

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

August 22, 2019

PSL002 Leave Expire Report

DHRM requests your prompt attention to overdue leave transactions in PMIS/BES. Unattended leave records may disrupt a participant's health care coverage and require significant retroactive keying.

To determine overdue leave transactions, it is important that agencies review the PSL002 Leave Expire Report regularly and to key follow-up leave transactions on a timely basis. This report is a PMIS/BES transaction used to identify records with a leave end date that has expired or will expire within the next 45 days.

PSL002 may be run at any time by keying PSL002,<agency number>,<group number>. If your agency has more than one group number, you must run the PSL002 transaction for each one. We strongly suggest that agencies use this transaction by the 3rd of each month to identify and correct leave records.

Participants on this list require a follow-up leave transaction. Those marked "overdue" require immediate attention. The others should be handled on or before the leave end date. Key follow-up leave transactions for Non-PMIS employees using PSB003, ID and for PMIS employees with PSE003, ID.

We appreciate your continued attention. Users may contact IHelp for assistance with PSE003 at ihelp@dhrm.virginia.gov or OHB for help with PSB003 at ohb@dhrm.virginia.gov.

***You may send inquiries to the Office of Health Benefits mailbox at
ohb@dhrm.virginia.gov***