
Quick Reference Cards for Entering FFCRA Leave Requests in SCEIS

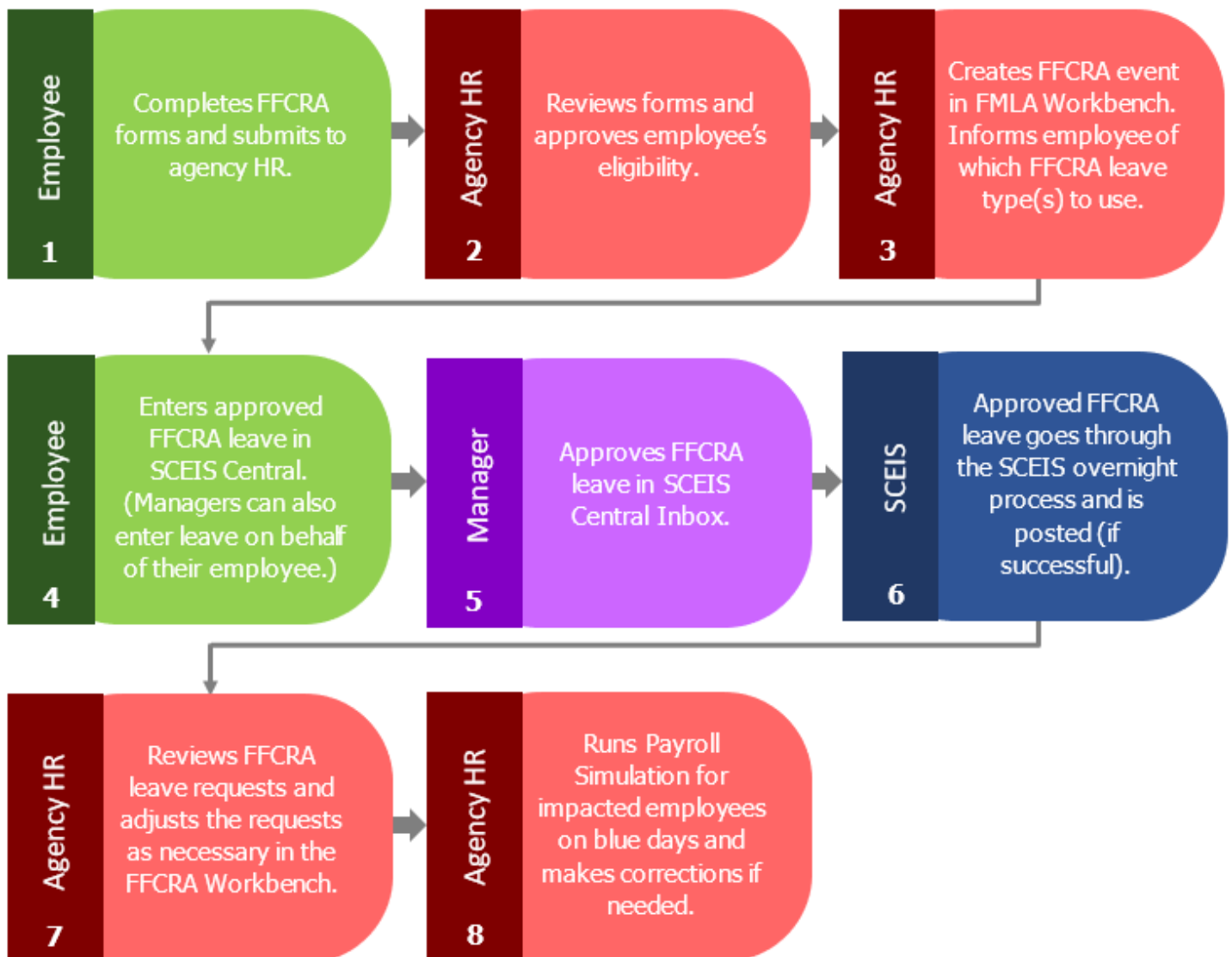
4-30-2020

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FFCRA Leave Process


This document outlines the typical procedure for processing Families First Coronavirus Response Act (FFCRA) leave. Training materials are provided for steps 3, 4, 5, 7 and 8.

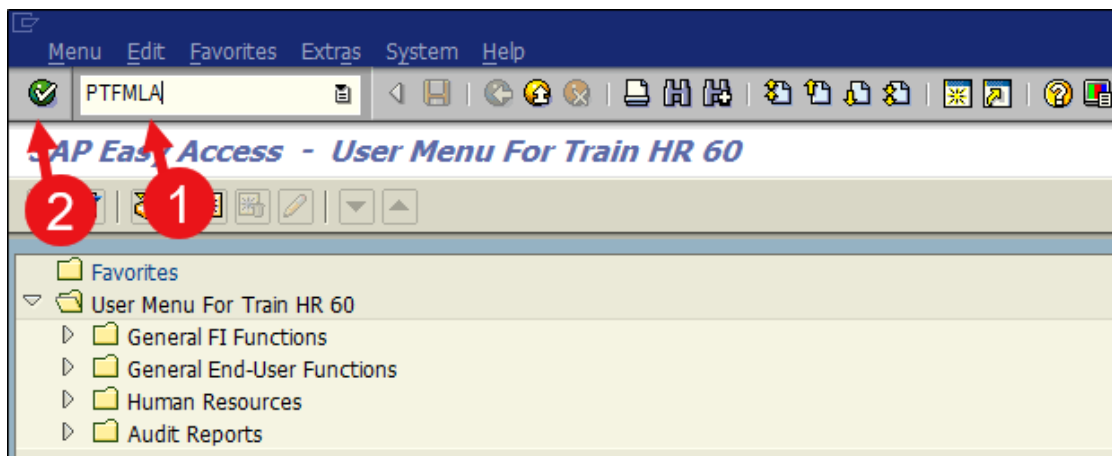


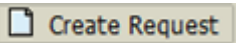
Create FFCRA Event in FMLA Workbench

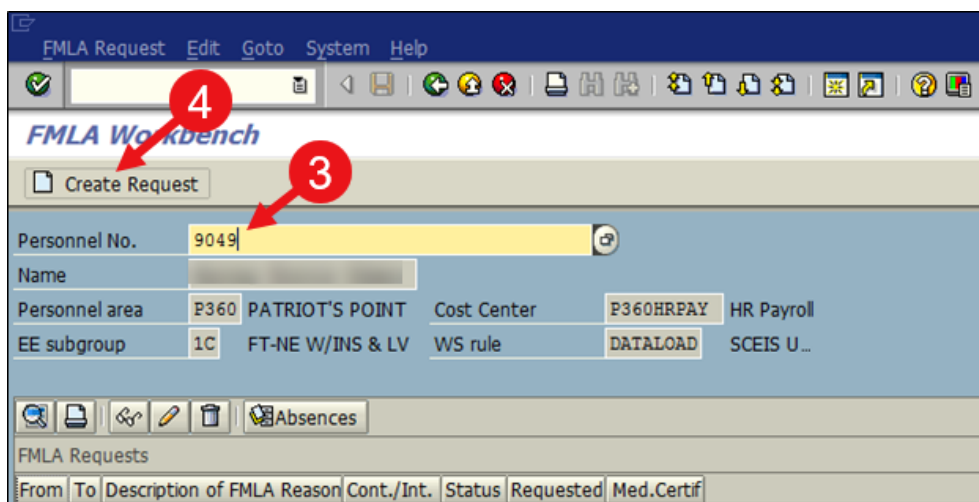
Once an employee submits the Families First Coronavirus Response Act (FFCRA) leave request forms and the agency's Human Resources department approves the request, an HR staff person will need to create an FFCRA event in the FMLA Workbench in SCEIS. The FFCRA event must be created before the employee can request FFCRA leave through SCEIS Central.

Create FFCRA Event in the FMLA Workbench

1. In the **Command** field on the Easy Access screen, type **PTFMLA**.
2. Click the **Enter** button .

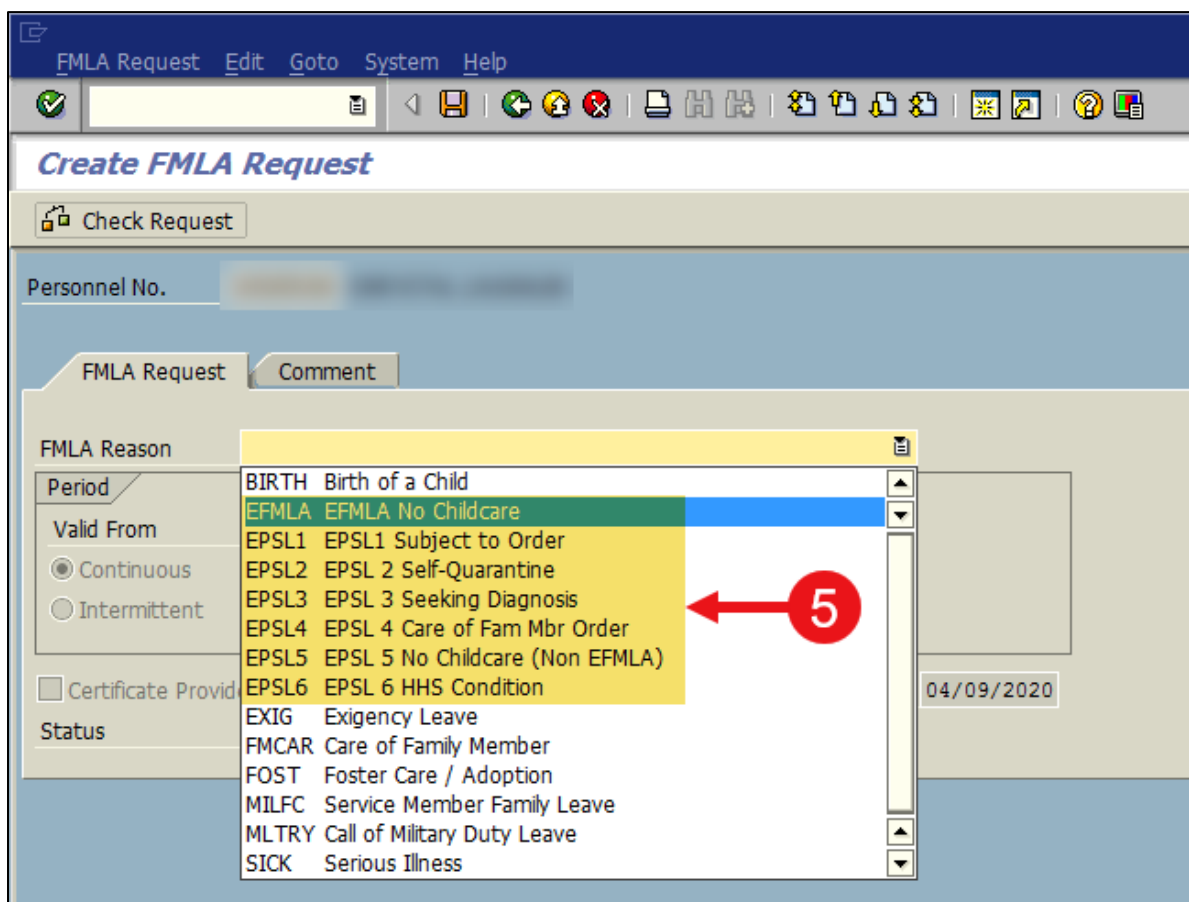


3. In the **Personnel No.** field, enter the employee's **Personnel Number**.
4. Click the **Create Request** button .



5. In the **FMLA Reason** field, choose the applicable **EFMLA or EPSL reason** by clicking the drop-down icon.

Depending on the situation, HR may need to create more than one FFCRA event in the FMLA Workbench. For example, if an employee is out due to the Governor's order EPSL 1 Order would be applicable. If the employee does not exhaust the 80 hours for that reason and has to care for a family member due to COVID-19 reasons, a second event EPSL 4 Family Member would be entered to allow the employee to use the remainder of their 80 hours.



Create FMLA Request

Check Request

Personnel No. [REDACTED]

FMLA Request Comment

FMLA Reason

Period

Valid From

☒ Continuous

☐ Intermittent

☐ Certificate Provided

Status

BIRTH Birth of a Child

EFMLA EFMLA No Childcare

EPSL1 EPSL1 Subject to Order

EPSL2 EPSL 2 Self-Quarantine

EPSL3 EPSL 3 Seeking Diagnosis

EPSL4 EPSL 4 Care of Fam Mbr Order

EPSL5 EPSL 5 No Childcare (Non EFMLA)

EPSL6 EPSL 6 HHS Condition

EXIG Exigency Leave

FMCAR Care of Family Member

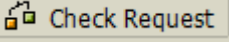
FOST Foster Care / Adoption

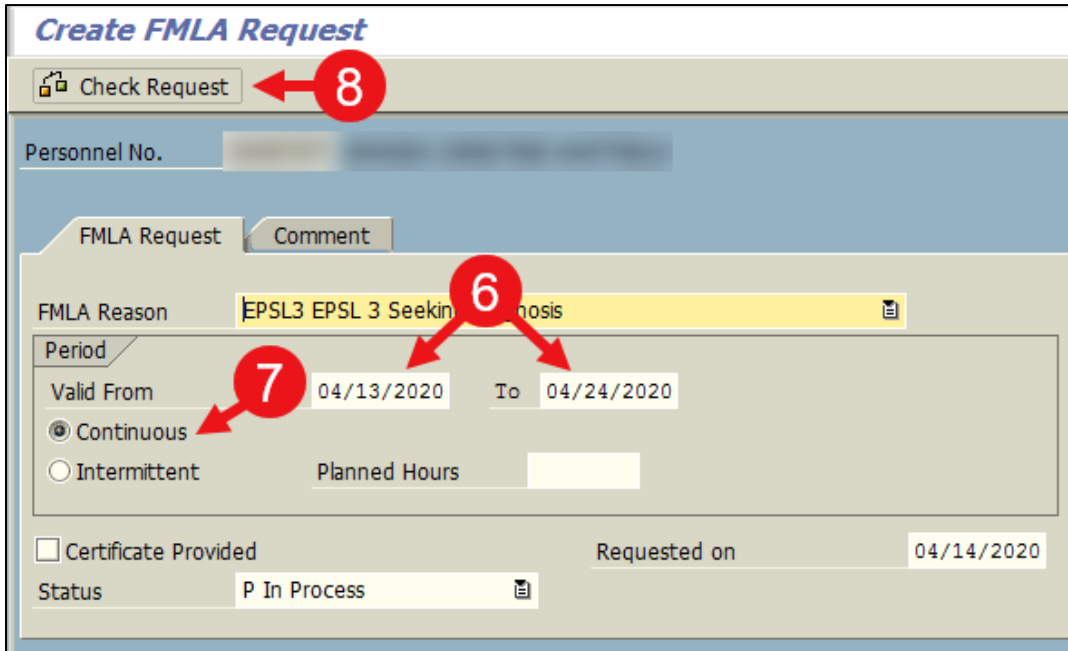
MILFC Service Member Family Leave

MLTRY Call of Military Duty Leave

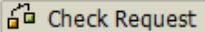
SICK Serious Illness

04/09/2020

6. In the **Valid From** and **To** fields, enter the **Valid From** and **To** dates of the event.
7. Choose whether the absences will be **Continuous** or **Intermittent**.
 - a. If Intermittent is chosen, enter the total Planned Hours of the absences.
8. Click the **Check Request** button .




Create FMLA Request

 Check Request **8**

Personnel No.

FMLA Request **6** Comment


FMLA Reason 

Period

Valid From **7** To

☒ Continuous ☐ Intermittent

☐ Certificate Provided Requested on

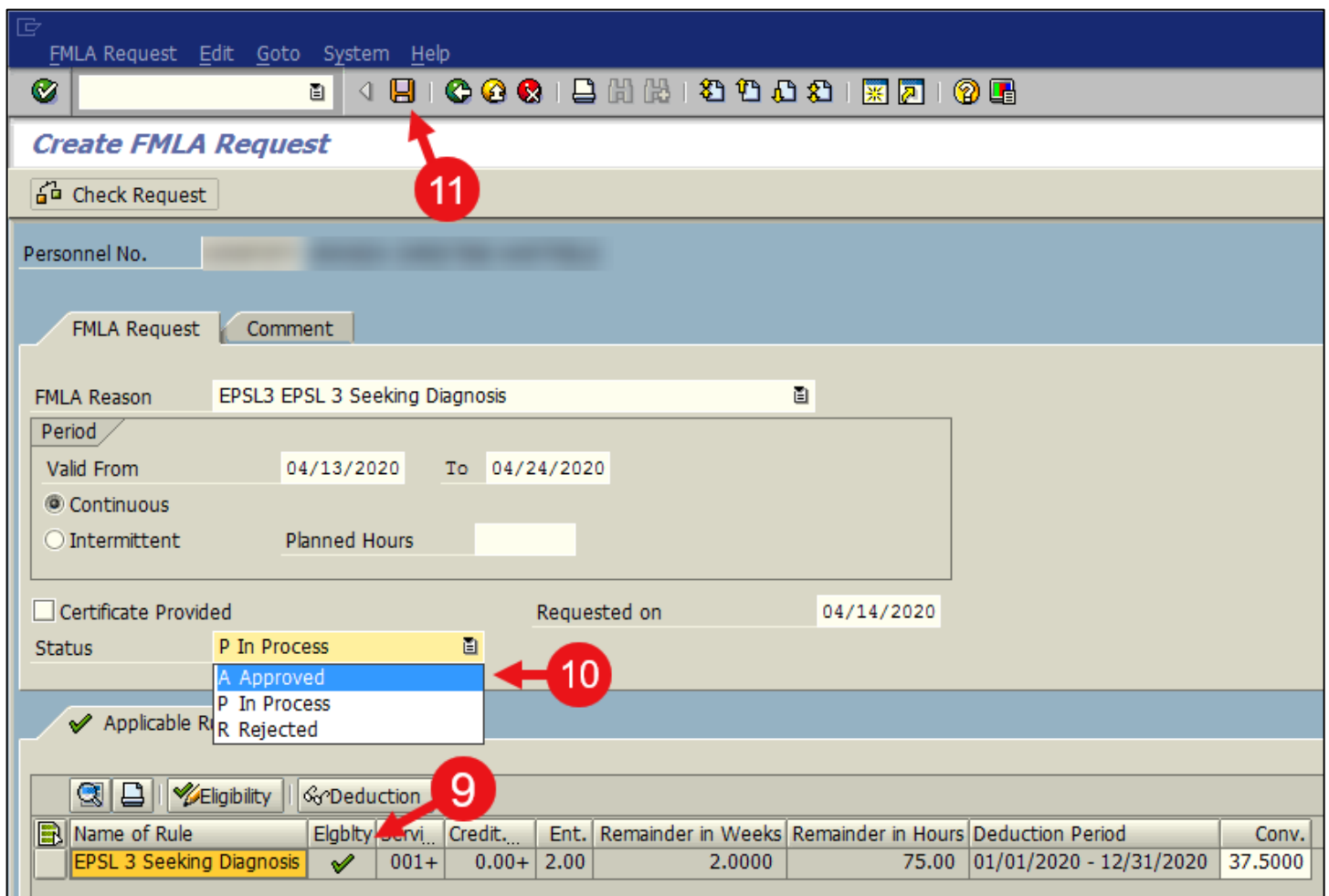
Status 

9. SCEIS will provide an eligibility determination at this point. A **green check** indicates the employee is eligible, while a **red X** indicates ineligibility.

