TDI Overall Workflow

This guide is to outline the basic overall process for (1) **HR users** with access to Job Data, (2) **HR Admins** with access to Request/Administer Extended Absences screens relating to Time and Leave, and (3) **Payroll users** with access to Rapid Time to enter the TDI benefit payment and how these three roles interact throughout the payroll process.

Two general scenarios are outlined: (1) a retroactive scenario where the employee's TDI benefit was approved for a period in the past and (2) a current scenario where the employee's TDI benefit was approved for the current period that payroll is processing.

Note: This document is meant for general guidance only. As employees' circumstances and situations are different, please consult with your HR authority for specific guidance on entering employee data.

Each different user is split into different parts numerically, but these actions can be taken in any order at any time (except for the HR User as they can only transact on Job Data outside of the HR Lockout dates) as long as entries and approvals are done by the Timesheet Submission deadline. These parts are broken down for the purpose of simplicity and referenced throughout this document.

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Scenario 1: Reclassification: Employee approved for TDI for a past pay period where payroll has been finalized and may elect to use sick and/or vacation to supplement their seven-day waiting period (*this scenario will be for an employee on the After-the-Fact pay schedule with payroll processing for the 12/03/21 paycheck. Dates used for this scenario will pertain to the 10/16/21 – 10/31/21 pay period relating to the 11/19/21 check that was already finalized*).

What are the effects of having the employee's TDI approved retroactively? In this case, the employee has been approved for TDI for a retroactive period, meaning that there are ramifications on both the payroll and HR sides.

For **Payroll**, this scenario will require research into how the employee was paid during the approved TDI period as there will be some reclassification of time and/or leave needed to change to TDI for payroll purposes.

For **HR**, they will need to update the employee's Job Data with the **Paid Leave of Absence/TDI** action for a prior date, which may require DHRD/HR Authority intervention depending on the effective date of the employee's start of TDI benefits. If the effective date of the TDI benefit is prior to the most current effective action recorded on Job Data, then DHRD or the proper HR Authority will need to insert the TDI action using "Correct History".

For **HR Admin**, they will need to enter the extended absence for the TDI waiting period. The only possible addition to this process would be if the employee had regular sick or vacation taken during the waiting period, in which these would need to be cancelled so that the HR Admin can re-enter these as TDI Sick or TDI Vacation during the waiting period.
- *Note: If there are absences that overlap (e.g., regular sick/vacation taken during a period where TDI Sick/Vacation needs to be entered), a HIP Service Ticket may be needed to assist in transitioning the old absences to TDI Sick or TDI Vacation.*

Part I: HR User with access to Job Data
What is the purpose of this process? This part of the process is to enter a TDI action on the employee's Job Data record that will effectively stop the employee's regular pay from being processed during payroll, while allowing department payroll users to continue to pay the employee's TDI benefit and HR Admins to pay the sick and/or vacation during the seven-day waiting period. This will also mark the effective date of when the employee starts receiving TDI benefits.
Note: If the effective date of the TDI benefit is prior to the most current-dated action, DHRD or HR Authority will need to intervene to insert the Paid Leave of Absence/TDI action via "Correct History."

1. Once the employee is approved for TDI benefits, the HR user will enter the TDI action on Job Data by navigating to *NavBar> Navigator> Workforce Administration> Job Information> Job Data*
2. Search for the employee by **Empl ID** or other search criteria.
3. Check the employee's most current effective-dated action and determine whether the TDI benefit effective date is after or prior to this most current action.
   - In this scenario, the employee was approved for TDI benefits effective **October 25, 2021**, which is right after the most current action. The HR user can enter this action.

4. Add a new row by clicking the "+" button.
5. Change the *Effective Date* to the date the employee first receives TDI benefits after the seven-day waiting period.
   - In this scenario, employee was eligible for TDI benefits starting 10/25/21 after waiting seven days.
6. (*Optional*) Change the *Effective Sequence Number* by +1 if another action is already in place on the same effective date.
7. Change the *Action* to **Paid Leave of Absence**.
8. Change the *Reason* to **Temporary Disability Insurance**.
9. Enter any other additional information per your department or HR Authority's standards (e.g., Legal Authority, Job Comments, NTE Date, etc.).


What about tracking the employee's service history? Please follow DHRD's guidance regarding recording the employee's leave of absence while receiving TDI benefits for service history tracking purposes. For agencies outside of the Executive Branch, please consult your HR Authority for guidance on leave tracking during the TDI period.

