

# Electronic Leave Record Training Instructions

Massachusetts Department of Workforce Development  
Division of Career Services

Leave Record Name: Jane Doe Cost Center No: Em

2008	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
January Sick	H																							
January Annual	H	7.5																						
January Personal	H																							
February Sick																								
February Annual																								
February Personal																								
March Sick																								
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December Sick																								
December Annual																								
December Personal																								
Sick Leave Balance as of 12/31/07 16.375 Hours																								
	January	February	March	April	May	June	July	August	September	October	November	December												
Beginning Balance	16.375	25.750	35.125	44.500	53.875	63.250	72.625	82.000	91.375	100.750	110.125	119.500												
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000												



Prepared and created by: Vickie Green  
 Department of Workforce Development  
 Division of Career Services  
 Economic Analysis Office

## **Acknowledgments**

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# How to Create Electronic Leave Record for Employees Training Instructions

Before you begin make sure you have the blank Electronic Leave Record Excel workbook on screen.

Each worksheet blank tabs is for each individual employee's leave record information.

Leave Record		Massachusetts Department of Workforce Development Division of Career Services																				Name:		Cost Center No:			
2008		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22				
January Sick	H	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓	X	X	H	✓			
January Annual	H	0.000				X	X						X	X							X	X	H				
January Personal	H	0.000				X	X						X	X							X	X	H				
February Sick	✓	X	X	✓	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓	X	X	H	✓	✓	✓	✓			
February Annual		X	X							X	X						X	X	H								
February Personal		X	X							X	X						X	X	H								
March Sick		X	X						X	X						X	X	H							X		
March Annual		X	X						X	X						X	X	H							X		
March Personal		X	X						X	X						X	X	H							X		
April Sick					X	X							X	X							X	X	H				
April Annual					X	X							X	X							X	X	H				
April Personal					X	X							X	X							X	X	H				
May Sick			X	X						X	X							X	X						X		
May Annual			X	X						X	X							X	X						X		
May Personal			X	X						X	X							X	X						X		
June Sick		X						X	X						X	X		H						X	X		
June Annual		X						X	X						X	X		H						X	X		
June Personal		X						X	X						X	X		H						X	X		
July Sick				H	X	X							X	X							X	X					
July Annual				H	X	X							X	X							X	X					
July Personal				H	X	X							X	X							X	X					
August Sick			X	X						X	X							X	X								
August Annual			X	X						X	X							X	X								
August Personal			X	X						X	X							X	X								
September Sick		H				X	X						X	X										X	X		
September Annual		H				X	X						X	X										X	X		
September Personal		H				X	X						X	X										X	X		
October Sick				X	X							X	X	H						X	X						

1. Right click on **Blank(1)** tab and select rename.
2. Type employee first name initial and last name for example: **J. Smith.**
3. In the worksheet at the top where you see **Name, Cost Center Number and Employee ID Number**, enter employee's information in the appropriate blank lines and spaces provided.

Leave Record		Massachusetts Department of Workforce Development Division of Career Services																				Name: Jane Smith		Cost Center No: 4410		Unit: 1 1 1 1 1 1					
2008		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	31	31	31	31	31	Employee ID No.: 7500				
January Sick	X	X	7.500	✓	✓	✓	✓	✓	X	X	HVC	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓	✓	✓					
January Annual	X	X							X	X	H					X	X										7.500				
January Personal	X	X							X	X	H					X	X														
February Sick	✓	✓	✓		X	X	H	✓		NOP	✓	✓	X	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
February Annual					X	X	H						X	X																	
February Personal					7.500	X	X	H					X	X																	
March Sick	✓	✓	✓		X	X	H	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
March Annual					X	X	H						X	X							X	X					7.5				
March Personal					X	X	H						X	X							X	X									

## How to enter carry-over sick and annual balances for the first of the year.

1. Scroll down to the section where you see **“Sick and Annual balance as of 1/1/09”**. Type in the unused hours for sick and annual leave on the blank lines provided. (Refer to diagram below).

