

Leave Without Pay Recovery Review

November 2021

Agenda

- Purpose of the LWOP Recovery Review page
- Actions needed to resolve differences
- Video training
- Helpful links and resources
- Additional tips and considerations
- Please submit your questions by Friday 11/26/2021, answers to be posted by Friday 12/3/2021

<https://docs.google.com/forms/d/e/1FAIpQLSdgp8LJbth9rqBiFDIW7ZgtGIZdtNO2qfzfwWZG2XhFkBTG4g/viewform>

Purpose of the LWOP Recovery Review page

- The page is designed to identify prior period LWOP timesheet transactions that were closed without being processed in payroll.
- It identifies if there is an unresolved amount that is due to the State requiring recovery efforts.
- It identifies if there is an unresolved amount that is due back to the employee requiring payment reimbursement.

Actions needed to resolve differences

- If there is a positive unresolved difference, employee consultation is recommended, and recovery collection effort is needed by creating an Additional Pay amount using Earns Code: LPR
- If there is a negative unresolved difference, payment reimbursement is needed by TRC: LPR on timesheet or Earns Code: LPR outside of timesheet.
- If unresolved difference was already settled or balance required adjustment, adjust the balance on the LWOP Recovery Review page.

LWOP Recovery Review

Helpful links and resources

- LWOP Recovery Review Guided Video: <https://files.hawaii.gov/dags/hip/LWOP%20Recovery%20Review.mp4> or <https://youtu.be/36MFuq8yjtY>
- LWOP Recovery Review Job Aid: <http://ags.hawaii.gov/hip/files/2021/11/Department-Procedure-LWOP-Overpayment-Recovery-FINAL.pdf>
- Queries:
 - HIP_LWOP_UNRESOLVED_PAYMENTS
 - HIP_TL_PAYABLE_TIME_EE
 - HIP_TL_HRS_WORKED
- HIP Navigation: Main Menu>State of Hawaii>Payroll>LWOP Recovery Review
- HIP Navigation: Main Menu>State of Hawaii>Payroll Change Schedule>Priority Pay
- HIP Navigation: Main Menu>Payroll for North America>Employee Pay Data USA>Create Additional Pay
- HIP Navigation: Main Menu>Reporting Tools>Query>Query Viewer

Additional tips and considerations

Reimbursement analysis

- When reviewing negative unresolved amounts due back to the employee, verify the amount was the correct amount deducted from the employee's paycheck. LWOP amounts are calculated on a prorated hourly rate basis instead of the standard hourly rate so there may be a difference between the LWOP Recovery Review page, and the actual amount deducted from the paycheck. If amounts need to be adjusted, create an adjustment on the LWOP Recovery Review page.

Rapid Time for beyond 90 days

- When entering payment reimbursement to employee on the timesheet, if it's beyond 90 days, use Rapid Time for entry and if pay period used is in the prior fiscal year, be sure to override the UAC if necessary to control the fiscal year.

Additional tips and considerations

Effective date for Additional Pay

- When creating Additional Pay, consider using the date that falls on beginning of a pay period to effectuate the current pay period for the employee's pay group (ATF/LAG). Example: for an ATF employee, if you use effective date 9/1/21, it will be picked on the 10/5/21 paycheck. If necessary, subsequent changes can be applied using effective date 9/2/21 which can still be picked up on the 10/5/21 paycheck.

Additional sequence in Additional Pay

- If subsequent prior period LWOP transaction occurs after prior unresolved differences have been resolved, you will need to create an additional sequence to recover the additional amount using a subsequent sequence number.

Additional tips and considerations

- Analysis of the LWOP Recovery Review page is to verify the unresolved difference amount.

Approach

- Query “HIP_TL_PAYABLE_TIME_EE” (minus) Query “HIP_TL_HRS_WORKED”

compared with

- LWOP Recovery Review page exported data