# LWOP Overpayment Recovery

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## Purpose

This document is intended to assist the department payroll with Leave Without Pay (LWOP) overpayment recovery from **prior periods**. This document will provide guidelines to review LWOP overpayments and create Leave Without Pay Recovery (LPR) schedules using the additional Pay feature of the payroll. The LPR procedure is like the Overpayment Recovery (OPR) procedure except for a new earnings code – LPR.

## LWOP Processing in Payroll

LWOP transactions will follow a different payroll processing method based on their time of reporting in the system.

### 1. Current Pay Period LWOP

All LWOP transactions that are for the current pay period will post to payroll. It will then reduce the employee's Gross Pay as per their LWOP prorated amount.

E.g., For an ATF employee, when the October 5<sup>th</sup> payroll is going to be processed; all LWOP transactions between September 1<sup>st</sup> and 15<sup>th</sup> will be processed as they are "current" for the payroll being processed.

### 2. Prior Pay Period LWOP

All prior pay period LWOP (e.g. LWOP entered late) are considered as over-payments. They have been paid regular pay in the past and now reclassified as LWOP. Any reporting that occurred late will need to go through the procedure described in this document.

E.g., When the October 5<sup>th</sup> payroll is going to be processed; all newly entered LWOP transactions dated prior to September 1<sup>st</sup> are considered "prior" transactions.

Below are the processing steps:

- A. A nightly process evaluates LWOP transactions reported from Absence Management.
- B. If they are for a prior period; they are CLOSED and flagged to appear on the LWOP Recovery Review page described below.
- C. From this point onwards, department payroll needs to evaluate and process these transactions using Additional Pay.

To avoid processing overhead of prior pay period LWOP; departments must encourage employees to report LWOP in a timely manner.



## Review LWOP Overpayments

- What information does the LWOP Recovery Review page provide?
  - Navigation to page:

State of Hawaii >> Payroll >> LWOP Recovery Review

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Consider this page to be a summarized LWOP ledger.

- It will list all LWOP transactions that are requested by an employee or generated by the system that were not processed with payroll so the base pay was not reduced. The department procedure for overpayment recovery demands employee consultation prior to docking employee pay.
- This page will also list amounts recovered (deducted) from employee's paycheck in a separate column so department payroll can balance overpayments with recovery.
- In summary, the LWOP Recovery page acts as a unified avenue for action to take.

Field Label	Description
Total Hours	Sum of LWOP Hours in the detailed Table on the page.
Total Amount Due to State	Sum of LWOP Amount in the detailed Table on the page.
Total Manual Adjustments	Sum of Manual Adjustments recorded on this LWOP Recovery Review page. It will summarize transactions entered in both columns - Overpayment Amount and the Recovery Amount.
Total Pymnts to EE	Sum of LWOP repayments made to the employee using LPR TRC on the Timesheet (Or Priority Pay). This LPR payment is always expected to be a positive amount that Adds to employee paycheck Gross. This amount should be the sum of paycheck transactions from Source IDs: TL Payline and User Added. This amount will update upon payroll confirmation.

Below is the description of table fields.

Header Table



Total Addl	Total of LWOP Amount Recovered from the employee payroll.
Recovered	This is the sum of amount recovered with Source ID:
	Additional Pay. This amount will update upon payroll
	confirmation.
Addl Pay Amount	Sum of Additional Pay amount setup with LPR earnings code.
	It shows sum from all Additional Pay Sequence numbers.
Goal Amount	Sum of Additional Pay Goal Amount setup on the Additional
	Pay page. It shows sum from all Additional Pay Sequence
	numbers.
Current Goal	Sum of Additional Pay Goal Balance setup on the Additional
Balance	Pay page. It shows sum from all Additional Pay Sequence
	numbers. This amount will update upon payroll confirmation.
Unresolved	This field represents the LWOP Overpayment that has not
Difference	been setup to recover from the employee paychecks.
	E.g. If employee is overpaid by \$500.00. An LWOP
	Overpayment Recovery (LPR) must be setup on the Additional Pay page.
	If the Amount in this field is negative; it represents LWOP
	Underpayment due to cancellation of prior period LWOP.
	Use Rapid Time to report LPR TRC with a positive amount.
	Negative amounts will generate an exception.
	Below is the formula for this column field
	Unresolved Difference = Total Due to the State + Total
	Manual Adjustments + Total Pymt to EE + Goal Amount

### **Detailed Table**

Field Label	Description
Employee ID	Employee ID
Empl Record	Employee Assignment/Record #
Name	Employee Name
DUR / Date	Date Under Reporting
Sequence Number	Sequence Number from Additional Pay or Payable Time for reference.
TRC / ERNCD	Time Reporting Code or Earnings Code
Quantity	Number of Hours
LWOP Rate	LWOP Rate applied for the transaction
Amount Overpaid	Amount Overpaid by Closing the LWOP transaction and not docking it from the payroll.
Amount Recovered	
	Amount Recovered from the payroll due to Additional pay.
Current Due to State	Running Balance of all Detailed rows

Source ID	Source Indicator. Manual Adjustment- Manual Adjustment made on LWOP Recovery page Payable Time – Time and Labor (T&L) Transaction. TL Payline – Payline coming from T&L. User Added Payline – Earnings added directly to Payline Addl Pay – Payline generated from Additional Pay
Comment	Free form field to record comments for manual adjustments
	or transaction.

### • How often to review the LWOP Recovery Review page and why?

The recommendation is to review the query **HIP\_LWOP\_UNRESOLVED\_PAYMENTS** availed to department payroll on the paycheck issue day. This query lists all employee transactions where department payroll review and action are required.

This query lists LWOP transactions that caused overpayments/underpayments and are not setup on Additional Pay for recovery or repayment.

 

 HIP\_LWOP\_UNRESOLVED\_PAYMENTS- Actn Rqrd: Outstand LWOP Trans

 Download results in : Excel SpreadSheet CSV Text File XML File (20 kb)

 First 1-41 of 41 Last

 View All

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### • What to do next?

- After the department identifies LWOP transactions that are overpaid; the department must decide on an action plan to recover the overpayment or reimburse the underpayment.
- Note: Unions recommend employee consultation before withholding overpayments from employee paychecks.

## **Employee Consultation**

### Why consult with the employee?

Refer to your department procedure for LWOP overpayment recovery. Also reference the January 2019 Comptroller's Memorandum No. 2019-01: <u>https://ags.hawaii.gov/wp-</u> <u>content/uploads/2019/01/CM2019-01.pdf</u>.

### What is the expected outcome of the consultation?

- Finalize the total overpayment recovery amount
- Finalize the overpayment recovery **amount/paycheck**
- Calculate # of pay periods to recover the overpaid amount



## Setup LWOP Recovery

#### How to setup overpayment recovery?

Follow the OPR procedure using new LPR earnings code.

• Overpayment details on the LWOP Recovery Review page.

