

State of Wisconsin

Department of Administration

Administrative Sabbatical Election Process

Job Aid

Version 5.0

Version History

Version	Date	Editor	Description
1.0	12/14/18	Stacie Happel	Initial Release
2.0	10/26/20	Brenda Williams	2020 Annual Update
2.1	10/30/20	Brenda Williams	2020 Annual Update – Additional Sections Added
3.0	10/15/21	Brenda Williams	2021 Annual Update – Removal of instructions for entry on the Absence Event screen.
3.1	11/15/21	Brenda Williams	2021 Annual Update - EEs can cancel own requests. Sabbatical eligibility table now referred to as Sabbatical Eligibility amount. Additional clarification to Requesting Change to Sabbatical Eligibility Amounts.
3.2	12/14/21	Brenda Williams	2021 Annual Update – Update instructions/screen shots for Entering Sabbatical Elections. Added instructions on Reviewing All Sabbatical Elections. Added criteria examples for queries.
3.3	1/4/22	Brennda Williams	2021 Annual updates – Clarification in Requesting a Sabbatical Election after the Last Pay Period of the Year has Confirmed
4.0	10/18/22	Brenda Williams	2022 Annual Update and programming enhancements to system calculations of eligible Sabbatical amounts.
5.0	10/3/2023	Brenda Williams	2023 Annual update and further programming enhancements to system calculations of eligible Sabbatical amounts, and additional employee notifications.

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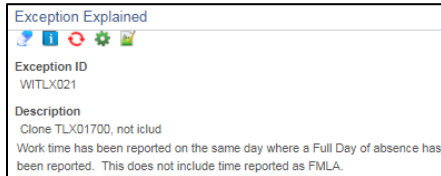
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Role: Agency Payroll and Benefits Specialist

NOTES:

- What is Sabbatical Leave? Annual leave which was deferred during the year earned to be used in a subsequent year to extend the annual leave, unless used for termination leave. (s. ER 18.01(7), Wis. Adm. Code.)
- The Sabbatical Eligibility amounts in HCM/STAR lists employees who are eligible to convert unused annual leave (vacation) hours to sabbatical and/or cash pay elections. The amounts have been finalized as of pay period **2023B21 (October B), 10/7/2023.**
- It is recommended that all Sabbatical elections are entered by the employee through Employee Self Service (ESS).
 - The system will not allow the employee to make an election in ESS for more than the current annual leave (vacation) balance. If the annual leave balance drops below the election amount the Sabbatical event will process at the lower annual leave balance. The Cash pay election amount will take priority over the Sabbatical election amount.
 - If an election needs to be changed, and the ESS Sabbatical election period is still open, the employee can cancel their original Sabbatical Election (WI_SABBTCL_ELECT) made in ESS using the Cancel Absences tile and then enter a new election in the Sabbatical tile.
- There is no approval needed for the Sabbatical Elections. The sabbatical and/or cash pay elections will process in the last pay period of the calendar year and will be included on the employee’s final calendar year **check dated 12/28/2023.**

- If elections must be entered or changed after the ESS enrollment period has closed, the agency payroll must make the entries through the Create and Maintain screen in HCM/STAR. (See instructions below.)
- If employees need to use unanticipated leave from **12/17 to 12/31/2023** and don't have sufficient annual leave balances, they should enter sabbatical for the leave time. Agencies Payroll should not key manual absence adjustments to swap balances. Sabbatical balance will be increased the night of **12/19/2023**.
- **Low Exception:**
The Sabbatical Election shows as a Saturday absence, employees that have a work schedule on Saturdays will have a low exception on their timesheet if their sabbatical election exceeds their scheduled hours. You may simply ignore this exception.



Clarifications:

- For policy refer to Wisconsin Human Resources Handbook [Chapter 704 Annual Leave Options](#).
- **In 2022** the Sabbatical process was enhanced so the Eligible Sabbatical Hours calculated in STAR are now based on actual paid hours up to 80 hours in a pay period through the first 21 pay periods (PP1-PP21) + the estimated hours for the remaining 5 pay periods (PP22-PP26) based on their FTE as of the October B payroll. Agencies no longer need to adjust for LWOP, FTE changes, or part-time employees working above their FTE. We also programmed the system, so that employees who have an anniversary that moves them to a new Sabbatical Factor mid-year, so that all eligible paid hours in that pay period would be calculated at the new Sabbatical Factor.
- **In 2023** we have implemented the following changes:
 - The Actual Hours Paid are being pulled from the Payable Time instead of from the Absence Time.
 - We were able to program the system to split the actual hours within the anniversary pay period by prior to/on-after anniversary date using both Sabbatical Factors in the calculation. This gives us the correct eligible amounts under each Sabbatical Factor. For employees with more than 80 hours in that pay period, the system counts the actual hours on/after the anniversary date first, and then any remaining hours up to 80 hours from the prior to anniversary date eligible hours.
- The WI SABBSICK BAL field on the Results by Calendar Group screen in HCM/STAR tracks the employee's eligible sabbatical sick leave balance based on an annual update after the October B pay period processes. An employee who attains a 520-hour WI_SICK_BAL midyear but drops below the required sick leave balance when sabbatical eligibility is determined when October B pay period processes, WILL NOT be eligible under the 520-hr eligibility program.
 - Once an employee has become eligible for the sabbatical 520-hour sick leave option, their balance shown as WI SABBSICK BAL field on the Results by Calendar Group screen will not be reduced even if their sick leave balance drops below the sick leave hour requirement for that level. The employee will be permanently eligible for the 520-hour sick leave option, if they remain in a position that is eligible for this provision.
- An employee has a break in service and is rehired mid-year with prior continuous service or sick leave balance to be eligible for the Sabbatical Eligibility.
 - DPM has determined, there is no proration of the sabbatical leave option in this situation.
 - Even though the entitlement amount of annual leave earned is prorated for the time since hire, the opportunity to put leave in sabbatical is an annual opportunity, there is no basis to prorate the eligible amount for a full-time employee hired within the year.
- An unclassified employee that becomes classified for the first time must serve an original 6-month classified position and may not use annual leave during that time.

