

# REINSTATEMENT ACTION FROM LOA WORKERS' COMP



PER-77 | TRANSACTIONS ZPAA076, PA40

The purpose of this Business Process Procedure is to explain how to process a Reinstatement/Reemployment from Workers' Comp in the Integrated HR-Payroll System.

Trigger: There is a need to process a Reinstatement/Reemployment from Workers' Comp for one of the reasons listed in the Business Process Procedure Overview section.

# Business Process Procedure Overview: (For Reinstatement/Reemployment from WC LOA only)

12 - Return from Workers' Comp w/Physician Restrictions that state a Modified Duty of 20-40 hrs -Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of 20 or more hours a week. Employee has not reached maximum medical improvement (MMI).

13 - Return from Workers' Comp with MMI Complete – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to permanent work in the same position or one of seniority, status, and pay held prior to WC leave.

22 - Return from Workers' Comp with MMI Disability – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to work but has a disability which prohibits employment in the same capacity that existed prior to WC leave. Agency work placement has identified and placed employee in another position suitable for employee and agency.

23 - Rtn from Workers' Comp w/Physician Restrictions that state a Modified Duty less than 20 hrs -Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of less than 20 hours a week. Employee has not reached maximum medical improvement (MMI).

**NOTE:** Follow the steps below for the four reasons above. You will find additional instructions at the end of this document to assist in reviewing or adjusting other infotypes as needed.

Employees returning from WC Salary Continuation Pay must be brought back in the same capacity as they left. (EE Subgroup and Work Schedule Rule)

- If employee is returning part-time, use the following codes on timesheet.
  - 9500 Time Worked 0
  - 9685 Injury Leave 0

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

Tips and Tricks: Prior to initiating any workflow, ensure the data being used is valid and appropriate. For example, if working with a Reinstatement/Reemployment action, ensure the individual is currently listed as out on LOA.

# Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: ZPAA076; PA40

**NOTE:** This BPP starts with completing the Action. If you need assistance with creating the workflow, see *Reinstatement/Reemployment Action from LOA Action*.

#### Procedure

1. The Initiate Reinstatement/Reemployment Action is complete.

After Workflow Approvals have been received, proceed with the Complete Reinstatement/Reemployment Action process.

🖻 SAP Easy Access	
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SAP Easy Access	
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Provertes     SAP Menu     Cross-Application Components     Cross-Application Components     Logistics     Accounting     Himma Resources     Tools     WebClient UI Framework	INTEGRATED HR-PAYROLL SYSTEM HR I PAYROLL I BENEFITS I TRAINING I TIME TRAINING

2. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command.
		Example: ZPAA076

3. Click the Enter Sutton.

<b>i</b> Information	<ul> <li>You may want to enter this transaction code in your Favorites folder.</li> <li>From the menu at the top of the screen, choose Favorites &gt; Insert Transaction.</li> </ul>
	• Type in <b>ZPAA076</b> .
	Click Enter.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose Extras > Settings.
- Place a check next to **Display Technical Names**.
- Click Enter.



4. Click the SAP Business Workplace (Ctrl+F12) 🥯 button.

These instructions assume you have initiated the Leave of Absence Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Leave of Absence in the system.



**Option**: Also, you can click the button for the SAP Business Workplace inbox. It is located just above the SAP Easy Access Favorites folders as depicted in the screen capture above.



5. Select Inbox >> Workflow.

Business Workplace of Workflow Init	iator
7 New message 🛛 🛗 Find folder 🛛 🛗 Find document	🛅 Appointment calendar 🛛 🕵 Distribution lists
<ul> <li>Workplace: Workflow Initiator</li> <li>Inbox</li> <li>Unread Documents 0</li> <li>Documents 0</li> <li>Workflow 1</li> <li>Grouped according to content</li> <li>Grouped according to sort key</li> <li>Grouped according to task</li> <li>Overdue entries 0</li> <li>Deadline Messages 0</li> <li>Incorrect entries 0</li> </ul>	Workflow 1   Ex Title   4601 Create PA Action - Reinstatement/Reemployment(NC) for Lauren James Baines - PCR: 1000005401

6. Single-click to select the **PCR**<sup>4601</sup> Create PA Action - Reinstatement/Reemployment(NC) for Lauren James Baines - PCR: 1000005401 row.



