



**Title:** Accident Leave Change  
**Functional Area:** Time Tracking  
**Roles:** Timekeeper, Payroll Partner

## Change Accident Leave to Non Accident Leave

Use this procedure to convert approved Accident leave taken to either paid or unpaid regular leave (e.g., Sick, Personal, Annual, etc.) in Workday.

### Process Overview

When an employee previously reported Accident Leave on an approved timesheet but it needs to be changed to paid and/or unpaid time off:

- The employee’s timesheet must be corrected,
- Leave balances need to be adjusted, and
- Payroll adjustments need to be made.
- Remove the “IWIF Approved Accident” LOA event from Workday.

The high-level steps to convert Accident Leave to Non-Accident Leave are listed below.

#	Process Step	Role	Task Description
1	Calculate the number of hours to convert to Non-Accident Leave	HRC/Timekeeper/Payroll Partner	Use the “Accident Pay Adjustment Worksheet” to determine how Accident should be converted.  <b>Note:</b> Leave conversion must be shared with the appropriate Timekeeper.
2	Update the Time Off Calendar	Timekeeper	Remove approved Accident Leave from the employee’s Time Off Calendar.
3	Update the Timesheet	Timekeeper	Update the timesheet as needed with appropriate Time Entry Codes. Use one of the following time off codes:  <ul style="list-style-type: none"> <li>a. Accident to Non-Accident Change</li> <li>b. Accident to Unpaid Time Off Change</li> </ul>
4	Adjust Leave Balance	Timekeeper	Adjust applicable leave balances. For example: Reduce regular time off balances as needed.
5	Run Memo Report – Accident to Non Accident Change Report	Timekeeper Payroll Partner	Run the <b>Memo Report – Accident to Non Accident Change Report</b> to verify paid and unpaid hours and amounts due to / due from employee.
6	Submit Payroll Input (if applicable)	Payroll Partner	Work with CPB to determine payment adjustments needed to employee payroll. Complete and submit a payroll input spreadsheet to DBM Payroll Consolidation Unit.
7	Remove the “IWIF Approved Accident” LOA in Workday	HRC	HRC submits ticket to DBM Shared Services to possibly rescind the event.

**Note:** See detailed procedure.



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## Calculate Accident Leave Conversion (Payroll Partner)

Use this procedure to calculate the number of hours to be converted to unpaid or paid leave by filling out the Accident Pay Adjustment Worksheet. You will use this process when changing employee's Time Type to an Accident Leave to Non-Accident Leave.

### Scenarios

1. Accident to Regular Time Off (Sick, Annual, Personal etc.)
2. Accident to Unpaid Time Off.

### Procedure:

1. Calculate the number of hours to be converted.
2. Fill out the "Accident Pay Adjustment Worksheet" below:

**Note:** Fill out Accident Pay Adjustment Worksheet below. This form is located on the SPS website under the Help Center section.

#### Accident Pay Adjustment Worksheet

Instructions: Verify the current leave balance, and select one of the scenarios to complete the worksheet. If the adjustment is a combination of paid and unpaid leave, then complete Scenario A and B.

Scenario A		Scenario B		Scenario C	
Accident Pay to Regular Leave		Accident Pay to Unpaid Leave		Regular Leave to Accident Pay	
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 the Accident Pay should be unpaid leave of absence.		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	Instructions:	# of Hours	Instructions:	# of Hours
1. Enter the # of hours that were used for Accident Pay	70	1. Enter the # of hours that were used for Accident Pay		1. Enter the number of Regular leave hours that were used.	
2. Enter the current leave balance.		2. Verify the leave balance is zero.		2. Enter the current leave balance.	
Sick	71	Sick		Sick	
Annual	6.64	Annual		Annual	
Personal	13	Personal		Personal	
Other		Other		Other	
Comp		Comp		Comp	
<b>Total Balance:</b>	90.64	<b>Total Balance:</b>		<b>Total Balance:</b>	
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 <u>Unpaid Leave</u> . 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.				3. Calculate what the leave balance should be after the adjustment has been made.	
Sick	1			Sick	
Annual	6.64			Annual	
Personal	13			Personal	
Other				Other	
Comp				Comp	
<b>Total Balance:</b>	20.64			<b>Total Balance:</b>	



## Update the Time-Off Calendar (Timekeeper)

Use this procedure to update the Accident Leave time off that **has already been approved on the timesheet**. This includes previously approved time off entered on the timesheet.

