

# REINSTATEMENT FROM WORKERS' COMP LOA APPOINTMENT CHANGE ACTION (IF RETURNING PART-TIME)



**JOB AID PER-42** 

The purpose of this job aid is to explain how to reinstate an employee returning from Workers' Comp LOA. This job aid also covers an Appointment Change Action when an employee returns part-time.

#### **Process**

Create PCR and process Reinstatement Action (bring employee back as they left – same capacity as they left – EE Subgroup and Work Schedule Rule)

Refer to the Reinstatement/Reemployment Action From WC LOA BPP for details

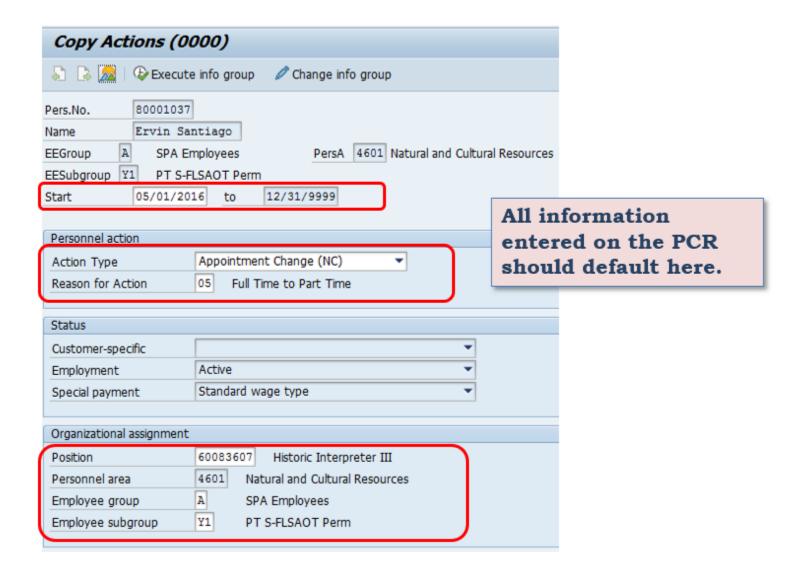
If an employee is returning part-time, create second PCR for Appointment Change Action (with same effective date)

## **Process Infotypes for Appointment Change Action**

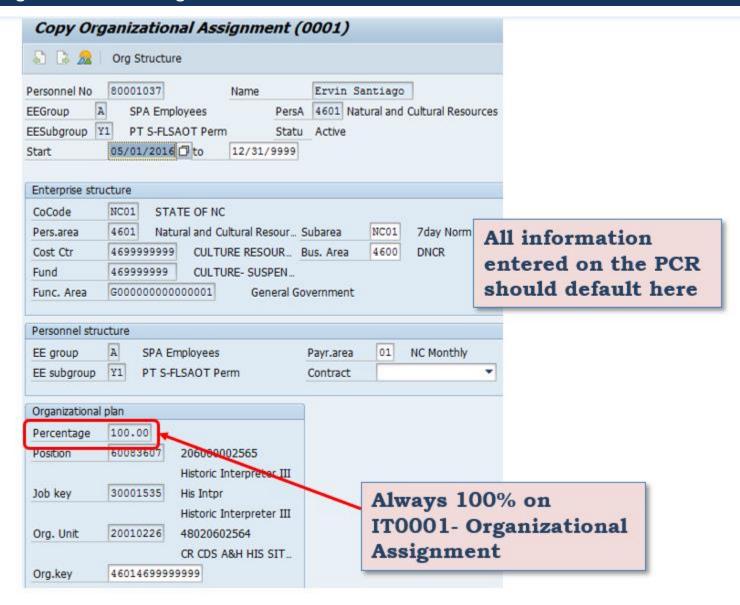
Infotypes to process for Appointment Change

- 0000 Actions
- 0001 Organizational Assignment
- 0007 Planned Working Time
- Subsequent Activities pop-up box
- 0008 Basic Pay
- 0019 Monitoring of Tasks
- 0041 Data Specifications

