New Leave – Overflow Leave Type

APTAWEB-9866, APTAWEB-9868, APTAWEB-11543

Introduction

Several improvements have been made to the way the leave overflow process works.

1. Human Resources Rollover Dashboard has been changed – the Rollover Leave Types Tasks for New Leave customers have been removed.
2. Changes were made to the overflow caps – The system presents an error message during the rollover when there's a circular assignment of overflow leave types — for example if Sick overflows into Personal, and Personal overflows into Sick.
3. The overflow leave type is now added to an employee during rollover if the employee doesn't already have that leave type.
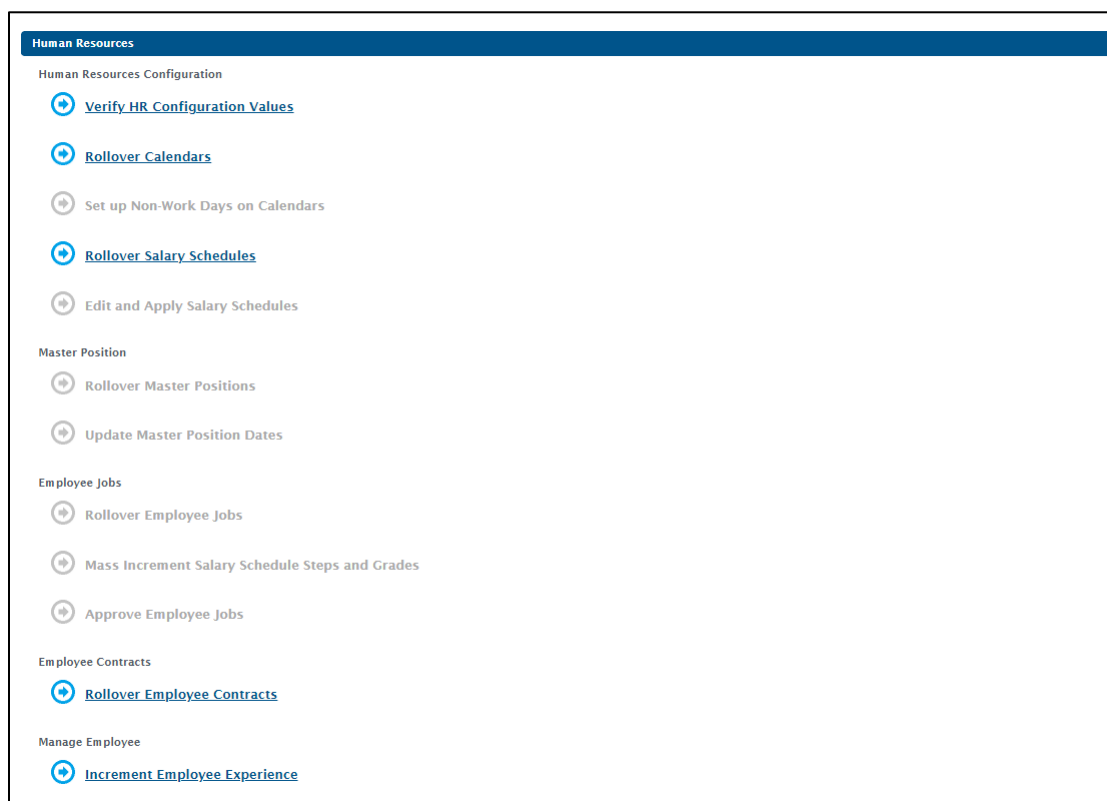
Sample Rollover Dashboard Screens

Figure 1: Human Resources Rollover Dashboard - old Leave

Figure 2: Human Resources Rollover Dashboard - New Leave Module

Capping Amounts in New Leave

The Old Leave system capped the total overflow separately from the regular balance, then combined the two. The Overflow cap applied to the overflow source Leave Type. The New Leave system combines the amounts together then applies both caps sequentially, first the Rollover Cap then the Overflow Cap. The Overflow cap now applies to the overflow destination Leave Type.

Manage Employee Leave Details Report

[Cycle Name]: "FY21-22"; Created On: 5/19/2021 5:30:04 PM

Transaction	Transaction Type	Start Date	Scheduled Amount	Actual Amount	Units	Status	Comment	Day Of The Week
57203	Beginning Rollover	07/01/2021	0.0000	39.7066	Hours	Posted		Thursday
57205	Beginning Rollover	07/01/2021	0.0000	69.5600	Hours	Posted	Overflow from: SICK/PERSONAL	Thursday
57207	Beginning Rollover	07/01/2021	0.0000	30.4400	Hours	Posted	Overflow from: Vacation Admin, Capped	Thursday
			0.0000	139.7066				

Figure 3: Manage Employee Leave Details Report