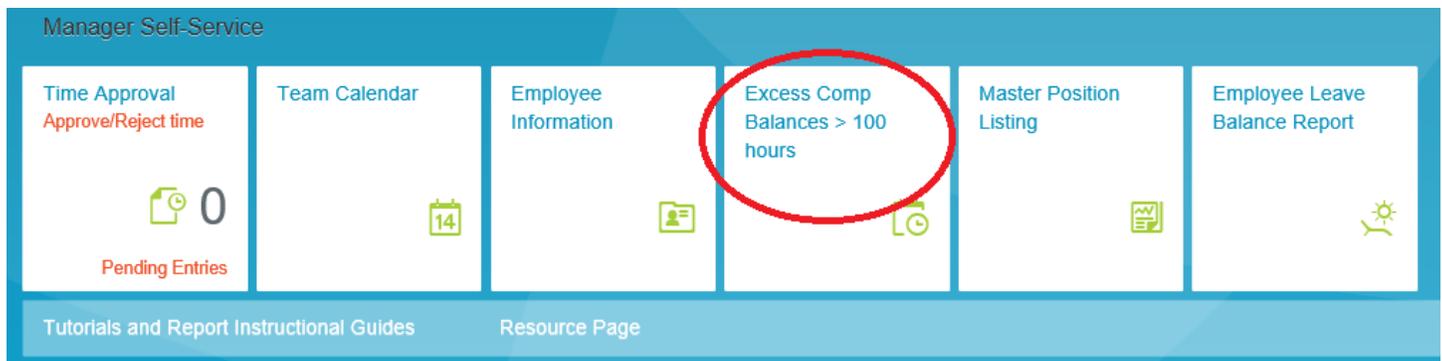


Compensatory Hours Greater than 100 / Annual Hours Less than End of Year Maximum Reporting Instructions for Managers

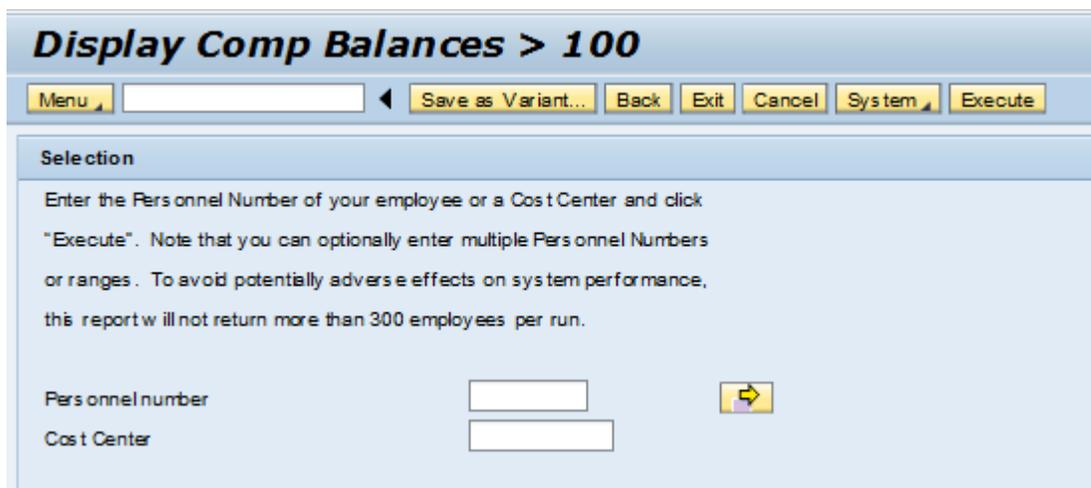
101 KAR 2:102 and 101 KAR 3:015 state that an appointing authority may require an employee who has a balance of at least 100 hours of compensatory leave to use compensatory leave before the employee's request to use annual leave is granted, unless the employee's annual leave balance exceeds the maximum number of hours that may be carried forward.

To assist managers, a report has been made available in KHRIS Manager Self-Service (MSS) to identify these employees. This report should be run by managers to identify those individuals who meet the criteria before approving their time for the current payroll period.

After logging into the KHRIS portal, select the **Excess Comp Balances > 100 Hours** tile (shown below) under Manager-Service Service.



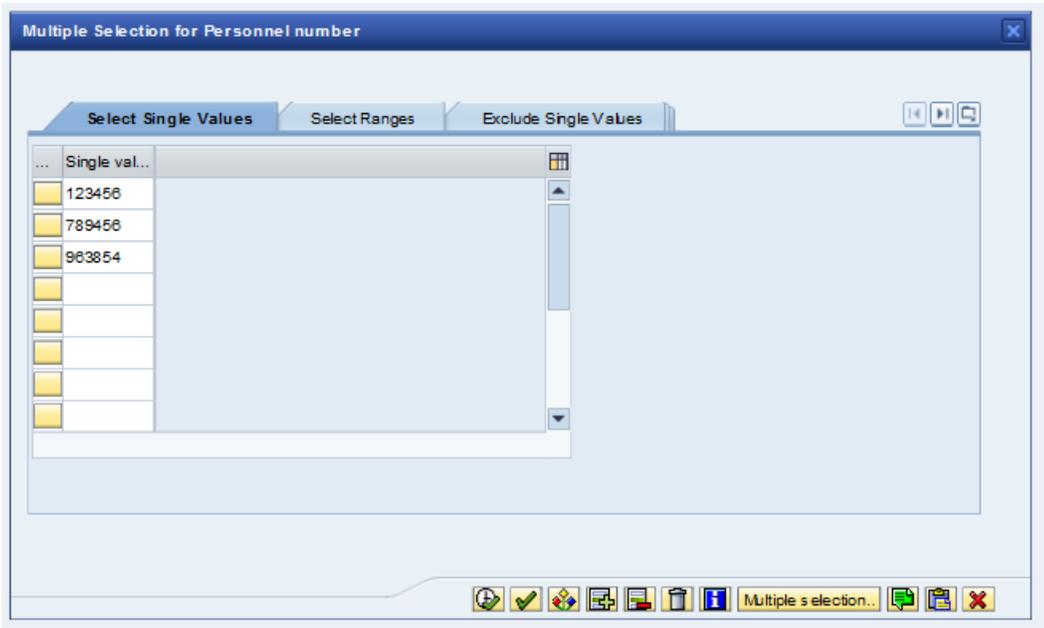
Once you click on the link, the report selection screen appears.



