FY2012-2013 Special Leave Payout

Purpose

NC Senate Bill 187 from the 2011-2012 session provided for **FY 2012-2013 Special Annual Leave Bonus**, a one-time bonus of five annual leave days (or pro-rated amount) for state employees, usable by June 30, 2013.

A wage type was created by OSC to allow for **FY 2012-2013 Special Leave** to be paid out in case of separation due to immediate retirement from State-supported retirement systems. This wage type paid out the remaining balance of FY 2012-2013 Special Leave, which was determined using PT_BAL00, and then paid out using PA30.

FY 2012-2013 Special Leave Payouts were reported to ORBIT as Bonus leave. Agencies had to include Special Leave Payouts on the Retirement Form 6 as Bonus leave.

PT_BAL00: Determine the Special Leave Remaining Balance

There are 5 steps to complete this process.

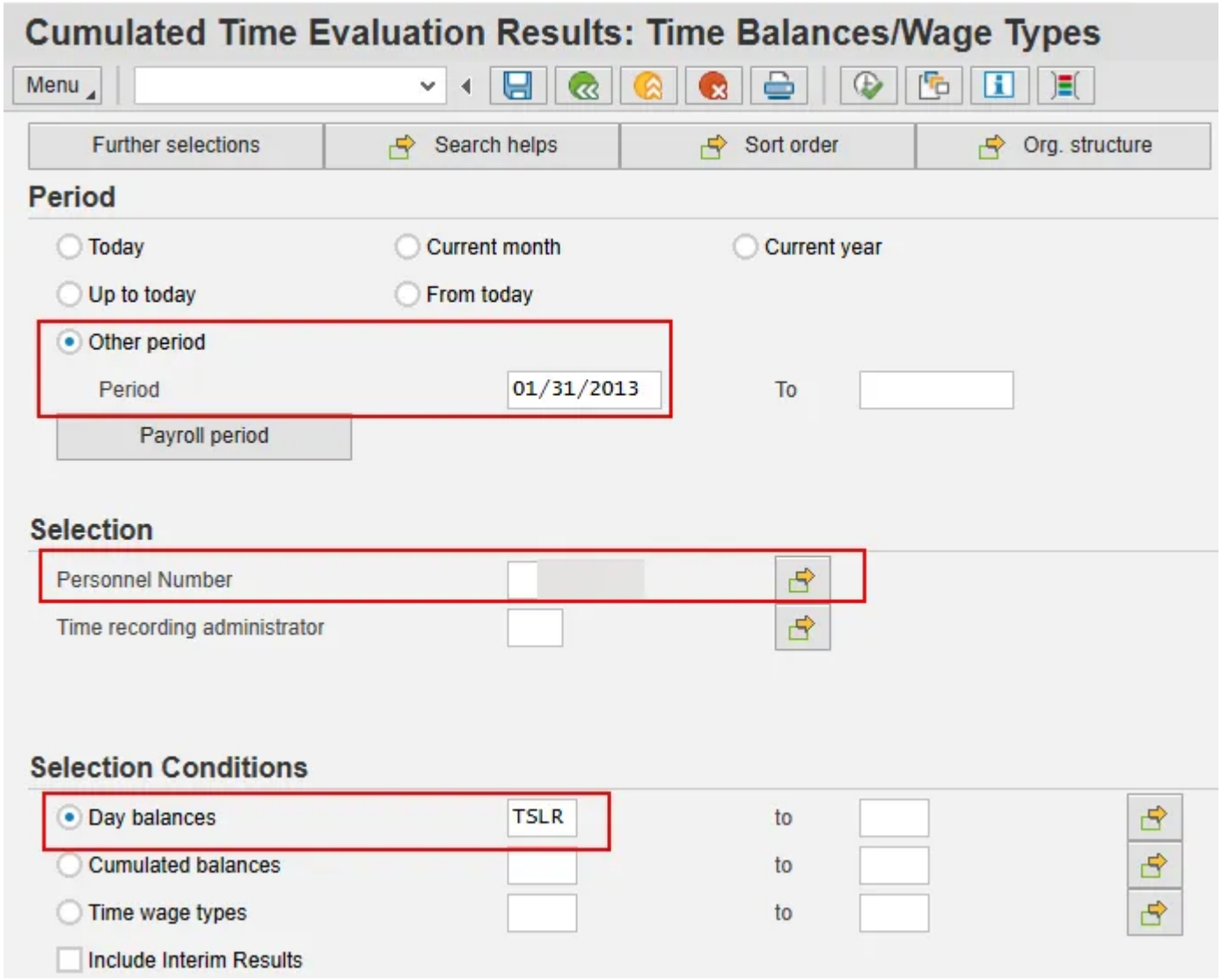
Step 1. Access **PT_BAL00**.

