Change Accident Leave to Non Accident Leave

Use this procedure to convert *paid* approved Accident leave taken to either paid or unpaid regular leave in Workday.

Process Overview

When an employee previously was *paid* 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
- 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.

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

After Timesheet adjustments are approved and payroll is recalculated

Note: See detailed procedure.

Step 1: Calculate Accident Leave Conversion (HRC/Timekeeper/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

    A. Accident to Regular Time Off (Sick, Annual, Personal etc**.**)
    B. Accident to Unpaid Time Off**.**

Procedure:

1.   Calculate the number of hours to be converted done by the role HRC/Timekeeper/Payroll Partner.
2.   Use the "***Accident Pay Adjustment Worksheet***" to determine how Accident should be converted.

Note: Leave conversion must be shared with the appropriate Timekeeper. 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

Accident Pay to Regular Leave

Use this column if the employee received Accident pay when it should have been Regular Leave.

Instructions:	# of Hours
1. Enter the # of hours that were used for Accident Pay	70
2. Enter the current leave balance.	
Sick	71
Annual	6.64
Personal	13
Other	
Comp	
Total Balance:	90.64
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.	
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:	20.64

Scenario B

Accident Pay to Unpaid Leave

Use this column to determine if any portion of the Accident Pay should be unpaid leave of absence.

Instructions:	# of Hours
1. Enter the # of hours that were used for Accident Pay	
2. Verify the leave balance is zero.	
Sick	
Annual	
Personal	
Other	
Comp	
Total Balance:	
3. Total _Unpaid Leave_ .	

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 Regular leave hours that were used.	
2. Enter the current leave balance.	
Sick	
Annual	
Personal	
Other	
Comp	
Total Balance:	
3. Calculate what the leave balance should be after the adjustment has been made.	
Sick	
Annual	
Personal	
Other	
Comp	
Total Balance:	

Step 2: Update the Time-Off Calendar (Timekeeper)

Use this procedure to update the Accident Leave time off that **has already been approved and paid 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

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] **Continue** button.

5. Click the [Submit] button. **Submit**
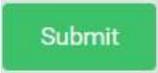
6. Review changes made and, then submit.

7. Click the Done [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**".

Step 3: 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 _**Accident to Non Accident Change (Timesheet)**_.

Procedure:

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

   Enter Time for Worker

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 [Next] button.

Enter Time Confirmation Page
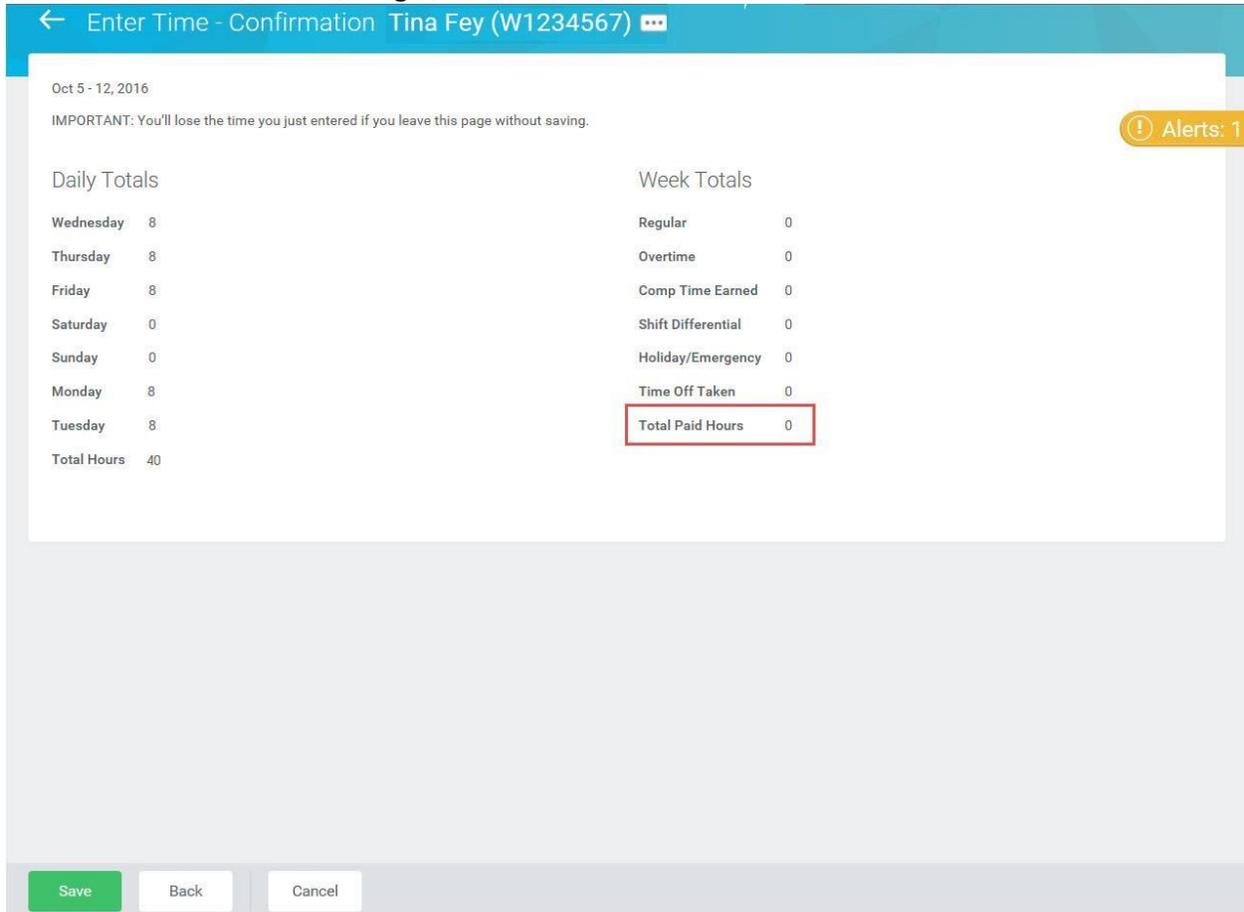
← Enter Time - Confirmation **Tina Fey (W1234567)** ▪▪▪

