



REINSTATEMENT FROM WORKERS' COMP LOA APPOINTMENT CHANGE ACTION (IF RETURNING PART-TIME)

PER

JOB AID PER-42

The purpose of this job aid is to explain how to reinstate an employee returning from Workers' Comp LOA. This job aid also covers an Appointment Change Action when an employee returns part-time.

Process

Create PCR and process Reinstatement Action (bring employee back as they left – same capacity as they left – EE Subgroup and Work Schedule Rule)

- Refer to the Reinstatement/Reemployment Action From WC LOA BPP for details

If an employee is returning part-time, create second PCR for Appointment Change Action (with same effective date)

Process Infotypes for Appointment Change Action

Infotypes to process for Appointment Change

- 0000 – Actions
- 0001 – Organizational Assignment
- 0007 – Planned Working Time
- Subsequent Activities pop-up box
- 0008 – Basic Pay
- 0019 – Monitoring of Tasks
- 0041 – Data Specifications

IT0000 – Actions

Copy Actions (0000)

Execute info group Change info group

Pers.No. 80001037
 Name Ervin Santiago
 EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources
 EESubgroup Y1 PT S-FLSAOT Perm
 Start 05/01/2016 to 12/31/9999

Personnel action
 Action Type Appointment Change (NC)
 Reason for Action 05 Full Time to Part Time

Status
 Customer-specific
 Employment Active
 Special payment Standard wage type

Organizational assignment
 Position 60083607 Historic Interpreter III
 Personnel area 4601 Natural and Cultural Resources
 Employee group A SPA Employees
 Employee subgroup Y1 PT S-FLSAOT Perm

All information entered on the PCR should default here.

IT0001 - Organizational Assignment

Copy Organizational Assignment (0001)

Org Structure

Personnel No Name

EEGroup SPA Employees PersA Natural and Cultural Resources

EESubgroup PT S-FLSAOT Perm Statu Active

Start to

Enterprise structure

CoCode STATE OF NC

Pers.area Natural and Cultural Resour... Subarea 7day Norm

Cost Ctr CULTURE RESOUR... Bus. Area DNCR

Fund CULTURE- SUSPEN...

Func. Area General Government

Personnel structure

EE group SPA Employees Payr.area NC Monthly

EE subgroup PT S-FLSAOT Perm Contract

Organizational plan

Percentage

Position 20600002565
Historic Interpreter III

Job key His Intpr
Historic Interpreter III

Org. Unit 48020602564
CR CDS A&H HIS SIT...

Org.key

All information entered on the PCR should default here

Always 100% on IT0001- Organizational Assignment

IT0007 – Planned Working Time

Copy Planned Working Time (0007)

Work schedule

Personnel No 80001037 Name Ervin Santiago

EEGroup A SPA Employees PersA 4601 Natural and Cultural Res

EESubgroup Y1 PT S-FLSAOT Perm Statu Active

Start 05/01/2016 To 12/31/9999

Work schedule rule

Work schedule rule D15N04GN MTWHF-8,SaS-O WSR Finder

Time Mgmt status 1 - Positive Time Recording

Working week Wk - Sun (mdnt) - Sat

Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	20.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	

Select Work Schedule Rule (WSR)

Subject employees must be positive time entry




Check box

Always 100% on IT0007 Planned Working Time

Hours default from WSR, if interfacing Agency picks interface WSR and enters Part-Time weekly working hours

Subsequent Activities

Create General Benefits Information (0171)


  


Personnel No Name

EEGroup SPA Employees PersA Cultural Resources

EESubgroup FT S-FLSAOT Perm Statu

Start to

Possible subsequent activities 

Enrolled on 

Terminated on

Automatic Plans

Default Plans



All plans

Add. functions

Plan overview

Enrollment Form

Particip. Monitor

May or may not display depending on Action and Planned Working Time



IT0008 – Basic Pay

Create Basic Pay (0008)

Salary amount Payments and deductions

Personnel No Name

EEGroup SPA Employees PersA Natural and Cultural Resources

EESubgroup PT S-FLSAOT Perm Statu Active

Start to

Subtype Basic contract

Salary

Reason Cap.util.M

PS type Graded WkHrs/period Monthly

PS Area Annual Salaries Next inc.

PS group Level Ann.salary USD

W...	Wage Type Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Regular Salary		2,854.58	USD		<input checked="" type="checkbox"/>		

Enter Reason (Appointment Change)

Always 100% on IT0001

Salary defaults from PCR – this is what the employee will be paid – salary should be pro-rated

IT0019 – Monitoring of Tasks

Create Monitoring of Tasks (0019)

Personnel No Name

EEGroup SPA Employees PersA Natural and Cultural Resources

EESubgroup PT S-FLSAOT Perm Statu Active

Task

Task Type

Date of Task Processing indicator

Reminder

Reminder Date

Lead/follow-up time For specific task type

Comments

Enter Reason (Appointment Change)

IT0041 – Date Specifications

Copy Date Specifications (0041)

Personnel No Name

EEGroup SPA Employees PersA Natural and Cultural R

EESubgroup PT S-FLSAOT Perm Statu Active

Start to

Date Specifications		Date Specifications	
Date type	Date	Date type	Date
<input type="text" value="01"/> Original Hire Date	<input type="text" value="01/01/2008"/>	<input type="text" value="02"/> Agency Hire Date	<input type="text" value="01/01/2008"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copies previous record – change Agency Hire Date if required

Longevity

Since Employee is part-time, their longevity will be pro-rated but they are eligible for full longevity. Agency should call BEST Shared Services – OPS Payroll to correct the employee's longevity amount.

Holidays

Since Holidays are advanced 30 days prior, the Agency will need to monitor to ensure the employee is eligible.

If the employee was advanced a holiday and then ends up being on Workers' Compensation through the holiday, pay adjustments will need to occur. Contact your Leave Administrator for adjustments.

Leave

Leave accruals (track manually on spreadsheet)

- Will continue to accrue pro-rated leave while receiving WC benefit
- Entitled to use only the leave they actually earn during the time they work
- Example: Employee approved to work 4-hour day
 - Time entry for PT schedule: Only 4 hrs/9500 is entered in the Integrated HR/Payroll System; the additional 4 hrs are paid by the WC Third-Party Provider (TPA)
 - Leave entry for PT schedule: Hrs entered in the Integrated HR/Payroll System: 2 hrs/9500, 2 hrs/9000; the additional 4 hrs are paid by the Third-Party Provider (TPA)
- Agency will continue to manually maintain accruals until the employee is returned to permanent status.

Leave Example

Scenario – returning part-time from WC

- Earn pro-rated leave based on the number of hours worked
 - 20 hours = 4 hrs of sick leave accrual = 4 hrs additional for WC
 - 30 hours = 6 hrs of sick leave accrual = 2 hrs additional for WC
- The additional hours need to be maintained manually and cannot be used until the employee returns to permanent status.

Return from WC Continuation Pay

- Create PCR and process Reinstatement Action (*bring employee back as they left – same capacity as they left – EE Subgroup and Work Schedule Rule*).
 - *Refer to the Reinstatement/Reemployment WC LOA Action BPP for details*
- If employee is returning part-time use the following codes on timesheet.
 - 9500 - Time Worked
 - 9685 – Injury Leave

NOTE: Do not create an Appointment Change Action for employees returning from WC Salary Continuation Pay or WC Continuation Pay for Teachers Only.