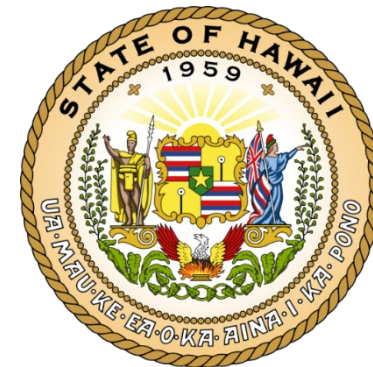




# Time and Leave HR Concepts July 19, 2021



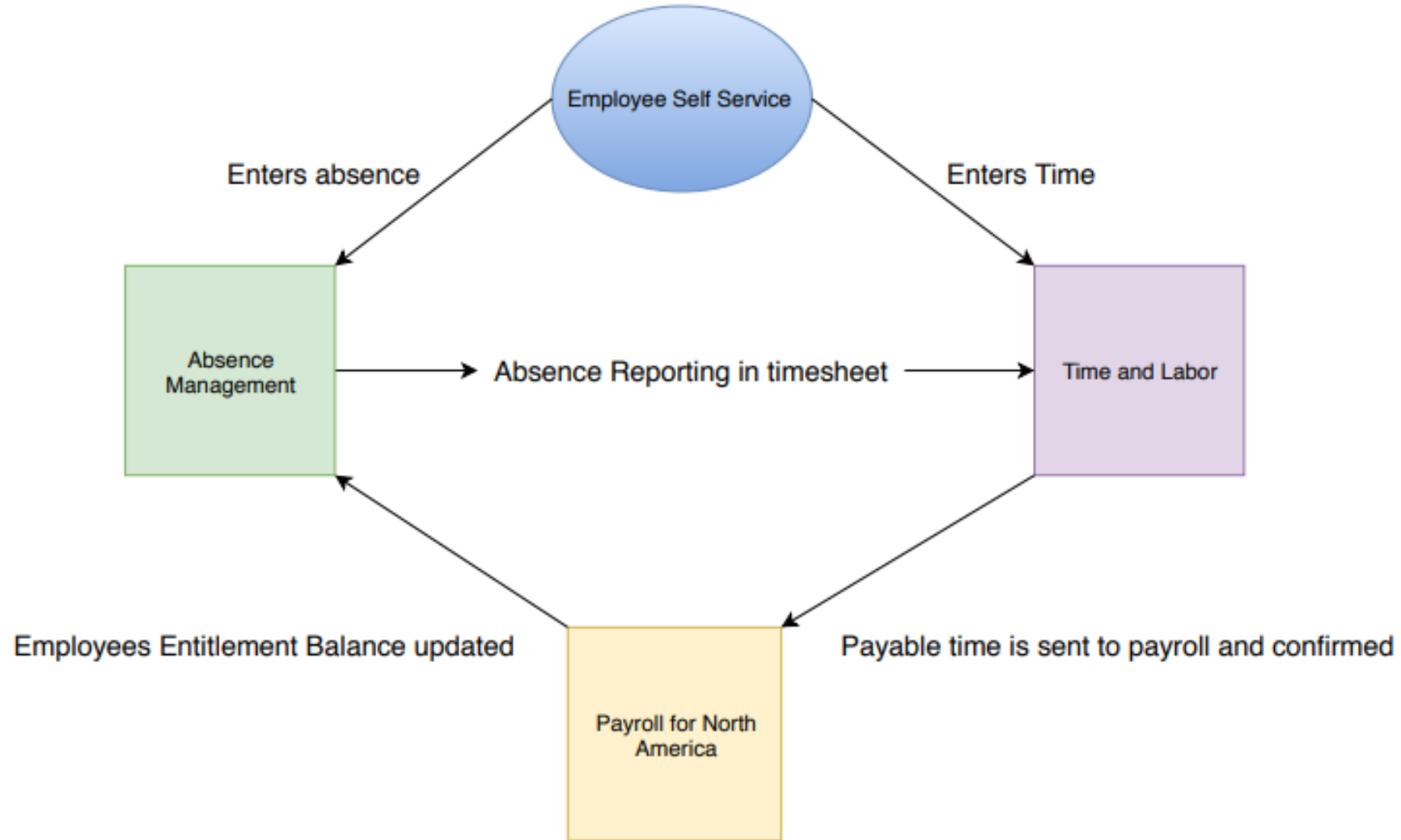
**Department of Accounting and General Services**  
in coordination with the  
**Office of Enterprise Technology Services**

# Agenda

- Background
  - HIP Architecture
  - Terminology
  - Security roles, Standard Operating Procedure and Roles & Responsibilities
- Job Data changes
- Payroll Calculation
  - Gross pay calculations New Hire
  - Paysheet Override Process
  - Reclasses and Extended Absences timing
  - Leave Without Pay
  - Manual payment for employee on LWOP on a Holiday
- Audits/Queries to Run
- Onboarding and Offboarding Process
  - New Hire/Term Letters
  - G2 Vacation Payout
- Calendar/Fiscal Year End Processes
  - Vacation Rollover
  - Accrued Liability report
- Conversion Activities
  - UAC clean up
  - Initializing your shared leave bank balance (HR Admin function)
- Support procedures

# Background

# HIP Architecture



# Terminology

- **Timesheet Entry methods:**
  - **Elapsed Time Entry:** The total number of hours worked are entered for each day.
  - **Punch Time Entry:** Specific In and Out times for the workday.
- **Positive Time Reporter:** A time reporter who reports all time (i.e., hourly worker); depending on how we set up this type of reporter they can report either punched or elapsed time.
- **Rapid Time Entry:** Like the Payroll Change Schedule (PCS) page; this allows for quick entry of employee time.
- **TRC:** These codes will be visible for the employee to pick from on the timesheet. TRC's are mapped to payroll Earning Codes. For example, TRC "ZUNFM" is mapped to earn code UP (Uniform Payment).
- **Timesheet Exception:** A condition that exists regarding time that requires further review. For example, OT recorded on the timesheet that was not pre-approved by the supervisor will be flagged as an exception.
- **Leave Entitlements:** The leave hours that someone has accrued.
- **Leave Takes:** The leave hours that someone has taken.

# Security Roles

With Time and Leave implementation, there will be new security roles for users:

- **Supervisors:** Access to approve timesheet and overtime requests, and resolve exceptions, access to approve absence requests
- **Timekeeper:** Works with timesheet transactions, including auditing and exception resolution monitoring
- **Leave Keeper:** Works with absence transactions and audits records
- **HR Admin:** Works with extended absence administration, leave donations, leave balance adjustments
- **Fiscal Admin:** Time reporting data (no transaction access)

All of the above security roles have access to a certain set of employee records that is defined by their **Department ID** access.

EXAMPLE: Leave Keeper John Smith has Department ID access to 320000. 320000 corresponds to the top of the organizational chart for Department of Health. Therefore, John Smith has leave record access for all Department of Health employees.

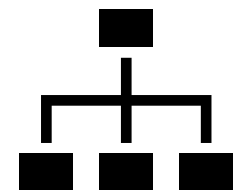
# Security Requests

All Security Roles are added/removed via requests made and approved with the ETS-304 Form: “[Hawaii Information Portal Security Access Request Form for Time & Leave and Payroll-Deployed Departments](#)”

Effective July 26, 2021, you will need to use the security form.

- Employees get their Time and Leave access automatically when they are hired by HR into your department.
- Supervisors get their Time and Leave approval access automatically by being designated by HR as a “Reports-To” supervisor in HIP. Their default Department ID assignment is the one designated by HR.

*Caveat:* Supervisors will not be able to see time or leave data for any subordinates who don’t fall under the supervisor’s Department ID. In other words, subordinates shouldn’t be *above* their supervisor in the organization or some *other* part of the organization. The only way to fix that issue is to have HR correct data in HIP to place supervisors and subordinates in the correct places in the organization, or to use the Security Form to request Department ID security for the supervisor that is different from the supervisor’s normal Department ID.



# Standard Operating Policies and Procedures and Roles & Responsibilities

With Time and Leave implementation, there are new Standard Operating Policies and Procedures (SOPP):

<https://ags.hawaii.gov/hip/files/2020/10/Time-and-Leave-Standard-Operating-Policies-and-Procedures.pdf>

In addition to covering procedural matters, the SOPP defines the roles and responsibilities in the system.

See section 5.2 for the roles of:

Employees, Supervisors, Timekeepers, Leave Keepers, HR Admins, Fiscal Admins, Department HR Transactions Staff, and Department Payroll Staff

## 5.2.7 Department HR Transactions Staff

- 5.2.7.1 Administer the timely input of person, position, and job data, including application of Uniform Accounting Codes (“UAC”) used to charge for base pay for a position.



