

1. What happens if you take off the WCLWOP absence code retroactively (i.e. after it already processes)?

STAR will reverse the hours and earnings previously posted to the WRS accumulators. This will result in a refund of employee, employer and sick leave contributions. Please create a ticket when a reversal of absence code WCLWO is needed. Central Benefits will monitor the current paycheck, the WRS Transaction table and what is reported to ETF.

2. If adjustments need to be made prior to FY 2019 can we enter them or does Central Payroll need to make the changes?

Changes to timesheets prior to FY 2019 will be entered by Central Payroll. Changes to absence prior to FY2019 can be made by agency staff using Create and Maintain Absence or Absence Event. It is required to fix absences prior to FY2019 but recommended to not adjust timesheets prior to FY2019 and just include the TRC going forward.

3. Even if an EE take 1.5 hrs of Workers comp(WKCMP) TRC, they still need the absence code WCLWO matching the 1.5 hrs?

Yes, the absence code should have the total 1.5 hours, so the employee will get WRS credit for that time out on Workers Comp.

4. What % of pay do we re-coup missing WRS contributions?

Please refer to [Chapter 5](#) of the WRS Administration Manual for the recoupment guidelines and employer responsibilities.

5. Can you go over what the timesheet would look like for holidays?

It would look like any other timesheet: If they are not supplementing their own paid leave they would use all WC and not be eligible for any Legal Holiday. If they are supplementing their own paid leave they would be eligible for a prorated amount of Legal Holiday. Please refer to the Legal Eligibility and Proration memo originally sent by Stacie Happel on 4/12/18 and resent on 11/16/18 for specific proration requirements.

6. Can I add that code retroactively?

Both the TRC code (WKCMP) and the Absence code (WCLWO) can be added retroactively.

7. If system is trying to refund EE WRS contributions because of removing the WC after pay period processes, does that show up on the benefit retro report?

WRS is not part of arrears or retro and will not populate on the benefit retro report. Please submit a ticket for Central Benefits to monitor on the payroll and ensure the corrections are going through as intended.

8. So how do we know if the system is trying to do this?

Review the earnings and deduction sections of the current paycheck. Retroactive changes will populate on the current paycheck and after payroll confirm, the WRS Trans table should also reflect the retroactive change.

9. If an employee pays their contribution by check how do you remove it from the deductions not taken query?

When Not Taken is collected, a ticket should be created. Central Benefits will correct the WRS Transaction table which will update the queries in real time.