

Leave Balance Certification

User Guide

Selecting an officer for Leave Balance Certification

1. Log onto COLTS using your normal logon ID & password. If you experience difficulty logging on, contact the CCHelpDesk at (301) 594-0961 or at cchelpdesk@psc.gov.
2. From the "Maintain Officers" menu, select "Leave Balance Certification"



3. A list of all officer's whose leave balances are **not** certified appears.



4. Click on the officer' name whose leave you want to certify.
5. The check box is checked corresponding to the officer selected.
6. Click "Certify" to continue with certification process.

To certify an officer's leave balance

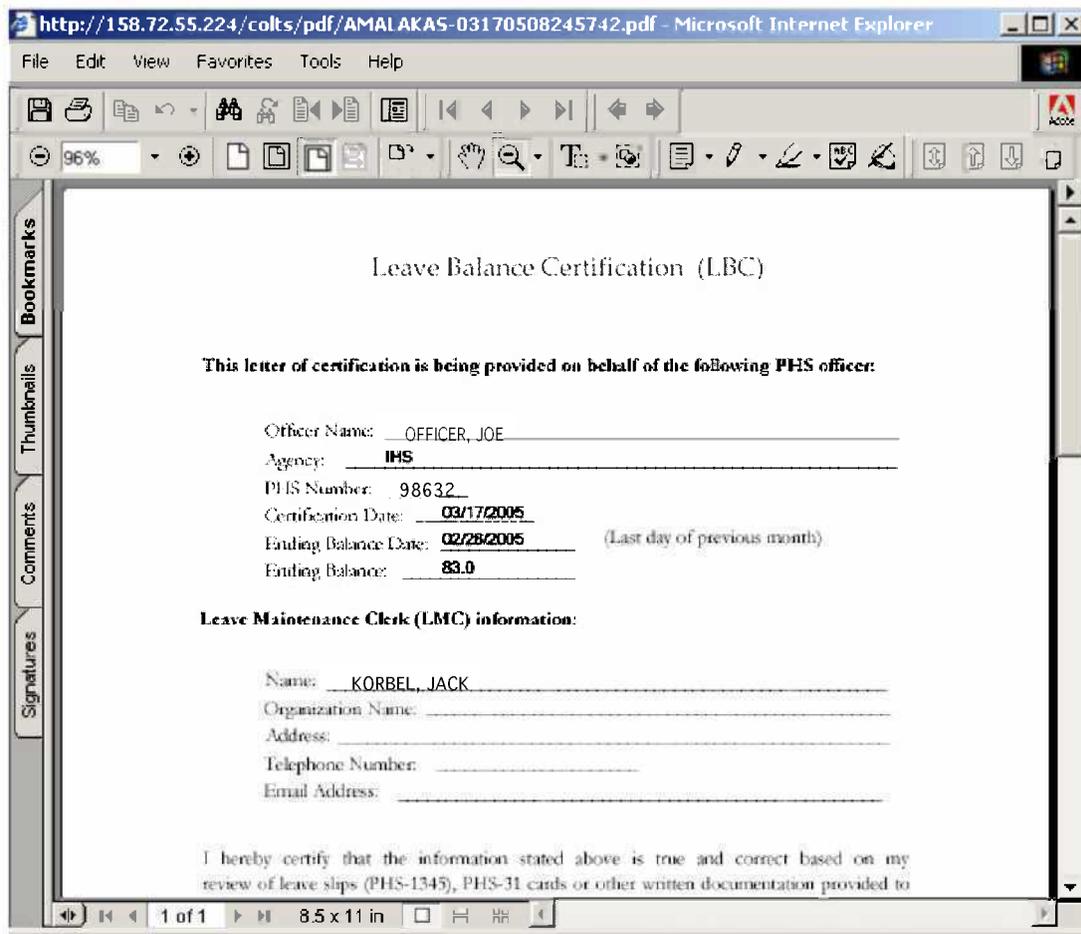
7. A screen appears displaying the officer's balance certification details as of the last day of the previous month.

The screenshot displays the 'Commissioned Officers Leave Tracking System' interface. At the top, there is a navigation bar with links: Home, Maintain Officers, Maintain Leave, Miscellaneous, Help, and Sign Out. Below this, a header bar shows officer details: SERNO: 96458, NAME: Williams, L., Annual Leave: 25.5, and Lump Sum Leave Paid: 0.0. The main content area is titled 'Leave Balance Information as of Ending Balance Date'. It contains three fields: 'Ending Balance Date' with the value 02/28/2005, 'Leave Balance' with the value 83.0, and 'Certification Date' with the value 03/16/2005. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

8. To certify the officer's balance:
 - ensure that the balance displayed on this screen corresponds with the PHS-31 card's balance as of the "Ending Balance Date"
 - if there are differences in the leave balances, make the appropriate adjustments to COLTS and/or the PHS-31 card so that the leave is the same in both systems
 - when the leave balances in COLTS and the PHS-31 card agree, click the "Submit" button

WARNING: once the "Submit" button is pressed, you cannot go back through the certification process, so it is imperative that you ensure that all balances agree prior to clicking "Submit"

- Click "Cancel" to take no action.
9. After clicking "Submit" the Leave Balance Certificate is displayed.



