



REINSTATEMENT ACTION FROM LOA

WORKERS' COMP

PER-77 | TRANSACTIONS ZPAA076, PA40

PA

The purpose of this Business Process Procedure is to explain how to process a Reinstatement/Reemployment from Workers' Comp in the Integrated HR-Payroll System.

Trigger: There is a need to process a Reinstatement/Reemployment from Workers' Comp for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview: (For Reinstatement/Reemployment from WC LOA only)

12 - Return from Workers' Comp w/Physician Restrictions that state a Modified Duty of 20-40 hrs -

Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of 20 or more hours a week. Employee has not reached maximum medical improvement (MMI).

13 - Return from Workers' Comp with MMI Complete – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to permanent work in the same position or one of seniority, status, and pay held prior to WC leave.

22 - Return from Workers' Comp with MMI Disability – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to work but has a disability which prohibits employment in the same capacity that existed prior to WC leave. Agency work placement has identified and placed employee in another position suitable for employee and agency.

23 - Rtn from Workers' Comp w/Physician Restrictions that state a Modified Duty less than 20 hrs -

Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of less than 20 hours a week. Employee has not reached maximum medical improvement (MMI).

NOTE: Follow the steps below for the four reasons above. You will find additional instructions at the end of this document to assist in reviewing or adjusting other infotypes as needed.

Employees returning from WC Salary Continuation Pay must be brought back in the same capacity as they left. (EE Subgroup and Work Schedule Rule)

- If employee is returning part-time, use the following codes on timesheet.
 - 9500 Time Worked
 - 9685 Injury Leave

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

Tips and Tricks: Prior to initiating any workflow, ensure the data being used is valid and appropriate. For example, if working with a Reinstatement/Reemployment action, ensure the individual is currently listed as out on LOA.

Access Transaction:

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

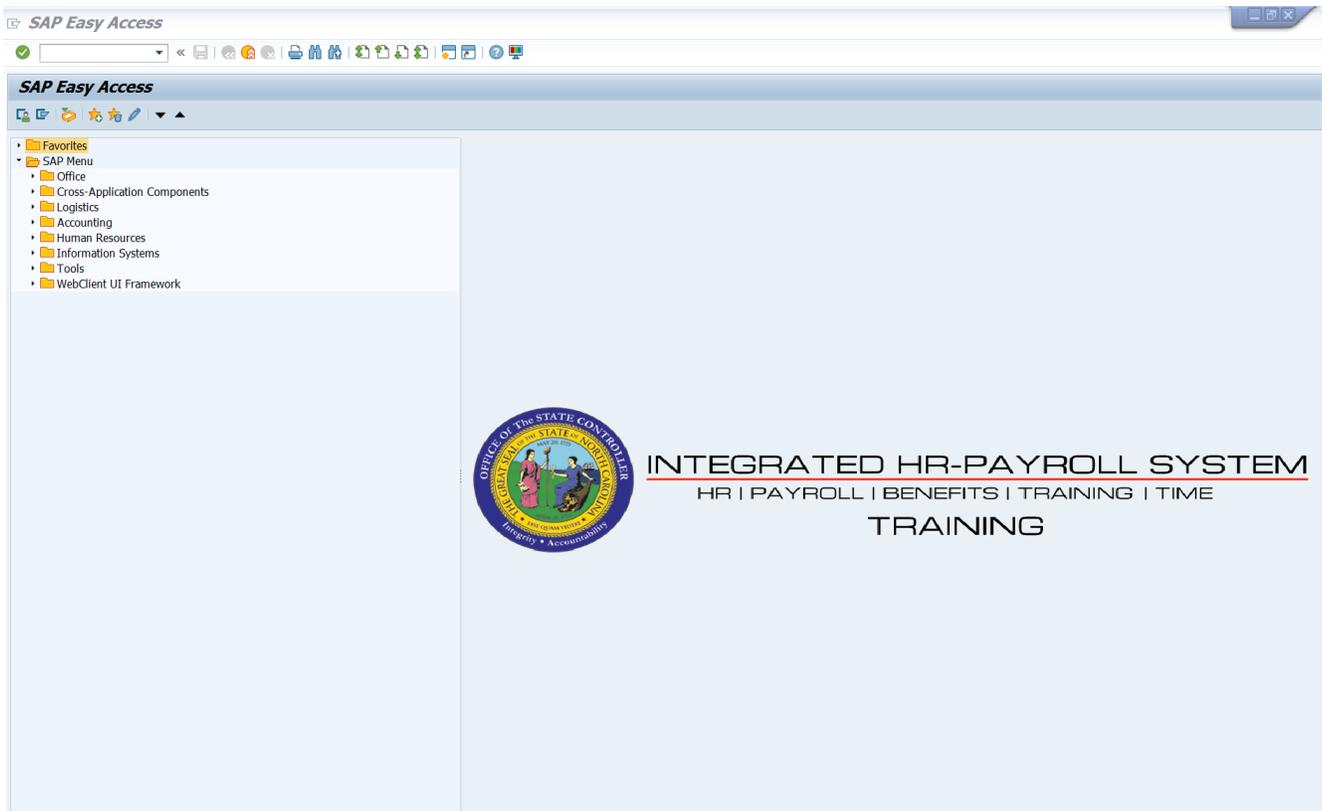
Via Transaction Code: ZPAA076; PA40

NOTE: This BPP starts with completing the Action. If you need assistance with creating the workflow, see *Reinstatement/Reemployment Action from LOA Action*.

Procedure

1. The Initiate Reinstatement/Reemployment Action is complete.

After Workflow Approvals have been received, proceed with the Complete Reinstatement/Reemployment Action process.



2. 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. Example: ZPAA076

3. Click the **Enter**  button.



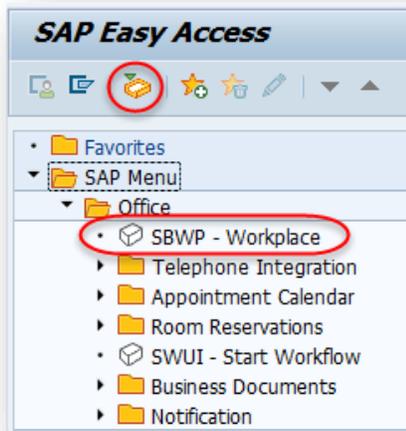
Information

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

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZPAA076**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.



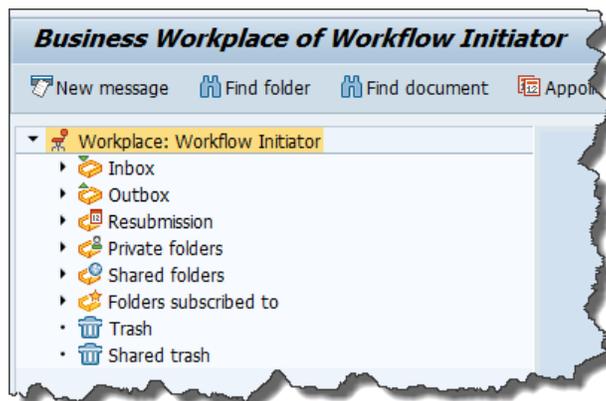
4. Click the **SAP Business Workplace (Ctrl+F12)**  button.

These instructions assume you have 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.

