

TM-20 Quota Correction Notes

Purpose

The purpose of this job aid is to provide a description of each type of leave in the Integrated HR/Payroll System.

Notes on the following quota types are provided in this document.

- Vacation Leave (10)
- Sick Leave (15)
- Overtime Comp Time (20)
- Holiday Comp Time (22)
- Callback Comp Time (23)
- Travel Comp Time (24)
- On-call Comp Time (26)
- Emergency Closing Comp Time (27)
- Incentive Leave (29)
- Advanced Vacation Allowed (31)
- Advanced Sick Allowed (32)
- Advanced Vacation Owed (36)
- Advanced Sick Owed (37)
- Holiday Leave (40)
- Bonus Leave (50)
- Special Bonus Leave (55)

- Special Bonus FY2018 (56)
- Special Bonus FY19-20 (57)
- Liability Leave Hrs Owed (61)
- Community Service Leave (65)
- Community Service – Tutoring (66)
- Literacy Volunteer Leave (67)
- Received Shared Leave (80)
- Military Leave (Training) (85)

Rules to Remember When Working with IT2013 records

- ALWAYS add notes (F9 or Edit>Maintain Text) explaining why you are creating or changing an IT2013 record.
- There should NEVER be more than one IT2013 record per quota type on the same date.
- You should NEVER choose the "Replace generated entitlement" radio button. Only choose the "Increase" or "Reduce" radio button options.
- Do not put a negative sign on the value in the number field. Use the "Increase" or "Reduce" radio buttons to indicate whether the value should be added or subtracted from the balance.
- If the number of hours on a IT2013 is incorrect, it's better to change that record than to create another record to increase/decrease the hours. Please remember to add a note as to why the change is needed. This is not possible with Wave 1 go-live conversion IT2013s which are dated before go-live. In that case, a new record must be created.

The following are NOT valid reasons for a IT2013 Quota Correction record:

- Correcting an employee's normal accruals - check master data settings first, ask BEST second.
- Giving an employee comp time because it's not generating automatically as expected - check master data settings first, ask BEST second.

- End of year roll-over from vacation to sick - automatic, except for those with 6/30 roll-overs.
- Payouts of comp time hours over 240 or when aged out - automatic.
- Accrual of CSL on 1/1 - automatic.
- Accrual of Military Leave (Training) on 10/1 - automatic after the first time.

Vacation Leave - Quota 10

- Go Live conversion balances for Wave 1 or Wave 2 should be done on a current basis. Please make sure to include notes as to why a change is being made.
- Vacation Leave is normally accrued through Time Evaluation and does not show up as IT2013 records. IT2013s should not be needed to give an employee their normal accruals of Vacation Leave.
- Any Vacation balance over 240 hours on December 31st will be moved automatically to Sick Leave by Time Evaluation (except for EE with a current LOA action with a Workman's comp or Injury leave reason). A negative accrual will be generated for the Vacation Leave quota to remove the hours, and a positive accrual will be generated for Sick Leave to add the hours. No IT2013 records are created as part of this process. Any changes that cause a retro calculation into the previous year and affect the Vacation balance on 12/31 will cause this vacation roll-over to be recalculated as well.

Sick Leave - Quota 15

- Go Live conversion balances for Wave 1 or Wave 2 should be done on a current basis. Please make sure to include notes as to why a change is being made.
- Sick Leave is normally accrued through Time Evaluation and does not show up as IT2013 records. IT2013s are not needed to give an employee their normal accruals of Sick Leave.

Any Vacation balance over 240 hours on December 31st will be moved automatically to Sick Leave by Time Evaluation (except for EE with a current LOA action with a Workman's comp or Injury leave reason). A negative

accrual will be generated for the Vacation Leave quota to remove the hours, and a positive accrual will be generated for Sick Leave to add the hours. No IT2013 records are created as part of this process. Any changes that cause a retro calculation into the previous year and affect the Vacation balance on 12/31 will cause this vacation roll-over to be recalculated as well.

Overtime Comp Time - Quota 20

- Go-live conversion balances for Overtime Comp Time were not loaded as IT2013 records. They were loaded as attendance records (infotype 2002, subtype 1010) and converted to quota balances by a special Time Evaluation run. If the Overtime Comp Time balance on the go-live date is incorrect, a IT2013 should be created with a current date to increase or reduce the balance.
- Overtime Comp Time is normally accrued through Time Evaluation and does not show up as IT2013 records. IT2013s are not needed to give an employee their normal accruals of Overtime Comp Time.
- You can check the go-live Overtime Comp Time conversion balance for an EE by looking at pre-go-live accruals in PT50 or by looking at infotype 2002, subtype 1010, on pre-go-live dates.

