



# Accident Leave in Workday

# Covered Topics



- ✓ Best Practice
- ✓ Processing Continuous Accident LOA concurrently with FMLA in Workday
- ✓ Processing Intermittent Accident leave in Workday
- ✓ Extending Accident and Temporary Total Disability leave
- ✓ Correcting Accident pay and time codes that were incorrectly applied on the *timesheet*.



# Suggested Best Processes Outside of Workday



- Eliminate **backdating** of transactions:
  - Hires
  - Terminations
- Start new employees at the **beginning** of a pay period whenever possible
- Ensure that **contractual** start and end dates are audited regularly
- Ensure that employee and HR fields are not **missing data**
  - Include data validation as part of a weekly or monthly maintenance
- **Good communications:** supervisors and managers are timely notifying HR of employee events
  - Train Supervisors and Managers
- Refrain from processing HR transactions during the “**dead zone**”
  - The “dead zone” is the **last five calendar days of a pay period.**

# Summary of IWIF in Workday



## Continuous LOA Event vs. Timesheet Entry

	<i><b>IWIF Pending</b></i>	<i><b>IWIF Approved</b></i>
<b>IWIF</b>	Timesheet Entry	LOA Event
<b>FMLA</b>	None	Timesheet Entry

# Capturing FMLA on Timesheet vs LOA Event



## **FMLA runs concurrently with IWIF Approved Accident leave**

- FMLA will be unpaid and not paid, because IWIF Approved Accident LOA will pay the employee. (FMLA covers the job protection piece of the IWIF claim.)
- While on paid IWIF Approved Accident LOA, the employee will still be able to pay for the benefits directly from the employee's paycheck.
- If an unpaid FMLA event is entered in Workday, then it will unnecessarily trigger a Benefits event. Instead, the unpaid FMLA will be captured on the timesheet to prevent triggering a Benefits event to the employee.

# Capturing FMLA on Timesheet vs LOA Event (continue)



**IMPORTANT: This is the ONLY time FMLA is not captured as a LOA event in Workday.**

- FMLA must be concurrent with IWIF Approved Accident leave
- All other types of leave of absence will be captured as an LOA event in Workday.

**NOTE:** The timekeeper will have to adjust the employee's leave accrual while using unpaid FMLA on the timesheet.



**NOTE:** If the employee does not have sufficient FMLA to cover the IWIF Approved Accident Leave, then leave the timesheet blank.  
(Workday will display an Alert message on the timesheet, if the employee does not have sufficient FMLA.)

# Accident Leave Process



- ❖ **Outside of Workday:** Employees must complete a 1<sup>st</sup> Report of Injury. Agency HR must file injury report electronically online.
- ❖ **IWIF Pending:** In the event an employee has a **work** injury, Accident Leave should be **granted pending** the determination by IWIF; captured on timesheet.
- ❖ **IWIF Approved:** If IWIF approves Accident claim, then enter the Accident Leave **event** in Workday using the date IWIF as the First Day of Leave.
- ❖ **IWIF Denied:** If IWIF denies the Accident claim, then work with timekeepers to make corrections.
- ❖ Accident Leave may run concurrent with FMLA.

**Note:** Accident Leave is NOT for personal accidents; must be during the actual performance of duties.

# Accident Leave Scenarios



- **Scenario 1: Continuous IWIF Approved Accident Leave**
  - Extending IWIF Approved Accident Leave
  - Processing Temporary Total Disability
  - Extending TTD LOA (unpaid LOA) – New Process
  - Termination
  
- **Scenario 2: IWIF Denied Accident Leave**





# **Processing Continuous IWIF Approved Accident Leave & FMLA**

# Accident Leave Process: IWIF Approved & FMLA



- ❖ **Outside of Workday:** Employee completes a 1<sup>st</sup> Report of Injury and the Agency HR files injury report electronically online.
- ❖ **IWIF Pending:** As of the **injury date**, use ***IWIF Approved Accident Leave (Timesheet)*** code on the employee's *Timesheet*
- ❖ **IWIF Approved:** HRC will enter the Accident *LOA event* in Workday using the date **IWIF notifies HR** that the claim has been approved.
  - ❖ ***IWIF Approved Accident Leave (Timesheet)*** code is **no longer used** on the timesheet
  - ❖ Unpaid FMLA (zFMLA code) is recorded on the *Timesheet* , **NOT an LOA event**

# Accident Leave Process: IWIF Approved & FMLA (continue)



FMLA runs concurrently with IWIF Accident leave, if it has been approved as a qualifying event.