Sick Leave Balance as of 1/1/2008										
	January Hours	February Hours	March Hours	April Hours	May Hours	June Hours	July Hours	August Hours	September Hours	October Hours
Beginning Balance	0.000	9.375	18.750	28.125	37.500					
Used Time	0.000	0.000	0.000	0.000	0.000					
Ending Balance	0.000	9.375	18.750	28.125	37.500					
Earned	9.375	9.375	9.375	9.375	9.375					
Annual Leave Unused as of 1/1/2008: 0.000 Hours										
Use or Lose: -187.500										
Alert Use/Lose										
Beginning Balance	0.000	15.625	31.250	46.875	62.500	78.125	93.750	109.375	125.000	140.625
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Ending Balance	0.000	15.625	31.250	46.875	62.500	78.125	93.750	109.375	125.000	140.625
Earned	15.625	15.625	15.625	15.625	15.625	15.625	15.625	15.625	15.625	15.625
Personal Leave as of 2008 Allowance: 22.500 Hours										
Beginning Balance	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Ending Balance	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500

2. This is where you enter the monthly annual time earned for the month of January. You must type the correct time earned for that employee.

Where would you enter the allowed annual carry-over hours for an employee?

- 0 Scroll over to the right to yellow shaded area where you see **“Carry-Over Annual Time Allowed”**. Enter the correct allowed carry-over annual time applies to that employee. (Refer to diagram below).

	June Hours	July Hours	August Hours	September Hours	October Hours	November Hours	December Hours	
00	46.875	56.250	65.625	75.000	84.375	93.750	103.125	
30	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
30	46.875	56.250	65.625	75.000	84.375	93.750	103.125	Beginning of Next Year Sick Leave Total: 112.500
75	9.375	9.375	9.375	9.375	9.375	9.375	9.375	
Use or Lose: 0.000								
Alert Use/Lose								
00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	Annual New Year Total: 0.000
30	0.000	0.000	0.000	0.000	0.000	0.000	0.000	Carry-Over Annual Time Allowed: 0.000
30	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

## How to enter unused Comp Time carried over from previous year?

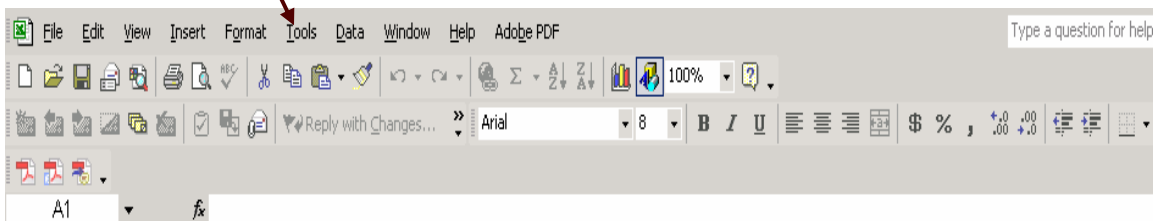
- Ø Scroll down to the second page and if the employee has any comp time **unused as of 2008** enter hours on the blank line provided. (Refer to diagram below).

<b>December Comp Time Earned</b>				X	X					X	X					X	X		
<b>December Comp Time Used</b>				X	X					X	X					X	X		
<b>December Not On Payroll (NOP)</b>				X	X					X	X					X	X		
Comp Time: Unused as of 2008				0.000		Hours													
	January	February	March	April	May	June	July	August	September										
<b>Beginning Balance</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Used Time Ending</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Balance Earned Time</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

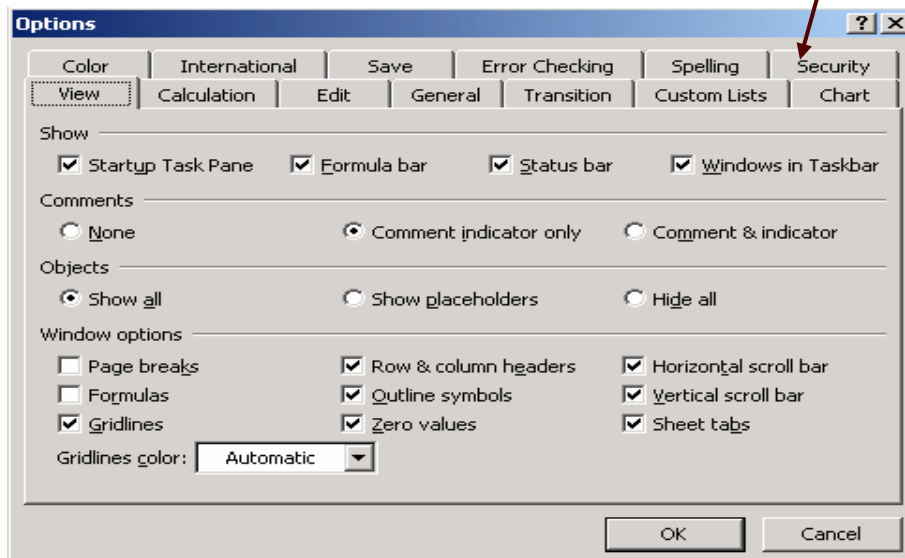
# How to Create a Password to Protect Workbook

For Agency security purposes you must create a password to protect this workbook before saving.

