State of Wisconsin

Department of Administration

Absence Adjustments
Job Aid

Version 2.0

Version History

Version	Date	Editor	Description
1.0	12/19/17	Stacie Happel	Initial release
2.0	07/15/19	Stacie Happel	Update

Notes for using this guide:
- Manual Adjustments will _**always**_ override Auto Assigned Components, but not Absence Entitlements
- It is _**recommended**_ that all Manual Adjustments keyed are checked after the Calendars are Identified on Monday afternoon of processing week to ensure expected results; you don't have to wait until Wednesday.
- Manual Adjustments should be keyed into calendars that coincide with effective dates requiring the adjustment.

Role: _Agency Absence Specialist_

Table of Contents

OVERVIEW

The Absence Management system does a lot of things for us but sometimes we need to intervene.

Here are a few times when that is the case.

An employee:

1. [Terminates](#) and you need to zero out their leave

2. Is paid above/below their FTE in a [holiday](#) pay period

3. Transfers in from an [affiliate](#)

4. Changes their [FLSA](#) status mid-year

5. Has [multiple FTE changes](#) in one calendar year

6. Is rehired in an [anniversary year](#)
   - An anniversary year occurs every 5 years and an employee's vacation eligibility increases every 5 years. It is prorated every 5 years
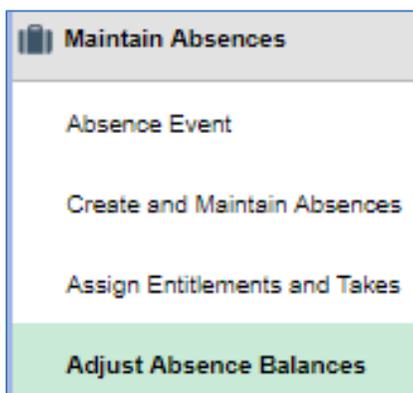
ENTERING ABSENCE ADJUSTMENTS

Navigation

From the Workforce Administrator homepage, select the Payroll tile:

Then select the Absence Management tile:

Choose *Adjust Absence Balances* under the Maintain Absences folder on the left:

Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

1. Empl ID — begins with ▼ [ ]
2. Empl Record — = ▼ [ ]
   Pay Group — begins with ▼ [🔍]
3. Calendar ID — begins with ▼ [🔍]
   Name — begins with ▼ [ ]
   Period Begin Date — >= ▼ [📅]
   Period End Date — <= ▼ [📅]
   ☐ Case Sensitive

[Search] [Clear]   Basic Search 📝 Save Search Criteria

1. Enter the desired Empl ID

2. If the employee has more than one Empl Record, key this in before searching

3. Enter Calendar ID, entered as 3-digit paygroup, <space>, 4-digit year "B" 2-digit pay period (20YYBPP)
   - 410 2018B03 = DOC PP3 of 2018
   - 435 2018B25 = DHS PP25 of 2018
   - 485 2019B13 = DVA PP13 of 2019

be certain you are selecting the correct Pay Group and Empl Record
   o A Manual Adjustment done under an incorrect Pay Group or Empl Record can cause serious issues

How It Works

Amounts entered in the "Balance Adjustment" field adjust the employee's existing balance of the corresponding Element Name (next page). If you wish the balance to increase, use a positive amount. If you wish the balance to decrease, use a negative amount.

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments				
Element Name	Description	Balance Adjustment	Begin Date	End Date
[🔍]		[ ]	[📅]	[📅] [+] [−]

Personalize | Find | View All | 🔲 | 📊   First ◀ 1 of 1 ▶ Last

Even though previous calendars have the message: "*This Calendar is finalized. Any changes will be considered during retro processing*", manual adjustments can be entered into these calendars. During the next payroll processing week, that employee will have absence recalculated for the pay period selected through the current pay period.

Available Absence Buckets (Element Names)

There are only 11 buckets that can be manually adjusted. All other buckets are automatic.
All buckets are used to zero out any remaining balances upon termination. Other usage is listed below specific to each type.

