
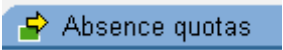


Class PA420**Date 062209**

| Pg/ Slide # | | Revision |
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| OLD | NEW | <i>Student Guide</i> |
| NA | | <p>PA410 no longer exists. All non-leave of absence references and exercises (Non-BEACON to BEACON, Transfer Agency to Agency Lateral, Transfer Agency to Agency Promotion has been removed. PA420 consists only of leave of absence materials and exercises with some new additions.</p> <p>As a result, no reference is made to the page numbers of the former PA410.</p> |
| NA | | <p>All references to IT2003 (Substitutions) have been removed and replaced with IT0007 with instructions to use D01N08GN for FT (appropriate PT schedule for PT) and to change both FT and PT to positive when applicable.</p> <p>In general, references to PMIS have been replaced by “the previous system”</p> |
| NA | 3 | Addition of PA300 added to prerequisites |
| NA | 5 | Revised graphic to include reference to PA300 |
| NA | 6, 10, 33, 42,46, 55 | New Course Map with new chapters |
| NA | 7 | New course objectives |
| NA | 10-32 | <p>New lesson entitled “Leave of Absence Overview. New slides include an explanation of each infotype associated with all leave of absence actions.</p> <p>Removed the following note on IT0019 as it is no longer true: Caution! When you place an employee on LOA, it is important that you enter a monitoring of task for estimated return date. The 0019 infotype is connected to the Benefits Confirmation form that is sent to employees. If you do not enter 0019 for estimated return date, the benefits coordinator will not be able to produce the Benefits Confirmation forms.</p> |

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| | 26 | <p>Added information about when to use specific codes on IT2001:</p> <p>Codes</p> <p>It is important to select the code that corresponds to the Reason selected for the LOA Action. For example:</p> <ul style="list-style-type: none"> • 9620 – used when placing the employee on LOA Action with a Reason of Extended Military • 9630 –used when placing the employee on LOA Action with a Reason of either Reserve Active Duty (RAD), RAD (Leave), RAD (30 days), or RAD (Lump Sum) • 9680 – used when employee has returned to work from WC but needs to see doctor or go to rehab related to injury on job • 9685 – used when placing the employee on LOA Action with a Reason of Injury Leave |
| | 27 | A schedule has been added for the effective date of the military training exercise: |
| <p>If Class is taught</p> <p>1st Quarter (January, February, March)</p> <p>2nd Quarter (April, May, June)</p> <p>3rd Quarter (July, August, September)</p> <p>4th Quarter (October, November, December)</p> | | <p>Then use this as effective date of first LOA Action</p> <p>January 5. The holiday is MLK. Select the applicable Monday date for the holiday.</p> <p>May 5 The holiday is Memorial Day. Select the applicable Monday date.</p> <p>July 1 The holiday is July 4. Select the applicable Monday date.</p> <p>November 11 The holiday is Veteran’s Day. Select the applicable Monday date.</p> |
| NA | 33 | Lesson 2 includes all of the previous materials and exercises with additional information outlined below. |
| | 35 | New graphic emphasizes the job aid that contains a detailed explanation of the reasons for the LOA Action. The subject matter experts want additional emphasis placed on selecting the correct reason before we do each exercise. |
| | 37 | New exercise. 2.2 is now a Military training. In this exercise the employee (Ray Cryar) needs to use 120 hours military training. Students will have to run PT50 to determine if the employee has enough hours in that category (he doesn’t). So employee will use a combination |

