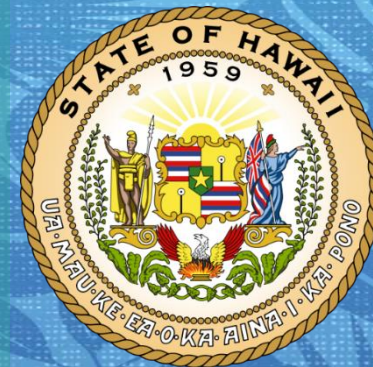




HIP Time and Leave Refresher Training

October 31, 2022



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

TOPICS

1. TDI Processing

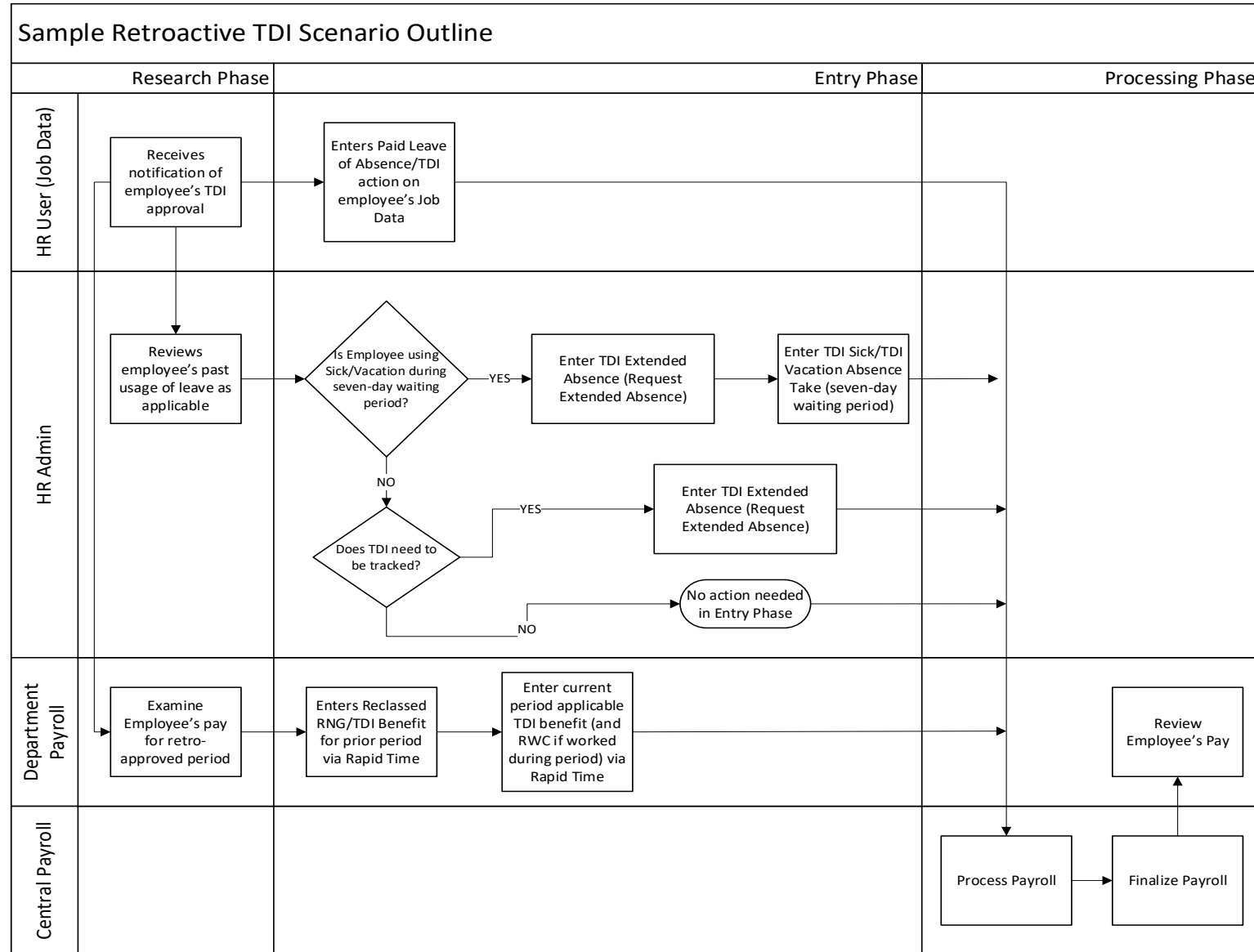
- Framework
- Scenarios:
 - Retroactive Approval
 - Current Period Approval
- Resources



DISCLAIMER

- The specific scenarios outlined in this training have been overly 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.

