

Attendance Rollover Activities



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March 2019

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It is recommended that all steps be fully completed in the order as shown. A number is associated with each activity to easily locate the process within this document.

It is important to read all instructions before beginning this process to familiarize yourself with the process and gather needed information and documents before beginning.

The instructions provided are detailed, and represent the best practice, and may not represent all scenarios.

Attendance Rollover Activities Contained in this Document:

1. Review the Attendance Groups in the Current Fiscal Year for balance rollover options
Steps 1 through 5 may be done any time after the next fiscal year has been initialized.
2. Default Fiscal Year to Next Year
3. Run the Attendance Rollover Initiation
4. Update the Attendance Groups in the New Fiscal Year
5. Enter Outstanding Attendance Transactions through June 30th in Current Fiscal Year
Steps 6 through 8 should be completed after all the transactions have been entered in the current fiscal year and the Accounting cutover has been completed.
6. Run verification reports
 - a. Negative balance report
 - b. Accrual report where the earned balance does not equal the available balance
 - c. End employee attendance records for staff who are gone or left
7. Run the Maximum Accrual Balance Enforcement if required
8. Finalize Attendance Rollover –Done when no one is in WinCap
9. Check the Carry Over Balances in the New Fiscal Year
10. Close Year/ Prevent Attendance Changes
11. Update Years of Service
12. Run the Annual Years of Service Accrual\Award\Grant Routines for BOY- beginning of year
13. Maximum Accrual Balance Enforcement

The Employee Attendance Rollover is a once-a-year process that is to be initiated and finalized each fiscal year end. This process will carry forward any prior year attendance balances along with the individual employee's attendance group and codes assigned.



Things to Consider:

Since the development of WinCap Attendance, WinCap Employee Self Service, WinCap Leave Requests, and WinCap Time and Attendance Modules, the grace period in terms of when the employee attendance rollover needs to be completed becomes very narrow.

Time and Attendance Clients:

- No Excused Time may be added to the timecard or exchanged with WinCap successfully until the attendance rollover is FINALIZED (regardless of incremental rolling)
- LAG frequency provides a little leeway in terms of when the excused time MUST be on the employee timecard
- Suggest to send out email to supervisors and/or employees to notify them that they will not be able to input attendance until rollover is completed also notifying them of when the anticipated completion will be
- Timecard Prior to Attendance Rollover being completed:
- NO attendance codes when selecting “add excused time”
- Undo Attendance Rollover is no longer available for Timesheets clients due to the errors that it would cause within the data exchange monitor. This option will be grayed out on the attendance rollover menu.

Leave Requests via WinCapWEB Employee Self Service

- Employees are able to submit future leave requests for the following fiscal year. They will appear under the 2019 fiscal year transaction calendar and allow for approval. The transactions may not be posted until they are rolled into the next fiscal year where they belong. When the attendance rollover is completed they will roll forward and display in the new fiscal year.
- Leave Requests will always display in the prior year as pending
- When the attendance rollover is finalized they are brought forth to the next fiscal year
- Prior to rolling over attendance make sure that all outstanding leave requests that belong to the 18/19 year are posted to the employee's available balance

