

Transactions

- ZPAA076
- SWBP
- PA40



PA BPP

LOA – MILITARY

Change Record:

Creation Date: 12/8/2011	Changed by: w.creech
Changes:	Tips and Tricks updated

Trigger:

There is a need to process a Leave of Absence for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview:

Leave of Absence – used when an employee is out of work due to Military Duty.

Military Reasons:

- 10 - Reserve Active Duty (leave) - employee is exhausting vacation, bonus or comp time prior to RAD 30 day leave.
- 11 - Reserve Active Duty (lump sum) - employee is paid for vacation, bonus or comp time prior to RAD 30 day leave.
- 09 - Reserve Active Duty (30 days) - employee is placed on RAD 30 days with Active Duty orders (30 calendar days of full pay)
- 25 - Reserve Active Duty - employee is placed on RAD Active Duty on 31st day.
- 27 – Extended Military - Granted for all uniformed service duty that is not covered by military leave with pay as defined by policy for active/inactive duty training, physical exams, and reserve active duty.
- 28 - Military Care Giver - Employee is out for a reason that qualifies for Military Care Giver leave.
- 29 - Military Training - Employee is out for involuntary active/inactive duty training.
- 30 - Civil Air Patrol - Employee is performing missions or encampments, authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary of the Department of Crime Control and Public Safety.
- 31 - State Defense Militia Duty - Employee has been ordered or called out by the Governor for a special activity or State duty mission.

Military Information:

- **Reserve Active Duty (Leave)**–the employee wants to exhaust leave while on military LOA. According to State policy, this must be used prior to the 30 days for which the State pays.
- **Reserve Active Duty (30 days)** –the State pays for 30 days when the employee receives orders.
- **Reserve Active Duty** –the employee has completed the 30 days for which the State is paying.
- **Reserve Active Duty (Lump Sum)** –the employee has requested to receive a one-time lump sum payment for leave used. According to State policy, employee must choose either lump sum or leave, not both at the same time.
- **Extended Military (Active Duty and Other Military (LWOP)** – employee does not receive pay or accrue time. A longevity payment will be computed on a prorated basis (if applicable). The balance will be paid when employee returns and completes a full year. (see State policy for eligibility of state service credits).

Important Note: Processing LOA military 30 days when employee also wants to exhaust leave:

According to the State Personnel Manual, you should enter the military 30 days (LOA –reason: 09 – Military Active Duty [30 days] after you enter the hours the employee wants to exhaust leave (LOA – reason: 10 –Reserve Active Duty [Leave]) . Failure to create the LOA, Military Active Duty (30 days) with the accompanying IT2001 results in the employee not receiving the military pay.

Time Codes

It is important to select the code that corresponds to the Reason selected for the LOA Action. For example:

- 9620 –used when placing the employee on LOA Action with a Reason of Military Training
- 9630 –used when placing the employee on LOA Action with a Reason of Reserve Active Duty (30 days)

Differential pay:

If an employee is eligible for differential pay, you must coordinate with your Agency Payroll Office to ensure that you send them the appropriate paperwork so the employee is paid his or her differential while out on military leave. Agency Payroll will create an IT0015 – Wage Type 1404 as required.

Benefits (*Employee is not exhausting approved leave.*)

Agency Specific Benefits

- Each agency is responsible for administering these plans according to their agency process.

NC Flex Plans

- Will terminate in the OSC HR/Payroll system.
- Will end the last day of the month premiums were paid.
- Employees can continue these benefits plans while on military LOA by paying the NC Flex vendors directly.

State Health Plan

- Employees on (State Duty) will continue to have the employer portion of their health insurance paid. These employees are responsible for sending any dependent premiums and/or any employee only costs (80/20 plan) to BEST Shared Services. If premiums for EE only coverage are not received each month, their coverage will be reduced to the 70/30 Plan. Their next opportunity for any changes will be at the next Annual Enrollment.
- Employees on (Federal Active Duty) will have their coverage terminated at the end of the month following the exhaustion of their 30 calendars days.

LOA Checklist

- PA20 Display
 - IT0000 - Actions
 - View employee’s Action history to ensure correct action is being entered and former actions have been entered appropriately.
 - Verify eligibility for requested leave
- CATS_DA – verify that time has been entered, released and approved. Also, verify last day worked (9500 - Time Worked).
- PT50 to ensure that employee has enough leave, if requesting to exhaust leave.
- Communicate with the Benefits Representative
- Benefits – setup procedures for payment continuation or termination of benefits.

Tips and Tricks:

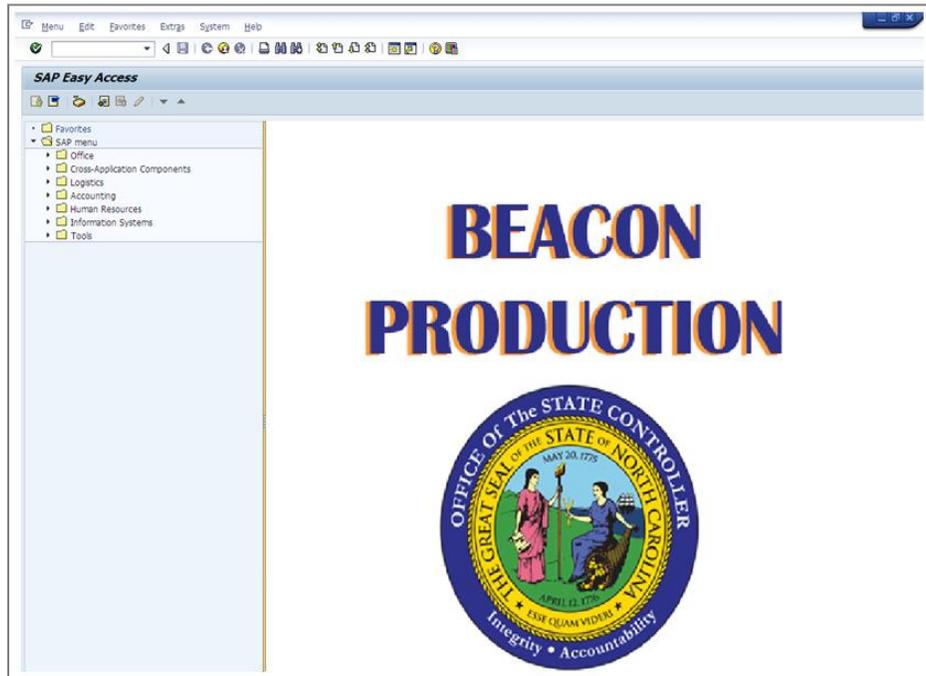
- Employee is active in the system.
- Time, Benefits, Payroll, State Service and longevity are dependent on entries made for action, reason and infotypes.
- Agency decides if Time (agency wide) is entered by PA (HR Data Maintainer) on IT2001 or Time (Time Administrator) in CAT2
- Employee should make no time entries while on LOA.
- Time Type 9500 (time worked) shouldn't be used while employee is on LOA.
- It is very important for HR to enter the LOA Action before the Time/Leave Administrator enters the event into the FMLA Workbench. The LOA Action is not automatically connected to the FMLA Workbench; therefore, HR should coordinate with the Time/Leave Administrator when an LOA Action is entered.

