

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 5th payroll is going to be processed; all LWOP transactions between September 1st and 15th 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 5th payroll is going to be processed; all newly entered LWOP transactions dated prior to September 1st 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.

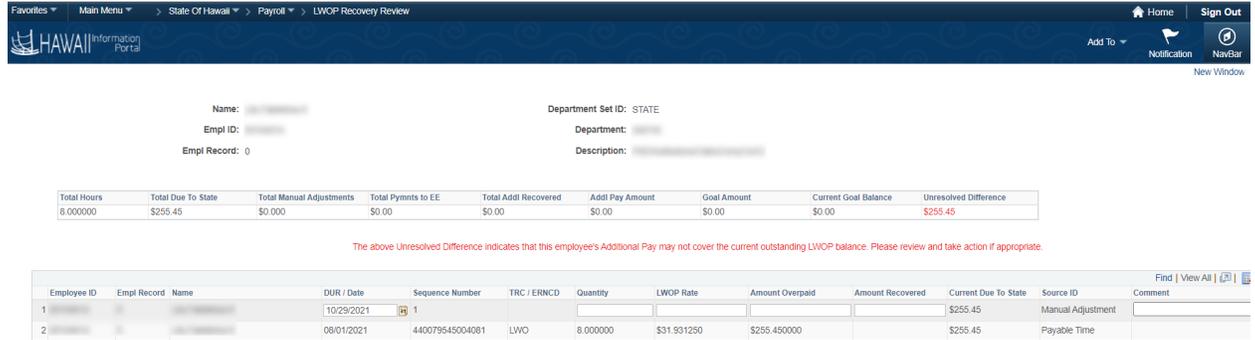
To avoid processing overhead of prior pay period LWOP; departments must encourage employees to report LWOP in a timely manner.

Review LWOP Overpayments

- **What information does the LWOP Recovery Review page provide?**

Navigation to page:

State of Hawaii >> Payroll >> LWOP Recovery Review



Total Hours	Total Due To State	Total Manual Adjustments	Total Pymnts to EE	Total Addl Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
8.000000	\$255.45	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255.45

The above Unresolved Difference indicates that this employee's Additional Pay may not cover the current outstanding LWOP balance. Please review and take action if appropriate.

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1			10/29/2021	1						\$255.45	Manual Adjustment	
2			08/01/2021	440075545004081	LWO	8.000000	\$31.931250	\$255.450000		\$255.45	Payable Time	

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.

Below is the description of table fields.

Header Table

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.

Total Addl Recovered	Total of LWOP Amount Recovered from the employee payroll. 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 Balance	Sum of Additional Pay Goal Balance setup on the Additional Pay page. It shows sum from all Additional Pay Sequence numbers. This amount will update upon payroll confirmation.
Unresolved Difference	<p>This field represents the LWOP Overpayment that has not 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.</p> <p>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.</p> <p>Below is the formula for this column field Unresolved Difference = Total Due to the State + Total Manual Adjustments + Total Pymt to EE + Goal Amount</p>

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)

View All First 1-41 of 41 Last

Row	ID	Empl Record	Name	Dept ID	Descr	Total Hours	Total Due To State	Total Manual Adjustments	Total Pymnts to EE	Total Addl Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
-----	----	-------------	------	---------	-------	-------------	--------------------	--------------------------	--------------------	----------------------	-----------------	-------------	----------------------	-----------------------

- **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: <https://ags.hawaii.gov/wp-content/uploads/2019/01/CM2019-01.pdf>.

What is the expected outcome of the consultation?

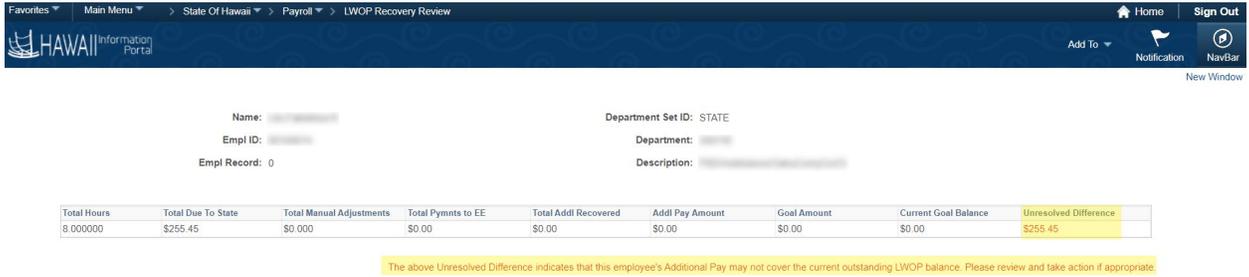
- Finalize the **total** overpayment recovery **amount**
- Finalize the overpayment recovery **amount/paycheck**
- Calculate # of pay periods to recover the overpaid amount

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.**



The screenshot shows the 'LWOP Recovery Review' page. At the top, there are navigation links for 'Home', 'Sign Out', 'Add To', 'Notification', and 'NavBar'. Below the navigation, there are fields for 'Name', 'Empl ID', 'Empl Record: 0', 'Department Set ID: STATE', 'Department', and 'Description'. A summary table is displayed with the following data:

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymnts to EE	Total Addl Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
8.000000	\$255.45	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255.45

A yellow warning message states: "The above Unresolved Difference indicates that this employee's Additional Pay may not cover the current outstanding LWOP balance. Please review and take action if appropriate."

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID
1			10/29/2021	1						\$255.45	Manual Adjustment
2			08/01/2021	440079545004081	LWO	8.000000	\$31.931250	\$255.450000		\$255.45	Payable 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.

Create Additional Pay

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

Additional Pay 1 of 1 | View All

*Earnings Code LPR LWOP Recovery

Effective Date 09/01/2021

Payment Details 1 of 1 | View All

*Addl Seq Nbr 1 End Date [calendar icon]

Rate Code [search icon] Reason Not Specified

Earnings \$-100.00

Hours [input field]

Goal Amount \$-255.45

Hourly Rate [input field]

Sep Check Nbr [input field]

Goal Balance [input field]

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

▶ Job Information

▶ Tax Information

Save Return to Search Notify Refresh Update/Display Include History

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.

- 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.

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

[Favorites](#) | [Main Menu](#) | [State Of Hawaii](#) | [Payroll](#) | [LWOP Recovery Review](#)

[Home](#) | [Sign Out](#)
[Add To](#) | [Notification](#) | [NewBar](#)
New Window

Name: [Redacted] Department Set ID: STATE
 Empl ID: [Redacted] Department: [Redacted]
 Empl Record: 0 Description: [Redacted]

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Adtl Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
8.000000	\$255.45	\$0.00	\$0.00	\$-100.00	\$-100.00	\$-255.45	\$-100.00	\$0.00

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERWCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Find View All [Print] [Refresh]	First 1-3 of 3 Last
1	0	[Redacted]	10/29/2021	1						\$155.45	Manual Adjustment		
2	0	[Redacted]	09/15/2021	1	LPR				\$-100.000000	\$155.45	Addl Pay		
3	0	[Redacted]	08/01/2021	440079545004081	LWO	8.000000	\$31.931250	\$255.450000		\$255.45	Payable Time		

