

**OPM 01-20**

**DATE:** February 14, 2001

**TO:** All Agency Payroll Users

**FROM:** Glenda Gesell, Assistant Administrator  
Management Information Services

**RE:           **Changes Regarding Leave Accrual Date****

Recently we made changes to the Employee Information Screen enabling you to enter the correct Leave Accrual Date on employees who previously had to have 6/30/96 entered, due to prior service. The system now determines the correct accrual rate in the following manner. It first looks at the Leave Accrual Date, if that date is 7/1/1996 or after, it will check the State EOD date. If the State EOD date is prior to 7/1/1996, that employee will accrue leave at the higher rate.

Because the system is now looking at the State EOD date, we are going to make this a required field when entering a new employee. If you have employees that have no State EOD (00/00/0000), when the Batch Leave Accrual Program is run you will get an error message stating "Cannot determine accrual rate – State EOD invalid". After a State EOD is entered you may run an accrual on that employee and it will be calculated.

If you have any questions please contact Linda Belinski at 521-6321 or [Linda.belinski@opm.state.ok.us](mailto:Linda.belinski@opm.state.ok.us).