



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

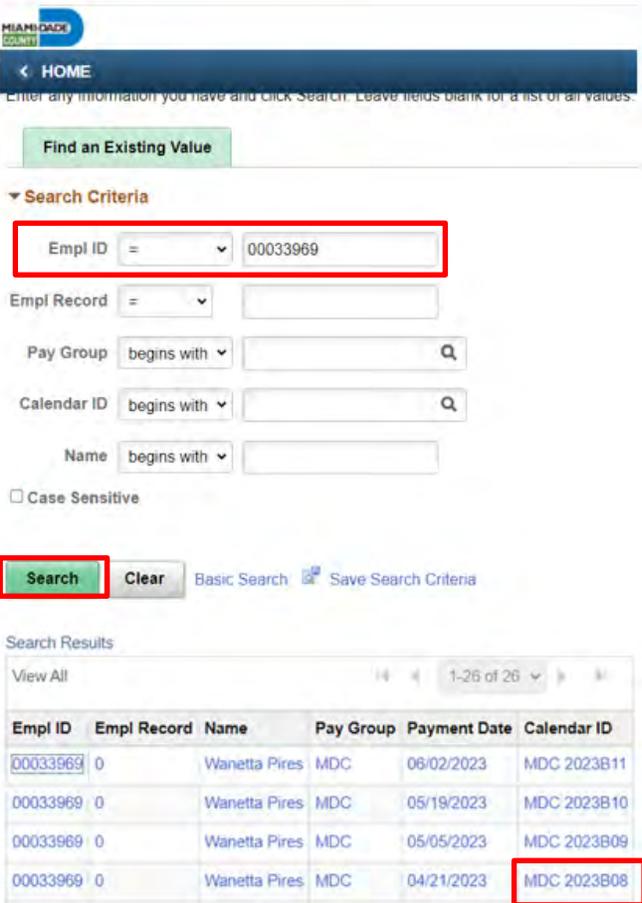
Validate a Sick Leave Conversion and a Sick Leave Conversion Reversal: In this example, the employee did not want to convert her Sick Leave to Annual Leave upon reaching her leave conversion date. This example will demonstrate the conversion of hours from Sick to Annual and then the reversal of that 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.	<p>Input the Employee ID and select Search. Select the Calendar ID.</p> <p>Note: When validating a Sick leave Conversion, begin with the employee’s 25th Pay Period, which is the Pay Period prior to the Sick Leave Conversion.</p>  <p>The screenshot shows a search interface with the following search criteria:</p> <ul style="list-style-type: none"> Empl ID = 00033969 Empl Record = Pay Group begins with Calendar ID begins with Name begins with <input type="checkbox"/> Case Sensitive <p>The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Pay Group</th> <th>Payment Date</th> <th>Calendar ID</th> </tr> </thead> <tbody> <tr> <td>00033969</td> <td>0</td> <td>Wanetta Pires</td> <td>MDC</td> <td>06/02/2023</td> <td>MDC 2023B11</td> </tr> <tr> <td>00033969</td> <td>0</td> <td>Wanetta Pires</td> <td>MDC</td> <td>05/19/2023</td> <td>MDC 2023B10</td> </tr> <tr> <td>00033969</td> <td>0</td> <td>Wanetta Pires</td> <td>MDC</td> <td>05/05/2023</td> <td>MDC 2023B09</td> </tr> <tr> <td>00033969</td> <td>0</td> <td>Wanetta Pires</td> <td>MDC</td> <td>04/21/2023</td> <td>MDC 2023B08</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Pay Group	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
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Step	Action																																
3.	<p>Select the Supporting Elements tab. Note the relevant details that this tab provides:</p> <ul style="list-style-type: none"> • Calendar ID • Calendar Group ID <ul style="list-style-type: none"> ○ Note: 2023PP11 is the Pay Period in which version 3 of Pay Period 2023B08, was created. • Version • Empl ID • Payable Pay Period Begin/End. Creditable Pay Period is 24 to 25. <div data-bbox="370 653 1409 1167" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the 'Supporting Elements' tab for employee Wanetta Pires. Key details include: <ul style="list-style-type: none"> Calendar ID: MDC 2023B08 Empl ID: 00033989 Calendar Group ID: 2023PP11 Version: 3 Supporting Elements Table: <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Description</th> <th>Amount</th> <th>Character Value</th> <th>Date Value</th> <th>Slice Begin Date</th> <th>Slice End Date</th> </tr> </thead> <tbody> <tr> <td>Variable</td> <td>MD_LV_ANNIV_NXT_VR</td> <td>Next Leave Anniversary Date</td> <td></td> <td></td> <td>05/01/2023</td> <td>04/03/2023</td> <td>04/16/2023</td> </tr> <tr> <td>Variable</td> <td>MD_LV_ANNIV_PPB_VR</td> <td>Creditable Pay Period - Begin</td> <td>24.0000000</td> <td></td> <td></td> <td>04/03/2023</td> <td>04/16/2023</td> </tr> <tr> <td>Variable</td> <td>MD_LV_ANNIV_PPE_VR</td> <td>Creditable Pay Period - End</td> <td>25.0000000</td> <td></td> <td></td> <td>04/03/2023</td> <td>04/16/2023</td> </tr> </tbody> </table> </p> <p>Note: There may be multiple versions, utilize the arrows to navigate between versions and to ensure you are validating the latest version. In this example, it's version 3 (row 3 of 3).</p> </div>	Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date	Variable	MD_LV_ANNIV_NXT_VR	Next Leave Anniversary Date			05/01/2023	04/03/2023	04/16/2023	Variable	MD_LV_ANNIV_PPB_VR	Creditable Pay Period - Begin	24.0000000			04/03/2023	04/16/2023	Variable	MD_LV_ANNIV_PPE_VR	Creditable Pay Period - End	25.0000000			04/03/2023	04/16/2023
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4.

