

Cycle 2 Quarterly Leave Collection and Reconciliation

This document covers the process of reconciling attendance based on the quarterly leave collection during Cycle processing.

Leave Collection

- ❖ Leave is collected during Cycles 2, 5, 6, & 8.
 - **Cycle 2** (Due October 15th) – pulls **July 1st thru September 30th** attendance records
 - **Cycle 5** (Due February 15th) – pulls **October 1st thru December 31st** attendance records
 - **Cycle 6** (Due April 15th) – pulls **January 1st thru March 31st** attendance records
 - **Cycle 8** (Due July 31st) – pulls **July 1st thru June 30th** attendance records
- ❖ Leave collection pulls all attendance records (Posted/Unposted) recorded with a Start Date **OR** an End Date that falls within the date range listed for the cycle.
 - **To keep clean reconciliation records it is recommended to record two separate entries for any attendance items that cross months.**
 - **EX:** Attendance needs to be recorded for 09/29/20XX-10/02/20XX
 - Create entry for 09/29/20XX-09/30/20XX
 - Create entry for 10/01/20XX-10/02/20XX
- ❖ When collected, SIS sorts attendance records into eleven standard types of leave:

○ Sick	○ Military
○ Personal	○ Jury
○ Vacation	○ LWOP
○ Bereavement	○ Other
○ School Business	○ ADE Maternity (ONLY Pay
○ Professional Development	Codes 980 & 981)

Employee Leave - Check Location & Job Assignment

- District-Wide Employees such as custodians, food service, bus drivers, superintendent, central office employees may all have 000 or 'district-defined' district-wide three-digit alpha-numeric location code in check location.
- All employees who work at the **school level**: teachers, school administrators, school secretaries, librarians, counselors, aides, nurses, etc. – **check location must match the primary location where they work.**
- If the employee's salary is required coding to the LEA level then the check location will have same requirement.
- A Cycle validation error will occur for every school employee whose check location is not a valid LEA. That error will be programmed by '*Job Assignment codes.*'
 - Teachers do not have a job assignment code in eFinance from the official certified job code management system manual thus **all teachers must have a valid LEA in check location.**
 - All other employees in eFinance should have a job assignment code in eFinance. Each job code should come from the official certified and classified job code manuals.
 - <https://adedata.arkansas.gov/jcms>
 - ***Job codes requiring Valid LEA are listed on next page.***

Valid LEA *required* for **Check Location** if employee has one of following job codes:

CLASSIFIED Job Codes

Nursing Positions 454 – Nurse - LPN 455 – Nurse - RN 457 – Nurse - RNP 458 – Nurse - APN 459 – Nurse - APRN 460 – Nurse - CNP 461 – Nurse - CRNA 462 – Nurse - CNS 463 – Nurse - LPTN 465 – Nurse - CNM	Other Health & Support Roles 464 – Physical Therapist (PT) 502 – Library Media Clerk Instructional Support 763 – Paraprofessional Instructional (non-Title I School) 785 – ESOL Paraprofessional (providing LIEP srv to ELs) 777 – Study Hall Monitor Apprenticeship & Residency 765 – Registered Apprentice 766 – One Year Resident
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Valid LEA requires **CHECK LOCATION** if the employee has one of the following job codes:

CERTIFIED Job Codes

School Administration 2010 – Elementary School Principal 2020 – Elementary School Assistant Principal 2030 – Middle/Jr. High School Principal 2040 – Middle/Jr. High School Assistant Principal 2050 – High School Principal 2060 – High School Assistant Principal Curriculum Supervision 3020 – Curriculum Supervisor (Secondary) 3030 – Curriculum Supervisor (Elementary) Library/Media Specialists 5010 – Elementary Library/Media Specialist 5020 – Middle/Jr. High Library/Media Specialist 5030 – High School Library/Media Specialist Guidance Counselors 6015 – Elementary Guidance Counselor 6020 – Middle/Jr. High Guidance Counselor 6030 – High School Guidance Counselor	Instructional Leadership & Support 7090 – Master Teacher (TAP) 7100 – Coach/Lead Teacher/Instructional Facilitator (Math) 7135 – Coach/Lead Teacher/Instructional Facilitator (Generalist; All Subjects) ESOL & Inclusion 7144 – ESOL – Licensed Teacher, ESOL Endorsed 7145 – Inclusion Teacher (Co-teaching model) 7146 – ESOL – Licensed Teacher, Not ESOL Endorsed Special Education & Behavior Support 7150 – Consulting/Indirect Special Education Teacher 7160 – In-School Suspension Teacher Specialty Instruction 7170 – Adaptive PE Teacher Mentorship & Career Development 7400 – Journeyman 7410 – Resident Mentor
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1. Employee Check Location

The employee **Check Location** field can be verified from the Employee Information page.

Menu Path: Human Resources>Entry & Processing>Employee>Employee Information

Search for and open desired employee screen.

Select the **Payroll** tab.

The **Check Location** field is the first available field on this tab.

Employment	Personnel	Race/Ethnicity	Payroll	Leave Bank	Earnings	Withholdings	History
Check Location * 000 - DISTRICT WIDE							
Timecard Required * N - Timecard Not Required							
Special Pays					0.00		
					0.00		
					0.00		

2. Employee Job Assignment

The employee **Job Assignment** field can be verified from the Employee Information page.

Menu Path: Human Resources>Entry & Processing>Employee>Employee Information

Search for and open desired employee screen.

Select **Personnel Information** from the top menu bar.

Personnel Information	Payroll Information	History	Actions
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Select **Assignments** from the dropdown list.

Assignments
Certifications/Licenses
Credentials
Defined Windows
Degrees
Qualifications
Requirements

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The screen will display similar to the following.

Verify the data listed is valid and accurate.

Assignments

Assignment	Percent	Period	Location	Primary
762 - PARAPRO INSTR SPECIAL EDU	1.0000	1	053 - ELEMENTARY	<input type="checkbox"/>

1 match(es) found

Assignment Information

Continuous

Assignment *

762

PARAPRO INSTR SPECIAL EDU

Percent

1.0000

Period

1

Location

053 - ELEMENTARY

Primary Assignment

☐

Grade Level

Pre-Kindergarten

☐

Kindergarten

☐

1st Grade

☐

2nd Grade

☐

3rd Grade

☐

4th Grade

☐

5th Grade

☐

6th Grade

☐

7th Grade

☐

8th Grade

☐

9th Grade

☐

10th Grade

☐

11th Grade

☐

12th Grade

☐

Additional Information

Job Class

Position

Highly Qualified Area

Highly Qualified Reason

Number of Classes

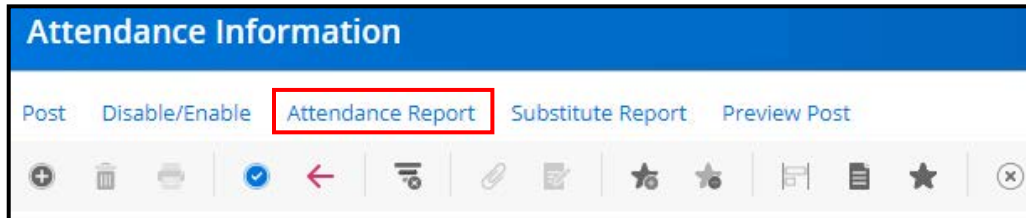
0

Note: For additional information regarding job assignments review the ‘**Job Assignment Codes**’ document on the apscn.org website.

Preparing to Reconcile Quarterly Attendance

1. Attendance Report

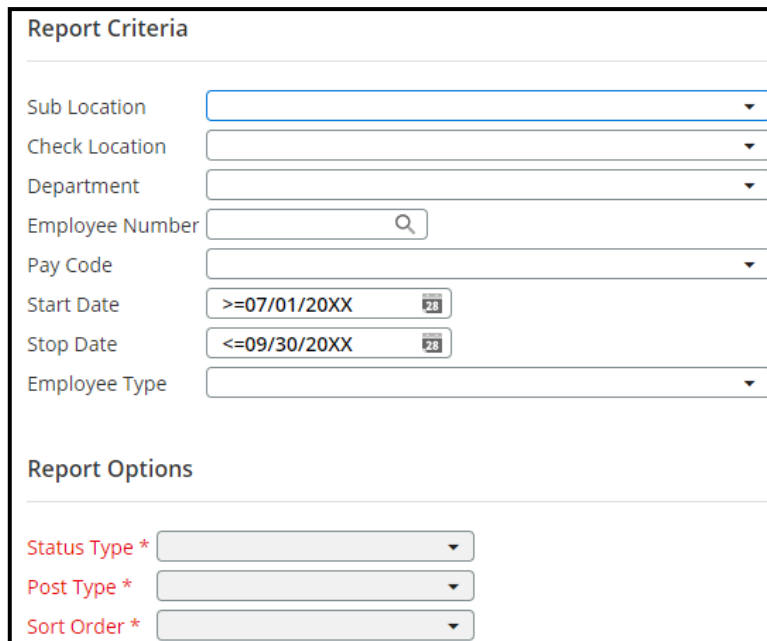
Menu Path: Human Resources>Entry & Processing>Attendance>**Attendance Report**



The screenshot shows a software interface titled "Attendance Information" in a blue header. Below the header is a navigation bar with five buttons: "Post", "Disable/Enable", "Attendance Report", "Substitute Report", and "Preview Post". The "Attendance Report" button is highlighted with a red rectangular box. Below the navigation bar is a toolbar containing various icons for actions like adding, deleting, printing, and searching.

