

Type: System Enhancements	ID Number: SE95
Date: June 29, 2012	Subject: Special Compensatory Changes, Effective July 1, 2012

Suggested Audience:
Human Resource Offices

Details:

The Special Compensatory changes detailed below are being implemented in People First effective July 1, 2012. All changes listed below apply to timesheet days on or after July 1, 2012. All existing rules will remain in People First for timesheet days ending June 30, 2012, or before. The People First system changes included in this document apply to Career Service and Selected Exempt Service employees who are eligible to accrue special compensatory leave.

Section I: Changes to Current Special Compensatory Leave Type 0055

- The hours and leave type descriptions will be changed to "Special Comp – Pre 7/2012." This change will apply to all screens where this leave type is displayed (e.g., "Employee Timesheet", "Leave Balance Overview", "Leave Balance Adjustment", "Leave Payout").
- Effective for timesheet days on or after July 1, 2012, special compensatory leave will be accrued under the new leave types described in Section II.
- Employees with an existing balance will be able to use their leave until the balance is exhausted.
- Employee balances will continue to be maintained in the "Leave Balance Overview" screen until those balances are exhausted.
- Agencies will continue to be able to process leave balance adjustments for this leave type. However, positive adjustments should only be processed for time periods ending prior to July 1, 2012.
- The following changes will be implemented in the "Leave Payout" screen:
 - Each employee's hourly rate of pay will be defaulted to the employee's hourly rate of pay as of July 1, 2012.
 - If the employee moves agencies on or after July 1, 2012, and transfers special compensatory leave to the new agency, the new agency will have to manually enter in the employee's hourly rate of pay as of June 30, 2012 (if applicable).
 - Agencies will continue to have the ability to edit the hourly rate of pay. However, if the agency changes the rate of pay, a warning message will be presented that states: *"This is the employee's hourly rate as of June 30, 2012, and must be used for payout of pre-July 1, 2012, special compensatory leave credits. DMS authorization is required to change this rate."*
 - All employee payouts for this leave type will be limited to 240 hours. If an employee is not subject to a cap or the agency has a policy that allows all

employees to be paid in excess of 240 hours, the agency will have to process the hours in excess of 240 hours using the On-Demand Payroll System. If an agency attempts to process a payout for this leave type in excess of 240 hours, it will receive an error message that states: *"Eligibility for payout of hours in excess of 240 must be verified. If authorized, such payments must be processed outside of the system."*

- The following changes will be included on the "Employee Gross Salary" screen.
 - A new section will be added to the "Employee Gross Salary" screen for employees who have a current special compensatory leave balance as of July 1, 2012. This new section will be displayed for these employees until the special compensatory leave is exhausted.
 - The new section will be added to the notes section of the "Employee Gross Salary" screen. The employee's hourly rate of pay and the employee's Collective Bargaining Unit as of June 30, 2012, will be displayed in this section.

Screenshot: Sample "Employee Gross Salary" screen including the new section for pre-July 2012 special compensatory leave.

Employee Gross Salary->Details

Important Note: This screen contains your recurring rates of pay for the selected period. If you have Leave Without Pay, change positions or separate in the middle of a period, the amounts actually paid may vary. To view your actual pay for a specific pay period, please access your Employee Earnings Statement.

	<u>Gross Amount</u>	<u>Hourly Rate</u>
Base Rate of Pay	2,300.00	28.75
Period Rate of Pay	2,300.00	28.75
Hourly Regular Rate of Pay¹	N/A	28.75

1. Leave Payouts are paid at the Hourly Regular Rate of Pay per Rule 60L-34, F.A.C.

[Special Comp –Pre 7/2012](#)
July 1, 2012 Hourly Rate of Pay \$ 28.75 and
Collective Bargaining Unit (04 : PROFESSIONAL HEALTH CARE - FNA).