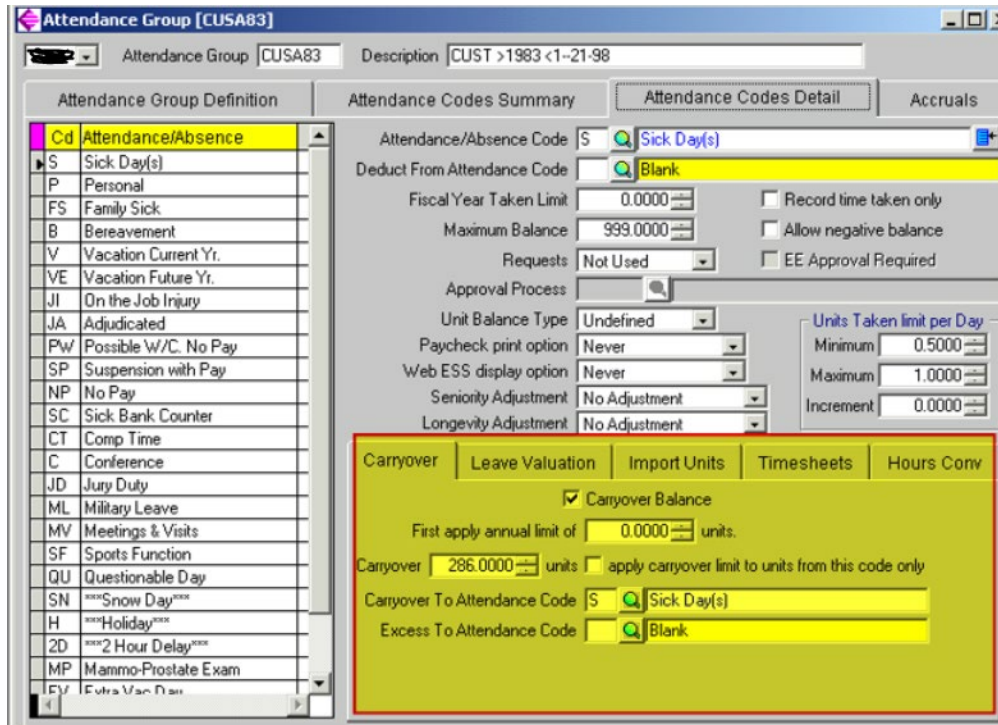
WinCap Attendance, WinCap employee Self Service

- The attendance rollover MUST be completed in order to add or display attendance on employee's paychecks or WinCapWEB attendance balances.



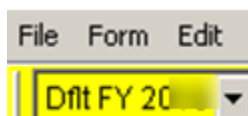
1) Review the Attendance Groups in the Current Fiscal Year for balance rollover options

Review and or confirm the rules that allow the balances to be carried forward from the current fiscal year to the new fiscal year. These rules must mirror each other by attendance group and by code in both years for the balances to roll correctly. Once the Attendance values have been finalized, any changes for future years may be applied to the new Fiscal year.



2) Default Fiscal Year to New Fiscal Year

Changing the default allows accessibility to the new fiscal year while the current fiscal year is still open. To access the new fiscal year, select the drop-down from the *WinCap* toolbar menu.



You can also change the year through the menu options File\Administration\Change Default Fiscal Year.

Caution is advised when working in two years, be sure to verify the fiscal year you are working in before transacting.

3) Run the Attendance Rollover Initiation **New Fiscal Year 2020**

(Manage\Employee Attendance\Employee Attendance Rollover\Initiate Employee Attendance Rollover)

The Attendance Rollover Initiation will carry forward the attendance tables into the new year. **All users must be out of Employee Maintenance for this function to occur.** This includes the attendance codes and groups as they exist in the current fiscal year. Once rolled over, changes to the tables in the old year **will not affect** the new year. Individual employee attendance records will not be rolled at this time.

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Select Yes to continue

Once the Attendance Rollover has been initiated, the following confirmation will display.



Select OK to continue

Groups and attendance code tables are now accessible for editing within the new fiscal year.

4) Update the Attendance Groups in the new fiscal year **New Fiscal Year 2020**

Manage\Employee Attendance\Tables\Attendance Groups

Note: All fields in the Attendance Group Table pertain to the entire group. Therefore, changing this table will modify the rules for all employees assigned to this group.

With the attendance tables now rolled into the new year, it is now possible to make updates to the Attendance Group tables to accommodate contract changes such as accruals processes or values.

To access the group table select from the menu Review and modify, only if necessary, the appropriate fields within the Attendance Group Definition, Attendance Codes Detail, and Accruals tabs.

Review and or confirm the rules that allow the balances to be carried forward from the current fiscal year to the new fiscal year. These rules must mirror each other by attendance group and by code in both years for the balances to roll correctly. Once the Attendance values have been finalized, any changes for future years may be applied to the new Fiscal year.

The specifications for the carryover balances must be correct based on the new fiscal year contract. It is the new fiscal year's table that sets the definition for the rollover.