Be sure to copy your PCR notes at this point so you can paste them on the Actions infotype when you begin the infotype creation process.

8. After you have copied the PCR notes, use one of the following methods to execute the PCR.

• Double-click on the PCR row.

- - OR - -

• Click the Execute (F8) 🚱 button.

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Reinstatement/Reemployment Action will be launched.

Perso	onnel Actions				
æ					
Personnel no. Name EEGroup A	10000114 Lauren James Baines SPA Employees	PersA 46	01 Natural a	and Cultural I	Resourc
EESubaroup B1	ET S-ELSAOT Perm	CostC 46	999999999		SOURC
From					
Personnel Action	5				
Action Type		Personn	EE group	EE subg	
New Hire (NC)					*
Promotion (NC)					-
Reinstatement/F	Reemployment(NC)				33
Leave of Absend	e (NC)				

9. Update the following field:

10. Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From.
		Example: 06/01/2016

- 11. Highlight the Reinstatement/Reemployment (NC) action type.
- 12. Click the **Execute (F8)** button.

The effective date is the date the Reinstatement/Reemployment will go into effect. The date **must** match the effective date approved on the PCR.

Image: Solution of the second seco	Copy Actions (00	000)
Pers.No. 10000114 Name Lauren James Baines EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources EESubgroup B1 FT S-FLSAOT Perm Start 06/01/2016 to 12/31/9999 Personnel action Action Type Reinstatement/Reemployment(NC) Reason for Action 12 Rtn frm WC Limit Duty 20-40hrs Status Customer-specific Employment Active Special payment Standard wage type Organizational assignment	💫 🕞 🙇   🕸 Execute	info group 🖉 Change info group
Name       Lauren       James       Baines         EEGroup       A       SPA Employees       PersA       4601       Natural and Cultural Resources         EESubgroup       B1       FT S-FLSAOT Perm         Start       06/01/2016       to       12/31/9999         Personnel action         Action Type       Reinstatement/Reemployment(NC)          Reason for Action       12       Rtn frm WC Limit Duty 20-40hrs         Status	Pers.No. 10000114	
EEGroup       A       SPA Employees       PersA       4601       Natural and Cultural Resources         EESubgroup       B1       FT S-FLSAOT Perm       Start       06/01/2016       to       12/31/9999         Personnel action       Action Type       Reinstatement/Reemployment(NC) ▼       Reason for Action       12       Rtn frm WC Limit Duty 20-40hrs         Status       Customer-specific       ▼       ▼         Employment       Active       ▼          Special payment       Standard wage type       ▼         Organizational assignment	Name Lauren Ja	mes Baines
EESubgroup B1 FT S-FLSAOT Perm Start 06/01/2016 to 12/31/9999 Personnel action Action Type Reinstatement/Reemployment(NC) Reason for Action 12 Rtn frm WC Limit Duty 20-40hrs Status Status Customer-specific Employment Active Special payment Standard wage type Organizational assignment	EEGroup A SPA Em	nployees PersA 4601 Natural and Cultural Resources
Start 06/01/2016 to 12/31/9999   Personnel action   Action Type Reinstatement/Reemployment(NC)    Reason for Action 12 Rtn frm WC Limit Duty 20-40hrs   Status   Status   Customer-specific   Employment   Active   Special payment   Standard wage type   Organizational assignment	EESubgroup B1 FT S-FL	SAOT Perm
Personnel action         Action Type       Reinstatement/Reemployment(NC) ▼         Reason for Action       12       Rtn frm WC Limit Duty 20-40hrs         Status	Start 06/01/201	6 to 12/31/9999
Personnel action         Action Type       Reinstatement/Reemployment(NC) ▼         Reason for Action       12       Rtn frm WC Limit Duty 20-40hrs         Status		
Action Type Reinstatement/Reemployment(NC)  Reason for Action  Reason for Action  Reason for Action  Reason for Active  Customer-specific  Employment  Active  Special payment  Standard wage type  Organizational assignment	Personnel action	
Reason for Action       12       Rtn frm WC Limit Duty 20-40hrs         Status	Action Type	Reinstatement/Reemployment(NC) 🔻
Status Customer-specific Employment Active  Special payment Standard wage type  Organizational assignment	Reason for Action 12 Rtn frm WC Limit Duty 20-40hrs	
Status         Customer-specific         Employment         Active         Special payment         Standard wage type         Organizational assignment		
Customer-specific   Employment Active   Special payment Standard wage type   Organizational assignment	Status	
Employment Active   Special payment Standard wage type  Organizational assignment	Customer-specific	<b>▼</b>
Special payment Standard wage type   Organizational assignment	Employment	Active 👻
Organizational assignment	Special payment	Standard wage type 🔹
Organizational assignment		
	Organizational assignment	
Position 60083278 Personnel Technician I	Position	60083278 Personnel Technician I
Personnel area 4601 Natural and Cultural Resources	Personnel area	4601 Natural and Cultural Resources
Employee group A SPA Employees	Employee group	A SPA Employees
Employee subgroup B1 FT S-FLSAOT Perm	Employee subgroup	B1 FT S-FLSAOT Perm

