

**Worker's Compensation Time Loss Payments**

- Purpose** Use this procedure to recover time loss payments when an employee is receiving workers compensation time loss (L&I) payments and a Collective Bargaining Agreement (CBA), a rule or an agency policy requires recovery of time loss payments if an employee receives both sick leave and time loss payments during the recovery period.
- Trigger** Perform this procedure when an employee is receiving workers compensation time loss (L&I) payments and is using Sick Leave while on the leave of absence if recovery is required by a Collective Bargaining Agreement (CBA), a rule or an agency policy.
- Prerequisites** The employee is receiving workers compensation time loss (L&I) payments and the employee is using Sick Leave while on the leave of absence if recovery is required by a Collective Bargaining Agreement (CBA), a rule or an agency policy.
- End User Roles** In order to perform this transaction you must be assigned the following role:  
 Payroll Analyst  
 Payroll Processor  
 Payroll Supervisor

Change History	
Date	Change Description
9/7/06	Chylynn Hansel – Draft
10/31/06	Lesa Terry – Final Edits
8/7/09	Patty Peterson – Additional notes added on step 46
7/23/10	<b>Helpful hints</b> updated to include information on recovery of Sick leave

**Menu Path** Human Resources > Human Resources > Personnel Management > Administration > HR Master Data > Personnel Actions

**Transaction Code** PA30

<b>Helpful Hints</b>	<p>If the employee is on Leave Without Pay and receiving Worker's Comp Time Loss payments, the employee keeps L&amp;I Worker's Comp Time Loss payment check and the agency would not do anything in HRMS.</p> <p>If the employee is receiving Worker's Comp Time Loss payments and they are <b>using Annual leave, Sick Leave, Comp time, Exchange time or Holiday</b> while on leave, the employee keeps the check from L&amp;I for time loss payment and the agency would not do anything except enter the Annual leave, Sick Leave, comp time, exchange time or</p>
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	<p>holiday into CATS for the appropriate pay period. The employee is entitled to receive payment for both time loss and the leave as stated above.</p> <p>However, if recovery is required for the sick leave by a Collective Bargaining Agreement (CBA), a rule or an agency policy, this procedure should be used.</p>
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

1. Start the transaction using the above menu path or transaction code **PA30**.
2. If the employee is receiving Worker's Comp Time Loss payments and they are using Sick leave while on the leave of absence, the agency must recover the time loss payment if required by Collective Bargaining Agreement (CBA), a rule or an agency policy using one of the following methods as selected by the employee:

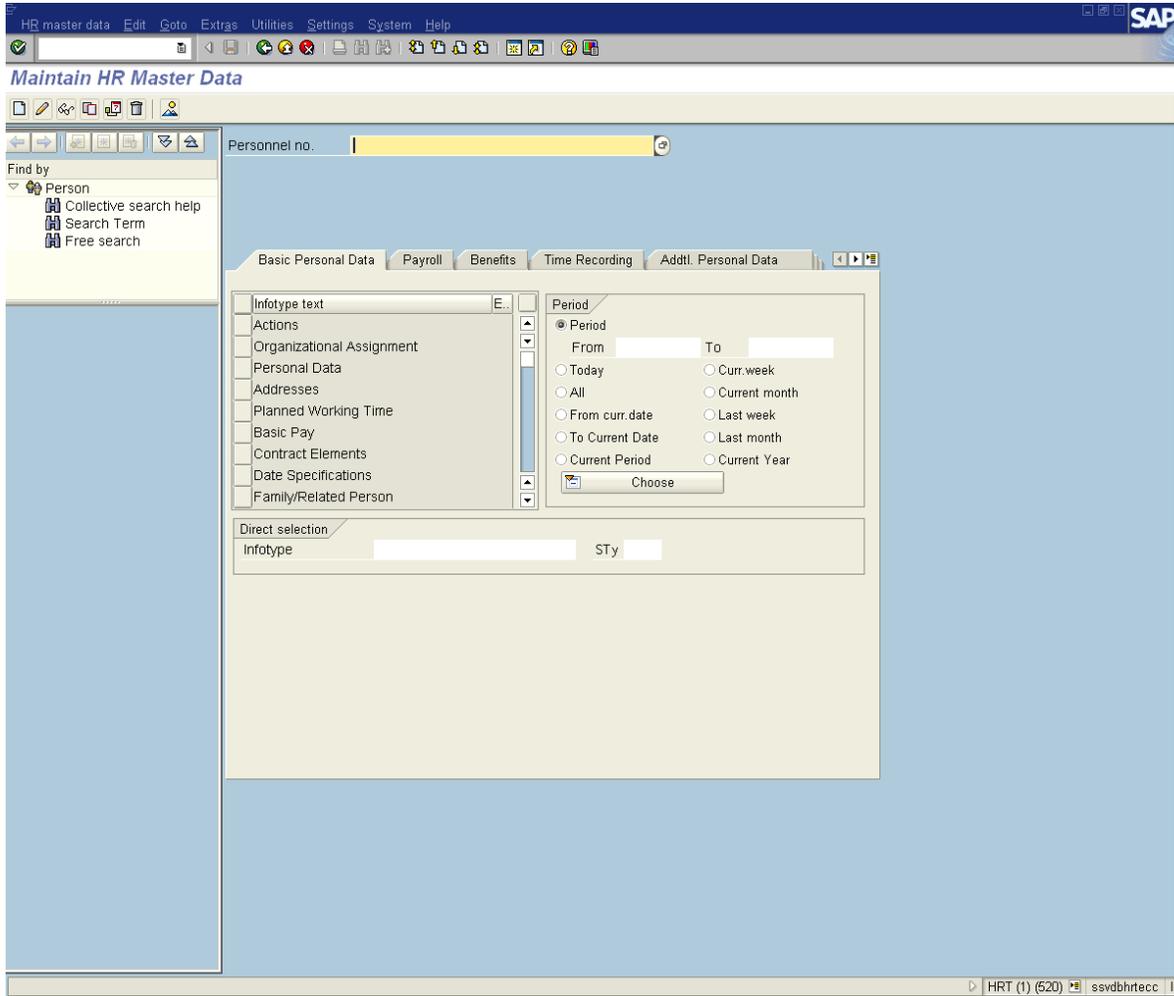
If	Perform
The employee keeps the time loss payment but has a comparable salary reduction equal to the dollar value of the Sick leave. In addition the employer and the employee also have an agreement to continue to make full Retirement contributions on the member's regular compensation.	Steps 3-11
If the employee reimburses the agency for the amount of the applicable time loss payment, and the employer and the employee also have an agreement to continue to make full Retirement contributions on the member's regular compensation.	Steps 12-28
The employee keeps the time loss payment but has a comparable salary reduction equal to the dollar value of the Sick leave. The employee elects to have full service credit for the duration of the claim and the agency chooses not to assume liability for the employee contribution or the employee elects not to have full service credit for the duration of the claim. Therefore, the Retirement should be calculated on the regular gross minus the repayment amount.	Steps 29-37
If the employee reimburses the agency for the amount of the applicable time loss payment and the employee elects to have full service credit for the duration of the claim and the agency chooses not to assume liability for the employee contribution or the employee elects not to have full service credit for the duration of the claim. Therefore, the Retirement should be calculated on the regular gross minus the repayment amount.	Steps 38-50

- 3.



