kronos and PPS. Effective April 14, 2018, PPS will become the primary system for calculating all vacation and sick leave accruals. Going forward, PPS balances will import into Kronos for employee visibility and use. Employees will see their PPS accrual balances in Kronos. To ensure a smooth transition, the most up-to-date accrual information is required in PPS by April 11, 2018. This document has been created to assist with this effort. It provides various tools that can be referenced while working to reconcile accrual data.

Milestones

- PPS Accrual Cleanup Period Starts - 12/7/2017
- PPS Accrual Cleanup Period Ends - 4/11/2018
- Biweekly Employees see PPS accrual balances in Kronos - 4/14/2018
- Monthly Employees will see PPS accrual balances in Kronos - 5/1/2018

Leave-time Reporting Overview

With the decision to have PPS become the primary system for calculating all accruals, PPS balances will import into Kronos for employee visibility and use. Kronos will still calculate comp time and maintain the basic PTO functionality for PX employees (postdoctoral scholars).

Kronos will continue to upload all leave taken (“takes”) into PPS. PPS will make updated calculations and import balance information back into Kronos at scheduled intervals driven by the data availability in PPS. The following diagrams outline the current and future states:
Import schedule:

1. **BW** balances import the Saturday after every pay period (B1 & B2) ends with an effective date of the previous Sunday.
2. **MO** balances will import on the 1st of every month.

**Paper timecards**

If you are on a paper timecard, it is your responsibility to ensure PPS reflects accurate balances based on your paper timecards by **4/11/2018**.

**Gathering Accrual Data**

The steps listed below outline how to gather accrual data from Kronos and PPS/Data Warehouse, which are necessary to begin the accrual auditing process.

**Step 1: High-level review of balance totals to check for alignment**

Do separate reviews for monthly and biweekly employees. If the end balances do not align move to Step 2.

**Reviewing Department Balances in PPS/Data Warehouse:**

Generate a **Time and Benefits Roster** in Data Warehouse. Run one for Biweekly employees and one for Monthly employees.

1. Select the most recent month processed and available in Data Warehouse.
   a. For Biweekly employees this includes the last B2 Pay Period End Date accrual grant.
   b. For Monthly employees this includes the latest month’s accrual grant.
2. Once this roster is complete, review the End Balance value for the Leave Types for each employee and compare this information to Kronos.

**Reviewing Department Balances in Kronos:**

Use the **Accrual Balances** genie to get balances.

For **Biweekly employees** select "All Emps BW" in the view dropdown.

1. In the Time Period field, use the day after the last B2 Pay Period End (that will be in DW).
2. If there are any "takes" in the Vacation or Sick columns add these to the Kronos ending balance to get the PPS total.
3. Once these totals are determined, compare them to the **Time and Benefits Roster** (from Data Warehouse) to see if they align.

For **Monthly employees** select "All Emps MO" in the show dropdown.

1. In the Time Period field, use a range of dates. (Note: This depends on what ledger is available)
2. If there are any “takes” in the Vacation or Sick columns add these to the Kronos ending balance to get the PPS total.
3. Once these totals are determined compare to the **Time and Benefits Roster** (from Data Warehouse) to see if they align. If they do not, move to Step 2.
Step 2: In-depth audit of leave taken by individual
Track down where the issue occurred by comparing a Leave Balance Inquiry report in Data Warehouse and an Accrual Detail report in Kronos.

Reviewing Individual Balances in PPS/Data Warehouse:
Generate a Leave Balance Inquiry in Data Warehouse.

1. Select Leave Balance Inquiry by Employee.
   a. Enter the individual’s employee ID number.
   b. Select a date range.
   c. Submit the request.

Reviewing Individual Balances in Kronos:
Use the Accrual Detail report to get balances.

1. Select the employee from your list (Pay Period Close, IS Summary 3, Accrual Balances, etc.).
2. Select Go To > Reports.
   a. Expand the Accruals section and select Accrual Detail from the list.
   b. Check that the People field reads Previously Selected Employee(s) in the Report information screen.
3. In the Time Period field select Range of Dates and input the applicable date range.
   a. Check that the Output Format is set to Adobe Acrobat Document (.pdf).
4. Click Run Report in the top left corner of the window.
5. The application should automatically switch to the Check Report Status screen.
   a. Click the Refresh Status button and wait for the report status to read Complete.
6. To open, click View Report.