1A. Enter Start and Stop Dates (same as used in cycle being reconciled)

- **Cycle 2** (Due October 15th) – pulls **July 1st thru September 30th** attendance records
- **Cycle 5** (Due February 15th) – pulls **October 1st thru December 31st** attendance records
- **Cycle 6** (Due April 15th) – pulls **January 1st thru March 31st** attendance records
- **Cycle 8** (Due July 31st) – pulls **July 1st thru June 30th** attendance records



The screenshot shows a form titled "Report Criteria" and "Report Options". Under "Report Criteria", there are fields for "Sub Location", "Check Location", "Department", "Employee Number" (with a search icon), "Pay Code", "Start Date" (set to ">=07/01/20XX"), "Stop Date" (set to "<=09/30/20XX"), and "Employee Type". Under "Report Options", there are three required fields: "Status Type *", "Post Type *", and "Sort Order *", each with a dropdown menu.

Below is the recommended date format to be used:

- **Start Date** - >=MMDDYY
- **Stop Date** - <=MMDDYY

Click **Accept**.

1B. Enter Report Options

- **Status Type*** - B-Both
- **Post Type*** - B-Both Posted & Unposted
- **Sort Order*** - Select preferred option
 - Recommend **5-Check Location/Name**

Click **Accept**.

Example: Cycle 2 FY24

The screenshot shows a dialog box titled "Report Criteria" and "Report Options". The "Report Criteria" section includes dropdown menus for Sub Location, Check Location, Department, Pay Code, and Employee Type, along with a search box for Employee Number. Date pickers are set for Start Date (>=07/01/2023) and Stop Date (<=09/30/2023). The "Report Options" section shows Status Type * set to "B - Both", Post Type * set to "B - Both Posted & Unposter", and Sort Order * set to "5 - Check Location/Name".

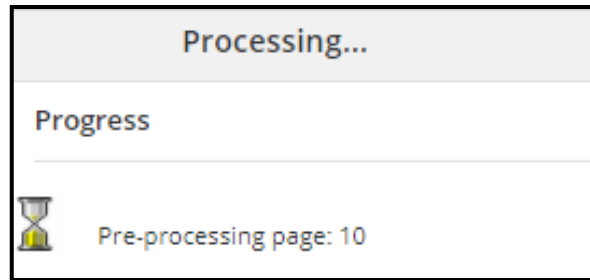
Print window will appear – run to **EXCEL**

The screenshot shows a "Print" dialog box for the file "attedit.rpt". Under the "Destination" section, the "Excel" radio button is selected. The "File Options" section shows the File Name as "H:/ /rpt/attedit.rpt". The "Excel Options" section shows the Data Option set to "No Totals" and a checkbox for "Run in the Background" which is unchecked. "OK" and "Back" buttons are at the bottom right.

Click **OK**.

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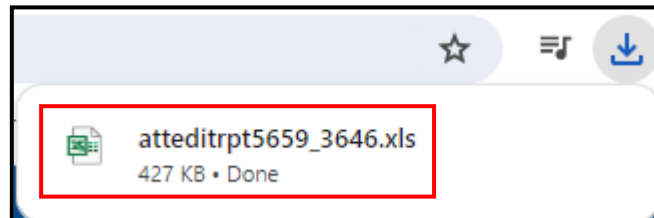
Processing windows will appear.



While report is processing will receive the following notification.



The report will populate at the top of the homescreen. Click the file to open.



The workbook will display similar to the following.

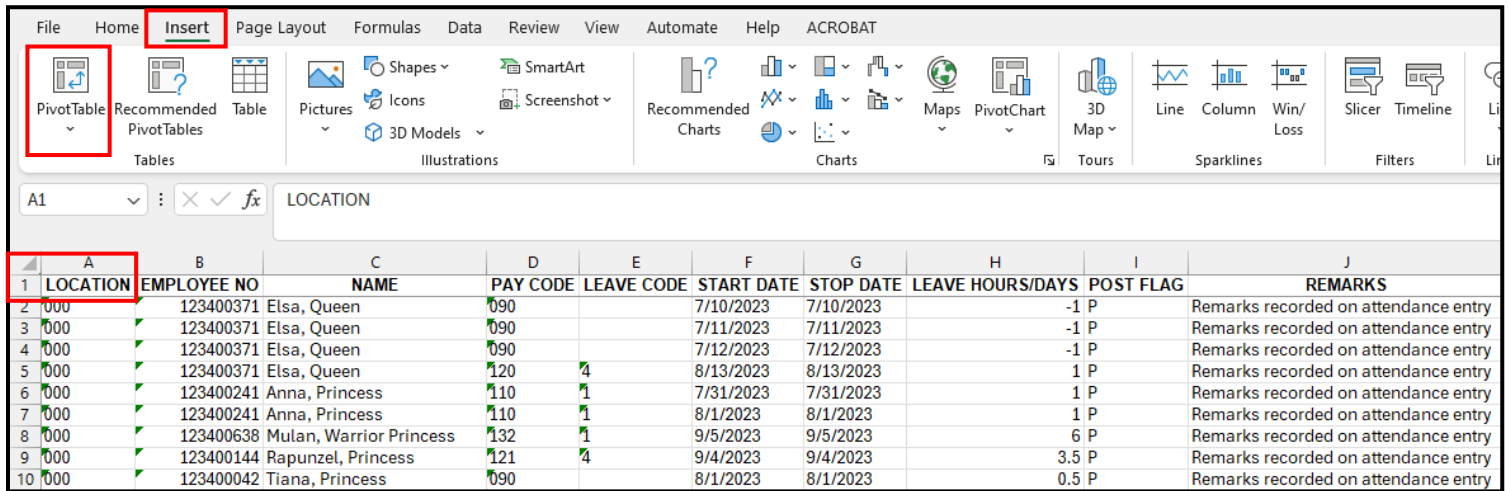
	A	B	C	D	E	F	G	H	I	J
1	LOCATION	EMPLOYEE NO	NAME	PAY CODE	LEAVE CODE	START DATE	STOP DATE	LEAVE HOURS/DAYS	POST FLAG	REMARKS
2	000	Employee Number	Last Name, First Name	090		7/10/2023	7/10/2023	-1 P		Remarks recorded on attendance entry
3	000	Employee Number	Last Name, First Name	090		7/11/2023	7/11/2023	-1 P		Remarks recorded on attendance entry
4	000	Employee Number	Last Name, First Name	090		7/12/2023	7/12/2023	-1 P		Remarks recorded on attendance entry
5	000	Employee Number	Last Name, First Name	120	4	8/13/2023	8/13/2023	1 P		Remarks recorded on attendance entry
6	000	Employee Number	Last Name, First Name	110	1	7/31/2023	7/31/2023	1 P		Remarks recorded on attendance entry
7	000	Employee Number	Last Name, First Name	110	1	8/1/2023	8/1/2023	1 P		Remarks recorded on attendance entry
8	000	Employee Number	Last Name, First Name	132	1	9/5/2023	9/5/2023	6 P		Remarks recorded on attendance entry
9	000	Employee Number	Last Name, First Name	121	4	9/4/2023	9/4/2023	3.5 P		Remarks recorded on attendance entry
10	000	Employee Number	Last Name, First Name	090		8/1/2023	8/1/2023	0.5 P		Remarks recorded on attendance entry
11	000	Employee Number	Last Name, First Name	090		8/1/2023	8/8/2023	0.5 P		Remarks recorded on attendance entry
12	000	Employee Number	Last Name, First Name	120	4	8/8/2023	7/31/2023	2 P		Remarks recorded on attendance entry
13	000	Employee Number	Last Name, First Name	120	4	8/1/2023	8/1/2023	1 P		Remarks recorded on attendance entry
14	000	Employee Number	Last Name, First Name	121	4	9/4/2023	9/4/2023	2.75 P		Remarks recorded on attendance entry

1C. Create a Pivot Table

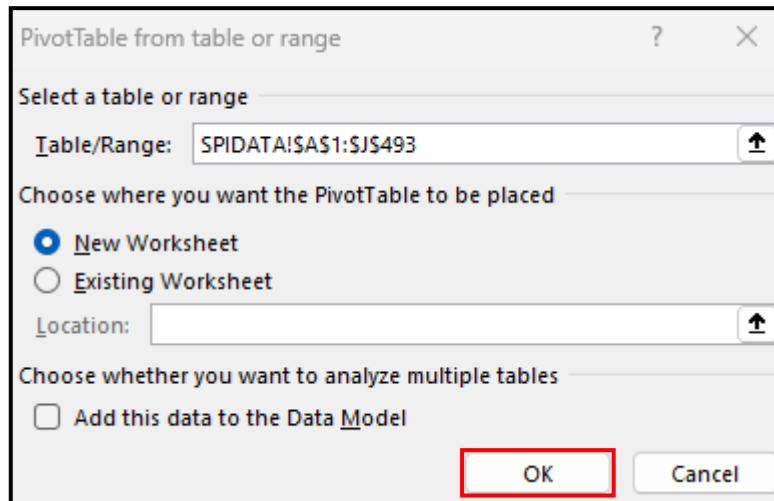
Select cell **A1** on the excel spreadsheet.