Part IIa: HR Admin with access to the Create and Maintain Absences page

What is the purpose of this process? Due to the retroactive nature of the retro approved TDI, the HR Admin can assist in researching if any leave was used during the approved period, which can assist the Payroll user in reclassifying the regular leave to TDI leave as noted in **Part IIb**.

In this scenario, the employee was approved for TDI on October 25, serving a waiting period from October 18 to October 24. This guide will go through how to research if the employee was on leave at any point during the 10/16/21 – 10/31/21 pay period to reprocess the leaves as TDI sick or vacation leave.

1. Navigate to *NavBar> Navigator> Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Create and Maintain Absences*
2. Expand the search criteria at the top of the screen by clicking the arrow.
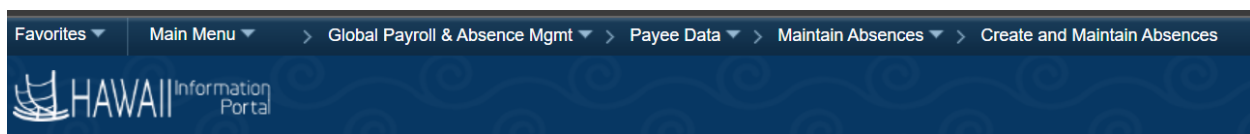
Create and Maintain Absence Requests

▶ Search

3. Use the search criteria to narrow down the search, then click **Search**.
4. Scroll down and examine if any leaves were used for the approved TDI period. In this scenario, any leave taken from October 16 – October 31 would apply. It appears that the employee did take Sick Leave on October 25, which will require cancelling to reclassify into TDI.
   - *Note*: As the employee's first day of TDI benefits is October 25, the HR Admin is only required to cancel the original absence and enter the TDI waiting period. The Payroll user will enter the TDI benefit payment as part of their process.

Absence Detail	Partial Days	Additional Information	Override	Process	Forecast	Comments	Demographic	▐▶		
Select	***Employee ID**	**Name**	**Empl Record**	**Job Title**	***Start Date**	***End Date**	***Absence Name**	**Reason**	**Duration**	
☐	🔍		0 🔍	Painter II	11/17/2021 📅	11/17/2021 📅	01 - Sick L ∨	∨	8 Hours	
☐	🔍		0 🔍	Painter II	11/08/2021 📅	11/08/2021 📅	01 - Sick L ∨	∨	8 Hours	
☐	🔍		0 🔍	Painter II	11/05/2021 📅	11/05/2021 📅	Admin Lv-(∨	03 - Boos ∨	2 Hours	
☐	🔍		0 🔍	Painter II	10/25/2021 📅	10/25/2021 📅	01 - Sick L ∨	∨	8 Hours	

5. Click on **Cancel Absence Requests**.

6. Click the **Select** checkbox on the 10/25/21 leave, scroll to the right, and indicate the **Cancel Reason**.

*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason
01 - Sick Leave		8 Hours	View/Add	10/25/2021	Administrator Absence Event	Approved	Not Valid

7. Indicate the appropriate **Submit Option**, then **Submit for Cancelation**. In this scenario, since we are reclassifying sick leave to TDI, supervisor approval will not be required for this cancelation, so this cancellation will be submitted with the **Approve Automatically** workflow.

▼ **Submission Options**

	*Submit Option	Approve Automatically

Submit For Cancelation

8. Upon submission (if approving automatically) or supervisor approval, the sick leave will be cancelled and can be allowed to have other leaves entered.

Part IIb: HR Admin with access to Request/Administer Extended Absence
What is the purpose of this process? This part of the process allows the HR Admins to be able to pay the employee's sick and vacation during the seven-day waiting period.
Note 1: If the employee does not have leave, then this part may be *optional* based on your HR procedures on tracking leave. Since the TDI benefit date is being tracked on the employee's Job Data, this part may be optional if the employee does not have leave to use during the seven-day waiting period.
Note 2: If the employee had previously used sick or vacation during the time TDI has been approved, some retroactive processing will need to occur by cancelling the regular absences using the *Create and Maintain Absences* screen (described in Part IIa above), then entering the TDI Sick and/or TDI Vacation following the steps below.

