CORRECTIONS TO THE

VSDP MANUAL

Pages with Corrections:

All corrections are italicized and bolded.

Pages 16, 17, 18, 21, 22, 28, 32, 26, 37, 43, 44, 56, 58, 61, 73, 75, 86, 109

DEPARTMENT OF ACCOUNTS

CIPPS WORKSHOP

VS **Virginia Sickness &**
DP **Disability Program**

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Section 1

Introduction

- Welcome
- Presenters
- Housekeeping
    - Parking
    - Telephones
    - Rest Rooms
    - Breaks
- Course Objective
- Manual
- Questions

Section 2

CIPPS Masterfile Changes

Learning Points

I. Review of H0BUO
- SDP Participant Indicator- Default value of Y for new employees

II. Review of HMCU1
- Retirement code for Part-time employees- LT

III. Review of H0ZDC
- LTD deduction code 36- Currently funds the LTD

IV. Review of HPIUS
- SDP Participant Indicator- Default value of Y
- SDP Recipient Indicator- Default value of N
- SDP Employment Date- Months of Service used in allocation process
- Convert to SDP?- Enter a value of V for VRS service credits or D for Disability Credits

.

GU 230,11111111200 ON H0BUO

--------EMPLOYEE JOB DESCRIPTION--------

_ COMPANY--> 00230 EMPLOYEE NUMBER--> 11111111200
NAME-----> BARBARA B BAKER

		JOB CLASS---------> 72135	
ESTABLISHMENT CODE--->	____	TRAINEE STATUS----> 0	
SDP PARTICIPANT->	**Y**	TERM/TRANS--------> _	
JOB DESCRIPTION---------->	_____		
FIPS CODE---------->	51760	WORKER'S COMP CODE----->	8810
FLSA CD---------->	_	CONTRACT LENGTH--------->	00
ALIEN CD---------->	C	NUMBER OF PAYS---------->	24
EFF WRK YR---------->	00/00/00	WORK YR HRS---------->	.00
RACE---------->	OTHER	EMP TYPE---------->	_
HCE CD---------->	0	AG EMP START---------->	00/00/00
STATE APP SAL---------->	.00	PER ACT---------->	N
FED APP SAL---------->	.00	ENC---------->	N
NON APP SAL---------->	.00	HAND CD---------->	___

02/04/99 08:31:14 M3LL CIP5 ____

NOTE: If using CIPPS leave, this indicator will automatically be changed to a “Y” when conversion indicator of “V” or “D” is entered on HPIUS. If not using CIPPS leave, this indicator will have to be manually updated to a value of “Y” if the employee is participating in the VSDP.

NOTE 2: All new hires, including transferred employees, will have an indicator of “Y” automatically. This indicator will need to be changed for transferred employees who have opted out of the VSDP.

```
> C                    00230,11111111100                                        ON HMCU1

                -EMPLOYEE BENEFITS-

_  COMPANY--> 00230              EMPLOYEE NUMBER--> 11111111100
    NAME----->   ARTHUR       A              ABLE

   -HEALTHCARE BENEFITS-

   PROVIDER CODE----->
   MEMBERSHIP TYPE--->
   PREMIUM CONV------>

   -RETIREMENT BENEFITS-

   RETIRE PLAN CODE-->  LT


0001I-ENTER HEALTH TRANSACTIONS IN BES  A205W-END OF LIST
                                                    02/04/99  08:51:01   M3LL CIP5 ____
```

> C 230,11111111100,36 ON H0ZDC

---------EMPLOYEE DEDUCTIONS----------

COMPANY--> 00230 EMPLOYEE NUMBER---> 11111111100
NAME-----> ARTHUR A ABLE

NO	NAME	CALC	GN	FR	AMT/PCT	GOAL	UTILITY	MTD	YTD
_ 1	DCSE-SUP	96	2	09	500.00	.00	0000001	.00	.00
_15	RET CRDT	96	1	09	.00680	.00	3000000	.00	.00
_16	RETIRMNT	96	1	09	.10100	.00	3000000	.00	.00
_17	BUYBACK	96	2	00	.05000	.00	3000000	.00	.00
_20	GRPINSR	01	1	09	.00	.00	0000000	.00	.00
_24	PRM CONV	85	1	09	15.00	.00	0220001	.00	.00
_25	EMP HLTH	96	2	00	18.00	.00	0000000	.00	.00
_26	AGY HLTH	96	2	09	98.50	.00	0000000	.00	.00
_36	**LT DISAB**	**02**	**1**	**09**	**.00**	**.00**	**0000000**	**.00**	**.00**
_0		00	0	00	_____	.00	0000000	.00	.00

A205W-END OF LIST

02/04/99 08:54:54 M3LL CIP5 ____

HPIUS Screen

Four new fields have been added to the **EMPLOYEE LEAVE STATUS** screen. (See highlighted fields below.)

```
> GUH                                                                    ON HPIUS

                          ----EMPLOYEE LEAVE STATUS-----

  COMPANY--> 00000      EMPLOYEE NO------->00000000000
  NAME-------->

_ ANNUAL LEAVE----------> Y   YES          SICK LEAVE----------------> Y    YES
  FLSA STAT--------------------> E   EXEMPT      OVERTIME LEAVE MAX--> 0   0 HOURS
  COMP LEAVE STATUS-----> Y   YES            SDP PARTICIPANT--------> N   NO
  ON CALL LEAVE STAT-----> N   NO            SDP RECIPIENT----------> N   NO
  PERCENT EMPLOYMENT--> 1.00                 SDP EMPLOY DATE-------> 00/00/00
  PERIOD START DATE-------> 00/00/00         60-DAY LEAVE IND--------> N   NO
  BEGIN LEAVE DATE--------> 00/00/00         ADJUSTED EMP DATE-----> 00/00/00
  END LEAVE DATE----------> 00/00/00         PROCESS IND----------------> _    YES
                          CONVERT TO SDP ? _
```

- **SDP PARTICIPANT**
  - ‘Y’ (Yes) indicates the employee participates in the VSDP
  - ‘N’ (No) indicates the employee does not participate in the VSDP

- **SDP RECIPIENT**
  - ‘N’ (No) indicates the employee is not receiving VSDP benefits
  - ‘Y’ (Yes) indicates the employee is receiving VSDP benefits

- **SDP EMPLOY DATE**
  - Employee’s State Employment Date used to determine yearly allocations
  - Format will always be MM/01/YY with the day always “01”
  - Not necessarily the CIPPS Adjusted Employment Date or the Agency Employment Date
  - Includes LWOP periods
  - Zero filled initially (00/00/00)

- **CONVERT TO SDP?**
  - Used to indicate in conversion how to convert sick leave balances
    - **‘V’** indicates convert sick balance to VRS Service Credits
    - **‘D’** indicates convert sick balance to Disability Credits
  - NOTE: This field will only be used during conversion and then deleted after each record has been converted

Review Questions

Section 2

1. When adding a new employee, **overnight** a value of _____ will be entered in the SDP Participant field.

2. If a new employee that has been entered into CIPPS the previous day is not participating in the VSDP (a transferred employee to your agency who has opted out), a value of ____ must be entered into the SDP Participant field.

3. A new retirement code of ____ has been established in CIPPS to identify part-time classified employees. Upon entry of this code on the HMCU1 screen, deduction number _____ will be established on the H0ZDC screen for the employee.

4. All eligible employees of the Virginia Retirement System have deduction number _____ established on their H0ZDC screen. This deduction number is used to fund long-term disability for the VSDP.

5. For employees who are not participating in the VSDP, the frequency for deduction number 36 should be turned off. TRUE or FALSE.

Section 3

VSDP

Non-Work Related Disability

Example

LEARNING POINTS

I. **Action Reports**

- INITIATION

- DETERMINATION:
  - Case Type
    - STD – Short Term Disability
    - LTD – Long Term Disability
    - WC – Workers' Compensation
    - FMLA – Family Medical Leave
  - Workers' Compensation Status
    - Pending – Potential Workers' Compensation case.
    - Delay – VSDP has not confirmed status of WC.
    - Active – Workers' Compensation case approved.
    - Denied – Workers' Compensation case denied but VSDP could still be in effect.
  - Estimated Return to Work Date (ERWD)
  - Authorized Start/End Date
  - STD End Date
  - Waiting Period Waived
  - Rates of Pay/Effective Date
  - Comments/Note Section
  - Authorization

- CLOSURE
  - Closure Date
  - Closure Reason

- HR/Payroll/BA may or may not receive all these in a particular case. In some instances, you may only receive a determination and/or a closure report on a particular case.
-

II. **Payments**

- No payments should be processed unless an authorized and completed form has been received (i.e VSDP, Leave Usage, LWOP).
- Regular Pay- used to pay for hours worked or leave usage, including Disability Credits, in the pay period.
- Special Pay 61- *VSDPBEN*- Amount of benefit payment to a participant for non-work related injury (both taxable and reportable)

III. **Deduction Overrides**

- To ensure that all deductions are recorded as if the employee is at 100% regular pay per pay period.

- Retirement (15), retiree credit (16) and buyback (17) are calculated by applying the applicable rate against the accumulated total of regular pay plus special *pays 02*, 15, 61, 62 and 63. Thus a deduction override(s) may or may not be necessary for payments to an employee.

- Group Insurance (20) and Long Term Disability (36) are calculated by applying the applicable rate against the accumulated total of the SALARY/RATE amount on H0BID plus any current special *pays 02*, 15, 61, 62 and 63. Thus these deductions will require a deduction override to be processed.

IV. **Review of Election to Use Disability Credit Form**

- Completed and signed by the employee and must be submitted prior to the start of the earnings period in which they are to be applied.
- Only one needs to be completed for each disability
- Indicates the date to begin applying credits to payments(Regular pay entered on HUA03 or HUA01)
- See Addendum Section AI for an example sheet.

ACTION REPORTS

- **INITIATION**: Lets HR/Payroll/BA know that VSDP/CORE has been advised that an employee may possibly have a claim forthcoming. No other action is required other than to file this information.

- **DETERMINATION**: This action report informs HR/Payroll/BA that the claim has been approved and payment of VSDP benefits is authorized. The determination action report gives the following information:
  - Case Type – Informs processor of the disability classification.
  - Workers' Comp Status – Communicates the status of the Workers' Compensation claim.
  - Estimated Return to Work Date – Date the employee is expected back to work. STD benefits should be paid up to this date on an anticipatory basis, unless another DETERMINATION ACTION *report* is generated.
  - Authorized Start Date – actual day the claim begins.
  - Authorized End Date – Date through which CORE has authorized benefits. Payments should continue through the Estimated Return to Work Date, on an anticipatory basis. Prior to closure, an action report will be generated extending the authorized end date through the date prior to the ERTWD.
  - STD End Date – 180 days after the start date, also the day LTD would come into effect.
  - Waiting Period Waived information – Tells processor if the 7-calendar day waiting period was waived or not. If yes, then the employee does not have to use leave or go on LWOP for those seven calendar days before program initiates. If no, the employee would have to use leave or go on LWOP for 7 calendar days before program initiates.
  - Rates of Pay – Level of benefit due participant due during a particular time frame.
  - Effective Date of Rate of Pay – breaks out the periods and percentages of pay for the employee. The date shown is the beginning date of the payment.
  - Comments/Note Section – Important case information may be transmitted in these areas.
  - May or may not have to be authorized, depends on the agencies' procedures.

