

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.

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Find: ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████
      SSN/ID          DEFAULT ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████
                        Last name          First name          Skip Concealed

SSN: 111-11-1111      Employee ID: 11111111      Conceal: N
State Assigned ID: _____ EMIS ID: _____
Last Name: DEFAULT      Suffix: _____
First Name: _____ Middle: _____ Phone/Unlist: (____) ____ - ____ / ____
Street: _____ Dist Phone : (____) ____ - ____
City : _____ State: ____ Zip: _____ - ____ OSDI code: _____
Foreign Adrs: _ Ctry: _ Prov: _____ Post: _____
Email : _____
Gender: _____ Direct deposit: Y      Report to EMIS : Y
Marital: 0      Email dirdep notice: N      Long term ill: _____
Birthdate: 00/00/0000      Check distrib.: _____ Part-time (benefits): _
  
```

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

- F7 Help
- F8 Exit
- F10 Next
- F12 Add
- F13 Delete
- F14 Modify
- F18 Set defaults
- F20 Switch



Only when the BIOSCN part-time flag is set to "Y" will BENSCN show the 2 new fields as shown below.

```
Find: 1111111111
SSN/ID      Last name      First name      Y
Conceal

ID: 11111111 Name:          DEFAULT

Benefit unit: D Daily

Sick      Personal      Vacation      Eligibility
Reset value :          3.000
Balance :          3.000
Accum/month : 1.250
Maximum :          3.000
Advance used:
Advance max.:
Deferred :

Accum/Serv : 0.000      Current service hours: 0.00

BENSCN - Benefit da maintenance program
F8 Top      Find      S7 Lockmode
F7 Help      Add      S8 Set defaults
F8 Exit      S3 Delete  S10 Switch
F10 Next     S4 Modify
```

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 ATDSCN 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.



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MASCHG - USPS Mass Change Menu
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17. MASSICK - Mass change sick leave bal for part-time emp
18. EXIT - Exit program
```

Screen 2 of the
MASCHG menu

MASSICK Screen

```
MASSICK - Mass Increment sick leave balance for part-time employees
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Report File Specifications:
Output file: MASSICK.TXT          Print options page? (Y,N) _
Optional heading line _____
Actual or projection? (A,P) _
Sort options (ID,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		Page: 1	TEST CITY SCHOOLS DISTRICT				Projection	
EMP ID	NAME	OLD SERV	NEW SERV	OLD SICK	NEW SICK	SICK TIME	SICK HRS	
SICK HRS		HOURS	HOURS	BALANCE	BALANCE	ACCRUED	APPLIED	
REMAINING	MESSAGE							
122.00	ABBOTT, LINDA C.	122.00	122.00	282.475	282.475	0.000	0.00	
23.00	NO SERV ACCM							
64.00	ADAMSKI, VICKI L.	183.00	23.00	64.650	65.800	1.150	160.00	
64.00	BAKER, GERRI K.	144.00	64.00	5.000-	4.425-	.575	80.00	
55.99	BARNHISEL, KARA M.	135.99	55.99	5.000	5.575	.575	80.00	
286.00	BRAMSON, CYNTHIA P.	366.00	286.00	124.000	124.575	.575	80.00	
71.00	MAX EXCEEDED							
92.00	BREBBERMAN, KAREN S.	231.00	71.00	193.500	194.650	1.150	160.00	
92.00	BREZVAI, JOHN S.	92.00	92.00	0.000	0.000	0.000	0.00	
	MAX EXCEEDED							

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 - USPCSN/BENSCN does not have an amount in the Accum/Serv field. No updates performed.