13. Click **Edit**, >> **Maintain text** to add your comment based on agency or OSHR Policy/Guidelines.





14. Click the Enter 🔮 button.

🗥 Record valid from 01/01/2008 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter to go past this warning message.

Notice at the top of this screen the title includes the word "Copy." This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word "Create" in the title indicates that this infotype is being created on this person's record for the first time.

A Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter**  $\bigcirc$  to continue.

**BEST PRACTICE**: Review all data and click Enter to allow the system to validate the data.

- 15. Click the Enter 🥙 button.
- 16. Click the **Save (Ctrl+S)** 🔚 button.

Create O	rganizatio	onal Assignn	nent (	(0001)			
🔈 🗟 🔬	Org Structur	re					
Personnel No EEGroup 2 EESubgroup 1 Start Enterprise stru CoCode Pers.area Cost Ctr Fund Func. Area	10000114 SPA Emp 31 FT S-FLS 06/01/2016 Acture NC01 STA 4601 Nat 469999999 469999999 G000000000	Name Noyees AOT Perm to 12/31/ TE OF NC ural and Cultural Re CULTURE RESC CULTURE- SUS 000001 Ger	PersA Statu 99999 sour <u>St</u> DUR <u>Bt</u> PEN heral Gov	Lauren J 4601 Natu Active ubarea us. Area	NC01	aines Cultural f 7day N DNCR	Resources
Personnel stru EE group EE subgroup	A SPA E B1 FT S-F	mployees LSAOT Perm	<u>F</u> (	Payr.area Contract	01	NC Mon	thly
Organizational	plan						
Percentage Position	100.00	Assignm 101000201050 Personnel Techni	<mark>ent</mark> cian I				
Job key	30000995	Prsl Tch Personnel Techni	cian I				
	20010126	48010101032					
Org. Unit	20010120	CR CDS HR OFFI	CE H				

17. Click the Enter 📀 button.

18. Click the Save (Ctrl+S) ⊟ button.

Copy Planned Wor	king Time (0007)
🔓  🔝 🔟 Work schedule	
Personnel No	Name Burner Burley
EEGroup A SPA Employ	ees PersA 4601 Natural and Cultural Resources
EESubgroup A1 FT N-FLSAC	)T Perm Statu Active
Start	To 12/31/9999 Chg.
Work schedule rule	
Work schedule rule	D01N08GN MTWHF-8,SaS-O WSR Finder
Time Mgmt status	1 - Positive Time Recording
Working week	Wk - Sun (mdnt) - Sat
Part-time employee	
Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	0.00
Additional fields	
Telework Eligible	

When an employee is returning from a WC LOA, they should be reinstated in the same capacity as they left (same work schedule rule). If their working hours need to be changed (FT to PT), an Appointment change action will need to be entered with the same effective date.

