

CAPPS Desk Aid

## Annual Leave to Sick Leave Conversion

**Note:** This Desk Aid was written to the specifications of CAPPS Central Agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Annual Leave to Sick Leave Conversion

## Overview

As part of the annual fiscal year close activities, the *Fiscal Year-End (FYE) Annual Leave Conversion* process converts all annual leave that exceeds the employee’s maximum carryover (based on the employee’s state service) to sick leave.

See the **Carry Forward** column on the [Compensable Leave Liability Methodology](#) table to view the number of hours (based on the employee’s length of state service) an employee is allowed to carry over from one fiscal year to the next.

## Fiscal Year-End Annual Leave Conversion

The *FYE Annual Leave Conversion* process can be run any day in September but must be completed by Sept. 30. Before running the process, all timesheet activity for the fiscal year ending should be accurate and complete.

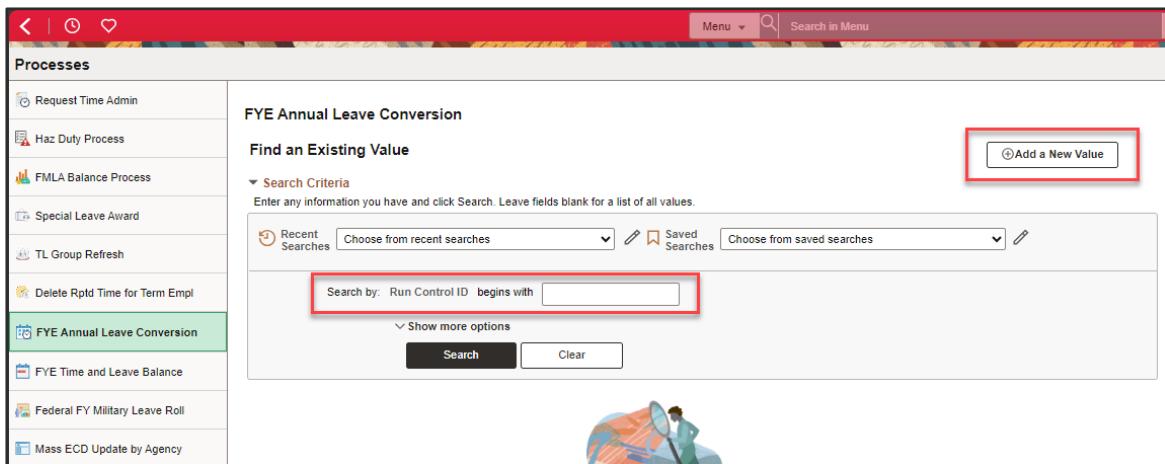
**Note:** This process can only be run once per fiscal year. If it was run accidentally before the appropriate timeframe, contact the CAPPS Service Desk.

## Navigation

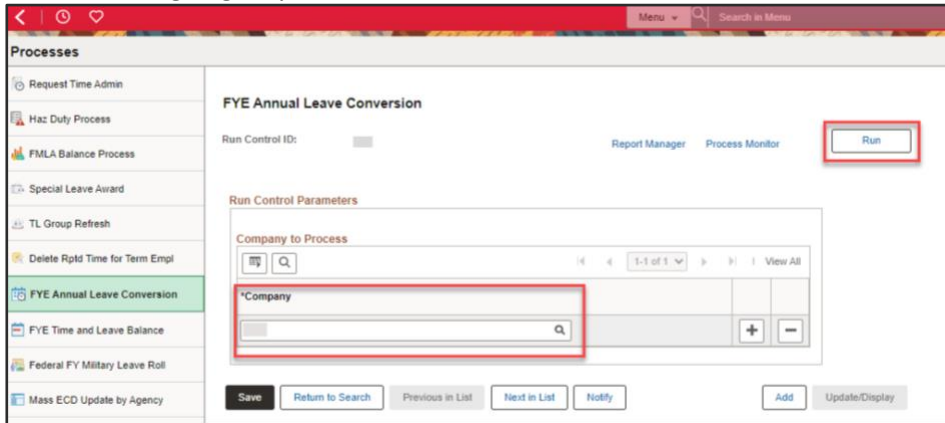
**NavBar:** Menu, Time and Labor, Process Time, FYE Annual Leave Conversion  
**Dashboard:** Time and Labor; **Title:** Processes, FYE Annual Leave Conversion