See the **PA Tips and Tricks Job Aid** for a fuller listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Personnel Administration > Job Aids.*

Access Transaction:

Via Menu Path:	Your menu path may contain this custom transaction code depending on your security roles.
Via Transaction Code:	ZPAA076; SBWP; PA40

PROCEDURE



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: ZPAA076

2. Click the **Enter**  button.

 **Information**

You may want to enter this transaction code in your Favorites folder.

- Choose Favorites > Insert Favorites
- Type in ZPAA076
- Click Enter.

To see the transaction code displayed in front of the link in your favorites:

- Choose Edit > Settings
- Place a check next to Display Technical Name
- Click Enter

Employee Action Request

Existing PCR No.

Personnel No. Perry Teer

Last 4 digits (SSN) First Last

Effective on

Action Type Leave of Absence (NC)

Reason Reserve Active Duty (Leave)

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. Example: 80000119
Effective on	The date the action will be effective on.	Enter value in Effective on. Example: 08/08/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type. Example: Z3
Reason	Reason for the action, such as Reserve Active Duty (Leave)	Enter value in Reason. Example: 10

Enter the Personnel Number of the individual to be placed on Leave of Absence. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.

NOTE: You only enter the SSN and name for New Hires.

If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

4. Click the **Enter** button.

The system defaults the current date, but you may change the date to a day in the past or in the future.

There are several available **Reasons** to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.

The screenshot shows the 'Employee Action Request' form with the following fields and values:

Existing PCR No.	<input type="text"/>
Personnel No.	80000119 Perry Teer
Last 4 digits (SSN)	<input type="text"/> First <input type="text"/> Last <input type="text"/>
Effective on	08/08/2011
Action Type	Z3 Leave of Absence (NC)
Reason	10 Reserve Active Duty (Leave)

5. Click the **Create (F5)**  button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter and the system will prompt you for information in the mandatory fields.

Employee Action Request

Initiate WF

PCR Number
 Personnel Number 80000119 Perry Teer Action: 23 Leave of Absence (NC)
 Last 4 digits(SSN) Reason: 10 Reserve Active Duty (Leave)
 Effective on 08/08/2011 Chng St:

CURRENT		PROPOSED	
Pers.Area	<input type="text"/> 4601 Cultural Resources	Pers.Area	<input type="text"/> 4601 Cultural Resources
Subarea	<input type="text"/> NC01 7day Norm	Subarea	<input type="text"/> NC01 7day Norm
EE Group	<input type="text"/> A SPA Employees	EE Group	<input type="text"/> A SPA Employees
EE Subgroup	<input type="text"/> B1 FT S-FLSAOT Perm	EE Subgrp	<input type="text"/> B1 FT S-FLSAOT Perm
Org. Unit	<input type="text"/> 20010136 CR CDS A&H Programs	Org. Unit	<input type="text"/> 20010136 CR CDS A&H Programs
Job	<input type="text"/> 30000252 Office Assistant IV	Job	<input type="text"/> 30000252 Office Assistant IV
EE Position	<input type="text"/> 60083305 Office Assistant IV	EE Position	<input type="text"/> 60083305 Office Assistant IV

Basic Pay			
Pay Scale type	<input type="text"/> 01 Graded	Pay Scale type	<input type="text"/> 01 Graded
Pay Scale Area	<input type="text"/> 01 Annual Salaries	Pay Scale Area	<input type="text"/> 01 Annual Salaries
Pay Scale Group	<input type="text"/> GR59 Level <input type="text"/> GR	Pay Scale Group	<input type="text"/> GR59 Level <input type="text"/> GR
Annual Salary	<input type="text"/> 24,615.00 Hrly Sal <input type="text"/> 0.00	Annual Salary	<input type="text"/> 24615 Hourly Salary <input type="text"/>
	<input type="text"/> Calc Step - 0		<input type="text"/> Calc Step - 0 <input type="text"/> 0.00
		Min	<input type="text"/> 25,705.00
		Max	<input type="text"/> 38,759.00 Next Inc Date <input type="text"/>

Dates
Last day worked <input type="text"/>

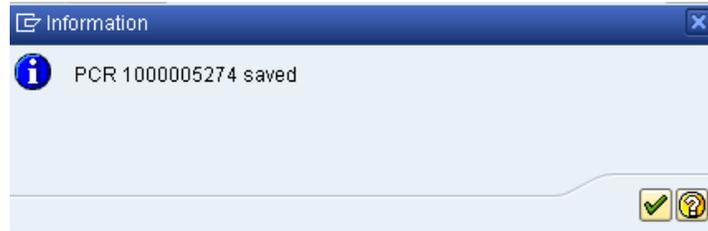
6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basic pay	Enter value in Annual Salary Example: 24,615

Enter the salary information in the Annual Salary or Hourly Salary field. Click Enter to validate the data. No Basic Pay record is created for LOA Action but you must enter the salary on the PCR.

