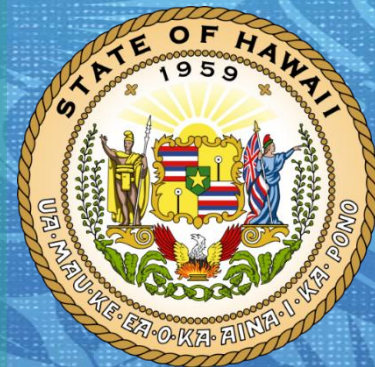




HIP Time and Leave Refresher Training

February 28, 2023



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

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.

TOPICS

1. Balance Adjustments
 - Procedure
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 - Timing
 - Procedure
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Balance Adjustments - Procedure

	Situation	Adjustment Input Value	Result
1	The initial sick and or vacation conversion balances provided were incorrect during transition to Time and Leave	Positive	Ensures corrected balances for the Employee
2	Issue with balance numbers currently displaying for the employee	Positive or Negative	Ensures corrected balances for the Employee
3	Employee transfers from non-Time and Leave department (UH, DOE, HHSC, Judiciary) into a Time and Leave department (Executive Branch, LEG, OHA)	Positive	Ensures that sick and vacation balances earned from the non-Time and Leave Department are brought into the system for the employee to use
4	Transferring balances from one Employee Record number to another (e.g., 1 to 0) when employees move between different positions or jurisdictions.	Positive and Negative	Ensures that sick and vacation balances earned from the previous active record number is available on the current active record number, but not the prior record
5	Zero out vacation and sick hours upon termination/resignation from State Service	Negative	Ensures that if an employee is rehired after a long break in service, the employee will start off with 0 sick/vacation balances and not the hours upon termination
6	Zero out vacation and sick hours upon transfer from Time and Leave department (Executive Branch, LEG, OHA) to non-Time and Leave department (UH, DOE, HHSC, Judiciary)	Negative	Ensures that if an employee is rehired again with a Time and Leave department, the employee will start off with 0 sick/vacation balances and not the hours at time of transfer
7	Apply Received Leave Donation hours to be used retroactively	Positive	If necessary, ensures that employees eligible to receive donated leave share hours have the hours added to their balance in a prior period for use at that time. Note, manual negative adjustment to leave share bank would also be necessary in this situation
8	Transfer between Executive Branch Time and Leave Departments with no break in service on same Empl Record	N/A	Leave Balances remain on an Employee's Empl Record and are stored in the system, meaning additional manual action not necessary*

- HIP Time and Leave allows HR Admin users to adjust employee's leave balances
- If entering an adjustment for a past period, the system will recalculate all leave from that past period up to the current period
- Leave balances are stored by Empl Record

Balance Adjustments - Procedure

- Navigation: Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences
- Search for the proper Empl ID, Empl Record, and Period Dates that need adjustment

Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

HAWAII Information Portal

Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID begins with []

Empl Record = []

Pay Group begins with []

Calendar ID begins with []

Name begins with []

Period Begin Date >= []

Period End Date <= []

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Balance Adjustments - Procedure

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- a. Select the appropriate Element Name by clicking the magnifying glass
- b. Input the Adjustment amount. Note, the number you put will not overlay the existing balance that exists in the background of the system, but just adjusts what is currently in the system based on the number inputted
 - i. Use a positive number to increase the existing balance (e.g., 10)
 - ii. Use a negative number to reduce the existing balance (e.g., -10)
- c. Input comments if necessary
- d. Add a row, if necessary, to input another adjustment for a different type of leave
 - i. A pop-up box will appear to ask how many rows you want to add
- e. Save

Balance Adjustments – Timing

Element Name	Description	Hours Available for use	Use Case	Example	
				Calendar Adjustment Period	Adjusted Hours Available Beginning
HI WC SICK E	HI WC SICK ENT	In same period as the adjustment	Adjust sick leave earned for EE on Worker's Comp	09/16/21-09/30/21	9/16/2021
HI VC RC ENT	Vacation Leave Receive Ent	In same period as the adjustment	Adjust received leave share hours	09/16/21-09/30/21	9/16/2021
HI WC VAC E	HI WC VAC ENT	In same period as the adjustment	Adjust vacation leave earned for EE on Worker's Comp	09/16/21-09/30/21	9/16/2021
HI SICK AE	Sick Entitlement	Starting the period after adjustment	Adjust sick balance for non UPW employees	09/16/21-09/30/21	10/1/2021
HI VAC ENT	Vacation Entitlement	Starting the period after adjustment	Adjust vacation balance for any employee	09/16/21-09/30/21	10/1/2021
HI EB SIC EN	Sick Earn as you go Sick Ent	In same period as the adjustment	Adjust sick balance for UPW employees	09/16/21-09/30/21	9/16/2021
HI CNVSCK AE	CONVERSION SICK	In same period as the adjustment	Employee transfer into Time and Leave department	09/16/21-09/30/21	9/16/2021
HI CNVVAC AE	CONVERSION VAC	In same period as the adjustment	Employee transfer into Time and Leave department	09/16/21-09/30/21	9/16/2021