Possible Causes of Accrual Discrepancies for Kronos Users
If there are changes in PPS that affect leave accrual codes (reclassification, promotion, accrual level changes, etc.) or timing of accrual calculations, an update is needed to the employee profile in the People Editor section of Kronos.

The following are common scenarios that can result in accrual balance discrepancies. Current state actions in Kronos are provided to prevent the discrepancies from continuing. In addition to these actions, Kronos balance adjustments may be needed for incorrect calculations during the signed off periods.

Note: Current state is prior to April 14, 2018 when PPS becomes the source for all accrual calculations.

Accrual Profile Effective Dates:
Kronos calculations stop if an end date was specified for an accrual profile.

Current State Action: Review effective dating of profiles if calculations are not working. Best practice is to set the end date of the current profile to “Forever”.

Future State Action: Set end date of the current profile to “Forever”. Active accrual profiles are needed to allow employees to record leave taken.
New Employees – First Accruals:
Kronos may not grant an employee’s first accruals properly based on the timing of their start date within the first accrual period.

Current State Action: First accruals should always be reviewed and adjusted if accruals were calculated inappropriately.

Future State Action: None. This is resolved when PPS becomes the source for accrual calculations.

Biweekly Employees – Total REG Hours:
If a biweekly employee’s timecard does not have the correct number of REG hours, the Kronos accrual calculations may be incorrect.

Current State Action: Enter missing hours on timecard. If employee has a flexible schedule, make sure they are in a weekly overtime pay rule.

Future State Action: None for Sick and Vacation calculations – resolved when PPS becomes the source for accrual calculations. Ensure timecards reflect the correct number of REG hours for accurate overtime/comp time calculations.

Limited Employee Accrual Profile:
Vacation and sick accruals are not calculated when an employee is assigned to an accrual profile containing “Limited”. If a limited employee is entitled to accruals, calculations in Kronos may be off.

Current State Action: Use an alternate accrual profile that calculates accruals if employee is entitled.

Future State Action: None. This is resolved when PPS becomes the source for accrual calculations.

Part-time Exempt Employees:
Kronos may not grant an exempt employee’s accruals properly if the Full-Time Equivalency value wasn’t set to match their percentage of time.

Current State Action: Update the Full-Time Equivalency value to match the employee’s percentage of time.

Future State Action: None. This is resolved when PPS becomes the source for accrual calculations.

Service Period Milestones / Split Period Accruals:
Accrual Profiles in Kronos need to be manually updated when an employee reaches a service period milestone. The accrual calculations in Kronos may be off if this update was not done or was done late. If an employee’s accrual level changes in the middle of an accrual period, Kronos is unable to split vacation accrual levels within the accrual period. Kronos calculates accruals based on the accrual profile in effect on the day earnings are calculated. Monthly accrual calculations occur on the 1st of the month. Biweekly accrual calculations occur on the day after the B2 pay period ends. Only one factor accrual level is used to calculate the entire accrual period.

Current State Action: Ensure the accrual profile is updated in Kronos using the milestone effective date, if possible. If the date is in a signed off period, the effective date should be the day after sign off. Calculate the balance adjustments needed and update sick and vacation balances, accordingly.

Future State Action: None. This is resolved when PPS becomes the source for accrual calculations.
**Exempt Employees – Leave No Salary:**
Kronos does not reduce sick leave accruals based on Leave No Salary (LNS) timecard entries for an exempt employee as the employee may be entitled to the full sick accrual. The number of LNS hours determines if the employee is entitled. Vacation calculations are properly reduced.

**Current State Action:** If an exempt employee needs to have sick accruals reduced, calculate the balance adjustment needed and update, accordingly.

**Future State Action:** None. This is resolved when PPS becomes the source for accrual calculations.

**Catastrophic Leave / ERIT:**
If the appropriate pay codes (Catastrophic Leave Received, Catastrophic Leave Donation, ERIT) were not entered on the employee’s timecard, Kronos balances may not be correct.

**Current State Action:** Enter the appropriate pay codes on the Kronos timecards to ensure Kronos balances are in alignment with the PPS activity.

**Future State Action:** None. This is resolved when PPS becomes the source for accrual calculations.