Note: The **Remainder in Weeks** and **Remainder in Hours** columns are based on the employee's work schedule rule. Regardless of what is shown in these columns, SCEIS Central will allow every employee to enter up to a maximum of 80 hours of EPSL. There may be situations where an employee's Remainder in Hours is 75.00, but they submit 80 hours of EPSL. You will not be able to associate the additional five hours of EPSL to the FMLA Workbench.

10. In the **Status** drop-down menu, select the appropriate **Status (Approved or Rejected)**.

11. Click the **Save** button .




The screenshot shows the 'Create FMLA Request' form in the SCEIS Central system. The form includes fields for Personnel No., FMLA Reason (EPSL3 EPSP 3 Seeking Diagnosis), Valid From (04/13/2020) to (04/24/2020), and Status (P In Process). A dropdown menu for Status is open, showing options: A Approved, P In Process, and R Rejected. The 'Save' button is highlighted with a red circle and arrow labeled '11'. The 'Status' dropdown is highlighted with a red circle and arrow labeled '10'. The 'Eligibility' tab is highlighted with a red circle and arrow labeled '9'.

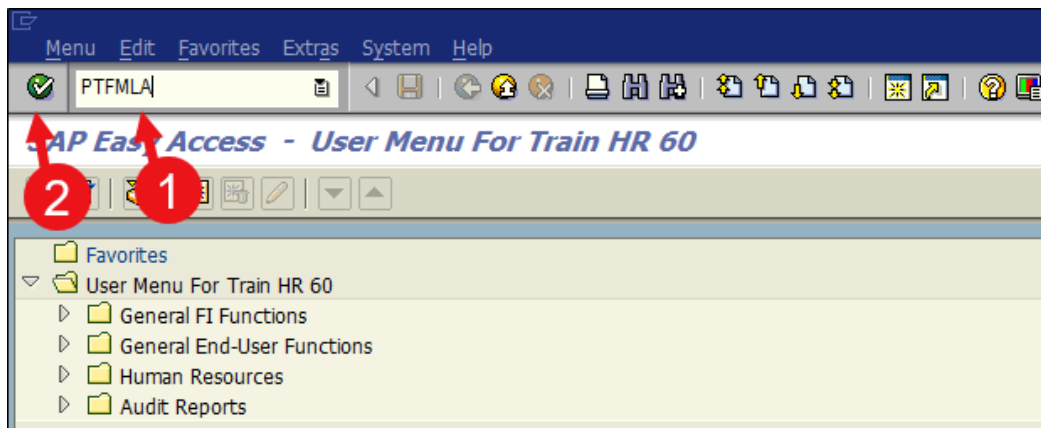
Name of Rule	Elgblty	Credit...	Ent.	Remainder in Weeks	Remainder in Hours	Deduction Period	Conv.
EPSP 3 Seeking Diagnosis	✓	001+	0.00+	2.00	2.0000	75.00	01/01/2020 - 12/31/2020

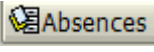
Associate FFCRA Absences to the FMLA Workbench Event

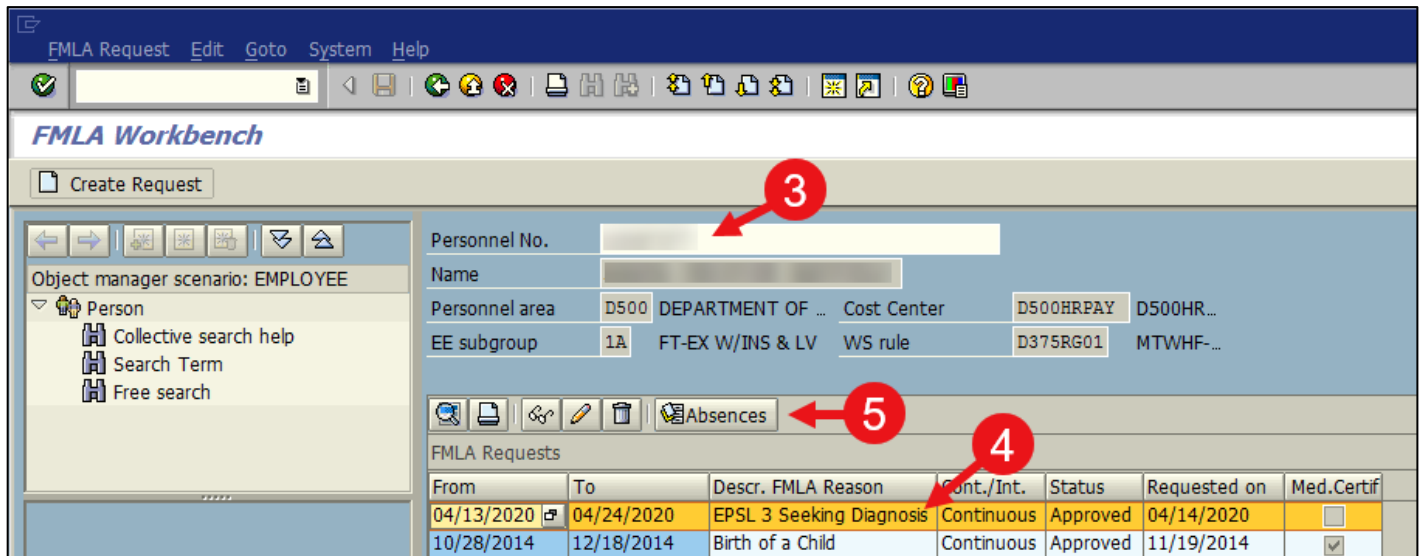
As FFCRA absences are entered in SCEIS, HR staff must associate the absences with the workbench event in order to track entitlement hours.

The FFCRA leave entries will appear in the Absences tab. Agencies should run the ZHR_FMLA_EXCEPTION FMLA Exception Report at least once a week, so that HR staff will be aware of any absences needing to be associated. Instructions for running the ZHR_FMLA_EXCEPTION FMLA Exception Report can be found in the TM300 Leave Administration manual on the SCEIS uPerform site <https://uperform.sc.gov>.

1. In the **Command** field, on the Easy Access screen, type **PTFMLA**.
2. Click the **Enter** button .



3. In the **Personnel No.** field, enter the employee's **Personnel Number**.
4. Select the appropriate **FMLA event** line.
5. Click the **Absences** button .



FMLA Workbench

Create Request

Object manager scenario: EMPLOYEE

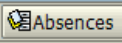
- Person
 - Collective search help
 - Search Term
 - Free search

Personnel No.

Name


Personnel area D500 DEPARTMENT OF ... Cost Center D500HRPAY D500HR...

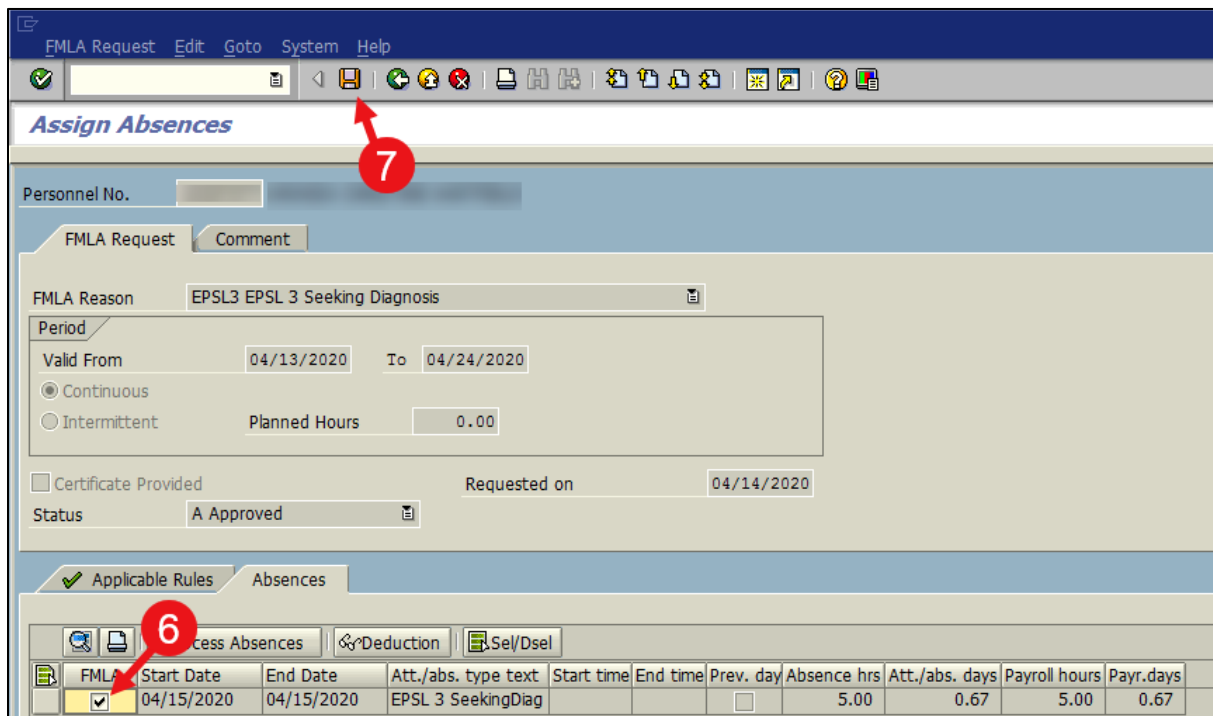
EE subgroup 1A FT-EX W/INS & LV WS rule D375RG01 MTWHF...



FMLA Requests

From	To	Descr. FMLA Reason	Cont./Int.	Status	Requested on	Med.Certif
04/13/2020	04/24/2020	EPSL 3 Seeking Diagnosis	Continuous	Approved	04/14/2020	<input type="checkbox"/>
10/28/2014	12/18/2014	Birth of a Child	Continuous	Approved	11/19/2014	<input checked="" type="checkbox"/>

6. To associate the absences, check the **FMLA check box** by each absence line.
7. Click the **Save** button .



Assign Absences

Personnel No.

FMLA Request Comment

FMLA Reason EPSL3 EPSL 3 Seeking Diagnosis

Period


Valid From 04/13/2020 To 04/24/2020


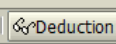
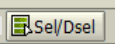
☒ Continuous ☐ Intermittent Planned Hours 0.00

☐ Certificate Provided Requested on 04/14/2020

Status A Approved

Applicable Rules Absences

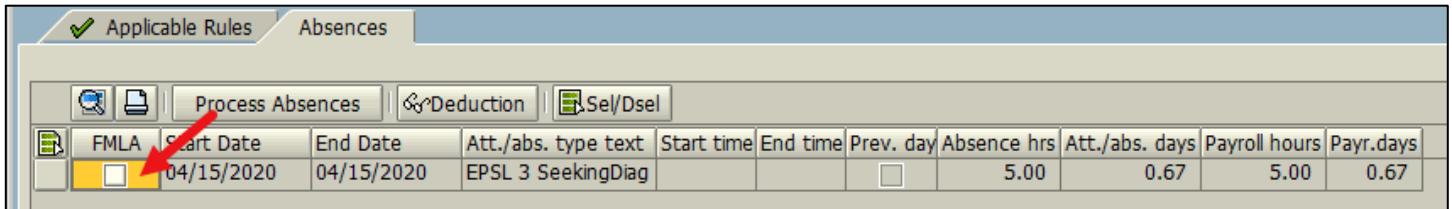


FMLA	Start Date	End Date	Att./abs. type text	Start time	End time	Prev. day	Absence hrs	Att./abs. days	Payroll hours	Payr.days
<input checked="" type="checkbox"/>	04/15/2020	04/15/2020	EPSL 3 SeekingDiag			<input type="checkbox"/>	5.00	0.67	5.00	0.67

FMLA Absence Adjustments

Once an absence is associated, no changes may be made to the absence. If a change is necessary, you must unassociate the absence by unchecking the FMLA check box and saving the record.



Applicable Rules		Absences									
		Process Absences		Deduction		Sel/Dsel					
	FMLA	Start Date	End Date	Att./abs. type text	Start time	End time	Prev. day	Absence hrs	Att./abs. days	Payroll hours	Payr.days
	<input checked="" type="checkbox"/>	04/15/2020	04/15/2020	EPSL 3 SeekingDiag			<input type="checkbox"/>	5.00	0.67	5.00	0.67


FMLA Workbench Adjustments

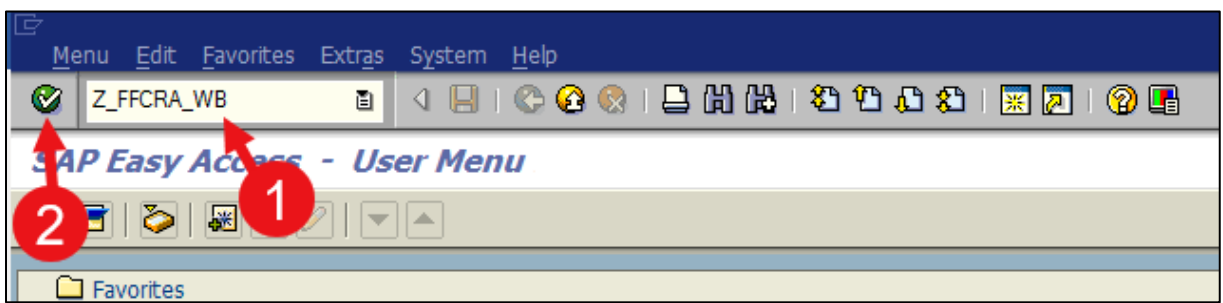
If corrections need to be made to the FMLA event (for example, dates of the event or type of event,) unassociate any absences and correct the information.

SCEIS can recheck the eligibility prior to saving the changes. Once corrections are saved, reassociate the absences.

Adjust FFCRA Leave Requests in the FFCRA Workbench

Some FFCRA leave types are paid at a rate of two-thirds of the employee's hourly rate. When the employee enters this type of FFCRA leave, the system will pay them for the time requested at their regular hourly rate unless an adjustment is made to the leave request in the FFCRA Workbench. It is **imperative** that HR staff adjust those FFCRA leave requests, so the employee's pay is correct.

1. In the **Command** field on the Easy Access screen, type **Z_FFCRA_WB**.
2. Click the **Enter** button .

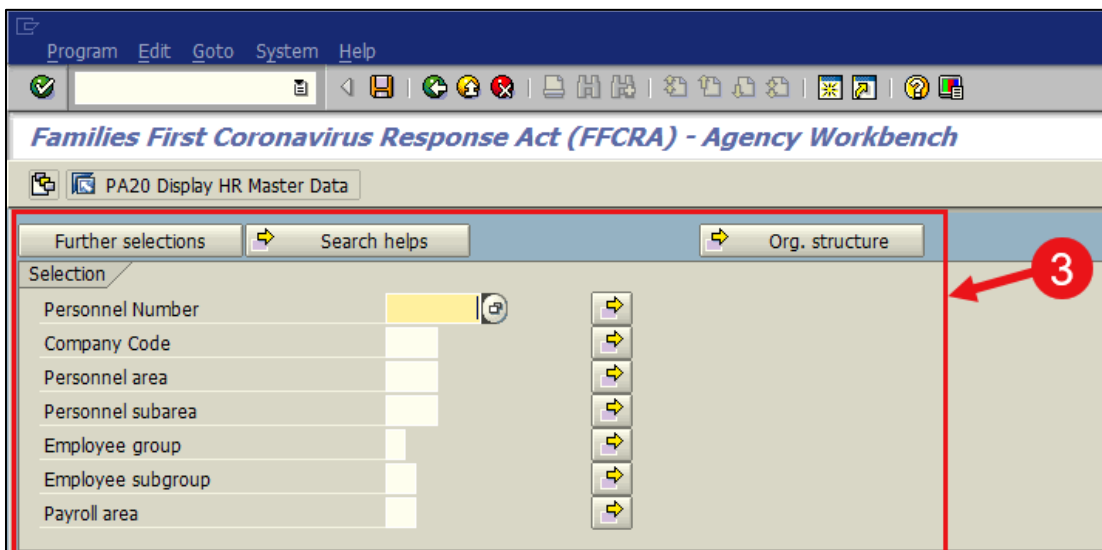


Selection area

In the Selection area, there are several filtering options. Filtering the report is optional. Leaving all fields blank in the Selection area will return all data you have access to view.

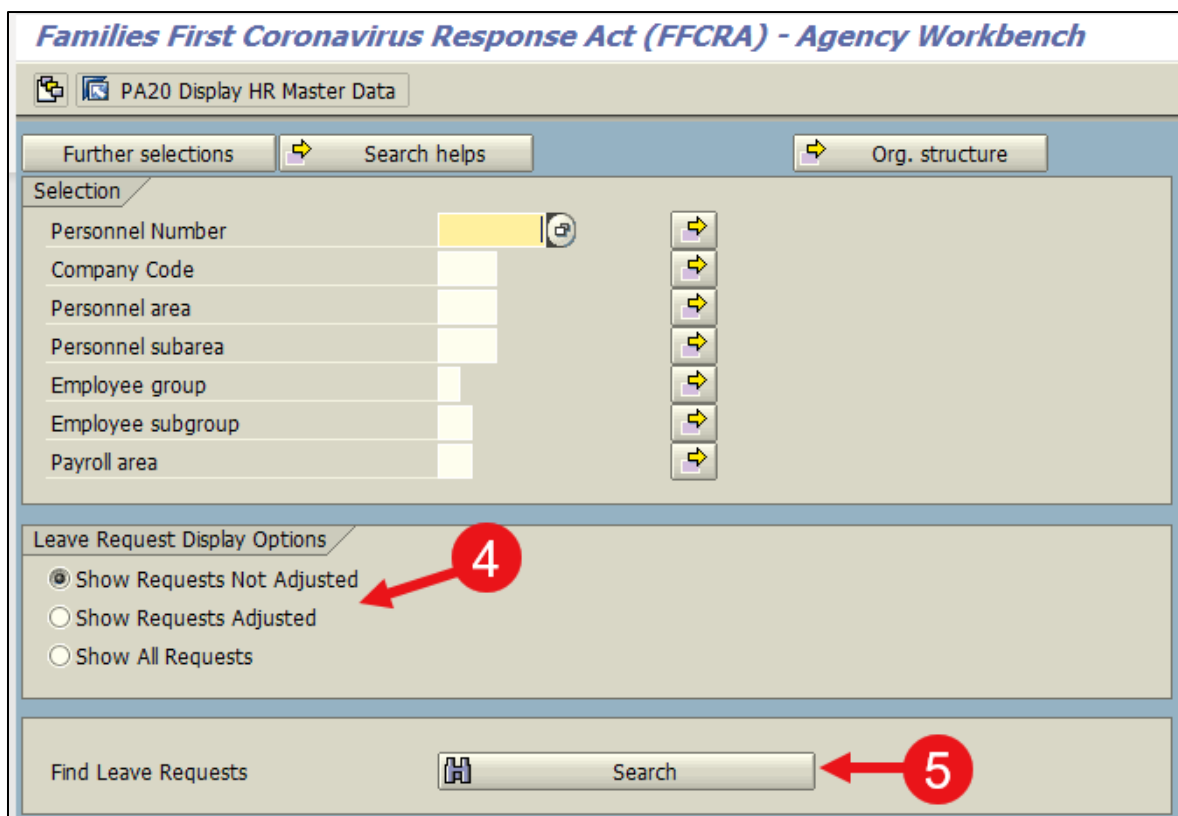
For detailed information on filtering the report, see Appendix A of this QRC.

3. **Enter the appropriate values in the desired Selection area fields** to filter the report.



