



People First!

System Enhancement: Holiday, LWOP, Workers Compensation

July 31, 2006

ID Number: SE 3

Suggested Audience:

Agency Personnel Officers

Overview:

- This assignment corrects the current deficiencies in the workers compensation LWOP process for the Timesheet Reporting and for calculation of CJIP Days Worked.

Additional Timesheet Changes due to Workers Compensation LWOP:

- If hours type 0060 is present on the timesheet on the scheduled workday the day before the holiday, regardless of the hours recorded on that day under that hours type and other hours types, then the timesheet should only allow the employee to save hours on the holiday, under the holiday hours type (1005) equal to 1/3 of the greater of the employee's scheduled hours for that day and the employee's normal holiday credit (rounded to the nearest quarter hour).
- If the holiday falls on the employee's scheduled work day, the other hours on the holiday should be accounted for as hours type 0060; however, the employees will also be able to record hours type 1000, 1002, 1004, 1015 (if eligible), 1016 (if eligible), 1017 (if eligible) and/or 1018 (if eligible) and LWOP hours types (basically the only thing they can't record is compensable leave, for example, Annual, Sick, Administrative, etc) on the holiday.
- If the holiday falls on the employee's scheduled day off, the employee will only be able to record 1/3 of his/her normal holiday credit, as the employee is in a workers compensation LWOP status. No other hours should be recorded on the holiday (unless the employee works on the day of the holiday).
- In the case when the employee has workers compensation LWOP (hours type 0060) recorded on the timesheet on the day the day before the holiday, the employee is considered to be in a Workers Compensation status for the holiday.
 - For example, for an employee who has workers compensation on the timesheet on the day the day before the holiday, if the employee is scheduled for 8 hours on the holiday, then he/she is only eligible for a holiday credit of 2.75 hours. The remaining 5.25 hours would be accounted for by hours type 0060.
 - Further example, for an employee who has workers compensation on the timesheet on the day the day before the holiday, if the employee is not scheduled to work the holiday, then he/she is only eligible for 2.75 hours of holiday credit.

Impact on CJIP Payroll

- As the timesheet will now allow the employee to correctly record hours type 0060 (workers compensation LWOP) on the holiday, the hours recorded under hours type 0060 will be included in the calculation for days worked during the CJIP period.