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8.000000	\$255.45	\$0.000	\$0.00	\$0.00	\$0.00	\$0.0	0	\$0.00	\$255.45		
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2	A Distribution of	08/01/202	440079545004	4081 LWO	8.000000	\$31.931250	\$255.450000		\$255.45	Payable	e Time

In the reference example above, the header table shows \$255.45 of unresolved difference. E.g., an overpayment has occurred however it's not configured on the Additional Pay page to recover from the employee paycheck.

• Create an Additional Pay to recover money from the employee paycheck.

When department payroll decides to recover the entire amount (\$255.45) from the employee's subsequent paychecks and recover \$100 every paycheck; the below configuration can be used on the Additional Pay page.

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**Goal Amount** is setup with the unresolved difference \$-255.45. The recovery amount should be "negative".

Earnings is the amount to deduct per paycheck (negative value).

Earnings Code to use is LPR.

After the above Additional pay is configured; the amount will start deducting from the employee's future payrolls.

Additional Pay changes are reflected on the LWOP Recovery Review page immediately as shown below after a refresh of the page.

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#### Save Return to Search

📑 Add 🖉 Update/Display

- The unresolved difference is now set to 0.
- Goal Amount shows the Goal amount from the Additional Pay page.
- Additional Pay amount is referenced from the Additional Pay page.

### How to review the overpayment recovery on the employee paycheck?

Review the employee paycheck information to view LPR amounts. Note the image below only illustrates one of the 3 weeks in the pay period. The sum of the three weeks will match the amount setup in the Earnings field on the Additional Pay page.

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### How to review paycheck overpayment recovery on the LWOP Recovery Review page?

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#### Save Return to Search

📑 Add 🖉 Update/Display 🐊 Include History

- The recovered amount is listed on the LWOP Recovery Review page as a separate transaction.
- The source ID is Addl Pay.
- Sequence Number is reference from the Additional Pay page.
- Earnings code and amount is referenced from the employee paycheck with pay end date.

## Multiple LWOP Overpayments

#### How to identify multiple instances of LWOP overpayments on the recovery page?

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We may notice another instance of LWOP overpayment to an employee after the department configured an LWOP recovery on the Additional Pay page. It will immediately show as an unresolved difference in the header table.

When such instance occurs, the department can provide the employee with 2 options.

- 1. Repay overpayment by writing a check
- 2. Use other absences to reclassify LWOP

After exhausting all options; if the department must setup another schedule for LWOP recovery; follow the next steps.

### How to recover multiple instances of LWOP overpayments?

It is strongly recommended to create a separate instance of LWOP Recovery by attaching a new Sequence Number on the Additional Pay page. When multiple instances are configured on Additional Pay; both are recovered (or paid) on the employee paycheck concurrently. This helps organize the recovery effort with separate tracking instances.

Example scenario: The first instance of Additional pay is setup to recover \$255.45 in increments of \$100.00 per paycheck. After this first instance of Additional pay is setup, additional overpayments are made to the employee in 3 amounts of \$255.45 totaling \$766.35. The following screenshots show steps to add the second instance of Additional Pay setup to recover \$766.35 in increments of \$50.00 per paycheck.



s 🔻 Main Menu 🔻 > Payroll for North America 🔻 > Employee Pay Data USA 🏾 > Create Additional Pay

### HAWA

### **Create Additional Pay**

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Hours			Hourly Rate	
Goal Amount	\$-255.45		Goal Balance	
Sep Check Nbr				Disable Direct Deposit
	OK to Pay			Prorate Additional Pay
Applies To Pay Periods First	Second	Third	E Fourth	Fifth
<ul> <li>Job Information</li> <li>Tax Information</li> </ul>				
ave Return to Search	Notify Re	fresh		Update/Display Include Histor

Above is the first instance of Additional Pay setup to recover the initial balance before any paycheck starts deducting from the employee's payrolls to recover any amount. Click the add button on the Effective Date row.



avorites 🔻 Main Menu 🔻 > Payroll for North America 🔻 > Employee Pay Data USA 🔻 > Create Additional Pay

### 

### **Create Additional Pay**

	Employee	Empl ID		Empl Record	0
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Effective Date	10/29/2021				+ -
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Hours		Hourly Rate	•		
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First	Second	Third Fourt	h 🗌 Fi	ifth	
<ul> <li>Job Information</li> <li>Tax Information</li> </ul>					
Save Return to Search	Notify	h	Upda	ate/Display	Include History

A second instance of effective date row is added that shows the current date. Note the information from the first instance is copied into the Payment Details section. **IMPORTANT: Review to ensure that the OK to Pay box remains checked.** To add a second sequence to this existing record, click the add button on the Payment Details row.



Main Menu 🔻 > Payroll for North America 🔻 > Employee Pay Data USA 🏲 > Create Additional Pay

### HAWAII

### **Create Additional Pay**

	Employee		Empl ID		Empl Record	0
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*Earnings Code	LPR Q	LWOP Recovery				+ -
Effective Date			Q		1 of 2 🗸 🕨	I View All
Effective Date	10/29/2021					+ -
Payment Details			QI	4	2 of 2 🗸	View All
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Rate Code	Q	]	Reason	Not Specifie	d	~
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Hours			Hourly Rate			
Goal Amount			Goal Balance			
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Applies To Pay Periods	Second	Third	Eourth		Eifth	
	Second		- Fourth			
Job Information						
Tax Information						
Return to Search	Notify Refre	sh			Update/Display	Include History

Notice the Payment Details row now shows 2 of 2. Change the effective date to a date where it will impact the upcoming paycheck based on the employee's paygroup ATF/LAG.



Favorites Value Main Menu Payroll for North America Employee Pay Data USA Create Additional Pay

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### **Create Additional Pay**

Additional Pay  *Earnings Code LPR  Effective Date  Effective Date 11/01/2021  Payment Details  *Addl Seq Nbr 2	C LWOP Recovery Q Q	Q     I     I     1 of 1     I     I     View All       I     I     I     1 of 2     I     I     View All       I     I     I     2 of 2     I     I     View All
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### HAWAII Information Portal

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### HAWAII Information Portal

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The Chart fileds Common Component screen pops up, input the required information

### HAWAI Information Portal

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After reviewing the information, click the OK button.



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Save Return to Search

📑 Add 🖉 Update/Display 👂 Include H

Navigate back to the LWOP Recovery Review page and note that the Goal Amount is now updated with information combining both sequences and the unresolved difference is zero.

## Additional LWOP Overpayments

### How to identify LWOP overpayments added after an earlier instance was collected?

We may notice another instance of LWOP Overpayment to employee after department fully collected an LWOP recovery. It will immediately show as an unresolved difference in the header table.

Example scenario: The first instance of Additional pay is setup to recover \$255.45 in increments of \$100.00 per paycheck and the full \$255.45 has been recovered. Additional overpayment is made to employee in 3 amounts of \$255.45 totaling \$766.35. The following screenshots show steps to add the second instance of Additional Pay setup to recover \$766.35 in increments of \$150.00 per paycheck.

