

Leave Accruals

CONTENTS

- Overview1
- Scope of Application of Leave Accruals In HIP2
- Granting of Leave Accruals in HIP2
 - Granting Accruals Via Payroll Processing2
- Enrollment to Receive Leave Accruals3
- Accrual Schedule3
 - Employees Enrolled in the HI SV Absence Eligibility Group3
 - Employees Enrolled in the Earn as you Go Absence Eligibility Group.....4
 - Employees Switching Between Absence Eligibility Groups4
 - Employees Receiving Workers’ Compensation Benefits4
 - Estimation of Accruals4
 - Employees on Leave on Last Day of the month4
- Using the Results By Calendar Group Page to Review Accrual Information.....5
 - Reviewing Employee’s Absence Accumulator Information5
 - Reviewing Employee’s Hours Worked in the Period/Month6
- Useful Queries to Review7

OVERVIEW

Pursuant to the “Vacation Leave” and “Sick Leave” clauses in each of the Collective Bargaining Agreements (“CBAs”), HIP is programmed to calculate and grant leave accruals each month. The employee’s accrual schedule is dependent on the employee’s bargaining unit.

Upon hire, HIP will auto-enroll the employee in the appropriate absence “eligibility group” depending on the employee’s job information that is entered. The eligibility group evaluation is maintained nightly thereafter.

Leave accruals are currently granted based on an “**hours worked**” variable which is calculated based on an employee’s payroll data.

SCOPE OF APPLICATION OF LEAVE ACCRUALS IN HIP

Granting of leave accruals in HIP applies to employees eligible to receive sick and/or vacation leave in departments that are participating in Time and Leave.

GRANTING OF LEAVE ACCRUALS IN HIP

If eligible, an employee shall earn sick and vacation leave at the rate of 14 hours for each month of service. Additionally, accommodations are made for employees who may have different allowances, such as employees in Bargaining Unit 11.

If an employee has rendered less than a full month of service, their leave accruals are prorated based on the number of hours worked in the month.

Please refer to the appropriate CBA’s “Vacation Leave” or “Sick Leave” articles to review how many hours of accruals are granted based on the number of hours of service.

GRANTING ACCRUALS VIA PAYROLL PROCESSING

The granting of leave accruals is currently tied to payroll processing in HIP and is normally granted upon the confirmation of each payroll. Certain types of earnings (e.g. Base pay, sick, vacation, leave without pay, etc.) contribute to the calculation of hours worked.

Upon confirmation, HIP will calculate the number of hours worked in the confirmed period. There are two methods in which the hours worked is derived:

1. For base pay for a salaried employee, the employee’s **Standard Hours** (which is taken from the employee’s **Job Information**) is applied to each payroll earnings week from Monday – Friday.
 - For example, an employee is 1.00 FTE (works 40 hours per week) that works from November 1 – 15 will see a total period of hours worked of 88 hours, 40 hours of which would be applied from the week of November 6 – 12.

Standard Hours ?			
Standard Hours	40.00	Work Period	W
FTE	1.000000		Weekly

Earnings
 |
 2 of 3 |
 View All

Begin Date 11/06/2022 End Date 11/12/2022 Addl Line Nbr 1 Reason Not Specified
 Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried	Hourly	Overtime
Hours 40.00 Rate 30.023077 Earnings 1,182.73	Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code	Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code

- For employees who work on a nonstandard schedule (meaning those who do not work a Monday – Friday, 8-hours-per-day schedule), the application of the **Standard Hours may not accurately depict hours worked, particularly when LWOP is involved. In those situations, balance adjustments would be necessary.**
2. For other earnings that contribute to accruals that are not based on hours (e.g. Other differentials in Compensation), HIP will calculate the hours worked in the following way: ***eligible pay contributing to accruals / Employee’s hourly rate.***

If granting accruals in the second half of the month, HIP will calculate total hours worked in the month by adding hours worked for both first half and second half periods. Based on that value, HIP will grant accruals accordingly.

ENROLLMENT TO RECEIVE LEAVE ACCRUALS

HIP will evaluate an employee’s Job Data information nightly based on factors such as Job Code, Standard Hours, Union Code (also known as the employee’s bargaining unit), and Employee Type if applicable to determine whether the employee is eligible to be enrolled to receive leave accruals. If eligible, a new Job Data row will be added to update the employee’s leave enrollment if necessary.

