

# Ending the Temporary Salary Reduction and TSR Leave



Washington State Department of  
**Enterprise Services**

# *How DES will End the salary reduction*

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- Update General Service Salary Schedule and Special Salary Schedules to 6/30/13 effective date.
- Automatically update indirectly valuated employees' basic pay
- Provide lists of directly valuated employees to agencies
- Run a program to increase directly valuated employees by 3 percent
- Validate the end date for the 3 percent restoration for overtime and leave buyouts



# *What agencies will need to do*

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- Review the lists of the directly valuated employees (WMS,EMS) and complete required actions
- Enter work schedule substitutions for salaried 24/7 employees since two rates of pay will exist for the June 16-30 pay period. (Enterprise Services will provide instructions for using PA71 to set up schedule substitutions for multiple employees)
- Gap 1 agencies reporting time at the summary level will need to break out hours worked on June 30, and include an entry where time exists



# *How DES will end TSR Leave*

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- Extend the general TSR leave end date to 8/31/13
- Run retro time evaluation and make redistribution for each employee
- Provide agencies a list of employees with errors from the redistribution process.
- On day 4 of payroll processing for the July 10 payroll, Enterprise Services will programmatically remove any hours over 16 from employee TSR leave balances
- Provide agencies with a list of employees with errors from TSR leave reduction process



# *What agencies will need to do*

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- Notify supervisors and employees that until the end date for TSR leave is extended, no future dated TSR Leave requests (dated after 6/30/13) can be entered in ESS Leave or HRMS
- After end date is extended, TSR leave can be requested and approved through ESS or HRMS for 7/1-8/31, 2013
- Determine a work plan for managing TSR leave requests until the system allows TSR entries for 6/30/2013 forward.
- Enter manual adjustments for TSR leave requests received after the TSR balance has been reduced to the 16 hours.



# Communications

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- Central information point on the state HR site for Payroll/HR professionals
- Additional communications will be crafted for state employees
  - Payday FYIs
  - Flyers that agencies can post or distribute to staff



*Thank you*

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**Questions?**

