



## Perform Leave Accounting Scope Statement

**Purpose:** The scoping statement is intended only to provide a brief overview of triggering events, outcomes of the business area process, identification of impacted processes and scope. The details behind the scope statement will be communicated via the presentation of the OV-5a Operational Activity Decomposition Tree and OV-6c Business Process Models.

**Business Area Name:** Perform Leave Accounting

### **Assumptions:**

- Every Member is sent a Leave and Earning Statement (LES) periodically. Since more information than just an updated leave balance is included in the LES, we did not include sending the LES in the scope of this process. This information is updated in the profile, consolidated with other LES information then sent to the Member from the Defense Finance and Accounting Services (DFAS).
- Qualification for Special Leave Accrual (SLA) is based upon eligibility criteria, not a decision made by an approval authority

**Lines of Business:** Manage Personnel and Pay

**Scope:** This activity is associated with conducting all actions associated with the accrual and deduction of leave. This includes determining if unused leave can be carried over to the next fiscal year, making a determination regarding a Member's eligibility for special leave accrual (SLA) (the authorization to carry an accrued leave balance higher than the normal level due to circumstances preventing a Member from taking leave), adjusting the maximum leave accrual protected leave amount as necessary, determining all leave deductions and earnings for the current leave accounting period, calculating the new leave balance and updating the Time, Absence, and Labor Profile with the leave balance information (e.g., leave accrued, leave deducted, leave account balance).

**Trigger Events:** The Perform Leave Accounting process starts when all leave reports for a given accounting period are received.

**Business Area Outcome Information:** The Perform Leave Accounting process ends when all leave accruals and decrements have been determined, the leave balance has been calculated and the Member's profile has been updated.

Business Areas interfacing with the *Perform Leave Accounting* activity include (but are not limited to):

**Human Resources Information-** This process is used to show that the profile (human resource record) is being updated and consolidated in other business areas to reflect the current state of the profile.