If the employee keeps the time loss payment but has a comparable salary reduction equal to the dollar value of the Sick leave. In addition the employer and the employee also have an agreement to continue to make full Retirement contributions on the member's regular compensation. Follow the steps below:

4.



5. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number.  <b>Example: 5592</b>

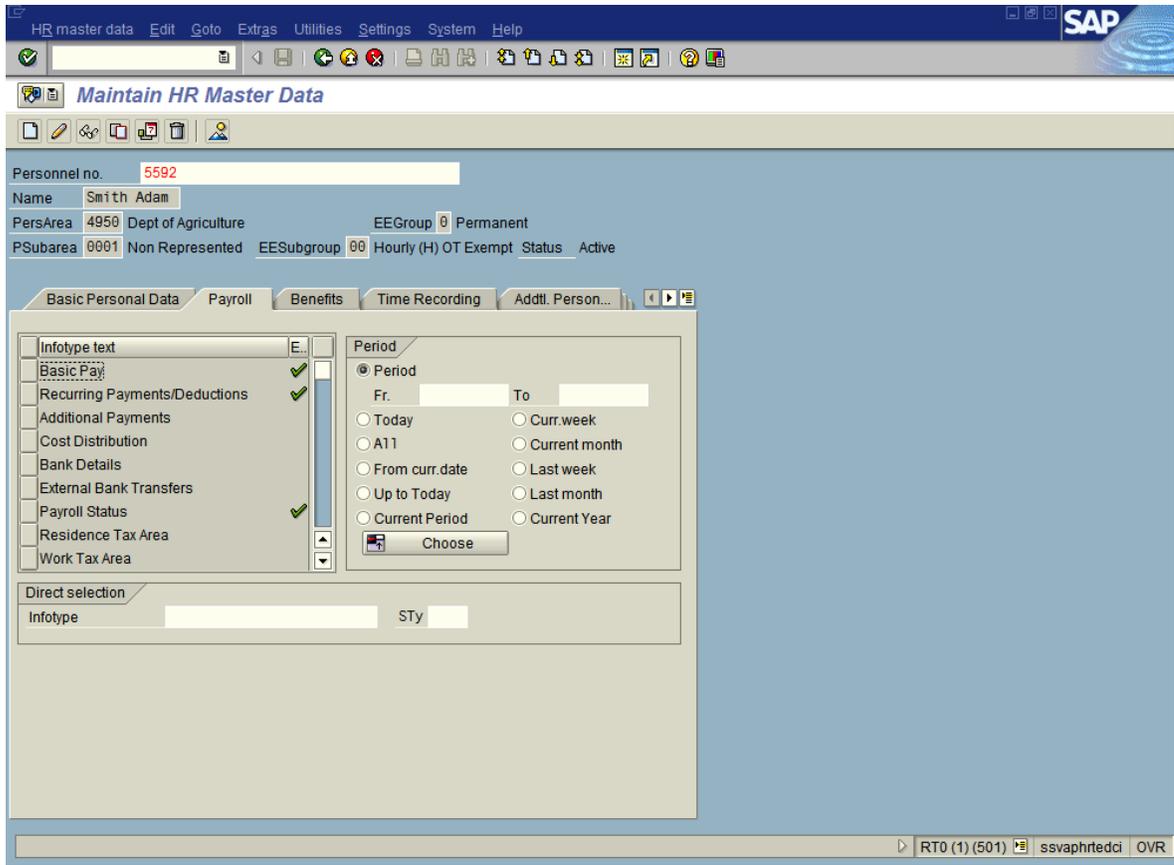
6.

Click  (Enter) to validate the information

7.

Click the  **Payroll** tab.

8.



9. Click the gray box to the left of  Additional Payments

10. Click  (Create) to create a new record.

11.

The screenshot shows the SAP 'Create Additional Payments (0015)' interface. At the top, the menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. Below the menu bar, the title 'Create Additional Payments (0015)' is displayed. The main area contains a form with the following fields:

- Personnel No.: 5592
- Name: Smith Adam
- PersArea: 4950
- Dept of Agriculture
- EEGroup: 0
- Permanent
- PSubarea: 0001
- Non Represented
- EESubgroup: 00
- Hourly (H) OT Exempt
- Status: Active

The 'Additional Payments' section is highlighted and contains the following fields:

- Wage type: [dropdown menu]
- Amount: [text input] USD
- Number/unit: [text input]
- Date of origin: 06/30/2005
- Default Date: [text input]
- Assignment number: [text input]
- Reason for Change: [text input]

At the bottom right of the form, there is a status bar showing 'RT0 (1) (501)' and 'ssvaphrtedci OVR'.