Section II: New Special Compensatory Leave Types

- **Holiday Special Compensatory Leave**
 - **General Information**
 - Effective for all timesheet periods ending on or after July 1, 2012, Holiday Special Compensatory leave will ONLY be accrued in one of the buckets listed below (91 or 92).
 - For all timesheet periods ending on or before June 30, 2012, special compensatory leave will continue to be accrued under leave type 0055.
 - Special Holiday Comp accrual contract provisions for Law Enforcement (CBU 06) and State Troopers (CBU 12) that currently allows these union employees to exchange sick leave and administrative leave for negotiations for Special Compensatory leave will not be brought forward. Effective July 1, 2012, the People First system will no longer compute this special accrual. For employees from either unit who continue to be eligible for this accrual, the agency will have to process a leave balance adjustment, adding the accrual and removing the leave used from the applicable new leave bucket.
 - Except for the change listed above for the Law Enforcement and State Trooper units being eliminated, all existing Holiday Special Compensatory accrual logic will be implemented under the new holiday leave types listed below (91 and 92).
 - **Holiday Special Compensatory Leave Types**
 - Effective for all timesheet periods ending on or after July 1, 2012, Holiday Special Compensatory leave will be processed as follows:
 - **Special Comp Holiday 1**
 - The leave type for Special Comp Holiday 1 is 0091.
 - For timesheet periods ending between November 1 and April 30, Holiday Special Comp leave will be accrued as Special Comp Holiday 1 (leave type 0091).
 - Special compensatory holiday hours earned under this leave type will be available for use on the employee's timesheet for all periods after the period earned, through April 30 of that accrual period.
 - To use this leave type, employees will enter or select hours type 0091 (Leave – SC Holiday) on their timesheet.
 - Employee timesheets using this leave MUST be approved by May 15 following the end of the accrual period (November 1 through April 30).
 - Leave balance adjustments for this leave type will be processed using leave type 0091 (Special Comp Holiday 1).
 - All leave balance adjustments for this leave type must have an effective date during the accrual period (November 1 through April 30) and should be processed before April 30 of the same accrual period.

- The leave balance adjustments must be for activity during the same accrual period.
 - Leave accruals and adjustments for this leave type will be presented in the employee leave balance overview record in the accrual period earned (for adjustments it will show in the period the adjustment is effective dated for), in the column "Special Comp – Holiday."
 - The balance for this leave type will be systematically reduced to zero at midnight on May 15 each year for all active employees with an existing balance. The adjustment on the employee's leave balance overview record will show as "Forfeited".
 - Even if the employee is eligible for payout, this leave type will NOT be available for payout in People First.
 - **Special Comp Holiday 2**
 - The leave type for Special Comp Holiday 2 is 0092.
 - For timesheet periods ending between May 1 and October 31, Holiday Special Comp leave will be accrued as Special Comp Holiday 2 (leave type 0092).
 - **Important Note:** *For the initial implementation, the accrual period will be July 1, 2012, through October 31, 2012. For future years the accrual period will May 1 through October 31.*
 - Special compensatory holiday hours earned under this leave type will be available for use on the employee's timesheet for all periods after the period earned, through October 31 of that accrual period.
 - To use this leave type, employees will enter or select hours type 0091 (Leave – SC Holiday) on their timesheets.
 - **Important Note:** *For Special Comp Holiday 1 and Special Comp Holiday 2, employees will always use leave type 0091 (Leave – SC Holiday) on their timesheet.*
 - Employee timesheets using this leave MUST be approved by November 15 following the end of the accrual period (May 1 through October 31).
 - Leave balance adjustments for this leave type will be processed using leave type 0092 (Special Comp Holiday 2).
 - All leave balance adjustments for this leave type must be contain an effective date during the accrual period (May 1 through October 31) and should be processed before October 31 of the same accrual period.
 - The leave balance adjustments must be for activity during the same accrual period.

- Leave accruals and adjustments for this leave type will be presented in the employee leave balance overview record in the accrual period earned (for adjustments it will show in the period the adjustment is effective dated for), in the column "Special Comp – Holiday."
- The balance for this leave type will be systematically reduced to zero at midnight on November 15 each year for all active employees with an existing balance. The adjustment on the employee's leave balance overview record will show as "Forfeited".
- Even if the employee is eligible for payout, this leave type will NOT be available for payout in People First.
- **Special Comp Holiday Co (Carry-Over)**
 - The leave type for Special Comp Holiday Co is 0093.
 - No system accruals will occur for this leave type. For employees that are entitled (based on current contract provisions or agency authorization) to carry their Holiday Special Comp 1 or Holiday Special Comp 2 balances past the respective accrual period, the agency must process a manual adjustment (process by a user with a human resource role code) to move the balance from Holiday Special Comp 1 or Holiday Special Comp 2 to the Special Comp Holiday Co leave type (0093).
 - **Important Note:** *For the initial implementation, the accrual period will be July 1, 2012, through October 31, 2012. No adjustments should be processed for this bucket prior to November 1, 2012.*
 - Special compensatory holiday hours under this leave type will be available for use on the employee's timesheet from the effective date of the leave balance adjustment. The adjustment effective date should be the day after the accrual period has ended (either 11/01 or 5/01).
 - To use this leave type, employees will enter or select hours type 0093 (Leave – SC Holiday Co) on their timesheet.
 - Leave accruals and adjustments for this leave type will be presented in the employee leave balance overview record in the accrual period the adjustment is effective dated for, in the column "Special Comp – Holiday Co."
 - The balance for this leave type will be systematically reduced to zero at midnight on October 29 and April 30 (April 29 for leap year) each year for all active employees with an existing balance. The adjustment on the employee's leave balance overview record will show as "Forfeited".

