



State of Wisconsin Department of Administration

Automated Overdrawn Vacation Process Job Aid

Version 1.0

Version History

Version	Date	Editor	Description
1.0	02/2021	Brenda Williams	Original release

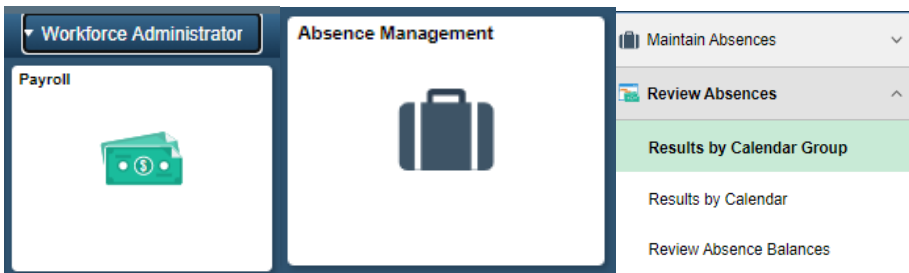
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Role: Agency Payroll Specialist or Absence Management Specialist

OVERVIEW

When a permanent/project employee has no earnings for the pay period and is using leave without pay (LWOP) STARS/HCM (system) will generate a negative WI_VACATION_ADJ / Vacation Adjustment. If the employee’s WI_VACATION_BAL / Vacation Balance becomes negative, we have an automated process to track the overused vacation within the system. The Vacation Balance will show zero, and the overdrawn vacation is captured under the WI VACATION OWED / Vacation Recoup Totals. This can be seen on the Results by Calendar Group screen.



Results by Calendar Group (RCG) > Accumulators tab:

Calendar Group ID 2021B02 January 3 to January 16

Calendar Information

Calendar ID 410 2021B01 Pay Group 410
 Segment Number 1 Version 2 Revision 1
 Gross Result Value 0.00 USD Net Result Value 0.00 USD

Accumulators

Accumulator Results User Keys

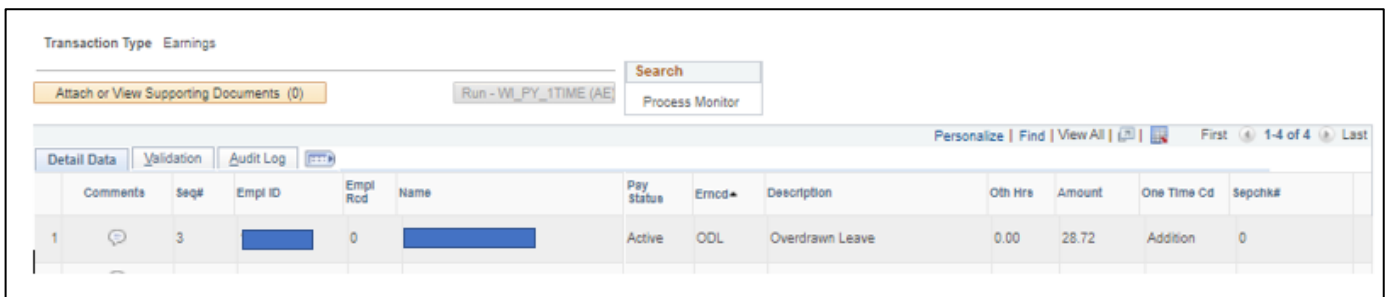
Period	Element Name	Amount	Description	From	Through
Year to Date	WI_VACATION_TAKE	154.250000	Vacation Used	01/01/2020	12/31/2020
Year to Date	WI VACATION OWED	-43.210000	Vacation Recoup Totals	01/01/2020	12/31/2020
Quarter to Date	WI_CRR_OVR_6_BAL	0.000000	Vacation Carry Over	10/01/2020	12/31/2020
Year to Date	WI_CR_OVR_12_BAL	0.000000	Vacation Carry Over	01/01/2020	12/31/2020
Year to Date	WI_VACATION_BAL	0.000000	Vacation Balance	01/01/2020	12/31/2020
Year to Date	WI_VACATION_ENT	184.000000	Vacation Award	01/01/2020	12/31/2020
Year to Date	WI_VACATION_ADJ	-29.750000	Vacation Adjustment	01/01/2020	12/31/2020
Year to Date	WI VAC ACCRUAL YTD	105.000000	Vacation Accrual YTD	01/01/2020	12/31/2020
Segment	WI_VACATION_ACC	0.000000	Vacation Accrual Period	12/20/2020	12/31/2020