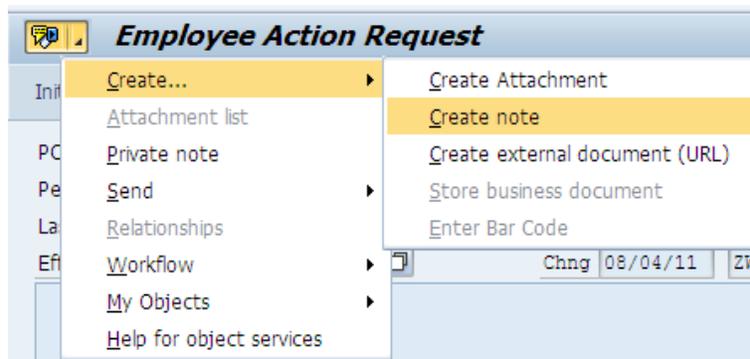
- Click the **Enter**  button.
- Click the **Save (Ctrl+S)**  button.

Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.



9. Click the **Enter**  button.

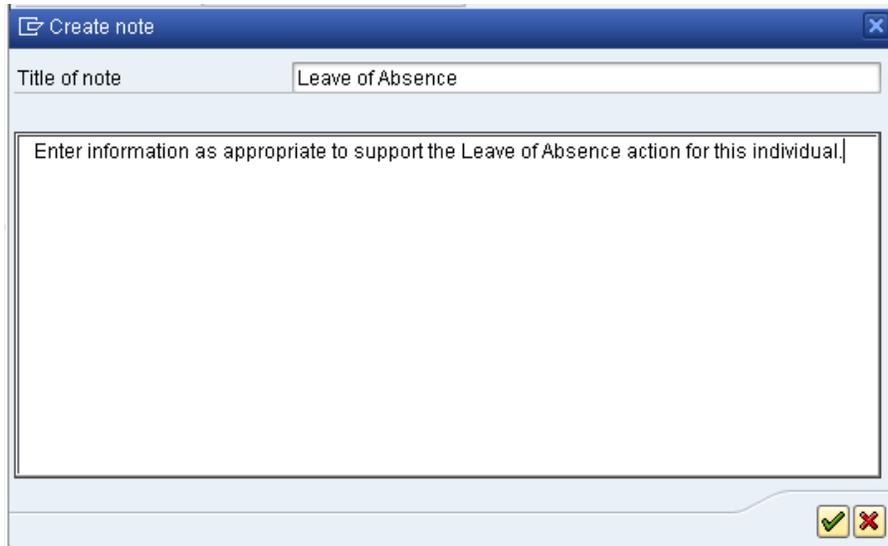
You may save this information as many times as you wish. Each time you will receive a confirmation of the save. You will not be able to create a note attachment until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information, only display the existing details.



10. Click the **Services for Objects**  button.
11. Click **Create... >> Create note** from the drop-down list on the menu.

You may enter any information that would be useful to the approvers downstream using the notes area or attachment area. If you just need to type some information or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

Follow the OSP or agency-specific guidelines on notes and attachments to be added.



12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note. Example: Leave of Absence
Long text	An open text field	Enter value in long text. Example: appropriate information

13. Click the **(Enter)**  button.

Employee Action Request

Initiate WF

PCR Number: 1000005274
 Personnel Number: 80000119 Perry Teer Action: Z3 Leave of Absence (NC)
 Last 4 digits(SSN): Reason: 10 Reserve Active Duty (Leave)
 Effective on: 08/08/2011 Chng: 08/04/11 ZWFINDMPA031 St: D Created

CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	B1 FT S-FLSAOT Perm	EE Subgrp	B1 FT S-FLSAOT Perm
Org. Unit	20010136 CR CDS A&H Programs	Org. Unit	20010136 CR CDS A&H Programs
Job	30000252 Office Assistant IV	Job	30000252 Office Assistant IV
EE Position	60083305 Office Assistant IV	EE Position	60083305 Office Assistant IV

Basic Pay

Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	GR59 Level GR	Pay Scale Group	GR59 Level GR
Annual Salary	24,615.00 Hrly Sal 0.00	Annual Salary	24,615.00 Hourly Salary
Calc Step - 0		Calc Step - 0	0.00
Min	25,705.00	Max	38,759.00
Next Inc Date			

Dates

Last day worked

13. Click the **Enter**  button.
14. Click the **Save (Ctrl+S)**  button.
15. Click the **Initiate WF**  button.

Select the Initiate Workflow button to send the Leave of Absence Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



16. Click the **(Enter)**  button.

Employee Action Request

Existing PCR No.

Personnel No.

Last 4 digits (SSN) First Last

Effective on

Action Type Leave of Absence (NC)

Reason Reserve Active Duty (Leave)

NOTE: To view the PCR, including notes and/or attachments, see the *Display PCR Job Aid* located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Personnel Administration > Job Aids*.

17. Click the **Back (F3)** button.
18. The Initiate Leave of Absence Action is complete.

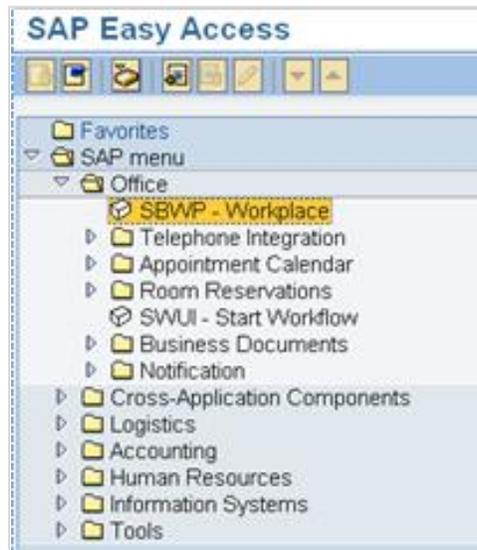
After Workflow Approvals have been received, proceed with the Complete Leave of Absence Action process.