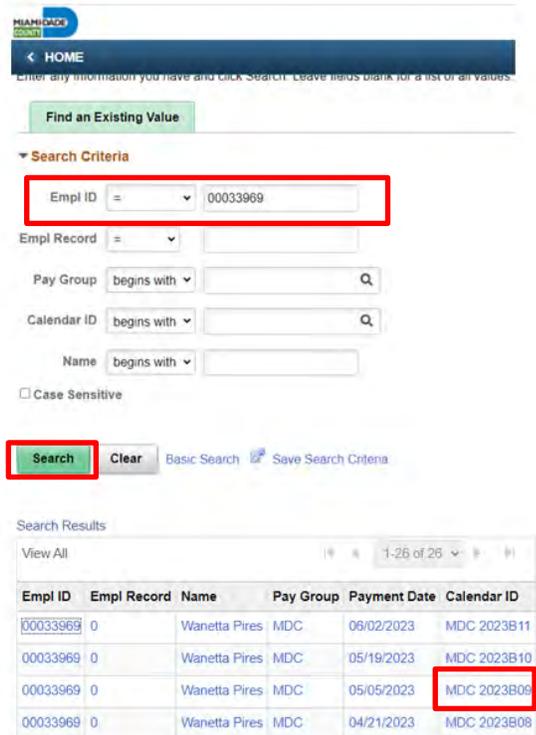
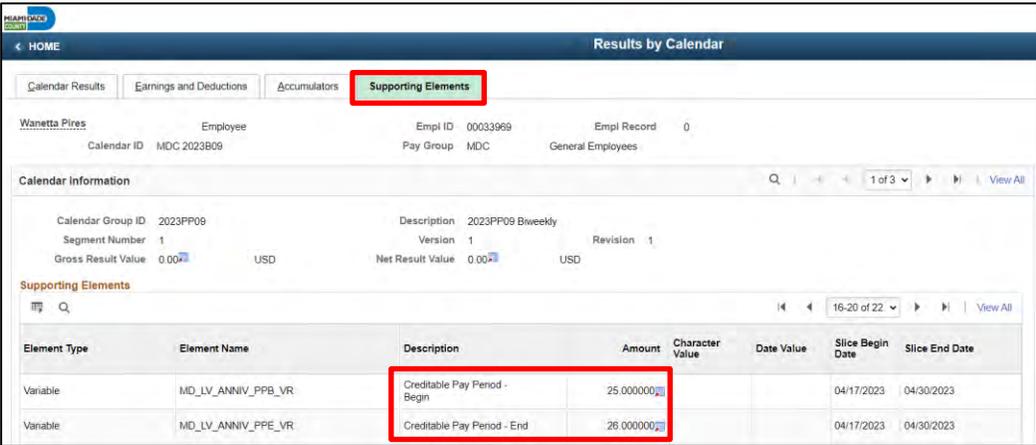
Select the **Accumulators** tab to review the balances prior to sick leave conversion. Select the arrows to navigate through the **Accumulator Results**. Select **View All** for a list view of **Accumulator Results**. Indicated below is the ending Annual Leave balance and Sick Leave balance.

