



Paid Sick Leave

State / Local / Federal Enhancement



Our Goal

By the end of the session you will become familiar with the necessary steps to setup PSL defaults, employees, accruals, jobs and departments.

Pay accrued and print PSL information on checks.

Create IDI reports for PSL employees and accruals.

PSL Enhancement

eCMS Accommodates

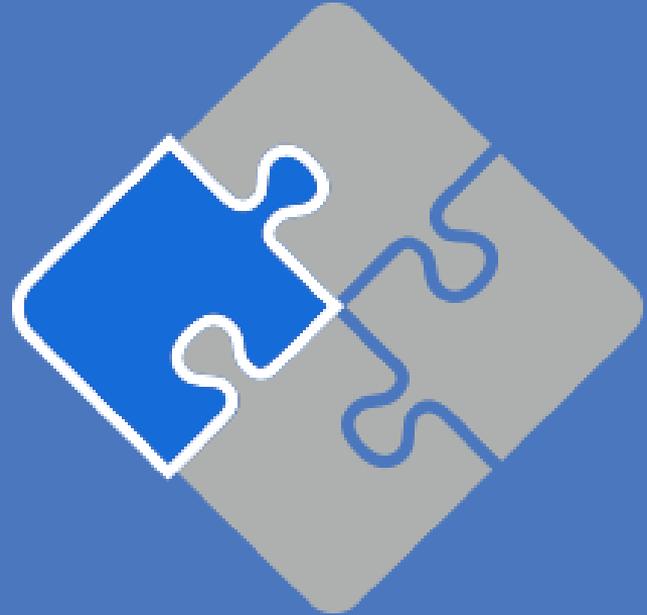
State, Local and Federal Requirements

Employee, Job and Department Specific

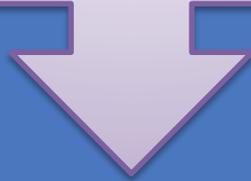
Check Stub, IDI Reporting and Check Lists

Company / Division Specific

Ability to do both PSL & RSL Employees



Human Resource Default



HR Default Setup

Use State Mandated Sick Leave Plan – PSL/RSL

Print Available Sick Hrs on P/R check – PSL/RSL

Accrue Vacation/Sick on Overtime Hrs - RSL

*Accrue Vacation/Sick Based on
Eligibility or Start Date – RSL*

Sick Method & Perform Year End Functions - RSL

Allow Negative Available Sick - RSL

PSL Employee 
State/Local - Paid Sick Leave

RSL Employee
Class/Type - Regular Sick Leave

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*

PSL is Company/ Division Specific

Use State Mandated Sick Leave Plan Flag

Checked (Yes) – PSL fields will be activated and rules will be applied

PSL Fields – Accrual Rate Master, HR Personnel Data, Job Description, Department Master, Time Entry and Employee PSL Maintenance

Both PSL and RSL employees can be handled at the same time

A new flag in the HR Personnel Data General Tab > PSL EE < will determine which rule will be followed

Un-checked (No) – PSL fields will not be displayed and rules will not apply

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*

System Administration Human Resources SYS53001

Return

Post P/R Master from H/R Master	<input checked="" type="checkbox"/>	Edit Holiday Hours at P/R entry	<input type="checkbox"/>
Create Skill History from P/R	<input checked="" type="checkbox"/>	Create Salary Review from P/R Master	<input checked="" type="checkbox"/>
Update Term. Code and Date from P/R	<input checked="" type="checkbox"/>	Activate HR Audit Logging	<input checked="" type="checkbox"/>
Create Termination History Log	<input checked="" type="checkbox"/>	Vacation Method	Accrual
Salary Review Listing with P/R edit	<input type="checkbox"/>	Sick Method	Accrual
Print Available Vacation Hrs on P/R Check	Both Vacation Available and Used	Occupation Master	
Print Available Sick Hrs on P/R Check	Both Sick Available and Used	Update Existing Employees	All Active Employees
Accrue Vacation/Sick on Overtime Hrs	<input type="checkbox"/>	Save History	<input checked="" type="checkbox"/>
Accrue Vacation/Sick based on	Start Date	Perform Year End Functions	
Use State Mandated Sick Leave Plan	<input checked="" type="checkbox"/>	Vacation	Calendar
Print Accrued Hrs/Dir's on Vac/Sick Register	<input type="checkbox"/>	Sick	Calendar
Event Code during Personnel Maintenance	100	Stop BenCalc at Termination	<input type="checkbox"/>
Cost Dist Segment for Certification#	2	Allow Negative Available Vacation	<input checked="" type="checkbox"/>
Cobra Admin. Fee Percent (2)	15.00	Allow Negative Available Sick	<input checked="" type="checkbox"/>
Cobra G/L Numbers		I/C Payables	
Employee Receivables		I/C Receivables	
I/C Cash Acct Co/Div	0 0		
Cash			
Cobra Liability			

Must Be Check to Implement PSL

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*

System Administration Human Resources SYS53001

Return

Post P/R Master from H/R Master	Do Not Print	Edit Holiday Hours at P/R entry	<input type="checkbox"/>
Create Skill History from P/R	Only Sick Available	Create Salary Review from P/R Master	<input checked="" type="checkbox"/>
Update Term. Code and Date from P/R	Only Sick Used	Activate HR Audit Logging	<input checked="" type="checkbox"/>
Create Termination History Log	Both Sick Available and Used	Vacation Method	Accrual
Salary Review Listing with P/R edit	Only Sick Available to Use Current Year	Sick Method	Accrual
Print Available Vacation Hrs on P/R Check	Both Sick Available and Used Current Year	Occupation Master	
Print Available Sick Hrs on P/R Check	Only PSL State/Local Avail/Taken-This Pay Period	Update Existing Employees	All Active Employees
Accrue Vacation/Sick on Overtime Hrs	All PSL State/Locals Avail/Taken	Save History	<input checked="" type="checkbox"/>
Accrue Vacation/Sick based on	Only PSL State/Local Avail/Taken-Current Year	Perform Year End Functions	
Use State Mandated Sick Leave Plan	All PSL State/Locals Avail/Taken-Current Year	Vacation	Calendar
Print Accrued Hrs/Dlrs on Vac/Sick Register		Sick	Calendar
Event Code during Personnel Maintenance		Stop BenCalc at Termination	<input type="checkbox"/>
Cost Dist Segment for Certification#		Allow Negative Available Vacation	<input checked="" type="checkbox"/>
Cobra Admin. Fee Percent (2)		Allow Negative Available Sick	<input checked="" type="checkbox"/>
Cobra G/L Numbers		I/C Payables	
Employee Receivables		I/C Receivables	
I/C Cash Acct Co/Div	0		
Cash			
Cobra Liability			

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*

Print Check Options

Print Available Sick Hrs on P/R Check

No Sick Information on Check for PSL or RSL Employees

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME
15	0	.00	30	Adrian A Arizona

EARNINGS			
DESCRIPTION	HOURS	RATE	AMOUNT
REGULAR HOURS	40.00	25.000	1,000.00
VACATION AVAIL	9.24		
VACATION USED			

PSL EEs

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME
15	0	38.00	50	Casey C California

EARNINGS			
DESCRIPTION	HOURS	RATE	AMOUNT
REGULAR HOURS	40.00	25.000	1,000.00
VACATION AVAIL			
VACATION USED			

RSL EE

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME
15	0	50.00	11111	Travis M. Taylor

EARNINGS			
DESCRIPTION	HOURS	RATE	AMOUNT
SALARY			5,000.00
VACATION AVAIL	24.27		
VACATION USED			

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*

Print Check Options

Print Available Sick Hrs on P/R Check Only Sick Available

Only Sick Available Information on Check for PSL or RSL Employees

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	.00	30	Adrian A Arizona		06/18/2020	30	1404
EARNINGS				DEDUCTIONS/BENEFITS				
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	40.00	25.000	1,000.00	ARIZONA	36.00	72.00		
VACATION AVAIL	9.24							
VACATION USED								
Z Avail PSL	37.00							

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	41.80	50	Casey C California				1405
EARNINGS				DEDUCTIONS/BENEFITS				
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	32.00	25.000	800.00			15.19		
SICK PAY	8.00	50.000	400.00			19.80		
VACATION AVAIL						220.00		
VACATION USED								
A2 Avail PSL	.50							
CA Avail PSL	11.50							

PSL EEs

All PSL Available Hrs Included

PR Default Screen 6
New Check Description

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	120.00	1111	Travis M. Taylor		06/18/2020	100	489
EARNINGS				DEDUCTIONS/BENEFITS				
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
SALARY			3,000.00	CALIFORNIA	453.93	758.50		
SICK PAY	16.00		4,000.00	401K Pre-Tax Gr	1,890.00	3,240.00		
Sick/Pers Avail	10.04							
VACATION AVAIL	24.27							
VACATION USED								

RSL EE

Sick Hrs Avail	Sick/Pers Avail
Sick Hrs Used	Sick/Pers Used

Smarter Construction. Cloud ERP.