Select the **Insert Tab** from the menu bar.

Click on the **Pivot Table** option.



A screen similar to the following will display.



Verify that the *Table/Range* values encompass the range of cells that should be included in the PivotTable.

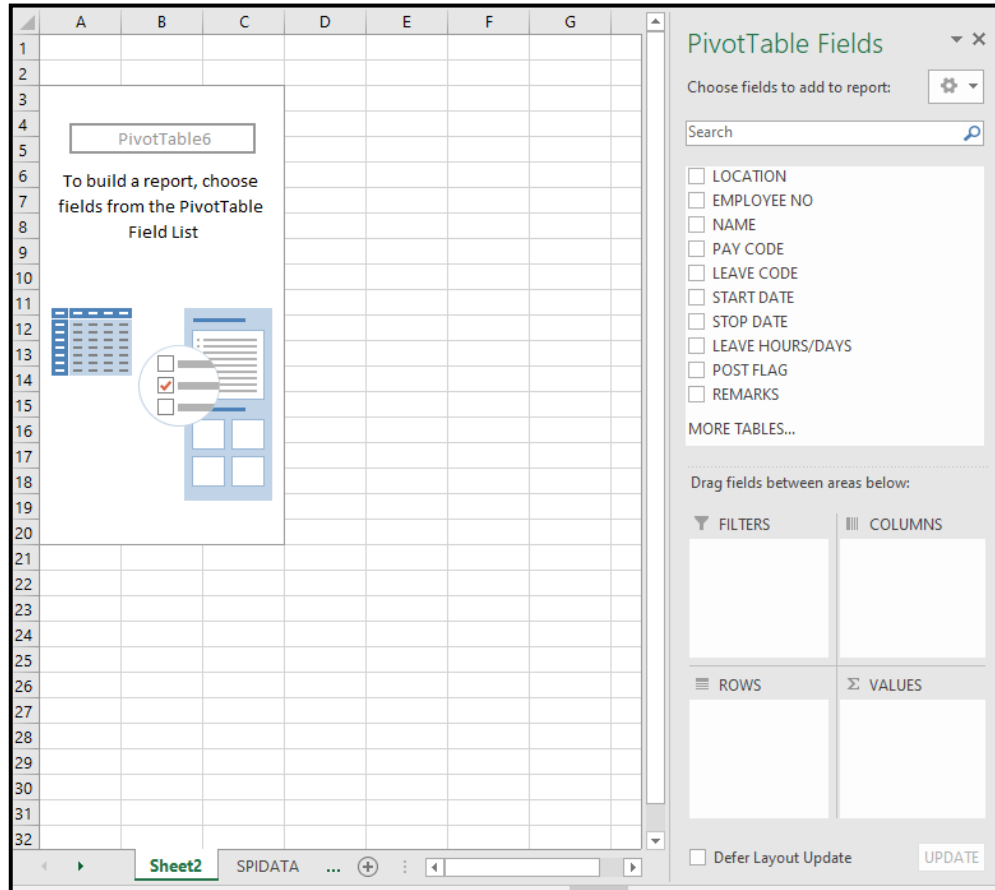
- The cell range listed in this field will be outlined with a dotted line on the worksheet for quick reference.

PivotTable should be placed in a New Workbook.

Click **OK**.

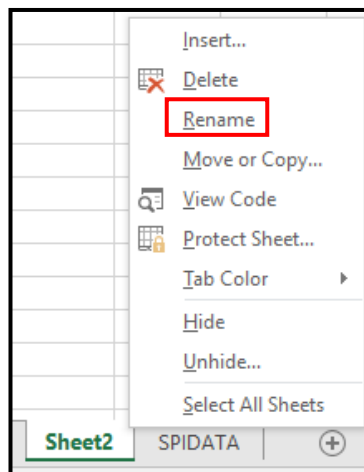
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The screen will display similar to the following.



Rename each tab by right-clicking on the tab and selecting the **Rename** option.

After desired tab name has been keyed, hit the **Enter** key to maintain the change.



- Rename the Sheet2 tab as **PivotTable**.
- Rename the SPIDATA tab as **Attendance Report**.

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Use the following setup to display the Pivot Table as shown in below example.

- Drag the **PAY CODE** option to the **COLUMNS** field.
- Drag the **LOCATION** option to the **ROWS** field.
- Drag the **LEAVE HOURS/DAYS** option to the **VALUES** field.

The Pivot Table will display similar to the following with this selection.

3	Sum of LEAVE HOURS/DAYS		Column Labels																			
4	Row Labels	090	099	110	115	120	121	125	131	132	133	134	135	136	138	145	146	160	161	180	Grand Total	
5	000	-1		2		5.5	164.75			6		7									184.25	
6	043	-22.5		-6.5	113.5	14.5		96			35.25		112.75		24.75	16.83	16	23.5	52.5	10	67.5	554.08
7	044	-18.5		-1	88	12	1	24	10		122.75				7.5		30		2		34.5	312.25
8	Grand Total	-42		-7.5	203.5	26.5	6.5	284.75	10	158	6	112.75	7	24.75	24.33	16	53.5	52.5	12	67.5	34.5	1050.58

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Note: Because the entire Pay Code column was included as a field in this Pivot Table *all Pay Codes* included in the Attendance Report pulled from eFinance will display in the Pivot Table. User will need to filter out any Pay Codes that will not be included in the Cycle Leave report.

Select the filter for the **PAY CODE (Column Labels)** cell.

- Filter out 094, 098, & 099 from PivotTable
- Filter out 960-979 Range from PivotTable
- Filter out 982-989 Range from PivotTable
 - **DO NOT filter out Pay Codes 980 & 981. These are used to report ADE Maternity Leave.**

3 Sum of LEAVE HOURS/DAYS Column Labels

4 Row Labels

5 000

6 043

7 044

8 Grand Total

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

Sort A to Z

Sort Z to A

More Sort Options...

Clear Filter From "PAY CODE"

Label Filters

Value Filters

Search

(Select All)

090

099

110

115

120

121

125

131

132

133

134

135

136

138

145

146

160

161

180

Grand Total

2

5.5

164.75

6

7

184.25

-6.5

113.5

14.5

96

35.25

112.75

24.75

16.83

16

23.5

52.5

10

67.5

554.08

-1

88

12

1

24

10

122.75

7.5

30

2

34.5

312.25

-7.5

203.5

26.5

6.5

284.75

10

158

6

112.75

7

24.75

24.33

16

53.5

52.5

12

67.5

34.5

1050.58

OK

Cancel

The table will automatically adjust the totals to exclude any values that have been filtered out.

3	Sum of LEAVE HOURS/DAYS	Column Labels																		
4	Row Labels	090	110	115	120	121	125	131	132	133	134	135	136	138	145	146	160	161	180	Grand Total
5	000	-1	2		5.5	164.75			6		7									184.25
6	043	-22.5	113.5	14.5		96		35.25		112.75		24.75	16.83	16	23.5	52.5	10	67.5		560.58
7	044	-18.5	88	12	1	24	10	122.75					7.5		30		2		34.5	313.25
8	Grand Total	-42	203.5	26.5	6.5	284.75	10	158	6	112.75	7	24.75	24.33	16	53.5	52.5	12	67.5	34.5	1058.08

Note: User can update the 'Row Labels' (Cell A4) and 'Column Labels' (Cell B3) title fields in the Pivot Table to more easily recognize the displayed fields.

- See below example where 'Row Labels' was adjusted to 'Location' and 'Column Labels' was adjusted to 'Pay Code'.

3	Sum of LEAVE HOURS/DAYS	PAY CODE																			
4	LOCATION	090	110	115	120	121	125	131	132	133	134	135	136	138	145	146	160	161	180	Grand Total	
5	000	-1	2		5.5	164.75			6		7									184.25	
6	043	-22.5	113.5	14.5		96		35.25		112.75		24.75	16.83	16	23.5	52.5	10	67.5		560.58	
7	044	-18.5	88	12	1	24	10	122.75					7.5		30		2		34.5	313.25	
8	Grand Total	-42	203.5	26.5	6.5	284.75	10	158	6	112.75	7	24.75	24.33	16	53.5	52.5	12	67.5	34.5	1058.08	

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1D. Define and Total Leave

On the **Attendance Report** tab highlight and copy the **Pay Code** column.

Paste the data on an empty column to the side.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	LOCATION	EMPLOYEE NO	NAME	PAY CODE	LEAVE CODE	START DATE	STOP DATE	LEAVE HOURS/DAYS	POST FLAG	REMARKS				PAY CODE
2	000	123400371	Elsa, Queen	090		7/10/2023	7/10/2023	-1 P		Remarks recorded on attendance entry				090
3	000	123400371	Elsa, Queen	090		7/11/2023	7/11/2023	-1 P		Remarks recorded on attendance entry				090
4	000	123400371	Elsa, Queen	090		7/12/2023	7/12/2023	-1 P		Remarks recorded on attendance entry				090
5	000	123400371	Elsa, Queen	120	4	8/13/2023	8/13/2023	1 P		Remarks recorded on attendance entry				120

Verify the only data highlighted is the new **Pay Code** column.

Go to the **Data Tab** at the top of the workbook.