Leave Request Display Options

4. In the **Leave Request Display Options** section, **select one of the following**:
 - **Show Requests Not Adjusted** – Workbench will only return those leave requests that have not been adjusted.
 - **Show Requests Adjusted** – Workbench will only return those leave requests that have been adjusted.
 - **Show All Requests** – Workbench will return leave requests that have not been adjusted and those that have been adjusted.
5. Click the **Search** button.



Families First Coronavirus Response Act (FFCRA) - Agency Workbench

PA20 Display HR Master Data

Further selections Search helps Org. structure

Selection

Personnel Number
Company Code
Personnel area
Personnel subarea
Employee group
Employee subgroup
Payroll area

Leave Request Display Options

☒ Show Requests Not Adjusted
☐ Show Requests Adjusted
☐ Show All Requests

Find Leave Requests Search

The FFCRA Workbench is displayed. For column definitions, please see Appendix B of this QRC.

File Edit Tools Views Settings System Help

</

Adjusting Leave Requests in the FFCRA Workbench

A red dot in the Status column indicates that the leave request has not been adjusted. Again, it is imperative for HR staff to adjust FFCRA leave requests with a status of red so the employee's pay will be correct.

Depending on the employee and type of leave requested, the report will show the options to adjust the leave request, either by:

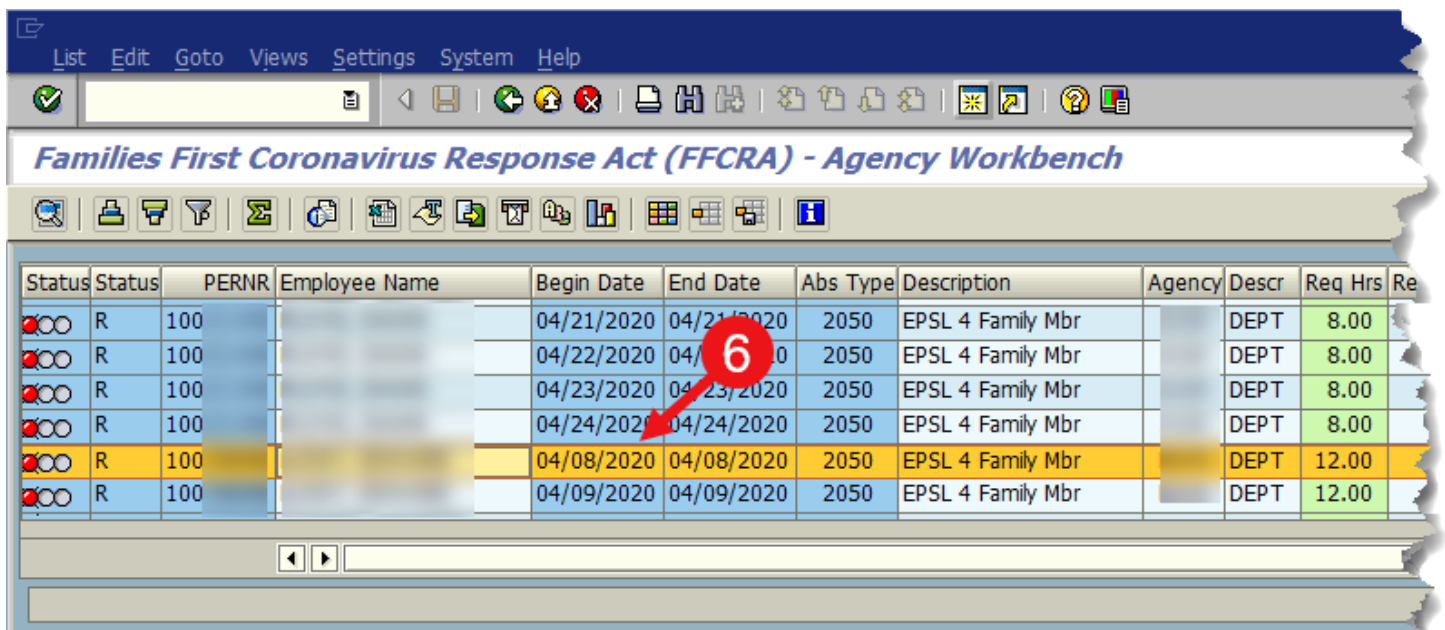
- Adjusting their pay (+/-) using Infotype 0015; or
- Using the employee's leave to supplement their FFCRA leave so they will be paid at their regular rate.
 - Temporary hourly employees will not have the option of using leave to supplement their FFCRA leave because they typically do not earn leave.

The amount of the pay adjustment (+/-) is shown in the "IT15 Adj Amt" column (A).

The total number of leave hours needed to supplement the request is in the "Quota Adj Hours" column (B). The system has done the math, so no additional math is needed.

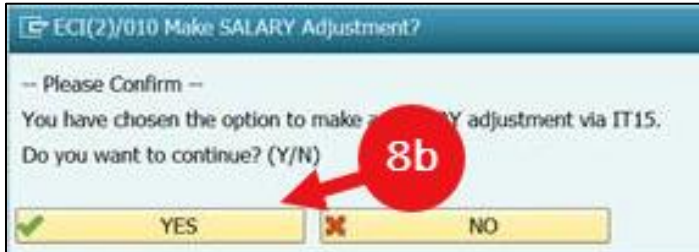
Status	Status	PER...	Em...	Begin Date	End Date	Abs Type	Description	Age	Des...	Req Hrs	Req Days	Adj IT15	Sal W/T	Hrly W/T	IT15 Adj Amt	IT15 Date	Cal Quota	Adj Hours	Quot...
000	R	100...	SH...	04/03/2020	04/03/2020	2041	EFMLA/EP SL 5	D5	DE...	7.50	1.00		1885		73.73-	04/02/2020		2.47000	

6. To adjust a leave request, double-click the leave entry.



Status	Status	PERNR	Employee Name	Begin Date	End Date	Abs Type	Description	Agency	Descr	Req Hrs	Re
000	R	100		04/21/2020	04/21/2020	2050	EP SL 4 Family Mbr		DEPT	8.00	
000	R	100		04/22/2020	04/22/2020	2050	EP SL 4 Family Mbr		DEPT	8.00	
000	R	100		04/23/2020	04/23/2020	2050	EP SL 4 Family Mbr		DEPT	8.00	
000	R	100		04/24/2020	04/24/2020	2050	EP SL 4 Family Mbr		DEPT	8.00	
000	R	100		04/08/2020	04/08/2020	2050	EP SL 4 Family Mbr		DEPT	12.00	
000	R	100		04/09/2020	04/09/2020	2050	EP SL 4 Family Mbr		DEPT	12.00	

- 8b. In the **Confirmation** pop-up window, select **Yes** to make the salary adjustment or **No** to go back to the previous step.

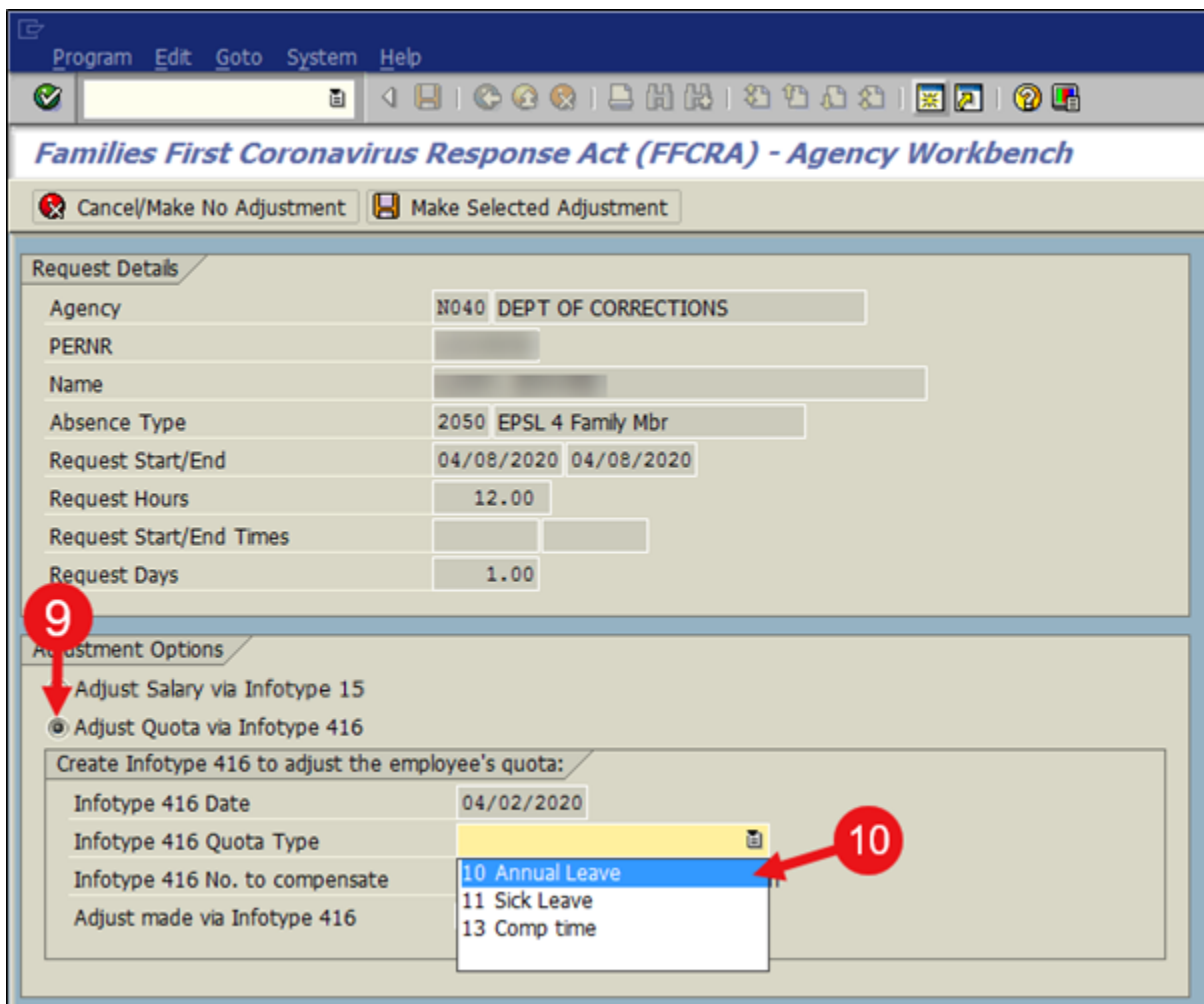


After the adjustment is made, the status of the FFCRA leave request will be green, indicating that no further adjustment is needed. On blue days, a payroll simulation should be run on employees with FFCRA leave to ensure their pay is correct.

Option 2: The employee chooses to use other leave types to supplement the FFCRA leave to bring their pay to their regular rate (in this example 3.96 hours of leave is needed to bring their pay to the regular rate for this FFCRA leave request (to make it “whole”).

The information for this option is as follows:

- **Infotype 416 Date field** - the date of the IT0416 entry.
 - **Infotype 416 Quota Type field** - the quota type being used will be selected from the drop-down list.
 - **Infotype 416 No. to compensate field** - the number of hours to be used.
9. If the employee chooses to use other leave types to supplement the FFCRA leave, click the radio button beside **“Adjust Quota via Infotype 416.”**
 10. In the **Infotype 416 Quota Type** drop-down menu, **select the quota type** the employee wishes to use.



Program Edit Goto System Help

Families First Coronavirus Response Act (FFCRA) - Agency Workbench

Cancel/Make No Adjustment Make Selected Adjustment

Request Details

Agency N040 DEPT OF CORRECTIONS

PERNR

Name

Absence Type 2050 EPSL 4 Family Mbr

Request Start/End 04/08/2020 04/08/2020

Request Hours 12.00

Request Start/End Times

Request Days 1.00

Adjustment Options

Adjust Salary via Infotype 15

☒ Adjust Quota via Infotype 416

Create Infotype 416 to adjust the employee's quota:

Infotype 416 Date 04/02/2020

Infotype 416 Quota Type

Infotype 416 No. to compensate 10 Annual Leave

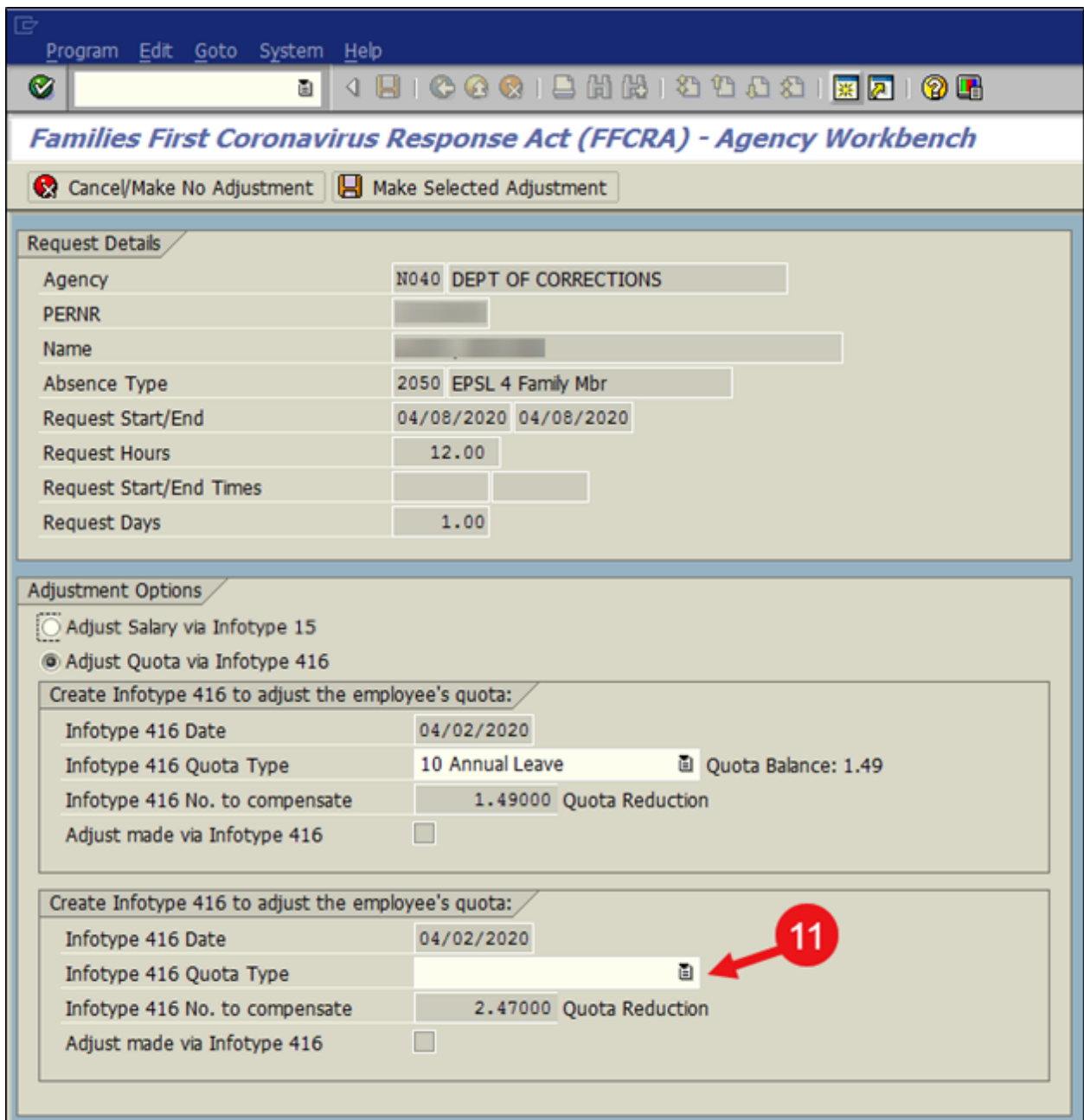
Adjust made via Infotype 416

11 Sick Leave

13 Comp time

11. If the employee must use multiple quota types to cover the leave adjustment, a second **"Create Infotype 416 to adjust the employee's quota"** section will appear. In the second **Infotype 416 Quota Type** drop-down menu, **select the second quota type** the employee wishes to use.

Note: The system will not allow multiple leave types to be used to supplement FFCRA leave unless one leave type is not enough.



Families First Coronavirus Response Act (FFCRA) - Agency Workbench

Cancel/Make No Adjustment Make Selected Adjustment

Request Details

Agency	N040 DEPT OF CORRECTIONS
PERNR	
Name	
Absence Type	2050 EPSL 4 Family Mbr
Request Start/End	04/08/2020 04/08/2020
Request Hours	12.00
Request Start/End Times	
Request Days	1.00

Adjustment Options

☐ Adjust Salary via Infotype 15

☒ Adjust Quota via Infotype 416

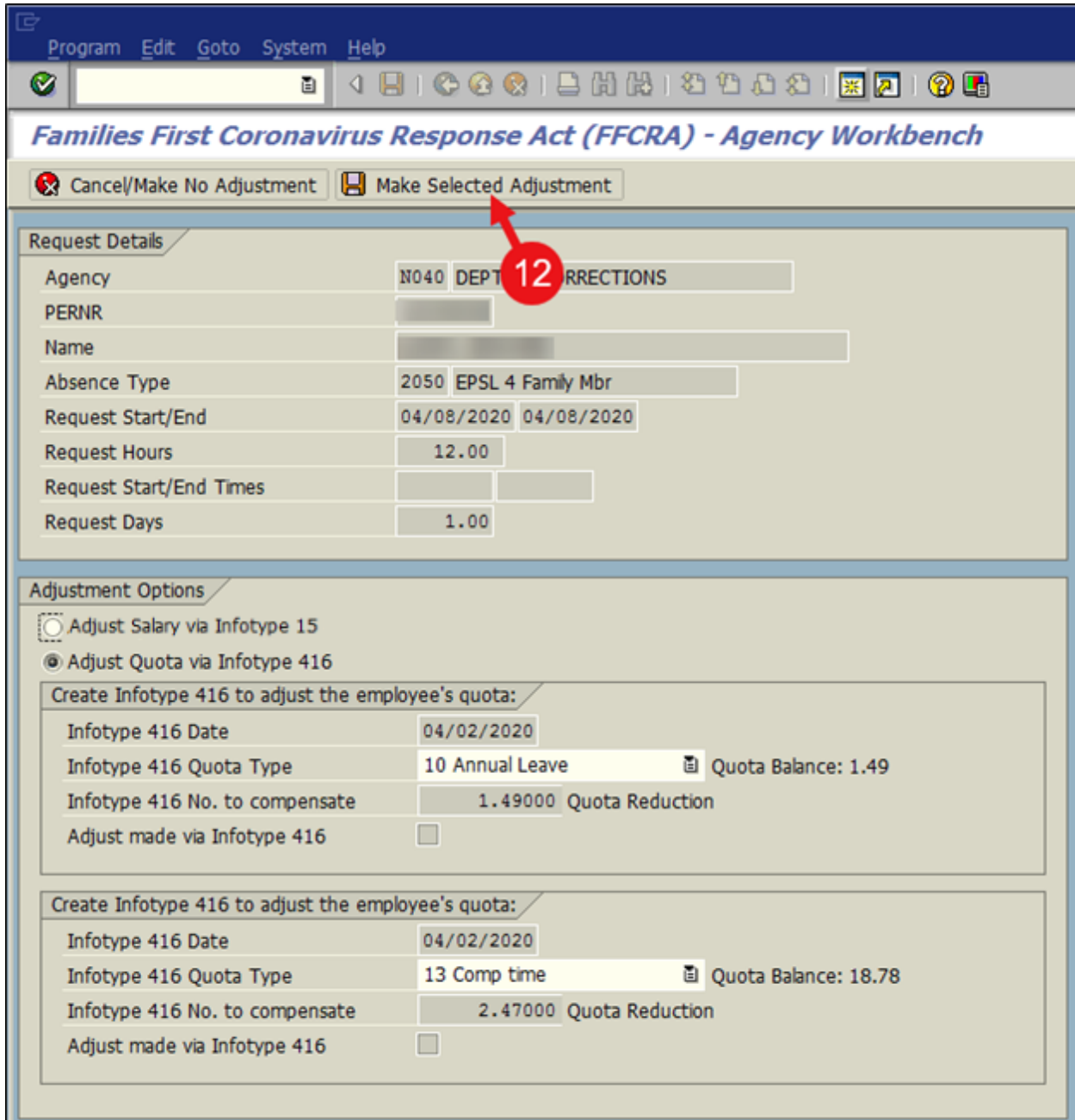
Create Infotype 416 to adjust the employee's quota:

Infotype 416 Date	04/02/2020
Infotype 416 Quota Type	10 Annual Leave Quota Balance: 1.49
Infotype 416 No. to compensate	1.49000 Quota Reduction
Adjust made via Infotype 416	<input type="checkbox"/>

Create Infotype 416 to adjust the employee's quota:

Infotype 416 Date	04/02/2020
Infotype 416 Quota Type	
Infotype 416 No. to compensate	2.47000 Quota Reduction
Adjust made via Infotype 416	<input type="checkbox"/>

12. Click the **Make Selected Adjustment** button to save the adjustment.



Program Edit Goto System Help

Families First Coronavirus Response Act (FFCRA) - Agency Workbench

Request Details

Agency	N040 DEPT	RECTIONS
PERNR		
Name		
Absence Type	2050	EPSL 4 Family Mbr
Request Start/End	04/08/2020	04/08/2020
Request Hours	12.00	
Request Start/End Times		
Request Days	1.00	

Adjustment Options

☐ Adjust Salary via Infotype 15

☒ Adjust Quota via Infotype 416

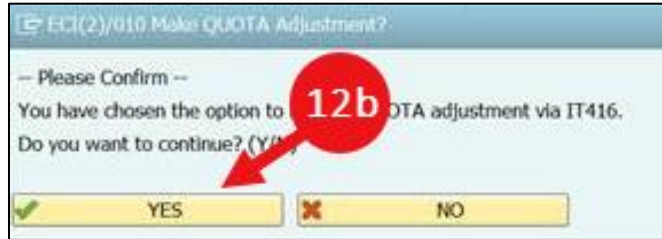
Create Infotype 416 to adjust the employee's quota:

Infotype 416 Date	04/02/2020
Infotype 416 Quota Type	10 Annual Leave Quota Balance: 1.49
Infotype 416 No. to compensate	1.49000 Quota Reduction
Adjust made via Infotype 416	<input type="checkbox"/>

Create Infotype 416 to adjust the employee's quota:

Infotype 416 Date	04/02/2020
Infotype 416 Quota Type	13 Comp time Quota Balance: 18.78
Infotype 416 No. to compensate	2.47000 Quota Reduction
Adjust made via Infotype 416	<input type="checkbox"/>

- 12b. In the **Confirmation** pop-up window, select **Yes** to make the quota adjustment or **No** to go back to the previous step.




After the adjustment is made, the status of the FFCRA leave request will be green, indicating that no further adjustment is needed. On blue days, a payroll simulation should be run on employees with FFCRA leave to ensure their pay is correct.

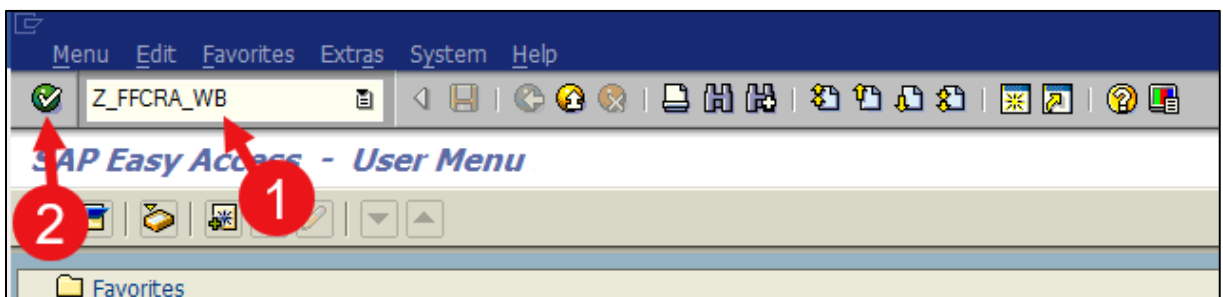
Correct FFCRA Leave Adjustments

If you make a mistake when adjusting FFCRA leave requests, you cannot correct them through the FFCRA Workbench. Below is a high-level overview of what you must do to correct an adjustment:

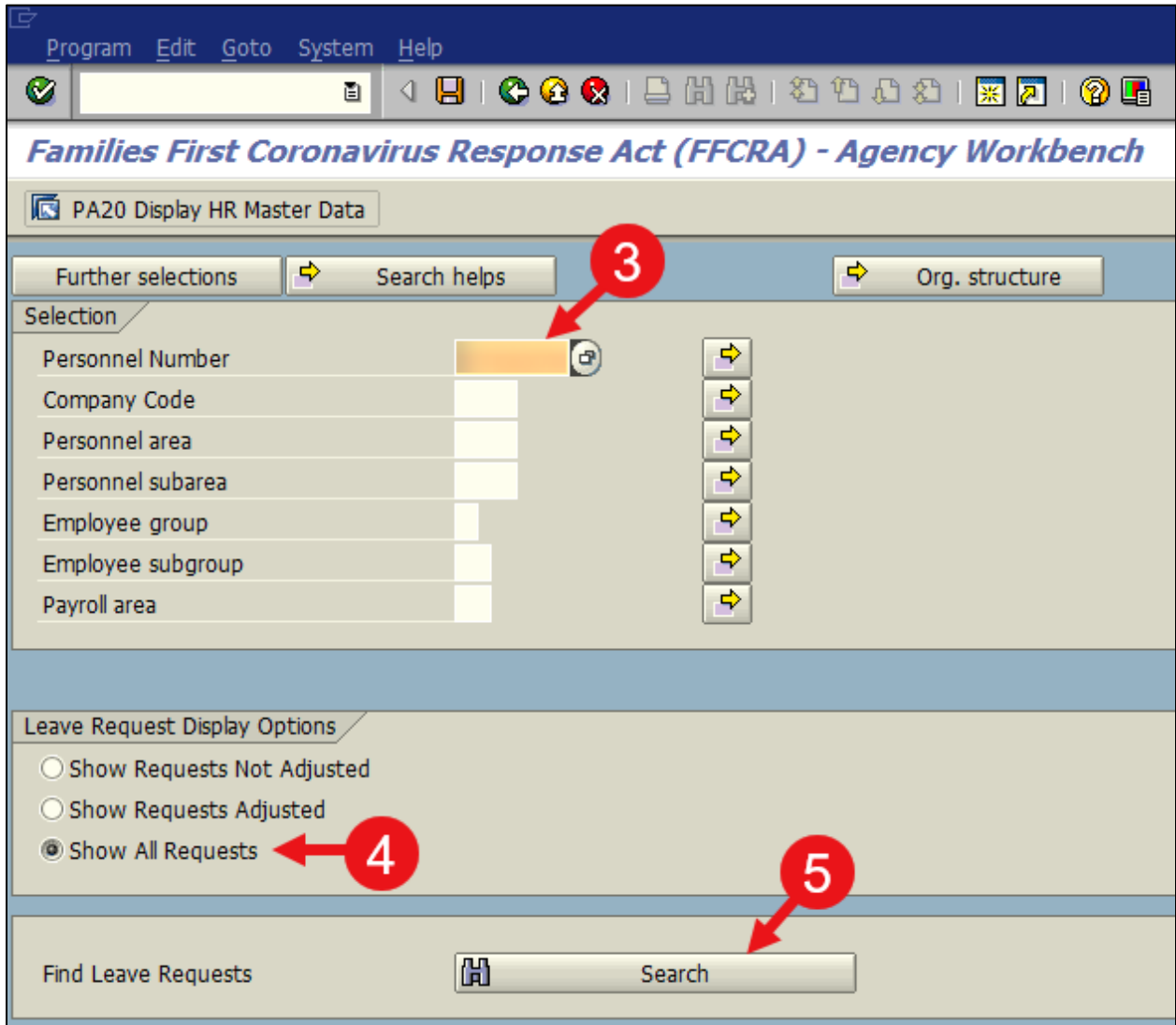
- A** Calculate what the appropriate Infotype 0015 and Infotype 0416 entries should be using the amounts in the FFCRA Workbench.
- B** Delete the incorrect entries made in Infotypes 0015 and 0416.
- C** Create new Infotype 0015 and 0416 entries with the correct amounts as needed.

-
- A** **Calculate what the correct Infotype 0015 and Infotype 0416 entries should be using the amounts in the FFCRA Workbench.**

1. In the **Command** field on the Easy Access screen, type **Z_FFCRA_WB**.
2. Click the **Enter** button .



3. In the **Personnel Number** field, **enter the personnel** number of the employee you need to correct.
4. In the **Leave Request Display Options** section, **select Show All Requests**.
The Workbench will return leave requests that have not been adjusted and those that have been adjusted.
5. Click the **Search** button.



Families First Coronavirus Response Act (FFCRA) - Agency Workbench

PA20 Display HR Master Data

Further selections Search helps Org. structure

Selection

Personnel Number		
Company Code		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		

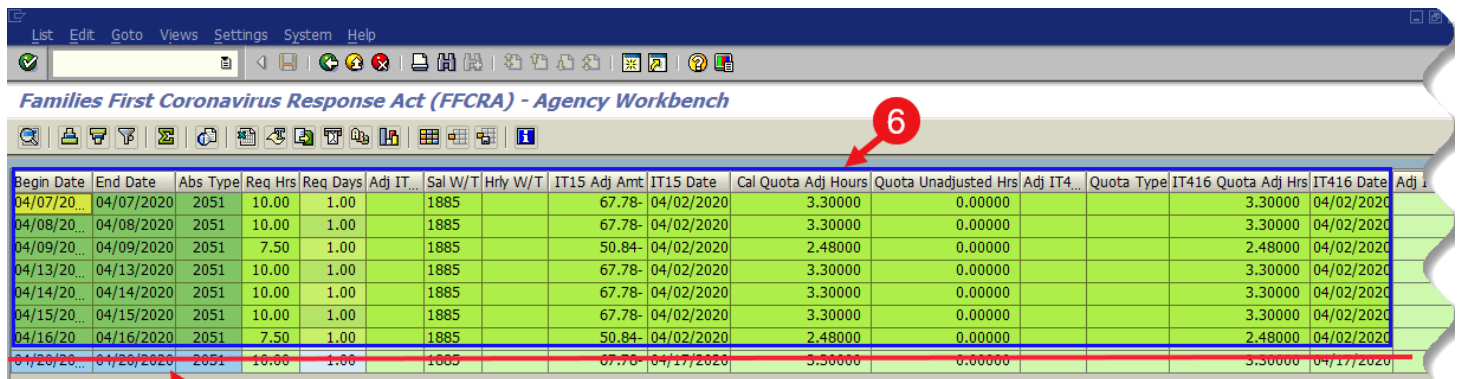
Leave Request Display Options

☐ Show Requests Not Adjusted
☐ Show Requests Adjusted
☒ Show All Requests

Find Leave Requests Search

- Adjust any outstanding FFCRA leave requests for the pay period you need to correct. This will turn the status of the request to green and reflect that they have been adjusted.

Next, review the FFCRA leave requests for **ONE PAY PERIOD ONLY**. When calculating what the correct Infotype 0015 and 0416 entries should be, do not include FFCRA leave request from other pay periods!



Begin Date	End Date	Abs Type	Req Hrs	Req Days	Adj IT...	Sal W/T	Hrly W/T	IT15 Adj Amt	IT15 Date	Cal Quota	Adj Hours	Quota Unadjusted Hrs	Adj IT4...	Quota Type	IT416 Quota Adj Hrs	IT416 Date	Adj I
04/07/20...	04/07/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000		0.00000			3.30000	04/02/2020	
04/08/20...	04/08/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000		0.00000			3.30000	04/02/2020	
04/09/20...	04/09/2020	2051	7.50	1.00		1885		50.84	04/02/2020	2.48000		0.00000			2.48000	04/02/2020	
04/13/20...	04/13/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000		0.00000			3.30000	04/02/2020	
04/14/20...	04/14/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000		0.00000			3.30000	04/02/2020	
04/15/20...	04/15/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000		0.00000			3.30000	04/02/2020	
04/16/20...	04/16/2020	2051	7.50	1.00		1885		50.84	04/02/2020	2.48000		0.00000			2.48000	04/02/2020	
04/20/20...	04/20/2020	2051	10.00	1.00		1885		67.78	04/17/2020	3.30000		0.00000			3.30000	04/17/2020	

The leave request from 04/20/20 is in a different pay period. Do not include in calculation!

Sample Correction Scenarios:

I selected Adjust Salary via Infotype 15 but meant to select Adjust Quota via Infotype 416

Situation 1 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Families First Coronavirus Response Act (FFCRA) - Agency Workbench															
Begin Date	End Date	Abs Type	Req Hrs	Req Days	Adj IT...	Sal W/T	Hrly W/T	IT15 Adj Amt	IT15 Date	Cal Quota Adj Hours	Quota Unadjusted Hrs	Adj IT4...	Quota Type	IT416 Quota Adj Hrs	IT416 Date
04/07/20...	04/07/2020	2051	10.00	1.00		1885		67.78-	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020
04/08/20...	04/08/2020	2051	10.00	1.00		1885		67.78-	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020
04/09/20...	04/09/2020	2051	7.50	1.00	x	1885		50.84-	04/02/2020	2.48000	0.00000			2.48000	04/02/2020
04/13/20...	04/13/2020	2051	10.00	1.00	x	1885		67.78-	04/02/2020	3.30000	0.00000			3.30000	04/02/2020
04/14/20...	04/14/2020	2051	10.00	1.00	x	1885		67.78-	04/02/2020	3.30000	0.00000			3.30000	04/02/2020
04/15/20...	04/15/2020	2051	10.00	1.00		1885		67.78-	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020
04/16/20...	04/16/2020	2051	7.50	1.00		1885		50.84-	04/02/2020	2.48000	0.00000	x		2.48000	04/02/2020
04/20/20...	04/20/2020	2051	10.00	1.00		1885		67.78-	04/17/2020	3.30000	0.00000			3.30000	04/17/2020

Incorrect leave requests from pay period:

- 04/09/2020 – Selected IT15 but should have selected IT416.
- 04/13/2020 – Selected IT15 but should have selected IT416.
- 04/14/2020 – Selected IT15 but should have selected IT416.

Correct leave requests from pay period:

- 04/07/2020 – Selected IT416.
- 04/08/2020 – Selected IT416.
- 04/15/2020 – Selected IT416.
- 04/16/2020 – Selected IT416.

How to correct:

1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Delete the appropriate 04/02/2020 IT416 record(s).
3. Create a new 04/02/2020 IT416 record for a total deduction of leave hours in the pay period. Multiple IT416 records can be created if the employee wishes to use multiple leave types.

In this example, you would add the 4/7, 4/8, 4/9, 4/13, 4/14, 4/15 and 4/16 quota hours in the Cal Quota Adj Hours column together.

Situation 2 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Families First Coronavirus Response Act (FFCRA) - Agency Workbench																
Begin Date	End Date	Abs Type	Req Hrs	Req Days	Adj IT...	Sal W/T	Hrly W/T	IT15 Adj Amt	IT15 Date	Cal Quota Adj Hours	Quota Unadjusted Hrs	Adj IT4...	Quota Type	IT416 Quota Adj Hrs	IT416 Date	Adj I
04/07/20...	04/07/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/08/20...	04/08/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/09/20...	04/09/2020	2051	7.50	1.00	x	1885		50.84	04/02/2020	2.48000	0.00000			2.48000	04/02/2020	
04/13/20...	04/13/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/14/20...	04/14/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/15/20...	04/15/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/16/20...	04/16/2020	2051	7.50	1.00	x	1885		50.84	04/02/2020	2.48000	0.00000			2.48000	04/02/2020	
04/20/20...	04/20/2020	2051	10.00	1.00		1885		67.78	04/17/2020	3.30000	0.00000			3.30000	04/17/2020	

Incorrect leave requests from pay period:

- 04/09/2020 – Selected IT15 but should have selected IT416.
- 04/13/2020 – Selected IT15 but should have selected IT416.
- 04/14/2020 – Selected IT15 but should have selected IT416.

Correct leave requests from pay period:

- 04/07/2020 – Selected IT15.
- 04/08/2020 – Selected IT15.
- 04/15/2020 – Selected IT15.
- 04/16/2020 – Selected IT15.

How to correct:

1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Create a new 04/02/2020 IT15 record with wage type 1885 for the total pay reduction the pay period.

In this example, you would add the 4/7, 4/8, 4/15 and 4/16 amounts in the IT15 Adj Amt column together.

3. Create a new 04/02/2020 IT416 record for a total deduction of leave hours for the pay period. Multiple IT416 records can be created if the employee wishes to use multiple leave types.

In this example, you would add the 4/9, 4/13 and 4/14 quota hours in the Cal Quota Adj Hours column together.

Situation 3 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Families First Coronavirus Response Act (FFCRA) - Agency Workbench																
Begin Date	End Date	Abs Type	Req Hrs	Req Days	Adj IT...	Sal W/T	Hrly W/T	IT15 Adj Amt	IT15 Date	Cal Quota Adj Hours	Quota Unadjusted Hrs	Adj IT4...	Quota Type	IT416 Quota Adj Hrs	IT416 Date	Adj I
04/07/20...	04/07/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/08/20...	04/08/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/09/20...	04/09/2020	2051	7.50	1.00	x	1885		50.84	04/02/2020	2.48000	0.00000			2.48000	04/02/2020	
04/13/20...	04/13/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/14/20...	04/14/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/15/20...	04/15/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/16/20...	04/16/2020	2051	7.50	1.00		1885		50.84	04/02/2020	2.48000	0.00000	x		2.48000	04/02/2020	
04/20/20...	04/20/2020	2051	10.00	1.00		1885		67.78	04/17/2020	3.30000	0.00000			3.30000	04/17/2020	

Incorrect leave requests from pay period:

- 04/09/2020 – Selected IT15 but should have selected IT416.
- 04/13/2020 – Selected IT15 but should have selected IT416.
- 04/14/2020 – Selected IT15 but should have selected IT416.

Correct leave requests from pay period:

- 04/07/2020 – Selected IT15.
- 04/08/2020 – Selected IT15.
- 04/15/2020 – Selected IT416.
- 04/16/2020 – Selected IT416.

How to correct:

1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Delete the appropriate 04/02/2020 IT416 record(s).
3. Create a new 04/02/2020 IT15 record with wage type 1885 for the total pay reduction that pay period.

In this example, you would add the 4/7 and 4/8 amounts in the IT15 Adj Amt column together.

4. Create a new 04/02/2020 IT416 record for a total deduction of leave hours for the pay period. Multiple IT416 records can be created if the employee wishes to use multiple leave types.