# High Level Workflow

## Employees with Computer Access



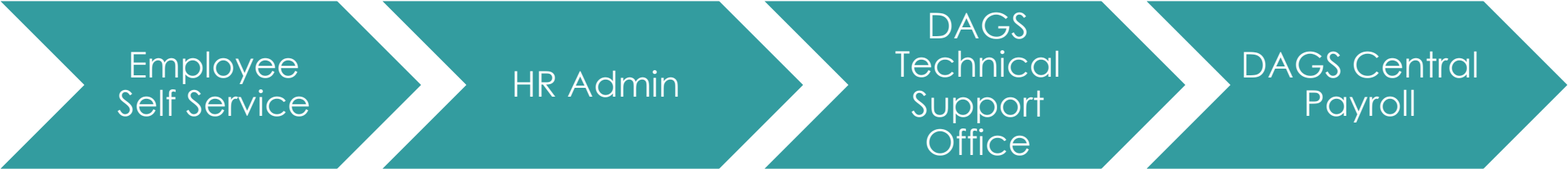
## Employees without Computer Access



**RAPID TIME/  
LEAVE ENTRY**

# Extended Absence Workflow

## Employees with Computer Access



## Employees without Computer Access



# Job Data Changes

# Work Location tab

- With the implementation of Time and Leave, at the time your department goes live, you'll see a new effective dated row
- Note: Group 3 After the Fact effective date 8/1/2021 LAG effective date 8/16/2021
- Action: Conversion
- Reason: Time and Leave Conversion
- No EPAR will be printed

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

**Work Location Details** ? Find First 1 of 25 Last

\*Effective Date 08/01/2021 HR Status Active Payroll Active Status Go To Row + -

Effective Sequence 0

\*Action Conversion

\*Reason Time and Leave Conversion

\*Job Indicator Primary Job

# Work Location, continued

- Reports–To. If the Reports To is different than the Position Reports To (position of your org structure).
- You may override Position Data to maintain the Supervisor Position Number. **Once overridden the Position Override needs to stay opened.**
- If you close the Override button to close the fields, then the next job row that is entered the Reports To position will revert back to the Position Reports To (Org Structure).

The screenshot displays the 'Work Location Details' form. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, PAS, Hi Exec Job, and Job Earnings Distribution. Below the tabs, the 'Employee' section shows 'Empl ID' and 'Empl Record 0'. The 'Work Location Details' section includes a search bar with 'Find', 'First', '1 of 2', and 'Last' options. The form fields are: '\*Effective Date' (01/31/2021), 'HR Status' (Active), 'Payroll Status' (Active), 'Effective' (0), 'Sequence', '\*Action', '\*Reason', '\*Job Indicator' (Primary Job), and 'Position Number' (00122212). A 'Go To Row' button is located next to the 'Payroll Status' field. A 'Use Position Data' button is highlighted with a red box. The 'Legal Authority' field is also visible at the bottom right.

# Job Information tab

- If FTE needs adjustment, change the Standard Hours for the system to auto adjust the FTE field instead of adjusting the FTE field itself.
- FLSA Status: As part of conversion, all employees that are part of a BU or in a job that is eligible for overtime will be coded as FLSA Status: Non-Exempt.
  - This field allows PeopleSoft to calculate the correct FLSA rate to include Base Pay + other differentials eligible for overtime.
  - If the FLSA Status needs to be changed, you may choose the appropriate status in the drop-down field as long as the override position data button is selected.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [redacted] Empl ID [redacted]  
Empl Record 0

**Job Information Details** Find First 1 of 15 Last

Effective Date 01/31/2021 Go To Row  
 Effective Sequence 0 Action Pay Rate Change  
 HR Status Active Reason Step Progression  
 Payroll Status Active Job Indicator Primary Job  
 Current

\*Job Code 02322  
 Entry Date 04/28/2017  
 Supervisor Level  
 Supervisor ID  
 Reports To 00003537  
 Civil Service Membership Permanent Member \*Full/Part Full-Time  
 \*Empl Class Permanent Officer Code None  
 \*Regular Shift Not Applicable Shift Rate  
 Shift Factor

**Standard Hours**

Standard Hours 40.00 Work Period W Weekly  
 FTE 1.000000

USA

\*FLSA Status Nonexempt Work Day Hours  
 EEO Class None of the Above

Job Data | Employment Data | Benefits Program Participation

Save | Return to Search | Refresh | Update/Display | Include History | Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

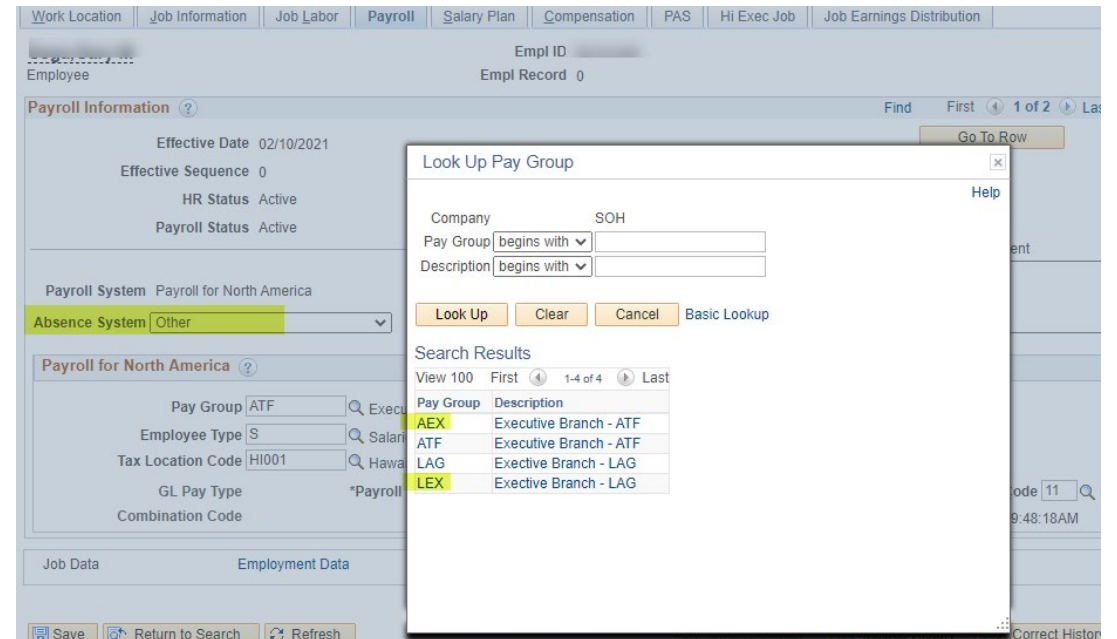
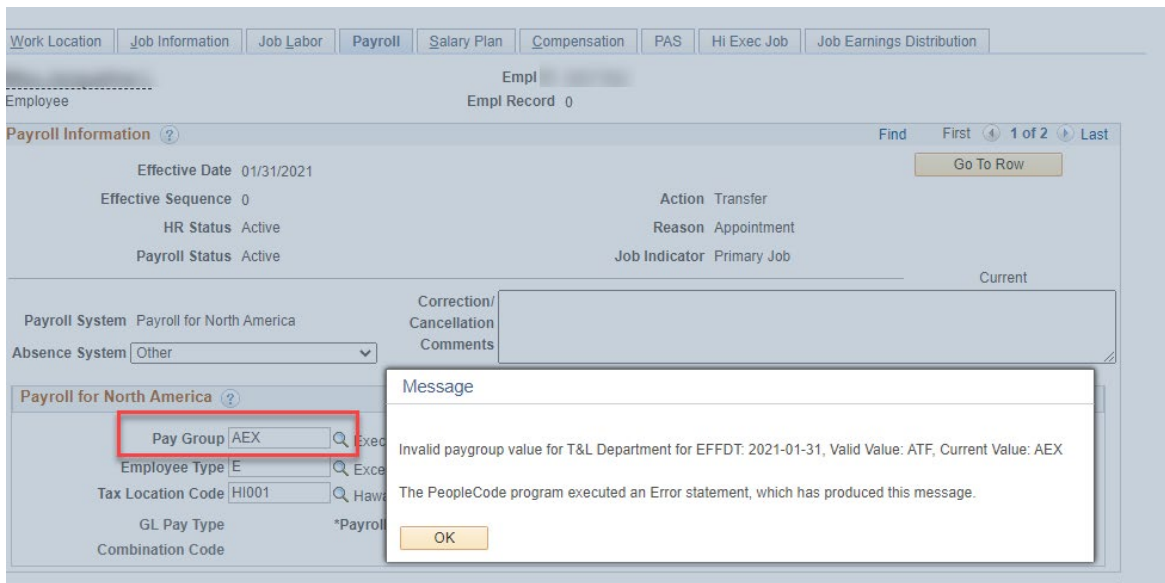
# Payroll tab

- New fields that are required for the Absence Management System will be available on this tab. Fields highlighted in yellow will be populated by an auto enrollment process and no HR action is needed.
  - Absence system: will be selected for all employees eligible for accruing leaves.
  - Pay Group: Peoplesoft will assign Absence Management pay group. This will be the same as payroll pay group.
  - Eligibility Group: This will define what leave types an employee is eligible for.
- Payroll Pay Group will change from AEX to ATF and LEX to LAG. For OHA and LEG your Pay Groups will stay the same AOH and ALE respectively.
  - If there is a transfer from a non-Time and Leave department is very important to the change the Pay Group to ATF or LAG so the employee will be enrolled into Time and Labor.
- Employee Type will change to "S" for any salaried employees. When Hire or Transfer employee make sure to change employee type from "E" to "S"
  - These will allow the system to calculate regular pay based on the compensation rate set up in HRMS automatically.
  - \*Employees marked as "E"-exception hourly; these employees will need to report number hours worked in the day to be paid. Typically, these employees would be frequently on LWOP and have overpayments.