12. Complete the following fields:

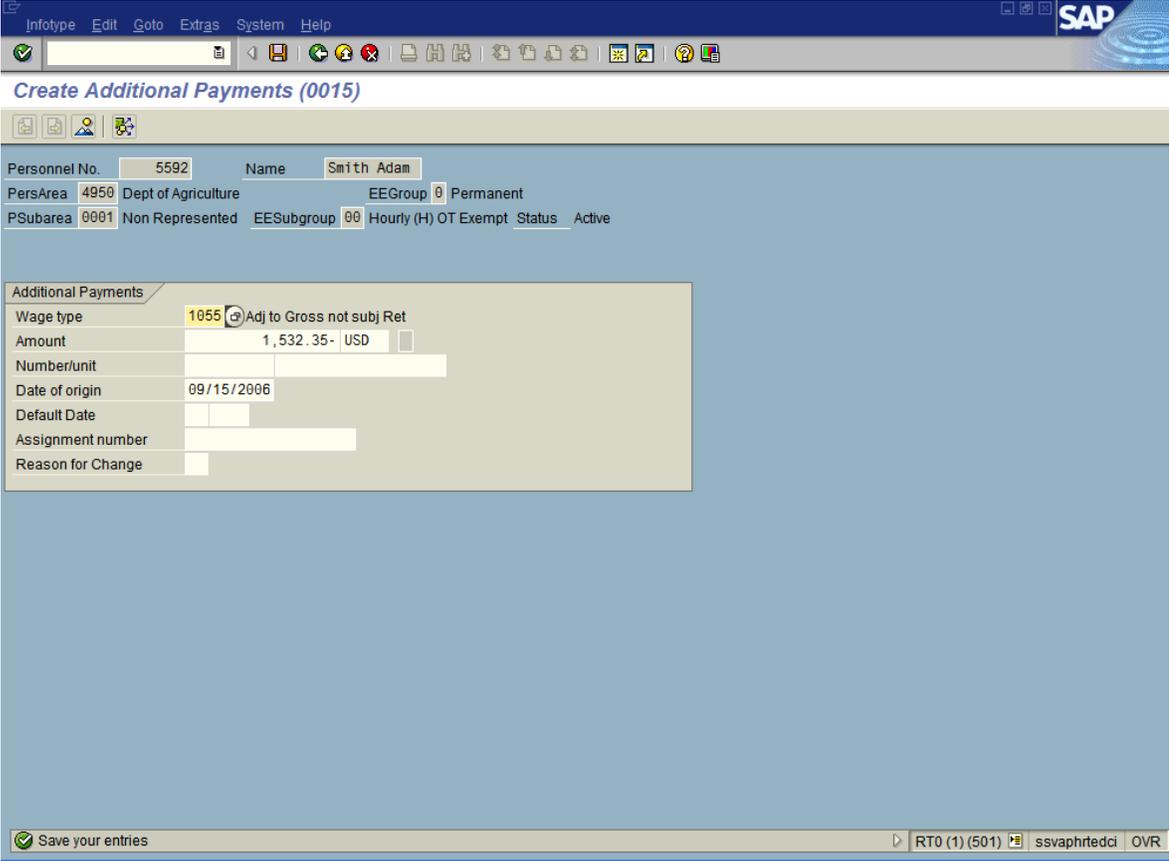
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. Example: 1055
Amount	R	The time loss payment. Enter as a negative amount. Example: 1532.35-
Date of origin	R	The last day of the current payroll processing period. Example: 9/15/2006

13.



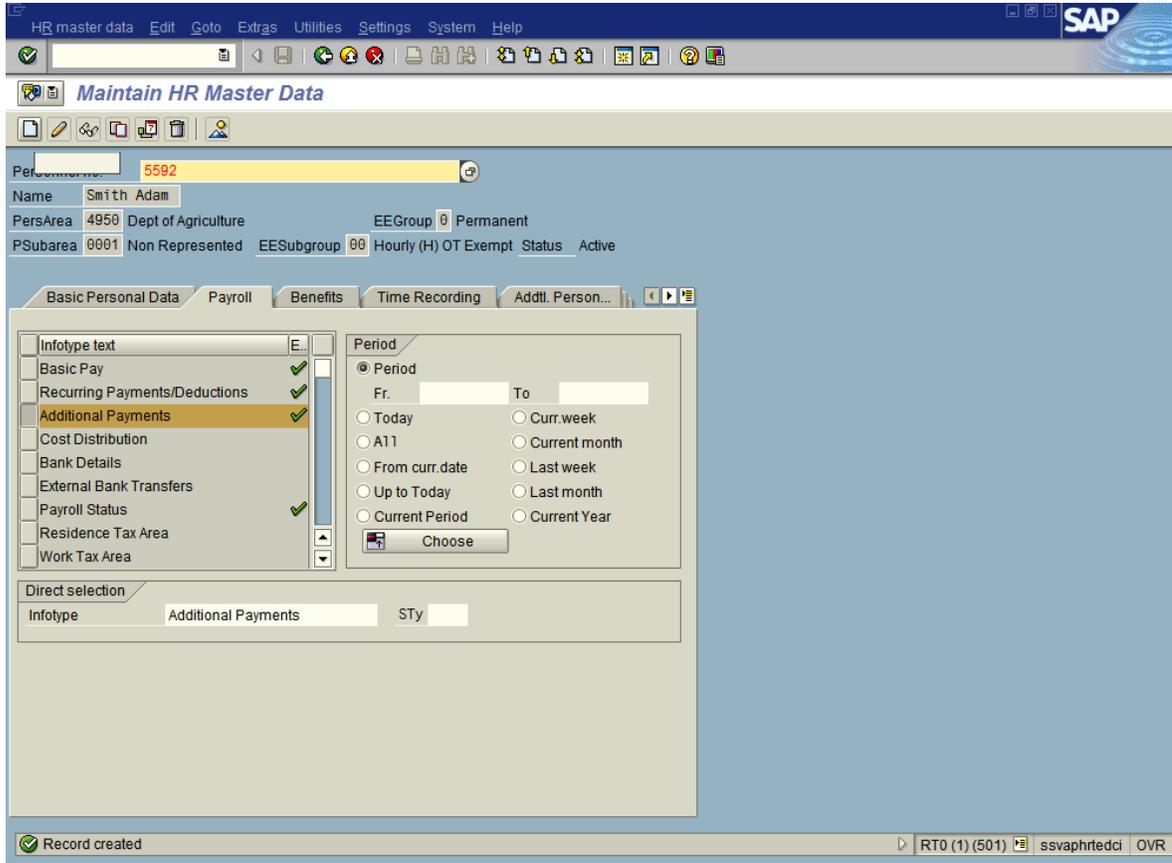
Enter the Adjustment to Gross – Not Subject to Retirement WT (1055) in the amount of the time loss payment as a negative amount in IT0015. This wage type is set up as subject to Federal Withholding Tax, Social Security, and Medicare but not subject to Retirement so that the Withholding, Social Security and Medicare taxes will be reduced by the negative Adjustment to Gross amount BUT the Retirement will still be based on the total gross (not reduced by the adjustment amount) for the pay period

14. Click  (Enter) to validate the information.

15. The screenshot shows the SAP 'Create Additional Payments (0015)' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays the following information:  
Personnel No. 5592 Name Smith Adam  
PersArea 4950 Dept of Agriculture EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active  
Below this is a section titled 'Additional Payments' with the following fields:  
Wage type 1055 Adj to Gross not subj Ret  
Amount 1,532.35- USD  
Number/unit  
Date of origin 09/15/2006  
Default Date  
Assignment number  
Reason for Change  
At the bottom of the screen, there is a status bar with 'Save your entries' on the left and 'RT0 (1) (501) ssvaphrtedci OVR' on the right.

