

Miami-Dade County

Results by Calendar Job Aid

Version 1.0



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PURPOSE

Purpose

This document explains the key activities that will enable Central HR users / DPRs to track changes to leave balances and accruals. Results by Calendar is a "one-stop-shop" for viewing employee balances, updates, conversions, reversals, etc. that have occurred each pay period. This job aid will not cover all possible scenarios but provides an overview of the Results by Calendar page and its functionality. This page is to INFORMS what the HPAR screen is to Time and Leave and will help HR respond to employee inquiries /concerns and tickets opened related to leave balances.

Scenario 1

Validate a Sick Leave Conversion and a Sick Leave Conversion Reversal: In this example, the employee did not want to convert her Sick Leave to Annual Leave upon reaching her leave conversion date. This example will demonstrate the conversion of hours from Sick to Annual and then the reversal of that conversion.

Scenario 2

Sick Leave Restoration based on Covid-19 Paid Sick Leave eligibility: In this example, the employee was under the impression that she was using Covid-19 Paid Sick leave, but since her eligibility to use the Covid-19 Sick Leave was not granted at the time, INFORMS used available Sick and Annual leave to avoid the employee going without pay. This example will demonstrate that once her eligibility to use Covid-19 Leave was granted, that leave was used and her Annual Leave and Sick Leave were restored.

Please note, the INFORMS team is in the process of removing the Leave and Compensatory Time Page from INFORMS as it is not a feature that is used by Time and Labor or Absence and is currently displaying incorrect data / balances. Please do not use that page to validate leave balances, instead use the Results by Calendar page for accurate leave data and balances.

RESULTS BY CALENDAR: SICK LEAVE CONVERSION AND SICK LEAVE CONVERSION REVERSAL

Step	Action
	CONFIRM / VALIDATE SICK LEAVE CONVERSION
1.	Navigate to NavBar > Navigator > Human Resources (HCM) > Global Payroll and Absence Mgmt > Absence and Payroll Processing > Review Absence / Payroll Info > Results by Calendar
2.	Input the Employee ID and select Search. Select the Calendar ID.
	Note: When validating a Sick leave Conversion, begin with the employee's 25 th Pay Period, which is the Pay Period prior to the Sick Leave Conversion.
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	00033969 0 Wanetta Pires MDC 05/19/2023 MDC 2023B10
	00033969 0 Wanetta Pires MDC 05/05/2023 MDC 2023809
	00033969 0 Wanetta Pires MDC 04/21/2023 MDC 2023B08



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Accumulator F	Results User Keys					
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Year to Date	MD_FMLA_BAL	480 000000	Family Medical Leave Act Bal	01/01/	023	12/31/2023
Year to Date	MD_FMLA_ENT	480.000000	Family Medical Leave Act Accru	01/01/3	023	12/31/2023
Custom	MD_ANL_LONG_ENT	80 000000 3	Longevity Annual Accrual Acc	01/01/	901	
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		Action		
Repeat the n	avigation in Ste	p 1 above.		
Note: When In this examp	completing a va le we move for	lidation, select the ward from 2023B0	pay period of t 8 to 2023B09.	he sick leave conversion.
Find an Existing	u nave and CICK Search: Ceaver	ieius diank tol a list of an values.		
- Search Criteria				
Empl ID =	00033969			
Empl Record =	•			
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Calendar ID begins	with 👻	Q		
Name begins	with 👻			
□ Case Sensitive				
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Empl ID Empl Rec	ord Name Pay Grou	p Payment Date Calendar ID		
00033969 0	Wanetta Pires MDC	06/02/2023 MDC 2023B11		
00033969 0	Wanetta Pires MDC	05/19/2023 MDC 2023B10		
00033969 0	Wanetta Pires MDC	05/05/2023 MDC 2023B09		
00033969 0	Wanetta Pires MDC	04/21/2023 MDC 2023B08		
Note, the Cre	ditable Pay Per	iod is now 25 to 26	Results by Calendar	
<u>Calendar Results</u>	ings and Deductions	Supporting Elements		
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Calendar Group ID Segment Number Gross Result Value	2023PP09 1 0 00 USD	Description 2023PP09 Brweekly Version 1 Net Result Value 0.00	Revision 1 USD	
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Element Type	Element Name	Description	Amount Character Value	Date Value Slice Begin Slice End Date
Variable	MD_LV_ANNIV_PPB_VR	Creditable Pay Period - Begin	25.000000	04/17/2023 04/30/2023
Vanable	MD_LV_ANNIV_PPE_VR	Creditable Pay Period - End	26.000000	04/17/2023 04/30/2023
	Repeat the na Note: When of In this examp Find an Existing V Find an E	Repeat the navigation in Step Note: When completing a value In this example we move for In this example we move for Image: State of the s	Action Repeat the navigation in Step 1 above. Note: When completing a validation, select the In this example we move forward from 2023B03	Action Repeat the navigation in Step 1 above. Note: When completing a validation, select the pay period of the In this example we move forward from 2023B08 to 2023B09.