Oct 5 - 12, 2016

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

⚠ Alerts: 1

Daily Totals

Wednesday	8
Thursday	8
Friday	8
Saturday	0
Sunday	0
Monday	8
Tuesday	8
Total Hours	40

Week Totals

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

[Save] [Back] [Cancel]

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** [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 "**Adjus**t **Leave Balance**".

Step 4: 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

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 <u>positive</u> <u>number</u> 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.

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** [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**".

<u>Step 5</u>: 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).
4. Timesheet changes are approved
5. Payroll is recalculated

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
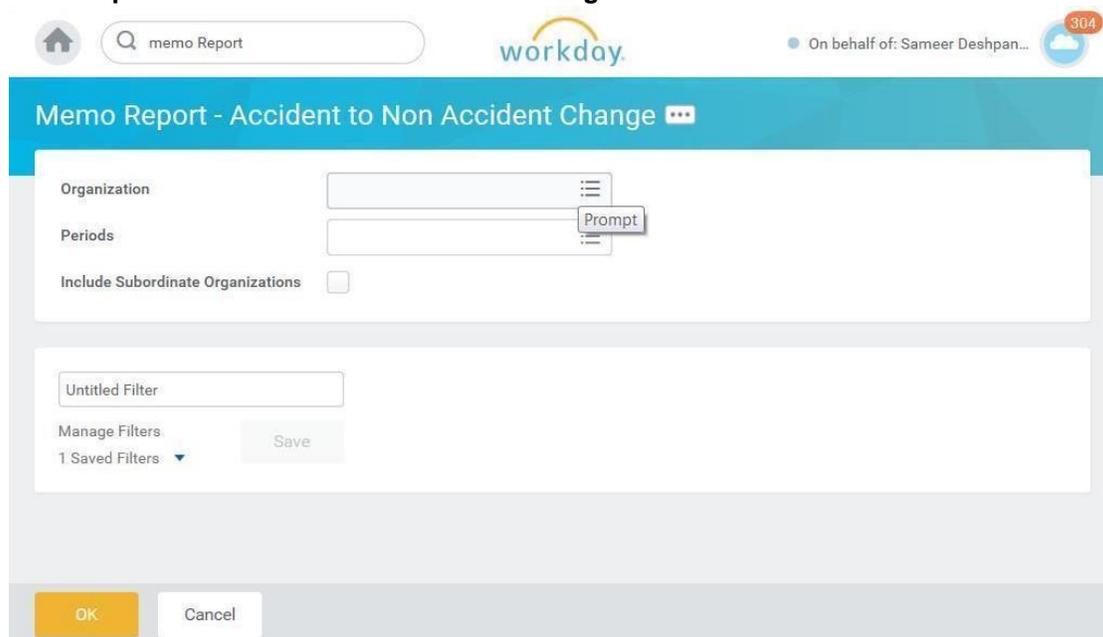
4. Type SPMS in the Organization field.

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. Click the checkbox ☐ Include Subordinate Organizations.

9. Click the OK button.

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

Memo Report - Accident to Non Accident Change

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. **Note:** 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).

Step 6: 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.

   Note: Follow the Payroll schedule. Email the spreadsheet at the payroll deadline when the change was made.

Step 7: Update the "IWIF Approved Accident" LOA event in Workday (HRC)

1. 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.

2. This System Task is completed!