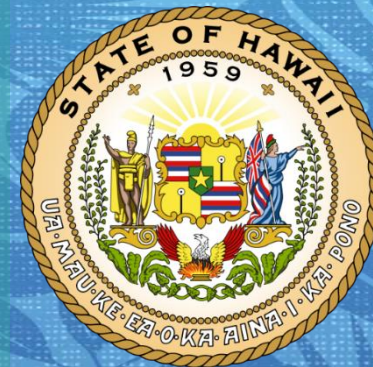




HIP Time and Leave Refresher Training

October 31, 2022



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

TOPICS

1. Worker's Compensation Processing

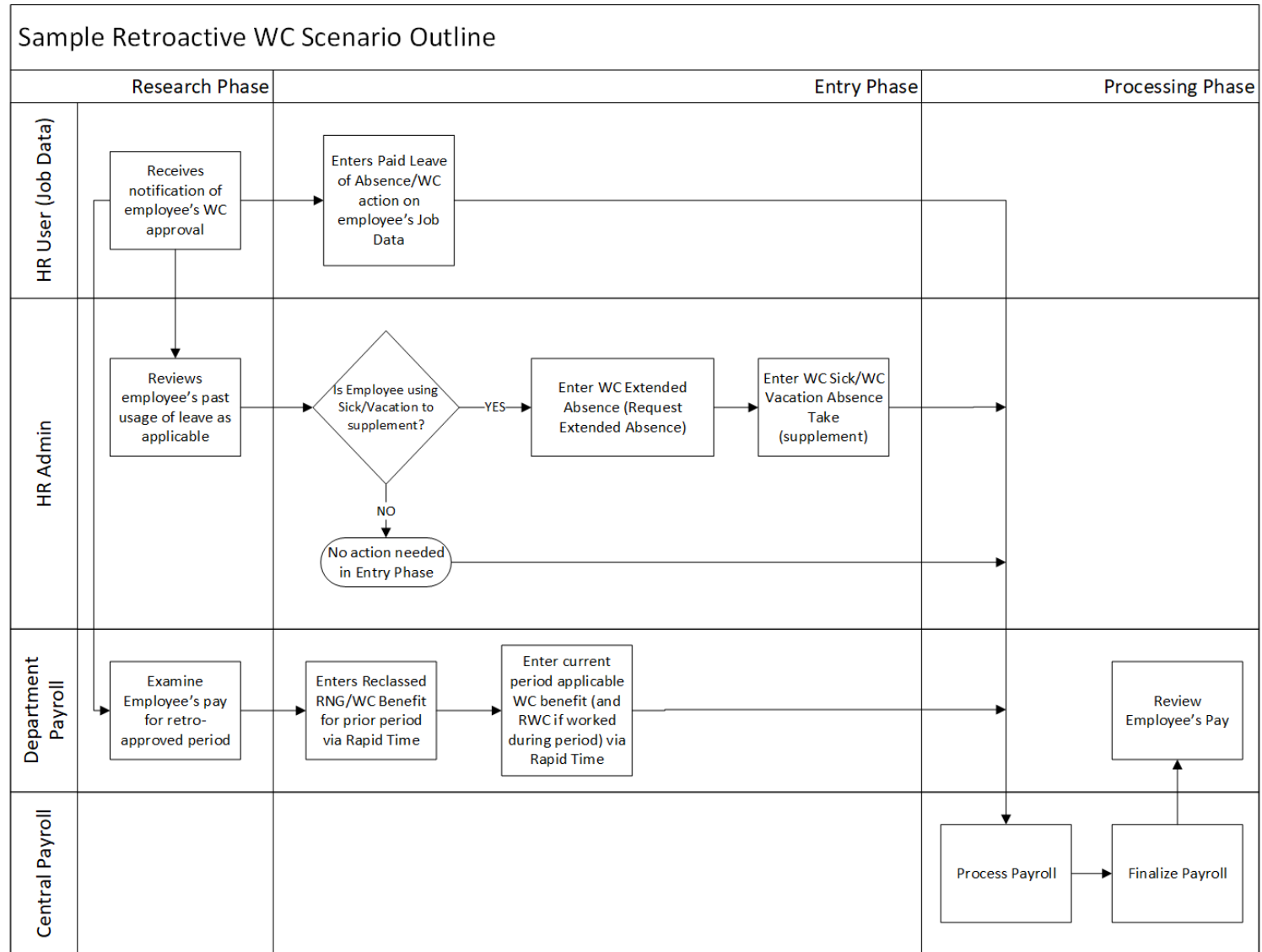
- Framework
- Scenarios:
 - Retroactive TTD (Total Disability)
 - Retroactive TPD (Partial Disability)
 - Current TTD (Total Disability)
- Resources



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.

Workers' Compensation Framework



Scenario 1: Retroactive WC Approval for TTD (Total Disability)

- Employee is approved for WC total disability for a past pay period where payroll has been finalized and may elect to use sick and/or vacation to supplement remaining regular pay.
 - Sample Employee: After-the-Fact pay schedule
 - Retroactively approved for WC effective 06/06/2022
 - Chose to supplement WC with 8 hours of sick leave
 - Payroll Processing for 07/20/2022
 - Pay Period Dates Referenced in Scenario: 06/01 – 06/15/2022 (retro), and 06/16 – 06/30/2022 (current)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	
	RETROACTIVE PERIOD					
12	13	14	15	16	17	18
19	20	21	22	23	24	
	CURRENT PERIOD					
26	27	28	29	30	1	2