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#### Save 🔯 Return to Search

Note the Goal Amount and Current Goal Balance amounts match in the screenshot above. Also note that the Addl Pay Amount is zero for this scenario. This indicates that earlier instances were setup and collected

📑 Add



Favorites 🔻 Main Menu 👻 > Payroll for North America 👻 > Employee Pay Data USA 🖤 > Create Additional Pay

#### 

### **Create Additional Pay**

	Employee	Empl ID	Empl Recor	d 0
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Hours		Hourly Rate		
Goal Amount	\$-255.45	Goal Balance	\$-255.45	
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	OK to Pay		Prorate Additional Pay	
Applies To Pay Periods First	Second	Third Grouth	Fifth	
<ul> <li>Job Information</li> <li>Tax Information</li> </ul>				
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The Additional Pay screen shows a Goal Balance amount matching the Goal Amount. To add a second instance, click the add button on the Effective Date row.



Favorites Wain Menu Payroll for North America Semployee Pay Data USA Screate Additional Pay

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### **Create Additional Pay**

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Change the effective date to a date where it will impact the upcoming paycheck based on the employee's paygroup ATF/LAG. Note the 1 of 2 on the Payment Details row. Update the Addl Seq Nbr, in this example we use sequence 2. Setup the new amount for recovery and **IMPORTANT! remember to click the OK to Pay box**. Click on Job Information next to setup required Combo Code information.



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Click the Edit Chart Fields link to access the popup above and populate the combo code for the second sequence. Click the OK button.



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#### Return to Search

📑 Add

The LWOP recovery page is updated with the combined sum of the goal amounts, cumulative goal balance and second instance Addl Pay Amount. Note: Total Due to State is the cumulative lifetime balance of LWOP recovery with a positive amount representing amount due to State and negative amount representing repayment due to employee.

## Manual Adjustments on LWOP Recovery

What if employee prefers to pay the State a check or a different earnings code other than LPR was used to recover overpayment?

Manual adjustments to the LWOP Recovery Review page are needed to record these types of transactions to resolve the difference.

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- o Note the Unresolved Difference Amount
- Update the DUR/Date if needed, note the default is the current date
- o Enter the Amount Recovered as a negative amount
- o Add a comment for future reference
- Carefully review the entries before clicking the Save button.

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## LWOP Underpayments

### Why LWOP Underpayment occurs?

Below is one scenario where LWOP underpayment can occur

- When an employee is low on Vacation/Sick balance; any absence request they submit will turn into LWOP if the employee does not have a sufficient absence balance to cover the request.
- These LWOP absence transactions are then converted to payable time.
  - When these LWOP transactions are for the current pay period, they are processed with payroll docking the employee pay.
- If the employee receives a vacation leave donation, the system will use it cover the Vacation requested above (the one that was converted to LWOP due to insufficient Vacation balance) and will generate an LWOP offset (an amount due back to the employee).
- These LWOP offsets being in prior period are not processed with payroll. Hence, the employee never receives the payment owed to them in lieu of the leave donation received.

In this case, the department will have to create a timesheet entry using the TRC LPR either on the Classic Timesheet, Fluid Timesheet, or Rapid Time.

Another scenario would be LWOP transacted for the current pay period. The LWOP is processed and the employee's pay is docked. However, as a case in point, let's say the HR Administrator or Leave Keeper cancels the LWOP transactions. The employee would be due repayment for the pay that was docked since the offset for LWOP would have been recognized as being a prior period entry and not flow through to payroll.

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### How to identify underpayments on the LWOP recovery page?

When the unresolved difference is "negative" as shown in above screen shot; the department owes money to the employee.

**How to process under payments in payroll?** If the transaction is within 90 days in the past, the department can use the Classic Timesheet or Team Time. When entering the TRC on the Timesheet ensure that you confirm the combo code to reflect the desired fiscal year.

Enter the repayment on the employee's timesheet as shown in the screenshot below.

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- Use the Time Reporting Code (LPR) LWOP Repay
- Setup a positive amount to pay the employee.
- Select the correct UAC using ChartFields. If no combination code is used it will revert to the combination code setup in Job Data > Job Earnings Distribution based on the effective date.
- Note Timesheet entries are limited to 90 days in the past. Otherwise, Rapid Time must be used to input LPR.

The LWOP Recovery Review page will update the amount repaid to the employee after payroll confirmation.

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7	0			08/13/2021	440079979001	212 FLWOP	8.000000	\$20.162500	\$161.300000		S-357.43	Payable Time			
8	0			08/13/2021	440079978001	071 FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time			
9	0			08/13/2021	440079978001	070 FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time			
0	0			08/13/2021	440079977001	092 FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time			
1	0			08/13/2021	440079977001	091 FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time			
2	0			08/13/2021	440079976001	072 FLWOP	-8.000000	\$20.162500		\$-161.300000	S-518.73	Payable Time			
3	0			08/13/2021	440079976001	071 FLWOP	8.000000	\$20.162500	\$161.300000		S-357.43	Payable Time			
4	0			08/13/2021	440079974001	094 FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time			
5	0			08/13/2021	440079974001	093 FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time			
6	0			08/13/2021	440079973000	822 FLWOP	8.000000	\$20.162500	\$161.300000		S-518.73	Payable Time			
7	0			08/13/2021	440079972001	029 FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-680.03	Payable Time			
	0			08/13/2021	440079970002	906 FLWOP	8.000000	\$20.162500	\$161.300000		\$-518.73	Payable Time			
8						ISB ELWOR	8 000000	\$20 162500		S-161.300000	\$-680.03	Payable Time			
8	0			08/13/2021	440079968002	121101									

### Paid directly in Payroll using Base or Other Earnings Code

The image below is before manually inserting a row to indicate the amount paid to the employee using base or other earnings codes.

Favorites 🔻	Main Menu 🔻	> State Of Hawaii 🔻 >	Payroll -> LWOP Recov	ery Review										🟫 Home 📗	Sign Out
<b>运</b> HAV	All Information Portal												Add To 👻	Notification	Ø NavBar
															New Window
		Name:			Depa	artment Set ID: ST	TATE								
		Empl ID:				Department:									
		Empl Record: ()	)			Description:									
To	tal Hours	Total Due To State	Total Manual Adjustments	Total Dumpts to EE	Total Addl Decovered	Add Day Ame	unt Goal /	mount Cur	rent Goal Balance	presolved Difference					
-1	0.000000	\$-209.72	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.	00 5	-209.72					
					The abo	ove Unresolved Diff	erence indicates that t	his employee may be owe	d a refund. Please review	and take action if appropria	te.				
												Find   Maw All		+ (A) 15 of 5	(b) Loct
Empl	loyee ID Empl F	ecord Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment	1991 📷 - 10	s	C Last
1	0	Second Second Second	11/01/202	1 1						\$-209.72	Manual Adjustment				+ -
2	0		07/15/2021	44006051101219	LWP	2.000000	\$20.971591	\$41.940000		\$-209.72	Payable Time				
3	0		07/15/2021	44005641000162	5 LWP	-2.000000	\$20.971591		S-41.940000	\$-251.66	Payable Time				
-4	0		07/13/2021	44005641000162	B LWP	-4.000000	\$20.971591		\$-83.890000	\$-209.72	Payable Time				
5	0		07/13/2021	44006051101219	LWP	2.000000	\$20.971591	\$41.940000		\$-125.83	Payable Time				
6	0	the second se	07/08/2021	44005641000162	LWP	-8.000000	\$20.971591		\$-167.770000	S-167.77	Payable Time				
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- If the underpayment was processed with a priority pay using a different earnings code than LPR (e.g. B), the department payroll must reconcile the difference on the LWOP Recovery Review page by manually inserting a row as shown in the below screen shot.
- Insert a new row by clicking on the + button on the detailed table grid.



