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Leave Rates - HRS2100

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This tab is used to create multiple dock types and amounts for each leave type. It allows you to set the order in which the multiple dock types are applied to the leave type records, and establish the duration of the dock type. Duration is cumulative from the beginning of the school year (e.g., Leave type 01 can have three dock types (F, H, and D); in the order 1, 2, 3; for durations of 15, 5, and blank days). See the following example:

Leave Type	Description Long	Order	Duration	Dock Amount	Dock Type
01	Regular	1	15	$50.00	D-Table defined
01	Regular	2	5		H-Half day
01	Regular	3			F-Full day

- The first 15 days of leave type 01 is docked at the rate of $50.00 per day.
- The next five days of leave type 01 are docked at the half-day rate.
- Any leave type 01 days used in excess of the previous 20 days is docked at the full-day rate.

Create leave rates:

Field	Description
Start Leave Type	Type a leave type code to narrow the number of leave type codes that are displayed on the tab.

❑ Click **+Add** to add a row. Leave type codes are created on the Leave Type Description tab and must exist there to be used on this tab.

Leave Type	Click ⌄ to select a code from the drop-down list.
Description Long	The field is populated automatically when the user selects a leave type code.
Status	The field displays the leave type status. A row cannot be edited if the leave type status is set to I - Inactive on the Leave Type tab.
Order	Type the sequence in which the record is to be used (e.g., 1, 2).
Duration	Type the number of units (days or hours) that the dock type for this leave will be in effect. When populated, this number causes the payroll calculation program to accumulate up to that number of units per school year, while docking using the selected dock type. A blank or zero in this field docks all units or remaining units while docking using the selected dock type.

<table>
<tr><td>Dock Type</td><td>Click ⌄ to select a dock type code. When an employee has multiple jobs, any dock amounts calculated or applied are distributed among the jobs based on the job percent assigned. This calculation is done first by accumulating the total percent assigned for all jobs being paid. Then, the amount of dock to be applied to the job is calculated using the following formula: Current Job Dock Amount = Total Dock Amount x (Pct assigned current job/pct assigned all paid jobs). The Current Job Dock Amount is then distributed across the master distribution account codes for the job based on the account percents. Options for dock type are as follows:
<table>
<tr><td>F - Full daily rate (uses the daily rate from the Job Info tab)</td><td>Pay types 1 and 2 use the daily rate for jobs where the contract balance is greater than zero.

Pay types 3 and 4 use the daily rate from the Job Info tab for jobs where the employee has hourly transmittals or has hours worked on the Job Info tab.</td></tr>
<tr><td>H - Half daily rate (uses the daily rate from the Job Info tab under Daily Rate divided by 2)</td><td>Pay types 1 and 2 use the daily rate for jobs where the contract balance is greater than zero.

Pay types 3 and 4 use the daily rate from the Job Info tab for jobs where the employee has hourly transmittals or has hours worked on the Job Info tab.</td></tr>
<tr><td>D - Table defined rate uses the amount entered on the Leave Rate tab, in the Dock Amount field.</td><td>Allows data entry in the Dock Amount field.</td></tr>
<tr><td>A - Alternate rate uses the dock rate from the Pay Info tab, in the Dock Rate field.</td><td></td></tr>
<tr><td>N - Don't dock, but accrue leave.</td><td></td></tr>
<tr><td>S - Substitute rate uses the amount the substitute was paid on the Employee/Substitute Transmittal tab.</td><td></td></tr>
</table></td></tr>
<tr><td>Dock Amount</td><td>The Dock Amount field is a display-only field if a code other than D - Table defined (e.g., F - Full daily rate, H - Half daily rate) is entered in the Dock Type field.
If the Dock Type field is set to D - Table defined, type the amount that the dock type code deducts for this leave code (e.g., $30.00, $50.00).</td></tr>
</table>

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Print the Leave Rates report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.