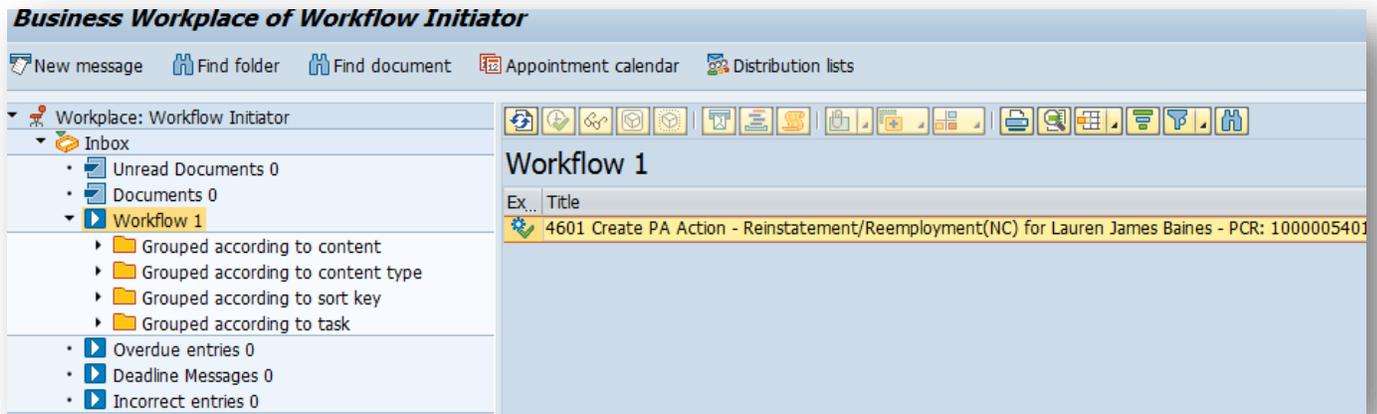


Information

Option: Also, you can click the button for the SAP Business Workplace inbox. It is located just above the SAP Easy Access Favorites folders as depicted in the screen capture above.



5. Select **Inbox >> Workflow**.



6. Single-click to select the **PCR** 4601 Create PA Action - Reinstatement/Reemployment(NC) for Lauren James Baines - PCR: 1000005401 row.

7.  Be sure to copy your PCR notes at this point so you can paste them on the Actions infotype when you begin the infotype creation process.

Information

8. After you have copied the PCR notes, use one of the following methods to execute the PCR.

- Double-click on the PCR row.
- OR --
- Click the **Execute (F8)**  button.

A list of your approved (or rejected) PCRs are 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 Reinstatement/Reemployment Action will be launched.

9. Update the following field:

10. Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. Example: 06/01/2016

11. Highlight the Reinstatement/Reemployment (NC) action type.

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

The effective date is the date the Reinstatement/Reemployment will go into effect. The date **must** match the effective date approved on the PCR.

Copy Actions (0000)

Execute info group Change info group

Pers.No. 10000114
 Name Lauren James Baines
 EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources
 EESubgroup B1 FT S-FLSAOT Perm
 Start 06/01/2016 to 12/31/9999

Personnel action

Action Type Reinstatement/Reemployment(NC)
 Reason for Action 12 Rtn frm WC Limit Duty 20-40hrs

Status

Customer-specific
 Employment Active
 Special payment Standard wage type

Organizational assignment

Position 60083278 Personnel Technician I
 Personnel area 4601 Natural and Cultural Resources
 Employee group A SPA Employees
 Employee subgroup B1 FT S-FLSAOT Perm

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

Infotype Text

Enter or paste appropriate comments

CRITICAL! Don't forget to enter your comments. Remember you can cut and paste from the PCR.

14. 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: Review all data and click Enter to allow the system to validate the data.

15. Click the **Enter**  button.

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

Create Organizational Assignment (0001)

Org Structure

Personnel No 10000114 Name Lauren James Baines

EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources

EESubgroup B1 FT S-FLSAOT Perm Statu Active

Start 06/01/2016 to 12/31/9999

Enterprise structure

CoCode NC01 STATE OF NC

Pers.area 4601 Natural and Cultural Resour... Subarea NC01 7day Norm

Cost Ctr 4699999999 CULTURE RESOUR... Bus. Area 4600 DNCR

Fund 4699999999 CULTURE- SUSPEN...

Func. Area G000000000000001 General Government

Personnel structure

EE group A SPA Employees Payr.area 01 NC Monthly

EE subgroup B1 FT S-FLSAOT Perm Contract

Organizational plan

Percentage 100.00 Assignment

Position 60083278 101000201050
Personnel Technician I

Job key 30000995 Prsl Tch
Personnel Technician I

Org. Unit 20010126 48010101032
CR CDS HR OFFICE H...

