

LWOP OVERPAYMENT RECOVERY

CONTENTS

Change Log	1
Overview	2
LWOP Processing in Payroll.....	2
Current Pay Period LWOP.....	2
Prior Pay Period LWOP	2
Review LWOP Overpayments	2
Employee Consultation	5
Set Up LWOP Recovery	6
Set up Create Additional Pay.....	6
Reviewing Overpayment Recovery on Paycheck	8
Multiple LWOP Overpayments	8
Identifying Multiple Instances of LWOP Overpayments	8
How to Recover Multiple Instances of LWOP Overpayments.....	9
Identifying LWOP Overpayments Added After an Earlier Instance was Collected.....	17
Manual Adjustments on LWOP Recovery	22
LWOP Underpayments.....	23
Why LWOP Underpayments Occur	23
Identifying Underpayments on the LWOP Recovery Page	24
Processing Underpayments in Payroll.....	24
Verifying Unresolved Difference Amounts	26

CHANGE LOG

Description of Change	Date
Initial Iteration	April 8, 2022

Updated guide to new format and added alternate text to images to adhere to digital accessibility standards.

March 23, 2026

OVERVIEW

This document is intended to assist department payroll users 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 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 timing of reporting in HIP.

CURRENT PAY PERIOD LWOP

All LWOP transactions that are for the current pay period will post to payroll. It will then reduce the employees’ gross pay as per the LWOP prorated amount.

E.g., For an ATF employee, when the October 56th 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.

PRIOR PAY PERIOD LWOP

All prior pay period LWOP (e.g., LWOP entered late) are considered as overpayments. They have been paid regular pay in the past and are 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:

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

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

REVIEW LWOP OVERPAYMENTS

Navigation: *Main Menu > State of Hawaii > Payroll > LWOP Recovery Review*

Favorites Main Menu > State Of Hawaii > Payroll > LWOP Recovery Review

Name: _____ Department Set ID: STATE
 Empl ID: _____ Department: _____
 Empl Record: 0 Description: _____

Total Hours	Total Due To State	Total Manual Adjustments	Total Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
13.960000	\$375.89	\$0.000	\$0.00	\$-420.87	\$-420.87	\$0.00	\$-485.49

The above Unresolved Difference indicates that this employee may be owed a refund. 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		08/01/2024	1						\$-44.76	Manual Adjustment	
2	0		03/31/2024	0	LPR			\$-420.870000	\$-44.76	\$-44.76	User Added Payline	
3	0		01/29/2024	44888515000780	LWP	-8.000000	\$22.390625		\$-134.340000	\$375.89	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 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 Payments 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 be updated upon payroll confirmation. Note: Positive Addl Pay amounts will be in this column also.
Total 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. Note: Negative Addl Pay amounts will be in this column also.
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 an 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</p> <p>Unresolved Difference = Total Due to the State + Total Manual Adjustments + Total Payment to EE + Total Recovered + Goal Amount – Current Goal Balance</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	<p>Source Indicator.</p> <p>Manual Adjustment- Manual Adjustment made on LWOP Recovery page Payable Time – Time and Labor (T&L) Transaction.</p> <p>TL Payline – Payline coming from T&L.</p> <p>User Added Payline – Earnings added directly to Payline</p> <p>Addl Pay – Payline generated from Additional Pay</p>
Comment	Free form field to record comments for manual adjustments or transaction.

How often do you 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 set up 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

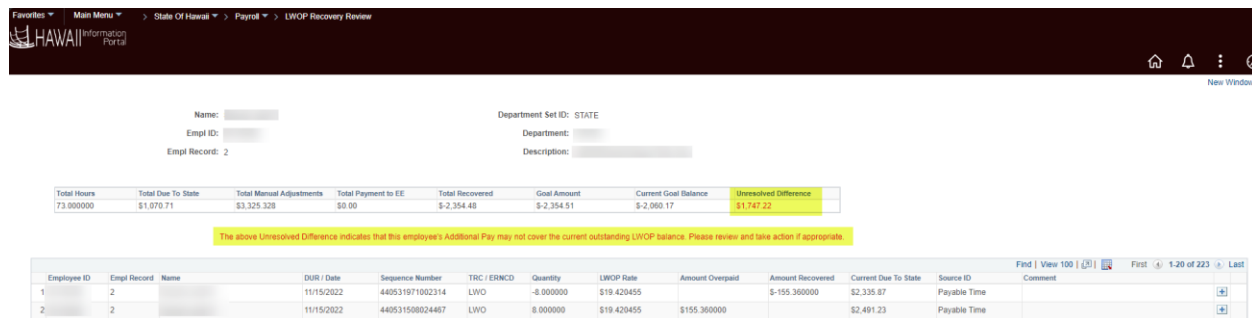
Refer to your department procedure for LWOP overpayment recovery. Also reference the [January 2019 Comptroller’s Memorandum No. 2019-01](#).

What is the expected outcome of the consultation?

- Finalize the **total** overpayment recovery amount.
- Finalize the overpayment recovery **amount per paycheck**.
- Calculate the number of pay periods to recover the overpaid amount.

SET UP LWOP RECOVERY

1. Follow the OPR procedure using the new LPR earnings code.



The screenshot shows the 'LWOP Recovery Review' page. At the top, there are fields for Name, Department Set ID (STATE), Empl ID, Department, and Description. Below these is a summary table:

Total Hours	Total Due To State	Total Manual Adjustments	Total Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
73,000,000	\$1,070.71	\$3,325,328	\$0.00	\$-2,354.48	\$-2,354.51	\$-2,060.17	\$1,747.22

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."

Below the warning is a detailed table of employee records:

Employee ID	Empl Record	Name	DIR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Find View 100 First 1-20 of 223 Last
1	2		11/15/2022	440531971002314	LWO	-8.000000	\$19.420455	\$-155.360000	\$-155.360000	\$2,335.87	Payable Time	
2	2		11/15/2022	440531508024467	LWO	8.000000	\$19.420455	\$155.360000		\$2,491.23	Payable Time	

The header table shows \$1747.22 of unresolved difference. E.g., an overpayment has occurred, however it is not configured on the **Create Additional Pay** page to recover from the employee’s paycheck.