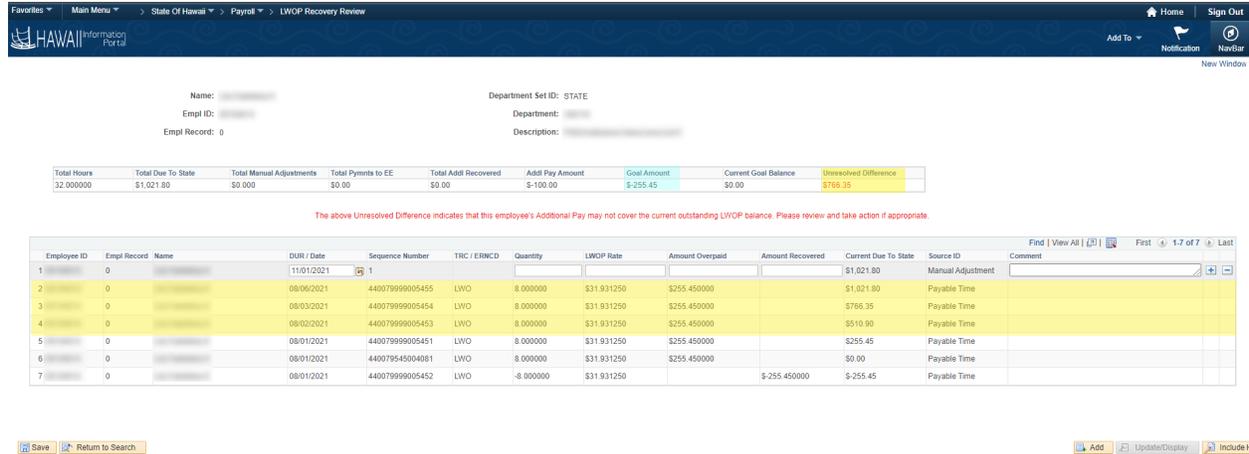
[Save](#) | [Return to Search](#)

[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?



The screenshot displays the 'LWOP Recovery Review' page. At the top, there are navigation tabs and user information. Below that, a summary table shows the following values:

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Adstr Recovered	Add Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
32.000000	\$1,021.80	\$0.000	\$0.00	\$0.00	\$-100.00	\$-255.45	\$0.00	\$766.35

A note below the summary table states: "The above Unresolved Difference indicates that this employee's Additional Pay may not cover the current outstanding LWOP balance. Please review and take action if appropriate."

The main table below lists individual LWOP instances:

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ER/NC/D	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0		11/01/2021	1						\$1,021.80	Manual Adjustment	
2	0		08/06/2021	440079999005455	LWOP	8.000000	\$31.931250	\$255.450000		\$1,021.80	Payable Time	
3	0		08/03/2021	440079999005454	LWOP	8.000000	\$31.931250	\$255.450000		\$766.35	Payable Time	
4	0		08/02/2021	440079999005453	LWOP	8.000000	\$31.931250	\$255.450000		\$510.90	Payable Time	
5	0		08/01/2021	440079999005451	LWOP	8.000000	\$31.931250	\$255.450000		\$255.45	Payable Time	
6	0		08/01/2021	44007545004081	LWOP	8.000000	\$31.931250	\$255.450000		\$0.00	Payable Time	
7	0		08/01/2021	440079999005452	LWOP	-8.000000	\$31.931250		\$-255.450000	\$-255.45	Payable Time	

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.

Create Additional Pay

Employee Empl ID Empl Record 0

Additional Pay 1 of 1 | View All

*Earnings Code LWOP Recovery + -

Effective Date 1 of 1 | View All

Effective Date + -

Payment Details 1 of 1 | View All

*Addl Seq Nbr <input type="text" value="1"/>	End Date <input type="text"/>
Rate Code <input type="text"/>	Reason <input type="text" value="Not Specified"/>
Earnings <input type="text" value="\$-100.00"/>	Hourly Rate <input type="text"/>
Hours <input type="text"/>	Goal Balance <input type="text"/>
Goal Amount <input type="text" value="\$-255.45"/>	<input type="checkbox"/> Disable Direct Deposit
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay
<input checked="" type="checkbox"/> OK to Pay	

Applies To Pay Periods

First
 Second
 Third
 Fourth
 Fifth

[Job Information](#)
[Tax Information](#)

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.

Create Additional Pay

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

Additional Pay 1 of 1

*Earnings Code + -

LWOP Recovery

Effective Date 1 of 2

Effective Date + -

Payment Details 1 of 1

*Addl Seq Nbr <input type="text" value="1"/>	End Date <input type="text"/> + -
Rate Code <input type="text"/>	Reason <input type="text" value="Not Specified"/>
Earnings <input type="text" value="\$-100.00"/>	Hourly Rate <input type="text"/>
Hours <input type="text"/>	Goal Balance <input type="text"/>
Goal Amount <input type="text" value="\$-255.45"/>	<input type="checkbox"/> Disable Direct Deposit
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay

OK to Pay

Applies To Pay Periods

First
 Second
 Third
 Fourth
 Fifth

[Job Information](#)
[Tax Information](#)

Save
Return to Search
Notify
Refresh
Update/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.

Create Additional Pay

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

Additional Pay 1 of 1 View All

*Earnings Code LWOP Recovery

Effective Date 1 of 2 View All

Effective Date

Payment Details 2 of 2 View All

*Addl Seq Nbr <input type="text"/>	End Date <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Rate Code <input type="text"/>	Reason <input type="text" value="Not Specified"/>	
Earnings <input type="text"/>	Hourly Rate <input type="text"/>	
Hours <input type="text"/>	Goal Balance <input type="text"/>	
Goal Amount <input type="text"/>	<input type="checkbox"/> Disable Direct Deposit	
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay	
<input type="checkbox"/> OK to Pay		

Applies To Pay Periods

First
 Second
 Third
 Fourth
 Fifth

[Job Information](#)
[Tax Information](#)

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.

Create Additional Pay

Employee Empl ID Empl Record 0

Additional Pay 1 of 1 | View All

*Earnings Code LWOP Recovery

Effective Date 1 of 2 | View All

Effective Date

Payment Details 2 of 2 | View All

*Addl Seq Nbr <input type="text" value="2"/>	End Date <input type="text"/>
Rate Code <input type="text"/>	Reason <input type="text" value="Not Specified"/>
Earnings <input type="text" value="\$-50.00"/>	Hourly Rate <input type="text"/>
Hours <input type="text"/>	Goal Balance <input type="text"/>
Goal Amount <input type="text" value="\$-766.35"/>	<input type="checkbox"/> Disable Direct Deposit
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay

OK to Pay

Applies To Pay Periods

First
 Second
 Third
 Fourth
 Fifth

▶ Job Information
 ▶ Tax Information

[Favorites](#) | [Main Menu](#) | [Payroll for North America](#) | [Employee Pay Data USA](#) | [Create Additional Pay](#)

Earnings Code: LPR | LWOP Recovery

Effective Date | 1 of 2 | [View All](#)

Effective Date: 11/01/2021

Payment Details | 2 of 2 | [View All](#)

*Addl Seq Nbr: 2 | End Date: | Reason: Not Specified

Rate Code: | Earnings: \$-50.00 | Hours: | Hourly Rate: |

Goal Amount: \$-788.35 | Goal Balance: |

Sep Check Nbr: | Disable Direct Deposit | Prorate Additional Pay

OK to Pay

Applies To Pay Periods

First | Second | Third | Fourth | Fifth

Job Information

Employee Type	Salaried	Standard Hours	40.00
Compensation Rate	\$5,109.000000	Frequency	Monthly

Default Job Data

Position	00028230
Business Unit	STATE State of Hawaii
Department	340118 PSD/Institutions/OahuComyCorCt
Job Code	03843 Adult Corrections Officer III
Combination Code	
GL Pay Type	
Shift	Not Applicable

Job Data Override

Position: | Business Unit: | Department: | Job Code: |

Combination Code: | [Edit ChartFields](#)

GL Pay Type: | *Addl Shift: Use Job Shift

Tax Information

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Update/Display](#) | [Include History](#)

[Favorites](#) | [Main Menu](#) | [Payroll for North America](#) | [Employee Pay Data USA](#) | [Create Additional Pay](#)

Rate Code Reason: Not Specified
 Earnings: \$-50.00
 Hours Hourly Rate
 Goal Amount: \$-766.35 Goal Balance

ChartField Common Component

ChartField Details

Combination Code

Search Options
 Combination Codes

ChartField Detail

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Activity
<input type="text"/>					

Job Data Override

Position
 Business Unit
 Department
 Job Code
 Combination Code

[Edit ChartFields](#)

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

Navigation: Favorites | Main Menu | Payroll for North America | Employee Pay Data USA | Create Additional Pay

Rate Code: [] Reason: Not Specified

Earnings: \$-50.00

Hours: [] Hourly Rate: []

Goal Amount: \$-766.35 Goal Balance: []

ChartField Common Component

ChartField Details

Combination Code: 542043

Search Options: Combination Codes [Search]

ChartField Detail

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Activity
V07	G	21	007	V1	525

Buttons: **Ok** | Cancel

Job Data Override

Position: [] Business Unit: [] Department: [] Job Code: []

Combination Code: [] [Edit ChartFields](#)

After reviewing the information, click the OK button.