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| | | <p>of military leave training and vacation for the 120 hours. Students will enter appropriate leave on IT2001 during the Action and go into PA30 to create a new IT2001 for the vacation.</p> <p>A detailed explanation of Reserve Action Duty reasons has been added.</p> |
| | 38 | A detailed explanation of law enforcement and correctional officer WC reasons has been added and also a reference about when it is appropriate to use Injury Leave as a reason. |
| NA | 40 | Revision to Differential Pay : Differential is now paid through Payroll (and <u>not</u> Accounts Payable). Therefore, 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. |
| NA | 42 | Lesson 3 is Reinstatement |
| NA | 45 | New slide – how to return employee from WC part-time. (The steps have been revised from the ones previously detailed in the notes section of the Reinstatement Exercise slide in PA410) |
| NA | 46 | New slide—how to return employee from WC part-time back to work full time |
| NA | 48-56 | New lesson 4: Benefits and Leave of Absence. A discussion about how benefits are affected when HR places an employee on LOA |
| NA | 59 | The Course Eval slide now has the steps on how to log into LMS in notes section. |
| | | <i>Exercise Guide</i> |
| | | <p>Added to several exercises the following steps:</p> <ol style="list-style-type: none"> 1. Enter PT50 in the Command field on the Easy Access screen and press or click Enter to verify that a record exists for the leave type. 2. Enter the employee’s personnel number and press or click Enter. 3. Click . 4. Click . The Quota Overview screen displays. 5. Verify that the Rem. Column contains at least the hours you calculated were needed for leave type. |
| | | Removed all references to IT2003 and “collision of time” as they are no longer part of LOA |
| NA | 8 | Revised answer to Question 2 to delete reference to 0019 being tied |

to LOA Benefits Letters.

Question 2

What purpose does the Monitoring of Tasks infotype serve?

- A. It acts as a reminder to prompt you that some activity involving an employee is coming up soon. In the exercise you just completed, the activity was that the employee is expected to return to work, so that you could make sure the employee was reinstated appropriately.

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| | 8 | <p>Added to Q3 the reference to B0099 in BI</p> <p>Question 3</p> <p>Where do you receive a list of the tasks that you have entered in the Monitoring of Tasks Infotype?</p> <p>A. Run the Date Monitoring (S_PHO_48000450) report from BEACON or B0099 in BI.</p> |
| NA | 23 | <p>Revision to sentence about Differential Pay: NOTE: If an employee is eligible for differential pay, you must coordinate with your Agency's Payroll office to ensure that you send them the proper paperwork so that the employee is paid the differential amount while out on military leave.</p> |
| NA | 30 | <p>Answer to question changed:</p> <p>What step must be taken to ensure that an employee who is eligible for differential pay and is going out on Military LOA receives his or her differential pay?</p> <p>A. You must coordinate with the Agency Payroll office to see what paperwork they require for the employee to be paid the differential pay because differential pay is now paid by BEACON payroll.</p> |
| | 9 | <p>New exercise. 2.2 is now a Military training. In this exercise the employee (Ray Cryar) needs to use 120 hours military training. Students will have to run PT50 to determine if the employee has enough hours in that category (he doesn't). So employee will use a combination of military leave training and vacation for the 120 hours. Students will enter appropriate leave on IT2001 during the Action and go into PA30 to create a new IT2001 for the vacation.</p> <p>A detailed explanation of Reserve Action Duty reasons has been added.</p> |

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| NA | 30 | <p>In the Q&A for Kumar Reinaldo, removed the below question as it is no longer relevant:</p> <p>Question 2</p> <p>True or False: You should never receive a <i>Collision of Time</i> infotype if you have properly entered a Substitution work schedule for an employee who is out on LOA and is using leave.</p> <p>A.</p> |
| NA | 30 | <p>New answer to new question 2 (which used to be Question 3)</p> <p>What step must be taken to ensure that an employee who is eligible for differential pay and is going out on Military LOA receives his or her differential pay?</p> <p>A. You must coordinate with the Agency Payroll office to see what paperwork they require for the employee to be paid the differential pay because differential pay is now paid by BEACON payroll.</p> |
| NA | 32 | <p>Question 1 on Reinstatement was deleted and re-written to:</p> <p>Question 1</p> <p>When you reinstate an employee who has been out on LOA, what infotype should you check to make sure you restore correctly?</p> <p>A. Planned Working Time. Although an employee may not work the same schedule as before he or she went out on LOA, you must see if the Time Management status field was negative prior to LOA and make that change when returning the employee when applicable.</p> |
| | | <p>Data Set</p> |
| | | <p>Data set was revised to delete Non-BEACON to BEACON and Transfer exercises and to include new Military Training exercise.</p> |