



**KEEIS®  
Consortium  
Software  
Bulletin**

**BULLETIN #:** 7-004  
**SOFTWARE:** Sick Leave Liability Calculator  
**REMINDER:** End of Year Procedures

**OVERVIEW:**

**The Sick Leave Calculator must be run before you close the year – see Operational Notes below.**

Under certain circumstances, the program may produce multiple entries in the resulting spreadsheet. If multiple salary tables exist within the fiscal year for a grade, the program may produce employee entries for each salary table instead of one entry for the salary table with the latest date.

**ACTION YOU NEED TO TAKE:**

Current version is 1.2. To find the version you are current running: From the Main program screen, click on 'Help', then 'About'. If your program does not show 'Version 1.2', please download the current release from the [www.psst.com](http://www.psst.com) website, and install in accordance with the normal installation process.

**OPERATIONAL NOTES**

The liability for sick leave is stated as of 6/30/XX, or at the end of the fiscal year. Due to the manner in which sick leave liability is reported, you must run the calculation prior to the rollup of salaries and prior to closing the fiscal year or the district sick leave liability will be overstated.

If you would like assistance with this matter, please call us at 1-800-488-7395.