SET UP CREATE ADDITIONAL PAY

When the department payroll decides to recover the entire amount (\$1747.22) from the employee’s subsequent paychecks and recover \$100 every paycheck, the following configuration can be used on the **Create Additional Pay** page.

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

Create Additional Pay

Employee: _____ Empl ID: _____ Empl Record: 2

Additional Pay [Search] | 1 of 1 | View All

*Earnings Code: **LPR** (LWOP Overpayment Recovery)

Effective Date [Search] | 1 of 2 | View All

Effective Date: 06/01/2023

Payment Details [Search] | 1 of 1 | View All

*Addl Seq Nbr: 1 End Date: _____

Rate Code: _____ Reason: Not Specified

Earnings: \$-100.00

Hours: _____ Hourly Rate: _____

Goal Amount: \$-1,747.22

Goal Balance: _____

Sep Check Nbr: _____

OK to Pay

Disable Direct Deposit
 Prorate Additional Pay

Applies To Pay Periods

First **Second** Third Fourth Fifth

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

The **Earnings Code** is **LPR**.

Earnings are the amount to be deducted per paycheck (negative value).

The **Goal Amount** is set up with the unresolved difference of $-\$1747.22$. The recovery amount should be negative.

The **OK to Pay** box should be checked, and **First** and **Second** periods should be checked.

Once the Additional Pay is configured, the amount will be deducted from the employee's future paychecks.

Additional Pay changes are reflected on the **LWOP Recovery Review** page immediately.

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

Name: _____ Department Set ID: STATE
 Empl ID: _____ Department: _____
 Empl Record: 0 Description: _____

Total Hours	Total Due To State	Total Manual Adjustments	Total Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
0.000000	\$-4.08	\$0.00	\$5.08	\$0.00	\$5.08	\$5.08	\$0.00

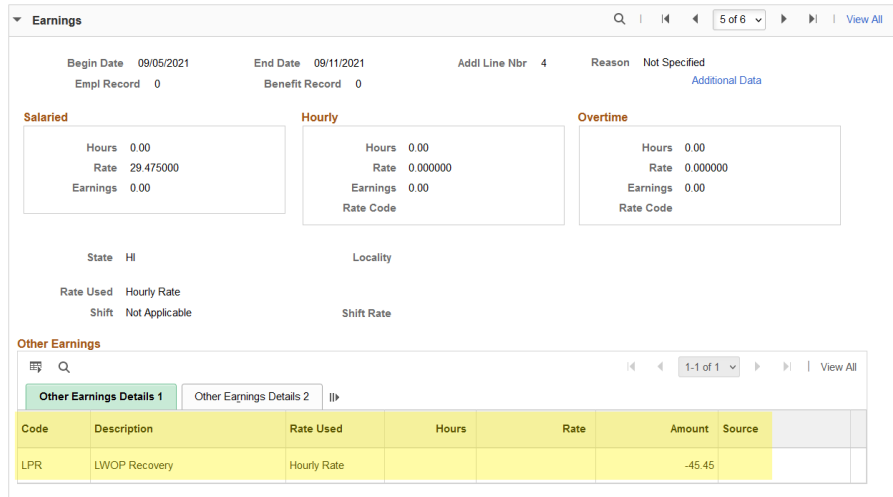
Employee ID	Empl Record	Name	DUIR / Date	Sequence Number	TRC / ER/NC/D	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0		08/02/2024	1						\$0.00	Manual Adjustment	
2	0		09/30/2023	1	LPR			\$5.080000		\$0.00	Add Pay	
3	0		07/11/2022	440410912000120	LWP	4.500000	\$43.560375	\$196.020000		\$-6.08	Payable Time	

- 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.

REVIEWING OVERPAYMENT RECOVERY ON PAYCHECK

Review the employee’s paycheck information to view LPR amounts. Note that the image below only illustrates one of the three weeks in the pay period. The sum of the three weeks will match the amount set up in the **Earnings** field on the **Create Additional Pay** page.



Earnings

Begin Date 09/05/2021 End Date 09/11/2021 Addl Line Nbr 4 Reason Not Specified
 Empl Record 0 Benefit Record 0 [Additional Data](#)

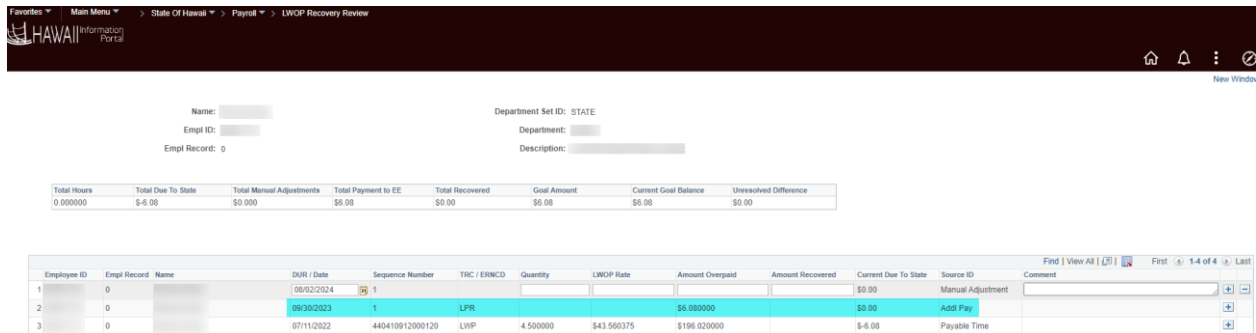
Salaried **Hourly** **Overtime**

Hours	0.00	Hours	0.00	Hours	0.00
Rate	29.475000	Rate	0.000000	Rate	0.000000
Earnings	0.00	Earnings	0.00	Earnings	0.00
		Rate Code		Rate Code	

State HI Locality
 Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings

Code	Description	Rate Used	Hours	Rate	Amount	Source
LPR	LWOP Recovery	Hourly Rate			-45.45	



State Of Hawaii > Payroll > LWOP Recovery Review

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 Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
0.000000	\$-6.08	\$0.000	\$6.08	\$0.00	\$6.08	\$6.08	\$0.00

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / EBNICD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0	[Redacted]	08/02/2024	1						\$0.00	Manual Adjustment	
2	0	[Redacted]	08/30/2023	1	LPR			\$6.980000	\$0.00	\$0.00	Add Pay	
3	0	[Redacted]	07/11/2022	446410912009120	LWP	4.500000	\$43.560375	\$196.820000		\$-6.08	Payable Time	

- 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 are referenced from the employee paycheck with pay end date.

