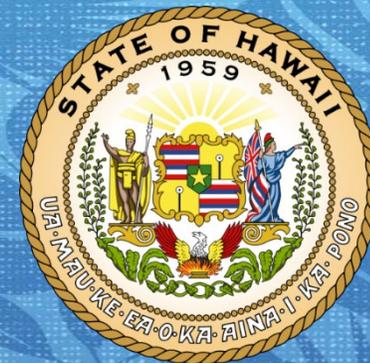




HIP Time and Leave 2022 Holiday Admin Leave

December 19, 2022



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

TOPICS

1. Holiday Administrative Leave

- Granting of Holiday Admin Leave in HIP
- Usage of Holiday Administrative Leave
- Usage of Holiday Admin Leave in HIP Related to Leave on Last Scheduled Day of Period
- Usage of Holiday Admin Leave in HIP – Switching Prior Leaves to Holiday Admin Leave
- Usage of Holiday Admin Leave in HIP for Retroactive Requests to Replace LWOP
- Usage of Holiday Admin Leave in HIP for Employees on Workers' Comp
- Reviewing Employee Usage of Holiday Admin Leave
- Manual Adjustments to Employee's Entitlement to Holiday Admin Leave

2. Additional Information



GUIDELINES

- For clarification on the usage of Holiday Admin Leave related to Governor's Executive Memorandum 22-04, please consult your HR Authority
- For any issues related to the entering of Holiday Admin Leave in HIP, please submit a HIP Ticket using the **Leave** category

Holiday Administrative Leave as Designed in HIP

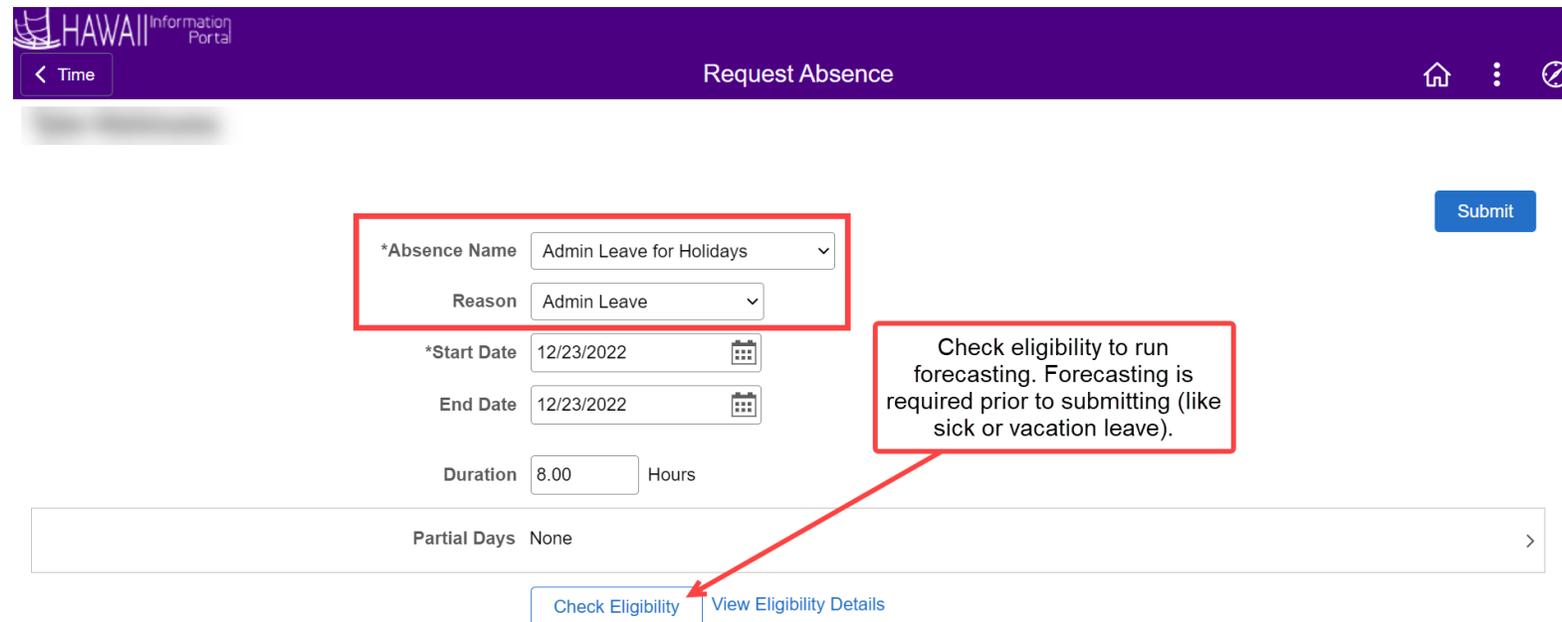
- Holiday Admin Leave has been created in HIP as an **Absence** and must be entered by the Employee (*ESS*), Supervisor (*MSS*), or Leave Keeper/HR Admin (*Create and Maintain Absences*)

