

SECTION 6: PAYROLL CHANGE ACTIONS

Short-Term Nonpermanent Position Extended to Long-Term Nonpermanent

INTRODUCTION

A short-term nonpermanent position (STNP) is initially established on the 613, 623 and 633 Position screens and will remain STNP even after the position is extended. The employee is initially appointed on the 103 Employee Base I screen as a STNP with a temporary status of TT, TE, TJ, TS, etc. The period of time to be worked before an extension occurs depends on the bargaining unit. For example, for General Government (GGU) employees, the STNP period is 120 calendar days. For Supervisory (SU) and Confidential (KK) employees, the period is 90 calendar days and is extended only by a Letter of Agreement (LOA). Refer to individual contracts for specific requirements.

The Division of Personnel (DOP) Classification Section and Technical Services Groups (TSG) monitor the position to determine when employment has exceeded short term duration. With the Classification Section's prior approval, an employee's STNP **status** is changed to long-term nonpermanent (LTNP) on the 103 Employee Base I screen. The employee's status change to LTNP is based on the employee's hire date. The position on the 623 screen remains STNP. Refer to classification policy for applying for an extension.

PROCEDURES

Once Classification has approved the extension, contact the employee with the option to elect health insurance (HI) either retro to the hire date or from the date the employee became a LTNP. If the position is full time, generally working 30 hours or more a week, HI must be paid. It is **not** an option for the employee to opt out of HI altogether.

10 Screen

Once the position has been extended to LTNP, process the following 10 screen actions:

- Transfer the employee to LTNP with a status of PT, PJ, PS, etc. on the 10 screen, effective the day the status changes to LTNP.
- Use the standardized comment **Extend STNP (Waive HI)** or **Extend STNP Retro HI**.
- Review T&A generation and scheduled pattern to include automatic holiday posting.

A1 Screen

Process the following A1 screen actions:

- Add a record to show the HI eligibility start date. If the employee waives **retroactive** eligibility, the effective date is the first of the month following the change to a LTNP. The 30-day waiting period has been satisfied. If HI is not waived retroactively, use a date based on the hire date and HI eligibility rules.
- If necessary, add the employee to the HI error report to collect back premiums.

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A2 Screen

- Calculate prior service if applicable. Refer to SECTION 12: LEAVE ACCOUNTING, Leave Accrual, Prior Service Verification. Set up leave appropriate accrual records on the A2 screen.

Worksheet

- Send an employee/employer deduction worksheet to Division of Finance (DOF) so employer cash-in, term leave and health insurance records can be set up. DOF will calculate and process retroactive employer charges.

Pay Due

- **Holidays:** Consult a calendar to determine the hours and amount to be paid for holiday pay retro to the employee's hire date. Refer to AAM 290.050 for prorated holiday calculation procedures. Post holiday hours and dollars with an E105 to allow posting to the appropriate accumulator in AKPAY, regardless of whether it is a prior or current year holiday. Use the actual line date of the holiday for tracking purposes. Prior year pay is normally recorded with an E104, but in this case it is desirable to record holidays paid with an E105. This is acceptable as LTNPs do not receive retirement service credit.
- **Leave Accruals:** Complete a leave audit to determine leave accruals due for each pay period retro to the employee's hire date and enter hours with an E965. To calculate a partial accrual, combine all hours worked plus the hours credited for a holiday and divide by the total hours in the pay period. Multiply the 4-digit number times the employee's rate of accrual.

Example: An employee with an accrual rate of 9.38 hours worked 60 hours and was credited with one 6.0 hour holiday in an 11 day pay period. The leave accrual calculation would be $66.0 \text{ hours} / 82.5 \text{ hours} = .8000 \times 9.38 = 7.5 \text{ hours}$.

NOTE: Business Bank contributions will pull the first pay period following the transfer to a LTNP for those employees that have not yet contributed.

- **Leave Use:** Once the employee has been extended to LTNP status, leave must be used to complete all work weeks up to the employee's scheduled hours.
- **Leave-Without-Pay (LWOP):** Hours not worked or paid up to the total pay period hours must be accounted for, retro to the date of hire. Enter E961 hours for each pay period in the leave audit spreadsheet.

Prior year E961: Total all hours through 12/15/xx and determine if the E961 hours combined with all other Year-to-Date (YTD) LWOP hours would have resulted in a leave base date bump. If so, manually move the leave base date forward the required months. Do not post these hours to AKPAY.

Current year E961: Total hours from 12/16/xx forward and post the hours to AKPAY.

- **Other Pay Due:** Time sheets should be reviewed to determine if additional pay is due based on the added holiday benefit. For example, an employee who worked a holiday may be due overtime as a LTNP instead of straight time.

SUMMARY

The status of an employee changes from STNP to LTNP based on the length of employment. It is necessary to track employment for a STNP to know when the contractual limitations have been exceeded to

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extend to a LTNP. An employee extended to LTNP becomes eligible for health insurance, leave accruals and holidays retroactively to the appointment date. Items to consider for a LTNP are:

- All hours in **every** pay period must be accounted for regardless of whether the employee works or not.
- Monitor the employee for HI eligibility the 1st of every month.
- For employees working less than 37.5 hours/week, add LWOP hours (E961 or E953) to pay batches to complete hours for each pay period in order to properly prorate leave accruals.
- If the employee is not scheduled to work for an entire pay period, enter all hours as E961. If the employee was scheduled to work and was out on leave without pay (no leave hours on the B2 screen) enter hours as E953.