After IWIF approves, HRC will instruct the employee, manager and/or timekeeper to code the *timesheet* using zFMLA (Leave without Pay), starting with the date IWIF notified HR.

***\*FMLA will NOT be an LOA Event***



# Scenario 1: IWIF Approved & FMLA



**Injury Date:** 12/13/2017

**IWIF Approved Claim on:** 12/27/2017

**Claim Approved Until:** 2/1/2018

- Use IWIF Approved Accident Leave (Timesheet) starting with 12/13/2017.
- On 12/27/2017, IWIF **notifies** HR that the claim is approved until Thursday, February 1, 2018.
- HRC will enter the Accident LOA event in Workday
  - First Day of Leave is 12/27/2017
  - Estimated Last Day of Leave is 2/1/2018.
- Use zFMLA Leave Without Pay (Timesheet) on timesheet from 12/27/2017 to 2/1/2018.

# Scenario 1: IWIF Approved & FMLA (continue)



## While IWIF is Pending Approval:

- Use *IWIF Approved Accident Leave (Timesheet)* starting with 12/13/2017, date of injury, until notification from IWIF.
- Add “*Pending IWIF Approval*” in Comment field.

	<i>IWIF Pending</i>	<i>IWIF Approved</i>
<i>IWIF</i>	Timesheet Entry	LOA Event
<i>FMLA</i>	None	Timesheet Entry

+ Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags	Comment
- IWIF Approved Accident Leave (Timesheet)		08:00 AM	12:00 PM		4	Hours		Pending IWIF Approval
- X IWIF Approved Accident Leave (Timesheet)		12:30 PM	04:30 PM		4	Hours		Pending IWIF Approval

# Scenario 1: IWIF Approved & FMLA (continue)



## IWIF Approves the Claim and notifies HR (in this example on 12/27/2017)

- **Stop** using the time off code on the timesheet (this will NOT be corrected).
- HRC will enter Accident LOA in Workday.
- FMLA is entered on the timesheet.

The diagram illustrates the transition from a pending IWIF claim to an approved one. It features a 2x2 grid of cells. The top-left cell is white and contains the text 'IWIF Pending'. The top-right cell is yellow and contains the text 'IWIF Approved'. The bottom-left cell is yellow and contains the text 'IWIF Timesheet Entry'. The bottom-right cell is yellow and contains the text 'LOA Event'. A red dashed circle encircles the top-left and bottom-left cells, while another red dashed circle encircles the top-right and bottom-right cells. The text 'None' is positioned between the two columns, centered vertically between the top and bottom rows.

	<i>IWIF Pending</i>	<i>IWIF Approved</i>
<b>IWIF</b>	Timesheet Entry	LOA Event
<b>FMLA</b>	None	Timesheet Entry

# Scenario 1: IWIF Approved & FMLA (continue)



## HRC enters the IWIF Approved Accident leave event in Workday:

- First Day of Leave is 12/27/2017 (Date IWIF Notified HR)
- Estimated Last Day of Leave is 2/1/2018
- Use “*Paid > IWIF Approved Accident*”

The screenshot shows the 'Place Worker on Leave' form for Lucy van Pelt (W1111111). The form includes the following fields:

Field	Value
Last Day of Work	12 / 26 / 2017
First Day of Leave *	12 / 27 / 2017
Estimated Last Day of Leave *	02 / 01 / 2018
Leave Type *	X Paid > IWIF Approved Accident

Below the main form, there are sections for 'Leave Impact', 'Payroll Effect' (checked), and 'Supporting Documents'. A red arrow points to the 'First Day of Leave' field.

# Scenario 1: IWIF Approved & FMLA (continue)



## Concurrent FMLA with IWIF Approved Accident Leave:

- Manager, Employee or Timekeeper will use zFMLA Leave Without Pay (Timesheet).
  - In this example, zFMLA Leave Without Pay (Timesheet) will be coded from 12/27/2017 to 2/1/2018.

Wed, 12/27

1 item

+	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit
-	zFMLA Leave Without Pay (Timesheet)		08:00 AM	04:00 PM		8	Hours



# Avoid Double Accident Pay



Once the employee is on Paid > IWIF Approved Accident LOA, **DO NOT** use IWIF Approved Accident Leave (Timesheet) time off code.