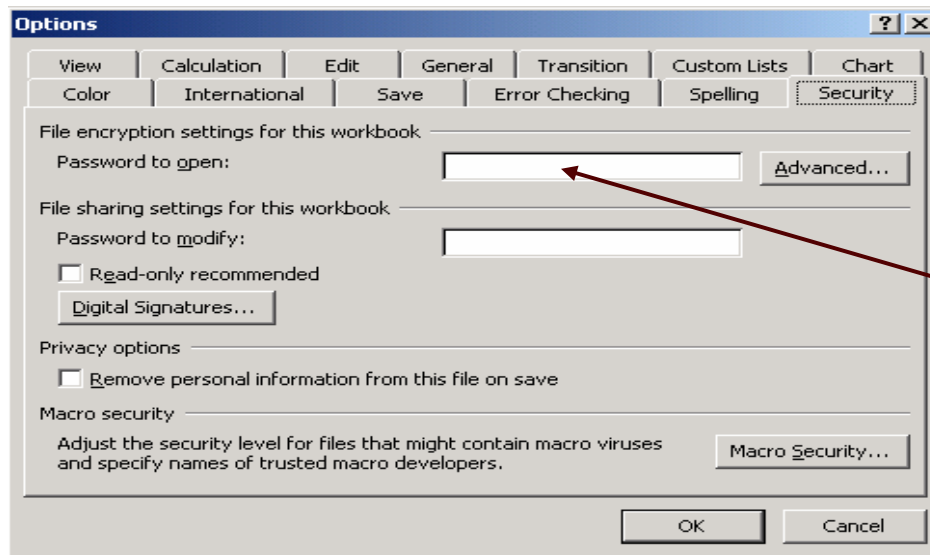
1. Click on **Tools** in the toolbar and then select **Options**.



2. The **Options Box** is on screen, then click on the **Security** tab.



3. Where you see **Password to open**: inside the box type in a password. Once you have typed in your password click on **OK**.



4. Another box will show on screen prompting Reenter password to proceed and type in the same password then click **OK**.
5. Go up to **File** located on the toolbar and select **Save As**, and rename this file.

**Note:** Make sure you save this file to a central location i.e. on your department's share drive so "backup" and manager(s) can have access.

# How to Enter Leave Time Being Used for Each Month

To enter weekly sick or sick in family leave being use.

1. Jane Smith has taken 7.5 hour sick in family on January 9<sup>th</sup>. (See diagram below for example).

Massachusetts Department of Workforce Development  
Division of Unemployment Assistance

Leave Record Name: Jane Smith

2008	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
January Sick	H	✓	✓	✓	X	X	✓	✓	7.500	✓	✓	X	X	7.500	✓
January Annual	H				X	X			SIF			X	X		
January Personal	H											X	X		
February Sick	✓	X							X	X	✓	✓	✓	✓	
February Annual		X							X	X					
February Personal		X							X	X					7.500
March Sick	X	X						X	X	✓	✓	✓	✓	✓	X
March Annual	X	X						X	X						X
March Personal	X	X						X	X						X

Example: Enter 7.5 for Sick in Family here

Example: Enter 7.5 for regular Sick Leave

Example: Must enter SIF code underneath

Example: Enter 7.5 for Personal

2. Enter personal leave taken on February 15<sup>th</sup> (this is where you would type in 7.5). This will also apply to enter vacation leave. (See diagram above for example).

To enter holiday work code and actual time earned.

Massachusetts Department of Workforce Development

Leave Record Name: Jane Smith

Cost Center No: 4410 Unit: Employee ID No.: 1 1 1 1 1 1

2008	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	EILB
January Sick	X	X	7.500	✓	✓	✓	✓	X	X	HWC	✓	✓	✓	✓	X	X	✓	✓	✓		
January Annual	X	X						X	X	H					X	X				7.500	
January Personal	X	X						X	X	H											

Example: Enter Holiday Work Code "HWC"

1. Enter time code (HWC) on holiday cell located on first page of leave record showing that this person worked on that holiday. For example: person worked January 21<sup>st</sup> this is where you would type in code. (See diagram above for example).