MULTIPLE LWOP OVERPAYMENTS

IDENTIFYING MULTIPLE INSTANCES OF LWOP OVERPAYMENTS

Favorites ▾ Main Menu ▾ > State Of Hawaii ▾ > Payroll ▾ > LWOP Recovery Review

Name: [Redacted] Department Set ID: STATE
 Empl ID: [Redacted] Department: [Redacted]
 Empl Record: 2 Description: [Redacted]

Total Hours	Total Due To State	Total Manual Adjustments	Total Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
73.000000	\$1,070.71	\$3,325.328	\$0.00	\$-2,354.48	\$-2,354.51	\$-2,060.17	\$1,747.22

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	DJR / Date	Sequence Number	TRC / ERNCD	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	2	[Redacted]	11/15/2022	440531971902314	LWO	-8.000000	\$19.420455	\$-155.360000	\$-155.360000	\$2,335.87	Payable Time	
2	2	[Redacted]	11/15/2022	44053158024467	LWO	8.000000	\$19.420455	\$155.360000		\$2,491.23	Payable Time	

You may notice another instance of LWOP overpayment to an employee after the department configures 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 two options.

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

After exhausting all options, if the department must set up 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 recovery effort with separate tracking instances.

Example scenario: The first instance of Additional pay is set up to recover \$255.45 in increments of \$100.00 per paycheck. After this first instance of Additional pay is set up, 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 [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Q | 1 of 1 | View All

*Earnings Code Q + - LWOP Recovery

Effective Date Q | 1 of 1 | View All

Effective Date + -

Payment Details Q | 1 of 1 | View All

*Addl Seq Nbr End Date + -

Rate Code Q Reason + -

Earnings Hourly Rate

Hours Goal Balance

Goal Amount Disable Direct Deposit

Sep Check Nbr Prorate Additional Pay

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 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 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"/>
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 pay group ATF/LAG.

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 End Date [calendar icon]

Rate Code Reason

Earnings Hourly Rate

Hours Goal Balance

Goal Amount Disable Direct Deposit

Sep Check Nbr Prorate Additional Pay

OK to Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

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.

Effective Date: 11/01/2021

Payment Details

*Addl Seq Nbr: 2
Rate Code: [Search]
Earnings: \$-50.00
Hours: [Text]
Goal Amount: \$-768.35
Sep Check Nbr: [Text]

End Date: [Calendar]
Reason: Not Specified
Hourly Rate: [Text]
Goal Balance: [Text]

Disable Direct Deposit
 Prorate Additional Pay
 OK to Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

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

Default Job Data

Position: 00026230
Business Unit: STATE - State of Hawaii
Department: 340116 - PSD/Institutions/Oahu/Comy/Cor/Ct
Job Code: 03843 - Adult Corrections Officer III
Combination Code: [Text]
GL Pay Type: [Text]
Shift: Not Applicable

Job Data Override

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

Tax Information

Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History

Click on the Edit Chart Fields link in the Job Data Override section.

[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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Data Override
 Position:
 Business Unit:
 Department:
 Job Code:
 Combination Code: [Edit ChartFields](#)

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

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" 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"/>

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

Payment Details

*Addl Seq Nbr 2
 Rate Code
 Earnings \$-50.00
 Hours
 Goal Amount \$-768.35
 Sep Check Nbr
 OK to Pay

End Date
 Reason Not Specified
 Hourly Rate
 Goal Balance
 Disable Direct Deposit
 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	00028230	Business Unit	STATE	State of Hawaii
Department	340116	Job Code	03843	FSD/Institutions/OahuComyCorCt Adult Corrections Officer III
Combination Code		GL Pay Type		
Shift	Not Applicable			

Job Data Override

Position	
Business Unit	
Department	
Job Code	
Combination Code	000707975
GL Pay Type	
*Addl Shift	Use Job Shift