Step			Action						
7.	Please exa Conversior	mine the following Ann n had occurred.	ual Leave calculation below a	ifter the S	Sick Leave				
	Note: Accu	imulators are unique to	o this example.						
	549 (Balar + 4 (Pay P + 39 (Sick t *This en taken accumul + 80 (Long = 672 (Ann	 549 (Balance prior to conversion, refer to step 4 above) + 4 (Pay Period Accrual) + 39 (Sick to Annual Conversion)* *This employee was not eligible to convert 48 due to 9 hours of Sick Leave used during the leave year. Sick Leave taken accumulator is shown in Step 8. + 80 (Longevity Accrual) = 672 (Annual Leave Balance) 							
			R	esults by Cale	endar				
	<u>Calendar Result</u>	Earnings and Deductions	ators Supporting Elements						
	Wanetta Pires Ca	Employee alendar ID MDC 2023809	Empl ID 00033969 Emp Pay Group MDC General Empl	ol Record 0 oyees					
	Calendar Inform	nation	۵		1 of 3 🗸 🕨 🕨 🕴 View A				
	Cale Seg Gros: Accumulators 犀 Q Accumulator	ndar Group ID 2023PP09 ment Number 1 s Result Value 0.00 USD Results User Keys III-	Description 2023PP09 Biweekly Version 1 Net Result Value 0.00×II USD	Revision 1	24 v 🕨 M (View All				
	Period	Element Name	Amount Description	From	Through				
	Segment	MD_ANNUAL_ENT_PER	4.000000 Annual Leave Accrued Period	04/17/2023	04/30/2023				
	Segment	MD_SICK_ENT_PER	4.000000 Sick Leave Accrued Period	04/17/2023	04/30/2023				
	Custom Period	MD_ANL_LONG_ENT	80.000000 Longevity Annual Accrual Acc	01/01/1901					
	Custom Period	MD_ANNUAL_BAL	672.000000 Annual Leave Balance	01/01/1901					
	Custom Period	MD_SICK_CONV	39.000000 Prior Yr Sick Lv Conv. to Annl	01/01/1901					



Step	Action
8.	Please examine the following Sick Leave calculation below after the Sick Leave Conversion had occurred.
	Note: Accumulators are unique to this example.
	287 (Balance prior to conversion, refer to step 4 above) + 4 (Pay Period Accrual) - 39 (Sick to Appual Conversion)
	= 252 (Sick Leave Balance)
	K HOME Results by Calendar
	Calendar Results Earnings and Deductions Accumulators Supporting Elements
	Wanetta Pires Employee Empl ID 00033969 Empl Record 0 Calendar ID MDC 2023809 Pay Group MDC General Employees
	Calendar Information Q I I View All Calendar Group ID 2023PP09 Description 2023PP09 Biweekly Segment Number 1 Version 1 Gross Result Value 0.007 USD Net Result Value 0.007 Accumulators Version Version Version Version
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	Period Element Name Amount Description From Through
	Period MD_SICK_CONV 39,000000000000000000000000000000000000
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	Penod Openod Openod </td
	Custom Period MD_SICK_BAL 252.000000, Sick Leave Balance 01/01/1901
	Segment MD_SICK_ENT_PER 4.000000 Sick Leave Accrued Period 04/17/2023 04/30/2023