**The LOA event will automatically pay the employee Accident pay.**

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 <u>NOT</u> 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.	<b>IWIF Approved Accident</b>	Continuous	Paid	No	Use:  <b>Paid&gt; IWIF Approved Accident</b>	<p><b>Only use zFMLA Leave Without Pay (Timesheet)</b></p> <p>*The IWIF Approved Accident LOA event in Workday will automatically pay the worker for IWIF Approved accident.</p>	N/A



# **Extending Continuous IWIF Claim & Processing Intermittent IWIF**

# Extending IWIF Approved Accident Leave



IWIF Approved Accident Leave may be approved up to six months; and may be extended for an additional six more months.

1. Complete a Return Worker from Leave event to close the initial LOA event.
2. Complete a second *Paid > IWIF Approved Accident* LOA event in Workday.

*\*See NOTE #6 on the Leave of Absence and Corresponding Time Off Codes chart located on the SPS website for instructions.\**

# Processing Intermittent IWIF Approved Accident Leave



The employee's doctor may approve the employee to return to work, but may required additional treatments related to the IWIF Approved Accident claim.

1. Complete a Return Worker from Leave event to close the initial LOA event.
  2. Complete a *Paid > Intermittent Time Off Approval Range* LOA event in Workday.
- ❖ Use IWIF Approved Accident Leave (Timesheet) time off code to capture the Accident pay.

Leave of Absence and Corresponding Time Off Codes

The **Leave of Absence and Timesheet Time Off Time Codes Guideline** provides instructions on which time off codes to use for each Leave Type. This includes instructions on how to code the timesheet when the Leave of Absence follows the 7 Day increment.

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 <b>NOT</b> 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.	<b>IWIF Approved Accident</b>	Intermittent	Paid	No	Use: <b>Paid&gt;Intermittent Time Off Approval Range</b>	Use: <b>IWIF Approved Accident Leave (Timesheet)</b>	N/A



# Temporary Total Disability

# Processing Temporary Total Disability



Temporary Total Disability (TTD) is a leave of absence event that requires approval and documentation from IWIF.

1. Complete a Return Worker from Leave to close the Paid > IWIF Approved Accident LOA.
2. Complete a *Unpaid > Temporary Total Disability (Unpaid)* LOA event in Workday.
3. Attach IWIF approved documentation with the date range of the TTD (including the end date) to Workday in 2 possible locations:
  - Place Worker on Leave page
  - Worker History > Maintain Employee Documents page

# Upload IWIF Documentation: Place Worker on Leave Page



Place Worker on Leave Lucy van Pelt (W1111111) Actions

Last Day of Work 01 / 21 / 2018

First Day of Leave \* 01 / 22 / 2018

Estimated Last Day of Leave \* 06 / 15 / 2018

Leave Type \* Unpaid > Temporary Total Disability (Unpaid)

Leave Impact

Payroll Effect

Absence Accrual Effect

Benefit Effect

**Supporting Documents**

Click to Expand






Click the *Supporting Documents* tab

Click the Plus  icon

Click the Attach  button

Supporting Documents

1 item

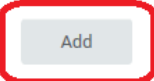
	Supporting Documents	Comment	File
		<input type="text"/>	

# Upload IWIF Documentation: Worker History > Maintain Employee Documents





Click the Add  button.

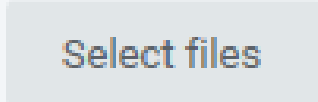
Maintain Worker Documents Lucy van Pelt (W1111111) Actions

 Add

Reviewed Documents

Standard Documents 2 items

Document	Effective Date	Document Attachment	Signature Type	Signed By
<a href="#">MD Remote/Mobile Access Policy</a>	11/11/2014	 Remote Access Policy Final.pdf	Acknowledgment	Lucy van Pelt (W1111111)
<a href="#">Confidentiality Agreement for SPS Users</a>	11/11/2014	 Confidentiality statement for SPS users Final (1).pdf	Acknowledgment	Lucy van Pelt (W1111111)

Click the  Select files button.

