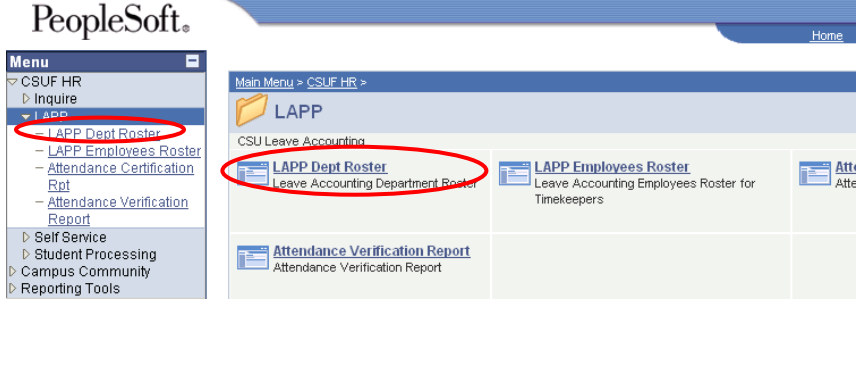




To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The **Leave Accounting Department Roster** is used to track current balances for active employees who are eligible for leave benefits.

Frequency: Ad hoc.

<p>Step 1:</p> <p>Navigate to: Menu > CSUF HR > LAPP > LAPP Dept Roster</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>																							
<p>Step 2:</p> <p>Once you have selected CSUF Leave Accting Dept Roster you will be prompted to enter the Group ID.</p> <p>Enter the Group ID then click "Enter" on your keyboard.</p> <p>Definition: Group ID for Leave Accounting Dept Roster is the last 3 digits of the department ID + "MS". A 5-digit group ID ties to student worker functionality.</p> <p>Example: CMS Project Office DeptID = 10057. CMS Project Office Group ID = 057MS</p> <p>Click Search. All groups you are authorized to view display.</p> <p>Note: If you have access to only one group ID, the Leave Accounting Department Roster page will automatically display. You do not need to enter a Group ID.</p>	<p>CSUF Leave Accting Dept Roster</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values:</p> <p>Find an Existing Value</p> <p>Search by: Group ID begins with <input type="text"/></p> <p>Search Advanced Search</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Group ID</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>008MS</td><td>Administration - IT - LAPP</td></tr> <tr><td>009MS</td><td>Administrative Comp - LAPP</td></tr> <tr><td>057MS</td><td>CMS Project - LAPP</td></tr> <tr><td>084MS</td><td>Desktop Computing - LAPP</td></tr> <tr><td>10057</td><td>CMS Project - Stats</td></tr> <tr><td>145MS</td><td>Internet/Doc Apps - LAPP</td></tr> <tr><td>173MS</td><td>Network Comp & Sec - LAPP</td></tr> <tr><td>220MS</td><td>Telephone Services - LAPP</td></tr> <tr><td>224MS</td><td>Titan Lab - LAPP</td></tr> <tr><td>226MS</td><td>TitanCard - LAPP</td></tr> </tbody> </table> <p>Select this Group ID for Leave Accounting Dept Roster</p> <p>Group ID for Student Worker functionality</p>	Group ID	Description	008MS	Administration - IT - LAPP	009MS	Administrative Comp - LAPP	057MS	CMS Project - LAPP	084MS	Desktop Computing - LAPP	10057	CMS Project - Stats	145MS	Internet/Doc Apps - LAPP	173MS	Network Comp & Sec - LAPP	220MS	Telephone Services - LAPP	224MS	Titan Lab - LAPP	226MS	TitanCard - LAPP
Group ID	Description																						
008MS	Administration - IT - LAPP																						
009MS	Administrative Comp - LAPP																						
057MS	CMS Project - LAPP																						
084MS	Desktop Computing - LAPP																						
10057	CMS Project - Stats																						
145MS	Internet/Doc Apps - LAPP																						
173MS	Network Comp & Sec - LAPP																						
220MS	Telephone Services - LAPP																						
224MS	Titan Lab - LAPP																						
226MS	TitanCard - LAPP																						



The Leave Accounting Dept Roster displays.

Leave Accounting Roster

Group ID: 057MS CMS Project - LAPP

Leave Accounting Roster															
Name	EmpID	Rcd#	Last Processed Date	Sick Leave Balance	History	Vacation Leave Balance	History	State Service Months	Personal Holiday Taken	CTO Balance	History	EXCESS Balance	History	ADO Balance	History
Barker,Bob	899856496	0	01/31/2007	344.000	History	122.000	History	333	Available	0.000	History	0.000	History	0.000	History
Burns,Melanie	800564585	0	01/31/2007	67.300	History	168.000	History	57	Available	0.000	History	0.000	History	0.000	History
Johnson,Jack	899891808	0	01/31/2007	1,356.000	History	398.000	History	205	Available	0.000	History	0.000	History	0.000	History
LeaveAcctg,Test	892826645	0	01/31/2007	40.000	History	33.335	History	5	Available	0.000	History	0.000	History	0.000	History
Lee,Brok	800427460	0	01/31/2007	713.000	History	173.368	History	128	Available	0.000	History	0.000	History	0.000	History
Rivers,Joan J	800100646	0	01/31/2007	224.000	History	134.700	History	68	Available	0.000	History	0.000	History	0.000	History
Rivers,Melissa N	898398367	0	01/31/2007	310.000	History	324.000	History	78	Available	0.000	History	0.000	History	0.000	History
Roach,Zach	899955314	0	01/31/2007	328.000	History	250.000	History	57	Available	0.000	History	0.000	History	0.000	History
Saver,Penni	892248626	0	01/31/2007	71.500	History	80.004	History	27	Available	0.000	History	0.000	History	0.000	History
Waters,Diamond	800527384	0	01/31/2007	237.000	History	243.396	History	88	Available	0.000	History	0.000	History	0.000	History
Willington,Dilbert	899913198	0	01/31/2007	848.000	History	400.000	History	123	Available	0.000	History	0.000	History	0.000	History