Temporary Disability Insurance Framework



Scenario 1: Retroactive TDI Approval

- Employee is approved for TDI for a past pay period where payroll has been finalized and may elect to use sick and/or vacation to supplement remaining seven-day day waiting period.
 - Sample Employee: After-the-Fact pay schedule
 - Retroactively approved TDI 10/25/2021
 - Will be using 40 hours of Sick Leave during seven-day waiting period
 - Payroll Processing for 12/03/2021
 - Pay Period Dates Referenced in Scenario: 10/16 – 10/31/2021 (retro), and 11/01 – 11/15/2021 (current)

10/16 - 10/31/2021

10	11	12	13	14	15	16
17	18	19	20	21	22	23
DATE OF DISABILITY	SEVEN-DAY WAITING PERIOD					
24	25	26	27	28	29	30
	TDI					
31	1	Notes				

Scenario 1: Retroactive TDI Approval – HR User

Enter Paid Leave of Absence/TDI action on Job Data

Scenario 1: Retroactive TDI Approval – HR User

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

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ? Find First 1 of 2 Last

*Effective Date 10/25/2021 [Calendar Icon] HR Status Active Payroll Status Leave With Pay Go To Row [Red Box] [Red Box]

Effective [0] *Job Indicator Primary Job

Sequence

*Action Paid Leave of Absence

*Reason Temporary Disability Insurance

Current

- Enters the Paid Leave of Absence/TDI action on Job Data
 - Stops Employee's regular pay from being automatically processed during payroll (salaried) while still allowing TDI benefit and waiting-period leaves to be paid
 - Marks effective date of receiving TDI benefit
 - **Note: If the effective date of the TDI leave 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."**

Scenario 1: Retroactive TDI Approval – HR Admin

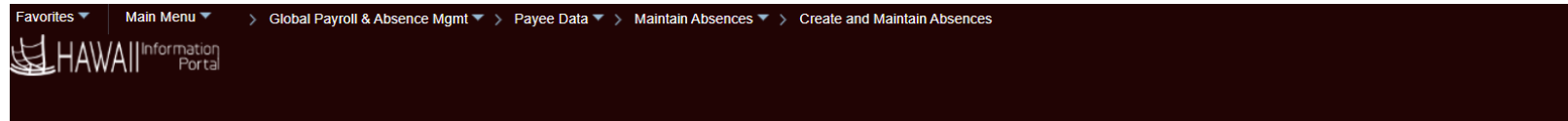
Phase 1: Research of Past Leaves in Approved TDI Period

Phase 2: Entering TDI Sick and/or Vacation for Seven-Day Waiting Period

Phase 1: Research Past Leaves in Approved TDI Period

- HR Admin looks for leave that was taken from 10/16/21 – 10/31/21
- Leave taken in period from 10/17 – 10/24 need to be reclassified to TDI Sick/Vacation during seven-day waiting period
- Leave taken from 10/25 – 10/31 would also need to be reclassified to TDI
- **Method: Create and Maintain Absences**
 - *Helpful Queries: HIP_TL_EE_BAL_BY_PERIOD and HIP_TL_EE_APPRVD_LV_DTRNG*

- Navigation: Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences



Create and Maintain Absence Requests

Click on the arrow to expand the search box.
Edit date range to include period you are researching.

Work Flow Status

From Date
Through Date

Employee ID
Employee Record

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID
Through Employee ID

From Last Name
Through Last Name


Search using the provided criteria.