**BEST BUSINESS PRACTICE:** Change the work schedule rule back to what it was before the employee went on LOA.



- 19. Change the work schedule rule back to what it was before employee went on LOA.
- 20. Click the Enter 🥙 button.
- 21. Click the Save (Ctrl+S) ⊟ button.

Image: Second system       Name       Lauren James Baines         EEGroup       A       SPA Employees       PersA       4601       Natural and Cultural Resources         EESubgroup       B1       FT S-FLSAOT Perm       Statu       Active         Start       06/01/2016       to       12/31/9999         Date Specifications       Date type       Date         01       Original Hire Date       11/09/2015       02       Agency Hire Date       11/09/2015	Copy Date Specification	ons (0041)		
Personnel No       10000114       Name       Lauren James Baines         EEGroup       A       SPA Employees       PersA       4601       Natural and Cultural Resources         EESubgroup       B1       FT S-FLSAOT Perm       Statu       Active         Start       06/01/2016       to       12/31/9999         Date       Specifications       Date type       Date         01       Original Hire Date       11/09/2015       02       Agency Hire Date       11/09/2015         01       Original Hire Date       01/00000000000000000000000000000000000	la 🔉 🔊			
Date Specifications       Date       Date type       Date         01 Original Hire Date       11/09/2015       02 Agency Hire Date       11/09/2015         0       0       0       0       0         0       0       0       0       0         0       0       0       0       0         0       0       0       0       0         0       0       0       0       0	Personnel No     10000114       EEGroup     A     SPA Employees       EESubgroup     B1     FT S-FLSAOT Product       Start     06/01/2016     to	Name PersA erm Statu 12/31/9999	Lauren James Baines 4601 Natural and Cultural Res Active	ources
Date type     Date     Date type     Date       01 Original Hire Date     11/09/2015     02 Agency Hire Date     11/09/2015       0     0     0     0       0     0     0     0	Date Specifications			
01 Original Hire Date         11/09/2015         02 Agency Hire Date         11/09/2015           0         0         0         0         0           0         0         0         0         0	Date type Date	e	Date type	Date
	01 Original Hire Date 11/	09/2015	02 Agency Hire Date	11/09/2015

22. Click the Enter Southern.

Review the date specifications information and make changes as appropriate. Do **not** change Date Type *01 Original Hire Date*. Follow your Agency process for updating the *02 - Agency Hire Date*.

23. Click the Save (Ctrl+S) 🔚 button.

Create Related Experience (9822)
🖓 🕞 🙇
Personnel No     Name       EEGroup     A       SPA Employees     PersA       EESubgroup     A1       FT N-FLSAOT Perm     Statu       Start     To       12/31/9999
(Not to be used for Supplemental Staff)
Classification
Position 65002858 800904001427 Facility Survey Consult I
Job 30002888 Fac Survey C Facility Survey Consultant I
Dalated Weak Superiore
Months 6 Calculated Months: 0
Related Education
Months 48

24. Click the Enter 🥙 button.

Best practice is to enter any data as appropriate, review all data, and click Enter to allow the system to validate the data.

Agency representative will need to enter the following fields:

- o Related Work Experience
- o Related Education Months
- 25. Click the Save (Ctrl+S) 📙 button.