06/01 -
06/15

06/16 -
06/30

Scenario 1: Retroactive WC Approval for TTD – HR User

Enter Paid Leave of Absence/WC action on Job Data

Scenario 1: Retroactive WC Approval for TTD – 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	06/06/2022	HR Status	Active	Payroll Status	Leave With Pay	Go To Row	+ -	
Effective	0							
Sequence								
*Action	Paid Leave of Absence							
*Reason	WorkersCompensation/IndInjury							

Current

- Enters the Paid Leave of Absence/WC action on Job Data
 - Stops Employee's regular pay from being automatically processed during payroll (salaried) while still allowing WC benefit and supplements to be paid
 - Marks date of WC leave
 - **Note: If the effective date of the WC leave is prior to the most current-dated action, DHRD or HR Authority will need to intervene to insert the Paid Leave of Absence/WC action via "Correct History."**

Scenario 1: Retroactive WC Approval for TTD – HR Admin

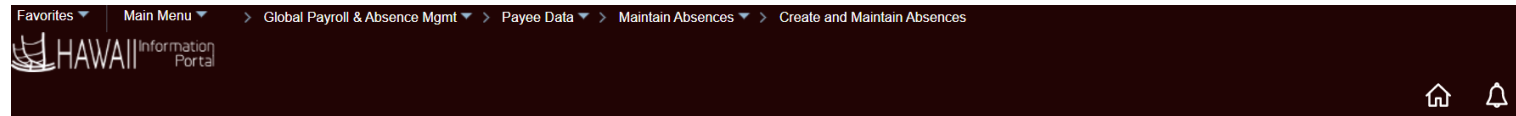
Phase 1: Research of Past Leaves in Approved WC Period

Phase 2: Entering WC Sick and/or Vacation Supplement

Phase 1: Research Past Leaves in Approved WC Period

- HR Admin looks for leave that was taken from 06/06/22 – 06/15/22
- Leave taken in period from 06/06 – 06/15 need to be reclassified to WC
- **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.

Work Flow Status

From Date Through Date
 Edit date range to include period you are researching.

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"/>	Painter II	<input type="text" value="06/13/2022"/>	<input type="text" value="06/13/2022"/>	<input type="text" value="01 - Sick L"/>	<input type="text"/>	8 Hours

Cancel Prior Absence Request

- Click on **Cancel Absence Requests**
- Select 06/13/22 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 WC. 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 WC sick and/or vacation supplement.***

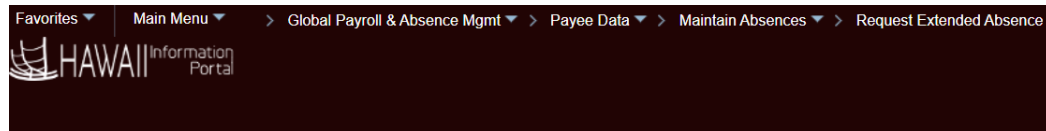
*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason
06/13/2022	01 - Sick Leave		8 Hours	View/Add	06/13/2022	Administrator Absence Event	Approved	Not Valid <input type="text" value="v"/>

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

- Phase 2 dependent on Employee's choice to supplement WC benefit and specific department's procedures on tracking leave
- Supplements entered through Extended Absence
 - Extended Absence Umbrella request done by either the HR Admin or Employee
 - Approved Extended Absence allows HR Admin to enter the WC Sick/WC Vacation absence take ("supplement")

Request Extended Absence as HR Admin

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



Request Extended Absence

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	06/06/2022
*Expected Return Date	08/31/2022
Actual Return Date	
Absence Type	Workers Compensation Leave
*Absence Name	Workers Compensation EA
*Absence Reason	Workers Compensation

HI Template Definition

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

Submit

[View Extended Absence Request History](#)

Save for Later

[View Absence Balances](#)

[Return to Search List](#)

Add WC Sick/Vacation Supplements – 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 All

Approver

Employee ID

Absence Name

From Last Name

From Date

Through Last Name

Through Date

Search Clear

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	Workers Compensation EA	06/06/2022	08/31/2022	Approved	09/01/2022	N	Edit	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"/>	Edit

Select All Deselect All Add New Absence

Add WC Sick/Vacation Supplements – Administer Extended Absence

SS Create Absence Req

*Start Date 06/06/2022

End Date 06/06/2022

Filter by Type Workers Compensation Leave

*Absence Name WC Sick AT

*Reason Workers Compensation

Partial Days None

Duration 8.00 Hours

View Monthly Calendar

Current Balance

Calculate End Date or Duration Forecast Balance

Additional Information

*WC Sick Amount 242.35

- ***WC Sick (or Vacation) Amount*** – Dollar amount paid via payroll processing – Derived from Form WC-09
- ***WC Amount*** is also required prior to forecasting the balance
- \$242.35 (8 hours of Sick Leave) used to supplement WC

Scenario 1: Retroactive WC Approval for TTD – Payroll User

Phase 1: Research of Employee's Prior Paychecks

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

Phase 1: Research of Employee's Prior Paychecks

- Payroll looks to see how Employee was paid for the 06/01 – 06/15 pay period
- Earnings from 06/06 – 06/15 period (approved WC) needs to be reclassified to appropriate WC 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	06/15/2022
				Page	[REDACTED]
				Line	1
					Separate Check
Paycheck Information			Paycheck Totals		
Paycheck Status	Confirmed	Paycheck Option	Advice	Earnings	2,625.50
Issue Date	07/05/2022	Paycheck Number	[REDACTED]	Taxes	579.43
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	121.61
			<input type="checkbox"/> Cashed	Net Pay	1,924.46

Research of Employee's Prior Paychecks

Earnings 4 of 4 [View All](#)

Begin Date 06/12/2022 End Date 06/15/2022 Addl Line Nbr 3 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	