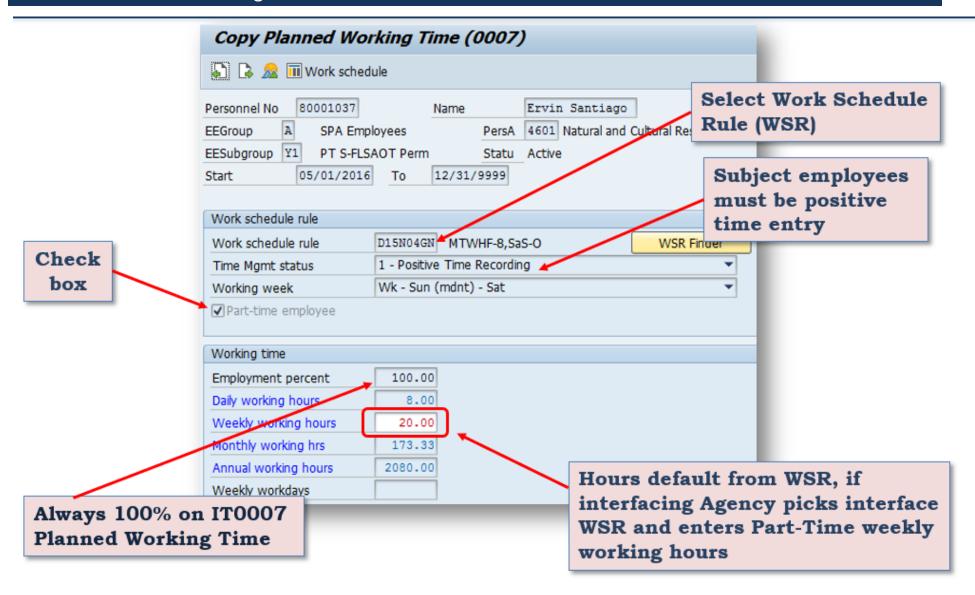
#### IT0000 – Actions



#### IT0001 - Organizational Assignment

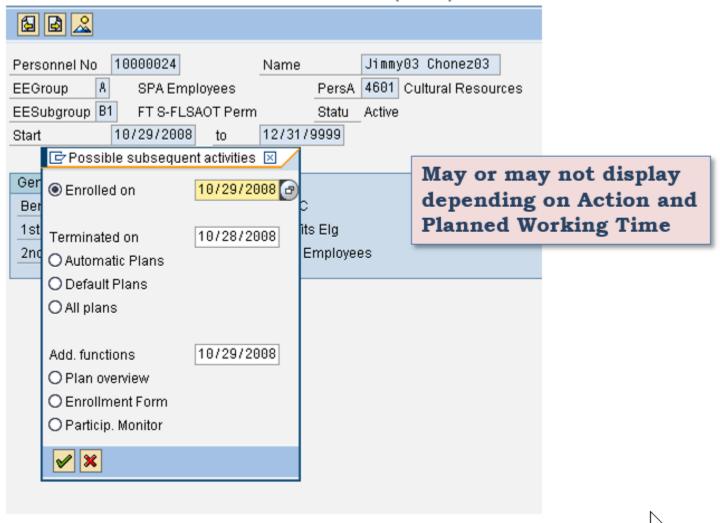


#### IT0007 – Planned Working Time

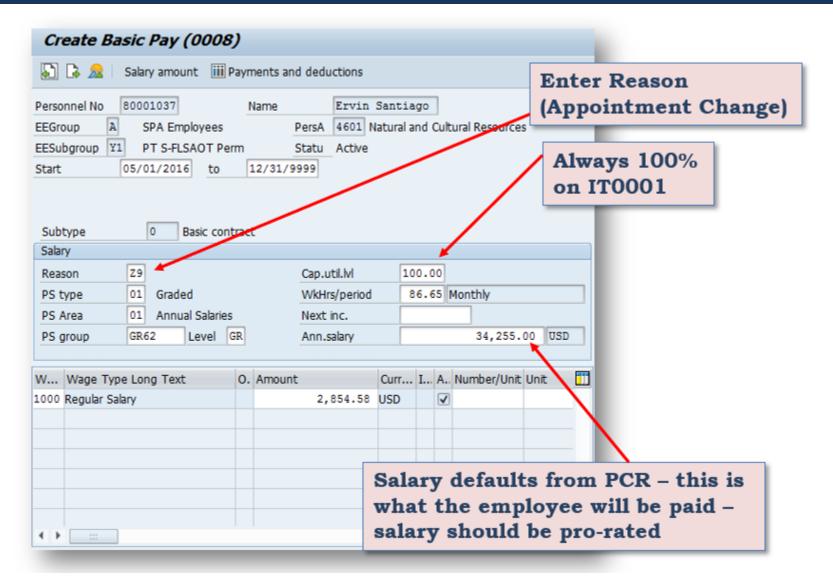


### Subsequent Activities

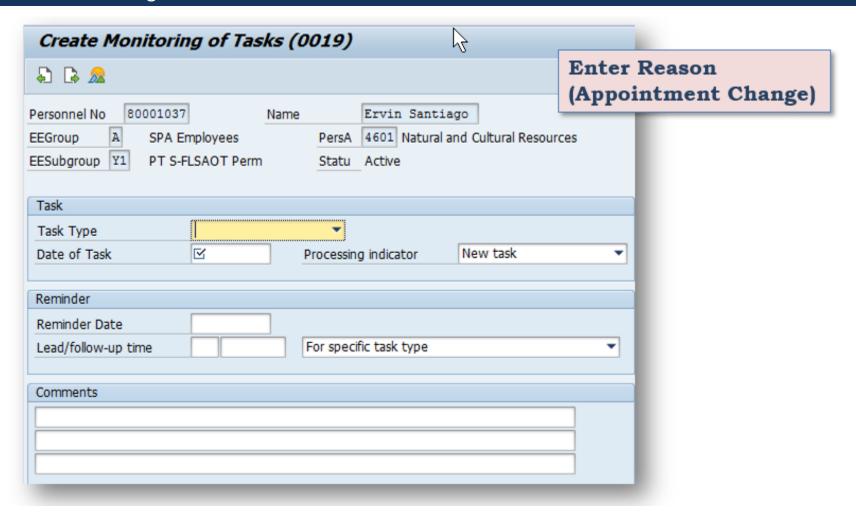
### Create General Benefits Information (0171)



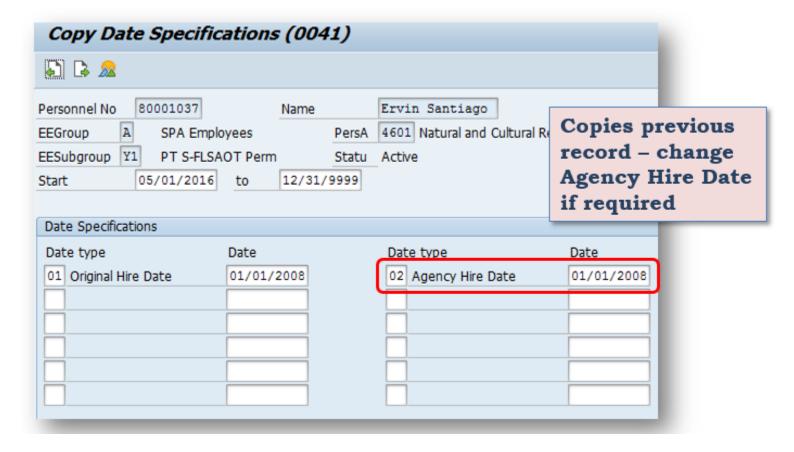
#### IT0008 — Basic Pay



## IT0019 – Monitoring of Tasks



## IT0041 – Date Specifications



### Longevity

Since Employee is part-time, their longevity will be pro-rated but they are eligible for full longevity. Agency should call BEST Shared Services – OPS Payroll to correct the employee's longevity amount.

### Holidays

Since Holidays are advanced 30 days prior, the Agency will need to monitor to ensure the employee is eligible.

If the employee was advanced a holiday and then ends up being on Workers' Compensation through the holiday, pay adjustments will need to occur. Contact your Leave Administrator for adjustments.

#### Leave

Leave accruals (track manually on spreadsheet)

- Will continue to accrue pro-rated leave while receiving WC benefit
- Entitled to use only the leave they actually earn during the time they work
- Example: Employee approved to work 4-hour day