Step	Action
	CONFIRM / VALIDATE SICK LEAVE CONVERSION REVERSAL
9.	Use the arrow key to navigate to the latest version to confirm the new balances. In this example, version 3 is the latest version.
	K HOME Results by Calendar
	Calendar Results Earnings and Deductions Accumulators Supporting Elements
	Wanetta Pires Employee Empl ID 00033969 Empl Record 0 Calendar ID MDC 2023B09 Pay Group MDC General Employees
	Calendar Information Q I d 3 of 3 • I View All
	Calendar Group ID 2023PP11 Description 2023PP11 Biweekly Segment Number 1 Version 3 Revision 1 Gross Result Value 0.00× USD Net Result Value 0.00× USD







RESULTS BY CALENDAR: SICK LEAVE RESTORATION BASED ON COVID-19 PAID SICK LEAVE ELIGIBILITY

Step	Action
	CONFIRM ANNUAL AND SICK LEAVE BALANCES PRIOR TO USAGE
1.	Navigate to NavBar > Navigator > Human Resources (HCM) > Global Payroll and Absence Mgmt > Absence and Payroll Processing > Review Absence / Payroll Info > Results by Calendar
2.	Input the Employee ID and select Search . Select the Calendar ID . Ensure that you have selected the correct Pay Period.
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	Find an Existing Value
	Search Criteria Empl ID contains × 1310253
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	Calendar ID begins with v Q
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
	View All
	Empl ID Empl Record Name Pay Group Payment Date Calendar ID
	00310253 0 Lashunda Park MDC 12/02/2022 MDC 2022B24







Step			Acti	on		
				Results by Calen	dar	
	<u>Calendar Results</u>	Earnings and Deductions Accumulators	Supporting Elements			
	Wilmide Beamon Calendar	Employee ID MDC 2022B24	Empl ID 00310253 Pay Group MDC	Empl Record 0 General Employees		
	Calendar Information			Q 4 4 4 of 4 ~	F 1 View All	
	Calendar Segmen Gross Res	Group ID 2023PP07 Number 1 sult Value 0.00 USD	Description 2 Version 4 Net Result Value 0	223PP07 Biweekly Revision 1 004 USD		
	Recommenters Q Accumulator Resi	ults User Keys II»		14 4 19-20 of 29 - +	H View All	
	Period I	Element Name Amour	nt Description	From Through		
	Period	MD_COV19_BAL 80.0000	Bal	10/29/2021	-	
	CONF	IRM ANNUAL AND SI	CK LEAVE BA		SAGE	
	• Cyo • Na Note: Annu Paid Sick Le	cle through the versic vigate through the A val and Sick Leave tak eave).	ccumulator R	tors in version 2 (alances used inst	ead of Covid-19
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	Accumulator R	esults ∐ser Keys II▶				
	Period	Element Name	Amount	Description	From	Through
	Segment		3.000000	Annual Leave Taken Period	11/28/2022	12/11/2022
	Segment	MD SICK ENT PER	4.000000	Sick Leave Accrued Period	11/28/2022	12/11/2022
	Segment	MD_SICK_TAKE_PER	19.000000	Sick Leave Taken Period	11/28/2022	12/11/2022
						<u> </u>



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	Calendar Inform	nation				Q	Ⅰ Ⅰ ◀	2 of 6 🗸 🕨 🕨 View All
	Cale Sey Gros	ndar Group ID 202 gment Number 1 s Result Value 0.00	3PP02	USD	Description Version Net Result Value	2023PP02 Biwe 2 0.00	ekly Revi USD	ision 1
	Accumulator	• Results User H	eys ∥►			I	◀ 16-20 o	f 32 🗸 🕨 🕨 View All
	Period	Element Name		Amou	nt Description		From	Through
	Custom Period	MD_BDAY_TAKE		1.0000	00🛒 Birthday Holiday Tak	en	01/01/1901	
	Custom Period	MD_COMP_BAL		0.0000	00 Compensatory Leave	Balance	01/01/1901	
	Custom Period	MD_COV19_AD		80.0000	00 COVID-19 Paid Sick	Leave Adj	10/29/2021	
	Custom Period	MD_COV19_BAL		80.0000	007 COVID-19 Paid Sick	Leave Bal	10/29/2021	
CONFI	IRM COVID-	19 LEAVE /	APPLIE	D AND AN	NUAL / SICK	LEAVE BA	ALANCES	RESTORED