Instructions for Completing The Action

Access Transaction:

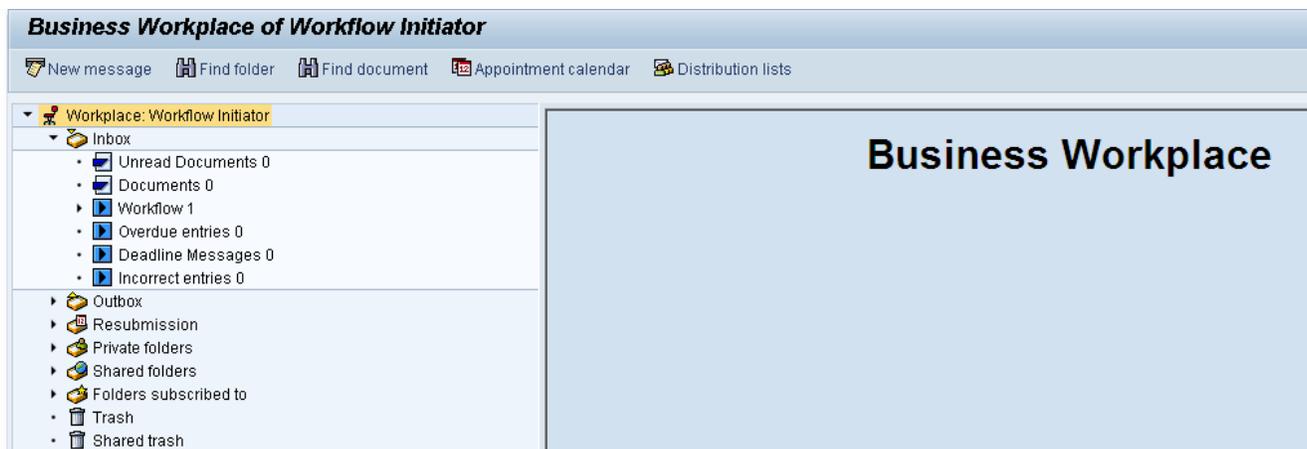
Via Menu Path:	Office >> SBWP – Workplace
Via Transaction Code:	SBWP, PA40

PROCEDURE



19. Click the **SAP Business Workplace (Ctrl+F12)**  button.

These instructions assume you have already initiated the Leave of Absence Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Leave of Absence in the system.



20. Select **Inbox >> Workflow**.

21. You can process using step 22 or step 23.

Business Workplace of Workflow Initiator

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Workflow Initiator

- Inbox
 - Unread Documents 0
 - Documents 0
 - Workflow 1**
 - Grouped according to content
 - Grouped according to content type
 - Grouped according to sort key
 - Grouped according to task
 - Overdue entries 0
 - Deadline Messages 0
 - Incorrect entries 0
 - Outbox
 - Documents
 - Starred workflows
 - Work items executed by me
 - Forwarded work items
 - Resubmission
 - Private folders
 - Shared folders
 - Folders subscribed to
 - Trash
 - Shared trash

Workflow 1

Ex.	Title	Status	Creation Da...	Creation ...	P / Att...	Co...	W...
4601	Create PA Action - Leave of Absence (NC) for Perry Teer - PCR: 1000005274		08/04/2011	07:07:30	5		

Tips & tricks: Group Work Items According to Content...

4601 Create PA Action - Leave of Absence (NC) for Perry Teer - PCR: 1000005274

Description
PCR Initiator,
Please complete all data for the new personnel action for Employee Perry Teer ~ Personnel #80000119 based on the attached request.
* Make sure to Save your changes before exiting from the

Objects and attachments

- PA_PCR: Perry Teer_PCR_1000005274
- PCR_List: Workflow Tracker

22. Select the PCR **4601 Create PA Action - Leave of Absence (NC) for Perry Teer - PCR: 1000005274** row.
Double-click on the row.

23. Click the **Execute (F8)**  button.

A list of your approved (or rejected) PCR's is listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You may view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Leave of Absence action will be launched.

24. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. Example: 08/08/2011

25. Highlight **Leave of Absence (NC)** action type.

26. Click the **Execute (F8)**  button.

The effective date is the date the Leave of Absence will go into effect. This date must match the date on the approved PCR.

Copy Actions (0000)

Execute info group Change info group

Pers.No. 80000119
Name Perry Teer
EEGroup A SPA Employees PersA 4601 Cultural Resources
EESubgroup B1 FT S-FLSAOT Perm
Start 08/08/2011 to 12/31/9999

Personnel action
Action Type Z3 Leave of Absence (NC)
Reason for Action 10 Reserve Active Duty (Leave)

Status
Customer-specific
Employment 3 Active
Special payment 1 Standard wage type

Organizational assignment
Position 60083305 Office Assistant IV
Personnel area 4601 Cultural Resources
Employee group A SPA Employees
Employee subgroup B1 FT S-FLSAOT Perm

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

27. Click the **Enter** button.

Record valid from 01/01/2008 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter to go past this warning message.

Notice at the top of this screen the title includes the word “Copy”. This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word “Create” in the title indicates that this infotype is being created on this person's record for the first time

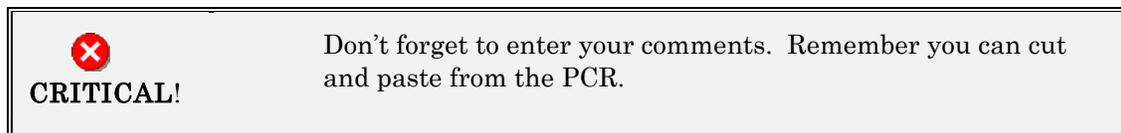
Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter**  to continue.

Best practice is to review all data, and click Enter to allow the system to validate the data.



28. Click **Edit, >> Maintain text** to add your comment based on agency or OSP Policy/Guidelines.



29. Click the **Enter**  button.

30. Click the **Save (Ctrl+S)**  button.

Create Organizational Assignment (0001)

Org Structure

Personnel No 80000119 Name Perry Teer

EEGroup A SPA Employees PersA 4601 Cultural Resources

EESubgroup B1 FT S-FLSAOT Perm Statu Active

Start 08/08/2011 to 12/31/9999

Enterprise structure

CoCode NC01 STATE OF NC

Pers.area 4601 Cultural Resources Subarea NC01 7day Norm

Cost Ctr 4699999999 CULTURE RESOU... Bus. Area 4600 Cultural Resources

Fund 4699999999 CULTURE- SUSP...