- DPM has determined, the employee may put annual leave into the sabbatical account, because banking the annual leave in sabbatical is not “taking” the annual leave under ER 18.02(3). The term/sabbatical options under ER 18.03(5) do not mention any contingency regarding probation. However, the annual leave converted to sabbatical leave CANNOT be taken as paid time off until after the first 6-months of the original probation are complete.
- The cash pay election is not allowed since that does use the annual leave rather than transferring it into a different account. Also, there is the concern of potential termination during the 6-months, and that under ER 18.02(3) terminating employees “have not acquired eligibility to . . . receive any payment for the annual leave credits earned during his 6-month period.”

SEC. 704.060 SABBATICAL PRORATION SUMMARY

1. The number of eligible sabbatical leave hours shall be prorated at the pertinent annual leave accrual rate or rates for employees who work less than 2080 hours during the calendar year.
2. For all eligible full-time employees when a new annual leave accrual rate is reached during a calendar year shall be prorated. (Anniversary Year or FLSA change causing movement to a new Sabbatical Factor.)
3. 520-hours of sick leave option:
 - a. There is no proration of the 40 hours sabbatical leave option for full-time employees who reach the 520- hour option for the first time or for full-time employees who reaches the 160 hour annual accrual rate for the first time if the employee is also eligible due to current or past sick leave accumulation of 520 hours.
 - b. There will be proration of the 40 hours sabbatical leave option for part-time employees based on their FTE.
 - i. Currently the system is only prorating for FTE.
 - ii. For 2024 we have asked for a review of the policy to determine if we need to program based on actual hours paid when an employee works less than their FTE.
4. Employees who begin a calendar year at a level not allowing a cash pay election option but reach a cash pay election option during the calendar year may convert to cash pay hours only those sabbatical leave hours generated for use after reaching the cash pay level.
5. Eligible cash pay hours option under the 200 hour and 216 hour annual leave accrual rates:
 - a. As of 2021, eligible cash pay hours will no longer be prorated for part-time employees or those in pay status less than 2080 hours.
 - b. Eligible cash pay hours is up to 40 hours, not to exceed either the eligible sabbatical leave hours generated at the 200 hour or 216 hour annual leave accrual rates for the calendar year; or the unused annual leave balance.
6. Eligible sabbatical leave hours and cash pay hours are calculated as whole hours by dropping fractions of an hour. (Round down.)

REQUESTING CHANGE TO SABBATICAL ELIGIBILITY AMOUNTS

The sabbatical eligibility amounts in HCM/STAR are used to forecast a Sabbatical election. The following situations require the Sabbatical eligibility amounts to be adjusted by DOA CP.

1. Employees in multiple part-time appointments will have leave eligibility in each Empl Record. DOA CP have made the updates to the Sabbatical amounts that were required. A list of these changes have been sent to agencies in mid-October.
 - a. DOA CP has reviewed these employees to ensure the combined Eligible Sabbatical Hours and Cash Hours do not exceed the maximum eligible hours allowed.
 - b. We have moved all eligible Sabbatical Hours and Cash Hours to the lowest eligible Empl Record. The employee now makes one election that includes eligible hours from all eligible positions.

The following situations require agency payroll staff to manually calculate annual leave prorations using the Eligibility Change Request worksheet:

1. Employees who have had a FLSA change in the current calendar year should have their Sabbatical eligibility prorated based on the change.
 - a. Use the public query WI_ABS_MIDYEAR_FLSA_CHANGE to identify these employees. Instructions on working this query are included on the Sabbatical Eligibility Change Request worksheet.
 - b. DPM is requiring agencies to account for known FTE and/or FLSA changes for the 5 remaining pay periods (PP22-26). Unanticipated changes to FTE and/or FLSA discovered after the 12/1/2023 worksheet due date do not need to be reported.
2. An employee has 2 positions where one is on a LOA to fill a project or unclassified position and the other is the active project or unclassified position, submit a request to remove the eligibility from the LOA position. The eligibility should be assigned to the active project or unclassified appointment.
3. An employee has a break in service and is rehired after Oct B or the employee transfers from an affiliate after Oct B but has sufficient prior continuous service or sick leave balance to be eligible for the Sabbatical Eligibility.
4. An employee swaps leave to increase their annual leave (vacation) balance; or to increase their sick leave balance to meet the 520 hour requirement for the first time by the October B payroll. Leave swaps must be entered by 12/01/2023.

These instructions and the Sabbatical Eligibility Change Request worksheet were provided with the Procedures for Processing Sabbatical and Cash Pay Elections memo sent to the DOA DL Payroll Statewide Agency Distribution list in mid-October. The worksheet includes the calculations and examples for requesting changes to the sabbatical eligibility amounts. Please try to have most of your initial reviews completed and requests for changes **submitted by 11/10/2023**, which will allow us to key the changes before ESS opens, since changes could require them to resubmit their elections. Please submit to: doacentralpayroll@wisconsin.gov, **as soon as possible, but no later than 12/01/2023**.