Select **Remove Duplicates**.

The screenshot shows the Excel ribbon with the 'Data' tab selected. In the 'Data Tools' group, the 'Remove Duplicates' button is highlighted with a red box. A tooltip is displayed over the button, indicating its function: 'Delete duplicate rows from a sheet. You can pick which columns should be checked for duplicate information.'

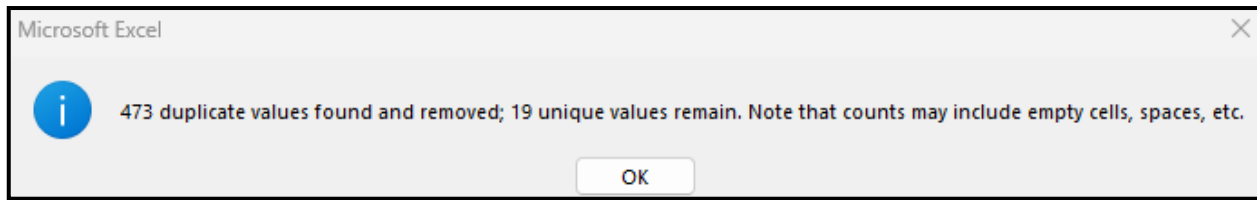
Verify data listed in the popup box is all that should be included in the removal process.

The screenshot shows the 'Remove Duplicates' dialog box open. The 'Columns' list contains 'PAY CODE', which is selected. The 'My data has headers' checkbox is checked. The background spreadsheet displays the full attendance report data, including rows for Anna, Princess and various other employees.

Click **OK**.

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A message will display detailing how many duplicates were removed.



Click **OK**.

With the new **Pay Code** column still highlighted select to '**Sort A to Z**'.

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Automate

Help

ACROBAT

Get Data

From Text/CSV

From Web

From Table/Range

From Picture

Recent Sources

Existing Connections

Get & Transform Data

Refresh All

Queries & Connections

Properties

Workbook Links

Queries & Connections

Stocks

Currencies

Data Types

Z ↓

A ↑

Sort

Filter

Clear

Reapply

Advanced

Sort & Filter

Text to Columns

What-If Analysis

Forecast Sheet

Data Tools

Group

Ungroup

Subtotal

Forecast

Outline

Outline

N1

fx

PAY CODE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	LOCATION	EMPLOYEE NO	NAME	PAY CODE	LEAVE CODE	START DATE	STOP DATE	LEAVE HOURS/DAYS	POST FLAG	REMARKS				PAY CODE
2	000	123400371	Elsa, Queen	090		7/10/2023	7/10/2023	-1	P	Remarks recorded on attendance entry				090
3	000	123400371	Elsa, Queen	090		7/11/2023	7/11/2023	-1	P	Remarks recorded on attendance entry				120
4	000	123400371	Elsa, Queen	090		7/12/2023	7/12/2023	-1	P	Remarks recorded on attendance entry				110
5	000	123400371	Elsa, Queen	120	4	8/13/2023	8/13/2023	1	P	Remarks recorded on attendance entry				132

In the column to the right of the new **Pay Code** column input **Total** as the column header.

A **Sumif** function will need to be recorded in this column to sum the total number of **Leave Hours/Days** that are listed in the report for each Pay Code.

The **sumif** function data is recorded with the following formula:

SUMIF(range, criteria, [sum_range])

With the understanding that:

- **Range** – Is the range of cells to be evaluated
- **Criteria** – Is the condition/criteria that defines which cells will be added
- **[Sum_Range]** – Is the range of cells to be summed

In the case of the example displayed above:

- The **range** of cells will be the original Pay Code column – *Column D*
- The **criteria** will be a specific cell in the new and adjusted **Pay Code** column – *Ex: N2*
- The **[sum_range]** will be the Leave Hours/Days column – *Column H*

This can be written as =sumif(\$D:\$D,\$N2,\$H:\$H) as is displayed below.

Microsoft Excel - Data														
N1 : X ✓ fx PAY CODE														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	LOCATION	EMPLOYEE NO	NAME	PAY CODE	LEAVE CODE	START DATE	STOP DATE	LEAVE HOURS/DAYS	POST FLAG	REMARKS				PAY CODE
1	000	123400371	Elsa, Queen	090		7/10/2023	7/10/2023	-1	P	Remarks recorded on attendance entry				090
2	000	123400371	Elsa, Queen	090		7/11/2023	7/11/2023	-1	P	Remarks recorded on attendance entry				099
3	000	123400371	Elsa, Queen	090		7/12/2023	7/12/2023	-1	P	Remarks recorded on attendance entry				110
4	000	123400371	Elsa, Queen	120	4	8/13/2023	8/13/2023	1	P	Remarks recorded on attendance entry				115
5	000	123400241	Anna, Princess	110	1	7/31/2023	7/31/2023	1	P	Remarks recorded on attendance entry				120
6	000	123400241	Anna, Princess	110	1	8/1/2023	8/1/2023	1	P	Remarks recorded on attendance entry				121
7	000	123400638	Mulan, Warrior Princess	132	1	9/5/2023	9/5/2023	6	P	Remarks recorded on attendance entry				125
8	000	123400144	Rapunzel, Princess	121	4	9/4/2023	9/4/2023	3.5	P	Remarks recorded on attendance entry				131
9	000	123400042	Tiana, Princess	090		8/1/2023	8/1/2023	0.5	P	Remarks recorded on attendance entry				132
10	000	123400042	Tiana, Princess	090		8/8/2023	8/8/2023	0.5	P	Remarks recorded on attendance entry				133
11	000	123400394	Darling, Wendy	120	4	7/30/2023	7/31/2023	2	P	Remarks recorded on attendance entry				134

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After this formula is recorded beside the first pay code to be totaled it can be dragged down to total all the pay codes listed in the new **Pay Code** column.

Sum up the totals of the new **Pay Code** column and verify it matches the totals listed in the **Leave Hours/Days** column.

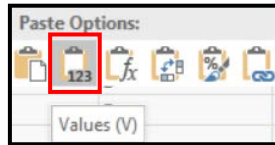
- This can be done by highlighting the **Leave Hours/Days** column and matching the total of the new **Pay Code** column to the *Sum* that displays on the bottom right of the excel screen.

H	I	J	K	L	M	N	O	P
LEAVE HOURS/DAYS	POST FLAG	REMARKS				PAY CODE		
-1	P	Remarks recorded on attendance entry				090	-42	
-1	P	Remarks recorded on attendance entry				099	-7.5	
-1	P	Remarks recorded on attendance entry				110	203.5	
1	P	Remarks recorded on attendance entry				115	26.5	
1	P	Remarks recorded on attendance entry				120	6.5	
1	P	Remarks recorded on attendance entry				121	284.75	
6	P	Remarks recorded on attendance entry				125	10	
3.5	P	Remarks recorded on attendance entry				131	158	
0.5	P	Remarks recorded on attendance entry				132	6	
0.5	P	Remarks recorded on attendance entry				133	112.75	
2	P	Remarks recorded on attendance entry				134	7	
1	P	Remarks recorded on attendance entry				135	24.75	
2.75	P	Remarks recorded on attendance entry				136	24.33	
7	P	Remarks recorded on attendance entry				138	16	
1	P	Remarks recorded on attendance entry				145	53.5	
0.5	P	Remarks recorded on attendance entry				146	52.5	
1	P	Remarks recorded on attendance entry				160	12	
6.5	P	Remarks recorded on attendance entry				161	67.5	
40	P	Remarks recorded on attendance entry				180	34.5	
40	P	Remarks recorded on attendance entry					1050.58	
40	P	Remarks recorded on attendance entry						
32	P	Remarks recorded on attendance entry						
1	P	Remarks recorded on attendance entry						
1	P	Remarks recorded on attendance entry						
0.5	U	Remarks recorded on attendance entry						
Average: 2.135325203 Count: 493 Sum: 1050.58 Display Settings								

1E. Verify Pay Code Information

Copy the totals calculated by **Pay Code** from the *Attendance Report* tab to the *PivotTable* tab for comparison against the *rpt280* and the Pivot Table.

- Note when pasting information to the *PivotTable* tab be sure to use the 'Values' paste option. The formula used to calculate leave totals *will not* copy over correctly to the new tab.



- Exclude 094, 098, & 099 from Calculations
- Exclude 960-979 Range from Calculations
- Exclude 982-989 Range from Calculations
 - DO NOT filter out Pay Codes 980 & 981. These are used to report ADE Maternity Leave.

In the example below, the **099** pay code has been excluded from the totals calculation as it is not included in the cycle attendance collection.

3	Sum of LEAVE HOURS/DAYS	PAY CODE																		
4	LOCATION	090	110	115	120	121	125	131	132	133	134	135	136	138	145	146	160	161	180	Grand Total
5	000	-1	2		5.5	164.75			6		7									184.25
6	043	-22.5	113.5	14.5		96		35.25		112.75		24.75	16.83	16	23.5	52.5	10	67.5		560.58
7	044	-18.5	88	12	1	24	10	122.75					7.5		30		2		34.5	313.25
8	Grand Total	-42	203.5	26.5	6.5	284.75	10	158	6	112.75	7	24.75	24.33	16	53.5	52.5	12	67.5	34.5	1058.08
9																				
10																				
11																				
12	PAY CODE	TOTAL																		
13	090	-42																		
14	110	203.5																		
15	115	26.5																		
16	120	6.5																		
17	121	284.75																		
18	125	10																		
19	131	158																		
20	132	6																		
21	133	112.75																		
22	134	7																		
23	135	24.75																		
24	136	24.33																		
25	138	16																		
26	145	53.5																		
27	146	52.5																		
28	160	12																		
29	161	67.5																		
30	180	34.5																		
31		1058.08																		
32	099	-7.5																		
33		1050.58																		

After totals are verified it will need to be determined what type of leave each Pay Code is.

