



Annual Leave Summary – Leave Keeper

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OVERVIEW

The **Annual Leave Summary** is a new page in Employee Self Service (ESS) which allows employees eligible to accrue and use paid leave to review their complete Sick, Vacation, and Compensatory Time (also known as “Comp Time”) accrual/adjustments/usage for any completed years they have been employed in departments participating in Time and Leave (Executive Branch, Legislature, Office of Hawaiian Affairs).

The page provides accruals, manual adjustments, usage, and expiration (for Travel Comp Time)/forfeiture (for year-end vacation processing) broken down by month, allowing the employee more transparency in how their monthly starting and ending balances are calculated.

Department Leave Keepers will also be able to generate the same summary on another employee’s behalf as well.

NAVIGATION

Employees who have access to Employee Self Service can access the Annual Leave Summary page through the **Time** tile. The new tile will look like this:



For Leave Keepers, there is a similar tile located in **Manager Self Service** which will take the Leave Keeper to the “supervisor” version of the Annual Leave Summary. The main difference is that Leave Keepers will be able to select an employee ID within their row-level security to generate the summary for another employee.

LEAVES INCLUDED IN SUMMARY

The following leave types are included in the summary:

- Sick Leave
- Vacation Leave
 - o Vacation Donated (to leave share)
 - o Donated Vacation Received (via leave share)
 - o Received Donated Vacation Returned (unused received vacation that has been returned)
- Comp Time
 - o Federal (CTF)
 - o State (CTZ)
 - o Travel (Accrued, Used, Expiration)

HOW TO PROCESS THE LEAVE SUMMARY

GENERATING THE SUMMARY

Once on the page, select the year that you want to generate the summary for, and click **Get Data** to generate the summary. It will take up to 30 seconds for the information to be generated.

Annual Leave Summ

*Empl ID Your Name Here

Empl Record Empl Record refers to which employee record will be processed. If any questions, please contact your HR office.

*Year Enter the Year that you want to run the summary for.

Job EffDt 07/01/2023 HR Status Active Company SOH

Department Your department information will be displayed based on the employee record selected.

Position

Click "Get Data" to generate the summary. Retrieving this data will take about 30 seconds

Once the summary is generated, the data will be displayed on the lower half of the page. Below is an example of what the summary may look like:

											Personalize	Find	View All	First	1-48 of 48	Last
Empl ID	Empl Record	Year	Month Name	Plan Description	Beginning Balance	Adjustments	Accrued	Taken	Ending Balance	Show Transactions						
1		0 2022	January	Sick	322.00		14.00		336.00	Show Transactions						
2		0 2022	February	Sick	336.00		14.00		350.00	Show Transactions						
3		0 2022	March	Sick	350.00		14.00		364.00	Show Transactions						
4		0 2022	April	Sick	364.00		14.00		378.00	Show Transactions						
5		0 2022	May	Sick	378.00		14.00		392.00	Show Transactions						
6		0 2022	June	Sick	392.00		14.00		406.00	Show Transactions						
7		0 2022	July	Sick	406.00		14.00		420.00	Show Transactions						
8		0 2022	August	Sick	420.00		14.00		434.00	Show Transactions						
9		0 2022	September	Sick	434.00		14.00		448.00	Show Transactions						
10		0 2022	October	Sick	448.00		14.00		462.00	Show Transactions						
11		0 2022	November	Sick	462.00		14.00		476.00	Show Transactions						
12		0 2022	December	Sick	476.00		14.00		490.00	Show Transactions						
13		0 2022	January	Vacation	322.00		14.00		336.00	Show Transactions						
14		0 2022	February	Vacation	336.00		14.00		350.00	Show Transactions						
15		0 2022	March	Vacation	350.00		14.00		364.00	Show Transactions						
16		0 2022	April	Vacation	364.00		14.00		378.00	Show Transactions						
17		0 2022	May	Vacation	378.00		14.00		392.00	Show Transactions						
18		0 2022	June	Vacation	392.00		14.00	8.00	398.00	Show Transactions						
19		0 2022	July	Vacation	398.00		14.00	72.00	340.00	Show Transactions						
20		0 2022	August	Vacation	340.00		14.00	4.00	350.00	Show Transactions						
21		0 2022	September	Vacation	350.00		14.00		364.00	Show Transactions						
22		0 2022	October	Vacation	364.00		14.00	16.00	362.00	Show Transactions						
23		0 2022	November	Vacation	362.00		14.00		376.00	Show Transactions						
24		0 2022	December	Vacation	376.00		14.00		390.00	Show Transactions						
25		0 2022	January	HGEA Federal Comp Time Off	12.37			8.00	4.37	Show Transactions						
26		0 2022	February	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions						
27		0 2022	March	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions						
28		0 2022	April	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions						
29		0 2022	May	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions						
30		0 2022	June	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions						