- **CLOSURE**: This action report closes the case and ends the employee's claim. You will need to pay the employee the benefits through the end date at the correct percentage.
  - Closure Date – Date that the VSDP benefits end.
  - Closure Reason – Reason that the VSDP benefits ended

Action Report

Subject: _____-Determination __/__/__

VSDP Action Report

SSN: Contact Person:

Agency Name: Case Status:

Case Type: **Workers' Compensation Status:**

FMLA Eligible:

Estimated Return Work Date

Authorized Start Date: **Authorized End Date:**

STD End Date Potential for LTD:

Waiting Period Waived: Eligible for W/C offset:

Last Day Worked:

VSDP Service Date:

Rate of Pay: **Effect Date of Rate of Pay:**

100%
80%
60%

Closure Date: Closure Reason:

Job Modifications:

FMLA Intermittent Schedule:

Comments:

NOTE:

_____

Agency Authorizing Signature Date

Summary Table of VSDP Special Pay information

Special Pay	Purpose	Report/Stub Descriptor	Object Code	Taxability
#61	Pay VSDP disability benefit payments to VSDP participants for a non-work-related disability Can use HUC01 or HUE01 for processing.	VSDP BEN	1153	Taxable
#62	Pay VSDP disability benefit payments for the State Supplement to Worker's Compensation to VSDP participants for a work-related disability Can only use a HUE01 screen for processing. An entry of $.01 will be required on a regular pay transaction for deduction overrides to process.	WCSDPBEN	1154	Non-Taxable
#63	Pay disability benefit payments for the State Supplement to Worker's Compensation to non-VSDP participants for a work-related disability Can use HUC01 or HUE01 for processing.	WC SUPP	1152	Taxable
#02	Pay Worker's Compensation payments to employees for work-related claims Can only use a HUE01 screen for processing. An entry of $.01 will be required on a regular pay transaction for deduction overrides to process.	WRK COMP	1151	Non-Taxable
Regular Earnings	VSDP participant earnings pursuant to Disability Credits and Annual, Compensatory, and Overtime Leave for either work-related or non-work-related disability	REGULAR	1123	Taxable

Deduction Overrides for VRS Deductions

CIPPS
Deduction
Processing
Methodology

- VRS deductions are calculated in CIPPS in one of two methods:

    1. To ensure that all deductions are recorded as if the employee is at 100% regular pay per pay period.

    2. Retirement (15), retiree credit (16) and buyback (17) are calculated by applying the applicable rate against the accumulated total of regular pay plus special *pays 02*, 15, 61, 62 and 63.

    3. Group Insurance (20) and Long Term Disability (36) are calculated by applying the applicable rate against the accumulated total of the SALARY/RATE amount on H0BID plus any current special *pays 02*, 15, 61, 62 and 63.

    4. If deduction overrides are not processed through CIPPS, adjustments to these deductions will need to be processed manually through a VRS-1501 and IAT.

Short Term Disability
Non-Work Related
(Scenario)
Pay Period 1/25 – 2/9/99

Mary Jones, social security # 123-45-6789, left work for a half day sick on Friday, 1/29/99. On Wednesday, 2/3/99, she notified VSDP of her disability, which is not work related. An action report will be initiated on that day.

Mary returned to work Thursday, 2/4/99 and worked the entire day. She is unable to return to work afterwards, due to the same disability. On 2/9/99, a VSDP nurse speaks with Mary's doctor and authorizes her disability through 2/15/99, which is her follow up appointment.

A Determination Action Report dated 2/9/99 is generated and forwarded to HR, BA and PR.

Mary will use 2 days of sick and 2 days of family and personal leave to cover her 7-day waiting period. Remember she worked for one day.

After her follow up visit, her doctor recommends she only attempt to work part-time (20 hours per week) for 2 weeks. This is accommodated via a Determination Action Report dated 2/16/99 showing that she is approved through 3/3/99. On 3/4/99, she is expected to return to work full time. Mary's salary each pay period is $2000.00

Payroll and Leave Impact

- 1/25 – 2/5 Regular pay
  Includes 1/29 4 hrs SP
- 1/30 – 2/5 32 hrs *SP & FP*
  (worked 2/4)
- 2/6 – 2/9 STD Leave
  (2 days)

VSDP Impact

Waiting period 1/30-2/5 met
and Action Rpt 2/3 generated

Action Rpt 2/9 generated.
Days on STD 2 (2/8 & 2/9)

12 days in pay period
$2000 divided by 12 days=
$166.67 per day.
10 days of Reg.= $1,666.70 (Regular – HUA03)
2 days of STD = $333.30 (Spec. Pay 61 – HUE01)
*Overrides for deductions 15,16, **20** and **36** – HUD01

Note: See sample of spreadsheet in Addendum AII.

STD (Scenario)
Action Report 2

Subject: Mary Jones - Determination 02/09/99

VSDP Action Report

SSN: 123-45-6789 Contact Person: Donna

Agency Name: Test Company Case Status: open

Case Type: STD **Workers' Compensation Status:**

FMLA Eligible: yes

Estimated Return Work Date
03/04/99

Authorized Start Date:
01/30/99

Authorized End Date:
02/15/99

STD End Date
07/31/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no
Last Day Worked:
01/29/99

VSDP Service Date:
70 months as of 02/09/99

Rate of Pay: **Effect Date of Rate of Pay:**

100%	**02/06/99**
80%	**03/13/99**
60%	**04/17/99**

Closure Date: Closure Reason:
Job Modifications:
FMLA Intermittent Schedule:

Comments: Mary returned to work a full day on 02/04/99.
NOTE: If for any reason your records are not in accordance with the Information provided in this VSDP Action Report, please contact the VSDP Administrator immediately at 1-800-652-5602.

_____
Agency Authorizing Signature Date

> GUH 230 ON HUD01

----------DEDUCTION OVERRIDE---------- **Pay Period 1/25-2/9**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	T DED R NO N	STATE LOCAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION GOAL	DEDUCTION UTILITY	A D J
1234567890	**0**	8 **15**	0000	0000	0000	000**1360**	0000000	0000000	_
1234567890	**0**	8 **16**	0000	0000	0000	00**20200**	0000000	0000000	_
1234567890	**0**	8 **20**	0000	0000	0000	0000**701**	0000000	0000000	_
1234567890	**0**	8 **36**	0000	0000	0000	000**1480**	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

> GUH 230 ON HUE01

----------SPECIAL PAYMENTS---------- **Pay Period 1/25-2/9**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	TCD	TRN	PAY NO	STATE LOCAL	DEP SEC	SC	TAX	DED	CHK	DATE FROM	DATE TO	HOURS (2ND LINE)	WORK FIELD	RATE AMOUNT LABOR DIST	AI CDE	WORK FIELD ADJ
1234567890	**0**	9	**61**	0000	_____	0	**5**	0	0	0000	0000	00000	0000	**0033330**	**1**	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_

A287W-NO RECORD/S FOUND *** -**

Could have used a HUC01 screen to enter this payment as well.

-

> GUH 230 ON HUA03

----------TIME CARD SHORT---------- **Pay Period 1/25-2/9**

_ COMPANY--> **00230** BATCH NUMBER--> 2 PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	HOURS REG	HOURS OT	TRN CDE	RATE AMT REG	S H	DEP SEC	LABOR DIST CDE	O T	T C	D E D	A M T
1234567890	**0**	00000	0000	700	**0166670**	0	_____	_____	0	_	0	**1**
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0

A287W-NO RECORD/S FOUND

02/04/99 16:06:20 M3LL CIP5 ____

Short Term Disability
Scenario
Cont.

Pay Period 2/10 – 2/24/99

After her follow up visit, her doctor recommends she only attempt to work part-time (20 hours per week) for 2 weeks. This is accommodated via a Determination Action Report dated 2/15/99 indicating to commence benefits on 2/17/99 and she is approved through 3/3/99. On 3/4/99, she is expected to return to work full time. Mary's salary each pay period is $2000.00

Payroll and Leave Impact	**VSDP Impact**
•2/10 – 2/16 STD Leave	Days 3 –13 on STD (100%) Action Rpt 2/15 generated.
•2/17 – 2/24 50% Regular 50% STD	Work Part-time efft. 2/17

11 days in pay period
$2000 divided by 11 days=
$181.82 per day.
6 days: Reg. @ 50%= $545.45 (Regular – HUA03)
STD @ 50%= $545.45 (Spec. Pay 61 – HUE01)
5 days of STD = $909.10 (Spec. Pay 61 – HUE01)
*Overrides for deductions 15,16, **20** and **36** – HUD01

See sample spreadsheets in Addendum AIII.

STD (Scenario)
Action Report 3

Subject: Mary Jones - Determination 02/15/99

VSDP Action Report

SSN: 123-45-6789 Contact Person: Donna

Agency Name: Test Company Case Status: open

Case Type: STD **Workers' Compensation Status:**

FMLA Eligible: yes

Estimated Return Work Date
03/04/99

Authorized Start Date:
01/30/99

Authorized End Date:
02/18/99

STD End Date
07/31/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no
Last Day Worked:
01/29/99

VSDP Service Date:
70 months as of 02/15/99

Rate of Pay: **Effect Date of Rate of Pay:**

100%	**02/06/99**
80%	**03/13/99**
60%	**04/17/99**

Closure Date: Closure Reason:
Job Modifications:
FMLA Intermittent Schedule:

Comments: Potential to RTW for 20 hours a week.
NOTE: If for any reason your records are not in accordance with the Information provided in this VSDP Action Report, please contact the VSDP Administrator immediately at 1-800-652-5602.

_____
Agency Authorizing Signature Date

> GUH 230

ON HUD01

----------DEDUCTION OVERRIDE---------- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T CD	T DED RNO N	STATE LOCAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION GOAL	DEDUCTION UTILITY	A DJ
1234567890	**0**	8 **15**	0000	0000	0000	000**1360**	0000000	0000000	_
1234567890	**0**	8 **16**	0000	0000	0000	00**20200**	0000000	0000000	_
1234567890	**0**	8 **20**	0000	0000	0000	0000**701**	0000000	0000000	_
1234567890	**0**	8 **36**	0000	0000	0000	000**1480**	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

>GUH 230 ON HUE01

----------SPECIAL PAYMENTS---------- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T CD	T RN	PAY NO	STATE LOCAL	DEP SEC	S C	T AX	D ED	C HK	DATE FROM	DATE TO	HOURS (2ND LINE)	WORK FIELD	RATE AMOUNT LABOR DIST	A I CDE	WORK FIELD ADJ
1234567890	**0**	9	**61**	0000	_____	0	**5**	0	0	0000	0000	00000	0000	**0145455**	**1**	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_

A287W-NO RECORD/S FOUND *** -**

Could enter this transaction on HUC01 as well.

> GUH 230 ON HUA03

----------TIME CARD SHORT---------- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> 2 PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	HOURS REG	HOURS OT	TRN CDE	RATE AMT REG	S H	DEP SEC	LABOR DIST CDE	O T	T C	D E D	A M T
1234567890	**0**	00000	0000	700	**0054545**	0	_____	_____	0	_	0	**1**
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0

A287W-NO RECORD/S FOUND

02/04/99 16:06:20 M3LL CIP5 ____

Pay Period 2/25 – 3/09/99

Payroll and Leave Impact	**VSDP Impact**
•2/25 – 3/3 STD Leave	Days 14 –18 on STD (100%) Action Rpt 2/15 generated.
•3/04 – 3/09 BTW	Action Rpt 3 /4 - Closure

9 days in pay period
$2000 divided by 9 days=
$222.23 per day.
4 days: Reg. @ $222.23 = $888.90 (Regular – HUA03)
5 days: STD @ 50% = 555.55 (Spec. Pay 61 – HUE01)
REG @ 50% = 555.55 (Regular – HUA03)
*Overrides for deductions 15,16, **20** and **36** – HUD01

See sample spreadsheet in Addendum AIV.

STD (Scenario)
Action Report 4

Subject: Mary Jones - Determination 02/16/99

VSDP Action Report

SSN: 123-45-6789 Contact Person: Donna

Agency Name: Test Company Case Status: open

Case Type: STD **Workers' Compensation Status:**

FMLA Eligible: yes

Estimated Return Work Date
03/04/99

Authorized Start Date:
01/30/99

Authorized End Date:
03/03/99

STD End Date
07/31/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no

Last Day Worked:
01/29/99

VSDP Service Date:
70 months as of 02/16/99

Rate of Pay: **Effect Date of Rate of Pay:**

100%	**02/06/99**
80%	**03/13/99**
60%	**04/17/99**

Closure Date: Closure Reason:

Job Modifications: EE RTW for 2 weeks working 20 hours/week effective 2/17/99

FMLA Intermittent Schedule:

Comments:

NOTE: If for any reason your records are not in accordance with the Information provided in this VSDP Action Report, please contact the VSDP Administrator immediately at 1-800-652-5602.

_____

Agency Authorizing Signature Date

STD (Scenario)
Action Report 5

Subject: Mary Jones - Closure 3/4/99

VSDP Action Report

SSN: 123-45-6789

Contact Person: Donna

Agency Name: Test Company

Case Status: close

Case Type: STD

Workers' Compensation Status:

FMLA Eligible: no

Estimated Return Work Date
03/04/99

Authorized Start Date:
01/30/99

Authorized End Date:
03/03/99

STD End Date
07/31/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no

Last Day Worked:
01/29/99

VSDP Service Date:
71 months as of 03/04/99

Rate of Pay:

Effect Date of Rate of Pay:

100%	**02/06/99**
80%	**03/13/99**
60%	**04/17/99**

Closure Date: 03/04/99

Closure Reason: RTW

Job Modifications:
FMLA Intermittent Schedule:

Comments:

NOTE: If for any reason your records are not in accordance with the Information provided in this VSDP Action Report, please contact the VSDP Administrator immediately at 1-800-652-5602.

