



Leave Liability

Step by step

Browsers compatible with the New BOMS Platform:

- Mozilla Firefox
- Google Chrome
- Internet Explorer 11.0 and later

New BOMS platform requirements:

- Excel 2007 with PDF and later



Leave Liability

1 – Leave Liability

This section describes how to run a leave liability.....Page 3



To access the Leave Liability screen, go to **Module >> BOMS Personnel**. Then go to **Reports >> Leave Liability**

Module ▾ My activities ▾

- Employee
- BOMS Accounting
- BOMS Imaging
- BOMS Inventory
- BOMS Personnel**
- BOMS Security

Reports ▾ Approval ▾ Administration ▾ Help ▾

- All employees
- Applicants
- OPS employee
- Permanent employee

Special

- Photo album
- EEO reports
- Turnover analysis reports
- Applicants memo
- Leave liability**
- Conversion memo
- Rate and position control
- Sick pool control
- Class totals
- Deduction totals

Leave liability as of 6/30/2017

Module ▾ Activities ▾ Reports ▾ Approval ▾ Administration ▾ Help ▾

Open report

Select a report: Leave Liability Worksheet (selected), Leave Payout Detail

Entity of source: Charlotte County (selected), Trials

Liability GAAFR fund: 10 [General Revenue] (selected)

June 30, 2016

Beginning liability: \$0.00

Short term factors: 0.00

June 30, 2015

Beginning liability: \$100.00

Short term factors: 0.00

June 30, 2014

Beginning liability: \$0.00

2017 Terminated Employee Payments:

Total annual payments: \$0.00

Total annual hours: 0

Total sick payments: \$0.00

Total sick hours: 0

Total comptime payments: \$0.00

Total comptime hours: 0

This is the screen that you will see when opening Leave Liability Part 1.



On the left side of the screen, you input information from last year's report.

Select a report: **Leave Liability Worksheet**
Leave Payout Detail

Entity of source: Charlotte County
Trials

Liability GAAFR fund: 10 [General Revenue]

June 30, 2016
Beginning liability: \$10,000.00
Short term factors: 0.00

June 30, 2015
Beginning liability: \$100.00
Short term factors: 0.00

June 30, 2014
Beginning liability: \$0.00

2017 Terminated Employee Payments:
Total annual payments: \$0.00
Total annual hours: 0
Total sick payments: \$0.00
Total sick hours: 0
Total comptime payments: \$0.00
Total comptime hours: 0

For your reference, the # represents the calculation made from the Leave Liability worksheet . See page 7.

ANNUAL SICK AND COMPENSATORY LEAVE LIABILITY, PART 1 V11.18

ENTITY: Trials

GAAFR Fund: General Revenue

	06/30/2017
Total beginning compensated absence liability	\$10,000.00
Cost of leave earned	#1 \$341,803.66
Cost of leave available	\$351,803.66
Terminated employee annual leave payment	\$0.00
Terminated employee sick leave payment	\$0.00
Terminated employee comp-time leave payment	\$0.00
Cost of annual leave used	#3 \$9,278.50
Cost of sick leave used	\$535.36
Cost of comp-time leave used	\$284.16
Total leave deletions	\$10,098.02
Short-term leave factor	0.0287
Ending compensated annual liability	\$505,201.97
Ending compensated sick liability	#2 \$23,310.02
Ending compensated comp-time liability	\$0.00
Total ending compensated absense liability	\$528,511.99
Cumulative leave factors	0.0287
1-year Average	0.0287
Short-term compensated absense liability	\$15,168.29
60-day leave payout	\$2,528.05
Amount due with 1 year	\$12,640.25
Total leave hours earned	8,168.25
Terminated employee annual leave hours	0.00
Terminated employee sick leave hours	0.00
Terminated employee comp-time leave hours	0.00
Total leave hours used	266.75



2017 Terminated Employee Payments:

Total annual payments	<input type="text" value="\$0.00"/>	<input type="button" value="..."/>
Total annual hours	<input type="text" value="0"/>	
Total sick payments	<input type="text" value="\$0.00"/>	<input type="button" value="..."/>
Total sick hours	<input type="text" value="0"/>	
Total comptime payments	<input type="text" value="\$0.00"/>	<input type="button" value="..."/>
Total comptime hours	<input type="text" value="0"/>	



The amounts to be entered on the right side of the screen are provided by JAC. Once all the information is entered, click **“View”** to generate the report.