# Payroll tab, continued

When employees move or are hired into a Time and Leave dept, if you try and save the transaction with an AEX or LEX pay group you will get this error message:

When employees move out of a Time and Leave dept, you will need to change the Absence System to “Other” to open all pay groups and select AEX or LEX.





# Compensation tab

- Rate Code: For all Salaried employees, continue to use NAANNL rate code. For Hourly employees, use NAHRLY rate code. **For Executive Branch NOTE:** NAHRLY rate code is a suggested use to keep data consistent, however you can still use NAANNL for hourly employees.
- Apply FTE: If standard hours are fewer or greater than 40 hours per work week select the Apply FTE check box. As part of conversion, the project will complete this task. Post conversion, this will need to be manually addressed. This is a critical step to ensure employees are accurately compensated. You can run query to identify employees that don't not have the box checked  
**HIP\_TL\_FTE\_UNDER\_1\_NOT\_APPLIED**

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation** | PAS | Hi Exec Job | Job Earnings Distribution

Employee [redacted] Empl ID [redacted]  
Empl Record 0

**Compensation Details** ? Find First 1 of 1 Last  
Go To Row

Effective Date 07/01/2019  
Effective Sequence 0 Action Pay Rate Change  
HR Status Active Reason NewSalarySchedule  
Payroll Status Active Job Indicator Primary Job

Compensation Rate 883.250000 \*Frequency Semimonthly  
FTE Adjusted Comprate 441.625000

► Comparative Information ?  
► Pay Rates ?

Default Pay Components

**Pay Components** ? Personalize | Find | First 1 of 1 Last  
Amounts | Controls | Changes | **Conversion** | [icon]

*Rate Code	Seq	Converted Comp Rate	Currency	Frequency	Apply FTE
NAANNL	0	883.250000	USD	Semimonthly	<input checked="" type="checkbox"/>

Calculate Compensation

Job Data | Employment Data | Benefits Program Participation

# Compensation Tab, continued

- When adding rate codes such as SD (Shortage Differential), TD (Temporary Assignment) and ID (Incentive Differential) you will need to click the Calculate Compensation button. This is needed for the system to calculate the employee's Working Daily Rate. This hourly rate is then used to calculate the employee's differentials such as Stand by pay.
- You will notice the Compensation Rate will be adjusted to include the differential. In this example you see:
  - Monthly Rate=\$7,648
  - Monthly Differential: \$305
  - Total=\$7,648+\$305=\$7,953
- HIP will look at Compensation Rate to calculate base pay.

The screenshot displays the 'Compensation Details' page in the Hawaii Information Portal. The page includes navigation tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, Hi Exec Job, and Job Earnings Distribution. The main content area shows 'Compensation Details' for an employee, with fields for Effective Date (03/20/2020), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). The Compensation Rate is highlighted as 7,953.000000. Below this, there is a section for 'Pay Components' with a table showing the following data:

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	FTE Adjusted Comprate
1 NAANNL	0	91,776.000000	USD	A		91,776.000000
2 SD	0	305.000000	USD	M		305.000000

A 'Calculate Compensation' button is highlighted at the bottom of the table. The page also includes a 'Job Data' section and a 'Benefits Program Participation' section.

# Job Earnings Distribution tab

- With the implementation of Time & Leave, the PCS will be retired. Salaried employees will be paid by Job Compensation. UAC will be maintained on Job data. The Job Earnings distributions tab allows HR/Payroll to maintain Combo Codes (UACs) to charge earnings.
- Below are the steps to update the Job Earnings Distribution. You may need to consult with your Fiscal Office about the UAC values.

- Choose Earnings Distribution Type: Either "By Percent" or "By Amount" (default will be None).
- Enter the distribution.
  - If "By Percent" is chosen, enter the percentage of the monthly salary that needs to be charged to the UAC in the "Percent of Distribution" field.
  - If "By Amount" is chosen, enter the amount of the monthly salary that needs to be charged to the UAC in the "Compensation Rate" Field.
- Click on Edit Chart fields to input the UAC values (pop up screen will appear).
- Click Ok and PeopleSoft will assign a unique Combo Code.
- Add new rows for each unique UAC value.

The screenshot shows the 'Job Earnings Distribution' tab in a PeopleSoft application. The interface includes several sections:

- Earnings Distribution Type:** Contains fields for Effective Date (02/10/2021), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). It also has a dropdown for \*Earnings Distribution Type set to 'By Percent' (marked with 'a').
- Base Earnings Distribution:** Contains fields for \*Earnings Code (B), Percent of Distribution, and Compensation Rate (marked with 'b').
- Earnings Chartfields:** Contains a field for Combination Code and an 'Edit ChartFields' button (marked with 'c').
- ChartField Common Component:** A pop-up window titled 'ChartField Detail' with a 'Combination Code' search field and a 'Search Options' section with a radio button for 'Combination Codes' and a 'Search' button (marked with 'd').
- ChartField Detail Table:** A table with columns: Payroll Number, Fund, Fiscal Year, Appropriation, Department, and Subdivision/Activity. Each column has a search field below it (marked with 'e').

# Job Earnings Distribution tab, continued

- This example shows a "By Percent" Distribution type. This is most useful when an employee's salary has no rate code differentials included or the salary needs to be charged to multiple UACs. Here the employee's earnings charges will be split 50/50 with different combo codes.
- Non-Base Earnings Distribution will be maintained by Department's Payroll Staff.
- We will convert the UAC fields based on the last PCS data available at the time of Go Live conversion.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | **Job Earnings Distribution**

Employee [redacted] Empl ID [redacted]  
Empl Record 0

**Earnings Distribution Type** ? Find First 1 of 16 Last  
 Go To Row

Effective Date 06/01/2021  
 Effective Sequence 0  
 HR Status Active  
 Payroll Status Active

Action Data Change  
 Reason Change Earnings Distribution  
 Job Indicator Primary Job

Current

Compensation Rate [redacted]  
 Standard Hours 40.00  
 \*Earnings Distribution Type **By Percent**

Work Period Weekly  
 Compensation Frequency Monthly

**Base Earnings Distribution** ? Find First 1-2 of 2 Last  
 \*Earnings Code B Regular  
 Percent of Distribution 50.000  
 Compensation Rate [redacted]

**Earnings Chartfields** ?  
 Combination Code 584417 Edit ChartFields

\*Earnings Code B Regular  
 Percent of Distribution 50.000  
 Compensation Rate [redacted]

**Earnings Chartfields** ?  
 Combination Code 000697585 Edit ChartFields

**Non-Base Earnings Distribution** ? Find First 1 of 1 Last  
 \*Earnings Code [redacted]

**Earnings Chartfields** ? Find First 1 of 1 Last  
 Percent of Distribution [redacted]  
 Combination Code [redacted] Edit ChartFields

Job Data | Employment Data | Benefits Program Participation

# Job Earnings Distribution tab, continued

- This example shows a "By Amount" Distribution type. This is most useful when an employee has a rate code differential on their compensation tab. Note that these are the monthly amounts.
- By separating the rate code amount, it will show on the employee's check as a separate line item. Here the UAC (combination code) is the same so the payroll charges will hit the same UAC, but the employee would see two amounts on their pay statement (2,800 for the base pay and 335.50 for the Shortage Differential for one check).
- Non-Base Earnings Distribution will be maintained by Department's Payroll Staff.
- We will convert the UAC fields based on the last PCS data available at the time of Go Live conversion.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [redacted] Empl ID [redacted] Empl Record 0