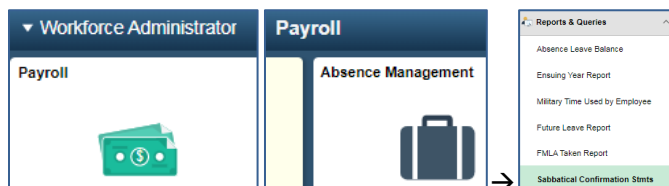
Note: The Investment Board does not use the Absence module in HCM/STAR and the Wisconsin Court System does not use the ESS process for Sabbatical Election. Neither group need to use the Change Request worksheet.

ENROLLMENT PERIOD THROUGH EMPLOYEE SELF SERVICE

The 2023 the enrollment period will be 11/15 to 12/06/2023. All employees should enter their sabbatical options directly into HCM/STAR through Employee Self Service (ESS). DOA will provide a Sabbatical announcement through the Announcement tile in ESS. The announcement will have a link to the ESS Sabbatical/Cash Pay Elections Job Aid. New for 2023 we will be sending two automated email announcements to eligible employees. See below for additional information.

Only elections entered through ESS will create a Sabbatical Confirmation Statement. When an employee makes their election a confirmation statement is immediately generated and available for the employee to see within HCM ESS. A separate email is not generated to the employee. Confirmation statements are not generated through administrative entries which is why ESS entries should be made whenever possible.

Agency payroll staff can view these statements as well under the Reports & Queries header:



Note: Wisconsin Court System does not use the ESS process for Sabbatical Election.

NEW FOR THIS YEAR: Automated Email Announcement of Eligibility – Employee Messaging

We will be sending automated email messages to eligible employees as follows:

1. November 15, 2023

You are receiving this email because you are eligible for the Sabbatical Election. The election period is open in Employee Self Service from November 15, 2023 to December 6, 2023. In ESS click on the "My Time" tile, then click on the "Sabbatical" tile for more detail.

2. December 3, 2023

You are receiving this email because you are eligible for the Sabbatical Election. The election period is closing in Employee Self Service as of the end of the day on December 6, 2023. We show a Sabbatical election has not been made yet. In ESS click on the "My Time" tile, then click on the "Sabbatical" tile for more detail.

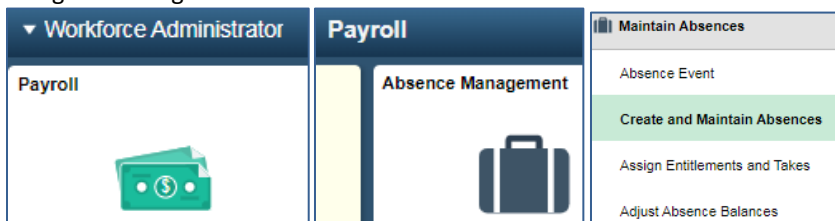
We will have a new query available named WI_ABS_SABB_EMAIL_ANNOUNCE by 11/15/23. Additional directions will be sent by email at that time. Agencies can use this query to pull a list of employees that received the emails.

ENTERING SABBATICAL ELECTIONS AFTER THE ESS PERIOD HAS CLOSED

We encourage employees to use ESS in making their election, but if you have an employee that is on LOA or otherwise do not have access to ESS, you may make the entry for the employee. You do not need to wait until the ESS period is closed.

Use the Create and Maintain Absences screen:

Navigation using tiles:



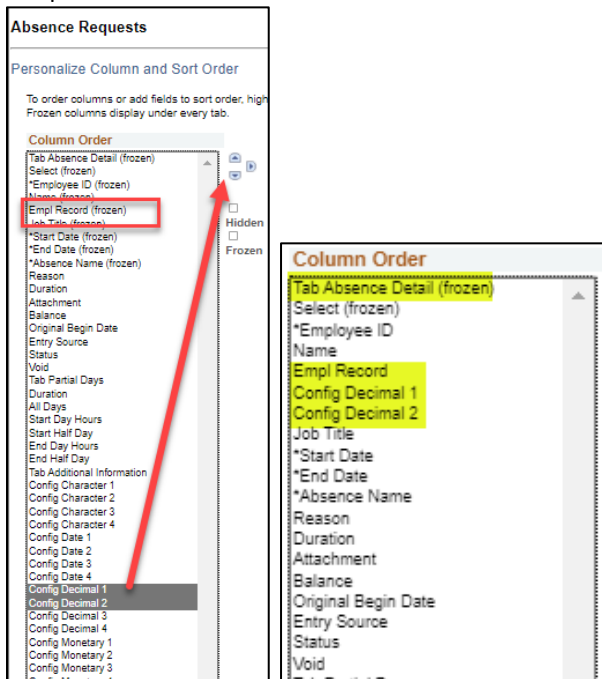
Navigation from NavBar: **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences**

Step 1 -> Click on "Personalize".

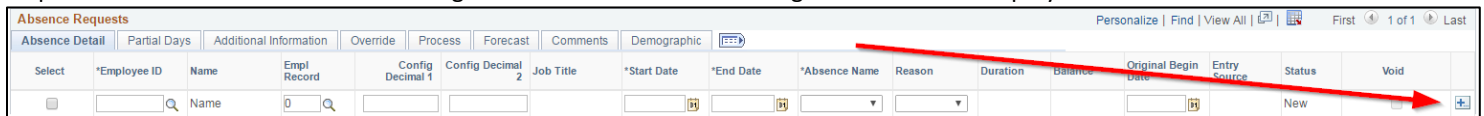
(If you have not removed this personalization from last year, this should still exist for you, and you can skip to Step 4.)



