Workers Compensation and SHARP

It is becoming more common that some employees do not get the proper leave accrual when receiving workers compensation wage replacement from the State Self Insurance Fund (SSIF). Additionally, some employees are being overpaid when receiving SSIF wage replacement.

This occurs when an agency does not adjust time or leave reported on a workers compensation employee timesheet. Agencies must generate the SHARP Workers Compensation Notification Report (KSIFTEC2) at least once for each pay period. At a minimum, agencies should generate the report on the day of final pay calculation, which is generally the Friday following the pay period end date. Hours associated with the wage replacement amount can default into employee timesheets up to the day of the final pay calculation.

This report lists employees who are receiving a wage replacement from SSIF. As a result, agencies should review the timesheet for each employee listed on the report and determine if it is necessary to make changes to leave reported. It is imperative agencies turn off and on the OK to Process? checkbox on the Time Entry Daily panel after the hours default into the timesheet so the information is

carried through to payroll.

The report lists valuable information such as the employee's name, ID, and the hour equivalency of the wage replacement amount. The hours associated with the wage replacement amount default into timesheets with the WCH earnings code for non-exempt employees and the WCE earnings code for exempt employees.

These earnings codes count as "in-pay-status" for leave accrual purposes. The WCE hours will reduce an exempt employee's biweekly salary. If agencies do not turn off and on the OK to Process? checkbox on the timesheet, these codes are not updated to payroll. This could result in employees being shorted leave accrual and may even result in some employees be-

ing overpaid.

For a review of workers compensation and how it relates to SHARP, including how to generate the KSIFTEC2 report, refer to the workers compensation sections in the SHARP Time and Leave Computer Based Training material.
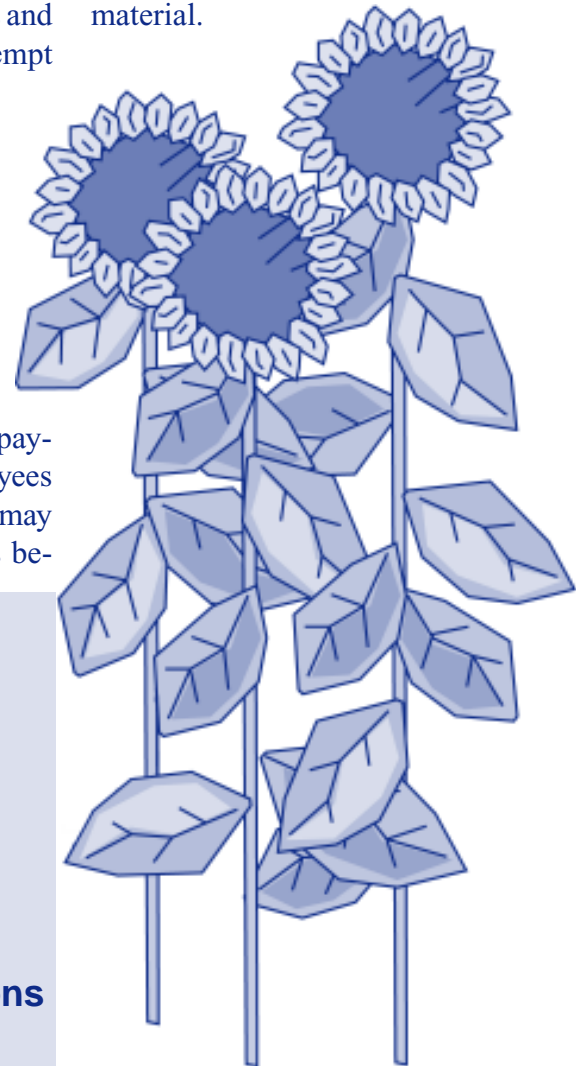
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Step Increases Frozen in FY 2002

Governor Graves and the 2001 Legislature have frozen step movement for Classified Employees in the Executive branch for Fiscal Year 2002 effective June 10, 2001. However, employees that are due step movement on June 10, 2001 will still be eligible for this step increase since they have not received a step increase in Fiscal Year 2001. The Salary Increase panels located in the Plan Salaries window will not be updated with any new Classified employees effective June 10, 2001. However, all employees remaining on these panels due to late evaluations, etc., should continue to be processed in the same manner as before. As always, agencies are encouraged to process these retroactive step increases as soon as possible as they result in the employee being paid incorrectly. In addition, corrections will need to be made to these employees' job data as a result of the 1.5% General Increase row that is effective June 10, 2001. If you have any questions about how to process retroactive step increases please refer to your Administer Workforce Computer-Based Training material.

Terminating Retirement Deductions in SHARP

The following information is a reminder of the correct procedures for terminating a Retirement Deduction in SHARP. To terminate the deduction, you will need to access the Retirement Plans panel using the following path: Go, Compensate Employees, Administer Base Benefits, Use, Retirement Plans. Enter the EmplID and Empl Rcd # and the Retirement Plans panel appears. Insert a new row while your cursor is in the Deduction Begin field. Please make note of the following when completing the remaining fields:

- The termination button should be selected (highlighted)
- The end date field should be blank
- The benefit plan field should be blank
- The begin date field should generally be the **first day of the pay period** following the employee's termination date or change to an ineligible position. This insures that the KPERS deduction is taken for the last pay period that the employee was eligible. However, if the employee changes to an ineligible position on the first day of a pay period, the begin date field should be the same day.

Dear Dead Eye…

Q: I recently had a problem with an adjustment I processed for the first paycheck an employee received after promoting to our agency at the beginning of a pay period. When I promoted the employee we used Monday as the effective date of the transaction and was told this is what caused our problem. Why is this?

A: You should always use Sunday as the effective date for promotions, demotions, transfers and other employee related transactions that are effective with the beginning of a pay period even if the employee is not scheduled to work on Sunday. The reason you had a problem is because the system created a timesheet for the old agency showing Sunday as active and then you created a timesheet for your agency for the remainder of the work period. The adjustment process requires that all timesheets for the pay period be okayed to process. If they are not, the adjustment will error off.

Q: I processed a shared leave adjustment yesterday for an employee and it produced an error. Can you tell me why?

A: The reason the shared leave adjustment erred in this case is because this non-exempt employee had a sick leave balance of 4.86 and a vacation leave balance of 3.90. Per our regulations, an employee must exhaust all available leave prior to using shared leave.

At the time the original check processed, you entered all available sick and vacation leave for this employee, including some leave without pay. Since that time, the employee returned to work and

Dear Dead Eye…

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accrued sick and vacation. Now the shared leave hours are available and you want to enter those hours on the days the employee was on leave without pay on the prior timesheet.

In situations like this, you should submit a request to laurie.warner@state.ks.us to ask that the leave balances be temporarily reduced to below .25 (non-exempt employees) or below 4.0 (exempt employees). Then request and process your shared leave adjustment.
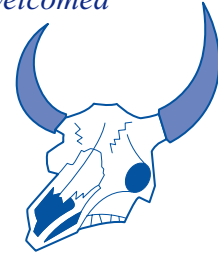
Now that we have off-cycle leave accrual, this employee will receive additional sick or vacation accrual based on the new shared leave hours that count toward leave accrual.

After the off-cycle check has processed, submit a request to laurie.warner@state.ks.us to have the sick and vacation balances increased by the amount subtracted prior to the adjustment. Keep in mind the balance may be higher than the previous amount since the shared leave hours count toward leave accrual and may have increased the accrual amount during the off-cycle process.

All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785) 296-4886, or E-Mail: douglas.quinn@state.ks.us.

All questions will be answered in the following issue of the newsletter.