[Favorites](#) | [Main Menu](#) | [Payroll for North America](#) | [Employee Pay Data USA](#) | [Create Additional Pay](#)



Earnings Code: LPR | LWOP Recovery

Effective Date: 11/01/2021 | 1 of 2 | [View All](#)

Payment Details | 2 of 2 | [View All](#)

*Addl Seq Nbr: 2 | End Date: | Reason: Not Specified
 Rate Code: | Hourly Rate: |
 Earnings: \$-50.00 | Goal Balance: |
 Hours: | Disable Direct Deposit
 Goal Amount: \$-788.35 | Prorate Additional Pay
 Sep Check Nbr: | OK to Pay

Applies To Pay Periods: First Second Third Fourth Fifth

Job Information

Employee Type	Salaried	Standard Hours	40.00
Compensation Rate	\$5,109.000000	Frequency	Monthly

Default Job Data

Position	00028230
Business Unit	STATE State of Hawaii
Department	340118 PSD/Institutions/OahuComyCorCt
Job Code	03843 Adult Corrections Officer III
Combination Code	
GL Pay Type	
Shift	Not Applicable

Job Data Override

Position: | Business Unit: | Department: | Job Code: |
 Combination Code: 000707975 | [Edit ChartFields](#)
 GL Pay Type: | *Addl Shift: Use Job Shift

Tax Information

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Update/Display](#) | [Include History](#)

Name: [Redacted] Department Set ID: STATE
 Empl ID: [Redacted] Department: [Redacted]
 Empl Record: 0 Description: [Redacted]

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Addl Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
32.000000	\$1,021.80	\$0.000	\$0.00	\$0.00	\$-150.00	\$-1,021.80	\$0.00	\$0.00

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0	[Redacted]	10/29/2021	1						\$1,021.80	Manual Adjustment	
2	0	[Redacted]	08/06/2021	440079999005455	LWO	8.000000	\$31.931250	\$255.450000		\$1,021.80	Payable Time	
3	0	[Redacted]	08/03/2021	440079999005454	LWO	8.000000	\$31.931250	\$255.450000		\$766.35	Payable Time	
4	0	[Redacted]	08/02/2021	440079999005453	LWO	8.000000	\$31.931250	\$255.450000		\$510.90	Payable Time	
5	0	[Redacted]	08/01/2021	440079999005451	LWO	8.000000	\$31.931250	\$255.450000		\$255.45	Payable Time	
6	0	[Redacted]	08/01/2021	440079545004081	LWO	8.000000	\$31.931250	\$255.450000		\$0.00	Payable Time	
7	0	[Redacted]	08/01/2021	440079999005452	LWO	-8.000000	\$31.931250		\$-255.450000	\$-255.45	Payable Time	

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.

Name: [Redacted] Department Set ID: STATE
 Empl ID: [Redacted] Department: [Redacted]
 Empl Record: 0 Description: [Redacted]

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Addl Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
32.000000	\$1,021.80	\$0.000	\$0.00	\$0.00	\$0.00	\$-255.45	\$-255.45	\$766.35

The above Unresolved Difference indicates that this employee's Additional Pay may not cover the current outstanding LWOP balance. Please review and take action if appropriate.

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0	[Redacted]	10/31/2021	1						\$1,021.80	Manual Adjustment	
2	0	[Redacted]	08/06/2021	440079999005455	LWO	8.000000	\$31.931250	\$255.450000		\$1,021.80	Payable Time	
3	0	[Redacted]	08/03/2021	440079999005454	LWO	8.000000	\$31.931250	\$255.450000		\$766.35	Payable Time	
4	0	[Redacted]	08/02/2021	440079999005453	LWO	8.000000	\$31.931250	\$255.450000		\$510.90	Payable Time	
5	0	[Redacted]	08/01/2021	440079999005451	LWO	8.000000	\$31.931250	\$255.450000		\$255.45	Payable Time	
6	0	[Redacted]	08/01/2021	440079545004081	LWO	8.000000	\$31.931250	\$255.450000		\$0.00	Payable Time	
7	0	[Redacted]	08/01/2021	440079999005452	LWO	-8.000000	\$31.931250		\$-255.450000	\$-255.45	Payable Time	

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

Create Additional Pay

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

Additional Pay 1 of 1 | View All

*Earnings Code LWOP Recovery

Effective Date 1 of 1 | View All

Effective Date **+** **-**

Payment Details 1 of 1 | View All

*Addl Seq Nbr <input type="text" value="1"/>	End Date <input type="text"/>	+ -
Rate Code <input type="text"/>	Reason <input type="text" value="Not Specified"/>	
Earnings <input type="text" value="\$-100.00"/>	Hourly Rate <input type="text"/>	
Hours <input type="text"/>	Goal Balance <input type="text" value="\$-255.45"/>	
Goal Amount <input type="text" value="\$-255.45"/>	<input type="checkbox"/> Disable Direct Deposit	
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay	

OK to Pay

Applies To Pay Periods

First Second Third Fourth Fifth

▶ Job Information

▶ Tax Information

Save **Return to Search** **Notify** **Refresh** **Update/Display** **Include History**

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.

Create Additional Pay

Employee
 Empl ID
 Empl Record 0

Additional Pay
 🔍 | ⏪ | ⏩ | 1 of 1 | View All

*Earnings Code 🔍 + -
 LWOP Recovery

Effective Date
 🔍 | ⏪ | ⏩ | 1 of 2 | View All

Effective Date 📅 + -

Payment Details
 🔍 | ⏪ | ⏩ | 1 of 1 | View All

*Addl Seq Nbr <input type="text" value="1"/>	End Date <input type="text"/> 📅 + -
Rate Code <input type="text"/> 🔍	Reason <input type="text" value="Not Specified"/> ▾
Earnings <input type="text" value="\$-100.00"/>	Hourly Rate <input type="text"/>
Hours <input type="text"/>	Goal Balance <input type="text"/>
Goal Amount <input style="background-color: yellow;" type="text"/>	<input type="checkbox"/> Disable Direct Deposit
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay
<input checked="" type="checkbox"/> OK to Pay	

Applies To Pay Periods

First
 Second
 Third
 Fourth
 Fifth

▶ **Job Information**

▶ **Tax Information**

Save
 Return to Search
 Notify
 Refresh
 Update/Display
 Include History

Create Additional Pay

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

Additional Pay 1 of 1 View All

*Earnings Code LWOP Recovery

Effective Date 1 of 2 View All

Effective Date

Payment Details 1 of 1 View All

*Addl Seq Nbr <input type="text" value="2"/>	End Date <input type="text"/>
Rate Code <input type="text"/>	Reason <input type="text" value="Not Specified"/>
Earnings <input type="text" value="\$-150.00"/>	Hourly Rate <input type="text"/>
Hours <input type="text"/>	Goal Balance <input type="text"/>
Goal Amount <input type="text" value="\$-766.35"/>	<input type="checkbox"/> Disable Direct Deposit
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay

OK to Pay

Applies To Pay Periods

First
 Second
 Third
 Fourth
 Fifth

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.