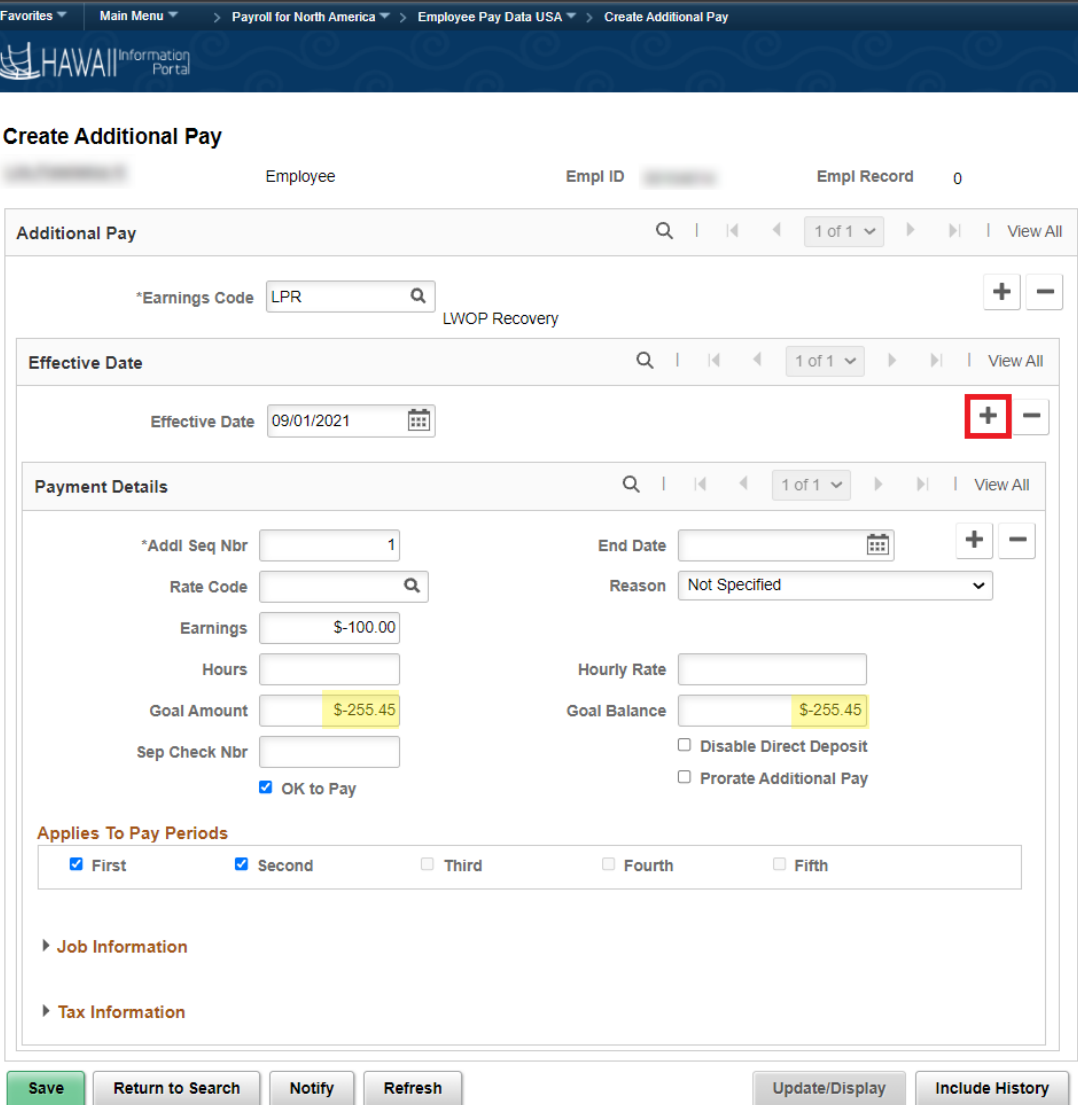
Tax Information

Review the information for the second sequence for accuracy before clicking the **Save** button. 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.

IDENTIFYING LWOP OVERPAYMENTS ADDED AFTER AN EARLIER INSTANCE WAS COLLECTED

You may notice another instance of LWOP overpayment to the employee after the 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 set up to recover \$255.45 in increments of \$100.00 per paycheck and the full \$255.45 has been recovered. Additional overpayment is 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 \$150.00 per paycheck.



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 [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="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"/>	<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](#)

When you add a new effective date record, the effective date will default to the current date. You may notice that the Goal Amount and Goal Balance disappeared.

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



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 1 of 2 View All

Effective Date: 10/01/2021

Payment Details 1 of 1 View All

*Addl Seq Nbr: 2 End Date: [REDACTED]

Rate Code: [REDACTED] Reason: Not Specified

Earnings: \$-150.00 Hours: [REDACTED] Hourly Rate: [REDACTED]

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

Sep Check Nbr: [REDACTED] Disable Direct Deposit

OK to Pay Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Change the effective date to a date where it will impact the upcoming paycheck based on the employee’s pay group 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](#)

Reason:

\$-150.00

\$-766.35

OK To Pay Prorate Additional Pay

ChartField Common Component

ChartField Details

Combination Code

Search Options

Combination Codes

ChartField Detail

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

Combination Code [Edit ChartFields](#)

 *Add Shift:

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] + -
 Rate Code: [Search] Reason: Not Specified ▾
 Earnings: \$-150.00
 Hours: [Text] Hourly Rate: [Text]
 Goal Amount: \$-766.35 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: 00028230
 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

Return to Search Notify Refresh Update/Display Include History

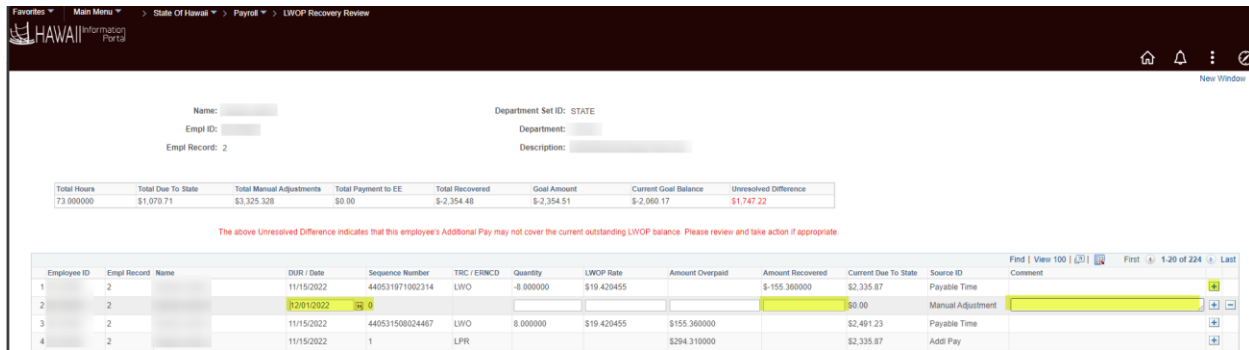
Review the information for the second sequence for accuracy before clicking the save button.

The LWOP recovery page is updated with the combined sum of the goal amounts. 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 an 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.