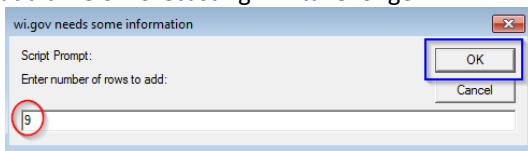
Step 2 -> On the Column Order table select "Config Decimal 1" and "Config Decimal 2" and use the up arrow to move them below "Empl Record". Scroll to the bottom and click "OK".



Step 3 -> Click on the "+" button to the right to add more rows if entering more than one employee.



Step 4 -> Determine the number of additional rows you would like to add and click "OK". It is recommended not to exceed 20 rows at a time or forecasting will take longer.



Step 5 -> Complete the election entries:

Use the following checklist to avoid receiving an ineligible message:

- Make sure the elections entered do not exceed the Sabbatical Eligible amounts.
- Make sure the total amount elected does not exceed the current vacation balance shown on the page.
- Key entries in whole hours.
- Use the correct Begin/Start Date of 12/16/2023 (end of PP26).

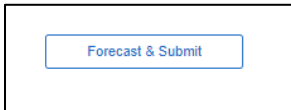


1. Enter the employee's Empl ID & Empl Record. The Name and Job Title will automatically fill in.
2. Config Decimal 1 = Total election hours (both sabbatical *and* cash)
3. Config Decimal 2 = Cash election hours (left blank if no cash election)
4. Start Date *must* be 12/16/2023.
5. Select "Sabbatical Election" for the Absence Name. The current (vacation) balance will automatically fill in.

Step 6 -> Once all the elections are entered for employees in these newly created rows, click “Select All” at the bottom left corner:

The screenshot shows a table titled "Absence Requests" with columns: Select, *Employee ID, Name, Empl Record, Config Decimal 1, Config Decimal 2, Job Title, *Start Date, *End Date, Original Begin Date, *Absence Name, Reason, Duration, and Balance. There are 10 rows of data, each with a checked checkbox in the "Select" column. At the bottom left, the "Select All" button is circled in red. Other buttons at the bottom include "Deselect All", "Copy Absence", and "Delete".

Step 7 -> Once all employees have a check in the Select box, click the “Forecast & Submit” button at the bottom of the page.



- Click “Yes” on this pop-up:

A message box with the title "Message" and the text: "In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?". There are two buttons: "Yes" and "No".

All elections should be Eligible and Approved. If they are not, see “[Reviewing Ineligible Sabbatical Elections](#)” for troubleshooting.

CHANGING SABBATICAL ELECTIONS AFTER THE ESS PERIOD HAS CLOSED

Use Create and Maintain Absences screen:

Navigation using NavBar: **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences.** Navigation using tiles can be found under the earlier **Use the Create & Maintain Absence Screen** section.

Step 1 -> Expand the search area by clicking the arrow in front of the word Search:

The screenshot shows the "Create and Maintain Absence Requests" screen. At the top left, the "Search" button is circled in red. Below it is a search input field. The main area contains a table with columns: Select, *Employee ID, Name, Empl Record, Config Decimal 1, Config Decimal 2, Job Title, *Start Date, *End Date, *Absence Name, Reason, Duration, Attachment, Balance, Original Begin Date, Entry Source, Status, and Void. The "Select" column has an unchecked checkbox. The "Attachment" column has a "View/Add" link.

Step 2 -> Complete the search parameters:

Work Flow Status:

1 From Date: Through Date:

2 Employee ID: Employee Record:

3 Absence Name: Sabbatical Election

1. Enter the valid sabbatical election date in both the “From Date” and “Through Date” , which is 12/16/2023.
2. Enter the Employee ID and Employee Record you wish to change.
3. Select WI_SABBTCL_ELECT for the “Absence Name”.

Step 3: -> **Change Config Decimal 1** (Total election hours (both sabbatical *and* cash) and/or **Config Decimal 2** (Cash election hours {left blank if no cash election})) as appropriate. If you need to set the Config columns up, refer to pg. 6 instructions.

Absence Requests													
Absence Detail Partial Days Additional Information Override Process Forecast Comments Demographic													
Select	*Employee ID	Name	Empl Record	Job Title	Config Decimal 1	Config Decimal 2	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	96.000000	32.000000	12/08/2018	12/08/2018	Sabbatical I		0 Hours	94.28 Hours	12/08/2018

Step 4 -> Once you have your change(s) keyed, click the “Select” box to the left of the employee:

Absence Requests													
Absence Detail Partial Days Additional Information Override Process Forecast Comments Demographic													
Select	*Employee ID	Name	Empl Record	Job Title	Config Decimal 1	Config Decimal 2	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	94	32.000000	12/08/2018	12/08/2018	Sabbatical I		0 Hours	94.28 Hours	

Step 5 -> Click the “Forecast & Submit” button at the bottom of the page.

- Click “Yes” on this pop-up:

Message

In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?

The election should be Eligible and Approved. If it is not, see [“Reviewing Sabbatical Elections”](#) for troubleshooting.

REVIEWING SABBATICAL ELECTIONS

Employees have until 12/6/2023 to enter elections through ESS. To review all your employees elections, use the WI_ABS_SABBATICAL_ELECTIONS query. To see what an individual employee entered, go to the Create and Maintain screen.

Use Create and Maintain Absences screen:

Navigation: **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences**

From Date: Use Date of the Current Year's **Election Date of 12/16/2023**

Absence Name: WI_SABBTCL_ELECT

Employee Record: You will have to run for each active Empl Rcd you have. I.e., 1, 2, 3 etc....

Department: You may enter if you want to look by Department. Otherwise, leave blank.