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Employee Pay Data USA](#) > [Create Additional Pay](#)

Disable Direct Deposit

 Prorate Additional Pay

OK to Pay

ChartField Common Component

ChartField Details

Search Options

Combination Codes

ChartField Detail

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Activity	Object
<input type="text" value="V07"/>	<input type="text" value="G"/>	<input type="text" value="21"/>	<input type="text" value="007"/>	<input type="text" value="V1"/>	<input type="text" value="525"/>	<input type="text" value="2001"/>

[Edit ChartFields](#)

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

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Employee Pay Data USA](#) > [Create Additional Pay](#)

Earnings Code: LPR LWOP Recovery

Effective Date: 10/01/2021

Payment Details

*Addl Seq Nbr: 2 End Date: [Calendar] Reason: Not Specified

Rate Code: [Search] Hourly Rate: [Text]

Earnings: \$-150.00 Goal Amount: \$-766.35

Hours: [Text] Goal Balance: [Text]

Sep Check Nbr: [Text] Disable Direct Deposit

OK to Pay Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Employee Type	Salaried	Standard Hours	40.00
Compensation Rate	\$5,109.000000	Frequency	Monthly

Default Job Data

Position: 00026230
 Business Unit: STATE State of Hawaii
 Department: [Redacted]
 Job Code: [Redacted]
 Combination Code: [Redacted]
 GL Pay Type: [Redacted]
 Shift: Not Applicable

Job Data Override

Position: [Search] Business Unit: [Search] Department: [Search] Job Code: [Search]

Combination Code: 000707975 [Edit ChartFields](#)

GL Pay Type: [Text] *Addl Shift: Use Job Shift

Tax Information

Name: [REDACTED] Department Set ID: STATE
 Empl ID: [REDACTED] Department: [REDACTED]
 Empl Record: 0 Description: [REDACTED]

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymnts to EE	Total Addl Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
32.000000	\$1,021.80	\$0.000	\$0.00	\$0.00	\$-150.00	\$-1,021.80	\$-255.45	\$0.00

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0	[REDACTED]	10/31/2021	1						\$1,021.80	Manual Adjustment	
2	0	[REDACTED]	08/06/2021	440079999005455	LWO	8.000000	\$31.931250	\$255.450000		\$1,021.80	Payable Time	
3	0	[REDACTED]	08/03/2021	440079999005454	LWO	8.000000	\$31.931250	\$255.450000		\$766.35	Payable Time	
4	0	[REDACTED]	08/02/2021	440079999005453	LWO	8.000000	\$31.931250	\$255.450000		\$510.90	Payable Time	
5	0	[REDACTED]	08/01/2021	440079999005451	LWO	8.000000	\$31.931250	\$255.450000		\$255.45	Payable Time	
6	0	[REDACTED]	08/01/2021	440079545004081	LWO	8.000000	\$31.931250	\$255.450000		\$0.00	Payable Time	
7	0	[REDACTED]	08/01/2021	440079999005452	LWO	-8.000000	\$31.931250		\$-255.450000	\$-255.45	Payable Time	

[Save](#) [Return to Search](#)

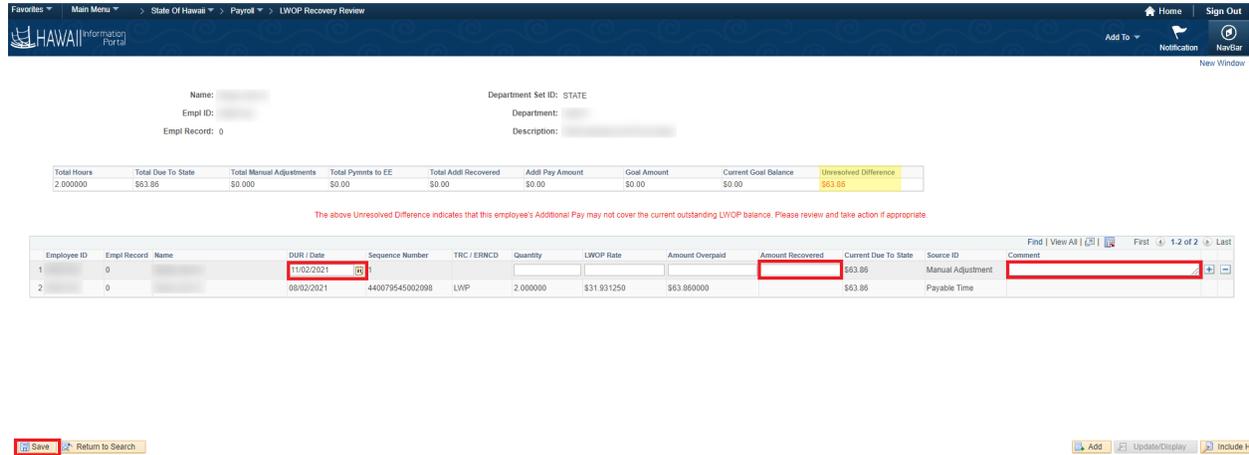
[Add](#)

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.



The screenshot shows the 'LWOP Recovery Review' page for an employee. The 'Unresolved Difference' is \$63.86. A table below shows the current state:

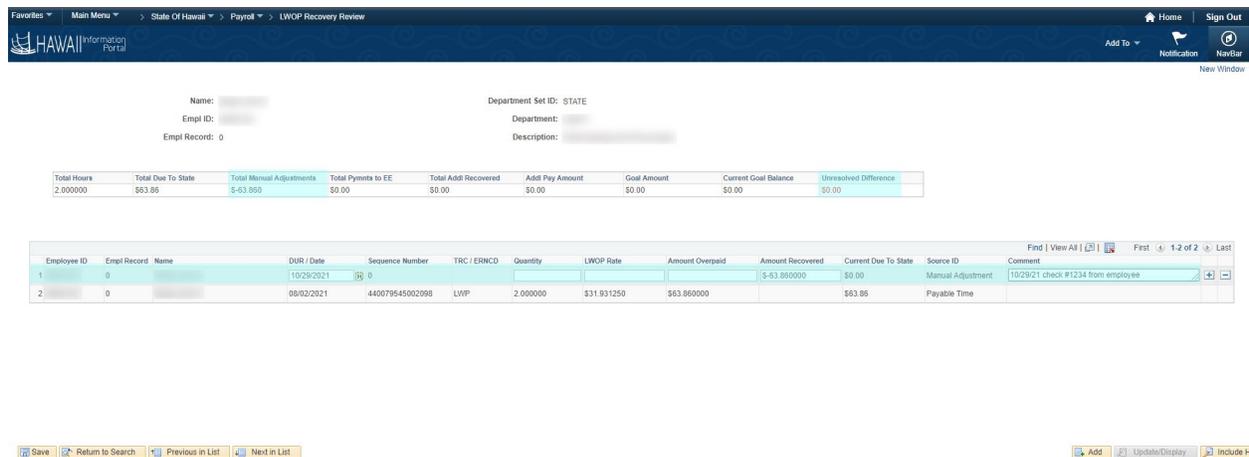
Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Adstr Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
2.000000	\$63.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.86

A red box highlights the 'Unresolved Difference' of \$63.86. A message below states: "The above Unresolved Difference indicates that this employee's Additional Pay may not cover the current outstanding LWOP balance. Please review and take action if appropriate."

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ESRNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0		10/29/2021	0					\$63.86	\$63.86	Manual Adjustment	
2	0		08/02/2021	440079545002098	LWP	2.000000	\$31.931250	\$63.860000		\$63.86	Payable Time	

Buttons at the bottom include: Save, Return to Search, Add, Update/Display, and Include H.

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



The screenshot shows the 'LWOP Recovery Review' page after a manual adjustment. The 'Unresolved Difference' is now \$0.00. A table below shows the updated state:

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Adstr Recovered	Addl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
2.000000	\$63.86	\$-63.860	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ESRNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0		10/29/2021	0				\$-63.860000	\$0.00	\$0.00	Manual Adjustment	10/29/21 check #1234 from employee
2	0		08/02/2021	440079545002098	LWP	2.000000	\$31.931250	\$63.860000		\$63.86	Payable Time	

Buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Add, Update/Display, and Include H.