To do this go to the Pay Code reference table in Human Resources.

Menu Path: Human Resources>Reference Tables>Payroll>Pay Codes

The below screen will display.

Pay Codes

Search Criteria

Pay Code Title Check Title

Search **Advanced Search**

Code	Title	Check Title	Pay Type
------	-------	-------------	----------

General Taxes Deductions Payroll

General Data

Pay Code * ☐ Continuous

Title *

Check Title *

Pay Type *

Rate *

Account

It is important to note that the rpt280 from Cycle defines the leave on the report from:

1. The Pay Code
2. The Pay Code Check Title Field
3. The Pay Code Pay Type

Search for the pay codes listed on the attendance report and note the **Pay Code Title, Check Title, and Pay Type.**

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Make note of the Pay Code information beside the totals copied onto the *Pivot Table* tab from the *Attendance Report* tab.

Below are how the **Pay Codes** are set up for the example in this document.

PAY CODE	PAY CODE TITLE	CHECK TITLE	PAY TYPE	TOTAL
090	MANUAL DOCKING	DOCKING	D	-42
110	SICK LEAVE PAY	SICK DAYS	D	203.5
115	PERSONAL DAY PAY	PERS DAY	D	26.5
120	VACATION PAY	VACATION	D	6.5
121	VACATION-8 HRS	VACATION	H	284.75
125	SICK BANK-DAYS	SICK LEAVE	D	10
131	SICK-12 DAYS 8 HRS	SICK-HOURS	H	158
132	SICK-12 DYS 7.5 HRS	SICK-HOURS	H	6
133	SICK-10 DYS 7.5 HRS	SICK-HOURS	H	112.75
134	SICK 10 DYS 7 HRS	SICK-HOURS	H	7
135	PERSONAL-2 DYS 8 HRS	PERS-HOURS	H	24.75
136	PERSONAL-2 DYS 7.5 HRS	PERS-HOURS	H	24.33
138	SICK-10 DAYS 8 HRS	SICK-HOURS	H	16
145	SCH BUS/ACT/FIELD TRIPS	SCH BIZ	D	53.5
146	SCH BUS/ACT/FIELD TRIP HR	SCH BIZ	H	52.5
160	PROF DEVELOPMENT/WKSH	PROF DEVEL	D	12
161	PROF DEVELOPMENT HOURLY	PROF DEVEL	H	67.5
180	DISTRICT MATERNITY/DAILY	MATERNITY	D	34.5
				1058.08
099	AUTOMATIC (SYS) DOCKING	PAY DEDUCT	D	-7.5
				1050.58

2. SIS rpt280

The Employee Leave report (rpt280) takes multiple steps to determine how the attendance records are reported during cycle.

1. It pulls the leave by **Pay Code**.
2. It defines which category to place that leave according to the **Check Title** assigned to the *Pay Code* in the district database.
 - SIS sorts attendance records into eleven standard types of leave:

▪ Sick	▪ Military
▪ Personal	▪ Jury
▪ Vacation	▪ LWOP
▪ Bereavement	▪ Other
▪ School Business	▪ ADE Maternity (ONLY
▪ Professional Development	Pay Codes 980 & 981)
3. It breaks out the type of leave (*hourly, daily, etc.*) into separate pages on the report based upon the **Pay Type** assigned to that specific *Pay Code*.
4. It will designate if it is Certified, Classified, or Teacher by **Job Assignment** and **Check Location** from the Employee Information page.

2A. Pull the cycle Employee Leave Report (rpt280) from SIS.

Menu Path: (**UNCERTIFIED**) SIS>Submit Data Tab>View Cycle Reports

- Verify Cycle from dropdown menu
- Select rpt280 Employee Leave Report
- Print report to PDF

Menu Path: (**CERTIFIED**) SIS>Certified Reports Tab

- Verify Cycle from dropdown menu
- Select rpt280 Employee Leave Report
- Print report to PDF

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The report will display similar to the following.

- Note: if multiple **Pay Types** are used on the Attendance *Pay Code* records the report will separate the leave records out onto multiple pages.
 - The sum of the totals listed on rpt280 should match the total filtered leave that is listed on the Attendance Report and Pivot Table.

The report for this example has two pages:

- Page 1 is for **Daily Pay Type** records
- Page 2 is for **Hourly Pay Type** records

EXAMPLE SCHOOL DISTRICT													
LEA: DISTRICT LEA		Employee Leave										Cycle: 2	
County: DISTRICT COUNTY		20XX - 20XX											
		Sick	Personal	Vacation	Bereave- ment	School Business	Prof. Dev	Military	Jury Duty	LWOP	Other	ADE Maternity	Total
1234000 District-level Employees Units: Days	Cls	0.0000	0.0000	5.5000	0.0000	0.0000	0.0000	0.0000	0.0000	-1.0000	0.0000	0.0000	4.5000
	Crt	2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2.0000
	Total	2.0000	0.0000	5.5000	0.0000	0.0000	0.0000	0.0000	0.0000	-1.0000	0.0000	0.0000	6.5000
1234043 EXAMPLE ELEMENTARY SCHOOL Units: Days	Cls	5.0000	0.0000	0.0000	0.0000	3.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	8.0000
	Crt	28.0000	1.5000	0.0000	0.0000	1.0000	5.0000	0.0000	0.0000	-14.0000	0.0000	0.0000	21.5000
	Tchr	83.5000	13.0000	0.0000	0.0000	19.5000	5.0000	0.0000	0.0000	-8.5000	0.0000	0.0000	112.5000
	Total	116.5000	14.5000	0.0000	0.0000	23.5000	10.0000	0.0000	0.0000	-22.5000	0.0000	0.0000	142.0000
1234044 EXAMPLE HIGH SCHOOL Units: Days	Cls	5.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	5.0000
	Crt	4.5000	4.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	-10.5000	0.0000	0.0000	-1.0000
	Tchr	88.5000	8.0000	0.0000	0.0000	30.0000	2.0000	0.0000	0.0000	-8.0000	34.5000	0.0000	155.0000
	Total	98.0000	12.0000	1.0000	0.0000	30.0000	2.0000	0.0000	0.0000	-18.5000	0.0000	0.0000	159.0000
Totals for Days		216.5000	26.5000	6.5000	0.0000	53.5000	12.0000	0.0000	0.0000	-42.0000	34.5000	0.0000	307.5000

Run: X/XX/20XX 11:48:11 AM

RPT280 - SIS (UNCERTIFIED)

Page: 1 of 2

EXAMPLE SCHOOL DISTRICT													
LEA: DISTRICT LEA		Employee Leave										Cycle: 2	
County: DISTRICT COUNTY		20XX - 20XX											
		Sick	Personal	Vacation	Bereave- ment	School Business	Prof. Dev	Military	Jury Duty	LWOP	Other	ADE Maternity	Total
1234000 District-level Employees Units: Hours	Cls	13.0000	0.0000	164.7500	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	177.7500
	Total	13.0000	0.0000	164.7500	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	177.7500
1234043 EXAMPLE ELEMENTARY SCHOOL Units: Hours	Cls	164.0000	41.5800	96.0000	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	421.5800
	Total	164.0000	41.5800	96.0000	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	421.5800
1234044 EXAMPLE HIGH SCHOOL Units: Hours	Cls	122.7500	7.5000	24.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	154.2500
	Total	122.7500	7.5000	24.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	154.2500
Totals for Hours		299.7500	49.0800	284.7500	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	753.5800

Run: X/XX/20XX 11:48:11 AM

RPT280 - SIS (UNCERTIFIED)

Page: 2 of 2

Reconciling the Reports

Compare Attendance Report/Pivot Table/rpt280

All three reports (rpt280, Attendance Report, and Pivot Table) will be used for different purposes when reconciling.

1. The rpt280 and the Attendance Report filtered totals will be compared against one another to verify the breakdown of attendance records by **Pay Type** reported during the cycle.
2. The rpt280 and Pivot Table will be compared against one another to verify the leave totals by district **Location**.
3. The rpt280, Pivot Table, and Attendance Report grand totals will be compared to verify all data reconciles.

1. Compare rpt280 and Attendance Report

To reconcile the Attendance Report to the rpt280 the pay codes will need to be broken down by a couple different factors.

1. Determine which rpt280 leave type best suits the *Pay Code Check Title* on the Attendance Report.
2. Separate the different **Pay Types** for reconciliation purposes.

