

Incoming Leave Liabilities & Recognition of Prior Service Checklist



Please read this checklist carefully before you check IT0000 to ensure the employee's not a rehired employee from temporary transfer.

If the employee's rehired and previous leave balances have been zeroed under IT0416, please refer to Rehire Guide for updating prior service for rehires, otherwise refer employee back to Team Leader.

EMPLOYEE DETAILS

Name of Employee
AGS
Previous Agency
DSS Start Date
Cost Centre

PRIOR SERVICE

Recognition of prior service is provided under Section 10 and 11 of the LSL Act (1976) and is defined as:

- Service in government service
- Service in a State or Authority of a State (eg Municipal Councils)
- Continuous service where a break in service does not exceed 12 months

Agency qualification recognition of service for LSL purposes
Pay Term and uptake effective from long agency ARC #
Personal File effective from long agency
Leave liability calculation received

LEAVELIABILITY CALCULATION

Conduct a file audit ensuring all data is captured in Long Agency's Leave Liability Calculation

- Check Recruit on Leave balance and costs of Leave Liability calculation from long agency against DSS Long Service Leave & Leave Liability Calculator
Check Long Service Leave balance and costs of Leave Liability calculation from long agency against DSS Long Service Leave & Leave Liability Calculator

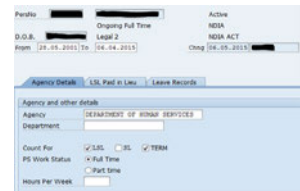
If balances and PT hours match (noting 1 may not be exactly the same), proceed with SAP Act on

IF INCORRECT

- Recalculate using DSS spreadsheet and contact long agency
Reconfirm details in IT0019 - Task Type - Leave Liability as reminder to follow up within 1 month

GO TO MAINTAIN HR MASTER DATA (PA30)

IT0508 - Enter All prior service details



- From date is the start date of service
Agency details - Agency is the name of the employee. Only use Department if from State Gov
PS Work Status - Full Time, leave 'Hours per week' blank
- Part Time, record weekly hours to two decimal places
LSL Paid in Lieu - convert to months and part of months (eg 3.1000 months) and enter as minutes (eg 3.1000)
Leave records - enter leave type and start and end date of leave period. If leaves at part time or HP rate, you need to tick the appropriate box, and PT or HP. The system will calculate the months and days. NB need to tick PT box
Record any Unauthorised LWOP periods
Save entries
Repeat for additional periods of service until end date is date of commencement with DSS
If employee's rehired, you need to enter DSS service in IT0508 including a LSL and LWOP

GENERATE PRIOR SERVICE LSL BALANCE REPORT

- Select a record (top row) and select Change of F6
Click on 'Generate Balance Report'
Click on 'View Details' (this will display report to show all prior service details)
Click on 'Update to InfoType' **IMPORTANT FOR LSL BALANCES
Click on 'Update InfoType 0568 only' **IMPORTANT FOR LSL BALANCES
Print report (to file and check against LSL calculations and file audit)

- IT0041 - Update APS commencement, permanent appointment, confirmation dates
IT2013 - Create and transfer Recruit on (20) and Personal Leave (10) balances from other agency
Run Time Evaluation
IT0568 - Check Accrual date is correct
PT50 - Quota Overview - LSL Full Time / Part Time balance correct - only applies where employee has 10 years service (LWOP, BIS etc taken into account)
LSL due within next 12 months project to qualify by date and check LSL (FT/PT) balances appear
IT0019 - Close Leave Liability reminder
Check Super Birthday review schedule, especially Friday thidays close to the commencement date with DSS. If there is an AWOTE, ensure details are recorded in IT0220 and a IT0034 is created.

Leave Liability Wagetypes - For Employee Transfers On or After 8 February 2018

- Please check IT 0015 to see if there are any records created for Leave Liabilities.
If there are entries recorded:
- Check the amounts are correct, as per the agreed calculation
- If the entries are recorded and you agree with the new calculations, update the IT 0015 entries
If there are no entries recorded for Leave Liabilities:
- IT 0015 - Record an entry for the LSL \$ value on the agreed nvo ce / leave liability wagetype 0550
- IT 0015 - Record an entry for the Rec Leave \$ value on the agreed nvo ce / leave liability wagetype 0560
Please ensure the date of origin in each IT 0015 entry is the last day of the current pay period (i.e. the Wednesday before pay day).

