

Using the IVEE Payroll Compensated Absences Worksheet

With the release of IVEE 2.1 came the new Compensated Absences Worksheet, but in order to get any use out of this utility there are several things that need to be done first.

- 1) Define which of your leave plans count as Compensated Absences.

In *Payroll > Leave Plans > Leave Plan Maintenance* you will need to check the box in the Edit Leave Plan screen to indicate that it is a Compensated Absence.

Edit Leave Plan

Actions

Leave Plan Information

Description: Leave Type:

Accrual Information | Accrual Pay Periods / Alternate Plans | Calendar

Leave Plan Information

Time Units: Time Card Leave Code:

Accrual Date: Sub System Leave Code:

Vested Accrual Date: Vested Months:

Accrual Rate				
Months Greater Than or Equal To	Units to Accrue	FY Accrual Limit	Available Limit	Accrual Limit By Period
0	4	80	1600	0
*				

Accrue Based on Time Worked Units

Include Regular Pay

Include Overtime Pay

Advantage District

Include in Docking Calculation

Include on Check

Compensated Absences

Mode: Edit - Record 1 of 1

Close this dialog after update?

OK Cancel Help

Compensated Absence box should be checked.

- Go to *Payroll > Configuration > Payroll GASB Functions* and make sure all your functions are set up.

The screenshot shows a window titled "Payroll GASB Functions" with a table of data. The table has two columns: "GASB Function" and "Description". The data is as follows:

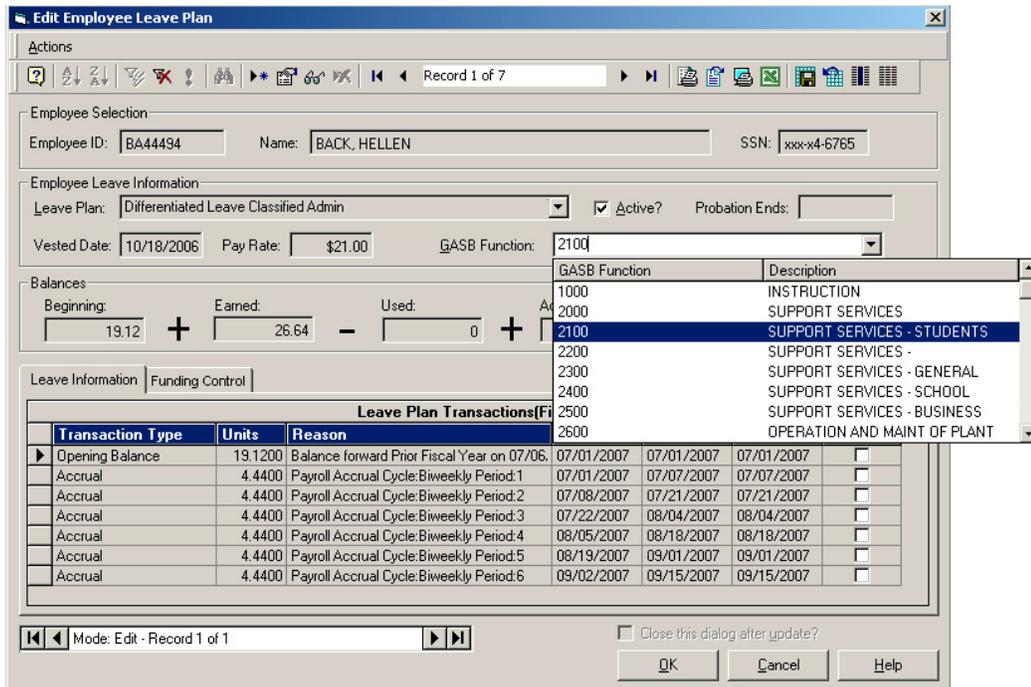
GASB Function	Description
1000	INSTRUCTION
2000	SUPPORT SERVICES
2100	SUPPORT SERVICES - STUDENTS
2200	SUPPORT SERVICES - INSTRUCTIONAL STAFF
2300	SUPPORT SERVICES - GENERAL ADMIN
2400	SUPPORT SERVICES - SCHOOL ADMIN
2500	SUPPORT SERVICES - BUSINESS
2600	OPERATION AND MAINT OF PLANT SVCS
2700	STUDENT TRANSPORTATION
2800	SUPPORT SERVICES - CENTRAL
2900	SUPPORT SERVICES - OTHER
3000	OPERATION OF NON-INSTRUCTIONAL SVCS
4000	FACILITIES ACQUISITION AND CONSTRUCTION SERVICES
5000	DEBT SERVICE
6000	OTHER FINANCING USES

- Go to *Payroll > Configuration > GASB Function Masks* and ensure that all your GASB functions are set up with the appropriate accounting masks.