Step 2. For **Period**, select **Other period** and enter the employee's last working day.

Step 3. Enter the personnel number(s) in the **Personnel Number** field.

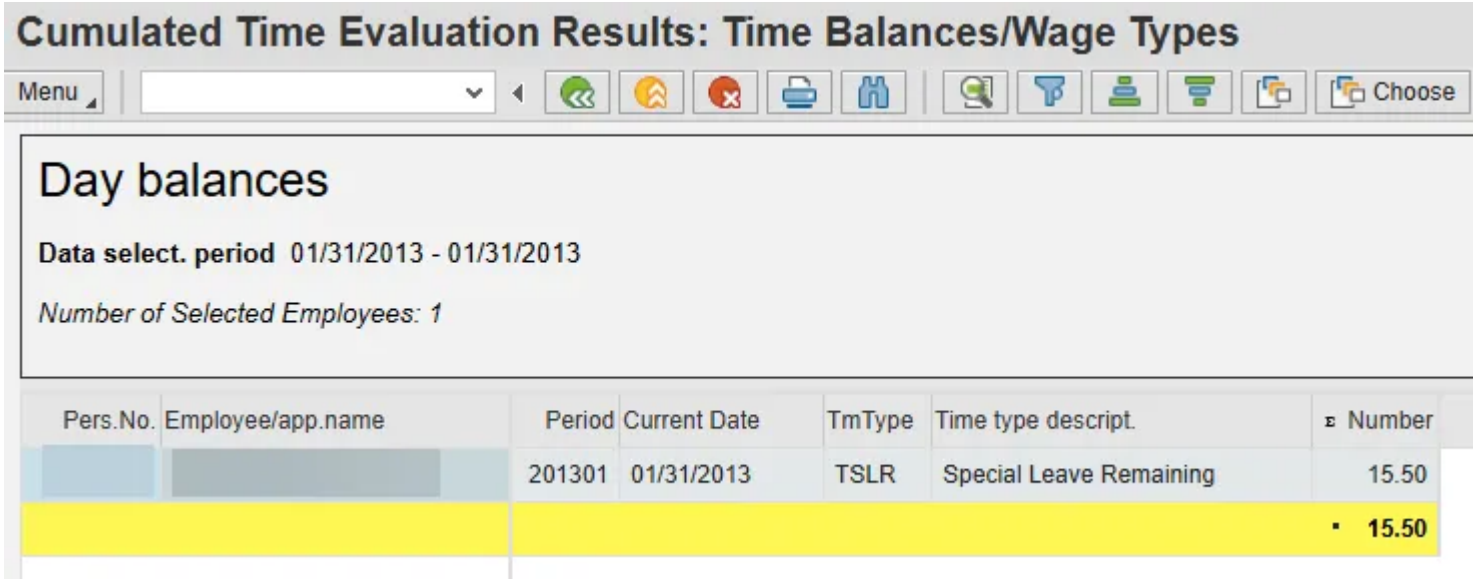
Step 4. Under **Selection Conditions**, select **Day Balances** and enter **TSLR** (Special Leave Remaining Balance).

Image



Step 5. Click the **Execute (F8)** button to run the report.

