**2024 Attachment**

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

**Guidance on Executing a Datamart Query:**

1. **When to Execute Query:**
   1. Execute query on or after February 14, 2025, which should include any corrected T/As that would impact the annual leave balance.
      1. ***Note:*** *It is not recommended to run the query until the Friday after calculate for Pay Period (PP) 2025-04 (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 2024 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 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 titled “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” column has been converted to a whole number of minutes (for example, .25 converts to 15 by multiplying the “Forfeited Leave Minutes” by 60).
           + This format 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

.

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 responsibility of the agency point of contact to coordinate with the applicable SPO for any restored annual leave.
   2. Data is based on the applicable PP when the query is run:
      1. 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.
      2. As a result, it is **highly recommended** that agencies run another query to determine if any changes are needed prior to submitting the spreadsheet for restored annual leave 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 2024 Annual Leave

Participate in leave bank/leave share programs

Position that results in a leave ceiling change during the leave year (for example, change to or from an 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**

1. **Submission of Spreadsheet Details Required:**
   1. As a reminder, **it is highly recommended** that agencies run another query to determine if any changes are needed prior to submitting the spreadsheet for restored annual leave to the POD.
      1. This minimizes 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. Please consolidate submission at the level appropriate for your agency.
      1. **However, submissions should not be any lower than Sub-Bureau.**
   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, clear the SSN data in column I but leave spacing on the sheet prior to submission. Please leave** “**Dept ECI” data in column J.**
   5. If changes are needed that 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 without changes to the column order and formats.
      2. **Other than clearing the data in column I, SSN, these are the only columns that should be updated in the first 17 columns.**
      3. Columns used for the restoration of annual leave are “Reg Hrs” (column P) and “Reg Minutes” (column Q).
         * Updates to these columns require whole numbers (no decimals) and actual minutes only.
      4. **Exigency End Date is a required field:**
         * The agency needs to add an 18th column (column R) to the spreadsheet.
         * Each employee should have an exigency end date.
           + **The end date may be the same for all 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 2024 it will default to 2027-02).

* + - * + If the exigency end date is beyond the end of the leave year, **enter the exigency end date**. The expiration PP will be the end of the current leave year plus two years (for example, end dates entered in 2025 will be PP 2028-02).
    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 a separation, transfer, or retirement prior to restored annual leave file(s) being processed.

Note: **If duplicate restored annual leave information is processed and not discovered before the duplicate balance is used, it will result in an overpayment.**

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

1. **Submitting Restored Annual Leave Data:**
   1. POD’s Expectations:
      1. Agencies have done the appropriate certification approvals following all applicable restoration guidance and regulations.
      2. The spreadsheet has the same column order and format as extracted from OBIEE **(unless a desired expiration PP is added).**
      3. The spreadsheet does not contain any employee for whom a manual POD-34 form has been submitted due to 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, 2025.
      2. Only one spreadsheet will be submitted at or above the Sub-Bureau level.
      3. The spreadsheet must be emailed to Scott Jackson, [Scott\_L\_Jackson@IBC.DOI.GOV](mailto:Scott_L_Jackson@ibc.doi.gov). If the SSN column has not been cleared, the spreadsheet must be password protected, and the password sent in a separate e-mail.
      4. In the subject line, indicate “YYYY Restored Annual Leave for (insert Dept/Bur/Sub-Bureau)” (for example, 2024 Restored Annual Leave for IN/01/OS).
      5. **The email must contain the following statement:** “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. To be processed within two PPs, spreadsheet(s) must be submitted in the proper format **no later than April 15, 2025**. Agencies will receive a confirmation email from Scott Jackson.
   2. Spreadsheets **not submitted by April 15, 2025**, or in an improper format requiring correction by the agency, may take up to three additional pay periods to process.
   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 submits an acceptable spreadsheet to be processed.
      2. Employees should not contact the Customer Support Center or the POD, they should only contact their SPO.

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

Payroll questions related to restored annual leave should be directed to Karen Galperin, Chief, Payroll Operations Branch, at [Karen\_A\_Galperin@IBC.DOI.GOV](mailto:Karen_A_Galperin@ibc.doi.gov) or (303) 969-7450.