**Earnings Distribution Type** ? Find First 1 of 1 Last

Effective Date 01/15/2021 Go To Row

Effective Sequence 0 Action Conversion

HR Status Active Reason Time and Leave Conversion

Payroll Status Active Job Indicator Primary Job

Current 📄

Compensation Rate 6,271.000000 Work Period Weekly

Standard Hours 40.00 Compensation Frequency Monthly

\*Earnings Distribution Type By Amount

**Base Earnings Distribution** ? Find First 1-2 of 2 Last

\*Earnings Code B Regular + -

Percent of Distribution

Compensation Rate 5600.000000

**Earnings Chartfields** ? Edit ChartFields

Combination Code 565202

\*Earnings Code SD Shortage Differential + -

Percent of Distribution

Compensation Rate 671.000000

**Earnings Chartfields** ? Edit ChartFields

Combination Code 565202

**Non-Base Earnings Distribution** Find First 1 of 1 Last

\*Earnings Code  + -

**Earnings Chartfields** Find First 1 of 1 Last

Percent of Distribution  + -

Combination Code  Edit ChartFields

Job Data | Employment Data | Benefits Program Participation

# Job Earnings Distribution tab, continued

When employees move or are hired into a Time and Leave dept, if you try to save the transaction without an Earnings Distribution setup, you will receive this error message:

The screenshot displays the 'Job Earnings Distribution' tab in a software application. The interface includes a navigation bar at the top with tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', 'PAS', 'Hi Exec Job', and 'Job Earnings Distribution'. Below the navigation bar, there are fields for 'Employee' and 'Empl Record 0'. The main area is divided into several sections: 'Earnings Distribution Type', 'Base Earnings Distribution', 'Earnings Chartfields', 'Non-Base Earnings Distribution', and another 'Earnings Chartfields' section. A modal dialog box titled 'Message' is open in the center, displaying the text 'Missing earnings distribution for date (20021,1)' and an 'OK' button. The 'Earnings Distribution Type' section shows 'Effective Date' as 01/31/2021, 'Effective Sequence' as 0, 'HR Status' as Active, and 'Payroll Status' as Active. The 'Base Earnings Distribution' section shows '\*Earnings Code' as B (Regular), 'Percent of Distribution' as an empty field, and 'Compensation Rate' as an empty field. The 'Earnings Chartfields' section shows 'Combination Code' as an empty field. The 'Non-Base Earnings Distribution' section shows '\*Earnings Code' as an empty field. The second 'Earnings Chartfields' section shows 'Percent of Distribution' as an empty field and 'Combination Code' as an empty field. The bottom of the screen has tabs for 'Job Data', 'Employment Data', and 'Benefits Program Participation'.

# Job Earnings Distribution tab

## Action Reason

- As part of Payroll needing to change the UAC fields, we have created a new Reason Code for Payroll to use specifically for only this purpose.
- Payroll will only have edit rights to Work Location (Action Reason Codes, effective date and Sequence number) and Job Earnings distribution.
- All other tabs on Job will remain view only.
- No EPAR print will be needed.

The screenshot shows a software interface with several tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, Hi Exec Job, and Job Earnings Distribution. The 'Work Location' tab is selected. Below the tabs, there are fields for 'Employee' and 'Empl Record 0'. The main section is titled 'Work Location Details' and includes a search bar and navigation controls. The form contains the following fields:

- \*Effective Date: 03/25/2020
- HR Status: Active
- Payroll Status: Active
- \*Job Indicator: Primary Job
- Effective Sequence: 0
- \*Action: Data Change
- \*Reason: Change Earnings Distribution

The '\*Action' and '\*Reason' fields are highlighted with a red rectangular box. A 'Go To Row' button is visible on the right side of the form.

# Time Reporter Data (for informational purposes only)

- Employees primarily use HIP timesheets to submit and get paid exception and hourly time.
- Some departments have requirements to track Grant reporting and what is called Task Profiles in HIP timesheets. Timekeepers also can make changes to this page by going to the navigation **Home>Time and Labor>Enroll Time Reporters>Maintain Time Reporter Data**
- You will see a new hyperlink called Time Reporter Data. This page controls everything the employee can access on timesheets. This page is updated through a nightly process and is more used for informational purposes only.

The screenshot displays the 'HAWAII Information Portal' interface. At the top, there are tabs for 'Employment Information', 'Hi Exec Job', and 'Job Earnings Distribution'. Below these, the employee's name is redacted, and the 'Empl ID' and 'Empl Record' are shown as 0. The main content area is divided into three sections: 'Organizational Instance', 'Organizational Assignment Data', and 'Instance Record'. The 'Organizational Instance' section shows details like 'Organizational Instance Rcd 0', 'Hire Date 08/01/2017', and 'First Start Date 08/01/2017'. The 'Organizational Assignment Data' section shows 'Home/Host Classification Home' and 'State Employment Date 08/01/2017'. The 'Instance Record' table has columns for 'Years', 'Months', and 'Days', with a 'Time Reporter Data' link highlighted in a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Years	Months	Days
0	0	0
3	11	12

Years	Months	Days
0	0	0
3	11	12



# Time Reporter Data (for informational purposes only), continued.

- 1) Effective Date when employee will start using timesheet.
- 2) Time Reporter Type
  - 1) Elapsed Time Reporter-Salaried
  - 2) Punch Time Reporter-89 Day hires
- 3) Timesheet Template: No changed required
- 4) Time period Id: defaulted to Semi-Monthly
- 5) Workgroup: Controls TRC that the employee can view on the timesheet
- 6) Taskgroup: Controls the task reporting elements on the timesheet.
  - 1) \*Taskgroup is the only field that may require a change, all other fields require no intervention.

The screenshot displays the 'Time Reporter Data' configuration window within the Hawaii Information Portal. The window is titled 'Time and Labor Data' and contains the following fields and sections:

- Effective Date:** 04/30/2020 (highlighted with red number 1)
- \*Status:** Active
- \*Time Reporter Type:** Elapsed Time Reporter (highlighted with red number 2)
- Elapsed Time Template:** SOH\_EXDFLT (highlighted with red number 3)
- Punch Time Template:** (empty)
- Time Period ID:** HISEMIMONTH (highlighted with red number 4)
- \*Workgroup:** BU13EX (highlighted with red number 5)
- \*Taskgroup:** PSNONTASK (highlighted with red number 6)
- Task Profile ID:** (empty)
- TCD Group:** (empty)
- Restriction Profile ID:** (empty)
- Rule Element 1-5:** (empty)
- Time Zone:** HST (Hawaiian Time)

Additional sections include:

- Payroll:**  Send Time to Payroll
- Commitment Accounting:**  For Taskgroup,  For Department

Buttons at the bottom: OK, Cancel, Refresh.

**Break Return by: 10:00AM**

# Payroll Calculation

# Gross Pay Calculation Example

- With Time and Leave implementation HIP will create a consistent and standard method of calculating gross pay.
- True semi-monthly rates will be used to calculate pay equally across pay periods.
- 40hrs\*52weeks=2080 worked hours in a year/24 pay periods=86.666667 hours each pay period.

New Hire December 2020

**HIP**

1st Half

Annual	\$ 74,004.00
Semi-Monthly	\$ 3,083.50
Yearly Hours	2080
Hours (Yearly Hours / 24)	86.666667
Rate	\$ 35.578846
Earnings (Rate * Hours)	\$ 3,083.50

2nd Half

Annual	\$ 74,004.00
Semi-Monthly	\$ 3,083.50
Yearly Hours	2080
Hours (Yearly Hours / 24)	86.666667
Rate	\$ 35.578846
Earnings (Rate * Hours)	\$ 3,083.50

Monthly Total \$ 6,167.00

**LEGACY**

1st Half ((Actual Hrs Wrkd / Sched Hrs) \* Monthly Salary)

Working days Rate Method	Working days out of the Month	Hours Worked	Total Monthly Hours	Monthly \$	Pay Period Adjusted Rate
	11 days of out of 23	88	184	\$ 6,167.00	\$ 2,949.43

2nd Half ((Actual Hrs Wrkd / Sched Hrs) \* Monthly Salary)

Working days Rate Method	Working days out of the Month	Hours Worked	Total Monthly Hours	Monthly \$	Pay Period Adjusted Rate
	12 days of out of 23	96	184	\$ 6,167.00	\$ 3,217.57

Monthly Total \$ 6,167.00

December

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		

# Employees on Extended Leave with Worker Comp/TDI Pay

- When: Employees are on an extended Leave of Absence, more than 2 weeks
- Action: Paid Leave of Absence
- Reason: Use appropriate reason code. For example, if employee is on Worker's Comp, use Reason "Workers Compensation/Injury".
- NOTE: When Job is set to this Action Reason code, the employee's pay will stop.
- NOTE: Any pay that needs to be disbursed must come from payroll entering via Rapid Pay, and Absence for any supplemental pay (Vacation and or Sick).
- NOTE: When appropriate, it's important to return the employee back to an Active Payroll Status so base pay will be paid again.

