TM-46 Communicable Disease Emergency Mandatory Comp

Purpose

The purpose of this job aid is to provide a reference to CDE Worked – Mandatory Comp and the supporting Integrated HY-Payroll System behavior that includes attendance types, accruals, time transfer specifications, payout, error handling, and reporting.

Attendance Types

A/A Types	Description & Definition
	CDE 1.50 Worked
9513	This attendance code is used for compensation of an additional 1.5 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect.
	CDE 1.25 Worked
9518	This attendance code is used for compensation of an additional 1.25 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect.

A/A Types	Description & Definition
	CDE 1.20 Worked
9519	This attendance code is used for compensation of an additional 1.20 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect.
	CDE 1.10 Worked
9520	This attendance code is used for compensation of an additional 1.10 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect.
	CDE 1.05 Worked
9521	This attendance code is used for compensation of an additional 1.05 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect.

Accrual

CDE Mandatory Time Worked comp hours will be managed in a separate quota, Communicable Disease Comp (Quota 28).

- The accrual amount ratio is dependent to the CDE Worked attendance code recorded.

- The accrued hours have a 2-year validity/aging period that is tracked on IT 9901, Subtype 6035 (Communicable Disease Compensatory Time).
- Communicable Disease Comp hours will not payout upon expiration for any employee.
- Communicable Disease Comp hours are not payable for agency transfers.

Time Transfer Specification

To override the automatic comp accrual of CDE Mandatory Time Worked, an IT2012, Subtype Z028 (Immediate Payout-CDE) can be created following the immediate pay flag process.Subtype Z028 (Immediate Payout CDE) can be used for Subject & Non-Subject employees.

There are 10 steps in this process.

Step 1. Access transaction PA30 Maintain HR Master Data or PA61 Maintain Time Data

Step 2. Enter the personnel number of the employee in the Personnel No. field.

Step 3. Under Period, enter the ‘From’ and ‘To’ date of the event.

Step 4. Enter 2012 (Time Transfer Specifications) in the Infotype field.

Step 5. Enter Z028 (Immediate Payout CDE) in the STy field.

Step 6. Click the create icon

Step 7. Dates from the first screen will populate within the record. Enter “1” in Number of hours field.

Step 8. Select Edit > Maintain Text (F9) to add a note.

Step 9. Click save to return to the record.

Step 10. Click save to exit the record.

Information: TM-12_ImmediatePay Flag for Subject and Non-Subject IT 2012-Z020 is published. The purpose of that job aid is to explain the immediate pay flag for subject and non-subject employees – IT2012-Z020, which is similar behavior.

Payout

Communicable Disease Comp hours remaining unused may be paid out via an **IT 416 (Quota Compensation), new subtype Z013 (Comm Disease Payout)** entry.

Communicable Disease Comp Payout will be paid on new **Wage Type 1384 (Comm Disease Comp Payout).**

Error Handling

Time evaluation will generate two new errors which will prevent employee processing when:

- A CDE Worked attendance code is recorded outside of the allowable period of the State of Emergency event.
- An employee who is negative time reporting has recorded a CDE Worked attendance code.

Reporting

- PT50 – Quota Overview
- Time Statement
- BOBJ
    - B0201 – Quota Balances with Estimated Cost
    - B0202 – Comp Time Aging
    - B0203 – Time Overview by Employee

- B0204 – Total Time Exceptions
- B0205 – Time Leveling Exceptions
- B0207 – Time Entry other than 9300
- B0213 – Time Quota Compensation Payouts

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