The screenshot shows the 'Results by Calendar' interface for employee Wanetta Pires. The 'Accumulators' tab is selected. The 'Accumulator Results' table is displayed with the following data:

Period	Element Name	Amount	Description	From	Through
Year to Date	MD FMLA_BAL	480.000000	Family Medical Leave Act Bal	01/01/2023	12/31/2023
Year to Date	MD FMLA_ENT	480.000000	Family Medical Leave Act Accru	01/01/2023	12/31/2023
Custom Period	MD_ANL_LONG_ENT	80.000000	Longevity Annual Accrual Acc	01/01/1901	
Custom Period	MD_ANNUAL_BAL	549.000000	Annual Leave Balance	01/01/1901	

The screenshot shows the 'Results by Calendar' interface for employee Wanetta Pires. The 'Accumulators' tab is selected. The 'Accumulator Results' table is displayed with the following data:

Period	Element Name	Amount	Description	From	Through
Custom Period	MD_COV19_ENT	80.000000	COVID-19 Paid Sick Leave Ent	10/29/2021	
Custom Period	MD_ERSCCK_BAL	40.000000	Emergency Sick Leave Balance	01/01/1901	
Custom Period	MD_HOL_BAL	0.500000	Holiday Earned Leave Balance	01/01/1901	
Custom Period	MD_LVEPL_BAL	0.000000	Leave Pool Balance	01/01/1901	
Custom Period	MD_SICK_BAL	287.000000	Sick Leave Balance	01/01/1901	