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.

How to identify underpayments on the LWOP recovery page?

Summary Table:

Total Hours	Total Due To State	Total Manual Adjustments	Total Payments to EE	Total Addl Recovered	Adtl Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
-19.500000	\$-357.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-357.43

The above Unresolved Difference indicates that this employee may be owed a refund. Please review and take action if appropriate.

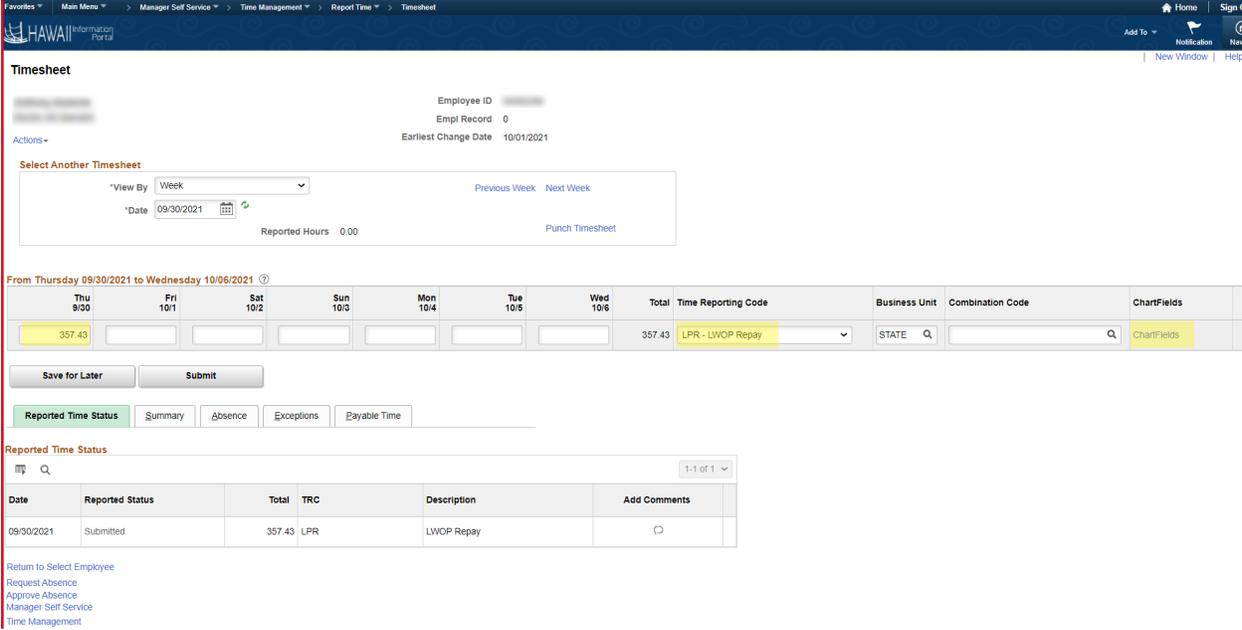
Transaction Table:

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ER/NC/D	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0		10/29/2021	1						\$-357.43	Manual Adjustment	
2	0		08/13/2021	440079990001084	FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time	
3	0		08/13/2021	440079985001058	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time	
4	0		08/13/2021	440079985001057	FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time	
5	0		08/13/2021	440079979001213	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time	
6	0		08/13/2021	440079979001212	FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time	
7	0		08/13/2021	440079978001071	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time	
8	0		08/13/2021	440079978001070	FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time	
9	0		08/13/2021	440079977001092	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time	
10	0		08/13/2021	440079977001091	FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time	
11	0		08/13/2021	440079976001072	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time	
12	0		08/13/2021	440079976001071	FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time	
13	0		08/13/2021	440079974001094	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-518.73	Payable Time	
14	0		08/13/2021	440079974001093	FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time	
15	0		08/13/2021	440079973009822	FLWOP	8.000000	\$20.162500	\$161.300000		\$-518.73	Payable Time	
16	0		08/13/2021	440079972001029	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-680.03	Payable Time	
17	0		08/13/2021	440079970002906	FLWOP	8.000000	\$20.162500	\$161.300000		\$-518.73	Payable Time	
18	0		08/13/2021	440079968002858	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-680.03	Payable Time	
19	0		08/13/2021	440079967002757	FLWOP	8.000000	\$20.162500	\$161.300000		\$-518.73	Payable Time	
20	0		08/13/2021	440079966002858	FLWOP	-8.000000	\$20.162500		\$-161.300000	\$-680.03	Payable Time	

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.



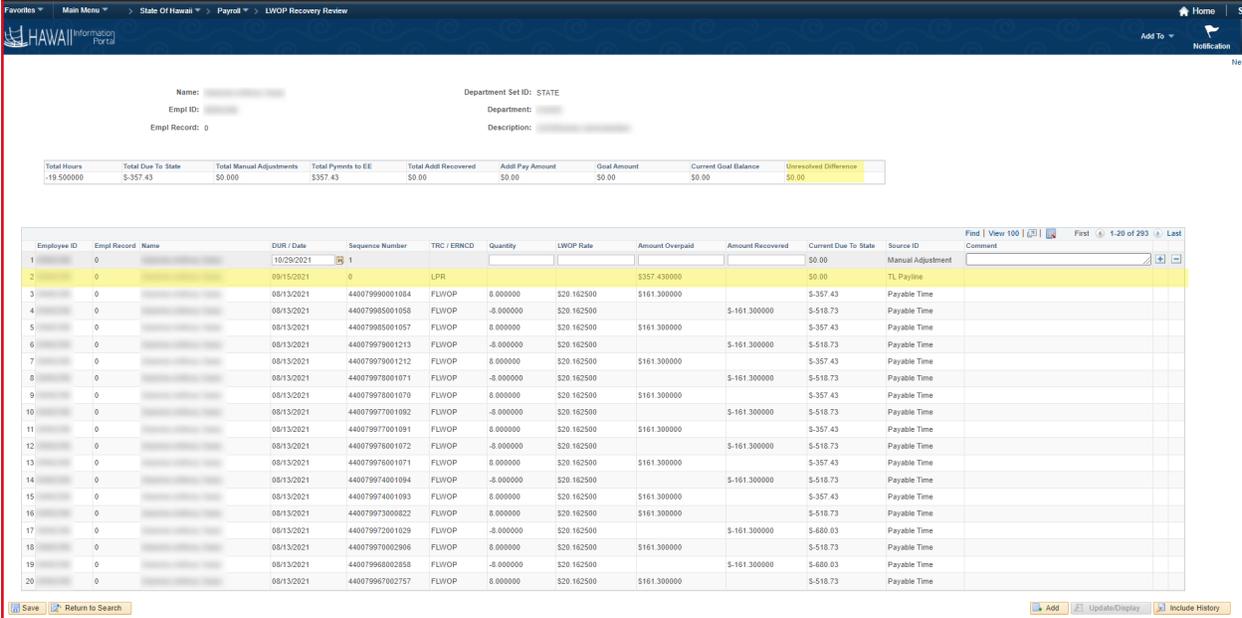
The screenshot shows the 'Timesheet' page for an employee. The 'Reported Hours' are 0.00. The 'Time Reporting Code' is set to 'LPR - LWOP Repay'. The 'Business Unit' is 'STATE' and the 'Combination Code' is empty. The 'ChartFields' are also empty. The 'Reported Time Status' table shows one entry for 09/30/2021 with a status of 'Submitted', a total of 357.43, and a TRC of 'LPR'.

