STATEWIDE PERSONNEL SYSTEM

Accident Leave Corrections

Accident Leave Corrections

Before We Begin…

- Please mute your phone by pressing *6 on your phone's keypad, and do not use the Mic on your phone if using the speakers.
- Participants in this webinar have already completed the appropriate Workday courses.
- This Webinar is not intended to train participants the State's laws, regulations, policies and practices that involved leave of absence.

Accident Leave Corrections

Items to Remember:

- Accident Leave (paid or unpaid: continuous or intermittent) is now tracked in Workday.
- Employees, because of the approval process or just errors, can be incorrectly assigned Accident Leave or should have been assigned Accident Leave.
- There is a pay difference: Accident Leave is 2/3 of pay and regular Time Off is full pay
- Be aware that there are tax differences between Regular pay and Accident Leave
- CPB does not accept negative Accident wages or negative regular dollar amount if accompanied with positive Accident amount .

ready. set. go!

Accident Leave Corrections

<u>Purpose:</u> The purpose of this webinar is to instruct how to correct Accident Pay and Time Codes that were incorrectly applied on the Time Sheet.

This replaces any other previous methods of correction.

Accident Leave Corrections

Processing IWIF Approved Accident:

Review: Leave of Absence and Corresponding Time Off Codes

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	7 Day Increment Yes/No	Workday Instructions	Time Sheet Coding: *Corresponding Time Off Codes when Date Range Has Been Entered by HR*	Time Sheet Coding: *Corresponding Time Off Codes when Date Range is NOT Entered by HR*
Leave that is granted to an employee as a result of a work-related accident that is determined to be compensable by the Injured Worker's Insurance Fund or the Worker's Compensation Commission. Accident leave is compensated at 2/3 the employee's normal pay. An employee must use accident leave beginning on the first day of the disability and continuing until the day the employee is certified to return to work by a health care provider or 6 months from the day of the disability, whichever is earlier.	**IWIF Approved Accident**	Continuous	Paid	No	Use: **Paid> IWIF Approved Accident**	**Leave the timesheet blank** *The LOA event in Workday will automatically pay the worker for IWIF Approved Accident.	**N/A**
Leave that is granted to an employee as a result of a work-related accident that is determined to be compensable by the Injured Worker's Insurance Fund or the Worker's Compensation Commission. Accident leave is compensated at 2/3 the employee's normal pay. An employee must use accident leave beginning on the first day of the disability and continuing until the day the employee is certified to return to work by a health care provider or 6 months from the day of the disability, whichever is earlier.	**IWIF Approved Accident**	Intermittent	Paid	No	Use: **Paid>Intermittent Time Off Approval Range**	Use: **IWIF Approved Accident Leave** *The LOA event in Workday will automatically pay the worker for IWIF Approved Accident.	**N/A**

Accident Leave Corrections

Types of Corrections for Accident Pay

- **Accident Pay to Regular Leave – Scenario 1: *Montgomery Scott***
- **Accident Pay to Unpaid Leave**
- **Regular Leave to Accident Pay – Scenario 2: *Leonard McCoy***

Accident Leave Corrections

Correction Steps:

Step 1	Calculate the number of hours to convert: Use Worksheet
Step 2	Update the Time Off Calendar
Step 3	Update the Timesheet
Step 4	Adjust Leave Balance
Step 5	Run New Memo Report
Step 6	Submit Payroll Input
Step 7	Update “IWIF Approved Accident” LOA event in Workday

Accident Leave Corrections

Scenario 1: Accident Pay to Regular Leave (*Montgomery Scott*)