ACCRUAL SCHEDULE

The employee’s accrual schedule is dependent on the absence eligibility group they are enrolled in, which is evaluated based on the employee’s job information. Below are the absence eligibility groups that are currently in use:

Eligibility Group	Description	Sick Entitlement Hours Granted	Vacation Entitlement Hours Granted	Leave Types Available to EE
HI EBS V E	For Earn as you Go Employees	Every Pay period	At end of month	All
HI SV EG	For all other employees	At end of month	At end of month	All
HI S EG	For certain Legislature employees	At end of month	n/a	Some
HI SV OHA	For OHA Employees	At end of month	At end of month	Some

EMPLOYEES ENROLLED IN THE HI SV ABSENCE ELIGIBILITY GROUP

For employees enrolled in the **HI SV EG** eligibility group, sick and vacation accruals are granted at the end of each month.

Employees enrolled in the **HI SV OHA** eligibility group also follow a similar sick and vacation accrual schedule.

EMPLOYEES ENROLLED IN THE EARN AS YOU GO ABSENCE ELIGIBILITY GROUP

For employees employed in the **Earn as you Go** eligibility group, sick leave entitlements are granted every pay period at the rate of eight (8) and six (6) hours, totaling 14 hours in the month. If there is a variation, HIP will not grant accruals totaling more than 14 hours in the month, regardless of how many hours may be granted in each period.

- For example, if an **Earn as you Go** employee accrues 10 hours of sick leave in the first period, the employee will accrue the remaining four (4) hours in the second period, totaling 14 hours in the month.

EMPLOYEES SWITCHING BETWEEN ABSENCE ELIGIBILITY GROUPS

Employees that transfer positions between bargaining units (e.g. from a unit 13 position to unit 01 position) may also see a change in eligibility groups, which would be detected by nightly processing. The employee will then accrue both sick and vacation leave based on their new eligibility group.

EMPLOYEES RECEIVING WORKERS' COMPENSATION BENEFITS

Employees with the **Paid Leave of Absence/WC** (PLA/WC) action on their Job Data record and receiving Workers' Compensation benefits, regardless of which absence eligibility group they are enrolled in, will receive both sick and vacation leave accruals every pay period until the employee returns to an "Active" status, at which they will revert to their original accrual schedule.

ESTIMATION OF ACCRUALS

For periods where accruals are normally granted (e.g. 2nd half of the month), HIP will estimate full leave accruals until the payroll has been finalized. Upon confirmation, HIP will grant actual leave accruals based on the calculated hours worked for the period/month. This distinction becomes important when running queries relating to employee leave data.

Queries that display accrual information for periods that are not yet finalized (e.g. HIP_TL_EE_BAL_BY_PERIOD) will display the "estimated" full accrual until the payroll has been finalized.

Estimation is also used in forecasting. Employees who utilize forecasting to estimate sick or vacation balances in future months will be calculated based on estimated full accruals.

- For example, an employee who has a sick leave balance of 100 hours at the beginning of December who then forecasts their sick balance for a January date in December where the payroll is not yet finalized will see a balance of 114 hours (assuming no sick leave has been entered for that period), because they will be estimated to accrue 14 hours for December.

EMPLOYEES ON LEAVE ON LAST DAY OF THE MONTH

HIP accommodates for the stipulations that employees should not earn leave if the employee has been out continuously and has not yet returned to work. When the system recognizes that the employee has approved leave, comp time, or on LOA on Job on the last scheduled day of the month, leave accruals will

not be granted until the employee returns. If the employee terminates immediately after the continuous leave, the employee would be granted a prorated accrual for the month where the continuous leave started.

Note that employees who are out on the last scheduled day of the month may experience forecasting issues for a day or two until the system recognizes the employee has returned to work for a full day.

USING THE RESULTS BY CALENDAR GROUP PAGE TO REVIEW ACCRUAL INFORMATION

The **Results by Calendar Group** page is a page where all an employee’s absence information lives. This page is useful in terms of reviewing and auditing an employee’s leave entitlements, usage to-date, as well as confirming the employee’s leave balances and reviewing hours worked.

Navigation: Main Menu> Global Payroll & Absence Mgmt> Absence and Payroll Processing> Review Absence/Payroll Info> Results by Calendar Group

For more information on how to utilize the **Results by Calendar Group** page, please refer to the [How to Use the Results by Calendar Group Page guide](#).

REVIEWING EMPLOYEE’S ABSENCE ACCUMULATOR INFORMATION

The **Accumulator** tab will display all the employee’s leave information in the selected calendar period. When reviewing absence information for the second half of the month for employees enrolled in the **HI SV EG** and **HI SV OHA** eligibility groups, a monthly entitlement element for both sick and vacation will be displayed.