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*
Print Check Options

Print Available Sick Hrs on P/R Check

Only Sick Hrs/\$ Used Information on Check for PSL or RSL Employees

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0		30	Adrian A Arizona		06/18/2020	30	1404

EARNINGS				DEDUCTIONS/BENEFITS		
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT
REGULAR HOURS	40.00	25.000	1,000.00	ARIZONA	36.00	72.00
VACATION AVAIL	9.24					
VACATION USED						
PSL Tak Hr/\$	3.00		75.00			

PSL EEs

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0		50	Casey C California				1405

EARNINGS				DEDUCTIONS/BENEFITS		
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT
REGULAR HOURS	32.00	25.000	800.00	CALIFORNIA	453.93	758.50
SICK PAY	8.00	50.000	400.00	CA - Pre-Tax Gr	1,890.00	3,240.00
VACATION AVAIL				401K Pre-Tax Gr	106.81	213.62
VACATION USED				ROTH 401K - Gro	1,400.00	2,400.00
PSL Tak Hr/\$	8.00		400.00			

All PSL Used Hrs/\$ Included

RSL EE

PR Default Screen 6 New Check Description

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0		11111	Travis M. Taylor		06/18/2020	100	489

EARNINGS				DEDUCTIONS/BENEFITS		
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT
SALARY			3,000.00	CALIFORNIA	453.93	758.50
SICK PAY	16.00	4,000.00	4,000.00	401K Pre-Tax Gr	1,890.00	3,240.00
Sick/Pers Used	16.00		4,000.00	CASH DEPOSIT *	106.81	213.62
VACATION AVAIL	24.27			ROTH 401K - Gro	1,400.00	2,400.00
VACATION USED						

Sick Hrs Avail	Sick/Pers Avail
Sick Hrs Used	Sick/Pers Used

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*
Print Check Options

Print Available Sick Hrs on P/R Check

Both Sick Available and Used

Both Sick Available and Used
Information on Check for PSL or RSL Employees

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	.00	30	Adrian A Arizona		06/18/2020	30	1404
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	40.00	25.000	1,000.00	ARIZONA	36.00	72.00		
VACATION AVAIL	9.24							
VACATION USED								
AZ Avail PSL	37.00							
AZ PSL Tak Hr/\$	3.00		75.00					

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	38.00	50	Casey C California				1405
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	32.00	25.000	800.00	CALIFORNIA	401.00	401.00		
SICK PAY	8.00	25.000	200.00					
AZ Avail PSL	.50							
AZ PSL Tak Hr/\$								
CA Avail PSL	11.24							
CA PSL Tak Hr/\$	8.00		200.00					

PSL EEs

All PSL
Available/Used
Hrs/\$ Included

PR Default Screen 6
New Check Description

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	120.00	11111	Travis M. Taylor		06/18/2020	100	489
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	24.00		3,000.00	CALIFORNIA	453.93	758.50		
SICK PAY	16.00		4,000.00	401K Pre-Tax Gr	1,890.00	3,240.00		
Sick Hrs Avail				ACH DEPOSIT *	106.81	213.62		
Sick Hrs Used				ROTH 401K - Gro	1,400.00	2,400.00		
				VACATION AVAIL	24.27			

RSL EE

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HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*

Print Check Options

Print Available Sick Hrs on P/R Check

Only Sick Available to Use Current Year

Only Sick Available to Use Current Year Information on Check for PSL or RSL Employees

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	.00	30	Adrian A Arizona		06/18/2020	30	1404
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	40.00	25.000	1,000.00	ARIZONA	36.00	72.00		
VACATION AVAIL	9.24							
VACATION USED								
AZ Avail PSL	37.00							

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	38.00	50	Casey C California				1405
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	32.00	25.000	800.00	CALIFORNIA	800.00	800.00		
SICK PAY	8.00	25.000	200.00	CA -	200.00	200.00		
AZ Avail PSL	.50			401K Pr				
CA Avail PSL	4.76							

PSL EE

RSL EE

This Option Not Designed to Include RSL Employees

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	120.00	11111	Travis M. Taylor		06/18/2020	100	489
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	24.00		3,000.00	CALIFORNIA	453.93	758.50		
SICK PAY	16.00		4,000.00	401K Pre-Tax Gr	1,890.00	3,240.00		
VACATION AVAIL	24.27			ACH DEPOSIT *	106.81	213.62		
VACATION USED				ROTH 401K - Gro	1,400.00	2,400.00		

Why is CA Available For Current Year = 4.74-

See Next Slide

PSL Available Hrs to Use Current Year Included

Only Sick Available to Use Current Year

Information on Check & EE PSL Maintenance for EE Casey California

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	38.00	50	Casey C California		06/19/2020	CA	1405
EARNINGS				DEDUCTIONS/BENEFITS				
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	32.00	25.000	800.00	CALIFORNIA	4.49	8.98		
SICK PAY	8.00	25.000	200.00	CA - Los Angles	9.00	18.00		
CA Avail PSL	4.76			401K Pre-Tax Gr	100.00	200.00		
CA PSL Tak Hr/\$	8.00		200.00					

**Calculation for
Current Available**

**Note: The Carry Over Hours
are Not Included in Current
Year and Period Calculation**

Employee PSL Maintenance

State Code: 50
State Name: CALIFORNIA

Sick Eligibility Date:	<input type="text" value="07/01/2016"/>
Sick Accrual Date:	<input type="text" value="12/31/2019"/>
Hours Worked:	<input type="text" value="802.50"/>
Sick Hours Accrued:	<input type="text" value="26.74150"/>
Sick Hours Used:	<input type="text" value="20.00000"/>
Sick \$\$\$ Paid:	<input type="text" value="340.00"/>
Sick Hours Carry Over:	<input type="text" value="2.95000"/>
Annual Accrued Limit:	<input type="text" value="48.00"/>
Annual Use Limit:	<input type="text" value="24.00"/>
Annual Carry Over Limit:	<input type="text" value="48.00"/>

PSL EE 50 - Negative Available Current Year

	Hrs Taken	Hrs Worked	CA PSL Rate	EE Sick Hrs Accrued
Sick Available Before This Pay Period		65.00	0.03333	2.17
Sick Accrual This Pay Period		32.00	0.03333	1.08
Total Sick Accrual This Pay Period				3.24
Hours Taken This Pay Period	8.00			
Current Year Hours Available This Period				-4.76

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*

Print Check Options

Print Available Sick Hrs on P/R Check: Both Sick Available and Used Current Year Information on Check for PSL or RSL Employees

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	.00	30	Adrian A Arizona		06/18/2020	30	1404
EARNINGS				DEDUCTIONS/BENEFITS				
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	40.00	25.000	1,000.00	ARIZONA	36.00	72.00		
VACATION AVAIL	9.24							
VACATION USED								
AZ Avail PSL	37.00							
AZ PSL Tak Hr/\$	3.00		75.00					

PSL EEs

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	38.00	50	Casey C California				1405
EARNINGS				DEDUCTIONS/BENEFITS				
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	32.00	25.000	800.00	CALIFORNIA	401K	200.00		
SICK PAY	8.00	25.000	200.00					
AZ Avail PSL	.50							
AZ PSL Tak Hr/\$								
CA Avail PSL	4.76							
CA PSL Tak Hr/\$	8.00		200.00					

Both PSL Available and Used Current Year Hrs/\$ Included

CO.	DIV.	SSN	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	120.00	11111	Travis M. Taylor		06/18/2020	100	489
EARNINGS				DEDUCTIONS/BENEFITS				
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	24.00		3,000.00	CALIFORNIA	453.93	758.50		
SICK PAY	16.00		4,000.00	401K Pre-Tax Gr	1,890.00	3,240.00		
VACATION AVAIL	24.27			ACH DEPOSIT *	106.81	213.62		
VACATION USED				ROTH 401K - Gro	1,400.00	2,400.00		

RSL EE

This Option Not Designed to Include RSL Employees

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*
Print Check Options

Print Available Sick Hrs on P/R Check

Only PSL State/Local Avail/Taken-This Pay Period

Only PSL State/Local Avail/Taken-This Pay Period
Information on Check for PSL or RSL Employees

CO.	DIV.	SSN.	EMPL NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	.00	30	Adrian A Arizona		06/18/2020	30	1404
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	40.00	25.000	1,000.00	ARIZONA	36.00	72.00		
VACATION AVAIL	9.24							
VACATION USED								
AZ Avail PSL	37.00							
AZ PSL Tak Hr/\$	3.00		75.00					

CO.	DIV.	SSN.	EMPL NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	38.00	50	Casey C California				1405
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	32.00	25.000	800.00	CALIF		98.00		
SICK PAY	8.00	25.000	200.00	401K		00.00		
CA Avail PSL	4.76							
CA PSL Tak Hr/\$	8.00		200.00					

PSL EEs

RSL EE

This Option Not
Designed to Include
RSL Employees

CO.	DIV.	SSN.	EMPL NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	120.00	11111	Travis M. Taylor		06/18/2020	100	489
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	24.00		3,000.00	CALIFORNIA	453.93	758.50		
SICK PAY	16.00		4,000.00	401K Pre-Tax Gr	1,890.00	3,240.00		
VACATION AVAIL	24.27			ACH DEPOSIT *	106.81	213.62		
VACATION USED				ROTH 401K - Gro	1,400.00	2,400.00		

Only PSL
State/Local
Avail-Taken-
This Pay Period
Included

Smarter Construction. Cloud ERP.

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*
Print Check Options

Print Available Sick Hrs on P/R Check

All PSL State/Locals Avail/Taken

All PSL State/Local Avail/Taken Information on Check for PSL or RSL Employees

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	.00	30	Adrian A Arizona		06/18/2020	30	1404

EARNINGS				DEDUCTIONS/BENEFITS		
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT
REGULAR HOURS	40.00	25.000	1,000.00	CALIFORNIA		36.00
VACATION AVAIL	9.24					
VACATION USED						
AZ Avail PSL	37.00					
AZ PSL Tak Hr/\$	3.00		75.00			

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	38.00	50	Casey C California				1405

EARNINGS				DEDUCTIONS/BENEFITS		
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT
REGULAR HOURS	32.00	25.000	800.00	CALIFORNIA		32.00
SICK PAY	8.00	25.000	200.00	401K P		
AZ Avail PSL	.50					
AZ PSL Tak Hr/\$						
CA Avail PSL	4.76					
CA PSL Tak Hr/\$	8.00		200.00			

PSL EEs

This Option Not Designed to Include RSL Employees

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	120.00	11111	Travis M. Taylor		06/18/2020	100	489

EARNINGS				DEDUCTIONS/BENEFITS		
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT
REGULAR HOURS	24.00		3,000.00	CALIFORNIA		453.93
SICK PAY	16.00		4,000.00	401K Pre-Tax Gr		1,890.00
VACATION AVAIL	24.27			ACH DEPOSIT *		106.81
VACATION USED				ROTH 401K - Gro		1,400.00

RSL EE

All PSL State/Local Avail/Taken Included

Smarter Construction. Cloud ERP.