Step	Action																														
5.	<p>Repeat the navigation in Step 1 above.</p> <p>Note: When completing a validation, select the pay period of the sick leave conversion. In this example we move forward from 2023B08 to 2023B09.</p>  <p>The screenshot shows a search interface with the following search criteria:</p> <ul style="list-style-type: none"> Empl ID: 00033969 Empl Record: (blank) Pay Group: begins with (blank) Calendar ID: begins with (blank) Name: begins with (blank) Case Sensitive: <input type="checkbox"/> <p>The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Pay Group</th> <th>Payment Date</th> <th>Calendar ID</th> </tr> </thead> <tbody> <tr> <td>00033969</td> <td>0</td> <td>Wanetta Pires</td> <td>MDC</td> <td>06/02/2023</td> <td>MDC 2023B11</td> </tr> <tr> <td>00033969</td> <td>0</td> <td>Wanetta Pires</td> <td>MDC</td> <td>05/19/2023</td> <td>MDC 2023B10</td> </tr> <tr> <td>00033969</td> <td>0</td> <td>Wanetta Pires</td> <td>MDC</td> <td>05/05/2023</td> <td>MDC 2023B09</td> </tr> <tr> <td>00033969</td> <td>0</td> <td>Wanetta Pires</td> <td>MDC</td> <td>04/21/2023</td> <td>MDC 2023B08</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Pay Group	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
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6.	<p>Note, the Creditable Pay Period is now 25 to 26.</p>  <p>The screenshot shows the 'Supporting Elements' section with the following details:</p> <ul style="list-style-type: none"> Employee: Wanetta Pires Empl ID: 00033969 Empl Record: 0 Calendar ID: MDC 2023B09 Pay Group: MDC General Employees <p>Calendar information:</p> <ul style="list-style-type: none"> Calendar Group ID: 2023PP09 Description: 2023PP09 Biweekly Segment Number: 1 Version: 1 Revision: 1 Gross Result Value: 0.00 USD Net Result Value: 0.00 USD <p>Supporting Elements table:</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Description</th> <th>Amount</th> <th>Character Value</th> <th>Date Value</th> <th>Slice Begin Date</th> <th>Slice End Date</th> </tr> </thead> <tbody> <tr> <td>Variable</td> <td>MD_LV_ANNIV_PPB_VR</td> <td>Creditable Pay Period - Begin</td> <td>25 000000</td> <td></td> <td></td> <td>04/17/2023</td> <td>04/30/2023</td> </tr> <tr> <td>Variable</td> <td>MD_LV_ANNIV_PPE_VR</td> <td>Creditable Pay Period - End</td> <td>26 000000</td> <td></td> <td></td> <td>04/17/2023</td> <td>04/30/2023</td> </tr> </tbody> </table>	Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date	Variable	MD_LV_ANNIV_PPB_VR	Creditable Pay Period - Begin	25 000000			04/17/2023	04/30/2023	Variable	MD_LV_ANNIV_PPE_VR	Creditable Pay Period - End	26 000000			04/17/2023	04/30/2023						
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Step	Action																																				
7.	<p>Please examine the following Annual Leave calculation below after the Sick Leave Conversion had occurred.</p> <p>Note: Accumulators are unique to this example.</p> <p>549 (Balance prior to conversion, refer to step 4 above) + 4 (Pay Period Accrual) + 39 (Sick to Annual Conversion)*</p> <p>*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.</p> <p>+ 80 (Longevity Accrual) = 672 (Annual Leave Balance)</p> <p>The screenshot shows the 'Results by Calendar' interface for employee Wanetta Pires. The 'Accumulators' tab is selected. In the 'Calendar Information' section, the 'Version' field is highlighted with a red box and contains the value '1'. Below this, the 'Accumulators' table is displayed with the following data:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Segment</td> <td>MD_ANNUAL_ENT_PER</td> <td>4.000000</td> <td>Annual Leave Accrued Period</td> <td>04/17/2023</td> <td>04/30/2023</td> </tr> <tr> <td>Segment</td> <td>MD_SICK_ENT_PER</td> <td>4.000000</td> <td>Sick Leave Accrued Period</td> <td>04/17/2023</td> <td>04/30/2023</td> </tr> <tr> <td>Custom Period</td> <td>MD_ANL_LONG_ENT</td> <td>80.000000</td> <td>Longevity Annual Accrual Acc</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_ANNUAL_BAL</td> <td>672.000000</td> <td>Annual Leave Balance</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_SICK_CONV</td> <td>39.000000</td> <td>Prior Yr Sick Lv Conv. to Annl</td> <td>01/01/1901</td> <td></td> </tr> </tbody> </table>	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	
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8.	<p>Please examine the following Sick Leave calculation below after the Sick Leave Conversion had occurred.</p> <p>Note: Accumulators are unique to this example.</p> <p>287 (Balance prior to conversion, refer to step 4 above) + 4 (Pay Period Accrual) - 39 (Sick to Annual Conversion) = 252 (Sick Leave Balance)</p> <p>The screenshot shows the 'Accumulators' section of the 'Results by Calendar' interface. The 'Accumulators' tab is highlighted in red. Below it, a table lists various accumulator elements with their amounts and descriptions. The following table represents the data visible in the screenshot:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Custom Period</td> <td>MD_SICK_CONV</td> <td>39.000000</td> <td>Prior Yr Sick Lv Conv. to Anntl</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_SICK_ENT</td> <td>96.000000</td> <td>Sick Leave Accrued</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_SICK_TAKE</td> <td>9.000000</td> <td>Sick Leave Taken</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_SICK_TAKE_CNV</td> <td>9.000000</td> <td>Sick Lv Taken for Conversion</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_SICK_BAL</td> <td>252.000000</td> <td>Sick Leave Balance</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Segment</td> <td>MD_SICK_ENT_PER</td> <td>4.000000</td> <td>Sick Leave Accrued Period</td> <td>04/17/2023</td> <td>04/30/2023</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Custom Period	MD_SICK_CONV	39.000000	Prior Yr Sick Lv Conv. to Anntl	01/01/1901		Custom Period	MD_SICK_ENT	96.000000	Sick Leave Accrued	01/01/1901		Custom Period	MD_SICK_TAKE	9.000000	Sick Leave Taken	01/01/1901		Custom Period	MD_SICK_TAKE_CNV	9.000000	Sick Lv Taken for Conversion	01/01/1901		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
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Step	Action
CONFIRM / VALIDATE SICK LEAVE CONVERSION REVERSAL	
9.	<p>Use the arrow key to navigate to the latest version to confirm the new balances. In this example, version 3 is the latest version.</p> <div data-bbox="370 464 1404 814" style="border: 1px solid black; padding: 5px;"> <p>The screenshot displays the 'Results by Calendar' interface for employee Wanetta Pires. It includes tabs for 'Calendar Results', 'Earnings and Deductions', 'Accumulators', and 'Supporting Elements'. The 'Accumulators' tab is active. The interface shows employee details (Empl ID: 00033969, Empl Record: 0) and a 'Calendar Information' section. In this section, the 'Calendar Group ID' is '2023PP11' (highlighted with a red box), 'Segment Number' is '1', 'Description' is '2023PP11 Biweekly', 'Version' is '3', and 'Revision' is '1'. The 'Gross Result Value' and 'Net Result Value' are both '0.00 USD'. A pagination control at the top right of the 'Calendar Information' section shows '3 of 3' with navigation arrows, which is also highlighted with a red box.</p> </div>

