SECTION 5: APPOINTMENTS

Return from layoff in the same or higher job class
Layoff Rights End

INTRODUCTION

An employee in layoff status may be re-hired into the same or higher job class and is then removed from layoff status. An employee may accept an appointment in a lower job class but retain layoff rights to the higher position. An employee may also accept a temporary position while remaining in layoff status in the original permanent position.

An employee rehired from layoff is not required to fulfill a new waiting period for Health Insurance or leave use. A new union dues authorization is not required.

In some cases, if an employee returns to work during the period covered by the annual or personal leave payoff, the employee may be required or elect to reimburse the State for the leave time remaining. Refer to the employee's collective bargaining agreement and personnel rules for specific information. Coordinate any repayment of leave with the Division of Finance to ensure appropriate posting of dollars and leave.

AKPAY SCREENS

When an employee returns from layoff, the following screens are updated:

103	Employee Base I
A13	Payroll Base
A23	Accrual Control

The following screens are reviewed and updated only if changes are necessary:

12x	Employee Base II
27x	Address History
A4x	Labor Distribution
A5x	Automatic Earnings
A6x	Tax Control
A7x	Deduction Control
621	Position Definition
75R	Employee Contact Information procedures

I. Review paperwork and position control information.

A. Receive and review the Personnel Action Request form and other paperwork authorizing the employee's reappointment. Verify necessary forms are properly signed and approved.

B. Sign on to AKPAY and access the 621 - Position Definition screen for the position control number (PCN) to which the employee is being appointed.

1. Review the 621 screen to ensure the PCN status, location, bargaining unit, job class, range, effective date, commercial driver's license (CDL), firearms (ARMS and AMMO) requirements and FLSA category agree with the appointing paperwork.

    a. If the appointing paperwork is incorrect, contact the appointing authority to resolve discrepancies.

b. If the 621 screen is incorrect, contact department classifier or the Division of Personnel to make necessary corrections.

II. Notify the department from which the employee was laid off.

Access the employee's 201 - Employee Base History screen, to determine the department that placed the employee in layoff status. Notify the layoff department the employee is being re-appointed.

III. Prepare the Employer Charge/Deduction Worksheet.

The Employer Charge/Deduction Worksheet is completed when there are changes to the employee and employer deduction codes on the A5x – Automatic Earnings and A7x - Deduction Control Screens to ensure codes are correct for the agency and position to which the employee is being reappointed.

IV. Update the 103 - Employee Base I screen.

When an employee returns from layoff, employee base data is entered on the 103 screen.

A. Sign on to AKPAY and access the 103 screen.

B. Enter the employee's social security number in the **EMPLOYEE NUM** field and press <Enter>. The employee's most current 103 screen is displayed. Update the remainder of the screen to return the employee from layoff.

NOTE: In the following fields, new data is entered over the data displayed in the screen.

1. **EFF DATE** - Enter the effective date of the appointment.

2. **DOC NUM** - Enter the source document number for this transaction.

3. In the **STATUS SEGMENT**, enter data in the following fields:

    a. **ACTION** - Enter **AP** (Appointment).

    b. **ORIG HIRE** – Refresh the first character of the date displayed. (Do not change the original hire date.)

    c. **LAST HIRE** – Refresh the first character of the date displayed. (Do not change the last hire date.) A date change will cause the leave eligibility date to incorrectly change. If the employee was **not Medicare eligible prior to layoff** and is re-hired after health insurance eligibility expires, the **employee is now Medicare eligible**. **Notify DOF, Payroll immediately to report the Medicare status change.**

    d. **COMMENTS** - Enter **RL** (Return from Layoff).

4. In the **COMPENSATION SEGMENT**, enter data in the following fields:

    a. **ACTION** - Enter **AP** (Appointment).

    b. **SCHED HOURS** - Enter the total number of hours in the current pay period.

    c. **PAY RATE** - If RATE OVERRIDE (see step f below) is **Y** (Yes), enter the employee's pay rate. If **N** (No), leave blank.

d. **EARNINGS NUM** - Enter **100**.

e. **RATE FREQ** - Enter **S** (Salaried) or **H** (Hourly).

f. **RATE OVERRIDE** - Enter **N** (No) if pay rate is obtained from the salary schedules. Enter **Y** (Yes) if a special pay rate is to be used.

g. **MERIT ANN DATE** – Reestablish the employee's merit anniversary date and enter as **MMDDYYYY**. AKPAY defaults the century to 19 if the date is entered as MMDDYY.

