



## Leaves of Absence

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May 16, 2017

## Objectives

- To facilitate a better understanding regarding each and every leave situation that may arise.
- To know when & how to submit leave PARS.
- To illustrate the importance of communication throughout each leave situation. Circuit management > circuit HR > JAC HR > circuit HR.
- To become as consistent & uniform as possible with regard to terminology, timing, and follow-up for each leave situation.





## Leave & Communication

- **At the beginning** of any leave scenario, please communicate any questions, concerns, or relevant details with your JAC payroll/benefits contact.
- Please be as specific as possible in the PAR comments (with pay, without pay, leave type, possible return date, hours to pay, whether they are applying for disability).
- Provide necessary backup documentation with the PAR (e.g., Military Orders)

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## Leave “With Pay”

- Contact JAC if you have questions or need clarification.
- The effective/transaction date is **the day the leave began** (not today’s date 😊).
- Submit the PAR to the Payroll Group email as close to their first day of leave as possible:  
[payrollgroup@justiceadmin.org](mailto:payrollgroup@justiceadmin.org)
- Leave “with pay” provides the flexibility to adjust the hours each month while remaining in paid status.

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## Leave With Pay Cont.

- In the PAR comments, provide big picture information (e.g., paying the employee enough hours to cover deductions for two months).
- If you have a tentative/firm return date, please indicate this in the PAR comments.
- Helps maintain an accurate history for each employee in People First.

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## Leave “With Pay” Cont.

- The BOMS transaction code to use when placing an employee on leave with pay is **98**.
- The BOMS transaction code to use when bringing them back from leave with pay is **98**.
- Reminder: An employee in leave with pay status will drop from a pay change / mass upload. Important to submit the return from leave PAR.

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## Leave “Without Pay”

- Use leave without pay when the employee will not be paid any hours for a full **calendar month**.
- BOMS transaction code **58**
- Effective date: When the leave began.
- PAR comments: Leave without pay, type of leave, approximate return date.

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## Leave “Without Pay” Cont.

- If the leave is **mid-month to mid-month** (i.e., 5/15 thru 6/20), this is leave with pay because they are being paid hours in both months.
- If unsure of the return date (full calendar month), no harm in placing them on leave without pay.

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## Leave “Without Pay” Cont.

- Do not process any PAR actions for someone on leave without pay (e.g., reassignment, salary increase). People First will automatically place them back in active status.
- The BOMS transaction code for the return from leave without pay is **71**.



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## Military Leave

- Obtain a copy of the military orders.
- Utilize the Military Leave At-A-Glance Provisions sheet.
- Contact JAC with any questions/concerns.
- Submit PAR & military orders to JAC.
- Several types of military leave, unique situations, communication between our offices is key.



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## Other Types of Leave

- Authorized leave: Can be with or without pay. General details in the comments are helpful.
- Workers Comp: In the PAR comments: provide the WC dates & hours to pay / not pay.
- Prior month WC dates – we use a Code 200 deduction.
- Current month WC dates – We reduce the hours (before payroll).



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## Questions



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## Personnel Action Request (PAR)

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May 16, 2017

## Objectives

- To facilitate a better understanding regarding each and every situation when a PAR is required.
- To emphasize the importance of communication between circuit management > circuit HR > JAC HR > circuit HR.
- To become as consistent & uniform as possible with regard to terminology, timing, and possible follow up when submitting/processing PARs.





## PAR Basics

- Please ask questions. We are here to help.
- Much easier to question/verify information before payroll runs, than to make corrections and clean up afterwards.
- Most of you work with BOMS or something similar. BOMS codes & People First codes are rarely the same. PAR comments are helpful.

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## PAR Basics Cont.

- Important to submit PARs timely and sequentially. People First is built for simple straightforward transactions.
- Proactively communicate with your managers: Payroll deadline is approaching . . . is anyone terminating employment, going out on leave, getting a raise this month? Could we use a mass upload template?

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## PAR Basics cont.

- PARs consist of:
  - Employee information: Name, SSN, ID
  - “Present Status” – employee’s current position & salary information.
  - “Change to” – the employee information that is being updated.
  - The effective/transaction date. Limited ability to use retro dates in People First.

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## Questions



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## FLAIR Payroll Reports

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May 16, 2017

## Objectives

- Learn basic navigation of the FLAIR report distribution system (RDS)
- Facilitate a broader understanding and working knowledge of the reports you receive with each payroll.
- Answer any questions you have related to your payroll reports.



## FLAIR Report Dist. System (RDS)

- **Check RDS daily**
  - Learn the FLAIR Form ID's
  - Familiarize yourself with the report directory format
  - Practice navigating the system
  - Ask questions
  - We are here to help



## RDS Administration

- Need to add a new RDS user?
- Need to add a report to your RDS directory?
- Nona McCall, our RDS Administrator, can assist you, [Nona.McCall@justiceadmin.org](mailto:Nona.McCall@justiceadmin.org)
- If you need assistance locating, restoring, or obtaining more background information on a payroll report, your payroll contact will be happy to assist you.





## RDS Navigation

- **FLAIR “Application Selection” screen**
  - Enter **5** for RDS, press enter
  - This takes you to the reports directory
  - The directory contains the report name, form ID, dates, pages, lines, and the report description.
  - **F7** key = Scrolls back one page
  - **F8** key = Scrolls forward one page
  - **F3** key = Acts as the “Back” button

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## RDS Navigation Cont.

- **Use the tab key until you are next to the report you want to work with.**
  - Once beside the report, you have a few choices:
    - Type “S” to “Show” the report
    - Type “E” to “Extract” the report for printing
    - Type “F” to “Filter” the list of reports (e.g., only show the payroll registers)

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## RDS Navigation cont.