Org.key

17. Click the **Enter**  button.

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

Copy Planned Working Time (0007)

Work schedule

Personnel No: [00000000] Name: [MARRIS, DILLON]

EEGroup: A SPA Employees PersA: 4601 Natural and Cultural Resources

EESubgroup: A1 FT N-FLSAOT Perm Statu: Active

Start: [01/01/2008] To: 12/31/9999 Chg.: [0001] [0002]

Work schedule rule

Work schedule rule: D01N08GN MTWHF-8,Sa5-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	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	0.00

Additional fields

Telework Eligible

When an employee is returning from a WC LOA, they should be reinstated in the same capacity as they left (same work schedule rule). If their working hours need to be changed (FT to PT), an Appointment change action will need to be entered with the same effective date.

BEST BUSINESS PRACTICE: Change the work schedule rule back to what it was before the employee went on LOA.

	Subject employees must be positive time. Employment percent should always be 100.
CRITICAL!	

19. Change the work schedule rule back to what it was before employee went on LOA.

20. Click the **Enter**  button.

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

Copy Date Specifications (0041)

Personnel No Name

EEGroup SPA Employees PersA Natural and Cultural Resources

EESubgroup FT S-FLSAOT Perm Statu Active

Start to

Date Specifications			
Date type	Date	Date type	Date
<input type="checkbox"/> 01 Original Hire Date	<input type="text" value="11/09/2015"/>	<input type="checkbox"/> 02 Agency Hire Date	<input type="text" value="11/09/2015"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

22. Click the **Enter**  button.

Review the date specifications information and make changes as appropriate. Do **not** change Date Type 01 Original Hire Date. Follow your Agency process for updating the 02 - Agency Hire Date.

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

Create Related Experience (9822)

Personnel No Name

EEGroup SPA Employees PersA

EESubgroup FT N-FLSAOT Perm Statu Active

Start To

(Not to be used for Supplemental Staff)

Classification	
Position	<input type="text" value="65002858"/> 800904001427 Facility Survey Consult I
Job	<input type="text" value="30002888"/> Fac Survey C Facility Survey Consultant I

Related Work Experience	
Months	<input type="text" value="6"/>
Calculated Months:	<input type="text" value="0"/>

Related Education	
Months	<input type="text" value="48"/>

24. Click the **Enter**  button.

Best practice is to enter any data as appropriate, review all data, and click Enter to allow the system to validate the data.

Agency representative will need to enter the following fields:

- Related Work Experience
- Related Education Months

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

Create Objects on Loan (0040)

Personnel No Name

EGroup SPA Employees PersA Natural and Cultural Resources

ESubgroup FT S-FLSAOT Perm Statu

Start to

Objects on Loan

Object on loan State ID

Number/unit Pieces

Loan object no.

Comments

Line 1

Line 2

Line 3

26. Click the **Enter**  button.

Verify the objects on loan that have been issued to the individual. When the individual went on leave, the various objects on loan may or may not have been delimited. Here you will reassign or add new ones.

Comments can be entered on lines 1, 2, and 3 if appropriate for your business policy.

NOTE: If the employee receives more than one item on loan, you will need to process a PA30 transaction in order to add the additional items to infotype 0040.

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

Personnel Actions

Personnel no. 10000114
 Name Lauren James Baines
 EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources
 EESubgroup B1 FT S-FLSAOT Perm CostC 4699999999 CULTURE RESOURCES
 From 06/01/2016

Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory W/Pay (NC)			

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

This Work Item Has To Be Completed Explicitly...