_____

Agency Authorizing Signature Date

> GUH 230

ON HUD01

----------DEDUCTION OVERRIDE---------- **Pay Period 2/25-3/09**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	T DED R NO N	STATE LOCAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION GOAL	DEDUCTION UTILITY	A D J
1234567890	**0**	8 **15**	0000	0000	0000	000**1360**	0000000	0000000	_
1234567890	**0**	8 **16**	0000	0000	0000	00**20200**	0000000	0000000	_
1234567890	**0**	8 **20**	0000	0000	0000	0000**701**	0000000	0000000	_
1234567890	**0**	8 **36**	0000	0000	0000	000**1480**	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

> GUH 230 ON HUE01

----------SPECIAL PAYMENTS---------- **Pay Period 2/25-3/09**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	TCD	TRN	PAY NO	STATE LOCAL	DEP SEC	SC	TAX	DED	CHK	DATE FROM	DATE TO	HOURS (2ND LINE)	WORK FIELD	RATE AMOUNT LABOR DIST	AICDE	WORK FIELD ADJ
1234567890	**0**	9	**61**	0000	_____	0	**5**	0	0	0000	0000	00000	0000	***0055555***	**1**	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _

A287W-NO RECORD/S FOUND *** -**

Could enter transactions on HUC01 as well.

02/04/99 14:50:42 M3LL CIP5 ____

230 ON HUA03

----------TIME CARD SHORT---------- **Pay Period 2/25-3/09**

_ COMPANY--> **00230** BATCH NUMBER--> 2 PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	HOURS REG	HOURS OT	TRN CDE	RATE AMT REG	S H	DEP SEC	LABOR DIST CDE	O T	T C	D E D	A M T
1234567890	**0**	00000	0000	700	***0144445***	0	_____	_____	0	_	0	**1**
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0

A287W-NO RECORD/S FOUND

02/04/99 16:06:20 M3LL CIP5 ____

Review Questions

Section 3

1. The three types of Action Reports are:
   _____
   _____
   _____

2. List the four possible case types:
   _____
   _____
   _____
   _____

3. The three types of case status are:
   _____
   _____
   _____

4. The four types of WC status are:
   _____
   _____
   _____
   _____

5. The first day of the disability or workplace absence for the employee is noted in the _____.

6. The date the VSDP has formally authorized for VSDP benefit payment is noted to the _____, however; VSDP benefits should be paid through the_____.

7. The Rate of Pay and Efft. Dates are based on what other date?_____.

8. Special Pay number 61 is used to enter benefit payment to an employee who is **Participating** or **Not Participating** (circle one) in the VSDP.

9. To properly record benefit deduction amounts, a deduction override for deduction # _____ and #_____ will need to be entered on the _____ screen.

10. The Election to use Disability Credit form must be _____ by the employee and they must indicate what date to begin applying credits to payments, and turned in prior to the start of the pay period.

Section 4

Work Related Disability

Example

LEARNING POINTS

I. **Action Reports**

- INITIATION

- DETERMINATION
  - Case Type
    - STD – Short Term Disability
    - LTD – Long Term Disability
    - WC – Workers' Compensation
    - FMLA – Family Medical Leave
  - Workers' Compensation Status
    - Pending – Potential Workers' Compensation case.
    - Delay – VSDP has not confirmed status of WC.
    - Active – Workers' Compensation case approved.
    - Denied – Workers' Compensation case denied but VSDP could still be in effect.
  - Estimated Return to Work Date (ERWD)
  - Authorized Start/End Date
  - STD End Date
  - Waiting Period Waived
  - Rates of Pay/Effective Date
  - Comments/Note Section
  - Authorization

- CLOSURE
  - Closure Date
  - Closure Reason

- HR/Payroll/BA may or may not receive all these in a particular case. In some instances, you may only receive a determination and/or a closure report on a particular case.

II. **Payments**

- No payments should be processed unless an authorized and completed form has been received (i.e VSDP, Leave Usage, LWOP).
- Regular Pay- used to pay for hours worked or leave usage, including Disability Credits, in the pay period.
- Special Pay 62- WCSDPBEN- Amount of VSDP benefit payment due to a participant for a work related injury
- Special Pay 02- WRK COMP- Workers' Compensation payments to an employee for work-related claims.

III. **Deduction Overrides**

- To ensure that all deductions are recorded as if the employee is at 100% regular pay per pay period.

- Retirement (15), retiree credit (16) and buyback (17) are calculated by applying the applicable rate against the accumulated total of regular pay plus special *pays 02*, 15, 61, 62 and 63. Thus a deduction override(s) may or may not be necessary for payments to an employee.

- Group Insurance (20) and Long Term Disability (36) are calculated by applying the applicable rate against the accumulated total of the SALARY/RATE amount on H0BID plus any current special *pays 02*, 15, 61, 62 and 63. Thus these deductions will require a deduction override to be processed.

IV. **Review of Election to Use Disability Credit Form**

- Completed and signed by the employee and must be submitted prior to the start of the earnings period in which they are to be applied.
- Only one needs to be completed for each disability
- Indicates the date to begin applying credits to payments(Regular pay entered on HUA03 or HUA01)
- See Addendum Section AI for an example sheet.

V. **Allowable deductions on Special Pay 02**

- Employer paid deductions
- Child Support withholding
- Direct Deposit

ACTION REPORTS

- **INITIATION**: Lets HR/Payroll/BA know that VSDP/CORE has been advised that an employee may possibly have a claim forthcoming. No other action is required other than to file this information.

- **DETERMINATION**: This action report informs HR/Payroll/BA that the claim has been approved. The determination action *report* gives the following information:
  - Case Type – Informs processor of the disability classification.
  - Workers' Comp Status – Communicates the status of the Workers' Compensation claim.
  - Estimated Return to Work Date – Date the employee is expected back to work. STD benefits should be paid up to this date on an anticipatory basis, unless another DETERMINATION ACTION *report* is generated.
  - Authorized Start Date – actual day the claim begins.
  - Authorized End Date – Date through which CORE has authorized benefits. Payments should continue through the Estimated Return to Work Date, on an anticipatory basis. Prior to closure, an action report will be generated extending the authorized end date through the date prior to the ERTWD.
  - STD End Date – 180 days after the start date, also the day LTD would come into effect.
  - Waiting Period Waived information – Tells processor if the 7-calendar day waiting period was waived or not. If yes, then the employee does not have to use leave or go on LWOP for those seven calendar days before program initiates. If no, the employee would have to use leave or go on LWOP for 7 calendar days before program initiates.
  - Rates of Pay – Level of benefit due participant due during a particular time frame.
  - Effective Date of Rate of Pay – breaks out the periods and percentages of pay for the employee. The date shown is the beginning date of the payment.
  - Comments/Note Section – Important case information may be transmitted in these areas.
  - May or may not have to be authorized, depends on the agencies' procedures.

- **CLOSURE**: This action report closes the case and ends the employee's claim. You will need to pay the employee the benefits through the end date at the correct percentage.
  - Closure Date – Date that the VSDP benefits end.
  - Closure Reason – Reason that the VSDP benefits ended

Action Report

Subject: _____-Determination __/__/__

VSDP Action Report

SSN: Contact Person:

Agency Name: Case Status:

Case Type: **Workers' Compensation Status:**

FMLA Eligible:

Estimated Return Work Date

Authorized Start Date: **Authorized End Date:**

STD End Date Potential for LTD:

Waiting Period Waived: Eligible for W/C offset:

Last Day Worked:

VSDP Service Date:

Rate of Pay: **Effect Date of Rate of Pay:**

100%
80%
60%

Closure Date: Closure Reason:

Job Modifications:

FMLA Intermittent Schedule:

Comments:

NOTE:

_____

Agency Authorizing Signature Date

Workers' Compensation Scenario

Dan Jackson was injured at his place of employment on 2/9/99. Dan notified his supervisor as well as Human Resources. Human Resources completed the necessary paperwork to start the Workers' Compensation claim. Dan was not expecting to be out of work for more than a couple of days, however the injuries he received were more serious than expected. Meanwhile, Risk Management is investigating the case, and will render a decision.

Dan is also a participant in VSDP. Although he waited until 2/16/99 to report to VSDP that he had been injured, he was quickly approved for benefits. A Determination Action Report was generated on 2/17/99. Dan's salary each pay period is $2000.00. Since the Workers' Compensation claim has not been approved, we will be treating the case as Non-Work Related VSDP until approval is given.

Action Report 1

Subject: Dan Jackson **-Initiation** 02/16/99

VSDP Action Report

SSN: 234-56-7890

Contact Person: Tom Sun

Agency Name: Dept. Health

Case Status: Pend

Case Type: WC

Workers' Compensation Status: PEND

FMLA Eligible: Yes

Estimated Return Work Date

Authorized Start Date: 2/10/99

Authorized End Date:

STD End Date: 8/9/99

Potential for LTD:

Waiting Period Waived: no

Eligible for W/C offset: no

Last Day Worked: 2/9/99

VSDP Service Date:
170 months as of 2/16/99

Rate of Pay:

Effect Date of Rate of Pay:

Closure Date:

Closure Reason:

Job Modifications:

FMLA Intermittent Schedule:

Comments:

NOTE:

Agency Authorizing Signature Date

WORKERS' COMPENSATION SCENARIO

VSDP contacts Risk Management and Dan's physician on 2/17/99. VSDP learns that Risk management is in the process of investigating the claim. Also, after consulting with Dan's physician, VSDP determines that Dan's injuries will prevent him from working until 3/10/99. At that time, VSDP will contact Dan's physician again

Action Report 2

Subject: _Dan Jackson_____**-Determination** _02/17/99

VSDP Action Report

SSN: 234-56-7890

Contact Person: Tom Sun

Agency Name: Dept. Health

Case Status: **OPEN**

Case Type: WC

Workers' Compensation Status: Delay

FMLA Eligible: Yes

Estimated Return Work Date 4/17/99

Authorized Start Date: 2/10/99

Authorized End Date: 3/10/99

STD End Date: 8/9/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no

Last Day Worked: 2/9/99

VSDP Service Date:
170 months as of 2/16/99

Rate of Pay:
100%
80%
60%

Effect Date of Rate of Pay:
2/17/99
3/24/99
4/28/99

Closure Date:

Closure Reason:

Job Modifications:

FMLA Intermittent Schedule:

Comments:

NOTE:

_____

Agency Authorizing Signature Date

WORKERS' COMPENSATION SCENARIO

Pay Period 2/10-2/24/1999

Payroll and Leave Impact		**VSDP Impact**
2/10 – 2/16	40 Hours Leave	VSDP is in effect for 2/17 – 2/24. Action Report 2.
2/17 – 2/24	100% STD	

11 work days in period
$2000 divided by 11 days = $181.82 per day

5 days (40 hrs. leave usage) Reg: 5 days @ $181.82 = $ 909.10 (Regular – HUA03]
6 days (48 hrs. STD Ben.) STD: 6 days @ $181.82 = $1090.90
(Sp. Pay 61 – HUE01)
*Overrides for deductions 15, 16, **20**, and **36** – HUDO1

See spreadsheet in Addendum AV.

Please Note - We are paying Non-Work Related VSDP Benefits to the employee until Risk Management determines the status of the employee's claim. Once the claim is approved, the processor will need to reclassify the payments into the correct Special Pays. Once the Workers' Compensation claim is approved, only child support deductions, employer paid deductions, and direct deposit deductions are allowed on a Special Pay 02 payment. Deductions are allowable on any supplemental payments.