5) Enter all outstanding Attendance Transactions through June 30th in the current fiscal year **Current Fiscal Year 2019**

All attendance transactions need to be entered before the employees' balances are rolled to the new fiscal year. Changes, including modifying existing transactions, should also be entered prior to rollover. WinCap calculates the applicable balance allowed to roll forward and carries this balance forward during the "Attendance Finalization". If adjustments are needed to any balances, they must be manually adjusted in both fiscal years. Making changes in one year and not the other may create discrepancies in reports and balances between the two years.

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Steps 6 through 8 should be completed after all the transactions have been entered in the current fiscal year and the accounting cutover has occurred

6) Run verification reports **Current Fiscal Year 2019**

Using the attendance Summary report the following can information can be reviewed with the data setting and where clauses

- a. Negative balance report -
- b. Accrual report where the earned balance does not equal the available balance -
- c. End employee attendance records for staff who are gone or left

The Available Balance, at rollover, should always equal the Earned Balance. When the two do not agree it is usually due to one of the following:

- 1) A monthly accrual was not processed either for the group or for the individual employee. The missed accrual should be run prior to continuing so the correct balances will roll forward.
- 2) A leave of absence occurred after the initial award was posted, creating an overage in available leave, as the employee did not receive an earned accrual during the absence. A balance adjustment should be created to reduce the available balance.
- 3) Employment began after the start of the fiscal year and/or terminated prior to the end of the year creating the need for a balance adjustment.

Any errors found during the process will create a warning. It is recommended that all corrections be made prior to the rollover. The carryover will be allowed to proceed but, under certain circumstances, the balances could be corrupt.

7) Run the Maximum Accrual Balance Enforcement **Current Fiscal Year 2019**

Manage\Employee Attendance\ Maximum Accrual Balance Enforcement

This process can be run at any time during the year and will reduce an employee's balance in a given code. For some sites, this option should be run in the current FY prior to executing the rollover using a date of 06/30/xxxx and then again just after the rollover in the new fiscal year using a date of 07/1/xxxx. This may be applicable if employees in a particular group are allowed to carry forward different balance limits.

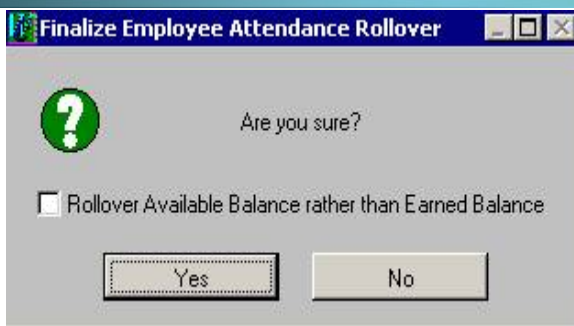
By choosing Update, any employees who have reached a Balance Maximum within their attendance group will display in a grid. *WinCap* will allow for the balance maximum to be exceeded, if the checkmark is removed from the Sel column.

8) Finalize Attendance Rollover **New Fiscal Year 2020**

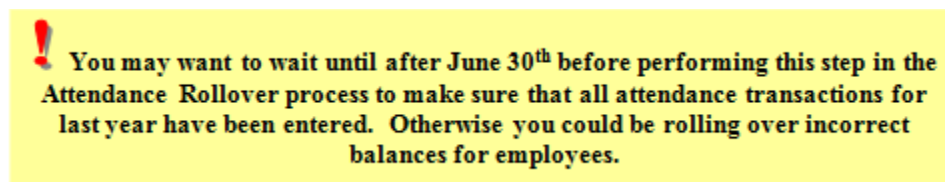
(Manage\EmployeeAttendance\EmployeeAttendanceRollover\FinalizeEmployee Attendance Rollover)

Finalizing the rollover is the process that carries forward the employee balances in accordance with the Attendance group table definitions. During this process all attendance groups are rolled at the same time.





Most often, the Rollover Available Balance is *not* checked. Select yes to perform the rollover.



If errors are found during the rollover, the Potential Rollover Problems warning will appear. It is recommended to choose Yes to display/print the warnings. Once printed, this form will reappear. Choose Cancel to stop the Rollover. Research and correct the errors in the prior fiscal year by adjusting the balances or by processing any accruals that may have been overlooked.

During this rollover, all of the employee's associated Attendance groups will be rolled to next year if:

- The Employee Status is Active and the Attendance Group "End Date" is blank.