16. Click  (Save) to save.

17.



18. Click  (Create) to create a new record.

19.



You would also need to enter an offsetting 3100 Agency Reimbursement deduction wage type in the amount of the reimbursement from the employee (entered with a negative sign) so that no additional money is actually taken from the employee. The agency would enter this offsetting deduction wage type in **Additional Payments (0015)**.

20. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage Type	R	The type of payment or deduction. <b>Example:</b> 3100
Amount	R	The time loss payment. Enter as a negative amount. <b>Example:</b> 1532.35-

Date of origin	R	The last day of the current payroll processing period. <b>Example:</b> 9/15/2006
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21.

Click  (Enter) to validate the information.

22.

23.

Click  (Save) to save.

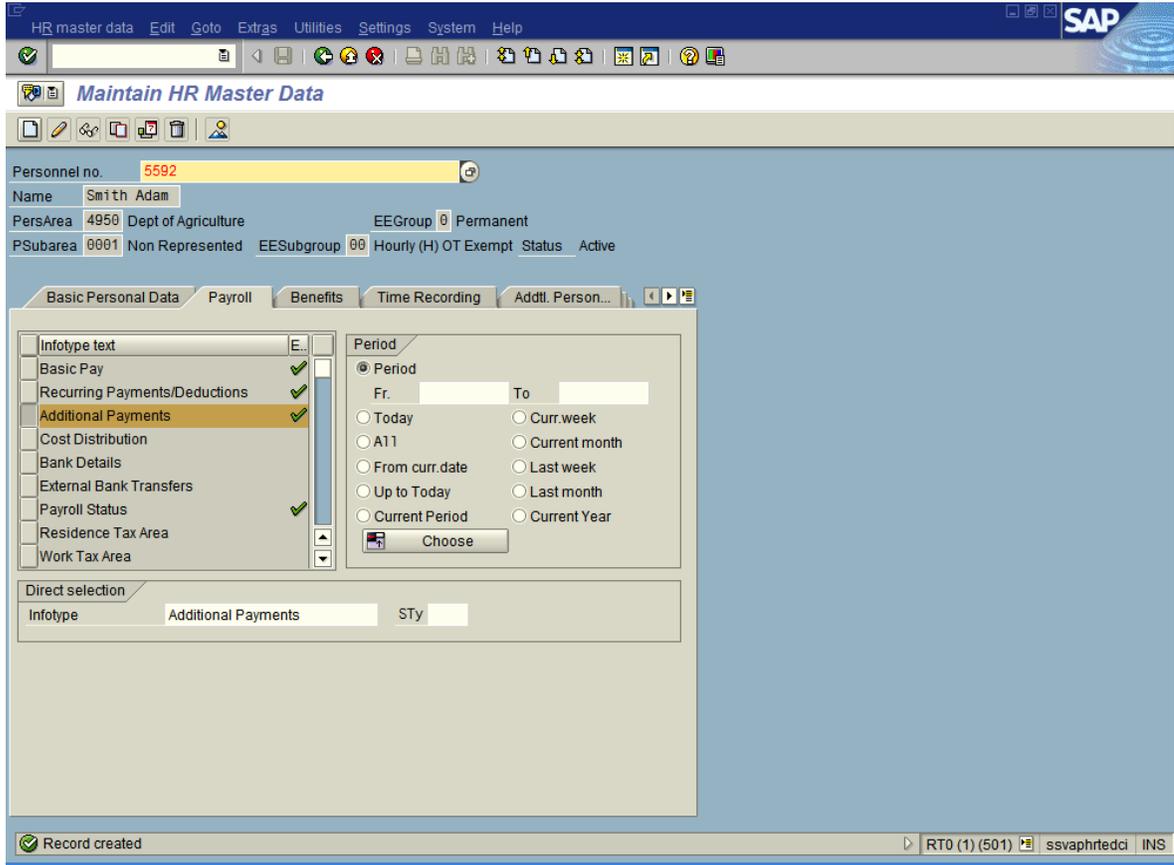
24.



Since the Retirement needs to be taken on the employee's regular compensation **and the employee may have had LWOP during this period**, the agency would need to determine what portion, if any, still needs to be deducted from the employee. The agency would take the additional employee Retirement contribution using wage type 2989 Deduction for Arrears deduction. The agency would need to complete a journal voucher for the employer share and the employee share from payroll revolving account 035 GL5199 and transfer the funds to DRS. The agency would then need to enter a correction to the transmittal via WBET correcting the compensation, contributions, and hours as if the employee

was never off work.

25.



26. Click  (Create) to create a new record.

27. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. <b>Example:</b> 2989
Amount	R	The amount of the retirement contribution. <b>Example:</b> 78.05
Date of origin	R	The last day of the current payroll processing period. <b>Example:</b> 9/15/2006

28. Click  (Enter) to validate the information.

29.

The screenshot shows the SAP 'Create Additional Payments (0015)' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays employee information: Personnel No. 5592, Name Smith Adam, PersArea 4950, Dept of Agriculture, EEGroup 0 Permanent, PSubarea 0001, Non Represented, EESubgroup 00, Hourly (H) OT Exempt, Status Active. Below this is a table titled 'Additional Payments' with the following data:

Wage type	Amount	Unit	Date of origin	Default Date	Assignment number	Reason for Change
2989 Arrears to treas W/H Def	78.05	USD	09/15/2006			

At the bottom of the screen, there is a 'Save your entries' button and a taskbar with various application icons.

30.

Click  (Save) to save.

31.

