HRMS LNI TIMELOSS
SICK-LEAVE BUYBACK INSTRUCTIONS

If the employee reimburses the agency for the amount of the applicable time loss payment by personal check or money order, and the employer and the employee also have an agreement to continue to make full retirement contributions on the member's regular compensation, the agency would need to complete the following steps.

1. Enter WT 1055 (adjustment to gross – not subject to retirement) in the amount of the time loss payment as a negative amount in IT0015 for the last day of the current pay period. This wage type is set up as subject to Federal W/H Tax, Social Security, and Medicare but not subject to retirement so that the W/H, Social Security and Medicare taxes will be reduced by the negative adjustment to gross amount in the current calendar year, BUT the retirement will still be based on the total gross (not reduced by the adjustment amount) for the pay period.

2. The agency will also need to enter an offsetting WT 3100 (agency reimbursement) deduction in the same amount as the WT1055 using a negative sign so that no money is actually taken from the employee. The agency would enter this offsetting deduction wage type in IT0015.

3. The agency would also need to change the hours entered previously entered in CAT2 as Absence Type 9062 (Sick Leave – On Time Loss) to Absence Type 9024 (Time Loss Injury Leave), which would restore the employee's leave balance. (Note: restored leave needs to be spread over throughout the period the original sick leave was taken. An example of that would be – if we restored 15 hours of sick leave for a 3 day period, then 5 hours for each day would be switched from the sick leave absence type to Absence Type 9024 in the CAT2 screen)

4. Since the retirement need to be taken on the employee's regular compensation, the agency would need to determine what portion, if any, still needs to be deducted from the employee. The agency would take any additional employee retirement contributions using WT 2989 for current year retirement deductions and WT 2987 for prior year retirement deductions. The agency would then need to journal voucher the employer share (from the employee cost distribution) and the employee portion (from GL5199) to DRS and enter any corrections on the transmittal via WBET for compensation, contributions, and hours as if the employee was never off work.