

**LCTCS CENTRALIZED PEOPLESOFT PAYROLL  
MEMORANDUM**

**#2008-39**

TO: All PeopleSoft Users

FROM: Lura A. Kamiya  
LCTCS Human Resources Director

DATE: July 24, 2008

RE: TRSL Sick Leave Taken Reporting

TRSL has given employers the ability to report all sick leave used during the fiscal year for all employees who are TRSL members. Employers are encouraged to use this layout to report the sick leave days used to TRSL on an annual basis. Utilizing this new file layout enables Human Resource to spend less time researching old records to retrieve data when a member applies for retirement.

In order to properly report each field on the interface file the information reported in the "standard hour" field will be used to determine required % of effort calculations. Therefore the information in the "standard hour" field **must** reflect your employee's actual standard hours. Some business units are utilizing the standard hour field for other purposes such as charting credit hours faculty are teaching. That is not the purpose of the standard hour field. If you need to have a field for tracking something other than standard hours, contact me and we will determine if there is a field that may be used for this purpose that will not impact other operations in the system.

Using standard hours for any other purpose other than anticipated actual hours can affect your FTE and will result in inaccurate reporting. Standard hour set up should be reflected in the FTE reporting on your position management record set up for budget purposes. Ex: A record set up with 40 standard hours should reflect a 1.0 FTE. Any lesser amount of standard hours should reflect less than 1.0 FTE.

Please respond promptly to the email payroll will send out requesting information on how you are currently using the standard hour field.

This TRSL sick leave taken annual reporting interface is being worked on presently for reporting of FY 07/08 and you will be notified when the testing has been accepted and it is submitted to TRSL.