Image

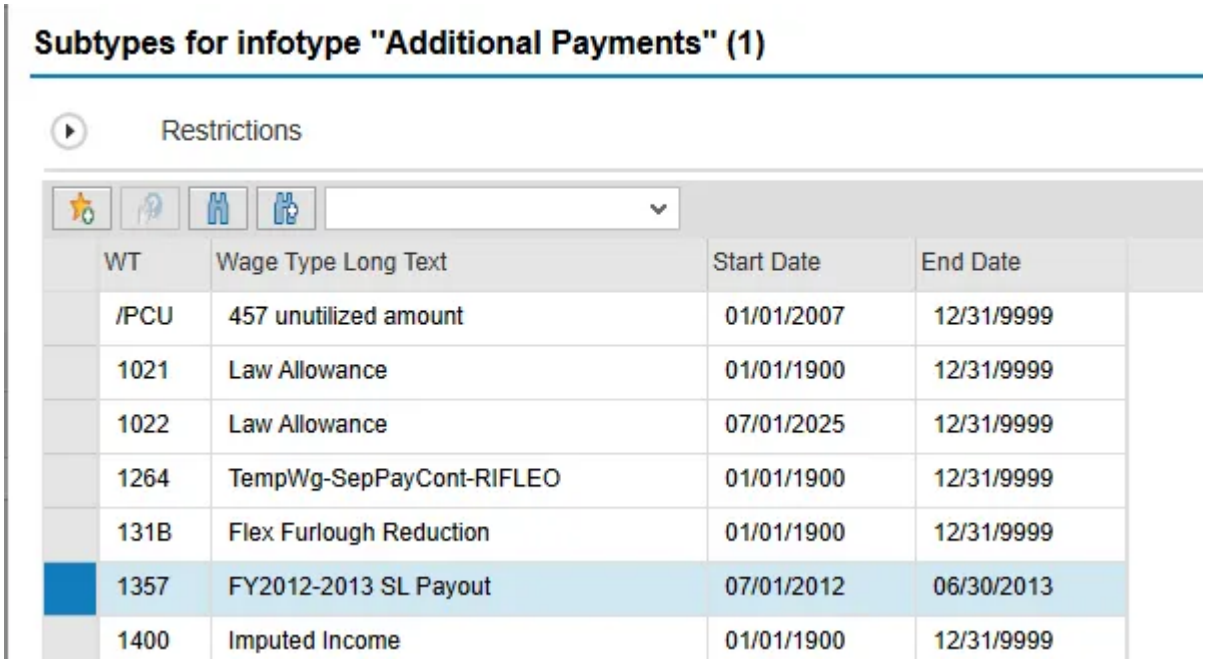


Recording FY2012-2013 Special Leave Payout

There are 8 steps to complete this process.

1. Access **PA30**.
2. Enter the retiring employee's **Personnel Number**.
3. Under **Direct Selection**, select or type in the **Infotype** field **0015** (Additional Payments).
4. Under **Direct Selection**, select or type in the **STy** (SubType) field **1357** (FY2012-2013 SL Payout).