- Even if the employee is eligible for payout, this leave type will NOT be available for payout in People First.
- **Office Closure Special Compensatory Leave Types**
 - Selected Exempt Service employees who are eligible to accrue special compensatory leave for office closure will accrue the leave in the Special Comp – PRE 7/2012 bucket.
 - Effective for all timesheet days July 1, 2012, or after, Office Closure Special Compensatory leave will be processed as follows:
 - **Special Comp Closures**
 - The leave type for Special Comp - Closures is 0094.
 - Effective for all timesheet days starting July 1, 2012, timesheet hours type 1006 (Work Essential Services During Office Closure) will accrue leave under this new leave type (0094) on an hour-for-hour basis.
 - For all timesheet days prior to July 1, 2012, timesheet hours type 1006 will continue to accrue under leave type 0055.
 - Leave earned under this leave type should be used within 120 days of the leave accrual effective date.
 - Special compensatory office closure hours earned under this leave type will be available for use on the employee's timesheet for all periods after the period earned until exhausted or wiped out by a leave balance adjustment.
 - To use this leave type, employees will enter or select hours type 0094 (Leave – SC Closures) on their timesheet.
 - Leave balance adjustments for this leave type will be processed using leave type 0094 (Special Comp Closures).
 - Leave accruals and adjustments for this leave type will be presented in the employee leave balance overview record in the period earned (for adjustments it will show in the period the adjustment is effective dated for), in the column "Special Comp – Closures."
 - The balance for this leave type will NOT be systematically reduced to zero. Agencies will be responsible for ensuring employees use their Special Comp – Closures leave within 120 days of the accrual effective date. A new Special Comp report is being developed to assist agencies in monitoring this process. An instructional guide will be developed and published for this report.
 - Even if the employee is eligible for payout, this leave type will NOT be available for payout in People First.
 - **Special Comp – Closures Co**
 - The leave type for Special Comp - Closures Co is I 0095.
 - No system accruals will occur for this leave type. For employees that are entitled (based on current contract

provisions or agency authorization) to carry their Office Closure Special Comp balance past the respective accrual period, the agency must process a manual adjustment (process by a user with a human resource role code) to move the balance from Special Comp – Closures to Special Comp – Closures Co leave type.

- Special compensatory office closure hours under this leave type will be available for use on the employee's timesheet from the effective date of the leave balance adjustment.
- To use this leave type, employees will enter or select hours type 0095 (Leave – SC Closures Co) on their timesheet.
- Leave accruals and adjustments for this leave type will be presented in the employee leave balance overview record in the accrual period the adjustment is effective dated for, in the column "Special Comp – Closures."
- The balance for this leave type will NOT be systematically reduced to zero. Agencies will be responsible for ensuring employees use their Special Comp – Closures leave within 180 days of the accrual effective date. A new Special Comp report is being developed to assist agencies in monitoring this process. An instructional guide will be developed and published for this report.
- Even if the employee is eligible for payout, this leave type will NOT be available for payout in People First.

Section III: Report Changes to Support Special Compensatory Leave Changes

- **Data Warehouse Reports**

- **Leave Liability Reports** – For Fiscal Year 2012–13 forward, the hourly rate of pay used to determine the agencies liability for Special Comp – pre-July 2012 will use the employee's hourly rate of pay as of June 30, 2012. The new special comp leave types will not be included in the leave liability reports as they are not eligible for leave payout.
- **Leave Balance Report** – Any new leave types created will be added to this report. Additionally, a new field titled Special Comp Expiration Date will be added to this report.

- **Management Reports**

- **Timesheet Summary, Timesheet Audit, Timesheet Information and Leave Summary Reports** – New leave types created will be added to each report.
- **Special Comp Leave Audit Report** – A new report is being implemented to support agencies audit of the new special comp leave types (0091, 0092, 0093, 0094 and 0095). The People First team will be developing an instructional guide that contains the details for this report.