  - Time entry for PT schedule: Only 4 hrs/9500 is entered in the Integrated HR/Payroll System; the additional 4 hrs are paid by the WC Third-Party Provider (TPA)
  - Leave entry for PT schedule: Hrs entered in the Integrated HR/Payroll System: 2 hrs/9500, 2 hrs/9000; the additional 4 hrs are paid by the Third-Party Provider (TPA)
- Agency will continue to manually maintain accruals until the employee is returned to permanent status.

### Leave Example

**Scenario** – returning part-time from WC

- · Earn pro-rated leave based on the number of hours worked
  - 20 hours = 4 hrs of sick leave accrual = 4 hrs additional for WC
  - 30 hours = 6 hrs of sick leave accrual = 2 hrs additional for WC
- The additional hours need to be maintained manually and cannot be used until the employee returns to permanent status.

#### Return from WC Continuation Pay

- Create PCR and process Reinstatement Action (bring employee back as they left same capacity as they left EE Subgroup and Work Schedule Rule).
  - o Refer to the Reinstatement/Reemployment WC LOA Action BPP for details
- If employee is returning part-time use the following codes on timesheet.
  - o 9500 Time Worked
  - o 9685 Injury Leave

**NOTE**: Do not create an Appointment Change Action for employees returning from WC Salary Continuation Pay or WC Continuation Pay for Teachers Only.