

## SHARP Leave Payouts

### Employees Separating from Service (Termination / Retirement)

- The Leave Payout batch job runs one time per pay period; the job runs the same night as the preliminary pay calculation (typically the Tuesday following the pay period end, but this could change depending on certain adjusted holiday schedules). For simplicity reasons, this document refers to the cutoff as the “Tuesday Cutoff,” but please refer to the on-cycle Biweekly Payroll Schedule, “Cutoff Online Users...” column as the “Tuesday Cutoff” may actually be a different day of the week during some holidays.
- The Leave Payout program will automatically calculate the payouts if the eligible employee Job Data transaction (such as a termination or retirement Action) that triggers a payout, is entered in Job Data prior the Tuesday cutoff and if accurate Payable Time Hours exist by the Tuesday cutoff.
- The Payout hours and dollars default on the last day of the pay period in which the employee is still active.
- Oracle does not allow us to use one Time Reporting Code (TRC) for both dollars and hours. As a result, we created “hours” payout codes. When you are paying out leave, be sure you are using both the hours and dollars codes. The **new codes introduced to record the hours portion of the payouts include: Vacation Payout Hours: VLH; Sick Payout Hours: SLH; Holiday Compensatory Time Payout Hours: HTH; and Compensatory Time Payout Hours: CTH.** For example, say the employee’s Vacation Payout hours are 144 hours and the employee earns \$10/hr. The vacation payout hours will be recorded as VLH 144. The vacation payout dollars are recorded as VLN 1440.00 (144 hrs \* \$10). Exceptions: If an employee is hired and terminated in the same pay period, you will not be able to enter the hours TRC as the hours have not yet populated the employee’s leave balance. As a result, you’ll only be able to enter the dollars TRC (such as, but not limited to VLN, VLK) and the VLA, VLS, SLA, SLA TRCs. Also if your employee is receiving Shared Leave and is terminating, you may need to contact Office of Personnel Services to assist you with the payouts. Refer to the TL Time Reporting Codes document located on the SHARP Documents page (See References below).
- The payouts usually appear in the timesheet with SB (Submitted Status) on the Wednesday after the pay period end date. This can change if there is a holiday. Because the status is Submitted, Time Administration will pick up the payout codes and they should be ready for approval in Payable Time Wednesday morning.
- The payout dollar code may need to be adjusted based on the KPERS membership date (Such as changing VLN to VLT based on a KPERS membership date that is on or after July 1, 1994). The dollar amount may need to be adjusted based on the Retention Incentive Pay Rate Differential (\$14) established in 2006 for certain job codes (in the “N2” family).
- Time Keepers will calculate and enter payouts if the separation is not entered into SHARP in a timely manner. Contact SHARP staff for assistance as the leave balance will need to be manually increased by the accrual when manually calculating payouts.

### Employees Moving from Non-exempt to Exempt Position

- Non-exempt employees whose FLSA Status is changing to Exempt must be allowed to use accumulated compensatory time prior to becoming exempt or be paid for the accumulated compensatory time **prior to** the employee becoming Exempt.
- Even if the employee is **temporarily reallocated** from non-exempt to exempt, the compensatory time balance must be paid out or taken prior to the employee becoming exempt.
- Enter the Payout hours and dollars on the last day of the pay period in which the employee is still active. This should be the second Saturday of the pay period in these cases because an employee should have only one FLSA Status and workgroup per pay period due to processing issues.
- Be sure to update the workgroup on Time Reporter Data to reflect the employee’s new FLSA Status (example, change the workgroup from SS\_7DAYHR to SS\_SALARY).

### Employees Moving from One Agency to another Agency

- Employees who are moving to another agency (a change in the first three digits of the agency number, example: 173xxxxxxx to 177xxxxxxx) must have the compensatory time (CTH / CTP) and holiday compensatory time (HTH /

HTP) balances paid out prior to moving to the new agency **unless** all parties agree to allow the time to be carried to the new agency.

- If the move to the new agency is entered in Job Data prior to the Tuesday cutoff, the compensatory hours (CTH) and dollars (CTP) and holiday compensatory time hours (HTH) and dollars (HTP) will default into the employee's timesheet with Submitted Status on Tuesday night. The hours and dollars are then copied to Payable Time also on Tuesday night.
- If the employee used either compensatory time or holiday compensatory time during the last pay period in the "old" agency, you will need to adjust the payout dollars and hours to compensate for the hours taken.
- The Payout hours and dollars default on the last day of the pay period in which the employee is still active in the "old" agency.
- On Wednesday morning, the new agency will need to access Payable Time and review and approve the payouts (after confirming the hours, dollars, and funding with the agency from which the employee moved).