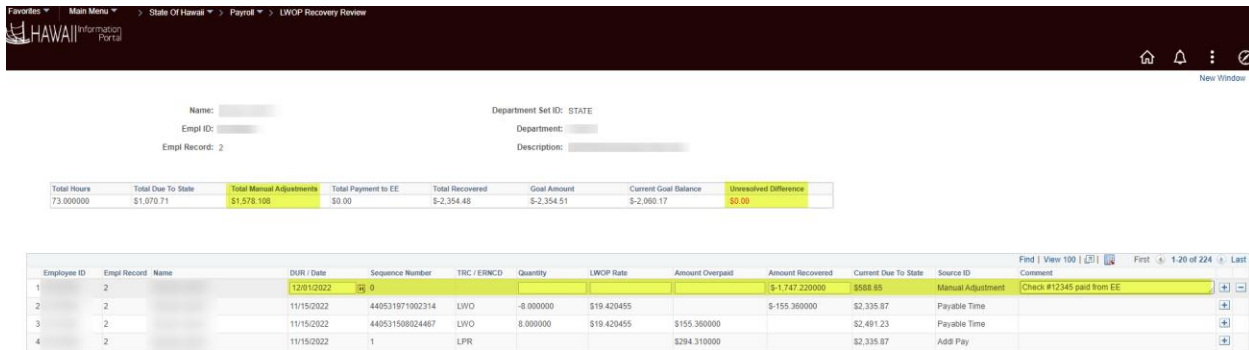


Total Hours	Total Due To State	Total Manual Adjustments	Total Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
73.000000	\$1,070.71	\$3,325.328	\$0.00	\$-2,354.48	\$-2,354.51	\$-2,060.17	\$1,747.22

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	TBC / ER/NC/D	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	2		11/15/2022	440531971002314	LWO	-8.000000	\$19.420455		\$-155.360000	\$2,335.87	Payable Time	
2	2		12/01/2022	0					\$0.00		Manual Adjustment	
3	2		11/15/2022	440531508924467	LWO	8.000000	\$19.420455	\$155.360000		\$2,491.23	Payable Time	
4	2		11/15/2022	1	LPR			\$294.310000		\$2,335.87	Add Pay	

- 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.



Total Hours	Total Due To State	Total Manual Adjustments	Total Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
73.000000	\$1,070.71	\$1,070.706	\$0.00	\$-2,354.48	\$-2,354.51	\$-2,060.17	\$0.00

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TBC / ER/NC/D	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	2		12/01/2022	0					\$-1,747.220000	\$588.85	Manual Adjustment	Check #12345 paid from EE
2	2		11/15/2022	440531971002314	LWO	-8.000000	\$19.420455		\$-155.360000	\$2,335.87	Payable Time	
3	2		11/15/2022	440531508924467	LWO	8.000000	\$19.420455	\$155.360000		\$2,491.23	Payable Time	
4	2		11/15/2022	1	LPR			\$294.310000		\$2,335.87	Add Pay	

The LWOP Recovery Review page is updated, and the Unresolved Difference is zero. The header table Total Manual Adjustments shows the amount entered and saved in the detail table Amount Recovered. Note the Total Due to State in the header table is a cumulative lifetime amount and does not reset to zero.

LWOP UNDERPAYMENTS

WHY LWOP UNDERPAYMENTS OCCUR

Below is one scenario where LWOP underpayment can occur

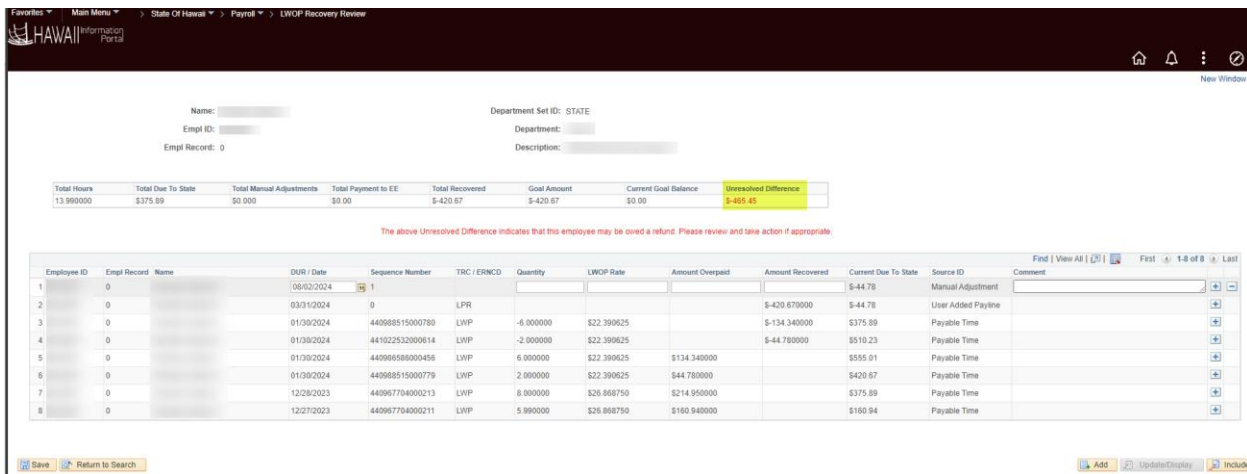
- When an employee is low on Vacation/Sick balance; any absence request they submit will turn into LWOP if the employee does not have a sufficient absence balance to cover the request.
- These LWOP absence transactions are then converted to payable time.
 - When these LWOP transactions are for the current pay period, they are processed with payroll docking the employee pay.

- If the employee receives a vacation leave donation, the system will use it to 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.