Step 1

Calculate the number of hours to convert: Use Worksheet

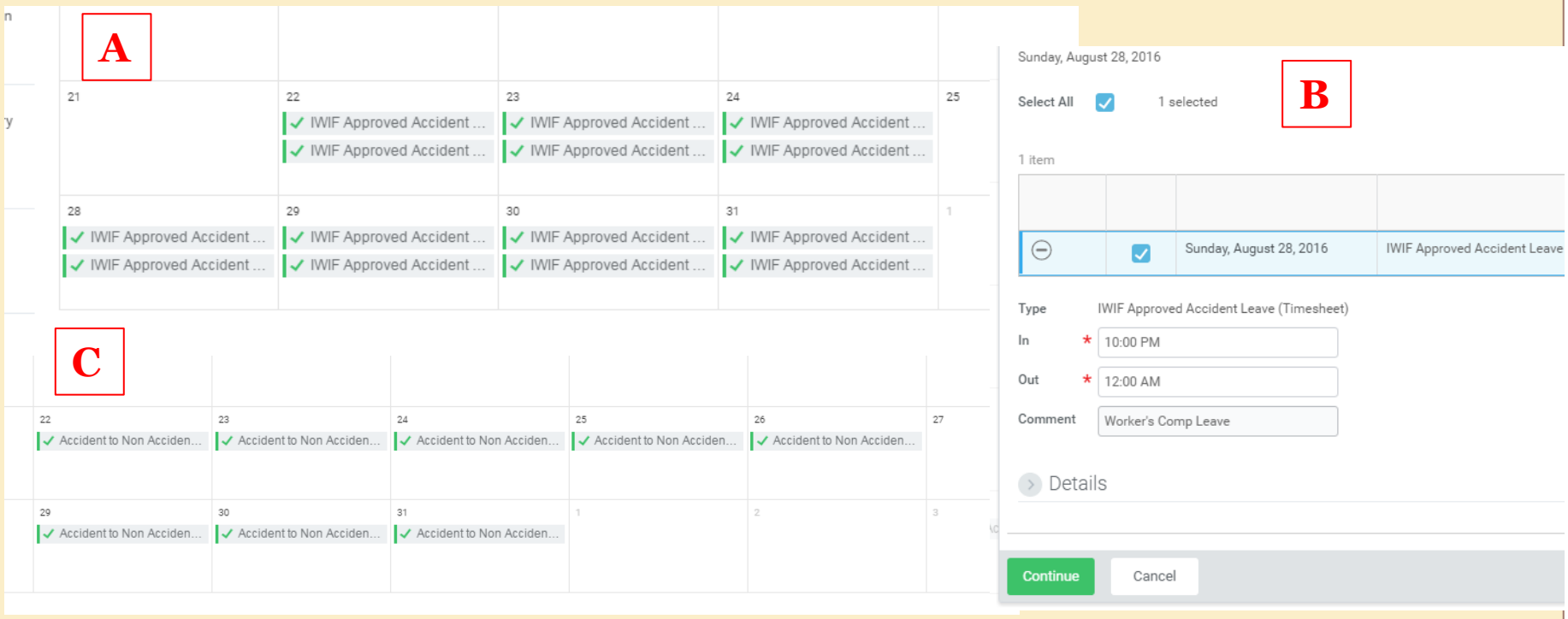
Scenario A		Scenario B	
Accident Pay to Regular Leave		**Accident Pay to Unpaid Lea**	
Use this column if the employee received Accident pay when it should have been Regular Leave.		Use this column to determine if any portion of Accident Pay should be unpaid leave of absen	
Instructions:	**# of Hours**	**Instructions:**	**# c**
1. Enter the number of hours that need to be adjusted.	70	*1. Enter the # of hours that were used for Accident Pay*	
2. Enter the current leave balance.		*2. Verify the leave balance is zero.*	
Sick	71	Sick	
Annual	6.64	Annual	
Personal	13	Personal	
Other		Other	
Comp		Comp	
Total Balance:	90.64	*Total Balance:*	
2a) If the Total Balance in Instruction #2 is less than the # of hours in Instruction #1, then enter the difference here. This will be the # of hours that will be Unpaid Leave. Complete Scenario B.		*3. Total Unpaid Leave.*	
2b) If the Total Balance is greater, then go to Instruction #3 below.			
3. Calculate what the leave balance should be after the adjustment has been made.			
Sick	1		
Annual	6.64		
Personal	13		
Other			
Comp			
Total Balance:	26.64		