How the Process Works

When the employee returns to pay status with earnings on their paycheck from paid leave or work time, the system creates an Overdrawn Leave (ODL) deduction to recoup the vacation owed from base pay only. An ODL does not pull from benefit refunds, differentials, or payments through a POTT. There is no adjustment to either the WI_VACATION_TAKE / Vacation Used or the Vacation Balance. Instead, the Vacation Recoup Totals is reduced by the hours that were able to be recouped on the paycheck. This process allows the original absence entry to remain on the timesheet, thus not creating additional LWOP.

WE ARE NOT CHANGING THE ORIGINAL TIMESHEET ENTRY TO LWOP.

The ODL process uses the current hourly rate of pay as shown in Job Data > Compensation tab. Per policy, the hourly rate to be used for mid-year ODLs is the rate of pay at the time the leave was used. (For termination payouts we use the rate of pay at the time of termination.) DOA Central Payroll manually reviews all ODLs on Wednesday/Thursday of processing week and will enter a POTT adjusting the (dollar) amount if necessary. Each pay period DOA Central Payroll provides a list to each affected agency showing employees with ODL adjustments.



The screenshot shows a payroll system interface. At the top, it says "Transaction Type Earnings". Below that, there are buttons for "Attach or View Supporting Documents (0)", "Run - WI_PY_1TIME (AE)", "Search", and "Process Monitor". The main area is a table with columns: Comments, Seq#, Empl ID, Empl Rcd, Name, Pay Status, Emcd, Description, Oth Hrs, Amount, One Time Cd, and Sepch#. The table contains one row with the following data: 1, 3, [redacted], 0, [redacted], Active, ODL, Overdrawn Leave, 0.00, 28.72, Addition, 0. The interface also includes navigation options like "Personalize", "Find", "View All", and "First 1-4 of 4 Last".

Note: An agency may wish to run the *WI_ABS_PY_PAYCHECK_ODL1* query each pay period to see if any ODL's are being processed for their employees. The query will pick up both the system generated ODL's and the manual ODL's entered through a POTT entry. This can be run on Wednesday morning of processing week. To see ODL's processed for a specific employee use the *WI_ABS_PY_PAYCHECK_ODL* query.

Agencies may want to watch for:

1. Large ODL deductions that they may wish to split over multiple pay periods, or
2. ODL deductions being taken in error for a rehired employee who did not have their leave balances zeroed out when their earlier appointment ended.

Example: For this employee, there was a small paycheck for PP2021B02, which allowed the system to take 8 hours of Overdrawn Leave. This reduced the Vacation Recoup Totals from the -43.21 in PP2021B01 to -35.21 hours in PP2021B02.

On the paycheck you can see the following automated ODL deduction that was system generated:

Paycheck Status: Confirmed
 Issue Date: 01/25/2021
 Paycheck Option: Advice
 Paycheck Number: 13540312

Earnings: 30.52
 Taxes: 4.06
 Deductions: 19.86
 Net Pay: 5.80

Begin Date: 01/15/2021
 End Date: 01/16/2021
 Addl Line Nbr: 7
 Reason: Not Specified

Code	Description	Rate Used	Hours	Rate	Amount	Source
NTE	Night Differential	Hourly Rate	4.00	0.450000	1.80	
ODL	Overdrawn Leave	Hourly Rate	8.00	28.630000	-229.04	
REG	Regular Hours Worked	Hourly Rate	8.00	28.630000	229.04	

On the paycheck this is the manual POTT entry by DOA Central Payroll offsetting the hourly rate changes that occurred since the leave was used.

Begin Date: 01/03/2021
 End Date: 01/16/2021
 Addl Line Nbr: 8
 Reason: Additional Data

Code	Description	Rate Used	Hours	Rate	Amount	Source
ODL	Overdrawn Leave	Hourly Rate	8.00	28.72	229.76	OT

On the RCG screen you will see the new Vacation Recoup Totals after the 8 hours was recouped on the PP2021B02 paycheck.