Pay Group: If you have only access to your Pay Group this can be left blank. If you have access to multiple Pay Groups, you may enter the 3 digit number.

Create and Maintain Absence Requests

▼ Search

Work Flow Status

From Date

Employee ID

Absence Name Sabbatical Election

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID

From Last Name

Through Date

Employee Record

Through Employee ID

Through Last Name

Action Date

Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>
Approved	<input type="text"/>	<input type="text"/>
Pushed Back	<input type="text"/>	<input type="text"/>
Denied	<input type="text"/>	<input type="text"/>
Canceled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

Absence Requests																	
1-5 of 313 View 100																	
Absence Detail																	
Select	*Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal 2	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void
<input type="checkbox"/>			0	40.000000		ACCOUNTANT-ADV	12/18/2021	12/18/2021	Sabbatica		0 Hours	View/Add	102.75 Hours	12/18/2021	Employee Absence Request	Approved	<input type="checkbox"/>
<input type="checkbox"/>			0	30.000000		ACCOUNTANT-RVIV	12/18/2021	12/18/2021	Sabbatica		0 Hours	View/Add	116.00 Hours	12/18/2021	Employee Absence Request	Approved	<input type="checkbox"/>
<input type="checkbox"/>			0	40.000000		ADMIN MANAGER	12/18/2021	12/18/2021	Sabbatica		0 Hours	View/Add	88.50 Hours	12/18/2021	Employee Absence Request	Approved	<input type="checkbox"/>
<input type="checkbox"/>			0	40.000000		ADMIN MANAGER	12/18/2021	12/18/2021	Sabbatica		0 Hours	View/Add	99.00 Hours	12/18/2021	Employee Absence Request	Approved	<input type="checkbox"/>
<input type="checkbox"/>			0	40.000000		ADMIN MANAGER	12/18/2021	12/18/2021	Sabbatica		0 Hours	View/Add	120.00 Hours	12/18/2021	Employee Absence Request	Approved	<input type="checkbox"/>

REVIEWING FOR INELIGIBLE SABBATICAL ELECTIONS

This should be completed by: **12/08/2023** (employees have until 12/6/2023 to enter elections thru ESS)

Use Create and Maintain Absences screen:

Navigation: **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences**

Once forecasting is complete, select the Forecast tab to see the Forecast Values.

Absence Requests								Personalize	Find	View 5	First	1-10 of 10	Last
Absence Detail	Partial Days	Additional Information	Override	Process	Forecast	Comments	Demographic						
Select	*Employee ID	Name	Empl Record	Balance	Forecast Value	Forecast Date Time	Forecast Message						
<input type="checkbox"/>	1000		0	142.25 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	153.00 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	32.63 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	20.00 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	131.50 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	35.08 Hours	INELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	162.00 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	64.50 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	36.00 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						
<input type="checkbox"/>	1000		0	101.75 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!						

Example 1, Employee Didn't Use Whole Hours

Although this employee's current vacation balance is 35.08 the report accurately shows 35.00 whole hours, and we are forecasting based on the Sabbatical Eligible amounts. You can fix this by changing the election to 35.00 and re-forecasting.

Absence Forecast Results					
Absence Take Element WI_SABBTCL_ELECT			Begin Date 12/10/2016		
Absence Type SBBEL			End Date 12/10/2016		
Forecast Value INELIGIBLE			Forecast Date Time 11/04/2016 11:19AM		
Absence Forecast Result Details					
Forecast Results	Accumulator Results	User Keys 1-3	User Keys 4-6		
Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
WI_SABBTCL_ELECT	EVT CONFIG1 DC	SystemElem	35.080000		
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.000000		
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	35.000000		
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	0.000000		
WI_SABBTCL_ELECT	WI_VAC_BAL	Variable	35.080000		
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.000000	INELIGIBLE	

These are the values that we entered

These are the values from the report

Current vacation balance

Example 2, Sabbatical Eligible amount more than current vacation balance so employee election was too high

Although the Sabbatical Eligible amount is 31 hours, the current vacation balance is now only 5.25 hours. You can fix this by changing the election to 5.00 and re-forecasting.

Absence Forecast Results

Absence Take Element WI_SABBTCL_ELECT Begin Date 12/08/2018
 Absence Type SABB_ELEC End Date 12/08/2018
 Forecast Value INELIGIBLE Forecast Date Time 12/10/2018 9:47AM

Absence Forecast Result Details Personalize | Find | View All | [Print] | [Refresh] First 1-6 of 6 Last

Forecast Results	Accumulator Results	User Keys 1-3	User Keys 4-6	
Secondary Element	Forecast Element	Type	Numeric Value	Character Value
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	31.000000	Sabbatical Eligibility from Table
WI_SABBTCL_ELECT	EVT CONFIG1 DC	SystemElem	15.000000	Sabbatical Election keyed
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	0.000000	
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.000000	
WI_SABBTCL_ELECT	WI PREV VAC BAL	Variable	5.250000	Current Vacation Balance
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.000000	INELIGIBLE

Example 3, Vacation swap with other leave creates additional balance/eligibility for sabbatical election.

Although the current vacation balance is 30.69 hours the Sabbatical Eligible amount is 26 hours. You can fix this by requesting a change to the Sabbatical Eligibility amount using the Sabbatical Eligibility Change Request. Once the update has been made to the amount then re-forecasting the current election.