10.

The most updated version shows the reversal of the Sick Leave Conversion. The ending Annual Leave Balance is now 633, as it was decreased by the Sick Leave Conversion amount ($672 - 39 = 633$)

The screenshot shows the 'Results by Calendar' interface for employee Wanetta Pires. Under the 'Accumulators' tab, the 'Accumulator Results' table is displayed. The table has columns for Period, Element Name, Amount, Description, From, and Through. The row for 'MD_ANNUAL_BAL' is highlighted with a red box, showing an amount of 633.000000 and a description of 'Annual Leave Balance'.

Period	Element Name	Amount	Description	From	Through
Year to Date	MD_FMILA_BAL	480.000000	Family Medical Leave Act Bal	01/01/2023	12/31/2023
Year to Date	MD_FMILA_ENT	480.000000	Family Medical Leave Act Accru	01/01/2023	12/31/2023
Custom Period	MD_ANE_LONG_ENT	80.000000	Longevity Annual Accrual Acc	01/01/1901	
Custom Period	MD_ANNUAL_BAL	633.000000	Annual Leave Balance	01/01/1901	
Custom Period	MD_ANNUAL_ENT	80.000000	Annual Leave Accrued	01/01/1901	

The most updated version also reflects that the previous Sick Leave balance was of 252 was increased by the Sick Leave Conversion amount ($252 + 39 = 291$). Note, the Accumulator 'Prior Yr Sick Lv Conv to Annl' is now 0.00.

The screenshot shows the 'Results by Calendar' interface for employee Wanetta Pires. Under the 'Accumulators' tab, the 'Accumulator Results' table is displayed. Two rows are highlighted with red boxes: 'MD_SICK_BAL' with an amount of 291.000000 and 'MD_SICK_CONV' with an amount of 0.000000.

