



# LOA - MILITARY

## PER-68 | TRANSACTIONS ZPAA076, SWBP, PA40

PA

The purpose of this Business Process Procedure is to explain how to process a Leave of Absence for military in the Integrated HR-Payroll System.

**Trigger:** There is a need to process a Leave of Absence for one of the reasons listed in the Business Process Procedure Overview section.

### **Business Process Procedure Overview:**

Leave of Absence – used when an employee is out of work due to Military Duty.

### **Military Reasons:**

- 10 - Reserve Active Duty (leave) - employee is exhausting vacation, bonus or comp time prior to RAD 30-day leave.
- 11 - Reserve Active Duty (lump sum) - employee is paid for vacation, bonus or comp time prior to RAD 30-day leave.
- 09 - Reserve Active Duty (30 days) - employee is placed on RAD 30 days with Active Duty orders (30 calendar days of full pay)
- 25 - Reserve Active Duty - employee is placed on RAD Active Duty on 31st day.
- 27 – Extended Military - Granted for all uniformed service duty that is not covered by military leave with pay as defined by policy for active/inactive duty training, physical exams, and reserve active duty.
- 28 - Military Care Giver - Employee is out for a reason that qualifies for Military Care Giver leave.
- 29 - Military Training - Employee is out for involuntary active/inactive duty training (120 hours).
- 30 - Civil Air Patrol - Employee is performing missions or encampments, authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary of the Department of Crime Control and Public Safety.
- 31 - State Defense Militia Duty - Employee has been ordered or called out by the Governor for a special activity or State duty mission.

### **Military Information:**

- **Reserve Active Duty (Leave)**—the employee wants to exhaust leave while on military LOA. According to State policy, this must be used prior to the 30 days for which the State pays.
- **Reserve Active Duty (30 days)**—the State pays for 30 days when the employee receives orders.
- **Reserve Active Duty**—the employee has completed the 30 days for which the State is paying.
- **Reserve Active Duty (Lump Sum)**—the employee has requested to receive a one-time lump sum payment for leave used. According to State policy, employee must choose either lump sum or leave, not both at the same time.
- **Extended Military (Active Duty and Other Military (LWOP)** – employee does not receive pay or accrue time. A longevity payment will be computed on a prorated basis (if applicable). The balance will be paid when employee returns and completes a full year. (See State policy for eligibility of state service credits).

**Important Note: Processing LOA military 30 days when employee also wants to exhaust leave:**

According to the State Personnel Manual, you should enter the military 30 days (LOA –reason: 09 –Military Active Duty [30 days] after you enter the hours the employee wants to exhaust leave (LOA –reason: 10 – Reserve Active Duty [Leave]). Failure to create the LOA, Military Active Duty (30 days) with the accompanying IT2001 results in the employee not receiving the military pay.

**Time Codes**

It is important to select the code that corresponds to the Reason selected for the LOA Action. For example:

- 9620 –used when placing the employee on LOA Action with a Reason of Military Training (120 hours)
- 9630 –used when placing the employee on LOA Action with a Reason of Reserve Active Duty (30 days)

**Differential pay:**

If an employee is eligible for differential pay, you must coordinate with your Agency Payroll Office to ensure that you send them the appropriate paperwork, so the employee is paid his or her differential while out on military leave. Agency Payroll will create an IT0015 – Wage Type 1404 as required.

**Benefits (Employee is not exhausting approved leave.)****Agency Specific Benefits**

- Each agency is responsible for administering these plans according to their agency process.

**NCFlex Plans**

- Will terminate in the Integrated HR-Payroll System.
- Will end the last day of the month premiums were paid.
- Employees can continue these benefits plans while on military LOA by paying the NCFlex vendors directly.

**State Health Plan**

- Employees on (State Duty) will continue to have the employer portion of their health insurance paid. These employees who would like to continue coverage for dependents and/or any employee only costs will be billed by iTEDIUM. Failure to make payments will result in termination of the State Health Plan coverage. Employees whose coverage is terminated will not be able to re-enroll until the next open enrollment.
- Employees on (Federal Active Duty) will have their coverage terminated at the end of the month following the exhaustion of their 30 calendars days.

**LOA Checklist**

- PA20 Display (Employee is active in the system)
  - IT0000 - Actions
    - View employee’s Action history to ensure correct action is being entered and former actions have been entered appropriately.
    - Verify eligibility for requested leave
- CATS\_DA – verify that time has been entered, released, and approved. Also, verify last day worked (9500 - Time Worked).
- PT50 to ensure that employee has enough leave, if requesting to exhaust leave.
- Communicate with the Benefits Representative
- Benefits – setup procedures for payment continuation or termination of benefits.