Create Objects o	on Loan (0040)
🔊 🕞 🕿	
Personnel No 10000114 EEGroup A SPA Er EESubgroup B1 FT S-F Start 06/01/20	Name     Lauren James Baines       mployees     PersA     4601     Natural and Cultural Resources       ELSAOT Perm     Statu     Active       116     to     12/31/9999
Objects on Loan Object on Ioan Number/unit Loan object no.	01 State ID 1 Pieces # 54561
Comments	
Line 2	

26. Click the Enter 🥙 button.

Verify the objects on loan that have been issued to the individual. When the individual went on leave, the various objects on loan may or may not have been delimited. Here you will reassign or add new ones.

Comments can be entered on lines 1, 2, and 3 if appropriate for your business policy.

**NOTE**: If the employee receives more than one item on loan, you will need to process a PA30 transaction in order to add the additional items to infotype 0040.

27. Click the Save (Ctrl+S) 🔚 button.

Personnel Actions					
<b>(</b>					
Personnel no.	10000114				
Name	Lauren James Baines				
EEGroup A	SPA Employees	PersA 460	01 Natural a	nd Cultural I	Reso
EESubgroup B1	FT S-FLSAOT Perm	CostC 46	99999999 C	ULTURE RE	sou
From	06/01/2016				
Personnel Action	5				
Action Type		Personn	EE group	EE subg	
New Hire (NC)					-
Promotion (NC)					-
Reinstatement/F	Reemployment(NC)				#
Leave of Absend	te (NC)				
	)				
Quick Entry (NC	,				
Quick Entry (NC Investigatory W	/ Pay (NC)				_

# 28. Click the Back (F3) 🧟 button.



29. Click the **Complete Work Item** Complete Work Item button.

Only once all of the infotypes screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you can complete the PCR in workflow.



30. Click the Back (F3) 🚾 button.

You can remain in this SAP Business Workplace and process additional PCRs or click the Back to return to the main SAP Easy Access screen.



The Reinstatement/Reemployment Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.



Check the Leave balances to ensure that they are correct upon the Reinstatement/Reemployment Action.

## Additional Processing Guidelines

**NOTE**: If less than 40 hours you must complete part 2.

**12** - Return from Workers' Comp w/Physician Restrictions that state a Modified Duty of 20-40 hrs -Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of 20 or more hours a week. Employee has not reached maximum medical improvement (MMI).

#### Part 1 - Z2 - Reinstatement/Employment Action

- IT0007 Planned Working Time
  - Work Schedule Rule
  - Time Mgmt status
- Verify accuracy of leave accruals based on manual tracking spreadsheet.
  - Notify Leave Administrator if adjustments are required.
- Verify Holidays
  - Has a holiday been granted that may need to be removed?
  - Does an upcoming holiday need to be granted?

Part 2 – Z9 – Appointment Change Action (create with same effective date)

- IT0000 Actions
  - Reason Full Time to Part Time
  - EE Subgroup change to part-time
- IT0001 Organizational Assignment
  - Percentage still remains 100%
- IT0007 Planned Working Time
  - Work Schedule Rule to part-time
  - Time Mgmt status (subject employees must be positive time)
  - Check Part-time employee box
  - Employment percentage always 100% except for interfacing Agencies.

