

PSL Setup & Maintenance

Checklist



HR Defaults 1st Screen

Admin > Application Installation > Setup Default Values > HR

Use State Mandated Sick Leave Plan

Print Available Sick Hours on PR Check

PSL State/Local Accrual Rate Master

HR > Maintenance > Accrual Rate Master

Rate Master

Other Hours Types – which to include

HR Personnel Data General 2 Tab

HR > Personnel Data > Employee Data > General Tab 2

Check PSL Employee

PSL State/Local if Applicable

Hours Used PSL Prompt

Employee PSL Maintenance

HR > Maintenance > Employee PSL Maintenance

Employee PSL Information Data by State/Local

J/C Job Description – PSL State/Local if Applicable

Job Cost > Maintenance > Job Cost Setup

Job Location For PSL

PR Department Master - PSL State/Local

PR > Maintenance 2 > Department Master

Payroll Codes