Holiday Comp Time - Quota 22

- Go-live conversion balances for Holiday Comp Time were not loaded as IT2013 records. They were loaded as attendance records (infotype 2002, subtype 1020) and converted to quota balances by a special Time Evaluation run. If the Holiday Comp Time balance on the go-live date is incorrect, an IT2013 should be created with a current date to increase or reduce the balance.
- Holiday Comp Time normally can be accrued by one of two ways.
 - The first way is when an employee works on a holiday. Time Evaluation will generate a negative accrual for Holiday Leave and a positive accrual for Holiday Comp Time. These accruals do not show up as IT2013 records.

- The second way is when an employee does not work on a holiday or use the Holiday Leave 30 days before or after a holiday. Time Evaluation will reduce automatically the Holiday Leave and increase the Holiday Comp Time quota with the appropriate accruals. No IT2013 records are created when this happens.
- Check the go-live Holiday Comp Time conversion balance for an EE by looking at pre-go-live accruals in PT50 or by looking at infotype 2002, subtype 1020, on pre-go-live dates.

Callback Comp Time - Quota 23

- Per OSHR policy, agencies have the option to pay immediately or accrue as comp time any imputed hours related to callback and remote callback time worked. As of January 2013, callback eligibility includes an eligibility setting for callback accrual or immediate payout. Prior to January 2013, all imputed hours related to callback or remote callback were paid immediately on wage types 1710 or 1711 for callback eligible, FLSA-subject positions, regardless of whether the callback accrual eligibility flag was set.

Travel Comp Time - Quota 24

- Go-live conversion balances for Travel Comp Time were not loaded as IT2013 records or as attendance records (infotype 2002). If a Travel Comp Time balance at go-live is needed, a IT2013 should be created with a current date to increase (create) the balance.
- Travel Comp Time is normally accrued through Time Evaluation when attendance type 9515 - Travel Time 1X is reported on the timesheet. These accruals do not show up as IT2013 records. IT2013s are not needed to give an employee their normal accruals of Travel Comp Time.

On-call Comp Time - Quota 26

- Go-live conversion balances for On-Call Comp Time were not loaded as IT2013 records. They were loaded as attendance records (infotype 2002, subtype 1030) and converted to quota balances by a special Time Evaluation run. If the On-call Comp Time balance on the go-live date is incorrect, a IT2013 should be created with a current date to increase or reduce the balance.
- On-Call Comp Time is normally accrued through Time Evaluation when A/A 9517 – On-Call is reported on the timesheet and the employee is eligible for on-call accrual instead of immediate payout. These accruals do not show up as IT2013 records. IT2013s are not needed to give an employee their normal accruals of On-Call Comp Time.
- Check the go-live On-Call Comp Time conversion balance for an EE by looking at pre-go-live accruals in PT50 or by looking at infotype 2002, subtype 1030, on pre-go-live dates.

Emergency Closing Comp Time - Quota 27

Per OSHR policy, emergency employees who are required to work during an emergency closing situation should be granted paid time off on an hour-for-hour basis for all hours worked and recorded as Work During Emergency Closing (A/A 9514) during the emergency closing situation. Prior to January 2013, the system was not configured to track time worked during Emergency closing and needed to be tracked offline. As of January 2013, all time recorded to A/A 9514 will populate Q27 on an hour for hour basis. The comp time must be used within 12 months of its accrual. If unused, the comp time expires and is not payable.

Incentive leave - Quota 29

OSHR introduced the Incentive Leave policy on January 1, 2011. This policy allows agencies, upon OSHR approval, to grant paid time off to mid-level managers hired from outside of state government. The maximum allowed leave award is 160 hours. Leave granted as Incentive Leave does not expire and is not payable in the event that an EE separates.

Advanced Vacation Allowed - Quota 31

- Advanced Vacation Allowed is always given to an employee through a IT2013 record.
- As of January 2013, when an employee's absence deducts from this quota, Time Evaluation will automatically increase the hours on Advanced Vacation Owed - Quota 36. Prior to January 2013, Advanced Vacation Owed - Quota 36 did not populate. Manual adjustments were made to account for the leave used. Please see Q36 for additional information.

Advanced Sick Allowed - Quota 32

- Advanced Sick Allowed is always given to an employee through a IT2013 record.
- When an employee's absence deducts from this quota, Time Evaluation will increase the hours on Advanced Sick Owed - Quota 37 automatically.