IDENTIFYING UNDERPAYMENTS ON THE LWOP RECOVERY PAGE



Total Hours	Total Due To State	Total Manual Adjustments	Total Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
13.990000	\$375.89	\$0.000	\$0.00	\$-420.67	\$-420.67	\$0.00	\$-495.45

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

Employee ID	Empl Record	Name	DUR / Date	Sequence Number	TRC / ER/NC	Quantity	LWOP Rate	Amount Overpaid	Amount Recovered	Current Due To State	Source ID	Comment
1	0		08/02/2024	1						\$-44.78		Manual Adjustment
2	0		03/31/2024	0	LPR				\$-420.670000	\$-44.78		User Added Payline
3	0		01/09/2024	440988515000789	LWP	-4.000000	\$22.390625		\$-134.340000	\$375.89		Payable Time
4	0		01/09/2024	441022532000814	LWP	-2.000000	\$22.390625		\$-44.780000	\$510.23		Payable Time
5	0		01/09/2024	440988586000486	LWP	6.000000	\$22.390625	\$134.340000		\$555.01		Payable Time
6	0		01/09/2024	440988515000779	LWP	2.000000	\$22.390625	\$44.780000		\$420.67		Payable Time
7	0		12/28/2023	440967704000213	LWP	8.000000	\$26.868750	\$214.950000		\$375.89		Payable Time
8	0		12/27/2023	440967704000211	LWP	5.990000	\$26.868750	\$160.940000		\$160.94		Payable Time

When the unresolved difference is “negative” as shown in the above screenshot, the department owes money to the employee.

PROCESSING UNDERPAYMENTS 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.

- Use the Time Reporting Code (**LPR**) – LWOP Repay
- Set up 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.

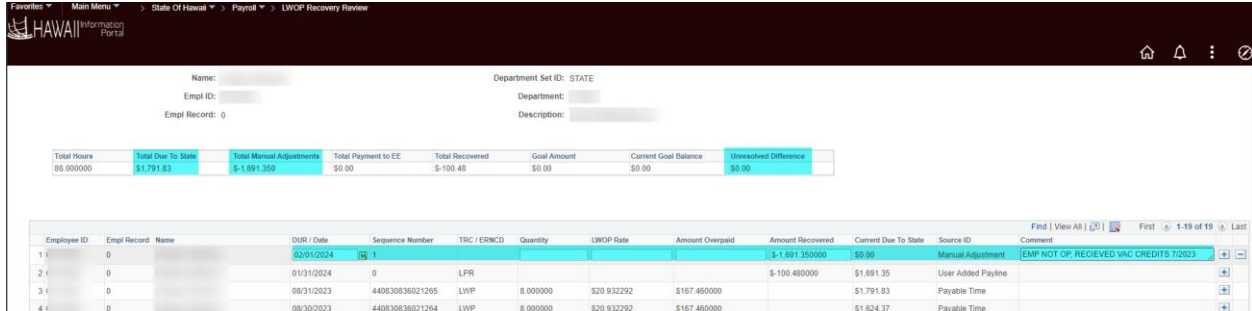
The LWOP Recovery Review page will update the amount repaid to the employee after payroll confirmation.

2	0		09/15/2021	0	LPR		\$357.430000	\$0.00	TL Payline
1	0		09/15/2021	0	LPR		\$357.430000	\$0.00	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.

- If the underpayment was processed with 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 screenshot below.
- Insert a new row by clicking on the + button on the detailed table grid.



The screenshot shows the 'LWOP Recovery Review' page. At the top, there are fields for Name, Empl ID, Department, and Description. Below these is a summary table:

Total Hours	Total Due To State	Total Manual Adjustments	Total Payment to EE	Total Recovered	Goal Amount	Current Goal Balance	Unresolved Difference
88.000000	\$1,791.83	\$-1,691.35	\$0.00	\$-100.48	\$0.00	\$0.00	\$9.00

Below the summary table is a detailed table grid with columns: Employee ID, Empl Record, Name, DUSR / Date, Sequence Number, TRC / E/RBC/D, Quantity, LWOP Rate, Amount Overpaid, Amount Recovered, Current Due To State, Source ID, and Comment. The grid shows several rows, with the first row highlighted in blue, indicating a manual adjustment.

- 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>.

VERIFYING 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.

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.

