

**HIP Accrued Liability Report**

This guide is to assist HR and Payroll users in processing the Accrued Liability Report for the end of the fiscal year. This report provides you with information that you need to assist with the preparation of the State of Hawaii’s Annual Comprehensive Financial Report (ACFR).

**For Departments Implemented on Time and Leave for More Than One (1) Fiscal Year:** The report will encompass your employee’s sick, vacation, and compensatory time balances from the prior fiscal year end and current fiscal year end.

To ensure that employee leave balances are captured as of June 30, you will want to ensure that you run the report **no earlier than July 20** so that the earned leave for the period worked for After-the-Fact employees of 6/15 to 6/30 is processed and included in the report results.

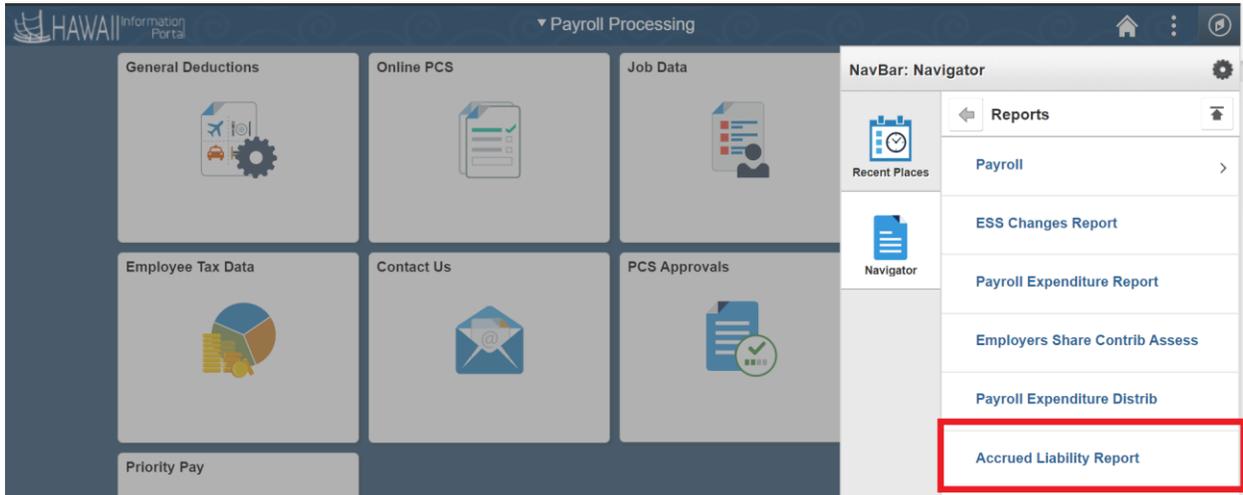
**For Departments Implemented on Time and Leave for Less Than One (1) Fiscal Year:** As your employees have used time and leave for *less than one full fiscal year*, the HIP system will have a picture of your employee’s sick, vacation, and compensatory time balances for only the **present** fiscal year end. Please run the report, but be advised of the following:

- The previous fiscal year balances and variance data on page 1 of the report results will not apply to you this year and should be disregarded. Next year, after you have been using Time and Leave for more than a year, data on page 1 pertaining to a prior year’s leave balances and the year-over-year variance data will be accurate for your department. Therefore, you may need to refer to last year’s figures via different sources.
- The Column “Balance Adjmnts” refers to employees’ starting balances in HIP when you went live in HIP, as shown in the example below:

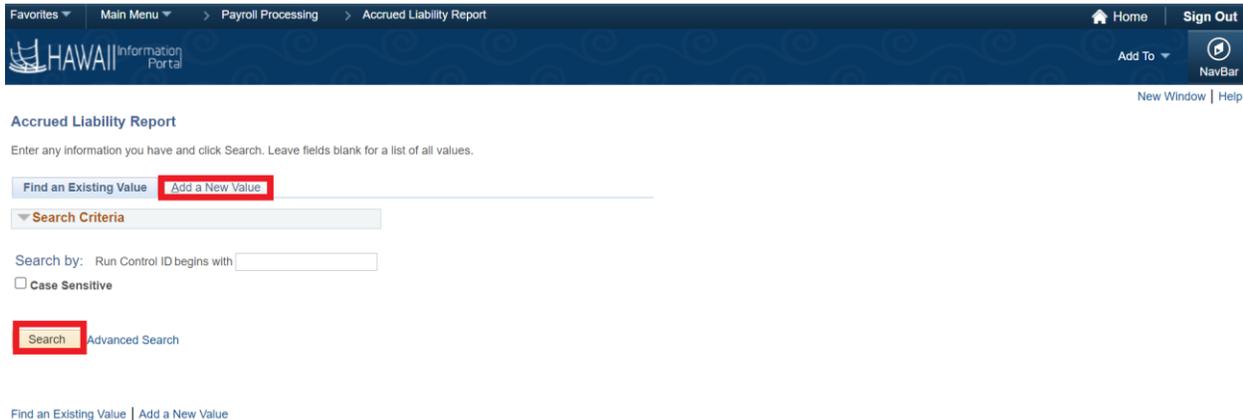
SAMPLE:

|  |                        |                      |                    |                        |  |                        |                      |                    |                        |
|--|------------------------|----------------------|--------------------|------------------------|--|------------------------|----------------------|--------------------|------------------------|
| <b>SUGGESTED WORKSHEET TO COMPUTE VACATION, SICK AND COMPENSATORY LEAVE ACCRUALS</b> |                        |                      |                    |                        | <b>DO NOT SUBMIT, TO BE RETAINED BY DEPARTMENT</b> |                        |                      |                    |                        |
| <b>Vacation Leave (In Hours)</b>   |                        |                      |                    |                        | <b>Sick Leave (In Hours)</b>                       |                        |                      |                    |                        |
| <b>Previous Balance</b>  | <b>Balance Adjmnts</b> | <b>Units Accrued</b> | <b>Units Taken</b> | <b>Current Balance</b> | <b>Previous Balance</b>                            | <b>Balance Adjmnts</b> | <b>Units Accrued</b> | <b>Units Taken</b> | <b>Current Balance</b> |
| 0.00   | 902.88                 | 28.00                | 16.00              | 914.88                 | 0.00   | 3,306.00               | 28.00                | 8.00               | 3,326.00               |

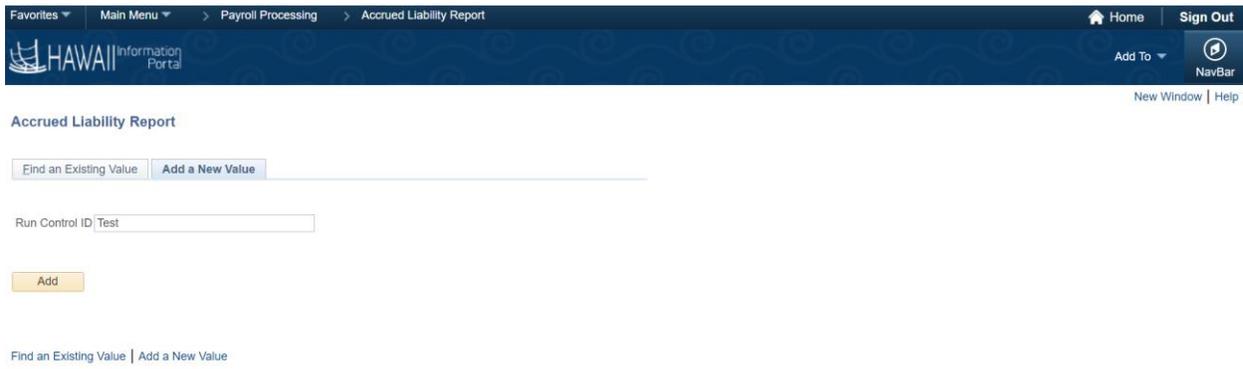
1. **Procedures** Navigate to *NavBar > Navigator > State of Hawaii > Reports > Accrued Liability Report*