### Procedure:

1. Search for the employee and navigate to the Correct Time Off task.

#### Correct Time Off Calendar

ccCorrect Time Off Tina Fey (W1234567) ...

Today < > October 2016

Balance as of 10 / 26 / 2016

67.77 Hours

Balance Per Plan

Annual Leave 13.86 Hours

Bone Marrow Donation Time Off Plan 0 Hours

Cash Overtime (FLSA) Compensatory Time 0 Hours

Compensatory Holiday Time 0 Hours

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25		26	27	28	29	30	1
2		3	4	5 ✓ IWIF Approved Accident...	6 ✓ IWIF Approved Accident...	7 ✓ IWIF Approved Accident...	8
9		10 ✓ IWIF Approved Accident...	11 ✓ IWIF Approved Accident...	12	13	14	15
16		17	18	19	20	21	22
23		24	25	26	27	28	29
Request Time Off	30	31					

2. Click the IWIF Approved Accident Leave that needs to be removed from time block(s).
3. Click the minus button to remove the row on the row with accident leave that you want to remove.

4. Click the **Continue**  button.

5. Click the **Submit**  button.

6. Review changes made and, then submit.

7. Click the **Done**  button.

**Note:** These **must** be approved by the Timekeeper Approver before moving to the next step.

8. This task is complete; proceed to the next step **“Update the Timesheet”**.



## Update the Timesheet (Timekeeper)

Use this procedure to update the timesheet. The Timekeeper will need to change the time off code from Accident Leave to Non-Accident Leave.

### Procedure:

1. Search for the employee and navigate to the employee's timesheet.

#### Enter Time for Worker

← Enter Time Tina Fey (W1234567) ...

Total Hours 0  
Week Oct 5 - 11, 2016

Wed 0 Thu 0 Fri 0 Sat 0 Sun 0 Mon 0 Tue 0

Previous Week Next Week

Wed, 10/5  
2 items

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit
⊖	ⓧ Non-Exempts: Regular				Meal	0	Hours
⊖	Non-Exempts: Regular				Out	0	Hours