- When choosing an adjustment option, consider when the balance should be available to the employee
- Adjustments are processed in the “current” open processing period
- Adjustment amounts can be used once saved but show on the pay advice or the Absence Balances Tile when the next paycheck is confirmed.

Balance Adjustments - Timing

See below for timing illustration:

10/20/2021
check
completed
and ATF EE
has 0 hours
balances

EE can
use hours
as of
10/1/2021
with
successful
forecast

Balances
update on
queries and
Results by
Calendar/
Results by
Calendar
Group

Updated
balances
appear
on
Absence
Balance
Tile and
pay
advice



Save positive
**HI SICK AE/HI
VAC ENT**
adjustment for
14 hours in
9/16/2021 -
9/30/2021
period

Nightly
Processing

11/5/2021
Paycheck
issued

Vacation/Comp Time Payout

- Currently HIP will not process Vacation payouts automatically due to different calculation methods required by Hawaii Revised Statutes. Manual steps are still necessary to be able to process vacation and comp time payouts via payroll.
- Data in HIP will provide you with information needed to validate leave balance hours. After verifying the leave balances for payout, the G2 form would be completed, and results shared with the Fiscal/Payroll staff for processing.
- Since balances are recorded by Empl Record number in HIP, leave balance adjustments by HR Admin and Comp Time adjustments by Timekeepers are important for processing to avoid confusion of what the employee's balances are at the department after the employee's departure.

Vacation/Comp Time Payout - Audit Assistance

Time and Leave Auditing:

- HIP_TL_APPROVAL_ERRORS - Verify any transactions that routed to error which may require action. Errors prevent accuracy of payment and processing of leave hours balances

Time Auditing:

- HIP_TL_SUPERVISOR_EXCEPTIONS – Verify EE doesn't have any outstanding exceptions to handle that would have prevented payable time
- HIP_TL_SAVED_REPORTED_TIME – Identify time that was saved by the employee but not submitted for approval
- HIP_TL_PAYABLE_TM_NOT_APPROVED - Identify any employees with payable time that needs approval to be paid

Vacation/Comp Time Payout - Audit Assistance

Leave Auditing:

- HIP_TL_INCOMPLETE_LEAVES - Identify leaves that are incomplete for deletion and possible resubmission
- HIP_TL_G2_INFO - Contains employee specific data and summary leave balance data. Assists with completing the G2
- HIP_TL_EE_BAL_BY_PERIOD – Contains vacation, sick, comp time, and received vacation data by pay period. Assists with verifying that earnings, takes, and ending balances on a per period basis
- HIP_TL_PENDING_LEAVE – May be used to view any pending leaves that were submitted
- HIP_TL_DETAIL_HRS_WORKED – Assists with verifying number of hours worked for the period/month in question
- HIP_TL_EE_APPRVD_LV_DTRNG_EE – Assists with reviewing leaves that were approved and processed
- HIP_TL_CANCELLED_LEAVE – Assists with viewing cancelled leave; verify that cancelled leaves do not need to be resubmitted
- HIP_TL_YE_VAC_ROLLOVER – Assists with reviewing year end forfeiture details

Vacation/Comp Time Payout - Audit Assistance

- You can add queries to your favorites list for easier reference later

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
HIP_TL_APPROVAL_ERRORS	Approvals in Error Step	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- All your favorite queries will show up in the *My Favorite Queries* list on the bottom of the *Query Viewer* page

My Favorite Queries

Query Name	Description	Owner	Folder
HIP_TL_APPROVAL_ERRORS	Approvals in Error Step	Public	
HIP_TL_PAYABLE_TM_NOT_APPROVED	Payable Time Needing Approval	Public	

Vacation/Comp Time Payout - Timing

- Since absence balances are dependent on payroll data, final balances are not available until an employee's **final check** has been processed
- After **all** requests are entered and the final check is issued, all takes entered in the system and resulting leave entitlements are recognized on the reports (e.g., the HIP_TL_G2_INFO, HIP_TL_EE_BAL_BY_PERIOD)