**Note:** Interface Agency should select interfacing WSR and enter the part-time weekly working hours.

- IT0008 Basic Pay – pro-rated to part-time rate Annual Salary should be the amount you are ACTUALLY paying the employee. If 40 hours per week, employee was paid \$80,000 and now employee is only working 20 hours per week, salary entered will be \$40,000. You are paying 100% of \$40,000. The part time approved work hours are paid out of the Integrated HR-Payroll System. The remaining workers' comp absence hours are paid by the Workers' Comp Third Party Provider or out of the Integrated HR-Payroll System from A/A 9685 for those employees still eligible for salary continuation.
- IT0041 Date Specifications copies previous record, follow Agency guidelines for updating Agency Hire Date
- Longevity if employee is eligible, contact BEST Shared Services OPS Payroll to correct the employee's longevity amount to be paid at the full time base pay.
- Aggregate Service must be monitored by the Agency and a ticket submitted to BEST Shared Services if an accrual rate change occurs.
  - **Note:** Upon the employee's return to work at full capacity, the Agency would need to calculate and update the aggregate service, or submit a ticket to BEST.
- Leave Accruals pro-rated to part-time rate. (See Leave section earlier in this BPP.)
  - Note: Upon the employee's return to work at full capacity or upon separation, the Agency will need to calculate and update the leave accrual balances or submit a ticket to BEST.
- Health Insurance Benefits Agency will need to submit a ticket to BEST Shared Services to ensure the continuation of health insurance benefits as a full time employee.
- Upon the employee's return to work at full capacity, the Agency will need to initiate an appointment change personnel action to change the employee back to full time status.

**13 - Return from Workers' Comp with MMI Complete** – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to permanent work in the same position or one of seniority, status, and pay held prior to WC leave.

#### Z2 - Reinstatement/Employment Action

- IT0007 Planned Working Time
  - Work Schedule Rule
  - Time Mgmt status
- Verify accuracy of leave accruals based on manual tracking spreadsheet.
  - Notify Leave Administrator if adjustments are required.
- Verify Holidays
  - Has a holiday been granted that may need to be removed?
  - Does an upcoming holiday need to be granted?

**22** - Return from Workers' Comp with MMI Disability – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to work, but has a disability which prohibits employment in the same capacity that existed prior to WC leave. Agency work placement has identified and placed employee in another position suitable for employee and agency.

#### **Z2** – Reinstatement/Employment Action

- IT0007 Planned Working Time
  - Work Schedule Rule
  - Time Mgmt status
- Verify accuracy of leave accruals based on manual tracking spreadsheet.
  - Notify Leave Administrator if adjustments are required.
- Verify Holidays
  - Has a holiday been granted that may need to be removed?
  - Does an upcoming holiday need to be granted?

**23** - Rtn from Workers' Comp w/Physician Restrictions that state a Modified Duty less than 20 hrs -Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of less than 20 hours a week. Employee has not reached maximum medical improvement (MMI).

Part 1 - Z2 - Reinstatement/Employment Action

- IT0007 Planned Working Time
  - Work Schedule Rule
  - Time Mgmt status
- Verify accuracy of leave accruals based on manual tracking spreadsheet.
  - Notify Leave Administrator if are required.
- Verify Holidays
  - Has a holiday been granted that may need to be removed?
  - Does an upcoming holiday need to be granted?

### Part 2 – Z9 – Appointment Change Action (create with same effective date)

- o IT0000 Actions
  - Reason Full Time to Part Time
  - EE Subgroup change to part-time
- IT0001 Organizational Assignment
  - Percentage still remains 100%

- IT0007 Planned Working Time
  - Work Schedule Rule to part-time
  - Time Mgmt status (subject employees must be positive time)
  - Check Part-time employee box
  - Employment percentage always 100% except for interfacing Agencies.

**NOTE:** Interface Agency should select interfacing WSR and enter the part-time weekly working hours.

- IT0008 Basic Pay pro-rated to part-time rate Annual Salary should be the amount you are ACTUALLY paying the employee. If a 40 hours per week, employee was paid \$80,000 and now employee is only working 20 hours per week, salary entered will be \$40,000. You are paying 100% of \$40,000. The part time approved work hours are paid out of the Integrated HR-Payroll System. The remaining workers' comp absence hours are paid by the Workers' Comp Third Party Provider or out of Integrated HR-Payroll System from A/A 9685 for those employees still eligible for salary continuation.
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- Aggregate Service must be monitored by the Agency and a ticket submitted to BEST Shared Services if an accrual rate change occurs.
  - **NOTE:** Upon the employee's return to work at full capacity, the Agency would need to calculate and update the aggregate service, or submit a ticket to BEST.
- Leave Accruals pro-rated to part-time rate. (See Leave section below.)
  - NOTE: Upon the employee's return to work at full capacity or upon separation, the Agency will need to calculate and update the leave accrual balances or submit a ticket to BEST.
- Health Insurance Benefits Agency will need to submit a ticket to BEST Shared Services to ensure the continuation of health insurance benefits as a full time employee.
- Upon the employee's return to work at full capacity, the Agency will need to initiate an appointment change personnel action to change the employee back to full time status.