1. Enter the employee's Extended Absence request by navigating to *NavBar> Navigator> Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Request Extended Absence*
   - *Note:* The employee is also able to request the extended absence through Employee Self Service, however this guide will go through the HR Admin's process.
2. Search for the employee by **Empl ID** or other search criteria.
3. Enter the **Extended Absence Request Details**.
   - *Note: The Start Date of the Extended Absence should be the first day of the employee's seven-day waiting period.*

Request Extended Absence

Painter II

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details ⑦

*Start Date	10/18/2021 📅
*Expected Return Date	10/24/2021 📅
Actual Return Date	📅
Absence Type	TDI
*Absence Name	TDI EA
*Absence Reason	TDI Waiting Period

4. Enter any relevant comments then click **Submit**.

Absence Requests

Absence Request ⑦

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							☐

Requestor Comments

Go To   View Extended Absence Request History   View Absence Balances

Submit	Save for Later

Return to Search List

* Required Field

5. Navigate to *Manager Self Service> Approvals* to review and approve/push back the Extended Absence request.
6. Once approved, navigate to *NavBar> Navigator> Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Administer Extended Absence*.
7. Search for the employee's Extended Absence request using the search criteria.

Administer Extended Absence

Search Criteria

*Show Requests by Status	Pending ⌄		
Approver	🔍		
Employee ID			
Absence Name	⌄		
From Last Name		Through Last Name	
From Date	📅	Through Date	📅
		Search	Clear

8. Click on **Edit**.

Extended Absence Requests ⑦

🔳 🔍		◁ ◁ 1-1 of 1 ⌄ ▷ ▷▷ | View All

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
		0	TDI EA	10/18/2021	10/24/2021	Approved	11/23/2021	N	Edit	Approve

9. Select **Add New Absence** under the **Absence Request** section.

Absence Requests

Select the Absence Requests you want to perform an action for.

Absence Request ⑦

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Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided	Edit
☐								☐	Edit

Select All   Deselect All   Add New Absence

10. Enter the relevant TDI absence information then forecast the absence. For this scenario, the employee will be using their remaining 40 hours of sick leave over the first five days during the waiting period.

SS Create Absence Req

Details ⑦

*Start Date	10/18/2021 📅
End Date	10/22/2021 📅
Filter by Type	TDI
*Absence Name	TDI SICK AT
*Reason	TDI Waiting Period
Partial Days	None
Duration	40.00 Hours

View Monthly Calendar

Current Balance

Calculate End Date or Duration   **Forecast Balance**

11. Submit the added absence(s), then approve them.
12. Once the absence take(s) are approved and the nightly absence process is complete, they will appear on Payable Time.

Part III: Payroll User with access to Rapid Time

What is the purpose of this process? This part of the process is to allow the Payroll user to be able to enter the TDI benefit payment via Rapid Time and reclassify prior earnings to TDI.

Note 1: Since the employee was approved for TDI in a past pay period, research will be required to see how the employee was paid for that period to be able to accurately reclassify the employee's earnings to TDI leave.

Note 2: If the employee was paid as regular throughout the pay period, there may be potential for overpayment that needs to be discussed with the employee.

1. To review the employee's paycheck, navigate to *NavBar> Navigator> Payroll for North America> Payroll Processing USA> Produce Payroll> Review Paycheck*.
2. Search using the **Empl ID**.
3. Select the applicable check. For this scenario, we are looking at the 11/19/21 paycheck pertaining to the employee's 10/16/21 – 10/31/21 pay period.
4. Review the earnings information. For this employee, they were paid their normal semi-monthly salary for the pay period with 8 hours of Sick Leave used during this period.

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions

Empl ID [ ]　　**Name** [ ]

Company SOH　　**Pay Group** ATF　　**Pay Period End** 10/31/2021　　**Page** 2242　　**Line** 1　　**Separate Check**

Paycheck Information

Paycheck Status Confirmed	**Paycheck Option** Advice	
Issue Date 11/19/2021	**Paycheck Number** [ ]	
☐ Off Cycle　☐ Reprint	☐ Adjustment	☐ Corrected　☐ Cashed

Paycheck Totals

Earnings	2,625.50
Taxes	546.81
Deductions	257.76
Net Pay	1,820.93

▼ Earnings　　🔍 | ◀◀ ◀ | 5 of 5 ▾ | ▶ ▶▶ | View All

Begin Date 10/24/2021	**End Date** 10/30/2021	**Addl Line Nbr** 4	**Reason** Not Specified	
Empl Record 0	**Benefit Record** 0		Additional Data	