**Tips and Tricks:**

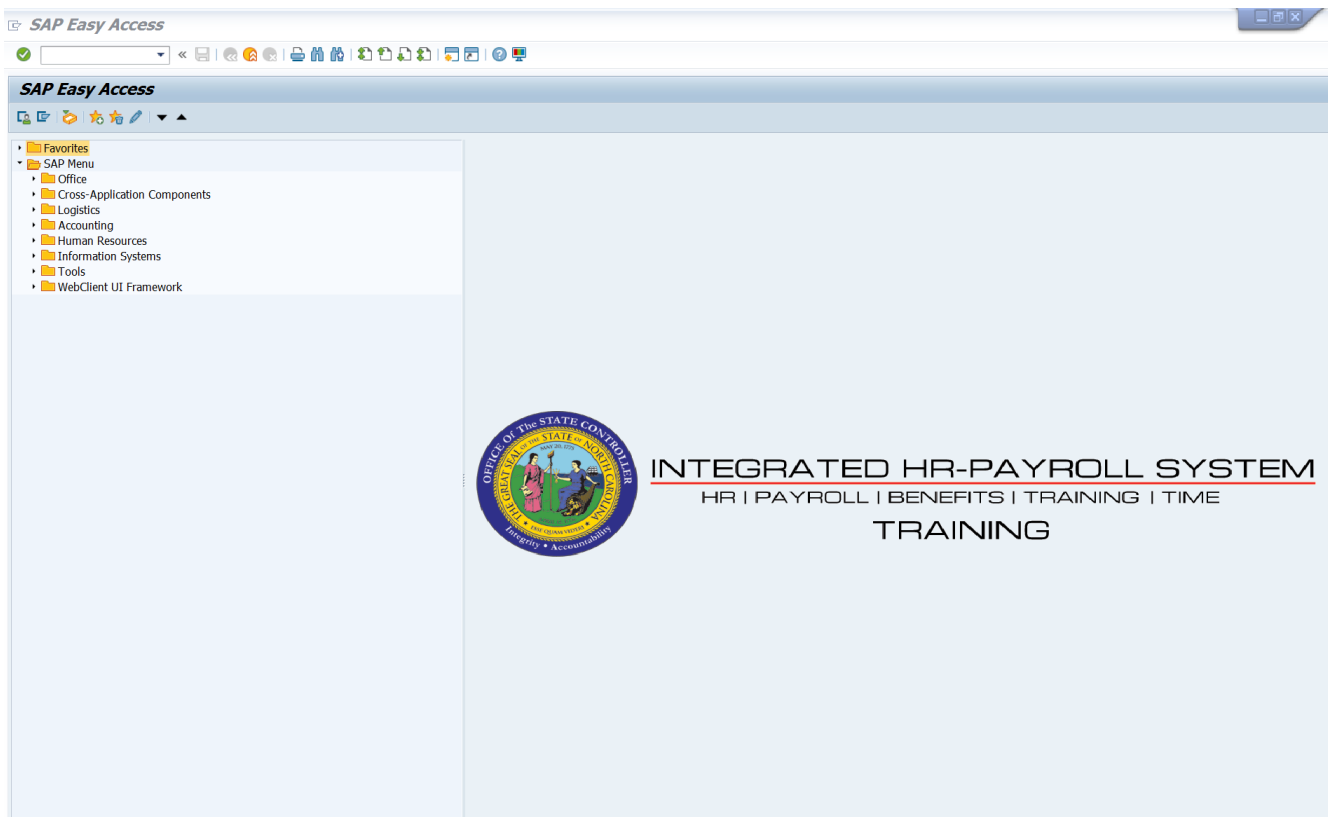
- Employee is active in the system.
- Time, Benefits, Payroll, State Service, and longevity are dependent on entries made for action, reason, and infotypes.
- Agency decides if Time (agency wide) is entered by PA (HR Data Maintainer) on IT2001 or Time (Time Administrator) in CAT2
- Employee should make no time entries while on LOA.
- Time Type 9500 (time worked) shouldn't be used while employee is on LOA.

**Access Transaction:**

**Via Menu Path:** Your menu path may contain this custom transaction code depending on your security roles.

**Via Transaction Code:** ZPAA076; SBWP; PA40


**Procedure**



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. <b>Example:</b> ZPAA076

2. Click the **Enter**  button.



**Information**



You may want to enter this transaction code in your Favorites folder.

- Choose Favorites > Insert Favorites
- Type in ZPAA076
- Click Enter.

To see the transaction code displayed in front of the link in your favorites:

- Choose Edit > Settings
- Place a check next to Display Technical Name
- Click Enter

### Employee Action Request



Existing PCR No.

Personnel No.  Perry Teer

Last 4 digits (SSN)  First  Last

Effective on

Action Type  Leave of Absence (NC)

Reason  Reserve Active Duty (Leave)

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.  <b>Example:</b> 80000119
Effective on	The date on which the action will be effective.	Enter value in Effective on.  <b>Example:</b> 08/08/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type.  <b>Example:</b> Z3
Reason	Reason for the action, such as Reserve Active Duty (Leave)	Enter value in Reason.  <b>Example:</b> 10

Enter the Personnel Number of the individual to be placed on Leave of Absence. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.

**NOTE:** Enter the SSN and name for New Hires only.

If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.





4. Click the **Enter**  button.

The system defaults the current date, but you may change the date to a day in the past or in the future.


There are several available **Reasons** from which to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.

### Employee Action Request

Existing PCR No.	<input style="background-color: yellow;" type="text"/>		
Personnel No.	<input type="text" value="80000119"/>	Perry Teer	
Last 4 digits (SSN)	<input type="text"/>	First <input type="text"/>	Last <input type="text"/>
Effective on	<input type="text" value="08/08/2011"/>		
Action Type	<input type="text" value="23"/>	Leave of Absence (NC)	
Reason	<input type="text" value="10"/>	Reserve Active Duty (Leave)	

5. Click the **Create (F5)**  button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter and the system will prompt you for information in the mandatory fields.

### Employee Action Request

Initiate WF

PCR Number   
 Personnel Number  Perry Teer Action:  Leave of Absence (NC)  
 Last 4 digits(SSN)   Reason:  Reserve Active Duty (Leave)  
 Effective on  Chng   St:

CURRENT		PROPOSED	
Pers.Area	<input type="text" value="4601"/> Cultural Resources	Pers.Area	<input type="text" value="4601"/> Cultural Resources
Subarea	<input type="text" value="NC01"/> 7day Norm	Subarea	<input type="text" value="NC01"/> 7day Norm
EE Group	<input type="text" value="A"/> SPA Employees	EE Group	<input type="text" value="A"/> SPA Employees
EE Subgroup	<input type="text" value="B1"/> FT S-FLSAOT Perm	EE Subgrp	<input type="text" value="B1"/> FT S-FLSAOT Perm
Org. Unit	<input type="text" value="20010136"/> CR CDS A&H Programs	Org. Unit	<input type="text" value="20010136"/> CR CDS A&H Programs
Job	<input type="text" value="30000252"/> Office Assistant IV	Job	<input type="text" value="30000252"/> Office Assistant IV
EE Position	<input type="text" value="60083305"/> Office Assistant IV	EE Position	<input type="text" value="60083305"/> Office Assistant IV

**Basic Pay**

Pay Scale type	<input type="text" value="01"/> Graded	Pay Scale type	<input type="text" value="01"/> Graded
Pay Scale Area	<input type="text" value="01"/> Annual Salaries	Pay Scale Area	<input type="text" value="01"/> Annual Salaries
Pay Scale Group	<input type="text" value="GR59"/> Level <input type="text" value="GR"/>	Pay Scale Group	<input type="text" value="GR59"/> Level <input type="text" value="GR"/>
Annual Salary	<input type="text" value="24,615.00"/> Hrly Sal <input type="text" value="0.00"/>	Annual Salary	<input type="text" value="24615"/> Hourly Salary <input type="text"/>
	Calc Step - 0 <input type="text"/>		Calc Step - 0 <input type="text" value="0.00"/>
		Min	<input type="text" value="25,705.00"/>
		Max	<input type="text" value="38,759.00"/> Next Inc Date <input type="text"/>



**Dates**

Last day worked

6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basic pay  *Salary info should not change	Enter value in Annual Salary  <b>Example: 24,615</b>

Enter the salary information in the Annual Salary or Hourly Salary field. Click Enter to validate the data. No Basic Pay record is created for LOA Action, but you must enter the salary on the PCR.

