

### TAL System – Accessing TAL's 2014 Leave Liability Reports

Last Updated: 8/26/2014

TAL now has the following 2014 Leave Liability Reports available for your review:

- Leave Liability Reporting Company Breakdown (corresponds to U027 report in CIPPS Leave)
- Leave Liability Reporting Employee Detail (corresponds to U020 report in CIPPS Leave
- Leave Liability Reporting One Year Estimate (corresponds to U007 report in CIPPS Leave)

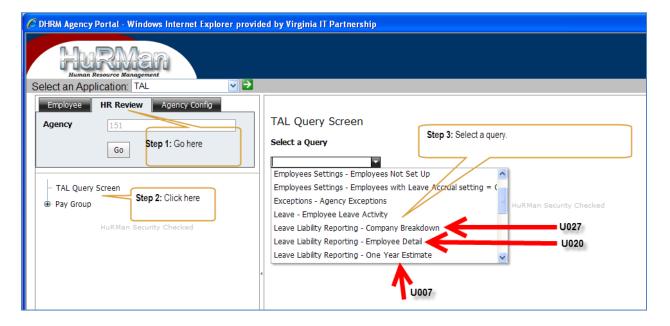
The directions for accessing these reports for your agency are below.

#### Please consult DOA's website at

http://www.doa.virginia.gov/Financial Reporting/Directives/2014/Agency/Agency Attachments.cfm for the Attachment 6B or 6C and the related leave liability reporting guidance.

### **Accessing the reports**

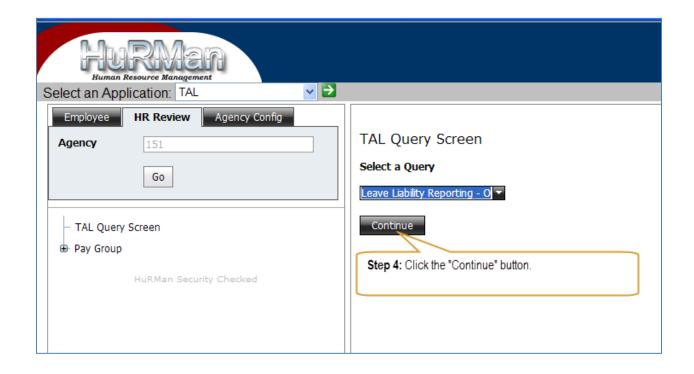
Go to the HR Review Tab (only available to those in the HR User and Agency Inquirer Roles) in TAL and follow the steps listed in the screenshots below:

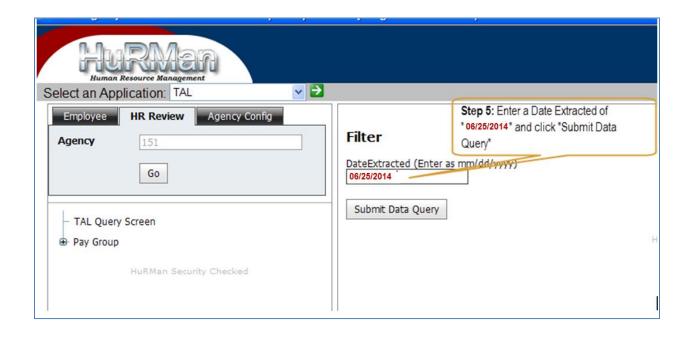




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