

Annual Sick Leave Buyout Reports and Process

Transaction Code:
ZHR_RPTPY681

- Purpose** This procedure demonstrates how to view all employees eligible to receive payment for 25 percent of any unused sick leave earned in the year (Jan-Dec) that is in excess of 480 hours.
- Trigger** Perform this procedure when determining employees eligible for sick leave buyout during the annual window.
- Prerequisites** Employee is active in HRMS.
- End User Roles** In order to perform this transaction you must be assigned the following role: Payroll Analyst, Payroll Inquirer, Payroll Processor, Payroll Supervisor

Change History	
Date	Change Description
11/21/2006	Procedure created.
3/11/2009	Procedure updated to include details for yearly buyout processing.



Transaction Code ZHR_RPTPY681

Helpful Hints	<p>For additional information about yearend processing reference DOP Communication dated 01/06/09 Annual Sick Leave Buyout Processing Information and Reports.</p> <p>To view employee's that have a sick leave balance over 480 hours but is not eligible for the buyout because they have used more sick leave than they have accrued, use this report and selection criteria.</p> <p>ZHR_RPTPY007 – Sick Leave over 480 – Non Elig Selection Criteria: Period: 1/1/2008 – 12/31/2008 Personnel Numbers: Enter up to 50 at a time "Sick leave balance" is already defaulted at 480</p>
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Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY681**.


2. Complete the following fields:

Field Name	Description
Period	This is the pay period for which the report, transaction, or program is being run. Example: 1/1/2008 to 12/31/2008
Personnel Number	 You may also enter a single personnel number directly into the field or by using  (Multiple Selection) you may enter or up to 50 personnel numbers. Example: blank
Personnel Area	A specific agency/sub-agency in the State of Washington.

	Example: 1110
Form Return Date	The date on which the form has to be returned by the employee. Example: 1/31/2009
Date Effective Date	This date determines the Personnel Area/Subarea and hourly rate that is effective on this date and will be used for the sick leave buyout calculation. Example: use current date (defaults)



Do not change anything in the **Processing Options** section. Agencies will run this report as **“Test Run-List Only”**.

- Click  (Execute) to execute the report.

Title: Annual Sick Leave Buyout Reports and Process (ZHR_RPTPY681)

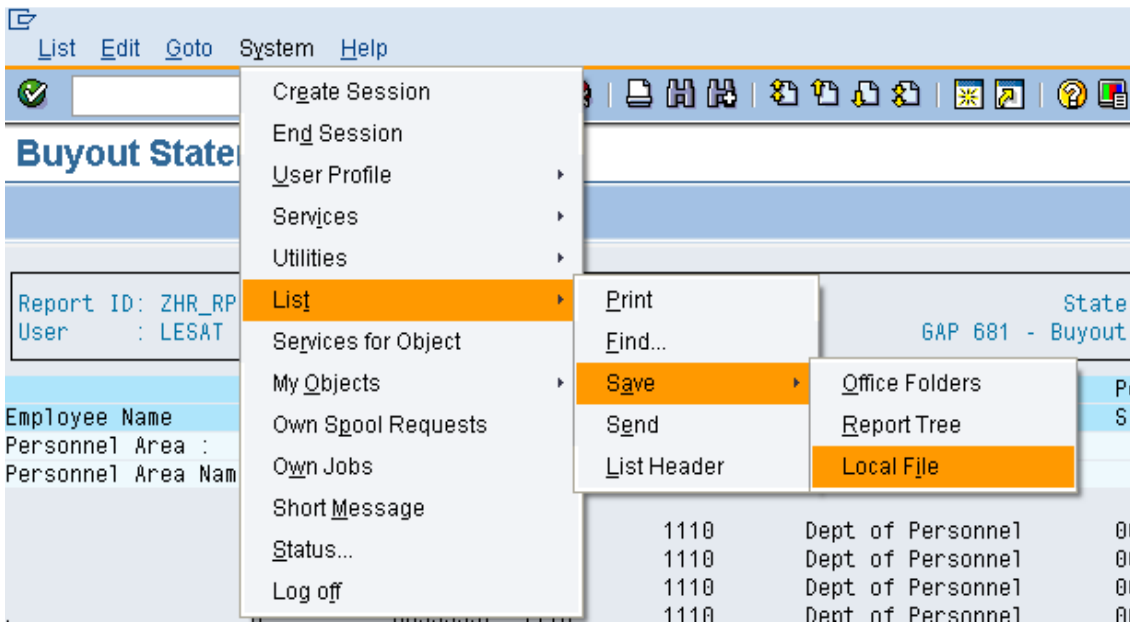
Report ID: ZHR_RPTPY681
User: LESAT
State of Washington - HRS
GAP 681 - Buyout Statement for buyout year 2009
Run Date: 02/02/2009
Page: 1

