

SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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VACATION OVERAGE: Transfer Up to 20 Hours to Sick Leave

Beginning this year, if you have classified Executive Branch employees whose vacation leave balances are over the maximum at the end of the fiscal year, you will need to use the timesheets for the pay period ending June 8, 2002 to transfer those vacation hours (up to 20 hours) to sick leave.

This transfer of vacation hours to sick hours is a direct result of a change in Kansas Administrative Regulation (K.A.R.) 1-9-4 and is effective June 7, 2002. If you have unclassified employees who follow Executive Order 98-7, this also applies to them. These instructions do not apply to those unclassified employees who do not follow Executive Order 98-7.

In order to determine if you have any employees over the maximum vacation leave balance, you should generate the Vacation Leave Overage report (KBEN354) located under Reports in Time and Leave. This is an on-line SHARP agency run report, which you may generate anytime during SHARP business hours.

The Vacation Leave Overage report will allow you, at a glance, to see who in your agency has a vacation leave balance that is higher than the maximum. The report lists unique employee information, including the Vacation Leave Overage Hours.

Once you print the report, you will then need to subtract leave taken the last pay period of the fiscal year, if applicable,

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June 21 is the first day of summer!



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Fiscal Year End

Informational Circular 02-A-016 dated April 18, 2002 has been released to summarize fiscal year end deadlines for closing of fiscal year 2002 and opening of fiscal year 2003.

Copies are available on the Division of Accounts and Reports web site at <http://da.state.ks.us/ar>.

How does all of this affect time and leave entry?

We no longer need to use the Additional Hours (AHR) earnings code. Instead we will use Regular (REG). In addition, an employee can work fewer hours in one week and more hours in the other week and as long as the CTLA figure is at least 80, the employee will receive full leave accrual. For example, if we record 40 REG and 10 OTP in week one and 30 REG in week two, the employee will receive full leave accrual based on the 80 CTLA figure. See example below.

Holiday Recording: Since all hours worked count toward leave accrual, use HDP or HCP to record hours worked on a holiday. We no longer need to record HDL or HCL. These codes will be inactivated to help facilitate this change.

| | |
|------------------|------------|
| <u>Don't Use</u> | Use |
| HDL | HDP |
| HCL | HCP |

Error Message: Timekeepers will no longer receive an “Hours worked over the allowed CTLA amount at straight rate must be charged to AHR Earnings Type (20000,85).” error message when recording hours that exceed the 40 hour CTLA figure for each week. Keep this in mind when recording leave taken and hours worked during the week.

Workers Compensation: Since the 20000,85 error message will no longer be applicable, it is imperative agencies ensure that hours are adjusted for those employees receiving workers compensation. For example, this message will not display if the WCH is 56.25 and WVW is 60.00. If you don't adjust the timesheet, the employee will be overpaid based on the workers compensation wage replacement amount and the hours associated with WVW. If the employee chooses to use vacation leave to supplement the workers compensation wage replacement, adjust the WVW down to 23.75 (WCH 56.25 + WVW 23.75 = 80 CLTA).

We consider this a positive change and hope it will make time and leave entry somewhat easier for both employees and timekeepers. ★