Granting of Holiday Admin Leave in HIP

- Executive Branch Employees designated as **Salaried** or **Exception Hourly** that are enrolled in Absence Management will be granted 16 hours of Administrative Leave for use between ***December 19, 2022 – February 28, 2023***
 - Employees of the Office of Hawaiian Affairs will be granted 16 hours of Admin Leave
 - Employees of the Legislature will be granted 8 hours of Admin Leave – **usage of admin leave will need to be monitored by the individual agency**
 - Part-Time salaried/exception hourly employees will also be granted 16 hours of Admin Leave by HIP – **usage will need to be monitored by department HR to adhere to prorated entitlement**

Usage of Holiday Administrative Leave

- Per the memo, employees can request Holiday Admin Leave via **Employee Self Service** for dates between **12/19/2022 – 02/28/2023**
 - Like sick and vacation leave, Holiday Admin Leave **must be forecasted** in order to submit – Request sent to Supervisor for approval
 - HIP will not restrict on the **Partial Day** duration, so departments must monitor their Employees to ensure compliance with departmental standards for usage of Holiday Admin Leave
- Supervisors can also request Holiday Admin Leave on behalf of their employees via **Manager Self Service**



The screenshot shows the 'Request Absence' form in the Hawaii Information Portal. The form is titled 'Request Absence' and has a 'Submit' button. The form fields are as follows:

- *Absence Name: Admin Leave for Holidays (dropdown menu)
- Reason: Admin Leave (dropdown menu)
- *Start Date: 12/23/2022 (calendar icon)
- End Date: 12/23/2022 (calendar icon)
- Duration: 8.00 Hours
- Partial Days: None

A red box highlights the *Absence Name and Reason fields. A callout box points to the 'Check Eligibility' button with the text: 'Check eligibility to run forecasting. Forecasting is required prior to submitting (like sick or vacation leave).'

Usage of Holiday Administrative Leave

- Leave Keepers and HR Admins can enter Holiday Admin Leave on behalf of their employees via **Create and Maintain Absences**
- Holiday Admin Leave needs to be forecasted prior to submission

01 - Sick Leave
02 - Vacation
03 - Leave Without Pay
04 - Parent Teacher Conference
05 - Bereavement/Funeral
06 - Blood Donation
07 - Foster Parent Crt Hearing
08-WC Medical Treatment Leave
09-CollectiveBargaining Mtg Lv
10 - Jurv. Duty
Admin Leave for Holidays
Bone Marrow/Organ Donor AT
Department Directed Leave
FMLA LWOP AT
FMLA SICK AT
FMLA VAC AT
HFLL LWOP AT
HFLL SICK AT
HFLL VAC AT

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	Duration
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	Painter II	12/30/2022 <input type="text"/>	12/30/2022 <input type="text"/>	8 Hou

Usage of Holiday Administrative Leave

- Once the Holiday Admin Leave has been entered and forecasted, check the **Forecast** tab to ensure that the employee's Holiday Admin Leave is successful
- Some general reasons why forecasting may come out ineligible:
 - Leave entered is for more hours than the employee is entitled to
 - Date(s) are not within the appropriate date range (12/19/2022 – 02/28/2023)

Additional Information		Override	Process	Forecast	Comments	Demographic			
Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Balance	Forecast Value	Forecast Date Time	Forecast Message
	0 <input type="text"/>		12/30/2022 <input type="text"/>	12/30/2022 <input type="text"/>	Admin Leav <input type="text"/>		ELIGIBLE	12/16/2022 9:03AM	Completed Successfully!