Func. Area 60000000000000000000 General Government

Personnel structure

EE group A SPA Employees Payr.area 01 NC Monthly

EE subgroup B1 FT S-FLSAOT Perm Contract

Organizational plan

Percentage 100.00 Assignment

Position 60083305 201000002030
Office Assistant IV

Job key 30000252 Off Ast
Office Assistant IV

Org. Unit 20010136 48020102031
CR CDS A&H Progra...

Org.key 460146999999999

31. Click the **Enter**  button.

Enter the Contract if required. The Contract key identifies eligibility for Medicare, less than 5 yrs for STD, and the Rehire of Retiree statuses.

 CRITICAL!	If the contract field is completed on the previous IT0001, it will copy to the new IT0001.
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32. Click the **Save (Ctrl+S)**  button.

Create Monitoring of Tasks (0019)

Personnel No: 80000119 Name: Perry Teer

EEGroup: A SPA Employees PersA: 4601 Cultural Resources

EESubgroup: B1 FT S-FLSAOT Perm Statu: Active



Task

Task Type: 09 Military

Date of Task: 08/19/2011 Processing indicator: New task

Reminder

Reminder Date: 08/15/2011

Lead/follow-up time: For specific task type

Comments

Create next action

33. Update the following fields:

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select task type Example: Military
Date of Task	Date on which the task occurs	Enter value in Date of Task. Example: 08/19/2011
Comment	Additional information about an item	Enter value in Comment. Example: Create next action

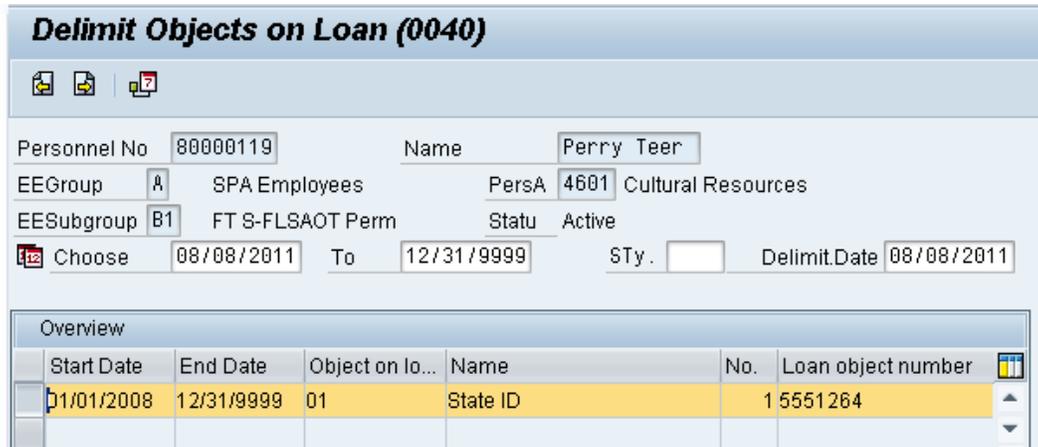
NOTE: You may need to create additional IT0019's via PA30. You can run either the Date Monitoring report S_PH0_48000450 or BI Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.

(Example Only) 

Monitoring of Tasks			
Status	Date	Reminder	Task
New task	9/14/2007	8/14/2007	Credential Verificat
New task	9/7/2007	8/7/2007	Military

34. Click the **Enter**  button.

35. Click the **Save (Ctrl+S)**  button.



Start Date	End Date	Object on lo...	Name	No.	Loan object number
01/01/2008	12/31/9999	01	State ID	1 5551264	

36. Highlight and click the **01/01/2008** row.

37. Click the **Delimit (Shift+F1)**  button

Either skip or delimit depending upon whether or not (1) your agency uses this infotype (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.

Copy Planned Working Time (0007)

Work schedule

Personnel No: 80000119 Name: Perry Teer

EEGroup: A SPA Employees PersA: 4601 Cultural Resources

EESubgroup: B1 FT S-FLSAOT Perm Statu: Active

Start: 08/08/2011 To: 12/31/9999

Work schedule rule

Work schedule rule: D01N08GN MTWHF-8,SaS-O

Time Mgmt status: 1 1 - Positive Time Recording

Working week: 07 Wk - Sun (mdnt) - Sat

Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	

38. Update the following fields:

Field Name	Description	Values
Work Schedule Rule	A pattern of scheduled work days and scheduled non-work days.	Enter Work schedule rule Example: D01N08GN
Time Mgmt status	Used in Time Evaluation processing	Enter value Example: Positive Time Recording

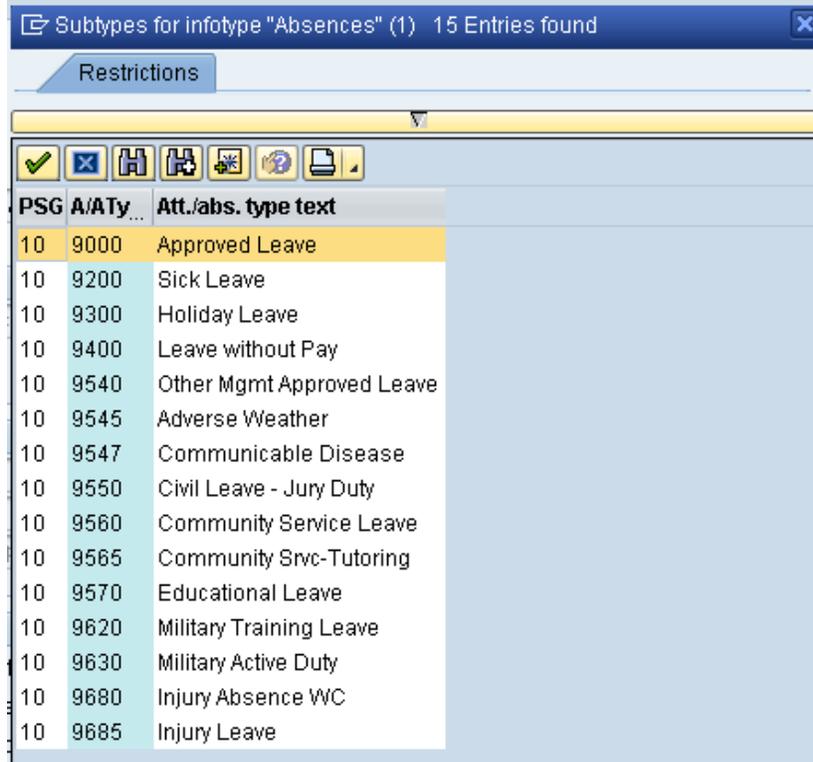
All full-time employees **must** be on a 5-day 8-hour per day work schedule. The easiest way to accomplish this is to use **D01N08GN**. **All employees, whether full-time or part-time, must be positive time recording.**

For part-time employees, select an equivalent work schedule M-F. Example – PT EE 36 hrs equivalent schedule would be 5 x 7.2 = WSR DD9N1001

A 28 day employee will remain on the 28-day working week as long as they are exhausting leave. The working week should be changed to the normal agency specific working week on the 1st day they use LWOP. The work schedule rule is still changed to **D01N08GN**.