Paygroup	Termination Date	Pay Period	Last check	November 2022 Entitlements Granted
LAG	11/30/2022	11/16-11/30/22	12/5/2022	12/5/2022
ATF	11/30/2022	11/16- 11/30/22	12/20/2022	12/20/2022

Vacation/Comp Time Payout - Procedure

Refer to a visual of the Vacation and Comp Time Payout Upon Termination business process here:

https://ags.hawaii.gov/hip/files/2020/04/Vacation_Comp-Time-Payout-Upon-Termination-BP.pdf

1. Review balances – Needed to determine how many hours should be paid out
 - a. The HIP_TL_G2_INFO and/or HIP_TL_EE_BAL_BY_PERIOD may be used to determine the final hours that should be populated on the G2 form to effectuate the payout
2. Complete the G2 form – Needed to record what needs to be paid out
3. Zero out the balances manually– Needed to eliminate the possibility of an employee using these remaining hours if rehired later with the same Empl Record
 - a. Leave adjustments instructions: <https://ags.hawaii.gov/hip/files/2021/11/Leave-Balance-Adjustment.pdf>
 - b. Comp Time adjustments instructions: <https://ags.hawaii.gov/hip/for-time-and-leave-keepers/for-timekeepers/tk-comp-time/how-to-adjust-employee-compensatory-time-comp-time-balances/>
4. Communication with Fiscal/Payroll Office for payout processing – Needed pay the employee
 - a. Department Payroll user will process the vacation payout using the HI Payroll Transactions page see <https://ags.hawaii.gov/hip/files/2021/10/HI-Payroll-Transactions-Upload.pdf>

Vacation/Comp Time Payout– Example

- In the following example, the employee that normally earns sick and vacation at the end of the month has resigned from his position effective 12/16/22 and needs to be paid out for the remaining vacation hours
- After reviewing the employee's data, 158 sick and 609 vacation, and 80 State Comp time hours balances are reflecting in HIP for the employee and are deemed correct
- It's necessary to use negative numbers to zero out the hours during the last period the employee was "Active"

Vacation/Comp Time Payout - Example

Employee Job Data

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Hi Exec Job](#) | [Job Earnings Distribution](#)

Employee: _____ Empl ID: _____ Empl Record: 0

Work Location Details ? Find First ◀ 1 of 1 ▶ Last

*Effective Date: 12/16/2022 ⓑ HR Status: Inactive Payroll Status: Terminated Go To Row + -
 Effective: 0 *Job Indicator: Primary Job
 Sequence: _____
 *Action: Termination

Segment of HIP_TL_EE_BAL_BY_PERIOD query showing remaining balances

Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Earn	PRD WC Sick Ent	PRD Sick Take	PRD Sick Adj	PRD WC Sick Adj	Sick Bal	PRD Vac Earn	PRD WC Vac Ent	PRD Vac Take	PRD Vac Adj	PRD WC Vac Adj	PRD Vac Don	Vac Bal	PRD State CT Earn	PRD State CT Take	State CT Bal	PRD Fed CT Ern	PRD Fed CT Take	Fed CT Bal
11/01/2022	11/15/2022	Y	11/26/2022 10:58:10PM	0.000	0.000	8.000	0.000	0.000	240.000	0.000	0.000	0.000	0.000	0.000	0.000	587.000	0.000	0.000	80.000	0.000	0.000	0.000
11/16/2022	11/30/2022	Y	11/30/2022 5:41:04AM	14.000	0.000	48.000	0.000	0.000	206.000	14.000	0.000	0.000	0.000	0.000	0.000	601.000	0.000	0.000	80.000	0.000	0.000	0.000
12/01/2022	12/15/2022	Y	12/16/2022 10:53:28PM	8.000	0.000	56.000	0.000	0.000	158.000	8.000	0.000	0.000	0.000	0.000	0.000	609.000	0.000	0.000	80.000	0.000	0.000	0.000

Vacation/Comp Time Payout Example

- Negative sick and vacation adjustment in employee's last active period 12/1/22-12/15/22
- After saving, the adjusted balance amount will be updated after the nightly Absence Calculation runs. You would be able to verify the next day that the balances have reduced to 0
- Note: if the adjustment to zero out hours is done several pay periods after termination, you may notice extra data in the queries for dates after termination