Step	Action								
6.	Note: After her Covid-19 Paid Sick Leave eligibility was granted, INFORMS re-calculated her balances, restoring Sick Leave and Annual Leave that was previously used. Also note, the balances for the Covid-19 leave accumulators have been reduced.								
	Mathematical Results by Calendar Calendar Results Earnings and Deductions Accumulators Supporting Elements								
	Wilmide Beamon Calendar Calendar Informat	Employee lar ID MDC 2022B25	Empl ID 00310253 Empl Record 0 Pay Group MDC General Employees Q I I S of 6 V VIEW All						
	Calendar Group ID 2023PP06 Segment Number 1 Gross Result Value 0.00 USD Net Result Value 0.00 USD								
	Accumulator R Period	esults ∐ser Keys II▶ Element Name	Amount [Description	From	Through			
	Custom	MD PARNT TAKE	140.000000, F	Parental Leave Taken	04/26/2022	04/25/2023			
	Custom Period	MD_SICK_BAL	21.500000 🛒 S	Sick Leave Balance	01/01/1901				
	Calendar ID MDC 2022B25 Pay Group MDC General Employees								
	Calendar Information Q I I View All Calendar Group ID 2023PP06 Description 2023PP06 Biweekly Segment Number 1 Version 5 Revision 1 Gross Result Value 0.00 USD Net Result Value 0.00 USD Accumulators Image: Calendar Group ID Image: Cale								
	Accumulator Results								
	Period	Element Name	Amount	Description	From	Through			
	Year to Date	MD_FMLA_BAL	0.000000	Family Medical Leave Act Bal	01/01/2022	12/31/2022			
	Year to Date	MD_FMLA_ENT	480.000000	Family Medical Leave Act Accru	01/01/2022	12/31/2022			
	Year to Date	MD_FMLA_TAKE	224.000000	Family Medical Leave Act Taken	01/01/2022	12/31/2022			
	Custom Period	MD_ANL_LONG_ENT	32.000000	Longevity Annual Accrual Acc	01/01/1901				
	Custom Period	MD_ANNUAL_BAL	24.000000	Annual Leave Balance	01/01/1901				



Step	Action								
	Finally, note that her Covid-19 Leave was adjusted as well to reflect the deduction.								
						Bosults by Calondar			
	Kesuits by Calendar								
	Calendar Results	Earnings and Deductions	Accumulators Sup	porting Elements					
	Wilmide Beamon Employee Empl ID 00310253 Empl Record 0 Calendar ID MDC 2022825 Pay Group MDC General Employees								
	Calendar Informa	ation		۹	4 4 5	of 6 🗸 🕨 🕨 View All			
	n 1								
	I ⊂ Q I ⊂ 20 of 31 → ► I I View All								
	Accumulator	Results <u>U</u> ser Keys ∥▶							
	Period	Element Name	Amount	Description	From	Through			
	Custom Period	MD_COV19_ADJ	80.000000	COVID-19 Paid Sick Leave Adi	10/29/2021				
	Custom Period	MD_COV19_BAL	40.000000	COVID-19 Paid Sick Leave Bal	10/29/2021				
	Custom Period	MD_COV19_ENT	80.000000	COVID-19 Paid Sick Leave Ent	10/29/2021				
	Custom Period	MD_COV19_TAKE	40.000000	COVID-19 Paid Sick Leave Taken	10/29/2021				
	Custom Period	MD_ERSCK_BAL	24.000000	Emergency Sick Leave Balance	01/01/1901				
					·	U			
THIS SCENARIO HAS CONCLUDED									