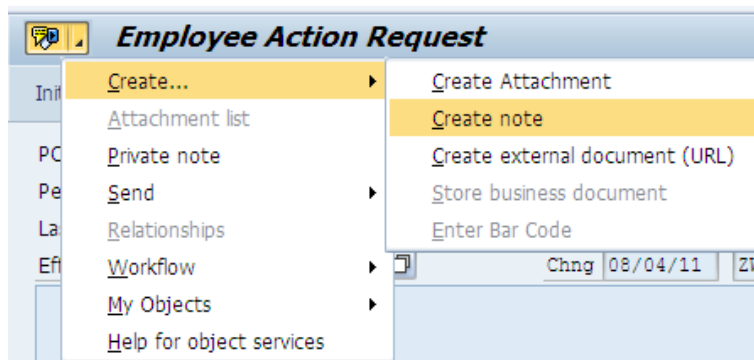
- Click the **Enter**  button.
- Click the **Save (Ctrl+S)**  button.


Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.



9. Click the **Enter**  button.

You can save this information as many times as you wish. Each time you will receive a confirmation of the save. You will not be able to create a note attachment until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information, only display the existing details.



10. Click the **Services for Objects**  button.
11. Click **Create... >> Create note** from the drop-down list on the menu.

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**Notes entered during PA Workflow must follow OSHR's Action Notes Template:**

<https://www.osc.nc.gov/documents/action-notes-template>

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If you need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

This note and attachment area gets attached to this specific PCR only. It will follow the PCR through the approval/rejection process and live with the PCR into the future. When the PCR has been approved, and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.

12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note.  <b>Example:</b> Leave of Absence
Long text	An open text field	Enter value in long text.  <b>Example:</b> appropriate information

13. Click the **(Enter)**  button.



**Employee Action Request**

Initiate WF

PCR Number: 1000005274  
 Personnel Number: 80000119 Perry Teer  
 Last 4 digits(SSN): [ ] [ ] [ ] [ ]  
 Effective on: 08/08/2011 Chng: 08/04/11 ZWF INOMPA031 St: D Created




CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	B1 FT S-FLSAOT Perm	EE Subgrp	B1 FT S-FLSAOT Perm
Org. Unit	20010136 CR CDS A&H Programs	Org. Unit	20010136 CR CDS A&H Programs
Job	30000252 Office Assistant IV	Job	30000252 Office Assistant IV
EE Position	60083305 Office Assistant IV	EE Position	60083305 Office Assistant IV

**Basic Pay**

Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	6R59 Level 6R	Pay Scale Group	6R59 Level 6R
Annual Salary	24,615.00 Hrly Sal 0.00	Annual Salary	24,615.00 Hourly Salary [ ]
Calc Step - 0	[ ]	Calc Step - 0	[ ] 0.00 [ ]
Min	25,705.00	Min	25,705.00
Max	38,759.00	Max	38,759.00 Next Inc Date [ ]

**Dates**

Last day worked [ ]

- Click the **Enter**  button.
- Click the **Save (Ctrl+S)**  button.
- Click the **Initiate WF**  button.

Select the Initiate Workflow button to send the Leave of Absence Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



- Click the **(Enter)**  button.

17. Click the **Back (F3)**  button.

18. The Initiate Leave of Absence Action is complete.

After Workflow Approvals have been received, proceed with the Complete Leave of Absence Action process.

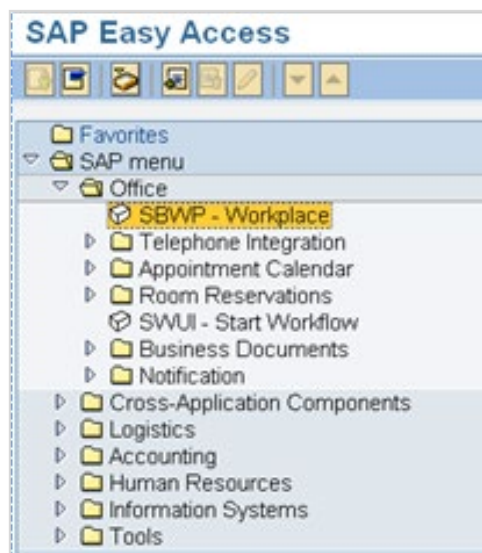
### Instructions for Completing The Action