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

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

- Earnings from 06/06 – 06/15 period (approved WC) needs to be reclassified to appropriate WC 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
06/06 WC Sick Hours at indicated dollar amount on Extended Absence	242.35	242.35	Extended Absence entries from Part II (WC SICK)
06/06 – 06/15: WC Payment	702.82	702.82	Rapid Time (WC TRC)
06/06: RNG Needed to reclass WC Sick from HR Admin Entry:	(242.35)		N/A RNG load as one lump sum
06/06 – 06/15: RNG Needed to reclass WC benefit:	(702.82)		N/A RNG load as one lump sum
06/06 – 06/15: Total RNG Entered:	(945.17)	(945.17)	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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
			REGULAR			
5	6	7	8	9	10	11
	WC Period					
12	13	14	15	16	17	18
	WC Period					

- 06/01 – 06/15 Total Paid: \$2625.50
- 06/01 – 06/03 REGULAR Earnings: \$716.04
- 06/06 – 06/15 WC Benefit Reclassified: \$702.82
- 06/06 – 06/15 WC Sick Supplement: \$242.35
- Sum of Regular + WC (Benefit + Supplement): \$1661.21
- Total Paid – Sum REG/WC = \$2625.50 – \$1661.21 = **\$964.29 Difference processed as Overpayment Recovery**

Entering WC Reclass on Rapid Time

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

Rapid Time

Process Monitor

Enter the appropriate information.

Rapid Session Information

*Description	WC Reclass	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"/>							06/15/2022	RNG - R	-945.170000
<input type="checkbox"/>							06/15/2022	WC - Wc	702.82

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

Entering Current Period WC 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"/>	06/15/2022 <input type="text"/>	RNG - R <input type="text"/>	-945.170000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	06/15/2022 <input type="text"/>	WC - Wc <input type="text"/>	702.820000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	06/30/2022 <input type="text"/>	WC - Wc <input type="text"/>	1732.83

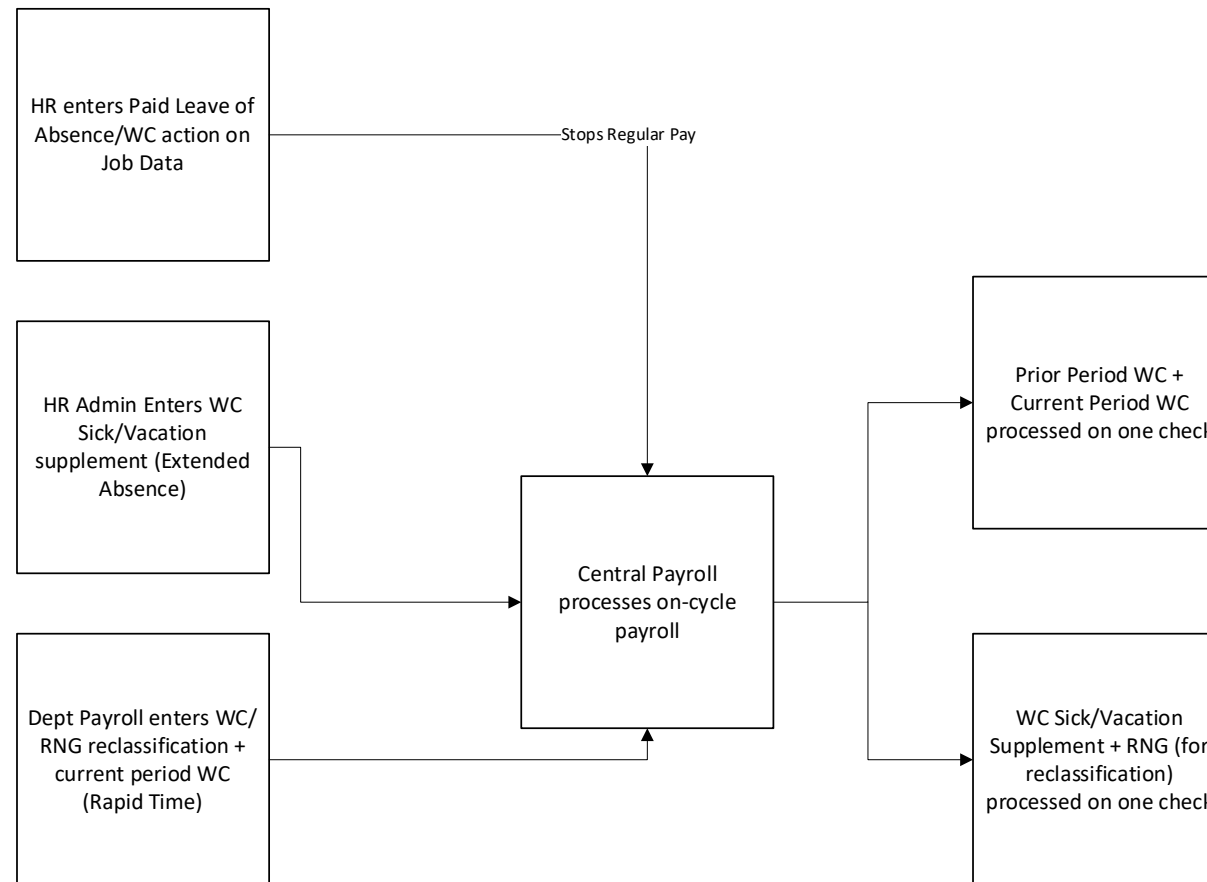
Current Period entry can be entered on the same session as the reclassification.