In this example, you would add the 4/9, 4/13 and 4/14, 4/15 and 4/16 quota hours in the Cal Quota Adj Hours column together.

Sample Correction Scenarios:

I selected Adjust Quota via Infotype 416 but meant to select Adjust Salary via Infotype 15

Situation 4 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Families First Coronavirus Response Act (FFCRA) - Agency Workbench																
Begin Date	End Date	Abs Type	Req Hrs	Req Days	Adj IT...	Sal W/T	Hrly W/T	IT15 Adj Amt	IT15 Date	Cal Quota Adj Hours	Quota Unadjusted Hrs	Adj IT4...	Quota Type	IT416 Quota Adj Hrs	IT416 Date	Adj 1
04/07/20...	04/07/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/08/20...	04/08/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/09/20...	04/09/2020	2051	7.50	1.00		1885		50.84	04/02/2020	2.48000	0.00000	x		2.48000	04/02/2020	
04/13/20...	04/13/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/14/20...	04/14/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/15/20...	04/15/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/16/20...	04/16/2020	2051	7.50	1.00		1885		50.84	04/02/2020	2.48000	0.00000	x		2.48000	04/02/2020	
04/20/20...	04/20/2020	2051	10.00	1.00		1885		67.78	04/17/2020	3.30000	0.00000			3.30000	04/17/2020	

Incorrect leave requests from pay period:

- 04/09/2020 – Selected IT416 but should have selected IT15.
- 04/13/2020 – Selected IT416 but should have selected IT15.
- 04/14/2020 – Selected IT416 but should have selected IT15.

Correct leave requests from pay period:

- 04/07/2020 – Selected IT416.
- 04/08/2020 – Selected IT416.
- 04/15/2020 – Selected IT416.
- 04/16/2020 – Selected IT416.

How to correct:

1. Delete the appropriate 04/02/2020 IT416 record(s).
2. Create a new 04/02/2020 IT416 record for a total deduction of leave hours.
Multiple IT416 records can be created if the employee wishes to use multiple leave types.

In this example, add the 4/7, 4/8, 4/15 and 4/16 quota hours in the Cal Quota Adj Hours column together.

3. Create a 04/02/2020 IT15 record with wage type 1885 for the total pay reduction that pay period.

In this example, add the 4/9, 4/13 and 4/14 amounts in the IT15 Adj Amt column.

Situation 5 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Families First Coronavirus Response Act (FFCRA) - Agency Workbench																
Begin Date	End Date	Abs Type	Req Hrs	Req Days	Adj IT...	Sal W/T	Hrly W/T	IT15 Adj Amt	IT15 Date	Cal Quota Adj Hours	Quota Unadjusted Hrs	Adj IT4...	Quota Type	IT416 Quota Adj Hrs	IT416 Date	Adj I
04/07/20...	04/07/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/08/20...	04/08/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/09/20...	04/09/2020	2051	7.50	1.00		1885		50.84	04/02/2020	2.48000	0.00000	x		2.48000	04/02/2020	
04/13/20...	04/13/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/14/20...	04/14/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/15/20...	04/15/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/16/20...	04/16/2020	2051	7.50	1.00	x	1885		50.84	04/02/2020	2.48000	0.00000			2.48000	04/02/2020	
04/20/20...	04/20/2020	2051	10.00	1.00		1885		67.78	04/17/2020	3.30000	0.00000			3.30000	04/17/2020	

Incorrect leave requests from pay period:

- 04/09/2020 – Selected IT416 but should have selected IT15.
- 04/13/2020 – Selected IT416 but should have selected IT15.
- 04/14/2020 – Selected IT416 but should have selected IT15.

Correct leave requests from pay period:

- 04/07/2020 – Selected IT15.
- 04/08/2020 – Selected IT15.
- 04/15/2020 – Selected IT15.
- 04/16/2020 – Selected IT15.

How to correct:

1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Delete the appropriate 04/02/2020 IT416 record(s).
3. Create a 04/02/2020 IT15 record with wage type 1885 for the total pay reduction that pay period.

In this example, add the 4/7, 4/8, 4/9, 4/13 4/14, 4/15 and 4/16 amounts in the IT15 Adj Amt column together.

Situation 6 – We are looking at the following FFCRA leave requests for 04/02/2020-04/16/2020 pay period:

Families First Coronavirus Response Act (FFCRA) - Agency Workbench																
Begin Date	End Date	Abs Type	Req Hrs	Req Days	Adj IT...	Sal W/T	Hrly W/T	IT15 Adj Amt	IT15 Date	Cal Quota Adj Hours	Quota Unadjusted Hrs	Adj IT4...	Quota Type	IT416 Quota Adj Hrs	IT416 Date	Adj 1
04/07/20...	04/07/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/08/20...	04/08/2020	2051	10.00	1.00	x	1885		67.78	04/02/2020	3.30000	0.00000			3.30000	04/02/2020	
04/09/20...	04/09/2020	2051	7.50	1.00		1885		50.84	04/02/2020	2.48000	0.00000	x		2.48000	04/02/2020	
04/13/20...	04/13/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/14/20...	04/14/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/15/20...	04/15/2020	2051	10.00	1.00		1885		67.78	04/02/2020	3.30000	0.00000	x		3.30000	04/02/2020	
04/16/20...	04/16/2020	2051	7.50	1.00		1885		50.84	04/02/2020	2.48000	0.00000	x		2.48000	04/02/2020	
04/20/20...	04/20/2020	2051	10.00	1.00		1885		67.78	04/17/2020	3.30000	0.00000			3.30000	04/17/2020	

Incorrect leave requests from pay period:

- 04/09/2020 – Selected IT416 but should have selected IT15.
- 04/13/2020 – Selected IT416 but should have selected IT15.
- 04/14/2020 – Selected IT416 but should have selected IT15.

Correct leave requests from pay period:

- 04/07/2020 – Selected IT15.
- 04/08/2020 – Selected IT15.
- 04/15/2020 – Selected IT416.
- 04/16/2020 – Selected IT416.

How to correct:


1. Delete the 04/02/2020 IT15 record with wage type 1885.
2. Delete the appropriate 04/02/2020 IT416 record(s).
3. Create a new 04/02/2020 IT15 record with wage type 1885 for the total pay reduction that pay period.

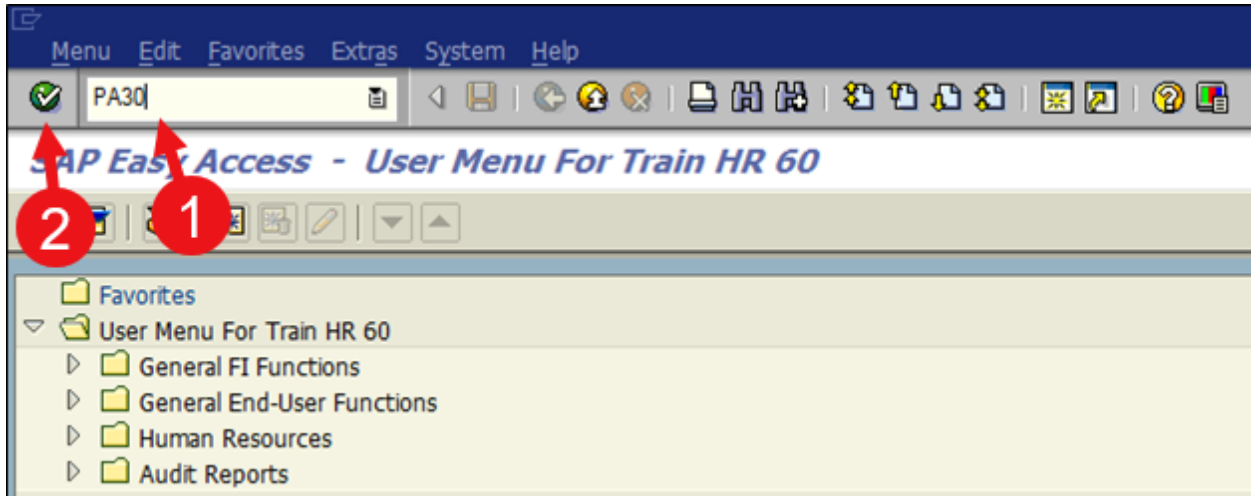
In this example, add the 4/7, 4/8, 4/9, 4/13 and 4/14 amounts in the IT15 Adj Amt column.



4. Create a new 04/02/2020 IT416 record for a total deduction of leave hours for the pay period. Multiple IT416 records can be created if the employee wishes to use multiple leave types.

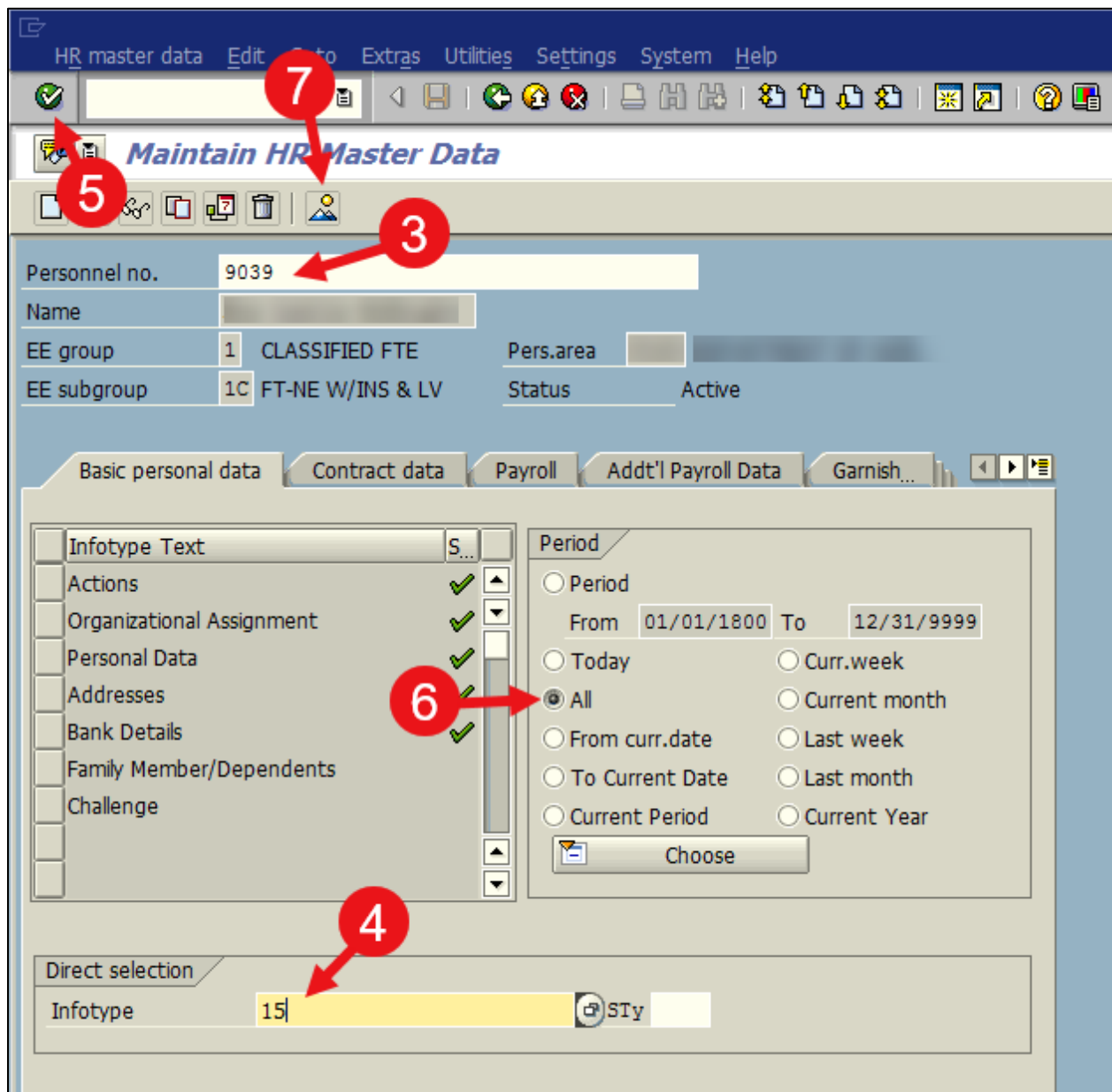
In this example, you would add the 4/15 and 4/16 quota hours in the Cal Quota Adj Hours column together.

B**Delete Infotype 0015 Record**


1. In the **Command** field on the Easy Access screen, type **PA30**.
2. Click the **Enter** button .

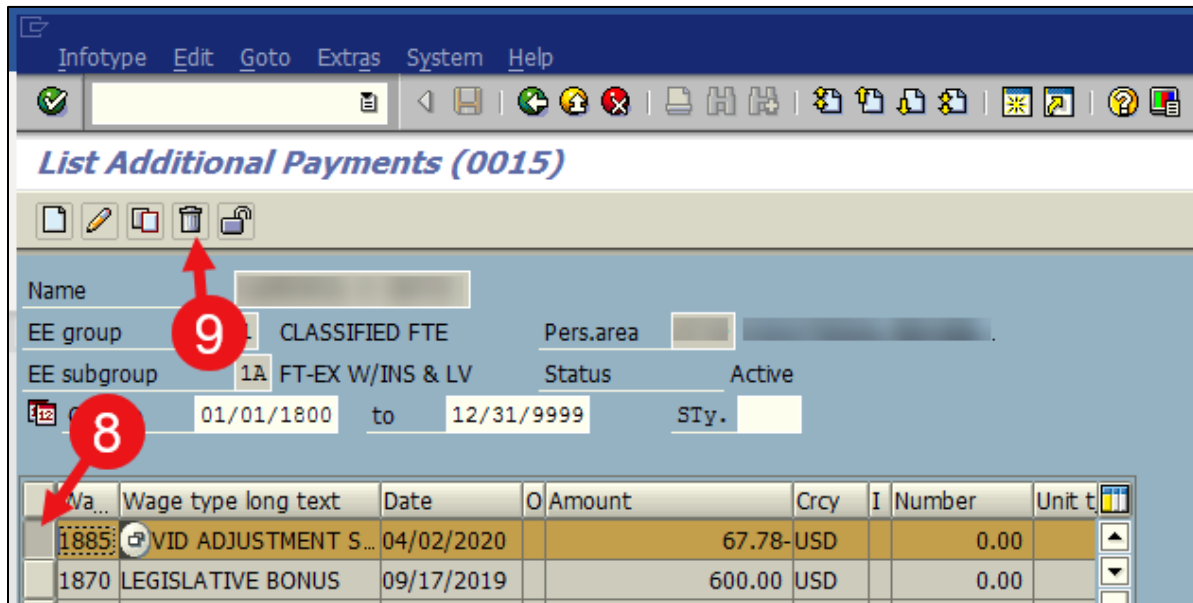


3. In the **Personnel no.** field, enter the employee's **Personnel Number**.
4. In the **Infotype** field, type **15**.
5. Click the **Enter** button .
6. In the **Period** section, click the **All** radio button.
7. Click the **Overview** button .



The screenshot shows the 'Maintain HR Master Data' window. At the top is a menu bar with 'HR master data', 'Edit', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. A red circle with the number '7' points to the 'Enter' button (a green checkmark in a square) in the toolbar. Below the toolbar is a section with input fields. A red circle with the number '3' points to the 'Personnel no.' field, which contains the value '9039'. Below this are fields for 'Name', 'EE group' (1 CLASSIFIED FTE), 'Pers.area', 'EE subgroup' (1C FT-NE W/INS & LV), and 'Status' (Active). Below these fields are tabs for 'Basic personal data', 'Contract data', 'Payroll', 'Addt'l Payroll Data', and 'Garnish...'. The 'Basic personal data' tab is selected. It contains a list of categories on the left: 'Infotype Text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Bank Details', 'Family Member/Dependents', and 'Challenge'. Each category has a checkbox and a green checkmark. A red circle with the number '6' points to the 'All' radio button in the 'Period' section on the right. The 'Period' section has a 'From' date of '01/01/1800' and a 'To' date of '12/31/9999'. It includes radio buttons for 'Period', 'Today', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom of the 'Period' section. At the bottom of the window is a 'Direct selection' section. A red circle with the number '4' points to the 'Infotype' field, which contains the value '15'. A red circle with the number '5' points to the 'Overview' button (a blue square with a white magnifying glass icon) in the toolbar. A red circle with the number '7' points to the 'Enter' button in the toolbar.

8. Click the **gray square** next to the IT0015 record that matches the date and wage type found in the FFCRA Workbench.
9. Click the **Delete** button .



List Additional Payments (0015)

Name

EE group CLASSIFIED FTE Pers.area

EE subgroup 1A FT-EX W/INS & LV Status Active

☐ 01/01/1800 to 12/31/9999 STy.

