SHARP Procedures
For Employees Reporting for Active Military Duty
September 2001

Payments of Vacation Leave, Compensatory Time and Holiday Compensatory Time

The following procedures apply to vacation leave, compensatory time and holiday compensatory time payouts requested by employees who are called or volunteer to report to active military duty. This can be done in the on-cycle or the off-cycle, depending on the timing of the next cycle in SHARP:

1. On-cycle: Add the hours to be paid out to the employee by adding VLN for vacation leave payout, CTP for compensatory time payout, or HTP for holiday compensatory time payout to the on-cycle timesheet. VLT, CTK, or HTK should be used in place of VLN, CTP, or HTP respectively if your employee was covered by KPERS on or after July 1, 1993.
2. Off-cycle with no prior adjustment to the paycheck:
   a. SHARP on-line agencies should process a pay affecting adjustment to a prior paycheck. Enter the check number in Compensate Employees/Manage Payroll Process US/Process/Paycheck Reversal/Adjustment. After entering the check number, issue date and saving the panel, go to the timesheet under Administer Workforce/Time and Leave/Use/ Adjustment. Pull up the correct timesheet and verify that the Pay Affecting box is checked on at the top of the panel. Click on Add a Row, scroll to the bottom of the panel, and enter the correct earnings code and hours to be paid out. If paying out more than one type of leave balance, you will need to continue to add rows to enter the other codes. Make sure you save the panel when all rows have been completed. You should see the adjustment on the next off-cycle's KPAY002, Paycheck Register.
   b. Paper Agencies should submit a DA-180, SHARP Paycheck Reversal/Adjustment/ Supplemental to the Division of Accounts and Reports, Payroll Services Team for processing. The completed DA-180 should have the following fields completed: Dept ID, Employee ID, Emp Rcd #, SSN, Employee Name, Pay Period End Date, Paycheck Number, Paycheck Date and Net Pay Amount. It should be marked as an adjustment, have the following description: "Payout of leave for military activation," and should be signed and dated. Attach a copy of the time document to be adjusted, and show the additional earnings code(s) and hours that are to be paid. The adjustment will be processed in the next off-cycle run and the agency should see the adjustment on the next off-cycle's KPAY002, Paycheck Register.
   c. Off-cycle with a prior adjustment to the paycheck: The agency should complete the DA-180, SHARP Paycheck Reversal/Adjustment/Supplemental and submit it to the Division of Accounts and Reports, Payroll Services Team for processing. The completed front page of the DA-180 should have the following fields completed: Dept ID, Employee ID, Emp Rcd #, SSN, Employee Name, Pay Period End Date, and the original and adjusted information for the Paycheck Number, Paycheck Date and Net Pay Amount. It should be marked as an adjustment, have the following description: "Payout of leave for military activation," and should be signed and dated. You will also need to complete the Attachment to DA-180. Complete the WAS column from the information from the adjusted check number listed on the front page of the DA-180. The SHOULD BE column will include the hours and dollar amounts of the payouts. (Don't forget to put the earnings code in the first column) You can run an Online Check to calculate the taxes and deductions, or the system will calculate them for you when the adjustment runs. The DIFFERENCE column must be equal to the difference between the WAS and SHOULD BE columns. The adjustment will be processed in the next off-cycle run and the agency should see the adjustment on the next off-cycle's KPAY002, Paycheck Register. You must process a non-pay affecting leave adjustment to the timesheet in order to ensure the leave balances are reduced correctly.

Buyback of Vacation Leave Upon Return from Military Duty

The following procedures apply if the employee elects to buyback vacation leave that was paid out at the time the employee was called to active military duty:

1. If the original payout was processed in an on-cycle you will need to process an adjustment to the on-cycle paycheck.
    a. SHARP on-line agencies should process a pay affecting adjustment to the pay period end date of the original payout check. Enter the check number in Compensate Employees/Manage Payroll Process US/Process/Paycheck Reversal/Adjustment. After entering the check number, issue date and saving the panel, go to the timesheet under Administer Workforce/Time and Leave/ Use/Adjustment. Pull up the correct timesheet and verify that the Pay Affecting box is checked on at the top of the panel. Click on Add a Row, scroll to the bottom of the panel, and enter the earnings code originally used for the pay out, and enter the hours and dollars as it appeared on the original row. However, you will want to enter the hours and dollar amounts as negative numbers. If restoring more than one type of leave balance, you will need to continue to add rows to enter the other codes. Make sure you save the panel when all rows have been completed. You should see the adjustment on the next off-cycle's KPAY002, Paycheck Register. An arrearage will also be set up and should be reflected on the KPAY007, Deductions in Arrears Report.
    b. Paper Agencies should submit a DA-180, SHARP Paycheck Reversal/Adjustment/ Supplemental to the Division of Accounts and Reports, Payroll Services Team for processing. The completed DA-180 should have the following fields completed: Dept ID, Employee ID, Emp Rcd #, SSN, Employee Name, Pay Period End Date, Paycheck Number, Paycheck Date and Net Pay Amount. It should be marked as an adjustment, have the following description: "Restoration of leave upon return from military activation," and should be signed and dated. Attach a copy of the time document to be adjusted, and add rows to show the earnings code(s) and hours that are to be restored. The hours should have negative signs in front of the hours. The adjustment will be processed in the next off-cycle run and the agency should see the adjustment on the next off-cycle's KPAY002, Paycheck Register. An arrearage will also be set up and should be reflected on the KPAY007, Deductions in Arrears Report.
2. If the payout was originally processed as an off-cycle adjustment, you will need to submit a completed DA-180, Paycheck Reversal/Adjustment/Supplemental to the Division of Accounts and Reports, Payroll Services Team for processing. The completed front page of the DA-180 should have the following fields completed: Dept ID, Employee ID, Emp Rcd #, SSN, Employee Name, Pay Period End Date, and the original and adjusted information for the Paycheck Number, Paycheck Date and Net Pay Amount. It should be marked as an adjustment, have the following description: "Restoration of leave upon return from military activation ," and should be signed and dated. You will also need to complete the Attachment to DA-180. Complete the WAS column from the information from the adjusted check number listed on the front page of the DA-180. The SHOULD BE column will include all earnings information except the hours and dollar amounts of the payouts. You should run an Online Check to calculate the taxes. Since the rates for various deductions could have changed since the original paycheck processed, you may need to manually calculate and enter some employee deductions in order to arrive at the correct taxable grosses. You will need to manually calculate the employer deductions. The DIFFERENCE column must be equal to the difference between the WAS and SHOULD BE columns. The adjustment will be processed in the next off-cycle run and the agency should see the adjustment on the next off-cycle's KPAY002, Paycheck Register. An arrearage will also be set up and should be reflected on the KPAY007, Deductions in Arrears Report. You must process a non-pay affecting leave adjustment to the timesheet in order to ensure the leave balances are reduced correctly.
3. Arrearage Collection:
    a. If no action is taken, the total amount of the arrearage balance will be collected from the next on-cycle paycheck. The collection could reduce the net pay to zero and could cause some voluntary deductions to not be taken. If the arrearage balance is more than the net pay, the system will collect as much as possible in the on-cycle and then collect the balance in the next on-cycle. This will continue until the entire balance has been collected.
    b. The collection can be split over several pay periods. Set up a Maximum Arrears Payback in Compensate Employees/Maintain Payroll Data/Use/General Deduction Override. Enter the deduction code "ADJUST," click on the small box next to the words Maximum Arrears Payback and enter the amount to be collected from each paycheck in the larger box. The arrearage should be collected as soon as possible, and preferably before the end of the calendar year.

c. The employee could make a personal reimbursement of any or the entire arrearage amount. Enter the amount of the personal reimbursement on the timesheet for the next on-cycle by using the Personal Reimbursement (PRB) earnings code and entering the dollar amount paid. If this is not the full amount of the arrearage, you will need to enter a Maximum Arrears Payback for the amount of the personal reimbursement. (See instructions in #2 above) You would then need to collect the remaining arrearage balance by another personal reimbursement or by paycheck deduction, following the instructions listed above.

Bonus Payments

While on military leave without pay, eligible employees are entitled to receive the following bonus payments: Longevity Bonus, DOC Signing Bonus, DOC Recruitment Bonus, KDOT Engineer's Signing Bonus, KDOT Engineer's Recruitment Bonus, KDOT Engineer's Retention Bonus, IT Signing Bonus, and IT Recruitment Bonus.