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*
Print Check Options

Print Available Sick Hrs on P/R Check

Only PSL State/Local Avail/Taken-This Pay Period-Current Year

Only PSL State/Local Avail/Taken-This Pay Period-Current Year Information on Check for PSL or RSL Employees

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	.00	30	Adrian A Arizona		06/18/2020	30	1404

EARNINGS				DEDUCTIONS/BENEFITS		
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT
REGULAR HOURS	40.00	25.000	1,000.00	ARIZONA	36.00	72.00
VACATION AVAIL	9.24					
VACATION USED						
A Avail PSL	37.00					
A PSL Tak Hr/\$	3.00		75.00			

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	38.00	50	Casey C California				

EARNINGS				DEDUCTIONS/BENEFITS		
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT
REGULAR HOURS	32.00	25.000	800.00	CALIFORNIA	800.00	800.00
SICK PAY	8.00	25.000	200.00	401K Pre-Tax Gr	200.00	200.00
A Avail PSL	11.24					
A PSL Tak Hr/\$	8.00		200.00			

PSL EEs

This Option Not Designed to Include RSL Employees

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	120.00	11111	Travis M. Taylor		06/18/2020	100	489

RSL EE

Only PSL State/Local Avail/Taken-This Period-Current Year Included

Smarter Construction. Cloud ERP.

HR Defaults – Use State Mandated Sick Leave Plan

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*
Print Check Options

Print Available Sick Hrs on P/R Check

All PSL State/Locals Avail/Taken-Current Year

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	.00	30	Adrian A Arizona		06/18/2020	30	1404
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	40.00	25.000	1,000.00	ARIZONA	36.00	72.00		
VACATION AVAIL	9.24							
VACATION USED								
AZ Avail PSL	37.00							
AZ PSL Tak Hr/\$	3.00		75.00					

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	38.00	50	Casey C California				
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	32.00	25.000	800.00	CALIFORNIA	8.00	200.00		
SICK PAY	8.00	25.000	200.00	401K Pre-Tax				
AZ Avail PSL	.50							
AZ PSL Tak Hr/\$								
CA Avail PSL	11.24							
CA PSL Tak Hr/\$	8.00		200.00					

CO.	DIV.	SSN.	EMPL. NO.	EMPLOYEE NAME	TRADE	PERIOD END DATE	DEPT./LAST JOB	CHECK NO.
15	0	120.00	11111	Travis M. Taylor		06/18/2020	100	489
EARNINGS			DEDUCTIONS/BENEFITS					
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	Y.T.D. AMOUNT		
REGULAR HOURS	24.00		3,000.00	CALIFORNIA	453.93	758.50		
SICK PAY	16.00		4,000.00	401K Pre-Tax Gr	1,890.00	3,240.00		
VACATION AVAIL	24.27			ACH DEPOSIT *	106.81	213.62		
VACATION USED				ROTH 401K - Gro	1,400.00	2,400.00		

All PSL State/Local Avail/Taken-Current Year Information on Check for PSL or RSL Employees

PSL EEs

All PSL State/Local Avail/Taken-Current Year Included

RSL EE

This Option Not Designed to Include RSL Employees

HR Defaults – RSL Specific Fields

Admin > Application Installation > Setup Default Values > HR Defaults > **Screen 1**

Accrue Vacation/Sick Hrs on Overtime Hrs

Checked - will include OT hours in the calculation

Unchecked - OT hours will not be included in the calculation

Accrue Vacation/Sick based on – Start (re-hire) or Eligibility Date

Sick - Method

Accrued - each pay period and the accrual is determined by HR Accrual Rate Master

Earned - is a set amount of sick time earned once every twelve months and is determined by the HR Accrual Rate Master

Sick - Perform Year End Functions

Calendar – The sick rollover is performed when Prepare Year End is processed in Final (Zero YTD = Yes)

Anniversary – The sick rollover is performed during the pay period which includes the employee anniversary date

HR Defaults – *RSL Specific Fields*

Admin > Application Installation > Setup Default Values > HR Defaults > *Screen 1*

Allow Negative Available Sick

Checked - will allow employees to have negative sick time

Unchecked - will not allow employees to have negative sick hours

Print Accrued Hrs-Dlrs on Vac/Sick Register

Checked - report will print

Uncheck - it will not print

HR Defaults – RSL Specific Fields

Admin > Application Installation > Setup Default Values > HR Defaults > **Screen 1**

System Administration Human Resources SYS53001

Return

The 6 Options Highlighted Below Only Apply to RSL Accruals NOT to PSL

Post P/R Master from H/R Master		Edit Holiday Hours at P/R entry	<input type="checkbox"/>
Create Skill History from P/R		Create Salary Review from P/R Master	<input checked="" type="checkbox"/>
Update Term. Code and Date from P/R		Activate HR Audit Logging	<input checked="" type="checkbox"/>
Create Termination History Log		Vacation Method	Accrual
Salary Review Listing with P/R edit		Sick Method	Accrual
Print Available Vacation Hrs on P/R Check	Both Vacation Available and Used	Occupation Master	
Print Available Sick Hrs on P/R Check	All PSL State/Locals Avail/Taken-Current Year	Update Existing Employees	All Active Employees
Accrue Vacation/Sick on Overtime Hrs	<input checked="" type="checkbox"/>	Save History	<input checked="" type="checkbox"/>
Accrue Vacation/Sick based on	Start Date	Perform Year End Functions	
Use State Mandated Sick Leave Plan	<input checked="" type="checkbox"/>	Vacation	Calendar
Print Accrued Hrs/Dlrs on Vac/Sick Register	<input type="checkbox"/>	Sick	Calendar
Event Code during Personnel Maintenance	100	Stop BenCalc at Termination	<input type="checkbox"/>
Cost Dist Segment for Certification#	2	Allow Negative Available Vacation	<input checked="" type="checkbox"/>
Cobra Admin. Fee Percent (2)	15.00	Allow Negative Available Sick	<input checked="" type="checkbox"/>
Cobra G/L Numbers			
Employee Receivables		I/C Payables	
I/C Cash Acct Co/Div	0 0	I/C Receivables	
Cash			
Cobra Liability			

Payroll Defaults



PR Default Setup – RSL Only

Issue error for Vacation/Sick Hours Entered GT Accrued

New Check Description

Sick Hrs Available

Sick Hrs Used

PR Defaults – Regular Sick Leave (RSL) Fields

Admin > Application Installation > Setup Default Values > PR Defaults > **Screens 5 & 6**

Issue error for vacation/Sick hours entered GT accrued

Checked - it will give a soft warning if HR default allows EE to have negative hours

Unchecked - it will issue a hard halt if HR default does not allow EE to have negative hours.

New Check Description

Allows you to change the Current Check Description Sick Hrs Avail and/or Sick Hrs Used

PR Defaults – Regular Sick Leave (RSL) Fields

Admin > Application Installation > Setup Default Values > PR Defaults > Screens 5 & 6

Admin > Application Installation > Setup Default Values > Payroll > Screen 5

System Administration	Payroll	SYS50404	-
<input type="button" value="Return"/>			
P/R Entry Options			
Use higher rate from Employee Master or Employee Class	YES <input type="button" value="v"/>	Issue error for hours not in increments of .25 hrs	<input type="checkbox"/>
Use equipment department for equipment repair transactions	<input checked="" type="checkbox"/>	Issue error for vacation/Sick hours entered GT accrued	<input checked="" type="checkbox"/>

Admin > Application Installation > Setup Default Values > Payroll > Screen 6

Current Check Description	New Check Description	Current Check Description	New Check Description
Tips Reported	<input type="text"/>	Tips Credit	<input type="text"/>
Vacation Avail	<input type="text"/>		
Vacation Used	<input type="text"/>		
Safe Hrs Todate	<input type="text"/>		
Piece Work	<input type="text"/>		
Sick Hrs Avail	Sick/Pers Avail		
Sick Hrs Used	Sick/Pers Used		

These Fields are ONLY Available for RSL not PSL

Setup & Maintenance



PSL Setup & Maintenance

Human Resources

Personnel Data

PSL State/Local Accrual Rate Master

Employee PSL Maintenance

Job Cost

Job Description

Payroll

Department Master

PSL Accrual Rate Master

HR > Maintenance > Accrual Rate Master > Accrual Rate Master Maintenance > *PSL Rules Fields*

Accrual Rate - The percent for each hour eligible for PSL

Calculated as follows:

Hours Worked * the Frequency = YTD Hrs

Frequency / YTD Hrs = Accrual Rate %

The Excel spreadsheet section below gives examples of how to calculate rates for various PSL states, locals and federal

Annual Limit - This is the maximum number of hours that can be accrued on an annual basis

Used Limit – This is the maximum number of hours an employee can use annually

Carry Over Limit – The total number of hours that can be carried from one year to the next. The Carry Over Limit does not affect the accrual calculation

PSL Accrual Rate Master

HR > Maintenance > Accrual Rate Master > Accrual Rate Master Maintenance > *PSL Rules Fields*

Redeemable After Days – Required number of days before an employee is eligible to take PSL

Redeemable After Hours – Required number of hours before an employee is eligible to take PSL

Effective Date – Date the jurisdiction’s plan was implemented

Accrue on Overtime – Accrue on Overtime Yes (checked) or No (unchecked)