Last Processed Date is the effective date of the leave balances.

Processing Date Examples

Last Processed Date	Accrual earned for which pay period	Accrual Process Run Date*
08/02/2006	07/2006	08/23/2006
09/01/2006	08/2006	09/24/2006
10/01/2006	09/2006	10/22/2006

* The accrual process run date is the calendar date following Payroll cutoff. This date will be published on the Attendance and Pay Schedule document located on the [Attendance Processing website](#) .

The Leave Accounting Dept Roster displays accrual and usage of sick and vacation time, current state service balance, Personal Holiday usage, and earnings and usage of CTO, Excess Hours, and ADO. The [History](#) hyperlink allows for the viewing of accruals, usages and adjustments by processing period for each leave type.



Step 3: To View History

Click [History](#) next to view history detail of the specified leave type.

- **Last Processed Date** = The first day of the pay period for the accrual that was earned
- **Hours Carried Over** = Ending balance from previous pay period
- **Hrs Earned** = Number of hours earned as of the accrual date
- **Hrs Taken** = Hours used in the pay period
- **Cat Hrs Donated** = Catastrophic Leave hours donated
- **Cat Hrs Received** = Catastrophic Leave hours received for this type of leave.
- **Hrs Adjusted** = Hours adjusted (+ or -). May be due to late receipt of attendance documentation, or adjustments due to disabilities and/or leaves of absence.

Click [Return](#) to go back to the Leave Accounting Dept Roster page.

Group ID: 057MS CMS Project - LAPP
 EmpID: 800427460 Rcd#: 0 Lee,Brok
 Department: 10057 CMS Project
 Job Code: 0430 Network Analyst 12 Mo

Sick Leave Activity Since Last Processed Date						
Hrs Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	CSU MTD Catastrophic Donation	Hrs Adjusted	Sick Balance
713.000	0.000	0.000	0.000	0.000	0.000	713.000

Sick Leave History							
Last Processed Date	Hours Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	CSU MTD Catastrophic Donation	Hrs Adjusted	Sick Balance
01/31/2007	705.000	8.000	0.000	0.000	0.000	0.000	713.000
01/01/2007	705.000	0.000	0.000	0.000	0.000	0.000	705.000
12/31/2006	697.000	8.000	0.000	0.000	0.000	0.000	705.000
12/01/2006	689.000	8.000	0.000	0.000	0.000	0.000	697.000
11/01/2006	681.000	8.000	0.000	0.000	0.000	0.000	689.000
10/01/2006	681.000	0.000	0.000	0.000	0.000	0.000	681.000
09/01/2006	673.000	8.000	0.000	0.000	0.000	0.000	681.000
08/01/2006	665.000	8.000	0.000	0.000	0.000	0.000	673.000

[Return](#)

Note: For the top row, hours earned and taken will always equal 0, as hours are not earned until the end of the current period, and hours taken in the current period are posted in the next pay period.



The **Activity Since Last Processed Date** grid shows the most up-to-date balance for each leave type. Hours entered into CMS after the accrual process has been run, will be shown as Hrs Adjusted. Once the next accrual process is run, these hours will be properly displayed in the correct pay period.

Group ID: 057MS CMS Project - LAPP
 EmpID: 800427460 Rcd#: 0 Lee,Brok
 Department: 10057 CMS Project
 Job Code: 0430 Network Analyst 12 Mo

Sick Leave Activity Since Last Processed Date						
Hrs Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	CSU MTD Catastrophic Donation	Hrs Adjusted	Sick Balance
713.000	0.000	0.000	0.000	0.000	0.000	713.000

Sick Leave History							
Last Processed Date	Hours Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	CSU MTD Catastrophic Donation	Hrs Adjusted	Sick Balance
01/31/2007	705.000	8.000	0.000	0.000	0.000	0.000	713.000
01/01/2007	705.000	0.000	0.000	0.000	0.000	0.000	705.000
12/31/2006	697.000	8.000	0.000	0.000	0.000	0.000	705.000
12/01/2006	689.000	8.000	0.000	0.000	0.000	0.000	697.000
11/01/2006	681.000	8.000	0.000	0.000	0.000	0.000	689.000
10/01/2006	681.000	0.000	0.000	0.000	0.000	0.000	681.000
09/01/2006	673.000	8.000	0.000	0.000	0.000	0.000	681.000
08/01/2006	665.000	8.000	0.000	0.000	0.000	0.000	673.000