

Column Heading	Heading Description	Data Description	Comments/Notes:
Cal Run ID	Calendar Name	Calendar Name	
Period End Dt	Period End Date	Last day of the Calendar Period (6/10/YYYY - 6/24/YYYY)	
Agency	Agency Number	Agency/Company number	
EmplID	EmplID	EmplID	
#	Empl Record Number	Empl Rcd	
Last Name	Employee's Last Name	Employee's Last Name	
First Name	First Name	Employee's First Name	
VSDP?	VSDP Ind	Leave Type shown on Maintain Employment Y= Yes (has VSDP) or N= No (elected to keep Traditional Sick)	
Class	Class	Empl Class	
Offcr Cd	Officer Cd	Officer Code	
Srv Dt	Service Date	Benefits Service Date from Employment Data	
Srv Yrs	Service Years	Years of Service from Employment Data	
Leave Date (includes Military Srv.)	Military Service	Years of Service from Employee State/Military Data page (includes Military service)	
Leave Service Yrs (includes Military Srv.)	Leave Years	Years of Service from Prior State/Military Data page used for leave accrual rate	
Annual Rt	Annual Rate	Compensation Rate from Job Earnings Distribution	
Standard Hours	Standard Hours		
			9M, 10, 11M Classified will need to be manually calculated per below.
		Hourly Rate for Job Data	Compensation Rate from Job Earnings Distribution:
Hrly rate	Hourly rate	Annual Rate divided by 24 then divided by 86.67 (24-pay employees) - All other employees Annual Rate divided by 24 then divided by 86.67 then divided by .75 (18-pay employees) - 9Month Faculty Employees ONLY	11-Month: Salary divided by 22 divided by 86.67 10-Month: Salary divided by 20 divided by 86.67 9-Month: Salary divided by 18 divided by 86.67
Dept	Dept Code	Dept Code from Job Earnings Distribution	
Fund	Fund Code	Fund Code from Job Earnings Distribution	
Prgm	Prgm Code	CARS Program Code from Job Earnings Distribution	
Distr %	Distr %	Funding Distribution Percent from Job Earnings Distribution	
<b>Leave Liability Use Pay Report 1</b>			
		Lists Employee's Annual Leave Hours The hours shown have been multiplied by the Employee's Distribution % Annual Leave balances are taken from the Accumulator tab of the Calendar used to produce this report: 04GFANLLVUPV_BAL, 05GFANLLVOPO_BAL, 08GFANLLVOPU_BAL, 09GFANLLVOPV_BAL, 11ALVPROFACP_BAL, 29ANCLSLV_BAL, 36ALVPROFACA_BAL	
Annual Lv as of FYE	Annual Leave Hours Balance as of Fiscal Year End		
		This column provides the actual amount of Liability Hours by comparing the employee's Annual Leave Hours to the Maximum Payout Rules: The Maximum Payout Rules have been multiplied by the Employee's Distribution % If accumulator = 36ALVPROFACA_BAL (New Admin/Faculty Leave Plan) then: If employee is a President, return the lesser of current annual leave balance or 240 If employee is an Executive or Senior Administrator, return the lesser of current annual leave balance or 192 If employee is Administrative or Professional Faculty, return the lesser of current annual leave balance or 168 If employee is a 12-month Full-Time Teaching, return the lesser of current annual leave balance or 168  For all other Annual Leave Plans: <b>(uses the Leave Service Years for the Maximum Payout)</b> If employee has worked less than 5 years, return the lesser of current annual leave balance or 192 If employee has worked between 5 and 9.99 years, return the lesser of current annual leave balance or 240 If employee has worked between 10 and 19.99 years, return the lesser of current annual leave balance or 288 If employee has worked between 20 or more years, return the lesser of current annual leave balance or 336	
Annual Leave Max Payout	Annual Leave Liability Hours		
