



- ### Functions to be Eliminated
- Creation of hardcopy Form 1, 2, 5
 - Batch submission sheets
 - Transportation of documents
 - Manual distribution of return documents
 - Retroactive leave processing
 - Data Entry by ITS
 - Manual Generation of the State Form 7

- ### New Features
- Dynamic leave balance checking
 - Immediate denial for insufficient balance
 - Immediate error notifications to user
 - Data uploaded from HR Datawarehouse
 - Timely approvals in P/S required
 - Centralized on-line application

- ### New Features
- Requests can span multiple months
 - Processing done by position
 - Electronic routing for approvals (with alternates) via ITS Workflow application
 - Requests verified with work schedule
 - Creation of State Form 7

- ### New Features
- Future leave requests accepted within 2 years from submission date
 - Calculated remaining balance includes future requests
 - Print leave reports
 - Processing follows individual Collective Bargaining Agreements

- ### Special Processing
- Future leave transactions
 - Daily accruals for BU1 employees
 - Special accruals for CC faculty

Electronic Notifications on Limits

- Forfeiture > 720 hours
- Lifetime max of 240 days for leave share
- Forfeiture after initial accumulation of first 42 days

Demonstration

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Online Demo

Personnel Officer Responsibility

- Timely approvals of P/S actions affecting leave
 - FTE, leaves, hires, terminations
- LWOP generated within leave system
 - LWOP status not sent through PeopleSoft
- Update of employee non-standard work schedule
- Access to department - corrections and adjustments
- Form G2 or Form G-2A
- Update of "Reports to" data on P/S position panels
 - OHR - Civil Service, E/M, Coaches

Timeline

1st Quarter 2007 – Training and Rollout to selected departments

3rd Quarter 2007

- Training
- Full Rollout to all UH employees