

Implementing Temporary Layoff in HRMS Q&A

Questions & Answers

Updated 5/26/2010

1. Is it necessary to change the Employee Subgroup in HRMS for salaried overtime exempt employees to hourly overtime eligible during the week of a temporary layoff?

While overtime exempt employees will become overtime eligible during the week of the temporary layoff, the overtime exempt Employee Subgroup does not need to be changed. The Employee Subgroup does not prohibit payment for overtime. Changing the Employee Subgroup in HRMS and then back again could cause unnecessary payroll errors.

2. Why are there new absence types for temporary layoff?

The new absence types allow an agency to determine the salary savings derived from the temporary layoff, and the absence type 9397 LWOP Temp Layoff is configured so the unpaid hours do not impact leave accruals and seniority.

3. What absence type do I use for the temporary layoff days as legislated in ESSB 6503?

Use absence type 9397 LWOP Temp Layoff.

4. If my agency has employees who voluntarily request to take leave without pay to reduce the impact of permanent layoffs, do I use the same absence type?

No, use absence type 9041 LWOP Vol to Reduce Layoff.

5. What absence type do I use for an employee with a full-time equivalent base salary of \$2500/month or less who requests vacation leave in lieu of the temporary layoff?

Use absence type 9398 Vac Lv Temp Layoff.

6. What absence type would I use for an employee with a full-time equivalent base salary of \$2500/month or less who is approved to use donated shared leave in lieu of the temporary layoff?

Use absence type 9399 Shared Lv Temp Layoff.

7. How can I identify and monitor the employees with a monthly full-time equivalent base salary of \$2500 or less?

On Payroll Day 2 of the temporary layoff period, run the Basic Pay Report: ZHR_RPTPAIT08, using a statewide variant available in July 2010 to identify the employees entitled to use annual or shared leave for the temporary layoff day. Employees entitled to use annual or shared leave for the temporary layoff may change each pay period due to periodic salary increases or appointment changes. The Salary Reclassification (PID) process runs immediately following each Day 1 so the salary for

any employees due a periodic increase is updated in the system on the morning of Day 2. Note: Additional information about the new statewide variant will be communicated when available.

8. Does DOP have a process for loading the 9397 LWOP Temp Layoff absence for the agencies?

DOP is researching alternate methods of entry including a load process for agencies with a large volume of employees. More information about this process will be available soon.

9. For Interface 1 agencies, will the three new temporary layoff absence types (9397, 9398, 9399) need to be passed to HRMS on the interface file?

Yes, the new absence types should be included in the interface file the same as normal absence types.

10. Is the agency responsible for putting in the correct hours for each absence type?

Yes, for the current methods of entering time using CATS or Interface 1, the agency will need to enter hours based on the employee's schedule.

11. Will HRMS automatically pull the hours from the work schedule on file for the day indicated as a temporary layoff day by the use of the one of the absence types?

No, HRMS will not automatically enter the hours based on the employee's work schedule.

12. Will HRMS check to see if the temporary layoff absences were entered for all employees?

No, this will be the responsibility of each agency due to all of the exemptions outlined in the legislation.

13. How do I determine which employees did/did not take the temporary layoff absence days?

Run the Flexible Employee Data Report ZHR_RPTPAN02 to get a list of all employees and compare this to the employees reported on the Wage Type Reporter PC00_M99_CWTR using the statewide variant available in July 2010 (see the question below on calculating the cost savings for the temporary layoff days).

14. Is there a report we can run to ensure we have entered the temporary layoff absence types for all affected employees prior to payroll processing?

Yes. You can run the PT64 Absence data Overview transaction for the temporary layoff absence types to get a list of the employees entered as well as the absence type and hours. Use this report to compare to your list of all employees. If you would like to see hours and dollars, you can run the Wage Type Reporter after payroll has been calculated for employees.

15. How will I track and calculate the cost savings for the temporary layoff days?

For all employees in your agency: Run the Wage Type Reporter PC00_M99_CWTR report using a statewide variant available in July 2010 for your Personnel Area to determine the salary cost savings (does not include employer costs).

Note: Agencies will have to manually calculate the employer share of the cost savings. Additional information about the new statewide variant will be communicated when available.

16. Will the new temporary layoff absence types affect the determination of part-time hours for seniority purposes?

The temporary layoff absences should not affect an employee's seniority. ISD will change the Wage Type Reporter PC00_M99_CWTR statewide variants titled "SWV HRS PT 1" and "SWV HRS PT2" to include the new absence/wage types in the part-time hours that should be included in seniority. This change will be completed prior to July 1, 2010.

17. Can an employee change or delimit a deduction to lessen their financial impact of the temporary layoff days?

It would depend on the type of deduction the employee wants to change or delimit. Mandatory deductions cannot be changed. Percentage based deductions will be reduced automatically based on the reduction in pay. Employees should work with their payroll office or the appropriate vendor for deduction changes.

18. Will FTEs be impacted?

Yes. FTEs are calculated based on hours worked over hours available so the reduction will affect the FTEs recorded in AFRS.

19. Will the earning statements show the hours and the compensation that would have been paid for the temporary layoff days as cumulative totals?

Yes, the hours, current period amount and YTD amount for absence type 9397 LWOP Temp Layoff will be reflected on the earnings statement with the wage type 1304. However, it is not reflected in the total earnings for the period since it is leave without pay.

20. Two temporary layoff days (August 6, 2010 and September 7, 2010) fall on payroll distribution days. Will payroll warrants be available for distribution?

Staff from the Office of the State Treasurer (OST), the Department of Information Services (DIS), and the Department of Personnel, Information Services Division (DOP/ISD) will be available to distribute payroll as normal. Each agency needs to determine when and how they will pick up and mail the warrants.

21. How would we change the leave without pay hours entered for the Temporary Layoff after they have been entered?

If the Temporary Layoff absence type and hours were entered through CATS or Interface 1, access the employee to be changed in CATS, change the hours previously

entered, and save the entry. Run ZCAT6 to transfer the change.

If the Temporary Layoff absence type and hours were entered through the PA71 Quick Entry Process, access PA2001 for the employee. Select the pencil icon, change the hours previously entered, and save the entry.

22. Who do we contact if we have an HRMS question about temporary layoff that has not been addressed?

Contact the DOP Service Center at 360-664-6400 or servicecenter@dop.wa.gov.