Absence Requests

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="10/25/2021"/>	<input type="text" value="10/25/2021"/>	<input type="text" value="01 - Sick L"/>	<input type="text"/>	8 Hours

Cancel Prior Absence Request

- Click on **Cancel Absence Requests**
- Select 10/25/21 leave
- Select Cancel Reason ***Not Valid***
- Select appropriate ***Submit Option***: Approve Automatically or Use Absence Name Default
 - ***Note: Recommended to use Approve Automatically since this is to reclassify leave for TDI. If the Approve Automatically option is not used, the supervisor must approve the offsetting transaction to reverse the regular leave. If the offset is not approved, the date cannot be used to document any TDI sick and/or vacation.***
 - As the employee’s first day of TDI benefits is October 25, the HR Admin is only required to cancel the original absence, then enter the TDI Extended Absence for the seven-day waiting period (or otherwise required to record based on individual department standards). The Payroll user will enter the TDI benefit payment as part of their process.

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

Phase 2: Entering TDI Sick and/or Vacation (optional)

- Phase 2 dependent on Employee's remaining sick and vacation balances
 - Department internal policy relating to recording TDI leave
- Sick and vacation usage related to seven-day waiting period entered through Extended Absence
 - Approved Extended Absence allows HR Admin to enter the TDI Sick/Vacation for use during the seven-day waiting period

Request Extended Absence as HR Admin

- Navigation: Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Request Extended Absence

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

Absence Requests

Absence Request

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							<input type="checkbox"/>

Requestor Comments

Enter comments as necessary.

Go To

[View Extended Absence Request History](#)

[View Absence Balances](#)

[Submit](#)

[Save for Later](#)

[Return to Search List](#)

Add TDI Sick/Vacation – Administer Extended Absence

- Navigation: Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Administer Extended Absence

[Favorites](#) | [Main Menu](#) | [Global Payroll & Absence Mgmt](#) | [Payee Data](#) | [Maintain Absences](#) | [Administer Extended Absence](#)

HAWAII Information Portal

Administer Extended Absence

Search Criteria

All

When searching, change the requests by status - Defaults to "Pending"

Extended Absence Requests ?

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	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>



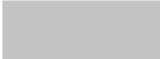
Absence Request ?

Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided	Edit
<input type="checkbox"/>								<input type="checkbox"/>	<input type="button" value="Edit"/>

Add TDI Sick/Vacation – Administer Extended Absence

SS Create Absence Req

Details ?

*Start Date	10/18/2021 	View Monthly Calendar
End Date	10/22/2021 	
Filter by Type	TDI ▼	
*Absence Name	TDI SICK AT ▼	Current Balance 
*Reason	TDI Waiting Period ▼	
Partial Days	None ▼	
Duration	40.00 Hours	

Calculate End Date or Duration Forecast Balance

- 40 hours Sick Leave used for the seven-day waiting period

Scenario 1: Retroactive TDI Approval – Payroll User

Phase 1: Research of Employee's Prior Paychecks

Phase 2: Reclassifying Prior Period Earnings to TDI and Entering Current TDI Benefit

Phase 1: Research of Employee's Prior Paychecks

- Payroll looks to see how Employee was paid for the 10/16 – 10/31 pay period
- Earnings from 10/16 – 10/31 period (seven-day waiting period plus rest of period for TDI benefits) needs to be reclassified to appropriate TDI earnings
- **Method: Review Paycheck**
 - *Helpful Query: HIP_TL_HRS_WORKED*
 - *HIP_TL_OK_TO_PAY_TURNED_OFF* – Used to identify employees on WC/TDI and stop automated pay from processing (current period)

Research of Employee's Prior Paychecks

- Navigation: Payroll for North America> Payroll Processing USA> Produce Payroll> Review Paycheck

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions
--------------------------	----------------	---------------------

Empl ID	[REDACTED]	Name	[REDACTED]						
Company	SOH	Pay Group	ATF	Pay Period End	10/31/2021	Page	[REDACTED]	Line	1
									Separate Check