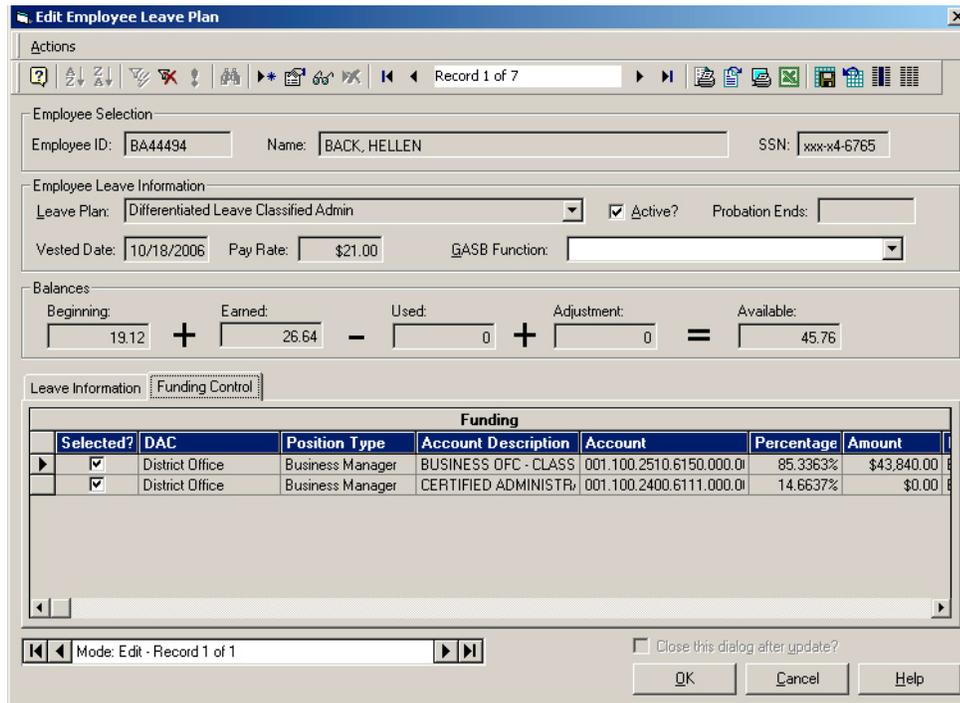
The screenshot shows a window titled "GASB Function Masks" with a table of data. The table has two columns: "GASB Function" and "Account Mask". The data is as follows:

GASB Function	Account Mask
1000	???.???.1???.???.???.???.???
2000	???.???.20???.???.???.???.???
2100	???.???.21???.???.???.???.???
2200	???.???.22???.???.???.???.???
2300	???.???.23???.???.???.???.???
2400	???.???.24???.???.???.???.???
2500	???.???.25???.???.???.???.???
2600	???.???.26???.???.???.???.???
2700	???.???.27???.???.???.???.???
2800	???.???.28???.???.???.???.???
2900	???.???.29???.???.???.???.???
3000	???.???.30???.???.???.???.???
4000	???.???.40???.???.???.???.???
5000	???.???.50???.???.???.???.???
6000	???.???.60???.???.???.???.???

- Go to **Payroll > Employees > Employee Leave Plans** and make sure everyone has a GASB Function assigned to their leave plans.



Next, click on the **Funding Control** tab at the bottom. Deselect any funding line that you do not want to appear on the report (for example any line associated with Supplemental Pays).



- 5) Now you are finally ready to run this report. Go into *Payroll > Reports > Quarterly / Annual > Compensated Absences Worksheet*. Once in there go to *Actions > Generate Records* to view the information on you current leave plans.

All done!