Wa...	Wage type long text	Date	O Amount	Crcy	I	Number	Unit t
1885	COVID ADJUSTMENT S...	04/02/2020	67.78	USD		0.00	
1870	LEGISLATIVE BONUS	09/17/2019	600.00	USD		0.00	

10. Click the **Delete** button  again.



Delete Additional Payments (0015)

Name

EE group CLASSIFIED FTE Pers.area


EE subgroup 1A FT-EX W/INS & LV Status Active

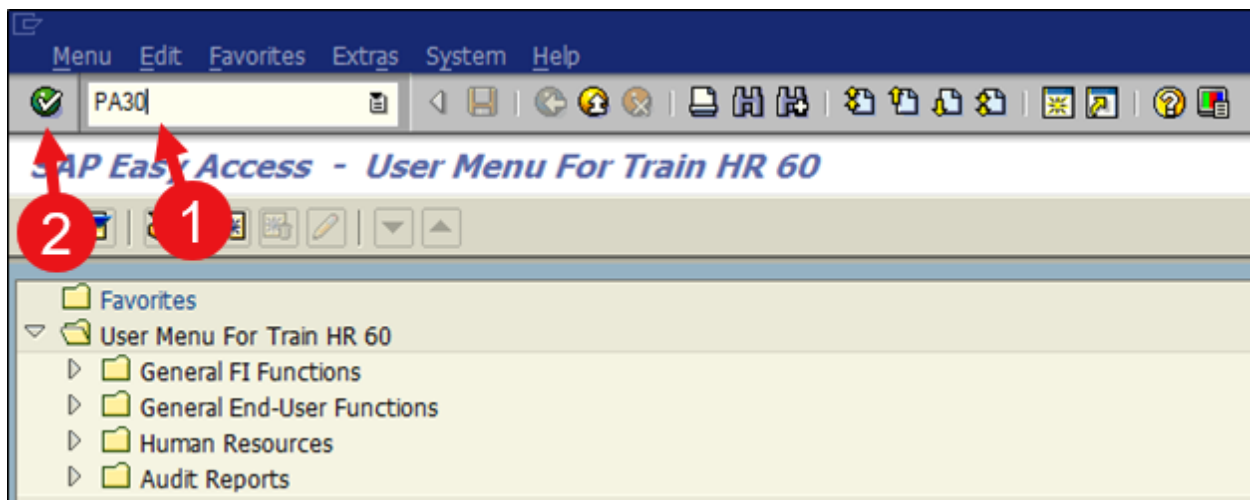
Chng 04/21/2020



Additional Payments

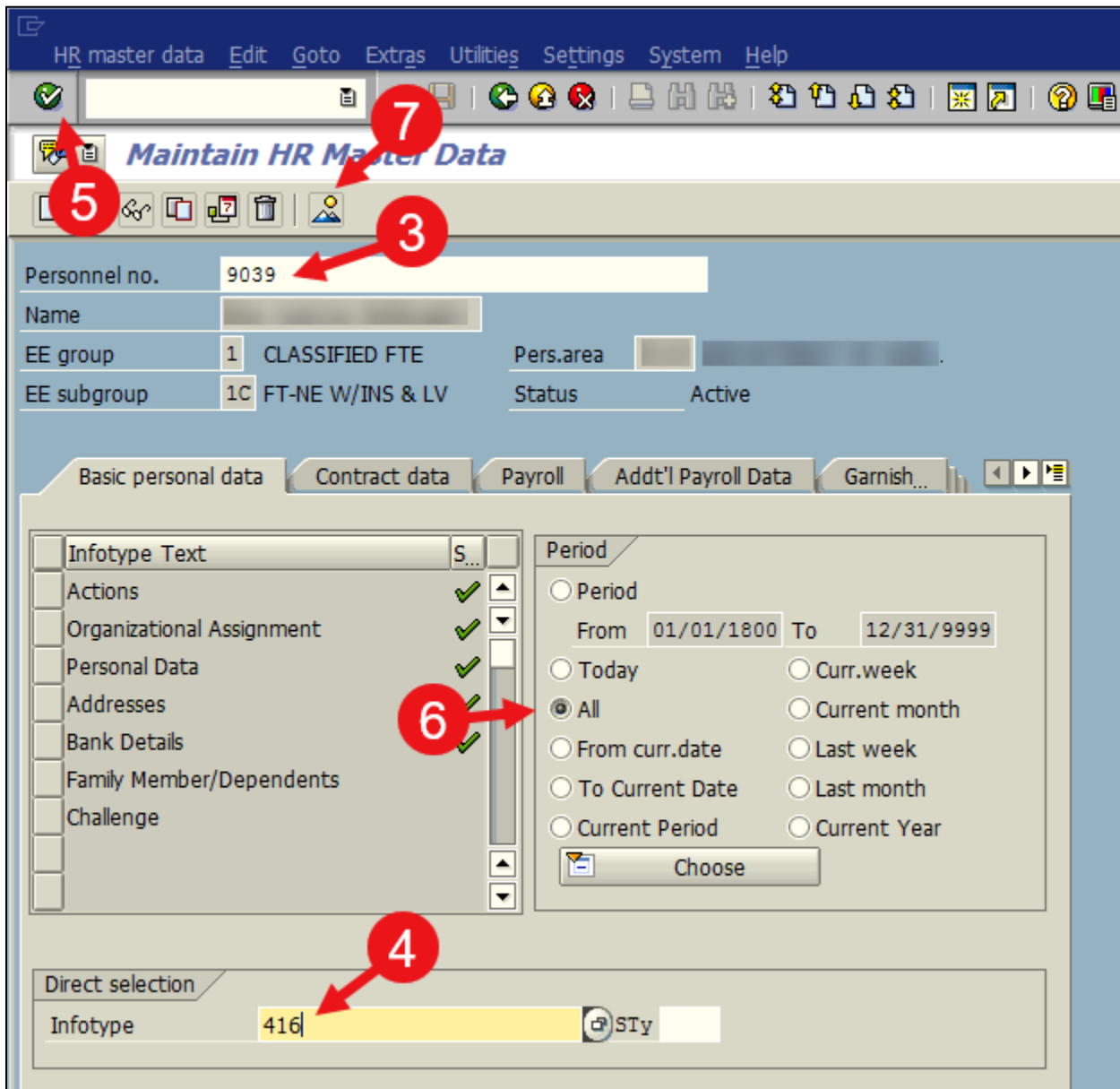
Wage Type	1885	COVID ADJUSTMENT SALARIED
Amount	67.78	USD Ind.val.
Number/unit	0.00	
Date of origin	04/02/2020	
Default Date	00	
Assignment Number	<input type="text"/>	
Reason for Change	<input type="text"/>	

B Delete Infotype 0416 Record

1. In the **Command** field on the Easy Access screen, type **PA30**.
2. Click the **Enter** button .



3. In the **Personnel no.** field, enter the employee's **Personnel Number**.
4. In the **Infotype** field, type **416**.
5. Click the **Enter** button .
6. In the **Period** section, click the **All** radio button.
7. Click the **Overview** button .



The screenshot shows the 'Maintain HR Master Data' window. The interface includes a menu bar (HR master data, Edit, Goto, Extras, Utilities, Settings, System, Help) and a toolbar. The main area is divided into sections for data entry and navigation.

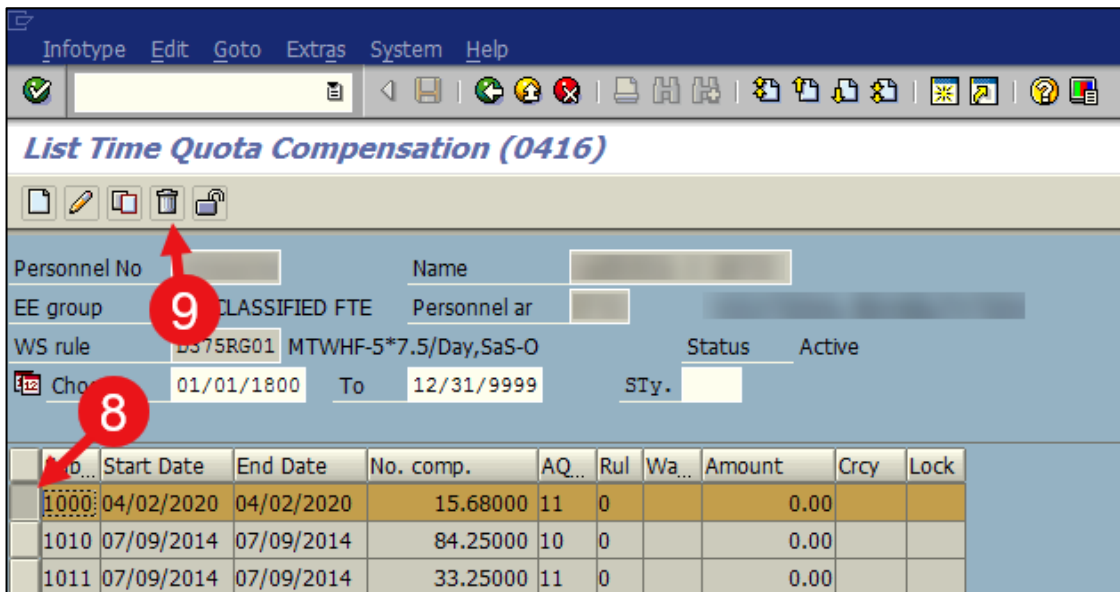
Numbered callouts indicate the following steps:

- 3**: Points to the **Personnel no.** field, which contains the value **9039**.
- 4**: Points to the **Infotype** field in the 'Direct selection' section, which contains the value **416**.
- 5**: Points to the **Enter** button (a green checkmark icon) in the toolbar.
- 6**: Points to the **All** radio button in the **Period** section.
- 7**: Points to the **Overview** button (a person icon) in the toolbar.

The **Period** section includes options for **From** (01/01/1800) and **To** (12/31/9999), and radio buttons for **Today**, **From curr.date**, **To Current Date**, **Current Period**, **Curr.week**, **Current month**, **Last week**, **Last month**, and **Current Year**. A **Choose** button is also present.

8. Click the **gray square** next to the IT0416 record(s) that matches the date and quota types found in the FFCRA Workbench.

9. Click the **Delete** button .

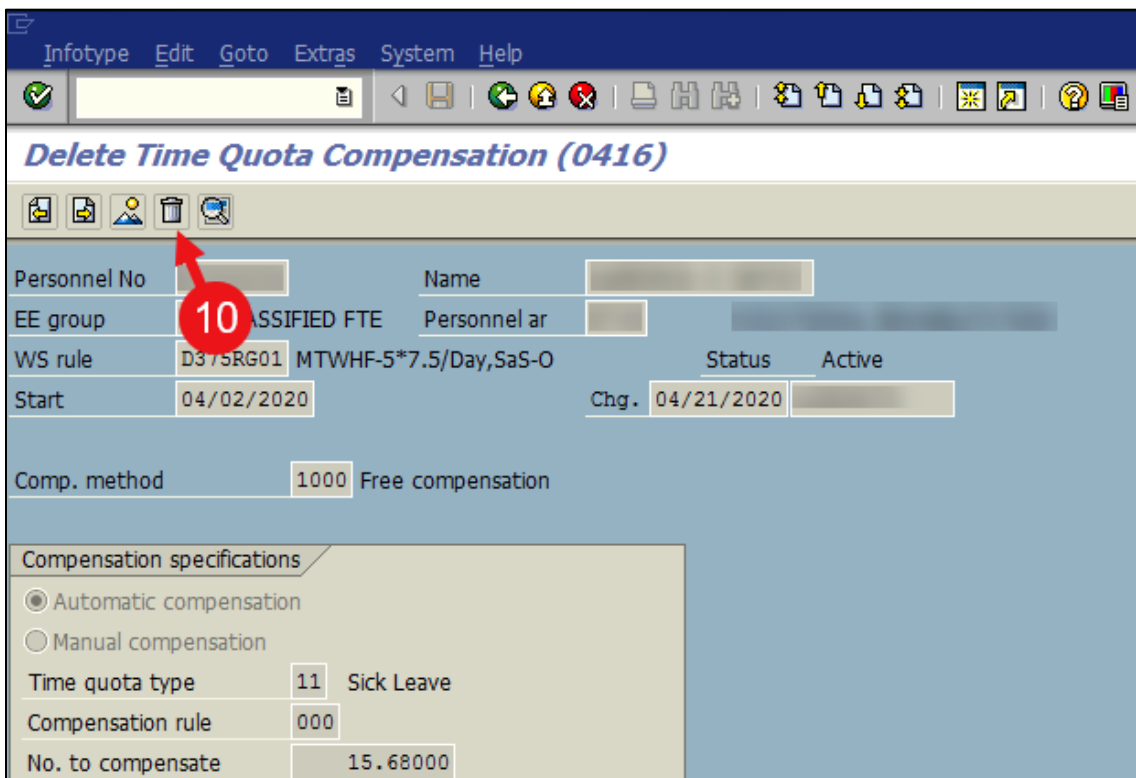


List Time Quota Compensation (0416)

Personnel No. [redacted] Name [redacted]
 EE group CLASSIFIED FTE Personnel ar [redacted]
 WS rule D375RG01 MTWHF-5*7.5/Day,SaS-O Status Active
 Cho 01/01/1800 To 12/31/9999 STy. [redacted]

	Op...	Start Date	End Date	No. comp.	AQ...	Rul	Wa...	Amount	Crcy	Lock
	1000	04/02/2020	04/02/2020	15.68000	11	0		0.00		
	1010	07/09/2014	07/09/2014	84.25000	10	0		0.00		
	1011	07/09/2014	07/09/2014	33.25000	11	0		0.00		

10. Click the **Delete** button  again.



Delete Time Quota Compensation (0416)


Personnel No. [redacted] Name [redacted]
 EE group CLASSIFIED FTE Personnel ar [redacted]
 WS rule D375RG01 MTWHF-5*7.5/Day,SaS-O Status Active
 Start 04/02/2020 Chg. 04/21/2020 [redacted]
 Comp. method 1000 Free compensation

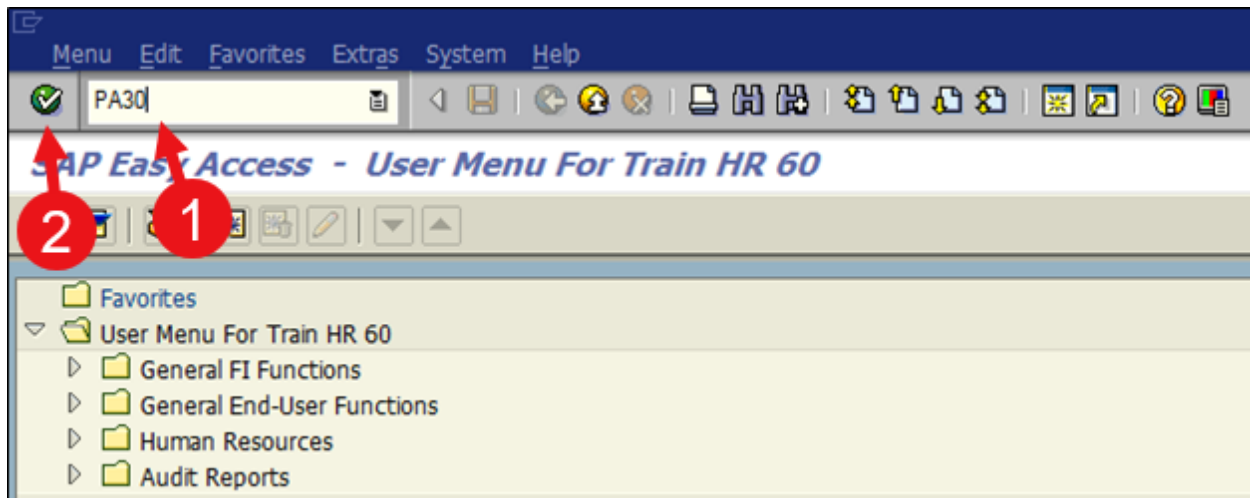
Compensation specifications



☒ Automatic compensation
☐ Manual compensation
 Time quota type 11 Sick Leave
 Compensation rule 000
 No. to compensate 15.68000

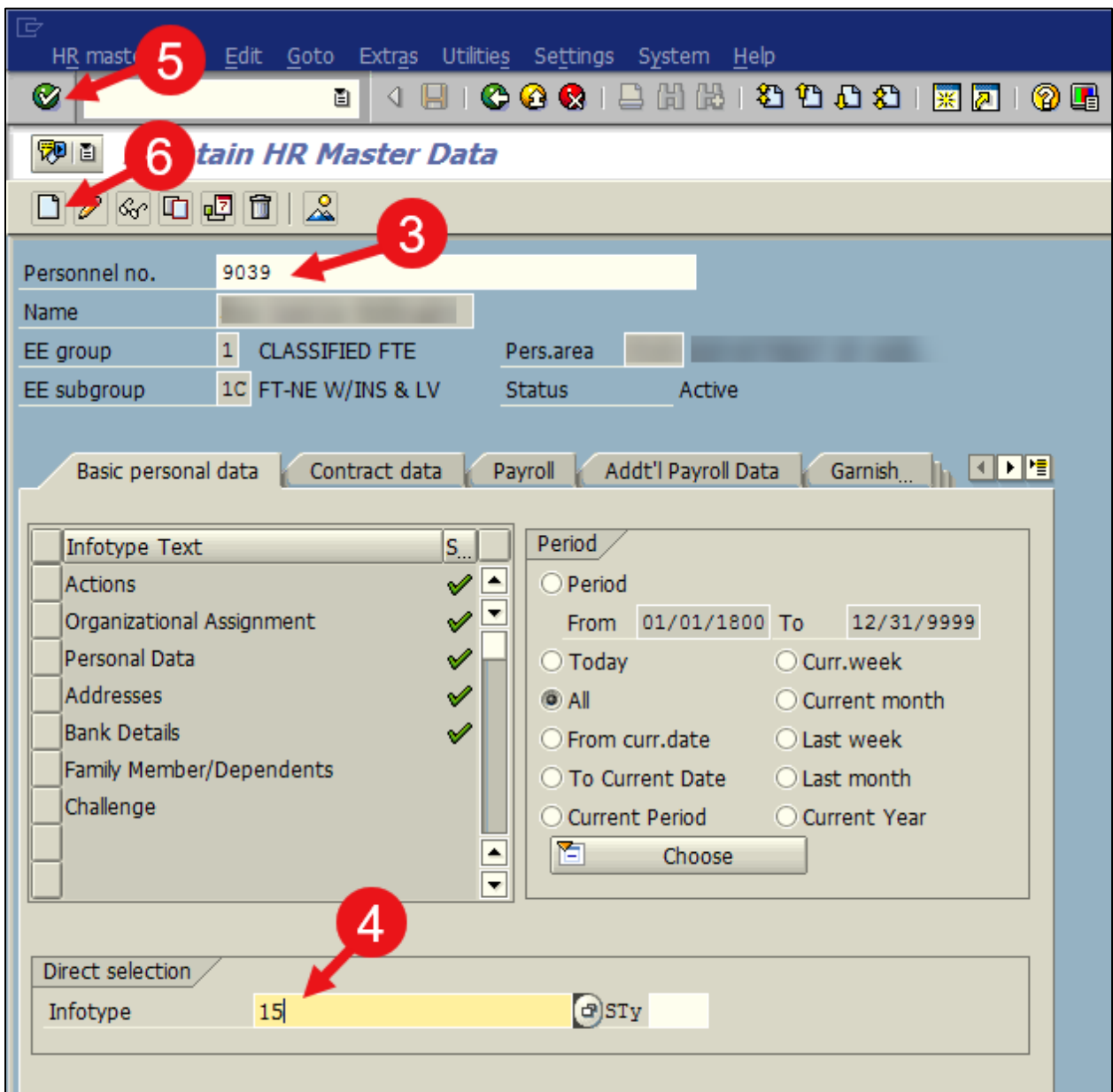
Repeat this process if there were multiple IT0416 records created for supplementing FFCRA leave for that pay period.

C Create Infotype 0015 Record

1. In the **Command** field on the Easy Access screen, type **PA30**.
2. Click the **Enter** button .





3. In the **Personnel no.** field, enter the employee's **Personnel Number**.
4. In the **Infotype** field, type **15**.
5. Click the **Enter** button .
6. Click the **Create** button .

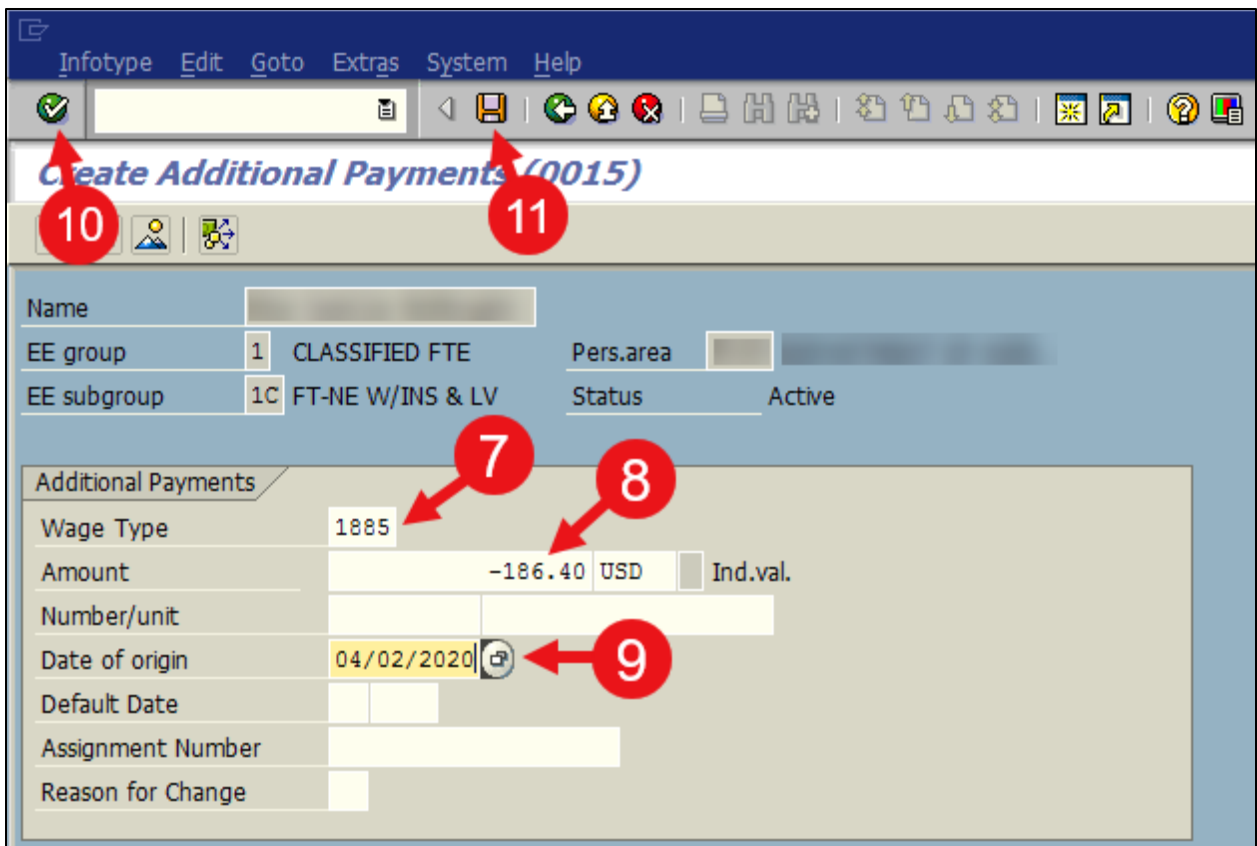


The screenshot shows the 'Maintain HR Master Data' window. The 'Personnel no.' field contains '9039'. The 'EE group' is '1 CLASSIFIED FTE' and 'EE subgroup' is '1C FT-NE W/INS & LV'. The 'Status' is 'Active'. The 'Infotype Text' list on the left includes 'Infotype Text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Bank Details', 'Family Member/Dependents', and 'Challenge'. The 'Period' section shows 'From 01/01/1800 To 12/31/9999' with various selection options. The 'Direct selection' section at the bottom has the 'Infotype' field set to '15'.