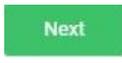
Thu, 10/6  
2 items

Next Auto-fill from Prior Week Cancel

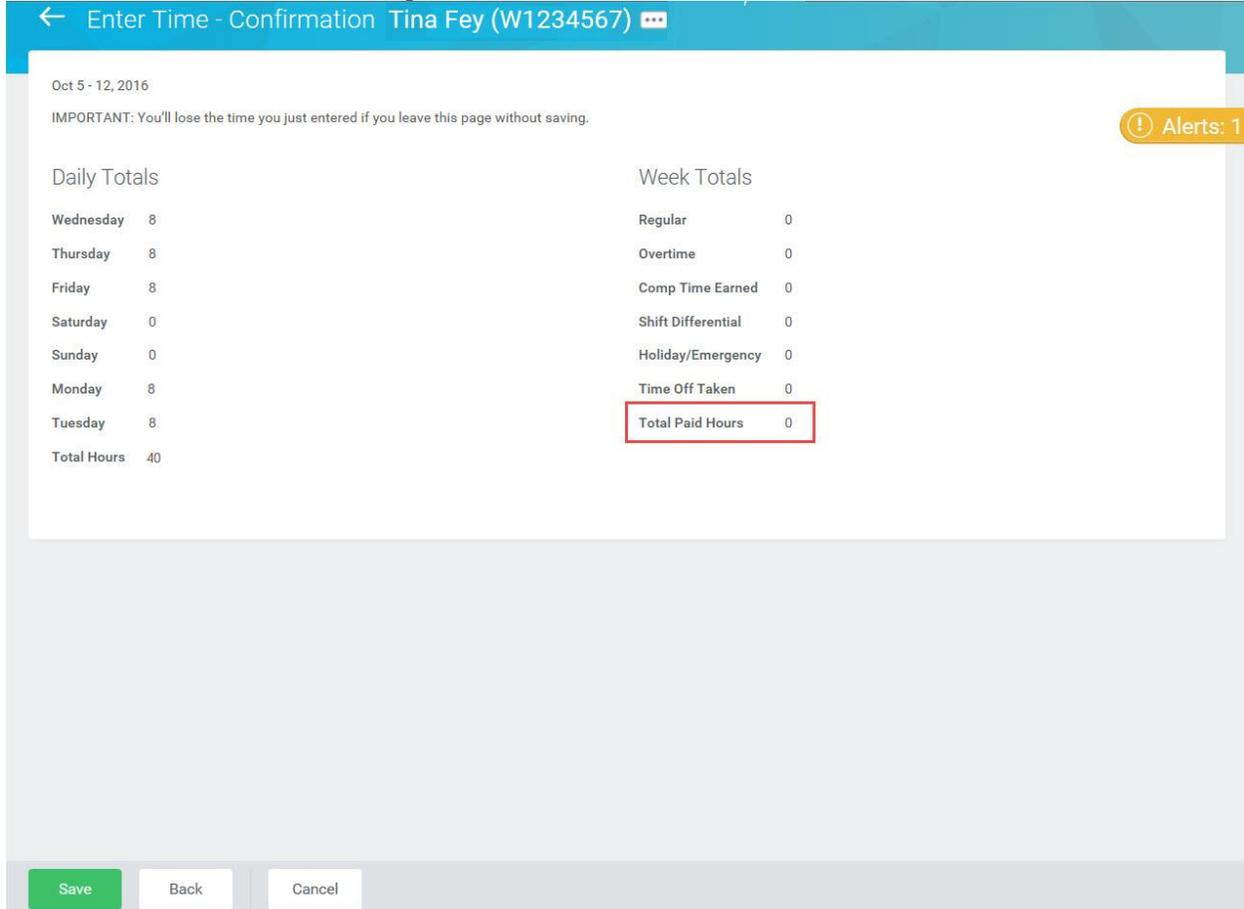
**Note:** Daily Totals will reflect changes made to the Time Off Calendar.

2. For each removed Accident Leave on the Time Off Calendar, you will need to do the following
  - a. Remove the blank row.
  - b. Click the plus sign to add a new row. Then, select the appropriate accident leave correction time off code:
    - *Accident to Non Accident Change (Timesheet):* To convert Accident Leave to Paid Leave.
    - *Accident to Unpaid Time Off Change ( Timesheet ):* To convert Accident to Unpaid Leave

**Note:** You can enter combination of the two on a day if needed,
  - c. Enter the number of hours in the Quantity field.

d. Click the Next  button.

### Enter Time Confirmation Page



← Enter Time - Confirmation Tina Fey (W1234567) 

Oct 5 - 12, 2016

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

**Daily Totals**

Wednesday	8
Thursday	8
Friday	8
Saturday	0
Sunday	0
Monday	8
Tuesday	8
<b>Total Hours</b>	<b>40</b>

**Week Totals**

Regular	0
Overtime	0
Comp Time Earned	0
Shift Differential	0
Holiday/Emergency	0
Time Off Taken	0
<b>Total Paid Hours</b>	<b>0</b>



3. Review the Daily and Week totals.

- The **Daily Totals** section reflects the hours entered to change Accident Leave.
- The **Week Totals** section reflects the next payment effect due to updated timesheet. The total Paid Hours should be reduced by the number of hours converted.

4. Click the **Save**  button.

5. Submit the timesheet for approval.



The timesheet must be approved in order for changes to take effect in payroll.