#### Access Transaction:

**Via Menu Path:** Office >> SBWP – Workplace

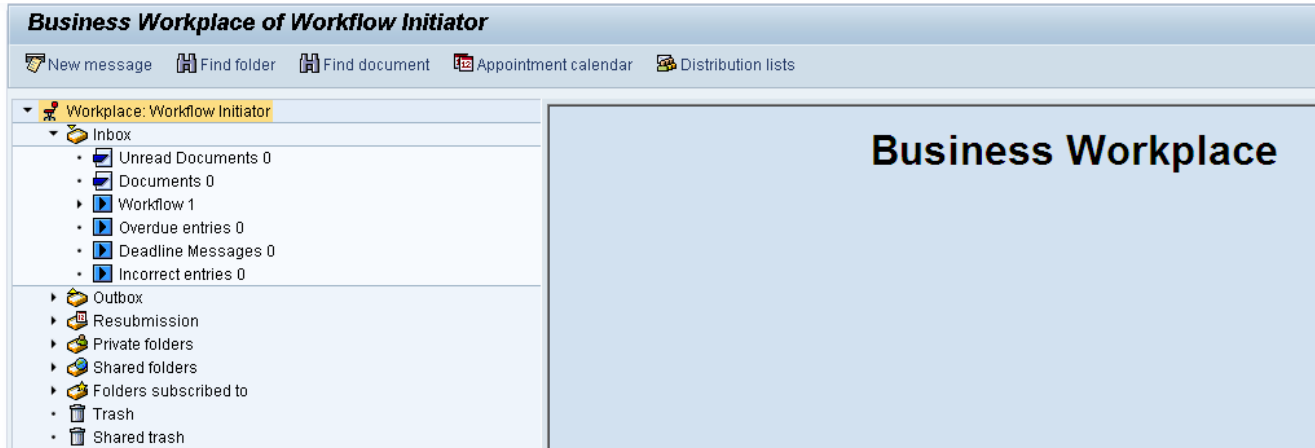
**Via Transaction Code:** SBWP, PA40

### Procedure



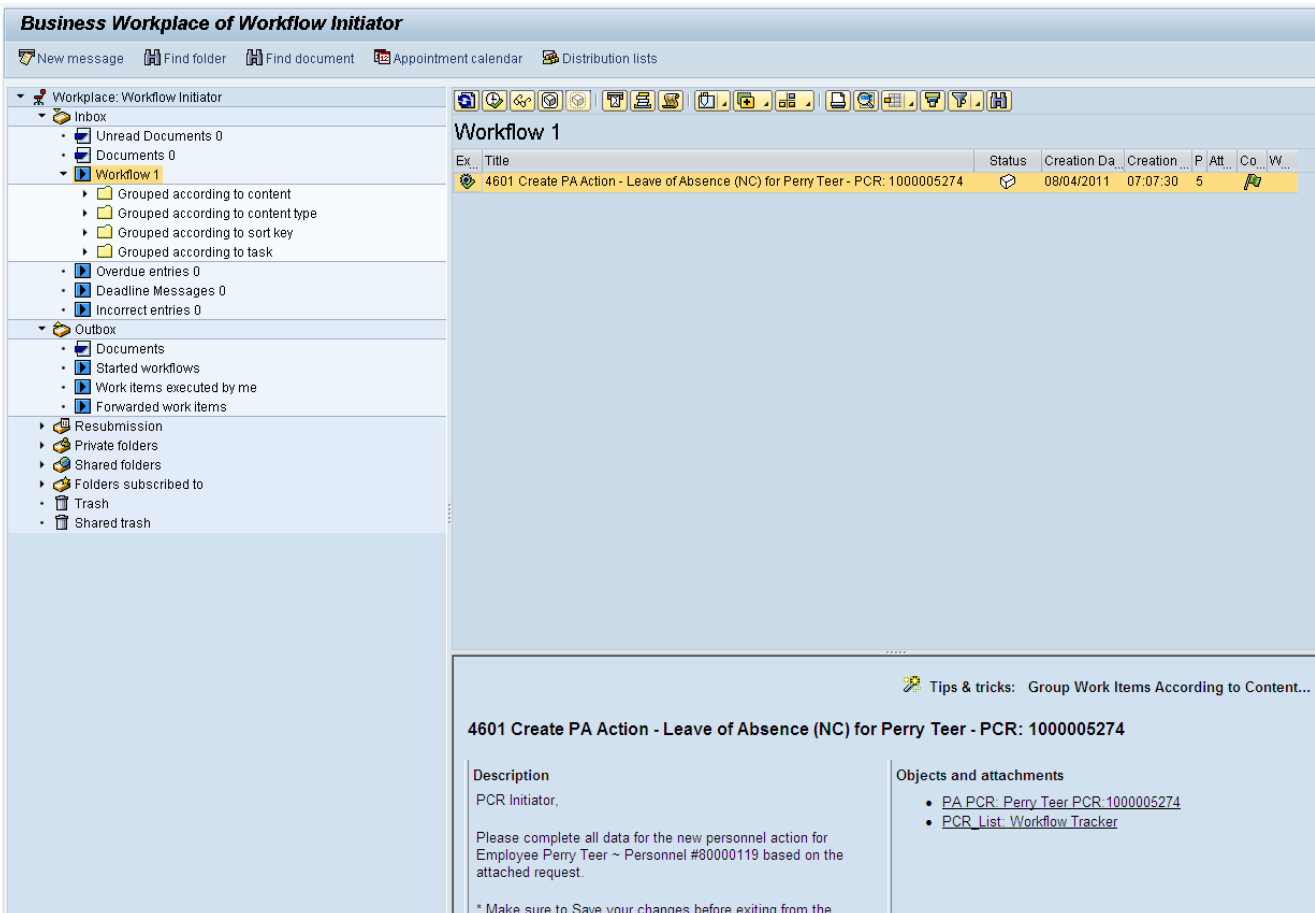
19. Click the **SAP Business Workplace (Ctrl+F12)**  button.

These instructions assume you have already initiated the Leave of Absence Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Leave of Absence in the system.



20. Select **Inbox >> Workflow**.

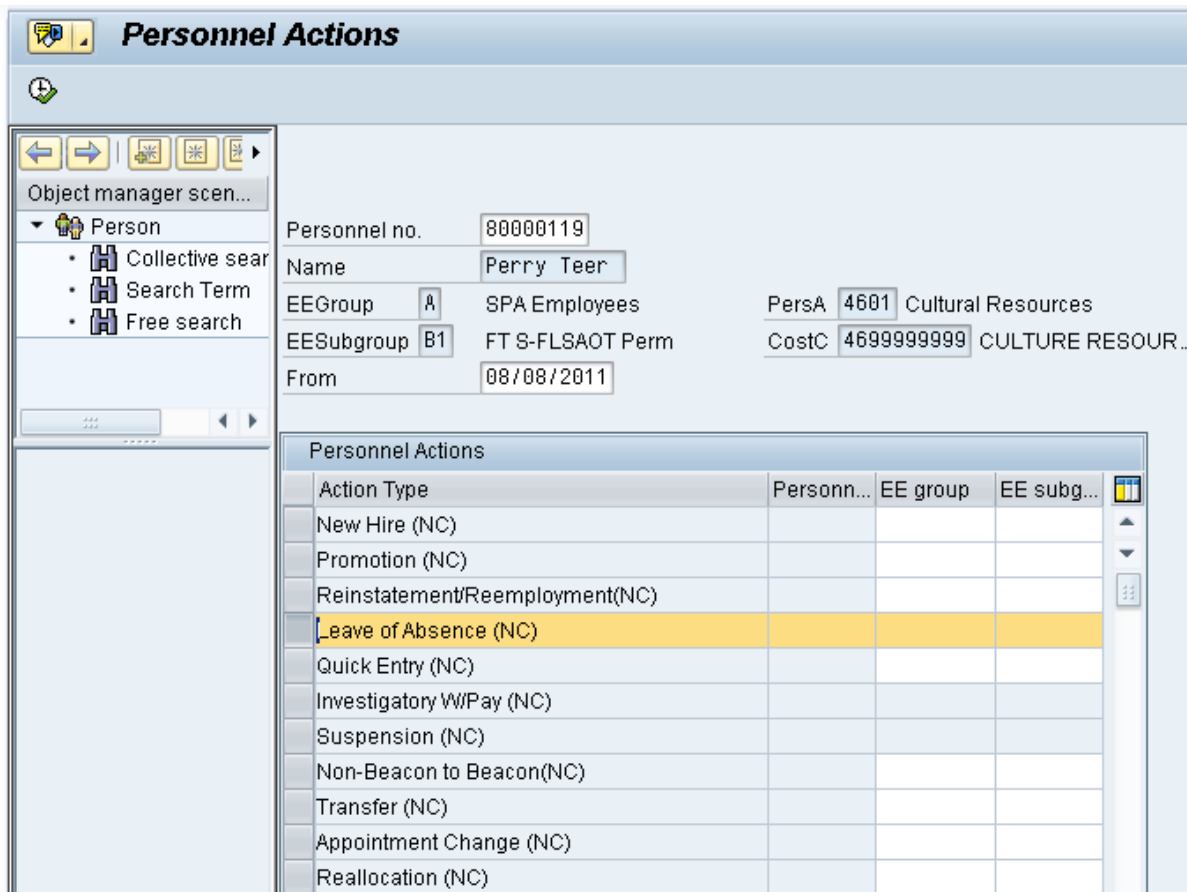
21. You can process using step 22 or step 23.