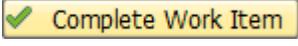
Info Log Attachmnts Agents

4601 Create PA Action - Reinstatement/Reemployment (NC) for Lauren James Baines - PCR: 1000005401

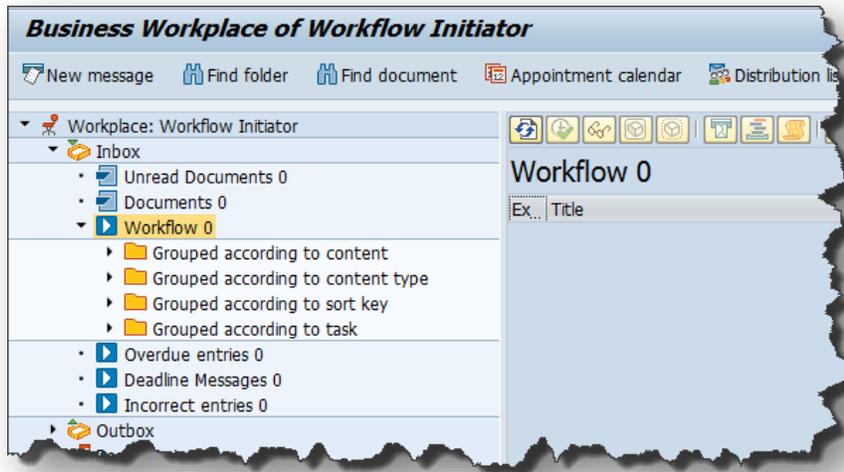
Description
 PCR Initiator,
 Please complete all data for the new personnel action for Employee Lauren James Baines ~ Personnel #10000114 based on the attached request.
 * Make sure to Save your changes before exiting from the screen, and do not press the 'Complete Work Item' button until the necessary changes have been Completed.
 ** If you need to Cancel the entire PCR, click once on the work item to highlight it, press the 'Other functions...' button above and choose the

Objects and attachments

- PA PCR: Lauren James Baines PCR:1000005401
- PCR List: Workflow Tracker

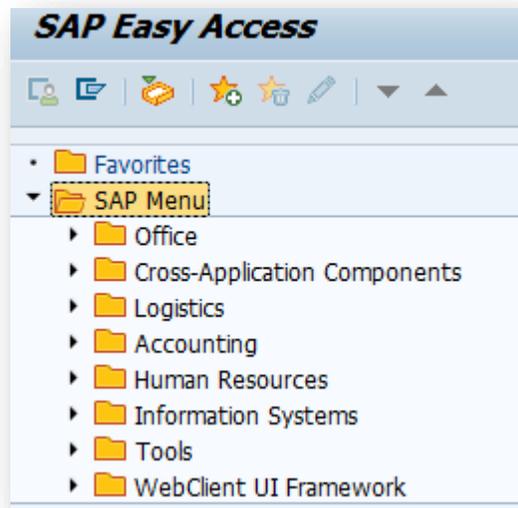
29. Click the **Complete Work Item**  button.

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.



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

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



The Reinstatement/Reemployment Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.



Information

Check the Leave balances to ensure that they are correct upon the Reinstatement/Reemployment Action.

Additional Processing Guidelines

NOTE: If less than 40 hours you must complete part 2.

12 - Return from Workers' Comp w/Physician Restrictions that state a Modified Duty of 20-40 hrs -

Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of 20 or more hours a week. Employee has not reached maximum medical improvement (MMI).

Part 1 - Z2 – Reinstatement/Employment Action

- IT0007 – Planned Working Time
 - Work Schedule Rule
 - Time Mgmt status
- Verify accuracy of leave accruals based on manual tracking spreadsheet.
 - Notify Leave Administrator if adjustments are required.
- Verify Holidays
 - Has a holiday been granted that may need to be removed?
 - Does an upcoming holiday need to be granted?

Part 2 – Z9 – Appointment Change Action (create with same effective date)

- IT0000 – Actions
 - Reason – Full Time to Part Time
 - EE Subgroup change to part-time
- IT0001 – Organizational Assignment
 - Percentage still remains 100%
- IT0007 – Planned Working Time
 - Work Schedule Rule to part-time
 - Time Mgmt status (subject employees must be positive time)
 - Check Part-time employee box
 - Employment percentage always 100% except for interfacing Agencies.

Note: Interface Agency should select interfacing WSR and enter the part-time weekly working hours.