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	99999	Test Employee	11/04/2021	1		1.00				\$6,359.42	Manual Adjustment	
2	99999	Test Employee	10/29/2021	440153796002315	LWO	1.000000	\$30.462500	\$30.460000		\$6,359.42	Payable Time	
3	99999	Test Employee	10/29/2021	440152123002199	LWO	-1.000000	\$30.462500		\$-30.460000	\$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
2	99999	Test Employee	11/04/2021	1		1.00				\$6,359.42	Manual Adjustment	
3	99999	Test Employee	10/29/2021	440153796002315.00	LWO	1	\$30.46	\$30.46		\$6,359.42	Payable Time	
4	99999	Test Employee	10/29/2021	440152123002199.00	LWO	-1	\$30.46		(\$30.46)	\$6,328.96	Payable Time	
5	99999	Test Employee	10/29/2021	440152123002198.00	LWO	1	\$30.46	\$30.46		\$6,359.42	Payable Time	
6	99999	Test Employee	10/29/2021	440149770000961.00	LWO	1	\$30.46	\$30.46		\$6,328.96	Payable Time	
7	99999	Test Employee	10/29/2021	440153796002316.00	LWO	-1	\$30.46		(\$30.46)	\$6,298.50	Payable Time	
8	99999	Test Employee	10/28/2021	440153796002314.00	LWO	-8	\$30.46		(\$243.70)	\$6,328.96	Payable Time	
9	99999	Test Employee	10/28/2021	440152123002197.00	LWO	-8	\$30.46		(\$243.70)	\$6,572.66	Payable Time	
10	99999	Test Employee	10/28/2021	440153796002313.00	LWO	8	\$30.46	\$243.70		\$6,816.36	Payable Time	
11	99999	Test Employee	10/28/2021	440149770000960.00	LWO	8	\$30.46	\$243.70		\$6,572.66	Payable Time	
12	99999	Test Employee	10/28/2021	440152123002196.00	LWO	8	\$30.46	\$243.70		\$6,328.96	Payable Time	
13	99999	Test Employee	10/27/2021	440153796002312.00	LWO	-3.75	\$30.46		(\$114.23)	\$6,085.26	Payable Time	
14	99999	Test Employee	10/27/2021	440152123002195.00	LWO	-3.75	\$30.46		(\$114.23)	\$6,199.49	Payable Time	
15	99999	Test Employee	10/27/2021	440153796002311.00	LWO	3.75	\$30.46	\$114.23		\$6,313.72	Payable Time	
16	99999	Test Employee	10/27/2021	440149770000959.00	LWO	3.75	\$30.46	\$114.23		\$6,199.49	Payable Time	
17	99999	Test Employee	10/27/2021	440152123002194.00	LWO	3.75	\$30.46	\$114.23		\$6,085.26	Payable Time	
18	99999	Test Employee	10/26/2021	440153796002309.00	LWO	2.5	\$30.46	\$76.16		\$5,971.03	Payable Time	
19	99999	Test Employee	10/26/2021	440153796002310.00	LWO	-2.5	\$30.46		(\$76.16)	\$5,894.87	Payable Time	
20	99999	Test Employee	10/26/2021	440152123002192.00	LWO	2.5	\$30.46	\$76.16		\$5,971.03	Payable Time	
21	99999	Test Employee	10/26/2021	440152123002193.00	LWO	-2.5	\$30.46		(\$76.16)	\$5,894.87	Payable Time	
22	99999	Test Employee	10/26/2021	440146473003014.00	LWO	-2.5	\$30.46		(\$76.16)	\$5,971.03	Payable Time	
23	99999	Test Employee	10/26/2021	440149770000958.00	LWO	2.5	\$30.46	\$76.16		\$6,047.19	Payable Time	
24	99999	Test Employee	10/20/2021	440153796002308.00	LWO	-3.75	\$30.46		(\$114.23)	\$5,971.03	Payable Time	
25	99999	Test Employee	10/20/2021	440152123002191.00	LWO	-3.75	\$30.46		(\$114.23)	\$6,085.26	Payable Time	
26	99999	Test Employee	10/20/2021	440153796002307.00	LWO	3.75	\$30.46	\$114.23		\$6,199.49	Payable Time	
27	99999	Test Employee	10/20/2021	440149770000957.00	LWO	3.75	\$30.46	\$114.23		\$6,085.26	Payable Time	
28	99999	Test Employee	10/20/2021	440146473003012.00	LWO	-3.75	\$30.46		(\$114.23)	\$5,971.03	Payable Time	
29	99999	Test Employee	10/20/2021	440152123002190.00	LWO	3.75	\$30.46	\$114.23		\$6,085.26	Payable Time	
30	99999	Test Employee	10/19/2021	440153796002306.00	LWO	-0.25	\$30.46		(\$7.62)	\$5,971.03	Payable Time	
31	99999	Test Employee	10/19/2021	440152123002189.00	LWO	-0.25	\$30.46		(\$7.62)	\$5,978.65	Payable Time	
32	99999	Test Employee	10/19/2021	440153796002305.00	LWO	0.25	\$30.46	\$7.62		\$5,986.27	Payable Time	
33	99999	Test Employee	10/19/2021	440149770000956.00	LWO	0.25	\$30.46	\$7.62		\$5,978.65	Payable Time	
34	99999	Test Employee	10/19/2021	440146473003010.00	LWO	-0.25	\$30.46		(\$7.62)	\$5,971.03	Payable Time	
35	99999	Test Employee	10/19/2021	440152123002188.00	LWO	0.25	\$30.46	\$7.62		\$5,978.65	Payable Time	
36	99999	Test Employee	10/18/2021	440153796002303.00	LWO	3.75	\$30.46	\$114.23		\$5,971.03	Payable Time	
37	99999	Test Employee	10/18/2021	440153796002304.00	LWO	-3.75	\$30.46		(\$114.23)	\$5,856.80	Payable Time	
38	99999	Test Employee	10/18/2021	440152123002186.00	LWO	3.75	\$30.46	\$114.23		\$6,071.03	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 are example results for HIP_TL_HRS_WORKED downloaded to Excel.

Pay Run ID	Check Dt	Co	Grp	Pay Period End	ID	Empl Record	Earns Begin	Earns End	Dept ID	Earn Code	Oth Hrs	Oth Earns	Add Gross	Earnings Period
2021NOV1	11/5/2021	SOH	LAG	10/31/2021	00099999	0	10/24/2021	10/30/2021	599999	LOP	2.50	-75.15		10-SECOND
2021NOV1	11/5/2021	SOH	LAG	10/31/2021	00099999	0	10/24/2021	10/30/2021	599999	B	40.00	1218.50		10-SECOND
2021NOV1	11/5/2021	SOH	LAG	10/31/2021	00099999	0	10/17/2021	10/23/2021	599999	B	40.00	1218.50		10-SECOND
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
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
2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	10/10/2021	10/15/2021	599999	LOP	3.75	-103.85		10-FIRST
2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	10/2/2021	10/9/2021	599999	B	40.00	1107.73		10-FIRST
2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	10/2/2021	10/2/2021	599999	B	8.00	221.54		10-FIRST
2021OCT2	10/20/2021	SOH	LAG	10/15/2021	00099999	0	10/1/2021	10/2/2021	599999	LOP	3.75	-103.85		10-FIRST
2021OCT1	10/5/2021	SOH	LAG	9/30/2021	00099999	0	9/25/2021	9/30/2021	599999	B	32.00	886.18		09-SECOND
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
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
2021OCT1	10/5/2021	SOH	LAG	9/30/2021	00099999	0	9/16/2021	9/18/2021	599999	LOP	7.50	-207.70		09-SECOND
2021OCT1	10/5/2021	SOH	LAG	9/30/2021	00099999	0	9/16/2021	9/18/2021	599999	B	16.00	443.09		09-SECOND
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
2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/6/2021	9/11/2021	599999	LOP	11.25	-316.34		09-FIRST
2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/6/2021	9/11/2021	599999	B	40.00	1107.73		09-FIRST
2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/15/2021	9/4/2021	599999	LOP	11.25	-316.34		09-FIRST
2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	9/15/2021	9/4/2021	599999	B	24.00	664.63		09-FIRST
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
2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/31/2021	8/31/2021	599999	B	5.50	-154.66		08-SECOND
2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/25/2021	8/31/2021	599999	B	16.00	406.17		08-SECOND
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
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
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
2021SEPT2	9/20/2021	SOH	LAG	9/15/2021	00099999	0	8/22/2021	8/28/2021	599999	LOP	18.75	-527.24		08-SECOND
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
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
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
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
2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/16/2021	8/21/2021	599999	LOP	24.00	-609.25		08-SECOND
2021SEPT1	9/3/2021	SOH	LAG	8/31/2021	00099999	0	8/16/2021	8/21/2021	599999	B	40.00	1015.41		08-SECOND
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
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
2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	8/8/2021	8/14/2021	599999	LOP	-5.00	-112.48		08-FIRST
2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	8/8/2021	8/14/2021	599999	B	40.00	1218.50		08-FIRST
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
2021AUG2	8/15/2021	SOH	LAG	8/15/2021	00099999	0	8/1/2021	8/7/2021	599999	B	40.00	1218.50		08-FIRST
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
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
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
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
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