6. This task is complete; proceed to the next step "**Adjust Leave Balance**".

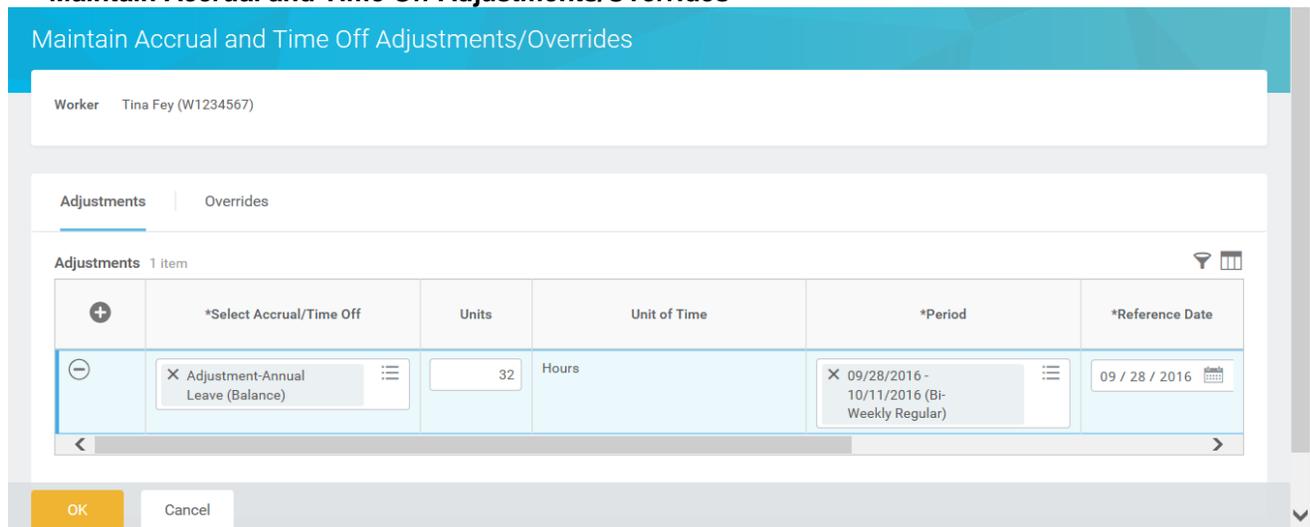
## Adjust Leave Balance (Timekeeper)

Use this procedure to adjust the employee's paid leave. After the employee's timesheet has been corrected and approved. Use the Maintain Accrual and Time Off Adjustment/Override to complete this task.

### Procedure:

1. Use the worksheet to determine how Accident Leave hours were converted and reduce the leave balances appropriately.
2. Search for the employee and navigate to the employee's Maintain Accrual and Time Off Adjustment/Overrides task.

### Maintain Accrual and Time Off Adjustments/Overrides



Worker Tina Fey (W1234567)

Adjustments | Overrides

Adjustments 1 item

	*Select Accrual/Time Off	Units	Unit of Time	*Period	*Reference Date
+	X Adjustment-Annual Leave (Balance)	32	Hours	X 09/28/2016 - 10/11/2016 (Bi-Weekly Regular)	09 / 28 / 2016

OK Cancel

3. On the Adjustments tab, click the Add Row  icon to add a row for an adjustment.
4. Then, complete the following fields:
  - **Select Accrual/Time Off:** Use the prompt  to select the **Accrual/Time Off**.
  - **Units:** Enter the amount you are adjusting in the **Units** field.
    - **To subtract from the balance** (e.g., for leave bank donation) enter the unit as a positive number e.g. "5" to subtract 5 hours from the balance use for Regular to Accident Leave Change.
  - **Period:** Use the prompt  to select the period for the adjustment to reflect the change that was made on the timesheet.
5. Click the OK  button.



