



State of Wisconsin Department of Administration

Automated Overdrawn Vacation Process Job Aid

Version 1.1

Version History

| Version | Date | Editor | Description |
|---------|---------|-----------------|--|
| 1.0 | 02/2021 | Brenda Williams | Original release |
| 1.01 | 09/2023 | Brenda Williams | Notifying of Payment Plans & Query Names |

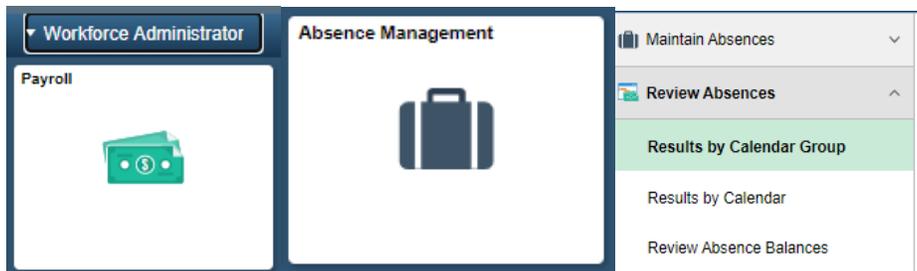
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Role: Agency Payroll Specialist or Absence Management Specialist

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:

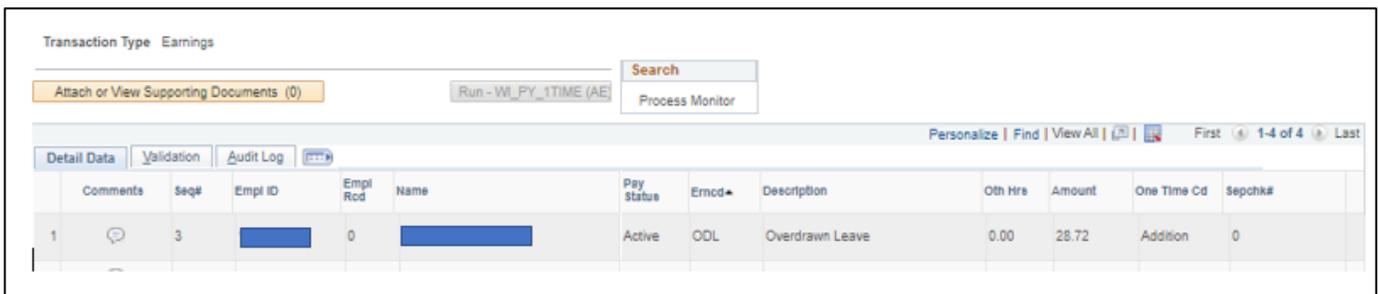
| Period | Element Name | Amount | Description | From | Through |
|-----------------|--------------------|------------|-------------------------|------------|------------|
| Year to Date | WI_VACATION_TAKE | 154.250000 | Vacation Used | 01/01/2020 | 12/31/2020 |
| Year to Date | WI VACATION OWED | -43.210000 | 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 Rod, 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", "First", "1-4 of 4", and "Last".

Note: An agency may wish to run the *WI_ABS_PY_PAYCHECK_ODL_BY_AGCY* query each pay period on Wednesday morning of processing week 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. To see ODL's processed for a specific employee use the *WI_ABS_PY_PAYCHECK_ODL_BY_EE* 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.

If your agency elects to set an employee up on a payment plan for a large ODL collection, you must let DOA CP know if you want the manual corrections processed by CP for any CVKs or mid-year rate changes; or if you will include the corrections as part of your payment plan.

If the ODL and other deductions, such as insurances, create a negative paycheck; the ODL deduction of earnings is a priority over other deductions.

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:

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

Earnings: 30.52
 Taxes: 4.06
 Deductions: 19.06
 Net Pay: 5.00

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

Other Earnings Table:

| 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

Other Earnings Table:

| Code | Description | Rate Used | Hours | Rate | Amount | Source |
|------|-----------------|-------------|-------|------|--------|--------|
| ODL | Overdrawn Leave | Hourly Rate | | | 28.72 | OT |

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

Employee [redacted] Empl ID [redacted] Empl Record 0
 Calendar Group ID 2021B02 January 3 to January 16

Calendar Information

Calendar ID 410 2021B02 Pay Group 410
 Segment Number 1 Version 1 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 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' screen. The table below is a representation of the data shown in the interface:

| Comments | Seq# | *Empl ID | Empl Rcd | Name | Pay Status | Erncd | Description | Oth Hrs | Amount | *One Time Cd | Seqchka |
|----------|------|------------|----------|------------|------------|-------|-----------------|---------|--------|--------------|---------|
| | 1 | [Redacted] | 0 | [Redacted] | Active | ODL | Overdrawn Leave | 17.50 | 0.00 | + | 0 |

The 'Oth Hrs' field is set to 17.50 and the 'Amount' field is 0.00. A 'Totals' box shows 0 rows validated and 0 rows error. A comment 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' screen with the 'Oth Hrs' field set to -17.50. The table below is a representation of the data shown in the interface:

| Comments | Seq# | *Empl ID | Empl Rcd | Name | Pay Status | Erncd | Description | Oth Hrs | Amount | *One Time Cd | Seqchka |
|----------|------|------------|----------|------------|------------|-------|-----------------|---------|--------|--------------|---------|
| | 1 | [Redacted] | 0 | [Redacted] | Active | ODL | Overdrawn Leave | -17.50 | 0.00 | + | 0 |

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.