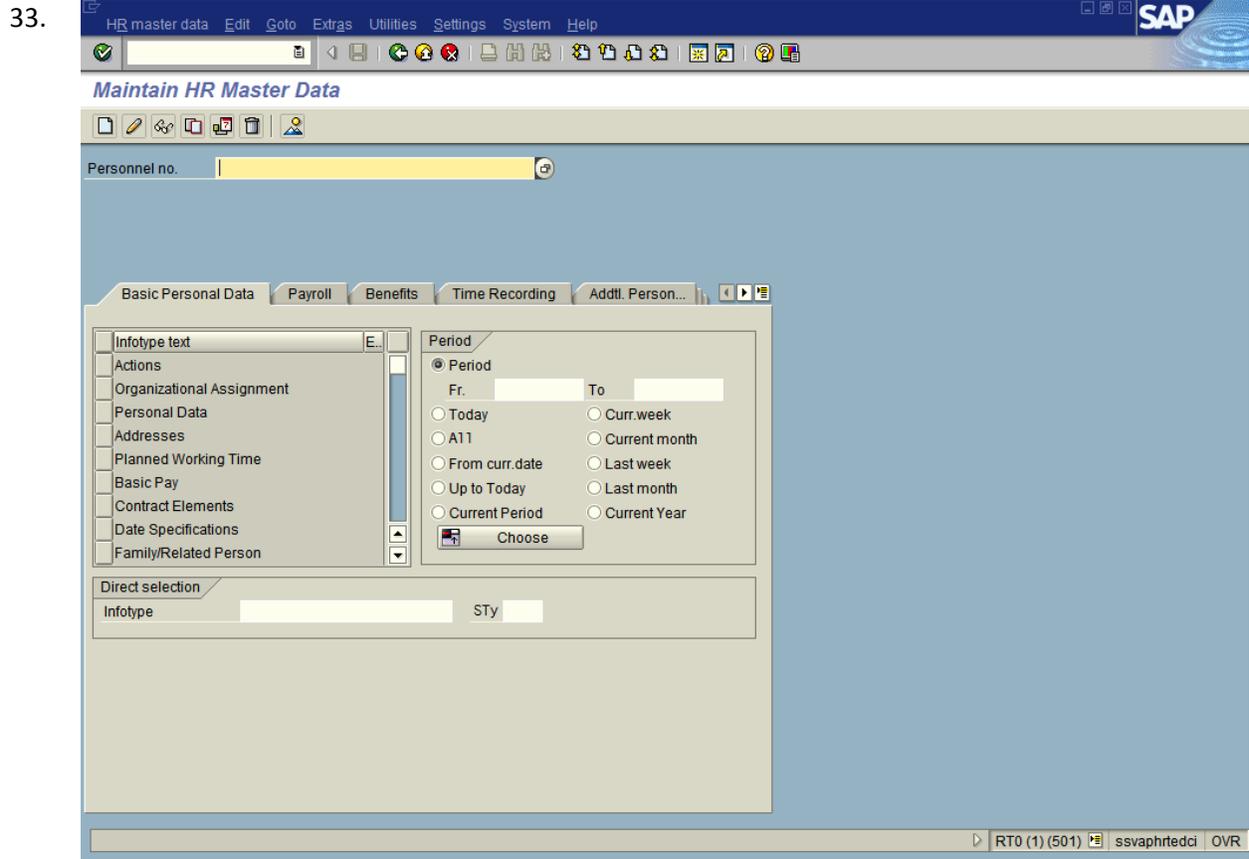
Notify the **Time and Attendance Processor** to change the hours being bought back that were previously entered as Sick leave (Absence Type 9048 – Sick Leave or 9062 – Sick Leave – On Time Loss) to Absence Type 9024 – Time Loss Injury Leave which should automatically restore the employee's leave balance for those hours being bought back. (Please note: This procedure does not attempt to explain how to calculate the number of Sick leave hours to be bought back – this procedure is only to explain how to enter this in HRMS. Also, note that since both of these absence wage types are not subject to Medical Aid, there will not be any payroll impact from this change.) The agency would change what was previously entered in CATS for that time period.

32.



If the employee keeps the time loss payment but has a comparable salary reduction equal to the dollar value of the Sick leave. The employee elects to have full service credit for the duration of the claim and the agency chooses not to assume liability for the employee contribution or the employee elects not to have

full service credit for the duration of the claim. Therefore, the Retirement should be calculated on the regular gross minus the repayment amount. Follow the steps below:



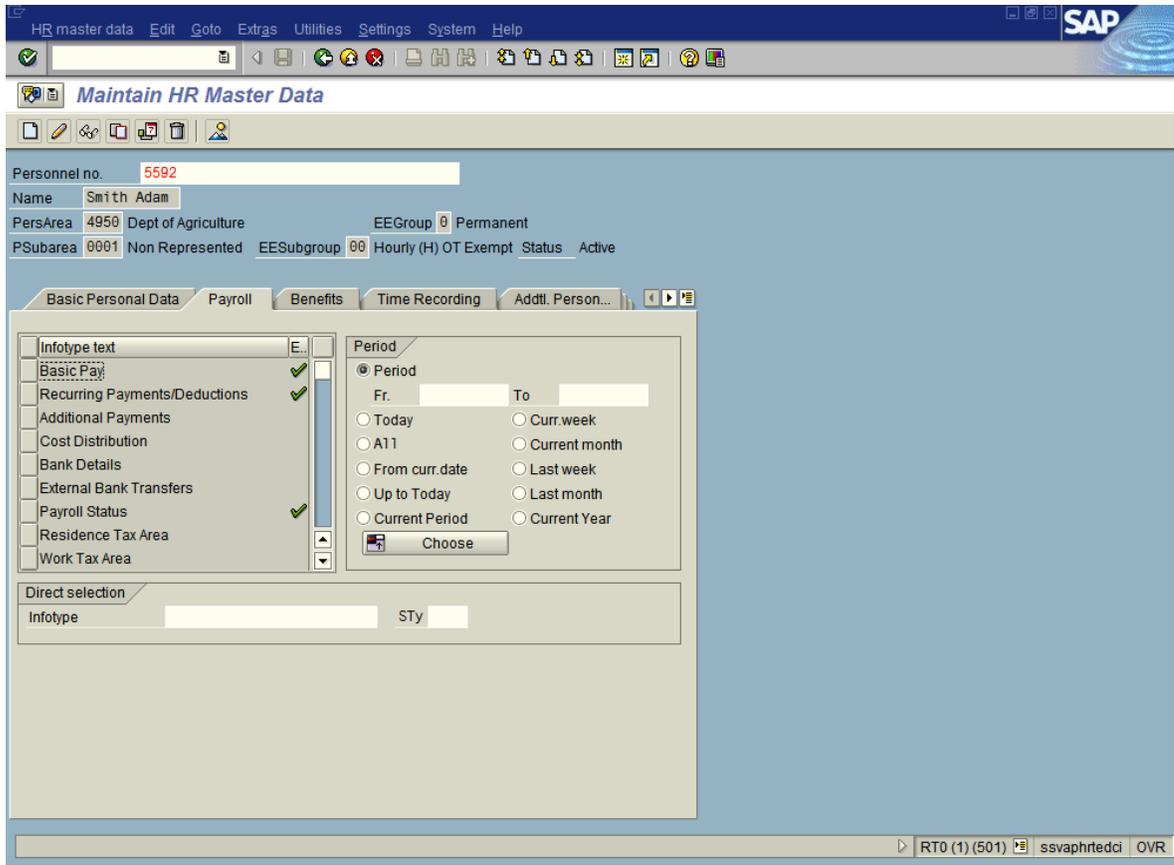
34. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 5592

35. Click  (Enter) to validate the information.

36. Click the  tab.

37.