Employee Name	Personnel Number	Business Area	Personnel Area	Personnel Area Name	Personnel S. Area	Org Key	Attend Unit	Hourly Wage	Sick Leave Hrs Earned	Sick Leave Yr End Bal	Sick Leave Hrs Used	Hours Payable	Amount Payable
1110	1110	Dept of Personnel	0002	0000	OAB	35.91	96.00	1173.80	14.50	29.27	731.46		
1110	1110	Dept of Personnel	0001	1000	OAK	31.81	96.00	662.30	8.00	22.00	662.22		
1110	1110	Dept of Personnel	0002	1000	OAA	36.84	96.00	1166.40	17.00	19.75	727.59		
1110	1110	Dept of Personnel	0001	1000	OAK	17.80	96.00	1376.92	72.40	5.90	163.84		
1110	1110	Dept of Personnel	0002	1000	OAK	33.37	96.00	1334.47	30.00	15.50	550.61		
1110	1110	Dept of Personnel	0002	1000	OAB	33.57	96.00	572.95	60.95	8.70	234.74		
1110	1110	Dept of Personnel	0003	1000	OAA	44.84	96.00	781.30	72.50	5.87	263.21		
1110	1110	Dept of Personnel	0001	1000	OAA	26.79	96.00	819.90	53.00	10.75	309.48		
1110	1110	Dept of Personnel	0001	1000	OAL	31.81	96.00	732.50	18.00	19.50	604.70		
1110	1110	Dept of Personnel	0003	1000	OAA	29.82	96.00	505.90	71.00	6.25	196.38		
1110	1110	Dept of Personnel	0002	1000	OAK	40.52	96.00	658.10	0.00	24.00	972.48		
1110	1110	Dept of Personnel	0002	1000	OAA	34.83	96.00	693.00	59.00	9.25	314.78		
1110	1110	Dept of Personnel	0003	1000	OAA	57.89	96.00	785.22	32.50	15.87	906.82		
1110	1110	Dept of Personnel	0003	1000	OAA	45.97	96.00	577.20	0.00	24.00	1103.28		
1110	1110	Dept of Personnel	0002	1000	OAM	33.86	96.00	943.80	80.00	9.00	304.74		
1110	1110	Dept of Personnel	0001	2000	OAF	31.81	96.00	2067.70	0.00	24.00	744.24		
1110	1110	Dept of Personnel	0002	2000	OAF	37.94	96.00	548.82	46.00	12.50	474.25		
1110	1110	Dept of Personnel	0001	2000	OAF	34.24	96.00	763.50	33.50	15.82	534.83		
1110	1110	Dept of Personnel	0002	2000	OAB	34.79	96.00	548.50	53.50	10.82	369.47		
1110	1110	Dept of Personnel	0001	8000	OAT	31.81	96.00	1121.23	23.70	18.07	560.35		

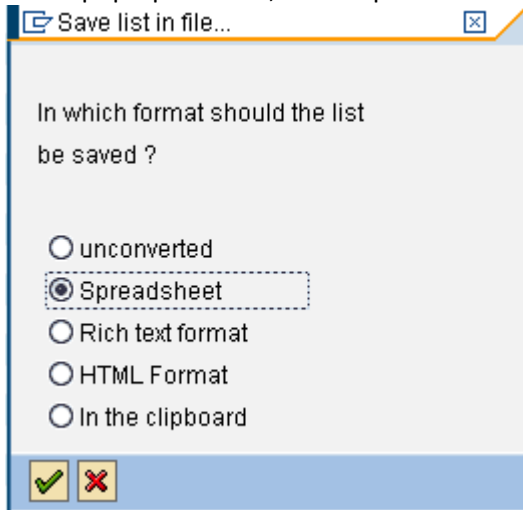
Sub-Total of records by Personnel Area: 20
Sub-Total of payout dollars available by Personnel Area: 10,738.71


Grand total of all records: 20
Grand total of all payout dollars available: 10,738.71

- To export the report to Excel:
From the Menu bar select System → List → Save → Local File

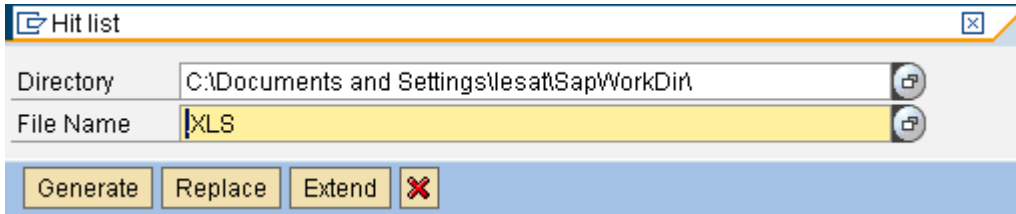


5. In the pop-up window, select Spreadsheet to create an Excel file.



Click  (Continue) to continue.

6. Select the Directory you want to save the file to and give the document a File Name. Click Generate to create the file.