- IT0008 – Basic Pay – pro-rated to part-time rate – Annual Salary should be the amount you are ACTUALLY paying the employee. If 40 hours per week, employee was paid \$80,000 and now employee is only working 20 hours per week, salary entered will be \$40,000. You are paying 100% of \$40,000. The part time approved work hours are paid out of the Integrated HR-Payroll System. The remaining workers' comp absence hours are paid by the Workers' Comp Third Party Provider or out of the Integrated HR-Payroll System from A/A 9685 for those employees still eligible for salary continuation.
- IT0041 – Date Specifications – copies previous record, follow Agency guidelines for updating Agency Hire Date
- Longevity – if employee is eligible, contact BEST Shared Services OPS Payroll to correct the employee's longevity amount to be paid at the full time base pay.
- Aggregate Service – must be monitored by the Agency and a ticket submitted to BEST Shared Services if an accrual rate change occurs.
 - **Note:** Upon the employee's return to work at full capacity, the Agency would need to calculate and update the aggregate service, or submit a ticket to BEST.
- Leave Accruals – pro-rated to part-time rate. (See Leave section earlier in this BPP.)
 - **Note:** Upon the employee's return to work at full capacity or upon separation, the Agency will need to calculate and update the leave accrual balances or submit a ticket to BEST.
- Health Insurance Benefits – Agency will need to submit a ticket to BEST Shared Services to ensure the continuation of health insurance benefits as a full time employee.
- Upon the employee's return to work at full capacity, the Agency will need to initiate an appointment change personnel action to change the employee back to full time status.

13 - Return from Workers' Comp with MMI Complete – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to permanent work in the same position or one of seniority, status, and pay held prior to WC leave.

22 – Reinstatement/Employment Action

- IT0007 – Planned Working Time
 - Work Schedule Rule
 - Time Mgmt status
- Verify accuracy of leave accruals based on manual tracking spreadsheet.
 - Notify Leave Administrator if adjustments are required.
- Verify Holidays
 - Has a holiday been granted that may need to be removed?
 - Does an upcoming holiday need to be granted?

22 - Return from Workers' Comp with MMI Disability – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to work, but has a disability which prohibits employment in the same capacity that existed prior to WC leave. Agency work placement has identified and placed employee in another position suitable for employee and agency.

22 – Reinstatement/Employment Action

- IT0007 – Planned Working Time
 - Work Schedule Rule
 - Time Mgmt status
- Verify accuracy of leave accruals based on manual tracking spreadsheet.
 - Notify Leave Administrator if adjustments are required.
- Verify Holidays
 - Has a holiday been granted that may need to be removed?
 - Does an upcoming holiday need to be granted?

23 - Rtn from Workers' Comp w/Physician Restrictions that state a Modified Duty less than 20 hrs -

Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of less than 20 hours a week. Employee has not reached maximum medical improvement (MMI).

Part 1 - 22 – Reinstatement/Employment Action

- IT0007 – Planned Working Time
 - Work Schedule Rule
 - Time Mgmt status
- Verify accuracy of leave accruals based on manual tracking spreadsheet.
 - Notify Leave Administrator if are required.
- Verify Holidays
 - Has a holiday been granted that may need to be removed?
 - Does an upcoming holiday need to be granted?

Part 2 – 29 – Appointment Change Action (create with same effective date)

- IT0000 – Actions
 - Reason – Full Time to Part Time
 - EE Subgroup change to part-time
- IT0001 – Organizational Assignment
 - Percentage still remains 100%

- IT0007 – Planned Working Time
 - Work Schedule Rule to part-time
 - Time Mgmt status (subject employees must be positive time)
 - Check Part-time employee box
 - Employment percentage always 100% except for interfacing Agencies.

NOTE: Interface Agency should select interfacing WSR and enter the part-time weekly working hours.