Print on check – Print on check Yes (checked) or No (unchecked)

PSL Accrual Rate Master

HR > Maintenance > Accrual Rate Master > Accrual Rate Master Maintenance > *PSL Rules Fields*

Check Description – 15 character field used to describe Available Hours on the check stub

Example for AZ: *AZ Avail PSL*

Check Description 2 - 15 character field used to describe Hours and Dollars taken on the check stub

Example for AZ: *AZ PSL Tak Hr/\$*

Sick Method –

Accrual – A portion of the annual amount of sick time is accrued each pay period. The amount is determined by the Eligible Hours times the Accrual Rate

Earned – A set amount of sick time is earned once every twelve months. This amount is determined by the Annual Limit

PSL Accrual Rate Master

HR > Maintenance > Accrual Rate Master > Accrual Rate Master Maintenance > *PSL Rules Fields*

Year End Function –

The following fields will be zeroed out – Hours Worked, Sick Hours Accrued, Sick Hours Used, Sick \$\$\$ Paid

If applicable Sick Hours Carry Over is calculated and field populated

Available Options

Calendar – The sick rollover is preformed when Prepare Year End is processed in Final (Zero YTD = Yes)

Anniversary – The sick rollover is preformed during the pay period which includes the employee anniversary date

Note: Both the '**Sick Hrs Accrual Date**' (**EMDTSU**) in the HRTEMP and the '**Sick Accrual Date**' (**EPDTSU**) in HRTSPL tables are updated and should normally match each other

PSL Accrual Rate Master

HR > Maintenance > Accrual Rate Master > Accrual Rate Master Maintenance > *PSL Rules Fields*

Other Hours Tab - Used to select Other Hours Types that will be included in the PSL calculation

Default is blank for all other hours

There is a new table that contains the PSL Other Hours Types to be included – HRTSOT (which can be joined to HRTSPL by the Rec ID - HRTSPLID)

An IDI Report can be created to show the Other Hours Types selected – see example below and in the IDI Report Section

Notes:

Overtime is controlled by the Accrue on Overtime field on the main screen

The Include in Vacation/Sick Accrual option in the Other Hours Type Maintenance is **NOT** used for PSL Accrual

PSL Accrual Rate Master

HR > Maintenance > Accrual Rate Master > Accrual Rate Master Maintenance > *PSL Rules & Other Hours*

Human Resources PSL Rules Maintenance Mode: Update HRP00203

State Code: 30
State Name: ARIZONA

State Mandated Paid Leave

Accrual Rate:

Annual Limit:

Use Limit:

Carry Over Limit:

Redeemable After Days:

Redeemable After Hours:

Effective Date:

Accrue on Overtime:

Print on Check:

Check Description:

Check Description2:

Sick Method:

Year End Function:

**PSL Accrual Rate
Master table
HRTSPL**

**Select Other Hours Types to
Include in Calculation**

Human Resources PSL Other Hours Selection Mode: Add HRP00204

State Code: 30
State Name: ARIZONA

Select	Other Hours Code	Other Hours Type	Other Hours Description
<input type="checkbox"/>	CU	CU	Comp Used - Paid
<input type="checkbox"/>	D	DT	DEATH IN FAMILY
<input checked="" type="checkbox"/>	DB	DT	DOUBLETIME
<input type="checkbox"/>	DH	DT	DOUBLETIME&1/2
<input type="checkbox"/>	DL	DT	DL ADJUSTMENT
<input checked="" type="checkbox"/>	DT	DT	DOUBLETIME
<input type="checkbox"/>	D0	DT	STAT HOLIDAY 1
<input type="checkbox"/>	D1	HL	STAT HOLIDAY
<input checked="" type="checkbox"/>	D2	DT	DOUBLETIME

HRTSPL Record Id	Other Hours Type	Other Hours Code	Description
000001	8	DB	DT DOUBLETIME
000002	8	DT	DT DOUBLETIME
000003	8	D2	DT DOUBLETIME
*****	*****	End of report *****	

**IDI Selected
Other Hrs List**

Desccode	Description	Hourstype
DT	DOUBLETIME	DB
DT	DOUBLETIME	DT
DT	DOUBLETIME	D2

**Query of PSL Accrual
Other Hours Table
HRTSOT**

**IDI List of HRTSPL Accrual
Drilling into the Other Hours
table HRTSOT**

HR – Personnel Data

HR > Maintenance > Personnel Data > General 2 Tab > *Sick PSL and RSL Fields*

PSL EE

Checked – PSL employee will follow PSL Rules and additional PSL fields will display on the time entry exception screen

Unchecked – RSL employee – no PSL fields will be displayed on the time entry exception screen

PSL State – If populated it will be the default PSL state. It is the most detailed and is number 1 in the hierarchy

PSL Local

Must be associated with a PSL state

If populated it will be the default PSL local. It is the most detailed and is number 1 in the hierarchy

Eligibility Date – Date employee is eligible to accrue for both PSL and RSL employees

HR – Personnel Data

HR > Maintenance > Personnel Data > General 2 Tab > *Sick PSL and RSL Fields*

Hours Accrued - sum of all accrued PSL or RSL hours

Hours are updated during Payroll Update, accruing additional hours based on the PSL Accrual Rate Master

Accrued hours are not reduced by sick time entered



Hours Carried Over – sum of all Carried Over PSL or RLS

Hours are calculated when Year End Function is preformed in final

Hours Used – sum of all Used PSL or RSL Hours – Prompt will display **ALL** employee PSL Information

HR – Personnel Data

HR > Maintenance > Personnel Data > General 2 Tab > Sick RSL & PSL Fields

Human Resources Employee Data Maintenance Mode: Update HRP12002 HRP06 - 4

Social Security Number: 100-00-0050 Employee Name: Casey C California Unique ID Number: 0

General	General 2	Attendance	Behavioral Prof	Benefit/Deducti	Benefits Select	Comment	Comp Time	Company Propert	Contact
Dependents	Education	Emp Deductions	Employment	Events	Grievance	History	Ind Specialty	Insurance	Language Skills
Medical	Memberships	Military Servic	Occupation Hist	References	Resume	Salary Review	Skill History	Skill Inventory	State/Local
Termination His	Termination Lis	Training	UDC	Vac/Sick/Comp					

I9 Status

Received:
Date Received: 01/01/2003
Expiration Date: 12/31/2099
Citizenship Status Code: 0

E-Verify

Verify Date:
Case Number:
Case Resolution:

Disability

Code: 0
Level:
Date of Disability:
Retirement Code: 0
Retirement Date:

Vacation

Eligibility Date: 01/01/2003
Hours Accrued: 0.00
Hours Carried Over: 0.00
Hours Used: 0.00

Sick

Eligibility Date: 07/01/2018
Hours Accrued: 1.33
Hours Carried Over: 0.00
Hours Used: 0.00
PSL EE:
PSL State: 0
PSL Local: 0

Other

Holiday Eligibility Date:
Dependents eligible for Benefits:
Dependent Eligibility Date:

Termination

Termination Code: 0

Selection Exit Ok

HR – Personnel Data Sick PSL

HR > Maintenance > Personnel Data > General 2 Tab > *Hours Used Prompt for PSL*

Sick

Eligibility Date: 07/01/2018

Hours Accrued: 1.33

Hours Carried Over: 0.00

Hours Used: 0.00

PSL EE:

PSL State: 50

PSL Local: 0

Sick

Eligibility Date: 07/01/2018

Hours Accrued: 27.24

Hours Carried Over: 2.95

Hours Used: 20.00

PSL EE:

PSL State: 50

PSL Local: 0

Example of Out of Sync

The General 2 tab and EE PSL data may get out of sync
If a manual correction is made to one you must update the other one manually as well

Example of In Sync

Employee No	PSL State	PSL Local	Sick Eligibility Date	Sick Hrs Acc... Date	Hours Worked	Accrued Sick Hrs	Sick Hrs Used	Sick Hrs T-D	Annual Accr... Limit	Annual Use Limit	Annual Cary... Limit
50	30	0	07/01/2017	12/31/2019	15.00	0.50	0.00	0.00	40.00	40.00	40.00
50	50	0	07/01/2016	12/31/2019	802.50	26.74	20.00	2.95	48.00	24.00	48.00

HR – Employee PSL Maintenance

HR > Maintenance > Employee PSL Maintenance > *EE PSL Fields*

Sick Eligibility Date:

Updated automatically from Personnel Data Sick Eligibility Date on the General 2 tab

Sick Accrual Date:

Updated automatically when Year End Function is processed

Hours Worked:

Total YTD hours worked for this specific PSL State or Local

Sick Hours Used:

Total YTD hours used for this specific PSL state or Local

Sick \$\$\$ Paid:

Total YTD dollars paid for hours used for this specific PSL state or Local

HR – Employee PSL Maintenance

HR > Maintenance > Employee PSL Maintenance > *EE PSL Fields*

Sick Hours Carryover:

Hours carried over from one year to the next year depends upon the PSL Accrual Rate Master 'Perform Year End Function' which is either Calendar or the Employee Anniversary Date.

The system will use the value in the Sick Hours Carryover *plus* the Sick Hours Accrued *minus* Sick Hours Used to determine Sick Hours Available per period.