22. Select the PCR **4601 Create PA Action - Leave of Absence (NC) for Perry Teer - PCR: 1000005274** row. Double-click on the row.

23. Click the **Execute (F8)**  button.

A list of your approved (or rejected) PCRs is listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed, the Leave of Absence action will be launched.



24. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From.  <b>Example: 08/08/2011</b>

25. Highlight **Leave of Absence (NC)** action type.

26. Click the **Execute (F8)**  button.

The effective date is the date the Leave of Absence will go into effect. This date must match the date on the approved PCR.

### Copy Actions (0000)

Execute info group
Change info group

Pers.No.

Name

EEGroup  SPA Employees      PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm

Start  to

**Personnel action**

Action Type

Reason for Action  Reserve Active Duty (Leave)

**Status**

Customer-specific

Employment

Special payment

**Organizational assignment**

Position  Office Assistant IV

Personnel area  Cultural Resources

Employee group  SPA Employees

Employee subgroup  FT S-FLSAOT Perm

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action


27. Click the **Enter** button.

Record valid from 01/01/2008 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter to go past this warning message.

Notice at the top of this screen the title includes the word "Copy." This action takes the original action and makes a copy of it, delimiting the previous record, and saving the new record. The word "Create" in the title indicates that this infotype is being created on this person's record for the first time

Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter**  to continue.


Best practice is to review all data and click Enter to allow the system to validate the data.



**Infotype Text**

Enter or paste appropriate comments.

28. Click **Edit, >> Maintain text** to add your comment based on agency or OSHR Policy/Guidelines.

 <b>CRITICAL!</b>	Don't forget to enter your comments. Remember you can cut and paste from the PCR.
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29. Click the **Save (Ctrl+S)**  button.

### Create Organizational Assignment (0001)

Org Structure

Personnel No  Name

EEGroup  SPA Employees PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm Statu

Start  to

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Enterprise structure

CoCode  STATE OF NC

Pers.area  Cultural Resources Subarea  7day Norm

Cost Ctr  CULTURE RESOU... Bus. Area  Cultural Resources

Fund  CULTURE- SUSP...

Func. Area  General Government

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Personnel structure

EE group  SPA Employees Payr.area  NC Monthly

EE subgroup  FT S-FLSAOT Perm Contract

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Organizational plan

Percentage

Position  201000002030  
Office Assistant IV

Job key  Off Ast  
Office Assistant IV

Org. Unit  48020102031  
CR CDS A&H Progra...

Org.key

30. Click the **Enter**  button.

31. Click the **Save (Ctrl+S)**  button.

### Create Monitoring of Tasks (0019)

Personnel No  Name

EEGroup  SPA Employees PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm Statu

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**Task**

Task Type

Date of Task  Processing indicator

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**Reminder**

Reminder Date

Lead/follow-up time   For specific task type

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**Comments**

32. Update the following fields:

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select task type <b>Example:</b> Military
Date of Task	Date on which the task occurs	Enter value in Date of Task. <b>Example:</b> 08/19/2011
Comment	Additional information about an item	Enter value in Comment. <b>Example:</b> Create next action

**NOTE:** You may need to create additional IT0019s via PA30. You can run the BOBJ Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.

(Example Only)

33. Click the **Enter** button.

34. Click the **Save (Ctrl+S)** button.

Monitoring of Tasks			
Status	Date	Reminder	Task
New task	9/14/2007	8/14/2007	Credential Verificat
New task	9/7/2007	8/7/2007	Military



### Delimit Objects on Loan (0040)

Personnel No  Name


EEGroup  SPA Employees PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm Statu Active

To  STy.  Delimit.Date

Overview						
Start Date	End Date	Object on lo...	Name	No.	Loan object number	
01/01/2008	12/31/9999	01	State ID		15551264	

35. Highlight and click the **01/01/2008** row.

36. Click the **Delimit (Shift+F1)**  button

Either skip or delimit depending upon whether or not (1) your agency uses this infotype (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.

### Copy Planned Working Time (0007)

Personnel No  Name

EEGroup  SPA Employees PersA  Natural and Cultural Resources

EESubgroup  FT N-FLSAOT Perm Statu Active

Start  To  Chg.

Work schedule rule

Work schedule rule  MTWHF-8,SaS-O

Time Mgmt status

Working week

Part-time employee

Working time

Employment percent	<input type="text" value="100.00"/>
Daily working hours	<input type="text" value="8.00"/>
Weekly working hours	<input type="text" value="40.00"/>
Monthly working hrs	<input type="text" value="173.33"/>
Annual working hours	<input type="text" value="2080.00"/>
Weekly workdays	<input type="text" value="0.00"/>

Additional fields

Telework Eligible

37. Update the following fields:

Field Name	Description	Values
Work Schedule Rule	A pattern of scheduled workdays and scheduled non-workdays.	Enter Work schedule rule  <b>Example:</b> D01N08GN  *Only DOT employees can stay on a flex schedule while on LOA
Time Mgmt status	Used in Time Evaluation processing	Enter value  <b>Example:</b> Positive Time Recording