To run the annual leave conversion, you must:

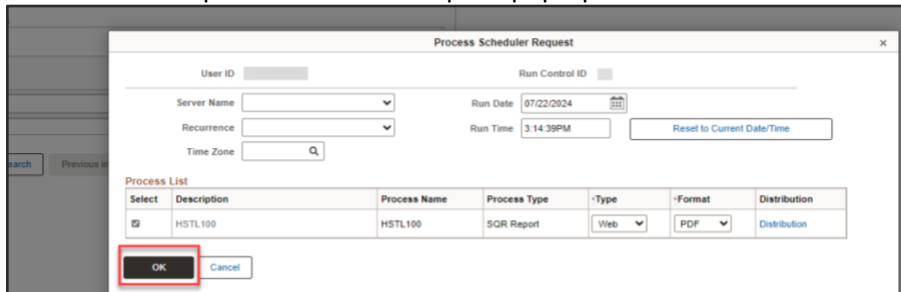
1. Search for an existing RUN CONTROL ID.  
 –or–  
 Select **Add a New Value** to create a new *Run Control ID*.



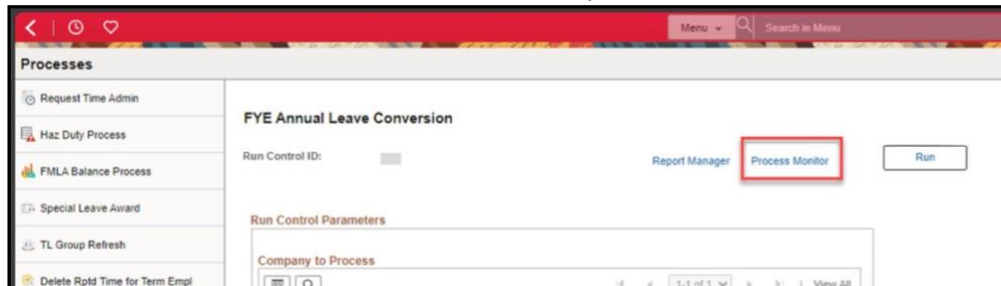
- Enter the 3-digit agency number in the COMPANY field.



- Select **Run**.
- Select **OK** in the process schedule request pop-up window.

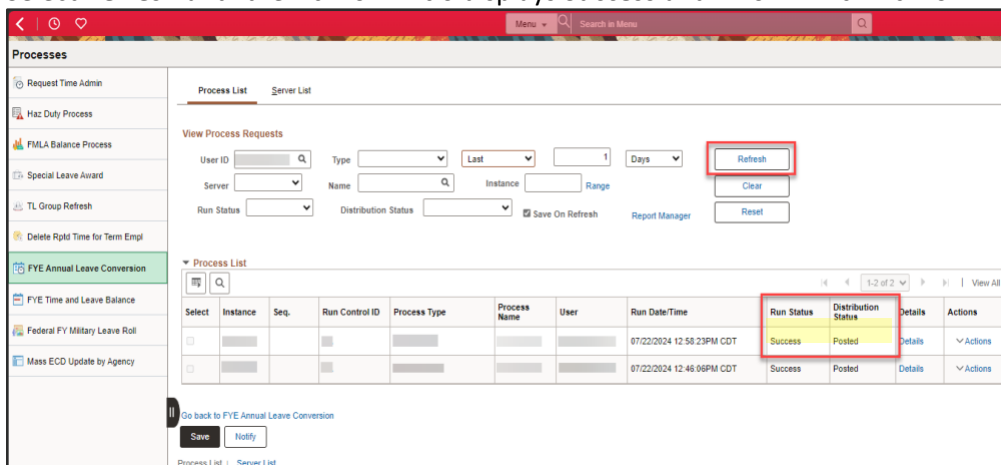


- Select **Process Monitor** to view the status of the process.



The **Process List** page displays.