#### **Paying out Compensatory Time or Holiday Compensatory Time to Reduce Balances**

- If an agency is paying out Compensatory or Holiday Compensatory Time to reduce the liability of carrying the balances, they will enter the CTH for Compensatory Time Hours and CTP for Compensatory Time Dollars. Enter HTH for Holiday Compensatory Time Hours and HTP for Holiday Compensatory Time Dollars.
- Enter the payout dollars and hours on the last day of the pay period in which the employee is active. This should be the second Saturday of the pay period in these cases.
- Be sure to follow Bulletin No. 00-01 FLSA and Compensatory Time when paying out Compensatory Time in these situations. See References at the end of this document.

#### **Steps to Consider when an Employee with Leave Balances is Separating from Service** (the steps below are based on an employee who enters time him or herself via Employee Self Service)

1. Ask Employee (ee) to enter accurate time worked and leave taken for the pay period and submit his or her timesheet on the last day ee is at work.
2. Ask Manager to review and Approve the Reported Time (Timesheet) on the same day the employee submits his or her timesheet (Self Service workgroup employees).
3. Agency Time and Labor / Human Resource staff access the timesheets to make sure there are no hours on the days the ee will no longer be active on the current timesheet **and the future timesheet**. If there are hours on days ee is no longer active, remove them and Submit.
4. Add a row to Job Data to enter the Term or Retirement. Make sure this is done by Tuesday after the pay period ends at the latest. (Note: If this is done by the Friday night before the next pay period begins, then the next timesheet won't populate (which you don't want the next timesheet to populate since ee won't be active anyway). Timesheets are populated on the Friday before the pay period begin date.
5. Double check that Payable Time exists and is correct on Tuesday (the Tuesday following the pay period end). Approve the Payable Time if you want it to be included in the first pre-calc on Tuesday night.
6. Tuesday night, based on the Term/Retire Job Action and the correct hours worked and leave taken in Payable Time, the leave accrual program will increase the sick/vac balances by the accrual amount. It will also default the SLS/SLA, VLS/VLA, VLN/VLH, VLP/VLH, SLP/SLH, CTP/CTH, HTP/HTH Time Reporting Codes with hours or dollars when applicable. Refer to the TL Time Reporting Codes document (See Reference at the end of this document).
7. Wednesday morning, you'll update the Payout TRCs if needed (such as VLN to VLT, VLP to VLK, SLP to SLK, etc.). Also for those using Project Costing, you may also want to update the Taskgroup/Task Profile, but remember that payout sick and vacation dollars (SLP and VLP/VLK) for retirees must use the SOKLVFUND Taskgroup/Profile so the funds come out of the State Leave Fund. It is your choice if you want the SOKLVFUND Taskgroup/Profile entered for the sick and vacation payout hours (SLH and VLH) and payout accruals (SLA and VLA) for retirees. If you make changes, Submit the timesheet and Approve (if applicable). If you want to double check that Time Admin will pick up the changes, you can check the Reported Time Status (Time and Labor, View Time, Time Reporter Status). Time Administration will run at 11am and 3:30 pm. Review and Approve Payable Time.
8. Double check there are no hours on days the employee is no longer active (current and future timesheet).

9. Add a new row to Time Reporter Data. In the Effective Date field, enter a date equal to the separation date on Job Date (Term/ Retirement Date) and change the Status to Inactive. Click Okay. Save when you return to the Employment Data page.

### Brief Definition of Payout Time Reporting Codes (TRCs)

- Sick Leave Payout Codes:**

SLA	Sick Leave Accrual	Amount of sick leave the ee accrues during the last pay period (like 3.7)
SLS	Sick Leave Service Hours	Represents hours ee in pay status during last pay period. Represented by a negative (like -80)
SLP	Sick Leave Payout Dollars	The dollar amount of the sick leave being paid out to a retiree. Used for those with KPERS membership date effective prior to July 1, 1994. Use SOKLVFUND Taskgroup
SLK	Sick Leave Payout Dollars	The dollar amount of the sick leave being paid out to a retiree. Used for those with KPERS membership date effective July 1, 1994 or after. Use SOKLVFUND Taskgroup
SLH	Sick Leave Payout Hours	The sick leave hours being paid out. This figure reduces the vacation balance
SLR	Sick Leave Remainder Hours	The amount of hours remaining after the sick leave hours are paid out. This value reduces the sick leave balance to zero. If donating some sick hours to shared leave be sure to reduce the SLR by the amount of hours donated if they have not already been deducted from the balance. Follow donation rules outlined in Bulletin No. 03-02 Shared Leave. See Reference at the end of this document