The following is an example of HIP_TL_HRS_WORKED summarized in a Pivot Table with fields selected to view earnings codes filtered to view LOP summarized by month.

Sum of Oth Hrs	Earns End	Aug	Sep	Oct	Grand Total
20	59.75	51.25	17.75	148.75	
20	59.75	51.25	17.75	148.75	

Filter by earns code LOP

Below is an example of HIP_TL_PAYABLE_TIME_EE query results downloaded to Excel.

EE Payable Time	Emp Record	Name	Payroll No	Grp	Typ	FC	Dept ID	Dept Desc	Position	Posn Desc	Rpt Dt	Number	TRC	TRC Desc
3	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	3/31/2021	44005603000031 00	FRG	Regular FI
4	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/7/2021	440056030002731 00	LWO	Leave With
5	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/7/2021	440056062000281 00	LWO	Leave With
6	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/7/2021	440056130000231 00	LWO	Leave With
7	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/8/2021	440056030002732 00	LWO	Leave With
8	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/8/2021	440056062000282 00	LWO	Leave With
9	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/8/2021	440056130000232 00	LWO	Leave With
10	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/8/2021	440056030002733 00	LWO	Leave With
11	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/8/2021	440056062000283 00	LWO	Leave With
12	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/8/2021	440056130000233 00	LWO	Leave With
13	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/12/2021	440056030002734 00	LWO	Leave With
14	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/12/2021	440056062000284 00	LWO	Leave With
15	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/12/2021	440056130000234 00	LWO	Leave With
16	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/13/2021	440056030002735 00	LWO	Leave With
17	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/13/2021	440056062000285 00	LWO	Leave With
18	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/13/2021	440056130000235 00	LWO	Leave With
19	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/14/2021	440056030002736 00	LWO	Leave With
20	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/14/2021	440056062000286 00	LWO	Leave With
21	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/14/2021	440056130000236 00	LWO	Leave With
22	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/15/2021	440056030002737 00	LWO	Leave With
23	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/15/2021	440056062000287 00	LWO	Leave With
24	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/15/2021	440056130000237 00	LWO	Leave With
25	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056030002738 00	LWO	Leave With
26	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056062000288 00	LWO	Leave With
27	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056130000238 00	LWO	Leave With
28	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056062000289 00	LWO	Leave With
29	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056130000239 00	LWO	Leave With
30	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056030002739 00	LWO	Leave With
31	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056062000290 00	LWO	Leave With
32	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/16/2021	440056130000240 00	LWO	Leave With
33	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/18/2021	440056030002740 00	LWO	Leave With
34	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/18/2021	440056062000291 00	LWO	Leave With
35	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/18/2021	440056130000241 00	LWO	Leave With
36	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/19/2021	440056030002741 00	LWO	Leave With
37	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/19/2021	440056062000292 00	LWO	Leave With
38	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/19/2021	440056130000242 00	LWO	Leave With
39	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056030002742 00	LWO	Leave With
40	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056062000293 00	LWO	Leave With
41	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056130000243 00	LWO	Leave With
42	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056030002743 00	LWO	Leave With
43	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056062000294 00	LWO	Leave With
44	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056130000244 00	LWO	Leave With
45	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056030002744 00	LWO	Leave With
46	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056062000295 00	LWO	Leave With
47	0009999	0 Test Employee	D31	LAG	S	SOH	151017	TRN/Air Div/Engineering	00017635	Secretary III	7/20/2021	440056130000245 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
3	1=1-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	4					4
13	19-Jul	4					4
14	20-Jul	8					8
15	21-Jul	4					4
16	22-Jul	8					8
17	23-Jul	4					4
18	25-Jul	4					4
19	27-Jul	8					8
20	28-Jul	4					4
21	29-Jul	8					8
22	30-Jul	4					4
23	2-Aug		4				4
24	3-Aug		8				8
25	4-Aug		4				4
26	5-Aug		8				8
27	6-Aug		4				4
28	9-Aug		4				4
29	10-Aug		8				8
30	11-Aug		4				4
31	12-Aug		8				8
32	13-Aug		4				4
33	16-Aug		4				4
34	17-Aug		8				8
35	18-Aug		4				4
36	19-Aug		8				8
37	20-Aug		8				8
38	23-Aug		3.75				3.75
39	24-Aug		3.75				3.75
40	25-Aug		3.75				3.75
41	26-Aug		3.75				3.75
42	27-Aug		3.75				3.75
43	30-Aug		3.75				3.75
44	31-Aug		8.5				8.5
45	1-Sep			3.75			3.75
46	2-Sep			3.75			3.75
47	4-Sep			3.75			3.75

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