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

Scenario 1: Retroactive WC Approval for TTD – Payroll Processing

Payroll Processing Reclassification Effects

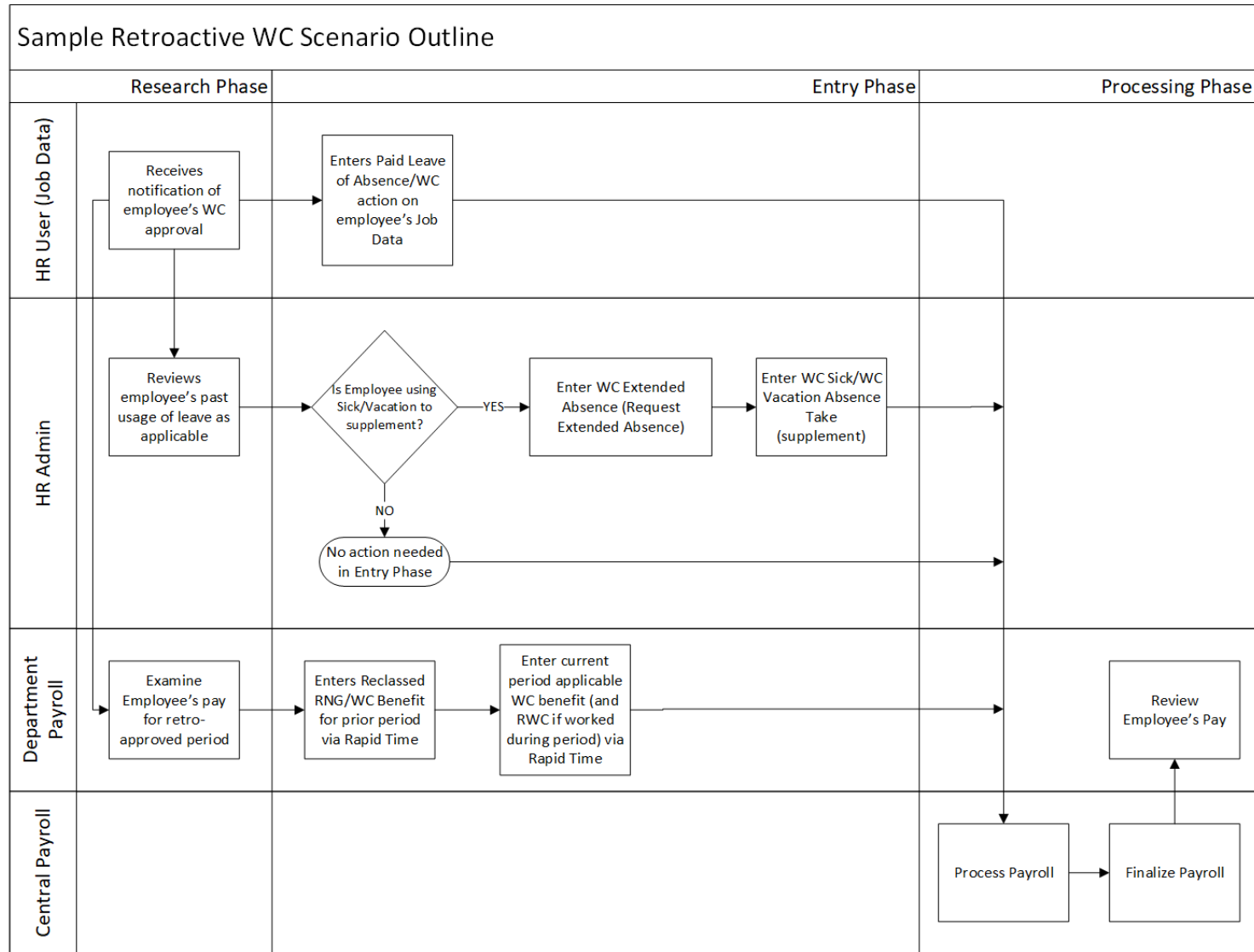
- ***Due to WC processing, please work with Central Payroll to ensure reclassification efforts are handled appropriately***
 - Employee's Regular pay is shut off for current period since HR entered the **Paid Leave of Absence/WC** action on Job Data



What Happens to the Employee's Leave Accruals?

- While the employee is on WC, the employee will accrue sick and vacation every pay period until the employee's Job Data status is changed back to an "Active" status, which they will revert to their regular accrual schedule.
 - Also applies to employees who regularly only accrue their hours at the end of each month

END OF SCENARIO 1



Scenario 2: Retroactive WC Approval for TPD (Partial Disability)

- Employee is approved for WC partial disability for a past pay period where payroll has been finalized and may elect to use sick and/or vacation to supplement remaining regular pay.
 - Sample Employee: After-the-Fact pay schedule
 - Retroactively approved for WC effective 06/06/2022
 - Approved to work 4 hours per day, 4 hours on WC TPD
 - Did not choose to supplement WC
 - Payroll Processing for 07/20/2022
 - Pay Period Dates Referenced in Scenario: 06/01 – 06/15/2022 (retro), and 06/16 – 06/30/2022 (current)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
29	30	31	1	2	3	4	
5	RETROACTIVE PERIOD					10	06/01 - 06/15
12	13	14	15	16	17	18	
19	CURRENT PERIOD					24	06/16 - 06/30
26	27	28	29	30	1	2	

Scenario 2: Retroactive WC Approval for TPD – HR User

Enter Paid Leave of Absence/WC action on Job Data

Scenario 2: Retroactive WC Approval for TPD – 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	06/06/2022	HR Status	Active	Payroll Status	Leave With Pay	Go To Row	+ -
Effective	0			*Job Indicator	Primary Job		
Sequence							
*Action	Paid Leave of Absence						
*Reason	WorkersCompensation/IndInjury						