12	PAY CODE	PAY CODE TITLE	CHECK TITLE	PAY TYPE	TOTAL	RPT280 FIELD TITLE
13	090	MANUAL DOCKING	DOCKING	D	-42	LWOP
14	110	SICK LEAVE PAY	SICK DAYS	D	203.5	Sick
15	115	PERSONAL DAY PAY	PERS DAY	D	26.5	Personal
16	120	VACATION PAY	VACATION	D	6.5	Vacation
17	125	SICK BANK-DAYS	SICK LEAVE	D	10	Sick
18	145	SCH BUS/ACT/FIELD TRIPS	SCH BIZ	D	53.5	School Business
19	160	PROF DEVELOPMENT/WKSH	PROF DEVEL	D	12	Professional Development
20	180	DISTRICT MATERNITY/DAILY	MATERNITY	D	34.5	Other
21				Total Daily	304.5	
22	121	VACATION-8 HRS	VACATION	H	284.75	Vacation
23	131	SICK-12 DAYS 8 HRS	SICK-HOURS	H	158	Sick
24	132	SICK-12 DYS 7.5 HRS	SICK-HOURS	H	6	Sick
25	133	SICK-10 DYS 7.5 HRS	SICK-HOURS	H	112.75	Sick
26	134	SICK 10 DYS 7 HRS	SICK-HOURS	H	7	Sick
27	135	PERSONAL-2 DYS 8 HRS	PERS-HOURS	H	24.75	Personal
28	136	PERSONAL-2 DYS 7.5 HRS	PERS-HOURS	H	24.33	Personal
29	138	SICK-10 DAYS 8 HRS	SICK-HOURS	H	16	Sick
30	146	SCH BUS/ACT/FIELD TRIP HR	SCH BIZ	H	52.5	School Business
31	161	PROF DEVELOPMENT HOURLY	PROF DEVEL	H	67.5	Professional Development
32				Total Hourly	753.58	
33				Total D+H	1058.08	
34	099	AUTOMATIC (SYS) DOCKING	PAY DEDUCT	D	-7.5	
35					1050.58	

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If there are multiple Pay Codes that are tied to a single leave type from the rpt280 then sum those values together to reconcile against the SIS report.

- **EX:** Hourly Pay Codes 131, 132, 133, 134, and 138 from above table tie back to the *Sick* leave type on the Hourly Employee Leave Report (page 2 of rpt280). To reconcile these values will need to add the totals for these three Pay Codes from the Attendance Report to verify they match the Hourly Sick amount on the rpt280.

EXAMPLE SCHOOL DISTRICT													
LEA: DISTRICT LEA		Employee Leave										Cycle: 2	
County: DISTRICT COUNTY		20XX - 20XX											
		Sick	Personal	Vacation	Bereave- ment	School Business	Prof. Dev	Military	Jury Duty	LWOP	Other	ADE Maternity	Total
1234000 District-level Employees Units: Days	Cls	0.0000	0.0000	5.5000	0.0000	0.0000	0.0000	0.0000	0.0000	-1.0000	0.0000	0.0000	4.5000
	Crt	2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2.0000
	Total	2.0000	0.0000	5.5000	0.0000	0.0000	0.0000	0.0000	0.0000	-1.0000	0.0000	0.0000	6.5000
1234043 EXAMPLE ELEMENTARY SCHOOL Units: Days	Cls	5.0000	0.0000	0.0000	0.0000	3.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	8.0000
	Crt	28.0000	1.5000	0.0000	0.0000	1.0000	5.0000	0.0000	0.0000	-14.0000	0.0000	0.0000	21.5000
	Tchr	83.5000	13.0000	0.0000	0.0000	19.5000	5.0000	0.0000	0.0000	-8.5000	0.0000	0.0000	112.5000
1234044 EXAMPLE HIGH SCHOOL Units: Days	Cls	5.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	5.0000
	Crt	4.5000	4.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	-10.5000	0.0000	0.0000	-1.0000
	Tchr	88.5000	8.0000	0.0000	0.0000	30.0000	2.0000	0.0000	0.0000	-8.0000	34.5000	0.0000	155.0000
Totals for Days	Total	98.0000	12.0000	1.0000	0.0000	30.0000	2.0000	0.0000	0.0000	-18.5000	0.0000	0.0000	159.0000
		216.5000	26.5000	6.5000	0.0000	53.5000	12.0000	0.0000	0.0000	-42.0000	34.5000	0.0000	307.5000

EXAMPLE SCHOOL DISTRICT													
LEA: DISTRICT LEA		Employee Leave										Cycle: 2	
County: DISTRICT COUNTY		20XX - 20XX											
		Sick	Personal	Vacation	Bereave- ment	School Business	Prof. Dev	Military	Jury Duty	LWOP	Other	ADE Maternity	Total
1234000 District-level Employees Units: Hours	Cls	13.0000	0.0000	164.7500	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	177.7500
	Total	13.0000	0.0000	164.7500	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	177.7500
1234043 EXAMPLE ELEMENTARY SCHOOL Units: Hours	Cls	164.0000	41.5800	96.0000	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	421.5800
	Total	164.0000	41.5800	96.0000	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	421.5800
1234044 EXAMPLE HIGH SCHOOL Units: Hours	Cls	122.7500	7.5000	24.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	154.2500
	Total	122.7500	7.5000	24.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	154.2500
Totals for Hours	Total	299.7500	49.0800	284.7500	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	753.5800

Notice that in the above example when comparing the Daily *rpt280* totals to the Daily **Pay Type** totals from the *Attendance Report* it can be found that there is a variance of three (3) Daily units of Sick Leave.

- The Attendance Report Pay Code total shows 213.5 units of Sick Leave with the D – Daily *Pay Type*.
- The rpt280 shows a total of 216.5 units of Daily Sick Leave.

The next step to finding the cause of this variance is to determine the location in which the variance occurred.

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2. Compare rpt280 and Pivot Table

To reconcile the Pivot Table to the rpt280 by Location the leave totals on the Pivot Table can be recognized by *Pay Code* Check Title, Pay Type, and it's rpt280 counterpart.

Below is an example of how this may be done.

- The SIS rpt280 column titles associated with the pay codes were manually input in Row 1 *above* the Pivot Table.
- The Check Title associated with the pay codes were manually input in Row 2 *above* the Pivot Table.
- The Pay Type (Daily or Hourly) associated with the pay codes were manually input into Row 3 *above* the Pivot Table.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	RPT280 FIELD TITLE	LWOP	Sick	Personal	Vacation	Vacation	Sick	Sick	Sick	Sick	Personal	Personal	Sick	School Biz	School Biz	Prof Dev	Prof Dev	Other		
2	CHECK TITLE	DOCKING	SICK DAYS	PERS DAY	VACATION	VACATION	SICK LEAVE	SICK-HOURS	SICK-HOURS	SICK-HOURS	SICK-HOURS	PERS-HOURS	PERS-HOURS	SICK-HOURS	SCH BIZ	SCH BIZ	PROF DEVEL	PROF DEVEL	MATERNITY	
3	PAY TYPE	D	D	D	H		D	H	H	H	H	H	H	H	D	H	D	H	D	
4	Sum of LEAVE HOURS/DAYS	PAY CODE																		
5	LOCATION	090	110	115	120	121	125	131	132	133	134	135	136	138	145	146	160	161	180	Grand Total
6	000	-1	2	5.5	164.75			6			7									184.25
7	043	-22.5	113.5	14.5	96			35.25		112.75		24.75	16.83	16	23.5	52.5	10	67.5		560.58
8	044	-18.5	88	12	24			122.75					7.5		30		2		34.5	313.25
9	Grand Total	-42	203.5	26.5	6.5	284.75	10	158	6	112.75	7	24.75	24.33	16	53.5	52.5	12	67.5	34.5	1058.08

Recall from the Attendance Report/rpt280 reconciliation that there was a three (3) Day variance of Daily Sick Leave.

EXAMPLE SCHOOL DISTRICT														Cycle: 2	
LEA: DISTRICT LEA				Employee Leave											
County: DISTRICT COUNTY				20XX - 20XX											
		Sick	Personal	Vacation	Bereave-ment	School Business	Prof. Dev	Military	Jury Duty	LWOP	Other	ADE Maternity	Total		
1234000 District-level Employees Units: Days	Cls	0.0000	0.0000	5.5000	0.0000	0.0000	0.0000	0.0000	0.0000	-1.0000	0.0000	0.0000	4.5000		
	Crt	2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2.0000		
	Total	2.0000	0.0000	5.5000	0.0000	0.0000	0.0000	0.0000	0.0000	-1.0000	0.0000	0.0000	6.5000		
1234043 EXAMPLE ELEMENTARY SCHOOL Units: Days	Cls	5.0000	0.0000	0.0000	0.0000	3.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	8.0000		
	Crt	28.0000	1.5000	0.0000	0.0000	1.0000	5.0000	0.0000	0.0000	-14.0000	0.0000	0.0000	21.5000		
	Tchr	83.5000	13.0000	0.0000	0.0000	19.5000	5.0000	0.0000	0.0000	-8.5000	0.0000	0.0000	112.5000		
	Total	116.5000	14.5000	0.0000	0.0000	23.5000	10.0000	0.0000	0.0000	-22.5000	0.0000	0.0000	142.0000		
1234044 EXAMPLE HIGH SCHOOL Units: Days	Cls	5.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	5.0000		
	Crt	4.5000	4.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	-10.5000	0.0000	0.0000	-1.0000		
	Tchr	88.5000	8.0000	0.0000	0.0000	30.0000	2.0000	0.0000	0.0000	-8.0000	34.5000	0.0000	155.0000		
	Total	98.0000	12.0000	1.0000	0.0000	30.0000	2.0000	0.0000	0.0000	-18.5000	0.0000	0.0000	159.0000		
Totals for Days		216.5000	26.5000	6.5000	0.0000	53.5000	12.0000	0.0000	0.0000	-42.0000	34.5000	0.0000	307.5000		

When comparing the Pivot Table to the rpt280 it can be seen that the Sick Leave variance is caused by entries made to the Elementary School (043) location.