Add Worker Document Lucy van Pelt (W1111111) Actions

Drop files here

or





# Processing Temporary Total Disability

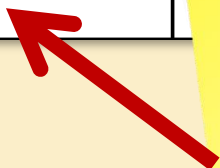


Once the employee is on Unpaid > Temporary Total Disability LOA, **DO NOT** use the TTD time off code on the timesheet.

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 <u>NOT</u> Entered by HR
Leave due to a Temporary Partial Disability. Can occur after IWIF Approved Accident.  <b>Note:</b> Leave accruals are calculated after the employee returns from TTD. The agency will calculate and process a leave balance adjustment	<b>Temporary Total Disability</b>	Continuous	Unpaid	No	Use:  <b>Unpaid&gt;Temporary Total Disability (Unpaid)</b>  * Place a note in the Comments section of the actual approved leave dates.	Use:  Leave the timesheet blank  *Because the TTD Leave is entered by HR, no time off code is required on the timesheet.	NA

Timekeepers will adjust leave accruals after the employee returns from TTD.



# Extending TTD LOA – New Process



**DO NOT** complete a return from leave event and enter a second LOA event to extend an unpaid LOA event.

- Returning the employee to close the first unpaid LOA event, and /or entering a second unpaid LOA event, or rescinding the unpaid LOA event **will negatively impact an employee's benefits eligibility.**
- Once an unpaid LOA event is entered in Workday, **do not** make any changes or corrections to the event.
- Extending an unpaid LOA or any corrections needs to be corrected by DBM Shared Services.
  - Submit a ticket to SPS Shared Services Support ticketing system at:  
*[http://spshelp.dbm.md.gov/login/create\\_request#/ticket-form/20341](http://spshelp.dbm.md.gov/login/create_request#/ticket-form/20341)*



# Termination

# Terminating Employee



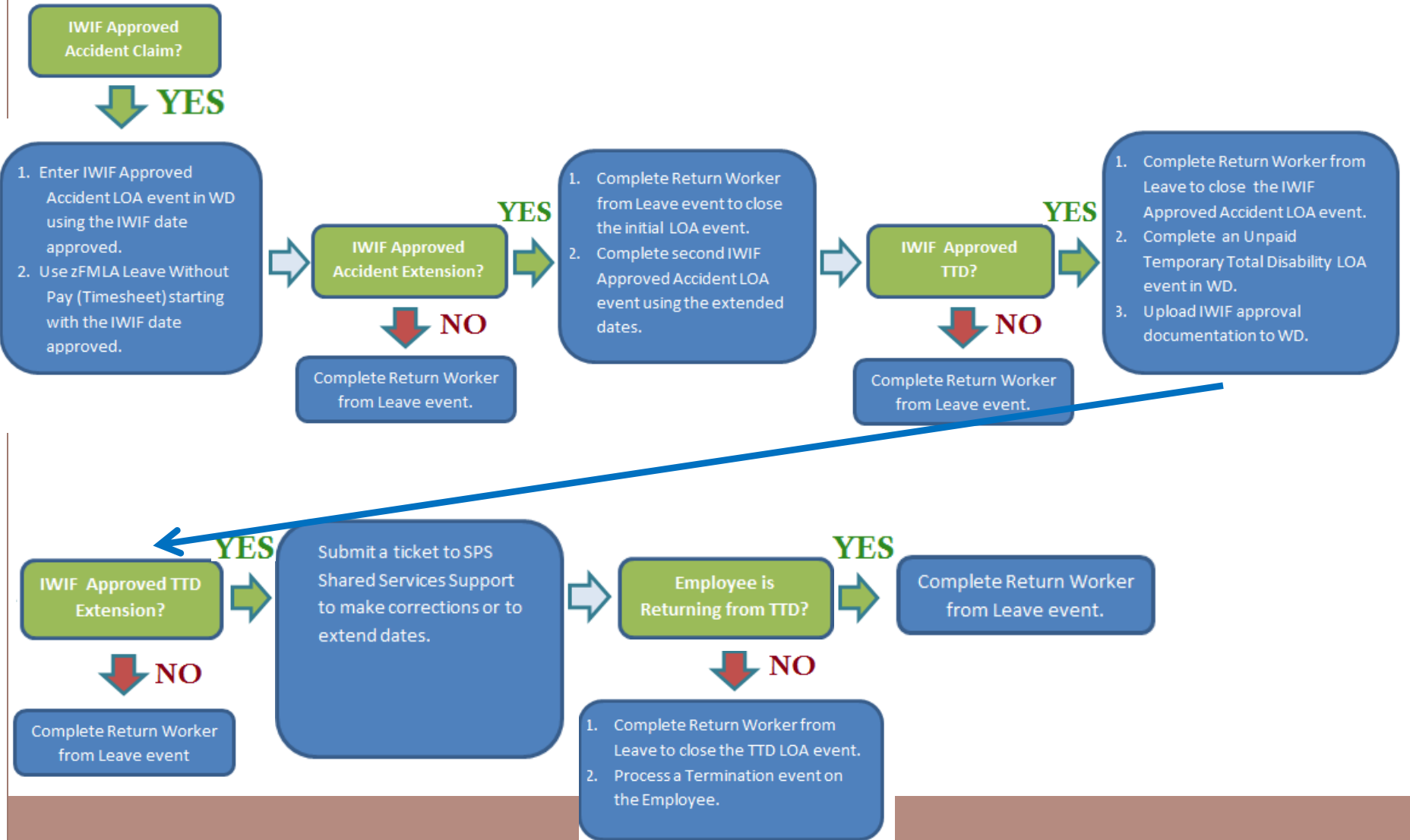
## **Processing an employee who will not return to work from TTD:**