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUA03

----------TIME CARD SHORT---------- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> 2 PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	HOURS REG	HOURS OT	TRN CDE	RATE AMT REG	S H	DEP SEC	LABOR DIST CDE	O T	T C	D E D	A M T
2345678900	**0**	00000	0000	700	**0090910**	0	_____	_____	0	_	0	**1**
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0

A287W-NO RECORD/S FOUND

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WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUD01

----------DEDUCTION OVERRIDE---------- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T CD	T DED RNO N	STATE LOCAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION GOAL	DEDUCTION UTILITY	A DJ
2345678900	**0**	8 **15**	0000	0000	0000	000**1360**	0000000	0000000	_
2345678900	**0**	8 **16**	0000	0000	0000	00**20200**	0000000	0000000	_
2345678900	**0**	8 **20**	0000	0000	0000	0000**701**	0000000	0000000	_
2345678900	**0**	8 **36**	0000	0000	0000	000**1480**	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUE01

----------SPECIAL PAYMENTS---------- **Pay Period 2/10-2/24**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	TCD	TRN	PAY NO	STATE LOCAL	DEP SEC	SC	TAX	DED	CHK	DATE FROM	DATE TO	HOURS (2ND LINE)	WORK FIELD	RATE AMOUNT LABOR DIST	AI CDE	WORK FIELD ADJ
234567890	**0**	9	**61**	0000	_____	0	**5**	0	0	0000	0000	00000	0000	**0109090**	**1**	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_

A287W-NO RECORD/S FOUND *** -**

Could enter transaction on the HUC01

02/04/99 14:50:42 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

Pay Period 2/25 – 3/09/99

The VSDP representative has been in contact with Risk Management and Dan's physician. The Workers' Compensation claim has not yet been approved, and Dan is still out of work. VSDP benefits continue.

Payroll and Leave Impact		**VSDP Impact**
2/25 – 3/9	100% STD	VSDP is in effect for 2/25 – 3/9.

9 work days in period
$2000.00 divided by 9 days = 222.23 per day

9 days of STD = $2000.00 (Special Pay 61 – HUC01)
*Overrides for deductions 15, 16, **20**, and **36** – HUDO1

See spreadsheets in Addendum AVI.

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUD01

----------DEDUCTION OVERRIDE---------- **Pay Period 2/25-3/09**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T CD	T DED R NO N	STATE LOCAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION GOAL	DEDUCTION UTILITY	A D J
2345678900	**0**	8 **15**	0000	0000	0000	000**1360**	0000000	0000000	_
2345678900	**0**	8 **16**	0000	0000	0000	00**20200**	0000000	0000000	_
2345678900	**0**	8 **20**	0000	0000	0000	0000**701**	0000000	0000000	_
2345678900	**0**	8 **36**	0000	0000	0000	000**1480**	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_

A287W-NO RECORD/S FOUND

02/04/99 14:23:24 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUC01

--SPECIAL PAYMENTS AS REGULAR PAYMENTS-- **Pay Period 2/25-3/09**

_ COMPANY--> **00230** BATCH NUMBER--> **0004** PAGE NUMBER--> **00001**

EMPLOYEE NUMBER	T C D	T R N	PAY NO	ST LOC	DEP SEC	S H	D E D	DATE FROM	DATE TO	REG HOURS	REGULAR RATE/ AMOUNT	A I	LABOR DISTRIBUTION CODE
2345678900	**0**	7	**61**	0000	_____	0	**0**	0000	0000	00000	**0200000**	**1**	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____

A287W-NO RECORD/S FOUND

02/04/99 15:46:35 M3LL CIP5 ___

WORKERS' COMPENSATION SCENARIO

VSDP contacts Risk Management concerning the status of Dan's claim. A determination has not been made, and VSDP extends the disability period to 3/28/99.

Action Report 3

Subject: _Dan Jackson_____- **Determination** _03/10/99

VSDP Action Report

SSN: 234-56-7890

Contact Person: Tom Sun

Agency Name: Dept. Health

Case Status: **OPEN**

Case Type: WC

Workers' Compensation Status: Delay

FMLA Eligible: Yes

Estimated Return Work Date 4/17/99

Authorized Start Date: 2/10/99

Authorized End Date: 3/28/99

STD End Date: 8/9/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no

Last Day Worked: 2/9/99

VSDP Service Date:
170 months as of 2/16/99

Rate of Pay:
100%
80%
60%

Effect Date of Rate of Pay:
2/17/99
3/24/99
4/28/99

Closure Date:

Closure Reason:

Job Modifications:

FMLA Intermittent Schedule:

Comments:

NOTE:

_____

Agency Authorizing Signature Date

WORKERS' COMPENSATION SCENARIO

On 3/24/99, Risk Management approves Dan's Workers' Compensation claim. Workers' Compensation becomes the primary benefit and VSDP is secondary. An adjustment to the employee's records will be necessary to reflect proper payments.

Action Report 4

Subject: _Dan Jackson_____- **Determination** _03/24/99

VSDP Action Report

SSN: 234-56-7890

Contact Person: Tom Sun

Agency Name: Dept. Health

Case Status: **OPEN**

Case Type: WC

Workers' Compensation Status:
Active

FMLA Eligible: Yes

Estimated Return Work Date
4/17/99

Authorized Start Date:
2/10/99

Authorized End Date:
4/16/99

STD End Date: 8/9/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no
Last Day Worked: 2/9/99

VSDP Service Date:
170 months as of 2/16/99

Rate of Pay:
100%
80%
60%

Effect Date of Rate of Pay:
2/17/99
7/22/99
8/26/99

Closure Date:

Closure Reason:

Job Modifications:
FMLA Intermittent Schedule:

Comments:
NOTE:

_____

Agency Authorizing Signature **Date**

WORKERS' COMPENSATION SCENARIO

Pay Period 3/10 – 3/24/99

Risk Management approved Dan's claim for Workers' Compensation benefits. VSDP now becomes the secondary benefit, and adjustments to Dan's earnings records will need to be made. Risk Management will provide the Weekly WC Indemnity Benefit. Reminder: Workers' Compensation rules are different for VSDP participants.

Employee Semi-Monthly Salary	$2,000.00	
Weekly WC Indemnity Benefit		534.00
Weekly Indemnity Benefit divided by 7	76.29	

2/10-2/24/99 Pay Period

Total number of calendar days	15
Total number of workdays	11
Daily Rate	$2000.00 divided by 11 = 181.82
	181.82 divided by 8 = 22.73

Leave Usage 2/10-2/16 = 16.90 hours of leave should have been charged. 40 hours of leave was originally charged, so 23.10 hours of leave will need to be restored to the employee's leave balance.

Workers' Compensation due	15 days @ 76.29 = 1144.35	
Regular Pay Due	16.9 hours @ 22.73 = 384.14	
VSDP Workers' Comp Supplement Due:	2000.00	
		-1144.35
		- 384.14
		471.51

CALCULATION OF LEAVE USAGE FOR THE WAITING PERIOD:
Because Dan's WC case extended more than 21 days, the first 7 days of the claim become reimbursable. The following shows how to calculate the leave usage for that period.

1.	EE's Annual Salary:	$48,000.00	
2.	EE's Weekly Salary:	$ 923.08	
3.	WC Weekly Indemnity Benefit	$ 534.00	
4.	WC weekly benefit divided by weekly salary	.579	
5.	Daily WC Hours (Result of step 4 times 8 hours)	4.63	
6.	Daily leave usage (8 hours minus step 5)	3.37	
7.	2/10-24/99 Leave usage (5 times 3.37)	16.90	
8.	Number of WC leave hours (5 times 4.63)		23.10

WORKERS' COMPENSATION SCENARIO

2/25-3/9/99 Pay Period

Total number of calendar days	13
Total number of work days	9

Workers' Compensation due	13 days @ 76.29 = 991.77
VSDP Workers' Comp Supplement Due	2000.00 – 991.77 = 1008.23

A manual adjustment will need to be done to reflect the proper accounting and taxation.

	2/10-24/99	*2/10-24/99*	Difference

	Paid	Should have paid	
Regular	$ 909.10	$ 384.14	$ <524.96>
Special Pay 61	$1090.90	$ 0.00	$<1090.90>
Special Pay 62	$ 0.00	$ 471.51	$ 471.51
Special Pay 02	$ 0.00	$ 1144.35	$ 1144.35

	2/25-3/9/99 Paid	2/25-3/9/99 Should have paid	Difference
Regular	$ 0.00	$ 0.00	$ 0.00
Special Pay 61	$2000.00	$ 0.00	$<2000.00>
Special Pay 62	$ 0.00	$ 1008.23	$ 1008.23
Special Pay 02	$ 0.00	$ 991.77	$ 991.77

Special Pay 02	Special Pay 62	Special Pay 61	Regular Pay
2,136.12	1479.74	<3090.90>	<524.96>

PAY PERIOD 3/10-3/24/99

Payroll and Leave Impact	VSDP Impact
3/10 – 24/99 – 100% Workers' Comp 100% STD	VSDP Benefit is the difference between the WC benefit and the semi-monthly salary. Action Report 4.

Total number of calendar days 15
Total number of workdays 11

Workers' Compensation Due: 15 days @ 76.29 = 1144.35 (SP 02 – HUE01)
VSDP Workers' Comp Supplement Due: 2000.00–1144.35 =855.65 (SP 62 – HUE01)

*Overrides for deductions 15, 16, **20**, and **36** – Will need to be completed, however a regular pay transaction needs to accompany any overrides completed on the HUD01

See spreadsheets in Addendum AVII to AVIII.

.

```
> GUH          230                                                                    ON HTMM1

                 ---------EMPLOYEE MANUAL PAYS 1---------
                                  DAN JACKSON
 _  COMPANY--> 00000      EMPLOYEE NO--> 0000000000 - X          PAGE NUMBER--> 00000

TRN            CHECK NO.          CHK DT       BEG DT       END DT    REAS      OLD CHK NO      NET        +   Y
503            2345678900         040199       020999       0309990   __        0000000000      00000000   _   _

       ST/      DPT      S   SU     ---DATE--     TX     --HOURS---     SALARY/   O     OT   LABOR DISTRIB  +   Y
       LOC      SEC      H   ST      FROM -TO-    UN     REG     OT     AMOUNT    T    AMT      CODE          -   Q
400    0000     _____    0   0       0000   0000  00     00000   0000   0052496   0    00000 _____          -   Q

       ST/L   TU        FIT        OASDI      HI        SIT        DI      LOCAL     OTHER     GROSS            + Y
500    0000   00     00000000    000000    000000   00000000   00000   0000000    00000     00000000          _ _

       NO   -AMT-   NO  -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO - AMT-  + Y
550    00   00000   00  00000   00   00000   00   00000   00   00000   00   00000   00   00000   00 00000  _ _

    SP   ST/    DPT    SU   ---DATE--    TX  SPPAY    SP PAY     P    NONTX                LABOR DISTRIB    +  Y
    NO   LOC    SEC    ST   FROM -TO-   UN  HOURS   AMOUNT     I    AMT                  CODE              -  Q
6   61   0000   _____  00   0000  0000  00  00000   0309090    0    00000                _____            -  Q
A287W-NO RECORD/S FOUND
                                                                                 02/04/99  09:31:12   M3LL CIP5 ____
```

> GUH 230 ON HTMM2

---------EMPLOYEE MANUAL PAYS 2---------

_ COMPANY--> **00230** EMPLOYEE NO--> **2345678900 – 0** PAGE NUMBER--> **00001**

TRN	ST/ LOC	DPT SEC	S H	SU ST	---DATE-- FROM	-TO-	TX UN	--HOURS--- REG	OT	SALARY/ AMOUNT	O T	OT AMT	LABOR DISTRIB CODE	+ Y - Q
400	0000	_____	0	00	0000	0000	00	00000	0000	0000000	0	00000	_____	_ _
400	0000	_____	0	00	0000	0000	00	00000	0000	0000000	0	00000	_____	_ _
400	0000	_____	0	00	0000	0000	00	00000	0000	0000000	0	00000	_____	_ _

	ST/L	TU	FIT	OASDI	HI	SIT	DI	LOCAL	OTHER	GROSS	+ Y
500	0000	00	00000000	000000	000000	00000000	00000	0000000	00000	00000000	_ _

	NO	-AMT-	NO	-AMT-	NO	-AMT-	NO	-AMT-	NO	-AMT-	NO	-AMT-	NO	-AMT-	NO	-AMT-	+ Y
550	00	00000	00	00000	00	00000	00	00000	00	00000	00	00000	00	00000	00	00000	_ _

	SP NO	ST/ LOC	DPT SEC	SU ST	---DATE-- FROM	-TO-	TX UN	SPPAY HOURS	SP PAY AMOUNT	P I	NONTX AMT	LABOR DISTRIB CODE	+ Y - Q
6	**02**	0000	_____	00	0000	0000	00	00000	**0213612**	0	00000	_____	**+ Q**
6	**62**	0000	_____	00	0000	0000	00	00000	**0147974**	0	00000	_____	**+ Q**