Current

- Enters the Paid Leave of Absence/WC action on Job Data
 - Stops Employee’s regular pay from being automatically processed during payroll (salaried) while still allowing WC benefit, supplements, and worked hours to be paid manually
 - Marks date of WC leave
 - **Note: If the effective date of the WC leave is prior to the most current-dated action, DHRD or HR Authority will need to intervene to insert the Paid Leave of Absence/WC action via “Correct History.”**

Scenario 2: Retroactive WC Approval for TPD – HR Admin

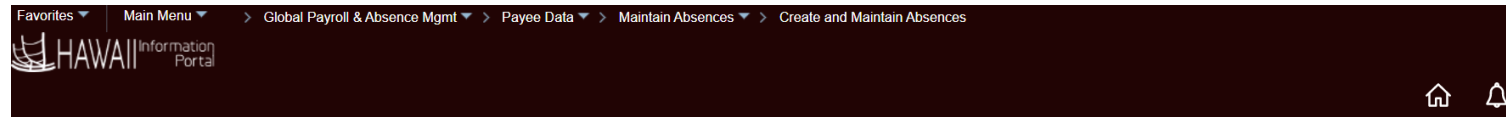
Phase 1: Research of Past Leaves in Approved WC Period

Phase 2: Entering WC Sick and/or Vacation Supplement

Phase 1: Research Past Leaves in Approved WC Period

- HR Admin looks for leave that was taken from 06/06/22 – 06/15/22
- Leave taken in period from 06/06 – 06/15 need to be reclassified to WC
- **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.

Work Flow Status

From Date Through Date
 Edit date range to include period you are researching.

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"/>	Painter II	<input type="text" value="06/13/2022"/>	<input type="text" value="06/13/2022"/>	<input type="text" value="01 - Sick L"/>	<input type="text"/>	8 Hours

Cancel Prior Absence Request

- Click on **Cancel Absence Requests**
- Select 06/13/22 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 WC. 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 WC sick and/or vacation supplement.***

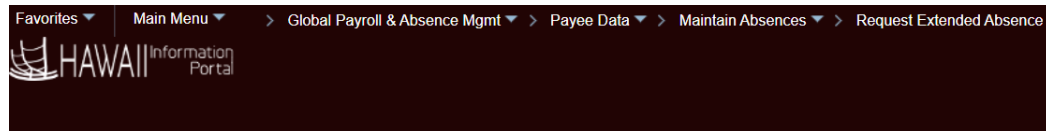
*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason
06/13/2022	01 - Sick Leave		8 Hours	View/Add	06/13/2022	Administrator Absence Event	Approved	Not Valid <input type="text" value="v"/>

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

- Phase 2 dependent on Employee's choice to supplement WC benefit and specific department's procedures on tracking leave
- Supplements entered through Extended Absence
 - Extended Absence Umbrella request done by either the HR Admin or Employee
 - Approved Extended Absence allows HR Admin to enter the WC Sick/WC Vacation absence take ("supplement")

Request Extended Absence as HR Admin

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



Request Extended Absence

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	06/06/2022
*Expected Return Date	08/31/2022
Actual Return Date	
Absence Type	Workers Compensation Leave
*Absence Name	Workers Compensation EA
*Absence Reason	Workers Compensation

HI Template Definition

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

Submit

[View Extended Absence Request History](#)

Save for Later

[View Absence Balances](#)

[Return to Search List](#)

Add WC Sick/Vacation Supplements – 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: All

Approver: [Search]

Employee ID: [Search]

Absence Name: [Dropdown]

From Last Name: [Text]

From Date: [Calendar]

Through Last Name: [Text]

Through Date: [Calendar]

[Search] [Clear]

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
[Redacted]	[Redacted]	0	Workers Compensation EA	06/06/2022	08/31/2022	Approved	09/01/2022	N	[Edit]	[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"/>	[Edit]

Select All Deselect All Add New Absence

Add WC Sick/Vacation Supplements – Administer Extended Absence

SS Create Absence Req

*Start Date 06/06/2022

End Date 06/06/2022

Filter by Type Workers Compensation Leave

*Absence Name WC Sick AT

*Reason Workers Compensation

Partial Days None

Duration 8.00 Hours

View Monthly Calendar

Current Balance

Calculate End Date or Duration Forecast Balance

Additional Information

*WC Sick Amount 242.35

- ***WC Sick (or Vacation) Amount*** – Dollar amount paid via payroll processing – Derived from Form WC-09
- ***WC Amount*** is also required prior to forecasting the balance
- **No supplement was used in this scenario – Screenshot shown as an example**

Recording of Absences While Employee is on TPD

- If the Employee is scheduled to work per their restriction and is out on leave, what happens?
- Use **Create and Maintain Absences** to record actual time that the employee is absent when scheduled to work
 - *Example:* Employee is scheduled to work 4 hours while on TPD, employee calls out sick, record 4 hours Sick Leave on **Create and Maintain Absences**
- Use **Administer Extended Absence** to record any voluntary supplements using available sick and/or vacation leave to supplement Employee's difference in regular pay from WC
 - Not to be used to record actual absences while scheduled to work

Scenario 2: Retroactive WC Approval for TPD – Payroll User

Phase 1: Research of Employee's Prior Paychecks

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

Phase 1: Research of Employee's Prior Paychecks

- Payroll looks to see how Employee was paid for the 06/01 – 06/15 pay period
- Earnings from 06/06 – 06/15 period (approved WC) needs to be reclassified to appropriate WC 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	06/15/2022
				Page	[REDACTED]
				Line	1
					Separate Check