orites 👻 🛛 Main I	Menu 🔻	> State Of Hawaii 🔻	> Payroll 🔻 > LW	OP Recov	ery Revie	w								🏫 Hon	ie 🕴 Sign Out
HAWAII	ormation Porta	$\frac{2}{2}$	$\bigcirc$		C								$\sim 0$	Add To 👻 Noti	ication NavBas
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		Name:					Depa	rtment Set ID: ST.	ATE						
		Empl ID:						Department:							
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														Find   Minu All [2]   Im First (4) 4	7 of 7 (k) Last
Employee ID	Empl Rec	cord Name		DUR / Date		Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovere	d Current Due To State	Source ID	Comment	IT OF T & LOST
1	0			11/01/202	1 (	a) 1						\$0.00	Manual Adjustment		
2	0			10/01/202	1	ij 0				\$209.720000		\$0.00	Manual Adjustment	Paid in 09/03 paycheck using B earnings code.	/ + =
3	0			07/15/2021	1	440060511012191	LWP	2.000000	\$20.971591	\$41.940000		\$-209.72	Payable Time		
4	0	the second se		07/15/2021	1	440056410001625	LWP	-2.000000	\$20.971591		\$-41.940000	\$-251.66	Payable Time		
5	0			07/13/2021	1	440056410001623	LWP	-4.000000	\$20.971591		\$-83.890000	\$-209.72	Payable Time		
6	0	the second se		07/13/2021	1	440060511012190	LWP	2.000000	\$20.971591	\$41.940000		\$-125.83	Payable Time		
7	0			07/08/2021		440056410001621	LWP	-8.000000	\$20.971591		\$-167.770000	\$-167.77	Payable Time		
Save St Retu	m to Search													Add Dist	lay 🗾 Include

- Put repaid amount in the "Amount Overpaid" field.
- Add a comment for future reference.
- The LWOP Recovery Page will update the Unresolved Difference after the Save button is clicked. The above image reflects the updated header table after saving.

### **Other Notes:**

If the priority pay is created using the <u>LPR</u> earnings code, no manual adjustment row or Timesheet entry for repayment is required. A guide for entering priority pay is posted at: <u>https://ags.hawaii.gov/hip/files/2021/03/Entering-Priority-Pay.pdf</u>.

## Verify unresolved difference amounts

This section may be difficult to follow if you are not familiar with Pivot Tables and filters. As an alternative way to verify, you can compare what was expected to be paid based on the employee's timesheet against what was actually paid on the paycheck(s).

Analysis of the LWOP Recovery page is to verify the unresolved difference amount. One way is to compare the LWOP Recovery page unresolved difference amount with the results of the query HIP\_TL\_PAYABLE\_TIME\_EE and HIP\_TL\_HRS\_WORKED.

## Download to Excel the LWOP Recovery Page results and query results for HIP\_TL\_PAYABLE\_TIME\_EE and HIP\_TL\_HRS\_WORKED.

Take the results of the HIP\_TL\_PAYABLE\_TIME\_EE query and subtract the results of the HIP\_TL\_HRS\_WORKED query. The resulting difference of these two query results may be compared against the unresolved difference amounts downloaded from the LWOP Recovery page. Any discrepancies noted between the difference of the queries and the LWOP Recovery page can help identify valid adjustments not reflected on the LWOP recovery page.

The below are example screenshots of downloading the results to Excel and setting up PivotTables.

LWOP Recovery Page results may be downloaded by clicking the download to Excel icon as shown below.

Main Menu	* > S	tate Of Hawaii 🌱 >	Payroll > LWOP Reco	very Review									😭 Home	Sign Out
	ation ortal												Add To 👻	NavBar
													N	ew Window
		Name:	tropic farms, barrow		Depar	tment Set ID: STAT	E							
		Empl ID:	1000			Department:								
		Empl Record: 0				Description:	a land against							
otal Hours	Total D	Due To State	Total Manual Adjustments	Total Pymnts to EE 1	otal Addl Recovered	Addl Pay Amount	Goal Amou	int Current	Goal Balance Un	resolved Difference				
26.250000	\$6,359	9.42	\$0.000	\$0.00 \$	0.00	\$0.00	\$0.00	\$0.00	\$6,	359.42				
			Th	e above Unresolved Difference	indicates that this emp	loyee's Additional Pay	y may not cover the cur	rent outstanding LWOP b	alance. Please review ar	nd take action if appropriat	0.	Find   View 100   🖉	First 🚯 1-20 of 286	58 🕑 Last
nployee ID	Empl Record	Name	DUR / Da	te Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment		-
	R	Strapping Second - In	11/04/20	121 1						\$6,359.42	Manual Adjustment		7×	A + -
		Real Course In	10/29/20	21 44015379600231	5 LWO	1.000000	\$30.462500	\$30.460000		\$6,359.42	Payable Time			
1000		Despite Strength	10/29/20	21 44015212300219	9 LWO	-1.000000	\$30.462500		\$-30.460000	\$6,328.96	Payable Time			
	otal Hours 26.250000	All Information and Hours 28 250000 56 391	All Morrison All Morrison Employed Internet State 262 20000 563 359 42 Player ID Empl Record Name	All Information Provide Contractor Name: Empt ID: Empt Record: 0 S64 Hours Total Due To State Total Manual Adjustments 26 250000 56,359 42 50 000 Th playee ID Empt Record: Name DUR/Due 102220 102220 102220 102220	A for an of the second of related of the second of the se	Name: Depart Employee Employee Sologo 56,359.42 Sologo 50.00 Sologo 50.00 Sologo 50.00 Sologo 700 Sologo 7	Add Point Charles V Period V Charles V Charles Account Vience      Add Point Charles V Period V Charles V Charles Account Vience      International V Period V Charles V Charles Vience Vi	Name:         Department Set ID:         STATE           Empl Record:         0         Department Set ID:         STATE           Empl Record:         0         Department Set ID:         STATE           Empl Record:         0         Department Set ID:         STATE           S0 20000         56.359.42         50.00         50.00         S0.00         S0.00	Name:	Name:         Department Set ID:         Statute           Empl ID:         Department Set ID:         Statute           Empl ID:         Department Set ID:         Statute           Empl Record:         0         Description:         Description:           Statute         Total Des To State         Total Memory Adjustments         Total Adjustments         Total Adjustments         Description:           Statute         Total Des To State         Total Memory Adjustments         Total Adjustments	Add Discast V Paylor V Pa	Name:       Department SetID: STATE         Empl ID:       Department:         End INows       Total Manual Adjustments       Total Add Recovered         S0:000       50:00       50:00       50:00         End INows       Total Due To State       Total Manual Adjustments         End INows       Total Due To State       Total Add Recovered         End INows       Total Due To State       Total Add Recovered       AddDonal Pay may not cover the current cutstanding UVOP balance. Please review and take action if appropriate.         Playee ID       Empl Record       Name       DUR / Date       Sequence Manual F         10/02/2021       W1D       Total Due Stop 42       Annount Manual Adjustment         10/02/2021       4/01/517/200215 <td>Name:         Department Set ID:         STATE           Empl ID:         Department Set ID:         STATE           Empl ID:         Department:         Description:           State Normal Adjustments         Total Menual Adjustments         Total Add Recovered         Gast Amount           State Normal         Total Menual Adjustments         Total Add Recovered         Add Pay Amount         Gast Amount         Current Gast Balance         Unresolved Difference           State Normal         Total Menual Adjustments         Total Add Recovered         Add Pay Amount         Gast Amount         Current Gast Balance         Unresolved Difference           State Normal         Total Due To State         Total Menual Adjustments         Total Add Recovered         State Normal         Environment           State Normal         Total Menual Adjustments         Total Add Recovered         State Normal         Environment         Environment           State Normal         Total Menual Adjustments         Total Add Recovered         State Normal         Environment         Environment</td> <td>Image:         Department Set ID: STATE           Empl ID:         Department Set ID: STATE           Empl ID:         Department:           Empl ID:         Description:           Status of State         Description:</td>	Name:         Department Set ID:         STATE           Empl ID:         Department Set ID:         STATE           Empl ID:         Department:         Description:           State Normal Adjustments         Total Menual Adjustments         Total Add Recovered         Gast Amount           State Normal         Total Menual Adjustments         Total Add Recovered         Add Pay Amount         Gast Amount         Current Gast Balance         Unresolved Difference           State Normal         Total Menual Adjustments         Total Add Recovered         Add Pay Amount         Gast Amount         Current Gast Balance         Unresolved Difference           State Normal         Total Due To State         Total Menual Adjustments         Total Add Recovered         State Normal         Environment           State Normal         Total Menual Adjustments         Total Add Recovered         State Normal         Environment         Environment           State Normal         Total Menual Adjustments         Total Add Recovered         State Normal         Environment         Environment	Image:         Department Set ID: STATE           Empl ID:         Department Set ID: STATE           Empl ID:         Department:           Empl ID:         Description:           Status of State         Description:

When the data is downloaded it can be used to create a PivotTable to help analysis. Select all the data and insert a PivotTable.

A	A	В	C	D	E	F	G	н	1	J	ĸ	L	M
1	Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Commen
	99999	0	Test Employee	11/4/2021	1.00	1.00					\$6,359.42	Manual Adjustment	
	99999	0	Test Employee	10/29/2021	440153796002315.00	LWO	1	\$30.46	\$30.46		\$6,359.42	Payable Time	
	99999	0	Test Employee	10/29/2021	440152123002199.00	LWO	-1	\$30.46		(\$30.46)	\$6,328.96	Payable Time	
	99999	0	Test Employee	10/29/2021	440152123002198.00	LWO	1	\$30.46	\$30.46		\$6,359.42	Payable Time	
	99999	0	Test Employee	10/29/2021	440149770000961.00	LWO	1	\$30.46	\$30.46		\$6,328.96	Payable Time	
	99999	0	Test Employee	10/29/2021	440153796002316.00	LWO	-1	\$30.46		(\$30.46)	\$6,298.50	Payable Time	
	99999	0	Test Employee	10/28/2021	440153796002314.00	LWO	-8	\$30.46		(\$243.70)	\$6,328.96	Payable Time	
	99999	0	Test Employee	10/28/2021	440152123002197.00	LWO	-8	\$30.46		(\$243.70)	\$6,572.66	Payable Time	
)	99999	0	Test Employee	10/28/2021	440153796002313.00	LWO	8	\$30.46	\$243.70		\$6,816.36	Payable Time	
L	99999	0	Test Employee	10/28/2021	440149770000960.00	LWO	8	\$30.46	\$243.70		\$6,572.66	Payable Time	
2	99999	0	Test Employee	10/28/2021	440152123002196.00	LWO	8	\$30.46	\$243.70		\$6,328.96	Payable Time	
3	99999	0	Test Employee	10/27/2021	440153796002312.00	LWO	-3.75	\$30.46		(\$114.23)	\$6,085.26	Payable Time	
1	99999	0	Test Employee	10/27/2021	440152123002195.00	LWO	-3.75	\$30.46		(\$114.23)	\$6,199.49	Payable Time	
5	99999	0	Test Employee	10/27/2021	440153796002311.00	LWO	3.75	\$30.46	\$114.23		\$6,313.72	Payable Time	
	99999	0	Test Employee	10/27/2021	440149770000959.00	LWO	3.75	\$30.46	\$114.23		\$6,199.49	Payable Time	
	99999	0	Test Employee	10/27/2021	440152123002194.00	LWO	3.75	\$30.46	\$114.23		\$6,085.26	Payable Time	
	99999	0	Test Employee	10/26/2021	440153796002309.00	LWO	2.5	\$30.46	\$76.16		\$5,971.03	Payable Time	
ł.	99999	0	Test Employee	10/26/2021	440153796002310.00	LWO	-2.5	\$30.46		(\$76.16)	\$5,894.87	Payable Time	
1	99999	0	Test Employee	10/26/2021	440152123002192.00	LWO	2.5	\$30.46	\$76.16		\$5,971.03	Payable Time	
	99999	0	Test Employee	10/26/2021	440152123002193.00	LWO	-2.5	\$30.46		(\$76.16)	\$5,894.87	Payable Time	
	99999	0	Test Employee	10/26/2021	440146473003014.00	LWO	-2.5	\$30.46		(\$76.16)	\$5,971.03	Payable Time	
	99999	0	Test Employee	10/26/2021	440149770000958.00	LWO	2.5	\$30.46	\$76.16		\$6,047.19	Payable Time	
	99999	0	Test Employee	10/20/2021	440153796002308.00	LWO	-3.75	\$30.46		(\$114.23)	\$5,971.03	Payable Time	
	99999	0	Test Employee	10/20/2021	440152123002191.00	LWO	-3.75	\$30.46		(\$114.23)	\$6,085.26	Payable Time	
5	99999	0	Test Employee	10/20/2021	440153796002307.00	LWO	3.75	\$30.46	\$114.23		\$6,199.49	Payable Time	
•	99999	0	Test Employee	10/20/2021	440149770000957.00	LWO	3.75	\$30.46	\$114.23		\$6,085.26	Payable Time	
	99999	0	Test Employee	10/20/2021	440146473003012.00	LWO	-3.75	\$30.46		(\$114.23)	\$5,971.03	Payable Time	
,	99999	0	Test Employee	10/20/2021	440152123002190.00	LWO	3.75	\$30.46	\$114.23		\$6,085.26	Payable Time	
)	99999	0	Test Employee	10/19/2021	440153796002306.00	LWO	-0.25	\$30.46		(\$7.62)	\$5,971.03	Payable Time	
	99999	0	Test Employee	10/19/2021	440152123002189.00	LWO	-0.25	\$30.46		(\$7.62)	\$5,978.65	Payable Time	
	99999	0	Test Employee	10/19/2021	440153796002305.00	LWO	0.25	\$30.46	\$7.62		\$5,986.27	Payable Time	
	99999	0	Test Employee	10/19/2021	440149770000956.00	LWO	0.25	\$30.46	\$7.62		\$5,978.65	Payable Time	
į.	99999	0	Test Employee	10/19/2021	440146473003010.00	LWO	-0.25	\$30.46		(\$7.62)	\$5,971.03	Payable Time	
;	99999	0	Test Employee	10/19/2021	440152123002188.00	LWO	0.25	\$30.46	\$7.62		\$5,978.65	Payable Time	
5	99999	0	Test Employee	10/18/2021	440153796002303.00	LWO	3.75	\$30.46	\$114.23		\$5,971.03	Payable Time	
7	99999	0	Test Employee	10/18/2021	440153796002304.00	LWO	-3.75	\$30.46		(\$114.23)	\$5,856.80	Payable Time	
	00000		Task Fernieren	10/10/2021	440453133003406.00	11110	3.75	620.46	6114.00		071 07	Developie Tiers	