Annual Accrued Limit:

Updated automatically from the applicable PSL Accrual Rate Master

Annual Used Limit:

Updated automatically from the applicable PSL Accrual Rate Master

Annual Carry Over Limit:

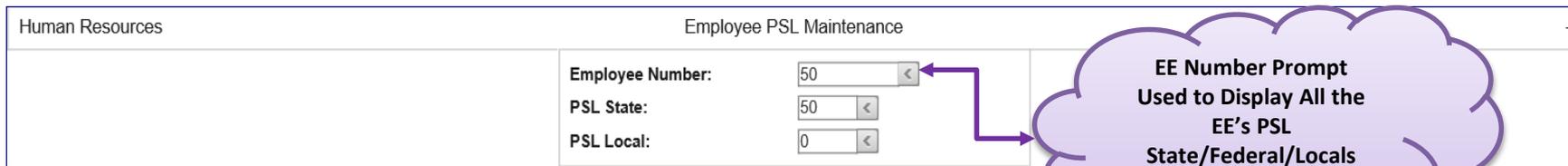
Updated automatically from the applicable PSL Accrual Rate Master

HR – Employee PSL Maintenance

HR > Maintenance > Employee PSL Maintenance > Selection Screen > *Employee Number Prompt*

Human Resources Employee PSL Maintenance

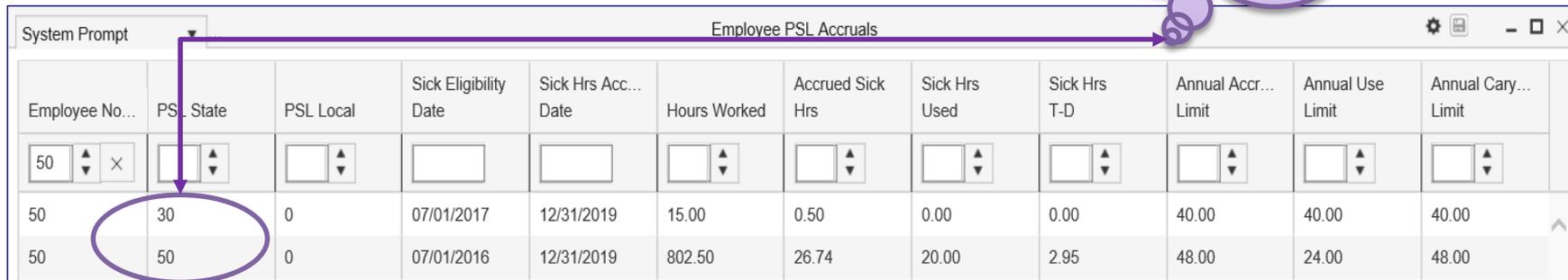
Employee Number: 50
PSL State: 50
PSL Local: 0



**EE Number Prompt
Used to Display All the
EE's PSL
State/Federal/Locals
Records**

System Prompt Employee PSL Accruals

Employee No...	PSL State	PSL Local	Sick Eligibility Date	Sick Hrs Acc... Date	Hours Worked	Accrued Sick Hrs	Sick Hrs Used	Sick Hrs T-D	Annual Accr... Limit	Annual Use Limit	Annual Cary... Limit
50	30	0	07/01/2017	12/31/2019	15.00	0.50	0.00	0.00	40.00	40.00	40.00
50	50	0	07/01/2016	12/31/2019	802.50	26.74	20.00	2.95	48.00	24.00	48.00



HR – Employee PSL Maintenance

HR > Maintenance > *Employee PSL Maintenance Screen*

Human Resources	Employee PSL Maintenance	Mode: Update HRP33602																				
Employee Number: 50	State Code: 30 State Name: ARIZONA	Local Code: 0 Local Name:																				
<div style="border: 2px solid blue; padding: 5px; text-align: center;">Selection Screen</div> <div style="border: 2px solid blue; padding: 5px;"><p style="text-align: center;">Employee PSL Maintenance</p><p>Employee Number: <input type="text" value="50"/></p><p>PSL State: <input type="text" value="30"/></p><p>PSL Local: <input type="text" value="0"/></p></div>	<table><tr><td>Sick Eligibility Date:</td><td><input type="text" value="07/01/2017"/></td></tr><tr><td>Sick Accrual Date:</td><td><input type="text" value="12/31/2019"/></td></tr><tr><td>Hours Worked:</td><td><input type="text" value="15.00"/></td></tr><tr><td>Sick Hours Accrued:</td><td><input type="text" value="0.49995"/></td></tr><tr><td>Sick Hours Used:</td><td><input type="text" value="0.00000"/></td></tr><tr><td>Sick \$\$\$ Paid:</td><td><input type="text" value="0.00"/></td></tr><tr><td>Sick Hours Carry Over:</td><td><input type="text" value="0.00000"/></td></tr><tr><td>Annual Accrued Limit:</td><td><input type="text" value="40.00"/></td></tr><tr><td>Annual Use Limit:</td><td><input type="text" value="40.00"/></td></tr><tr><td>Annual Carry Over Limit:</td><td><input type="text" value="40.00"/></td></tr></table>	Sick Eligibility Date:	<input type="text" value="07/01/2017"/>	Sick Accrual Date:	<input type="text" value="12/31/2019"/>	Hours Worked:	<input type="text" value="15.00"/>	Sick Hours Accrued:	<input type="text" value="0.49995"/>	Sick Hours Used:	<input type="text" value="0.00000"/>	Sick \$\$\$ Paid:	<input type="text" value="0.00"/>	Sick Hours Carry Over:	<input type="text" value="0.00000"/>	Annual Accrued Limit:	<input type="text" value="40.00"/>	Annual Use Limit:	<input type="text" value="40.00"/>	Annual Carry Over Limit:	<input type="text" value="40.00"/>	<div style="border: 2px solid blue; padding: 10px; text-align: center;"><p>Employee 50</p><p>PSL for Arizona State</p></div>
Sick Eligibility Date:	<input type="text" value="07/01/2017"/>																					
Sick Accrual Date:	<input type="text" value="12/31/2019"/>																					
Hours Worked:	<input type="text" value="15.00"/>																					
Sick Hours Accrued:	<input type="text" value="0.49995"/>																					
Sick Hours Used:	<input type="text" value="0.00000"/>																					
Sick \$\$\$ Paid:	<input type="text" value="0.00"/>																					
Sick Hours Carry Over:	<input type="text" value="0.00000"/>																					
Annual Accrued Limit:	<input type="text" value="40.00"/>																					
Annual Use Limit:	<input type="text" value="40.00"/>																					
Annual Carry Over Limit:	<input type="text" value="40.00"/>																					

HR – Employee PSL Maintenance

HR > Maintenance > *Employee PSL Maintenance Screen*

Human Resources	Employee PSL Maintenance	Mode: Update HRP33602
Employee Number: 50	State Code: 50 State Name: CALIFORNIA	Local Code: 0 Local Name:
Selection Screen	Sick Eligibility Date: 07/01/2016 Sick Accrual Date: 12/31/2019 Hours Worked: 802.50 Sick Hours Accrued: 26.74150 Sick Hours Used: 20.00000 Sick \$\$\$ Paid: 340.00 Sick Hours Carry Over: 2.95000 Annual Accrued Limit: 48.00 Annual Use Limit: 24.00 Annual Carry Over Limit: 48.00	Employee 50 PSL for California State
Employee PSL Maintenance Employee Number: 50 PSL State: 50 PSL Local: 0		

HR – Employee PSL Maintenance

HR > Maintenance > Employee PSL Maintenance Screen > *New PSL Employee*

Human Resources Employee PSL Maintenance Mode: Update HRP33602

Employee Number: 88888 State Code: 30 Local Code: 0
State Name: ARIZONA Local Name:

Selection Screen

Employee PSL Maintenance

Employee Number: 88888
PSL State: 30
PSL Local: 0

Sick Eligibility Date: 07/01/2017
Sick Accrual Date: 08/01/2020

Hours Worked: 0.00
Sick Hours Accrued: 0.00000
Sick Hours Used: 0.00000
Sick \$\$\$ Paid: 0.00
Sick Hours Carry Over: 0.00000

Annual Accrued Limit: 40.00
Annual Use Limit: 40.00
Annual Carry Over Limit: 40.00

Employee 88888
New to Arizona
Hours Worked, Accrued, Used,
\$\$\$ Paid and Carryover
ALL Blank

Job Cost – Job Description

JC > Maintenance > Job Cost Setup > Job Description > General 1 Tab > *Job Location for PSL*

Job Cost		Job Description Maintenance				Mode: Update	XJC11602	JCPM04 - 1	
Job Number: CA		Sub Job Number:							
General 1	General 2	General - Billing	Lien Waiver	Equipment	General Ledger	Collaborator			
Description 1:	CA - 050 - PSL Job						Customer Number:	10000	<input type="checkbox"/>
Description 2:							Customer Location:		<input type="checkbox"/>
Address 1:	50 S Broadway						Time and Material:	No	<input type="checkbox"/>
Address 2:							G/L Sub Account:	0	<input type="checkbox"/>
City:	Los Angeles						Subcontract Retention %:	0.00	<input type="checkbox"/>
State:	CA						Auto Number Subcontracts:	No Auto Numbering	<input type="checkbox"/>
Zip/Postal Code:	90012						Sales Tax Codes		
Website:							Use Customer/Location First:	No	<input type="checkbox"/>
Geographic Area 1:	PREA PREB						State Code:	0	<input type="checkbox"/>
GPS Coordinates (Latitude/Longitude):							Local Code:	0	<input type="checkbox"/>
Job Type:	C						Payroll Tax Codes		
Department Number:	0						State Income Tax:	50	<input type="checkbox"/>
Overhead Type:	V						Exempt from SIT:		<input type="checkbox"/>
100% Complete:	No						Local Income Tax:	0	<input type="checkbox"/>
Edit P.O. for Over Budget:	<input type="checkbox"/>						Multiple Locals:		<input type="checkbox"/>
Job Quantity:	0						State Disability:	Unemployment	<input type="checkbox"/>
Unit of Measure:							Worker's Comp		
Unit of Measure Type:	Imperial						Reference:	0	<input type="checkbox"/>
Override PM Edit:	<input type="checkbox"/>						Code:	0	<input type="checkbox"/>
Federal Id:							New York Territory:	Blank	<input type="checkbox"/>
Prime/Subcontractor:	Blank						New York Type:	Blank	<input type="checkbox"/>
							Template Job/Sub Job		
							Job Number:		<input type="checkbox"/>
							Sub Job Number:		<input type="checkbox"/>
							Job Location for PSL		
							PSL State:	50	<input type="checkbox"/>
							PSL Local:	0	<input type="checkbox"/>