- Elementary School (043) Location
 - The Pivot Table shows a total of 113.5 Days of Sick leave.
 - The rpt280 shows a total of 116.5 Days of Sick Leave.

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3. Compare rpt280, Pivot Table and Attendance Report Grand Totals

The final reconciliation that needs to be completed is between all three reports:

- Rpt280
- Pivot Table
- Attendance Report

EXAMPLE SCHOOL DISTRICT													
LEA: DISTRICT LEA		Employee Leave										Cycle: 2	
County: DISTRICT COUNTY		20XX - 20XX											
		Sick	Personal	Vacation	Bereave- ment	School Business	Prof. Dev	Military	Jury Duty	LWOP	Other	ADE Maternity	Total
1234000 District-level Employees Units: Days	Cls	0.0000	0.0000	5.5000	0.0000	0.0000	0.0000	0.0000	0.0000	-1.0000	0.0000	0.0000	4.5000
	Crt	2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	2.0000
	Total	2.0000	0.0000	5.5000	0.0000	0.0000	0.0000	0.0000	0.0000	-1.0000	0.0000	0.0000	6.5000
1234043 EXAMPLE ELEMENTARY SCHOOL Units: Days	Cls	5.0000	0.0000	0.0000	0.0000	3.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	8.0000
	Crt	28.0000	1.5000	0.0000	0.0000	1.0000	5.0000	0.0000	0.0000	-14.0000	0.0000	0.0000	21.5000
	Tchr	83.5000	13.0000	0.0000	0.0000	19.5000	5.0000	0.0000	0.0000	-8.5000	0.0000	0.0000	112.5000
	Total	116.5000	14.5000	0.0000	0.0000	23.5000	10.0000	0.0000	0.0000	-22.5000	0.0000	0.0000	142.0000
1234044 EXAMPLE HIGH SCHOOL Units: Days	Cls	5.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	5.0000
	Crt	4.5000	4.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	-10.5000	0.0000	0.0000	-1.0000
	Tchr	88.5000	8.0000	0.0000	0.0000	30.0000	2.0000	0.0000	0.0000	-8.0000	34.5000	0.0000	155.0000
	Total	98.0000	12.0000	1.0000	0.0000	30.0000	2.0000	0.0000	0.0000	-18.5000	0.0000	0.0000	159.0000
Totals for Days		216.5000	26.5000	6.5000	0.0000	53.5000	12.0000	0.0000	0.0000	-42.0000	34.5000	0.0000	307.5000

EXAMPLE SCHOOL DISTRICT													
LEA: DISTRICT LEA		Employee Leave										Cycle: 2	
County: DISTRICT COUNTY		20XX - 20XX											
		Sick	Personal	Vacation	Bereave- ment	School Business	Prof. Dev	Military	Jury Duty	LWOP	Other	ADE Maternity	Total
1234000 District-level Employees Units: Hours	Cls	13.0000	0.0000	164.7500	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	177.7500
	Total	13.0000	0.0000	164.7500	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	177.7500
1234043 EXAMPLE ELEMENTARY SCHOOL Units: Hours	Cls	164.0000	41.5800	96.0000	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	421.5800
	Total	164.0000	41.5800	96.0000	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	421.5800
1234044 EXAMPLE HIGH SCHOOL Units: Hours	Cls	122.7500	7.5000	24.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	154.2500
	Total	122.7500	7.5000	24.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	154.2500
Totals for Hours		299.7500	49.0800	284.7500	0.0000	52.5000	67.5000	0.0000	0.0000	0.0000	0.0000	0.0000	753.5800

Note that when reconciling with the rpt280 all totals for all *Pay Type* units will need to be included (Daily, Hourly, etc.) in the grand total.

- In the above example the Grand Total for leave would be:

Total Days 307.5000
Total Hours 753.5800
Grand Total 1061.0800

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	RPT280 FIELD TITLE	LWOP	Sick	Personal	Vacation	Vacation	Sick	Sick	Sick	Sick	Sick	Personal	Personal	Sick	School Biz	School Biz	Prof Dev	Prof Dev	Other	
2	CHECK TITLE	DOCKING	SICK DAYS	PERS DAY	VACATION	VACATION	SICK LEAVE	SICK-HOURS	SICK-HOURS	SICK-HOURS	SICK-HOURS	PERS-HOURS	PERS-HOURS	SICK-HOURS	SCH BIZ	SCH BIZ	PROF DEVEL	PROF DEVEL	MATERNITY	
3	PAY TYPE	D	D	D	H	D	H	H	H	H	H	H	H	H	D	H	D	H	D	
4	Sum of LEAVE HOURS/DAYS PAY COE.T																			
5	LOCATION	090	110	115	120	121	125	131	132	133	134	135	136	138	145	146	160	161	180	Grand Total
6	000	-1	2		5.5	164.75		6			7									184.25
7	043	-22.5	113.5	14.5		96		35.25		112.75		24.75		16	23.5	52.5	10	67.5		560.58
8	044	-18.5	88	12	1	24	10	122.75				7.5			30	2			34.5	313.25
9	Grand Total	-42	203.5	26.5	6.5	284.75	10	158	6	112.75	7	24.75	24.33	16	53.5	52.5	12	67.5	34.5	1058.08

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PAY CODE	PAY CODE TITLE	CHECK TITLE	PAY TYPE	TOTAL	RPT280 FIELD TITLE	Sum Att Rpt Totals	RPT280 Totals	Variance
090	MANUAL DOCKING	DOCKING	D	-42	LWOP	-42	-42	0.00
110	SICK LEAVE PAY	SICK DAYS	D	203.5	Sick	213.5	216.5	-3.00
115	PERSONAL DAY PAY	PERS DAY	D	26.5	Personal	26.5	26.5	0.00
120	VACATION PAY	VACATION	D	6.5	Vacation	6.5	6.5	0.00
125	SICK BANK-DAYS	SICK LEAVE	D	10	Sick	---	---	---
145	SCH BUS/ACT/FIELD TRIPS	SCH BIZ	D	53.5	School Biz	53.5	53.5	0.00
160	PROF DEVELOPMENT/WKSH	PROF DEVEL	D	12	Prof Dev	12	12	0.00
180	DISTRICT MATERNITY/DAILY	MATERNITY	D	34.5	Other	34.5	34.5	0.00
			Total Daily	304.5	Total Daily	304.5	307.5	-3.00
121	VACATION-8 HRS	VACATION	H	284.75	Vacation	284.75	284.75	0.00
131	SICK-12 DAYS 8 HRS	SICK-HOURS	H	158	Sick	299.75	299.75	0.00
132	SICK-12 DYS 7.5 HRS	SICK-HOURS	H	6	Sick	---	---	---
133	SICK-10 DYS 7.5 HRS	SICK-HOURS	H	112.75	Sick	---	---	---
134	SICK 10 DYS 7 HRS	SICK-HOURS	H	7	Sick	---	---	---
135	PERSONAL-2 DYS 8 HRS	PERS-HOURS	H	24.75	Personal	49.08	49.08	0.00
136	PERSONAL-2 DYS 7.5 HRS	PERS-HOURS	H	24.33	Personal	---	---	---
138	SICK-10 DAYS 8 HRS	SICK-HOURS	H	16	Sick	---	---	---
146	SCH BUS/ACT/FIELD TRIP HR	SCH BIZ	H	52.5	School Biz	52.5	52.5	0.00
161	PROF DEVELOPMENT HOURLY	PROF DEVEL	H	67.5	Prof Dev	67.5	67.5	0.00
			Total Hourly	753.58	Total Hourly	753.58	753.58	0.00
			Total D+H	1058.08	Total D+H	1058.08	1061.08	-3.00
099	AUTOMATIC (SYS) DOCKING	PAY DEDUCT	D	-7.5				
				1050.58				

With the above examples it can be seen that the:

- Pivot Table and Attendance Report reconcile
- Pivot Table and rpt280 **DO NOT** reconcile
- Attendance Report and rpt280 **DO NOT** reconcile

If the reports do not reconcile the variance will need to be researched. In most cases a variance is caused by attendance records that are entered crossing periods/quarters.

Remember, the quarterly leave collection pulls all attendance records (Posted and Unposted) recorded with a Start Date **OR** an End Date that falls within the date range listed for the cycle.

- **To keep clean reconciliation records it is recommended to record two separate entries for any attendance items that cross months.**
 - **EX:** Attendance needs to be recorded for 09/29/20XX-10/02/20XX
 - Create entry for 09/29/20XX-09/30/20XX
 - Create entry for 10/01/20XX-10/02/20XX
- Leave is collected during Cycles 2, 5, 6, & 8.
 - **Cycle 2 (Due October 15th) – pulls July 1st thru September 30th attendance records**
 - **Cycle 5 (Due February 15th) – pulls October 1st thru December 31st attendance records**
 - **Cycle 6 (Due April 15th) – pulls January 1st thru March 31st attendance records**
 - **Cycle 8 (Due July 31st) – pulls July 1st thru June 30th attendance records**

Finding the Variance

After variances have been determined by leave type and location they can be found by reviewing the SIS emp_leave table associated with the Cycle.