Paycheck Information					Paycheck Totals	
Paycheck Status	Confirmed	Paycheck Option	Advice	Earnings	2,625.50	
Issue Date	11/19/2021	Paycheck Number	[REDACTED]	Taxes	546.81	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	257.76	
			<input type="checkbox"/> Cashed	Net Pay	1,820.93	

Research of Employee's Prior Paychecks

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

- Paid normal semi-monthly salary for period
- 8 hours Sick Leave

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	

Phase 2: Reclassifying Prior Period Earnings to TDI and Entering Current TDI Benefit

- Earnings from 10/16 – 10/24 needs to be reclassified to TDI Sick/Vacation during the seven-day waiting period
- Earnings from 10/25 – 10/31 period (start of TDI benefits) needs to be reclassified to appropriate TDI earnings
- **Method: Rapid Time**
 - Navigation: Time and Labor > Report Time> Rapid Time

What Information Do We Need to Reclassify Earnings?

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
<u>10/16 – 10/31: Total RNG Entered:</u>	(1,914.59)	(1,914.59)	Rapid Time (RNG TRC)
	Total Payment to EE	0	

- Purpose of **RNG** – Reclassify type of pay
- Difference between total check paid vs. what should have been paid – Processed via Overpayment Recovery (OPR)

Payment Information

10	11	12	13	14	15	16
17	18	19	20	21	22	23
DATE OF DISABILITY	SEVEN-DAY WAITING PERIOD					
24	25	26	27	28	29	30
	TDI					
31	1	Notes				

- 10/16 – 10/31 Total Paid: \$2625.50
- 10/18 – 10/22 TDI Sick (waiting period) Reclassified: \$1211.77
- 10/25 – 10/31 TDI Benefit: \$702.82
- Sum of TDI Sick and TDI Benefit: \$1914.59
- Total Paid – Sum REG/TDI = \$2625.50 – \$1914.59 = **\$710.91 Difference processed as Overpayment Recovery**

Entering TDI Reclass on Rapid Time

- Navigation: Time and Labor > Report Time> Rapid Time

Rapid Time

Process Monitor

Rapid Session Information

Enter the appropriate information.

*Description	TDI Retro Scenario	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	
*Processing Mode	Addition	User ID	

Reminder: RNG is the amount entered to reclassify prior earnings.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							10/31/2021	RNG - R	-1914.590000
<input type="checkbox"/>							10/31/2021	TDI - TD	702.82

- If TRCs need to be charged to a different UAC, choose the appropriate combo code

Entering Current Period TDI on Rapid Time

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>	[Redacted] <input type="text"/>	<input type="text"/>	[Redacted]		[Redacted]		10/31/2021 <input type="text"/>	RNG - R <input type="text"/>	-1914.590000
<input type="checkbox"/>	[Redacted] <input type="text"/>	<input type="text"/>	[Redacted]		[Redacted]		10/31/2021 <input type="text"/>	TDI - TD <input type="text"/>	702.820000
<input type="checkbox"/>	[Redacted] <input type="text"/>	<input type="text"/>	[Redacted]		[Redacted]		11/15/2021 <input type="text"/>	TDI - TC <input type="text"/>	1522.79