Salaried

Hours 0.00
Rate 30.294231
Earnings 0.00

Hourly

Hours -8.00
Rate 30.294231
Earnings -242.35
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

State HI　　**Locality**

Rate Used Hourly Rate

Shift Not Applicable　　**Shift Rate**

Other Earnings

🔍　　| ◀◀ ◀ | 1-1 of 1 ▾ | ▶ ▶▶ | View All

Other Earnings Details 1	Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
SIC	Sick	Hourly Rate	8.00	30.294231	242.35	

5. Next, navigate to *NavBar> Navigator> Time and Labor> Report Time> Rapid Time*
6. Click on **Add a New Session**.
7. Enter the relevant Rapid Time session information.
8. Below is a sample breakdown of the employee's prior period TRCs that would need to be entered into Rapid Time where 40 hours sick should be reported instead with TDI benefit payment of $702.82:

Classification of Amount	Amount	Amount that will load to payroll	Source of Payment
10/18-10/22 TDI Sick Hours at annualized rate (40*30.294231)	1,211.77	1,211.77	Extended Absence entries from Part II (TDI SICK)
10/25 – 10/31: TDI Payment	702.82	702.82	Rapid Time (TDI TRC)
10/16 – 10/24: RNG Needed to reclass TDI Sick from HR Admin Entry:	(1,211.77)		N/A RNG load as one lump sum
10/25 – 10/31: RNG Needed to reclass TDI benefit:	(702.82)		N/A RNG load as one lump sum
10/16 – 10/31: Total RNG Entered:	(1,914.59)	(1,914.59)	Rapid Time (RNG TRC)
	Total Payment to EE	0	

   a. *Note 1: The purpose of RNG is to reclassify the type of pay that was originally paid – If employee was on LWOP during the approved TDI period, the RNG entry may not be needed.*
   b. *Note 2: The difference between the total check paid and the calculated total RNG will need to be processed using Overpayment Recovery (OPR) to collect any extra monies that was paid to the employee.*
      i. *In this sample, there is a difference of $710.91 ($2625.50 - $1914.59) that would need to be processed as an Overpayment Recovery.*
9. For the retroactive-approved period, enter the **Empl ID**, **Date**, **TRC** (TDI for the TDI payment), and **Quantity** as a dollar amount.
   - Payroll will also need to enter **RNG** to reclassify the TDI waiting period leave and TDI benefit for the 10/16/21 – 10/31/21 pay period, enter the **Quantity** as a negative dollar amount.

Rapid Time   Process Monitor

Rapid Session Information

*Description	TDI Reclass	Session Number 9999999999
*Template Type	Elapsed Time Reporter	Session Status Not Submitted
*Template	DEFEXHRLY	Last Updated 11/30/21 1:20:42PM
*Processing Mode	Addition	User ID

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
☐		0		10/31/2021	RNG - R	-1914.590000
☐		0		10/31/2021	TDI - TDI	702.82

10. If applicable for the current period, since HR has already entered the **Paid Leave of Absence/TDI** action, Payroll just needs to enter the TDI benefit payment (no RNG needed to reduce pay since the employee's pay will be turned off moving forward).

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
☐		0		10/31/2021	RNG - R	-1914.590000
☐		0		10/31/2021	TDI - TDI	702.820000
☐		0		11/15/2021	TDI - TD	1522.79

11. If the TDI needs to be charged to a UAC different from the employee's regular pay, choose the appropriate combo code.
12. **Submit** the session. The nightly Time Administration will process the Rapid Time submission and will appear on the employee's timesheet.

Part IV: Payroll Processing

Since the employee was retroactively approved for TDI benefits and the employee's pay needed to be reclassified as TDI earnings, there will be some complexity in terms of how the pay will be calculated and presented on the employee's paycheck.

The sick leave that the HR Admin entered in **Part II** will be taken and processed with payroll.

The TDI benefit that department Payroll entered in **Part III** will be taken and processed with payroll on a separate check. The RNG that was entered for the retro period will count against the TDI Sick that is processed.
Because of the separate check processing for the TDI benefit, Central Payroll intervention is needed to process the TDI waiting period payment reclassification as the default may result in a negative or unprocessed check. Please monitor your employee's data as payroll is processing to ensure that your employee is paid correctly.