Or

- The Employee Status is Active or On Leave and the Attendance Groups Position is found in the new year as LOA.

Or

- The associated Employee Position is activated and it is not a "No Days" worked position.

There are two options to select from during the rollover (see **item #6** within these instructions). These options include rolling the Available Balance or the Earned balance. It is most important to understand the difference between the two choices before continuing further with the rollover.

Awarded leave includes all time expected to be earned during the upcoming year. The **Available balance** includes the awarded leave, which has not necessarily been earned. An employee may have taken a leave of absence during the year and not earned a portion of that award during specific months of the year. If an adjusting entry had not been entered to reverse the available time already posted, the Available Balance could be overstated. Therefore, as a convenience, it is possible but not recommended to rollover using the Available Balance.

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In contrast, it is recommended to roll the **Earned Balances**. Balances can be verified by comparing the Available and Earned fields prior to the rollover using the Attendance Summary Report. This report can be run after all the accruals have been completed for the year. Include all the attendance codes that are not "Taken only".

When all reported errors have been corrected, begin at **step #5** again.

If the selection was made to choose No (to finish the Rollover) before you have had a chance to make corrections, then it may be necessary to fix any errors in the new FY by possibly creating a balance adjustment.



After this step is complete, all employees linked to an attendance group can be viewed with balances from the Attendance Summary form in the new fiscal year.

9) Check the Balances in the new fiscal year **New Fiscal Year 2020**

Verify all balances are correct in the new FY including those that should have rolled over to other codes. This can be accomplished by printing the **Attendance Summary Report**.

If any balances are found to be incorrect, you can "undo" the attendance rollover. *Manage\Employee Attendance\Employee Attendance Rollover\Undo Employee Attendance Rollover*. If "NO" is chosen, the rollover will remain as is and you may continue to #8.

Selecting "YES" to the Undo Attendance Rollover will delete the employee attendance data in the new fiscal year and return the information to the pre-rollover state in both years. Changes can then be made to the attendance transactions and balances in the prior fiscal year. After changes are made, begin again at **step #5** to continue.

It is possible to run the "Undo" after creating attendance transactions or accruals in the new FY but it is not recommended to do so. If an adjustment is required to the prior year after transactions have been entered in the new FY, a Balance Adjustment should be created in the new FY to properly reflect the change. Please contact CCA before choosing to Undo the rollover after transactions have been entered or accruals have been run.

Undo Attendance Rollover is no longer available for Timesheets clients due to the errors that it would cause within the data exchange monitor. This option will be grayed out on the attendance rollover menu.

10) Close Year/ Prevent Attendance Changes

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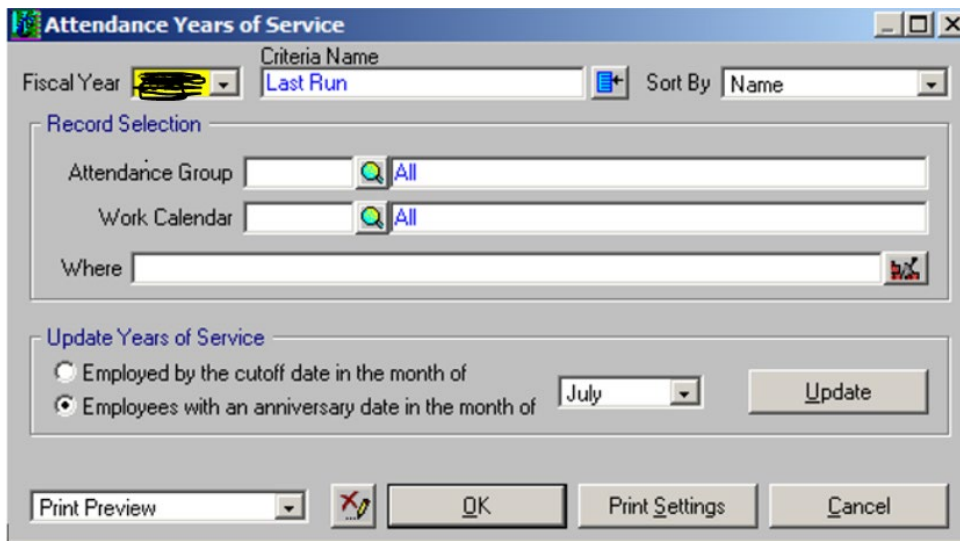
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11) Update Years of Service **New Fiscal Year 2020**

