



PROCESSING FY2012-2013 SPECIAL LEAVE PAYOUT FOR SEPARATION DUE TO IMMEDIATE RETIREMENT

To support Senate Bill 187 and the provision for FY2012-2013 Special Leave, the OSC HR/Payroll team has configured a new wage type to allow for FY2012-2013 Special Leave to be paid out in case of separation due to immediate retirement from State-supported retirement system. This wage type pays out the remaining balance of FY2012-2013 Special Leave, which can be determined using PT_BAL00. The remaining balance is then paid out using PA30.

FY2012-2013 Special Leave Payout will be reported to ORBIT as Bonus leave. Agencies will need to include Special Leave Payout on the Retirement Form 6 as Bonus leave.

PT_BAL00: Determine the Special Leave Remaining Balance

1. Access **PT_BAL00**.
2. Select Other period and enter employee's last working day in the Period box.
3. Enter **personnel number(s)** in the Selection box.
4. Enter **TSLR (Special Leave Remaining Balance)** in the Day balances field.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections Search helps Sort order Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period
 Period To

Selection

Personnel Number
 Time recording administrator

Selection Conditions


Day balances to
 Cumulated balances to
 Time wage types to

Value limits (hours) for time/wage types

Take account of value limits (hours)

Data format

Layout

- Click the **Execute (F8)**  button to run the report.

Day balances						
Data select. period 08/31/2012 - 08/31/2012						
Pers.No.	Empl./appl.name	Period	Current Date	TmType	Time type descrpt.	Σ Number
		201208	08/31/2012	TSLR	Special Leave Remaining	32.00
						■ 32.00

For additional information regarding reporting, please reference the [Processing, Tracking, and Reporting on FY2012-2013 Special Leave Job Aid](#).

Recording FY2012-2013 Special Leave Payout

- Access **PA30**
- Insert the retiring employee’s personnel number.
- Select Infotype **Additional Payments (0015)**
- Select SubType **1357-FY2012-2013 SL Payout**


Direct selection

Infotype STy

Subtypes for infotype "Additional Payments" (1) 204 Entries found

Restrictions

WT	Wage Type Long Text	Start Date	End Date
/PCU	457 unutilized amount	01/01/2007	12/31/9999
1021	Law Allowance	01/01/1900	12/31/9999
131B	Flex Furlough Reduction	01/01/1900	12/31/9999
1357	FY2012-2013 SL Payout	07/01/2012	06/30/2013

- Click the Create  button.
- Enter the **TSLR – Special Leave Remaining** value in the number/unit field, up to 40 hrs.
- Enter the last day of the relevant pay period in the Date of origin field.

Create Additional Payments (0015)

Personnel No: [REDACTED] Name: [REDACTED]

EEGroup: A SPA Employees PersA: [REDACTED] State Controller

EESubgroup: B1 FT S-FLSAOT Perm Statu: Active

Additional Payments

Wage Type: 1357 FY2012-2013 SL Payout

Amount: [REDACTED] USD Ind.val. [REDACTED]

Number/unit: 32.00 Hours [REDACTED]

Date of origin: 08/31/2012

Default Date: [REDACTED]

Assignment Number: [REDACTED]

Reason for Change: [REDACTED]

Information

NOTE: The new FY2012-2013 SL Payout wage type will allow you to key hours in excess of the employee’s available balance. However, payroll processing will generate an error indicating too many hours leading to the inability for earnings generation. The agency payroll administrator will need to validate the value entry and make corrections based on the remaining balance availability.

Information

NOTE: The new FY2012-2013 SL Payout wage type will allow entry for an employee in subgroup O, Temporary classification. However, payroll processing will generate an error WT NOT ALLOWED leading to the inability for earnings generation. The agency payroll administrator will need to validate the entry and make corrections for complete payroll processing capability in order to generate pay period earnings.

Wage Type Introduction

WT 1356: When FY2012-2013 Special Leave is recorded using A/A 9711, earnings associated with the leave will be paid with WT 1356 and will be displayed on the employee’s remuneration statement as FY2012-13 Special Leave.

WT1357: The payout of FY2012-2013 Special Leave will be displayed on the remuneration statement as FY2012-2013 SL Payout.

NOTE: For policy information, go to the Office of State Personnel's [FY2012-2013 Special Leave Policy](#).
(Use the Back button to return to this document after reviewing the policy).