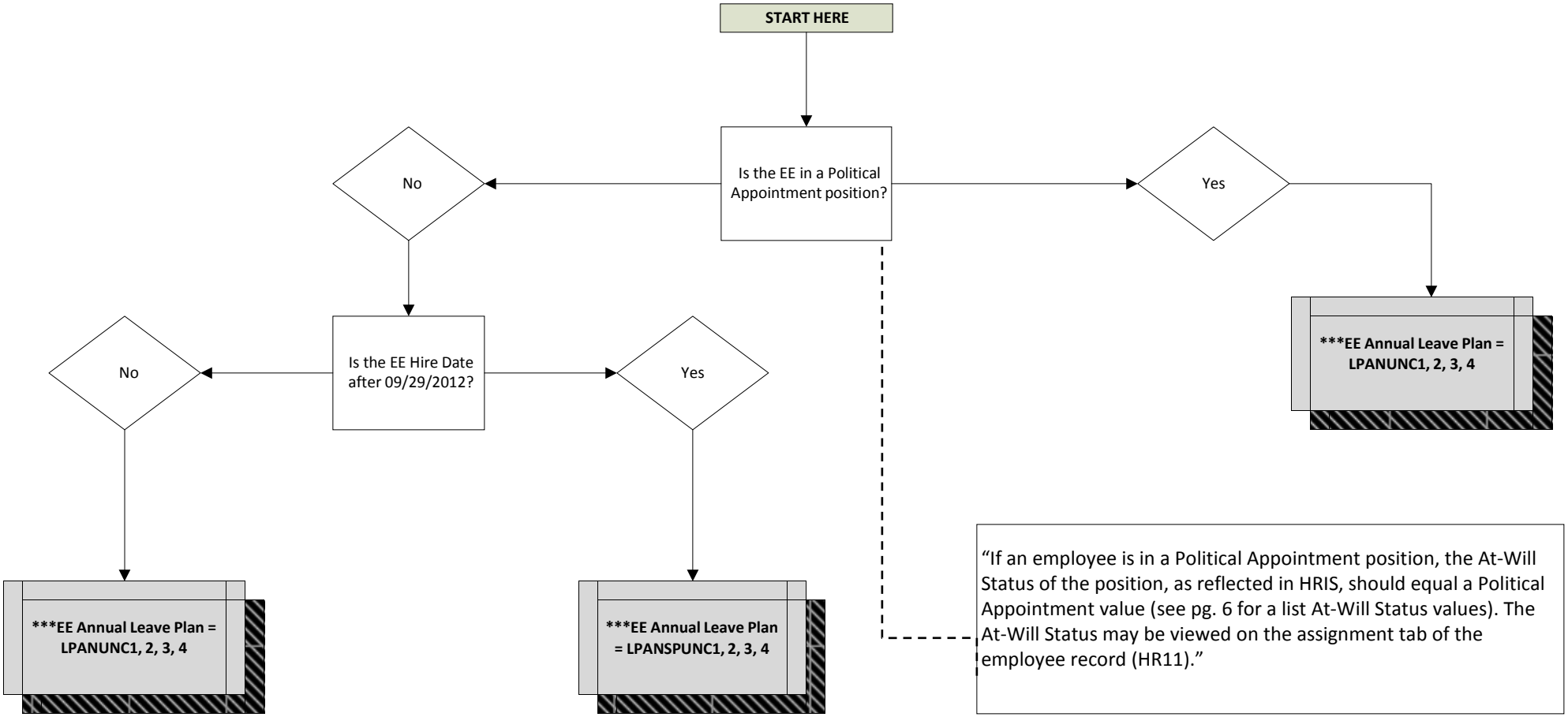
Personnel System Employee's Annual Leave Plan Flowchart

Political Appointments



Verification

In order for an employee to properly accrue annual leave at the correct rate, several items must be **accurate and consistent** in HRIS

- FTE must be consistent with Annual Leave Plan (see Important Note).
- FTE and EE Status Code must be consistent with each other (e.g. FTE is equal to 1.0 then EE Status must equal FT).
- Annual Leave User Field must equal Annual Leave Plan.
- On the following day, always VERIFY that the correct Annual Leave Plan has been established.

IMPORTANT NOTE

*** Annual Leave Plans end with a numeric number (e.g. LPANUNC1).

Legend is as follows:

1 = Full Time

2= Half Time

3= Three Quarter Time

4= Quarter Time