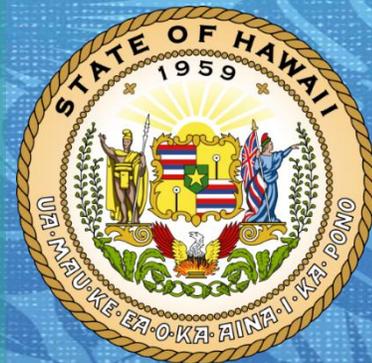




HIP Time and Leave Refresher Training

December 19, 2022



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

TOPICS

1. Leave Accruals

- Granting Leave Accruals
- Calculation of Hours Worked
- Enrollment to Receive Leave Accruals
- Accrual Schedule
- Estimation of Accruals
- Accruals Related to Being Out on Last Day of Period
- Using Results by Calendar Group Page
- Useful Queries

2. Resources



DISCLAIMER

- The specific scenarios outlined in this training have been simplified for training purposes.
- Figures used to illustrate payment information is fictitious for training purposes.
- As individual employees' circumstances and situations are different, please consult with your HR Authority for specific guidance on entering employee data.

Granting Leave Accruals

- If eligible, Employee shall earn sick and vacation leave at the rate of 14 hours for each month of service pursuant to the related articles in the Collective Bargaining Agreements
 - Accommodations made for Employees who may have different allowances (e.g. Unit 11)
- If Employee rendered less than a full month of service, leave accruals are prorated based on the number of hours worked in the month

Granting Leave Accruals

- Sample from the HGEA Unit 13 Agreement

ARTICLE 36 - VACATION LEAVE

A. Earning of Vacation Leave.

1. All Employees shall earn vacation leave at the rate of fourteen (14) hours for each month of service. For the purpose of this Article, a workday is defined as an eight (8)-hour workday.

2. If such Employees render less than a month of service, their vacation allowance for such month shall be computed as follows:

Actual Straight Time Hours of Service	Working Hours of Leave
For 0 to 31	0
For 32 to 55	4
For 56 to 79	6
For 80 to 103	8
For 104 to 127	10
For 128 to 151	12
For 152 or more	14

Granting Leave Accruals via Payroll Processing

- Granting of Leave accruals currently tied to HIP payroll processing
 - HIP grants leave accruals based on a process run after payroll confirmation – Associated to **Timesheet Open** day on the T&L calendar
- Certain types of earnings (*e.g. Base pay, Sick, Vacation, Leave Without Pay, etc.*) contribute to calculation of hours worked
- Calculation of hours worked is done using two methods

Timeline of Granting of Leave Accruals

December

S	M	T	W	T	F	S
				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	31

Payroll finalized for 12/20/22 -
Accruals granted for ATF 11/16-
11/30 and LAG 12/01-12/15 for
Earn As You Go Sick.

Payroll finalized for 01/05/23 -
Accruals granted for LAG 12/16-
12/31 and ATF 12/01-12/15 for
Earn As You Go Sick.

Calculation of Hours Worked

- **Method 1:** Hours worked for Base pay for salaried employees is based on the employee's **Standard Hours** (taken from ***Job Information on Job Data***)
 - Applied to payroll earnings week from Monday – Friday
 - **Example:** Employee who is 1.00 FTE (40 hours per week) that works from November 1 – 15 – hours worked will total 88 hours for period (assuming no LWOP), 40 hours of which is applied from week of November 6 – 12

Calculation of Hours Worked

Work Location **Job Information** Job Labor Payroll Salary Plan Compensation PAS Hi Exec Job Job Earnings Distribution

Employee Empl ID [redacted] **Job Data – HR** Empl Record 0

Job Information Details Find First 1 of 2 Last Go To Row

Effective Date 07/01/2022 Action Pay Rate Change
 Effective Sequence 1 Reason Adjustment
 HR Status Active Job Indicator Primary Job
 Payroll Status Active

Job Code 22002 *General Professional
 Entry Date 12/16/2021
 Supervisor Level
 Supervisor ID
 Reports To
 Civil Service Membership Non-member Full/Part Full-Time
 *Empl Class Exempt Officer Code None
 Regular Shift Not Applicable Shift Rate
 Shift Factor

Standard Hours

Standard Hours	40.00	Work Period	W	Weekly
FTE	1.000000			

Earnings Review Paycheck – Payroll 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	Hours 0.00	Hours 0.00
Rate 30.023077	Rate 0.000000	Rate 0.000000
Earnings 1,182.73	Earnings 0.00	Earnings 0.00
	Rate Code	Rate Code

- Note:** For Employees who work a nonstandard schedule (not Monday-Friday, 8 hours per day), application of **Standard Hours** may not accurately depict hours worked, especially if on LWOP

- Balance adjustments may be necessary to properly account for accruals

Calculation of Hours Worked

- **Method 2:** For other earnings that contribute to accruals that are not based on hours, HIP will calculate hours worked in the following way:
Eligible Pay Contributing to Accruals / Employee's Hourly Rate
 - Some examples of such earnings include other differentials in the Employee's ***Compensation*** tab (including but not limited to Shortage Differential, Standard of Conduct Differential, etc.)

