

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	
Srvc Dt	Service Date	Benefits Service Date from Employment Data	
Srvc 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	11-Month: Salary divided by 22 divided by 86.67
		Annual Rate divided by 24 then divided by 86.67 then divided by .75 (18-pay employees) - 9Month Faculty Employees ONLY	10-Month: Salary divided by 20 divided by 86.67
Dept	Dept Code	Dept Code from Job Earnings Distribution	9-Month: Salary divided by 18 divided by 86.67
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 Distributor	
Leave Liability Use Pay Report 1			
Annual Lv as of FYE	Annual Leave Hours Balance as of Fiscal Year End	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, 29ANLCLSLV_BAL, 36ALVPROFACA_BAL	
Annual Leave Max Payout	Annual Leave Liability Hours	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:(uses the Leave Service Years for the Maximum Payout) 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 Hrs Earned FY	Annual Leave Hours Earned in the Fiscal Year	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 Hrs for Use	Annual Leave Hours for Use	This column uses the new GASB calculation for % of hours to be used. VCCS uses a 5 year usage average. Calculation: If (Annual Leave Hrs Earned FY multiplied by the 5yr AVG Leave Usage %) is greater than the Annual Leave Max Payout then return the amount of hours listed for Annual Leave Max Payout -Otherwise use- (Annual Leave Hrs Earned FY multiplied by the 5yr AVG%)	NOTE: 5-YR AVG% may change from year to year Annual Leave 5-YR AVG Usage % = 58%

		This column calculates the hours for payment. <u>Calculation:</u> If (Annual Leave as of FYE less Annual Hrs for Use) is greater than the Annual Leave Max Payout then return the amount listed for Annual Leave Max Payout -Otherwise- Use (Annual Leave as of FYE less 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 multiplied by the Hourly Rate	
Annual Lv Liab to be paid \$	Annual Leave Liability to be paid in Dollars	Annual Hrs for Pay multiplied by the Hourly Rate	
Total Annual LV Liability \$	Total amount of Annual Lv Liability Dollars	Annual Lv Liab to be used \$ plus 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. <u>Calculation:</u> If (Trad. Sick Leave Hrs Earned FY multiplied by the 5-yr AVG Leave Usage %) is greater than the Trad. Sick Hrs as of FYE, then return the amount listed for Trad. Sick Hrs as of FYE; -Otherwise- (Trad. Sick Leave Hrs Earned FY multiplied by the 5-yr AVG Leave Usage %)	NOTE: 5-YR AVG% may change from year to year Traditional Sick Leave 5-YR AVG Usage % = 33%
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 azero (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 minus 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 multiplied 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. <u>Calculation:</u> If (Trad Sick Hrs for Pay multiplied by the Hourly Rate, then multiplied by 0.25) is greater than \$5000, then return the amount of \$5000 -Otherwise- Return the amount of (Trad Sick Hrs for Pay multiplied by the Hourly Rate, then multiplied by 0.25)	
Total Trad Sick Liab \$	Total amount of Traditional Sick Leave Liability Dollars	Trad Sick Lv Liab to be used \$ plus Trad Sick Lv Liab to be paid \$	
Leave Liability Use Pay Report 2			
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. <u>Calculation:</u> If (9M Fac Personal Lv Hrs Earned FY multiplied by the 5yr AVG Leave Usage %) is greater than 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 multiplied by the 5yr AVG Leave Usage %)	NOTE: 5-YR AVG% may change from year to year Faculty Personal Leave 5-YR AVG Usage % = 41%
9M Fac Personal Hrs for Pay	9-Month Faculty Personal Leave Hours for Pay	This column calculates the hours for payment. <u>Calculation:</u> 9M Fac Personal Leave as of FYE less 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 multiplied 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 multiplied by the Hourly Rate	
Total 9M Fac Personal Liab \$	Total 9-Month Faculty Personal Leave Liability Dollars	9M Fac Personal Liab to be used \$ plus 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 less than 10 years, then the amount returned is 32 -Otherwise- If the column "Srcv Yrs" is 10 years or more , then the amount returned is 40	

