



HRIS Job Role Training

EE Absence Plan Master

Forms: LP31.1

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Introduction

Use Employee Absence Plan Master (LP31.1) to view the dates that control absence plan processing and also current balance amounts for each plan structure to which an employee belongs.

Employee Absence Plan Master

Employee Absence Plan Master (LP31.1)

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2 **Company** STATE OF ARIZONA

3 **Employee** BOWLING, JENNIFER L.

4 **Absence Plan** ANNUAL LEAVE PLAN

5 **Structure Group** LP ANN UNCOVERED FT_6.47

6 **Position**

Dates	Balances	Carryover	GL Accounts	Override Tables
8	Master Entry	<input type="text"/>		
9	Accrual End	<input type="text"/>		
10	Master End	<input type="text"/>		
11	Master Override	<input type="text" value="No override"/>		
12	Service Begin	<input type="text"/>		
13	Accrual From	<input type="text"/>		
14	Accrual Start	<input type="text"/>		Accrual Last <input type="text" value="20"/>
15	Allotment Begin	<input type="text"/>		Allotment Last <input type="text" value="21"/>
16	Allotment Point	<input type="text"/>		
17	Eligibility Begin	<input type="text"/>		Eligibility Last <input type="text" value="22"/>
18	Limit Reset Point	<input type="text"/>		Carryover Last <input type="text" value="23"/>
19	Hours Last Period End	<input type="text"/>		Earnings Last Period End <input type="text" value="24"/>

R=Required, O=Optional, N=Not Applicable

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type LP31.1 in the White Search Box. Press ENTER on the keyboard.	The Individual Personnel Action (LP31.1) opens.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the employee's record.	You must enter the correct EIN.
4	Absence Plan	R	Select the Absence Plan to which this record belongs		
5	Structure Group	R	Selected the employee group to which this record belongs.		
6	Position	R	Disregard – SOA does not use this feature		
7	Inquire	R		Dates will populate	
8	Master Entry	N	This is the date when processing of this plan structure begins for the employee		Date will display 01/01/2010 for active employees on 04/20/2012 as this is when Absence Management was deployed.
9	Accrual End	N	This is the date when processing of this plan structure ends for the employee. No further processing of the plan structure will occur after this date, except for manual balance adjustments and even transactions such as usage or payout.		
10	Master End	N	This is the date when ALL processing for this record stops.		
11	Master Override	N	Agencies will not use this field		
12	Service Begin	N	This is the date which service for this record calculated display.		
13	Accrual From	N	This is the date from which accruals are calculated for this record. amount).		
14	Accrual Start	N	This is the earliest date on which accrual transactions will be calculated for this record.		
15	Allotment Begin	N	The earliest date on which an allotment will be calculated.		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
16	Allotment Point	N	This is the date of which the month and day when allotments for this record will occur.		
17	Eligibility Begin	N	This date is the earliest date accruals for this record can become available for usage.		
18	Limit Reset Point	N	This month and day denotes when accrual limits and totals for this record are reset.		
19	Hours Last Period End	N	The period end date through which service records have been evaluated for processing if hours calculation is based on a service class.		
20	Accrual Last	N	The date for which an accrual was last processed.		
21	Allotment Last	N	This is the date for which an allotment was last processed.		
22	Eligibility Last	N	This is the date for which accrued balances are last moved to available balances for this record.		
23	Carryover Last	N	Last time a balance was reset. (e.g. Family Sick)		
24	Earnings Last Period End	N	Disregard this field – SOA will not use		