Numbered callouts in the image:

- 3: Points to the 'Personnel no.' field containing '9039'.
- 4: Points to the 'Infotype' field in the 'Direct selection' section containing '15'.
- 5: Points to the 'Enter' button (checkmark icon) in the top toolbar.
- 6: Points to the 'Create' button (document icon) in the top toolbar.

7. In the **Wage Type** field, **enter the appropriate wage type** found in the FFCRA Workbench.
8. In the **Amount** field, **enter the dollar amount** to be deducted for that pay period.
9. In the **Date of origin** field, **enter the IT15 Date** (effective date) found in the FFCRA Workbench.
10. Click the **Enter** button .
11. Click the **Save** button .



The screenshot shows the 'Create Additional Payments (0015)' form. The form has a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. The form fields are as follows:

Name			
EE group	1	CLASSIFIED FTE	Pers.area
EE subgroup	1C	FT-NE W/INS & LV	Status Active

The 'Additional Payments' section contains the following fields:

Wage Type	1885
Amount	-186.40 USD Ind.val.
Number/unit	
Date of origin	04/02/2020
Default Date	
Assignment Number	
Reason for Change	


Numbered callouts indicate the following actions:

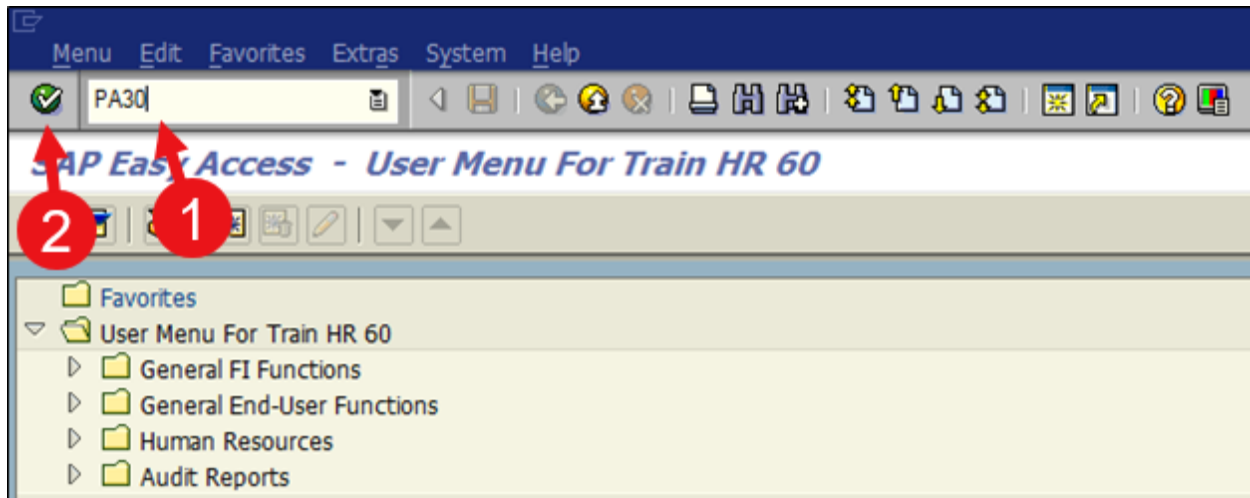
- 7: Points to the Wage Type field (1885).
- 8: Points to the Amount field (-186.40 USD).
- 9: Points to the Date of origin field (04/02/2020).
- 10: Points to the Enter button (checkmark icon).
- 11: Points to the Save button (floppy disk icon).


After making corrections a payroll simulation should be run on the employee to ensure their pay is correct.

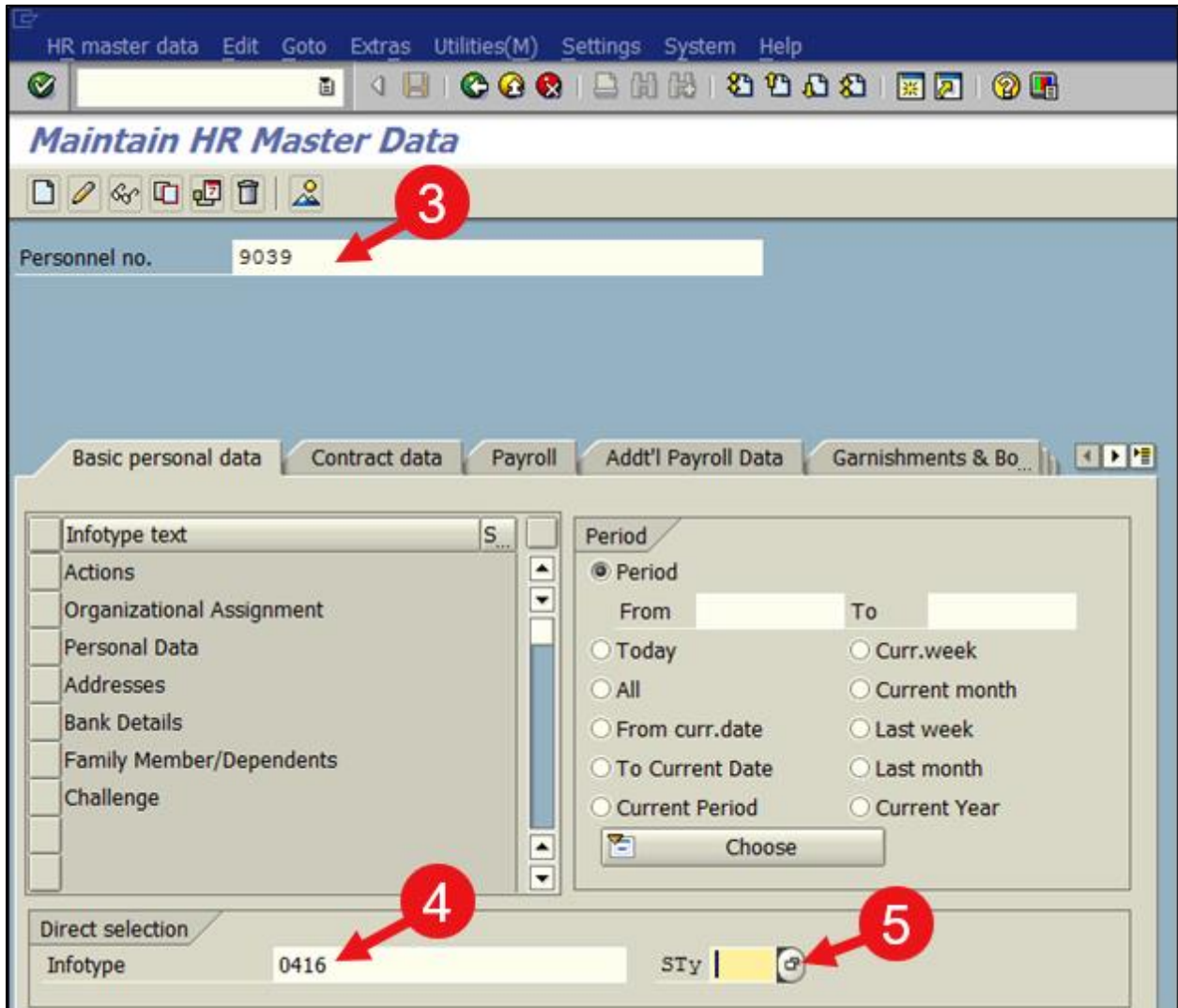
C

Create an Infotype 0416 Record to Decrease a Quota


1. In the **Command** field on the Easy Access screen, type **PA30**.
2. Click the **Enter** button .

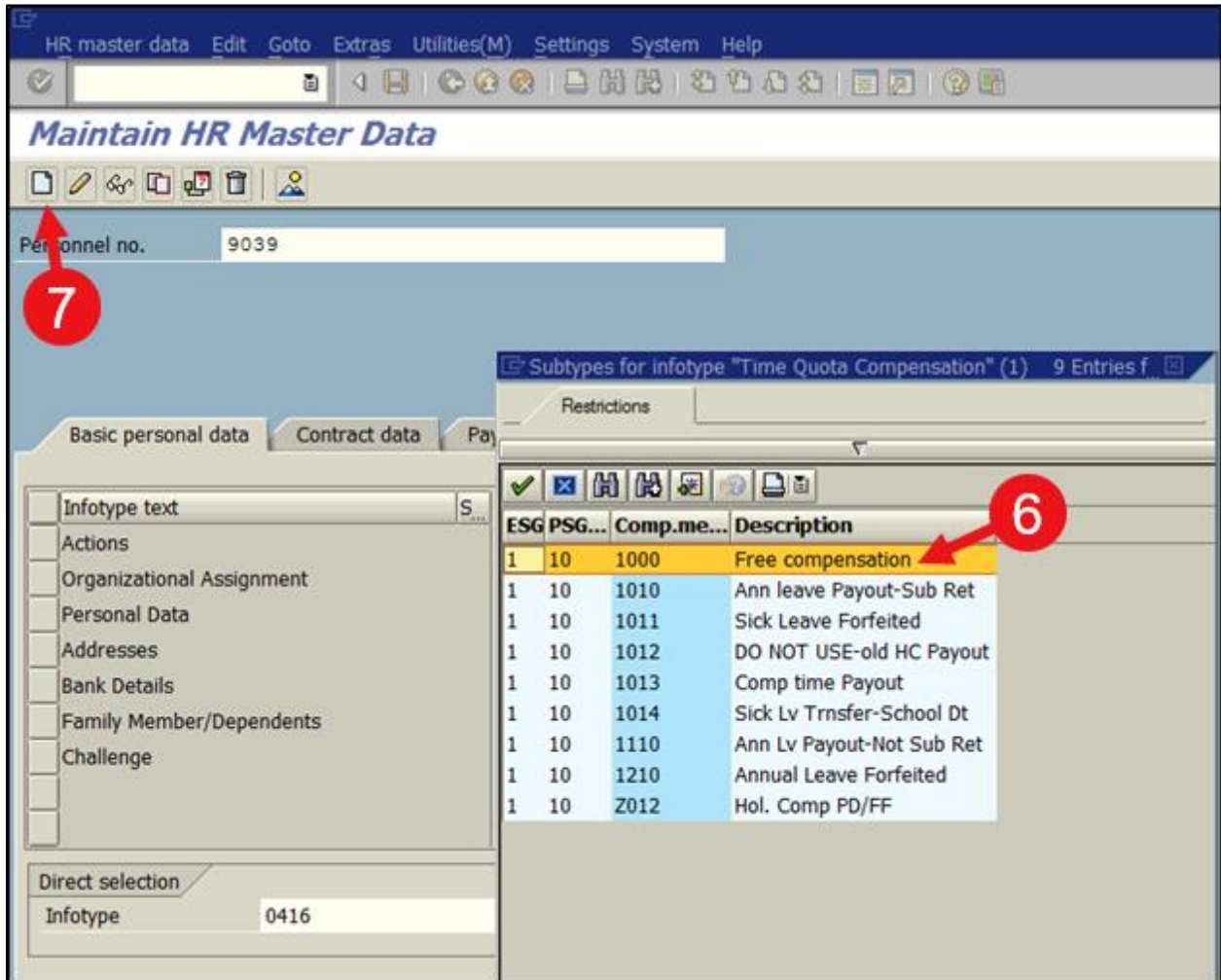


3. In the **Personnel no.** field, enter the employee's **Personnel Number**.
4. In the **Infotype** field, type **416**.
5. Click in the **STy** field and click the **List** button .



The screenshot shows the 'Maintain HR Master Data' window in SAP. The window has a menu bar at the top with options: HR master data, Edit, Goto, Extras, Utilities(M), Settings, System, and Help. Below the menu bar is a toolbar with various icons. The main title is 'Maintain HR Master Data'. Below the title is a toolbar with icons for document, edit, delete, and other functions. A red circle with the number '3' points to the 'Personnel no.' field, which contains the value '9039'. Below this is a tabbed interface with tabs: Basic personal data, Contract data, Payroll, Add'l Payroll Data, and Garnishments & Bo... The 'Basic personal data' tab is selected. Below the tabs is a list of infotypes: Infotype text, Actions, Organizational Assignment, Personal Data, Addresses, Bank Details, Family Member/Dependents, and Challenge. A red circle with the number '4' points to the 'Infotype' field, which contains the value '0416'. To the right of the infotype list is a 'Period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. Below the 'Period' section is a 'Choose' button. At the bottom of the window is a 'Direct selection' section with a 'STy' field and a 'List' button (represented by a magnifying glass icon). A red circle with the number '5' points to the 'List' button.

6. In the Subtype list, double-click the **1000 Free compensation** option.
7. Click the **Create** button .




Maintain HR Master Data

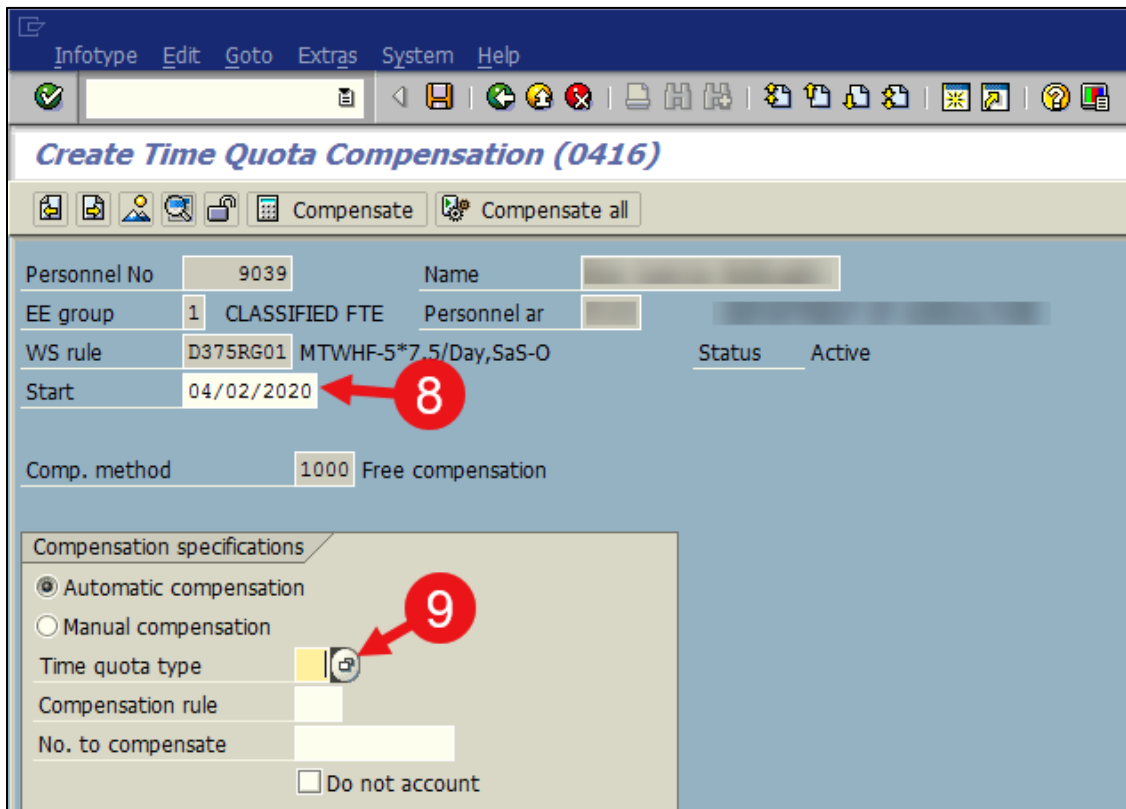
Personnel no. 9039

Subtypes for infotype "Time Quota Compensation" (1) 9 Entries f

ESG	PSG...	Comp.me...	Description
1	10	1000	Free compensation
1	10	1010	Ann leave Payout-Sub Ret
1	10	1011	Sick Leave Forfeited
1	10	1012	DO NOT USE-old HC Payout
1	10	1013	Comp time Payout
1	10	1014	Sick Lv Transfer-School Dt
1	10	1110	Ann Lv Payout-Not Sub Ret
1	10	1210	Annual Leave Forfeited
1	10	Z012	Hol. Comp PD/FF

Direct selection
Infotype 0416


8. In the **Start** field, **enter the IT416 date** (effective date) found in the FFCRA Workbench.
9. Click in the **Time quota type** field and click the **List** button .



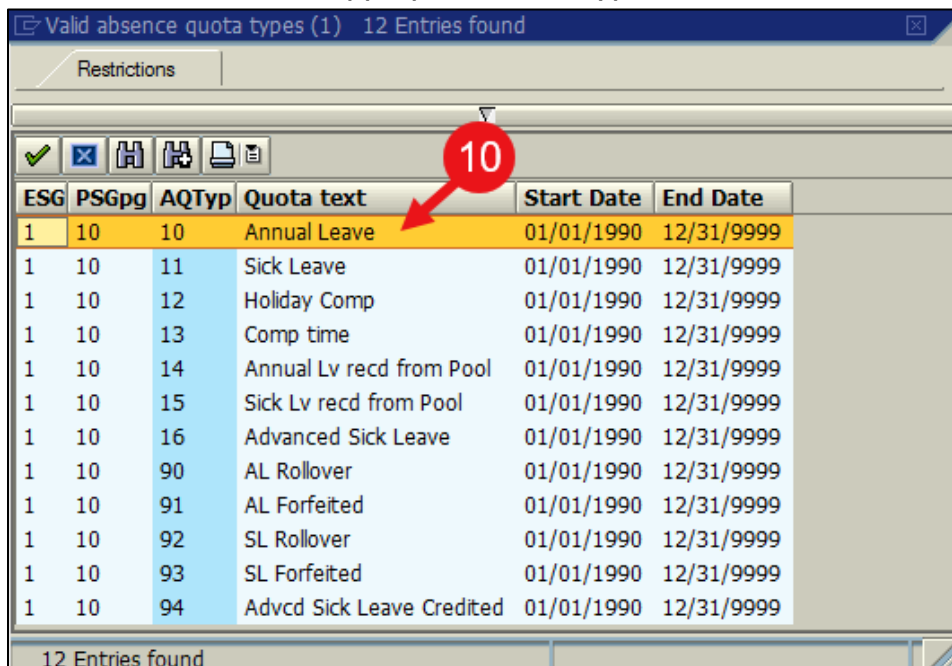
Create Time Quota Compensation (0416)

Personnel No: 9039 Name: [Redacted]
 EE group: 1 CLASSIFIED FTE Personnel ar: [Redacted]
 WS rule: D375RG01 MTWHF-5*7.5/Day, SaS-O Status: Active
 Start: 04/02/2020
 Comp. method: 1000 Free compensation

Compensation specifications

☒ Automatic compensation
☐ Manual compensation
 Time quota type: [Redacted] 
 Compensation rule: [Redacted]
 No. to compensate: [Redacted]
☐ Do not account

10. **Double-click** the appropriate leave type.