- Vacation Leave Payout Codes:**

VLA	Vacation Leave Accrual	Amount of vacation leave the ee accrues during the last pay period (like 3.7)
VLS	Vacation Leave Service Hours	Represents hours ee in pay status during last pay period. Represented by a negative (like -80)
VLP	Vacation Leave Payout Dollars	The dollar amount of the vacation leave being paid out to a retiree. Used for those with KPERS membership date effective prior to July 1, 1994. Use SOKLVFUND Taskgroup
VLK	Vacation Leave Payout Dollars	The dollar amount of the vacation leave being paid out to a retiree. Used for those with KPERS membership date effective July 1, 1994 or after. Use SOKLVFUND Taskgroup
VLN	Vacation Leave Payout Dollars	The dollar amount of the vacation leave being paid out to person terminating (not retiring). Used for those with KPERS membership date effective prior to July 1, 1994. Do not use SOKLVFUND Taskgroup; use an agency taskgroup
VLT	Vacation Leave Payout Dollars	The dollar amount of the vacation leave being paid out to person terminating (not retiring). Used for those with KPERS membership date effective July 1, 1994 or after. Do not use SOKLVFUND Taskgroup; use an agency taskgroup
VLH	Vacation Leave Payout Hours	The vacation leave hours being paid out. This figure reduces the vacation balance.
VLR	Vacation Leave Remainder Hours	The amount of hours remaining after the vacation leave hours are paid out. This value reduces the vacation leave balance to zero. If donating some vacation hours to shared leave be sure to reduce the VLR by the amount of hours donated if they have not already been deducted from the balance. Follow donation rules outlined in Bulletin No. 03-02 Shared Leave. See Reference at the end of this document

- **Compensatory Time Payout Codes**

CTP	Comp Time Payout Dollars	The dollar amount of the compensatory time being paid out. Used for all Comp Time payouts except for employees separating from service whose KPERS membership date is effective on or after July 1, 1994. Do not use SOKLVFUND Taskgroup; use an agency taskgroup
CTK	Comp Time Payout Dollars	The dollar amount of the compensatory time being paid out. Only use this code only for a person separating from service whose KPERS membership date is effective July 1, 1994 or after. Do not use SOKLVFUND Taskgroup; use an agency taskgroup
CTH	Comp Time Payout Hours	The compensatory time hours being paid out. This figure reduces the compensatory time balance

- **Holiday Compensatory Time Payout Codes**

HTP	Holiday Comp Time Payout Dollars	The dollar amount of the holiday compensatory time being paid out. Used for all Holiday Comp Time payouts except for employees separating from service whose KPERS membership date is effective on or after July 1, 1994. Do not use SOKLVFUND Taskgroup; use an agency taskgroup
HTK	Holiday Comp Time Payout Dollars	The dollar amount of the holiday compensatory time being paid out. Only use this code only for a person separating from service whose KPERS membership date is effective July 1, 1994 or after. Do not use SOKLVFUND Taskgroup; use an agency taskgroup
HTH	Holiday Comp Time Payout Hours	The holiday compensatory time hours being paid out. This figure reduces the holiday compensatory time balance

## References

- Time and Labor Computer Based Training: [http://www.da.ks.gov/sharp/WebCBT91/CBT\\_Main\\_Menu.htm](http://www.da.ks.gov/sharp/WebCBT91/CBT_Main_Menu.htm).
- Time and Labor Computer Based Training, Time and Labor for Timekeepers, Lesson 2 – Report Time Worked: [http://www.da.ks.gov/sharp/WebCBT91/TimeLabor371/TL\\_WBT\\_TL371\\_L2\\_v91.htm](http://www.da.ks.gov/sharp/WebCBT91/TimeLabor371/TL_WBT_TL371_L2_v91.htm). (Refer to Leave Payouts page)
- TL Time Reporting Codes: [www.da.ks.gov/sharp/documents](http://www.da.ks.gov/sharp/documents). Time and Labor Documents Section.
- Biweekly Payroll Schedules: SHARP Documents Page: [www.da.ks.gov/sharp/documents](http://www.da.ks.gov/sharp/documents). Refer to the Biweekly Payroll Schedules, “Cutoff Online Users...” Column.
- Bulletin No. 00-01 FLSA and Compensatory Time: <http://www.da.ks.gov/ps/documents/bulletins/0001.htm>
- Bulletin No. 03-02 Shared Leave: <http://www.da.ks.gov/ps/documents/bulletins/0302.htm>
- Vacation Leave: Kansas Administrative Regulation (KAR) 1-9-4: <http://da.ks.gov/ps/documents/regs/art-9.htm#1-9-4>
- Sick Leave: KAR 1-9-5: <http://da.ks.gov/ps/documents/regs/art-9.htm#1-9-5>
- Transfer of Leave Credits: KAR 1-9-14: <http://da.ks.gov/ps/documents/regs/art-9.htm#1-9-14>