Absences

Employee ID		Name		Empl Record	0
Pay Group	ATF	Description	State of Hawaii - ATF	Pay Entity	SOH
Calendar ID	ATF 2022S23	Begin Date	12/01/2022	End Date	12/15/2022

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICK AE	Sick Entitlement	-158.000000	12/01/2022	12/15/2022	Zero out hours due to resignation
HI VAC ENT	Vacation Entitlement	-609.000000	12/01/2022	12/15/2022	Zero out hours due to resignation

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

Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Earn	PRD WC Sick Ent	PRD Sick Take	PRD Sick Adj	PRD WC Sick Adj	Sick Bal	PRD Vac Earn	PRD WC Vac Ent	PRD Vac Take	PRD Vac Adj	PRD WC Vac Adj	PRD Vac Don	Vac Bal
11/01/2022	11/15/2022	Y	11/26/2022 10:58:10PM	0.000	0.000	8.000	0.000	0.000	240.000	0.000	0.000	0.000	0.000	0.000	0.000	587.000
11/16/2022	11/30/2022	Y	11/30/2022 5:41:04AM	14.000	0.000	48.000	0.000	0.000	206.000	14.000	0.000	0.000	0.000	0.000	0.000	601.000
12/01/2022	12/15/2022	Y	12/16/2022 10:53:28PM	8.000	0.000	56.000	-158.000	0.000	0.000	8.000	0.000	0.000	-609.000	0.000	0.000	0.000

Vacation/Comp Time Payout - Example

Most recent Results by Calendar results (row 3 of 3) for 12/15/22 period end date (Calendar ID ATF 2022S23) showing 0 balances after nightly processing. Notice how there are 3 rows to show that the period has been recalculated

Calendar Results
Earnings and Deductions
Accumulators
Supporting Elements

Employee
Empl ID
Empl Record 0

Calendar ID ATF 2022S23
Pay Group ATF
State of Hawaii - ATF

Calendar Information

Calendar Group ID	2023 03 01 SM	Description	2023 March 1st Payroll
Segment Number	1	Version	3
Gross Result Value	0.000000 USD	Net Result Value	0.000000 USD

Accumulators

Accumulator Results
User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	HI SICK AE_ADJ	-158.000000	Sick Entitlement Adj YTD	01/01/2022	12/31/2022
Year to Date	HI SICK AE_BAL	0.000000	Sick Balance	01/01/2022	12/31/2022
Year to Date	HI SICK AE_ENT	162.000000	Sick Entitlement YTD	01/01/2022	12/31/2022
Year to Date	HI SICK AE_TAKE	350.000000	Sick Entitlement Take YTD	01/01/2022	12/31/2022
Year to Date	HI VAC ENT _ADJ	-609.000000	Vacation Entitlement Adj YTD	01/01/2022	12/31/2022
Year to Date	HI VAC ENT _BAL	0.000000	Vacation Balance	01/01/2022	12/31/2022

Vacation/Comp Time Payout - Example

Comp Time Adjustment entered 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"/>	12/15/2022 <input type="text"/>	CTZTA - <input type="text"/>	<input type="text" value="80.000000"/>

Comp Time Adjustment appears on Timesheet

Select Another Timesheet

*View By

*Date

Reported Hours 80.00

Thursday 12/15/2022

Thu 12/15	Total	Time Reporting Code
<input type="text" value="80.00"/>	80.00	CTZTA - Adjust Take Comp Time (State <input type="text"/>

State of Hawaii Internal Use Only – Not for Public Distribution

Balances reduce after nightly processing

Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD State CT Earn	PRD State CT Take	State CT Bal	PRD Fed CT Ern	PRD Fed CT Take	Fed CT Bal
11/01/2022	11/15/2022	Y	0.000	0.000	80.000	0.000	0.000	0.000
11/16/2022	11/30/2022	Y	0.000	0.000	80.000	0.000	0.000	0.000
12/01/2022	12/15/2022	Y	0.000	80.000	<input style="border: 2px solid red;" type="text" value="0.000"/>	0.000	0.000	0.000

2/28/2023

Vacation/Comp Time Payout - Example

- Department Payroll can then use the hours balances for the payout processing using the HI Payroll Transaction Process pages

Validate Uploaded Transactions

Set ID STATE Department Check Dt 01/20/2023 Validate All Reset All

	Validate	*Empl ID	Empl Rcd	Name	Co.	Pay Group	Pay End Dt	*Earns Begin	*Earns End	Emcd	Sep Chk	Oth Hrs	Hrly Rate	Amount
1	<input checked="" type="checkbox"/>	<input type="text"/>	0	<input type="text"/>	SOH	ATF	12/31/2022	12/01/2022	12/15/2022	CTP	52			3371.68
2	<input checked="" type="checkbox"/>	<input type="text"/>	0	<input type="text"/>	SOH	ATF	12/31/2022	12/01/2022	12/15/2022	V	52			25389.21