Absence Forecast Results

Absence Take Element WI_SABBTCL_ELECT Begin Date 12/08/2018
 Absence Type SABB_ELEC End Date 12/08/2018
 Forecast Value INELIGIBLE Forecast Date Time 12/14/2018 11:28AM

Absence Forecast Result Details Personalize | Find | View All | [Print] | [Refresh] First 1-6 of 6 Last

Forecast Results	Accumulator Results	User Keys 1-3	User Keys 4-6	
Secondary Element	Forecast Element	Type	Numeric Value	Character Value
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	26.000000	Sabbatical Eligibility from Table
WI_SABBTCL_ELECT	EVT CONFIG1 DC	SystemElem	30.000000	Sabbatical Election keyed
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	26.000000	Cash Eligibility from Table
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.000000	Cash Election keyed
WI_SABBTCL_ELECT	WI PREV VAC BAL	Variable	30.690000	Current Vacation Balance
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.000000	INELIGIBLE

Go back to the Create and Maintain Absences page to fix the election and re-forecast for the employees that were originally “Ineligible” (just check the select box in front of each of their names before re-forecasting). Once all Forecast Values are “Eligible” then you can “Select All” again and click “Submit” at the bottom of the page. This will flip the status from Saved to Approved.

Absence Requests														Personalize	Find	View 5	Print						
Absence Detail														Partial Days	Additional Information	Override	Process	Forecast	Comments	Demographic			
Select	*Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal 2	Job Title	*Start Date	*End Date	Original Begin Date	*Absence Name	Reason	Duration	Balance	Entry Source	Status								
<input type="checkbox"/>	1000	[Name]	0	80.000000	40.000000	[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		0 Hours	142.25 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	40.000000		[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		0 Hours	153.00 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	13.000000		[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		0 Hours	32.63 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	20.000000		[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		0 Hours	20.00 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	73.000000	40.000000	[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		0 Hours	131.50 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	35.000000		[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		16 Hours	35.08 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	80.000000	40.000000	[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		0 Hours	162.00 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	40.000000		[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		24 Hours	64.50 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	36.000000		[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		0 Hours	36.00 Hours	Administrator Absence Event	Approved								
<input type="checkbox"/>	1000	[Name]	0	40.000000		[Job Title]	12/10/2016	12/10/2016	12/10/2016	Sabbatical I		0 Hours	101.75 Hours	Administrator Absence Event	Approved								

Troubleshooting

- If you find that the status becomes Submitted instead of Approved...delete the entry and start over.
- If you get an error about their schedule (and their schedule is correct) request DOA Central Payroll to make the entry through the Absence Event page instead of the Create and Maintain Absences screen.

You will find Config Decimal 1 and Config Decimal 2 under the Detail link.

Absence Event

Absence Event Input Detail

Absence Take:

Absence Reason:

Entry Source: Administrator Absence Event

Workflow Status: Needs Approval

*Process Action:

Voided Indicator

Manager Approved

Absence Type: Sabbatical Election

Event Priority: 500

Last Updated:

Process Status: Not Processed

Calendar Group ID:

Process Date:

First Processed Date:

Absence Begin / End Data

*Begin Date:

End Date:

Original Begin Date:

Partial Days:

User Defined Fields

User Defined Fields 1	User Defined Fields 2
Date 1: <input type="text"/> <input type="button" value="B"/>	Date 2: <input type="text"/> <input type="button" value="B"/>
Character 1: <input type="text"/>	Character 2: <input type="text"/>
Monetary 1: <input type="text"/>	Monetary 2: <input type="text"/>
Decimal 1: SABB + CASH	Decimal 2: CASH

REQUESTING A SABB ELECTION AFTER THE LAST PAY PERIOD OF THE YEAR HAS CONFIRMED

Any Adds/Changes/Deletes needed for a sabbatical election is keyed in the same manner as entering it before PP26 absence confirmed. We do not create manual adjustments for sabbatical elections. On the Create and Maintain screen, for the Start Date, use the last day of the final pay period of the calendar year. For 2023 this is pay period PP26 with an End Date of 12/16/2023.

If you find that a sabbatical election was missed or keyed incorrectly, please make the correction on the Create and Maintain screen and it will process in the next pay period. Because we are using the 12/16/2023 date for the entry, an absence retro trigger will be created, and the leave balances will be adjusted in the PP26 Calendar ID on the Results by Calendar screen. Remember that a confirmation statement is only generated when the employee makes the entry through ESS. Late cash payment elections processed by the Agency Payroll will be paid and taxed in the calendar year the election is processed.

Absence Requests

Select	Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal 2	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void
<input type="checkbox"/>	[REDACTED]		0	80.000000	20.000000	PAYROLL BEN SYSTEMS COOR-SEN	12/18/2021	12/18/2021	Sabbatic		0 Hours	View/Add	29.50 Hours	12/18/2021	Employee Absence Request	Approved	<input type="checkbox"/>

Calendar ID 505 2021B26 Pay Group 505 Dept of Administration

Calendar Information

Calendar Group ID 2021B26 Description December 5 to December 18
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.00 USD Net Result Value 0.00 USD

Accumulators

Period	Element Name	Amount	Description	From	Through
Year to Date	WI_VAC_ACCRUAL_YTD	202.000000	Vacation Accrual YTD	01/01/2021	12/31/2021
Year to Date	WI_VACATION_ENT	216.000000	Vacation Award	01/01/2021	12/31/2021
Year to Date	WI_VACATION_BAL	29.500000	Vacation Balance	01/01/2021	12/31/2021
Year to Date	WI_CR_OVR_12_BAL	0.000000	Vacation Carry Over	01/01/2021	12/31/2021
Year to Date	WI_VACATION_OWED	0.000000	Vacation Recup Totals	01/01/2021	12/31/2021
Year to Date	WI_VACATION_TAKE	186.500000	Vacation Used	01/01/2021	12/31/2021
Segment	WI_LEGAL_HOL_TKPP	3.500000	Legal Holiday Used Period	12/05/2021	12/18/2021
Segment	WI_SABB_CASH_TKPP	20.000000	Sabbatical Cash	12/05/2021	12/18/2021
Segment	WI_SABB_ONLY_TKPP	60.000000	Sabbatical Hours (No Cash)	12/05/2021	12/18/2021
Segment	WI_SICK_ACC	5.000000	Sick Accrual Period	12/05/2021	12/18/2021
Segment	WI_VACATION_ACC	8.000000	Vacation Accrual Period	12/05/2021	12/18/2021
Segment	WI_VACATION_TKPP	80.000000	Vacation Used Period	12/05/2021	12/18/2021