VSDP Personal Hrs for Use	VSDP Personal Leave Hours for Use	<p>This column uses the new GASB calculation for % of hours to be used. VCCS uses a 5 year usage average. Calculation: If (VSDP Personal Hrs Earned FY multiplied by the 5-yr AVG Leave Usage %) is greater than 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 multiplied by the 5-yr AVG Leave Usage %)</p>	<p>NOTE: 5-YR AVG% may change from year to year</p> <p>VSDP Sick Leave 5-YR AVG Usage % = 46%</p>
Total VSDP Personal Liab \$ (used)	Total amount of VSDP Personal Leave Hours to be used in dollars	VSDP Personal Hrs for Use multiplied by the Hourly Rate	
VSDP Sick Hrs as of FYE	VSDP Sick Leave Balance as of Fiscal Year End	<p>Lists employee's VSDP Sick Leave Hours for the following accumulator: 06SICKVSDP_BAL</p>	
VSDP Sick Leave Hrs Earned FY	VSDP Sick Leave Annual Leave Hours Earned in the Fiscal Year	<p>This column returns the number of hours earned for the leave type if column "VSDP?" = Y :</p> <p>If the column "Srvc Yrs" is less than 5 years, then the amount returned is 64 If the column "Srvc Yrs" is 5 to 9 years, then the amount returned is 72 If the column "Srvc Yrs" is 10 years or more, then the amount returned is 80</p>	
VSDP Sick Hrs for Use	VSDP Sick Leave Hours for Use	<p>This column uses the new GASB calculation for % of hours to be used. VCCS uses a 5 year usage average. Calculation: If (VSDP Sick Hrs Earned FY multiplied by the 5-yr AVG Leave Usage %) is greater than 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 multiplied by the 5-yr AVG Leave Usage %)</p>	<p>NOTE: 5-YR AVG% may change from year to year</p> <p>VSDP Sick Leave 5-YR AVG Usage % = 36%</p>
Total VSDP Sick Liab \$ (used)	Total amount of VSDP Sick Leave Hours to be used in dollars	VSDP Sick Hrs for Use multiplied by the Hourly Rate	
CURRENT Employee Total Leave Liab to be used + FICA \$	Current Agency total leave Liability to be used including FICA	<p>By Employee: This column sums all leave plan's Liability to be used in Dollars multiplied by 1.0765 (FICA) Calculation: [Annual Lv Liab to be used \$ plus Trad. Sick Liab to be used \$ plus 9M Fac Personal Liab to be used \$ plus Total VSDP Personal Liab \$ (used) plus Total VSDP Sick Liab \$ (used)] multiplied by 1.0765 (FICA)</p>	
Total Leave Liab + FICA \$	Total Liability \$ including FICA for Employee	<p>By Employee: This column totals all leave plan's Liability in Dollars multiplied by 1.0765 (FICA) Calculation: (Total Annual LV Liability \$ plus Total Trad Sick Liab \$ plus Total 9M Fac Personal Liab \$ plus Total VSDP Personal Liab \$ (used) plus Total VSDP Sick Liab \$ (used)) multiplied by 1.0765 (FICA)</p>	
CURRENT Fund/Prog Total Leave Liab to be used + FICA \$	Current Agency total leave Liability to be used including FICA	<p>By Fund and Program: This column sums all leave plan's Liability to be used in Dollars multiplied by 1.0765 (FICA) Calculation: [Annual Lv Liab to be used \$ plus Trad. Sick Liab to be used \$ plus 9M Fac Personal Liab to be used \$ plus Total VSDP Personal Liab \$ (used) plus Total VSDP Sick Liab \$ (used)] multiplied by 1.0765 (FICA)</p>	
Fund/Prog Total Leave Liab + FICA \$	Total Liability \$ including FICA by Fund & Program	<p>By Fund and Program: This column totals all leave plan's Liability in Dollars multiplied by 1.0765 (FICA) Calculation: (Total Annual Leave Liability Dollars plus Traditonal Sick Leave Liability Dollars plus 9M Faculty Personal Leave Liability Dollars plus VSDP Personal Leave Liability Dollars plus VSDP Sick Leave Liability Dollars) multiplied by 1.0765 (FICA)</p>	
CURRENT Agency Total Leave Liab to be used + FICA \$	Current Agency total leave Liability to be used including FICA	<p>At the Agency level: This column sums all leave plan's Liability to be used in Dollars multiplied by 1.0765 (FICA) Calculation: [Annual Lv Liab to be used \$ plus Trad. Sick Liab to be used \$ plus 9M Fac Personal Liab to be used \$ plus Total VSDP Personal Liab \$ (used) plus Total VSDP Sick Liab \$ (used)] multiplied by 1.0765 (FICA)</p>	
Agency Total Leave Liab + FICA \$	Sum of all Leave Plans Liability in Dollars + FICA	<p>At the Agency level: This column sums all leave plan's Liability in Dollars multiplied by 1.0765 (FICA) Calculation: (Total Annual Leave Liability Dollars plus Traditonal Sick Leave Liability Dollars plus 9M Faculty Personal Leave Liability Dollars plus VSDP Personal Leave Liability Dollars plus VSDP Sick Leave Liability Dollars) multiplied by 1.0765 (FICA)</p>	

Leave Type	5-YR AVG Usage % *
Annual	58%
TRAD Sick	33%
VSDP Personal	46%
VSDP Sick	36%
9-M Faculty Personal	41%

***NOTE:** 5-YR AVG% may change from year to year