Office of the State Attorney, 20th Circuit JAC-8
ANNUAL SICK AND COMPENSATORY LEAVE LIABILITY, PART 1 V11.18

ENTITY: Trials GAAFR Fund: General Revenue

	09/30/2017
Total beginning compensated absence liability	\$10,000.00
Cost of leave earned	\$341,803.66
Cost of leave available	\$351,803.66
Terminated employee annual leave payment	\$0.00
Terminated employee sick leave payment	\$0.00
Terminated employee comp-time leave payment	\$0.00
Cost of annual leave used	\$9,278.50
Cost of sick leave used	\$535.36
Cost of comp-time leave used	\$284.16
Total leave deletions	\$10,098.02
Short-term leave factor	0.0287
Ending compensated annual liability	\$505,201.97
Ending compensated sick liability	\$23,310.02
Ending compensated comp-time liability	\$0.00
Total ending compensated absence liability	\$528,511.99
Cumulative leave factors	0.0287
1-year Average	0.0287
Short-term compensated absence liability	\$15,168.29
90-day leave payout	\$2,528.05
Amount due with 1 year	\$12,640.25
Total leave hours earned	8,168.25
Terminated employee annual leave hours	0.00
Terminated employee sick leave hours	0.00
Terminated employee comp-time leave hours	0.00
Total leave hours used	266.75

Certified true and correct and substantiated by records maintained by this office.

Authorized signature

Date

This is the Leave Liability report that gets generated from the information you entered on the previous screen.



Leave Liability Worksheet: Trials, General Revenue, PART 1 V 11.18

Office of the State Attorney, 20th Circuit

Position No. / Employee Name / Federal Tax ID Retirement Cd / Rate	Annual leave / Sick / Comp Time Hourly Rate	Annual / Sick / Comp Time Accruals	1 Annual / Sick / Comp Time Accrual Cost	Annual / Sick / Comp Time Used	3 Annual / Sick / Comp Time Used Cost	Annual / Sick / Comp Time Balance	2 Annual / Sick / Comp Time / Total Liability
As of: 06/30/2017		Class: 9815		State Attorney			
14356 Flitwick, Filius 723-53-246 HM 0.4210	\$244.93 176.07 176.07	-2:00 0:00 0:00	\$-489.88 \$0.00 \$0.00	0:00 0:00 0:00	\$0.00 \$0.00 \$0.00	-2:00 0:00 0:00	\$-489.88 \$0.00 \$0.00 \$-489.88
22365 Lucas, George 726-59-9573 HH 0.4210	\$108.07 77.69 77.69	2:00 0:00 0:00	\$216.14 \$0.00 \$0.00	2:00 0:00 0:00	\$216.14 \$0.00 \$0.00	0:00 0:00 0:00	\$0.00 \$0.00 \$0.00 \$0.00
As of: 06/30/2017		Class: 6901		Assistant State Attorney			
14533 Gryfindor, Godric 72353198 HM 0.2177	\$62.50 51.99 51.99	2:00 179:30 0:00	\$125.00 \$9,332.21 \$0.00	2:00 0:00 0:00	\$125.00 \$0.00 \$0.00	600:00 367:30 0:00	\$37,500.00 \$19,106.33 \$0.00 \$56,606.33
32547 Krum, Viktor 72503095 HA 0	\$46.37 46.37 46.37	86:45 0:00 0:00	\$4,022.60 \$0.00 \$0.00	2:00 0:00 0:00	\$92.74 \$0.00 \$0.00	275:15 0:00 0:00	\$12,763.34 \$0.00 \$0.00 \$12,763.34
35621 Finnegan, Seamus 725-25-698 HA 0.2177	\$64.08 52.62 52.62	86:30 0:00 0:00	\$5,542.92 \$0.00 \$0.00	2:00 0:00 0:00	\$128.16 \$0.00 \$0.00	206:30 0:00 0:00	\$13,232.52 \$0.00 \$0.00 \$13,232.52
45678 Wood, Oliver 725-72-811 HA 0.2177	\$52.13 42.81 42.81	86:45 0:00 0:00	\$4,522.28 \$0.00 \$0.00	2:00 0:00 0:00	\$104.26 \$0.00 \$0.00	143:30 0:00 0:00	\$7,480.66 \$0.00 \$0.00 \$7,480.66
47854 Lestrangle, Bellatrix 72625820 HA 0.2177	\$58.61 48.13 48.13	86:30 0:00 0:00	\$5,069.77 \$0.00 \$0.00	2:00 0:00 0:00	\$117.22 \$0.00 \$0.00	98:15 0:00 0:00	\$5,758.43 \$0.00 \$0.00 \$5,758.43