Accident Leave Corrections

Scenario 1: Accident Pay to Regular Leave

Step 2 — Update the Time Off Calendar

- ✓ Go to Correct Time Off

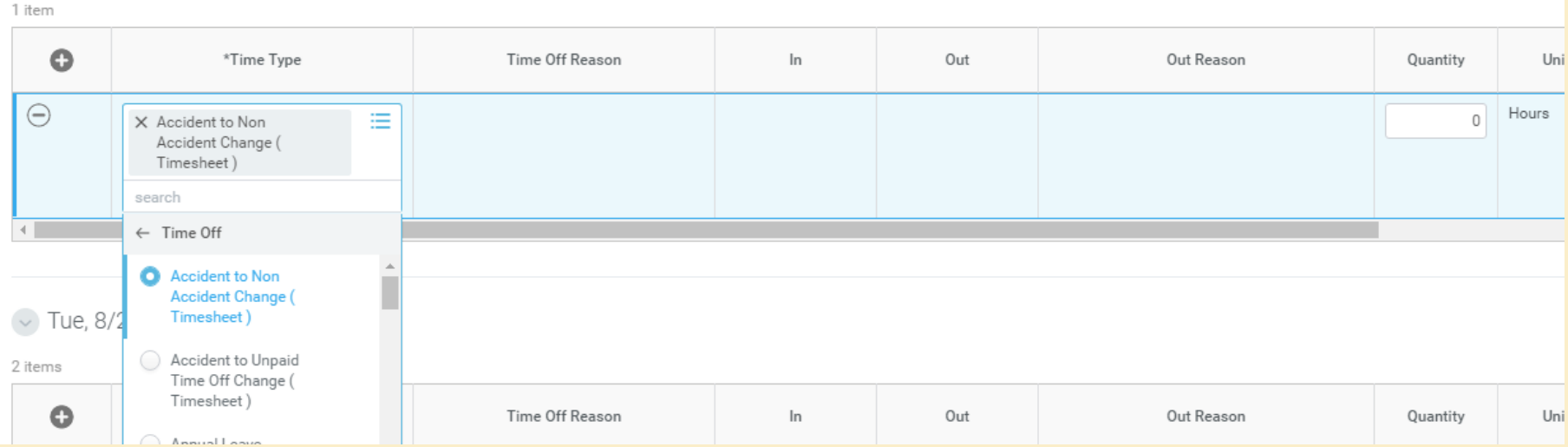


Accident Leave Corrections

Scenario 1: Accident Pay to Regular Leave

Step 3 Update the Timesheet

- New ***Time Off codes*** to use:
  - Accident to Non-Accident Change
  - Accident to Unpaid Time Off Change

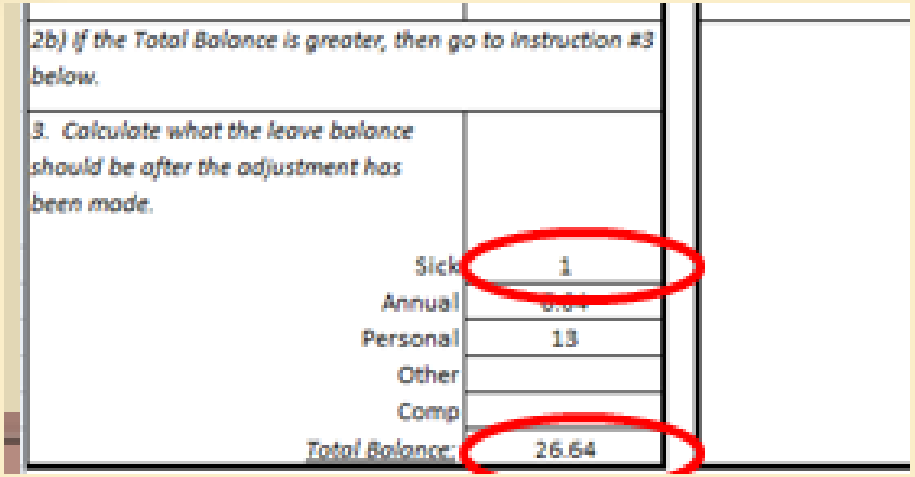


Accident Leave Corrections

Scenario 1: Accident Pay to Regular Leave

Step 4 Adjust Leave Balance

- ✓ Take the leave balance amounts in Part 3 of the Worksheet from Step 1 **Step 1** and enter the Appropriate Leave Balance Adjustments



2b) If the Total Balance is greater, then go to instruction #3 below.	
3. Calculate what the leave balance should be after the adjustment has been made.	
Sick	1
Annual	[illegible]
Personal	13
Other	
Comp	
Total Balance:	26.64

Accident Leave Corrections

Scenario 1: Accident Pay to Regular Leave

Step 5

Run New Memo Report

- Run new Workday Report: **Memo Report – Accident to Non Accident Change Report**

Memo Report - Accident to Non Accident Change

Organization	SPMS
Periods	10/26/2016 - 11/08/2016 (Bi-Weekly Regular)
Include Subordinat	Yes

Employee ID	Hours Changed from Accident to Paid Leave Hours	Already Paid Accident $ Amount	Payroll Period	Regular Hourly Rate	Paid Leave $ Amount (To Be Paid)	Hours Changed from Accident to Unpaid	Already Paid Accident $ Amount - For Unpaid Change	Amount State Owes - Accident to Regular Paid Leave Conversion	Amount Employee Owes - Accident to Unpaid Leave Conversion
W1111111	10	131.38	10/26/2016 - 11/08/2016 (Bi-Weekly Regular)	19.706438	197.06438	0	0	65.68438	0