Usage of Holiday Admin Leave – Create and Maintain Absences

- Due to the nature of the **Create and Maintain Absences** page, Leave Keepers and HR Admins must be careful with entering Holiday Admin Leave for their employees
 - Ensure that the Holiday Admin Leave entered is for the correct employee
 - Ensure that the Holiday Admin Leave entered are for the right date(s)
 - Ensure that forecasting is done prior to submitting the Holiday Admin Leave
 - Check the **Forecast** tab to ensure that your employees have forecasted successfully
 - Once all leaves have been submitted, refresh the page prior to entering any new leaves
 - Always add a row on the create and maintain page if entering data for new employees

Usage of Admin Leave – Last Scheduled Day of Period

- Following the current system design, since Holiday Admin Leave has been programmed as an Absence, HIP will consider the Holiday Admin Leave as being “out on leave” if the Admin Leave has been requested on the Employee’s last scheduled day in the period
 - Holiday Admin Leave on last scheduled day in period will halt the Employee’s accrual for month until return from leave
 - Year-end vacation forfeiture is halted until the Employee returns from leave

DECEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Holiday Admin Leave	31

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 New Year's Day Holiday	3 Vacation	4 Vacation	5 Vacation	6 Vacation	7
8	9 Return To Work	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Employee works Monday-Friday requests Holiday Admin Leave for December 30, 2022, which is the Employee's last scheduled day in December
- Monday, 1/2/2023 is the observed New Year's Day holiday
- Employee is on Vacation from 1/3 – 1/6/2023, returns to work on 1/9
- Once Employee returns to work on 1/9/2023, HIP would process December accruals and year-end vacation forfeiture overnight following the Employee's return

Usage of Admin Leave – Switching Prior Approved Leaves to Holiday Admin Leave

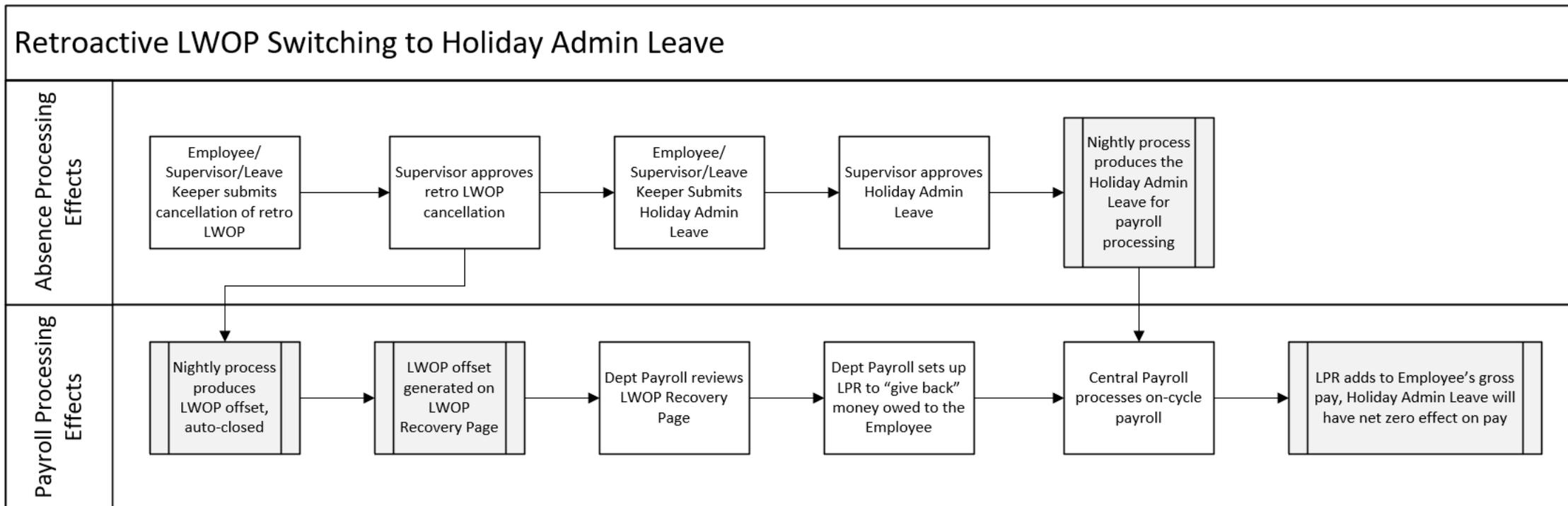
- Per the memo, employees can “switch” their prior leaves to Holiday Admin Leave if permitted by their department
- For a prior-approved absence follow these steps:
 - Cancel the approved leave
 - Supervisor approves the cancellation request
 - **Employee Self Service:** Employee navigates to **Time > View/Modify Requests**
 - Change the **Absence Name** to **Admin Leave for Holidays**, indicate the date(s), forecast, and submit
 - **Create and Maintain Absences:** Leave Keeper/HR Admin searches the Employee, modifies the **Absence Name** to **Admin Leave for Holidays**, changes appropriate information, forecasts, and submit
 - If prior approved requests spanned multiple days, new requests can be submitted in addition to modifying the original request