INTERPRETING THE DATA

The following columns are displayed on the summary:

- **Beginning Balance:** Leave balance at the beginning of the month.
- **Adjustments:** Manual adjustments made to adjust leave balances (reasons can vary, contact your HR or payroll office for questions on adjustments).
- **Accrued:** Number of hours accrued for the month.
- **Taken:** Number of hours taken in the month.

- **Ending Balance:** Leave balance at the end of the month (math is explained in the following section).

To get the month’s ending balance, use the following formula:

$$\text{Beginning Balance} +/- \text{Adjustments} + \text{Accrued} - \text{Taken} = \text{Ending Balance}$$

SHOW TRANSACTIONS BUTTON

The **Show Transactions** button will display a detail of leave used within the month by day. The transaction detail will also include leaves that ultimately use an employee’s leave balance (e.g. FMLA or HFLL sick/vacation, etc.).

Transaction Details x

[Help](#)

Empl ID

Empl Record 0

Plan Description Vacation

Year 2022

Month July

Personalize Find View All First 1-9 of 9 Last						
	Empl ID	Empl Record	Absence Date	Description	Hours	Action
1		0	07/05/2022	02 - Vacation	8.000000	
2		0	07/06/2022	02 - Vacation	8.000000	
3		0	07/07/2022	02 - Vacation	8.000000	
4		0	07/08/2022	02 - Vacation	8.000000	
5		0	07/11/2022	02 - Vacation	8.000000	
6		0	07/12/2022	02 - Vacation	8.000000	
7		0	07/13/2022	02 - Vacation	8.000000	
8		0	07/14/2022	02 - Vacation	8.000000	
9		0	07/15/2022	02 - Vacation	8.000000	

OK Cancel

ADDITIONAL LEAVE INFORMATION

COMP TIME DETAIL

The Transaction Detail for Comp Time (all variants) include not only taking comp time, but also earning comp time as well. Since comp time earned is manually entered on an employee’s timesheet, the transaction detail can also track when Comp Time has been earned as well as taken in a month.



Empl ID

Empl Record 0

Plan Description HGEA State Comp Time Off

Year 2022

Month March

Personalize Find View All [Print] [Grid]								
						First	◀ 1-6 of 6 ▶	Last
	Empl ID	Empl Record	Absence Date	Description	Hours	Action		
1		0	03/07/2022	Take Comp Time (State)	2.000000			
2		0	03/11/2022	Take Comp Time (State)	2.500000			
3		0	03/17/2022	Earn Comp Time (State)	2.250000			
4		0	03/18/2022	Take Comp Time (State)	3.750000			
5		0	03/30/2022	Earn Comp Time (State)	0.750000			
6		0	03/31/2022	Earn Comp Time (State)	0.750000			

OK Cancel

ADDITIONAL VACATION DATA DISPLAYED

The vacation portion of the summary contains multiple facets of vacation, including Vacation Donated, Donated Vacation Received, and Received Vacation Returned (in addition to the regular Vacation).

The breakdown is intended to distinguish regular vacation accrual and usage against other forms of vacation in relation to leave share.

If an employee has not participated in leave share in the year (has not donated or received vacation), they will only see the regular **Vacation** description on their summary.

If the employee participated in leave share in the year (either via donating vacation or receiving vacation), there will be a separate row for each month there is a remaining balance (in the event of receiving vacation) or for each month vacation has been donated. Below is an example of an employee who did not participate in leave share:

							Personalize	Find	View All	First	1-48 of 48	Last
Empl ID	Empl Record	Year	Month Name	Plan Description	Beginning Balance	Adjustments	Accrued	Taken	Ending Balance	Show Transactions		
1	0	2022	January	Sick	322.00		14.00		336.00	Show Transactions		
2	0	2022	February	Sick	336.00		14.00		350.00	Show Transactions		
3	0	2022	March	Sick	350.00		14.00		364.00	Show Transactions		
4	0	2022	April	Sick	364.00		14.00		378.00	Show Transactions		
5	0	2022	May	Sick	378.00		14.00		392.00	Show Transactions		
6	0	2022	June	Sick	392.00		14.00		406.00	Show Transactions		
7	0	2022	July	Sick	406.00		14.00		420.00	Show Transactions		
8	0	2022	August	Sick	420.00		14.00		434.00	Show Transactions		
9	0	2022	September	Sick	434.00		14.00		448.00	Show Transactions		
10	0	2022	October	Sick	448.00		14.00		462.00	Show Transactions		
11	0	2022	November	Sick	462.00		14.00		476.00	Show Transactions		
12	0	2022	December	Sick	476.00		14.00		490.00	Show Transactions		
13	0	2022	January	Vacation	322.00		14.00		336.00	Show Transactions		
14	0	2022	February	Vacation	336.00		14.00		350.00	Show Transactions		
15	0	2022	March	Vacation	350.00		14.00		364.00	Show Transactions		
16	0	2022	April	Vacation	364.00		14.00		378.00	Show Transactions		
17	0	2022	May	Vacation	378.00		14.00		392.00	Show Transactions		
18	0	2022	June	Vacation	392.00		14.00	8.00	398.00	Show Transactions		
19	0	2022	July	Vacation	398.00		14.00	72.00	340.00	Show Transactions		
20	0	2022	August	Vacation	340.00		14.00	4.00	350.00	Show Transactions		
21	0	2022	September	Vacation	350.00		14.00		364.00	Show Transactions		
22	0	2022	October	Vacation	364.00		14.00	16.00	362.00	Show Transactions		
23	0	2022	November	Vacation	362.00		14.00		376.00	Show Transactions		
24	0	2022	December	Vacation	376.00		14.00		390.00	Show Transactions		
25	0	2022	January	HGEA Federal Comp Time Off	4.37			8.00	4.37	Show Transactions		
26	0	2022	February	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions		
27	0	2022	March	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions		
28	0	2022	April	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions		
29	0	2022	May	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions		
30	0	2022	June	HGEA Federal Comp Time Off	4.37				4.37	Show Transactions		

Notice how only the regular **Vacation** data is displayed.

Below is an example of an employee who participated in leave share by receiving vacation, notice that the month the employee received vacation will display both the employee’s regular vacation data as well as the received vacation data because the employee has a remaining Received Vacation balance. Both sets of data will continue to display so long as the employee has a remaining balance of Received Vacation:

Empl ID	Empl Record	Year	Month Name	Plan Description	Beginning Balance	Adjustments	Accrued	Taken	Ending Balance	Show Transactions
1		0 2021	February	Sick	0.00				0.00	Show Transactions
2		0 2021	March	Sick	0.00		14.00		14.00	Show Transactions
3		0 2021	April	Sick	14.00		14.00		28.00	Show Transactions
4		0 2021	May	Sick	28.00		14.00		42.00	Show Transactions
5		0 2021	June	Sick	42.00		14.00		56.00	Show Transactions
6		0 2021	July	Sick	56.00		14.00		70.00	Show Transactions
7		0 2021	August	Sick	70.00		14.00		84.00	Show Transactions
8		0 2021	September	Sick	84.00		14.00		98.00	Show Transactions
9		0 2021	October	Sick	98.00		14.00		112.00	Show Transactions
10		0 2021	November	Sick	112.00		14.00		126.00	Show Transactions
11		0 2021	December	Sick	126.00		14.00		140.00	Show Transactions
12		0 2021	February	Vacation	0.00	77.25			77.25	Show Transactions
13		0 2021	March	Vacation	77.25		14.00	77.25	14.00	Show Transactions
14		0 2021	March	Vacation Donat Rcvd	0.00		490.00	98.75	381.25	Show Transactions
15		0 2021	April	Vacation	14.00		14.00	14.00	14.00	Show Transactions
16		0 2021	April	Vacation Donat Rcvd	381.25			154.00	227.25	Show Transactions
17		0 2021	May	Vacation	14.00		14.00	14.00	14.00	Show Transactions
18		0 2021	May	Vacation Donat Rcvd	227.25		1008.00	146.00	1089.25	Show Transactions
19		0 2021	June	Vacation	14.00		14.00	14.00	14.00	Show Transactions
20		0 2021	June	Vacation Donat Rcvd	1089.25			154.00	935.25	Show Transactions
21		0 2021	July	Vacation	14.00		14.00	14.00	14.00	Show Transactions
22		0 2021	July	Vacation Donat Rcvd	935.25			154.00	781.25	Show Transactions
23		0 2021	August	Vacation	14.00		14.00	14.00	14.00	Show Transactions
24		0 2021	August	Vacation Donat Rcvd	781.25			154.00	627.25	Show Transactions
25		0 2021	September	Vacation	14.00		14.00	14.00	14.00	Show Transactions
26		0 2021	September	Vacation Donat Rcvd	627.25			154.00	473.25	Show Transactions
27		0 2021	October	Vacation	14.00		14.00	14.00	14.00	Show Transactions
28		0 2021	October	Vacation Donat Rcvd	473.25			154.00	319.25	Show Transactions
29		0 2021	November	Vacation	14.00		14.00	14.00	14.00	Show Transactions
30		0 2021	November	Vacation Donat Rcvd	319.25		432.00	146.00	605.25	Show Transactions
31		0 2021	December	Vacation	14.00		14.00	14.00	14.00	Show Transactions
32		0 2021	December	Vacation Donat Rcvd	605.25			154.00	451.25	Show Transactions