The screenshot displays the Hawaii Information Portal interface. At the top, there is a navigation bar with the following tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, Hi Exec Job, and Job Earnings Distribution. Below the navigation bar, the employee's name is partially visible, and the Empl ID is shown as a redacted field. The Empl Record is 0. The main section is titled "Work Location Details" and includes a search bar with "Find" and navigation buttons for "First", "1 of 2", and "Last". The details for the selected record are as follows:

*Effective Date	03/24/2020	HR Status	Active	Payroll Status	Leave With Pay	Go To Row	+ -
Effective Sequence	0	*Job Indicator	Primary Job				
*Action	Paid Leave of Absence						
*Reason	WorkersCompensation/IndInjury						

# Paysheet Override

The Paysheet Override process is intended to stop system-automated pay for situations where manual calculations of pay are still required for processing payment. This process evaluates which employee's system-automated pay to stop, depending on the Action/Reasons used in Job Data that changes an employee's Payroll Status to "Leave With Pay."

If an employee record has "Leave With Pay" payroll status due to certain pre-determined action/reasons, process will stop regular pay for the entire pay period in process and continue to do so until the Job Data reflects that Employee has Returned from Leave and regains Payroll Status "Active" for a full pay period. This is with the understanding there is manual calculation of pay occurring and would be inputted for the duration the employee is on the leave.

# Paysheet Override

Please be advised of the following:

- In situations where there are mid-pay period Paid Leave of Absence or Return from Leaves, pay for the whole period will still be stopped by the process.
- If the payroll status does not indicate “Leave With Pay” due to one of the pre-determined action/reasons combinations, automated pay will still process. In cases where that is not wanted, payroll users can use RNG on Rapid time to reduce what should be paid by the system.

Below is the current list of Action/Reason used in the paysheet override process review:

Action	Descr	Reason	Descr
COR	Correction	ESL	Correct Paid Sick Leave_FFCRA
COR	Correction	EFL	Correct Expanded FMLA_FFCRA
PLA	Paid Leave of Absence	WCP	WorkersCompensation/IndInjury
PLA	Paid Leave of Absence	TDI	Temporary Disability Insurance
PLA	Paid Leave of Absence	ESL	Paid Sick Leave_FFCRA
PLA	Paid Leave of Absence	EFL	Expanded FMLA_FFCRA

# Paysheet Override Examples #1

- Pre-determined Action/Reason causing Leave with Pay on the most recent row
  - In the following situation the employee has Action Paid Leave of Absence and Reason WorkersCompensation/IndInjury, which is one of the action/reason combinations included in the chart above
- This causes the Payroll Status to change to Leave with Pay. Process will stop pay for 10/01/20 - 10/15/20 and all future periods until there is a Job Data row indicating the employee returned from leave and has been active for a full pay period. During the period the employee on worker's comp it is expected payroll will continue to process payment manually.

The screenshot displays the 'Work Location Details' section of a payroll system. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, Hi Exec Job, and Job Earnings Distribution. Below these, the employee's ID and record number are shown. The main section contains several fields: \*Effective Date (10/02/2020), HR Status (Active), Payroll Status (Leave With Pay), and \*Job Indicator (Primary Job). A 'Go To Row' button is visible. Below the main fields, there is a 'Sequence' section with two dropdown menus: \*Action (Paid Leave of Absence) and \*Reason (WorkersCompensation/IndInjury). The interface also shows 'Current' status and a 'Position Number' field at the bottom.



# Paysheet Override Example #2

- Data Change or other row on top of existing row with pre-determined Action/Reason causing Leave with Pay
- In the following situation there is a pay rate change row effective 01/01/21. That is the most recent row. You'll notice the Payroll Status is still "Leave with Pay." In this situation the employee's pay for 01/01/21-01/15/21 and all future period pay will still be stopped until the employee is made Active by Action/Reason Return from Leave **if** the cause for Leave with pay was due to specified Action/Reasons noted above.

The screenshot displays the 'Work Location Details' page in the Hawaii Information Portal. The breadcrumb trail at the top reads: Favorites > Main Menu > Workforce Administration > Job Information > Job Data. The page title is 'HAWAII Information Portal'. The navigation tabs include: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, PAS, Hi Exec Job, and Job Earnings Distribution. The main content area shows the following details:

- Employee: [Redacted]
- Empl ID: [Redacted]
- Empl Record: 0
- Work Location Details: Find, First, 1 of 13, Last
- \*Effective Date: 01/01/2021
- HR Status: Active
- Payroll Status: Leave With Pay (highlighted with a red box)
- Go To Row: [Button]
- Effective Sequence: 0
- \*Job Indicator: Primary Job
- \*Action: Pay Rate Change
- \*Reason: NewSalarySchedule
- Position Number: [Redacted] (Override Position Data button)
- Position Entry Date: [Redacted] (Position Management Record checkbox)
- Regulatory Region: [Redacted]
- Company: [Redacted]
- Business Unit: [Redacted]
- Department: [Redacted]
- Department Entry Date: [Redacted]
- Hawaii Org ID: [Redacted]
- Location: [Redacted]
- Establishment ID: [Redacted]
- Exclude from Exec Branch SSO: [Redacted]
- Legal Authority: Memorandum of Agreement Dated October 27, 2017 (208 characters remaining)
- Job Comments: 12/31/2020 BC02 A \$3647.00 // 1/1/2021 BC02 A \$3691.00 Change to New Salary Schedule (170 characters remaining)
- Date Created: 12/19/2020
- EPAR Print: [Checkbox]
- Partial Pay Info: Partial Type, HRS: MIN:

At the bottom of the page, there are buttons for Save, Return to Search, Refresh, Update/Display, Include History, and Correct History. The footer includes the text: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution.

# Paysheet Override Example #2, continued

- By clicking Include History at the bottom you can navigate to previous rows to see the effective date of the leave and what action reason was used that put the employee on Leave With Pay.
- In the history, it shows that this employee has Action “Paid Leave of Absence” and Reaction “Temporary Disability Insurance,” which is one of the action/reason combinations included in the chart above, effective 12/21/2020. In some cases, you may need to go back several rows to see when the Leave With Pay status started and for what action/reason combination. In this situation if the row was added before payroll processing, the 12/16/20-12/31/20 pay would have also been stopped.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee Empl ID [redacted] Empl Record 0

**Work Location Details** Find First 2 of 13 Last

\*Effective Date 12/21/2020 HR Status Active Payroll Status Leave With Pay Go To Row

Effective Sequence 0 \*Job Indicator Primary Job

\*Action Paid Leave of Absence  
\*Reason Temporary Disability Insurance

Position Number [redacted] Override Position Data

Position Entry Date [redacted] Position Management Record

Regulatory Region [redacted]

Company [redacted]

Business Unit [redacted]

Department [redacted]

Department Entry Date [redacted]

Hawaii Org ID [redacted]

Location [redacted]

Establishment ID [redacted]

Exclude from Exec Branch SSO: [redacted]

Legal Authority [redacted] 254 characters remaining

Job Comments [redacted] 254 characters remaining

Date Created 01/11/2021  
 EPAR Print

**Partial Pay Info**  
Partial Type  
HRS: MIN:

Job Data Employment Data Benefits Program Participation

Save Return to Search Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

# Paysheet Override Example #3

- Return from Leave row on top of pre-determined Action/Reason causing Leave with Pay
  - In the following situation the employee has Action/Reason Return from Leave mid-pay period effective 09/17/20.
- This causes the Payroll Status to switch to Active. However, though the top row reflects Return from Leave and payroll status active as of 09/17/20, process will still stop automated pay for the 09/16/20 - 09/30/20 period **if** the cause for Leave with pay was due to specified Action/Reasons noted above. Automated pay would resume for the 10/01/20-10/15/20 period (the first full pay period the employee has become “Active)

The screenshot shows a payroll system interface with the following details:

- Navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, PAS, Hi Exec Job, Job Earnings Distribution.
- Employee information: Empl ID [redacted], Employee [redacted], Empl Record 0.
- Work Location Details: Find, First 1 of 1, Last, Go To Row (+/-).
- \*Effective Date: 09/17/2020
- HR Status: Active
- Payroll Status: Active
- \*Job Indicator: Primary Job
- Effective Sequence: 0
- \*Action: Return from Leave
- \*Reason: Return From Leave
- Current status: Current

# Paysheet Override Example #3, continued

By clicking Include History at the bottom you can navigate to previous rows to see the effective date of the leave and what action/reason was used that put the employee on the status "Leave With Pay".

In the history, it shows that this employee has Action "Paid Leave of Absence" and Reason "WorkersCompensation/IndInjury," which is one of the action/reason combinations included in the chart above, effective 09/02/2020. The 09/01/20-09/15/20 automated pay would have also been stopped, if that entry was entered prior to the start of payroll processing of that period.

