

MEMORANDUM

State of Alaska

Department of Administration
Division of Personnel
Labor Relations Section

To: All Human Resource Managers

Date: February 21, 2001

From: Sharon Barton
Director of Personnel

File: Personnel Memorandum 01-01
Subject: Seasonal Leave Without Pay –
Leave Cash-ins for Employees

The purpose of the memo is to effectuate a formal policy with respect to leave cash-ins for seasonal employees.

In addition to the seasonal employee's right to exercise leave cash-in during the start of his/her seasonal leave period, the employee will be provided with the opportunity to perform one (1) additional cash-in during the employee's seasonal leave period.

More than one (1) cash-in will only be allowed in cases of extreme hardship as determined by the Department's Commissioner.

Please find attached suggested payroll procedures to facilitate the payment of seasonal leave cash-ins.

cc: All Division of Personnel Employees
Reading File

Leave Cash-ins for Employees on Seasonal Leave Without Pay

1. An employee on seasonal leave-without-pay submits a leave cash-in request and completed leave slip to the employee's human resources office.
2. The human resources office reviews the employee's leave balance:
 - a. The number of hours cashed in may not reduce the employee's leave balance below 37.5 hours.
 - b. For employees in the GP and GZ bargaining units, the number of hours cashed in against converted sick leave hours may not exceed 75 hours in the first or second fiscal year of the 2001 – 2003 contract.

3. The human resources office reverses the **LS** transaction or **ML and LS** transactions in the Status segment on the employee's 103 - Employee Base I screen.

NOTE: The reversals are processed only in the Status segment on the 103 screen. The employee must remain active on the 103 screen until the online warrant is updated in AKPAY.

4. An **IC** action with an **EFF DATE** within the pay period in which the online will update, is processed in the Position segment on the employee's 103 – Employee Base I screen to change the **T & A GENERATION** code to **N** (No system generated batch).
5. The human resources office reviews the employee's A53 - Automatic Earnings screen for an active E119 salary overpayment that should be taken from the leave cash-in. If an active E119 salary overpayment record was established in the prior calendar year, the agency must end date the record, calculate the net amount of the salary overpayment, and set up a V061 net salary overpayment on the employee's A73 - Deduction Control screen.
6. The human resources office reviews the employee's A73 - Deduction Control screen for a V061 net salary overpayment and enters an override deduction batch to take a portion or all of the outstanding V061 net salary overpayment from the cash-in.
7. The human resources office enters an online warrant batch with E406 (Annual), E407 (Personal), E428 (Converted sick), or a combination of E407 and E428.
 - a. If the employee has an active A5x E119 salary overpayment record, enter a line in the online batch to recover all or a portion of the overpayment.
 - b. Batches for pre- or post tax deduction adjustments may be entered in AKPAY and included on the Online Warrant Request form. For example,

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health insurance contributions or dues deductions processed incorrectly at the time an employee received final pay for the season should be corrected with this online.

8. The human resources office completes an Online Warrant Request form and forwards it to the Division of Finance.
9. The Division of Finance or an agency that is authorized to create online warrants reviews the online warrant request and creates the online on the A93 – Online Check screen with **DED FREQ** and **EARN FREQ** code **A** (All - mandatory pre- and post tax deductions that are taken on all payroll warrants).
 - a. Once the online is calculated, review all pre- and post tax deductions to ensure they are appropriate for the cash-in.
 - b. Deductions for child support, court ordered garnishments, and tax levies are reviewed and approved by the garnishment desk prior to posting the online.
10. The Division of Finance or agency posts the online and submits it for printing.
11. The agency forwards the online warrant to the seasonal employee.
12. Following the production payroll, the agency reviews the employee's H11 - Time and Attendance Detail Browse screen to ensure a pay batch was not generated by Time Sheet Generator for the following pay period. If a batch was generated, it must be deleted. Refer to Step 4.
13. The employee must remain active on the 103 screen until the online warrant is updated in AKPAY. Following the production payroll, the agency processes an **LS** transaction in the Status segment on the employee's 103 - Employee Base I screen to place the employee back on seasonal leave-without-pay.