Below is an example of PivotTable fields selected to view the quantities by day and summarized by month for the LWOP Recovery Review page.



Scrolling down to the bottom of the Pivot Table the totals by month can be used for summary comparison by month.





### Below is example results for HIP\_TL\_HOURS\_WORKED downloaded to Excel.

A	B C D	E F	G H			K		M	N. O	P
2 Pay Run ID	* Check Dt * Co * Grou	Pay Period End	* Empl Record * Earns Begin	*	Earns End - J	<ul> <li>Dept ID</li> </ul>	Earn Code	Oth Hrs · Oth Ea	rns - Add Gross	* Earnings Period *
3 2021NOV1	11/5/2021 SOH LAG	10/31/2021 00099999	0	10/24/2021	10/30/2021 Y	999999	LOP	2.60	-76.16 Y	10-SECOND
4 2021NOV1	11/5/2021 SOH LAG	10/31/2021 00099999	0	10/24/2021	10/30/2021 Y	9999999	в	40.00	1218 50 Y	10-SECOND
5 2021NOV1	11/5/2021 SOH LAG	10/31/2021 00099999	0	10/17/2021	10/23/2021 Y	999999	В	40.00	1218.50 Y	10-SECOND
6 2021NOV1	11/5/2021 SOH LAG	10/31/2021 00099999	0	10/17/2021	10/23/2021 Y	999999	LOP	7 75	-236 08 Y	10-SECOND
7 2021OCT2	10/20/2021 SOH LAG	10/15/2021 00099999	0	10/10/2021	10/15/2021 Y	999999	в	40.00	1107 73 Y	10-FIRST
8 2021OCT2	10/20/2021 SOH LAG	10/15/2021 00099999	0	10/3/2021	10/9/2021 Y	999999	LOP	3.75	-103 85 Y	10-FIRST
9 2021OCT2	10/20/2021 SOH LAG	10/15/2021 00099999	0	10/3/2021	10/9/2021 Y	999999	B	40.00	1107 73 Y	10-FIRST
10 2021OCT2	10/20/2021 SOH LAG	10/15/2021 00099999	0	10/1/2021	10/2/2021 Y	9999999	B	8 00 8	221.54 Y	10-FIRST
11 2021OCT2	10/20/2021 SOH LAG	10/15/2021 00099999	0	10/1/2021	10/2/2021 Y	999999	LOP	3 75	-103.85 Y	10-FIRST
12 2021OCT1	10/5/2021 SOH LAG	9/30/2021 00099999	0	9/26/2021	9/30/2021 Y	999999	B	32.00	886.18 Y	09-SECOND
13 2021OCT1	10/5/2021 SOH LAG	G/30/2021 00099999	0	9/19/2021	9/25/2021 Y	999999	B	40.00	1107 73 Y	09-SECOND
14 2021OCT1	10/5/2021 SOH LAG	9/30/2021 00099999	0	9/19/2021	9/25/2021 Y	999999	LOP	21.25	-588.48 Y	09-SECOND
15 2021OCT1	10/5/2021 SOH LAG	9/30/2021 00099999	0	9/16/2021	9/18/2021 Y	999999	LOP	7.50	-207 70 Y	09-SECOND
15 2021OCT1	10/5/2021 SOH LAG	9/30/2021 00099999	0	9/16/2021	9/18/2021 Y	599999	B	16.00	443.09 Y	09-SECOND
17 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	9/12/2021	9/15/2021 Y	599999	B	24.00	664 64 Y	09-FIRST
18 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	9/5/2021	9/11/2021 Y	599999	LOP	11.25	-316.34 Y	09-FIRST
19 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	9/5/2021	9/11/2021 Y	599999	В	40.00	1107 73 Y	09-FIRST
20 2021SEFT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	9/1/2021	9/4/2021 Y	599999	LOP	11.25	-316 34 Y	09-FIRST
21 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	9/1/2021	9/4/2021 Y	5999999	В	24 00	664 63 Y	09-FIRST
22 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	8/31/2021	8/31/2021 Y	999999	LOP	-5 50	139.62 Y	08-SECOND
23 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	8/31/2021	8/31/2021 Y	599999	LOP	5 50	-154 66 Y	08-SECOND
24 2021SEPT1	9/3/2021 SOH LAG	8/31/2021 00099999	0	8/29/2021	8/31/2021 Y	<b>1</b> 999999	B	16.00	406 17 Y	08-SECOND
25 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	8/30/2021	8/30/2021 Y	999999	LOP	-3 75	95.20 Y	08-SECOND
26 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	8/30/2021	8/30/2021 Y	999999	LOP	3.75	-105.45 Y	08-SECOND
27 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	8/22/2021	8/28/2021 Y	<b>599999</b>	LOP	-18 75	475 98 Y	08-SECOND
28 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	8/22/2021	8/28/2021 Y	<b>699999</b>	LOP	18.75	-527.24 Y	08-SECOND
29 2021SEPT1	9/3/2021 SOH LAG	8/31/2021 00099999	0	8/22/2021	8/28/2021 Y	100000	LOP	3.75	-95 20 Y	08-SECOND
30 2021SEPT1	9/3/2021 SOH LAG	8/31/2021 00099999	0	B/22/2021	8/28/2021 Y	599999	B	40.00	1015 42 Y	08-SECOND
31 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	8/15/2021	8/21/2021 V	599999	LOP	-24 00	609 25 Y	08-SECOND
32 2021SEPT2	9/20/2021 SOH LAG	9/15/2021 00099999	0	8/15/2021	8/21/2021 V	999999	LOP	24.00	674 86 Y	08-SECOND
33 2021SEPT1	9/3/2021 SOH LAG	8/31/2021 00099999	0	8/16/2021	8/21/2021 V	5999999	LOP	24.00	-609 26 Y	08-SECOND
34 2021SEPT1	9/3/2021 SOH LAG	8/31/2021 00000000	0	8/16/2021	8/21/2021 V	50000g	B	40.00	1015 41 Y	08-SECOND
35 2021SEDT1	9/3/2021 SOH LAG	8/31/2021 00000000	0	8/8/2021	8/14/2021 V	500000	LOP	-24.00	731 10 V	08.FIDST
36 20210EPT1	9/3/2021 SOH LAG	8/31/2021 00033333	0	8/8/2021	9/14/2021 V	500000	LOP	24.00	731 10 V	09.EIDST
27 20210LC1	8/19/2021 SOH LAG	8/15/2021 D0055555	0	8/8/2021	8/14/2021 Y	500000	LOP	4.00	112 49 Y	09 EIDST
30 202140/02	R/10/2021 SOH LAG	8/15/2021 00033333	0	8/8/2021	B/14/2021 1	600000	P	40.00	1219 EO V	09 EIDET
20 202140/02	8/16/2021 SOH LAC	8/15/2021 00099999	0	R/1/2021	0/14/2021 V	500000	LOP	28.00	707 24 4	00 FIDET
10 2021AUG2	0/13/2021 SIDH LAG	0/15/2021 00033333	0	0/1/2021	0/7/2021 1	555555	P	20.00	1010 E0 V	00-FIRST
40 2021AUG2	8/19/2021 SOH LAG	0/15/2021 00000000	0	7/02/0004	7/24/2024 1	595999	100	40 00	775 44 9	07.050000
41 2021AUG2	0/13/2021 SOM LAG	0/15/2021 00099999	0	7/25/2021	7/24/2021 4	559999	LOP	-26.00	707.24 V	07 SECOND
42 2021AUG2	DISI2021 SOH LAG	D/ 15/2021 00099999	0	7/25/2021	7/31/2021 9	999999	LOP	26 00	-101 34 Y	07-SECOND
43 2021AUG1	BISIZUZI SOH LAG	7/51/2021 00099999	0	7/25/2021	7/31/2021 4	3333333	D	40 00	1107 / 3 Y	07-SECOND
44 202 (AUGZ	9/19/2021 SOM LAG	0/15/2021 00099999	0	7/18/2021	7/24/2021 Y	500000	LOP	16.00	443.31 Y	07 DECOND
45 2021AUG2	OF 13/2021 SUH LAG	TC1/2021 00099999	0	7/18/2021	7/24/2021 4	5559999	LOP	-16.00	445.03 Y	07-SECOND
	ALC: 4171 ST 84 1 612			7710174171		a a constantia				