A287W-NO RECORD/S FOUND 02/04/99 11:36:05 M3LL CIP5 ____

> C 230 ON HTMMB

----------MANUAL PAY BALANCING----------

__ COMPANY--> **00230** EMPLOYEE NO--> **2345678900 - 0** PAGE NUMBER--> **00001**

	FROM HTMM1 OR HTMC1	FROM HTMM2 OR HTMC2	FROM HTMM3 OR HTMC3	TOTALS
DEDUCTIONS	000000.00	000000.00		0000000.00
TAXES---->	000000.00	000000.00		0000000.00
NET------>	000000.00			0000000.00
PAYS----->	**003615.86 -**	***03615.86***	000000.00	0000000.00
GROSS---->	000000.00	000000.00	000000.00	0000000.00

NON PAID SPECIAL PAYS +
DEDUCTIONS + TAXES + NET = TEST GROSS = 0000000.00
TOTAL PAYS = 0000000.00
GROSS = 0000000.00

02/04/99 11:41:41 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUD01

----------DEDUCTION OVERRIDE---------- **Pay Period 3/10-3/24**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	T R N	DED NO	STATE LOCAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION GOAL	DEDUCTION UTILITY	A D J
2345678900	**0**	8	**15**	0000	0000	0000	000**1360**	0000000	0000000	_
2345678900	**0**	8	**16**	0000	0000	0000	00**20200**	0000000	0000000	_
2345678900	**0**	8	**20**	0000	0000	0000	0000**701**	0000000	0000000	_
2345678900	**0**	8	**36**	0000	0000	0000	000**1480**	0000000	0000000	_
0000000000	X	8	00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8	00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8	00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8	00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8	00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8	00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8	00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8	00	0000	0000	0000	0000000	0000000	0000000	_

A287W-NO RECORD/S FOUND

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUE01

----------SPECIAL PAYMENTS---------- **Pay Period 3/10-3/24**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	T R N	PAY NO	STATE LOCAL	DEP SEC	S C	T A X	D E D	C H K	DATE FROM	DATE TO	HOURS (2ND LINE)	WORK FIELD	RATE AMOUNT LABOR DIST	A I CDE	WORK FIELD ADJ
234567890	**0**	9	**62**	0000	_____	0	**0**	**0**	**0**	0000	0000	00000	0000	**0085565**	**1**	00000
														_____		_
234567890	**0**	9	**02**	0000	_____	0	**0**	**0**	**0**	0000	0000	00000	0000	**0114435**	**1**	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_

A287W-NO RECORD/S FOUND

*******May need to key a regular transaction for $.01 to make the deduction overrides process. Reduce on of the special payments by $.01.

02/04/99 14:50:42 M3LL CIP5 ____

WORKERS' COMPENSATION SCENARIO

Dan Jackson returns to work full time on March 29 1999. VSDP is contacted by the agency and is told of Dan's return. VSDP issues the following **CLOSURE** Action form.

Action Report 5

Subject: _Dan Jackson_____- **Closure** _03/28/99

VSDP Action Report

SSN: 234-56-7890

Contact Person: Tom Sun

Agency Name: Dept. Health

Case Status: **CLOSED**

Case Type: WC

Workers' Compensation Status:
Active

FMLA Eligible: Yes

Estimated Return Work Date
3/29/99

Authorized Start Date:
2/10/99

Authorized End Date:
3/28/99

STD End Date: 8/9/99

Potential for LTD: no

Waiting Period Waived: no

Eligible for W/C offset: no
Last Day Worked: 2/9/99

VSDP Service Date:
170 months as of 2/16/99

Rate of Pay:
100%
80%
60%

Effect Date of Rate of Pay:
2/17/99
7/22/99
8/26/99

Closure Date: **03/28/99**

Closure Reason:
Return to work

Job Modifications:
FMLA Intermittent Schedule:
Comments:
NOTE:

_____

Agency Authorizing Signature Date

WORKERS' COMPENSATION SCENARIO

Pay Period 3/25 – 4/09/99

Dan is still out until 3/28/99 due to his Workers' Compensation injury. He returns to work full time on 3/29/99.

Payroll and Leave Impact	**VSDP Impact**
3/25 – 3/28/99 – 100% Workers' Comp 100% STD	VSDP Benefit is the difference between the Workers' Comp benefit and the salary due for 3/25-28/99. Action Report 5.
3/29-4/9/99 – Regular salary due	

Total number of calendar days 4
Number of days due STD 2
Total number of workdays 12
$2000.00 divided by 12 days = $166.67

10 days @$166.67= $1666.70
(Regular Pay - -HUA03)

4 days @ 76.29 = 305.16
(Workers' Compensation SP 02 – HUE01)

$2000.00
- 1666.70
- 305.16
$ 28.14 (VSDP WCSUP SP 62 – HUE01)

*Overrides for deductions 15, 16, **20**, and **36** – HUDO1

See spreadsheets in Addendum AIX

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUD01

----------DEDUCTION OVERRIDE---------- **Pay Period 3/25-4/09**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T CD	T DED RNO N	STATE LOCAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION GOAL	DEDUCTION UTILITY	A DJ
2345678900	**0**	8 **15**	0000	0000	0000	000**1360**	0000000	0000000	_
2345678900	**0**	8 **16**	0000	0000	0000	00**20200**	0000000	0000000	_
2345678900	**0**	8 **20**	0000	0000	0000	0000**701**	0000000	0000000	_
2345678900	**0**	8 **36**	0000	0000	0000	000**1480**	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_

A287W-NO RECORD/S FOUND

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUE01

----------SPECIAL PAYMENTS---------- **Pay Period 3/25-4/09**

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	T R N	PAY NO	STATE LOCAL	DEP SEC	S C	T A X	D E D	C H K	DATE FROM	DATE TO	HOURS (2ND LINE)	WORK FIELD	RATE AMOUNT LABOR DIST	A I CDE	WORK FIELD ADJ
234567890	**0**	9	**62**	0000	_____	0	**0**	**0**	**0**	0000	0000	00000	0000	**0002814**	**1**	00000 _
234567890	**0**	9	**02**	0000	_____	0	**0**	**0**	**0**	0000	0000	00000	0000	**0030516**	**1**	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000 _

A287W-NO RECORD/S FOUND

02/04/99 14:50:42 M3LL CIP5

WORKERS' COMPENSATION SCENARIO

> GUH 230 ON HUA03

----------TIME CARD SHORT---------- **Pay Period 3/25-4/09**

_ COMPANY--> **00230** BATCH NUMBER--> 2 PAGE NUMBER--> **1**

EMPLOYEE NUMBER	TCD	HOURS REG	HOURS OT	TRN CDE	RATE AMT REG	SH	DEP SEC	LABOR DIST CDE	OT	TCD	DED	AMT
2345678900	**0**	00000	0000	700	**0166670**	0	_____	_____	0	_	0	**1**
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0
0000000000	X	00000	0000	700	0000000	0	_____	_____	0	_	0	0

A287W-NO RECORD/S FOUND

02/04/99 16:06:20 M3LL CIP5 ____

Review Questions

Section 4

1. What deductions can be processed from a Workers' Compensation Payment?
   _____
   _____
   _____

2. List the four Workers' Compensation Status case types:
   _____
   _____
   _____
   _____

3. What Special Pay number is used to pay Workers' Compensation?
   _____

4. Special Pay 62 is used to pay _____
   _____
   _____

5. What does a "NO" indication mean in the "Waiting Period Waived" section on the Action Report? _____.

6. Will the Effective Date/Rate of Pay change when Workers' Compensation is approved? _____.

7. What is the Weekly Indemnity Benefit? _____
   _____

8. Will an employee ever receive benefits that exceed their semi-monthly salary? _____.

9. Special Pay number 62 is used to enter benefit payment to an employee who is **Participating** or **Not Participating** (circle one) in the VSDP.

10. The Election to use Disability Credit form must be _____ by the employee and they must indicate what date to begin applying credits to payments.

Section 5

NON-VSDP PARTICIPANT
WORK RELATED DISABILITY

Example

LEARNING POINTS

I. **Special Pay 63** – Workers' Compensation Supplement for non-VSDP participant

II. **Special Pay 02** – Workers' Compensation

III. **Allowable deductions on Special Pay 02**

- Employer paid deductions
- Child Support withholding
- Direct Deposit

SPECIAL PAY 63

Special Pay 63 was developed to track agency costs associated with The Workers' Compensation Supplement for employees not participating in the VSDP. Instead of keying a 700 regular transaction, you would enter a *763* transaction on the HUC01.

SPECIAL PAY 02

Special Pay 02 is used to record Workers' Compensation Awards. Special Pay 02 is not subject to taxes, and no deductions should be processed on a Workers' Compensation payment other than child support and direct deposit. The employee will be responsible for payments due the agency for voluntary deductions, including healthcare and optional group life.

NON-VSDP PARTICIPANT SCENARIO

Ellen Sue was injured at work on 1/25/99. She informed her supervisor and completed all appropriate forms to report the incident. Human Resources has forwarded the information onto Risk Management for a determination.

Risk Management determines the claim is compensable, and issues a reimbursement check in the amount of $1320.00 for the period of 1/25/99 to 2/9/99. Ellen's semi-monthly salary is $2000.00. You need to make the payment. Also, the only deductions that are allowable are child support, employer paid deductions, and direct deposit on a Special Pay 02 payment. Deductions may be processed against a Special Pay 63.

> GUH 230 ON HUD01

----------DEDUCTION OVERRIDE---------- **Pay Period 1/25-2/09**

_ COMPANY--> **00230** BATCH NUMBER--> **3** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T CD	T DED R NO N	STATE LOCAL	DATE FROM	DATE TO	DEDUCTION AMOUNT	DEDUCTION GOAL	DEDUCTION UTILITY	A D J
1111111100	**0**	8 **15**	0000	0000	0000	000**1360**	0000000	0000000	_
1111111100	**0**	8 **16**	0000	0000	0000	00**20200**	0000000	0000000	_
1111111100	**0**	8 **20**	0000	0000	0000	0000**701**	0000000	0000000	_
1111111100	**0**	8 **36**	0000	0000	0000	000**1480**	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_
0000000000	X	8 00	0000	0000	0000	0000000	0000000	0000000	_

A287W-NO RECORD/S FOUND

> GUH 230 ON HUE01

----------SPECIAL PAYMENTS---------- **Pay Period *1/25-2/09***

_ COMPANY--> **00230** BATCH NUMBER--> **1** PAGE NUMBER--> **1**

EMPLOYEE NUMBER	T C D	T R N	PAY NO	STATE LOCAL	DEP SEC	S C	T A X	D E D	C H K	DATE FROM	DATE TO	HOURS (2ND LINE)	WORK FIELD	RATE AMOUNT LABOR DIST	A I CDE	WORK FIELD ADJ
111111100	**0**	9	**02**	0000	_____	0	**0**	**7**	**0**	0000	0000	00000	0000	**0132000**	**1**	00000
														_____		_
000000000	**0**	9	**00**	0000	_____	0	**0**	**0**	**0**	0000	0000	00000	0000	**0000000**	**0**	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_
0000000000	X	9	00	0000	_____	0	0	0	0	0000	0000	00000	0000	0000000	0	00000
														_____		_

A287W-NO RECORD/S FOUND *** -**

02/04/99 14:50:42 M3LL CIP5

> GUH 230 ON HUC01

--SPECIAL PAYMENTS AS REGULAR PAYMENTS-- **Pay Period 1/25-2/09**

_ COMPANY--> **00230** BATCH NUMBER--> **0010** PAGE NUMBER--> **00001**

EMPLOYEE NUMBER	T C D	T R N	PAY NO	ST LOC	DEP SEC	S H	D E D	DATE FROM	DATE TO	REG HOURS	REGULAR RATE/ AMOUNT	A I	LABOR DISTRIBUTION CODE
1111111100	**0**	7	**63**	0000	_____	0	0	0000	0000	00000	**0068000**	**1**	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____
0000000000	X	7	00	0000	_____	0	0	0000	0000	00000	0000000	0	_____

A287W-NO RECORD/S FOUND

02/04/99 15:46:35 M3LL CIP5 ____

Review Questions

Section 5

1. When can you use Special Pay 63?
   _____
   _____

2. Can you take all deductions from an employees Special Pay 02 payment?
   _____. If no, what deductions can you take?
   _____

3. Why use a HUC01 to pay Special Pay 63?
   _____
   _____

Section 6

Reclassification of Pay

Example

LEARNING POINTS

I. CIPPS Screens HTMM1, HTMM2, and HTMM3

- Records adjustments to the employee's masterfile records.
- TRN 503 – records information about the adjustment.
- TRN 400 – records hours and payments for various pays.
- TRN 500 – records taxes and gross payments.
- TRN 550 – records deductions.
- TRN 600 – records hours and/or payments for special payments.
- '+' or '-' indicators will not allow a payment to be processed. These are used for non-paid updates and to correct employees' accumulations only.
- Review all employee masterfile records to determine which accumulation fields need to be adjusted.

II. CIPPS Screen HTMMB

- Displays Manual Payset balancing for values entered on the HTMM1, HTMM2, and HTMM3.
- Display screen only, automatic balancing.

III. CIPPS Screen HTPSA

- Records adjustments to an employee's pay accumulations.
- '+' or '-' indicators will not allow a payment to be processed.
- Review all employee masterfile records to determine which accumulation fields need to be adjusted.
- Balancing is automatically done on the screen.

```
> GUH          230                                                                                    ON HTMM1

                 ---------EMPLOYEE MANUAL PAYS 1---------

 _  COMPANY--> 00000      EMPLOYEE NO--> 0000000000 - X          PAGE NUMBER--> 00000

TRN            CHECK NO.          CHK DT       BEG DT       END DT    REAS      OLD CHK NO      NET        +   Y
503            0000000000         000000       000000       000000    __        0000000000      00000000   _   _

        ST/      DPT      S   SU     ---DATE--     TX     --HOURS---     SALARY/   O     OT   LABOR DISTRIB  +   Y
        LOC      SEC      H   ST      FROM -TO-    UN     REG      OT     AMOUNT    T    AMT      CODE          -   Q
400     0000     _____    0   0       0000    0000 00     00000    0000    0000000   0    00000 _______________  _ _

        ST/L   TU        FIT        OASDI      HI         SIT        DI      LOCAL     OTHER      GROSS            + Y
500     0000   00     00000000     000000    000000   00000000   00000    0000000     00000     00000000          _ _

        NO   -AMT-   NO  -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO - AMT- + Y
550     00   00000   00  00000   00   00000   00   00000   00   00000   00   00000   00   00000   00 00000 _ _

    SP   ST/    DPT    SU   ---DATE--    TX  SPPAY    SP PAY     P    NONTX                  LABOR DISTRIB    +  Y
    NO   LOC    SEC    ST   FROM -TO-   UN  HOURS   AMOUNT     I     AMT                   CODE              -  Q
6   00   0000   _____  00   0000  0000   00  00000   0000000    0     00000                 _______________   _ _
A287W-NO RECORD/S FOUND
                                                                                  02/04/99  09:31:12   M3LL CIP5 ____
```

```
> GUH                    230                                                                                    ON HTMM2

                  ---------EMPLOYEE MANUAL PAYS 2---------

 _  COMPANY--> 00000      EMPLOYEE NO--> 0000000000 – X          PAGE NUMBER--> 00000

TRN   ST/    DPT    S   SU   ---DATE--     TX    --HOURS---  SALARY/     O  OT          LABOR DISTRIB    + Y
      LOC    SEC    H   ST   FROM -TO-    UN    REG   OT    AMOUNT      T  AMT         CODE              - Q
400   0000   _____  0   00   0000   0000   00    00000 0000  0000000     0 00000        ______________    _ _
400   0000   _____  0   00   0000   0000   00    00000 0000  0000000     0 00000        ______________    _ _
400   0000   _____  0   00   0000   0000   00    00000 0000  0000000     0 00000        ______________    _ _

      ST/L   TU     FIT        OASDI     HI        SIT         DI     LOCAL      OTHER        GROSS            + Y
500   0000   00   00000000   000000  000000  00000000   00000   0000000     00000        00000000            _ _

    NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO   -AMT-  NO  -AMT-     + Y
550 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 _ _

      SP     ST/    DPT    SU     ---DATE--     TX     SPPAY   SP PAY     P   NONTX   LABOR DISTRIB    + Y
      NO     LOC    SEC    ST     FROM -TO-    UN     HOURS   AMOUNT     I   AMT     CODE              - Q
  6   00     0000   _____  00     0000   0000  00     00000   0000000    0   00000   ______________    _ _
  6   00     0000   _____  00     0000   0000  00     00000   0000000    0   00000   ______________    _ _

A287W-NO RECORD/S FOUND                                                    02/04/99  11:36:05   M3LL CIP5 ____
```

> GUH 230 ON HTMM3

---------EMPLOYEE MANUAL PAYS 3---------

_ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

TRN	ST/ LOC	DPT SEC	S H	SU ST	---DATE-- FROM	-TO-	TX UN	--HOURS--- REG	OT	SALARY/ AMOUNT	O T	OT AMT	LABOR DISTRIB CODE	+ Y - Q
400	0000	_____	0	00	0000	0000	00	00000	0000	0000000	0	00000	_____	_ _
400	0000	_____	0	00	0000	0000	00	00000	0000	0000000	0	00000	_____	_ _

	SP NO	ST/ LOC	DPT SEC	SU ST	---DATE-- FROM	-TO-	TX UN	SPPAY HOURS	SP PAY AMOUNT	P I	NONTX AMT	LABOR DISTRIB CODE	+ Y - Q
6	00	0000	_____	00	0000	0000	00	00000	0000000	0	00000	_____	_ _
6	00	0000	_____	00	0000	0000	00	00000	0000000	0	00000	_____	_ _

A287W-NO RECORD/S FOUND 02/04/99 11:40:24 M3LL CIP5 ____

> C 230 ON HTMMB

----------MANUAL PAY BALANCING----------

__ COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

	FROM HTMM1 OR HTMC1	FROM HTMM2 OR HTMC2	FROM HTMM3 OR HTMC3	TOTALS
DEDUCTIONS	000000.00	000000.00		0000000.00
TAXES---->	000000.00	000000.00		0000000.00
NET------>	000000.00			0000000.00
PAYS----->	000000.00	000000.00	000000.00	0000000.00
GROSS---->	000000.00	000000.00	000000.00	0000000.00

NON PAID SPECIAL PAYS +
DEDUCTIONS + TAXES + NET = TEST GROSS = 0000000.00
TOTAL PAYS = 0000000.00
GROSS = 0000000.00

A287W-NO RECORD/S FOUND

02/04/99 11:41:41 M3LL CIP5 ____

```
> GUH            230                                                                                    ON HTPSA

                    ----EMPLOYEE SPECIAL PAY ADJUSTMENT-----

 _  COMPANY--> 00000      EMPLOYEE NO--> 0000000000 - X          PAGE NUMBER--> 00000

TRN      CHECK NO.           CHK DT    BEG DT      END DT       REASON      NET PAY      +       Y
503       0000000000          000000    000000      000000          __       00000000     _       _
        ST/    DPT   S      SU      ---DATE--   TX     --HOURS---          SALARY/    O  OT   LABOR DISTRIB  + Y
        LOC    SEC   H      ST      FROM -TO-   UN     REG      OT         AMOUNT     T  AMT     CODE          - Q
400     0000   _____ 0      00      0000   0000  00     00000    0000       0000000    0  00000 _____________  _ _

        ST/    TX          -------- T A X - W I T H H E L D --------                                GROSS        + Y
        LOC    UN     FIT        OASDI        HI              SIT        DI        LOCAL    OTHER      PAY        - Q
500     0000   00   00000000    000000      000000        00000000    00000     0000000    00000    00000000      _ _

   SP   ST/    DPT   SU      ---DATE--    TX     SPPAY       SP PAY     P    NONTX     LABOR DISTRIB          + Y
   NO   LOC    SEC   ST      FROM -TO-    UN     HOURS       AMOUNT     I    AMT       CODE                   -  Q
6  00   0000   _____ 00      0000   0000  00     00000       0000000    0    00000     _____________          _ _
6  00   0000   _____ 00      0000   0000  00     00000       0000000    0    00000     _____________          _ _

                TAXES    +    NET      =    TOTAL PAYS    =       GROSS
               00000000     00000000          00000000            00000000
A287W-NO RECORD/S FOUND
                                                                                  02/04/99  09:09:00   M3LL CIP5 ____
```

Example 1:

February Calendar did not participate in the VSDP. She was injured on January 19th, and the claim was deemed compensable under the VA Workers' Compensation Act. Her agency received a reimbursement check in the amount of $1500.00 for the period of January 19th to February 2nd. The State Supplement for this case is $500.00.
You will need to manually adjust her records to properly classify the payments made to her.

Example 2:

Foley Meadows did participate in the VSDP. She was injured on January 19th, and the claim was deemed compensable under the VA Workers' Compensation Act. Her agency received a reimbursement check in the amount of $1700.00 for the period of January 19th to February 2nd. The VSDP Supplement for this Workers' Compensation case is $550.00. In addition, $300.00 will need to be reclassified from regular pay to Special Pay 62, *and 1950.00 from Special pay 61.*

You will need to manually adjust her records to properly classify the payments made to her.

THE HTPSA CANNOT BE USED IN THIS INSTANCE SINCE IT ONLY ALLOWS FOR TWO SPECIAL PAYMENT TYPES

.EXAMPLE 1

MANUAL PAYSET USING THE HTPSA

```
> GUH          230                                                                    ON HTPSA
                          FEBRUARY CALENDAR
                    ----EMPLOYEE SPECIAL PAY ADJUSTMENT-----

 I  COMPANY--> 00230      EMPLOYEE NO--> 9876543210 - 0        PAGE NUMBER--> 00001

TRN      CHECK NO.          CHK DT    BEG DT     END DT     REASON     NET PAY     +     Y
503      0230000001         030199    011999     020299       __       00000000    +     Q
       ST/   DPT   S     SU     ---DATE--   TX    --HOURS---      SALARY/  O  OT   LABOR DISTRIB  + Y
       LOC   SEC   H     ST     FROM -TO-   UN    REG     OT      AMOUNT   T  AMT     CODE          - Q
400    0000  _____ 0     00     0000  0000  00    00000   0000     0200000 0  00000 _______________  - Q

       ST/   TX        -------- T A X - W I T H H E L D --------                      GROSS      + Y
       LOC   UN     FIT       OASDI      HI        SIT       DI       LOCAL    OTHER     PAY      - Q
500    0000  00   00000000   000000    000000   00000000   00000    0000000   00000   00000000   _ _

   SP  ST/   DPT   SU     ---DATE--   TX    SPPAY   SP PAY    P   NONTX    LABOR DISTRIB          + Y
   NO  LOC   SEC   ST     FROM -TO-   UN    HOURS   AMOUNT    I   AMT      CODE                   -  Q
6  02  0000  _____ 00     0000  0000  00    00000   0150000   0   00000    _______________        + Q
6  63  0000  _____ 00     0000  0000  00    00000   0050000   0   00000    _______________        + Q

                TAXES    +    NET      =   TOTAL PAYS    =      GROSS
               00000000   00000000        00000000            00000000
A287W-NO RECORD/S FOUND
                                                                  02/04/99  09:09:00   M3LL CIP5 ____
```

EXAMPLE 1

MANUAL PAYSET USING THE HTMM1, HTMM2, AND HTMMB

```
> GUH          230                                                                    ON HTMM1
                                  FEBRUARY CALENDAR
                 ---------EMPLOYEE MANUAL PAYS 1---------

 I  COMPANY--> 00230      EMPLOYEE NO--> 9876543210 - 0          PAGE NUMBER--> 00001

TRN          CHECK NO.        CHK DT      BEG DT      END DT   REAS     OLD CHK NO     NET        +  Y
503          0230000001       030199      011999      020299   __       0000000000     00000000   +  Q

       ST/     DPT     S   SU    ---DATE--    TX    --HOURS---    SALARY/   O    OT   LABOR DISTRIB  +  Y
       LOC     SEC     H   ST     FROM -TO-   UN    REG     OT    AMOUNT    T   AMT      CODE         -  Q
400    0000    _____   0   0      0000  0000  00    00000   0000  0200000   0   00000 _____          - Q

       ST/L   TU       FIT       OASDI     HI        SIT       DI      LOCAL     OTHER     GROSS          + Y
500    0000   00     00000000   000000   000000   00000000   00000   0000000    00000    00000000        _ _

       NO   -AMT-   NO  -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO - AMT-  + Y
550    00   00000   00  00000   00   00000   00   00000   00   00000   00   00000   00   00000   00 00000  _ _

    SP  ST/    DPT    SU   ---DATE--    TX  SPPAY    SP PAY     P    NONTX                LABOR DISTRIB    +
Y
    NO  LOC    SEC    ST   FROM -TO-   UN  HOURS   AMOUNT    I    AMT                     CODE              - Q
6   02  0000  _____   00   0000  0000   00  00000   0150000   0    00000                _____             +Q

A287W-NO RECORD/S FOUND
                                                                  02/04/99  09:31:12   M3LL CIP5 ____
```