38. Click the gray box to the left of  to select.
39. Click  (Create) to create a new record.

40.

**Create Additional Payments (0015)**

Personnel No. 5592 Name Smith Adam  
 PersArea 4950 Dept of Agriculture EEGroup 0 Permanent  
 PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

**Additional Payments**

Wage type  
 Amount USD  
 Number/unit  
 Date of origin 06/30/2005  
 Default Date  
 Assignment number  
 Reason for Change

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41. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. <b>Example:</b> 1056
Amount	R	The time loss payment. Enter as a negative amount. <b>Example:</b> 1256.32-
Date of origin	R	The last day of the current payroll processing period. <b>Example:</b> 9/15/2006

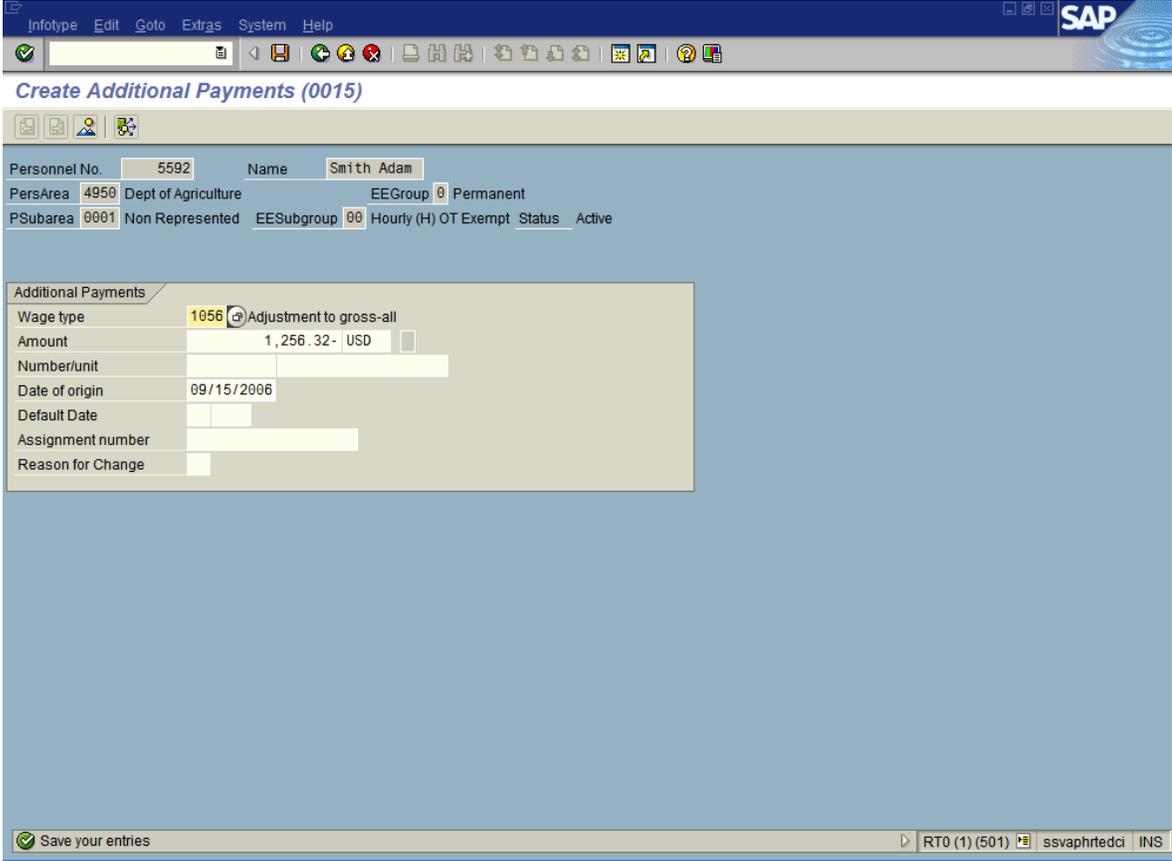
42.



Enter the Adjustment to Gross – Subject to Retirement WT (1056) in the amount of the time loss payment as a negative amount in IT0015. This wage type is set up as subject to Federal Withholding Tax, Social Security, Medicare, and is also subject to Retirement so that the Withholding, Social Security, Medicare taxes,

and Retirement will be reduced by the negative Adjustment to Gross amount.

43. Click  (Enter) to validate the information.

44. 

45. Click  (Save) to save

46. Notify the **Time and Attendance Processor** to change the hours being bought back that were previously entered as Sick leave (Absence Type 9048 – Sick Leave or 9062 – Sick Leave – On Time Loss) to Absence Type 9024 – Time Loss Injury Leave which should automatically restore the employee's leave balance for those hours being bought back. (Please note: This procedure does not attempt to explain how to calculate the number of Sick leave hours to be bought back – this procedure is only to explain how to enter this in the new HRMS. Also, note that since both of these absence wage types are not subject to Medical Aid, there will not be any payroll impact from this change.) The agency would change what was previously entered in CATS for that time period.

The agency should calculate the amount of sick leave to return by using the sample calculation worksheet that OFM provides and change the appropriate hours entered in CATS for that time period.

47.



