

# **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:

	SUGO	GESTED W DN, SICK A	ORKSHEE ND COMP ACCRUALS	T TO COM ENSATOR S	PUTE Y LEAVE	DO NO	DT SUBI BY D	MIT, TO EPARTI	BE RET MENT	AINED
1		Vacatio	on Leave (In	Hours)		Sick Leave (In Hours)				
1	Previous	Balance	Units	Units	Current	Previous	Balance	Units	Units	Current
]	Balance	Adjmnts	Accrued	Taken	Balance	Balance	Adjmnts	Accrued	Taken	Balance
1	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* 

<b>运</b> HAWAI	Information Portal	▼ Payroll F	Processing	0	0,(0, <b>^</b> (:	۲
	General Deductions	Online PCS	Job Data	NavBar: Navigator		
					Reports	
	<b>•</b>				Payroll	>
				Navigator	ESS Changes Report	
	Employee Tax Data	Contact Us	PCS Approvals		Payroll Expenditure Report	
					Employers Share Contrib Assess	
					Payroll Expenditure Distrib	
	Priority Pay				Accrued Liability Report	

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

Favorites * Main Menu * > Payroll Processing > Accrued Liability Report	🏫 Home 📗	Sign Out
HAWAII Information	Add To 🔫	NavBar
	New W	indow Help
Accrued Liability Report		
Enter any information you have and click Search. Leave fields blank for a list of all values.		
Find an Existing Value Add a New Value		
Search Criteria		
Search by: Run Control ID begins with		
Case Sensitive		
Search Advanced Search		
Find an Existing Value   Add a New Value		

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

Favorites * Main Menu * > Payroll Processing > Accrued Liability Report	A Home	Sign Out
	Add To 🔫	() NavBar
Accrued Liability Report	New W	indow Help
Eind an Existing Value Add a New Value		
Run Control ID Test		
Add		
Find an Existing Value   Add a New Value		



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

Favorites  Main Menu  Payroll Processing  Accrued Liabil	y Report		🏫 Home 🛛 Sig	n Out
HAWAIIInformation			Add To 🖛	Ø lavBar
Accrued Liability Report			New Window   Help   Personaliz	e Page
Run Control ID Test Re	oort Manager Process Monitor	Run		
Report Output Format Period End Date	at			
Personalize Find View All 🔃 🔣 First	1 of 1 🛞 Last			
Period End Date Set ID Depa	tment			
1	Q + -			
R Save Notify	📑 Add 🛛 🛃 Updat	e/Display		

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

Report Output Format	~
	PDF
	XLS

6. 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.

Message	
Date must align with the end of the Fiscal Year - 06/30/YYYY	
The PeopleCode program executed an Error statement, which has produced this message	je.
OK	

7. **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
Searc	In Dy: Set ID begins with	
Look	Cancel Advanced	Lookup
Search	Results	
View 10	∩ First () 18of8 () Last	
Set ID	Description	
DOF	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	

- 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			
Search by: Departme	nt 🗸 begins with		Help
Look Up Cancel	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)	
EADDAE	100	(1-11-)	

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.



Favorites  Main Menu	State Of Hawaii 🔻 > Rep	orts 🔻 > Accrued Liability Report	t		🟫 Home	Sign Out
					Add To 🔫	() NavBar
Accrued Liability Report					New Window   Help   Per	sonalize Page
Run Control ID Test		Report Manager Pro	ocess Monitor Run			
Report Output Format XLS	✓ Period End Date	06/30/2021				
Personalize	Find   View All   💷	First 🕢 1-2 of 2 🕟 Last				
Period End Date	Set ID	Department				
1 06/30/2021	STATE Q	510000 🔍 🛨 🖃				
2 06/30/2021	STATE Q	510013 Q 🛨 🖃				

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

Process Scheduler Request						
User ID 00987654		Run Control ID	Test			
Server Name PSNT	∼ Ru	In Date 05/27/2021	31			
Recurrence	✓ Ru	n Time 8:14:06AM		Reset to Curre	ent Date/Time	
Time Zone						
Process List						
Select Description	Process Name	Process Type	* Type	*Format	Distribution	
<ul> <li>Accrued Liability Report</li> </ul>	M_ACCLIA_RPT	Application Engine	Web	✓ TXT	✓ Distribution	
OK Cancel						