EXAMPLE 1

```
> GUH                 230                                                                                    ON HTMM2

                 ---------EMPLOYEE MANUAL PAYS 2---------

 I  COMPANY--> 00230      EMPLOYEE NO--> 987543210 – 0   PAGE NUMBER--> 00001

TRN   ST/    DPT    S   SU   ---DATE--     TX    --HOURS---  SALARY/     O  OT        LABOR DISTRIB   + Y
      LOC    SEC    H   ST   FROM -TO-    UN   REG   OT     AMOUNT      T  AMT       CODE            - Q
400   0000   _____  0   00   0000   0000   00   00000 0000   0000000     0 00000     _______________  _ _
400   0000   _____  0   00   0000   0000   00   00000 0000   0000000     0 00000     _______________  _ _
400   0000   _____  0   00   0000   0000   00   00000 0000   0000000     0 00000     _______________  _ _

      ST/L   TU     FIT       OASDI     HI        SIT        DI     LOCAL      OTHER       GROSS          + Y
500   0000   00   00000000   000000  000000  00000000   00000   0000000     00000     00000000         _ _

    NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO   -AMT-  NO  -AMT-     + Y
550 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 _ _

      SP     ST/    DPT    SU     ---DATE--     TX     SPPAY    SP PAY     P   NONTX   LABOR DISTRIB   + Y
      NO     LOC    SEC    ST     FROM -TO-     UN     HOURS    AMOUNT     I   AMT     CODE            - Q
  6   63     0000   _____  00     0000   0000   00     00000    0050000    0   00000   _______________  + Q
  6   00     0000   _____  00     0000   0000   00     00000    0000000    0   00000   _______________  _ _

A287W-NO RECORD/S FOUND                                                    02/04/99  11:36:05   M3LL CIP5 ____
```

EXAMPLE 1

```
> C          230                                                                    ON HTMMB

                    ----------MANUAL PAY BALANCING----------

__ COMPANY--> 00230        EMPLOYEE NO--> 9876543210 - 0          PAGE NUMBER--> 00001

                    FROM HTMM1          FROM HTMM2          FROM HTMM3     TOTALS
                    OR  HTMC1           OR  HTMC2           OR  HTMC3

  DEDUCTIONS        000000.00           000000.00                          0000000.00
  TAXES---->        000000.00           000000.00                          0000000.00
  NET------>        000000.00                                              0000000.00
  PAYS----->        000500.00 -         000500.00           000000.00      0000000.00
  GROSS---->        000000.00           000000.00           000000.00      0000000.00

  NON PAID SPECIAL PAYS +
  DEDUCTIONS + TAXES + NET = TEST GROSS   =   0000000.00
                             TOTAL PAYS   =   0000000.00
                             GROSS        =   0000000.00


A287W-NO RECORD/S FOUND

                                                          02/04/99  11:41:41   M3LL CIP5 ____
```

EXAMPLE 2

MANUAL PAYSET USING THE HTMM1, HTMM2, AND HTMMB

```
> GUH          230                                                                    ON HTMM1
                                  FOLEY MEADOWS
                 ---------EMPLOYEE MANUAL PAYS 1---------

 I  COMPANY--> 00230      EMPLOYEE NO--> 9776543210 - 0          PAGE NUMBER--> 00001

TRN          CHECK NO.        CHK DT      BEG DT      END DT   REAS     OLD CHK NO     NET        +  Y
503          0230100001       030199      011999      020299   __       0000000000     00000000   +  Q

       ST/     DPT     S   SU    ---DATE--    TX    --HOURS---    SALARY/   O    OT   LABOR DISTRIB  +  Y
       LOC     SEC     H   ST     FROM -TO-   UN    REG     OT    AMOUNT    T   AMT     CODE          -  Q
400    0000    _____   0   0      0000  0000  00    00000   0000  00030000  0   00000 _____          -  Q

       ST/L   TU       FIT       OASDI     HI        SIT       DI      LOCAL     OTHER     GROSS          + Y
500    0000   00    00000000    000000   000000   00000000   00000   0000000    00000    00000000        _ _

       NO   -AMT-   NO  -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO   -AMT-   NO - AMT-  + Y
550    00   00000   00  00000   00   00000   00   00000   00   00000   00   00000   00   00000   00 00000  _ _

   SP   ST/    DPT    SU   ---DATE--    TX  SPPAY    SP PAY     P    NONTX                LABOR DISTRIB   +  Y
   NO   LOC    SEC    ST   FROM -TO-   UN  HOURS   AMOUNT     I    AMT                  CODE            -  Q
6  61   0000   _____  00   0000  0000   00  00000   0195000    0    00000                _____           -  Q

A287W-NO RECORD/S FOUND
                                                                          02/04/99  09:31:12   M3LL CIP5
                 ____
```

EXAMPLE 2

```
> GUH                 230                                                                    ON HTMM2
                                   FOLEY MEADOWS
              ---------EMPLOYEE MANUAL PAYS 2---------

 I  COMPANY--> 00230      EMPLOYEE NO--> 977543210 – 0   PAGE NUMBER--> 00001

TRN   ST/    DPT   S   SU   ---DATE--    TX    --HOURS---  SALARY/     O  OT        LABOR DISTRIB   + Y
      LOC    SEC   H   ST   FROM -TO-    UN    REG   OT    AMOUNT      T  AMT       CODE            - Q
400   0000   _____ 0   00   0000  0000   00    00000 0000  0000000     0 00000      ______________  _ _
400   0000   _____ 0   00   0000  0000   00    00000 0000  0000000     0 00000      ______________  _ _
400   0000   _____ 0   00   0000  0000   00    00000 0000  0000000     0 00000      ______________  _ _

      ST/L   TU    FIT       OASDI    HI       SIT       DI     LOCAL     OTHER       GROSS          + Y
500   0000   00   00000000   000000  000000  00000000   00000  0000000    00000      00000000        _ _

    NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO  -AMT-   NO   -AMT-  NO  -AMT-    + Y
550 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 00 00000 _ _

      SP     ST/    DPT   SU     ---DATE--    TX    SPPAY   SP PAY     P  NONTX   LABOR DISTRIB   + Y
      NO     LOC    SEC   ST     FROM -TO-    UN    HOURS   AMOUNT     I  AMT     CODE            - Q
  6   62     0000   _____ 00     0000  0000   00    00000   0055000    0  00000   ______________  + Q
  6   02     0000   _____ 00     0000  0000   00    00000   0170000    0  00000   ______________  + Q

A287W-NO RECORD/S FOUND                                                  02/04/99  11:36:05   M3LL CIP5 ____
```

EXAMPLE 2

```
> C          230                                                                    ON HTMMB

                    ----------MANUAL PAY BALANCING----------

__ COMPANY--> 00230        EMPLOYEE NO--> 9776543210 - 0          PAGE NUMBER--> 00001

                    FROM HTMM1          FROM HTMM2          FROM HTMM3     TOTALS
                    OR  HTMC1           OR  HTMC2           OR  HTMC3

  DEDUCTIONS        000000.00           000000.00                          0000000.00
  TAXES---->        000000.00           000000.00                          0000000.00
  NET------>        000000.00                                              0000000.00
  PAYS----->        002250.00 -         002250.00           000000.00      0000000.00
  GROSS---->        000000.00           000000.00           000000.00      0000000.00

  NON PAID SPECIAL PAYS +
  DEDUCTIONS + TAXES + NET = TEST GROSS   =   0000000.00
                             TOTAL PAYS   =   0000000.00
                             GROSS        =   0000000.00


A287W-NO RECORD/S FOUND
                                                          02/04/99  11:41:41   M3LL CIP5 ____
```

Section 7

FINDS

Example

Learning Points

I. **System to Download Information**

- Allows access to CIPPS information through means other than paper.
- Multiple selections available depending on users' needs
- Method of information retrieval.

II. New Select Fields for FINDS

- Annual Leave Other
- Sick Leave Other
- OT Leave Other
- Comp Leave Other
- Oncall Leave Other
- SDP Leave
- All Other Leave YTD

ACTL3060 CIPPS DOWNLOADING - EMPLOYEE DATA S005

ENTER FUNCTION: (3=SAVE, 5=MENU, 7=DISPLAY PREVIOUS SCREEN
9=EXECUTE REQUEST)

PLACE AN (X) NEXT TO EACH FIELD TO BE SELECTED

_ SUI TAXABLE YTD _ SUI TAX YTD _ SUI GROSS YTD
_ SUI TAXABLE QTD _ SUI TAX QTD _ SUI GROSS QTD
_ SUI TAXABLE MTD _ SUI TAX MTD _ SUI GROSS MTD
_ FIT STATUS _ FICA STATUS _ SUI STATUS
_ FUTA STATUS _ TAX UNIT _ SUI STATE CODE
_ ANNUAL LEAVE BAL _ SICK LEAVE BAL _ OT LEAVE BAL
_ COMP LEAVE BAL _ ONCALL LEAVE BAL _ RETIREMENT PLAN
_ EEO RACE CODE (FLAG9) _ LAST CHECK DATE **_ ANNUAL LEAVE OTHER**
_ SICK LEAVE OTHER **_ OT LEAVE OTHER** **_ COMP LEAVE OTHER**
_ ONCALL LEAVE OTHER **_ SDP LEAVE** **_ ALL OTHER LEAVE YTDS**
_ GENDER

LEGEND

FINDS ABBREVIATION	CIPPS FIELDS	FINDS ABBREVIATION	CIPPS FIELDS
CMP	COMPANY NUMBER	CMPPD	COMP LEAVE USED IN PERIOD
EMPLOYEENUM	EMPLOYEE NUMBER	CMUYTD	COMP LEAVE USED YEAR TO DATE
EMPLOYEENAME	EMPLOYEE NAME	CMUPD	COMP LEAVE USED IN PERIOD
ANNLVB	ANNUAL LEAVE BALANCE	CMPBEG	COMP LEAVE BEGINNING BALANCE
SICKLEAVE	SICK LEAVE BALANCE	ONCYTD	ON-CALL LEAVE USED YEAR TO DATE
OTLVEB	OVERTIME LEAVE BALANCE	ONCPPD	ON-CALL LEAVE USED IN PERIOD
CMPLVB	COMP LEAVE BALANCE	ONUYTD	ON-CALL LEAVE USED YEAR TO DATE
ONCLV	ON-CALL LEAVE BALANCE	ONCBEG	ON-CALL LEAVE BEGINNING BALANCE
ANNYTD	ANNUAL LEAVE USED YEAR TO DATE	DCLVBE	DISABILITY CREDIT BEGINNING BALANCE
ANNPD	ANNUAL LEAVE EARNED IN PERIOD	DCLVUPD	DISABILITY CREDIT LEAVE USED IN PERIOD
ANUYTD	ANNUAL LEAVE USED YEAR TO DATE	DCLVUYTD	DISABILITY CREDIT LEAVE USED YEAR TO DATE
ANNUPD	ANNUAL LEAVE USED IN PERIOD	DCLVBAL	DISABILITY CREDIT LEAVE BALANCE
ANNBEG	ANNUAL LEAVE BEGININNING BALANCE	FPLBEG	FAMILY/PERSONAL LEAVE BEGINNING BALANCE
SICYTD	SICK LEAVE EARNED YEAR TO DATE	FPLUPD	FAMILY/PERSONAL LEAVE USED IN PERIOD
SICPD	SICK LEAVE EARNED IN PERIOD	FPUYTD	FAMILY/PERSONAL LEAVE USED YEAR TO DATE
SICKPYTD	SICK LEAVE USED YEAR TO DATE	FPLBAL	FAMILY/PERSONAL LEAVE BALANCE
SICPPD	SICK LEAVE USED IN PERIOD	SDLVPD	SICKNESS/DISABILITY LEAVE PAID
SIFYTD	SICK FAMILY USED YEAR TO DATE	SDLVYT	SICKNESS/DISABILITY LEAVE YEAR TO DATE
SICFPD	SICK FAMILY USED IN PERIOD	MILYT	MILITARY LEAVE USED YEAR TO DATE
SICKLVBEG	SICK LEAVE BEGINNING BALANCE	EDCONFYTD	EDUCATIONAL LEAVE USED YEAR TO DATE
OTYTD	OVERTTIME LEAVE EARNED YTD	WCCOMPYTD	WORKER'S COMPENSATION LEAVE YEAR TO DATE
OTPD	OVERTTIME LEAVE EARNED IN PERIOD	CIVLVEYT	CIVIL LEAVE USED YEAR TO DATE
OTUYTD	OVERTIME LEAVE USED YTD	LWOPYTD	LEAVE WITHOUT PAY USED YEAR TO DATE
OTUPD	OVERTIME LEAVE USED IN PERIOD	SCHYTD	SCHOOL LEAVE USED YEAR TO DATE
OTBEG	OVERTIME LEAVE BEGINNING BALANCE		
CMPYTD	COMPENSATORY LEAVE EARNED YTD		