Usage of Admin Leave – Retroactive Requests to Replace LWOP

- Requesting Holiday Admin Leave to replace LWOP may require different handling than switching other leaves, depending on the timing of the LWOP
 - **Current Period LWOP:** LWOP that was requested for the current period (*i.e., period where payroll has not been finalized*) can follow the same process outlined in the **Switching Prior Approved Leaves to Holiday Admin Leaves** section
 - **Prior Period LWOP:** LWOP that has already been loaded and processed through payroll requires special handling than current period LWOP
 - This is related to the “LWOP Rate Calculation” process outlined in the [HIP Data Flow](#)
 - The effects of switching retroactive LWOP can be broken down into two sections: **Absence processing effects and Payroll processing effects**

Usage of Admin Leave – Retroactive Requests to Replace LWOP

- Set up of **LPR** becomes necessary as Holiday Admin Leave will have a net zero effect on the employees pay
 - LPR enables user to pay back an employee when an offset of LWOP for dates prior to the current period is not taken by payroll (e.g., LWOP with Closed Status)



Usage of Admin Leave – Employees on Workers’ Comp

- Per the memo, employees on Workers’ Comp (*Paid Leave of Absence/WC* action on **Job Data**) and are receiving Workers’ Compensation benefits can use their entitlement of Holiday Admin Leave to supplement their WC benefit
- Holiday Admin Leave can be entered (*referenced in the **Usage of Holiday Administrative Leave** section*)
- **Department Payroll** will enter **RWC** via Rapid Time in the same period where Holiday Admin Leave is being taken
 - RWC will add to the Employee’s base pay
 - Holiday Admin Leave has a net-zero effect on employees pay
- **Example:** Employee submits 8 hours of Holiday Admin Leave which equates to pay of \$300, Department Payroll will enter **RWC** for \$300 to account for the Holiday Admin Leave payment

Reviewing Employee Usage of Holiday Admin Leave

- When processed through the system, this leave will reflect as Time Reporting Code **ADS** for Salaried employees or **HAD** for Exception Hourly employees
- To assist in reviewing employees' usage of Admin Leave, the following queries can help with auditing and follow-up:
 - HIP_TL_EE_APPRVD_LV_BY_DAY
 - HIP_TL_EE_APPRVD_LV_DTRNG
 - HIP_TL_PENDING_LEAVE
- Filter based on leave type

Manual Adjustments to Employee's Entitlement to Holiday Admin Leave

- HR Admins can manually adjust an Employee's Holiday Admin Leave entitlement, if necessary, using the **Adjust Absences** screen (like adjusting Sick and Vacation entitlements)
 - *Navigation: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences*
- Use the **HI ADM LV EN** element to adjust the Employee's Holiday Admin Leave entitlement – Effective in the same period where the adjustment is made

[New Window](#) | [Help](#) | [Personalize Page](#)

Absences

Employee ID [REDACTED] Name [REDACTED] Empl Record 0
Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH
Calendar ID ATF 2022S24 Begin Date 12/16/2022 End Date 12/31/2022

Balance Adjustments

1-1 of 1 | View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
HI ADM LV EN	Admin Leave Entitlement	-16.000000	12/16/2022	12/31/2022	Test	+	-

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)



MAHALO FOR YOUR TIME!