Accident Leave Corrections

Scenario 1: Accident Pay to Regular Leave

Step 6

Submit Payroll Input

✓ ***Work with CPB first***

Submit Payroll Input

Area	All	Payroll Input Data+								
Restrictions	Required	Required	Optional	Optional	Required	Optional	Required	Optional	Required	Re
Format	Text	Text	Text	Y/N	YYYY-MM-DD	YYYY-MM-DD	Employee_ID	Position_ID	Earning_Code	D
Fields	Spreadsheet Key*	Row ID**	Batch ID	Ongoing Input	Start Date*	End Date	Worker*	Position	Earning*	D
	1	1	456788	n	2/15/2016	2/15/2016	W1088673	063203	REG-UNPD	
	2	1	456788	y	2/15/2016		W1088673	063203	RETRO-REG	
	3	1	456788	n	2/15/2016	2/15/2016	W1088673	063203	SALARY	

Accident Leave Corrections

Scenario 1: Accident Pay to Regular Leave

Step 7

Update "IWIF Approved Accident" LOA event in Workday

- If the LOA event is in Workday, then it may need to be rescinded (submit a ticket to the Workday ticketing system).
- If Accident Leave codes were on the Timesheet, in addition to a HR LOA event then you will need to work with CPB. The employee may have been paid twice.

1 item

Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave	First Day Back at Work
Paid > IWIF Approved Accident		08/21/2016	08/22/2016	08/31/2016	08/31/2016	09/01/2016

Accident Leave Corrections

Scenario 2: Regular Leave to Accident Pay (*Leonard McCoy*)

Step 1

Calculate the number of hours to convert: Use Worksheet

Scenario C

Regular Leave to Accident Pay	
Use this column if the employee used Regular leave to cover the leave of absence when it should have been Accident Pay.	
Instructions:	**# of Hours**
1. Enter the number of hours that need to be adjusted.	40
2. Enter the current leave balance.	
Sick	259.11
Annual	123.41
Personal	
Other	
Comp	
Total Balance:	382.52
3. Calculate what the leave balance should be after the adjustment has been made.	
Sick	259.11
Annual	123.41
Personal	
Other	40
Comp	
Total Balance:	422.52

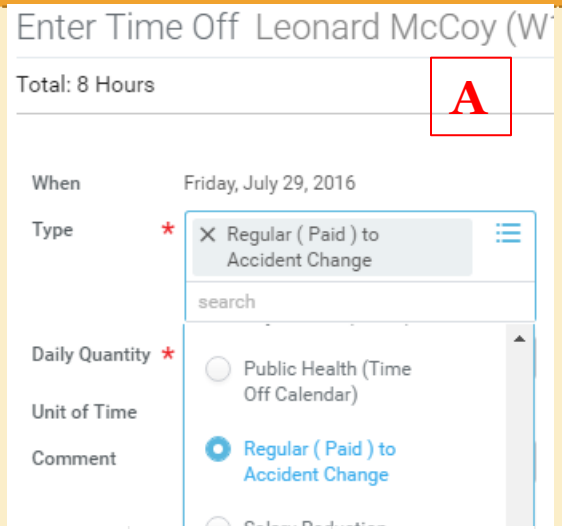
Accident Leave Corrections

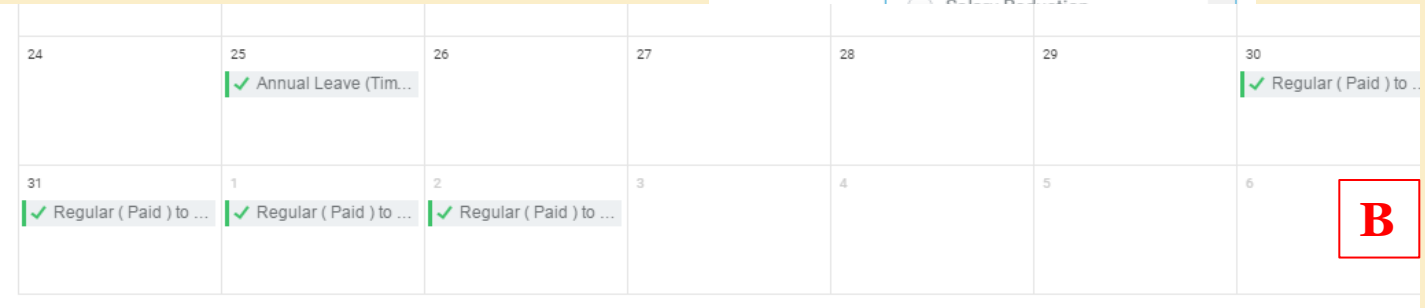
Scenario 2: Regular Leave to Accident Pay