The screenshot displays a web-based payroll system interface. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, PAS, Hi Exec Job, and Job Earnings Distribution. The main header shows 'Employee' and 'Empl Record 0'. Below this is the 'Work Location Details' section, which includes fields for 'Effective Date' (09/02/2020), 'HR Status' (Active), 'Payroll Status' (Leave With Pay), and 'Job Indicator' (Primary Job). A red box highlights the 'Payroll Status' field. Below this, the 'Effective Sequence' section shows 'Action' (Paid Leave of Absence) and 'Reason' (WorkersCompensation/IndInjury), both highlighted with a red box. The 'Position Number' field is also visible. To the right, there is a 'Legal Authority' section with text: 'BU01 Section 39 // HRD Employee's Claims Division Authorization dated 01/212020'. Below this is a 'Job Comments' section with text: 'Employee on TTD, receiving wage loss replacement benefits.' At the bottom right, there is a 'Partial Pay Info' section with fields for 'Partial Type', 'HRS:', and 'MIN:'. The interface also includes a 'History' button and a 'Go To Row' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

# Reclass an WC Extended Absence

Navigate to Create and Maintain Absences. Cancel Absence Request.

- Coordination with Payroll is very important when a reclass is needed.
- Workers Comp has been approved HR to initiate reclass.
  - Sample Employee was on LWOP from 12/28/2020-1/7/21 pending
  - When WC is approved a reclass is needed.

- Find the absence and select it.
- Choose Reason.
- Submit Option: Approve Automatically.

# Reclass an WC Extended Absence, continued

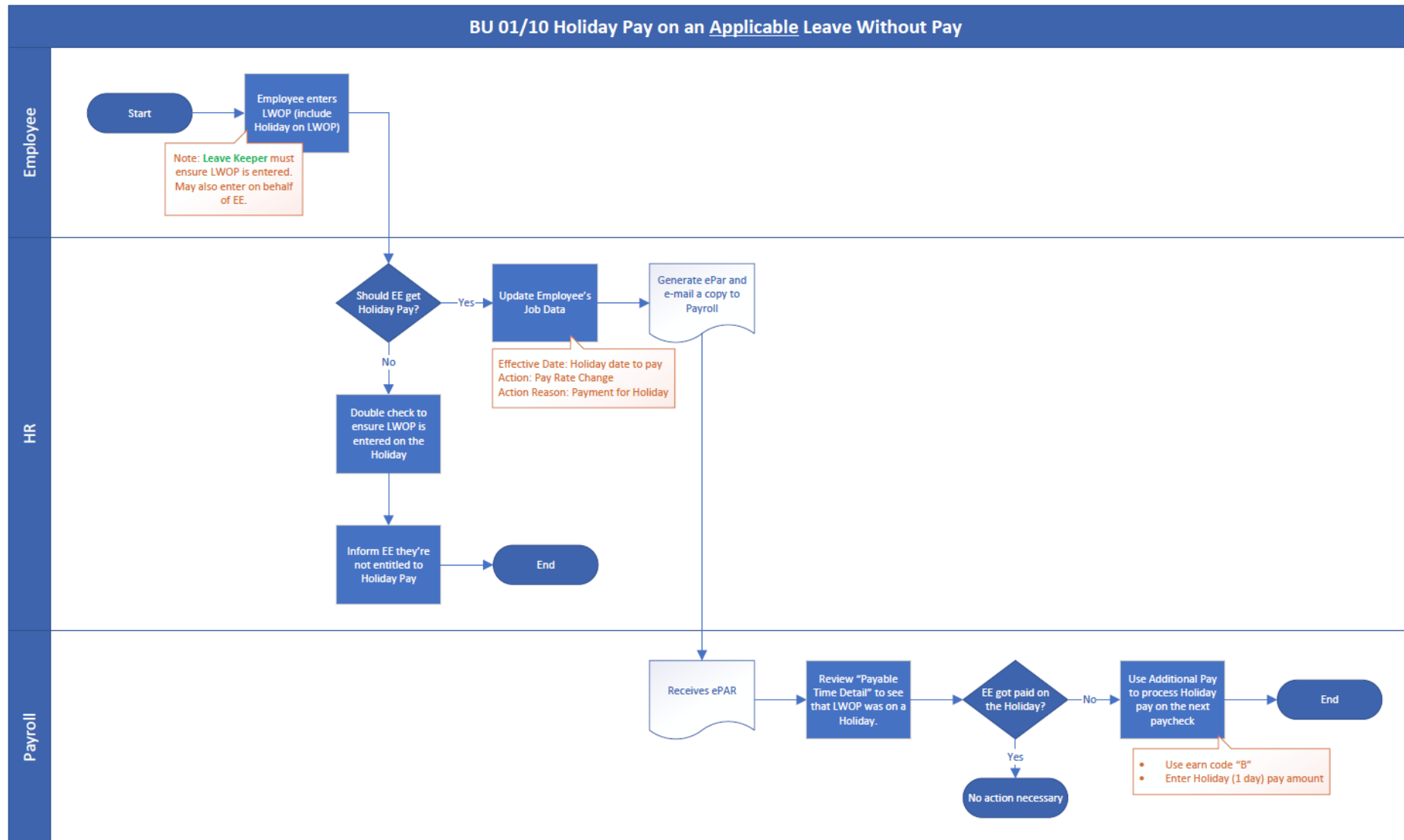
- You have canceled the absence of LWOP.
- If the employee is choosing to supplement the 1/3<sup>rd</sup> pay. HR Administrators will need to create a WC extended Absence, have that approved, then add supplemental Vac/Sick to cover the 1/3<sup>rd</sup>
- HR needs to communicate to Payroll when the reclass has been started and what paycheck it will be on. All Reclass should be done by the approval deadline day.
- For Example, HR canceled and if applicable entered the absence for supplemental take by 4/9/21. The transactions will appear on the 4/20 check.
- Payroll should be notified of this and then Payroll will be responsible to reclass the payments to ensure taxes are credited accordingly. Using Form O-9

April						
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	

# Leave without Pay

- When employees go out on a leave without pay, in some circumstances their Service Credits need to be adjusted.
  - If employee is out on an extended leave without pay, you can also put them on an LOA status in HRMS and that will stop their pay completely.
- Now that there are electronic G1s, HIP has created a query to help HR offices identify those out on a LWOP: **HIP\_TL\_LWOP\_IN\_ABS\_MGMT** or **HIP\_TL\_LWOP\_ABM\_LST\_PAYROLL**

# Manually Paying Employees on LWOP for Holidays





# Time and Leave Queries

Many queries are available for the convenience of HR offices. [Some queries must be run regularly to maintain the data integrity of the system.](#)

## SAMPLES OF “MANDATORY” QUERIES

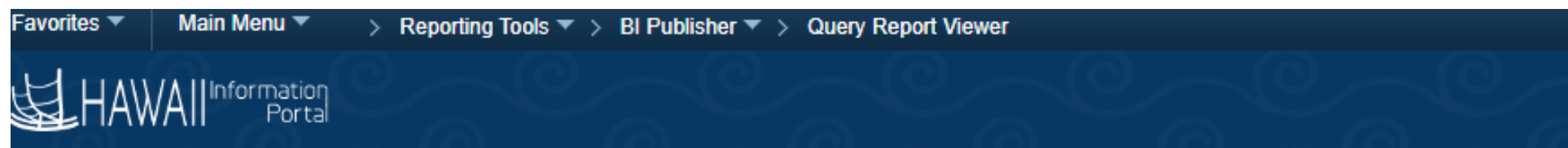
Query Name	Time	Why
HIP_TL_NO_BASE_JED	Before Paysheet deadline day	Each employee needs a Base UAC JED. Payroll will not process. If results return update JED on Job Data
HIP_TL_FTE_UNDER_1_NOT_APPLIED	Before Paysheet deadline day	HIP calcs on FTE, if not full FTE that apply FTE button needs to be checked on Compensation in Job Data
HIP_TL_LWOP_IN_ABS_MGMT	Daily or Weekly	When an Employee requests LWOP as an Absence Request. HR can view to update Service Date if applicable

For a full list of queries, including all mandatory queries, please refer to: <https://ags.hawaii.gov/hip/tl-reports-and-queries/>

# On Boarding/Off Boarding Employees

# Running Letters

- **On Boarding.** HR should be providing On Boarding letters to new hires. This is especially important since the letter will direct the employees to important Time and Leave training materials. [SOH\\_NEW\\_EE\\_D](#) or [SOH\\_NEW\\_EMPL](#)
- **Off Boarding.** There is an Off Boarding letter too. When possible, advise employee to enter all their time and leave request before terminating them in HRMS. They will have no access to enter it after they term. [SOH\\_OFFBRD\\_D](#)
- **Executive Branch User:** For purposes of SSO/MFA login, HIP recommends HR offices to have an internal process to notify IT of when employees get hired into HIP and their legal name used so it will match Active Directory and email address.



## Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search by  begins with

[Advanced Search](#)

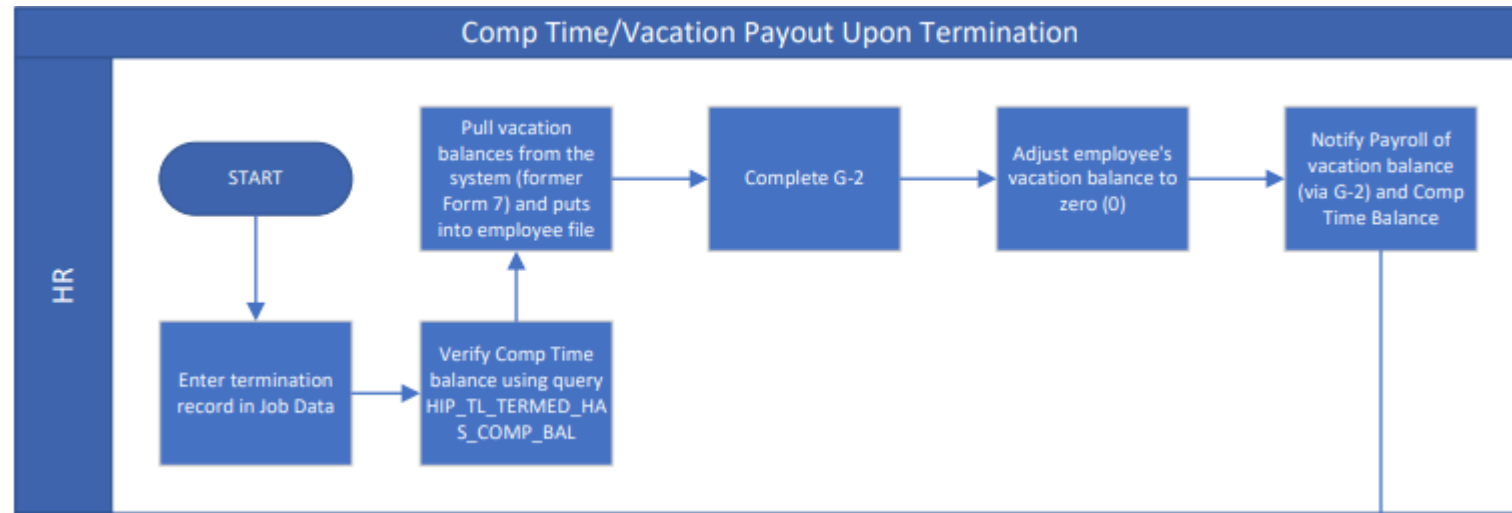
### Search Results

[Show Template Prompts](#)

Report Definition			Personalize	Find	View All	First	1-2 of 2	Last
Report Name	Description	Data Source Type	Data Source ID	*Format	Burst	View Report		
SOH_NEW_EE_D	New Employees Letter By EMPLID	Query	SOH_NEW_HIRE_BY_EMPLID	PDF	N	<a href="#">View Report</a>		
SOH_NEW_EMPL	New Employees Letter	Query	SOH_NEW_HIRE_EMPLOYEES	PDF	N	<a href="#">View Report</a>		

## G2 and Vacation Payouts

- Currently HIP will not Process Vacation payouts automatically due to different methods required by Hawaii Revised Statutes.
- Below is HR's part of a Vacation/Comp Time payout.
- Query **HIP\_TL\_G2\_INFO** will provide you with the information needed to validate leave balance hours on the G2. Run *after* the employee's last payroll has been run to capture all leave entitlements and takes that were entered. Print and attach the query results when you give the form to your Fiscal/Payroll staff. For example, if ATF employee terms 7/7/21, run the query after the 8/5/21 check is finalized.





# Calendar Year End Vacation Roll Over Logic

Starting in the Fall, evaluate who might be at risk of forfeiting vacation and warn them, or have your Leave Keepers warn them. You might even suggest that they donate vacation instead of forfeiting if they like.

- The “HIP\_TL\_GREATER\_THAN\_300\_VAC” query will be helpful to evaluate employees whose vacation balance currently exceeds 300 hours. The CBAs call for forfeiture in cases where an employee has not taken at least 48 hours of vacation, which will apply to anyone who the system has flagged as having reached a 336-vacation hour balance next year. For example, an employee who reached a 336-hour balance in 2021 will be required to use 48 hours or forfeit starting 2022.
  - HIP will perform forfeiture this year for employees with an AMI (Accrual Max Indicator) value of 1 on your leave balance spreadsheets. The project will be asking departments after go live their “pre- go-live” employee's absence takes for Calendar 2021.
- The “HIP\_TL\_GREATER\_THAN\_600\_VAC” query will be helpful to evaluate employees whose vacation balance may exceed 720 hours at the end of December. Any excess vacation hours exceeding 720 after adding the accruals for the month of December less any taken in December (not already covered in the query period) and less any continuous vacation leave into the next calendar year will be subject to forfeiture.

Employees can forecast their own forfeiture using their Absence Balance tile and picking a January date as the forecast date.



# Calendar Year End Vacation Roll Over Logic

Around early December, your office will receive a reminder of calendar year procedures from HIP. An overview of parameters is covered here:

## Criteria 1:

When calculating a forfeiture, HIP includes in its 720 hour cap the number of vacation hours an employee accrued for the month of December. For a full-time employee without any unpaid leave, that would be 14 hours for December.

# Calendar Year End Vacation Roll Over Logic



## Criteria 2:

To align with what has been State practice for many years, HIP T&L will account for any vacation hours taken starting in the old calendar year and continuing into the next calendar year, as long as the leave is “continuous” and a “full day” when calculating forfeiture. The hours of vacation leave taken continuously from one year through the next will be reduced from the employee’s balance before it is considered for forfeiture. Additionally, it will consider these conditions:

- To qualify as “continuous” leave, the hours must be approved.
- To qualify as “continuous” leave, the last day of the calendar year when leave is taken must be a full day, normally 8 hours. As the State of Hawaii does not require that employees track the start and end times of their workday in the system, leave is similarly not tracked by in/out times. Therefore, the system will not know if the leave is taken at the start, middle, or end of an employee’s shift. HIP will only consider the leave “continuous” for the purposes of preventing forfeiture if the last working day of the calendar year is taken as a full day of leave. At your department’s discretion, your office may credit an employee subject to forfeiture by performing a balance adjustment if you want to grant an exception for an employee who takes less than a full day off on the last working day of the calendar year.



# Calendar Year End Vacation Roll Over Logic

In early December, HIP will send very detailed instructions to run a particular query which will give you the results of the vacation caps and how to analyze the data. We recommend keeping the query results for later reference.

- The cap process runs twice a year in conjunction with 12/16-12/31 pay period for employees. This mean it occurs in the first pay day for January (1/5) for lag employees and the second pay day of January (1/20), for your after-the-fact employees. Instructions will remind you to wait until that pay day is finalized before you run the query. If employees have continuous leave into January, you will need to wait for the subsequent check for year end balances.
- If you have an employee that is granted a waiver to use up their excess vacation hours in the next year, HR Admins can do a balance adjustment to credit the employees with the hours the query shows they lost.



# Fiscal Year End Accrued Liability Report

When you reach the next Fiscal Year End, you can run the Accrued Liability Report in HIP to easily report all your department's paid accrued leave for the CAFR.

The report runs in conjunction with the second pay day of July, which will include the June accruals for your after-the-fact employees (6/16 to 6/30), so wait until that pay day is finalized before you run the query.