10. You may print the Leave Balance Certificate at this time, or you may choose to select "Print Leave Balance Certificates" option. This is described in steps 11-13.
 - A sample of the Leave Balance Certification is displayed in the next page.

Leave Balance Certification (LBC)

This letter of certification is being provided on behalf of the following PHS officer:

Officer Name: WILLIAMS, L.
Agency: IHS
PHS Number: 98632
Certification Date: 03/09/2005
Ending Balance Date: 02/28/2005 (Last day of previous month)
Ending Balance: 64.0

Leave Maintenance Clerk (LMC) information:

Name: KORBEL, JACK
Organization Name: _____
Address: _____
Telephone Number: _____
Email Address: _____

I hereby certify that the information stated above is true and correct based on my review of leave slips (PHS-1300), PHS-31 cards or other written documentation provided to me by the Officer and/or previous leave maintenance clerk, if applicable. Attached are true and accurate documents that support this LBC (e.g. PHS-31 cards, etc.).

I further certify that I have followed the instructions that accompany the LBC and I understand that the Office of Commissioned Corps Operations will retain the necessary documents in the Officer's Official Personnel File.

Sign and Date:

LMC: _____ Date: _____

Officer: _____ Date: _____

Leave Granting Authority: _____ Date: _____

(Signature)

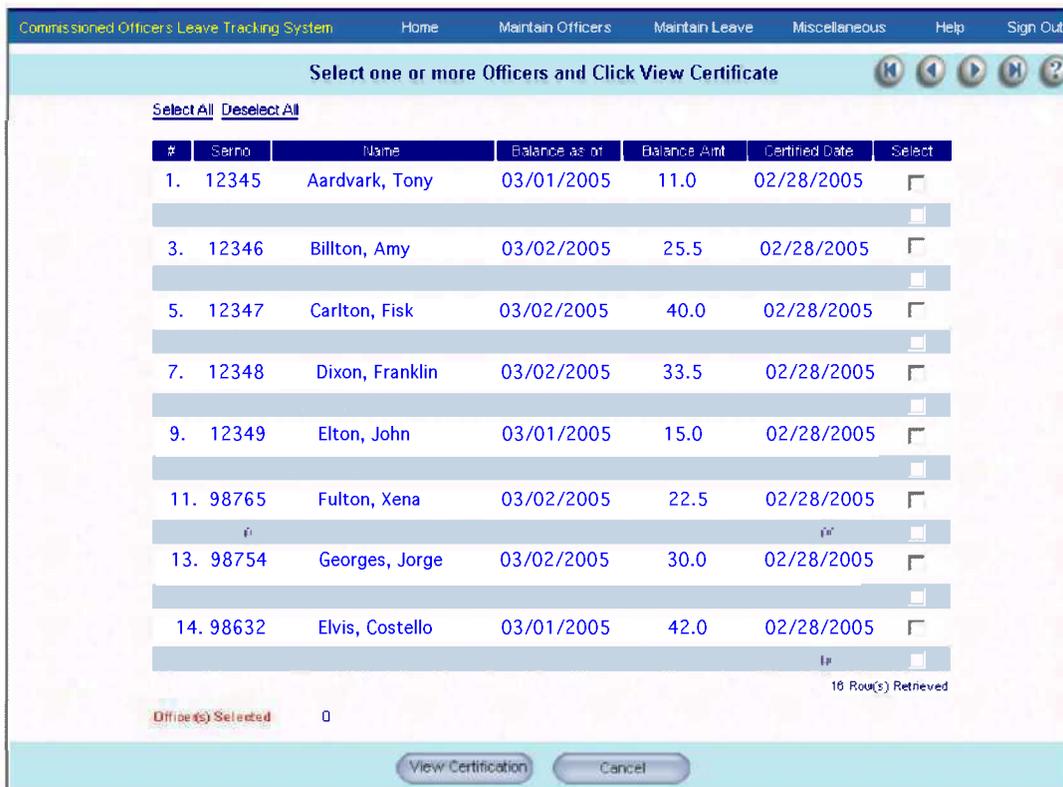
(Print Name)

To print leave balance certificate

11. From “Maintain Officers” menu, select “Print Leave Balance Certificate”



12. A list of all officers whose leave balances **are** certified appears.



13. Select the officers you wish to print by clicking the checkbox displayed on the right.
- If you want to view the certificates of all officer's, click on “Select All” displayed at the top left of the officer's list.
 - Click “View Certificate” to generate the certificates in PDF format .
 - You can view and print the certificates.
14. The Leave Maintenance Clerk (LMC), Officer, and Leave Granting Authority must *all* sign the Leave Balance Certification.