TRCs USED FROM PAYABLE TIME TO CALCULATE ELIGIBLE HOURS


As of 2023 the Actual Hours Paid are being pulled from the Payable Time. In 2022 we used the Actual Hours Paid from the Absence tables: WI TOTAL HOURS PER – Total Hours per Period. By pulling from the Payable Time, we can more accurately include all hours paid and for the anniversary year, split the hours between prior to/on-after anniversary date. The Sabbatical Year consists of PP01 – PP21 for actual hours (up to 80 in a pay period) + estimated hours for PP22 – PP26 based on FTE.


If when reviewing the results from the WI_ABS_SABB_FINAL_ELIG query, you are wanting to see what makes up a specific employee's Actual Hours you can use the WI_TL_PAYABLE_ELIG_SABB_HOURS query.


The WI_TL_PAYABLE_ELIG_SABB_HOURS includes the TRCs listed below. It is not picking up retro changes to the timesheet made after the pay period has been finalized on 10/12/2023. The query will pick-up over 80 hours in a pay period, so if the total from the query is greater than the Total EE hours (Column Q) on the WI_ABBS_SABB_FINAL_ELIG query, you will have to manually total the Hours column on the WI_TL_PAYABLE_ELIG_SABB_HOURS query by PP to see if that is the difference. This query is not meant to be used for verifying every employee on the WI_ABS_SABB_FINAL_ELIG query.

For reviewing the actual hours of an employee from the WI_ABS_SABB_FINAL_ELIG query use the dates indicated below.

WI_TL_PAYABLE_ELIG_SABB_HOURS - Sabbatical Hours Eligibility

*PP1 Begin Date 

*PP21 End Date 

Empl ID 

TRCs used in the calculation are as follows (Status Distributed or Taken):

23036	LGHOL
ADMPY	LGLED
BNMRW	LVSWP
CATPD	MERIT
CLLBK	MIL30
CMP15 - Comp Total Hrs Worked (Status Closed)	MILAC
CMPER - Comp Time Earned Straight (Status Closed)	MILNP
CMPUS - Comp Time Used	MILPD
COVA	ORGDN
COVF1	OTHLF
COVF4	OTOCA
COVM1	OTOCM
COVN1	PLLWK
COVS1	PPEXC
COVS2	PSHOL
COVS3	REGLR
E15CA	REGOT
E15CM	RMVOT
EXAM	ROFTE
EXCMP	SBBTC
EXCSH	SICK
HLREG	VACTN
IAS16	VOTE
JURY	WLEAC
	WLEAU

If your agency check employees' Sabbatical Eligibility throughout the year, you can run the WI_ABS_SABB_PRELIM_ELIG query any time after the first time the Sabbatical process is run in the new calendar year. We intend to run the Sabb Eligibility process the Monday of the non-processing week starting PP3 through PP20. PP21 we will finalize the process. The WI_TL_PAYABLE_ELIG_SABB_HOURS query can be used to see what hours makes up the employee's Actual Hours. End Date should match the date used in the WI_ABS_SABB_PREM_ELIG query. The Begin Date is always PP1 and the End Date is the last day of the pay period that has been confirmed and the Sabbatical Eligibility process has been run.

SABBATICAL AND CASHOUT ELIGIBILITY

All Employees (excluding State Patrol Troopers and Inspectors)

The number of hours available for use in the following categories shall be prorated at the pertinent annual leave rate or rates for employees who work less than 2080 hours during the calendar year.

520 HR. SICK LEAVE ACCUMULATION*

- This includes all employees on the leave accounting system who had in a previous year or have a balance of 520 hours of sick leave accrued at the end of the October B pay period.
- These employees are eligible to put a maximum of 40 hours into their sabbatical account.

160, 176 or 184 HR. VACATION RATE

- FLSA nonexempt with 10 or more years of service
- FLSA exempt with 5 or more years of service
- These employees are eligible to put a maximum of 40 hours into their sabbatical account.

200 HR. VACATION RATE

- FLSA nonexempt with 20 or more years of service
- FLSA exempt with 15 or more years of service
- These employees are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

216 HR. VACATION RATE

- FLSA nonexempt with 25 or more years of service
- FLSA exempt with 20 or more years of service
- These employees are eligible to put a maximum of 120 hours in their sabbatical account or split the 120 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

Years of service	104 Hour Schedule		120 Hour Schedule	
	Non-exempt		Exempt	
	Eligible Vacation	Elig Sabb Hrs/cash	Eligible Vacation	Elig Sabb Hrs/cash
1-5	104	40* / 0	120	40* / 0
5+ - 10	144	40* / 0	160	40 / 0
10+ - 15	160	40 / 0	176	40 / 0
15+ - 20	184	40 / 0	200	80 / 40
20+ - 25	200	80 / 40	216	120 / 40
25+	216	120 / 40		

*Must have accumulated 520 hours of sick leave by the end of the October B pay period to be eligible for this category.