➢ **WI_PER_CRROV**
   Personal Holiday Carry Over –Should only be used to zero out the balance upon termination or loss due to fiscal year end. An exception should always be requested for automatic carryover from the previous year.

➢ **WI_LGL_CRROV**
   Legal Holiday Carry Over –Should only be used to zero out the balance upon termination or loss due to fiscal year end. An exception should always be requested for automatic carryover from the previous year.

➢ **WI_SABBATCL**
   Sabbatical Leave – May also be used to add a balance being transferred in from affiliate. Should not be used for yearly elections.

➢ **WI_CR_OVR_12**
   Vacation Carry Over 12M – Employees hired after 07/01 of the previous calendar year will have carry over in this 12 month bucket to allow for usage the entire year without requesting an individual exception passed June 30. It may also be used to add carryover upon transfer from affiliate for usage through December 31.

➢ **WI_CRR_OVR_6**
   Vacation Carry Over 6M – May also be used to add a balance being transferred in from affiliate. Should not be used for carry over exceptions. An exception should always be requested for automatic carryover from the previous year.
   *Note: Manual adjustments do not work in 2A pay periods.

➢ **WI_FMLA**
   FMLA – Should not be used to give an employee an entitlement.
   *Note: In order to zero out a balance, the entitlement must be active in the pay period being adjusted. If the entitlement end date was a prior pay period, that prior pay period must be used to zero out the balance.

➢ **WI_LEGAL_HOL**
   Legal Holiday – May also be used to adjust additional earned or lost Legal based on an employee being paid above or below their FTE during a Holiday pay period.

➢ **WI_SICK**
   Sick – May also be used to add a balance transferred in from affiliate. Should only be zeroed out when certified to ETF, ending a project or termed for gross misconduct.

➢ **WI_VACATION**
   Vacation – May also be used to add a balance transferred in from affiliate.

➢ **WI_PER_HOL**
   Personal Holiday – May also be used to zero out a balance upon rehire in the same year.

➢ **WI_MERIT_DYS**
   Merit Days – COURTS ONLY

AUTOMATIC ADJUSTMENTS

One FTE Change with no FLSA Change

The system is configured to increase or decrease vacation, personal* & legal balances based on a mid-year FTE change. If there is also a FLSA change along with the FTE change, the system will only increase or decrease personal* and legal balances based on the FTE change. See "Absence Eligibility Group Changes or Multiple FTE Changes" for manual vacation adjustments.
*Personal balances will never be decreased.

Earned Vacation

The system is configured to add or subtract vacation to the nearest hundredth for employees being paid above or below their FTE.

Absence Entitlements

➢ Hire/Rehire rows on Job Data

The system is configured to give new entitlements every time an employee has a hire/rehire row. It doesn't always account for anniversary years so these vacation entitlements should be double-checked. See Rehire in an anniversary year for instructions.

➢ New Calendar Year

The system is configured to give new entitlements each new calendar year for all eligible active employees. It does account for anniversary years.

• Confirming automatic adjustments

These increases or decreases can be seen under the "Supporting Elements" tab of RCG in the pay period of the change.

Hire/Rehire
(Absence Entitlement)

100% → 45% FTE Change
(Auto Assigned Components)

MANUAL ADJUSTMENTS

Absence Eligibility Group Changes or Multiple FTE Changes

- FLSA changes
- To/from:
    - Weekend Nurse (WIWKNDNRS)
    - Craft Worker (WICRAFTXXX)
    - Elected Official (WICONOFFEE)
    - Fire/Crash Rescue (WIFCRS112)
- Multiple FTE changes in one calendar year

➢ STEP 1: Calculate the employee's new vacation entitlement for the year based on the effective date(s) of the change(s) using the Manual Conversion Table (Appendix) or the "mid-year vacation change" spreadsheet.

mid-year vacation
changes.xlsx

➢ STEP 2: Obtain the original vacation entitlement for the employee affected by the change(s).