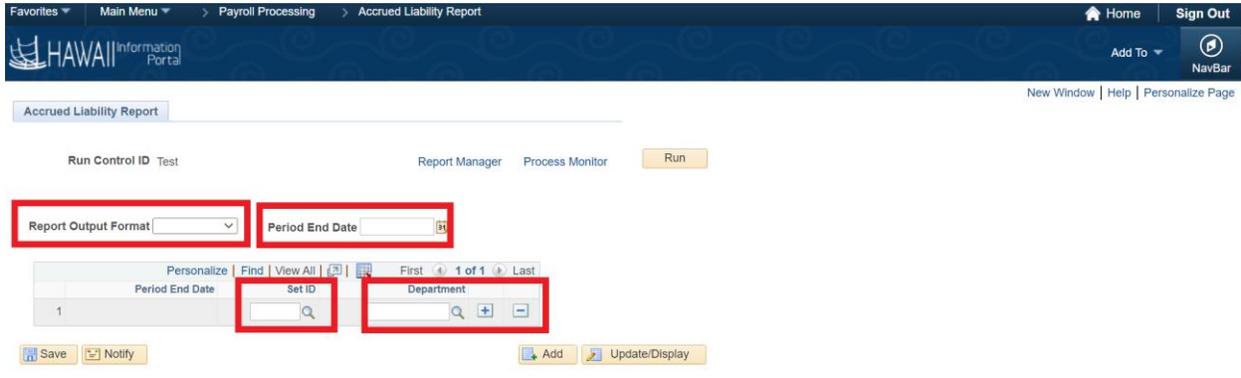
2. Click *Search* to see all previously created Run Control IDs or click on **Add a New Value** to create one.



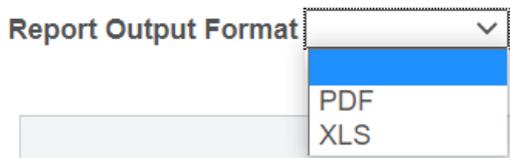
3. If creating a new Run Control ID, the ID can be any value, in this example 'Test' ID will be used.



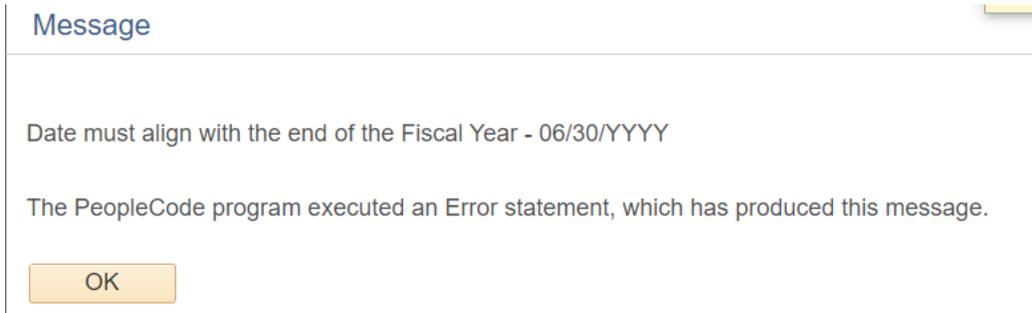
- The following page will appear. The following steps will guide you through how to complete each of the fields.



- Report Output can be either PDF or Excel format (in this example, Excel format is chosen).



- Set the **Period End Date** to 06/30/XXXX where 'XXXX' is the end of the fiscal year chosen. If the date is not in this manner, the following error will show.



- Set ID** is the business unit that you are running for. For Executive Branch units, **STATE** will be used. For other jurisdictions, the appropriate ID can be used. Click on the magnifying glass to pull up the list of jurisdictions.

Look Up Set ID Help

Search by: Set ID begins with

[Advanced Lookup](#)

**Search Results**

View 100 First 1-8 of 8 Last

| Set ID | Description                |
|--------|----------------------------|
| DOE    | Department of Education    |
| HHS    | Hawaii Health Systems Corp |
| JUD    | Judiciary                  |
| LEG    | Hawaii State Legislature   |
| OHA    | Office of Hawaiian Affairs |
| SDM    | Stadium                    |
| STATE  | State of Hawaii            |
| UH     | University of Hawaii       |

8. Select the **Department ID** that you want the Accrued Liability Report processed for. The selection is based on your current security access . To process the report for the entire department, select the six-digit department ID at the top of the list. In this example, department **510000** is selected to run for the entire DAGS department.
  - **Note:** The old five-digit department ID does not process a report.