Period	Element Name	Amount	Description	From	Through
Custom Period	MD_COV19_ENT	80.000000	COVID-19 Paid Sick Leave Ent	10/29/2021	
Custom Period	MD_ERSCCK_BAL	40.000000	Emergency Sick Leave Balance	01/01/1901	
Custom Period	MD_HOL_BAL	0.500000	Holiday Earned Leave Balance	01/01/1901	
Custom Period	MD_LVEPL_BAL	0.000000	Leave Pool Balance	01/01/1901	
Custom Period	MD_SICK_BAL	291.000000	Sick Leave Balance	01/01/1901	
Custom Period	MD_SICK_CONV	0.000000	Prior Yr Sick Lv Conv. to Annl	01/01/1901	

THIS SCENARIO HAS CONCLUDED

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. <div data-bbox="370 779 1208 1608" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>The screenshot shows the 'Find an Existing Value' search interface. Under 'Search Criteria', the 'Empl ID' dropdown is set to 'contains' with the value '310253'. Other criteria like 'Empl Record', 'Pay Group', 'Calendar ID', and 'Name' are set to 'begins with'. The 'Search' button is highlighted in green. Below the search criteria, there are options for 'Case Sensitive', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with one result:</p> <table border="1" data-bbox="370 1507 1208 1608"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Pay Group</th> <th>Payment Date</th> <th>Calendar ID</th> </tr> </thead> <tbody> <tr> <td>00310253</td> <td>0</td> <td>Lashunda Park</td> <td>MDC</td> <td>12/02/2022</td> <td>MDC 2022B24</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Name	Pay Group	Payment Date	Calendar ID	00310253	0	Lashunda Park	MDC	12/02/2022	MDC 2022B24
Empl ID	Empl Record	Name	Pay Group	Payment Date	Calendar ID								
00310253	0	Lashunda Park	MDC	12/02/2022	MDC 2022B24								

3.

Select the **Accumulators** tab and select the arrows to Navigate through the **Accumulator Results**

In this example, the employee's ending Sick Leave balance is 17.5 hours, and her Annual Leave balance is 21. The Accumulator for Covid-19 Paid Sick Leave balance is 80.

The screenshot shows the 'Results by Calendar' interface for employee Wilhide Beamon. The 'Accumulators' tab is selected. The calendar ID is MDC 2022B24. The calendar information shows a description of '2023PP07 Biweekly' and version 4. The accumulators table lists several elements, with MD_SICK_BAL highlighted, showing an amount of 17.500000. The table also includes MD_LVEPL_BAL, MD_PARNT_BAL, MD_PARNT_ENT, and MD_PARNT_TAKE.

Period	Element Name	Amount	Description	From	Through
Custom Period	MD_LVEPL_BAL	0.000000	Leave Pool Balance	01/01/1901	
Custom Period	MD_PARNT_BAL	8.000000	Parental Leave Balance	04/26/2022	04/25/2023
Custom Period	MD_PARNT_ENT	180.000000	Parental Leave Accrued	04/26/2022	04/25/2023
Custom Period	MD_PARNT_TAKE	140.000000	Parental Leave Taken	04/26/2022	04/25/2023
Custom Period	MD_SICK_BAL	17.500000	Sick Leave Balance	01/01/1901	

The screenshot shows the 'Results by Calendar' interface for employee Wilhide Beamon. The 'Accumulators' tab is selected. The calendar ID is MDC 2022B24. The calendar information shows a description of '2023PP07 Biweekly' and version 4. The accumulators table lists several elements, with MD_ANNUAL_ENT highlighted, showing an amount of 21.000000. The table also includes MD_SICK_BAL.

Period	Element Name	Amount	Description	From	Through
Custom Period	MD_SICK_BAL	17.500000	Sick Leave Balance	01/01/1901	
Custom Period	MD_ANNUAL_ENT	21.000000	Annual Leave Accrued	01/01/1901	

Step	Action

CONFIRM ANNUAL AND SICK LEAVE BALANCES AFTER USAGE

4. Repeat the navigation in Step 1 above.
 Select the **Accumulators** tab and select the arrows to:

- Cycle through the versions to see the changes in the balances
- Navigate through the **Accumulator Results**

Note: Annual and Sick Leave taken accumulators in version 2 (used instead of Covid-19 Paid Sick Leave).