- Select the **Results by Calendar Group (RCG)** page under the Review Absences folder:
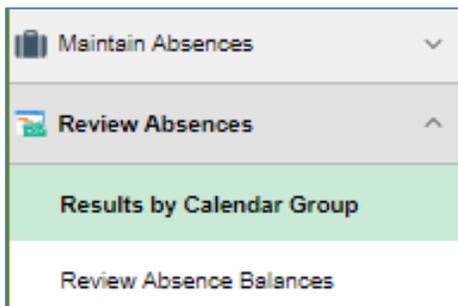
- Enter the employee's Empl ID and Empl Record, if applicable, and click **Search**

- From the Search Results grid, select the calendar group row for the last pay period that was finalized

- Click the **Accumulators** tab and go to the last page, if applicable (click "View All" for the entire listing)

- Locate the Vacation Award (WI_VACATION_ENT)

➢ STEP 3: Adjust the employee's vacation balance.

- Navigate to the Adjust Absence Balances page

- Select the *WI_VACATION* **Element Name**

- To determine the Balance Adjustment amount, take the manual vacation entitlement calculated in Step 1 and subtract the Vacation Award from Step 2. The difference is your balance adjustment, positive or negative
- Click **Save**

Earned Legal

ER18.02(6)5 & ER18.04(3)(c) provide for part-time employees to earn additional Legal Holiday based on the hours they are paid during the Holiday pay period.
WI HR Handbook 716.050 2.f. & OSER-0235-CLR/LR provide for full-time employees to earn less Legal Holiday based on the hours they are paid during the Holiday pay period.
Please refer to the Legal Holiday Eligibility and Proration memo in the Appendix.
This spreadsheet may be used to assist in your calculation

Part Time Add'l
Legal Holiday Hours

It is recommended to make these adjustments during/immediately after each holiday pay period.

*<u>Note</u>: All adjustments should remain with the calendar year in which the holiday occurs. Because there are several holidays at the end of the calendar year, these adjustments should be added to that year's balance and a ticket created to request a carryover exception so the balance of the previous calendar year flows through automatically into the carry over bucket of the next calendar year.

Hire/Rehire

A hire/rehire row in Job Data will always give new absence entitlements based on the effective date of the hire/rehire row.
There are a few instances where the amounts would not be accurate:

- Hire/Rehire from Affiliate
  - If an employee was paid out for their absence balances when they left affiliate, these new entitlements would be accurate and no manual adjustments are needed unless they are not eligible for additional personal holiday
    - If they are not eligible for the additional personal holiday, decrease the balance by the same amount that the new entitlement is giving them in their hire/rehire pay period
    - Manual Adjustments do not override absence entitlements so this will net to zero and the employee will never see a balance
  - If an employee is bringing some, or all, of their absence balances with them from affiliate, these new entitlements could be inaccurate and you may need to adjust manually
    - Compare the new entitlements to the balances the employee is bringing with them and make a manual adjustment (plus or minus) for the difference in their hire/rehire pay period

The following scenarios are cases in which the employee is maintaining their absence balances and are hired/rehired without a break in service into a new position and should not receive new absence entitlements.
Confirm the erroneous amounts being added under the Supporting Elements tab of the RCG Monday afternoon of payroll processing week and decrease the balances by those exact amounts in the same calendar that they are receiving the erroneous entitlements.

- **Hire/Rehire Filling an Unclassified Position**
    - An employee goes on LOA from a classified position in a different Empl Record and is hired into a new Empl Record
        - Be sure you are entering the new hire Pay Group and Empl Record when selecting the appropriate calendar
    - An employee termed an unclassified position and is being rehired into a new unclassified position
- **Project to Project/Permanent**
    - Prior Permanent service
        - An employee had prior Permanent service before their current project appointment.
        - Their current project appointment is ending and they are starting a new project/Permanent appointment with no break in service
        - Their Company Seniority Date is not changing
        - Manually adjust the erroneous entitlements given from the rehire
    - No Prior Permanent Service
        - See Terminations section for instructions.
- **Rehire in an anniversary year**
    - Employees rehired in a year where an anniversary falls may not receive an accurate vacation entitlement
    - These should be double-checked using the term payout sheet
    - If the results don't match, a manual adjustment should be keyed for the difference
- **Rehire with employment prior to PeopleSoft conversion**
    - Employees rehired within 5 years are eligible to have their previous sick balance restored
    - Previous sick balance can be found in WISPER or PTAWeb
- **Rehire within the same calendar year**
    An employee is only eligible for 36 hours once per calendar year. If an employee has already been paid out their 36 hours of personal holiday from a previous employment earlier in the year, deduct the new entitlement the rehire is giving them. If the employee was part time and only received a prorated amount of personal at the beginning of the year, manual deduct that amount to leave them the difference to use for the rest of the calendar year.

