



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:

The screenshot displays the 'HuRMan' Human Resource Management system interface. The browser title is 'DHRM Agency Portal - Windows Internet Explorer provided by Virginia IT Partnership'. The main header shows 'HuRMan Human Resource Management'. Below the header, there is a 'Select an Application: TAL' dropdown menu. The interface is divided into several sections:

- Navigation Tabs:** 'Employee', 'HR Review' (selected), and 'Agency Config'.
- Agency Selection:** A text box containing '151' and a 'Go' button. A callout box labeled 'Step 1: Go here' points to the 'Go' button.
- Left Sidebar:** A tree view showing 'TAL Query Screen' and 'Pay Group'. A callout box labeled 'Step 2: Click here' points to the 'TAL Query Screen' item.
- Main Content Area:** Titled 'TAL Query Screen', it features a 'Select a Query' dropdown menu. A callout box labeled 'Step 3: Select a query.' points to this dropdown. The dropdown list is open, showing several options. Three red arrows point to specific options in the list, each labeled with a report code:
 - A red arrow points to 'Leave Liability Reporting - Company Breakdown' with the label 'U027'.
 - A red arrow points to 'Leave Liability Reporting - Employee Detail' with the label 'U020'.
 - A red arrow points to 'Leave Liability Reporting - One Year Estimate' with the label 'U007'.



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HuRMan
Human Resource Management

Select an Application: TAL

Employee | **HR Review** | Agency Config

Agency: 151
Go

TAL Query Screen

Select a Query
Leave Liability Reporting - O

Continue

Step 4: Click the "Continue" button.

TAL Query Screen
Pay Group

HuRMan Security Checked

HuRMan
Human Resource Management

Select an Application: TAL

Employee | **HR Review** | Agency Config

Agency: 151
Go

TAL Query Screen

Pay Group

HuRMan Security Checked

Filter

DateExtracted (Enter as mm/dd/yyyy)
06/25/2014

Submit Data Query

Step 5: Enter a Date Extracted of "06/25/2014" and click "Submit Data Query"



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DHRM Agency Portal - Windows Internet Explorer provided by Virginia IT Partnership

HuRMan
Human Resource Management

Select an Application: TAL

Employee | HR Review | Agency Config

Agency:

TAL Query Screen

Pay Group

HuRMan Security Checked

Query: Leave Liability One Year Estimation

Query Criteria: For Company 00151

Summary Data:

Level	Employee Name	Employee Id Number	CIPPS Suffix No	VSDP	Hourly Rate	Annual Leave Accrual Rate	Annual Leave Balance	Sick Leave Balance
0		005138360	00	Y	20.77	4.0	96.0	0.0
1		005138360	00					
0		001731816	00	Y	23.62	9.0	216.0	0.0
1		001731816	00					
0		003449397	00	Y	36.90	5.0	120.0	0.0
1		003449397	00					
0		002636062	00	Y	31.46	6.0	144.0	0.0
1		002636062	00					
0		003502399	00	Y	31.17	5.0	120.0	0.0
1		003502399	00					

Page 1 of 25 (242 items) << < 1 2 3 4 5 6 7 ... 23 24 25 > >>

Step 6: Click the "Export to XLS" button to send the results to Excel for easier readability