Screenshots for Leave Balance Activity

January 26, 2007
PHRUG Meeting

Group Work – Leave Balances

- Based on the information in PDBA History (see screenshots provided), calculate the available vacation and sick leave balances for the employee.

Menu Path: Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Inquiries > Payroll Inquiries > PDBA History.

PDBA History - Work with DBAs History (Payroll Month) - Microsoft Internet Explorer

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PeopleSoft.

Sign Out

PDBA History - Work with DBAs History (Payroll Month)

Select Find Add Delete Close Form Row Tools

Records 1 - 20

Customize Grid

100546 | 6

Employee No	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
100546	LORTZ, STEVE A	507683468		1	P	REGULAR PAY	10000	
100546	LORTZ, STEVE A	507683468		30	P	VACATION PD.	10000	
100546	LORTZ, STEVE A	507683468		40	P	SICK PAID	10000	
100546	LORTZ, STEVE A	507683468		240	P	HOLIDAY	10000	
100546	LORTZ, STEVE A	507683468		320	P	PAYOFF SICK	10000	
100546	LORTZ, STEVE A	507683468		888	P	DNTD-V HRS/$	10000	
100546	LORTZ, STEVE A	507683468		889	P	DNTD-V $ ADJ	10000	
100546	LORTZ, STEVE A	507683468		892	P	ADJ SICK HRS	10000	
100546	LORTZ, STEVE A	507683468		894	P	ADJ VAC HRS	10000	
100546	LORTZ, STEVE A	507683468		2412	D	LIFE - BASIC	10000	
100546	LORTZ, STEVE A	507683468		2446	D	LIFE-DEP10K	10000	
100546	LORTZ, STEVE A	507683468		2513	D	REIMB ST MED	10000	
100546	LORTZ, STEVE A	507683468		4412	B	LIFE - BASIC	10000	
100546	LORTZ, STEVE A	507683468		6230	D	PARK-STATE	10000	
100546	LORTZ, STEVE A	507683468		8500	A	VAC STATE BW	10000	

Done

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PDBA History - Work with DBAs History (Payroll Month)

Select Find Add Delete Close Form Row Tools

Records 1 - 5 Customize Grid

	Employee No	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
	100546				>8500				6
☐	100546	LORTZ, STEVE A	507683468		8502	A	SICKSTATEBW	10000	
☐	100546	LORTZ, STEVE A	507683468		8551	A	VAC ST MO PT	10000	
☐	100546	LORTZ, STEVE A	507683468		8576	A	SICK ST MOPT	10000	
☐	100546	LORTZ, STEVE A	507683468		8600	A	AVAIL VAC	10000	
☐	100546	LORTZ, STEVE A	507683468		8601	A	AVAIL SICK	10000	

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PeopleSoft. Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	30 P	VACATION PD.	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Gross Pay	Hours	Pieces
January	252.61	8.00	
February			
March	1,578.80	50.00	
April			
May			
June	1,894.56	60.00	
July	631.52	20.00	
August	696.72	22.00	
September			
October	978.06	30.00	
November			
December			
YTD Total	6,032.27	190.00	
Beginning Balance		609.50	
Prior Year		236.00	
Remain Bal/Prds			

Arrearage

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PeopleSoft. Sign Out

Employee No.	100546	*LORTZ, STEVE A*	Year	6
PDBA Code...	40 P	*SICK PAID*	Tax History Type	
Company	10000	*STATE GENERAL FUND*	Tax ID...	470491233

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
YTD Total			
Beginning Balance		15.50	
Prior Year		2.50	

Arrearage

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PeopleSoft. Sign Out

Employee No.	100546	*LORTZ, STEVE A*	Year	6
PDBA Code...	240 P	*HOLIDAY*	Tax History Type	
Company *	10000	*STATE GENERAL FUND*	Tax ID...	470491233