Terminations

When employees leave state service, or transfer to affiliate, all* their absence balances should be zeroed out.
When can I key the adjustments? Once absence has confirmed for their final pay period to show final balances
Where can I key the adjustments? Select the calendar ID that coincides with the termination date
*Sick leave is zeroed out only when:
- it is certified to ETF
- the employee transfers to affiliate
- the employee's project ends and they had no prior Permanent service
- the employee is terminated for gross misconduct

The following scenario is a case in which an active employee needs their balances zeroed out or manipulated:
*Note: Employees going from project to permanent with no prior permanent service are allowed to take their personal holiday balance with them into their permanent position since they will need to serve another 6-month probationary period to use vacation.

- **Project to Project/Permanent**
    - No Prior Permanent Service
        - An employee had no prior Permanent service before their current project appointment
        - Their current project appointment is ending on Friday and they are starting a new project/Permanent appointment on Monday
        - Their Company Seniority Date is resetting to the new rehire date

1. Request a probation override from Central Payroll so previously used eligible vacation does not get reversed based on the CSD change
   - o Prior Permanent Service
     - ▪ See [Hire/Rehire](#) section for instructions

Terminations during 02A

- o The system is configured to only give new calendar year entitlements to employees that are active at the end of 02A.
- o Employees with a termination date during 02A (except on the last Saturday) will not receive entitlements and therefore will have nothing to zero out for current year balances
  - ▪ If these employees plan to use any Legal or Personal to be earned in the new calendar year, a manual adjustment will need to be entered into the 02A calendar to add the amounts the employee wishes to use during that time frame
- o You can use the following query to identify employees that may be affected: WI_HR_TRANS_LIST

Catastrophic Leave Donations

- **Vacation Usage for a prior pay period**
  - o Leave donations are processed in the next pay processing cycle after being keyed; they can not be added to prior pay periods
  - o Employees needing to use the donated vacation in a prior pay period must have it manually moved
    - ▪ add the vacation amount needed to the vacation bucket in the calendar group ID *before* the pay period the employee needs to use it on their timesheet
    - ▪ deduct the same vacation amount in the donation pay period

    Example: Donations were keyed during 2017B24 processing but the employee needed 28 hours in PP22 and was just approved for donations. Agency absence specialist added 28 vacation to 2017B21 so it is available to use in PP22. Then the agency absence specialist also added a deduction of 28 vacation to 2017B24 to offset the manual adjustment keyed in 2017B21.

▓	▓	2017B21	▓	0	▓	A	250102	WI_VACATION	09/17/2017	09/30/2017	28.000000	▓	11/11/2017 4:41:46PM
▓	▓	2017B24	▓	0	▓	A	250102	WI_VACATION	10/29/2017	11/11/2017	-28.000000	▓	11/11/2017 4:42:07PM
▓	▓	2017B24	▓	0	▓	A	250166	WI_REC_VAC	10/29/2017	11/11/2017	2.000000	WI_AM_BATCH	11/13/2017 7:54:49AM
▓	▓	2017B24	▓	0	▓	A	250166	WI_REC_VAC	10/29/2017	11/11/2017	3.000000	WI_AM_BATCH	11/13/2017 7:54:49AM
▓	▓	2017B24	▓	0	▓	A	250166	WI_REC_VAC	10/29/2017	11/11/2017	24.000000	WI_AM_BATCH	11/13/2017 7:54:49AM
▓	▓	2017B24	▓	0	▓	A	250166	WI_REC_VAC	10/29/2017	11/11/2017	4.000000	WI_AM_BATCH	11/13/2017 7:54:49AM
▓	▓	2017B24	▓	0	▓	A	250166	WI_REC_VAC	10/29/2017	11/11/2017	24.000000	WI_AM_BATCH	11/13/2017 7:54:49AM