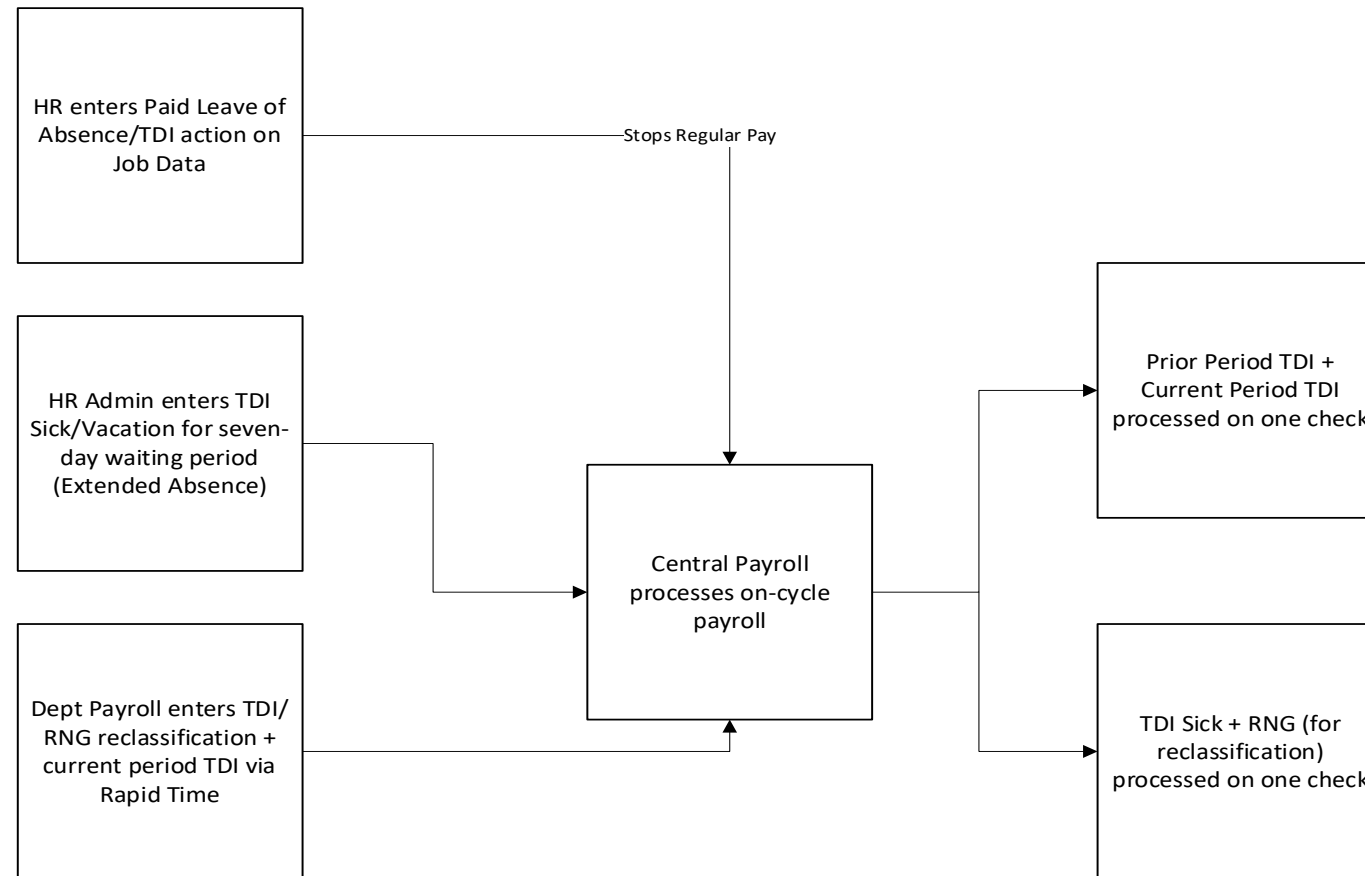
Current Period entry can be entered on the same session as the reclassification.

- Reminder: Since HR entered the **Paid Leave of Absence/TDI** action on Job Data, Payroll only needs to enter TDI Benefit payment
 - No RNG for current period is needed since regular pay will be turned off moving forward

Scenario 1: Retroactive TDI Approval – Payroll Processing

Payroll Processing Reclassification Effects

- ***Due to TDI processing, please work with Central Payroll to ensure reclassification efforts are handled appropriately***
 - Employee's Regular pay is shut off for current period since HR entered the **Paid Leave of Absence/TDI** action on Job Data



END OF SCENARIO 1

Scenario 2: Current Period TDI Approval

- Employee is approved for TDI for the current pay period that payroll is processing and is electing to use sick and/or vacation to supplement their seven-day waiting period.
 - Sample Employee: After-the-Fact pay schedule
 - Approved for TDI effective 11/08/2021
 - Exhausting 36.83 Sick Leave hours during seven-day waiting period
 - Payroll Processing for 12/03/2021
 - Pay Period Dates Referenced in Scenario: 11/01/21 – 11/15/21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
DATE OF DISABILITY	SEVEN DAY WAITING PERIOD					
7	8	9	10	11	12	13
	TDI					
14	15	16	17	18	19	20