Month prior to receiving vacation, only the regular Vacation is displayed - Yellow

Employee received vacation in March, now there is two separate rows (regular "Vacation" and "Received") - Pink

YEAR-END VACATION FORFEITURE

The Annual Leave Summary will also display any vacation hours that were forfeited at the end of the year. Vacation forfeiture can occur for two reasons in accordance with an employee's respective collective bargaining unit agreement:

1. Vacation balance was greater than 720 hours at the end of the year (including usage and accruals for December), and/or
2. Less than six (6) days of vacation was used in the year if overall vacation balance has exceeded 42 days (equating to 336 hours).

Vacation forfeiture will be displayed as a negative adjustment on the summary, and the Transaction Detail will display the reason for the forfeiture.

Empl ID	Empl Record	Year	Month Name	Plan Description	Beginning Balance	Adjustments	Accrued	Taken	Ending Balance	Show Transactions
1		0 2021	August	Sick	0.00	1464.00		14.00	1478.00	Show Transactions
2		0 2021	September	Sick	1478.00		14.00		1492.00	Show Transactions
3		0 2021	October	Sick	1492.00		14.00		1506.00	Show Transactions
4		0 2021	November	Sick	1506.00		14.00		1520.00	Show Transactions
5		0 2021	December	Sick	1520.00		14.00		1534.00	Show Transactions
6		0 2021	August	Vacation	0.00	818.00	14.00		832.00	Show Transactions
7		0 2021	September	Vacation	832.00		14.00		846.00	Show Transactions
8		0 2021	October	Vacation	846.00		14.00		860.00	Show Transactions
9		0 2021	November	Vacation	860.00		14.00		874.00	Show Transactions
10		0 2021	December	Vacation	874.00	-168.00	14.00		720.00	Show Transactions

Transaction Details



Help

Empl ID [Redacted]

Empl Record 0

Plan Description Vacation

Year 2021

Month December

Personalize Find View All [Print] [Grid]								
						First	1-2 of 2	Last
	Empl ID	Empl Record	Absence Date	Description	Hours	Action		
1	[Redacted]	0	12/31/2021	HI BAL > Max RO VR	-120.000000	Forfeiture		
2	[Redacted]	0	12/31/2021	HI BAL < 6DAY TK VR	-48.000000	Forfeiture		

OK Cancel

The **HI BAL > Max RO VR** refers to forfeiture relating to (1) above (greater than 720 hours ending balance), and **HI BAL < 6DAY TK VR** refers to forfeiture relating to (2) above (not using at least six (6) days of vacation within the year if vacation balance exceeded 336 hours).

YEAR-END VACATION FORFEITURE FOR YEARS AFTER 2022

For year-end forfeiture data that is published for the years 2023 onwards, there are two new variables that will refer to what type of forfeiture the employee experienced.

Transaction Details



Help

Empl ID [Redacted]

Empl Record 0

Plan Description Vacation

Year 2023

Month December

Personalize Find View All [Print] [Grid]								
						First	1-2 of 2	Last
	Empl ID	Empl Record	Absence Date	Description	Hours	Action		
1	[Redacted]	0	12/31/2023	YE MIN RO Forfeiture	-16.000000	Forfeiture		
2	[Redacted]	0	12/31/2023	YE Max RO Forfeiture	-115.000000	Forfeiture		

OK Cancel

The **YE MAX RO VR** refers to forfeiture relating to (1) above (greater than 720 hours ending balance, replacing the **HI BAL > Max RO VR**), and **YE MIN RO VR** refers to forfeiture relating to (2) above (not using at least six (6) days of vacation within the year if vacation balance exceeded 336 hours, replacing the **HI BAL < 6DAY TK VR**).