- **Donating vacation carryover**
  - o The system is set up to only pull vacation donations from current year entitlement
  - o An employee wishing to donate from their vacation carryover bucket will need an addition to WI_VACATION for the amount donated along with a deduction from WI_CRR_OVR_6 or WI_CR_OVR_12 for the amount donated in the same pay period that the leave donation was processed/keyed

	Pay Group	Dept ID	Calendar ID	ID	Empl Record	Last	First Name	Middle	HR Status	PIN Number	Name	Begin Date	End Date	Bal adj	by	Last Upd DtTm
1	▓	▓	2018B14	▓	0	▓	▓	▓	A	250102	WI_VACATION	06/10/2018	06/23/2018	24.000000	▓	06/25/2018 2:38:40PM
2	▓	▓	2018B14	▓	0	▓	▓	▓	A	250159	WI_DON_VAC	06/10/2018	06/23/2018	24.000000	WI_AM_BATCH	06/25/2018 11:02:25PM
3	▓	▓	2018B14	▓	0	▓	▓	▓	A	250116	WI_CRR_OVR_6	06/10/2018	06/23/2018	-24.000000	▓	06/25/2018 2:38:40PM

Previous Manual Adjustment

If a manual adjustment is entered to reduce a balance and the amount exceeds the actual balance, the employee will have a negative balance. If this happens, go back to the original manual adjustment that was keyed and change the original entry so the employee is no longer negative.

All manual adjustments keyed prior to identifying the calendars during processing Monday can be verified before confirming Tuesday night. Adjustments can be adjusted prior to confirming Tuesday night to forgo the employee ever showing on the query.

If a previously keyed manual adjustment is incorrect, fix the incorrect adjustment. Do not key another manual adjustment to fix the incorrect adjustment.

- Legal Holiday
  - o Employees paid below their FTE during a holiday pay period lose eligible legal given at the beginning of the year.
  - o If the employee has a zero balance:
    - And the employee is in partial pay status, submit an ODL POTT to collect the overuse. No adjustment to the balance is necessary
    - And the employee is total LWOP, add a manual adjustment to deduct the overuse, giving the employee a negative balance
      - ➢ When employee returns to pay status, collect ODL through POTT and delete the original absence adjustment that made the employee negative. This will remove the employee from the query

Dual FTE Employees

Employees working in more than one FTE position must be monitored to ensure they do not earn more than 100% sick and vacation collectively.

NEGATIVE BALANCE QUERY

WI_ABS_NEG_BALANCES

This query should be run after each Absence Confirm Tuesday.

FTE Change

- Legal Holiday
  - o The system automatically calculates the legal balances when an FTE changes
  - o If the balance is zero, or less than the change, and the FTE decreases, the balance will become negative
  - o Negative balances need to be collected as ODL through POTT
  - o Once the money has been collected, add the amount to the pay period *prior* to the FTE change so there is a balance for the auto deduction to take from when it recalculates. This will also remove the employee from the query

    Example: EE had a legal balance of 16 hours and went from 100% to 50% on 08/06/2017 (2017B18). The system automatically deducted 20 hours (4 hours each for the remaining 5 holidays), leaving the employee with a -4 balance. Agency enters a POTT for -4 hours ODL and does a manual adjustment for +4 WI_LEGAL_HOL in 2017B17.

- Personal Holiday
  - o Personal Holiday is never reduced, so an FTE change will not make a personal balance negative.
- Vacation
  - o The system automatically collects any overdrawn vacation, so an FTE change will not make a vacation balance negative
    - If the employee does not have enough pay to collect the entire amount, the remainder will go to the vacation recoup bucket and will be automatically collected when there is enough pay

ABSENCE DATA (in RCG)

You can view all used absence in each pay period through "Absence Data" under the Calendar Group Results tab.