- Select **Refresh** until the RUN STATUS displays **Success** and DISTRIBUTION STATUS indicates **Posted**.



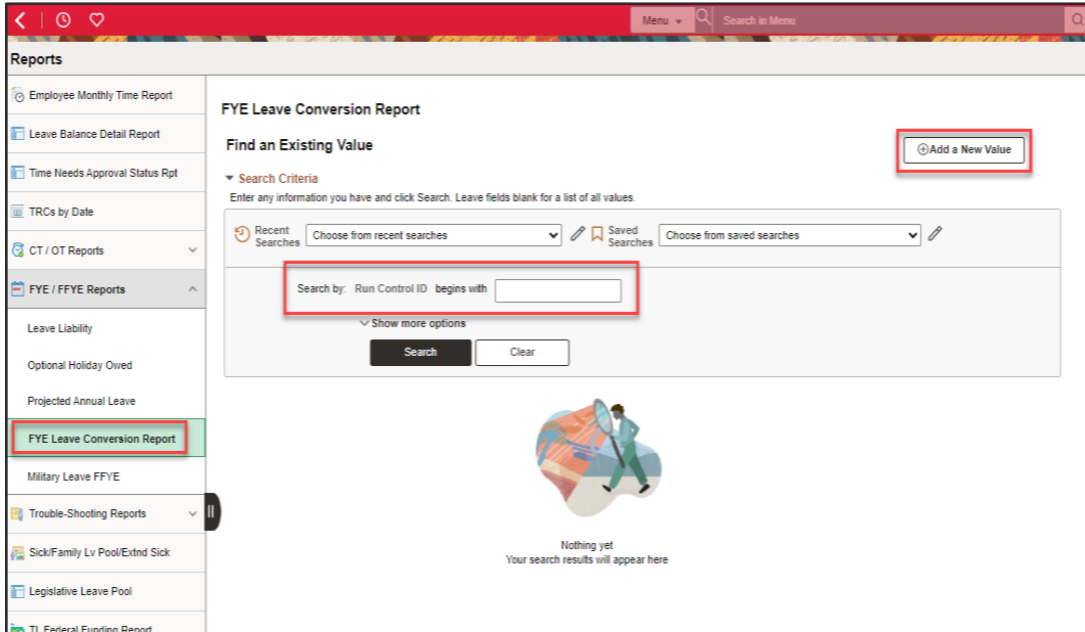
## Fiscal Year-End Leave Conversion Report

### Navigation

**Dashboard:** Time and Labor; **Tile:** Reports, FYE/FFYE Reports, FYE Leave Conversion Report

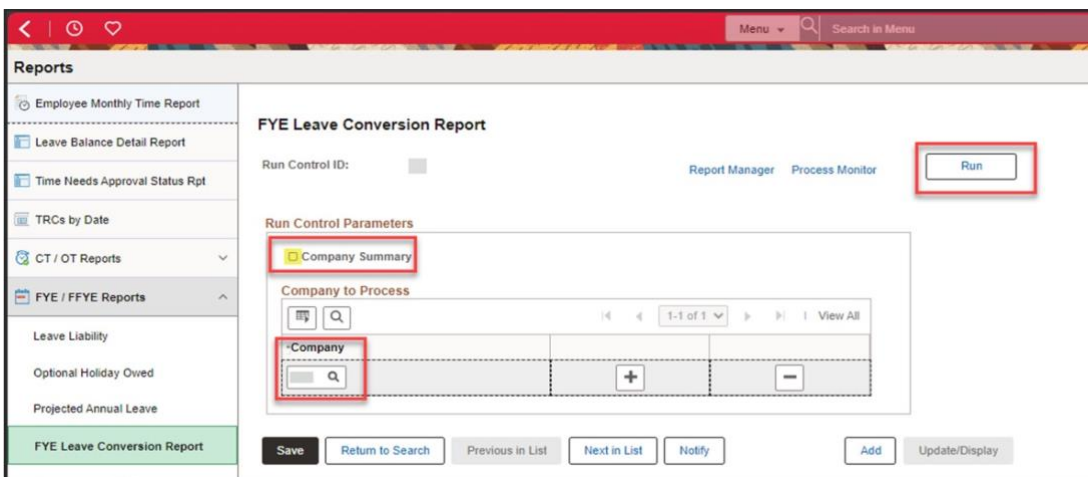
To view the results of the conversion process in the *FYE Leave Conversion Report*, you must:

1. Enter a **Run Control ID**.  
 –or–  
 Select **Add a New Value** to create a new Run Control ID.



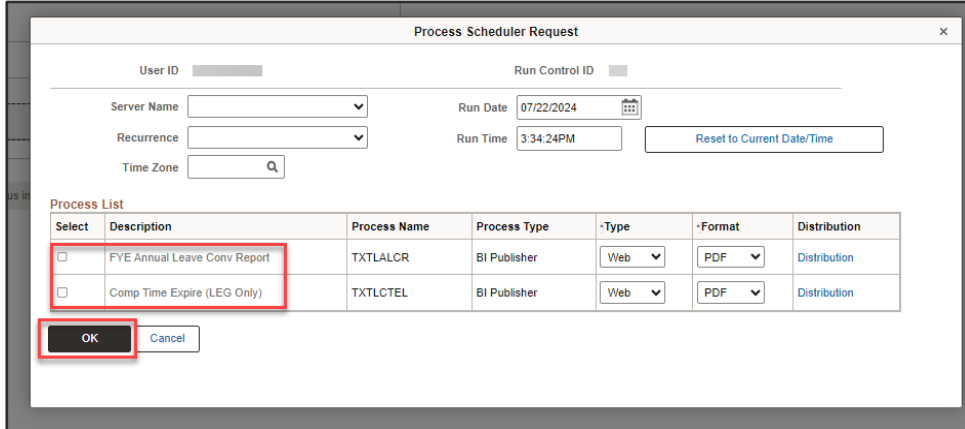
2. Deselect the **COMPANY SUMMARY** checkbox.

**Note:** The report will not display individual employee data if the **COMPANY SUMMARY** checkbox is selected (on).

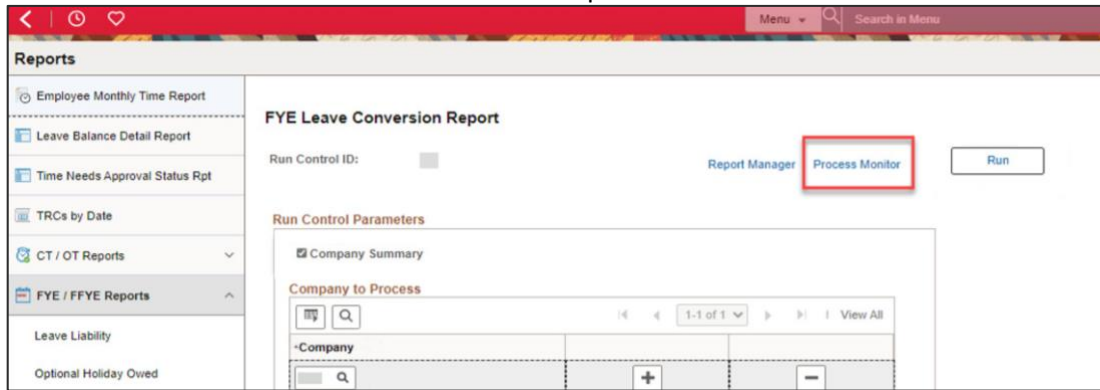


3. Enter the 3-digit agency number in the **COMPANY** field.
4. Select **Run**.

- Select the checkbox next to either (or both) the **FYE Annual Leave Conv Report** or the **Comp Time Expire (LEG Only)** (if applicable) items in the *Process List*.

