ACCRUING PART TIME SICK LEAVE (HB153)

Accruing Sick Leave for Regular Part-time Employees
A solution to HB153

If the employee is determined to be a part-time employee (based on HB 153), then the part-time flag needs to be set in BIOSCN. This flag should only be used for HB153 reporting.

For Part-time (benefits) employees who qualify for sick leave accrual per HB 153

* Y = Eligible for benefits
* N or blank = Not eligible for benefits

Please note this field is specifically used to determine if the employee should have sick leave accumulated based on hours of service worked. You should not mark any employee as part-time if this alternative sick leave method does not apply.
Only when the BIOSCN part-time flag is set to “Y” will BENSCN show the 2 new fields as shown below.

Note: These new fields are not available in USPSWEB yet.

The BENSCN Accum/Serv field filled in at 4.6 for hourly employees. Otherwise this rate would need to be determined for a daily employee. This field is used in the MASCHG/MASSICK calculation for determining sick leave accrual.

The Current Service Hours field would only need to be filled in if there are prior service hours (before this update, which were being tracked on a spreadsheet) either by entering directly in BENSCN or through USUPLOAD. If no prior hours, then leave the Current Service Hours field blank.

When running payroll, the retire hours for part-time employees updates the BENSCN Current Service hours field.

MASCHG/MASSICK can be run when the district needs to create ATDNSN AC Si entries, update BENSCN sick leave balance, and reduce the current service hours for the employee. The program will accrue the Accum/Serv value per every 80 hours in the Current Service Hours field if the employee has at least one job NOT marked with a status of terminated or deceased. Every 80 hours found to accrue against will be deducted from the Current Service Hours field and any value under 80 hours will remain. It is highly recommended to run MASCHG/MASSICK in projection mode to ensure validity before updating occurs in actual mode.
Screen 2 of the MASCHG menu

MASSICK Screen

MASSICK - Mass Increment sick leave balance for part-time employees

Report file specifications:
Output file: MASSICK.TXT
Print options page? (Y,N) __
Optional heading line
Actual or projection? (A,P) __
Sort options (D,N) __

Selection Criteria:
Appointment Type: 1,2) __
Pay Groups: __

Mass Increment Sick Leave Balance
1 of 1
PF4 Execute  F10 Reset
F7 Help      F11 Save/Recall
F8 Exit      F9 Cancel
# Sample MASSICK Report

**Run:** [Redacted]

**Time:** 12:32 PM

**MASSICK**

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>NAME</th>
<th>OLD SERV</th>
<th>NEW SERV</th>
<th>OLD SICK</th>
<th>NEW SICK</th>
<th>SICK TIME</th>
<th>SICK HRS</th>
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</thead>
<tbody>
<tr>
<td>2222</td>
<td>ABBOTT, LINDA C.</td>
<td>122.00</td>
<td>122.00</td>
<td>282.475</td>
<td>282.475</td>
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<td>0.000</td>
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<tr>
<td>2222</td>
<td>NO SERV ACCM</td>
<td>21.00</td>
<td>64.600</td>
<td>66.600</td>
<td>1.250</td>
<td>160.00</td>
<td></td>
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<tr>
<td>22.00</td>
<td>ADAMS, VICKI L.</td>
<td>144.00</td>
<td>64.00</td>
<td>5.000</td>
<td>4.425</td>
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<td>BAKER, GERRI K.</td>
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<td>4.425</td>
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<td>BARNES, KARL H.</td>
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<tr>
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<tr>
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<td>BIGELOW, JOHN S.</td>
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</tr>
</tbody>
</table>

**REMAINING MESSAGE**

**TEST CITY SCHOOLS DISTRICT**

**Projection**

Messages appearing on MASSICK.TXT:

- **MAX EXCEEDED** - The sick leave balance could not be incremented for the full amount because it would have exceeded the maximum sick balance allowed for the employee.
- **NO SERV ACCM** - USPSCN/BENSCN does not have an amount in the Accum/Serv field. No updates performed.