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### Maintain Accrual and Time Off Adjustments/Overrides

Maintain Accrual and Time Off Adjustments/Overrides

Worker Tina Fey (W1234567)

Adjustments | Overrides

Adjustments 1 item

Select Accrual/Time Off	Units	Unit of Time	Period	Reference Date	Comment
Adjustment-Annual Leave (Balance)	32	Hours	09/28/2016 - 10/11/2016 (Bi-Weekly Regular)	09/28/2016	Accident Leave to Non Accident Leave Change Update

Done

6. Click the **Done**  button.
7. View the updated leave balances. Verify that the appropriate balance was updated.
8. This task is completed; proceed to the next step “**Memo Report – Accident to Non Accident Change Report**”.

## Memo Report – Accident to Non Accident Change Report (Payroll Partner & Timekeeper)

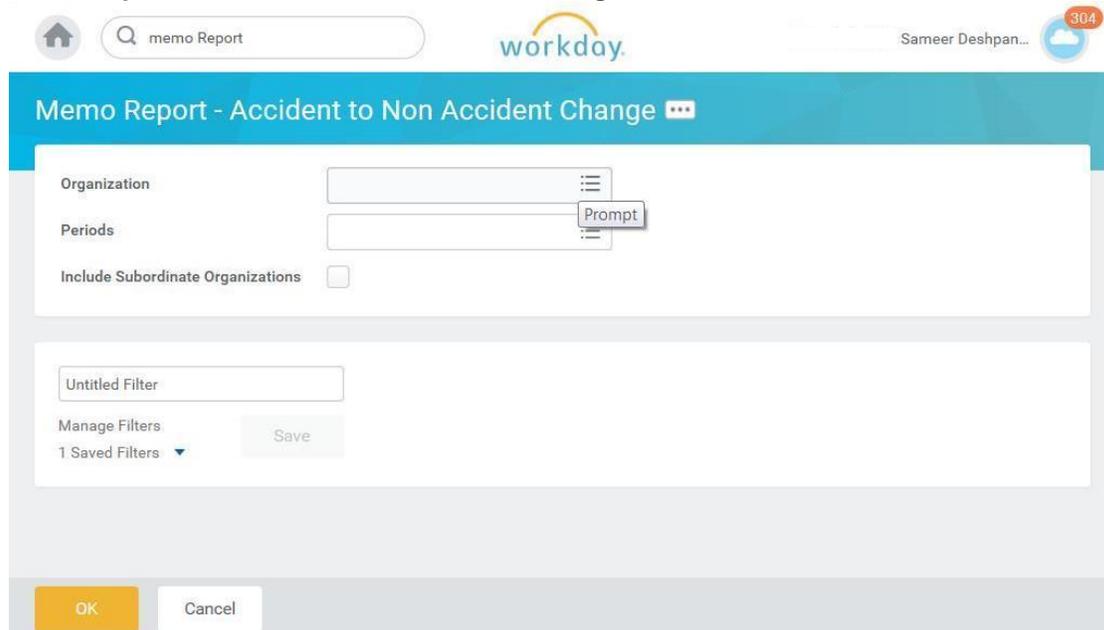
Use this process to run the report to verify the information changed correctly. Based on the changes you made, this report will reflect that you made following changes:

1. Removed the employee’s Approved Accident Leave from Time Off Calendar.
2. Updated the Timesheet with the “Accident to Non Accident Change (Timesheet) or Accident to Unpaid Time Off Change (Timesheet)” code.
3. Updated the employee’s leave balance(s).

### Procedure:

1. To run the report, type the name of the report in the search field.
2. Click the magnifying glass to search the report.
3. Click on the Memo Report – Accident to Non Accident Change Report hyperlink.

#### Memo Report - Accident to Non Accident Change



4. Type SPMS in the Organization field.
5. Click the **SPMS**  radio button.
6. Click the prompt  to select the Periods.
7. Click the Current Periods in Progress option.
8. Click the checkbox  to select the current pay period.
9. Click the checkbox  Include Subordinate Organizations.
10. Click the **OK**  button.



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11. View the report to make sure all changes are accurate.

