**Attachment**

**Guidance on Executing a Datamart Query/Instructions on Submitting Restored Annual Leave Data**

**Guidance on Executing a Datamart Query:**

1. **When to Execute Query:**
   1. Execute query on or after February 16, 2024.
      1. *Note: It is not recommended to run the query until the Friday after calculate for Pay Period (PP) 2024-04 (Two PPs after the end of the leave year).*
2. **Query to Execute:** 
   1. Utilize the Interior Business Center (IBC) OBIEE Dashboards – Combined File – **“Leave -Annual Forfeited”** to identify 2023 forfeited annual leave data. Submissions should not be any lower than Sub-Bureau.
   2. Query Results:
      1. Include detailed information to assist agencies in research along with columns that are needed for submission of restored leave data as outlined in the ‘Instructions for Submitting Restored Annual Leave Data’ below.
      2. It should be noted that the columns “Forfeited Leave Hours” and “Forfeited Leave Minutes” are breakdowns of the “Leave Annual Forfeited Lvyr” column.
      3. The “Reg Hrs” and “Reg Minutes” columns contain the information that will be used to restore annual leave data.
         * Note: “Reg Minutes” has been converted to a whole number of minutes (i.e. .25 converts to 15 by multiplying the “Forfeited Leave Minutes” by 60).
           + This is needed for processing within the Federal Personnel and Payroll System
      4. Export to Excel.
         * You may need to use a CSV format depending on file size

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1. **Important information below should be considered in identifying restored annual leave:**
   1. If there are any employees on the query serviced by a Servicing Personnel Office (SPO) outside your Bureau, it is the agency point of contact’s responsibility to coordinate with the SPO for any restored annual leave.
   2. Data is based on when the query is run:

i) The “Results” includes a column that identifies the “Last Pay Period Processed.” Listed below, are some examples of employee statuses (not all-inclusive), unique situations that may need additional research, or actions completed after the query is run, that could impact forfeited annual leave balances. As a result, it is highly recommended that agencies execute another query before submitting the spreadsheet for restored annual leave to determine if any changes are needed before submitting it to the Payroll Operations Division (POD). This will minimize the need for corrected files or manual updates to previously submitted restored annual leave data.

* + - * + *Employee Statuses or Scenarios*

Deceased

Separated/Retired/Resigned, etc.

Leave Without Pay

* + - * + *Unique Employee/Agency Situations*

Advanced 2023 Annual Leave

Participate in leave bank/leave share programs

Position that results in a leave ceiling change during the leave year (i.e. Change to or from SES position)

Returned Leave Donated

1. **If there is no restored annual leave being submitted for your agency, please advise the IBC with an email to Scott Jackson, Chief, Systems Analysis and Client Support (SACS) Branch, at** [**Scott\_L\_Jackson@ibc.doi.gov**](mailto:Scott_L_Jackson@ibc.doi.gov) **with that information.**

Instructions for Submitting Restored Annual Leave Data:

***Questions related to submitting restored annual leave data should be directed to Scott Jackson, Chief, SACS Branch at (303)969-7372 or*** [***Scott\_L\_Jackson@ibc.doi.gov***](mailto:Scott_L_Jackson@ibc.doi.gov)***.***

1. **Submission of Spreadsheet Details Required:**
   1. As a reminder, **it is highly recommended** that agencies execute another query prior to submission for restored annual leave, to determine if there are any changes needed before submitting to the POD.
      1. This will minimize the need for corrected files or manual updates to previously submitted restored annual leave data.
      2. IBC is not responsible for validating restored leave data.
   2. We will accept one spreadsheet submission no lower than Sub-Bureau, **but please consolidate at the highest level that makes sense for your organization.**
   3. If no changes are made to the query previously exported per the ‘Guidance on Executing a Datamart Query’, agencies can execute in a query in OBIEE that only contains the information needed for submission.
      1. This can be done under Additional Views – Table – ‘Annual Forfeited’, which upon export, contains only columns A-Q.
   4. **Column I will generate the employee's social security number (SSN), we added column J, which will generate Dept ECI.** 
      1. **To eliminate transmitting personally identifiable information, the data in column I can be cleared out prior to submission leaving column J with the ECI but leave the column spacing in the sheet.**
   5. If changes are needed, which includes updating restored annual leave data, adding and/or removing employees from the query exported in the “Guidance on Executing a Datamart Query” section above, the following applies:
      1. **Submission should only include the first 17 columns (A-Q)** of the query with no changes to the column order and formats.
      2. Columns used for the restoration of annual leave are “Reg Hrs” (column P) and “Reg Minutes” (column Q).
         * **Other than clearing the data in column I, SSN, these are the only columns that should be updated in the first 17 columns.**
         * Updates to these columns require whole numbers (no decimals) and actual minutes only.
      3. **Exigency End Date is a required field:**
         * **The agency should add an 18th column (column R) to the spreadsheet.**
         * **Each employee should have an exigency end date.** 
           + **The end date could be the same for all of your employees if the following occurs:**