Thu 9/30	Fri 10/1	Sat 10/2	Sun 10/3	Mon 10/4	Tue 10/5	Wed 10/6	Total	Time Reporting Code	Business Unit	Combination Code	ChartFields
357.43							357.43	LPR - LWOP Repay	STATE		ChartFields

Date	Reported Status	Total	TRC	Description	Add Comments
09/30/2021	Submitted	357.43	LPR	LWOP Repay	

- 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.



Summary Table:

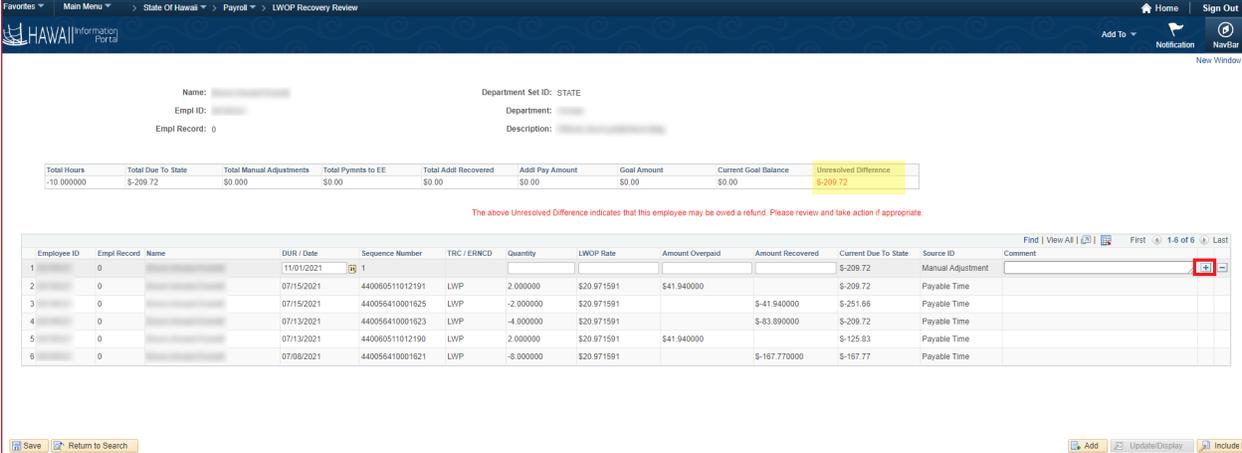
Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Adstr Recovered	Add Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
-19.500000	\$-357.43	\$0.000	\$357.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Detailed Grid (Sample Rows):

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0		10/29/2021	1						\$0.00	Manual Adjustment	
2	0		09/15/2021	0	LPR			\$357.430000		\$0.00	TL Payline	
3	0		08/13/2021	44007999001084	FLWOP	8.000000	\$20.162500	\$161.300000		\$-357.43	Payable Time	

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.



Summary Table:

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Adstr Recovered	Add Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
-10.000000	\$-209.72	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-209.72

Note: The above Unresolved Difference indicates that this employee may be owed a refund. Please review and take action if appropriate.

Detailed Grid (Sample Rows):

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0		11/01/2021	1						\$-209.72	Manual Adjustment	
2	0		07/15/2021	440060511012191	LWP	2.000000	\$20.971591	\$41.940000		\$-209.72	Payable Time	

- 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.

Name: [REDACTED] Department Set ID: STATE
 Empl ID: [REDACTED] Department: [REDACTED]
 Empl Record: 0 Description: [REDACTED]

Total Hours	Total Due To State	Total Manual Adjustments	Total Pymts to EE	Total Addl Recovered	Add Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
-10.000000	\$-209.72	\$209.720	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0	[REDACTED]	11/01/2021	0	1					\$0.00	Manual Adjustment	
2	0	[REDACTED]	10/01/2021	0				\$209.720000		\$0.00	Manual Adjustment	Paid in 09/03 paycheck using B earnings code
3	0	[REDACTED]	07/15/2021	44005611012191	LWP	2.000000	\$20.971591	\$41.940000		\$-209.72	Payable Time	
4	0	[REDACTED]	07/15/2021	440056410001625	LWP	-2.000000	\$20.971591		\$-41.940000	\$-251.66	Payable Time	
5	0	[REDACTED]	07/13/2021	440056410001623	LWP	-4.000000	\$20.971591		\$-83.890000	\$-209.72	Payable Time	
6	0	[REDACTED]	07/13/2021	44005611012190	LWP	2.000000	\$20.971591	\$41.940000		\$-125.83	Payable Time	
7	0	[REDACTED]	07/08/2021	440056410001621	LWP	-8.000000	\$20.971591		\$-167.770000	\$-167.77	Payable Time	

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

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).

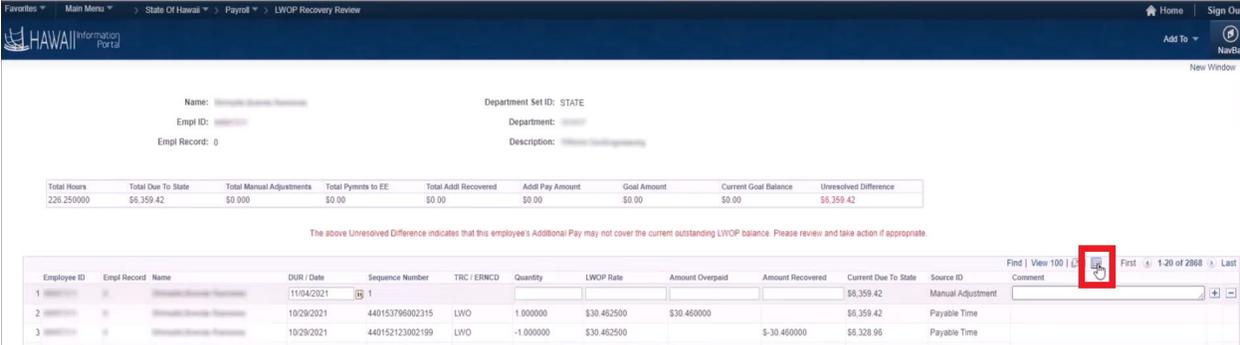
Analysis of the LWOP Recovery page is to verify the unresolved difference amount. One way is to compare the LWOP Recovery page unresolved difference amount with the results of the query HIP_TL_PAYABLE_TIME_EE and HIP_TL_HRS_WORKED.

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.



Name: [Employee Name] Department Set ID: STATE
 Empl ID: [Employee ID] Department: [Department Name]
 Empl Record: 0 Description: [Job Title]

Total Hours	Total Due To State	Total Manual Adjustments	Total Paymts to EE	Total Add Recovered	Add Pay Amount	Goal Amount	Current Goal Balance	Unresolved Difference
226.250000	\$6,359.42	\$0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,359.42

The above Unresolved Difference indicates that this employee's Additional Pay may not cover the current outstanding LWOP balance. Please review and take action if appropriate.

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0	Test Employee	11/04/2021	1						\$6,359.42	Manual Adjustment	
2	0	Test Employee	10/29/2021	440153796002315.00	LWO	1.000000	\$30.462500	\$30.460000		\$6,359.42	Payable Time	
3	0	Test Employee	10/29/2021	440152123002199.00	LWO	-1.000000	\$30.462500			\$6,328.96	Payable Time	

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	B	C	D	E	F	G	H	I	J	K	L	M
Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
99999	0	Test Employee	11/4/2021			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	
99999	0	Test Employee	10/28/2021	440149770000960.00	LWO	8	\$30.46	\$243.70		\$6,572.66	Payable Time	
99999	0	Test Employee	10/28/2021	440152123002196.00	LWO	8	\$30.46	\$243.70		\$6,328.96	Payable Time	
99999	0	Test Employee	10/27/2021	440153796002312.00	LWO	-3.75	\$30.46		(\$114.23)	\$6,085.26	Payable Time	
99999	0	Test Employee	10/27/2021	440152123002195.00	LWO	-3.75	\$30.46		(\$114.23)	\$6,199.49	Payable Time	
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	
99999	0	Test Employee	10/26/2021	440153796002310.00	LWO	-2.5	\$30.46		(\$76.16)	\$5,894.87	Payable Time	
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	
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	
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	
99999	0	Test Employee	10/18/2021	440153796002304.00	LWO	3.75	\$30.46	\$114.23		\$5,971.03	Payable Time	
99999	0	Test Employee	10/18/2021	440153796002304.00	LWO	-3.75	\$30.46		(\$114.23)	\$5,856.80	Payable Time	

