



ENTERING CDE SUPPLEMENTAL LEAVE PAYOUTS

QUICK REFERENCE GUIDE

JOB AID TM-55

TM

The purpose of this job aid is to provide guidance for Agency representatives who will be responsible for entering Time Quota Compensation records (IT0416) for employees choosing to supplement the FFCRA two-thirds pay with their own leave balances.

Establish a Time Entry Cut-off for Payroll

For each payroll, pick a date that will serve as a time entry deadline and hard stop for payroll.

For monthly: A good candidate would be the last Friday before initialization. If not this date, select a date that is feasible for your agency to complete the remaining steps ahead of payroll initialization. For purposes of this Job Aid, 6/12/2020 will be the time entry cut-off.

For bi-weekly: Use the last day of the related pay period

Ask employees to key time through this date (and managers approve), but not key any time after this date. This will allow you to confidently report on relevant absence types used and determine the appropriate leave hours to pay out to keep the employee at 100% salary for the month of June.

NOTE: If a time entry deadline/hard stop is not established, you will risk additional leave entries being keyed after you calculate/key the appropriate leave payout hours on IT416, resulting in the employee's pay being short.

Additionally, the Time Entry cut-off date will serve as a basis for reporting for the next pay cycle.

Use CATS_DA to Report on Leave Taken

Use CATS_DA to run a report for the following A/A codes which are paid at a two-thirds rate and the employee has chosen to supplement with Vacation, Sick, Comp or Bonus Leave.

- 9581 – FFCRA Family Care
- 9583 – FFCRA EFMLEA
- 9585 – CDE Eldercare/No TLW

Be sure to use an appropriate date range. For June payroll, this will be from 5/26/20 – 6/12/20 (or applicable date of payroll cut-off established in #1).

NOTE: For the July payroll, it would then be 6/13/20 – July cut-off date.

Also, be sure to select status 30 records only (Approved records).

You can use variant **/CDE ReducedPay** and adjust as needed for your reporting needs.

Sub-total hours for these leave codes, by employee, during the appropriate period.

Display Working Times

OrgStructure Search Help

Period
 Reporting Period: Other Period 05/25/2020 - 06/12/2020

Selection Criteria

Personnel Number	<input type="text"/>	Review the reporting period selections and be sure to input an employee's PERNR after you have selected variant /CDE ReducedPay.
Employment Status	<input type="text"/>	
Company Code	<input type="text"/>	
Cost Center	<input type="text"/>	

Selection of Time Sheet

Basic Data		
Task Type	<input type="text"/>	to <input type="text"/>
Task level	<input type="text"/>	to <input type="text"/>
Task component	<input type="text"/>	to <input type="text"/>
Activity Type	<input type="text"/>	to <input type="text"/>
Stat. key figure	<input type="text"/>	to <input type="text"/>
Att./Absence type	9581	to <input type="text"/>
Wage Type	<input type="text"/>	to <input type="text"/>
Display Unit/Measure	<input type="text"/>	to <input type="text"/>
Number (unit)	<input type="text"/>	to <input type="text"/>
Processing status	30	to <input type="text"/>
Short Text	<input type="text"/>	to <input type="text"/>
Receiver account assgmt		
Sender Account Assignment		
Data Sources		

Output

Conversion to Unit of Measure:

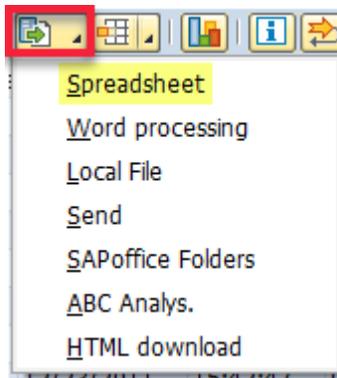
Layout: /2_3 ABSENCE

Layout description: 2/3 Absence Codes Hours

Document Flow Analysis

Export Report to Excel

Export the CATS_DA report generated above to Excel. Apply a formula to calculate the appropriate hours needed to supplement. This calculation will be one-third of the total hours.



NOTE: Be sure to apply the calculation to the total hours the employee reported under A/A types 9581, 9583 & 9585.

Use the following calculation for the most accurate supplement hours:

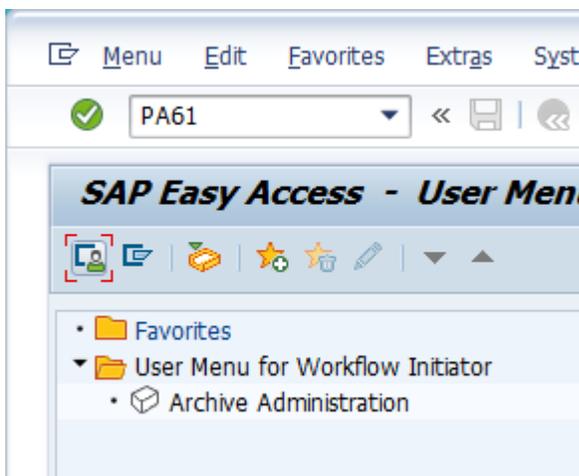
$$\text{Supplement Hours} = [\text{Total Hours recorded for A/A types 9581, 9583 \& 9585}] * 0.3333$$