5. In the **POSITION SEGMENT**, enter data in the following fields:

a. **ACTION** - Enter **AP** (Appointment).

b. **PCN** - Enter the employee's position control number.

c. **BARG UNIT** - Enter the employee's bargaining unit found on the Personnel Action Request form and the 62x - Position Definition screen.

d. **LOC** - Enter the three-character location code found on the Personnel Action Request form and the 62x screen.

e. **RANGE** - Enter the two-digit salary range found on the Personnel Action Request form and the 62x screen.

f. **STEP** - Enter the salary step from the Personnel Action Request form.

g. **JOB CLASS** - Enter the job class code found on the Personnel Action Request form and the 62x screen.

h. **PAY ENT** - Enter **SEMI** (Semi-monthly), **IBUSM** (Semi-monthly), **AMHS** (Bi-weekly), **BIWK4** (Correction Officers Bi-Weekly) or **BIWK1** (Fast Ferry Bi-Weekly).

i. **DEPT** - Enter the two-digit code identifying the employee's department from the 62x screen.

j. **REGION** - Enter the two-digit region code for this position from the 62x screen.

k. **DIV** - Enter the two-digit division code for this position from the 62x screen.

l. **SECT** - Enter the two-digit section code for this position from the 62x screen.

m. **PAYROLL RD** - Enter the payroll RD code for this position.

n. **SALARY SCHEDULE** - Enter the two-digit salary code determined by the work location and bargaining unit. Refer to the *Salary Schedules By BU/Location Matrix on the Division of Finance/Payroll web page* to determine the correct code.

o. **T&A GENERATION** - Enter the appropriate time sheet generation code for this appointment.

p. **SCHED PATTERN** - Enter the appropriate code for the employee's time and attendance schedule. Leave blank if the T&A GENERATION field is H or N.

C. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed. If message TS0725 INVALID ACTION CODE COMBINATION recurs while attempting to correct errors, press <PF12> to clear the screen. Reenter all data.

D. Press <PF8> to access the 123 - Employee Base II screen.

V. Update the 123 - Employee Base II screen.

Employee personal data is entered on the 123 screen.

A. Because the action is a reappointment:

1. If all information on the 123 screen is correct, proceed to Step C.

2. If corrections are needed:

   a. Refresh the effective date and document number. Tab to the fields that require correction.

   b. Enter the correct information.

B. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

C. Press <PF8> to access the 273 - Address History screen.

VI. Update the 273 - Address History screen.

The employee's warrant address (type 999) is entered on the 273 screen.

A. Press <Enter> to display the employee's address information. If the warrant address is the same as the address on the 123 - Employee Base II screen, no entry is necessary on this screen. Proceed to Step D.

NOTE: Any changes made in the resident address on the 123 screen automatically create a new record under "TYPE 001 HOME ADDRESS."

B. If the warrant address is different from the 123 screen address, or if the existing warrant address should be changed, enter the warrant address information as follows:

1. In the **DOC NUM** field, enter the source document number for this transaction.

2. Tab to the **TYPE** field and enter **999** over the existing 001. The address TYPE 001 is redisplayed from the 123 screen for new appointments.

   The highest address TYPE number for the most recent effective date is displayed first. Press <PF3> to page back and review other records to determine the address change needed.

3. Tab to the third **ADDRESS 2** field and enter data as follows:

   a. **ADDRESS 2** - Enter the employee's warrant mailing address. The address must be a U.S. Postal Service recognizable address. Do not use punctuation.

   b. **CITY** - Enter the address city.

c. **STATE** - Enter the two-character state code.

d. **ZIP** - Enter the zip code.

e. **EFF DATE** - Enter the effective date of the appointment.

C. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed. Do not override the Finalist standardization without knowing why an override is necessary. All addresses must have a zip + four code according to USPS guidelines.

D. Press <PF8> to access the A13 - Payroll Base screen.

VII. Update the A13 - Payroll Base screen.

When an employee is re-appointed from layoff, the employee's payroll data is reviewed and updated on the A13 screen. There is no waiting period for health insurance eligibility.

A. The employee's last A13 screen is displayed. Update the screen as follows:

1. **VIEW DATE** - Enter the effective date date of the reappointment.

2. **DOC NUM** - Enter the agency-assigned source document number for this action.

3. **ACTION** - Enter **IC** (Information Change).

B. Complete the remainder of the screen as follows:

1. **W2 PENSION –** Verify entry is **Y** (if the employee contributes to an IRS recognized plan).

   NOTE: A"Y" is entered in the W2 Pension field if the employee is appointed in a position that is PERS/TRS or SBS eligible.