Finalize & Submit Leave Records

15. Finalize the PHS-31 Card:
 - after the last entry on the card, type the following statement:

"I certify that I have reexamined and reconstructed the leave records of this officer, and that the entries contained on this leave record card are true and correct to the best of my knowledge."
 - the LMC signs the PHS-31 card.
 - the Leave Granting Authority signs the PHS-31 card.
16. Make copies for LMC's and officer's records:
 - make two copies of the signed Leave Balance Certification (see step 14) and the signed & verified PHS-31 card (see step 15).
 - give a copy to the officer for their records.
 - the LMC keeps a copy for their records.
17. Fax the original Leave Balance Certification to (301) 480-1436 or (301) 480-1407 (**do not fax the PHS-31**).
18. Mail all originals (Leave Balance Certification, PHS-31 card, etc.) to the following address:

ATTN: Leave Balance Certification
Office of Commissioned Corps Operations
1101 Wootton Parkway
Plaza Level, Suite 100
Rockville, MD 20852

NOTE: *do not send the PHS-1345, Leave Request Forms, these should be retained in the LMC's records along with the copies from step 16 for a period of 3 years.*

Leave Balance Certification Frequently Asked Questions

1. Why is leave certification needed?

- The leave balance certification process will make COLTS the official leave record for officers, thus eliminating the need to maintain the PHS-31 cards.
- It is also the first step to transition officers' leave to the new CCPayroll system.

2. Why is the end of the month used?

- Since officers earn 2.5 days of leave per month, using the last day of the month simplifies the calculation of leave for that month, thus making the certification process easier.

3. What if the balance in COLTS doesn't match the PHS-31 Card?

- The balances *must* match, if they don't, you should print a detailed report of the COLTS transactions going back to when the officer's leave was initialized and compare with the PHS-31 card and leave slips to determine where the difference occurred and then correct.

4. Will COLTS still be used?

- LMC's continue to use COLTS as before, except that no more entries are required on PHS-31 cards.
- COLTS will be the official record of leave for the officer starting on the date of certification.

5. What if I've certified the leave and then leave is submitted that occurred prior to the certification date?

- Annual Leave submitted for leave taken before the certification date will be entered by the LMC into COLTS as before – the only difference is that no entry is required on a PHS-31 card. COLTS will make all necessary adjustments and tracking of the leave.

6. What do I do with the PHS-31 card and leave slips?

- The PHS-31 cards should be copied along with the Leave Balance Certification (LBC) for your records and a copy given to the officer for their records.
- The original PHS-31 and LBC are to be mailed to OCCO.
- The leave slips should be retained for a 3-year period after which they may be given to the officer or shredded.

7. What if I haven't maintained the PHS-31 card?

- Print a detailed report of the COLTS transactions for the officer going back to the last entry on the PHS-31 card.
- ensure that the balances match on the PHS-31 & COLTS for that date, and
- at this point you may either recreate the PHS-31 or put the officer's name on each page from the COLTS printout and put the certification statement on the last page (see instructions for finalizing the PHS-31 card – step 15).

8. What if the officer is a new call to duty and a PHS-31 card was never started?

- Print a detailed report of the COLTS transactions for the officer going back to their entry on duty,
- At this point you may create the PHS-31 or put the officer's name on each page from the COLTS printout and put the certification statement on the last page (see instructions for finalizing the PHS-31 card – step 15).

9. What if the full leave record is not available?

- For an officer's leave record to be complete, the PHS-31 card must go all the way back to the officer's entry on active duty. However, sometimes the officer's record is lost or destroyed during transfers or changes in personnel.
- If the complete record is not available then an attempt to reconstruct the PHS-31 card must be made:
 - contact the previous Leave Maintenance Clerk(s) and/or Leave Granting Authority to obtain any records that may be available (includes PHS-31 card, leave slips, or other leave records)
 - obtain a copy of the officer's leave slips
 - reconstruct the PHS-31 card based on these or other historical records
- If no historical records exists, you must submit a memorandum to the record that outlines why the full record is not available:
 - what attempts were made to reconstruct the record (e.g., who was contacted or attempted to contact)
 - the disposition of the original leave records (e.g., were they lost, destroyed, etc.).
 - include leave certification language
 - the Leave Maintenance Clerk must sign and date the memorandum
 - the current Leave Granting Authority must sign and date memorandum

10. How should I account for leave as a result of September 11, 2001?

- Manual Circular 368 allowed officers to carry up to 90 days of annual leave from one calendar year to the next (follow this link to view the Manual Circular: http://dcp.psc.gov/PDF_docs/Jan02ccb.pdf - page 7)
- This special policy provision expired on December 31, 2004, except in special circumstances - (follow this link to view PPM 05-005 which outlines the specifics: http://dcp.psc.gov/PDF_docs/PPM_05-005.pdf)
- COLTS is currently programmed to handle these rules as long as the officer's leave is correctly entered, however, you must assure that the leave entered on the PHS-31 card follows these same rules.