Image

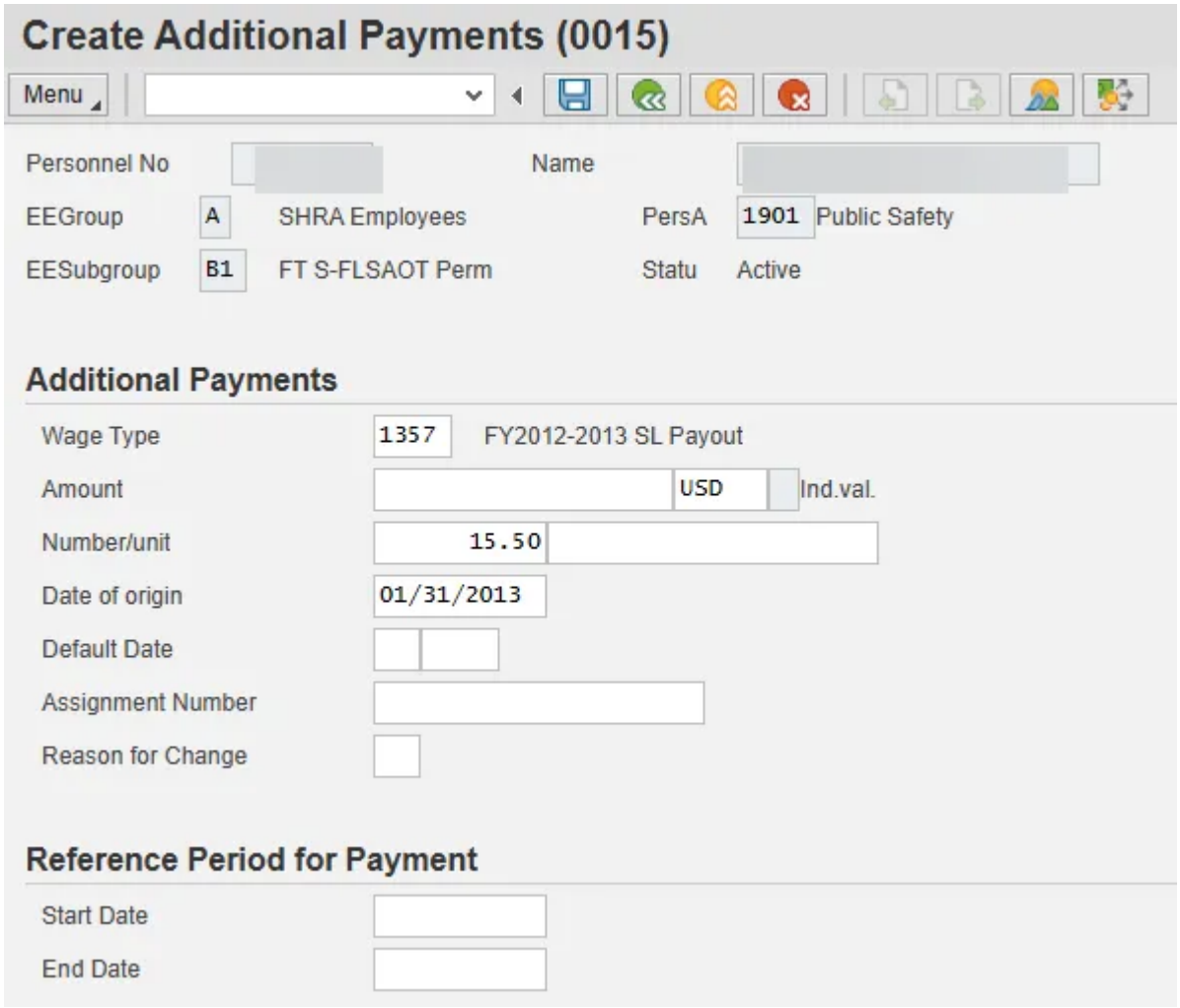


5. Click the **Create** button.

6. Enter the **TSLR Special Leave Remaining** value in the **Number/unit** field, up to 40 hrs.

7. Enter the **last day** of the relevant pay period in the **Date of origin** field.

Image



8. Save the record.

Note: The FY 2012-2013 SL Payout wage type will allow you to key hours in excess of the employee's available balance. However, payroll processing will generate an error indicating too many hours leading to the inability for earnings generation. The agency payroll administrator will need to validate the value entry and make corrections based on the remaining balance availability.

Note: The FY 2012-2013 SL Payout wage type will allow entry for an employee in subgroup O, Temporary classification. However, payroll processing will generate an error WT NOT ALLOWED leading to the inability for earnings generation. The agency payroll administrator will need to validate the entry and make corrections for complete payroll processing capability in order to generate pay period earnings.

Wage Type Introduction

WT 1356: When FY2012-2013 Special Leave is recorded using A/A 9711 (FY2012-2013 Special Leave), earnings associated with the leave will be paid with WT 1356 and will be displayed on the employee's remuneration statement as FY2012-13 Special Leave.

WT 1357: The payout of FY2012-2013 Special Leave will be displayed on the remuneration statement as FY2012-2013 SL Payout.

First Published

Mon, 07/30/2012

Last Updated

Fri, 02/06/2026
Printable PDF