Accumulators

Period	Element Name	Amount	Description	From	Through
Month to Date	HI EB SIC MON ENT	0.000000	EB Sick Month Entitlement AC	11/01/2022	11/30/2022
Month to Date	HI SIC MON ENT	14.000000	Sick Month Entitlement AC	11/01/2022	11/30/2022
Month to Date	HI VAC MON ENT	14.000000	Vacation Month Entitlement AC	11/01/2022	11/30/2022
Year to Date	HI EB SIC EN_BAL	0.000000	Sick Earn as you go Balance	01/01/2022	12/31/2022
Year to Date	HI FMLA ENT_BAL	0.000000	FMLA Entitlement BAL	01/01/2022	12/31/2022

For Employees in BU01 and BU10, they will see the Earn as You Go information instead of regular Sick.

Note: If reviewing information for a period that is not yet finalized, the monthly entitlement information will be “estimated” to accrue at full value until the period’s payroll has been finalized.

The **Entitlement YTD** element displays how much sick/vacation leave the employee has accrued throughout the year.

Year to Date	HI SICK AE_BAL	476.000000	Sick Balance	01/01/2022	12/31/2022
Year to Date	HI SICK AE_ENT	154.000000	Sick Entitlement YTD	01/01/2022	12/31/2022
Year to Date	HI VAC ENT_BAL	376.000000	Vacation Balance	01/01/2022	12/31/2022
Year to Date	HI VAC ENT_ENT	154.000000	Vacation Entitlement YTD	01/01/2022	12/31/2022
Year to Date	HI VAC ENT_TAKE	100.000000	Vacation Entitlement Take YTD	01/01/2022	12/31/2022

Other information such as the **Entitlement Take YTD** is also useful in terms of tracking how much leave an employee has taken throughout the year. This is especially useful to determine year-end vacation forfeiture related to the lower cap as usage is tracked to calculate the forfeiture.

REVIEWING EMPLOYEE’S HOURS WORKED IN THE PERIOD/MONTH

The **Supporting Elements** tab displays a variety of information that is used in HIP’s logic to calculate an employee’s overall sick and vacation balance. The following elements are useful in reviewing an employee’s hours worked:

Element Name	Description	Periods Displayed	Function
HI PRD WRK HRS VR	Worked Hours Variable	Every Pay period	Displays number of hours worked in the period
*HI SUM WRK HRS VR	Sum of Worked Hours Variable	Second Half of Month	Displays the sum of hours worked – sum of 1 st and 2 nd periods. Variable used to grant employee accruals.
HI WC PRD HRS VR	Hours Worked on Workers’ Comp	Every Pay Period	Variable used when employee is on Workers’ Comp – Employee is on Paid Leave of Absence, Reason – Workers’ Comp on Job Data
*HI WC SUM HRS VR	Sum of Worked Hours on Workers’ Comp	Second Half of Month	Sum of hours worked from 1 st and 2 nd periods – used when employee is on Workers’ Comp and grants accruals

*The sum of worked hours variables are only present for a finalized second half of the month. Since worked hours are calculated based on payroll data and is dependent on the actual value of the HI PRD (or WC) WRK HRS VR for the 2nd half, these will not be displayed until the 20th check is finalized.

The **HI SUM WRK HRS VR** (or **HI WC SUM HRS VR** if on Workers’ Comp) determines how many hours of sick and vacation leave the employee earns for the period/month.

Note: Information referenced above is also organized by calendar periods and can be referenced at the following navigation: *Main Menu> Global Payroll & Absence Mgmt> Absence and Payroll Processing> Review Absence/Payroll Info> Results by Calendar*. Viewing results by calendar option may be useful if you are interested in understanding what happened in a particular period of the month and whether the values changed due to some type of reprocessing over time.

USEFUL QUERIES TO REVIEW

Another method of reviewing employee accrual or other leave information is to run queries. The following are helpful queries to assist in reviewing employee accruals or hours worked:

HIP_TL_EE_BAL_BY_PERIOD – Displays employee sick and vacation leave accruals, usage, adjustments, and ending balance for each period listed in the prompt. Also displays additional information such as Vacation Donation, Received Donated Vacation, Workers’ Comp entitlements (if on WC), and Comp Time information.