39. Click the **Enter**  button.

40. Click the **Save (Ctrl+S)**  button.



41. Select the **Approved Leave** code in the list box.

42. Click the **Enter**  button.

Choose the applicable leave type to indicate if the employee is to receive pay and if so from which type. Another option is to indicate that the employee is not to accrue leave or longevity while on unpaid leave. The codes are selected as follows:

- If the employee has requested to exhaust leave while on LOA Military, select the appropriate leave type from the list.
- If the employee is not using leave and code 9400 (LWOP) is not applicable, click the X to close.

Codes

It is important to select the code that corresponds to the Reason selected for the LOA Action. For example:

- 9620 –used when placing the employee on LOA Action with a Reason of Military Training
- 9630 –used when placing the employee on LOA Action with a Reason of Reserve Active Duty (30 days)

Create Absences (2001)

Personal work schedule | Activity allocation | Cost assignment | External

Personnel No: 80000119 Name: Perry Teer
 EE group: A SPA Employees Personnel ar: 4601 Cultural Resources
 WBS rule: D01N086N MTWHF-8,SaS-O Status: Active
 Start: 08/08/2011 To: 08/19/2011

Absence

Absence type: 9000 Approved Leave
 Time: - Prev.day
 Absence hours: 80.00 Full-day
 Absence days: 10.00
 Calendar days: 12.00
 Quota Used: 80.00 Hours

Advance payment

Off-cycle reason:
 Payment date:
 Payroll Identifier:
 Payroll type:

43. Update the following field:

Field Name	Description	Values
To Date	Reflects the number of hours of leave the employee wants to use (or for code 9400 if unpaid leave).	Enter Date Value Example: 08/19/2011

The Absences infotype only displays if you selected a leave type from the subtype for Absences pop-up.

The Absences infotype (2001) indicates the number of hours the employee wants to use for leave and deducts from the leave quotas as applicable. If the employee should not accrue leave or longevity while on unpaid leave, enter Time Code 9400 (LWOP) in IT2001 (see State policy regarding accrual and longevity exceptions for military leave). Once you enter the date and press Enter, the system will automatically calculate the number of absence hours and days. These numbers default based on the work schedule rule on IT0007. The dates that are used on the infotype include:

- The "start date" should automatically pre-populate based on the effective date of the LOA Action.
- Enter the "to date" to reflect the number of hours of leave the employee wants to use (or for code 9400 if unpaid leave). Never enter 12/31/9999 as the "to date."

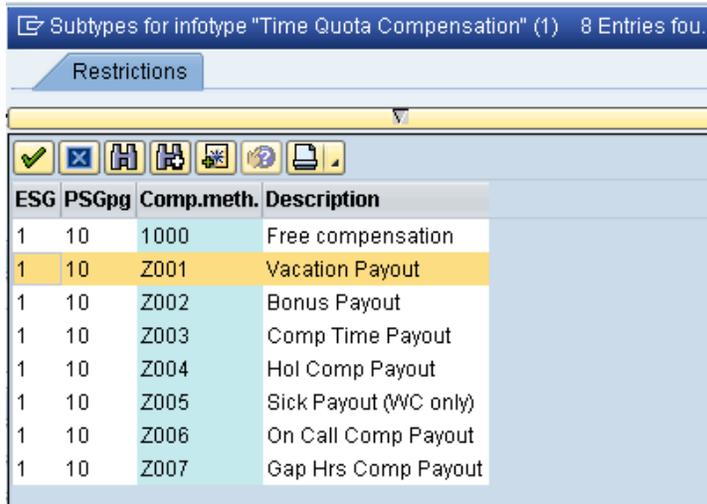
 **Information** **Using leave accrued while out on leave:** If an employee wants to use the time that was accrued while he or she was out on paid leave, you will have to create a new IT2001 via PA30 in order to enter the new leave time.

NOTE: An agency can make an agency-wide (not individual user) decision that LOA leave can either be entered on a timesheet by the Time Administrator or by HR on IT2001. The agency must be consistent across all employees for the entire agency. Because the OSC HR/Payroll system is integrated, if the hours are entered on the Absences infotype 2001, they are processed during the next time evaluation. **Do not enter Time via CATs.**

Absences (2001) Example with Holidays – see PA420 Leave of Absence Student Guide

 **Information** **Best Business Practice:** Create IT2001 to exhaust leave on a monthly basis rather than the entire LOA period.

- 44. Click the **Enter**  button.
- 45. Click the **Save (Ctrl+S)**  button.
- 46. Select the **Vacation Payout** code in the list box.



ESG	PSGpg	Comp.meth.	Description
1	10	1000	Free compensation
1	10	Z001	Vacation Payout
1	10	Z002	Bonus Payout
1	10	Z003	Comp Time Payout
1	10	Z004	Hol Comp Payout
1	10	Z005	Sick Payout (WC only)
1	10	Z006	On Call Comp Payout
1	10	Z007	Gap Hrs Comp Payout

- 47. Click the **Enter**  button.

Choose the appropriate type of leave to be paid out.

An employee can only request a lump sum (one time) payment of leave during a Military LOA. Select the applicable leave type if the employee has requested a lump sum (one time) payment of leave instead of receiving it via regular pay disbursement. The employee cannot request leave both via regular pay disbursement (entered by HR on IT2001) and lump sum payment at the same time.