Calendar Group Results	Accumulators	Supporting Elements

	Employee	Empl ID		Empl Record	0
	Calendar Group ID				

Segment Information by Calendar   Personalize | Find | View All | | First ◀ 4-5 of 5 ▶ Last

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
2017B26###1	11/26/2017	12/09/2017	Calculate	1	2	1	Segment Detail
2017B26###2	11/26/2017	12/09/2017	Calculate	1	1	1	Segment Detail

Additional Result Pages

Absence Data ◀————	Positive Input - Absence	Generated Positive Input

It lists absence takes by date and ending balance after each date.

Element Name	Description	Absence Date ▲	Day	Day Count	Paid	Unpaid	Entitlement Balance
WI_PER_HOL_TK	Personal Holiday	11/27/2017	Monday	8.000000	8.000000		28.000000
WI_FMLA_TK	Family Leave Act	11/27/2017	Monday	8.000000	8.000000		8.000000
WI_PER_HOL_TK	Personal Holiday	11/28/2017	Tuesday	8.000000	8.000000		20.000000
WI_FMLA_TK	Family Leave Act	11/28/2017	Tuesday	8.000000	8.000000		
WI_LWOP_TK	Leave without Pay Leave	11/29/2017	Wednesday	4.000000	4.000000		
WI_PER_HOL_TK	Personal Holiday	11/29/2017	Wednesday	4.000000	4.000000		16.000000
WI_LWOP_TK	Leave without Pay Leave	11/30/2017	Thursday	8.000000	8.000000		
WI_LWOP_TK	Leave without Pay Leave	12/01/2017	Friday	8.000000	8.000000		
WI_VACATION_TK	Vacation	12/04/2017	Monday	4.000000	4.000000		4.000000
WI_PER_HOL_TK	Personal Holiday	12/04/2017	Monday	4.000000	4.000000		12.000000
WI_PER_HOL_TK	Personal Holiday	12/05/2017	Tuesday	8.000000	8.000000		4.000000
WI_PER_HOL_TK	Personal Holiday	12/06/2017	Wednesday	8.000000	4.000000	4.000000	
WI_LWOP_TK	Leave without Pay Leave	12/07/2017	Thursday	4.000000	4.000000		
WI_PER_HOL_TK	Personal Holiday	12/07/2017	Thursday	4.000000		4.000000	
WI_LWOP_TK	Leave without Pay Leave	12/08/2017	Friday	8.000000	8.000000		

Unpaid Absence

- o If the balance is not sufficient for the take entered by the employee, it will list the hours that are going unpaid
- o This information is also available in a query: `WI_ABS_UNPAID_HRS`
- o These must be changed to other available paid leave or leave without pay or the employee will earn sick and vacation on the unpaid hours

APPENDIX

Manual Conversion Table for Converting Calendar Days into Credit Hours

If the Month HOURS:		If the Day Columns HOURS:		Hourly Conversion Factors:				
1	173.33	1	5.70	Seniority		Vac Hrs	General	
2	346.67	2	11.40	**FLSA Non-Exempt**				
3	520.00	3	17.10	0 - 5 years		104	0.050000	
4	693.33	4	22.79	5+ - 10 years		144	0.069231	
5	866.67	5	28.49	10+ - 15 years		160	0.076923	
6	1040.00	6	34.19	15+ - 20 years		184	0.088462	
7	1213.33	7	39.89	20+ - 25 years		200	0.096154	
8	1386.67	8	45.59	25+ years		216	0.103846	
9	1560.00	9	51.29					
10	1733.33	10	56.99	**FLSA Exempt**				
11	1906.67	11	62.68	0 - 5 years		120	0.057692	
		12	68.38	5+ - 10 years		160	0.076923	
avg.		13	74.08	10+ - 15 years		176	0.084615	
days/mo		14	79.78	15+ - 20 years		200	0.096154	
30.4167		15	85.48	20+ years		216	0.103846	
		16	91.18	**BU 04 Craft Employees**				
		17	96.88	82.20%		100	0.048077	
		18	102.58	80.62%		140	0.067308	
		19	108.27	79.07%		180	0.086538	
		20	113.97					
		21	119.67					
		22	125.37					
		23	131.07					
		24	136.77					
		25	142.47					
		26	148.16					
		27	153.86					
		28	159.56					
		29	165.26					
		30	170.96					

