

## LWOP Recovery Q & A

Question	Answer
<p>I have a specific question. When I ran the "LWOP Recovery Review" page, an unresolved difference in the amount of \$177.46 showed up for an employee. If I am interpreting this document correctly, it looks like it is referencing LWOP for 2 hours on 9/10/21. However, in Team Time for Sept 10, 2021, she filed 4 hours Vacation and 4 hours SIC that was approved. Why is it showing up as 2.00 hrs. LWOP? Please advise. Thank you</p>	<p>Looks like you were only looking at the first 20 lines. If you look further, you will see that this employee had a total of 176 lines. Your best bet would be to download the page to excel so you can see all days that this amount effects. This one involved 3 days and you could sum up each day to see how they got the \$177.46 from the 3 days. In our introductory session, we showed how to run a pivot table to summarize the view by month and day since there are many lines to analyze. You may want to revisit the session recording or the job aid guide. YouTube recording: <a href="https://youtu.be/36MFuq8yjtY">https://youtu.be/36MFuq8yjtY</a> or State of Hawaii file server: <a href="https://files.hawaii.gov/dags/hip/LWOP%20Recovery%20Review.mp4">https://files.hawaii.gov/dags/hip/LWOP%20Recovery%20Review.mp4</a></p>
<p>Is there a way to find out the LWOP dates?</p>	<p>On the LWOP Recovery Review page you will see the LWOP date on the 4th column labeled "DUR / Date". You may want to run a pivot table to summarize the data by month and day as shown in the introductory session.</p>
<p>How often do we need to run the query.</p>	<p>You should run it after every payroll is completed. You may also want to run it a few days before timesheet deadline so that you have ample time to send or communicate with the employee an OP packet and then create the additional pay for recovery in the upcoming payroll.</p>
<p>For employees that have left the state do we still need to recover overpayment or does it get written off.</p>	<p>Per the DAGS Accounting Administrator, please reference Comptroller's memorandum 2019-01.</p>
<p>For employees that left the state do we assume that any vacation payouts made does NOT include hours on the query.</p>	<p>Vacation payouts would not be included in this process, so before you payout vacation balances, you may want to check to see if there are any LWOP related amounts for recovery and reduce the vacation payout accordingly.</p>
<p>For LWOP hours listed on the query do we assume that an EPAR was generated for them? Since we do reconcile the LWOP hours on the EPAR to what the employee was paid.</p>	<p>We cannot answer this as it pertains to your internal agency/department business process. Please contact your HR office to get clarification on what scenarios they furnish you with an EPAR.</p>
<p>Manual adjustments shown on the LWOP recovery are adjustments done by staff/timekeepers/HIP?</p>	<p>These will show all adjustments that were done either by someone with access to the page (payroll) or an automated system process.</p>
<p>The Query HIP_LWOP_UNRESOLVED_PAYMENTS has Column "Total Due to State." What is this Amount? Is this the Amount the Employee needs to pay back?</p>	<p>Yes, this is the original amount that is due to the State. If it is a positive amount, the employee owes the State money and the State will either recover through the use of Additional Pay with Earnings Code: LPR or if the employee wants to reimburse the State, they can write a check.</p>

<p>How accurate and current is the Unresolved Difference Amount on the Query? Can any additional information be provided? Earnings Period? Breakdown of Earnings? How are Taxes, Withholdings, Fringe Deductions, etc handled?</p>	<p>The Unresolved Difference Amount is current as of the last pay period confirmed with a paycheck. The page just shows the dates where LWOP transactions were closed but not transacted on a paycheck. All these other items you requested for can be found using the HIP_TL_HRS_WORKED query and the Review Paycheck screen.</p>
<p>If the Query already has "Total Due to State," what are Manual Adjustments? If Manual Adjustments are needed, when would this be entered in HIP?</p>	<p>Manual Adjustments are done if the balance did not account for recovery or reimbursement activities that occurred outside of HIP Time and Leave or with the use of TRCs and Earnings Code not picked up by the page, namely LWOP and LPR. Ideally if the paycheck history is fully reflected by the timesheet with transactions only occurring in the most current pay period and nothing retro was processed or required approval for leave request/timesheet items, everything will be accurate. However, because approvals may occur late or if timesheet items were missed or leave request were not requested timely or conversion balance not inputted timely/accurate, retro activities will occur which will cause overpayment or underpayment.</p>
<p>With the end of the Year fast approaching, how does this work with a different Year for the Recovery compared to the Earnings coming from the previous Year?</p>	<p>The balance will still be there until it has been addressed by you either with a recovery effort, reimbursement effort, or manual adjustment to the balance.</p>
<p>In HIP's Time and Leave, are there Mandatory Queries for Leave Record Keepers to run so Leave Record Keepers know LWOP will occur? Please direct which Queries can assist with preventing Salary Overpayment and/or keeping it to a minimum, as the Adjustment(s) should be made in a timely manner. There is a Leave Balance Query, but is there an Internal Feature that could be created to alert of the available Balance(s) below a certain amount and/or flagged when Employee is on Leave Without Pay? Note: When an Employee is out of Office unexpectedly, should the Leave Keeper/Supervisor input their Leave in HIP so it minimizes the LWOP to occur? Are there any Lock Out Dates for Leave Record Keepers/Supervisors to enter the Employee's Leave in HIP when the EE is not available? Example: For an employee, the Query, HIP_LWOP_UNRESOLVED_PAYMENTS, showed Total Due to State/Unresolved Difference of \$2,755.45; however, this Amount showed exactly in Pay Statement on Advice Date 08/19/2021, under Leave Without Pay Current Earnings. In this Case, what does Payroll need to do and why did this show in the Query if the LWOP has already been processed through HIP's Payroll Transaction?</p>	<p>The query HIP_TL_LESS_THAN_40_SCK_VAC may help may predict who is at risk of LWOP due to having low paid leave balances.</p> <p>The main cause for overpayment are transactions that are not being input on a timely basis. Please enforce timeliness with your leave keepers and employees, as it is State policy. The queries in the system are based off of what was input, however the system doesn't know what transactions have NOT been inputted.</p> <p>Due to the fact that forecasting employees accruals into their planned takes may not always go according to plan with the variable of whether or not the employee actually reports to work, until the date of leave occurs, it will be difficult to prevent with 100% accuracy. Prevention of overpayment will need to occur with manual forecasting on a case-by-case basis to prevent employees with low balances from creating overpayment by not showing up to work when they are in fact out of paid leave.</p>

We have a specific question for an employee. There is an unresolved difference of \$627.27 on the LWOP Recovery Review query. How do we determine what days she was over paid for? Is it for the dates shown in the column titled DUR/DATE: 10/27, 10/28, 10/29/21? If so, then we don't understand as these hours were entered on the system as FLWOP AND she hasn't received any wages from the 11/05/21 PR to current. This includes the period of Oct 1, 2021 - Nov 15, 2021. Please advise. Thank you!!!!

Looks like you were only looking at the first 20 lines. You will notice that this employee had a lot of lines. You should download the page to excel so you can see full details of the days that this amount effects. This one involved 4 days 9/22 - 9/24, and 9/27 and you could sum up each day to see how they got the \$627.27 from the 4 days. In our introductory session, we showed how to run a pivot table to summarize the view by month and day since there are many lines to analyze. You may want to revisit the session recording or the job aid guide. YouTube recording: <https://youtu.be/36MFuq8yjtY> or State of Hawaii file server: <https://files.hawaii.gov/dags/hip/LWOP%20Recovery%20Review.mp4>