2. **WORK STATE** – Verify entry is **AK** if the employee is eligible for unemployment insurance. Verify entry is **XX** if the employee is not eligible for unemployment insurance.

3. **HI RATE CD –** If the employee returned on the first of a month or if the employee's health plan provides eligibility on the date of return, refresh or change the health insurance bargaining unit code. Change the seasonal class code "L" to the appropriate code for the employee's seasonal/strike class code from AKPAY Table 390. Otherwise, do not change the HI RATE CD in this action.

4. **HI ELIG DATE** - Enter the employee's health insurance eligibility date. (This date is the same as the VIEW DATE for this action.) Refer to Health Insurance Effective Date Matrices for plan eligibility dates.

5. **AUTOPAY –** Verify entry is **N** (No).

6. **OCCUP CODE** – Enter the appropriate occupation code for the employee's position.

7. **PERS/TRS EFF DT –** Enter the employee's reappointment date.

8. **RATE FREQ –** Verify data is correct, **S** (Salaried) or **H** (Hourly) and the code matches the RATE FREQ field on the 10x screen.

9. **PAY FREQ –** Verify the pay frequency, **S** (Semi-monthly) or **B** (Bi-weekly), is correct for the reappointment.

10. **OT EXEMPT** - Verify **N**, if the employee is eligible for overtime. Verify **Y**, if the employee is not eligible for overtime.

11. **WRNT DIST** - Verify or change **AGEN** if the warrant or warrant stub is to be delivered to the payroll office. This option is available only to Juneau employees. Verify or change **MAIL** if the warrant or direct deposit advice is to be mailed to the employee.

C. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

D. If the employee returned on a date other than the first of a month and if the employee's health insurance plan provides eligibility on the first of the month following a return, press <Enter> again to process a second action needed to activate the health insurance fields. Otherwise, proceed to Step E.

1. **VIEW DATE –** Enter the first day of the month following the employee's reappointment as MMDDYYYY. Refer to – Health Insurance Effective Date Matrices for the correct health insurance eligibility dates.

2. **DOC NUM** - Refresh

3. **ACTION** - Enter **IC** (Information Change).

4. Tab down to HI RATE CD.

5. **HI RATE CD** - Refresh or change the health insurance bargaining unit code and enter the appropriate code for the employee's seasonal/strike class code from AKPAY Table 390.

5. **HI ELIG DATE** - Enter the employee's health insurance eligibility date. (This date is the same as the VIEW DATE for this action.) Refer to Health Insurance Effective Date Matrices for plan eligibility dates.

E. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

F. Press <PF8> to access the A23 - Accrual Control screen.

VIII. Update the A23 - Accrual Control screen.

An employee's leave accrual records are established on the A23 screen. Leave accrual records are established based on the employee's bargaining unit.

A. Refer to collective bargaining agreements and personnel rules to determine the appropriate leave accrual records to be established for this appointment.

Any previously established leave accrual records should be reviewed. If the leave records required for this appointment exist, then reactivate as necessary. Do not create new records. The records not applicable to this appointment should be inactivated by refreshing the EFF Date and entering a Status of N.

B. Enter data for each ***new*** leave accrual record required as follows:

1. **TAX ENTITY** - Enter **91000**.

2. **DOC NUM** - Enter the source document number for this transaction.

3. **ACCRUAL CODE** - Enter the first three-character accrual code required for this employee.

4. **EFF DATE** - Enter the employee's appointment date.

5. **BASE DATE** - Refresh or reestablish the employee's base date.

6. Tab to the next ACCRUAL CODE field and repeat Steps 3-5 for all remaining codes.

   NOTE: If more leave accrual records need to be entered than will fit on one screen, press <Enter> to update the screen displayed. Press <Enter> again to display a new screen with blank lines. The message ENTER CHANGES OR CONTINUE PAGING must be displayed or new data entered will be lost when the screen is updated.

C. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

D. The screen number displayed in the upper left corner of the screen is B23. Press <PF8> twice, or enter **A43** in the upper left corner of the screen and press <PF8>, to access the A43 - Labor Distribution screen.

IX. Update the A43 - Labor Distribution screen.

The collocation, program, and/or ledger codes to which the employee's compensation is charged are entered on the A43 screen..

A. If necessary, update the employee's labor distribution code(s) as follows:

   NOTE: Press <PF2> to page forward to a blank screen. **Do not type over data displayed on this screen or history will be deleted.**

1. **EFF DATE** - Refresh the employee's appointment date.

2. **DOC NUM** - Enter the source document number for this transaction.