Menu Path: SIS>Submit Data Tab>View SIS Tables>Select emp_leave table

Select to send to Excel.

The table will display similar to the following.

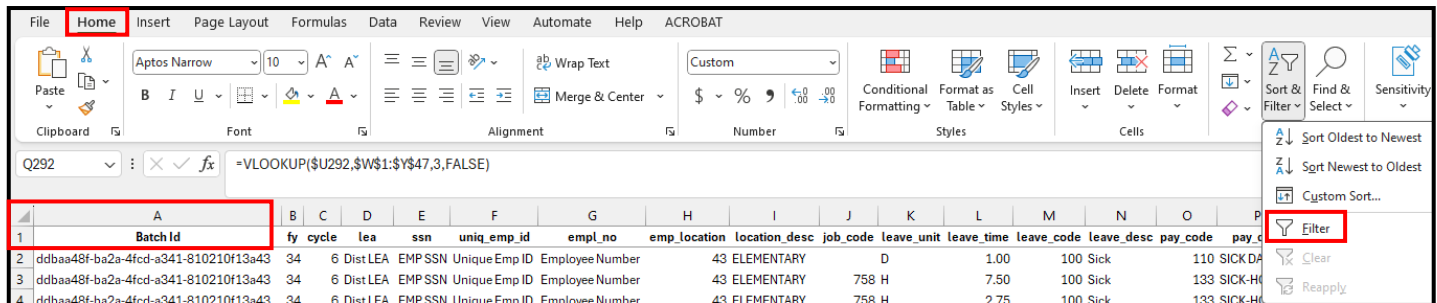
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Batch Id	fy	cycle	lea	ssn	uniq_emp_id	empl_no	emp_location	location_desc	job_code	leave_unit	leave_time	leave_code	leave_desc	pay_code	pay_desc	start_date	stop_date	Create Date
2	ddbbaa48f-ba2a-4fcd-a341-810210f13a43	34	6	Dist LEA	EMP SSN	Unique Emp ID	Employee Number	43	ELEMENTARY	D	1.00	100	Sick	110	SICK DAYS	7/31/2023 0:00	7/31/2023 0:00	Date rpt created	
3	ddbbaa48f-ba2a-4fcd-a341-810210f13a43	34	6	Dist LEA	EMP SSN	Unique Emp ID	Employee Number	43	ELEMENTARY	758 H	7.50	100	Sick	133	SICK-HOURS	9/15/2023 0:00	9/15/2023 0:00	Date rpt created	
4	ddbbaa48f-ba2a-4fcd-a341-810210f13a43	34	6	Dist LEA	EMP SSN	Unique Emp ID	Employee Number	43	ELEMENTARY	758 H	2.75	100	Sick	133	SICK-HOURS	8/19/2023 0:00	8/19/2023 0:00	Date rpt created	
5	ddbbaa48f-ba2a-4fcd-a341-810210f13a43	34	6	Dist LEA	EMP SSN	Unique Emp ID	Employee Number	43	ELEMENTARY	758 H	7.50	100	Sick	133	SICK-HOURS	8/20/2023 0:00	8/20/2023 0:00	Date rpt created	

Once exported to Excel the table can be manipulated to determine the cause of the variance.

While on the Home tab select cell A1.

Select the Sort & Filter option dropdown menu.

Select the Filter option.



There are a few columns that are worth noting for filters and searching.

- **Emp_location** (Column H) – Employee Check Location
- **Leave_unit** (Column K) – Pay Code Pay Type
- **Pay_code** (Column O) – Pay Code Number
- **Pay_desc** (Column P) – Pay Code Check Title
- **Start_date** (Column Q) – Attendance entry Start Date
- **Stop_date** (Column R) – Attendance entry Stop Date

To quickly find this variance of the example in this document the following selections can be made on the emp_leave table.

Filter:

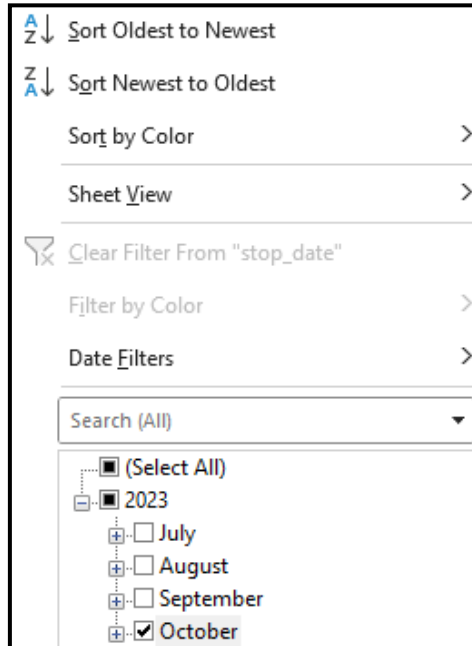
- **Emp_location** (Column H) - to show only the Elementary School location code 043
- **Leave_unit** (Column K) – to show only D for Daily attendance records
- **Pay_code** (Column O) – to show only Pay Codes 110 & 125 where variance occurred
OR
- **Pay_desc** (Column P) – to show only the Pay Code *Check Titles* including 'Sick'

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Once the filters have been set the next step would be to search for any attendance records that fall outside of the quarter attendance collection date range.

Because this example is pulled for FY24 Cycle 2 the below search would be valid.

- **Start_date** – Search for anything with a start date before July 1.
- **Stop_date** – Search for anything with a stop date after September 30.
 - The stop date filter search rendered the following results.



	A	B	C	D	E	F	G	H	I	J	K	L
	empl_no	emp_location	location_desc	job_code	leave_unit	leave_time	leave_code	leave_desc	pay_code	pay_desc	start_date	stop_date
139	123400521	43	ELEMENTARY	D		3.00	100	Sick	110	SICK DAYS	9/30/2023 0:00	10/2/2023 0:00

It can be seen that the cause of this variance is due to the stop date falling outside of the quarterly collection period. Because the entry has attendance dates that are within the collection period the *entire* attendance entry is being included in the SIS attendance total.

Recall that the Attendance Report was pulled from eFinance with quarterly date specific criteria: only dates that start on *or after* (\geq) 07/01/2023 and end on *or before* (\leq) 09/30/2023 for this example.

Note: In order to not have variances like this cause issue in future reconciliations it is recommended to split attendance entries that cross months into at least two entries: one for each month affected.

- **EX:** Attendance needs to be recorded for 09/29/20XX-10/02/20XX
 - Create entry for 09/29/20XX-09/30/20XX
 - Create entry for 10/01/20XX-10/02/20XX

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Notes/Reminders:

- When recording attendance entries, either manually or by import, never disable the calendar validation. The calendar validation verifies the attendance entry start and stop dates against the calendar associated to the employee pay rate screen.
 - Disabling the calendar validation will:
 - Allow attendance entries to be made to dates that are outside of the employee calendar, up to and including dates outside of the current fiscal year.
 - Stop the system from auto-docking with docking code 099 – Automatic System Docking. If a situation arises where the system should auto-dock, it will create a 099 LWOP entry in the attendance page. However, there will be no docking displayed on the timecard when attendance is posted to payroll. This will require manual adjustments to the timecard to correct.
 - Can determine if the calendar was disabled when the attendance entry was created by reviewing the attendance entry *Validation* column. If the calendar was disabled when the entry was created this field will reflect that.
 - If it is found, while an attendance entry is *unposted*, that it was created when the calendar validation was not enabled then can delete the entry and create it with the validation being enabled.
 - If it is found, after an attendance entry is *posted*, that it was created when the calendar validation was not enabled then will need to review the attendance entry information. Verify that all dates listed fall within the working days in the employee calendar for the current fiscal year (i.e. no holidays, non-work weekdays, etc.). If the posted entry created a system docking line, the employee timecard will need to be reviewed and manually adjust/verify wages are docked as needed.
 - It may also be necessary to reverse the attendance entry using the same information as was listed on the original and the recreate a corrected entry with the right information.

Menu Path: Human Resources>Entry & Processing>Employee>Attendance

Attendance Information

[Post](#)
[Disable/Enable](#)
[Attendance Report](#)
[Substitute Report](#)
[Preview Post](#)

Search Criteria

Employee Number

10765

Stop Date

Pay Code

Hours/Days

Start Date

Posting Status

Substitute

Search

Advanced Search

Employee Number	Last Name	First Name	Pay	Start Date	Stop Date	Hours/Days	Status	Remarks	Validation
10765	DARLING	WENDY	SICK LEAVE PAY	06/29/2023	07/01/2024	3.0000	Posted		Disabled
10765	DARLING	WENDY	AUTOMATIC (SYS) DOCKING	06/29/2023	07/01/2024	-3.0000	Posted	EXCES LV ROLL-NO DOCK	Disabled
10765	DARLING	WENDY	VACATION PAY	06/05/2023	06/09/2023	5.0000	Posted		Enabled