NOTE: Only complete IT0416 if using reason 11 – Reserve Active Duty (Lump Sum)

Create Time Quota Compensation (0416)

Compensate

Personnel No Name
 EE group SPA Employees Personnel ar Cultural Resources
 WS rule MTWHF-8,SaS-O Status
 Start
 Comp. method Vacation Payout

Compensation specifications

Time quota type Vacation Leave
 Compensation rule
 No. to compensate

48. Update the following field:

Field Name	Description	Values
No. to compensate	The number of hours to compensate.	Enter Value in No. to compensate Example: 80

49. Click the **Enter** button.

The system will show you the number of hours per quota type available for compensation. Enter the total number of hours to be paid out for the quota type chosen here.

NOTES:

Do not change the effective date as you do in the Separation Action. Time evaluation is run nightly, so the balances should be current each day.

The balances are current based on the time the Time Administrator or Supervisor has approved.

If the employee has indicated a request for lump sum payment and has more than one type to be paid, you must use PA30 after you complete the LOA Action to select and enter the additional subtypes for IT0416.

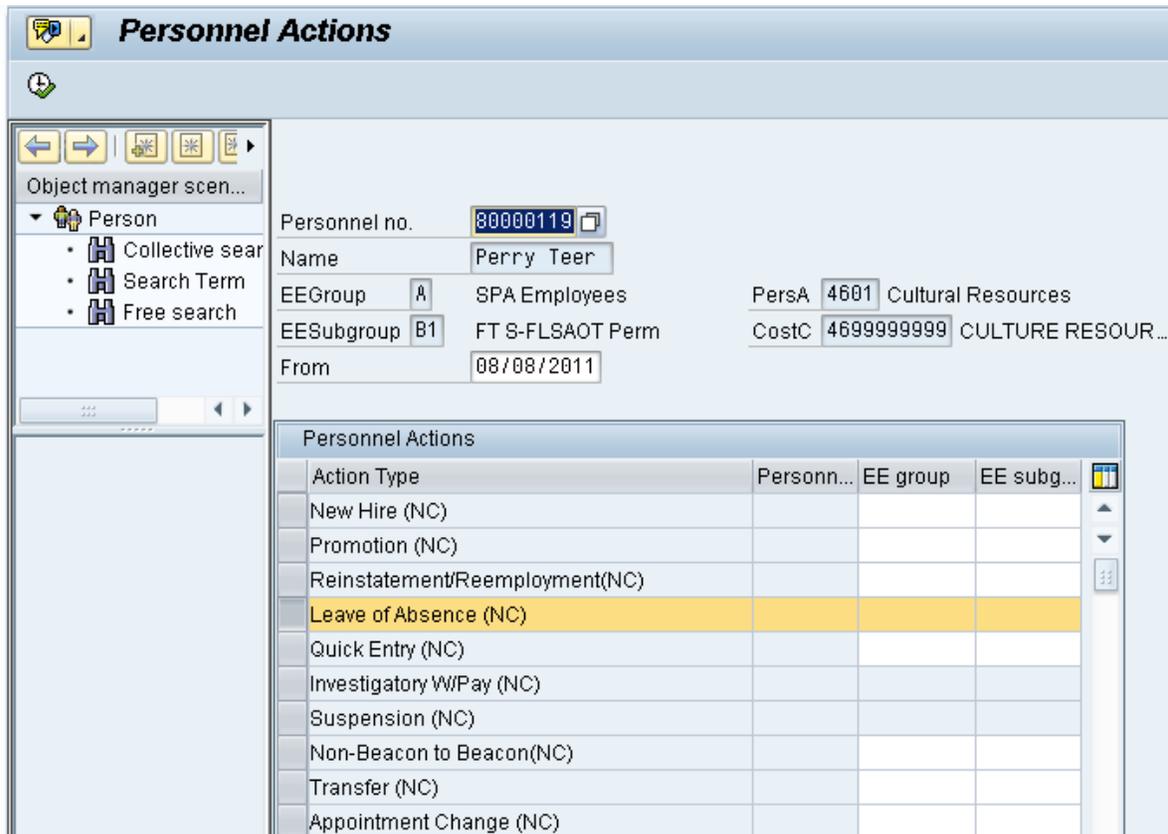
 CRITICAL!	It is critical to ensure that all time has been entered, released, approved, and that time evaluation has run before entering the LOA Action.
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50. Click the **Save (Ctrl+S)** button.

If the balances are not to payout, skip infotype by:

51. Click the **Next record (Shift+F7)**  button.

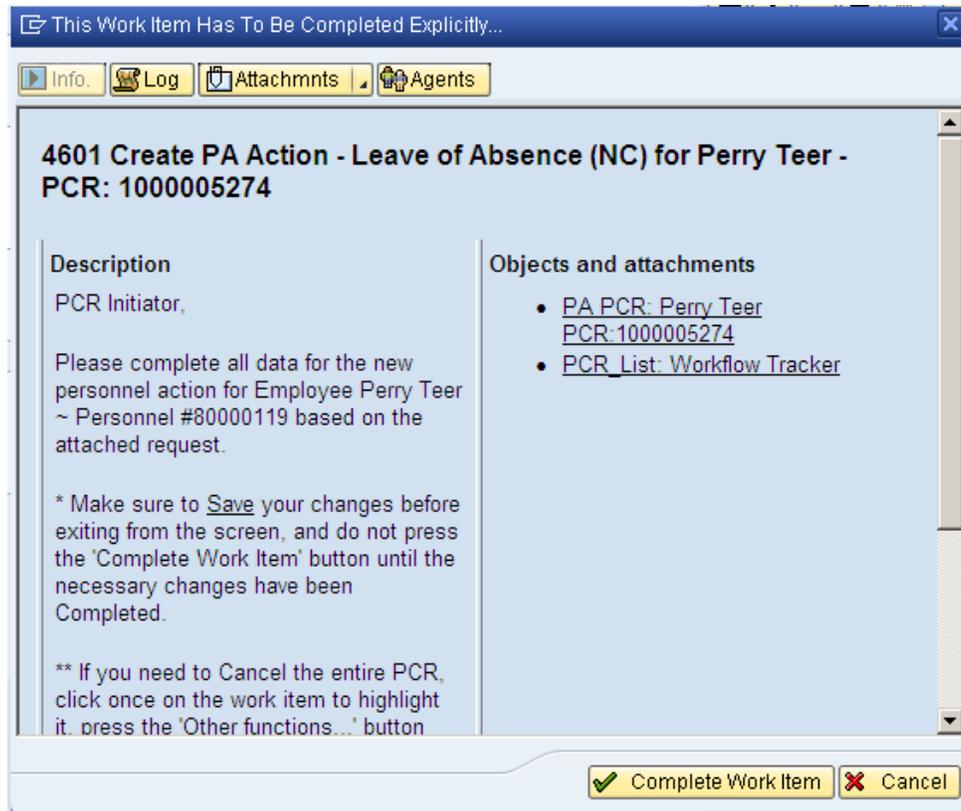
If the balances are not ready to payout, skip and create by using transaction code PA30.