3. **CC** - Enter the eight-digit collocation code.

4. **PGM** - Enter the five-digit program code if applicable to this employee.

5. **LC** - Enter the eight-digit ledger code if applicable to this employee.

6. **PCT** - Enter the percentage of compensation to be charged to this labor distribution code.

7. Repeat Steps 3 - 6 for each labor distribution code.

   NOTE: The total percent of all labor distribution codes entered must add up to 100.

B. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

X. Update the A53 - Automatic Earnings screen.

For those departments with update authority, pretax deductions, such as employee retirement and health insurance contributions and mandatory SBS, are entered on the A53 screen.

A. Previously established deductions that do not have an END DATE should be reviewed to determine if they are valid for appointment. Inactivating invalid deductions may be necessary.

Enter each pretax deduction as follows:

1. **TAX ENTITY** - Enter **91000**.

2. **DOC NUM** - Enter the source document number for this transaction.

3. **EARNINGS NUM** - From the Employer Charge/Deduction Worksheet, enter the first number to be established.

   NOTE: Tab to a blank section. **Do not type over data displayed on the screen or history will be deleted.**

4. **EFF DATE** - Enter the employee's appointment date. Pre-tax health insurance deductions may require an alternate EFF DATE. Refer to Health Insurance Effective Date Matrices for correct health record effective dates.

5. **PRIORITY** - Enter the priority number for this automatic earnings. Refer to the *Earnings Code Matrix* to determine the priority number.

6. **FREQ** - Enter **T** (Table).

7. **CALC CODE** - Enter **T** (Table).

8. Tab to the next **EARNINGS NUM** field and repeat Steps 3 - 7 for each deduction number beginning with "E" in the "Employee Ded Number" column on the Employer Charge/Deduction Worksheet.

   NOTE: If more earnings codes need to be entered than will fit on one screen, press <Enter> to update the screen displayed. Press <Enter> again to display a new screen with blank lines. The message ENTER CHANGES OR CONTINUE PAGING must be displayed or new data entered will be lost when the screen is updated.

B. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

C. Press <PF8> to access the A63 - Tax Control screen.

XI. Update the A63 - Tax Control screen.

For those departments with update authority the employee's federal and Medicare tax information and advanced earned income credit is entered on the A63 screen. Federal tax information is taken from the employee's W-4 form.

The employee's W-4 must be entered at the time of appointment. Medicare eligibility is based on date of hire. For those employees hired prior to April 1, 1986, in the case of layoff where there is a break in service, the employment relationship terminates at the same time employer paid health insurance coverage ends.

If the employee is re-hired within the same month they are laid off and health insurance coverage has not ended, then employment is considered continuous and they are not subject to Medicare tax.

If the employee is re-hired any time after the end of the month in which the layoff occurred and health insurance coverage has ended, there is a break in employment and they are now subject to Medicare tax. Note: Supervisory unit allows for an additional 30 days health coverage from the date of layoff. The employee would not be subject to Medicare if re-hired any time within the 30 day extension period. For further information regarding this screen, refer to *Screens and Field Entry Tables* in this Section.

A. Using the employee's W-4 form, enter federal tax information as follows:

1. **DOC NUM** – Enter source document number for this transaction.

2. **EFF DATE –** Enter the employee's appointment date.

   NOTE: Tab down to the first blank line under the EFF DATE column. Do not type over existing records or history will be deleted.

1. **TAX NUMBER** - Enter **$$002** or verify that this is the default.

2. **TAKE CODE** - Enter **Y**. If employee is claiming exempt (Line 7 on W-4 form), enter **N**.

3. **MARITAL STATUS** - Enter **M** (Married), **S** (Single) or **W** (Married but withholding at the higher Single rate) as indicated in Box 3 of Form W-4.

4. **NUMBER OF DEPENDENTS REQUESTED** - Enter the number of allowances indicated in Box 5 on Form W-4.

   NOTE: If the allowances are more than 10, highlight Box 5 as a flag for the Division of Finance.

5. **NUMBER OF DEPENDENTS MANDATED ACTUAL –** For Division of Finance use only.

6. If the employee shows an additional amount to be withheld in Box 6 on Form W-4, make entries as follows:

   a. **EXTRA DEDUCTION CODE** - Enter **F** (Flat).

   b. **EXTRA DEDUCTION AMT/PCT** - Enter the dollar amount specified on Form W-4.