This report can be run a few different ways: 1.) for a single employee within your line of supervision, 2.) for a selection of employees within your line of supervision, or 3.) for an organizational unit you have authority over.

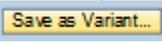
1.) To run the report for a single employee, enter the employee's personnel number (PERNR) in the Personnel number field and then click the Execute button .

2.) To run the report for a selection of employees, click on the expand button  . A new window will appear. Enter all of the PERNRs you wish to check.

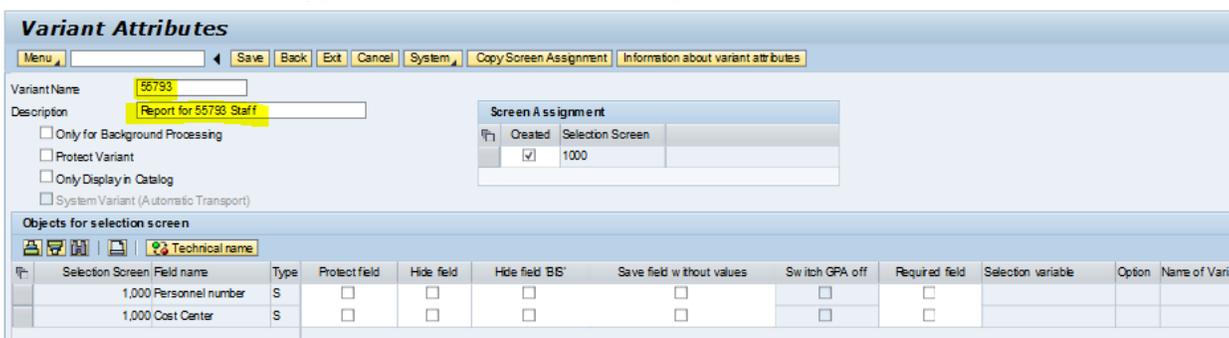


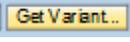
Once you are finished entering the PERNRs, click the Execute icon  to close that window.

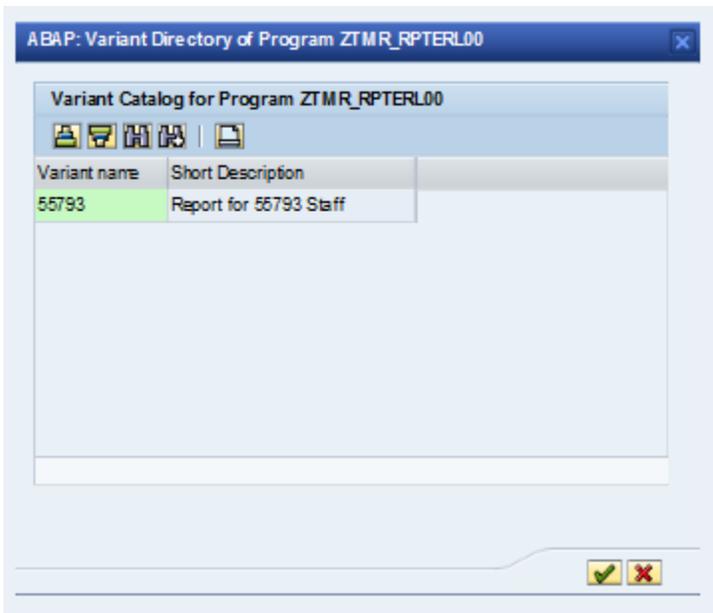
NOTE: If you anticipate running this report using this same selection of employees repeatedly, you can save this selection criteria as a variant which you can access to use again later. This will eliminate the need to re-enter the same PERNRs each time.

To save a variant (selection criteria), once you've entered the PERNRs and closed the window, select the Save as Variant  button.

When the variant screen appears, enter a name and description.



Click the Save button  and you will return to the main screen. In the future, instead of entering the PERNRs, simply click the Get Variant button  and select the variant you created then click the green check .



3.) To run the report on a particular organizational unit, you can enter the Cost Center number

Cost Center

Once the PERNR(s) or Cost Center are entered*, click the Execute button to run the report.

The report display is as follows:

Time Evaluation Messages Display				
Menu <input type="text"/> ◀ <input type="button" value="Back"/> <input type="button" value="Exit"/> <input type="button" value="Cancel"/> <input type="button" value="System"/> <input type="button" value="Details"/> <input type="button" value="Sort in Ascending Order"/>				
Time Evaluation Messages Display				
MessTy	Message long text	PersNo	Employee/Apl.Name	... Logical date
ZL	Comp > 100, Annual < End of Yr. Max		[REDACTED]	SA04/16/2016

The report will only display those non-policy making employees who fall within the category of employees that have more than 100 hours of compensatory leave AND whose annual leave balance is below the maximum number of hours that may be carried forward. If you execute the report and no names appear, there are no employees that currently fall within described category.

Once finished, simply close the entire tab.