The screenshot shows the RCG screen for employee 2021B02, covering the period from January 3 to January 16. The calendar information includes Calendar ID 410 2021B02, Pay Group 410, Segment Number 1, Version 1, and Revision 1. The Gross Result Value and Net Result Value are both 0.00 USD.

The Accumulators section shows a table of results:

Period	Element Name	Amount	Description	From	Through
Year to Date	WI VACATION OWED	-35.210000	Vacation Recup Totals	01/01/2021	12/31/2021
Quarter to Date	WI_CRR_OVR_6_BAL	0.000000	Vacation Carry Over	01/01/2021	03/31/2021
Year to Date	WI_CR_OVR_12_BAL	0.000000	Vacation Carry Over	01/01/2021	12/31/2021
Year to Date	WI_VACATION_BAL	170.550000	Vacation Balance	01/01/2021	12/31/2021
Year to Date	WI_VACATION_ENT	184.000000	Vacation Award	01/01/2021	12/31/2021

Note: If the employee will be terming or returning to unpaid status, and has differential pay or refunds on the paycheck, you may submit a ticket to DOA Central Payroll requesting the entire paycheck be collected.

Deduction Being Taken in Error for Rehired Employee

Occasionally we will see an ODL processing for an employee who has terminated employment and the leave balances on the RCG were not zeroed out at the time of termination.

The agency needs to review the employee, verifying the leave balances at time of termination, the termination payout worksheet and the LAN/LSR POTT transaction. Was the negative vacation balance collected?

- If yes, the agency needs to submit a ticket to DOA Central Payroll requesting that the ODL be cancelled and an Absence Adjustment be processed to zero out the leave balances in the pay period of termination.
 - If the employee worked for another agency before the rehire, please indicate in the ticket. DOA Central Payroll will work with the other agency to verify if the negative balance needs to be collected. If it does, DOA Central Payroll will process the transaction updating the funding so the ODL is recouped on behalf of the other agency.
- If no, then allow the ODL to process. DOA Central Payroll will review the ODL transaction to see if the correct rate of pay is being used. If not, DOA Central Payroll will process a POTT to correct the dollar amount being collected.

Adjusting the ODL Amount Taken on the Paycheck

If the agency is satisfied with the ODL amount being taken on the paycheck, there is no action required by the agency.

If the dollar amount is large, at the agency's discretion, the ODL may be split over multiple pay periods.

The automated ODL is going to process and the "entire" WI Vacation Owed Amount is going to be decreased on the RCG screen. The manual POTT is not going to change the RCG screen balances. This means additional POTT(s) must be created to collect the remaining WI Vacation Owed Amount.

POTT Entry:

1. To decrease the hours being taken in the current pay period, enter a positive ODL POTT for the Oth Hrs (or as an Amount if the rate of pay has changed).
 - o DOA Central Payroll will review the ODL transaction to see if the correct rate of pay is being used. If not, DOA Central Payroll will process a POTT to correct the dollar amount being collected.

The screenshot shows the 'Transaction Type Earnings' form. The 'Oth Hrs' field is set to 17.50 and the 'Amount' field is 0.00. The 'Description' is 'Overdrawn Leave'. A 'Totals' box shows 'Rows Validated: 0', 'Rows Error: 0', and 'Total Rows: 0'. A 'Comment(s)' box contains the text: 'Collecting ODL 17.5 in PP2021B03 and 17.5 in PP2021B04'.

2. Enter 1 or more negative ODL POTT(s) in the future pay period(s) to collect the amount you offset. Be sure to use the same type (Oth Hrs or Amount) on the POTT.

The screenshot shows the 'Transaction Type Earnings' form. The 'Oth Hrs' field is set to -17.50 and the 'Amount' field is 0.00. The 'Description' is 'Overdrawn Leave'. The 'Comment(s)' box is empty.

Note: If the hourly rate has changed, and you prefer collecting in (dollar) Amounts instead of in Oth Hrs, when you enter it as an amount, the hours are all "collected" up front for WRS purposes and no WAH POTT is needed. However, if the employee terms and you are not able to fully collect it, you will need to do a WAH POTT to adjust the WRS hours. For example, if only 10.00 of 17.50 hours were collected, you would do a WAH POTT for +7.50 hours since originally the system had reduced the entire 17.5 hours.