B. For employees hired prior to April 1, 1986, layoff is considered a break in active service (employment relationship terminates) at the same time employer paid health insurance coverage ends. If the employee is re-hired

1. Tab to the next blank line under **EFF DATE** and enter the employee's appointment date.

2. In the **TAX NUMBER** field enter **$$00M** or verify that this is the default.

3. In the **TAKE CODE** field enter **Y** or verify that this is the default.

C. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

D. Press <PF8> to access the A73 - Deduction Control screen.

XII. Update the A73 - Deduction Control screen.

For those departments with update authority Employer charge information is entered on the A73 screen.

A. Previously established deductions and employer charges that do not have an ending date should be reviewed to determine if they are valid for appointment. Inactivating invalid deductions may be necessary.

   Enter deduction information as follows:

   1. **TAX ENTITY** - Enter **91000**.

   2. **DOC NUM** - Enter the source document number for this transaction.

   3. **DED NUM** - Enter the deduction number from the Employer Charge/Deduction Worksheet.

      NOTE: Tab or page to a blank section. Do not type over data displayed on the screen or history will be deleted.

   4. **EFF DATE** – Enter employee's appointment date. Some deductions may require an alternate EFF DATE, i.e., Optional life, Direct Deposit, and Health Insurance.

   5. Tab to the next **DED NUM** field and repeat Steps 3 - 4 for each deduction/employer charge to be established.

      NOTE: If more deductions need to be entered than will fit on one screen, press <Enter> to update the screen displayed. Press <Enter> again to display a new screen with blank lines. The message ENTER CHANGES OR CONTINUE PAGING must be displayed or new data entered will be lost when the screen is updated.

B. Press <Enter> to process the transaction. Correct any errors indicated at the bottom of the screen and press <Enter> again. Continue correcting errors until the message UPDATE ACCEPTED is displayed.

XIII. Time and Attendance Entry.

A system-generated time and attendance batch is not generated by AKPAY for an employee's first pay period on the system unless the appointment is made before payroll processes for the previous pay period. Refer to *SECTION 11: TIME & ATTENDANCE* for procedures on how to process time and attendance.

XIV. Update the 75R – Employee Contact Information Screen

This screen enables employees to have a state generated e-mail account and also controls the white pages information.

A. Enter the employee's social security number in the **EMPLOYEE NUM** field and press <Enter>. Review and update information on the screen for the reappointment.

B. **CONTACT CD**: Verify the contact code is correct for the reappointment.

C. **PHONE** and **FAX**: If changes are required, enter specific telephone and fax number (if the numbers are not available, the default phone and fax numbers will appear once you complete the processing of this screen).

D. **LISTED EMAIL ?**: If an e-mail account is to be reestablished or changed for this employee, enter **Y**. If not enter **N**.

E. **LISTED EMAIL NAME**: Verify or change the employee's name in the format of **firstname_lastname.**

F. Review your entries for accuracy and make any changes as needed. Once you are ready to process this action, press <PF5> to update the screen. DO NOT PRESS <Enter>.

G. **WORK STREET ADDR1**: Review the address for accuracy and make changes as needed.

H. **WORK MAILING ADDR1**: Review the address for accuracy and make changes as needed.

I. Press <PF5> again to update changes to the address fields.

NOTE: The e-mail account is not available immediately. Screen entries update to tables overnight and e-mail is ready for access the following day.

XV. Distribute appointment personnel and payroll forms.

A. Make copies of appointing paperwork according to State processing procedures.

B. If your agency is not authorized to update the A53, A63 and A73 screens, attach the following forms to the Employer Charge/Deduction Worksheet and send to the Department of Administration, Division of Finance, Payroll Section, Mail Stop 0204 or fax to 465-2169. If forms are faxed to DOF, the original forms are filed by the department.

Form DBUNCP	Designation of Beneficiary for Unpaid Compensation
Form W-4	Employee's Withholding Allowance Certificate – (highlight Box 5 if more than 10 or employee is claiming Exempt status)
Form 5-301A	Basic Insurance and Optional Insurance Enrollment or Change Card
Form 00-008	State of Alaska Direct Deposit Form

C. Send the following original forms to the Department of Administration, Division of Retirement and Benefits, Mail Stop 0203:

Form 02-1841	SBS Beneficiary Designation
Form 02-822	PERS Beneficiary Designation, Revision or Change

D. Send the certified computer generated Personnel Action to the Department of Administration, Division of Personnel, Employee Programs, Mail Stop 0201.

E. Complete the Leave Balance for Layoff Employee form on file in Division of Finance. Note when the leave was reinstated and place form back in the Division of Finance file.

F. File copies and other appointing paperwork according to state personnel procedures.

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