7. Go to the location you saved your file and open as an Excel File.
8. You have completed this transaction.

Results	
You have created a report that displays employees that has hour's eligible for buyout.	
Comments	
<p>This report will be printed out centrally by Department of Personnel in January – following the January 10th payroll.</p> <p>Each agency may have unique rules, situations and procedures for quota buyout – check with your agency or bargaining unit for more specific instructions and parameters.</p> <p>Agencies that need to make corrections or adjustments for eligible Sick Leave Buyout information that is not reflected in the final processing may create manual Sick Leave Buyout Statements using this blank electronic copy of the Sick Leave Buyout Statement. (See <i>Sick Leave Buyout Calculation Instructions below</i>.)</p> <p>Signed Sick Leave Buyout Statements for employees who wish to participate in the annual sick leave buyout are due at the agency payroll offices by January 31st</p>	
<u>Instructions to process the annual sick leave buyout</u>	
Use the Time Quota Compensation method <i>9005 Sick Leave Buyout–Annual</i> :	
1. Transaction:	PA30
2. Select:	<i>Time Quota Compensation Infotype 0416</i>
3. Select:	“Create”
4. Select:	Comp Method = <i>9005 Sick Leave Buyout–Annual</i>
5. Enter:	<i>Start</i> date for period that buyout will be processed
6. Enter:	** <i>No. to Compensate</i> = total eligible hours (i.e., 96 if employee earned 96 hours and had no sick leave deductions or absences) This number should be the total hours to be deducted from the employees balance from the coupon.
7. Save Record	You have completed the process and HRMS will reduce the leave balance as appropriate.
8. Transaction:	Run a Payroll Simulation PC00_M10_CALC_SIMU to determine that the action you processed produced the dollar amount you expected.
9. Transaction:	Run the Attendance System Change Report ZHR_RPTTM084 to verify the leave balance was reduced by the correct amount.

**Enter total eligible hours. HRMS will pay eligible hours at 25% and will deduct all eligible hours from the employee's sick leave balance.

Sick Leave Buyout Calculation Instructions

We are providing information about how sick leave buyout hours are determined and calculated in HRMS if you need to create or make corrections to a Sick Leave Buyout Statement. (*Note: See WAC [357-31-150](#) for rules.*)

An active employee may be eligible in January of each year to buy out 25% of any accrued sick leave hours in excess of 480.0 that were accumulated during the prior year if:

- The employee's sick leave balance at the end of the prior calendar year exceeded 480.0, **and**
- The employee's sick leave accrued was greater than the sick leave taken for the prior calendar year.

The maximum payment is 25% of 96.0 hours = 24.0 hours paid. Compensation for this program will be made at the employee's rate of salary at the time of payment.

Instructions to Manually Calculate the Sick Leave Buyout

To calculate Sick Leave Buyout:

1. Determine available hours: end of buyout year sick leave balance minus 480 hours.
2. Determine available hours: buyout year sick leave earned minus buyout year sick leave taken/used (taken includes donations).
3. Eligible buyout hours = the lesser of the results from 1 or 2.

Example: Employee A has 547 sick leave balance as 12/31/2008, has earned 96 hours and taken 8.

- $547 - 480 = 67$
- $96 - 8 = 88$
- 67 is less than 88; eligible buyout hours is 67

Example: Employee B has 800 sick leave balance as 12/31/2008, has earned 96 hours and taken 8.

- $800 - 480 = 320$
- $96 - 8 = 88$
- 88 is less than 320 so 88 are the eligible buyout hours

Sick Leave Buyout Calculation			
Determine Available Hours	Formula #1	Formula #2	Eligible buyout hours = the lesser of the results from Formula #1 or Formula #2
	End of buyout year (2008) sick leave balance minus 480 hours	Buyout year (2008) sick leave earned minus buyout year sick leave taken/used (taken includes donations)	
Employee A has 547 sick leave balance as of 12/31/2007; has earned 96 hours and taken 8	547 hours <u>-480 hours</u> 67 hours	96 hours <u>- 8 hours</u> 88 hours	67 is less than 88 67 = eligible buyout hours for Employee A
Employee B has 800 sick leave balance as of 12/31/2007; has earned 96 hours and taken 8	800 hours <u>-480 hours</u> 320 hours	96 hours <u>- 8 hours</u> 88 hours	88 is less than 320 88 = eligible buyout hours for Employee B

- There is no rounding up. If the result of the eligible hours is not evenly divisible by 4 (25%) the calculated result beyond 2 decimal places is truncated.
- All of the eligible Buyout hours are entered into HRMS using Quota Compensation type 9005. HRMS will deduct all eligible hours entered from the employee's sick leave quota but will pay 25% of the hours.
- The rate of pay is based upon the employee's hourly rate, if the employee is hourly. If the employee is salaried, the hourly rate is determined by dividing the period salary by 87 (2088 annual hours / 24 payroll periods).