State Patrol Troopers and Inspectors “Grandfathered”

Per contract, the eligibility for BU 63 is based on a combination of seniority and sick leave accumulation. Once an employee has reached the criteria for a higher level (years of service and sick leave accumulation) their “Grandfathered” Sick Balance shown (in HCM on the Results by Calendar Group screen, WI SABBICK BAL field) will not be reduced to a lower level even if they drop below the sick leave hour requirement for that level.

The number of hours available for use in the following categories shall be prorated at the pertinent annual leave rate or rates for employees who work less than 2080 hours during the calendar year.

520 HR. SICK LEAVE ACCUMULATION

This includes all employees on the leave accounting system who had in a previous year or have a balance of 520 hours of sick leave accrued at the end of the October B pay period.

- These employees are eligible to put a maximum of 40 hours into their sabbatical account.

144 HR. VACATION RATE - Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 5+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for term/sabbatical until they have a minimum of 520 hours of sick leave as of the October “B” pay period when sabbatical eligibility is determined.
- These employees with at least 520 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

160 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 10+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for sabbatical until they have a minimum of 520 hours of sick leave as of the October “B” pay period when sabbatical eligibility is determined.
- These employees with at least 520 but less than 728 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 728 hours of sick leave are eligible to put a maximum of 60 hours in their sabbatical account or split the 60 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

184 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 15+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for sabbatical until they have a minimum of 520 hours of sick leave as of the October “B” pay period when sabbatical eligibility is determined.
- These employees with at least 520 but less than 728 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 728 but less than 1040 hours of sick leave are eligible to put a maximum of 60 hours in their sabbatical account or split the 60 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 1040 hours of sick leave are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

200 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 20+ years of service. Their eligibility at this vacation rate is no longer dependent on sick leave hours.

- These employees are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

216 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 25+ years of service. Their eligibility at this vacation rate is no longer dependent on sick leave hours.

- These employees are eligible to put a maximum of 120 hours in their sabbatical account or split the 120 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

SICK LEAVE DEPENDENT SCHEDULE					
B/U 63 State Patrol Trooper Series & State Patrol Inspector Series					
Years of Service	Eligible Vacation	< 520 sick lv hrs	520 - 727 sick lv hrs	728 - 1039 sick lv hrs	> 1039 sick lv hrs
		Elig Hrs	Elig Hrs	Elig Hrs	Elig Hrs
1-5	104	0/0	40/0	Not elig for > 40/0	Not elig for > 40/0
5+ - 10	144	0/0	40/40	Not elig for > 40/40	Not elig for > 40/40
10+ - 15	160	0/0	40/40	60/40	Not elig for > 60/40
15+ - 20	184	0/0	40/40	60/40	80/40
20+ - 25	200	80/40	80/40	80/40	80/40
25+	216	120/40	120/40	120/40	120/40

References: Comp Plan Section K 3.01

230.35 (1p)

ER 18.02(5)

QUERIES

WI_ABS_SABB_PRELIM_ELIG - Sabbatical Eligibility Prelim

*Job As Of Date

Unit (Put % for All or Pick 1)

Dept ID (Put %forAll or Pick1)

Empl ID (Put %forAll or Pick1)

Pay Period Number (1-26)

This query is updated after each payroll confirm and run PP3-PP20. Job As Of Date is the last end date of the pay period that has been confirmed.

With the new fields of Actual Hours and Estimated Hours, we have added a new prompt: Pay Period Number. Put in the Pay Period that most recently confirmed.

This is an example if you are running it after PP2023B17 has confirmed. If running after PP2023B20 confirmed use the Date 9/23/2023 and

You do not want to run the Prelim_Elig query after PP20. Once the Sabb Eligibility process is finalized in PP21, we will not run the Sabbatical Eligibility process again until PP03 of the following calendar year.

This query is updated and finalized after the October B pay period is confirmed each year.

The 2023 Sabbatical Eligibility Report has been finalized as of 10/7/2023. Use the dates indicated to the left.

WI_ABS_SABB_FINAL_ELIG - Final Sabbatical Eligibility

*Last PPofYr EndDate(ex2021B28)

*Oct B PP End Date (ex 2021B21)

Oct B Cal Group (ex: 2021B21)

Bus Unit (% for All or Pick 1)

Dept ID (% for All or Pick 1)

Empl ID (% for All or Pick 1)

WI_ABS_SABBATIONAL_ELECTIONS - Sabbatical Elections

Dept ID (Put %forAll or Pick1)

Empl ID (Put %forAll or Pick1)

Year

This query is showing all employees that have made an election. You may look by department, or you may enter a wildcard (I.e., 255%) in the Dept ID criteria field and see your entire agency.

WI_ABS_SABBATIONAL_NO_ELECTION - Sabbatical Election not made

Year

Dept ID (% for All or Pick 1)

Empl ID (% for All or Pick 1)

This query is showing all eligible employees that have NOT made an election. You may look by department, or you may enter a wildcard in the Dept ID criteria field and see your entire agency.

WI_TL_PAYABLE_ELIG_SABB_HOURS - Sabbatical Hours Eligibility

*PP1 Begin Date

*PP21 End Date

Empl ID

New query for 2023. See page 15 for detail.

WI_ABS_MIDYEAR_FLSA_CHANGE - identify FLSA changes

Optional: Bus Unit

Dept ID (% for all)

Optional: Empl ID

*From

*To

This query is showing all mid-year FLSA changes. Agencies need to review these employees.

Instructions and examples are included on the Sabbatical Eligibility Change Request worksheet.