Vacation/Comp Time Payout– Year End Considerations

- Employees that have a termination or retirement effective date of 12/31 will still be subject to forfeiture at the end of the year if the employee's situation aligns with either the lower or higher cap rules
- If the employee's forfeit is deemed to be included as a part of the vacation payout, the balance of the hours to payout can be notated accordingly on the G2 form and notification sent to payroll to pay as appropriate
- HR Admins will still need to zero out the current balance showing to avoid issues if the employee happens to be rehired for some reason

Vacation/Comp Time Payout – Year End Considerations

- The forfeit amount will be notated on the HIP_TL_YE_VAC_ROLLOVER queries in the 42Dy Forfeit (lower cap) and 720Hr Forfeit (higher cap).
- Note that this query is only available for up to 6 months after the end of the prior year.

Name	Dept ID	Dept Description	Pay Group	Dec Confirmed	Prcs Ent/RO	Dec Start Bal	Dec Adjust	Dec Donated	Dec Taken	Dec Entitlement	42Dy Forfeit	720Hr Forfeit	Rollover Bal
xxxxxx	xxxxxxx	Dept	LAG	Y	Y	860	0	0	0	14	48	106	720

- Another way to review the forfeit amount for a year is to use the Results by Calendar page, *Supporting Elements* tab at *Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar*.

Vacation/Comp Time Payout – Year End Considerations

[Calendar Results](#) | [Earnings and Deductions](#) | [Accumulators](#) | **[Supporting Elements](#)**

Employee [Redacted] Empl ID [Redacted] Empl Record 0
 Calendar ID LAG 2022S24 Pay Group LAG State of Hawaii - LAG

Calendar Information 2 of 2 [View All](#)

Calendar Group ID 2023 01 02 SM **Description** 2023 January 2nd Payroll
Segment Number 1 **Version** 2 **Revision** 1
Gross Result Value 0.000000 USD **Net Result Value** 0.000000 USD

Supporting Elements 46-50 of 75 [View All](#)

Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Variable	HI AR ACTION VR	Employee Action VR		PAY		12/16/2022	12/31/2022
Variable	HI BAL > MAX RO VR	HI BAL > Max RO VR	106.000000			12/16/2022	12/31/2022
Variable	HI BAL < 6DAY TK VR	HI BAL < 6DAY TK VR	48.000000			12/16/2022	12/31/2022

Use arrow to scroll to latest record

Vacation/Comp Time Payout – Year End Considerations

- A negative adjustment is still necessary so that the balance for the employee will go down to 0
- Need to input an adjustment value that is the “current” balance plus the forfeited amount. In this example the adjustment should be -874 (720+106+48)

Calendar Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0
 Calendar ID: LAG 2022S24 Pay Group: LAG State of Hawaii - LAG

Calendar Information 2 of 2 [View All](#)

Calendar Group ID: 2023 01 02 SM Description: 2023 January 2nd Payroll
 Segment Number: 1 Version: 2 Revision: 1
 Gross Result Value: 0.000000 USD Net Result Value: 0.000000 USD

Accumulators 16-20 of 25 [View All](#)

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	HI SICK AE_ADJ	3098.500000	Sick Entitlement Adj YTD	01/01/2022	12/31/2022
Year to Date	HI SICK AE_BAL	0.000000	Sick Balance	01/01/2022	12/31/2022
Year to Date	HI VAC ENT _ADJ	14.000000	Vacation Entitlement Adj YTD	01/01/2022	12/31/2022
Year to Date	HI VAC ENT _BAL	720.000000	Vacation Balance	01/01/2022	12/31/2022
Year to Date	HI VAC ENT _ENT	168.000000	Vacation Entitlement YTD	01/01/2022	12/31/2022

Transferred Employees

- In many circumstances, leave transfer processing for transferred employees requires coordination within and between departments
- After verifying the leave balances for transfer, the G2 or other necessary forms would be completed, and results shared with the new department staff for transfer processing

Transferred Employees – Different Empl Record

Use of different Empl Records may be typical for the following transfer situations:

1. Between Time and Leave jurisdictions (e.g., Legislature to Executive Branch)
2. Between a Non Time and Leave department to a Time and Leave department or vice versa (e.g., UH to Executive Branch)
3. Accepting Exempt Appointments while being on LOA on previous positions (e.g., appointed positions)