**Memo Report - Accident to Non Accident Change**

Full Legal Name	Employee ID	Supervisory Organization	Hours Changed from Accident to Non Accident PAID Hours	Accident Dollar Amount (Already paid)	Payroll Period	Regular Hourly Rate	Paid Leave \$ amount (to be paid)	Hours Changed from Accident to Unpaid	Dollar Amount For Accident to Unpaid Change	Amount State Owes - Accident to Regular Paid Conversion
Tina Fey	W1234567	DHMH - SHC - Nursing - Hitchman D	0	0	10/12/2016 - 10/25/2016 (Bi-Weekly Regular)	22.391849	0	48	716.54	0
Roy Clark	W1234571	HMH - GHC - NURSING - Supv NOYES	16	143.17	10/12/2016 - 10/25/2016 (Bi-Weekly Regular)	13.421781	214.748496	0	0	71.578496

Name of Field	Field Descriptions
Full Legal Name	Employees Legal Name who has an Accident Leave change
Employee ID	Employee's "W" number. Remember to verify the employee's W#.
Supervisory Organization	The Supervisory Organization that the employee belongs to.
Hours Changed from Accident to Non Accident Paid Hours	The number Accident Hours that was previously reported then changed to Non Accident Paid Hours. (e.g. Annual, Sick, Personal Comp time leave).
Accident Dollar Amount (Already paid)	The hourly rate times the number of Accident Leave hours taken.
Payroll Period	The payroll dates that the Accident Leave time reported on the Timesheet or Time Off Calendar
Regular Hourly Rate	The employee's regular hourly wage.
Paid Leave \$ amount (To be paid)	The amount of paid leave (e.g. annual, sick etc.) to be paid times the number of hours taken.
Hours Changed from Accident to Unpaid	The number of paid leave hours changed from Accident Leave to Unpaid time off. <b>Note:</b> This only occurs if the employee has no paid leave.
Dollar Amount For Accident to Unpaid Change	The hourly rate times the number of accident leave hours taken.
Amount State Owes - Accident to Regular Paid Conversion	The amount paid to the employee when the time off/time entry code has been converted from Accident to paid leave time.

12. This task is completed; proceed to the next step "**Submit Payroll Input**" (if applicable).



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## Submit Payroll Input (Payroll Partner)

Use the Submit Payroll Input procedure to make Accident Leave Adjustments. After completing the Accident Leave Worksheet, the results may reflect employee owing the State money or the State owing money to the employee. Use this process when applicable.

### Procedure:

1. Communicate with CPB first that this will be coming using any agency procedures already in place. Follow any agency procedures to notify the employee.
2. Complete the Payroll Input spreadsheet. Make sure to use the appropriate Earning code.

Submit Payroll Input									
Area	All	Payroll Input Data*							
Restrictions	Required	Required	Optional	Optional	Required	Optional	Required	Optional	Required
Format	Text	Text	Text	Y/N	YYYY-MM-DD	YYYY-MM-DD	Employee_ID	Position_ID	Earning_Code
Fields	Spreadsheet Key*	Row ID**	Batch ID	Ongoing Input	Start Date*	End Date	Worker*	Position	Earning*
	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

3. Save the Payroll Input spreadsheet with the following name convention
  - a. **Initial File Name:**  
 Payroll Input + Agency Acronym + PPE Date + "CT" or "RG"  
*Example: Payroll-Input-DBM-PPE060716-RG.xls*
  - b. **Correction File Name:**  
 Payroll Input + Agency Acronym + PPE Date + "CT" or "RG" + "CORRECTION"  
*Example: Payroll-Input-DBM-PPE060716- RG-CORRECTION.xls*
4. Submit the Payroll Input Spreadsheet to DBM Payroll Consolidation Unit via email.  
 The **Email Address:** [dbm.payroll@maryland.gov](mailto:dbm.payroll@maryland.gov).  
 Note: Follow the Payroll schedule. Email the spreadsheet at the payroll deadline when the change was made.



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5. Remove the "IWIF Approved Accident" LOA event from Workday if applicable by submitting a SPS Shared Services ticket. Review the Leave of Absence and Corresponding Time Off Codes Chart located on the SPS website under help center.
  
6. This System Task is completed!