

CAPTURING LEAVE EVENTS



All errors/discrepancies must be resolved prior to Phoenix accepting payroll data.

Questions: employers@mosers.org

SAM II Employers – Daily File Feed

HR/Payroll Rep

- Updates ESMT personnel action code to LWOP and employment status to (3) in SAM II to place an employee on leave of absence without pay.
- SAM II generates daily file feed populated with employee ESMT status.

Phoenix

- Automatically updates employee service record to reflect leave of absence reported in daily file feed.

Phoenix

- Automatically updates employee service record anytime daily file feed reports a change in ESMT employment status.

SAM II Employers – Payroll File

HR/Payroll Rep

- Enters employee unpaid leave events into SAM II each pay period.
Employee payroll is reduced by unpaid leave events entered into SAM II.

Phoenix

- Reads payroll file twice per month as part of the SAM II payroll cycle.
- Imports employee leave events for review during the submission process.

HR/Payroll Rep

- Manually enters leave in Phoenix for **all days** within a pay period that do not include an unpaid leave event.
All days (including regular days off) must be reported to Phoenix.

Non-SAM II Employers – Payroll File

HR/Payroll Rep

- **Expanded Format** - Enters employee unpaid leave events into employer payroll system and uploads file to Phoenix.
- **Condensed Format** - Manually confirms leave event (or termination) if employee received reduced pay, or no pay, but no leave event was included in payroll file.

Phoenix

- Reads payroll file uploaded by employer.
- Automatically updates employee service record to reflect leave of absence reported in payroll file uploaded by employer.