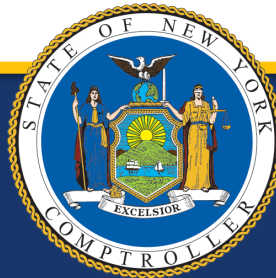


Office of Operations'
2024 Virtual Fall Conference

GASBS No. 101

Compensated Absences

Renee Bult
Kerri Coburn



New York State Comptroller
THOMAS P. DINAPOLI

Agenda

- GASBS 101 Definition and Review
- Current Process
- Potential New Process
- New system – Online services
- Questions



Compensated Absences

GASBS No. 101 updates GASBS No. 16

Aligns recognition and measurement guidance

Amends previously required disclosures

Implementation date
March 31, 2025



Compensated Absences

Definition

Leave for which employees may receive one or more of the following:

- Cash payments when the leave is used for time off
- Other cash payments, i.e., payment for unused leave upon termination of employment (including voluntary resignation and retirement)
- Noncash settlements



Compensated Absences

Examples per GASBS 101

- **Vacation or annual leave**
- **Holiday leave**
- **Compensatory time**
- **Paid time off**
- **Parental leave**
- **Military leave**



Compensated Absences

Do not include

Sick

Personal

Floating
holidays



Compensated Absences

Financial Statement Recognition

- Leave that has been used



- When the leave is taken but has not yet been paid in cash or settled through noncash means, we recognize a liability.
- Employees can take this type of leave as needed without specific limits.
- This type of leave will most likely become part of *regular payroll accruals*, and therefore would not be reported here.
- Example: An employee has regular holiday time (does not expire) on their timesheet and uses it to take a day off at the end of March.



Compensated Absences

Financial Statement Recognition

- Leave that has been used

- A liability is recognized only when leave commences. Examples may include:
 - Parental leave
 - Military leave
 - Jury duty
- Example: An employee is on military leave on 3/31/20xx. The State recognizes a liability for the employee's currently approved remaining time.
- *NOTE: These items may be deemed immaterial and if so, may not be collected from agencies.*



Compensated Absences

Financial Statement Recognition

- Leave that has *not* been used

- A liability is recognized if the leave:
 - is attributable to services already rendered, and
 - accumulates, and
 - is more likely than not (> 50% chance) to be used for time off or settled through cash or some other means, and
 - does not expire.
- Example: On 3/31, an employee has earned vacation time that does not expire. The State recognizes a liability.



Compensated Absences

BFR Current Process

Obtain a random sample of roughly 4,000 State employees from OSC's payroll office.

Collect vacation/annual balances, hours worked per workweek and salary frequency* as of 3/31 from a sample of State employees.

*Salary information for each employee is provided to us in the sample we receive. The frequency reported should correspond with that salary information.



Compensated Absences

BFR Current Process

The sample is applied to the entire State workforce to determine the State's liability.

Employer's portion of FICA is also calculated and accrued, in accordance with GASBS No. 101.

Due within one year portion is calculated (shown separately on financial statements)



Compensated Absences

Comparison of two data collection methods

Sample

BFR has previously requested a random sample of 4,000 State employees

With this sample we have calculated the long-term liability for compensated absences

Full Population

BFR has requested previous fiscal year data for the entire population of State employees

We are currently working to determine if this will produce a more accurate liability estimate in a more efficient manner



Compensated Absences

Collecting information for GASBS No. 101

- Implementation of GASBS No. 101
 - ✓ Survey agencies
 - ✓ Determine materiality
 - Develop reporting process



Compensated Absences

Collecting information for GASBS No. 101

- AFRP – new system – 3/31/2025
 - If you report financial information to us quarterly, you have already used the new system!
- Compensated absences – system in development
 - Data collected will depend on final determination of sample vs. population methods
 - New system will look similar to the sole custody database
 - Agency wide log-in goes away – one User ID per person
 - We will need to collect data on other types of leave
 - System may prompt you to check/confirm certain data



Compensated Absences

Agency Financial Reporting Package Testing

- Implementation for FY 2024-25 (March 2025) reporting
- Replacing Lotus Notes
- One User ID per person

The screenshot shows the AFRP Reporting interface. The header includes the Office of the New York State Comptroller logo and the name Thomas P. DiNapoli, with a 'TEST' button. The main navigation bar has 'AFRP' and 'Reporting' tabs. The left sidebar contains the following information: Reporting Period: 2024-2025, 1/1-3/31; Reporting Entity: 1140321, Business Service Center. Below this is a 'REPORTING' section with links for Reporting Period Selection, Reporting Entity Search, and Topic Selection. The main content area is titled 'AFRP Topics' and shows a dropdown menu for 'Topic Compensated Absence' with 'Instructions' selected. Below this is 'Step 1' with the instruction 'Report on each compensated absence below' and a button for 'Compensated Absence Transactions'.



Compensated Absences

System enrollment

Online Services

You may already have a User ID, which you *may or may not* be able to use

User IDs are “tied” to SFS department numbers in online services which vary by application; there were many factors considered when assigning department numbers

If you need a new User ID in order to report, we will be contacting you or email FinRep@osc.ny.gov



Compensated Absences

System enrollment

Online Services

The screenshot displays the AFRP Reporting System interface. At the top, the header includes the Office of the NEW YORK State Comptroller logo, the name NYS Comptroller Thomas P. DiNapoli, a TEST indicator, and the user name Renee Bult (rbAFRPTest001). The main navigation bar shows 'AFRP' and 'Reporting'. The left sidebar contains 'REPORTING' with options for 'Reporting Period Selection' and 'Reporting Entity Search'. The main content area is titled 'Reporting Entity Search' and features two tabs: 'Financial' and 'Payroll'. The 'Payroll' tab is currently selected, and the word 'Payroll' is displayed below the tabs.