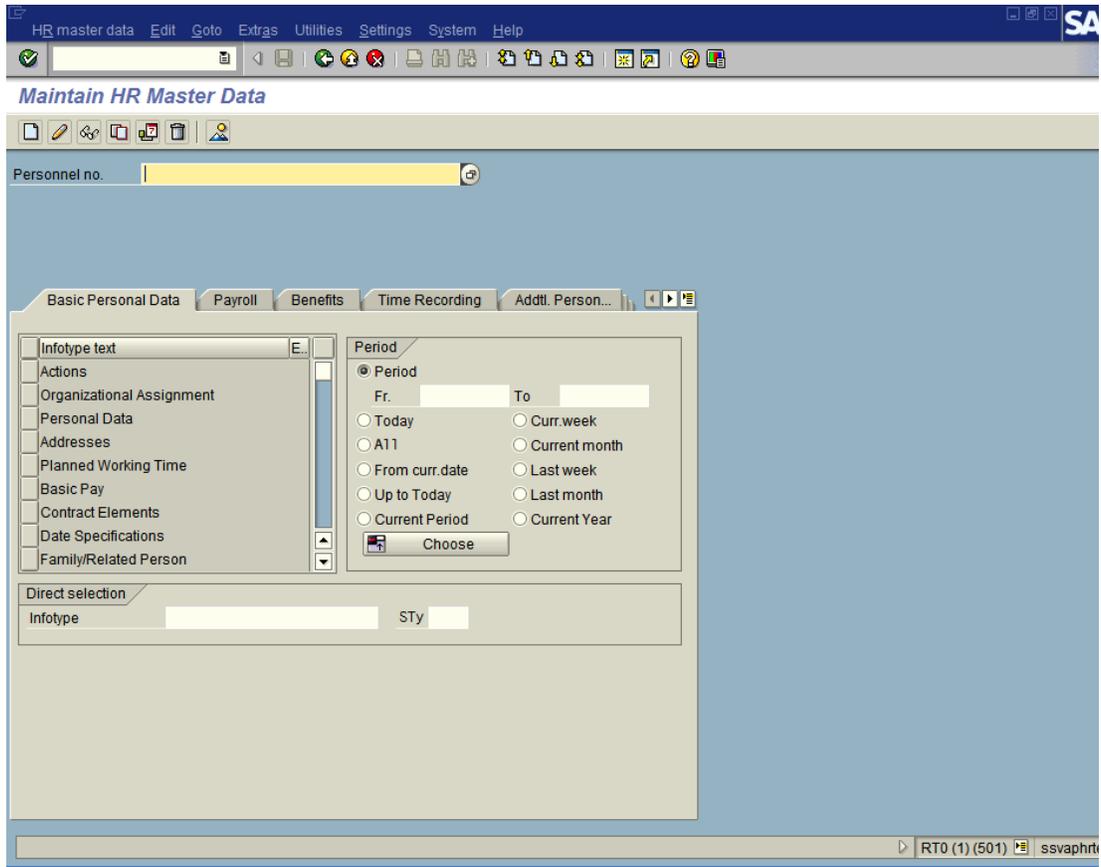
The employee has the option to purchase lost service credits due to the disability at the end of the disability period. DRS will invoice the agency for the employer contributions, plus interest, upon receipt of payment for service credits.

48.



If the employee reimburses the agency for the amount of the applicable time loss payment and the employee elects to have full service credit for the duration of the claim and the agency chooses not to assume liability for the employee contribution or the employee elects not to have full service credit for the duration of the claim. Therefore, the Retirement should be calculated on the regular gross minus the repayment amount. Follow the steps below:

49.



50. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 5592

51.

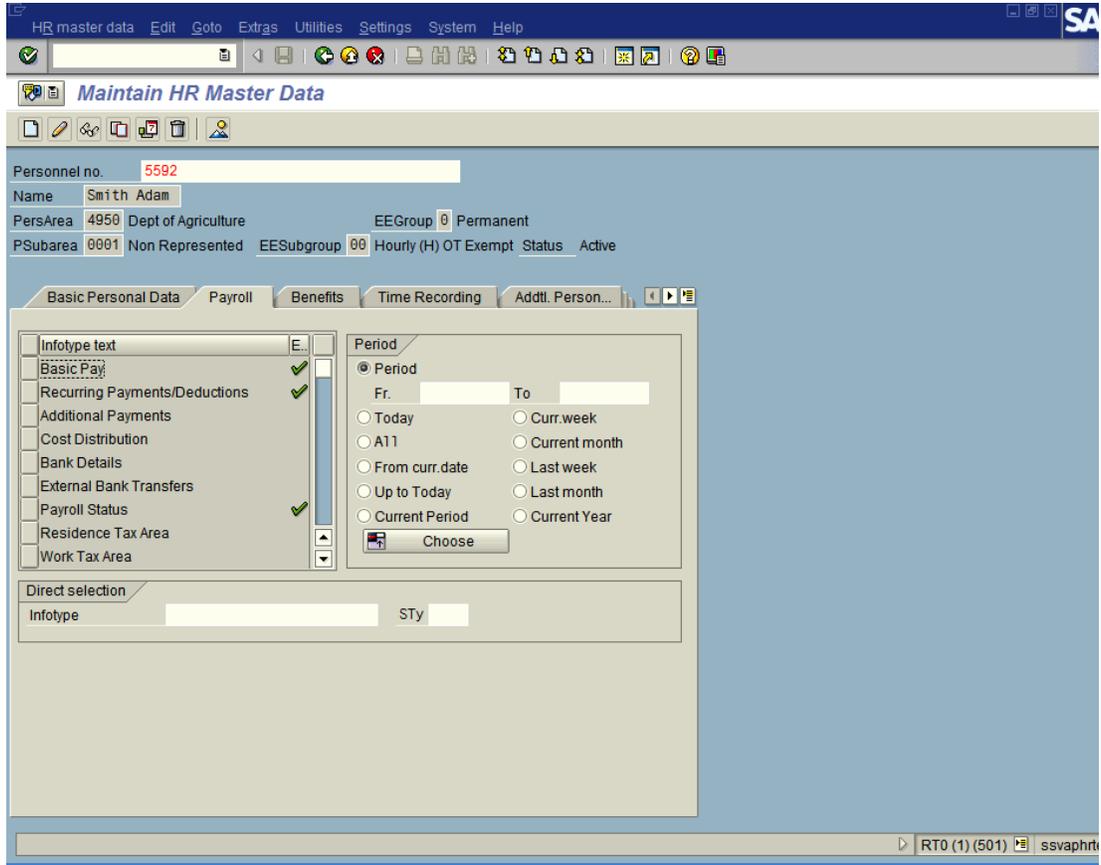
Click  (Enter) to validate the information.

52.

Click the  tab.

53.

Title: Worker's Compensation Time Loss Payments (PA30)



54. Click the gray box to the left of  **Additional Payments**   to select.
55. Click  (Create) to create a new record.

56.

**Create Additional Payments (0015)**

Personnel No. 5592 Name Smith Adam  
 PersArea 4950 Dept of Agriculture EEGroup 0 Permanent  
 PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

**Additional Payments**

Wage type    
 Amount  USD   
 Number/unit   
 Date of origin 06/30/2005  
 Default Date   
 Assignment number   
 Reason for Change

RT0 (1) (501) ssvaphrtedci OVR

57. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. <b>Example:</b> 1056
Amount	R	The time loss payment. Enter as a negative amount. <b>Example:</b> 1256.32-
Date of origin	R	The last day of the current payroll processing period. <b>Example:</b> 9/15/2006

58.