Enrollment to Receive Accruals

- HIP evaluates Employee's **Job Data** information nightly based on factors to determine whether the Employee is eligible to receive leave accruals:
 - Job Code
 - Standard Hours
 - Union Code (also known as the Employee's bargaining unit)
 - Employee Type
- Changes to Employee's Job Data information will enable HIP to reevaluate the Employee's job information to determine whether a change in absence eligibility group is needed

Accrual Schedule

- Below are the related eligibility groups and when they earn accruals:

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

Things to Note on Absence Eligibility Groups

- **HI EBS V EG: Earn As You Go** – Sick leave entitlements are granted every pay period at the rate of eight (8) hours in the 1st half and six (6) hours in the 2nd half, totaling 14 hours for the month
 - If there is a variation in the granting of sick hours, HIP will not grant more than 14 hours of sick leave in the month (*e.g. Employee accrues 10 hours in the 1st half of the month, will only accrue 4 hours in the 2nd half of the month*)
- **Switching Between Absence Eligibility Groups:** Employees that transfer positions between bargaining units (e.g. Unit 13 to Unit 1) may see a change in eligibility groups – will accrue leave based on new eligibility group rules
- **Workers' Comp:** Employees with the ***Paid Leave of Absence/WC (PLA/WC)*** action on Job Data and receiving Workers' Comp benefits, regardless of eligibility group – accrues sick and vacation leave every pay period until returned to "Active" status

Estimation of Accruals

- For periods where accruals are normally granted, HIP will estimate full leave accruals until payroll has been finalized
 - Upon confirmation, HIP will grant **actual** leave accruals based on the calculated hours worked for the period and month
- 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
- Forecasting also utilizes estimation of full leave accruals to estimate sick/vacation balances in future months
 - ***Example: Employee who has a sick leave balance of 100 hours at the beginning of December forecasts their sick balance for a date in January will see a balance of 114 hours (assuming no sick leave has been entered) – estimated to accrue 14 hours for December***

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 TODAY	20	21	22	23	24
25	26	27	28	29	30	31

Employee has a sick balance of 100 hours as of 12/1



January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	31				

Employee forecasts their sick balance as of 1/13, will see 114 hours due to estimation of accruing 14 hours in December.



Employees on Leave on Last Day of the Month

- HIP accommodates for the stipulation that Employees should not earn leave if they have been out continuously and have not yet returned to work
 - Approved Leave
 - Approved Comp Time or
 - Leave of Absence status on **Job Data**
- When Employee meets one of the above conditions on the last scheduled day of the month, leave accruals will not be granted until the Employee returns
 - If Employee terms immediately after continuous leave, granted a prorated accrual for the month where continuous leave started
- Employee may experience forecasting issues shortly after return until HIP recognizes the employee has returned to work for a full day

Using the Results by Calendar Group Page

- **Results by Calendar Group** is a page where all an Employee's absence information lives – accessible only by HR Admins
 - *Navigation: Main Menu> Global Payroll & Absence Mgmt> Absence and Payroll Processing> Review Absence/Payroll Info> Results by Calendar Group*
- Useful in reviewing and auditing an employee's leave entitlements, usage to-date, and confirming employee's leave balances and reviewing hours worked
- Information is also organized by calendar periods – useful in understanding what happened in a particular period of the month and whether values changed due to reprocessing over time
 - *Navigation: Main Menu> Global Payroll & Absence Mgmt> Absence and Payroll Processing> Review Absence/Payroll Info> Results By Calendar*

Reviewing Employee's Absence Accumulator Information

- **Accumulator** tab displays all the Employee's leave information in the selected calendar period
- A monthly entitlement will be displayed in the calendar periods where accruals are granted
- If reviewing information for a period that is not yet finalized, the monthly entitlement will be "estimated" to accrue at full value until the payroll has been finalized

Accumulators

Accumulator Results | User Keys

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.

Reviewing Employee's Hours Worked in the Period/Month

- **Supporting Elements** tab displays a variety of information that is used in HIP's logic to calculate Employee's sick and vacation balance
- The following elements are used 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

- Sum of worked hours variables only present for finalized 2nd half of month
- The **HI SUM WRK HRS VR** (or **HI WC SUM HRS VR** if on Workers' Comp) determines how many hours to grant accruals

Useful Queries to Review

- **HIP_TL_EE_BAL_BY_PERIOD** – Displays Employee sick and vacation leave accruals, usage, adjustments, and ending balance for each period prompted
 - Displays additional information such as Vacation Donation, Received Donated Vacation, Workers' Comp entitlements (if on WC), and Comp Time information
 - Potential to display the current unfinalized period (depicted by **Abs PRD Finalized = N**), which would estimate entitlements
 - Sample below has columns removed to conform to screen – additional columns will display when running query

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

Useful Queries to Review

- **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
 - Sum of the total month should equal the **HI SUM WRK HRS VR** listed in the **Supporting Elements** tab which determines how many hours to grant

Group	Pay Period End	ID	Empl Record	Earns Begin	Earns End	Earn Code	TRC	Accruals	WC	Accrl 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	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	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	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	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	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	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

Useful Queries to Review

- **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 (or Calendar Group)** page
 - **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).

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

Additional Resources

- [Leave Accrual Guide](#)
- [How to Use the Results by Calendar Group Page Guide \(Word Doc\)](#)



MAHALO FOR YOUR TIME!