Advanced Vacation Owed - Quota 36

- Go-live conversion balances for Advanced Vacation Owed were loaded with IT2013 records.
- As of January 2013, Hours are accrued to the Advanced Vacation Owed quota by Time Evaluation when an employee uses hours of Advanced Vacation Allowed. There is no IT2013 record created when this happens.
- Effective January 2013, all hours owed will be "paid back" by Time Evaluation as the employee earns more Vacation Leave. OSHR policy also allows for recovery from overtime, GAP and Callback hours to satisfy the liability. This negative accrual does not show up as a IT2013 record. Prior to January 2013, special handling is needed to 'pay back' Advanced Vacation hours owed. An IT2013 reducing an Approved Leave quota may be necessary. Please contact BEST for guidance.
- If the employee has not "paid back" the hours owed by the end of the calendar year, an IT2012 will need to be created to satisfy the Advanced Vacation Owed liability. Please reference Job Aid, Recovering Advanced

Leave, for instructions.

Advanced Sick Owed - Quota 37

- Go-live conversion balances for Advanced Sick Owed were loaded with IT2013 records.
- Hours are accrued to the Advanced Sick Owed quota by Time Evaluation when an employee uses hours of Advanced Sick Allowed. There is no IT2013 record created when this happens.
- The number of hours owed are “paid back” by Time Evaluation as the employee earns more Sick Leave. OSHR policy also allows for recovery from overtime, GAP and Callback hours to satisfy the liability. This negative accrual does not show up as an IT2013 record.
- If the employee has not “paid back” the hours owed by the end of the calendar year. An IT2012 will need to be created to satisfy the Advanced Sick Owed liability. Please reference Job Aid, Recovering Advanced Leave, for instructions.

Holiday Leave - Quota 40

- Go-live conversion balances for Holiday Leave were generated as an accrual in Time Evaluation, not through IT2013 records.
- Holiday Leave is normally accrued through Time Evaluation. No IT2013 records are generated with this accrual. There are a few circumstances where a IT2013 may be necessary.
- Exceptions when a IT2013 may be needed:
 - An employee is on an LOA action, in pay status and the LOA date is prior to the normal system generated accrual or the LOA date is after the normal system generated accrual and the employee is reinstated prior to the actual holiday
 - An employee separates after the holiday accrual but before the actual holiday

- An employee goes out on LOA after entitlement has been granted but does not have enough leave to keep them in pay status until the holiday
- If an employee did not use their Holiday Leave hours within 30 days of the holiday, Time Evaluation will reduce automatically the hours in the Holiday Leave quota and put those hours into the Holiday Comp Time quota with the appropriate accruals. No IT2013 records are created when this happens.

Bonus Leave - Quota 50

- Go Live conversion balances for Wave 1 or Wave 2 should be done on a current basis. Please make sure to include notes as to why a change is being made.
- Bonus Leave has not been awarded since go-live so there should be no accruals of Bonus Leave unless the leave was used and then offset by Time Evaluation.
- Due to the special eligibility requirements, only BEST can create a IT2013 for Q50. If an IT2013 is needed, please contact BEST.

Special Leave - Quota 55

- SB402, signed by the Governor on July 26, 2013, provides that EEs are to be awarded 40 hrs (prorated if less than full time) of Special Leave- Q55. The Special Leave award is to be used during Fiscal Year IT2013-2014. If unused, the special leave expires on June 30, 2014. Time evaluation will generate the quota, no IT2013 is needed except in certain circumstances. Due to the special eligibility requirements, only BEST can create a IT2013 for Q55. If an IT2013 is needed, please contact BEST.

Special Bonus FY2018 - Quota 56

- Session Law 2017-57 (the 2017 Appropriations Act) granted a one-time three days (24 hours) of Special Annual Bonus leave, effective July 1, 2017. The leave shall remain available during the length of the employee's employment, notwithstanding any other limitation on the total number of days of annual leave that may be carried forward. This leave has no cash value and is not eligible for cash-in. If not used prior to the time of separation or retirement, the special bonus leave cannot be paid out and is lost. Due to the special eligibility requirements, only BEST can create an IT2013 for Q56.

Special Bonus FY19-20 - Quota 57

- Session Law 2018-5 (the 2018 Appropriations Act) granted five days (40 hours) of Special Annual Leave Bonus, effective July 1, 2018, to eligible State employees and various mini budgets signed on 8/30/2019 granted an additional five days (40 hours) of Special Annual Leave Bonus, effective July 1, 2019, to most state employees. The leave shall remain available during the length of the employee's employment, notwithstanding any other limitation on the total number of days of annual leave that may be carried forward. This leave has no cash value and is not eligible for cash-in. If not used prior to the time of separation or retirement, the special annual leave bonus cannot be paid out and is lost. Due to the special eligibility requirements, only BEST can create an IT2013 for Q57.