	<table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Segment</td> <td>MD_ANNUAL_ENT_PER</td> <td>3.000000</td> <td>Annual Leave Accrued Period</td> <td>11/28/2022</td> <td>12/11/2022</td> </tr> <tr> <td>Segment</td> <td>MD_ANNUAL_TAKE_PER</td> <td>21.000000</td> <td>Annual Leave Taken Period</td> <td>11/28/2022</td> <td>12/11/2022</td> </tr> <tr> <td>Segment</td> <td>MD_SICK_ENT_PER</td> <td>4.000000</td> <td>Sick Leave Accrued Period</td> <td>11/28/2022</td> <td>12/11/2022</td> </tr> <tr> <td>Segment</td> <td>MD_SICK_TAKE_PER</td> <td>19.000000</td> <td>Sick Leave Taken Period</td> <td>11/28/2022</td> <td>12/11/2022</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Segment	MD_ANNUAL_ENT_PER	3.000000	Annual Leave Accrued Period	11/28/2022	12/11/2022	Segment	MD_ANNUAL_TAKE_PER	21.000000	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
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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																										

5.

This example shows that, since the employee didn't have enough Sick Leave to cover her leave, her Annual Leave was applied. She was left with a balance of 2.5 hours of Sick Leave and 3 hours of Annual Leave, after accruals.

Results by Calendar

Calendar Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Wilvide Beamon Employee Empl ID 00310253 Empl Record 0
 Calendar ID MDC 2022B25 Pay Group MDC General Employees

Calendar Information 2 of 6 | View All

Calendar Group ID 2023PP02 Description 2023PP02 Biweekly
 Segment Number 1 Version 2 Revision 1
 Gross Result Value 0.00 USD Net Result Value 0.00 USD

Accumulators 26-30 of 32 | View All

Period	Element Name	Amount	Description	From	Through
Custom Period	MD_PARNT_ENT	180.000000	Parental Leave Accrued	04/26/2022	04/25/2023
Custom Period	MD_PARNT_TAKE	140.000000	Parental Leave Taken	04/26/2022	04/25/2023
Custom Period	MD_SICK_BAL	2.500000	Sick Leave Balance	01/01/1901	

Results by Calendar

Calendar Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Wilvide Beamon Employee Empl ID 00310253 Empl Record 0
 Calendar ID MDC 2022B25 Pay Group MDC General Employees

Calendar Information 2 of 6 | View All

Calendar Group ID 2023PP02 Description 2023PP02 Biweekly
 Segment Number 1 Version 2 Revision 1
 Gross Result Value 0.00 USD Net Result Value 0.00 USD

Accumulators 11-15 of 32 | View All

Period	Element Name	Amount	Description	From	Through
Custom Period	MD_ANL_LONG_ENT	32.000000	Longevity Annual Accrual Acc	01/01/1901	
Custom Period	MD_ANNUAL_BAL	3.000000	Annual Leave Balance	01/01/1901	

Step	Action																														
	<p>You will note in the screenshot below that Covid-19 Leave was untouched and remained at 80.</p> <div data-bbox="370 436 1409 1083" style="border: 1px solid black; padding: 5px;"> <p>Results by Calendar</p> <p>Calendar Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Faith Lavender Employee Empl ID 00310253 Empl Record 0 Calendar ID MDC 2022B25 Pay Group MDC General Employees</p> <p>Calendar Information</p> <p>Calendar Group ID 2023PP02 Description 2023PP02 Biweekly Segment Number 1 Version 2 Revision 1 Gross Result Value 0.00 USD Net Result Value 0.00 USD</p> <p>Accumulators</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Custom Period</td> <td>MD_BDAY_TAKE</td> <td>1.000000</td> <td>Birthday Holiday Taken</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_COMP_BAL</td> <td>0.000000</td> <td>Compensatory Leave Balance</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_COV19_ADJ</td> <td>80.000000</td> <td>COVID-19 Paid Sick Leave Adj</td> <td>10/29/2021</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Custom Period</td> <td>MD_COV19_BAL</td> <td>80.000000</td> <td>COVID-19 Paid Sick Leave Bal</td> <td>10/29/2021</td> <td></td> </tr> </tbody> </table> </div>	Period	Element Name	Amount	Description	From	Through	Custom Period	MD_BDAY_TAKE	1.000000	Birthday Holiday Taken	01/01/1901		Custom Period	MD_COMP_BAL	0.000000	Compensatory Leave Balance	01/01/1901		Custom Period	MD_COV19_ADJ	80.000000	COVID-19 Paid Sick Leave Adj	10/29/2021		Custom Period	MD_COV19_BAL	80.000000	COVID-19 Paid Sick Leave Bal	10/29/2021	
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CONFIRM COVID-19 LEAVE APPLIED AND ANNUAL / SICK LEAVE BALANCES RESTORED																															

