JIM GIBBONS
Governor

STATE OF NEVADA

JEANNE GREENE
Director

DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
http://dop.nv.gov

MEMO PERD #03/07
January 25, 2007

TO: Department Directors

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: CATASTROPHIC LEAVE ACCOUNTING – CALENDAR YEAR 2006

Once again, the Department of Personnel is requesting that your department provide a summary of your catastrophic leave activity for the preceding year. This request, made pursuant to the requirements outlined in NAC 284.576, is for information for the period beginning 1/1/06 through 12/31/06.

To assist you in the data collection process, the report form with detailed instructions is attached. To ensure accurate reporting and facilitate compilation of the data, we strongly urge you to submit the data on the form provided. The form may be completed manually or by using the Excel spreadsheet.

If your department had no catastrophic leave activity for calendar year 2006, we need only a statement to the effect. No report is required.

Data for departments that are part of the Central Payroll or NDOT systems should reconcile with the data in the IFS/HR Data Warehouse System. Please complete your reconciliation prior to submitting your final report. Detailed instructions are included on this reconciliation process.

The beginning catastrophic leave department bank balance reported on the 2006 report should match exactly the ending balance from last years report as of December 31, 2005. If for some

CATASTROPHIC LEAVE SUMMARY REPORT - 2006
INSTRUCTIONS FOR COMPLETION

General Instructions:

1. Complete one Catastrophic Leave Summary Report (TS-57A) for each **department.** If your agency is a division of a larger department, your report should be incorporated with the other division reports to submit one comprehensive department report.
2. Ensure that all identifying information is complete including: department name, contact name, contact phone number, contact email address, your agency ID numbers, and the date the report was completed.
3. Complete the donor and recipient summary information.
4. Complete the status of department bank information.
5. Reconcile the data to the information in the Data Warehouse (for Central Payroll and NDOT agencies only).
6. Direct questions to Renee Travis at 775-684-0111 or rtravis@dop.nv.gov
7. Submit the completed report no later than **March 9, 2007**.

Completing Donor and Recipient Summary Information:

Donations 2006:

- Donor Code – Donors should be identified by a sequential number code and not by name. If a single donor makes multiple donations, all donations should be reported using the same donor code.

- Grade – This is the pay grade of the donor at the time the donation is actually deducted from the donor's leave balances.

- Hourly Rate – This is the hourly rate of the donor at the time the donation is actually deducted from the donor's leave balances.

- To Department Bank – If the donation was made to the Department Bank, the total number of hours donated should be recorded here. Hours should be reported in hours and minutes. For example 4 hours and 30 minutes should be reported as 4.30. If an employee has made multiple donations in 2006, the total number of donated hours can be reported on a single line.

- To Individual Employees – If the donation was made to an individual or individuals, the total number of hours donated should be recorded here. Hours should be reported in hours and minutes. If an employee has made multiple donations in 2006, the total number of donated hours can be reported on a single line.

  Donations should only be reported if they have been processed. If an employee has completed an *Intent to Donate Leave* form but the deduction has not been made from their leave account, the donation would NOT be reported.

  If a donation was processed and a portion was returned to the donor, only the portion that was used by the recipient, should be reported (example – in calendar year 2006 an employee donates 120 hours to another employee and the recipient only uses 100 of those hours and 20 are returned and processed in 2006, you would simply record 100 hours donated for that donor).

- Total Time Donated – This is the total of hours donated to the general bank, hours donated to employees within the department and hours donated to employees in another department. If you are using the Excel spreadsheet, this total should calculate automatically.

- Value of All Donated Time – This is the total value of the time donated to the general bank plus the total value of the time donated to individual employees. If you are using the Excel spreadsheet, this total should calculate automatically.

Recipients 2006:

- Recipient Code – Recipients should be identified by a sequential number code and not by name. If a single employee receives multiple donations, all hours received should be reported using the same recipient code.

- Grade – This is the pay grade of the recipient at the time the donation is actually received.

- Hourly Rate – This is the hourly rate of the recipient at the time the donation is actually received.

- From Department Bank – If the hours received were from the Department Bank, the total number of hours received should be recorded here. Hours should be reported in hours and minutes. If an employee has received multiple donations from the Department Bank in 2006, the total number of hours received from the Department Bank can be reported on a single line.

- From Individual Employees – If the hours received were from an individual or individuals, the total number of hours received should be recorded here. Hours should be reported in hours and minutes. If an employee has received multiple donations in 2006, the total number of hours received from direct employee donations can be reported on a single line.

  Hours received should only be reported if they have been processed. If an employee has completed an *Intent to Donate Leave* form but the hours have not yet been credited to the recipient, the hours received would NOT be reported.