### 12. Click on *Process Monitor*.

Favorites	▼ Main Menu ▼ >	Payroll Processing >	Accrued Liability Report		
<b>産</b> H	AWAII Information Portal				O
Accrue	d Liability Report				
	Run Control ID Test		Report Manage	er Process Monitor Ru Process Instance:358640	n
Report	Output Format XLS	✓ Period End Date	06/30/2021		
	Personal	ize   Find   View All   🔄	📑 🛛 🐨 First 🕢 1 of 1	🕑 Last	
	Period End Date	e Set ID	Department		
1	06/30/2021	STATE Q	510000 🔍 🛨		

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



Favorite	es 🔻 Main I	Menu 🔻 > 🛛	Payroll Processing > Accrued Li	ability Report > Process	Monitor			🏫 Home	Sign Out
函	HAWAII	ormation Portal						Add To 🔫	NavBar
Proces	ss List	<u>S</u> erver List					New Window   H	elp   Personalize F	Page ▲
ew Pro	ocess Requ	est For						_	
User II	D 00987654	Q,	Туре	∽ Last	~	1 Days ~	Refresh		
Serve	er	~	Name	Q Instance From		Instance To	Report Manager		
Run St	atus	~	Distribution Status	~	Save On Re	fresh			
									- 1
cess L	ist								
Q							◀ ◀ 1-5	i of 5 🗸 🕨	View.
ect	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	Details
4	050007		Analisation Ensine	M ACOLIA DDT	00000000	05/07/0004 7-54-00AMILIOT	0	Destad	Datalla -

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

Favorite	es 🔻 🛛 Mai	n Menu 🔻 🛛 >	Payroll Processing > Accrued L	iability Report > Process	Monitor			🏫 Home	Sign Out
究	HAWAII'	nformation Portal						Add To 🔫	NavBar
Proces	ss List	<u>S</u> erver List				N	ew Window   He	elp   Personalize F	°age △
ew Pro	ocess Req	uest For							
User I	D 0098765	64 Q	Туре	∽ Last	~	1 Days ~	Refresh		
Serve	er	~	Name	Q Instance From		Instance To Repo	ort Manager		
Run St	atus	~	Distribution Status	~	Save On Re	fresh			
									- 1
cess	List								
P Q	L						∢	of 5 ~ )	View.
ect	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	Details
4	050007		Annitantina Farrian		00000000	05/07/0004 7-54-00AM LIGT	0	Destad	Datalla

- 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.



Favorites 🔻	Main Menu 🔻 > Payroll Pre	ocessing > Accrued Liability Report > F	Process Monitor > Report I	lanager				Â	Home	Sign Out
<b>站</b> HAV	All Information Portal								Add To 🔻	NavBar
List	Explorer Administrati	ion Archives				New	Window	Help	Personalia	e Page 🗠
View Rep	ports For									- 1
Folder	~	Instance to	Ref	resh						- 1
Name	c	Created On	Last	· 1	Days v					- 1
										- 1
Reports										
≣; O	L .		I.	1-13 of 13 🗸		View All				
Repo	ort	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance				
1 M_A( 1 M_A( 2021	CCLIA_RPT - CCLIA_STATE_510000_06-30 xlsx	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:

		Vacation Leave	Sick Leave	Compensatory Leave	
Units of leave credits	*	278,814.68	* 779,238.83	* 5,438.80	
Dollar amount of accumulation		9,417,944.90	28,006,474.	27 184,669.24	
Units of vacation leave credits earned during fiscal year	*	111,246.00			
Approximate number of personnel included in computation		687.00	687.00	138.00	
*NOTE: These are in HOURS					
Reasonableness Review					
\$/Hour		33.78	35.94	33.95	
Hours/employee		405.84	1,134.26	39.41	
Variance Analysis					
		Vacation Leave	Sick Leave	Compensatory Leave	
Current Fiscal Year		9,417,944.90	28,006,474.	27 184,669.24	
Previous Fiscal Year		8,306,646.44	26,202,257.	52 110,416.14	
Increase/(Decrease)		1,111,298.45	1,804,216.7	5 74,253.10	
% of Increase/(Decrease)		0.13	0.07	0.67	

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



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):

	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.