Result: For the 12/3 check, the employee will be paid for their TDI benefit for the 11/1 – 11/15 pay period, and their regular pay and sick leave taken in the 10/16 – 10/31 pay period will be reclassified to TDI Sick and the TDI benefit. No regular pay will be paid for the 11/1 – 11/15 pay period as HR entered the **Paid Leave of Absence/TDI** action.
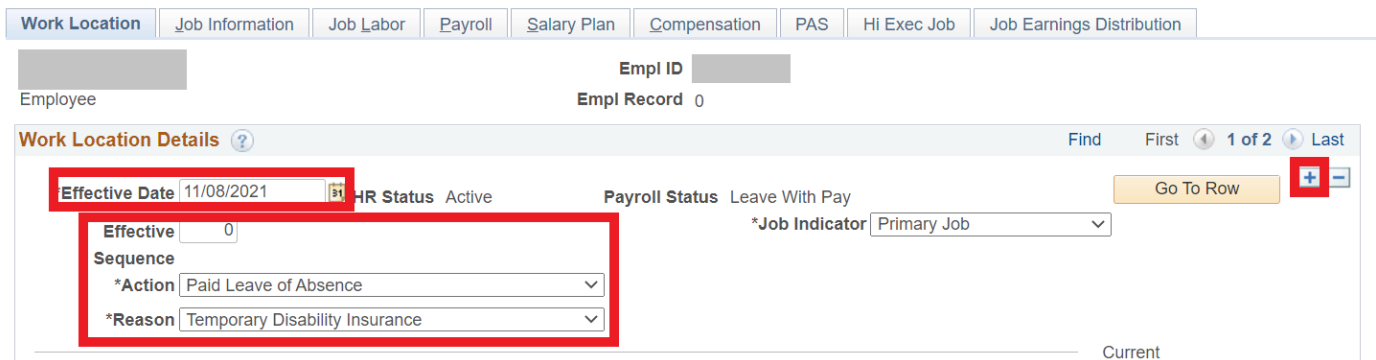
Scenario 2a: Employee is approved for TDI during the current pay period that payroll is processing and is electing to use sick and/or vacation to supplement their seven-day waiting period (*this scenario will be for an employee on the After-the-Fact pay schedule with payroll processing for the 12/03/21 paycheck. Dates used for this scenario will pertain to the 11/01/21 – 11/15/21 pay period*).

Part I: HR User with access to Job Data
What is the purpose of this process? This part of the process is to enter a TDI action on the employee's Job Data record that will effectively stop the employee's regular pay from being processed during payroll, while allowing department payroll users to continue to pay the employee's TDI benefit and HR Admins to pay the sick and/or vacation during the seven-day waiting period. This will also mark the effective date of when the employee starts receiving TDI benefits.
Note: If no action is taken on the employee's Job Data record, the employee's regular pay will be processed, and different steps will need to be taken by department payroll users (*see Scenario 2b*).

1. Once the employee is approved for TDI benefits, the HR user will enter the TDI action on Job Data by navigating to *NavBar> Navigator> Workforce Administration> Job Information> Job Data*
2. Search for the employee by **Empl ID** or other search criteria.
3. Add a new row by clicking the "+" button.
4. Change the *Effective Date* to the date the employee first receives TDI benefits after the seven-day waiting period.
   - In this scenario, employee was eligible for TDI benefits starting 11/08/21 after waiting seven days.
5. (*Optional*) Change the *Effective Sequence Number* by +1 if another action is already in place on the same effective date.
6. Change the *Action* to **Paid Leave of Absence**.
7. Change the *Reason* to **Temporary Disability Insurance**.
8. Enter any other additional information per your department or HR Authority's standards (e.g., Legal Authority, Job Comments, NTE Date, etc.).

What about tracking the employee's service history? Please follow DHRD's guidance regarding recording the employee's leave of absence while receiving TDI benefits for service history tracking purposes. For agencies outside of the Executive Branch, please consult your HR Authority for guidance on leave tracking during the TDI period.

Part II: HR Admin with access to Request/Administer Extended Absence

What is the purpose of this process? This part of the process allows the HR Admins to be able to pay the employee's sick and vacation during the seven-day waiting period.

Note: If the employee does not have leave, then this part may be *optional* based on your HR procedures on tracking leave. Since the TDI benefit date is being tracked on the employee's Job Data, this part may be optional if the employee does not have leave to use during the seven-day waiting period.

