

SECTION 7: SEPARATION OR INACTIVE STATUS

10xx Screen LA Status Action Code

INTRODUCTION

A new status action code of **LA – Leave of Absence**, has been created on the Employee Base (10xx) screen. This action code allows employees on a leave of absence to remain active for the purpose of having E961 (Non-Scheduled Hours) automatically post in an earnings batch each pay period to accumulate toward Merit Anniversary (MAD), Leave Base Date (LBD) and EVAL date forwarding. This eliminates the time consuming and error-prone manual tracking and moving of base dates. As the employee remains active in AKPAY, other one-time payments, such as leave cashins, can be processed by online warrant without completing a reversing action to reactivate an employee.

The **LA** action is used for most types of leaves of absence including SLWOP, Disciplinary LWOP, and Authorized LWOP. This code would not be appropriate for employees on FMLA, Military LOA, or Workers' Comp as these employees may continue to receive benefits or should not have their MAD, LBD's, and EVAL dates moved. The LS status action code should continue to be used for these employees.

Active A5 setups are suppressed and will **not** process when the only codes entered are E961 hours processing through production payroll. No other earnings or deduction ETV's can process through production. This includes E900-level codes. Any necessary adjustments must be pended until the employee's return or they must be returned from LWOP status to process the adjustment. Additional 10 screen actions should not be entered while an employee is on LA status. Doing so may cause the automatic advancement of the MAD, LBD, and EVAL dates to be blocked. Other processing problems may occur if the employee's status action code does not remain as LA.

A time and attendance pay batch will automatically be created with all E961 non-scheduled hours for each pay period based on a Monday to Friday schedule with no holidays, according to the scheduled T&A Generation and Scheduled Pattern selected (7.5 or 8.0 hrs). The T&A Generation code must be C (detail) or S (summary) in order for the batch to be pre-certified which will not require additional action. The employee's MAD and LBD will automatically be forwarded for every 23 days of E961 and other accumulated LWOP hours.

PROCEDURES

Placing Employee on LA status

Enter the following in the Status and Position segments on the 103 screen:

EFF DATE	Date employee begins leave of absence (day after last day worked)
DOC NUM	Agency assigned

Status Segment entry:

ACTION Code	LA
LOA START Date	Same as effective date
LOA END Dat	Date per agency procedure
COMMENTS Code	SL (Seasonal LWOP) or NA (Not applicable) with typed comments

Position segment entry (Required):

ACTION Code	IC
T&A Generation	Entry only necessary to change to C or S for pre-certified batch
SCHED PATTERN	P9617 – 7.5 hrs P9618 – 8.0 hrs

Returning from LA Status

Follow the standard procedure for returning an employee from a leave of absence. In addition, enter an IC (Information Change) action in the Position Section, changing the employee's T&A Generation (if necessary) and Scheduled Pattern along with the LR action. To ensure the automatic bump of dates, do not return an employee from LA status prior to the pay period they return.

Time and Attendance - G5 Screen

Batches for the pay period the employee begins or returns from LA status will need to be manually adjusted. When going to LA status, add E961 hours to complete the pay period. When returning from LA to active status, edit the system generated E961 batch to change the E961 hours to the appropriate ETV's indicating hours worked.

Separating Employee from LA status

If an employee separates from LA status, enter an IC action in the position segment to shut off the T & A Generation and enter a separation action directly on top of the LA action. Delete the existing pay batch to prevent any E961 hours from processing in the final pay period. This will prevent any automatic forwarding of MAD, LBD, and EVAL dates after the employee's separation has been entered which will re-activate the employee in error. Any pay due must be paid by online warrant. Create an online warrant request for all pay due using pay period line dates and online pay period numbers based on the separation date. It is not necessary to reverse the LA action on the 10 screen.

Rehires

An employee who rehires in the same year as being in LA status must be monitored for automatic bumps of their MAD, LBD, and EVAL dates due to E961 or LWOP posted from a prior employment segment. LWOP not yet accumulating to 172.5 hours from a previous position should not affect base date forwarding in a new position.

Online Warrants

Online warrants must be created for any pay due an employee while on LA status. For example, some seasonal employees are allowed to cash in leave while on seasonal leave or they may have a retro pay adjustment due. To ensure the correct employee/employer charges are processed, pay transactions cannot process through a production payroll run. Create an online warrant request using current pay period line dates and the current month online pay period. It is not necessary to reverse the LA action on the 10 screen.

Multiple Positions

An employee who takes another position while on a leave of absence must be returned and transferred to the new position in AKPAY. Any adjustments to MAD, LBD, and EVAL dates in the primary position

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must be manually entered in AKPAY upon the employee's return to the primary position and before placing the employee on LA status. Depending on the type of position the employee is working in while on a leave of absence, all E961 that does not cross payroll years occurring during the leave of absence, may be posted upon their return to automatically bump the base dates. This includes employees occupying multiple PCN's with different job classes (F&G); base dates will be tracked manually. Employees going to a leave of absence while occupying multiple PCN's should be entered with the LS status action code.

Reporting

Employees on LA status will appear on the LWOP by Pay Entity each pay period with the E961 hours processing and the LWOP Date Adjustments report when automatic bumps occur. These employees will be sorted to the bottom of the reports and be marked with an asterisk. They will not appear on the Batch Seed report.

A1 Screen

There are no changes to normal processing to inactivate health insurance and retirement. The employee remains inactive for Retirement & Benefits.