Paycheck Information		Paycheck Totals	
Paycheck Status	Confirmed	Paycheck Option	Advice
Issue Date	07/05/2022	Paycheck Number	[REDACTED]
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
			<input type="checkbox"/> Cashed

Earnings	2,625.50
Taxes	579.43
Deductions	121.61
Net Pay	1,924.46

Research of Employee's Prior Paychecks

Earnings 4 of 4 [View All](#)

Begin Date 06/12/2022 End Date 06/15/2022 Addl Line Nbr 3 Reason Not Specified
 Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried	Hourly	Overtime
Hours 0.00 Rate 30.294231 Earnings 0.00	Hours -8.00 Rate 30.294231 Earnings -242.35 Rate Code	Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code

State HI Locality
 Rate Used Hourly Rate Shift Rate
 Shift Not Applicable

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	

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

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

- Earnings from 06/06 – 06/15 period (approved WC) needs to be reclassified to appropriate WC 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
06/06 – 06/15: WC Payment	702.82	702.82	Rapid Time (WC TRC)
06/06 – 06/15: RNG Needed to reclass WC benefit:	(702.82)	(702.82)	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)
- *In this scenario, WC Sick/Vacation supplement was not used*
 - If supplements were included, RNG would also include total of supplement to be processed

Payment Information

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
			REGULAR			
5	6	7	8	9	10	11
	WC Period					
12	13	14	15	16	17	18
	WC Period					

- 06/01 – 06/15 Total Paid: \$2625.50
- 06/01 – 06/03 REGULAR Earnings: \$716.04
- 06/06 – 06/15 WC Benefit Reclassified: \$702.82
- 06/06 – 06/15 REGULAR Earnings (at 4 hours per day): 969.42
- Sum of Regular + WC (Benefit + Supplement): \$2388.28
- Total Paid – Sum REG/WC = \$2625.50 – \$2388.28 = **\$237.22 Difference processed as Overpayment Recovery**

Entering WC Reclass on Rapid Time

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

Rapid Time

Process Monitor

Enter the appropriate information.

Rapid Session Information

*Description	WC Reclass TPD	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"/>							06/15/2022	RNG - R	-702.820000
<input type="checkbox"/>							06/15/2022	WC - Wc	702.82

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

Entering Current Period WC 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"/>					06/15/2022	RNG - R	-702.820000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>					06/15/2022	WC - Wc	702.820000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>					06/30/2022	RWC - R	1332.95
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>					06/30/2022	WC - Wc	888.63

RWC used to pay employee's regular hours worked during the 6/16 - 6/30 period.
WC used to pay the benefit for the current period.

- Reminder: Since HR entered the **Paid Leave of Absence/WC** action on Job Data, **RWC** is needed to pay the regular hours worked while on TPD
 - If Employee is out on leave during scheduled work hours, additional **RWC** is needed to pay leave since SIC/VAC earnings net to zero
 - **Example: If employee is out for 4 hours of Sick Leave for time that the employee was scheduled to work while on partial WC for a total of \$100.00, then additional \$100.00 of RWC should be added to account for the net-zero effect of Sick Leave.**

What Happens If the Paid Leave of Absence/WC Action is Not Entered?

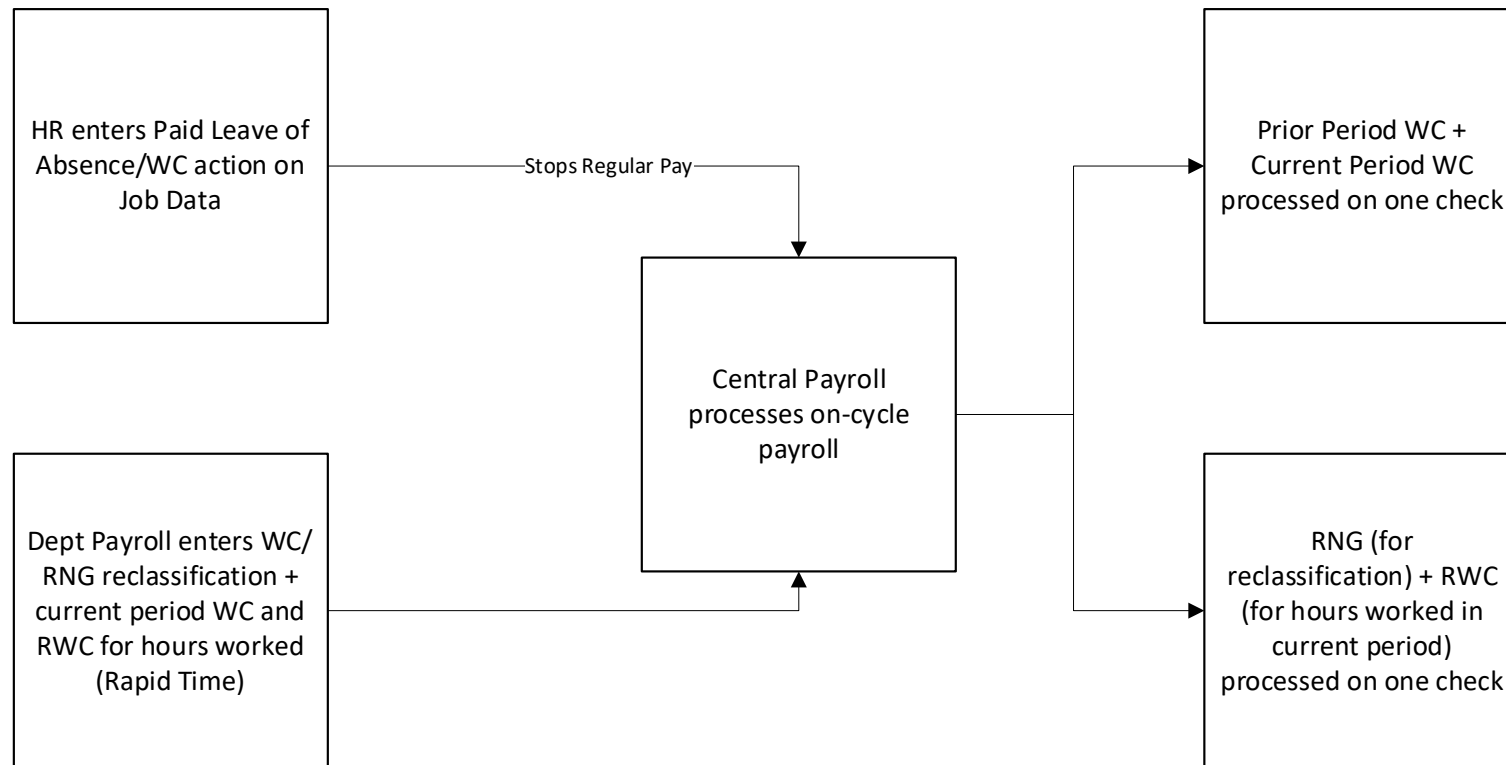
- Automatic salary processing is dependent on the Employee's Job Data status
 - Whether this **Paid Leave of Absence/WC** action is entered or not determines how Payroll needs to enter the data to pay the employee while on TPD
- Chart to the right depicts the effects and actions needed for Payroll depending on Employee's status