Longevity Bonus

1. Eligible employees will be populated to the "Administer Workforce/Plan Salaries/Use/Longevity Bonus – Inactive" panel at the beginning of the pay period that the bonus is to be paid. If the 'Approved' checkbox is not automatically clicked on, agencies should click on the checkbox and enter the Employee ID of the individual responsible for approving the bonus. Agencies will need to monitor that panel to ensure that the bonuses are paid in a timely manner.
2. The employee must be returned from Leave of Absence in Job Data. This must be done prior to paysheet creation in order to be processed in the on-cycle. Typically, this is the Tuesday after the pay period end date. To return an employee from leave add a new effective dated row on the Job Data 1 panel and enter the 'Return-LOA' Action Code and the 'RFL' Reason Code. The effective date entered should be the first day of the pay period that the bonus is to be paid.
3. Add a timesheet in Administer Workforce/Time and Leave. If the employee is exempt, you will need to have a row with the earnings code "LWP" for 80 hours. This will keep the employee from receiving regular pay along with the bonus.
4. SHARP will update the timesheet with the longevity bonus.
5. Verify on the KPAY002, Paycheck Register, that a preliminary check was calculated with only LNG and ODP as the earnings codes that add to gross pay. You will also want to verify that the appropriate deductions are taken. Make any necessary corrections to earnings or deductions that are needed.
6. A confirmed check or advice can be seen on the final KPAY002, Paycheck Register.
7. If the employee was not activated in time to be processed in the on-cycle, the bonus can be processed as a supplemental in the off-cycle. Follow steps 1 through 4 above. You will need to request the supplemental in Administer Workforce/Time and Leave/Use/Supplemental. The longevity should have already populated the timesheet. You should only click on the "OK to Process?" box and add the LWP with 80 hours for the exempt employees. You cannot preview the calculated check when processing the longevity in an off-cycle. Therefore, it is imperative that agencies ensure the information is correct prior to saving the revised timesheet. Please take special care when processing a supplemental for bonuses.
8. If you do not process the longevity in the on-cycle or any of the 3 supplemental off-cycle runs, then you will need to complete a form DA-180, SHARP Paycheck Reversal/Adjustment/ Supplemental, and the attachment to the DA-180, and submit it to the Division of Accounts and Reports, Payroll Processing Team. The bonus will be processed in the next off-cycle run.
9. After the bonus has processed, you will need to return the employee to Leave of Absence in Job Data. To return an employee to leave of absence agencies should add a new effective dated row on the Job Data 1 panel and enter the 'LOA' Action code and the 'MOP' Reason Code. The effective date entered should be the last day of the pay period that the bonus was paid.

Other Bonuses (Referenced in this document)

1. Return the employee from Leave of Absence in Job Data. This must be done prior to paysheet creation in order to be processed in the on-cycle. Typically, this is the Tuesday after the pay period end date. To return an employee from leave add a new effective dated row on the Job Data 1 panel and enter the 'Return-LOA' Action Code and the 'RFL' Reason Code. The effective date entered should be the first day of the pay period that the bonus is to be paid.

2. Add a timesheet in Administer Workforce/Time and Leave. If the employee is exempt, enter a row with the earnings code "LWP" for 80 hours. This will keep the employee from receiving regular pay along with the bonus.
3. Enter the bonus in the Bonus Pay panel (Administer Workforce/Plan Salaries (GBL)/Use/Bonus Pay). In order to process the bonus during the current on cycle, enter the bonus anytime up through the final pay calculation (typically Friday following the pay period end date). The current pay period end date will default. Do not change this date. Enter a valid bonus earnings code, bonus amount, and month's prior for overtime calculation (if applicable). Do Not click on the Process? checkbox. Save the panel. Agencies will need to ensure that the bonuses are paid in a timely manner.
4. Do not add the bonus directly to the timesheet. SHARP will update the timesheet with the bonus during an off-cycle night, preliminary pre-calculation night, or final pay calculation night, whichever is first.
5. Verify on the KPAY002, Paycheck Register, that a preliminary check was calculated with the appropriate bonus as the earnings codes that add to gross pay. You will also want to verify that the appropriate deductions are taken. Make any necessary corrections to earnings or deductions that are needed.
6. A confirmed check or advice can be seen on the final KPAY002, Paycheck Register.
7. If the employee was not activated in time to be processed in the on-cycle, the bonus can be processed as a supplemental in the off-cycle. Follow steps 1 through 4 above. You will need to request the supplemental in Administer Workforce/Time and Leave/Use/Supplemental. You must click on the "OK to Process?" box on the timesheet. Be sure to add the LWP for 80 hours for the exempt employees. You cannot preview the calculated check when processing the longevity in an off-cycle. Therefore, it is imperative that agencies ensure the information is correct prior to saving the revised timesheet. Please take special care when processing a supplemental for bonuses.
8. If you do not process the bonus in the on-cycle or any of the 3 supplemental off-cycle runs, then you will need to complete a form DA-180, SHARP Paycheck Reversal/Adjustment/Supplemental, and the attachment to the DA-180, and submit it to the Division of Accounts and Reports, Payroll Processing Team. The bonus will be processed in the next off-cycle run.
9. After the bonus has processed, you will need to return the employee to Leave of Absence in Job Data. To return an employee to leave of absence agencies should add a new effective dated row on the Job Data 1 panel and enter the 'LOA' Action code and the 'MOP' Reason Code. The effective date entered should be the last day of the pay period that the bonus was paid.

Direct questions about these procedures to your DPS Human Resource Consultant at 785-296-4811 or to Joyce Dickerson of Accounts and Reports at 785-296-3979.