Step 2

Update the Time Off Calendar

- ✓ **Go to Correct Time Off**



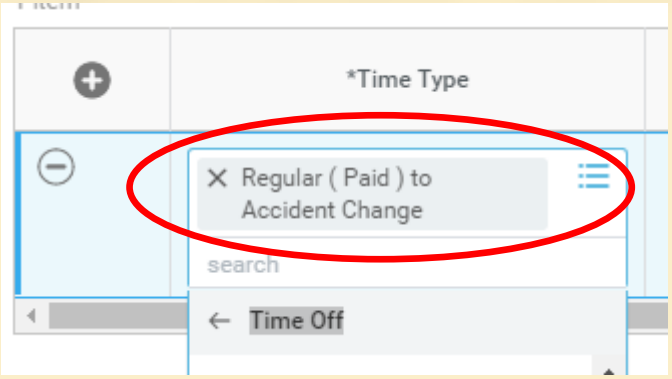


Accident Leave Corrections

Scenario 2: Regular Leave to Accident Pay

Step 3 Update the Timesheet

- New ***Time Off codes*** to use:
  - Regular (Paid) to Accident Change
  - Unpaid to Accident – Use IWIF Approved Accident Leave



Accident Leave Corrections

Scenario 2: Regular Leave to Accident Pay

Step 4 Adjust Leave Balance

- Take the leave balance amounts in Part 3 of the Worksheet from Step 1 **Step 1** and enter the Appropriate Leave Balance Adjustments

3. Calculate what the leave balance should be after the adjustment has been made.	
Sick	259.11
Annual	123.41
Personal	
Other	40
Comp	
Total Balance:	422.52

Accident Leave Corrections

Scenario 2: Regular Leave to Accident Pay

Step 5

Run New Memo Report

- Run new Workday Report: **Memo Report - Non Accident to Accident Change**

Memo Report - Non Accident to Accident Change							
Organization	SPMS						
Periods	10/26/2016 - 11/08/2016 (Bi-Weekly Regular)10/12/2016 - 10/25/2016 (Bi-Weekly Regular)						
Include Subordina	Yes						
Employee ID	**Hours Changed from Regular to Accident**	**Already Paid Regular $ Amount**	**Payroll Period**	**Accident $ Amount (To Be Paid)**	**Hours Changed from Unpaid to Accident**	**$ Amount For Unpaid to Accident**	**Amount Employee Owes - Reg Paid to Accident Conversion**
W9999999	48	912.59	10/26/2016 - 11/08/2016 (Bi-Weekly Regular)	1216.780896	0	0	-304.190896

Accident Leave Corrections

Scenario 2: Regular Leave to Accident Pay

Step 6

Submit Payroll Input

✓ ***Work with CPB first**

Submit Payroll Input

Area	All	Payroll Input Data+								
Restrictions	Required	Required	Optional	Optional	Required	Optional	Required	Optional	Required	R
Format	Text	Text	Text	Y/N	YYYY-MM-DD	YYYY-MM-DD	Employee_ID	Position_ID	Earning_Code	D
Fields	Spreadsheet Key*	Row ID**	Batch ID	Ongoing Input	Start Date*	End Date	Worker*	Position	Earning*	D
	1	1	456788	n	2/15/2016	2/15/2016	W1088673	063203	REG-UNPD	
	2	1	456788	y	2/15/2016		W1088673	063203	RETRO-REG	
	3	1	456788	n	2/15/2016	2/15/2016	W1088673	063203	SALARY	

Accident Leave Corrections

Scenario 2: Regular Leave to Accident Pay

Step 7 Update "IWIF Approved Accident" LOA event in Workday

✓It's NOT necessary to enter the Accident LOA event in Workday.

✓If another event needs to be rescinded (submit a ticket to the Workday ticketing system).

✓<u>Reminder:</u> If Accident Leave codes were on the Timesheet, in addition to a HR LOA event then you will need to work with CPB. The employee may have been paid twice.