Below is a sample of data that is displayed (note that some of the header columns have been removed to conform to the document size):

Empl ID	Rcd#	Name	Dept ID	Dept Description	Position	Posn Title	Union Cd	Abs Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Earn	PRD WC Sick Ent	Sick Bal	PRD Vac Earn	PRD WC Vac Ent	Vac Bal
00000000	0	Doe,Jerry	510000	AGS	00000000	General Professional	73	ATF	10/1/2022	10/15/2022	Y	10/24/2022 23:33	0.000	0.000	448.000	0.000	0.000	348.000
00000000	0	Doe,Jerry	510000	AGS	00000000	General Professional	73	ATF	10/16/2022	10/31/2022	Y	11/1/2022 4:57	14.000	0.000	462.000	14.000	0.000	362.000
00000000	0	Doe,Jerry	510000	AGS	00000000	General Professional	73	ATF	11/1/2022	11/15/2022	Y	11/15/2022 5:22	0.000	0.000	462.000	0.000	0.000	362.000
00000000	0	Doe,Jerry	510000	AGS	00000000	General Professional	73	ATF	11/16/2022	11/30/2022	N	11/30/2022 5:41	14.000	0.000	476.000	14.000	0.000	376.000

HIP_TL_DETAIL_HRS_WORKED – Displays employee earnings that contribute to the employee’s worked hours by period. Useful in verifying the number of hours worked for the period or month to verify if accruals were granted properly.

Group	Pay Period End	ID	Empl Record	Earns Begin	Earns End	Earn Code	TRC	Accruals	WC	Accr Hrs	Per End Dt	Month End	Elig Grp	Sched ID	Eff Date
ATF	7/15/2022	00000000	0	7/1/2022	7/2/2022	B	-	Y	N	6.35	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/1/2022	7/2/2022	SD	-	Y	N	0.08	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/1/2022	7/2/2022	B	-	Y	N	1.12	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/1/2022	7/2/2022	SD	-	Y	N	0.44	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/3/2022	7/9/2022	SD	-	Y	N	2.20	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/3/2022	7/9/2022	SD	-	Y	N	0.39	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/3/2022	7/9/2022	B	-	Y	N	31.77	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/3/2022	7/9/2022	B	-	Y	N	5.61	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/10/2022	7/15/2022	B	-	Y	N	31.77	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/10/2022	7/15/2022	SD	-	Y	N	0.39	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/10/2022	7/15/2022	B	-	Y	N	5.61	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/15/2022	00000000	0	7/10/2022	7/15/2022	SD	-	Y	N	2.20	7/15/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/17/2022	7/23/2022	SIC	-	Y	N	12.71	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/17/2022	7/23/2022	SIC	-	Y	N	3.29	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/17/2022	7/23/2022	SD	-	Y	N	0.43	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/17/2022	7/23/2022	B	-	Y	N	-3.29	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/17/2022	7/23/2022	B	-	Y	N	31.77	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/17/2022	7/23/2022	SD	-	Y	N	2.42	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/17/2022	7/23/2022	B	-	Y	N	-12.71	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/17/2022	7/23/2022	B	-	Y	N	5.61	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/24/2022	7/30/2022	B	-	Y	N	5.61	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/24/2022	7/30/2022	B	-	Y	N	31.77	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/24/2022	7/30/2022	SD	-	Y	N	0.43	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021
ATF	7/31/2022	00000000	0	7/24/2022	7/30/2022	SD	-	Y	N	2.42	7/31/2022	7/31/2022	HI SV EG	MTUWTHF8	8/1/2021

HIP_TL_EARNED_LEAVE_REV – Displays accruals earned and adjusted for all employees in a processing period.

Data displayed is like what is displayed on the Results by Calendar Group page. A Calendar Group allows system to process different pay groups’ calendars in the same processing cycle.



- For example, the “2022 07 01 SM” Calendar Group is the first semi-monthly check for July 2022 and covers the LAG calendar period of 06/16/22-6/30/22 (Calendar ID LAG 2022S12) and the ATF calendar period of 6/1/22-6/15/22 (Calendar ID ATF 2022S11).

Below is a sample of data that shows for an employee during a particular payroll who had absences and accruals retroactively processed for more than one month:

Company	Department	Dept Name	Empl ID	Empl Record	Last Name	First Name	Middle	Suffix	Union Code	Pay Group	Slice Begin Dt	Slice End Dt	Calendar ID	PIN Number	Name	Description	Calc Result Value	Finalized Run
SOH	320000	HTH	00000000	0	Doe	Kerry			13	ATF	9/16/2022	9/30/2022	ATF 2022S18	250001	HI SICK AE	Sick Entitlement	14.000000	Y
SOH	320000	HTH	00000000	0	Doe	Kerry			13	ATF	9/16/2022	9/30/2022	ATF 2022S18	250008	HI VAC ENT	Vacation Entitlement	14.000000	Y
SOH	320000	HTH	00000000	0	Doe	Kerry			13	ATF	10/16/2022	10/31/2022	ATF 2022S20	250001	HI SICK AE	Sick Entitlement	14.000000	Y
SOH	320000	HTH	00000000	0	Doe	Kerry			13	ATF	10/16/2022	10/31/2022	ATF 2022S20	250008	HI VAC ENT	Vacation Entitlement	14.000000	Y