- If the report has an “A” next to it, it is in “archive” status (more than 30 days old).
- If you wish to view an archived report, tab until you are beside the report. Type “R” and press enter. This will take you to another screen to confirm that you want to restore the report. In the help-command line, type “Y” for yes, press enter.

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## RDS Navigation cont.

- In RDS, any time the next screen takes you to the “Help-Command” line at the top of the page, type “Y” for yes (or “N” for no) and press enter. This is just to confirm your intent to print or restore a report.
- If you’re ever stuck, or change your mind about a print job, using the F3 key will take you back towards the report directory or application selection screen.

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## Payroll Reports

- **Payroll Tabulation by Account Code (Q213)**
  - Account code – 29 digits
  - Organization code – 11 digits
  - Voucher number and voucher/warrant date
  - Object codes
  - Employer cost breakdown
  - Gross salary charge (gross salary + employer costs)

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## Payroll Tabulation by Acct. Code

- **From right to left:**
- Gross salary – Amount before taxes/deductions
- Object code – (11\*\*\* salary) (12\*\*\* OPS)
- Employer disability (1630)
- Employer life (1620)
- Employer health (1610)
- Pre-tax benefit savings (1570) – Administrative fees paid by the employer for pre-tax deductions.
- Optional ret. plan employer contribution (1550)

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## Payroll Tab Cnt.

- **Public Employees Optional Retirement Plan (1522)** – Employer contribution for the Investment Plan
- **State retirement (1520)** – Employer contributions for state retirement
- **Employer FICA/MEDI (1510)** – This is the combined employer FICA/MEDI contribution
- **Gross salary charge** – The gross salary + employer contributions

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## Payroll Register

- **Payroll Register (U214)**
  - Payroll type and Pay date
  - Org code and SWD, voucher number and date
  - List of employee and payment information
  - Deductions and cost breakdown

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## Payroll Register Cont.

- **From left to right:**
- Far left column 1 = EFT 0 = Paper warrant
- Warrant/EFT payment number
- Social security number
- Employee name/Inter-department number
- Position number/class code
- Marital status/exemptions
- Retirement code – employee status (09 = other)

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## Pay Register Cont.

- Insurance code – Participation, type of coverage, number of premium deductions/contributions
- Beginning/ending rate of pay
- Beginning/ending hours
- Gross/net pay
- Withholding tax/Miscellaneous deductions
- SS/MEDI deductions

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## Pay Register Cont.

- Pre-tax and tax-deferred deductions
  - Pre-tax affects withholding and SS tax amounts (insurance premiums)
  - Tax deferred **only** affects withholding (employee retirement 3%, deferred compensation)

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## Payroll Register Cont.

- Payroll totals – The totals are located at the end of each “class code” group.
- Employee/Employer contributions, net salary, cash gross (gross salary) and the gross salary charge (gross salary + employer contributions).
- Be aware -- totals can be cut-off or carried over to the next page. Not always a clean org code break on this report. Potential reconciliation issues.

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## Misc. Deduction Report

- **Miscellaneous deduction register (Q214)**

- Deduction code – Three digits
- Description/payee – The company
- Warrant No (WT. NO): **W** = paper warrant (code 572 to recover funds), **T** = transfer (funds restore automatically) **X** = consolidated transfer (code 572 to recover funds).
- Employee info/deduction info
- Total amount deducted, number of deductions

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## Suppl. Insurance Register

- **Supplemental Insurance Register (U21R)**

- Lists the employees and their supplemental insurance deductions
- If the employee is unsure who their provider is, they can log onto People First.
- Any problems logging on, contact the PF Service Center (866) 633-4735.

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## Health, Life, Disability Register

- **Health, life, and disability register (U21Q)**
  - Lists the employees by org code and inter-department number.
  - Ins. codes/FTE/Pay plan
  - Health, life, disability, employer and employee premium amounts.
  - Totals at the bottom

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## Salary Refund Report

- **Salary refund report (Q21Y)**
  - This report is generated when the employee reimburses their agency for an overpayment in salary (salary refund).
  - It is triggered by the “approval” of the deposit back into the circuit’s account.
  - Employee can reimburse the circuit via personal check, money order, or payroll deduction (code 200).

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## EFT Cancellation Report

- **EFT cancellation report (Q21Z)**
  - The EFT cancellation report reflects the breakdown of the funds being restored to the circuit account.
  - **The report does not post in RDS until the warrant date.**
  - Please be aware of the “**EFT cancellation deadline**” for each payroll (JAC website, HR > compensation & pay > payroll due dates).

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## Salary Warrant Cancellation

- **Salary warrant cancellation report (Q21K)**
  - This report is generated when a **paper warrant** is cancelled.
  - Paper warrants can be cancelled almost any time (warrant is valid for 12 months; it is then forwarded to unclaimed property).
  - “**Lost**” warrants are handled differently. We place a stop payment on the warrant and the circuit submits an “original” affidavit for duplicate warrant form (on our website).

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## Summary/reminders

- **On-demand sequence from approval to pay date:**
  - On-demand payment is entered and approved.
  - Payroll reports are available in FLAIR/RDS the next working day.
  - The pay date is the first work day after the reports are available in FLAIR/RDS.

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## Reminders Cont.

- **Three situations when on-demand payments are mandatory:**
  - A leave payment is requested more than 60 days after the termination date.
  - A leave payout for an employee transferring within state government (ensure correct acct/org code are used).
  - The final OPS payment for an employee being hired full-time (disrupts new hire entry).

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## Final Reminder

- DFS insists that when an employee is being paid for annual & sick leave on-demand, it must be processed as a single on-demand payment with two lines.
- Since FLAIR is ancient, this freaks out the resulting payroll register.
- Only the sick leave appears, but the combined totals are correct.

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## Questions



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