1. Enter the employee's Extended Absence request by navigating to *NavBar> Navigator> Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Request Extended Absence*
   - *Note:* The employee is also able to request the extended absence through Employee Self Service, however this guide will go through the HR Admin's process.
2. Search for the employee by **Empl ID** or other search criteria.
3. Enter the **Extended Absence Request Details**.
   - *Note: The Start Date of the Extended Absence should be the first day of the employee's seven-day waiting period.*

Request Extended Absence

Painter II

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details ⓘ

*Start Date	11/01/2021
*Expected Return Date	11/07/2021
Actual Return Date	
Absence Type	TDI
*Absence Name	TDI EA
*Absence Reason	TDI Waiting Period

HI Template Definition

4. Enter any relevant comments then click **Submit**.

Absence Requests

Absence Request ⑦

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							☐

Requestor Comments

☑ View Extended Absence Request History   View Absence Balances

Go To

Submit   **Save for Later**   Return to Search List

* Required Field

5. Navigate to *Manager Self Service> Approvals* to review and approve/push back the Extended Absence request.
6. Once approved, navigate to *NavBar> Navigator> Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Administer Extended Absence*.
7. Search for the employee's Extended Absence request using the search criteria.

Administer Extended Absence

Search Criteria

*Show Requests by Status	Pending	
Approver	🔍	
Employee ID		
Absence Name		
From Last Name		Through Last Name
From Date	📅	Through Date 📅

Search   **Clear**

8. Click on **Edit**.

Extended Absence Requests ⑦

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
		0	TDI EA	11/01/2021	11/07/2021	Approved	11/19/2021	N	Edit	Approve

9. Select **Add New Absence** under the **Absence Request** section.

Absence Requests

Select the Absence Requests you want to perform an action for.

Absence Request ⑦

Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided	Edit
☐								☐	Edit

Select All   Deselect All   **Add New Absence**

10. Enter the relevant TDI absence information then forecast the absence. For this scenario, the employee will be using their remaining 36.83 hours of sick leave over the first five days during the waiting period.

SS Create Absence Req

Details ⑦

*Start Date	11/01/2021 📅
End Date	11/05/2021 📅
Filter by Type	TDI
*Absence Name	TDI SICK AT
*Reason	TDI Waiting Period
Partial Days	End Day Only
End Day Hours	4.83
Duration	36.83 Hours

View Monthly Calendar

Current Balance   36.83 Hours**

Calculate End Date or Duration   **Forecast Balance**

11. Submit the added absence(s), then approve them.
12. Once the absence take(s) are approved and the nightly absence process is complete, they will appear on Payable Time as shown below.

Payable Time ⑦

| Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval | ‖▶ |

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
11/01/2021	Approved		TDS	8.00	Hours
11/02/2021	Approved		TDS	8.00	Hours
11/03/2021	Approved		TDS	8.00	Hours
11/04/2021	Approved		TDS	8.00	Hours
11/05/2021	Approved		TDS	4.83	Hours

Part III: Payroll User with access to Rapid Time

What is the purpose of this process? This part of the process is to allow the Payroll user to be able to enter the TDI benefit payment via Rapid Time.

Note 1: In this scenario, since the employee's Job Data was already updated with the Paid Leave of Absence/TDI action, the employee's regular pay is already stopped for the pay period. If the employee's Job Data was not updated, there would be additional entries necessary on Rapid Time (*see scenario 2b*). The HIP_TL_OK_TO_PAY_TURNED_OFF query can be used to verify if the process will recognize the employee and stop their automated pay from processing.

Note 2: If the employee was placed on TDI leave in the middle of the pay period *(e.g., employee was first out on November 2, and had worked on November 1)* **and** the employee's Job Data was updated, an additional entry for RWC is needed to pay the employee for hours worked on November 1.

1. Navigate to *NavBar> Navigator> Time and Labor> Report Time> Rapid Time*
2. Click on **Add a New Session**.
3. Enter the relevant Rapid Time session information.

Rapid Time   Process Monitor

Rapid Session Information

*Description	TDI Scenario	Session Number 9999999999
*Template Type	Elapsed Time Reporter	Session Status Not Submitted
*Template	DEFEXHRLY	Last Updated 11/19/21 3:34:02PM
*Processing Mode	Addition	User ID

4. Enter the **Empl ID**, **Date**, **TRC** (TDI for the TDI payment), and **Quantity** as a dollar amount.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
☐		0		11/15/2021	TDI - TD	500.00

5. If the TDI needs to be charged to a UAC different from the employee's regular pay, choose the appropriate combo code.
6. **Submit** the session. The nightly Time Administration will process the Rapid Time submission and will appear on the employee's timesheet.