Click  (Enter) to validate the information.

59.

Personnel No. 5592 Name Smith Adam

PersArea 4950 Dept of Agriculture EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Additional Payments	
Wage type	1056 Adjustment to gross-all
Amount	1,256.32 USD
Number/unit	[redacted]
Date of origin	09/15/2006
Default Date	[redacted]
Assignment number	[redacted]
Reason for Change	[redacted]

Save your entries RT0 (1) (501) ssvaphrtedci INS

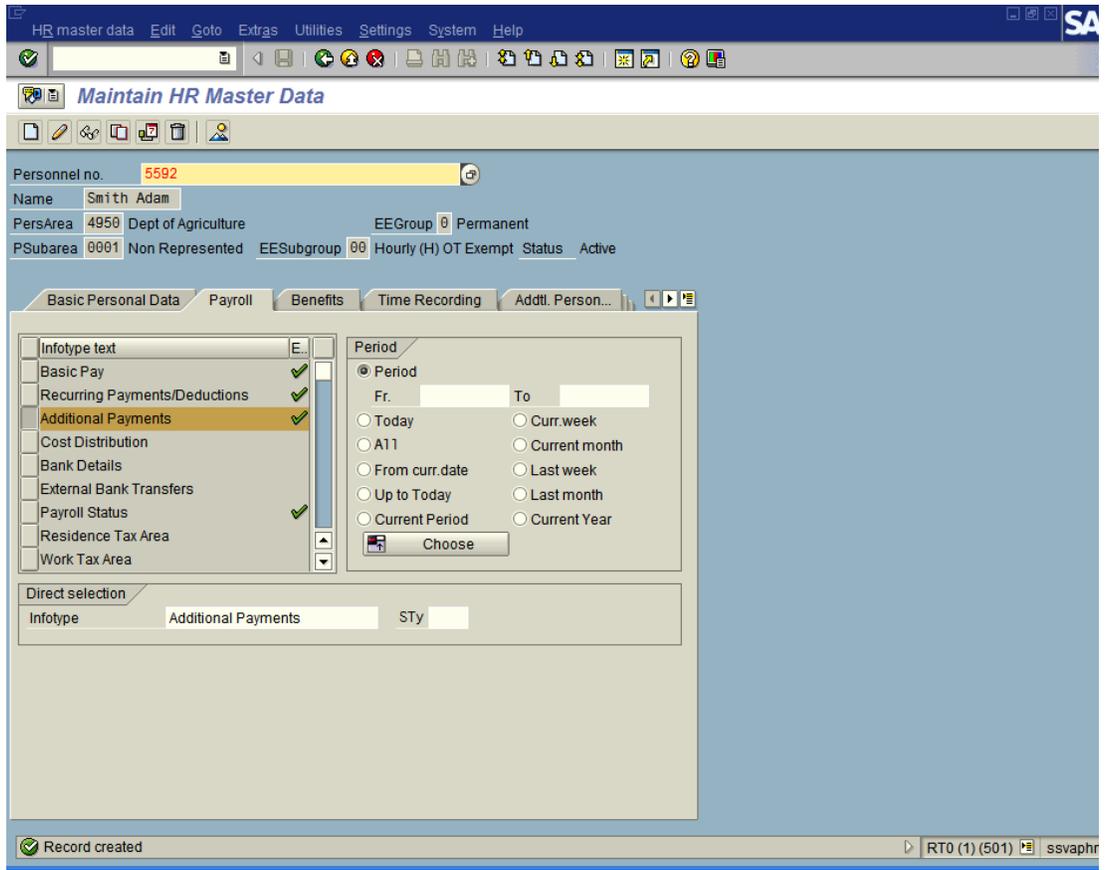
60. Click  (Save) to save.

61.



The agency would also need to enter an offsetting 3100 Agency Reimbursement deduction wage type in the amount of the reimbursement from the employee (entered with a negative sign) so that no additional money is actually taken from the employee. The agency would enter this offsetting deduction wage type in IT0015.

62.



63.

Click  (Create) to create a new record.

64.

65. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage type	R	The type of payment or deduction. <b>Example:</b> 3100
Amount	R	The time loss payment. Enter as a negative amount. <b>Example:</b> 1256.32-
Date of origin	R	The last day of the current payroll processing period. <b>Example:</b> 9/15/2006

66.

Click  (Enter) to validate the information.

67.

The screenshot shows the SAP 'Create Additional Payments (0015)' interface. At the top, the menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar reads 'Create Additional Payments (0015)'. Below the title bar, there are several icons for navigation and actions. The main data area contains the following information:

- Personnel No.: 5592
- Name: Smith Adam
- PersArea: 4950
- Dept of Agriculture
- EEGroup: 0
- Permanent
- PSubarea: 0001
- Non Represented
- EESubgroup: 00
- Hourly (H) OT Exempt
- Status: Active

Below this information is a section titled 'Additional Payments' with the following fields:

- Wage type: 3100 Agency Reimbursement
- Amount: A 1,256.32- USD
- Number/unit: [Empty]
- Date of origin: 09/15/2006
- Default Date: [Empty]
- Assignment number: [Empty]
- Reason for Change: [Empty]

At the bottom of the screen, there is a 'Save your entries' button and a status bar showing 'RT0 (1) (501)' and 'ssvaphrtedci INS'.

68.

Click  (Save) to save.

69.

Notify the **Time and Attendance Processor** to change the hours being bought back that were previously entered as Sick leave (Absence Type 9048 – Sick Leave or 9062 – Sick Leave – On Time Loss) to Absence Type 9024 – Time Loss Injury Leave which should automatically restore the employee’s leave balance for those hours being bought back. (Please note: This procedure does not attempt to explain how to calculate the number of Sick leave hours to be bought back – this procedure is only to explain how to enter this in HRMS. Also, note that since both of these absence wage types are not subject to Medical Aid, there will not be any payroll impact from this change.) The agency would change what was previously entered in CATS for that time period.

70.



The employee has the option of to purchase lost service credits due to the disability at the end of the disability period. DRS will invoice the agency for the employer contributions, plus interest, upon receipt of payment for service credits.

<b>Results</b>
You have recovered time loss payments when an employee has received workers compensation time loss (L&I) payments and the employee has used Sick Leave while on the leave of absence.
<b>Comments</b>
None.