Scenario 2: Current Period TDI Approval – HR User

Enter Paid Leave of Absence/TDI action on Job Data

Scenario 2: Retroactive TDI Approval – HR User

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

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location Details ? Find First 1 of 2 Last

Effective Date	11/08/2021	HR Status	Active	Payroll Status	Leave With Pay	Go To Row	+ -
Effective	0	*Action	Paid Leave of Absence	*Job Indicator	Primary Job		
Sequence		*Reason	Temporary Disability Insurance				

Current

- Enters the Paid Leave of Absence/TDI action on Job Data
 - Stops Employee’s regular pay from being automatically processed during payroll (salaried) while still allowing TDI benefit, leave taken during seven-day waiting period, and worked hours (if applicable) to be paid manually
 - Marks effective date of TDI benefits
 - **Note: If the effective date of the TDI leave 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.”**

Scenario 2: Current Period TDI Approval – HR Admin

Entering TDI Sick/Vacation leave during seven-day waiting period

Entering TDI Sick and/or Vacation (optional)

- Dependent on Employee's remaining sick and vacation balances
 - Department internal policy relating to recording TDI leave
- Sick and vacation usage related to seven-day waiting period entered through Extended Absence
 - Approved Extended Absence allows HR Admin to enter the TDI Sick/Vacation for use during the seven-day waiting period

Request Extended Absence as HR Admin

- Navigation: Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Request Extended Absence

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](#)

Absence Requests

Absence Request ?

1-1 of 1 | View All

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							<input type="checkbox"/>

Requestor Comments

Submit

[View Extended Absence Request History](#) [View Absence Balances](#) [Return to Search List](#)

Enter comments as necessary.

Add TDI Sick/Vacation – Administer Extended Absence

- Navigation: Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Administer Extended Absence

[Favorites](#) | [Main Menu](#) | [Global Payroll & Absence Mgmt](#) | [Payee Data](#) | [Maintain Absences](#) | [Administer Extended Absence](#)

HAWAII Information Portal

Administer Extended Absence

Search Criteria

*Show Requests by Status: When searching, change the requests by status - Defaults to "Pending"

Approver:

Employee ID:

Absence Name:

From Last Name:

From Date:

Through Last Name:

Through Date:

Extended Absence Requests ?

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	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>

Absence Requests

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

Absence Request ?

Select	Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided	Edit
<input type="checkbox"/>								<input type="checkbox"/>	<input type="button" value="Edit"/>

[Select All](#) | [Deselect All](#) |

Add TDI Sick/Vacation – Administer Extended Absence

SS Create Absence Req

Details ?

***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**

- Exhausting remaining 36.83 hours Sick Leave used for the seven-day waiting period

Scenario 2: Current Period TDI Approval – Payroll User

Enter Current Period TDI and RWC (if Employee worked partial period prior to TDI approval date) or RNG (to reduce salary if Paid Leave of Absence/TDI action not taken) via Rapid Time

Entering Current TDI Benefit

- Verify if the Employee has been placed on **Paid Leave of Absence/TDI** status
 - ***Helpful Query: HIP_TL_OK_TO_PAY_TURNED_OFF*** – Used to identify employees on WC/TDI and stop automated pay from processing (current period)
- **Method: Rapid Time**
 - Navigation: Time and Labor > Report Time> Rapid Time

Entering TDI on Rapid Time

- Navigation: Time and Labor > Report Time> Rapid Time

Rapid Time

Process Monitor

Enter the appropriate information.