Section 8

Changes to the

CIPPS Leave Accounting System

(Afternoon Session Only)

Learning Points

I. Changes to Leave screens

- HPIUS
  - SDP Participant Indicator – Y (default) for new Hires
  - SDP Recipient Indicator – N (default)
  - SDP Employment Date – MM/01/YY
  - Convert To SDP? – V (VRS Service Credits) or D (Disability Credits)

- HPHUN:
  - New Fields

II. Changes to Leave Codes

- FP – Family & Personal Leave Usage
- NF – Family & Personal Leave Load
- FL – Family & Personal Leave Lost
- SL – Sick Leave Lost
- ND – Disability Credit Leave Load
- DC – Disability Credit Leave Usage
- SD – Short Term Disability Leave Usage
- SS – System Generated Sick Leave Load
- FS – System Generated F&P Leave Load

III. Key Conversion Dates

CIPPS Screen Changes

HPIUS Screen

Four new fields have been added to the **EMPLOYEE LEAVE STATUS** screen. (See highlighted fields below.)

```
> GUH                                                                    ON HPIUS

                          ----EMPLOYEE LEAVE STATUS-----

  COMPANY--> 00000      EMPLOYEE NO------->00000000000
  NAME-------->

_ ANNUAL LEAVE----------> Y   YES          SICK LEAVE----------------> Y    YES
  FLSA STAT--------------------> E   EXEMPT      OVERTIME LEAVE MAX--> 0   0 HOURS
  COMP LEAVE STATUS-----> Y   YES            SDP PARTICIPANT--------> N   NO
  ON CALL LEAVE STAT-----> N   NO            SDP RECIPIENT----------> N   NO
  PERCENT EMPLOYMENT--> 1.00                 SDP EMPLOY DATE-------> 00/00/00
  PERIOD START DATE-------> 00/00/00         60-DAY LEAVE IND--------> N   NO
  BEGIN LEAVE DATE--------> 00/00/00         ADJUSTED EMP DATE-----> 00/00/00
  END LEAVE DATE----------> 00/00/00         PROCESS IND----------------> _    YES
                          CONVERT TO SDP ? _
```

- **SDP PARTICIPANT**
  - ‘Y’ (Yes) indicates the employee participates in the VSDP
  - ‘N’ (No) indicates the employee does not participate in the VSDP

- **SDP RECIPIENT**
  - ‘N’ (No) indicates the employee is not receiving VSDP benefits
  - ‘Y’ (Yes) indicates the employee is receiving VSDP benefits

- **SDP EMPLOY DATE**
  - Employee’s State Employment Date used to determine yearly allocations
  - Format will always be MM/01/YY with the day always “01”
  - Not necessarily the CIPPS Adjusted Employment Date or the Agency Employment Date
  - Includes LWOP periods
  - Zero filled initially (00/00/00)

- **CONVERT TO SDP?**
  - Used to indicate in conversion how to convert sick leave balances
    - **‘V’** indicates convert sick balance to VRS Service Credits
    - **‘D’** indicates convert sick balance to Disability Credits
  - NOTE: This field will only be used during conversion and then deleted after each record has been converted

HPHUN Screen

Three new fields have been added to the **LEAVE BALANCES** screen while the YTD Used balances for six leave accumulator fields have been moved to a horizontal line at the bottom of the screen. (See highlighted fields below.)

```
GD                                                                    ON HPHUN

                          ------------ LEAVE BALANCES -----------

  COMPANY-->  00000     EMPLOYEE NUMBER---> 00000000000
  NAME-------->

                          JANUARY 1    ---- EARNED ----  ----- USED -----    CURRENT
  TYPE          STATUS    BALANCE      PERIOD    YTD     PERIOD     YTD     BALANCE
ANNUAL           NO        000.00        0.0     0.0      0.0       0.0       0.0
SICK             NO        000.00        0.0     0.0      0.0       0.0       0.0
SICK FAM         NO                                                 0.0
OVERTIME         240         0.0         0.0     0.0      0.0       0.0       0.0
COMP TIME        YES         0.0         0.0     0.0      0.0       0.0       0.0
ON CALL          NO          0.0         0.0     0.0      0.0       0.0       0.0
LWOP TIME                                                0.0       0.0
FAMLY/PER   NO                0.0                 0.0      0.0       0.0       0.0
DIS CREDIT                    0.0                 0.0      0.0       0.0       0.0

YTD LV ACC        CIVIL   EDUC   MILIT   WRK CMP   OTHER   SCH ASST   DISAB
YTD USED            .0     .0      .0        .0       .0        .0       .0
```

- **FAMLY/PER**
  The following are status indicators from the HPIUS screen:
  - ‘**Y**’ (Yes) indicates the employee participates in the VSDP and leave balances are displayed on this line across the screen
  - ‘**N**’ (No) indicates the employee does not participate in the VSDP

- **DIS CREDIT**
  - Displays the employee’s disability credit balances on this line across the screen only if the sick leave balance was converted to disability credits. It shows what was converted on the enrollment date, any usage, and the current balance.

- **YTD LV ACC/YTD USED**
  - Displays the employee’s YTD Used Balances for six leave accumulator fields and the new Short Term Disability (DISAB) leave accumulator.

New Leave Type Codes

Introduction

Nine new leave type transaction codes are available to initialize, adjust and enter usage of CIPPS leave for employees participating in the VSDP program. The new usage leave types for Family and Personal leave, Disability Credit leave and Short Term Disability leave enable

- Tracking by type of leave,
- reflecting balances on the CIPPS on-line balance screens, and
- displaying leave information on all reports.

New Codes

The following table shows the new leave type codes which are used to enter and maintain employee VSDP leave information.

Leave Type	Used For	Used To Enter
FP	Family & Personal Leave Usage	Activity or maintenance transactions for leave taken for the F&P leave usage category (SDP PART ind. must = "Y")
NF	Family & Personal Leave Load	Maintenance transactions to load and maintain the F&P leave balances for transfer records or new hires after 1/9 of each year
FL	Family & Personal Leave Lost	Maintenance transactions to adjust F&P leave lost amounts at calendar year-end
SL	Sick Leave Lost	Maintenance transactions to adjust sick leave lost amounts at the calendar year-end, as well as system generated transactions.
ND	Disability Credit Leave Load	Maintenance transactions to load the Disability Credit leave balances for transfer records
DC	Disability Credit Leave Usage	Activity or maintenance transactions for leave taken for the Disability Credit leave usage category
SD	Short Term Disability Leave Usage	Activity or maintenance transactions for leave taken for the Short Term Disability leave usage category (SDP RECIPIENT indicator must = "Y")
SS	System Generated Sick Leave Load	System Generated Sick Leave allocation at the beginning of the calendar year and maintenance during the year
FS	System Generated F&P Leave Load	System Generated F&P Leave allocation at the beginning of the calendar year and maintenance during the year

Key Dates For Conversion Of Existing Employees

Conversion Dates

Following are definitions of the dates in the Key Date Conversion Table:

Election Interval – Dates which the VSDP enrollment form is received by the agency HR office.

Conversion Keying Date – Dates which the VSDP indicators on the HPIUS screen must be entered after the enrollment form is received during the associated Election Interval. Note: These dates are intended to be the period during which leave is normally keyed under routine schedules for reporting on the stated check stub. The ending date is two (2) work days following the close of the pay period.

Coverage Date – Date the VSDP coverage is effective.

Last Date of Non-VSDP Usage – All leave used through this date must be entered by the end of the related Conversion Keying Date. Leave accruals for the related leave/pay period will post prior to conversion. Balance of leave used and accrued through this date establishes the disability or retirement service credit amount.

Leave Balance Reported Date The date for which VSDP leave balances will be displayed on check/earning notice stubs during the 1999 conversion period.

VSDP Key Dates During the 1999 Conversion Period

Election Interval	Conversion Keying Date	VSDP Coverage Date	Last Date of Non-VSDP Usage	Check Date	Leave Balance Reported Date
1/1/99-1/9/99	1/11/99-1/26/99	1/25/99	1/24/99	3/1/99	2/9/99
1/10/99-1/24/99	1/27/99-2/11/99	2/10/99	2/9/99	3/16/99	2/24/99
1/25/99-2/9/99	2/12/99-2/26/99	2/25/99	2/24/99	3/31/99	3/9/99
2/10/99-2/24/99	3/1/99-3/11/99	3/10/99	3/9/99	4/16/99	3/24/99
2/25/99-3/9/99	3/12/99-3/26/99	3/25/99	3/24/99	4/30/99	4/9/99
3/10/99-3/24/99	3/29/99-4/13/99	4/10/99	4/9/99	5/14/99	4/24/99
3/25/99-3/31/99	4/14/99-4/27/99	4/25/99	4/24/99	6/1/99	5/9/99

VSDP Conversion Report

Report TEMP

- A report listing each employee converted to the VSDP will be produced. This report is titled **EMPLOYEES CONVERTED TO SDP** and named **TEMP.**

- The report displays the employee number, employee name and the manner in which the employee's sick leave balance was converted.

- Following is an example of this report.

COMPANY 00151 REPORT TEMP
RUN ON
01/28/98
PAGE 1

EMPLOYEES CONVERTED TO SDP

EMPLOYEE NUMBER	EMPLOYEE NAME	
123-45-6789	A B COLLINS	VRS SERVICE CREDIT
987-65-4321	X Y ZOLARE	DISABILITY CREDIT

CIPPS Leave Chaining Modifications

Leave Chaining

- When a leave usage amount exceeds the employee's available leave balance for that specific leave type, CIPPS will automatically apply the excess hours to other types of leave categories in a pre-determined sequence. This is called "leave chaining".

- The types of leave and the order in which CIPPS charges the excess leave amount to other leave categories depend upon the original leave type entry. After all available leave balances have been used, CIPPS automatically puts the employee on Leave-Without-Pay (LWOP) and stops the annual and sick accruals for that specified period.

- When an employee is a VSDP Participant, the new VSDP leave types impact "leave chaining" as defined in the following sections.

DC Type Code

Disability Credit Taken

- Leave chaining does not apply with the DC type code.

- The DC leave transaction is rejected and reported on the Leave Accounting Balance Exceptions Report (U011)

Other Leave Type Codes

The following table displays the "first to last" order ("1 to 5") in which CIPPS charges the excess leave amount to other leave earned categories before changing the employee's status to Leave-Without-Pay (LWOP).

Type of Leave Earned Balance

Type of Leave Transaction	Compen-satory	F&P	On-Call	Annual	Overtime
FP-Family & Pers.	1	-	2	3	4
SP-Sick Personal	1	2	3	4	5
CT-Compensatory	-	1	2	3	4
OX-Overtime	1	2	3	4	-
NU-On-Call	1	2	-	3	4
SA-School Assist.	1	2	3	4	5

Review Questions

Section 8

1. After adding a new employee to payroll, overnight the SDP Participant indicator on *HPIUS* will default to a value of _____.

2. To allow entries of disability usage, the SDP _____ indicator must be changed to a value of _____.

3. What is the difference between the Adjusted Employment date and the SDP Emp DT? _____

4. The two valid values for the Convert to SDP prompt field are _____ which indicates the employee elected to have their sick leave balance converted to _____ and _____ which indicates their balance is to be converted to _____.

5. Three new activity leave codes that employees must use if participating in the VSDP are _____, _____, and _____.

6. To manually load balances for an employee who opts into the VSDP, the following maintenance transactions are entered:

Leave Code	Sign	
_____	____	To zero existing sick leave balance
_____	____	To load new sick leave allocation
_____	____	To load new family/personal allocation
_____	____	To load disability credits

ADDENDUM