

# SECTION 6: PAYROLL CHANGE ACTIONS

## Reset a Leave Eligibility Date

### INTRODUCTION

An employee's leave eligibility date in the Status segment of the 10x-Employee Base I screen indicates the date the employee becomes eligible to use accrued leave. AKPAY automatically calculates the date based on the last hire date entered and the bargaining unit. In certain circumstances, such as a return from layoff or a transfer from a non-leave accruing to a leave accruing position, it is necessary to manually reset the eligibility date.

### PROCEDURE

#### Transferring From a Non-Leave Accruing Position

When an employee is transferring from a non-leave accruing position such as a temporary (TE) or a short term non-perm (STNP) to a leave accruing position such as a long-term non-perm (LTNP) or a permanent/probationary (PR) position, with no break in service, the last hire date is **not** changed. Changing the last hire date indicates the employee had a break in service and may cause an error in Medicare status. However, as a result, the leave eligibility date does not accurately reflect the correct eligibility date of the new leave accruing position.

Once the transfer action has been completed on the 10 screen, an LV action must be entered to update the leave eligibility date. In the Status segment, using the same date as the transfer date, enter an LV action code, tab to the leave eligibility date and enter the correct date based on contractual or leave rule language, tab to the comment field and enter an LVcomment code. Press enter to update.

#### Status Segment

Action Code LV  
Eligibility Date enter appropriate date  
Comment code LV (Reset Leave Elig Date)

#### Returning from Layoff

An employee rehired from layoff is not required to fulfill a new waiting period for Health Insurance or leave use. When rehiring the employee, the last hire date must be updated. This will show a break in service and re-set Medicare eligibility. However, entering a new date will cause the leave eligibility date to incorrectly change.

Once the rehire action has been completed on the 10 screen, an LV action must be entered to update the leave eligibility date. In the Status segment, using the same effective date as the rehire date, enter an LV action code, tab to the leave eligibility date and enter the same rehire date, tab to the comment field and enter an LV comment code. Press enter to update.

#### Status Segment

Action Code LV  
Eligibility Date enter the rehire date  
Comment code LV (Reset Leave Elig Date)

Exception: If the employee was **not Medicare eligible prior to layoff** and is rehired **before** the employee's previous health insurance eligibility expires, the employee continues to be Medicare exempt. In this rare case, do **not** update the last hire date. It is not necessary to manually update the eligibility date.