<https://ags.hawaii.gov/hip/files/2021/05/Accrued-Liability-Report-Process-Guide.pdf>

# Conversion Cleanup

- "Conversion" is a term we use when we add a new Job Date effective row and convert employees to Time and Leave.
- Shortly after this call, your department Mentors will be contacting your department's point of contacts with a file containing conversion issues that should be cleaned up by **August 5<sup>th</sup>**.
- Errors that you will see:
  - (20021,1) - Missing earnings distribution
  - (20021,2) - Department mismatch in earnings distribution

# Conversion Error 1

- (20021,1) - Missing earnings distribution.
- This error means we couldn't add a Job Earnings Distribution at conversion.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [redacted] Empl ID [redacted]  
Empl Record 0

**Work Location Details** Find First 1 of 2 Last

\*Effective Date 01/01/2021 HR Status Active Payroll Active  
Status

Effective Sequence 1 \*Job Indicator Primary Job

\*Action Data Change  
\*Reason Change Earnings Distribution

Calculate Status and Dates

**Earnings Distribution Type** Find First 1 of 2 Last

Effective Date 01/01/2021  
Effective Sequence 1  
HR Status Active  
Payroll Status Active

Action Data Change  
Reason Change Earnings Distribution  
Job Indicator Primary Job

Compensation Rate 3,947.000000  
Standard Hours 40.00  
\*Earnings Distribution Type By Percent

Work Period Weekly  
Compensation Frequency Monthly

**Base Earnings Distribution** Find First 1 of 1 Last

\*Earnings Code B Regular  
Percent of Distribution 100  
Compensation Rate

**Earnings Chartfields**

Combination Code Edit ChartFields

# Conversion Error 2

- (20021,2) - Department mis-match in earnings distribution
- This error means the Department the employee is currently in didn't match the Department used on the PCS to pay the employee. For example, employee transfer: At time of conversion, Employee still paid at old department, but Job record is in new Department.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [redacted] Empl ID [redacted]  
Empl Record 0

**Work Location Details** Find First 1 of 2 Last

\*Effective Date 01/01/2021 HR Status Active Payroll Active  
Status

Effective Sequence 1 \*Job Indicator Primary Job

\*Action Data Change  
\*Reason Change Earnings Distribution

Calculate Status and Dates

**Earnings Distribution Type** Find First 1 of 2 Last

Effective Date 01/01/2021 Action Data Change  
Effective Sequence 1 Reason Change Earnings Distribution  
HR Status Active Job Indicator Primary Job  
Payroll Status Active Current

Compensation Rate 3,947.000000 Work Period Weekly  
Standard Hours 40.00 Compensation Frequency Monthly

\*Earnings Distribution Type By Percent

**Base Earnings Distribution** Find First 1 of 1 Last

\*Earnings Code B Regular  
Percent of Distribution 100  
Compensation Rate

**Earnings Chartfields**

Combination Code Edit ChartFields

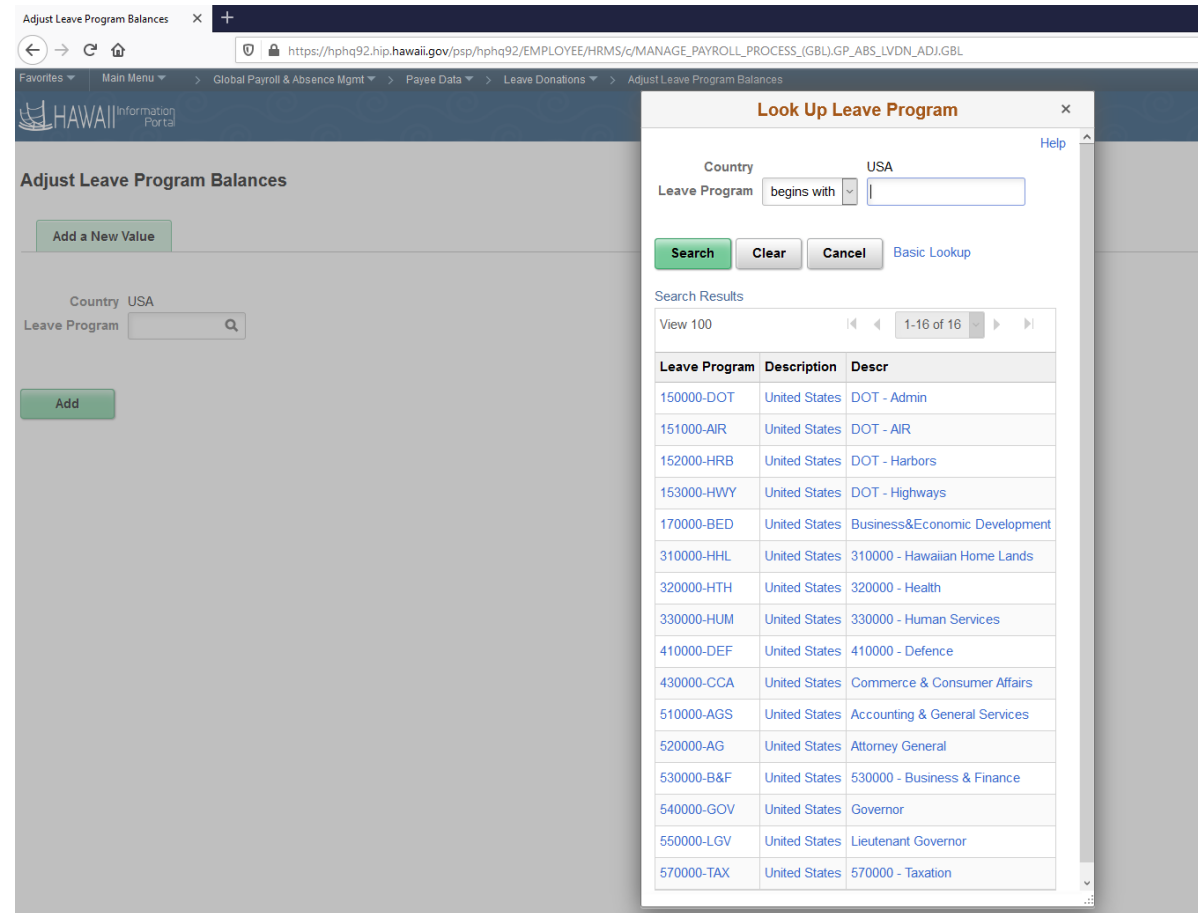
# Initializing your Shared Leave Bank Balance

## This is an HR Admin Task

Background: To initialize your department's leave bank, you should add all your existing leave bank hours (pre go-live bank balance) to your leave bank in HIP. This is to be done as soon as you deploy.

Navigation: Nav Bar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Leave Donations > Adjust Leave Program Balances

**Step 1.** After navigating to the Adjust Leave Program Balances screen using the navigation above, use the look up to select the Shared Pool Bank for your department.



The screenshot shows the 'Adjust Leave Program Balances' screen in the Hawaii Information Portal. A modal window titled 'Look Up Leave Program' is open, displaying a search interface. The 'Country' is set to 'USA'. The 'Leave Program' field is set to 'begins with' and is empty. The 'Search' button is highlighted in green. Below the search bar, there is a 'Search Results' section with a table of 16 results. The table has columns for 'Leave Program', 'Description', and 'Descr'. The results list various leave programs such as DOT - Admin, DOT - AIR, DOT - Harbors, DOT - Highways, Business&Economic Development, 310000 - Hawaiian Home Lands, 320000 - Health, 330000 - Human Services, 410000 - Defence, Commerce & Consumer Affairs, Accounting & General Services, Attorney General, 530000 - Business & Finance, Governor, Lieutenant Governor, and 570000 - Taxation.

Leave Program	Description	Descr
150000-DOT	United States	DOT - Admin
151000-AIR	United States	DOT - AIR
152000-HRB	United States	DOT - Harbors
153000-HWY	United States	DOT - Highways
170000-BED	United States	Business&Economic Development
310000-HHL	United States	310000 - Hawaiian Home Lands
320000-HTH	United States	320000 - Health
330000-HUM	United States	330000 - Human Services
410000-DEF	United States	410000 - Defence
430000-CCA	United States	Commerce & Consumer Affairs
510000-AGS	United States	Accounting & General Services
520000-AG	United States	Attorney General
530000-B&F	United States	530000 - Business & Finance
540000-GOV	United States	Governor
550000-LGV	United States	Lieutenant Governor
570000-TAX	United States	570000 - Taxation

# Initializing your Shared Leave Bank Balance

**Step 2.** Enter the Adjustment Hours and Reason. Your adjustment hours will be the number of hours you had in your shared leave bank prior to your department starting shared leave in HIP. Click Save. Note that the Adjustment Date will be populated based on the current date.

After the nightly processing is completed, the shared leave bank will be initiated.

The screenshot shows a web application interface for adjusting leave program balances. At the top, there is a navigation bar with the following items: Favorites, Main Menu, Global Payroll & Absence Mgmt, Payee Data, Leave Donations, and Adjust Leave Program Balances. Below the navigation bar is the Hawaii Information Portal logo. The main content area is titled "Adjust Leave Program Balances" and contains the following fields:

- Country: USA United States
- Leave Program: 310000-HHL
- Description: 310000 - Hawaiian Home Lands
- Available Balance: 0.00
- \*Adjustment Date: 02/26/2021 (with a calendar icon)

Below these fields is a section titled "Adjust Bank Balance" which contains two input fields:

- Adjustment Hours: 1500.00
- Reason: Initializing the Shared Pool Leave Balance

At the bottom of the form, there are two buttons: "Save" (green) and "Add" (grey). Below the buttons, the text "Updated on 02/26/2021 2:58:02PM" and "Updated By M\_HIP\_CFG\_AM" is displayed.

# Support Post Go-Live

After go-live, authorized users may submit a HIP Ticket via <https://hipservice.hawaii.gov/s/>. Pick “time and leave” as the category to have it route to the right folks for support.