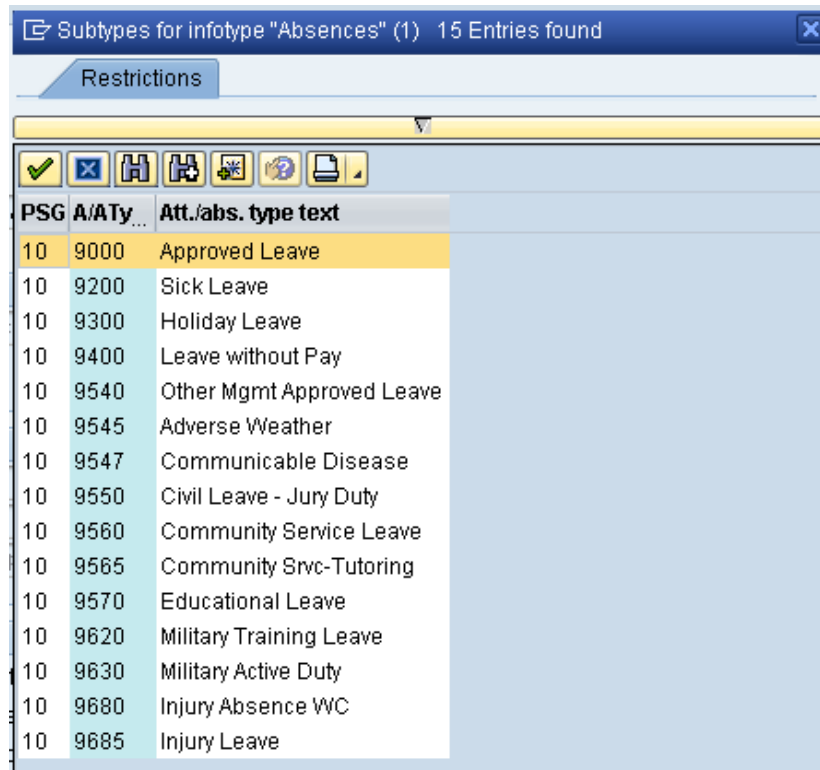
All full-time employees **must** be on a 5-day 8-hour per day work schedule (exception: DOT employees). The easiest way to accomplish this is to use **D01N08GN**. **All employees, whether full-time or part-time, must be positive time recording.**

For part-time employees, select an equivalent work schedule M-F. Example – PT EE 36 hrs equivalent schedule would be 5 x 7.2 = WSR DD9N1001

A 28-day employee will remain on the 28-day working week as long as they are exhausting leave. The working week should be changed to the normal agency specific working week on the 1<sup>st</sup> day they use LWOP. The work schedule rule is still changed to **D01N08GN**.

38. Click the **Enter**  button.

39. Click the **Save (Ctrl+S)**  button.



40. Select the **Approved Leave** code in the list box.

41. Click the **Enter**  button.

Choose the applicable leave type to indicate if the employee is to receive pay and if so from which type. Another option is to indicate that the employee is not to accrue leave or longevity while on unpaid leave. The codes are selected as follows:

- If the employee has requested to exhaust leave while on LOA Military, select the appropriate leave type from the list.
- If the employee is not using leave and code 9400 (LWOP) is not applicable, click the X to close.

### Codes

It is important to select the code that corresponds to the Reason selected for the LOA Action. For example:

- 9620 –used when placing the employee on LOA Action with a Reason of Military Training (120 hours)
- 9630 –used when placing the employee on LOA Action with a Reason of Reserve Active Duty (30 days)

### Create Absences (2001)

Personal work schedule | Activity allocation | Cost assignment | External

Personnel No:  Name:   
 EE group:  SPA Employees Personnel ar:  Cultural Resources  
 Ws rule:  MTWHF-8,SaS-O Status:   
 Start:  To:

**Absence**

Absence type:  Approved Leave

Time:  -   Prev.day

Absence hours:   Full-day

Absence days:

Calendar days:

Quota Used:  Hours

**Advance payment**

Off-cycle reason:

Payment date:

Payroll Identifier:

Payroll type:


42. Update the following field:

Field Name	Description	Values
To Date	Reflects the number of hours of leave the employee wants to use (or for code 9400 if unpaid leave).	Enter Date Value  <b>Example:</b> 08/19/2011


The Absences infotype displays only if you selected a leave type from the subtype for Absences pop-up.



The Absences infotype (2001) indicates the number of hours the employee wants to use for leave and deducts from the leave quotas as applicable. If the employee should not accrue leave or longevity while on unpaid leave, enter Time Code 9400 (LWOP) in IT2001 (see State policy regarding accrual and longevity exceptions for military leave). Once you enter the date and press Enter, the system will automatically calculate the number of absence hours and days. These numbers default based on the work schedule rule on IT0007. The dates that are used on the infotype include:

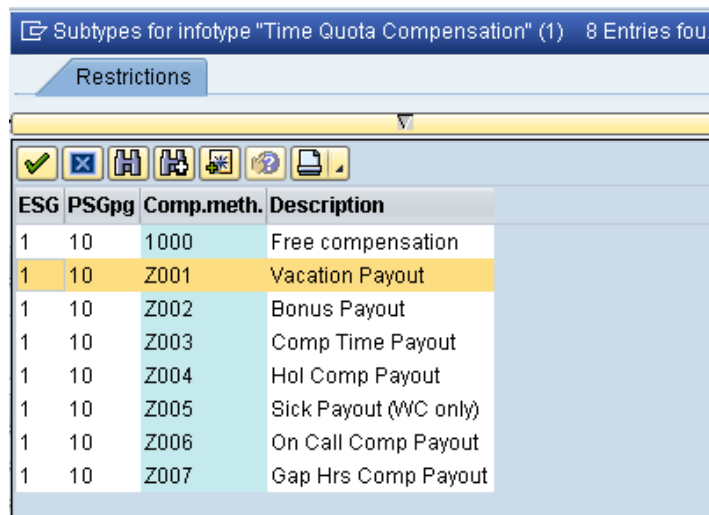
- The “start date” should automatically pre-populate based on the effective date of the LOA Action.
- Enter the “to date” to reflect the number of hours of leave the employee wants to use (or for code 9400 if unpaid leave). Never enter 12/31/9999 as the “to date.”

 **Information** **Using leave accrued while out on leave:** If an employee wants to use the time that was accrued while he or she was out on paid leave, you will have to create a new IT2001 via PA30 in order to enter the new leave time. Time should be entered in weekly.


**NOTE:** An agency can make an agency-wide (not individual user) decision that LOA leave can either be entered on a timesheet by the Time Administrator or by HR on IT2001. The agency must be consistent across all employees for the entire agency. Because the Integrated HR-Payroll System is integrated, if the hours are entered on the Absences infotype 2001, they are processed during the next time evaluation. **Do not enter Time via CATs.**

 **Information** **Best Business Practice:** Create IT2001 to exhaust leave on a weekly basis rather than the entire LOA period.

- 43. Click the **Enter**  button.
- 44. Click the **Save (Ctrl+S)**  button.
- 45. Select the **Vacation Payout** code in the list box.



ESG	PSGpg	Comp.meth.	Description
1	10	1000	Free compensation
1	10	Z001	Vacation Payout
1	10	Z002	Bonus Payout
1	10	Z003	Comp Time Payout
1	10	Z004	Hol Comp Payout
1	10	Z005	Sick Payout (WC only)
1	10	Z006	On Call Comp Payout
1	10	Z007	Gap Hrs Comp Payout

- 46. Click the **Enter**  button.  
Choose the appropriate type of leave to be paid out.

An employee can request a lump sum (one time) payment of leave during a Military LOA only. Select the applicable leave type if the employee has requested a lump sum (one time) payment of leave instead of receiving it via regular pay disbursement. The employee cannot request leave via both regular pay disbursement (entered by HR on IT2001) and lump sum payment at the same time.

**NOTE:** Only complete IT0416 if using reason 11 – Reserve Active Duty (Lump Sum)

### Create Time Quota Compensation (0416)

Compensate

Personnel No  Name

EE group  SPA Employees Personnel ar  Cultural Resources

WS rule  MTWHF-8,SaS-O Status

Start

Comp. method  Vacation Payout

**Compensation specifications**

Time quota type  Vacation Leave

Compensation rule

No. to compensate

47. Update the following field:

Field Name	Description	Values
No. to compensate	The number of hours to compensate.	Enter Value in No. to compensate  <b>Example: 80</b>

48. Click the **Enter** button.

The system will show you the number of hours per quota type available for compensation. Enter the total number of hours to be paid out for the quota type chosen here.

**NOTES:**

Do not change the effective date as you do in the Separation Action. Time evaluation is run nightly, so the balances should be current each day.

The balances are current based on the time the Time Administrator or Supervisor has approved.

If the employee has indicated a request for lump sum payment and has more than one type to be paid, you must use PA30 after you complete the LOA Action to select and enter the additional subtypes for IT0416.

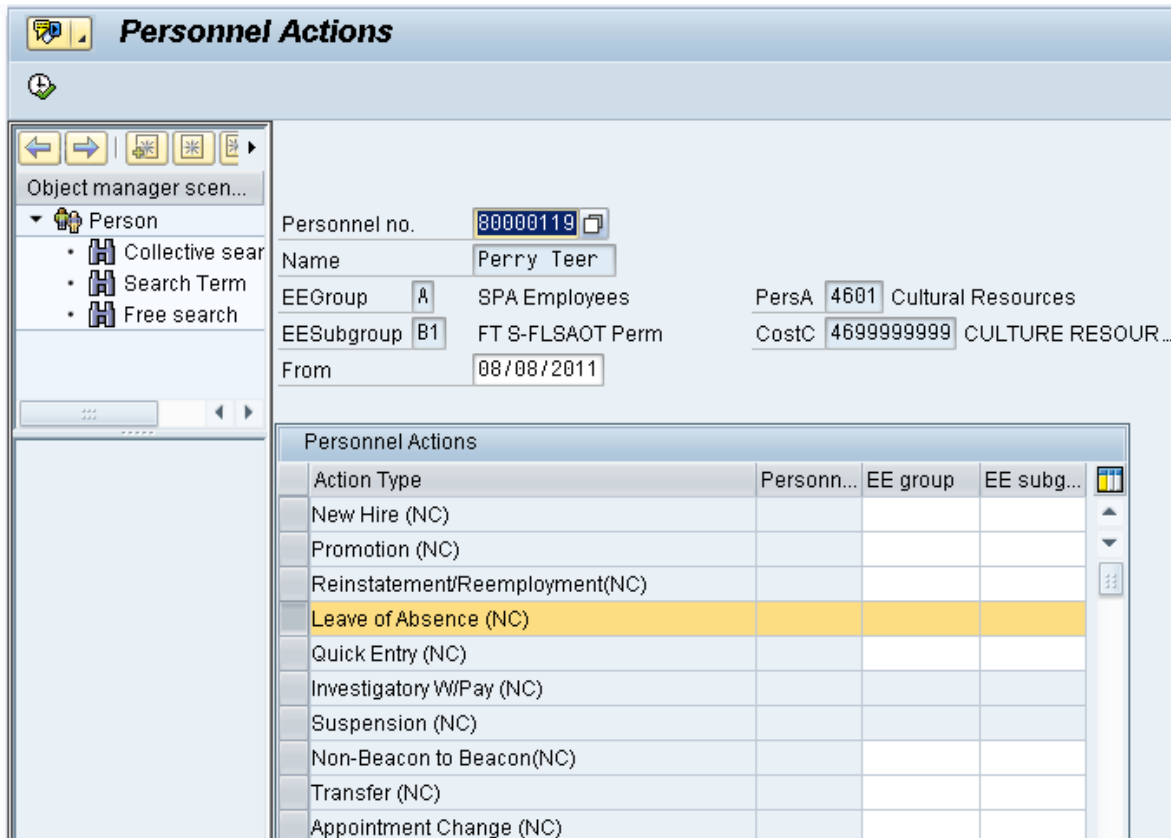
**CRITICAL!**

It is critical to ensure that all time has been entered, released, approved, and that time evaluation has run before entering the LOA Action.

49. Click the **Save (Ctrl+S)** button.

50. Click the **Next record (Shift+F7)**  button.

If the balances are not ready to be paid out, skip and create by using transaction code PA30.



**Personnel Actions**

Object manager scen...

- Person
  - Collective search
  - Search Term
  - Free search

Personnel no.

Name

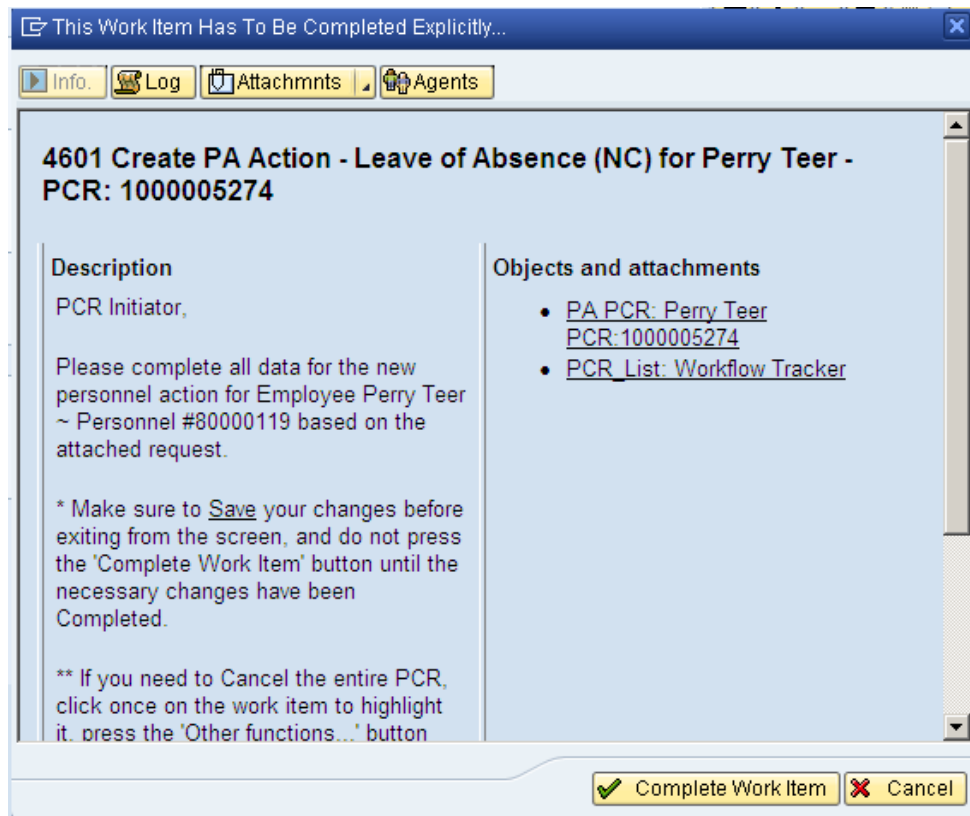
EEGroup  SPA Employees      PersA  Cultural Resources

EESubgroup  FT S-FLSAOT Perm      CostC  CULTURE RESOUR...

From

Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
<b>Leave of Absence (NC)</b>			
Quick Entry (NC)			
Investigatory W/Pay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			

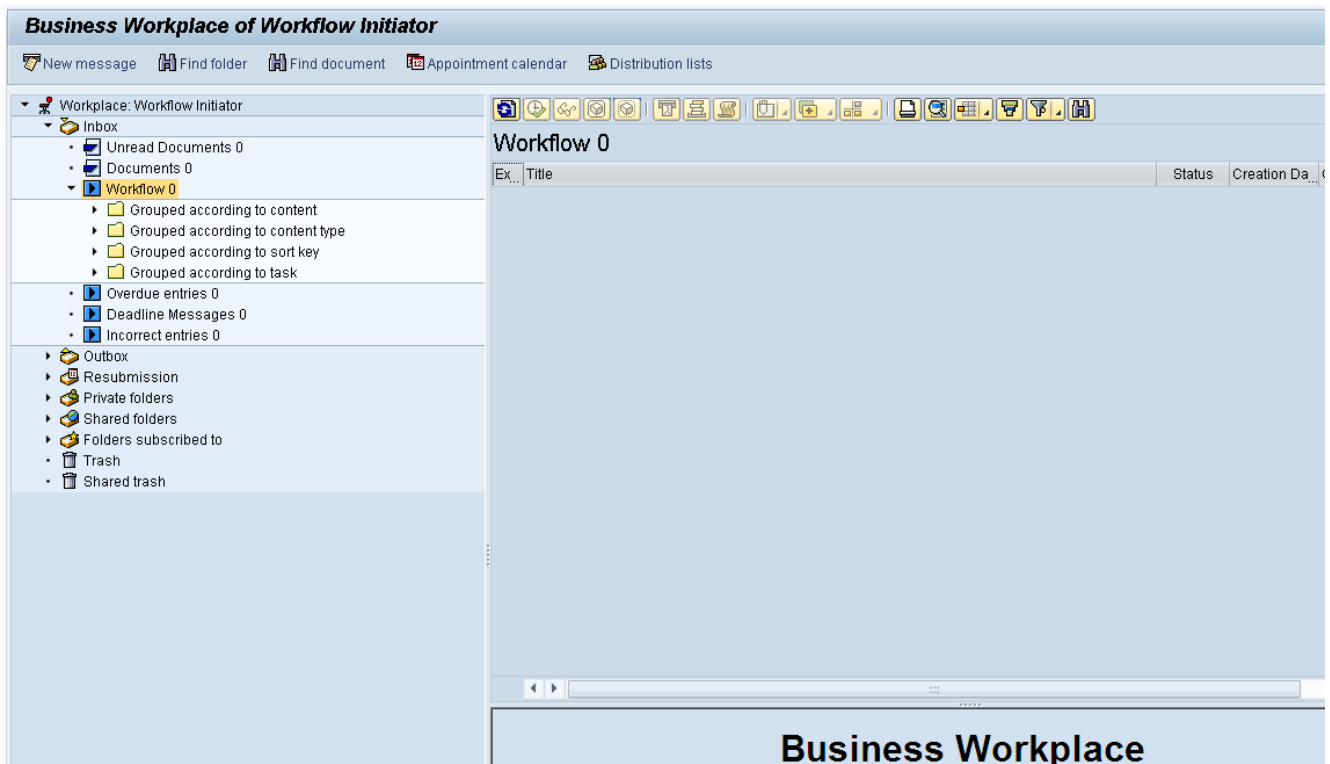
51. Click the **Back (F3)**  button.



52. Click the **Complete Work Item**  button.

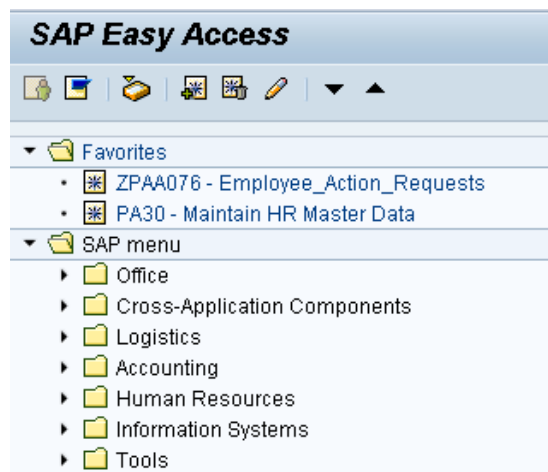
Only once all of the infotypes screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you can complete the PCR in workflow.





53. Click the **Back (F3)**  button.

You may remain in this SAP Business Workplace and process additional PCRs or click the Back to return to the main SAP screen.



54. The Leave of Absence Action Military is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

## Additional Resources

Training HELP website: [https://www.osc.nc.gov/state-agency-resources/training/training\\_help\\_documents](https://www.osc.nc.gov/state-agency-resources/training/training_help_documents)

## Change Record

Change Date: 2/5/21 (B. Johnson)

Changes: Infotype 0007

Change Date: 3/31/22 (C. MacDonald)

Changes: Removed Date Monitoring Report (S\_PH0\_48000450), replaced it with BOBJ Report – B0099 – Employee Deadline Dates