		The total number of Annual Leave hours earned are taken from the Accumulator tab of the Calendar used to produce the report: 04EARNED_BAL, 05EARNED_BAL, 08EARNED_BAL, 09EARNED_BAL, 11EARNED_BAL, 29EARNED_BAL, 36EARNED_BAL	
Annual Leave Hrs Earned FY	Annual Leave Hours Earned in the Fiscal Year		
		This column uses the new GASB calculation for % of hours to be used. VCCS uses a 5 year usage average. <b>Calculation:</b> If (Annual Leave Hrs Earned FY <b>multiplied</b> by the 5yr AVG Leave Usage %) <b>is greater than</b> the Annual Leave Max Payout <b>then</b> return the amount of hours listed for Annual Leave Max Payout -Otherwise use- (Annual Leave Hrs Earned FY <b>multiplied</b> by the 5yr AVG%)	
Annual Hrs for Use	Annual Leave Hours for Use		
		This column calculates the hours for payment. <b>Calculation:</b> If (Annual Leave as of FYE <b>less</b> Annual Hrs for Use) <b>is greater than</b> the Annual Leave Max Payout <b>then</b> return the amount listed for Annual Leave Max Payout -Otherwise- Use (Annual Leave as of FYE <b>less</b> Annual Hrs for Use)	
Annual Hrs for Pay	Annual Leave Hours for Pay		

Annual Lv Liab to be used \$	Annual Leave Liability to be used in Dollars	Annual Hrs for Use <b>multiplied</b> by the Hourly Rate	
Annual Lv Liab to be paid \$	Annual Leave Liability to be paid in Dollars	Annual Hrs for Pay <b>multiplied</b> by the Hourly Rate	
Total Annual LV Liability \$	Total amount of Annual Lv Liability Dollars	Annual Lv Liab to be used \$ <b>plus</b> Annual Lv Liab to be paid \$	
Trad. Sick Hrs as of FYE	Traditional Sick Leave Hours Balance as of Fiscal Year End	This column lists the employee's Traditional Sick Leave hours for the following accumulators: 31TRADSICK_BAL, 01SCK9MTHFAC_BAL	
Trad. Sick Leave Hrs Earned FY	Traditional Sick Leave Annual Leave Hours Earned in the Fiscal Year	This column lists the total number of Traditional Sick Leave hours earned from the Accumulator tab of the Claendar used to produce the report: 01EARNED_BAL, 31EARNED_BAL	
Trad. Sick Hrs for Use	Traditional Sick Leave Hours for Use	This column uses the new GASB calculation for % of hours to be used. VCCS uses a 5 year usage average. <b>Calculation:</b> If (Trad. Sick Leave Hrs Earned FY <b>multiplied</b> by the 5-yr AVG Leave Usage %) is <b>greater than</b> the Trad. Sick Hrs as of FYE, <b>then</b> return the amount listed for Trad. Sick Hrs as of FYE; -Otherwise- (Trad. Sick Leave Hrs Earned FY <b>multiplied</b> by the 5-yr AVG Leave Usage %)	
Trad Sick Hrs for Pay	Traditional Sick Leave Hours for Pay	This column calculates the Traditional Sick Leave Liability to be paid if column "VSDP?" = N then:  If the column "Srcv Yrs" = 0-4 years: Return a <b>zero</b> (based on Traditional Sick Leave Payout - Policy XXX)  If the column "Srcv Yrs" = 5 or more years: Return the lesser of (Trad. Sick Hrs as of FYE <b>minus</b> Trad Sick Hrs for Use	
Trad Sick Lv Liab to be used \$	Traditional Sick Leave Liability to be used in Dollars	Trad. Sick Hrs for Use <b>multiplied</b> by the Hourly Rate	
Trad Sick Lv Liab to be paid \$ (CAP)	Traditional Sick Leave Liability to be paid in Dollars	This column return the dollar value of Trad Sick Liab to be Paid and takes into account the cap of \$5000. <b>Calculation:</b> If (Trad Sick Hrs for Pay <b>multiplied</b> by the Hourly Rate, then <b>multiplied</b> by 0.25) is <b>greater than</b> \$5000, then return the amount of \$5000 -Otherwise- Return the amount of (Trad Sick Hrs for Pay <b>multiplied</b> by the Hourly Rate, then <b>multiplied</b> by 0.25)	
