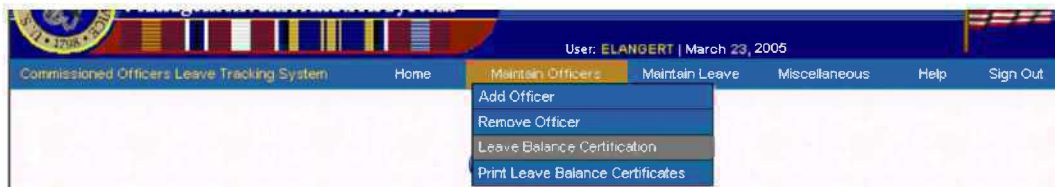


Leave Balance Certification

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

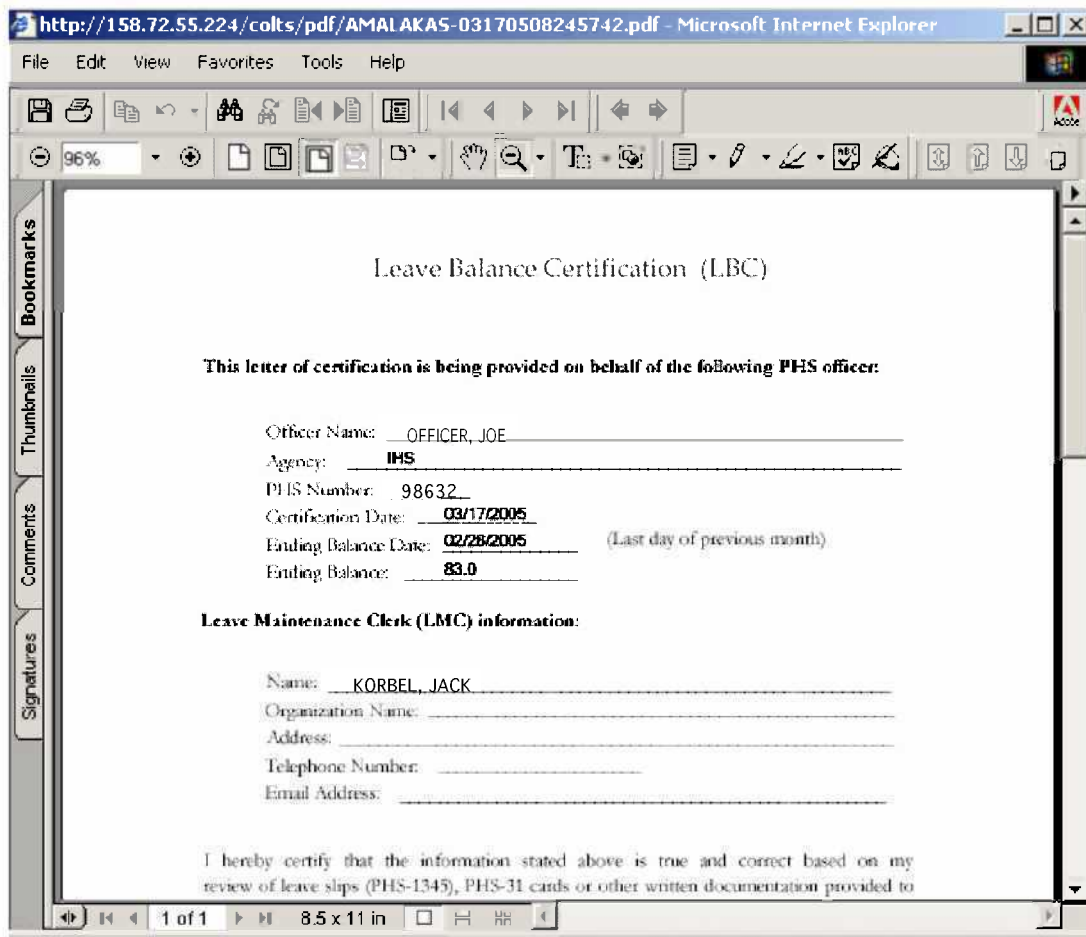
7. A screen appears displaying the officer's balance certification details as of the last day of the previous month.

The screenshot displays the 'Commissioned Officers Leave Tracking System' interface. At the top, there is a navigation bar with links for Home, Maintain Officers, Maintain Leave, Miscellaneous, Help, and Sign Out. Below this, a header bar shows the officer's 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.*