Look Up Department Help

Search by:  begins with

[Advanced Lookup](#)

**Search Results**

View 100 First 1-212 of 212 Last

| Department | Description | Short Description | Manager ID |
|------------|-------------|-------------------|------------|
| 00028      |             | AGS               | (blank)    |
| 510000     |             | AGS               | (blank)    |
| 510001     |             | AGS               | (blank)    |
| 510002     |             | AGS               | (blank)    |
| 510003     |             | AGS               | (blank)    |
| 510004     |             | AGS               | (blank)    |
| 510005     |             | AGS               | (blank)    |
| 510006     |             | AGS               | (blank)    |
| 510007     |             | AGS               | (blank)    |
| 510008     |             | AGS               | (blank)    |
| 510009     |             | AGS               | (blank)    |
| 510010     |             | AGS               | (blank)    |
| 510011     |             | AGS               | (blank)    |
| 510012     |             | AGS               | (blank)    |
| 510013     |             | AGS               | (blank)    |
| 510014     |             | AGS               | (blank)    |
| 510015     |             | AGS               | (blank)    |

9. If you also need to run the report for a lower-level, department, click on the “+” button and add the department needed. Both reports will appear once the process is completed.

[Run Control ID Test](#) | [Report Manager](#) | [Process Monitor](#) | [Run](#)

Report Output Format:  | Period End Date:

| Period End Date | Set ID | Department |
|-----------------|--------|------------|
| 1 06/30/2021    | STATE  | 510000     |
| 2 06/30/2021    | STATE  | 510013     |

- Click 'Run'.
- Select the server name as **PSNT**, then click 'OK'.

Process Scheduler Request Help

User ID: 00987654 | Run Control ID: Test

Server Name:  | Run Date:

Recurrence:  | Run Time:  | [Reset to Current Date/Time](#)

Time Zone:

**Process List**

| Select                              | Description              | Process Name | Process Type       | *Type | *Format | Distribution |
|-------------------------------------|--------------------------|--------------|--------------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Accrued Liability Report | M_ACCLIA_RPT | Application Engine | Web   | TXT     | Distribution |

[OK](#) | [Cancel](#)

- Click on **Process Monitor**.

[Favorites](#) | [Main Menu](#) | [Payroll Processing](#) | [Accrued Liability Report](#)

[Run Control ID Test](#) | [Report Manager](#) | [Process Monitor](#) | [Run](#)

Process Instance: 358640

Report Output Format:  | Period End Date:

| Period End Date | Set ID | Department |
|-----------------|--------|------------|
| 1 06/30/2021    | STATE  | 510000     |

- The process status will show here. Click on **Refresh** until the **Run Status** says **Success** and the **Distribution Status** says **Posted**.

[Favorites](#) > [Main Menu](#) > [Payroll Processing](#) > [Accrued Liability Report](#) > [Process Monitor](#)

[Home](#) | [Sign Out](#)

---

[Process List](#) | [Server List](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

**Process Request For**

User ID:  
 Type:  Last:  1 Days:

Server:  Name:  
 Instance From:  Instance To: 
[Report Manager](#)

Run Status:  Distribution Status: 
 Save On Refresh

**Process List**

| [View](#)

| Object | Instance | Seq. | Process Type       | Process Name | User     | Run Date/Time            | Run Status | Distribution Status | Details                 |
|--------|----------|------|--------------------|--------------|----------|--------------------------|------------|---------------------|-------------------------|
|        | 358640   |      | Application Engine | M_ACCLIA_RPT | 00987654 | 05/27/2021 7:58:09AM HST | Success    | Posted              | <a href="#">Details</a> |
|        | 050007   |      | Application Engine | M_ACCLIA_RPT | 00000000 | 05/27/2021 7:54:00AM HST | Success    | Posted              | <a href="#">Details</a> |

14. Click on the **Report Manager** hyperlink.

[Favorites](#) > [Main Menu](#) > [Payroll Processing](#) > [Accrued Liability Report](#) > [Process Monitor](#)

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**Process Request For**

User ID:  
 Type:  Last:  1 Days:

Server:  Name:  
 Instance From:  Instance To:

Run Status:  Distribution Status: 
 Save On Refresh

**Process List**

| [View](#)

| Object | Instance | Seq. | Process Type       | Process Name | User     | Run Date/Time            | Run Status | Distribution Status | Details                 |
|--------|----------|------|--------------------|--------------|----------|--------------------------|------------|---------------------|-------------------------|
|        | 358640   |      | Application Engine | M_ACCLIA_RPT | 00987654 | 05/27/2021 7:58:09AM HST | Success    | Posted              | <a href="#">Details</a> |
|        | 050007   |      | Application Engine | M_ACCLIA_RPT | 00000000 | 05/27/2021 7:54:00AM HST | Success    | Posted              | <a href="#">Details</a> |

15. The processed report appears below. Click on the hyperlink to access and download the report.

- Note:** If you added rows to run the report for lower-level departments, they will also appear on the list.