Rapid Session Information

*Description	TDI Current Period Scenario	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	
*Processing Mode	Addition	User ID	

RWC can also be entered if the employee worked part of the period and placed on Paid LOA/TDI. Mostly applies if Employee was approved for TDI mid-period and worked prior to disability.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>		0					11/15/2021	TDI - TD	750.00

- If TRCs need to be charged to a different UAC, choose the appropriate combo code

Entering TDI on Rapid Time

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11/15/2021	TDI - TD <input type="text"/>	750.000000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11/15/2021	RNG - R <input type="text"/>	-875.16

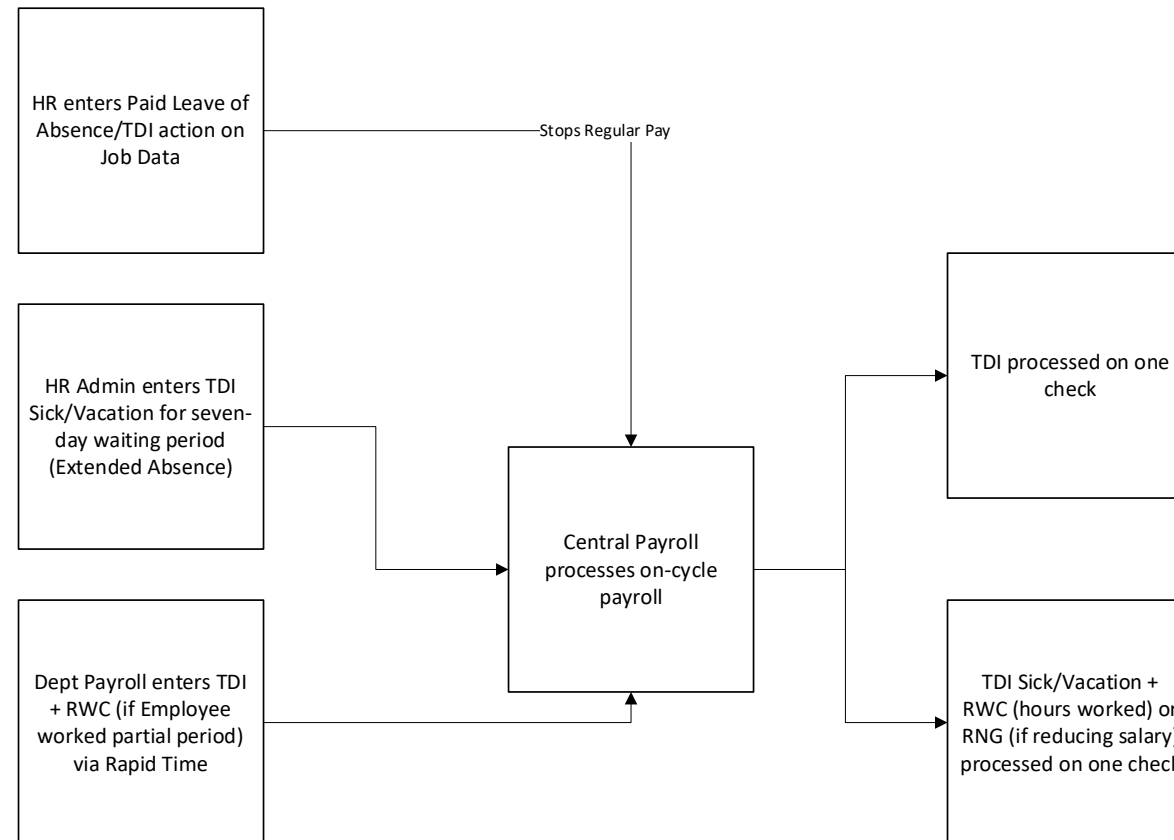
If Employee was not placed on Paid LOA/TDI, then RNG is needed to reduce automatic salary.

- If Employee is not placed on **Paid Leave of Absence/TDI** status on Job Data, **RNG** is needed to reduce the automatic salary

Scenario 2: Current Period TDI Approval – Payroll Processing

Payroll Processing Effects

- Employee's Regular pay is shut off for current period since HR entered the **Paid Leave of Absence/TDI** action on Job Data
 - If the action was not entered, automatic salary would process, and Payroll would enter **RNG** to reduce the automatic salary



Additional Resources

- [TDI Workflow Guide](#)
- [Managing TDI Leave](#) (video)



MAHALO FOR YOUR TIME!