Liability Leave Hrs Owed - Quota 61

- Go-live conversion balances for Adverse Weather Owed were not loaded by the Integrated HR/Payroll System. If an employee had a balance at go-live, a Leave Admin could have created an IT2013 to establish the balance in the system. If the conversion balance needs to be corrected up or down, make the change with a current date adjusting Vacation quota since any 2008 liability would have aged out and been recovered.
- Adverse Weather Hours Owed balances are normally accrued when an employee reports Adverse Weather Leave on their timesheet. Time Evaluation generates an accrual of hours to this quota based on those

absences. No IT2013 record is created in the process.

- If the employee has not “paid back” the hours owed within 90 days, an IT2012 can be used to recover the hours owed from another quota with available balance or LWOP. Reference Job Aid, Recovering Liability Leave Owed, for instructions.
- CDE Care Leave liability balances are accrued when an employee reports CDE Care Leave on their timesheet.
- A Liability Leave Hrs Owed adjustment created through the IT2013-Quota adjustment method will set the aging period of the CDE Care Leave liability to 90 days by default. To override the default with the 2-year aging period, an IT2012/ZCLV flag should be created with the same date as the quota adjustment record.

Community Service Leave - Quota 65

- For Wave 1 agency employees, Community Service Leave balances for 2008 were generated by Time Evaluation. There are no IT2013 records for a conversion balance.
- For Wave 2 agency employees, a Community Service Leave balance of 24 hours for 2008 was generated by Time Evaluation. If one of these employees had used some of his/her CSL hours prior to go-live, a Leave Admin could enter an IT2013 to reduce the go-live balance to the appropriate amount.
- If an employee elects to use the tutoring option of Community Service Leave, a Leave Admin should create an IT2013 to reduce the Community Service Leave balance to zero and then create an IT2013 to put 36 hours into Community Service Tutoring - Quota 66.
- Community Service Leave is normally accrued on January 1st. Time Evaluation will generate an accrual to give the new year's balance of 24 hours to the employee. No IT2013 is generated in this process.
- Community Service Leave for new hires will be generated by Time Evaluation. The hours will be prorated according to the month of the year in which they are hired.

Community Service - Tutoring - Quota 66

- Community Service Tutoring hours are accrued only through IT2013 created by a Leave Admin when the employee chooses the tutoring option. A Leave Admin would create an IT2013 to reduce the Community Service Leave – Quota 65, balance to zero, and then create a IT2013 to put 36 hours less CSL hours used into Community Service Tutoring – Quota 66.

Literacy Volunteer Leave – Quota 67

- Literacy Volunteer Leave hours are accrued only through an IT2013 created by a Leave Admin when the employee chooses the literacy volunteer option. A Leave Admin would create an IT2013 to reduce the Community Service Leave – Quota 65 balance to zero and then create an IT2013 to put 45 hours less CSL hours used into Literacy Volunteer Leave – Quota 67.

Received Shared Leave – Quota 80

- Received Shared Leave is accrued through the Voluntary Shared Leave Process. This process will create an IT2013 when Time Evaluation processes the IT0696 and IT0613 records.
- The return of Received Shared Leave is currently a manual process. IT2013 records will need to be created to reduce the recipient's Received Shared Leave quota and to return the donor's leave.

Military Leave (Training) – Quota 85

- Go-live conversion balances for Military Leave for some DOT employees were loaded via IT2013s dated 12/15/07. Because these records are dated before their Wave 11 go-live date, they cannot be changed now. If the conversion balance needs to be corrected up or down, a new IT2013 record should be created for the go-live date.
- Some go-live conversion balances for Military Leave for DOT and other Wave 1 agency employees were loaded with IT2013s dated 1/1/08. These existing IT2013s can be changed if the conversion balance was

incorrect.

- Go-live conversion balances for Military Leave for Wave 2 agency employees were loaded via IT2013s dated 4/1/08. These records are dated on the go-live date and can be changed. If the conversion balance needs to be corrected up or down, change the hours on the existing IT2013 record.
- Military Leave (Training) must be given to an employee the first time by a Leave Admin creating an IT2013 record. Once an employee has Military Leave (Training), Time Evaluation will generate the next year's balance automatically on October 1st.

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