- List
- Explorer
- Administration
- Archives

**View Reports For**

Folder  Instance  to    
 Name  Created On  Last  1 Days

**Reports**

| Report   | Report Description                                   | Folder Name | Completion Date/Time | Report ID | Process Instance |
|--|--|-------------|----------------------|-----------|------------------|
| 1 <a href="#">M_ACCLIA_RPT - M_ACCLIA_STATE_510000_06-30-2021.xlsx</a> | M_ACCLIA_RPT - M_ACCLIA_STATE_510000_06-30-2021.XLSX | General     | 05/27/21 8:12AM      | 338955    | 358641           |

*Sample of Department Deployed on Time and Leave for More Than One (1) Year:*

State of Hawaii  
 Department ID:  
 Accrued Vacation, Sick Leave, and Compensatory Leave  
 20210630

|  | Vacation Leave | Sick Leave    | Compensatory Leave |
|--|----------------|---------------|--------------------|
| <b>Units of leave credits</b>                                    | * 278,814.68   | * 779,238.83  | * 5,438.80         |
| <b>Dollar amount of accumulation</b>                             | 9,417,944.90   | 28,006,474.27 | 184,669.24         |
| <b>Units of vacation leave credits earned during fiscal year</b> | * 111,246.00   |               |                    |
| <b>Approximate number of personnel included in computation</b>   | 687.00         | 687.00        | 138.00             |

**\*NOTE: These are in HOURS**

| Reasonableness Review |        |          |       |
|-----------------------|--------|----------|-------|
| <b>\$/Hour</b>        | 33.78  | 35.94    | 33.95 |
| <b>Hours/employee</b> | 405.84 | 1,134.26 | 39.41 |

| Variance Analysis               |                |               |                    |
|---------------------------------|----------------|---------------|--------------------|
|                                 | Vacation Leave | Sick Leave    | Compensatory Leave |
| <b>Current Fiscal Year</b>      | 9,417,944.90   | 28,006,474.27 | 184,669.24         |
| <b>Previous Fiscal Year</b>     | 8,306,646.44   | 26,202,257.52 | 110,416.14         |
| <b>Increase/(Decrease)</b>      | 1,111,298.45   | 1,804,216.75  | 74,253.10          |
| <b>% of Increase/(Decrease)</b> | 0.13           | 0.07          | 0.67               |

Sample of Department Deployed on Time and Leave for Less Than One (1) Fiscal Year  
(department implemented Time and Leave in the middle of the prior fiscal year):

State of Hawaii  
Department ID:  
Accrued Vacation, Sick Leave, and Compensatory Leave  
20210630

|   | Vacation Leave | Sick Leave     | Compensatory Leave |
|---|----------------|----------------|--------------------|
| Units of leave credits                                    | * 564,007.47   | * 1,359,173.61 | * 13,914.81        |
| Dollar amount of accumulation                             | 17,395,513.04  | 45,120,234.16  | 416,497.80         |
| Units of vacation leave credits earned during fiscal year | * 101,570.00   |                |                    |
| Approximate number of personnel included in computation   | 1,879.00       | 1,878.00       | 365.00             |

**\*NOTE: These are in HOURS**

| Reasonableness Review |        |        |       |
|-----------------------|--------|--------|-------|
| \$/Hour               | 30.84  | 33.20  | 29.93 |
| Hours/employee        | 300.16 | 723.73 | 38.12 |

| Variance Analysis        |                |               |                    |
|--------------------------|----------------|---------------|--------------------|
|                          | Vacation Leave | Sick Leave    | Compensatory Leave |
| Current Fiscal Year      | 17,395,513.04  | 45,120,234.16 | 416,497.80         |
| Previous Fiscal Year     | 12,384.54      | 15,006.87     | 120.86             |
| Increase/(Decrease)      | 17,383,128.49  | 45,105,227.30 | 416,376.94         |
| % of Increase/(Decrease) | 1,403.61       | 3,005.64      | 3,445.05           |

Because this sample department implemented Time and Leave in the middle of the prior fiscal year, **Previous Fiscal Year** information will be incomplete and should be disregarded.