#### **Leave** (*if returning part-time*)

- Employee will continue to accrue pro-rated leave while receiving WC benefit.
- Employee is entitled to use only the leave they actually earn during the time they work.
- Agency will continue to manually maintain accruals until the employee has been released by the treating physician and returns to permanent status. This leave must be kept manually. The Integrated HR-Payroll System will not calculate this leave automatically while the employee is working a part-time schedule. See worksheet below:

#### 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 has been released by the treating physician and returns to permanent status.

#### **Quota Corrections (2013)**

A valid discrepancy has been found in an employee's quota based on manual spreadsheet maintained while employee was out. Upon management approval, the quota should be adjusted as necessary.

۵ 🔒 🛃 🕞	🔟 Pers	onal work s	chedule	Activity allo	cation	Cost as	signment	External s
Yersonnel No 10 E group A NS rule Do Start 04	SPA Em SPA Em 01N08GN 4/27/201	ployees MTWHF-8,5 6	Name Personnel ar 5aS-O	Laure 4601	n James Na Statu	Baines atural an 15 A	d Cultural Active	Resources
bsence quota typ Change accrual er	e 1	0 🗇 Vacati	ion Leave					
Absence quota typ Change accrual er Quota number	e 1	0 🗗 Vacati	ion Leave					
Absence quota typ Change accrual er Quota number Increase gener Reduce genera Replace genera	ntitlement rated entit ated entit	Vacati	ion Leave					
Absence quota typ Change accrual er Quota number Increase gener Reduce genera Replace genera Change transfer ti	ntitlement nated entit nated entit nated entit	Vacati	ion Leave					

Only the *From Date* is used on IT2013 records. This value also can be entered once the infotype record screen is displayed.

Only one IT2013 record should be created for each subtype for the same *From date*. Multiple records can cause Time Evaluation to error out for the employee.

Enter the subtype corresponding to the quota for adjustment. Select the *STy* field matchcode to view a list of available quotas.

Transfer Field Optio	ns	
Increase generated entitlement	Indicates that hours should be added to quota (default option)	This option adds the hours specified to the employee's existing quota or creates the quota with the specified hours if the employee does not have a current balance for the selected quota.
Decrease generated	Indicates that hours should be	This option subtracts the hours specified
entitlement	subtracted from quota	from the employee's existing quota.
Replace generated	DO NOT SELECT THIS OPTION!	DO NOT USE THIS OPTION!
entitlement		This option was intended to replace the
		employee's quota accrual generated in
		Time Evaluation on the From Date. The
		Integrated HR-Payroll System staff advises
		against trying to use this option.

The Quota Correction record will be processed during the nightly Time Evaluation process. The adjusted quota should then be reflected in the employee's quota balances the following day. To verify the adjustment processed correctly, access Quota Overview (transaction PT50) and view the employee's quota balances as detailed in PT50 transaction. For more detailed instructions for transaction PT50, refer to the BPP instructions: PT50 - Quota Overview.

Always add comment to justify why you entered a change.

On the toolbar at the top of the screen, click **Edit > Maintain** text.

Extr <u>a</u> s	System
c Shi	ft+F12
αt	F9
ata	
	F12
	Extr <u>a</u> s c Shit xt lata

### Additional Resources

Training HELP website: <u>https://www.osc.nc.gov/state-agency-resources/training/training\_help\_documents</u>

# Change Record

Change Date: 2/5/2021 (B. Johnson) Changes: Infotype 0007