Total Trad Sick Liab \$	Total amount of Traditional Sick Leave Liability Dollars	Trad Sick Lv Liab to be used \$ <b>plus</b> Trad Sick Lv Liab to be paid \$	
<b>Leave Liability Use Pay Report 2</b>			
9M Fac Personal Leave as of FYE	9-Month Faculty Personal Leave Balance as of Fiscal Year End	Lists employee's 9-Month Faculty Personal Leave Earned for the following accumulator: 10COLPER_BAL	
9M Fac Personal Hrs Earned FY	9-Month Faculty Personal Leave Hours Earned inf the Fiscal Year	Lists employee's 9-Month Faculty Personal Leave Earned for the following accumulator: 10EARNED_BAL	
9M Fac Personal Hrs for Use	9-Month Faculty Personal Leave Hours for Use	This column calculates the 9-Month Faculty Personal Leave hours for use. <b>Calculation:</b> If (9M Fac Personal Lv Hrs Earned FY <b>multiplied</b> by the 5yr AVG Leave Usage %) is <b>greater than</b> the 9M Fac Personal Leave as of FYE then return the amount listed for 9M Fac Personal Lv Hrs Earned FY - Otherwise use- Return the amount from (9M Fac Personal Lv Hrs Earned FY <b>multiplied</b> by the 5yr AVG Leave Usage %)	
9M Fac Personal Hrs for Pay	9-Month Faculty Personal Leave Hours for Pay	This column calculates the hours for payment. <b>Calculation:</b> 9M Fac Personal Leave as of FYE <b>less</b> 9M Fac Personal Hrs for Use	
9M Fac Personal Liab to be used \$	9-Month Faculty Personal Leave Hours to be used in dollars	9M Fac Personal Hrs for Use <b>multiplied</b> by the Hourly Rate	
9M Fac Personal Liab to be paid \$	9-Month Faculty Personal Leave Hours to be paid in dollars	9M Fac Pesonal Hrs for Pay <b>multiplied</b> by the Hourly Rate	
Total 9M Fac Personal Liab \$	Total 9-Month Faculty Personal Leave Liability Dollars	9M Fac Personal Liab to be used \$ <b>plus</b> 9M Fac Personal Liab to be paid \$	
VSDP Personal Hrs as of FYE	VSDP Personal Leave Hours Balance as of Fiscal Year End	Lists employee's VSDP Personal Leave Hours for the following accumulator: 07FAMPER_BAL	
VSDP Personal Leave Hrs Earned FY	VSDP Personal Leave Annual Leave Hours Earned in the Fiscal Year	This column returns the number of hours earned for the leave type if column "VSDP?" = Y :  If the column "Srcv Yrs" is <b>less than</b> 10 years, then the amount returned is 32 -Otherwise- If the column "Srcv Yrs" is <b>10 years or more</b> , then the amount returned is 40	
VSDP Personal Hrs for Use	VSDP Personal Leave Hours for Use	This column uses the new GASB calculation for % of hours to be used. VCCS uses a 5 year usage average. <b>Calculation:</b> If (VSDP Personal Hrs Earned FY <b>multiplied</b> by the 5-yr AVG Leave Usage %) is <b>greater than</b> the VSDP Personal Hrs as of FYE, then return the amount listed for VSDP Personal Hrs as of FYE -Otherwise- Return the amount from (VSDP Personal Hrs Earned FY <b>multiplied</b> by the 5-yr AVG Leave Usage %)	
Total VSDP Personal Liab \$ (used)	Total amount of VSDP Personal Leave Hours to be used in dollars	VSDP Personal Hrs for Use <b>multiplied</b> by the Hourly Rate	
VSDP Sick Hrs as of FYE	VSDP Sick Leave Balance as of Fiscal Year End	Lists employee's VSDP Sick Leave Hours for the following accumulator: 06SICKVSDP_BAL	

VSDP Sick Leave Hrs Earned FY	VSDP Sick Leave Annual Leave Hours Earned in the Fiscal Year	This column returns the number of hours earned for the leave type if column "VSDP?" = Y :  If the column "Srcv Yrs" is <b>less than 5 years</b> , then the amount returned is 64 If the column "Srcv Yrs" is <b>5 to 9 years</b> , then the amount returned is 72 If the column "Srcv Yrs" is <b>10 years or more</b> , then the amount returned is 80	