Month	Gross Pay	Hours	Pieces
January	315.22	16.00	
February	252.61	8.00	
March	252.61	8.00	
April			
May	252.61	8.00	
June	252.61	8.00	
July	260.82	8.00	
August			
September			
October			
November			
December			
YTD Total	1,776.48	56.00	
Beginning Balance			
Prior Year			
Arrearage			

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PeopleSoft. Sign Out

Employee No.	100546	*LORTZ, STEVE A*	Year	6
PDBA Code...	320 P	*PAYOFF SICK*	Tax History Type	
Company	10000	*STATE GENERAL FUND*	Tax ID...	470491233

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December	10,545.00	500.00	
YTD Total	10,545.00	500.00	
Beginning Balance			
Prior Year			
Remain RetPrds			

Arrearage

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PeopleSoft.

Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	888 P	DNTD-V HRS/$	Tax History Type	
Company *	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April			
May	600.00	40.00	
June			
July			
August			
September			
October			
November			
December			
YTD Total	600.00	40.00	
Beginning Balance			
Prior Year			
Remain Bal/Prds			

Arrearage

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PeopleSoft.

Sign Out

Employee No.	100546	LORTZ, STEVE A		Year	6
PDBA Code...	889	P	DNTD-V $ ADJ	Tax History Type	
Company	10000		STATE GENERAL FUND	Tax ID...	470491233

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April			
May	600.00-		
June			
July			
August			
September			
October			
November			
December			
YTD Total	600.00-		
Beginning Balance			
Prior Year			
Remain Bal/Rdc			

Arrearage

Done

Internet

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PeopleSoft.

Sign Out

Employee No.	100546	*LORTZ, STEVE A*	Year	6
PDBA Code...	892 P	*ADJ SICK HRS*	Tax History Type	
Company	10000	*STATE GENERAL FUND*	Tax ID...	470491233

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April			
May		20.00-	
June			
July			
August			
September			
October			
November			
December			
YTD Total		20.00-	
Beginning Balance			
Prior Year			
Remain Bal/Prds			

Arrearage

Done

Internet

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PeopleSoft.

Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	894 P	ADJ VAC HRS	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Gross Pay	Hours	Pieces
January			
February		10.00	
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
YTD Total		10.00	
Beginning Balance			
Prior Year			
Remain Bal/Prds			

Arrearage

Done

Internet

PDBA History - PDBAs by Payroll Month - Microsoft Internet Explorer

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PeopleSoft.

Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	8500 A	VAC STATE BW	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January	10.00	10.00	
February	10.00	10.00	
March	20.00	20.00	
April	10.00	10.00	
May	10.00	10.00	
June	10.00	10.00	
July	10.00	10.00	
August	10.00	10.00	
September	10.00	10.00	
October			
November			
December			

YTD Total	100.00	100.00		
Beginning Balance		300.00		
Prior Year		200.00		Arrearage

Done Internet

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Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	8502 A	SICKSTATEBW	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January	20.00	20.00	
February	20.00	20.00	
March	30.00	30.00	
April	20.00	20.00	
May	20.00	20.00	
June	20.00	20.00	
July	20.00	20.00	
August	20.00	20.00	
September	20.00	20.00	
October			
November			
December			
YTD Total	190.00	190.00	
Beginning Balance		1,440.00	
Prior Year		240.00	
Remain Bal/Prds			

Arrearage

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PeopleSoft. Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	8551 A	VAC ST MO PT	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January			
February			
March			
April			
May			
June			
July			
August			
September			
October	10.00	20.00	
November			
December	20.00	40.00	
YTD Total	30.00	60.00	
Beginning Balance			
Prior Year			
Remain Bal/Prds			

Arrearage

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PeopleSoft. Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	8576 A	SICK ST MOPT	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January			
February			
March			
April			
May			
June			
July			
August			
September			
October	10.00	20.00	
November			
December	20.00	40.00	
YTD Total	30.00	60.00	
Beginning Balance			
Prior Year			

Arrearage

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PeopleSoft.

Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	8600 A	AVAIL VAC	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January	10.00	10.00	
February	10.00	10.00	
March	20.00	20.00	
April	10.00	10.00	
May	10.00	10.00	
June	10.00	10.00	
July	10.00	10.00	
August	10.00	10.00	
September	10.00	10.00	
October	10.00	10.00	
November			
December	20.00	20.00	
YTD Total	130.00	130.00	
Beginning Balance		300.00	
Prior Year		200.00	

Arrearage

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PeopleSoft.

Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	8601 A	AVAIL SICK	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January	20.00	20.00	
February	20.00	20.00	
March	30.00	30.00	
April	20.00	20.00	
May	20.00	20.00	
June	20.00	20.00	
July	20.00	20.00	
August	20.00	20.00	
September	20.00	20.00	
October	10.00	10.00	
November			
December	20.00	20.00	
YTD Total	220.00	220.00	
Beginning Balance		1,440.00	
Prior Year		240.00	

Arrearage

Done Internet

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Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	2412 D	LIFE - BASIC	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
YTD Total			
Beginning Balance			
Prior Year			
Remain Bal/Prds			

Arrearage

Done

Internet

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Sign out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	2446 D	LIFE-DEP10K	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January			
February			
March			
April			
May			
June			
July			
August			
September			
October	5.00	1.00	
November			
December			
YTD Total	5.00	1.00	
Beginning Balance			
Prior Year			
Remain Bal/Prds			

Arrearage

Done

Internet

PDBA History - PDBAs by Payroll Month - Microsoft Internet Explorer

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PeopleSoft. Sign Out

Employee No.	100546	*LORTZ, STEVE A*	Year	6
PDBA Code...	2513 D	*REIMB ST MED*	Tax History Type	
Company	10000	*STATE GENERAL FUND*	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January	40.00	40.00	
February	40.00	40.00	
March	40.00	40.00	
April	40.00	40.00	
May	40.00	40.00	
June	40.00	40.00	
July	40.00	40.00	
August	40.00	40.00	
September	40.00	40.00	
October	10.00	10.00	
November			
December	40.00	40.00	
YTD Total	410.00	410.00	
Beginning Balance			
Prior Year			

Arrearage

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Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	4412 B	LIFE - BASIC	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January	1.40	1.40	
February	1.40	1.40	
March	1.40	1.40	
April	1.40	1.40	
May	1.40	1.40	
June	1.40	1.40	
July	1.40	1.40	
August	1.40	1.40	
September	1.40	1.40	
October	0.70	0.70	
November			
December	1.40	1.40	
YTD Total	14.70	14.70	
Beginning Balance			
Prior Year			

Arrearage

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PeopleSoft.

Sign Out

Employee No.	100546	LORTZ, STEVE A	Year	6
PDBA Code...	6230 D	PARK-STATE	Tax History Type	
Company	10000	STATE GENERAL FUND	Tax ID...	470491233

Month	Amount	Pay Basis	Pieces
January	24.00	24.00	
February	24.00	24.00	
March	24.00	24.00	
April	24.00	24.00	
May	24.00	24.00	
June	24.00	24.00	
July	24.00	24.00	
August	24.00	24.00	
September	24.00	24.00	
October	12.00	12.00	
November			
December	24.00	24.00	
YTD Total	252.00	252.00	
Beginning Balance			
Prior Year			
Remain Bal/Prds			

Arrearage

Done

Internet

Leave Balance – Solution

Vacation Balance = 190.00		
Beginning Balance		300.00
Plus – Accruals	DBA 8500	100.00
	DBA 8551	30.00
Less – Pay Types	30	-190.00
	888	-40.00
	894	-10.00
Available Balance		190.00

Sick Balance = 1180.00		
Beginning Balance		1440.00
Plus – Accruals	DBA 8502	190.00
	DBA 8576	30.00
Less – Pay Types	40	0.00
	892	20.00
	320	-500.00
Available Balance		1180.00