If the employee's transfer date was before 8th February 2018, please do not record any IT 0015 entries. Please go directly to "Creation of Invo ce Through SAP"

Actioned By
Signature
Name
Date

The nvo ce creation is to be completed by the checker once checking is complete

Create on of Invoice through SAP

- Select ZLVE_DAN
Select Company Code as FACS
Select Customer number (use relevant Customer tabs)
Enter AGS Number of employee
Enter Employee's Cost Centre
Enter RLS (240081) / LSL (240081)
Save record and note nvo ce number that is created Document Number
Record details in current Leave Liability Income reporting system. Please use the employees current cost centre. ARC File Folder - EF16/176364 (Leave/Leave Liability/Income/Outgoing Report Content)

Checked By
Signature
Name
Date

*Once completed, please file checklist and associated paperwork in ARC. ARC Naming Convention - 'Su name, Name - Checklist - Income Leave Liability'



Australian Government
Department of Social Services

This spreadsheet calculates the value of accrued annual and/or long service leave for payment to an agency which accepts the employee's credits.

EMPLOYEE NAME	0	AGS NUMBER	0
GAINING AGENCY	0	FINAL SALARY (FOR REC)	
CONTACT AT AGENCY		FINAL SALARY (FOR LSL)	
ADDRESS		CESSATION DATE	#####
		HOURS PER WEEK	
PHONE		FULL TIME HOURS	
EMAIL		Did hours of duty change?	No

ERROR CORRECTION

#NUM!
#NUM!

ANNUAL LEAVE CALCULATIONS

Is this an ONGOING movement to an APS agency? Yes No

Was annual leave paid to the employee on cessation? No Yes

Has the new Agency accepted the employee's annual leave? Yes No

PAYMENT IS DUE AS CALCULATED BELOW

Balance at cessation: Hours Minutes

0.00 Total annual leave in hours

#DIV/0! Gross Rec. leave amount

0	0.55	No
1	0.65	Yes
2	0.7	
3	0.75	Full-time
4	0.8	Part-time
5	0.85	
6	0.9	
7	0.9	
8	0.95	
9	1	

LONG SERVICE LEAVE CALCULATIONS

Was LSL paid to the employee on cessation? No Yes

Has the new Agency accepted the employee's LSL? No Yes

PAYMENT IS DUE AS CALCULATED BELOW

Date commenced
Calendar Days NTCAS

January 0, 1900 Effective date of commencement for LSL

#NUM! Effective date of cessation (whole months)

#NUM! Gross LSL (days) #NUM!

#NUM! Days LSL used (0.0000 months)

#NUM! Net LSL (days) #NUM!

#DIV/0! Basic liability for LSL

#NUM! Full years of service

#DIV/0! Percentage liability for years of service calculated at #NUM!

#DIV/0! 95% of above

TOTAL

FOR ANNUAL (RECREATION) LEAVE: #DIV/0!

FOR LONG SERVICE LEAVE: #DIV/0!

TOTAL: #DIV/0! GST not included - see Finance Circular 2003/06

Actioned: _____
Name Signature Date

Checked: _____
Name Signature Date

Phone Number () _____

Date commenced at hourly rate	January 0, 1900	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!
Date ceased at hourly rate																								
Weekly hours (DECIMAL!!)																								
Full-time weekly hours (DECIMAL!!)																								
Days NTCAS																								
Effective date of commencement for LSL	January 0, 1900	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!
Days for length of service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross LSL (days)																								
Long service usage details need not be related to the service per outs above																								
Days LSL used																								
Weekly rate LSL taken at in hours per																								
Full-time or Part-time?																								
#1 time 8 g use c=et	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
us-ine 8 g use c=et	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Part-time LSL days used	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Full-time LSL days used	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Part-time credit (days)	0.00																							
Net Full-time credit (days)	0.00																							
Part-time hours or calculation	0.00	All ed s must be TRUE before a calculation can be made																						
Value of part-time credit	#NUM!	Last date on this sheet matches Davis NTCAS on main sheet																						
Value of full-time credit	#NUM!	Days NTCAS on this sheet matches Davis NTCAS on main sheet																						
To all payable	#NUM!	Days LSL on this sheet matches Days LSL on main sheet																						
HS SEC ION COM ARES AR	IME HOURS OVER HE WHO E AR	ME SERVICE W H AR	ME HOURS OVER HE AS	2 MON HS O AR	ME SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
#1 time days in pe tot	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Considered part time days	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A SE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE	RUE
#1 time days in last 2 months	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
#1 time hours in last 2 months	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Part-time days over whole service	0	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!
Part-time hours over whole service																								
AVERAGE PART TIME HOURS OVER ENTIRE PART TIME EMPLOYMENT (From above information)		0.00																						
AVERAGE PART TIME HOURS DURING LAST 12 MONTHS OF PART TIME EMPLOYMENT		0.00																						
PART TIME HOURS FOR CALCULATION		0.00																						