  If hours had been credited to a recipient and a portion of that time was returned to the donor, only the portion that was processed as received in 2006 by the recipient, should be reported. (Example – a recipient receives 80 hours from a donor, but the recipient only needed 40 and the other 40 were returned and all hours were processed in 2006, you would only record the 40 hours that the recipient used).

- Total Time Received – This is the total number of hours received from the general bank, hours received from employees within the department and hours received from employees in other departments. If you are using the Excel spreadsheet, this total should calculate automatically.

- Value of All Time Received – This is the total value of the time received from the general bank plus the total value of the time received from individual employees. If you are using the Excel spreadsheet, this total should calculate automatically.

- Period of Time and Nature of the Condition – Make a brief notation here of the beginning and ending dates of the catastrophic leave usage and the numeric code corresponding to the nature of the condition on the attached *Catastrophic Leave Condition Code Key*.

<u>Completing General Bank Information:</u>

- Total time and value of hours donated to the Department Bank can be copied from the Donation and Recipient tables above. If you are using the Excel spreadsheet, these totals should fill in automatically.

- The beginning balance reported on the 2006 report should match the ending balance as of December 31, 2005.

<u>Reconciling the Data:</u>

- In the HR/Advantage Data Warehouse, click on the Leave Activity Analysis link and then specify your agency code and timeframe for calendar year 2006. Submit your query.

- Run a report for each of the following categories: ACL, UCLAL, UCLSL, and UCLSS by clicking on each individual event code. This will require you run four separate reports for this query.

- The ACL report is Accrued Catastrophic Leave and should reconcile to the hours recorded for Recipients.

- The UCLAL, UCLSL, and UCLSS reports should show all donations and the combined total of these three reports should reconcile to the hours recorded as Donations.

- If the hours recorded do not reconcile, it will be necessary to review special pay documents for the specific donor or recipient to ascertain where data is erroneous and make corrections as warranted. Examples of errors you may find include, but are not limited to, duplicate time reporting, time credited to the system in a different calendar year, and time reported in your totals that are for employees in other agencies.

- If your completed spreadsheet does not reconcile to the information in the data warehouse, it will be returned to your agency for reconciliation.

Some Helpful Hints:

- For easier reconciliation, complete the report using the actual employee names. When the report is completely reconciled, go back and assign the random ID numbers before submitting the report, however it is strongly recommended that you keep a key to identify donors and recipients by name should there be a reconciliation discrepancy.

- Report data for ONLY employees within your own agency. If an employee transferred between agencies or terminated in 2006, report data for the period they were employed in your agency.

- Report data based on the *processing dates*. If a catastrophic leave action was processed between January 1, 2006 and December 31, 2006, it should appear on the report. For example, if an employee completed a donation form in December of 2005 and the donation was processed in January 2006, the donation should appear on the 2006 report.

- If the number of donors or recipients in your agency exceeds the number of lines on the spreadsheet, you may insert additional lines to the spreadsheet to keep all the data in one report.

- If your completed spreadsheet has blank rows for information, you may need to delete the extra rows to have the spreadsheet process the calculations correctly.

- Any time you add or delete rows, verify the spreadsheet formulas have automatically adjusted appropriately. You may need to manually copy or modify the formulas to get correct calculations.

- Again this year, we will be requesting agencies use the codes below to record the "nature of the condition".

Catastrophic Leave Condition Code Key

A) Employee's own life threatening illness
B) Employee's own lengthy convalescence
C) Family member's life threatening illness
D) Family member's lengthy convalescence
E) Death in the immediate family

reason these are not the same number, please footnote the report to indicate the adjustments made.

Please take the time to read the instructions carefully and report data as instructed. Renee Travis, Personnel Analyst III, is available to address any questions you have about the completion of the form or the data to be reported. Additionally, to assist the individuals responsible for preparing this form with this process, we have added a brief informational seminar that will be held on February 1, 2007, at 209 E. Musser Street, Room 100 from 10:00 a.m. to 11:00 a.m. Individuals interested in attending this seminar, please contact Renee Travis directly. This seminar will also be available in our Las Vegas office via video conferencing, located at the Grant Sawyer Building, 555 E. Washington Avenue, Room 1400. She can be reached at (775) 684-0111 or by email at rtravis@dop.nv.gov.

Please submit the completed *Catastrophic Leave Summary 2006* report to Renee Travis by e-mail or by hard copy to the Department of Personnel, Technical Services Division no later than March 9, 2007.

We understand and appreciate the time and effort required to complete this report.

JG:sb

Attachments

cc: Agency Personnel Liaisons
Agency Personnel Representatives