- IT0008 – Basic Pay – pro-rated to part-time rate – Annual Salary should be the amount you are ACTUALLY paying the employee. If a 40 hours per week, employee was paid \$80,000 and now employee is only working 20 hours per week, salary entered will be \$40,000. You are paying 100% of \$40,000. The part time approved work hours are paid out of the Integrated HR-Payroll System. The remaining workers' comp absence hours are paid by the Workers' Comp Third Party Provider or out of Integrated HR-Payroll System from A/A 9685 for those employees still eligible for salary continuation.
- IT0041 – Date Specifications – copies previous record, follow Agency guidelines for updating Agency Hire Date
- Longevity – if employee is eligible, contact BEST Shared Services OPS Payroll to correct the employee's longevity amount to be paid at the full time base pay.
- Aggregate Service – must be monitored by the Agency and a ticket submitted to BEST Shared Services if an accrual rate change occurs.
 - **NOTE:** Upon the employee's return to work at full capacity, the Agency would need to calculate and update the aggregate service, or submit a ticket to BEST.
- Leave Accruals – pro-rated to part-time rate. (See Leave section below.)
 - **NOTE:** Upon the employee's return to work at full capacity or upon separation, the Agency will need to calculate and update the leave accrual balances or submit a ticket to BEST.
- Health Insurance Benefits – Agency will need to submit a ticket to BEST Shared Services to ensure the continuation of health insurance benefits as a full time employee.
- Upon the employee's return to work at full capacity, the Agency will need to initiate an appointment change personnel action to change the employee back to full time status.

Leave (if returning part-time)

- Employee will continue to accrue pro-rated leave while receiving WC benefit.
- Employee is entitled to use only the leave they actually earn during the time they work.
- Agency will continue to manually maintain accruals until the employee has **been released by the treating physician and returns to permanent status**. This leave must be kept manually. **The Integrated HR-Payroll System will not calculate this leave automatically while the employee is working a part-time schedule**. See worksheet below:

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 **has been released by the treating physician** and returns to permanent status.

Quota Corrections (2013)

A valid discrepancy has been found in an employee's quota based on manual spreadsheet maintained while employee was out. Upon management approval, the quota should be adjusted as necessary.

Only the *From Date* is used on IT2013 records. This value also can be entered once the infotype record screen is displayed.

Only one IT2013 record should be created for each subtype for the same *From date*. Multiple records can cause Time Evaluation to error out for the employee.

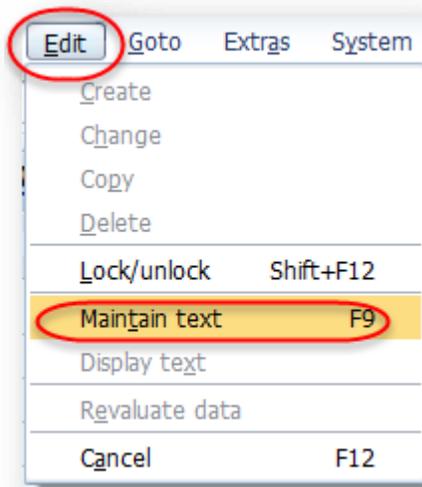
Enter the subtype corresponding to the quota for adjustment. Select the *STy* field matchcode to view a list of available quotas.

Transfer Field Options		
Increase generated entitlement	Indicates that hours should be added to quota (default option)	This option adds the hours specified to the employee's existing quota or creates the quota with the specified hours if the employee does not have a current balance for the selected quota.
Decrease generated entitlement	Indicates that hours should be subtracted from quota	This option subtracts the hours specified from the employee's existing quota.
Replace generated entitlement	DO NOT SELECT THIS OPTION!	DO NOT USE THIS OPTION! This option was intended to replace the employee's quota accrual generated in Time Evaluation on the From Date. The Integrated HR-Payroll System staff advises against trying to use this option.

The Quota Correction record will be processed during the nightly Time Evaluation process. The adjusted quota should then be reflected in the employee's quota balances the following day. To verify the adjustment processed correctly, access Quota Overview (transaction PT50) and view the employee's quota balances as detailed in PT50 transaction. For more detailed instructions for transaction PT50, refer to the BPP instructions: PT50 - Quota Overview.

Always add comment to justify why you entered a change.

On the toolbar at the top of the screen, click **Edit > Maintain** text.



Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 2/5/2021 (B. Johnson)

Changes: Infotype 0007