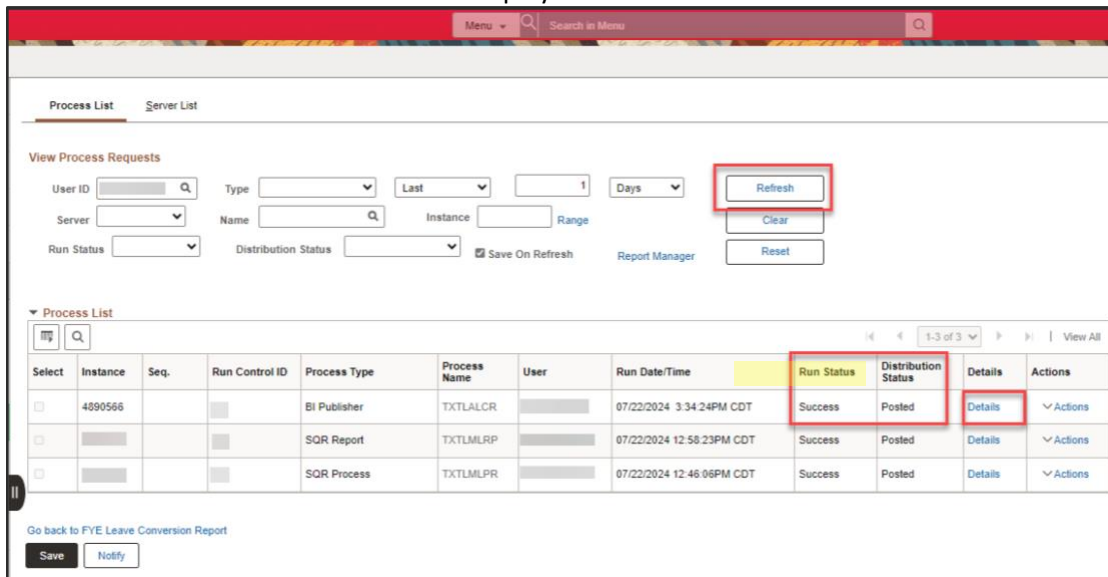


- Select **OK**.
- Select **Process Monitor** to view the status of the process.



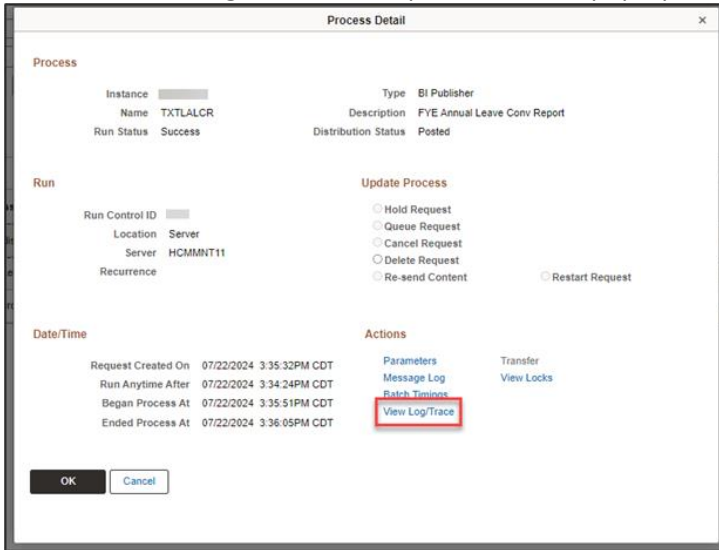
The *Process List* page displays.

- Select **Refresh** until the RUN STATUS displays **Success** and DISTRIBUTION STATUS indicates **Posted**.



- Select **Details** to view the *Process Details* page.

10. Select the **View Log/Trace** on the process details pop-up window.



11. Select the **.pdf file** under the **File List** section of the view log/trace details. Once selected, the report displays in a new tab.

## Post Fiscal Year Conversion Processing

After completion of the *FYE Annual Leave Conversion* process and viewing the *FYE Leave Conversion* report, the time administration process automatically runs overnight. On the next business day, check the **Manage Exceptions** page and clear exceptions (if applicable).

The *FYE Annual Leave Conversion* process can only be run once per fiscal year.

If an employee's converted hours require correction, updates must be made manually on the employee's timesheet. Time and Labor super users can update the ANLVS/SICKI timesheet entries on Aug. 31 and Sept. 1, accordingly.

## Revision History

Date	Description of Change	Changed By
Aug. 16, 2024	Initial release.	J. Turner