Transferred Employees – Different Empl Record

For the **former** department:

- If a vacation or comp time payout should occur, the steps mentioned for a vacation payout would be followed. Note that for comp time balances, it may be necessary to pay out the comp time balances upon the employee's departure
- If the employee should carry over their leave balance hours to their new position, the steps are like processing a payout. The main differences are the former department would:
 1. Determine the number of hours that needs to be transferred over
 2. If necessary, determine the monetary value of those hours to transfer to the new department and process accordingly (e.g., calculation of vacation hours dollar value)
- The HR Admin will still need to zero out the hours balances showing in the system

Transferred Employees – Different Empl Record - Example

In the following example, the employee transferred to a new position that requires a new Empl Record Number.

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

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

Work Location Details Find First 1 of 37 Last

*Effective Date 10/21/2022 HR Status Active Payroll Leave of Absence Go To Row

Effective Sequence 0 *Job Indicator Primary Job *Action Leave of Absence

Absences

Employee ID [Redacted] Name [Redacted] **Empl Record 0**
 Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH
 Calendar ID ATF 2022S20 Begin Date 10/16/2022 End Date 10/31/2022

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICKAE	Sick Entitlement	-2194.500000	10/16/2022	10/31/2022	Transfer to Empl Rcd 1 effective 10/21/2022
HI VAC ENT	Vacation Entitlement	-723.000000	10/16/2022	10/31/2022	Transfer to Empl Rcd 1 effective 10/21/2022

Save Return to Search Notify

Negative Balance Adjustment is done to zero out hours on the prior record number with the appropriate Element Names

Transferred Employees – Different Empl Record

For the **new** department:

- The new department HR Admin will need to input balance adjustments to grant the leave hours to the employee if the employee needs to use those hours at the new position. It is recommended to use the CNV adjustment option so that the hours will be available to the employee immediately.
- The new department fiscal office may need to coordinate with the former department regarding the funds transfer of the vacation hours that is being carried over.

Transferred Employees – Different Empl Record - Example

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

Employee [Redacted] Empl ID [Redacted] **Empl Record 1**

Work Location Details Find First 1 of 1 Last

*Effective Date 10/21/2022 HR Status Active Payroll Active Status **Go To Row**

Effective Sequence 0 *Job Indicator Secondary Job

*Action Hire *Reason New Appointment

Current

Absences

Employee ID [Redacted] Name [Redacted] **Empl Record 1**

Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH

Calendar ID ATF 2022S20 Begin Date 10/16/2022 End Date 10/31/2022

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI CNVSCK AE	CONVERSION SICK	2194.500000	10/16/2022	10/31/2022	Transfer to Empl Rcd 1 effective 10/21/2022
HI CNVVAC AE	CONVERSION VAC	723.000000	10/16/2022	10/31/2022	Transfer to Empl Rcd 1 effective 10/21/2022

Save Return to Search Previous in List Next in List Notify

Positive Adjustment is done to add hours on the new record number. Notice the CNV option was used so that the employee can use the existing balances when working at the new position immediately

Transferred Employees – Same Empl Record

- Use of the same Empl Record may be typical if a new Empl Record is not necessary (e.g., employee completely resigned from the former position to work in another position).

Transferred Employees – Same Empl Record

A note on data security:

- When the top row of an employee's Job Data for a Empl Record has a Department ID within your Department organization, you can view the HR, Payroll, Time, and Leave data for that employee depending on what security role you have
- When a row is added to an employee's Job Data Record with a different Department ID, upon save of the new row, all that HR, Payroll, Time, and Leave data (e.g., Job Data, Review Paycheck, Timesheets, Create and Maintain page, etc.) moves with the employee to the new department
- The next slides show an example where the employee only has Empl Record 0 and the record 0 was used for termination at DAGS and rehire at DBEDT effective 1/19/2023

Transferred Employees – Same Empl Record

If the termination is the last saved record, then DAGS will continue to have access to this employee's data as system will recognize this is a DAGS Department 510201 employee

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

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

Work Location Details ? Find First 1 of 31 Go To Row

*Effective Date 01/19/2023 HR Status Inactive Payroll Status Terminated *Job Indicator Primary Job

Effective 0

Sequence

*Action Termination

*Reason Other Reasons

Separation Type Resignation

Position Number 00124214 Override Position Data

Position Entry Date 04/18/2022 Position Management Record

Regulatory Region STATE State of Hawaii

Company SOH State of Hawaii

Business Unit STATE State of Hawaii

Department 510201 AGS/ [Redacted]

Legal Authority

235 characters remaining

Job Comments

Transferred Employees – Same Empl Record

After the rehire is entered and saved to officially record the employee in the DBEDT Department 170102, all DAGS employees would lose access to this employee's data. Only users in DBEDT with access to the Department 170102 would be able to see the employee data

The screenshot displays an HR system interface with the following elements:

- Navigation Tabs:** Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, Hi Exec Job, Job Earnings Distribution.
- Employee Info:** Empl ID [redacted], Employee [redacted], Empl Record 0.
- Work Location Details:** Includes a table with columns for Effective Date, HR Status, Payroll Status, and Job Indicator. The first row shows: *Effective Date 01/19/2023, HR Status Active, Payroll Status Active, *Job Indicator Primary Job. A "Go To Row" button is present.
- Position Information:** Position Number 00027933, Position Entry Date 01/19/2023, Regulatory Region STATE (State of Hawaii), Company SOH (State of Hawaii), Business Unit STATE (State of Hawaii), and Department 170102 (highlighted with a red box). An "Override Position Data" button is also visible.
- Legal Authority and Job Comments:** Two text input areas for "Legal Authority" (with 226 characters remaining) and "Job Comments".
- Page Navigation:** "1 of 2" is displayed in a red box at the top right of the table area.

Transferred Employees – Same Empl Record

For the **former** department:

- If a vacation or comp time payout should occur, the steps mentioned for a vacation payout would be followed. Assistance from the new department may be necessary to input any necessary adjustments (e.g., zero out comp time for payouts)
- If the employee should carry over all leave balance hours to their new position on the same Empl Record, the steps are like processing a payout. The main differences are that the former department:
 1. Determines the number of hours that needs to be transferred over
 2. If necessary, determines the monetary value of those hours to transfer to the new department and process accordingly (e.g., calculation of vacation hours dollar value)
 3. Does not need to input balance adjustment to zero out hours since the balances will flow over automatically when the same Empl Record is used
- If it is desired to review the accuracy of balances prior to the employee data moving to the new department, that can be accomplished before the new department data is saved on the employee's record (e.g., before transfer or rehire into new department is saved on Job Data)

Transferred Employees – Same Empl Record

- Due to the nature of how the system grants leave accruals, manual calculation of leave earned at the former department is needed when an employee transfers from one department immediately to another department in the middle of the pay period
- Remember that the HIP Time and Leave system typically grants leave accruals at the end of a month. Additionally, accruals in the first half of the month occur in the following unique circumstances:
 - For vacation and sick leave if the employee is on Paid Leave of Absence/Workers' compensation (PLA/WC) on Job Data
 - For sick leave for UPW employees
 - For vacation and sick leave if the "Termination" or "Transfer" action is used with effective dates between the 1st and the 16th of the month
- However, HIP does not prorate leave accruals in the middle of a pay period if an employee is transferring within Time and Leave departments (e.g., transfers after the pay period already started).

Transferred Employees – Same Empl Record

For example, suppose the following conditions for the employee:

- An ATF employee
- Has a term and rehire from DAGS to DBEDT effective 1/19 on the same Empl Record Number 0
- No leaves were taken in January 2023
- Has a M-F 8-hour work schedule
- The final check for time worked at DAGS (earnings period 1/16/23-1/19/23) would be 2/17/23

Transferred Employees – Same Empl Record

- HIP will recognize the employee is still a State employee using Time and Leave and the leave balances will flow from DAGS to DBEDT.
- Since the employee is paid for the full month of January, system will grant January leave accruals at the end of January (will not would not grant hours for just January 1- 18 and then the remainder from January 19-31)
- The final check covering the period at DAGS from 1/16/23-1/18/23 will be paid on 2/20/23 and that is also when the January accruals will officially post to the employee’s record. The queries ran after the employee’s last check illustrate that the employee will have a 134-hour vacation balance at the end of January 2023

HIP_TL_G2_INFO - Employee G2 Information

*Empl ID

Empl Record

*Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

Row	Empl ID	Rcd#	As Of Date	Name	Job EffDt	Action	Reason	Dept ID	Dept Description	Position	Posn Title	Hire Date	Union Cd	Abs Pay Group	Abs Prd End Dt	Abs Prd Finalized	Abs Prd Process TS	Vac Earned YTD	Vac Taken YTD	Sick Earned YTD	Sick Taken YTD	Apply 336 Max Dt	Hourly Rate	Vac Balance
1		0	01/19/2023					170102	BED/:			01/07/2013	35	ATF	01/31/2023	Y	01/29/2023 5:39:27AM	14.000	0.000	14.000	0.000	12/31/2022	59.203846	134.000

If Abs Prd Finalized shows "N" then the months accruals has not officially posted to the employee's record yet

Transferred Employees – Same Empl Record

HIP_TL_EE_BAL_BY_PERIOD

Row	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	PRD Sick Take	PRD Sick Adj	PRD WC Sick Adj	Sick Bal	PRD Vac Earn	PRD WC Vac Ent	PRD Vac Take	PRD Vac Adj	PRD WC Vac Adj	PRD Vac Don	Vac Bal
1		0		510201	AGS/I			73	ATF	12/01/2022	12/15/2022	Y	12/15/2022 10:56:07PM	0.000	0.000	3.500	0.000	0.000	102.500	0.000	0.000	0.000	0.000	0.000	0.000	106.000
2		0		510201	AGS/I			73	ATF	12/16/2022	12/31/2022	Y	12/29/2022 4:51:26AM	14.000	0.000	5.500	0.000	0.000	111.000	14.000	0.000	0.000	0.000	0.000	0.000	120.000
3		0		510201	AGS/I			73	ATF	01/01/2023	01/15/2023	Y	01/26/2023 10:46:46PM	0.000	0.000	0.000	0.000	0.000	111.000	0.000	0.000	0.000	0.000	0.000	0.000	120.000
4		0		170102	BED/S			35	ATF	01/16/2023	01/31/2023	Y	01/29/2023 5:39:27AM	14.000	0.000	0.000	0.000	0.000	125.000	14.000	0.000	0.000	0.000	0.000	0.000	134.000

- Manual calculation can be done if needed to split the hours earned based on department
- It can be determined that the employee's hours worked at DAGS from 1/1/23-1/18/23 was 104 (13 days at 8 hours), which equates to 10 hours of leave to be awarded for the time at DAGS per the CBA. Then, the prior month's ending balance of 120 + 10 = 130 and represents the hours at DAGS
- The monetary value of 130 hours at the employee's hourly rate can be used on the G2 form to facilitate the transfer of funds to DBEDT for the vacation carryover from DAGS

Transferred Employees – Same Empl Record

- Due to the timing of “final” leave not granted until the employee’s last check is complete, coordination with the new department may be necessary to retrieve detailed data of the employee’s existing leave data since visibility will be lost once the transfer record is saved.
- In this example DBEDT may need to assist to provide DAGS with the HIP_TL_EE_BAL_BY_PERIOD query reports after the 2/20 check have been finalized. However, the HIP_TL_G2_INFO query can be run by either department as that security is based on whether the employee has ever existed in your department.

Transferred Employees – Same Empl Record

For the **new** department:

- If the employee is transferring between Time and Leave Departments and the same Empl Record is being used for HR transaction, leave balances will simply flow from the former department to the new department because leave balances are maintained by Empl Record number.
- If some type of leave payout needs to occur, the new department HR Admin may need to assist with processing the adjustment as the former department will no longer have access to the employee data.
- The new department may also need to assist with inputting any comp time adjustments since the former department would no longer have access to the employee's record
- If the comp time hours should have been to be paid out upon termination from the former department, employee use of hours may need to be monitored until the comp time balances reduced to 0 and the payout has occurred.

Resources

- Results by Calendar Group: <https://ags.hawaii.gov/hip/files/2021/01/ResultsByCalendarGroup-12-31-2020.docx>
- Leave Balance Adjustment: <https://ags.hawaii.gov/hip/files/2021/11/Leave-Balance-Adjustment.pdf>
- How to Adjust Compensatory Time: <https://ags.hawaii.gov/hip/for-time-and-leave-keepers/for-timekeepers/tk-comp-time/how-to-adjust-employee-compensatory-time-comp-time-balances/>
- HI Payroll Transactions: <https://ags.hawaii.gov/hip/files/2021/10/HI-Payroll-Transactions-Upload.pdf>
- Vacation and Comp Time Payout Upon Termination: <https://ags.hawaii.gov/hip/files/2023/02/Vacation-and-Comp-Time-Payout-Upon-Termination.pdf>
- Transferred Employees Leave Processing: <https://ags.hawaii.gov/hip/files/2023/02/Transferred-Employees-Leave-Processing.pdf>



MAHALO FOR YOUR TIME!