Personal Holiday Factor

36 hour rate	0.017308

Term/Sabbatical Factor

40 hour rate	0.019231
80 hour rate	0.038462
120 hour rate	0.057692

Saturday/Legal Holiday Factor

72 hour rate	0.034615

DATE: April 12, 2018   File Ref: 02-18

TO: All Agencies on Central Payroll & STAR HCM using Absence

FROM: Stacie Happel, Absence Coordinator/DOA-Central Payroll Section
             (608) 266-8972

SUBJECT: Legal Holiday Eligibility and Proration

Employees are given their entire year entitlement for observed legal holidays at the beginning of each calendar year based on the assumption they will be paid their FTE the entire year. When an employee is not paid their FTE in a holiday pay period, there are extra steps that need to be followed.

Admin Code at ER 18.04(3) Eligibility for Legal Holidays.

(a) For the purposes of this subsection, "Scheduled work day" for an employee on a leave of absence without pay means the day the employee would have been scheduled to work had the employee been in pay status.
(b) To be eligible for any legal holiday with pay, a person must be in employment status on the holiday and do at least one of the following:
   1. Work on the holiday;
   2. Be in pay status on the last scheduled work day immediately preceding the holiday; or
   3. Be in pay status on the first scheduled work day immediately following the holiday.
(c) Employees who are regularly employed for less than 80 hours per biweekly pay period on a continuing basis shall be granted a prorated amount of legal holidays consistent with the employee's regularly scheduled hours per pay period at the time the holiday occurs.

Continuing basis means at least two weeks.

Examples (from WI HR Handbook Chapter 716.050 2./f.)

A 50% FTE employee is directed to work 100% during the pay period in which Memorial Day occurs. Because the award of legal holiday hours is based on hours in pay status in the pay period in which the legal holiday occurs, this employee will receive the full 8 hours of legal holiday for Memorial Day rather than the usual prorated amount.

A 100% FTE employee requested and was approved to work a reduced schedule (75%) from March 1 through September 30. Because the award of legal holiday hours is based on hours in pay status in the pay period in which a legal holiday occurs, this employee will receive only 6 hours (75%) of holiday time for each of the holidays that fall during the termination of the employee's reduced schedule.
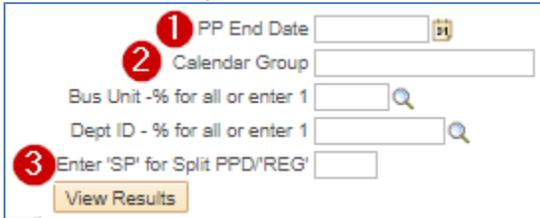
Rule of Thumb
Employees are eligible for hours equal to 10% of the total hours paid in the pay period in which a holiday occurs.

Identifying employees paid over/under their FTE

WI_ABS_OVER_UNDER_FOR_LEGAL

A query has been created to help identify employees potentially needing manual legal adjustments.

All fields are required.

1. PP End Date = the end date of the pay period that contains the holiday
2. Calendar Group = can be any calendar group that contains the holiday pay period. It's not as accurate, but could give different results for some people that weren't paid correctly in the original pay period
3. Enter "SP" for a split pay period (2 or 15). Enter "REG" for all other holiday pay periods

Exceptions

Employee's holiday would <u>not</u> be prorated if:

1. Employee works FTE up to the holiday before using all LWOP after the holiday
Or
2. Employee uses all LWOP up to the holiday and works their FTE after the holiday

Example
A 100% FTE employee works 40 hours every week from January through the Friday before Memorial Day and then uses 72 hours of LWOP in the Memorial holiday pay period.
The employee is eligible for 8 hours of Legal for Memorial Day.