The screenshot shows the 'Personnel Actions' interface. On the left is a navigation pane with 'Person' selected and sub-options for 'Collective search', 'Search Term', and 'Free search'. The main area displays employee information for Perry Teer (Personnel no. 80000119) with fields for Name, EEGroup (A), EE Subgroup (B1), From date (08/08/2011), PersA (4601), and CostC (4699999999). Below this is a table of action types.

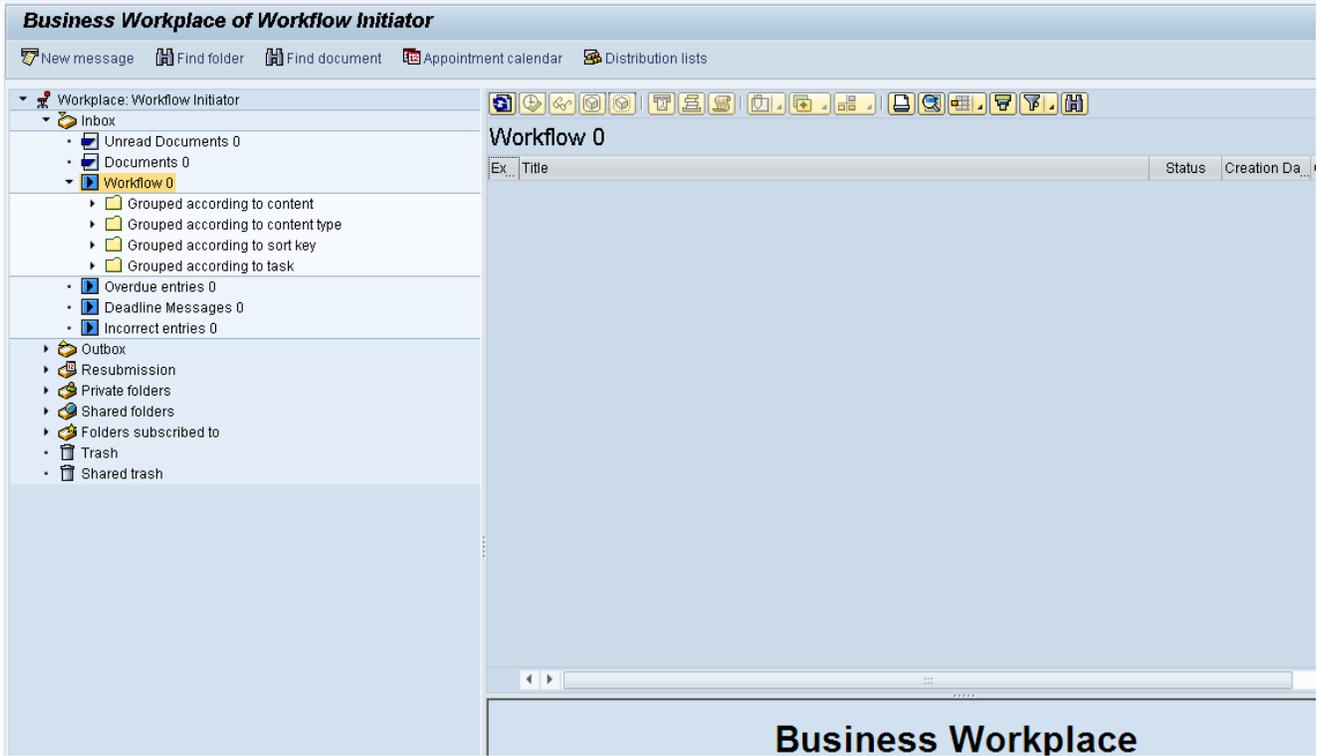
Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory W/Pay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			

52. Click the **Back (F3)**  button.



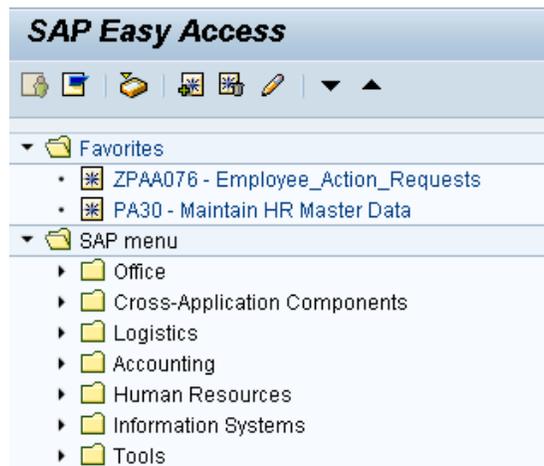
53. Click the **Complete Work Item**  button.

Only once all of the infotypes screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you may complete the PCR in workflow.



54. Click the **Back (F3)**  button.

You may remain in this SAP Business Workplace and process additional PCR's, or click the Back to return to the main SAP screen.



55. The Leave of Absence Action Military is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

ADDITIONAL RESOURCES

Links to:

Student Guides	PA420 – Leave of Absence <ul style="list-style-type: none">• <i>Training HELP website > Student Guides</i>
Job Aids	Monitoring of Tasks <ul style="list-style-type: none">• <i>Training HELP website > PA > Job Aids</i> LOA Requirements <ul style="list-style-type: none">• <i>Training HELP website > PA > Job Aids</i>