

# Reporting a PSL Incident

## Checklist



**HR Defaults 1st Screen**

*Admin > Application Installation > Setup Default Values > HR*

*Print Screen of Screen 1*

**PSL Accrual Rate Master(s) in question**

*HR > Maintenance > Accrual Rate Master*

*Print Screen(s) of PSL State/Local in question*

**HR Personnel Data General Tab 2 for an employee in question**

*HR > Personnel Data > Employee Data > General Tab 2*

*Print Screen of Employee(s) in question*

**Employee PSL Maintenance**

*HR > Maintenance > Employee PSL Maintenance*

*Print Screen of Employee(s) in question*

**Edit Register**

*PR > Entry > Edit Register*

*Print Screen(s) of pages for Employee(s) in question*

**Be Sure to Include for following:**

*Co/Div*

*Select one or 2 employees in question*

*Employee Number (not SS#)*

*Any additional Information you feel will help us understand and resolve the issue*

**IDI Personnel Data - HRTEMP File**

*HR > Listings > ■ Personnel Data*

*Last Year End Update & Sick Hrs Accrual Date*