(Manage/Employee Attendance/Update Years of Service)

The Update years of service routine will increase the number of years an employee will receive credit towards additional leave benefits. Depending on district rules, this date can be either the attendance benefit start date, or a specific date such as the first date of the fiscal year in which leave benefits began. Based on these rules, this routine may need to be run monthly and/or annually. In any case, this routine must be run prior to processing accrual routines that are based on years of service.



12) Run the Annual Years of Service Accrual\Award\Grant Routines **New Fiscal Year 2020**

Manage/Employee Attendance/ Attendance Accrual Transactions

The routines selected from the menu will depend on the district's particular attendance set up. Run any 12-month annual accruals first (usually set to run only in July). If setup for monthly, process the 12-month employee monthly accruals, once each month beginning in July, for a total of twelve times during the fiscal year.

Depending on your group table setup, the annual accruals listed for 11-month employees are may be set to run in August. If setup for monthly processing, the monthly accruals should be run once each month, beginning in August, for a total of eleven times during the fiscal year.

For 10-month annual accruals you will usually run these only in September. The 10-month monthly accruals should be processed in September and then once each month thereafter for a total of 10 times during the fiscal year.

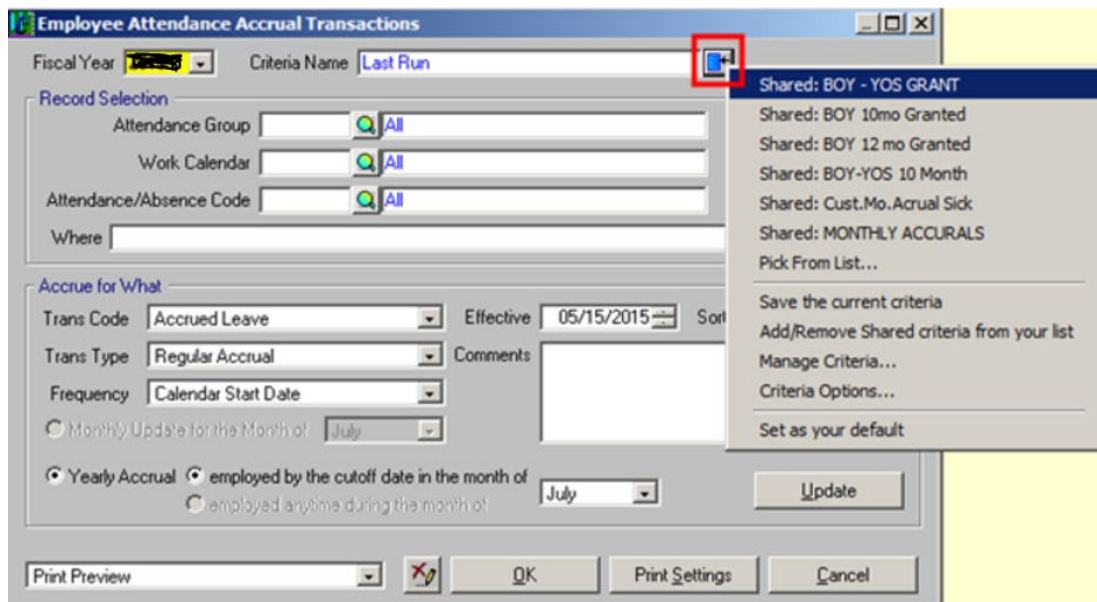
Initially, the annual routines were created based on each group's previous year table and the criterion was saved using the blue options button. If there has been a change made in any of the attendance group tables in the new fiscal year due to contract changes, the yearly and monthly accrual routines may have been affected and must be reviewed and adjusted for accuracy.

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13) Maximum Accrual Balance Enforcement – repeat item #7 **New Fiscal Year 2020**

Run the Maximum Accrual Balance Enforcement in the new fiscal year so that maximums will not be exceeded.