VSDP Sick Hrs for Use	VSDP Sick Leave Hours for Use	This column uses the new GASB calculation for % of hours to be used. VCCS uses a 5 year usage average. <u>Calculation:</u> If (VSDP Sick Hrs Earned FY <b>multiplied</b> by the 5-yr AVG Leave Usage %) is <b>greater than</b> the VSDP Sick Hrs as of FYE, then return the amount listed for VSDP Sick Hrs as of FYE -Otherwise- Return the amount from (VSDP Sick Hrs Earned FY <b>multiplied</b> by the 5-yr AVG Leave Usage %)	
Total VSDP Sick Liab \$ (used)	Total amount of VSDP Sick Leave Hours to be used in dollars	VSDP Sick Hrs for Use <b>multiplied</b> by the Hourly Rate	
CURRENT Employee Total Leave Liab to be used + FICA \$	Current Agency total leave Liability to be used including FICA	<b>By Employee:</b> This column sums all leave plan's Liability to be used in Dollars multiplied by 1.0765 (FICA) <u>Calculation:</u> [Annual Lv Liab to be use \$ <b>plus</b> Trad. Sick Liab to be used \$ <b>plus</b> 9M Fac Personal Liab to be used \$ <b>plus</b> Total VSDP Personal Liab \$ (used) <b>plus</b> Total VSDP Sick Liab \$ (used)] <b>multiplied</b> by 1.0765 (FICA)	
Total Leave Liab + FICA \$	Total Liability \$ including FICA for Employee	<b>By Employee:</b> This column totals all leave plan's Liability in Dollars multiplied by 1.0765 (FICA) <u>Calculation:</u> (Total Annual LV Liability \$ <b>plus</b> Total Trad Sick Liab \$ <b>plus</b> Total 9M Fac Personal Liab \$ <b>plus</b> Total VSDP Personal Liab \$ (used) <b>plus</b> Total VSDP Sick Liab \$ (used) ) <b>multiplied</b> by 1.0765 (FICA)	
CURRENT Fund/Prog Total Leave Liab to be used + FICA \$	Current Agency total leave Liability to be used including FICA	<b>By Fund and Program:</b> This column sums all leave plan's Liability to be used in Dollars multiplied by 1.0765 (FICA) <u>Calculation:</u> [Annual Lv Liab to be use \$ <b>plus</b> Trad. Sick Liab to be used \$ <b>plus</b> 9M Fac Personal Liab to be used \$ <b>plus</b> Total VSDP Personal Liab \$ (used) <b>plus</b> Total VSDP Sick Liab \$ (used)] <b>multiplied</b> by 1.0765 (FICA)	
Fund/Prog Total Leave Liab + FICA \$	Total Liability \$ including FICA by Fund & Program	<b>By Fund and Program:</b> This column totals all leave plan's Liability in Dollars multiplied by 1.0765 (FICA) <u>Calculation:</u> (Total Annual Leave Liability Dollars <b>plus</b> Traditonal Sick Leave Liability Dollars <b>plus</b> 9M Faculty Personal Leave Liability Dollars <b>plus</b> VSDP Personal Leave Liability Dollars <b>plus</b> VSDP Sick Leave Liability Dollars) <b>multiplied</b> by 1.0765 (FICA)	
CURRENT Agency Total Leave Liab to be used + FICA \$	Current Agency total leave Liability to be used including FICA	<b>At the Agency level:</b> This column sums all leave plan's Liability to be used in Dollars multiplied by 1.0765 (FICA) <u>Calculation:</u> [Annual Lv Liab to be use \$ <b>plus</b> Trad. Sick Liab to be used \$ <b>plus</b> 9M Fac Personal Liab to be used \$ <b>plus</b> Total VSDP Personal Liab \$ (used) <b>plus</b> Total VSDP Sick Liab \$ (used)] <b>multiplied</b> by 1.0765 (FICA)	
Agency Total Leave Liab + FICA \$	Sum of all Leave Plans Liability in Dollars + FICA	<b>At the Agency level:</b> This column sums all leave plan's Liability in Dollars multiplied by 1.0765 (FICA) <u>Calculation:</u> (Total Annual Leave Liability Dollars <b>plus</b> Traditonal Sick Leave Liability Dollars <b>plus</b> 9M Faculty Personal Leave Liability Dollars <b>plus</b> VSDP Personal Leave Liability Dollars <b>plus</b> VSDP Sick Leave Liability Dollars) <b>multiplied</b> by 1.0765 (FICA)	