Step	Action																																																						
6.	<p>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.</p> <div data-bbox="370 470 1408 1041"> <p>Results by Calendar</p> <p>Calendar ID: MDC 2022B25</p> <p>Calendar Information: Version 5</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Custom Period</td> <td>MD_PARNT_TAKE</td> <td>140.000000</td> <td>Parental Leave Taken</td> <td>04/26/2022</td> <td>04/25/2023</td> </tr> <tr> <td>Custom Period</td> <td>MD_SICK_BAL</td> <td>21.500000</td> <td>Sick Leave Balance</td> <td>01/01/1901</td> <td></td> </tr> </tbody> </table> </div> <div data-bbox="370 1079 1408 1780"> <p>Results by Calendar</p> <p>Calendar ID: MDC 2022B25</p> <p>Calendar Information: Version 5</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>MD_FMLA_BAL</td> <td>0.000000</td> <td>Family Medical Leave Act Bal</td> <td>01/01/2022</td> <td>12/31/2022</td> </tr> <tr> <td>Year to Date</td> <td>MD_FMLA_ENT</td> <td>480.000000</td> <td>Family Medical Leave Act Accru</td> <td>01/01/2022</td> <td>12/31/2022</td> </tr> <tr> <td>Year to Date</td> <td>MD_FMLA_TAKE</td> <td>224.000000</td> <td>Family Medical Leave Act Taken</td> <td>01/01/2022</td> <td>12/31/2022</td> </tr> <tr> <td>Custom Period</td> <td>MD_ANL_LONG_ENT</td> <td>32.000000</td> <td>Longevity Annual Accrual Acc</td> <td>01/01/1901</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_ANNUAL_BAL</td> <td>24.000000</td> <td>Annual Leave Balance</td> <td>01/01/1901</td> <td></td> </tr> </tbody> </table> </div>	Period	Element Name	Amount	Description	From	Through	Custom Period	MD_PARNT_TAKE	140.000000	Parental Leave Taken	04/26/2022	04/25/2023	Custom Period	MD_SICK_BAL	21.500000	Sick Leave Balance	01/01/1901		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	
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	<p>Finally, note that her Covid-19 Leave was adjusted as well to reflect the deduction.</p> <div data-bbox="367 401 1409 1121" style="border: 1px solid black; padding: 5px;"> <p>Calendar Information</p> <p>Calendar Group ID: 2023PP06 Segment Number: 1 Description: 2023PP06 Biweekly Version: 5 Revision: 1 Gross Result Value: 0.00 USD Net Result Value: 0.00 USD</p> <p>Accumulators</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Custom Period</td> <td>MD_COV19_ADJ</td> <td>80.000000</td> <td>COVID-19 Paid Sick Leave Adj</td> <td>10/29/2021</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_COV19_BAL</td> <td>40.000000</td> <td>COVID-19 Paid Sick Leave Bal</td> <td>10/29/2021</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_COV19_ENT</td> <td>80.000000</td> <td>COVID-19 Paid Sick Leave Ent</td> <td>10/29/2021</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_COV19_TAKE</td> <td>40.000000</td> <td>COVID-19 Paid Sick Leave Taken</td> <td>10/29/2021</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>MD_ERSCCK_BAL</td> <td>24.000000</td> <td>Emergency Sick Leave Balance</td> <td>01/01/1901</td> <td></td> </tr> </tbody> </table> </div>	Period	Element Name	Amount	Description	From	Through	Custom Period	MD_COV19_ADJ	80.000000	COVID-19 Paid Sick Leave Adj	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_ERSCCK_BAL	24.000000	Emergency Sick Leave Balance	01/01/1901	
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