Paid LOA/WC Action Entered	Paid LOA/WC Action Not Entered
Automatic Salary Processing	
Automatic Salary is not processed	Automatic Salary continues to be processed
Retroactive Period Reclassification	
RNG - Entered to reclassify original pay	RNG - Entered to reclassify original pay
WC - Entered to pay WC for retro period	WC - Entered to pay WC for retro period
Current Period Entries	
WC - Entered to pay WC	WC - Entered to pay WC
RWC - Entered to pay hours worked manually	RNG - Entered to reduce automatic salary – Amount entered should be difference from total semi-monthly less amount owed due to worked hours
RWC - Additional needed if EE is on leave (e.g. SICK or VAC) during scheduled work hours	

Scenario 2: Retroactive WC Approval for TPD – Payroll Processing

Payroll Processing Reclassification Effects

- ***Due to WC 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/WC** action on Job Data
 - **Reminder**: No supplemental pay was processed for this scenario



What Happens to the Employee's Leave Accruals?

- While the employee is on WC, the employee will accrue sick and vacation every pay period until the employee's Job Data status is changed back to an "Active" status, which they will revert to their regular accrual schedule.
 - Also applies to employees who regularly only accrue their hours at the end of each month

END OF SCENARIO 2

Scenario 3: Current Period WC Approval for TTD (Total Disability)

- Employee is approved for WC total disability for a current pay period that payroll is processing and is electing to use sick and/or vacation to supplement their WC benefit and regular pay.
 - Sample Employee: After-the-Fact pay schedule
 - Approved for WC effective 08/22/2022
 - Payroll Processing for 09/20/2022
 - Pay Period Dates Referenced in Scenario: 08/16/22 – 08/31/22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	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	1	2	3

08/16 -
08/31

CURRENT PERIOD

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		REGULAR WORK HOURS				
21	22	23	24	25	26	27
	WC PERIOD					
28	29	30	31	1	2	3

Scenario 3: Current Period WC Approval for TTD – HR User

Enter Paid Leave of Absence/WC action on Job Data

Scenario 2: Retroactive WC Approval for TPD – 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	08/22/2022	HR Status	Active	Payroll Status	Leave With Pay	Go To Row	+ -	
Effective	0							
Sequence								
*Action	Paid Leave of Absence							
*Reason	WorkersCompensation/IndInjury							

*Job Indicator Primary Job

- Enters the Paid Leave of Absence/WC action on Job Data
 - Stops Employee’s regular pay from being automatically processed during payroll (salaried) while still allowing WC benefit, supplements, and worked hours to be paid manually
 - Marks date of WC leave
 - **Note: If the effective date of the WC leave is prior to the most current-dated action, DHRD or HR Authority will need to intervene to insert the Paid Leave of Absence/WC action via “Correct History.”**

Scenario 3: Current Period WC Approval for TTD – HR Admin

Entering WC Sick and/or Vacation Supplement

Entering WC Sick and/or Vacation Supplement (optional)

- Dependent on Employee's choice to supplement WC benefit and specific department's procedures on tracking leave
- Supplements entered through Extended Absence
 - Extended Absence Umbrella request done by either the HR Admin or Employee
 - Approved Extended Absence allows HR Admin to enter the WC Sick/WC Vacation absence take ("supplement")

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	08/22/2022	
*Expected Return Date	09/30/2022	
Actual Return Date		
Absence Type	Workers Compensation Leave	▼
*Absence Name	Workers Compensation EA	▼
*Absence Reason	Workers Compensation	▼

[HI Template Definition](#)

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

[Submit](#)

[View Extended Absence Request History](#)

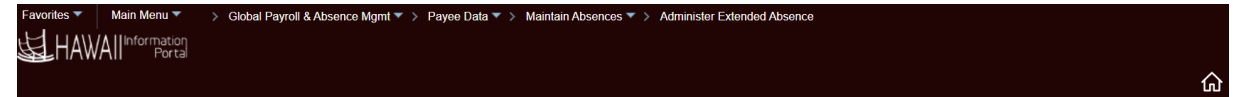
[Save for Later](#)

[View Absence Balances](#)

[Return to Search List](#)

Add WC Sick/Vacation Supplements – Administer Extended Absence

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



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	Workers Compensation EA	08/22/2022	09/30/2022	Approved	09/23/2022	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 All Deselect All

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 WC Sick/Vacation Supplements – Administer Extended Absence

SS Create Absence Req

Details ?