You may see both a financial and payroll screen, or just a payroll screen, depending on the access you have been granted.



Compensated Absences

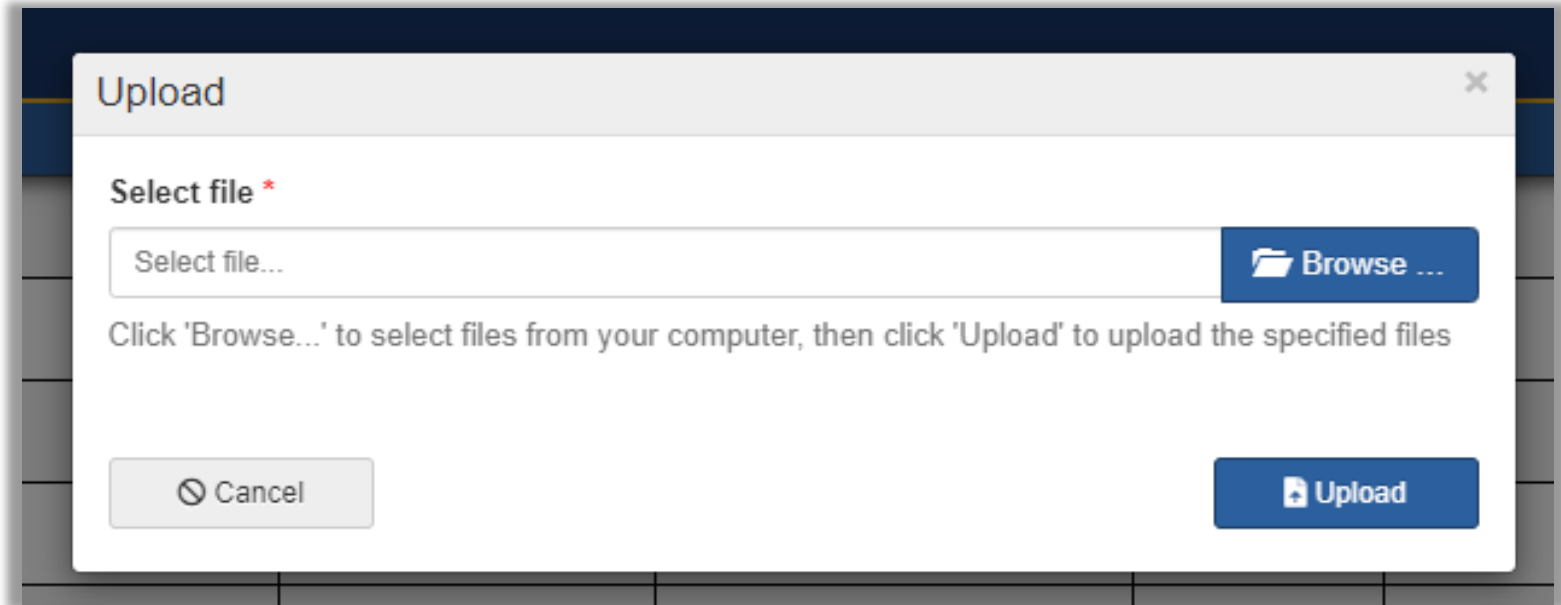
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01033	Example 4	N4	06	141,538.00				Annual
01033	Example 5	N5	06	120,000.00				Annual
01050	Example 6	N6	02	43,304.00				Annual
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01050	Example 24	N24	03	60,371.00				Annual
01050	Example 25	N25	02	43,304.00				Annual
01050	Example 26	N26	05	84,450.00				Annual

Submitting Data

- Answer some questions in the system
- Upload your bulk file
- Submit the report



Compensated Absences



Upload your completed Excel file

Do not change the fields or formatting on the exported file.




New York State Comptroller
THOMAS P. DiNAPOLI

Compensated Absences


TOPICS

Compensated Absence

Step 4
Review contact information.

Prepared By 
Kerri Coburn
kcoburn@osc.ny.gov

Step 5
Submit the information to OSC.



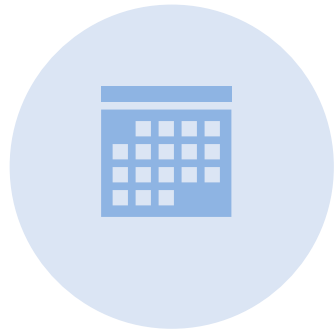
Please Remember to Submit to OSC

As your final step, you will enter your agency credentials and click the 'Submit to OSC' button.



Compensated Absences

Summary



Reporting for compensated absences will include, at minimum, vacation and holiday time within the parameters of GASBS No. 101; there may be other types of time or data collected



We will most likely be collecting information on the entire State workforce rather than a sample of employees.



You will use online services for reporting for FY 2024-25.



Frequently Asked Questions

Let's discuss:

- What if I don't have access to a person's information (i.e., they have left my agency)?
- I have employees with outstanding time sheets for the last full payroll period (PP #26) in March – what should I do?

ADDITIONAL QUESTIONS?



New York State Comptroller
THOMAS P. DiNAPOLI

Compensated Absences

Thank you for joining us!

Additional training will be announced on a later date.

Questions or concerns, please email:

**Bureau of Financial Reporting
and Oil Spill Remediation**

FinRep@osc.ny.gov