Part IV: Payroll Processing

Once all the data has been entered, the data from the employee's Job Data from **Part I** (*Paid Leave of Absence/TDI action*) will stop the employee's regular base pay from processing.

The sick leave that the HR Admin entered in **Part II** will be taken and processed with payroll.

The TDI benefit that department Payroll entered in **Part III** will be taken and processed with payroll.

Result: For the 12/3 check, the employee will be paid for their TDI benefit and their sick leave taken during the seven-day waiting period. No regular pay is processed as the employee was out for the entire pay period, and the employee's Job Data was updated with the Paid Leave of Absence/TDI action.

Scenario 2b: Employee is approved for TDI during the current pay period that payroll is processing and is electing to use sick and/or vacation to supplement their seven-day waiting period (*this scenario will be for an employee on the After-the-Fact pay schedule with payroll processing for the 12/03/21 paycheck. Dates used for this scenario will pertain to the 11/01/21 – 11/15/21 pay period*). ***However, the employee's Job Data was not updated in time by the deadlines before payroll processing started.***

How is this scenario different from 2a? In this scenario, if the employee's Job Data is not updated to include the **Paid Leave of Absence/TDI** action and is Payroll Status "Active," the employee's regular pay will be processed for the pay period. This means for **Part III**; Payroll users will need to enter **RNG** to reduce the employee's regular pay in addition to the TDI benefit payment.

This scenario will still follow the principle of **Part II** of *Scenario 2a* in which the HR Admin enters the sick leave for the seven-day waiting period.

Part I: HR User with access to Job Data

If the HR User is not able to update the employee's Job Data in time for payroll processing, the employee will still be considered **"Active"** and will have their regular pay processed.

Part II: HR Admin with access to Request/Administer Extended Absence

If the employee has sick and/or vacation to use during the seven-day waiting period, the HR Admin will enter these via the **Administer Extended Absence** screen using the same process outlined in *Scenario 2a*.

If the employee does not have sick and vacation to use during the seven-day waiting period, recording the employee's absence for TDI may be optional based on your HR Authority or departmental standards for tracking leaves.

Part III: Payroll User with access to Rapid Time

The Payroll User will still enter the TDI benefit using the **TDI** TRC in Rapid Time as noted in *Scenario 2a*, however in addition they will also have to enter **RNG** to reduce the employee's regular pay as the employee's Job Data was not updated with the **Paid Leave of Absence/TDI** action.

1. Navigate to *NavBar> Navigator> Time and Labor> Report Time> Rapid Time*
2. Click on **Add a New Session**.
3. Enter the relevant Rapid Time session information.
4. Enter the **Empl ID**, **Date**, **TRC** (TDI for the TDI payment), and **Quantity** as a dollar amount.
    - For **RNG**, enter the **Quantity** as a negative dollar amount.
5. If the TDI needs to be charged to a UAC different from the employee's regular pay, choose the appropriate combo code.

Rapid Time   Process Monitor

Rapid Session Information

*Description	TDI Scenario 2b	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	11/22/21 8:21:49AM
*Processing Mode	Addition	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
☐		0		11/15/2021	TDI - TDI ⌄	750.00
☐		0		11/15/2021	RNG - R⌄	-2625.50

Part IV: Payroll Processing

Since the employee's Job Data was not updated with the **Paid Leave of Absence/TDI** action, the employee is still considered as "Active", and will therefore have their regular pay automatically processed during payroll.

The sick leave that the HR Admin entered in **Part II** will be taken and processed with payroll.

The TDI benefit that department Payroll entered in **Part III** will be taken and processed with payroll. The RNG that they entered will also reduce the employee's regular pay based on the amount of RNG that was entered.

Result: For the 12/3 check, the employee will be paid for their TDI benefit and their sick leave taken during the seven-day waiting period. The employee will not be paid for their regular pay as the RNG that was entered through Rapid Time will effectively nullify the pay that would have come from the employee's Job Data.
Note: If the RNG entered is not the employee's whole semi-monthly salary, then the RNG will only reduce the regular pay by the amount of RNG entered.

Once the HR User can update Job Data with the **Paid Leave of Absence/TDI** action, then the employee's regular pay will automatically stop, and department Payroll will not have to enter the RNG and can effectively follow the same steps to only enter the TDI benefit on Rapid Time as *Scenario 2a*.