The following is an example of HIP\_TL\_HOURS\_WORKED summarized in a Pivot Table with fields selected to view earnings codes filtered to view LOP summarized by month.

A B C D E F G	н	J	K L	M	0	PQ	R	S		
1 Drop Report Filter Fields Here									PivotTable Fields	* X
2 3 Sum of Oth Hrs Earns End Y									Choose fields to	Drag fields between areas
4 Years - Earn Code Jul Aug Sep Oct Grand Total									add to report:	Delow:
5 ± 2021 20 59.75 51.25 17.75 148.75									Search C	T Filterr
6 Grand Total 20 59.75 51.25 17.75 148.75										
8									Pay Run ID	
9 Filter by earns code LOP									Check Dt	
10 Inter by carris code Lor										
11									Oroup     Day Davied End	
13										
14									Empl Record	
15									Earns Begin	E Columns
16									Earns End	foresfed a
17									🗌 Job	Earns Eng +
19									Dept ID	
20									Earn Code	
21									✓ Oth Hrs	
22									Oth Earns	
23									Add Gross	
25									C Earnings Period	
26									Verters	E Rows
27									v reas	Years *
28										Earn Code *
29										
31										
32										
33									1	
34										ď
35										$\Sigma$ Values
37										Sum of Oth Hrs *
38										
39										
40										
41										
43										
44										
15										



### Below is an example of HIP\_TL\_PAYABLE\_TIME\_EE query results downloaded to Excel.

A.	B	C	D E	F	G H	1	1	К	L L	M	
1 EE Payable Tin	ne 2999			-				18			
5 ID	* Empl Record * Name	* Payrol	I No Y Grou	- Tyj	- Co - Dept ID	<ul> <li>Dept Desc</li> </ul>	- Position	* Posn Desc	*  Rpt Dt *	Number + TRC	<ul> <li>TRC Descr</li> </ul>
3 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	3/31/2021	440015804000001.00 RNG	Regular - Ne
4 000999999	0 Test Employee	D31	LAG	s	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/7/2021	440056033002731.00 LWO	Leave Withd
5 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/7/2021	440056062000291 00 LWO	Leave Withd
6 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/7/2021	440056130000231 00 LWO	Leave Withd
7_7000999999	0 Test Employee	D31	LAG	s	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/8/2021	440056033002732.00 LWO	Leave Withd
8 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/8/2021	440056062000293.00 LWO	Leave Withc
9 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/8/2021	440056130000232 00 LWO	Leave Withc
10 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/9/2021	440056033002733.00 LWO	Leave Withc
11 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/9/2021	440056062000295 00 LWO	Leave Withd
12 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/9/2021	440056130000233 00 LWO	Leave Withd
13 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/12/2021	440056033002734 00 LWO	Leave Withc
14 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dn/Engineering	00017635	Secretary III	7/12/2021	440056062000297 00 LWO	Leave Withd
15 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/12/2021	440056130000234.00 LWO	Leave Withc
16 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/13/2021	440056033002735.00 LWO	Leave Withc
17 000999999	0 Test Employeg	D31	LAG	S	SOH 151017	TRN/Air Div/Engineening	00017635	Secretary III	7/13/2021	440056062000299.00 LWO	Leave Withd
1B 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/13/2021	448056130000235.00 LWO	Leave Withc
19 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/14/2021	440056033002736.00 LWO	Leave Withd
20 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	50017635	Secretary III	7/14/2021	440056062000301 00 LWO	Leave Withc
21 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineenng	00017635	Secretary III	7/14/2021	440056130000236 00 LWO	Leave Withc
22 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/15/2021	440056033002737 00 LWO	Leave Withd
23 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/15/2021	440056062000383 00 LWO	Leave Withc
24 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRM/Air Dw/Engmeeting	00017635	Secretary II	7/15/2021	440056130000237 00 LWO	Leave Withd
25 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056033002738 00 LWO	Leave Withd
26 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/16/2021	440056062000305.00 LWO	Leave Withc
27 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/16/2021	440056130000238 00 LWO	Leave Withc
28 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/16/2021	440056410000339.00 LWO	Leave Witho
29 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440050511002450 00 LVVO	Leave Withd
30 000999999	0 Test Employee	D31	LAG	8	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440060564000316.00 LWO	Leave Withc
31 00099999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Dw/Engineering	00017635	Secretary III	7/16/2021	440061029000271 00 LWO	Leave Withd
32 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/19/2021	440056033002739 00 LWO	Leave Withd
33 000999999	0 Test Employee	D31	LAG	S	SOH 151817	TRN/Air Div/Engineering	00017635	Secretary III	7/19/2021	440056062000307 00 LWO	Leave Withd
34 000999999	0 Test Employee	D31	LAG	S	SOH 151017	TRN/Air Div/Engineering	00017635	Secretary III	7/19/2021	440056130000239 00 LWO	Leave Withc
35 000999999	0 Test Employee	D31	LAG	8	SOH 151017	TRN/Air De/Engineering	00017635	Secretary III	7/19/2021	440055410000341.00 LWO	Legve Withr
36 000999999	0 Test Employee	031	LAG	8	SOH 151017	TRN/Air Dw/Engineeting	50017635	Secretary III	7/19/2021	440050511002451 00 LWO	Leave Witho
37 000999999	0 Test Employee	D31	LAG	s	SOH 151017	TRN/Au Div/Engineering	00017635	Secretary II	7/19/2021	440060564000318 00 LWO	Leme Withr
38 000000000	0 Test Employee	031	LAG	S	SOH 151017	TRN/Air Div/Engineering	50017635	Secretary III	7/19/2021	440051029000272 00 1 WO	Leave Witho
39 00099999	0 Test Employee	D31	LAG	0	SOH 151017	TRM/Air DivEngineering	50017635	Secretary	7/20/2021	440056033002740.00 1 WO	Lanua Withd
40 000000000	8 Test Employee	031	LAG	00	SOH 151017	TPM/An DwEngineening	00017635	Sacratary	7/20/2021	440056062000309 00 1 100	Lama Withc
A1 700000000	0 Test Employee	D31	LAG	8	SOH 161017	TDN/Air Dw/Engineering	00017635	Secretary III	7/20/2021	440056130000240.00 1 WO	Lame Witho
43 200000000	0 Test Employee	0.01	LAG	0	POH 561017	TDMIAir Di Enginegring	50017635	Counting in	7/20/2021	110056410000240 00 0000	Long Mother
42 000000000	0 Test Employee	031	LAG	0	CON 151017	TDN/An DivEngineening	50017635	Cascatan, II	7/20/2021	440060611003453 00 LWO	Laws Make
43 00053999	0 Test Employee	D31	LAG	0	DON 151017	TRAVA: DwEngineering	00017635	Secretary III	7/20/2021	440060511002452.00 LWO	Leave Witho
## 000333333	J Test Employee	D31	LAG	3	JUN 151017	Indusive Descrigingening	0001/635	Decteral A m	1/20/2021	440000004000320.00 LWO	Leave Withq