1. Complete a Return Worker from Leave event to close the Temporary Total Disability LOA event.
2. Complete a Termination event on the employee.



# IWIF Approved Accident & FMLA Flow Chart

During the IWIF pending approval period, use the IWIF time off code on the timesheet. If IWIF approves the claim, then use the flow chart below.





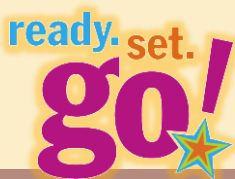
# Processing IWIF Denied Accident Leave

# Accident Leave Corrections



## Items to Remember:

- ✓ Employees, because of the approval process or just errors, can be incorrectly assigned Accident Leave or should have been assigned Accident Leave on the *Timesheet*.
- ✓ 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 .





# Accident Leave Corrections



## Types of Corrections for Accident Pay

- **Accident Pay to Regular Leave – Scenario 2A:**
- **Accident Pay to Unpaid Leave**
- **Regular Leave to Accident Pay – Scenario 2B:**

# 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

After Timesheet adjustments are approved and payroll is recalculated

# Accident Leave Corrections



## Scenario 2A: Accident Pay to Regular Leave

Step 1

Calculate the number of hours to convert: Use Worksheet

### 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 hours that need to be adjusted.	
2. Enter the current leave balance.	71	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 <u>Unpaid Leave</u> .			
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.	1			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>

70 hours of Accident pay will be adjusted from the Sick leave balance

# Accident Leave Corrections



## Scenario 2A: Accident Pay to Regular Leave

Step 2

Update the Time Off Calendar

✓ Go to *Time and Leave > Correct Time Off*

Click on the IWIF Approved Accident Leave time off code that needs to be corrected.

Click the Minus icon to remove the IWIF Approved Accident Leave time off code.

21	22	23	24
✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...
✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...
28	29	30	31
✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...
✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...	✓ IWIF Approved Accident ...

Sunday, August 28, 2016

Select All  1 selected

1 item

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sunday, August 28, 2016	IWIF Approved Accident Leave
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[-]

IWIF Approved Accident Leave (Timesheet)

In \* 10:00 PM

Out \* 12:00 AM

Comment Worker's Comp Leave

Details

Continue Cancel

# Accident Leave Corrections



## Scenario 2A: 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

1 item

*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Uni
					<input type="text" value="0"/>	Hours

search

← Time Off

- Accident to Non Accident Change ( Timesheet )
- Accident to Unpaid Time Off Change ( Timesheet )
- Annual Leave

Tue, 8/2

2 items

Time Off Reason	In	Out	Out Reason	Quantity	Uni
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# Accident Leave Corrections



## Scenario 2A: Accident Pay to Regular Leave

Step 4

Adjust Leave Balance

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

Step 1

3. Calculate what the leave balance should be after the adjustment has been made.

Sick	1
Annual	6.64
Personal	13
Other	
Comp	
<b>Total Balance:</b>	<b>20.64</b>

# Accident Leave Corrections



## Scenario 2A: 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 Subordinates	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 2A: 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	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	