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

3	Sum of Quantity	Column Labels					
4	Row Labels	Jul	Aug	Sep	Oct	Nov	Grand Total
5	7-Jul	4					4
6	8-Jul	8					8
7	9-Jul	4					4
8	12-Jul	4					4
9	13-Jul	8					8
10	14-Jul	4					4
11	15-Jul	8					8
12	16-Jul	0					0
13	19-Jul	0					0
14	20-Jul	0					0
15	21-Jul	0					0
16	22-Jul	8					8
17	23-Jul	4					4
18	26-Jul	4					4
19	27-Jul	8					8
20	28-Jul	4					4
21	29-Jul	8					8
22	30-Jul	4					4
23	10-Aug		16				16
24	11-Aug		8				8
25	12-Aug		16				16
26	13-Aug		8				8
27	16-Aug		0				0
28	17-Aug		0				0
29	18-Aug		0				0
30	19-Aug		0				0
31	20-Aug		8				8
32	23-Aug		0				0
33	24-Aug		3.75				3.75
34	25-Aug		3.75				3.75
35	26-Aug		3.75				3.75
36	27-Aug		3.75				3.75
37	30-Aug		3.75				3.75

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

3	Sum of Quantity	Column Labels					
4	Row Labels	Jul	Aug	Sep	Oct	Nov	Grand Total
73	28-Oct				8		8
74	29-Oct				1		1
75	4-Nov						
76	Grand Total		80	80.25	29.25	36.75	226.25

Below is example results for HIP_TL_HOURS_WORKED downloaded to Excel.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Pay Run ID	Check Dt	Co	Cont	Pay Period End	ID	Empl Record	Earns Begin	Earns End	Job ID	Earn Code	Oth Hrs	Oth Earns	Add Gross	Earnings Period	
2	2021NOV1	11/5/2021	SOH	LAG	10/31/2021	00099999	0	10/24/2021	10/30/2021	599999	LOP	-2.50	-76.15	10-SECOND	
4	2021NOV1	11/5/2021	SOH	LAG	10/31/2021	00099999	0	10/24/2021	10/30/2021	599999	B	40.00	1216.50	10-SECOND	
5	2021NOV1	11/5/2021	SOH	LAG	10/31/2021	00099999	0	10/17/2021	10/23/2021	599999	B	40.00	1216.50	10-SECOND	
6	2021NOV1	11/5/2021	SOH	LAG	10/31/2021	00099999	0	10/17/2021	10/23/2021	599999	LOP	7.75	-236.08	10-SECOND	
7	2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	10/10/2021	10/15/2021	599999	B	40.00	1107.73	10-FIRST	
8	2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	10/3/2021	10/9/2021	599999	LOP	3.75	-103.85	10-FIRST	
9	2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	10/3/2021	10/9/2021	599999	B	40.00	1107.73	10-FIRST	
10	2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	10/3/2021	10/9/2021	599999	B	8.00	221.54	10-FIRST	
11	2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	9/16/2021	9/16/2021	599999	LOP	3.75	-103.85	10-FIRST	
12	2021OCT1	10/5/2021	SOH	LAG	9/30/2021	00099999	0	9/19/2021	9/25/2021	599999	B	32.00	886.18	09-SECOND	
13	2021OCT1	10/5/2021	SOH	LAG	9/30/2021	00099999	0	9/19/2021	9/25/2021	599999	B	40.00	1107.73	09-SECOND	
14	2021OCT1	10/5/2021	SOH	LAG	9/30/2021	00099999	0	9/19/2021	9/25/2021	599999	LOP	21.25	-588.48	09-SECOND	
15	2021OCT1	10/5/2021	SOH	LAG	9/30/2021	00099999	0	9/16/2021	9/16/2021	599999	LOP	7.50	-207.70	09-SECOND	
16	2021OCT1	10/5/2021	SOH	LAG	9/30/2021	00099999	0	9/16/2021	9/16/2021	599999	B	16.00	443.09	09-SECOND	
17	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/12/2021	9/15/2021	599999	B	24.00	664.64	09-FIRST	
18	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/5/2021	9/11/2021	599999	LOP	11.25	-316.34	09-FIRST	
19	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/5/2021	9/11/2021	599999	B	40.00	1107.73	09-FIRST	
20	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/1/2021	9/4/2021	599999	LOP	11.25	-316.34	09-FIRST	
21	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/1/2021	9/4/2021	599999	B	24.00	664.63	09-FIRST	
22	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/31/2021	8/31/2021	599999	LOP	-5.50	139.62	08-SECOND	
23	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/31/2021	8/31/2021	599999	LOP	5.50	-154.66	08-SECOND	
24	2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/29/2021	8/31/2021	599999	B	16.00	406.17	08-SECOND	
25	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/30/2021	8/30/2021	599999	LOP	-3.75	95.20	08-SECOND	
26	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/30/2021	8/30/2021	599999	LOP	3.75	-105.45	08-SECOND	
27	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/22/2021	8/28/2021	599999	LOP	-18.75	475.98	08-SECOND	
28	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/22/2021	8/28/2021	599999	LOP	18.75	-521.24	08-SECOND	
29	2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/22/2021	8/28/2021	599999	LOP	3.75	-95.20	08-SECOND	
30	2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/22/2021	8/28/2021	599999	B	40.00	1015.42	08-SECOND	
31	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/15/2021	8/21/2021	599999	LOP	-24.00	609.25	08-SECOND	
32	2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/15/2021	8/21/2021	599999	LOP	24.00	-674.86	08-SECOND	
33	2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/15/2021	8/21/2021	599999	LOP	24.00	-609.25	08-SECOND	
34	2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/15/2021	8/21/2021	599999	B	40.00	1015.41	08-SECOND	
35	2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/8/2021	8/14/2021	599999	LOP	-24.00	731.10	08-FIRST	
36	2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/8/2021	8/14/2021	599999	LOP	24.00	-731.10	08-FIRST	
37	2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	8/8/2021	8/14/2021	599999	LOP	-4.00	-112.48	08-FIRST	
38	2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	8/8/2021	8/14/2021	599999	B	40.00	1216.50	08-FIRST	
39	2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	8/1/2021	8/7/2021	599999	LOP	28.00	-787.34	08-FIRST	
40	2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	8/1/2021	8/7/2021	599999	B	40.00	1216.50	08-FIRST	
41	2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	7/25/2021	7/31/2021	599999	LOP	-28.00	775.41	07-SECOND	
42	2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	7/25/2021	7/31/2021	599999	LOP	28.00	-787.34	07-SECOND	
43	2021AUG1	8/5/2021	SOH	LAG	7/31/2021	00099999	0	7/25/2021	7/31/2021	599999	B	40.00	1107.73	07-SECOND	
44	2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	7/18/2021	7/24/2021	599999	LOP	16.00	-449.91	07-SECOND	
45	2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	7/18/2021	7/24/2021	599999	LOP	16.00	443.09	07-SECOND	
46	2021AUG1	8/2/2021	SOH	LAG	7/31/2021	00099999	0	7/18/2021	7/24/2021	599999	LOP	40.00	1107.73	07-SECOND	