**If the exigency end date ended before the end of the leave year, the expiration PP will default to two years from the end of the leave year (for leave year 2023 it will default to 202602).**

* + - * + **If the exigency end date is beyond the end of the leave year, populate with the exigency end date. In these cases, the expiration PP will be the end of the current leave year plus two years (items submitted in 2024 will be 202702).**
    1. Delete the entire row for an employee for the following reasons:
       - No restored leave is required.
       - A manual POD-34 form, Request for Restoration of Forfeited Annual Leave, has already been submitted for separations, transfers, or retirements, prior to restored annual leave files being processed.

Note: **If duplicate restored annual leave information is processed, it could cause an overpayment.**

* + 1. Adding employee(s) to the spreadsheet:
       - Ensure the formatting matches the same column order and formats.
  1. As a reminder, it is the agency point of contact’s responsibility to coordinate restored annual leave with the SPO for employees on the list that are serviced by an SPO outside of your Bureau.

1. **Submitting Restored Annual Leave Data:**
   1. POD’s Expectations:
      1. As a reminder, when the approved restored annual leave data is submitted to the POD for processing, the agencies have done the appropriate certification approvals following all applicable restoration guidance and regulations.
      2. The spreadsheet contains only the “Dept” through “Reg Minutes” (columns A-Q) in the same column order and formats as extracted from OBIEE **(unless a desired expiration PP is added).**
      3. As a reminder, the spreadsheet should not contain any employee for whom a manual POD-34 form has been submitted as a result of separation, transfer, or retirement prior to restored annual leave files being processed.
   2. How and when to submit the spreadsheet:
      1. The spreadsheet must be returned no later than April 15, 2024.
      2. As a reminder, only one spreadsheet will be submitted and should not be any lower than Sub-Bureau.
      3. The spreadsheet must be password protected and emailed to Scott Jackson, [scott\_l\_jackson@ibc.doi.gov](mailto:scott_l_jackson@ibc.doi.gov), with the password sent in a separate e-mail.
      4. In the subject line, indicate “2023 Restored Annual Leave for (insert Dept/Bur/Sub-Bureau)” (i.e., 2023 Restored Annual Leave for IN/01/OS).
      5. The email message needs to state that “The Payroll Operations Division is authorized to process the restored annual leave as reflected within the attached spreadsheet”.
2. **Processing of Restored Annual Leave Data:**
   1. Spreadsheets returned no later than April 15, 2024, in the correct format, will be processed within two PPS of validated spreadsheet form and confirmed email receipt to the agency by Scott Jackson.
   2. Spreadsheets not returned by April 15, 2024, or in an improper format where correction is requested of the agency, may take up to two to three additional PPs to process, and will be processed after all other files received on time are processed.
   3. The agency is responsible for notifying employees of when their restored annual leave will be processed.
      1. This timing is dependent on when the agency returns an acceptable spreadsheet to be processed.
      2. Employees should not contact the Customer Support Center or the POD, they should only contact their SPO.

As a reminder, questions related to submitting restored annual leave data should be directed to Scott Jackson, Chief, SACS Branch at (303) 969-7372 or [Scott\_L\_Jackson@ibc.doi.gov](mailto:Scott_L_Jackson@ibc.doi.gov).

Payroll questions regarding restored annual leave should be directed to Rebecca Romero, Chief, Payroll Operations Branch, at (303) 969-7450 or [rebecca\_n\_romero@ibc.doi.gov](file:///\\ibcddcfs01\common$\Libraries\POD\POD-DIV%20OFC\SECRETARY\User%20Group%20and%20Internal%20Memos\D-2600%20Div%20Off\rebecca_n_romero@ibc.doi.gov).