Key appropriate IT0416

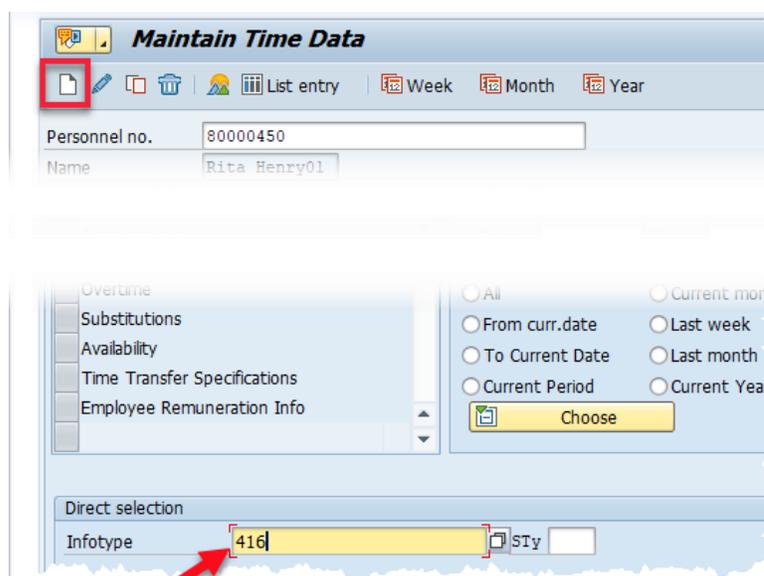
Refer to the employee’s submitted paperwork to determine their leave supplement preference – Vacation, Sick, Comp, or Bonus.

Create an IT416 for the appropriate leave type and hours as determined by your calculation described above.

1. Access transaction **PA30** (HR Master Data Maintainers) or **PA61** (Leave Administrators).



2. Enter in a personnel number, then select Infotype 0416 (Time Quota Compensation) and click create.



3. Click the appropriate Comp. method in the pop-up window. Refer to the description to pick the appropriate method. The Time quota type will default on the next screen.

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
1	10	Z008	Callback Comp Payout
1	10	Z009	Special Leave Payout
1	10	Z010	STD/LTD Exhausting Vac Lv
1	10	Z011	STD/LTD Exhausting Sck Lv
1	10	Z012	STD/LTD Exhausting Bon Lv
1	10	Z013	Comm Disease Payout
1	10	Z014	CDE Sick Leave Payout

4. Update the Start date field with an appropriate payout date.

NOTE: Suggested date would be your payroll cut-off date as established above or last day of the pay period for bi-weekly employees.

5. Enter the number of hours for the supplemental payout in the No. to compensate field (as determined via the calculation above).

Create Time Quota Compensation (0416)

Compensate

Personnel No: 80000450 Name: Rita Henry01

EE group: A SPA Employees Personnel ar: 4601 Natur:

WS rule: D02N10_F MTWH-10,FSaS-O Status:

Start:

Comp. method: Z013 Comm Disease Payout

Compensation specifications

Time quota type: 28 Communicable Disease Comp

Compensation rule: 000

No. to compensate:

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.
	10Vacation Leave	337.72000	Hours	0.0

6. Add a note (*Edit -> Maintain Text*) to the record for future reference. Consider using this template for such a note:

EE 12345678 recorded XX hours of A/A types 9851, 9583 & 9585 hours for the period of MM/DD/YYYY to MM/DD/YYYY. This IT416 records provides the 1/3 supplement for these leave hours, which will be paid on the XX check.

7. Save the record. 

NOTE: OSC recommendation is to create one IT416 record per quota type, per pay period

Agency Monitoring Reports

Agencies can monitor the process before and during the payroll corrections period.

Before Payroll Corrections:

- B0213 – Time Quota Compensation Payouts
- B0205 – Time Leveling Exceptions Report (Please reference related [Job Aid – Modify B0205 for FFCRA Absence Codes](#))
- New Query FFCRA/CDE Supplement Report – Compare IT2001-A/A types 9581, 9583 & 9585 to IT416 payout hours (Agencies would need to request this report to be run)

During Payroll Corrections:

- Wage Type Reporter, variant **/CDE Supplement** – Compare wage type 1387 (FFCRA LWOP) to the various wage types associated with the allowable IT416 Quota Payouts listed below. If the value of wage type 1387 matches the value of the total payout hours, the employee is whole for the pay period.
 - Vacation Payout – 1336
 - Vacation Payout – 1346
 - CDE Sick Leave Payout - 1391
 - Comp Time Payout – 1300
 - Comp Time Payout – 1348
 - Holiday Comp Payout – 1305
 - Gap Hours Comp Payout – 1351
 - Gap Hours Comp Payout – 1355
 - On Call Comp Payout - 1309
 - Callback Comp Payout - 1359
 - Bonus Leave Payout – 1337
 - Bonus Leave Payout – 1347
 - FFCRA/CDE LWOP – 1387



Considerations

- It will likely not be possible to get an employee’s check to match to the penny with the rounding associated with the pay reduction and the calculation of the payout hours. Establish a threshold of “correct” payment that works for your agency.
- Only Leave Admins and HR Data Maintainers can create IT0416 records. Please plan workload accordingly.

Additional Resources

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

Change Record

Change Date: 6/24/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible