

# Vacation and Comp Time Payout Upon Termination

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## CHANGE LOG

Description of Change	Date
Initial Iteration	February 24, 2023
Update to Year-End Considerations section relating to forfeiture elements	January 2, 2024

## OVERVIEW

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 via queries and Results by Calendar or Results by Calendar Group. After verifying the leave balances for payout, the G2 form would be completed, and results shared with the Fiscal/Payroll staff for processing.

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.

## AUDIT ASSISTANCE

The following queries will assist with reviewing employee leave and comp time balance data in HIP.

## 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 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

## 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 verify that earnings, takes, and ending balances on a per period basis
- HIP\_TL\_PENDING\_LEAVE – Assists with viewing 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 – Assist with reviewing year end forfeiture details

The forecast feature may also be used to verify takes against queries since forecasting considers submitted/saved transactions as hours used as well. See the Forecasting Guide at

<https://ags.hawaii.gov/hip/files/2023/01/Forecasting-Guide.pdf>

The Comp Time tiles in Manager Self Service (MSS) Team Tile can also assist with viewing the history of what comp time was earned and requested.

## TIMING

Since absence balances are dependent on payroll data, final balances are not available until an employee's **final check** has been processed. Therefore, queries that you use for final leave data should be run after the employee's last paycheck has been issued and **all** leave data has been entered in HIP. 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, and HIP\_TL\_EE\_BAL\_BY\_PERIOD).

See the following chart for example:

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

**PROCEDURE**

If an employee is leaving State service that result in a Termination, Retirement, or related action, coordination between HR and Fiscal need to occur. 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](https://ags.hawaii.gov/hip/files/2020/04/Vacation_Comp-Time-Payout-Upon-Termination-BP.pdf)

The following list the main steps for resolving leave and comp time balances upon an employee’s departure:

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. Refer to timing section above to determine when balances are considered “final” in the system.
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 leave or comp time hours if rehired later with the same Empl Record
  - a. For leave adjustments use the Leave Balance Adjustment instructions at <https://ags.hawaii.gov/hip/files/2021/11/Leave-Balance-Adjustment.pdf>
  - b. For Comp Time adjustments, use the respective comp time take adjustment code. Refer to article at <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 to provide the payout to 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> for more detailed instructions on how to use the page.
    - i. Priority Pay may also be an option when necessary if discussed with Central Payroll

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**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 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 sick, vacation, and comp time hours during the last period the employee was "Active." Zeroing out the balances ensures that the hours are not available to the employee in case he is rehired later with the same Empl Record number.

Employee Job Data:

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

Empl ID [redacted]  
 Employee [redacted] 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   
 \*Reason: Other Employment (Private)   
 Separation Type: Resignation

Segment of HIP\_TL\_EE\_BAL\_BY\_PERIOD query showing remaining balances, which have been deemed correct after audit:

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

Most recent Results by Calendar results (row 2 of 2) for 12/15/22 period end date (Calendar ID ATF 2022S23) showing the same values:

[New Window](#) | [Help](#) | [F](#)

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

Employee: [Redacted]      Empl ID: [Redacted]      Empl Record: 0  
 Calendar ID: ATF 2022S23      Pay Group: ATF      State of Hawaii - ATF

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

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

**Accumulators**      1-22 of 22      [View 5](#)

**Accumulator Results**      [User Keys](#)      [II](#)

Period	Element Name	Amount	Description	From	Through
Year to Date	HI SICK AE_BAL	158.000000	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_BAL	609.000000	Vacation Balance	01/01/2022	12/31/2022

Comp Time Balances showing in Team Time:

**Comp Time**

[Return to Select Employee](#)

<p><b>CTF</b></p> <p>Plan Type <b>Comp Time</b></p> <p>Recorded Balance</p> <p>As of Date <b>04/27/2022</b></p> <p>Expiration Period <b>Never</b></p>	<p><b>CTZ</b></p> <p>Plan Type <b>Comp Time</b></p> <p>Recorded Balance <b>80.00</b></p> <p>As of Date <b>09/01/2022</b></p> <p>Expiration Period <b>Never</b></p>
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Negative sick and vacation adjustment with applicable Element Names in employee's last active period 12/1/22-12/15/22:

**Absences**

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

Comp time Adjustment on Rapid Time and showing on Timesheet:

**Rapid Time**

[Process Monitor](#)

**Rapid Session Information**

*Description	Comp Time Adjustment 1/15/23	Session Number	39016
Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	DEFEXHRLY	Last Updated	01/19/23 8:25:56AM
*Processing Mode	Addition	User ID	

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Last Name	Suffix	First Name	Middle	*Date	TRC	Quantity
<input type="checkbox"/>							12/15/2022	CTZTA -	80.000000

**Select Another Timesheet**

\*View By 
  
 \*Date 
  
 Reported Hours 80.00

**Thursday 12/15/2022**

Thu 12/15	Total	Time Reporting Code
80.00	80.00	CTZTA - Adjust Take Comp Time (State)

After the adjustments are saved/submitted, 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.

Segment of HIP\_TL\_EE\_BAL\_BY\_PERIOD after adjustment processed:

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	-158.000	0.000	0.000	8.000	0.000	0.000	-609.000	0.000	0.000	0.000	0.000	80.000	0.000	0.000	0.000	0.000

Most recent Results by Calendar results (row 3 of 3) for 12/15/22 period end date (Calendar ID ATF 2022S23) shows 0 balances after nightly processing. Notice how there are now 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
3 of 3
View All

Calendar Group ID 2023 03 01 SM
Description 2023 March 1st Payroll

Segment Number 1
Version 3
Revision 1

Gross Result Value 0.000000 USD
Net Result Value 0.000000 USD

Accumulators
1-25 of 25
View 5

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

Comp Time balance Tiles after adjustment processing:

**Comp Time**



[Return to Select Employee](#)

<p><b>CTF</b></p> <p>Plan Type <b>Comp Time</b></p> <p>Recorded Balance</p> <p>As of Date <b>04/27/2022</b></p> <p>Expiration Period <b>Never</b></p>	<p><b>CTZ</b></p> <p>Plan Type <b>Comp Time</b></p> <p>Recorded Balance</p> <p>As of Date <b>12/15/2022</b></p> <p>Expiration Period <b>Never</b></p>
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Payout processing using the HI Payroll Transaction Process pages by Department Payroll:

[Validate Uploaded Transactions](#)

Set ID	STATE	Department	Check Dt	01/20/2023	<a href="#">Validate All</a>	<a href="#">Reset All</a>							
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"/>		0		SOH	ATF	12/31/2022	12/01/2022	12/15/2022	CTP	52		3371.68
2	<input checked="" type="checkbox"/>		0		SOH	ATF	12/31/2022	12/01/2022	12/15/2022	V	52		25389.21

**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.

Example of employee with 720 hours after forfeiture:

Calendar Results
Earnings and Deductions
Accumulators
Supporting Elements

Employee  
Calendar ID LAG 2022S24

Empl ID  
Pay Group LAG

Empl Record 0  
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
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

However, 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. Meanwhile HR Admins will still need to zero out the current existing balance to avoid issues if the employee happens to be rehired for some reason.

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.

Empl Year End Rollover Vac Bal															
Empl ID	Rcd#	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	0	xxxxxx	xxxxxx	Dept	LAG	Y	Y	860	0	0	0	14	48	106	720

Last Revised 1/2/24

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Another way to review the forfeit amount for a year is to use the Results by Calendar page at *Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar*. If this method is used, please refer to the most recent set of data (go to the last row) in the Supporting Elements tab.

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

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0  
 Calendar ID: LAG 2023S24 Pay Group: LAG State of Hawaii - LAG

Calendar Information: 2 of 2 | View All

Calendar Group ID: 2024 01 02 SM Description: 2024 January 2nd Payroll  
 Segment Number: 1 Version: 2 Revision: 1  
 Gross Result Value: 0.000000 USD Net Result Value: 0.000000 USD

Supporting Elements: 71-75 of 77 | View All

Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Absence Entitlement	HI VC RC ENT	Vacation Leave Receive Ent	0.000000			12/16/2023	12/31/2023
Absence Entitlement	HI VC RT ENT	Vacation Leave Return Ent	0.000000			12/16/2023	12/31/2023
Variable	HI MIN RO VR	YE MIN RO Forfeiture	48.000000			12/16/2023	12/31/2023
Variable	HI MAX RO VR	YE Max RO Forfeiture	106.000000			12/16/2023	12/31/2023
Variable	HI YE NP VR	YE next year VAC hours	0.000000			12/16/2023	12/31/2023

*Note: Red boxes in the screenshot highlight the 'Supporting Elements' tab, the '2 of 2' page indicator, the 'Calendar Group ID', and the 'HI MIN RO VR' and 'HI MAX RO VR' rows in the table.*

The following elements are available for reference:

- The amount forfeited due to the lower cap (e.g., 15-day rollover)
  - From 2023, notated as **HI MIN RO VR** - YE MIN RO Forfeiture
  - For 2022 and prior, notated as HI BAL < 6DAY TK VR
- The amount forfeited due to the higher cap (e.g., over 720)
  - From 2023, notated as **HI MAX RO VR** - YE Max RO Forfeiture
  - For 2022 and prior, notated as HI BAL > MAX RO VR

If this employee should be paid the total of the current balance showing plus the forfeit amount, then that total number of hours can be inputted on the G2 form for payment processing, and that value would be entered as an adjustment to zero out the balances and negate the forfeited hours. In in this scenario, a total of 874 hours (720 + 106 + 48) would be notated for payout and inputted as a negative adjustment.

Negative Adjustment of “current” balance plus forfeit:

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0  
 Pay Group LAG Description State of Hawaii - LAG Pay Entity SOH  
 Calendar ID LAG 2022S24 Begin Date 12/16/2022 End Date 12/31/2022  
 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 VAC ENT	Vacation Entitlement	-874.000000	12/16/2022	12/31/2022	Retiree Termination

Save Return to Search Previous in List Next in List Notify

Below shows the Results by Calendar results after nightly processing. Notice that after the adjustment was processed the balance and the forfeit values reduced to 0.

Calendar Results **Accumulators** Supporting Elements

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

**Calendar Information**

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

**Accumulators**

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	-888.000000	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

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

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

Calendar Information 3 of 3 [View All](#)

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

Supporting Elements 46-50 of 76 [View All](#)

Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Variable	HI AR ACT EFFDT VR	Action Effective Date				12/16/2022	12/31/2022
Variable	HI AR ACTION VR	Employee Action VR				12/16/2022	12/31/2022
Variable	HI BAL < 6DAY TK VR	HI BAL < 6DAY TK VR	0.000000			12/16/2022	12/31/2022
Variable	HI CNFM FLAG VR	Confirm Flag		Y		12/16/2022	12/31/2022

Segment of HIP\_TL\_EE\_BAL\_BY\_PERIOD results after adjustment processing:

Abs Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Vac Earn	PRD WC Vac Ent	PRD Vac Take	PRD Vac Adj	PRD WC Vac Adj	PRD Vac Don	Vac Bal
LAG	12/01/2022	12/15/2022	Y	12/07/2022 12:10:26AM	0.000	0.000	0.000	0.000	0.000	0.000	860.000
LAG	12/16/2022	12/31/2022	Y	12/15/2022 5:45:59AM	14.000	0.000	0.000	-874.000	0.000	0.000	0.000