1 item

Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave	First Day Back at Work
Paid > IWIF Approved Accident		08/21/2016	08/22/2016	08/31/2016	08/31/2016	09/01/2016

Accident Leave Corrections

Correction Steps:

Step 1	Calculate the number of hours to convert: Use Worksheet
Step 2	Update the Time Off Calendar
Step 3	Update the Timesheet
Step 4	Adjust Leave Balance
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Step 7	Update “IWIF Approved Accident” LOA event in Workday

Accident Leave Corrections

Finding Help:

Contact your agency's HR Coordinator
- ✓ Placing an employee on a LOA event
- ✓ Calculating Leave hours to convert

Contact your agency's time keeper.
- ✓ Correcting and Coding the time sheet with the appropriate time off code
- ✓ Adjusting Leave Balances

Contact agency Payroll Partners
- ✓ Run new Memo reports
- ✓ Payroll Inputs

Communication with HR, Managers, Timekeepers and Payroll is necessary!

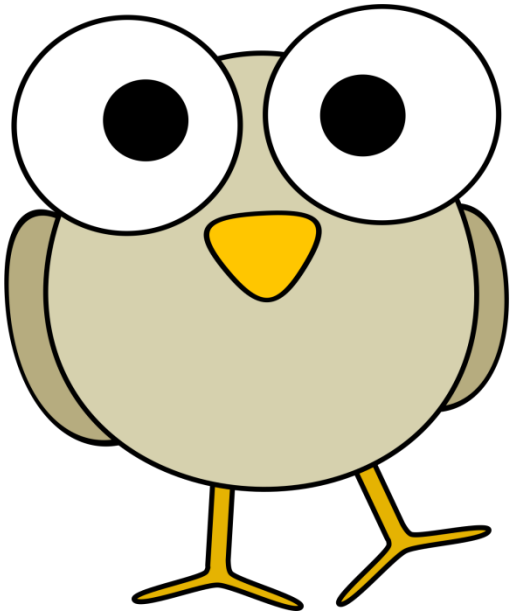
Accident Leave Corrections

Resources: WWW.DBM.Maryland.Gov/SPS

Click on Help Center:

- ✓ Job Aids for Accident Leave Corrections
- ✓ Accident Leave Corrections Presentation and Webinar
- ✓ Leave of Absence and Corresponding Time Off Codes Chart
- ✓ Processing Leave of Absence – Cause and Effect with Time Sheets Presentation and Webinar
- ✓ Link to SPS Help Desk

Questions and Answers



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Q: We have identified employees who were overpaid. Do we still need to follow all of these steps for these employees, or can we just change their timesheets by using the new Accident Leave Time Off code to prevent a negative going to CPB?

A: Not following all of the steps can result in Leave not being adjusted properly (plus or minus); and just changing the timesheet does not give the correct inputs for CPB. Remember that the original amount needs to be removed from one tax group and moved to the other.

Q: Is there a way for SPS/Workday to alert the time keeper that an HR action has been entered so nothing can be entered on the time sheet?

A: The SPS team is currently reviewing this.

Q: Do we still need to provide IWIF with physical timesheets?

A: Yes, This process has not change.

Q: Is there a way that when accident hours (over standard 80 hours) are being converted from regular hours that it can be adjusted over several pay periods to avoid a negative amount that needs to be taken at a later date?

A: Yes, the Agency coordinates with the employee to determine the amount to be taken out per pay period. And the Agency time keeper will submit a payroll input to the DBM Payroll Consolidation Unit for processing for each pay period applicable.

Q: MSP has been instructed NOT to use the time off calendar. Is there a work around in this case?

A: All historical T ime off is recorded on the Time off calendar whether it was entered on the time sheet or time off calendar. There is no work around for Time off correction.

Q: Is there a report that lets time keepers know that someone on accident leave?
A: There is a report called SPMS Workers on Leave that HRC Timekeepers and Payroll can run. There should be communications between HR and those who can enter time on the time sheet: employee, manager and timekeeper.

Q: What time of communication is required to CPB, memo, etc?
A: The communication process that has been established between the Agency and CPB has not changed.

Q: Can this all just be done on the time sheet?
A: No, since this process involves CPB and other factors that affect pay and the leave process, all 7 steps need to be done to avoid additional errors.

Q: Where can we find the worksheet you referred to in Step 1?
A: A job aid specific to Accident leave corrections can be found on the SPS website. The worksheet is on the job aid.

Q: How do you correct accident overpayment when a person is overpaid as a result of HR putting the person on LOA and the timekeeper entered it on timesheet?
A: Please submit a Workday ticket to further review the case.