*Start Date	08/31/2022		View Monthly Calendar
End Date	08/31/2022		
Filter by Type	Workers Compensation Leave		
*Absence Name	WC Sick AT		
*Reason	Workers Compensation		
Partial Days	None		
Duration	8.00	Hours	Current Balance

[Calculate End Date or Duration](#) [Forecast Balance](#)

- **WC Sick (or Vacation) Amount** – Dollar amount paid via payroll processing – Derived from Form WC-09
- **WC Amount** is also required prior to forecasting the balance

Scenario 3: Current Period WC Approval for TTD – Payroll User

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

Entering Current WC Benefit

- Verify if the Employee has been placed on **Paid Leave of Absence/WC** 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 WC on Rapid Time

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

Rapid Time

Process Monitor

Rapid Session Information

***Description** WC Current Period Scenario

***Template Type** Elapsed Time Reporter

***Template** DEFEXHRLY

***Processing Mode** Addition

Session Number 9999999999

Session Status Not Submitted

Last Updated [blurred]

User ID [blurred]

Enter the appropriate information.

RWC is used if Employee worked part of the period and placed on Paid LOA/WC. Mostly applies if Employee was approved for WC mid-period.

Rapid Detail Information

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]		[blurred]		08/31/2022	WC - Wc	1250.000000
<input type="checkbox"/>	[blurred]	[blurred]	[blurred]		[blurred]		08/31/2022	RWC - R	875.16

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

Entering WC 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"/>	08/31/2022 <input type="text"/>	WC - Wc <input type="text"/>	1250.000000
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	08/31/2022 <input type="text"/>	RNG - R <input type="text"/>	-875.160000

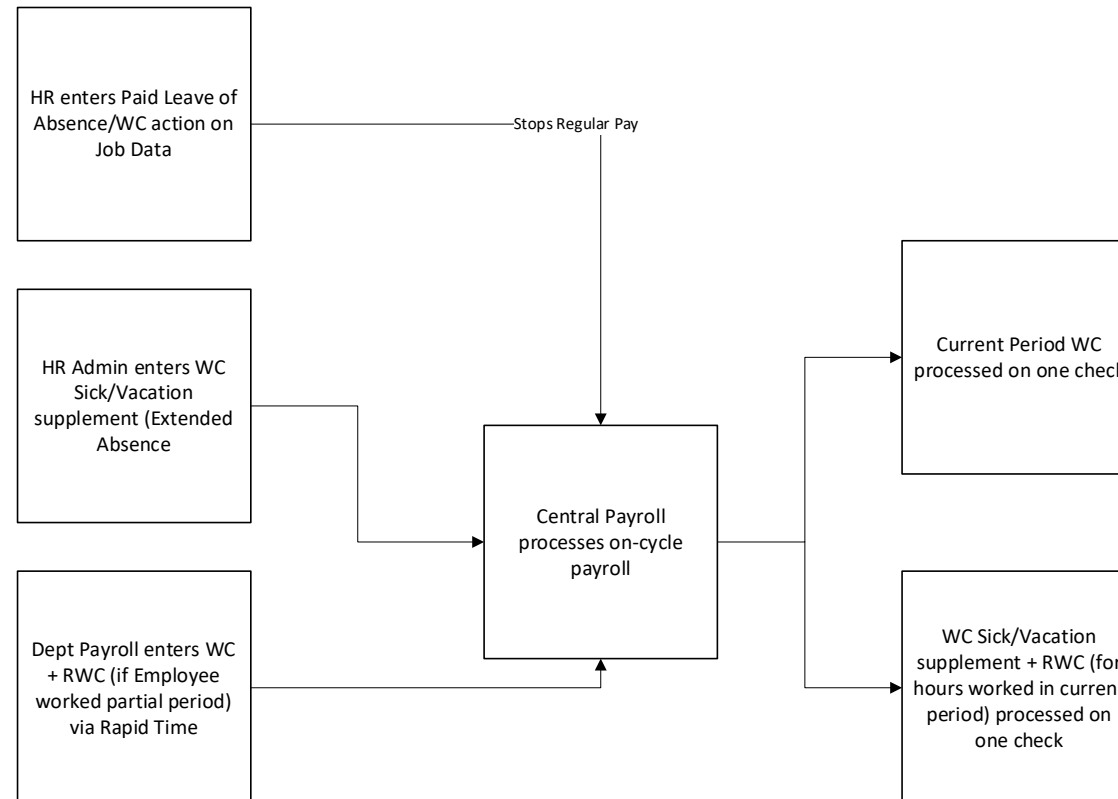
If Employee was not placed on Paid LOA/WC, then RNG is needed to reduce automatic salary.

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

Scenario 3: Current Period WC Approval for TTD – Payroll Processing

Payroll Processing Effects

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



What Happens to the Employee's Leave Accruals?

- While the employee is on WC, the employee will accrue sick and vacation every pay period until the employee's Job Data status is changed back to an "Active" status, which they will revert to their regular accrual schedule.
 - Also applies to employees who regularly only accrue their hours at the end of each month

Additional Resources

- [Workers' Comp Process Guide](#)
- [Workers' Comp Demonstration for HR and Payroll \(video\)](#)
- [Workers' Comp Business Process](#)
- [T&L Workers' Comp Reclassification Business Process \(payroll\)](#)



MAHALO FOR YOUR TIME!