# Accident Leave Corrections



## Scenario 2A: Accident Pay to Regular Leave

Step 7

Update “IWIF Approved Accident” LOA event in Workday

- ✓ If the LOA event is in Workday, then it needs 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 will 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 2B: Regular Leave to Accident Pay

### Step 1

Calculate the number of hours to convert: Use Worksheet

#### 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.	
<b>Instructions:</b>		<b>Instructions:</b>		<b>Instructions:</b>	
<b># of Hours</b>		<b># of Hours</b>		<b># of Hours</b>	
1. Enter the # of hours that were used for Accident Pay		1. Enter the # of hours that were used for Accident Pay		1. Enter the number of Regular leave hours that were used.	
				40	
2. Enter the current leave balance.		2. Verify the leave balance is zero.		2. Enter the current leave balance.	
Sick		Sick		Sick	
Annual		Annual		Annual <b>271.04</b>	
Personal		Personal		Personal	
Other		Other		Other	
Comp		Comp		Comp	
<u>Total Balance:</u>		<u>Total Balance:</u>		<u>Total Balance:</u> 271.04	
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				Sick	
Annual				Annual <b>311.04</b>	
Personal				Personal	
Other				Other	
Comp				Comp	
<u>Total Balance:</u>				<u>Total Balance:</u> 311.04	

40 hours of Regular leave will be credited back to the employee

# Accident Leave Corrections



## Scenario 2B: Regular Leave to Accident Pay

Step 2

Update the Time Off Calendar

✓ Go to Time and Leave > Correct Time Off

Click on the Regular Leave that needs to be corrected.

Enter Time Off Leonard McCoy (W

Total: 8 Hours **A**

When Friday, July 29, 2016

Type \*  Regular ( Paid ) to Accident Change

Daily Quantity \*  Public Health (Time Off Calendar)

Unit of Time  Regular ( Paid ) to Accident Change

Comment  Salary Reduction Recovery (Time Off Calendar)

Salary Reduction

24	25 ✓ Annual Leave (Tim...	26	27	28 <b>B</b>	29	30 ✓ Regular ( Paid ) to ...
31 ✓ Regular ( Paid ) to ...	1 ✓ Regular ( Paid ) to ...	2 ✓ Regular ( Paid ) to ...	3	4	5	6

# Accident Leave Corrections

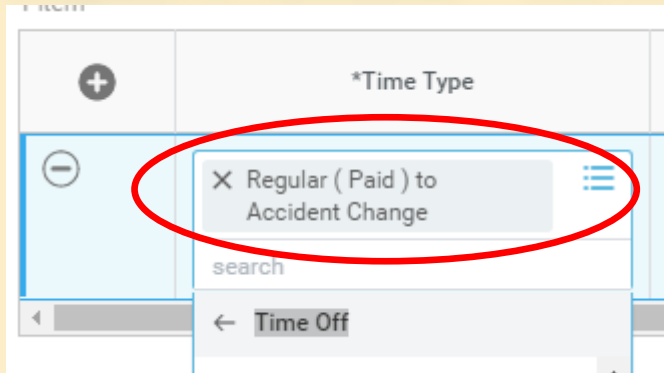


## Scenario 2B: Regular Leave to Accident Pay

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 2B: Regular Leave to Accident Pay

Step 4

Adjust Leave Balance

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

Step 1

3. Calculate what the leave balance should be after the adjustment has been made.

Sick	259.11
Annual	123.41
Personal	
Other	40
Comp	
<b>Total Balance:</b>	<b>422.52</b>

# Accident Leave Corrections



## Scenario 2B: 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 2B: 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
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

# Accident Leave Corrections



## Scenario 2B: 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).
- ✓ Reminder: 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

Step 5

Run New Memo Report

Step 6

Submit Payroll Input

Step 7

Update "IWIF Approved Accident" LOA event in Workday

After Timesheet adjustments are approved and payroll is recalculated

# 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 critical!***

# Accident Leave Troubleshooting



## Resources:

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- ✓ Job Aids [WWW.DBM.Maryland.Gov/SPS](http://WWW.DBM.Maryland.Gov/SPS)
- ✓ Reports: SPMS Workers on Leave
- ✓ View Leave Results for the employee
- ✓ View LOA information on the employee's Worker Profile.
- ✓ Go to **Time Off tab** > **Time Off and Leave Requests sub-tab** for the employee