The following is an example of query HIP\_TL\_PAYABLE\_TIME\_EE summarized in a PivotTable with fields selected to view TRCs summarized by month.

A	B	C	D	E	F	G	н	1 1	J	К	L	M	N	0	P	Q	R	S	Т	U	V	W			
3 Sum of Qua	ntity	Months	*																				PivotTable F	ields	- X
4 Rpt Dt	* TRC	₹ Jul	Aug	Sep	Oct	Nov	Grand Tota	1																	Drag fields between areas
5 87-Jul	LWO	-	4					4															Choose fields to	(ii) +	below:
6 ⊟8-Jul	LWO	T	8					8															add to report:		
7 🛛 9-Jul	LWO		4					4															Search	0	7
8	LWO		4					4																~	T Filters
9 ⊟13-Jul	LWO		8				1	8																	
10 ⊜ 14-Jul	LWO		4				1	4															Const Personal		
11 B15-Jul	LWO		8					8															C emprirecord		
12 B 16-Jul	LWO		4					4															L Name		
13 🗏 19-Jul	LWO		4					4															Payroll No		
14 320-Jul	LWO		8				1	8															Group		
15 B21-Jul	LWO		4					4															Type		
16 ⊟22-Jul	LWO		8				1	8															Co		
17 B23-Jul	LWO		4				1	4															Dept ID		III Colonia
18 ⊟26-Jul	LWO		4					4															Dent Derc		III Columns
19 ⊜27-Jul	LWO		8				1	8															Depitien		Months *
20 B 28-Jul	LWO		4					4															Position		
21	LWO		8				1	8															Posn Desc		
22 B 30-Jul	LWO		4					4															✓ Rpt Dt		
23 = 2-Aug	LWO		4					4															Number		
24 B3-Aug	LWO		8				1	8															TRC TRC	8	
25 = 4-Aug	LWO		4					4															TRC Descr		
26 = 5-Aug	LWO		8				1	8															Quantity		
27 86-Aug	LWO		4					4															C OvrdRate		= Pourt
28 89-Aug	LWO		4				1	4															C Status		= NOWS
29 B 10-Aug	LWO		8				1	8																	Rpt Dt 👻
30 B11-Aug	LWO		4					4															Pay Keq Nor		TRC *
31 🖯 12-Aug	LWO		8					8															E Frozen Date		
32	LWO		4					4															User User		
33 B 16-Aug	LWO		4					4															Approved at		
34 🗄 17-Aug	LWO		8					8															Sourcind		
35 ⊟ 18-Aug	LWO		4					4															Orig Sequence		
36 B 19-Aug	LWO		8				1	8															Combo Code		
37 = 20-Aug	LWOPH	1	8				1	8															Reviect		Σ. Values
38 = 23-Aug	LWO		3.75				3.7	5																	
39 = 24-Aug	LWO		3.75				3.7	5															Pund		Sum of Quantity *
40 = 25-Aug	LWO		3.75				3.7	5																	
41	LWO		3.75				3.7	5															L Approp		
42 B27-Aug	LWO		3.75				3.7	5															Dept		
43 = 30-Aug	LWO		3.75				3.7	5															Sub/Activ		
44 = 31-Aug	LWO		5.5				5.	5															Object		
45 ⊟1-Sep	LWO			3.75	5		3.7	5															Funct/CC		
46 82-Sep	LWO			3.75	5		3.7	5															Project2		
	La nane							-																	



The following shows adding a filter to narrow the results to LWO and LWOPH TRCs.



Below are the summary results for the query HIP\_TL\_PAYABLE\_TIME\_EE.



For the above example screenshots, to review July we take the 100 total hours from the HIP\_TL\_PAYABLE\_TIME\_EE query and subtract the 20 hours from July in the HIP\_TL\_HRS\_WORKED query to result in 80 hours of Leave without pay. This agrees to the July subtotal downloaded from the LWOP Recovery Review page of 80 hours. We conclude that July appears to be accurate, and no further action is needed

When this analysis is applied to August, we note a difference. Additional research to verify the unresolved leave without pay amount is necessary and may be done by reviewing the downloaded Excel details. Other methods such as comparing the HIP time and leave timesheets against the pay statements may also be employed to verify the accuracy. In our example, it was determined that no adjustments were necessary as the LWOP recovery review page contained the correct unresolved amount. The LWOP recovery review page is intended to assist with overpayment and underpayment recovery procedures.