Job Description General 1 Tab
Job Location for PSL State / Local
2nd in the Hierarchy

Job Number:

Sub Job Number:

PSL State:

PSL Local:

Payroll – Department Master

PR > Maintenance 2 > Department Master > *Department Maintenance Screen*

Payroll Department Maintenance Mode: Update XPR21402 GLPM08 - 6

Department Number: 50

UDC

Description California - PSL Dept	
Payroll Codes	
State:	50
Local:	0
SDI Source:	Tax State
PSL State:	50
PSL Local:	0
Worker's Compensation	
Reference:	0
Code:	0
New York Territory:	Blank
New York Type:	Blank
G/L Sub Account	0
Payroll Batch	
Batch Number:	0
Batch Description:	

Account Numbers	
Expense:	6100.00000.000
Worker's	
FICA:	
TEST	
SUTA:	
Union B	
Human f	
Service	
Job Cos	
Standar	
SDI:	
Local:	0000.00000.000
Tips Credited:	0000.00000.000
Tips in Excess:	0000.00000.000

Department Master

PSL State / Local

3rd in the Hierarchy

PSL State/Local *Hierarchy*

Hierarchy to find the employee PSL State/PSL Local codes by transaction

HR Employee Data (General 2 Tab)—*most detailed and is number 1 in the hierarchy*

If PSL State/Local is entered on this screen it will always be used unless overwritten at time entry
Commonly used for office staff or when all employees for the company are in a single state/local
If left blank the system will search the Job Description

Job Description – *2nd in the hierarchy*

This covers the majority of the field people who work from location to location that have variable PSL accruals to be considered
If left blank the system will search the Department

Department Master – *3rd and last in the hierarchy*

Usually for a group for employees that are in the same PSL Accrual department

Entry

Payroll Entry – Exception Screen

PR > Payroll Entry > *PSL State/Local Fields*

PSL Accrued Prompt

Displays for employees marked as PSL on the Personnel Data Employee Data Gen 2 Tab

Prompt will display PSL information for an employee by PSL state/local

Used to determine if the amount being taken for a specific PSL state/local is available

PSL State / PSL Local

Displays for employees marked as PSL on the Personnel Data Employee Data Gen Tab

Hierarchy will be used to populate these fields, Personnel Data Gen 2 Tab, Job Description or Department Master

If the system does not find any PSL state/local for the EE both fields will be zero

Either field can be overwritten

Zero are also valid values

If entered the system will give you a soft warning – *Warning PSL State/Local Blank – Will Not Accrue*

Note: These fields do not display for RSL employees

Payroll Entry – Exception Screen

PR > Payroll Entry > *PSL Employee #30*

Payroll Payroll Entry - Exceptions PRP30003 PRPM04 - 1

Employee Numbers: 30 Adrian A Arizona Employee Class: 0
Week Number: 1 #30 Breathless St
Check Type: R AZ Employee Type:

Regular Entry Reg. & Equip Hrs Reg. & Pay Rate Exception Repair Repair & Job Weekly Service Piece Work

Day Number: 1
Regular Hours: 40.00
Other Hours: 0.00
Hour Type: PSL Accrued:
Job Number:
Sub Job Number:
Cost Distribution:
Cost Type:
Regular Rate: 25.000
Overtime Rate: 37.500
Other Rate: 50.000
Employee Class: 1
Employee Type:
Equipment Number:
Regular Hours: 0.00
Overtime Hours: 0.00
Other Hours: 0.00
Rate Class: 00000

State - Home: 30
State - Work: 30
Local - Home: 0
Local - Work: 0
Union - Home:
Union - Work:
Worker's Comp - State: 30
Worker's Comp - Ref: 1
Worker's Comp - Code: 5205
Exempt Certified: No
Week Ending Date: 06/19/2026

PSL State: 30
PSL Local: 0

Department Number: 30
Department Account: 6100.00000.000
Job Cost Account: 0000.00000.000
15
0

Example of Entry for PSL Accrual for AZ (30)

Code	Number	Type	Amount	Account Number
		0	0.00	0000.00000.000
		0	0.00	0000.00000.000
		0	0.00	0000.00000.000
		0	0.00	0000.00000.000
		0	0.00	0000.00000.000

Payroll Entry – Exception Screen

PR > Payroll Entry > *PSL Employee #33 – Entry with No PSL State/Local*

Payroll PRP30003 PRPM04 - 1

Employee Number: [Blank] **Employee Class:** 0
Week Number: 1 **Employee Type:** 0
Check Type: R

Error Messages
Warning: PSL State/Locals are *Blanks - Will not Accrue

Regular Entry	Reg. & Equip Hrs	Reg. & Pay Rate	Exception	Repair	Repair & Job	Weekly	Service	Piece Work
Day Number: 1	Regular Hours: 40.00	Other Hours: 0.00	State - Home: 30	State - Work: 30	Local - Home: 0	Local - Work: 0	Union - Home: [Blank]	Union - Work: [Blank]
Hour Type: [Blank]	PSL Accrued: [Blank]		Worker's Comp - State: 30	Worker's Comp - Ref: 1	Worker's Comp - Code: 5205	Department Number: 30	Department Account: 6100.00000.000	Job Cost Account: 0000.00000.000
Job Number: [Blank]			Exempt Certified: Yes	Week Ending Date: 07/07/2020				
Sub Job Number: [Blank]								
Cost Distribution: [Blank]								
Cost Type: [Blank]								
Regular Rate: 50.000	Overtime Rate: 75.000	Other Rate: 100.000						
Employee Class: 101								
Employee Type: [Blank]								
Equipment Number: [Blank]	Regular Hours: 0.00	Overtime Hours: 0.00						
	Other Hours: 0.00	Rate Class: 00000						

Example of Entry for
PSL State/Local Blank

Soft Warning – Enter if Appropriate

No Accrual Calculated

Code	Number	Type	Rate	Number
[Blank]	0	[Blank]	0.00	0000.00000.000
[Blank]	0	[Blank]	0.00	0000.00000.000
[Blank]	0	[Blank]	0.00	0000.00000.000
[Blank]	0	[Blank]	0.00	0000.00000.000
[Blank]	0	[Blank]	0.00	0000.00000.000

Payroll Entry – Exception Screen

PR > Payroll Entry > *PSL Employee # 50 – PSL Both Accrued and Taken*

Payroll Entry - Exceptions

Employee Numbers: 50 Casey C California
 Week Number: 1 #50 Rodeo Drive
 Check Type: R Los Angles CA

Regular Entry | Reg. & Equip Hrs | Reg. & Pay Rate | Exception | Repair | Repair & Job | Weekly | S

Day Number: 1
 Regular Hours: 32.00
 Other Hours: 4.00
 Hour Type: S PSL Accrued: <

State - Home: 0
 State - Work: 0
 Local - Home: 0
 Local - Work: 0

PSL State: 50
 PSL Local: 0

Example of Entry for PSL State Both Accrual & Taken For PSL State CA (50) Other Hours Type = S (sick)

System Prompt Employee PSL Accruals

Employee	Wo...	Accrued S...	Sick Hrs Used	Sick Hrs T-D	Annual Use Limit	Annual Ca...
50	30	0	0.00	0.00	40.00	40.00
50	50	0	20.00	2.95	48.00	48.00

**PSL State 50
20hrs used – 24hrs Available
4hrs Taken**

Payroll Entry – Exception Screen

PR > Payroll Entry > *RSL Employee # 11111 – Both Accrued and Taken*

Payroll Payroll Entry - Exceptions PRP20003 PRPM04 - 1

Employee Numbers: 11111 Travis M. Taylor Employee Class: 0
Week Number: 1 103 Silly Lane Employee: 0
Check Type: R Phoenix AZ

Regular Entry	Reg. & Equip Hrs	Reg. & Pay Rate	Exception	Repair	Repair & Job	Weekly
Day Number: 1	Regular Hours: 24.00	Other Hours: 16.00	Hour Type: S	State - Home: 50	State - Work: 50	Local - Home: 0
Job Number:	Sub Job Number:	Cost Distribution:	Cost Type:	Local - Work: 0	Union - Home:	Union - Work:
Regular Rate: 125.000	Overtime Rate: 187.500	Other Rate: 250.000	Employee Class: 101	Employee Type:	Worker's Comp - State: 50	Worker's Comp - Ref: 1
Equipment Number:	Regular Hours: 0.00	Overtime Hours: 0.00	Other Hours: 0.00	Rate Class: 00000	Worker's Comp - Code: 5187	Exempt Certified: No
						Week Ending Date: 06/18/2020

Code	Number	Type	Adjustments	Garnishment	Amount	Account Number
		0			0.00	0000.00000.000
		0			0.00	0000.00000.000
		0			0.00	0000.00000.000
		0			0.00	0000.00000.000
		0			0.00	0000.00000.000

Example of Entry for RSL Employee
No PSL State / Local Fields Displayed

Payroll Entry – Edit Register

PR > Payroll Entry >

DATE 06/25/2020		PRP030		15 000 PC's Construction - 4.1										TIME 7.49	PAGE 1								
PAYROLL EDIT REGISTER																							
CK	G/L			CUST		-STATE-	-LOCAL-	---UNION---	-EMP-	---W/C---	DPT	-DIST-	GROUP WK										
TY	NUMBER			NO.	HME	WRK	HME	WRK	HOME	WORK	CLS	TY	ST	RF	CODE	NO.	CO	DIV	NO.	DY			

--EMPLOYEE--	--REGULAR--	Job	Sub	CS		EXM											WEEK ENDING						
NUMBER	NAME	HOURS	RATE	Number	Job	Cost	Distribution	TY	CRT											DATE	SHFT		
BATCH NUMBER 000000000																							
R	30	Arizona, Adrian		6100.00000.000				000	030	0						030	01	5205	30	15	000	11	
			40.00	25.0000	PSL State	030	PSL Local	000															
EMP HRS	40.00	*			OTH		OVT																
R	23	PSL, AZ		6100.00000.000				000	030	0						101	030	01	5205	30	15	000	11
			40.00	50.0000	PSL State	???	PSL Local	???															
W*	PSL STATE/LOCAL NOT ACCRUING																						
EMP HRS	40.00	*			OTH		OVT																
R	50	California, Casey		1300.00000.000				000	050	000	051					000	050	01	5187	50	15	000	11
			32.00	25.0000	PSL State	050	PSL Local	000															
					CA		001.00019	L															
S			4.00	25.0000																			
EMP HRS	32.00	*			4.00	OTH		OVT															
R	11111	Taylor, Travis		6100.00000.000				000	050	0	0	000				101	050	01	5187	100	15	000	11
			24.00	125.0000																			
S			16.00	250.0000																			
EMP HRS	24.00	*			16.00	OTH		OVT															

PSL State = 30 for Accrual

PSL State = ??? / Local ??? – Both Fields Blank at Time Entry

PSL State = 50 for Accrual & Taken

RSL EE – No PSL Information

PSL Accrual Rate Calculations & Input Fields

Excel Spreadsheet

Examples of:

State

Federal

Local



PSL Accrual Rate Calculations & Input Fields

Excel Spreadsheet - *Examples of States*

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Arizona - AZ - 030	1hr per 30hrs Worked	30	52	1560	0.01333	40	40	40	89	-	7/1/2017	✓	✓	✓	AZ Avail PSL	AZ PSL Tak Hr/\$	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
California - CA - 050	1hr per 30hrs Worked	30	52	1560	0.01333	40	40	40	89	-	7/1/2018	✓	✓	✓	CA Avail PSL	CA PSL Tak Hr/\$	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Connecticut - CT - 070	1hr per 40hrs Worked	40	52	2080	0.01500	40	40	-	-	678	1/1/2012	✓	✓	✓	CA Avail PSL	CA PSL Tak Hr/\$	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
District of Columbia - DC - 090	1hr per 37hrs Worked	37	52	1924	0.01298	36	36	-	89	-	1/1/2014	✓	✓	✓	DC Avail PSL	DC PSL Tak Hr/\$	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Maryland - MD - 210	1hr per 30hrs Worked	30	52	1560	0.01333	40	64	64	105	-	7/1/2018	✓	✓	✓	MD Avail PSL	MD PSL Tak Hr/\$	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Massachusetts - MA - 220	1hr per 30hrs Worked	30	52	1560	0.01333	40	40	-	90	-	7/1/2015	✓	✓	✓	MA Avail PSL	MA PSL Tak Hr/\$	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Michigan - MI - 230	1hr per 30hrs Worked	35	52	1820	0.01857	40	40	40	89	-	3/29/2019	✓	✓	✓	MI Avail PSL	MI PSL Tak Hr/\$	Accrual	Calendar

PSL Accrual Rate Calculations & Input Fields

Excel Spreadsheet - *Examples of States*

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Nevada - NV - 290	1hr per 52hrs Worked	52	52	2704	0.01923	40	40	40	89	-	1/1/2020			✓	NV Avail PSL	NV PSL Tak Hr/5	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
New Jersey - NJ - 310	1hr per 30hrs Worked	30	52	1560	0.01333	40	40	40	119	-	10/1/2018			✓	NJ Avail PSL	NJ PSL Tak Hr/5	Accrual	Calendar

* NYS Redeemable After Days - Dec 31,2020 (Oct=31, Nov=30, Dec=31 Total 92 Days)

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
New York State - NY - 330	1hr per 30hrs Worked	30	52	1560	0.01333	56	56	40	92*	-	9/30/2020			✓	NY Avail PSL	NY PSL Tak Hr/5	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Oregon - OR - 380	1hr per 30hrs Worked	30	52	1560	0.01333	40	40	-	90	-	1/1/2016			✓	OR Avail PSL	OR PSL Tak Hr/5	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Rhode Island - RI - 400	1hr per 35hrs Worked	35	52	1820	0.01333	40	40	40	89	-	7/1/2018			✓	RI Avail PSL	RI PSL Tak Hr/5	Accrual	Calendar

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Vermont - VT - 460	1hr per 52hrs Worked	52	52	2704	0.01333	40	40	40	364	-	1/1/2018			✓	VT Avail PSL	VT PSL Tak Hr/5	Accrual	Calendar

* Hours are 2020 and Beyond

State	Accrual	Hours Work	Frequency Weekly	YTD Hrs HR*Freq	Accrual Rate % Freq/YTD Hrs	Annual Limit	Use Limit	Carry Over Limit	Redeemable After Days	Redeemable After Hours	Effective Date	Accrue on Overtime	Other Hrs Include in Calc	Print on Check	Check Description	Check Description 2	Sick Method	YE Function
Washington - WA - 480	1hr per 40hrs Worked	40	52	2080	0.01500	99999.99	99999.99	40	89	-	1/1/2018			✓	WA Avail PSL	WA PSL Tak Hr/5	Accrual	Calendar



Smarter Construction. Cloud ERP.



PSL Accrual Rate Calculations & Input Fields

Excel Spreadsheet - Examples of Federal and Locals

EE = 99999 - Department = 99		Hours	Frequency	YTD Hrs	Accrual Rate %	Annual	Use	Carry Over	Redeemable	Redeemable	Effective	Accrue on	Other Hrs	Print on	Check	Check	Sick	YE
State/Local	Accrual	Work	Weekly	HR*Freq	Freq/YTD Hrs	Limit	Limit	Limit	After Days	After Hours	Date	Overtime	Include in Calc	Check	Description	Description 2	Method	Function
FED (federal) - 999/999	1hr per 30hrs Worked	30	52	1560	0.0333	96	96	99999.99	1	-	1/1/2018	✓	✓	✓	FED Avail PSL	FD PSL Tab Hr/S	Accrual	Calendar

PSL for Locals

Rate Calculation					Additional Accrual Rate Master Input Fields													
State/Local	Accrual	Hours	Frequency	YTD Hrs	Accrual Rate %	Annual	Use	Carry Over	Redeemable	Redeemable	Effective	Accrue on	Other Hrs	Print on	Check	Check	Sick	YE
		Work	Weekly	HR*Freq	Freq/YTD Hrs	Limit	Limit	Limit	After Days	After Hours	Date	Overtime	Include in Calc	Check	Description	Description 2	Method	Function
California - CA - 50 / Local LA - 051	1hr per 30hrs Worked	30	52	1560	0.0333	72	48	48	89	-	7/1/2016	✓	✓	✓	CALA Avail PSL	CALA PSL Hrs/S	Accrual	Calendar

California - CA - 50 / Local San Fran - 052	1hr per 30hrs Worked	30	52	1560	0.0333	72	72	-	89	-	1/1/2017	✓	✓	✓	CASF Avail PSL	CASF PSL Hrs/S	Accrual	Calendar
---	----------------------	----	----	------	--------	----	----	---	----	---	----------	---	---	---	----------------	----------------	---------	----------

Maryland - MD - 210 / Local Montgomery Ct - 211	1hr per 30hrs Worked	30	52	1560	0.0333	56	80	56	89	-	10/1/2016	✓	✓	✓	MDMC Avail PSL	MDMC PSL Hrs/S	Accrual	Calendar
---	----------------------	----	----	------	--------	----	----	----	----	---	-----------	---	---	---	----------------	----------------	---------	----------

New York - NYS - 330 / Local NYC - 331	1hr per 30hrs Worked	30	52	1560	0.0333	40	40	-	119	-	4/1/2014	✓	✓	✓	NYC Avail PSL	NYC PSL Hrs/S	Accrual	Calendar
--	----------------------	----	----	------	--------	----	----	---	-----	---	----------	---	---	---	---------------	---------------	---------	----------

Texas / Local Dallas - 440 / 440	1hr per 30hrs Worked	30	52	1560	0.0333	64	64	64	59?	-	8/1/2019	✓	✓	✓	TXDL Avail PSL	TXDL PSL Hrs/S	Earned	Calendar
----------------------------------	----------------------	----	----	------	--------	----	----	----	-----	---	----------	---	---	---	----------------	----------------	--------	----------

Normal Accrual for Vac/Sick - Not PSL

Note: 40hrs / 2080hrs *100 = 1.923

Class / Type	Sick Accrual	Hours	Frequency	YTD Hrs	Accrual Rate %	Annual	Use	Carry Over	Redeemable	Redeemable	Effective	Accrue on	Other Hrs	Print on	Check	Check	Sick	YE
		Work	Weekly	HR*Freq	Freq/YTD Hrs	Limit	Limit	Limit	After Days	After Hours	Date	Overtime	Include in Calc	Check	Description	Description 2	Method	Function
Regular Accrual - Class - 1 / Type Blank	1hr per 30hrs Worked	40	52	2080	1.923	40	40	-	-	-	-	✓	✓	✓	-	-	Accrual	Calendar

IDI Listings



IDI Listings

HR > Listings > *Example of PSL Accrual Rate Master Information –Table HRTEPL*

Record Status	Src Com	Src Div No	State	State Code	Local Code	Effective Date	Print on Check	Redeemable After Days	Redeemable After Hou...	Accrual Rate	Annual Limit	Use Limit	Cary Over Li...	Check Description	Check Description2	Sickmethod	Yefunction	Accrueont
A	15	0	AZ	30	0	07/01/2017	Y	89	0	0.03333	40.00	40.00	40.00	AZ Avail PSL	AZ PSL Tak Hr/\$	1	1	Y
A	15	0	CA	50	0	07/01/2016	Y	89	0	0.03333	48.00	24.00	48.00	CA Avail PSL	CA PSL Tak Hr/\$	1	1	Y
A	15	0	CA	50	51	07/01/2016	Y	89	0	0.03333	72.00	48.00	48.00	CALA Avail PSL	CALA PSL Hrs/\$	1	1	Y
A	15	0	CA	50	52	01/01/2017	Y	89	0	0.03333	72.00	72.00	0.00	CASF Avail PSL	CASF PSL Hrs/\$	1	1	Y
A	15	0	CT	70	0	01/01/2012	Y	0	679	0.02500	40.00	40.00	0.00	CT Avail PSL	CA PSL Tak Hr/\$	1	1	N
A	15	0	DC	90	0	01/01/2014	Y	89	0	0.02703	56.00	56.00	0.00	DC Avail PSL	DC PSL Tak Hr/\$	1	1	N
A	15	0	MD	210	0	02/01/2018	Y	105	0	0.03333	40.00	64.00	64.00	MD Avail PSL	MD PSL Tak Hr/\$	1	1	N
A	15	0	MD	210	211	10/01/2016	Y	89	0	0.03333	56.00	80.00	99,999.99	MDMC Avail PSL	MCM PSL Hrs/\$	1	1	Y

In order to be able to drill into the PSL Other Hours file the Record Status field must be added.

Once the Record Status Field has been added Click on the Status Code for a PSL State/Local to Access the Other Hours Selected (see examples on the next slide)

PSL Accrual Rate Master

Tools View As PJC - PSL Presentation

Refresh Data Tools View

Record Status	Src Com	Src Div No	State	State Code	Local Code	Effective Date	Print on Check	Redeemable After Days	Redeemable After Hou...	Accrual Rate	Annual Limit	Use Limit	Cary Over Li...	Check Description	Check Description2	Sickmethod	Yefunction	Accrueont
A	15	0	AZ	30	0	07/01/2017	Y	89	0	0.03333	40.00	40.00	40.00	AZ Avail PSL	AZ PSL Tak Hr/\$	1	1	Y
A	15	0	CA	50	0	07/01/2016	Y	89	0	0.03333	48.00	24.00	48.00	CA Avail PSL	CA PSL Tak Hr/\$	1	1	Y

IDI Listings

HR > Listings > Example PSL Accrual Rate Master Information – Table HRTSPL

With Drill to PSL Other Hours Table HRTSOT

Record Status	Src Com	Src Div No	State	State Code ^	Local Code	Effective Date	Print on Check	Redeemable After Days	Redeemable After Hou...	Accrual Rate	Annual Limit	Use Limit	Carry Over Li...	Check Description	Check Description v	Sickmethod	Yefunction	Accrueonot
A	15	0	AZ	30	0	07/01/2017	Y	89	0	0.03333	40.00	40.00	40.00	AZ Avail PSL	AZ PSL Tak Hr/\$	1	1	Y



Other Hrs Selected

Desccode	Description	Hourstype
DT	DOUBLETIME	DB
DT	DOUBLE TIME	DT
DT	DOUBLE TIME	D2

Other Hrs Non Selected

Desccode	Description	Hourstype



Record Status	Src Com	Src Div No	State	State Code ^	Local Code	Effective Date	Print on Check	Redeemable After Days	Redeemable After Hou...	Accrual Rate	Annual Limit	Use Limit	Carry Over Li...	Check Description	Check Description2	Sickmethod	Yefunction	Accrueonot
A	15	0	CA	50	0	07/01/2016	Y	89	0	0.03333	48.00	24.00	48.00	CA Avail PSL	CA PSL Tak Hr/\$	1	1	Y

IDI Listings

HR > Listings > *Example of PSL Employee Information – Table PRTEPL*

Src Com	Src Div	Empl No	Employeepsl	State PSL	Local PSL	Hours Work...	Accrued Sick...	Sick Hrs Us...	Sick \$\$\$...	Sick Hrs To-D...	Annual Accrued Limit	Annual CaryOver...	Annual Use Limit	Sick Elig D...	Sick Accl Date	PSL Worked S...	PSL Worked Local
15	0	30	Y	30	0	116.00	40.00000	3.00000	75.00	0.00000	40.00	40.00	40.00	07/01/2017	12/31/2019	30	0
15	0	33	Y	30	0	0.00	40.00000	8.00000	400.00	0.00000	40.00	40.00	40.00	07/01/2017	12/31/2019	30	0
15	0	50	Y	50	0	15.00	0.49995	0.00000	0.00	0.00000	40.00	40.00	40.00	07/01/2017	12/31/2019	30	0
15	0	50	Y	50	0	65.00	2.16645	0.00000	0.00	16.00000	48.00	24.00	24.00	07/01/2018	12/31/2019	50	0

IDI Listings

HR > Listings > *Example of Employee Personnel Data – PSL/RLS Information – Table HRTEMP*

Src Com	Src Div	Employee Number	Employee Name ▲	Empl Cls	Empl Type	Employee PSL	State PSL	Local PSL	Accrued Sick Hrs	Sick Hrs Used	Sick Hrs To-Date	Sick Elig Date	Last Y/E Date	Sick Accrl Date
15	0	30	Adrian A Arizona	1	Y	30	0	0	40.00	3.00	0.00	01/01/2008	12/31/2019	12/31/2019
15	0	33	AZ E PSL	101	Y	30	0	0	40.00	8.00	0.00	07/01/2019	12/31/2019	12/31/2019
15	0	50	Casey C California	0	Y	50	0	0	1.33	0.00	0.00	07/01/2018	12/31/2019	12/31/2019
15	0	11111	Travis M. Taylor	101	N	0	0	0	31.95	16.00	10.09	12/05/2016	12/31/2019	12/31/2019



Check Lists



PSL Setup & Maintenance

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**
*HR > Maintenance 2 > Department Master
Payroll Codes*

Reporting PSL Incident

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**
HR > 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 SSN)
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

Error Messages



HR – Employee PSL Maintenance

Error Not PLS Employee

HR > Employee PSL Maintenance > Selection Screen

Human Resources | HRP33601

Error Messages
Not PSL Employee

Employee Number: 88888
PSL State: 30
PSL Local: 0

Error Due to Employee Not Marked as a PSL Employee

HR > Personnel Data > Employee Data > General 2 Tab

Sick

Eligibility Date:	08/01/2020	PSL EE:	<input type="checkbox"/>
Hours Accrued:	0.00	PSL State:	0
Hours Carried Over:	0.00	PSL Local:	0
Hours Used:	0.00		

Payroll Entry

Error Attempting to Exceed Annual Sick Used Limit

PR > Entry > Payroll Entry > Exception Screen

Payroll

Check Type: You are attempting to exceed annual Sick Use Limit for this State

Regular Entry	Reg. & Equip Hrs	Reg. & Pay Rate	Exception	Repair	Repair & Job	Weekly	Service
Day Number:	1	State - Home:	50	PSL State:	50		
Regular Hours:	32.00	State - Work:	50	PSL Local:	0		
Other Hours:	8.00	Local - Home:	51				
Hour Type:	S	Local - Work:	51				
PSL Accrued:							

Keyed 8hrs for CA

EE has already taken 20hrs With An Annual Limit of 24hrs

PR > Entry > Payroll Entry > Exception Screen > PSL Accrued Prompt > PSL State = 50

System Prompt ... Employee PSL Accruals

Employee...	PSL State	PSL Local	Sick Eligib... Date	Sick Hrs A... Date	Hours Wo...	Accrued S... Hrs	Sick Hrs Used	Sick Hrs T-D	Annual Ac... Limit	Annual Use Limit	Annual Ca... Limit
50	30	0	07/01/2017	12/31/2019	15.00	0.50	0.00	0.00	40.00	40.00	40.00
50	50	0	07/01/2016	12/31/2019	802.50	26.74	20.00	2.95	48.00	24.00	48.00

Payroll Entry

Error Sick Hrs Greater Than Accrued

If Employee Appears to have Enough Hours Available per the PSL Accrued Prompt

Run the Edit Register to Verify That PSL Time has NOT Already Been Entered for this Employee

PR > Entry > Payroll Entry > Exception Screen

Payroll

Error Messages
Vacation/Sick hours greater than hours accrued

Employee Numbers: Los Angeles CA

Week Number: R

Check Type: Regular Entry

Day Number: 1

Regular Hours: 0.00

Other Hours: 4.00

Hour Type: S PSL Accrued: 0

State - Home: 50 PSL State: 50

State - Work: 0 PSL Local: 0

Local - Home: 0

Local - Work: 0

PR > Entry > Edit Register

CK TY	G/L NUMBER	CUST NO.	STATE HME	LOCAL WRK	UNION HOME	EMP WORK	W/C ST	DPT RF	DIST CODE	GROUP NO.	WK DIV	NO.	CO	WK	DY

--EMPLOYEE-- --REGULAR-- Job Sub CS EXM WEEK ENDING															
NUMBER NAME HOURS RATE Number Job Cost Distribution TY CRT DATE SHFT															
BATCH NUMBER 000000000															
R	50	California, Casey	1300.00000.000	000 050 000 051	000	050 01 5187	50 15 000							11	
			32.00 25.000	PSL State 050 PSL Local 000										9343	
				CA 001.00019	L N CUST W/O									06/19/2020	1
			S 8.00 25.000												
			EMP HRS 32.00 *	8.00 OTH	OVT	QTY									

Thank You!



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