

Time and Leave Workers Comp Reclassification Business Process

1. First step is to run **HIP TL HRS WORKED RECLASS** query to view what was paid in the period that needs to be reclassified.
 - a. Enter ID number and Begin and End period dates
 - b. Take the Sum of column P- "Offset Amount" and use it for your Negative **RNG** on rapid time. You can sum the earning and =sum (cells in column P) *-1

Offset Amount	
865.38	
-865.38	
173.08	
-54.09	
865.38	
-865.38	
0.00	
-173.08	
-865.38	
170.46	
852.27	
852.27	
173.08	
-173.08	
0.00	
54.09	
865.38	
-1875.00	RNG

- c. It's important to wait until HR is done with any leave changes or canceling of leave. Please wait at least 1 pay period after HR has made the changes. By providing HR time to enter/correct all absences in the system accurate offsetting amount can be calculated. **This is specifically applicable in Leave Without Pay cases.**
2. Review 0-9 form to find the amount of WC the employee is owed
3. Enter the WC earnings details on Rapid Time.
4. As referenced in step 1b. enter the negative RNG on same rapid time session.
5. Submit Rapid Time for processing.
6. If supplemental leave is part of the reclass that needs to be paid per the 0-9worksheet, inform HR to input the supplemental leave by the current period that is being processed for deadline. This is important so the reclass and supplemental leaves are paid on the same check.
 - a. For example, processing for 10/20/2020 check supplemental pay needs to be entered and approved by the Supervisor Approval Deadline on the 9th.

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7. After the paycheck is calculated by Central Payroll it important to view the reclassified check to verify gross calculation is as expected. Paychecks are calculated on the first HR Lockout day referenced on the Payroll Calendar.
 - a. You can view paychecks:

Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

- b. For example, for October 20th check it can be view on October 13th at the earliest.
 - c. Review paycheck should be looked at first this on this day, this will give you enough time to work with Central Payroll on any payments that need to be stopped.

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8. If discrepancies are found on the Review paycheck. Please submit a HIP ticket marked urgent for review for current period. If necessary, you can ask Central Payroll to stop payment and can proceed with issuing payment on the priority paycheck run issued two business days prior to pay day.