

## Leave Liability Report

*APTAFUND-4053*

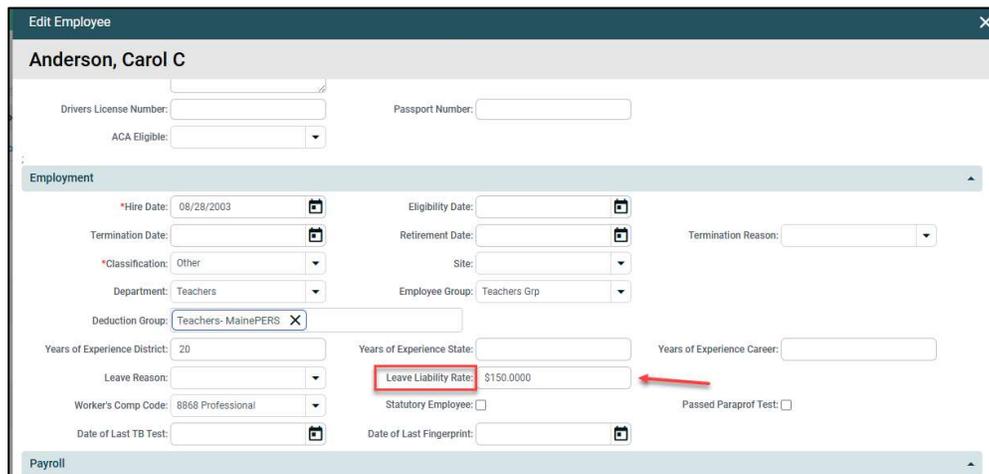
### Introduction

With the goal of improving workflow and reducing workload a new Leave Liability Report has been added to My Reports. Users can use this report to mandate required reporting or to see how much is owed to an employee for the leave they are owed when they terminate their employment. This is a three-tab report with Details, Employee Summary as well as an Account Code summary to assist in any year end journal entries. This report will report on employees' **Primary Job** only. If they have multiple allocations, it will be split into those allocations, but grouped in the summary tab. This report will also report and extend the employer side percentage deductions such as retirement, when selected which users may want to add into their leave liability calculations.

### The Set-Up

The set-up for this report is very minimal. First you must identify if the reporting should be by hours or days. This should be in line with how your employees accrue their leave. If they are hourly, then in the new field on the employee record "Leave Liability Rate" should be the hourly rate you want to report and that rate will be used to multiply by their unused leave. If they are daily the daily rate should be put in this field.

We have added the ability to mass update this field for an efficient workflow when multiple employees have the same rate.



The screenshot shows the 'Edit Employee' form for Carol C. Anderson. The 'Leave Liability Rate' field is highlighted with a red box and a red arrow pointing to it. The value in the field is \$150,000.00. Other fields include Hire Date (08/28/2003), Termination Date, Classification (Other), Department (Teachers), Employee Group (Teachers Grp), and Years of Experience District (20).

*Manage Employees – Leave Liability Rate Field*

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# Leave Liability Report Continued

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## The Report Parameters

The report parameters offer flexibility in reporting. Users can use this report to mandate required reporting or to see how much is owed to an employee for the leave they are owed when they terminate their employment. Users will choose the cycle, All or select employees, eligible leave types for reporting, verify the FICA and Medicare rates which will default but can be overridden. Users are also able to select additional Employer Deductions that may be eligible for reporting and users will choose a date that they want to report the leave balances through.

Leave Liability Report Parameters

## The Report

Users can take the report to Excel to be able to use all the excel functionality that may be needed. There are three tabs to this report.

The first tab is the **Details tab**. In this tab, each employee has each of their leave types and balances line-itemed and extended against the employer side percentage deductions selected. The Gross Amount is the Leave Liability Rate X Leave Balance. All percentage deductions are calculated against this gross amount and summed for the Total Liability.

Your School									
New Leave Liability Report									
Cycle: FY24-25; Employees: Anderson, Carol C,Anderson, Shelly F; Eligible Leave Types: Administrative Leave,Personal Leave,Sick Leave,Vacation Leave; Employer FICA Rate: 0.0765; Employer Medicare Rate: 0.0145; Additional Empl									
8:39:57 AM									
Employee	Employee Number	Group	Primary Job	Account Code	Allocation Percentage	Leave Liability Rate	Leave Type	Leave Balance	Gross Amount
Anderson, Carol C	85	Teachers Grp	Teachers	1000-1100-1000-1010-040	100.00	150.00	Personal Leave	5.75	862.50
Anderson, Carol C	85	Teachers Grp	Teachers	1000-1100-1000-1010-040	100.00	150.00	Sick Leave	129.50	19,425.00
Anderson, Shelly F		Support Staff YR 8hr Grp	Support Staff YR	1000-0000-2400-1180-040	100.00	25.00	Personal Leave	12.00	300.00
Anderson, Shelly F		Support Staff YR 8hr Grp	Support Staff YR	1000-0000-2400-1180-040	100.00	25.00	Sick Leave	1,002.00	25,050.00
Anderson, Shelly F		Support Staff YR 8hr Grp	Support Staff YR	1000-0000-2400-1180-040	100.00	25.00	Vacation Leave	32.00	800.00

# Leave Liability Report Continued

APTAFUND-4053

Leave Balance	Gross Amount	FICA ER	Medicare ER	MainePERS ER	MainePERS Fed Funded Retirement ER	PFML ER	Total Liability
5.75	862.50	65.98	12.51	38.55	130.24	8.63	1,118.40
129.50	19,425.00	1,486.01	281.66	868.30	2,933.18	194.25	25,188.40
12.00	300.00	22.95	4.35	13.41	45.30	3.00	389.01
1,002.00	25,050.00	1,916.33	363.23	1,119.74	3,782.55	250.50	32,482.34
32.00	800.00	61.20	11.60	35.76	120.80	8.00	1,037.36

The second tab is the **Employee Summary tab**. In this tab the line-itemed amounts are summarized per employee as well as grouped. If employees had multiple allocations, these are summed for total amounts per employee, per leave type. Users will also have a grand total at the bottom which gives the total liability amount for all employees selected to be reported.

Your School					
New Leave Liability Report					
Cycle: FY24-25; Employees: Anderson, Carol C, Anderson, Shelly F; Eligible Leave Types: Administrative Leave, Personal Leave, Sick Leave, Vacation Leave; Employer FICA Rate: 0.0765; Employer Medicare Rate: 0.0145; Additional Employer Deductions: MainePERS, MainePERS Fed Funded Retirement, PFML; Leave Balance As Of: 04/18/2025; Created On: 4/18/2025 8:39:57 AM					
Employee	Employee Number	Group	Primary Job	Leave Liability Rate	
Anderson, Carol C	85	Teachers Grp	Teachers	150.00	
Leave Type	Leave Balance		Gross Amount	Total Deduction ER	Total Liability
Personal Leave	5.75		862.50	255.90	1,118.40
Sick Leave	129.50		19,425.00	5,763.40	25,188.40
<b>Sub Total</b>	<b>135.25</b>		<b>20,287.50</b>	<b>6,019.30</b>	<b>26,306.80</b>
Employee	Employee Number	Group	Primary Job	Leave Liability Rate	
Anderson, Shelly F		Support Staff YR 8hr Grp	Support Staff YR	25.00	
Leave Type	Leave Balance		Gross Amount	Total Deduction ER	Total Liability
Personal Leave	12.00		300.00	89.01	389.01
Sick Leave	1,002.00		25,050.00	7,432.34	32,482.34
Vacation Leave	32.00		800.00	237.36	1,037.36
<b>Sub Total</b>	<b>1,046.00</b>		<b>26,150.00</b>	<b>7,758.71</b>	<b>33,908.71</b>
<b>Grand Total</b>	<b>1,181.25</b>		<b>46,437.50</b>	<b>13,778.01</b>	<b>60,215.51</b>

The third tab is the **Account Summary tab**. This tab summarizes the total liability by account code to assist should any journal entries be needed by the user.

Your School					
New Leave Liability Report					
Cycle: FY24-25; Employees: Anderson, Carol C, Anderson, Shelly F; Eligible Leave Types: Administrative Leave, Personal Leave, Sick Leave, Vacation Leave; Employer FICA Rate: 0.0765; Employer Medicare Rate: 0.0145; Additional Employer Deductions: MainePERS, MainePERS Fed Funded Retirement, PFML; Leave Balance As Of: 04/18/2025; Created On: 4/18/2025 8:39:58 AM					
Fund					
1000					
Account Code	Leave Liability Rate	Leave Balance	Gross Amount	Total Deduction ER	Total Liability
1000-0000-2400-1180-040	75.00	1,046.00	26,150.00	7,758.71	33,908.71
1000-1100-1000-1010-040	300.00	135.25	20,287.50	6,019.30	26,306.80
<b>Sub Total</b>		<b>1,181.25</b>	<b>46,437.50</b>	<b>13,778.01</b>	<b>60,215.51</b>
<b>Grand Total</b>		<b>1,181.25</b>	<b>46,437.50</b>	<b>13,778.01</b>	<b>60,215.51</b>