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.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
2	PivotTable Fields																			
3	Sum of Oth Hrs																			
4	Years	Earn Code	Aug	Sep	Oct	Grand Total														
5	=2021	LOP	20	59.75	51.25	17.75	148.75													
6	Grand Total		20	59.75	51.25	17.75	148.75													
7	Filter by earns code LOP																			
8																				
9																				
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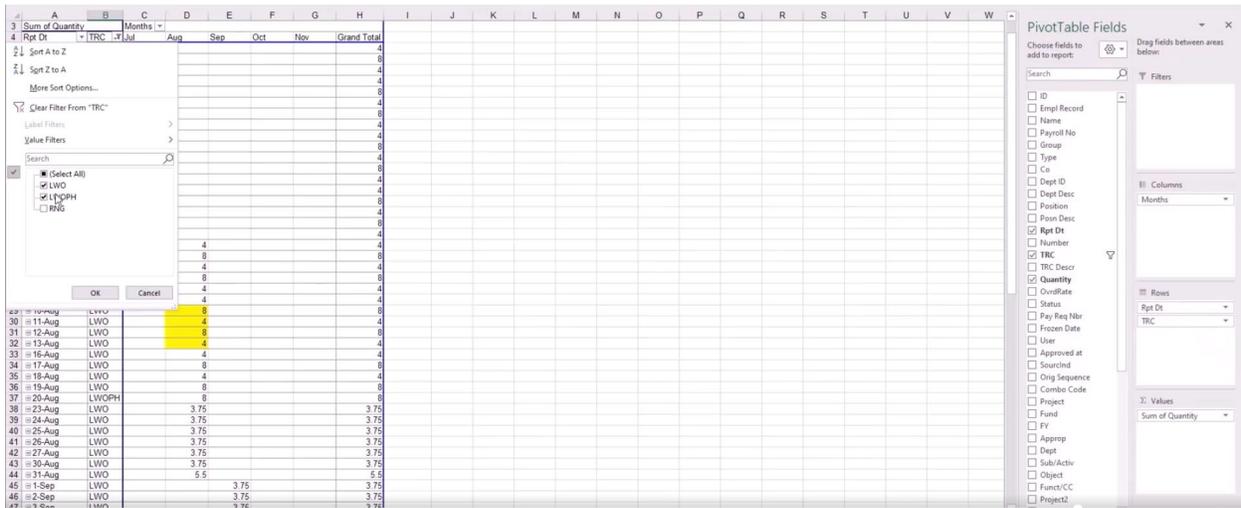
Below is an example of HIP_TL_PAYABLE_TIME_EE query results downloaded to Excel.

EE Payable Time	Emp Record	Name	Payroll No	Grnt	Typ	Co	Dept ID	Dept Desc	Position	Posn Desc	Rgt Dt	Number	TRC	TRC Descr
1	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	3/31/2021	440015804000001 00	PRIG	Regular - Full
2	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
3	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
4	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
5	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
6	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
7	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
8	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
9	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
10	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
11	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
12	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
13	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
14	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
15	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
16	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
17	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
18	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
19	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
20	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
21	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
22	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
23	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
24	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
25	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
26	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
27	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
28	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
29	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
30	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
31	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
32	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
33	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
34	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
35	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
36	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
37	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
38	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
39	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
40	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
41	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
42	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
43	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
44	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
45	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With
46	00099999	0 Test Employee	D31	LAG	S	SOH	151017	TRNAir Div/Engineering	00017635	Secretary III	7/7/2021	44005653300271 00	LWO	Leave With

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.

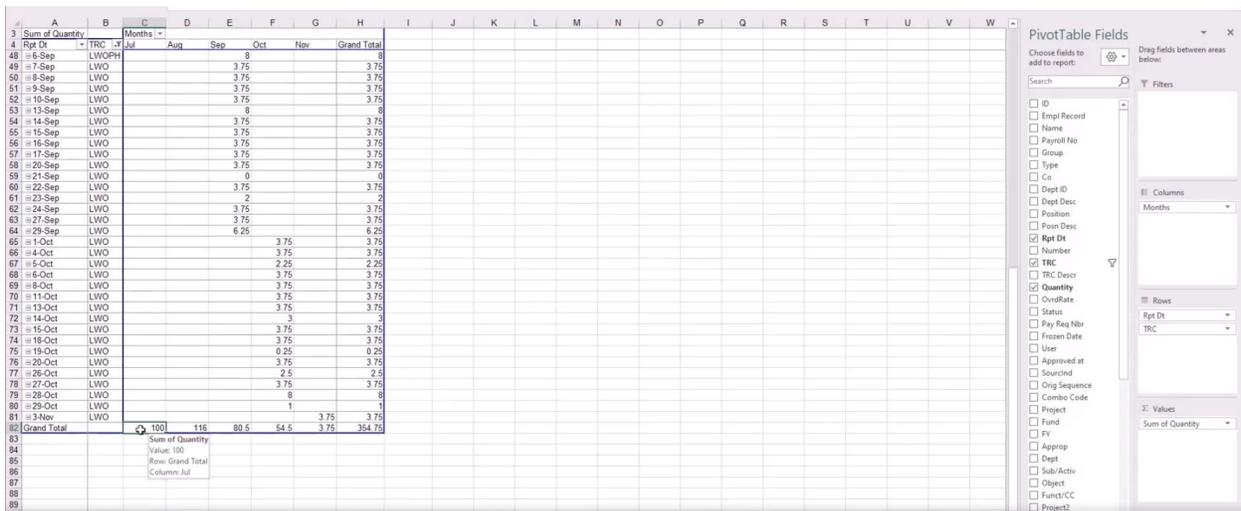
Sum of Quantity	TRC	Jul	Aug	Sep	Oct	Nov	Grand Total
1	1-Jul	4					4
2	2-Jul	4					4
3	3-Jul	4					4
4	4-Jul	4					4
5	5-Jul	4					4
6	6-Jul	4					4
7	7-Jul	4					4
8	8-Jul	4					4
9	9-Jul	4					4
10	10-Jul	4					4
11	11-Jul	4					4
12	12-Jul	4					4
13	13-Jul	4					4
14	14-Jul	4					4
15	15-Jul	4					4
16	16-Jul	4					4
17	17-Jul	4					4
18	18-Jul	4					4
19	19-Jul	4					4
20	20-Jul	4					4
21	21-Jul	4					4
22	22-Jul	4					4
23	23-Jul	4					4
24	24-Jul	4					4
25	25-Jul	4					4
26	26-Jul	4					4
27	27-Jul	4					4
28	28-Jul	4					4
29	29-Jul	4					4
30	30-Jul	4					4
31	31-Jul	4					4
32	1-Aug		4				4
33	2-Aug		4				4
34	3-Aug		4				4
35	4-Aug		4				4
36	5-Aug		4				4
37	6-Aug		4				4
38	7-Aug		4				4
39	8-Aug		4				4
40	9-Aug		4				4
41	10-Aug		4				4
42	11-Aug		4				4
43	12-Aug		4				4
44	13-Aug		4				4
45	14-Aug		4				4
46	15-Aug		4				4
47	16-Aug		4				4
48	17-Aug		4				4
49	18-Aug		4				4
50	19-Aug		4				4
51	20-Aug		4				4
52	21-Aug		4				4
53	22-Aug		4				4
54	23-Aug		4				4
55	24-Aug		4				4
56	25-Aug		4				4
57	26-Aug		4				4
58	27-Aug		4				4
59	28-Aug		4				4
60	29-Aug		4				4
61	30-Aug		4				4
62	31-Aug		4				4
63	1-Sep			3.75			3.75
64	2-Sep			3.75			3.75

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



TRC	Jul	Aug	Sep	Oct	Nov	Grand Total
LWO	8	8	3.75	3.75	3.75	28.25
LWOPH	4	4	3.75	3.75	3.75	19.5
Grand Total	12	12	7.5	7.5	7.5	47

Below are the summary results for the query HIP_TL_PAYABLE_TIME_EE.



TRC	Jul	Aug	Sep	Oct	Nov	Grand Total
LWOPH	0	0	0	0	0	0
LWO	100	116	80.5	54.5	3.75	354.75
Grand Total	100	116	80.5	54.5	3.75	354.75

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.