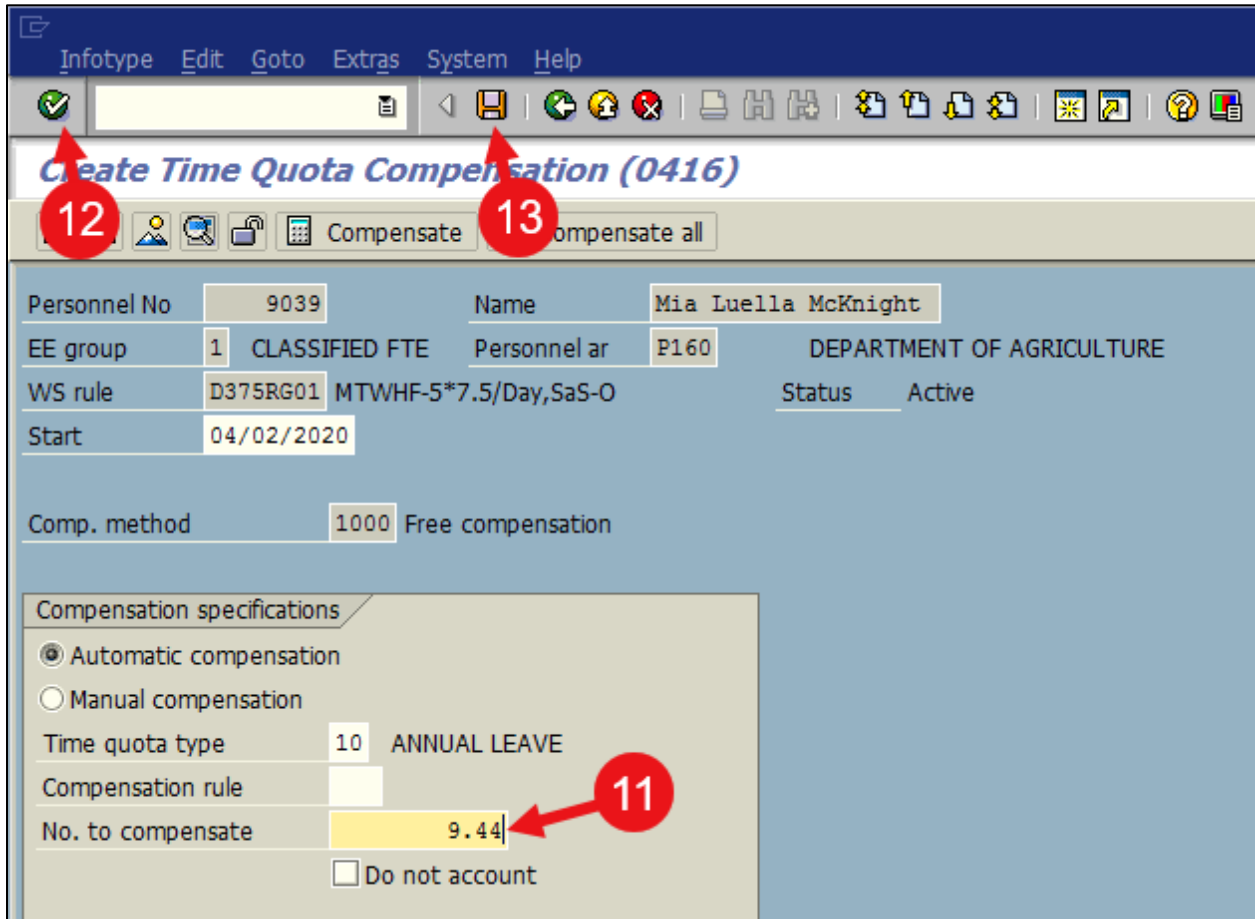
Valid absence quota types (1) 12 Entries found

Restrictions

ESG	PSGpg	AQTyp	Quota text	Start Date	End Date
1	10	10	Annual Leave	01/01/1990	12/31/9999
1	10	11	Sick Leave	01/01/1990	12/31/9999
1	10	12	Holiday Comp	01/01/1990	12/31/9999
1	10	13	Comp time	01/01/1990	12/31/9999
1	10	14	Annual Lv recd from Pool	01/01/1990	12/31/9999
1	10	15	Sick Lv recd from Pool	01/01/1990	12/31/9999
1	10	16	Advanced Sick Leave	01/01/1990	12/31/9999
1	10	90	AL Rollover	01/01/1990	12/31/9999
1	10	91	AL Forfeited	01/01/1990	12/31/9999
1	10	92	SL Rollover	01/01/1990	12/31/9999
1	10	93	SL Forfeited	01/01/1990	12/31/9999
1	10	94	Advcd Sick Leave Credited	01/01/1990	12/31/9999

12 Entries found

11. In the **No. to compensate** field, enter the **number of hours** you want to reduce the quota balance by.
12. Click the **Enter** button .
13. Click the **Save** button .



The screenshot shows the 'Create Time Quota Compensation (0416)' form. The form includes fields for Personnel No (9039), Name (Mia Luella McKnight), EE group (1), CLASSIFIED FTE, Personnel ar (P160), DEPARTMENT OF AGRICULTURE, WS rule (D375RG01), MTWHF-5*7.5/Day, SaS-O, Status (Active), Start (04/02/2020), and Comp. method (1000 Free compensation). The 'Compensation specifications' section has radio buttons for Automatic compensation (selected) and Manual compensation. It also includes fields for Time quota type (10 ANNUAL LEAVE), Compensation rule, No. to compensate (9.44), and a checkbox for Do not account. Red circles with numbers 11, 12, and 13 are overlaid on the form. Circle 11 points to the 'No. to compensate' field. Circle 12 points to the 'Enter' button. Circle 13 points to the 'Save' button.

Appendix A

Filtering the FFCRA Workbench Report

Filtering the FFCRA Workbench Report

In the Selection area, to filter by a specific data point, enter the appropriate value in the field(s) below:

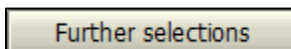
- **Personnel Number** – To see the FFCRA leave requests for one employee, enter the employee's personnel number.
- **Company Code** – Not used.
- **Personnel area** – Enter the agency code to speed up the runtime of the report.
- **Personnel subarea** – Enter a personnel subarea to display only those leave requests submitted by employees in that personnel subarea.
- **Employee group** – Enter an employee group to display only those leave requests submitted by employees in that employee group.
- **Employee subgroup** – Enter an employee subgroup to display only those leave requests submitted by employees in that employee subgroup.
- **Payroll area** – Enter either SM (semi-monthly) or GA (monthly) to filter by payroll area.

Tip: You can click the **Multiple Selection** button to the right of any of the above fields to enter a list of values.

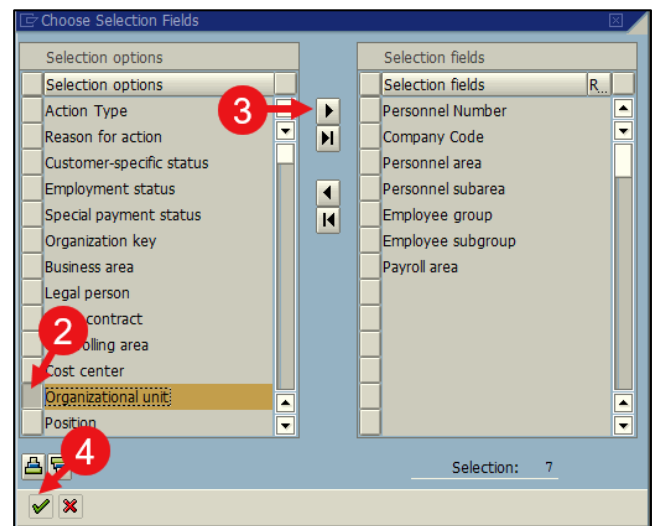
Adding Additional Fields to the Selection Area

Clicking the **Further selections button** will provide additional fields that can be filtered such as Cost center, Organizational unit, etc.

1. Click the **Further selections button**.



2. In the **Choose Selection Fields** pop-up window, in the Selection options box, **click the gray square** beside the field you would like to filter by.
3. Click the **arrow pointing to the right** to add the field to the Selection fields box.

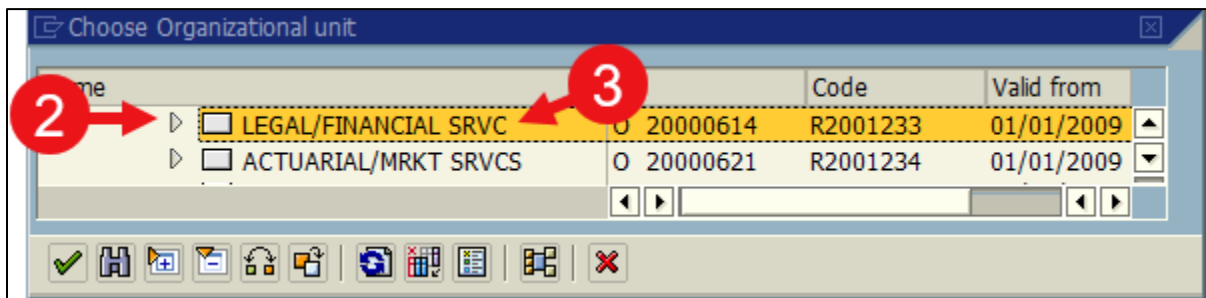


4. Click the **Continue** button. The field is now added to the Selection area and you can enter values to filter by.

Selecting a Particular Organizational Unit

Clicking the **Org. structure** button displays the org structure the user has access to. A particular org unit could be selected from this view.

1. First, click the **Org. structure** button. The org structure you have access to displays.
2. **Expand the folders** in the org structure to locate the org unit you wish to filter by.
3. **Double-click the org unit.**



Tip: **Leaving all fields in the Selection area blank** will return all employees' FFCRA leave that you have access to view.

Appendix B

FFCRA Workbench Column Definitions

FFCRA Workbench Column Definitions

- **Status** –
 - Red (R) indicates an adjustment is needed on the FFCRA leave request.
 - Yellow (Y) indicates a partial quota adjustment was made. The employee had an insufficient leave balance for the selected absence types.
 - Green (G) indicates the FFCRA leave request does not need an adjustment or has already been adjusted.
- **PERNR** – Personnel number
- **Employee Name** – Employee Name
- **Begin Date** – Beginning date of leave request
- **End Date** – End date of leave request
- **Abs Type** – FFCRA absence code
- **Description (Abs Type)** – FFCRA absence code description
- **Agency** – Agency Code
- **Description (Agency)** – Agency Name
- **Req Hrs** – Requested hours of leave
- **Req Days** – The number of days of leave requested
- **AdjIT15** – An "X" in this field indicates an adjustment was made on IT0015
- **Sal W/T** – "Salaried Wage Type" – The wage type used to adjust pay on IT0015 for a salaried employee
- **Hrly W/T** – "Hourly Wage Type" – The wage type used to adjust pay on IT0015 for an hourly employee
- **IT15 Adj Amt** – The dollar amount that will be adjusted on IT0015 (+ or -)
- **IT15 Date** – The effective date that will be used on the IT0015 entry
- **Cal Quota Adj Hours** – The calculated number of adjustment hours
- **Quota Unadjusted Hrs** – The adjustment hours remaining after a partial quota adjustment has been made (Yellow (Y) Status)
- **Adj IT416** – An "X" in this field indicates an adjustment was made on IT0416
- **Quota Type** – The quota type that was used in the IT0416 entry
- **IT416 Quota Adj Hrs** – The number of quota hours used of that particular quota type in the IT0416 adjustment

- **IT416 Date** – The effective date that will be used on the IT416 entry
*Note: The AdjIT416, Quota Type, IT416 Quota Adj Hrs and IT416 Date fields are repeated a second time to display situations where two different quota types were used to adjust the FFCRA leave request.
- **Salary/Hourly** – Indicates whether the employee is salaried or hourly
- **Changed On** – Date the FFCRA leave request was adjusted
- **Changed On Time** – Time the FFCRA leave request was adjusted
- **Changed By** – The User ID that adjusted the FFCRA leave request

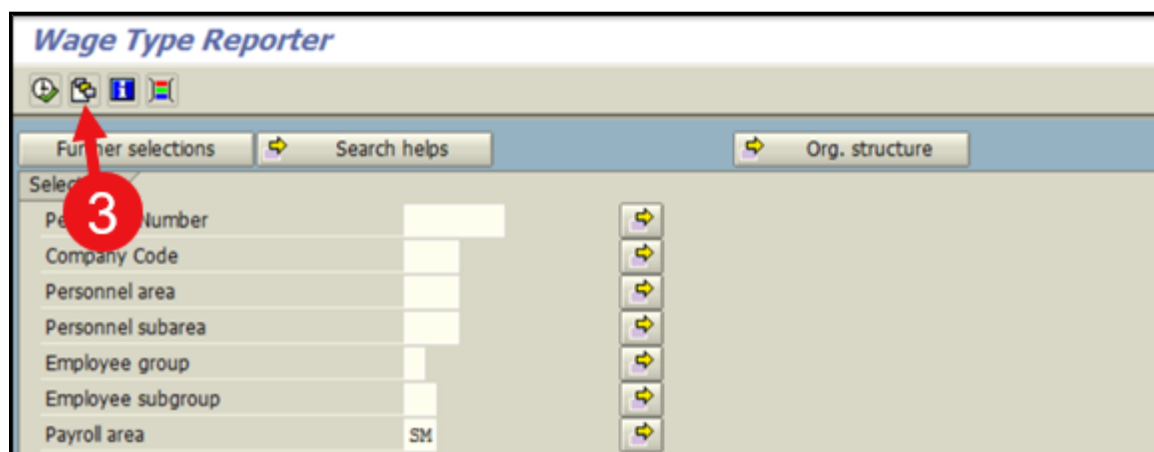
View Employee's Hourly Rate

The Wage Type Reporter, transaction PC00_M99_CWTR provides details for employee wages. Filtering the report for wage type 9001 will display an employee's hourly rate. This can be used by employers to calculate the daily rate for the purposes of calculating a daily amount for an employee.

1. On the **Easy Access** screen, in the **Command** field, enter **PC00_M99_CWTR**.
2. Click the **Enter** button.



3. Click the **Get Variant** button.



4. Double-click the **ZPROD-SM-9001** variant.

ABAP: Variant Directory of Program H99CWTR0

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By
ZPROD-SM /110	PROD-SM Total Deductions	A		NJAIN	06/12/2009	
ZPROD-SM /552	PROD-SM Retrocalculations	A		NJAIN	06/12/2009	NJAIN
ZPROD-SM /560	PROD-SM Net Pay	A		NJAIN	06/12/2009	
ZPROD-SM /561	PROD-SM Claims more than \$250	A		NJAIN	06/12/2009	VTRAYWICK
ZPROD-SM /5U0	PROD-SM Total Taxes	A		NJAIN	06/12/2009	
ZPROD-SM 1000	PROD-SM Salaried Ex BaseSalary	A		NJAIN	06/12/2009	
ZPROD-SM 1200	PROD-SM Hourly BaseSalary	A		NJAIN	06/12/2009	
ZPROD-SM 2150	PROD-SM 2150 Deduction	A		DMURRAY	01/17/2013	
ZPROD-SM 9001	PROD-SM EE REG RATE	A	X	NJAIN	04/01/2020	
ZPROD-SM ERBEN	PROD-SM ER Ben Contributions	A		NJAIN	06/12/2009	

5. In the **Personnel area** field, enter your agency's personnel area (agency code).
6. Click the **Execute** button.

Wage Type Reporter

Further selection Search help Org. structure

Selection

Personnel Number	XXXX	
Company Code		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area	SM	

Payroll Period

Payroll ☐ Payroll Comparison

☒ Regular Payroll Run

Payroll Area SM

Period Selection X Current Period Other Period

7 2020

03/02/2020 - 03/16/2020

☐ Off-Cycle Payroll Run

Special Run

Comparison Parameter

Abs. Difference No.		to	
Abs. Difference Amnt		to	
Perc. Difference No.		to	
Perc. Difference Amnt		to	

Payroll Interval

Period determination

☒ In-view payroll periods

☐ For-view payroll periods

Other selections

Wage Type 9001 to

☐ Archived Payroll Results

☐ Display recs with null values

Object selection


Output

☒ SAP List Viewer Layout Variant /ZPROD-SORT

☐ ALV Grid Control Layout Variant

☐ Microsoft Excel Template PC File

7. The report displays employee's hourly rate.

Wage Type Reporter							
							
Pers.No.	Last/First Name	PA	Personnel Area Text	For-pe	Pmt date	P WT	Amount
100			DEPARTMENT	202007	04/01/2020	9001	130.77
100			DEPARTMENT	202007	04/01/2020	9001	15.88
100			DEPARTMENT	202007	04/01/2020	9001	18.03
100			DEPARTMENT	202007	04/01/2020	9001	27.59
100			DEPARTMENT	202007	04/01/2020	9001	25.11
100			DEPARTMENT	202007	04/01/2020	9001	17.95
100			DEPARTMENT	202007	04/01/2020	9001	15.82
100			DEPARTMENT	202007	04/01/2020	9001	32.23
100			DEPARTMENT	202007	04/01/2020	9001	63.34
100			DEPARTMENT	202007	04/01/2020	9001	31.38
100			DEPARTMENT	202007	04/01/2020	9001	15.00
100			DEPARTMENT	202007	04/01/2020	9001	27.20
100			DEPARTMENT	202007	04/01/2020	9001	21.45
100			DEPARTMENT	202007	04/01/2020	9001	23.75
100			DEPARTMENT	202007	04/01/2020	9001	47.34
100			DEPARTMENT	202007	04/01/2020	9001	17.97
100			DEPARTMENT	202007	04/01/2020	9001	30.48
100			DEPARTMENT	202007	04/01/2020	9001	23.54
100			DEPARTMENT	202007	04/01/2020	9001	100.05
100			DEPARTMENT	202007	04/01/2020	9001	29.09
100			DEPARTMENT	202007	04/01/2020	9001	70.62
100			DEPARTMENT	202007	04/01/2020	9001	70.62
100			DEPARTMENT	202007	04/01/2020	9001	40.37
100			DEPARTMENT	202007	04/01/2020	9001	102.49
100			DEPARTMENT	202007	04/01/2020	9001	19.32
100			DEPARTMENT	202007	04/01/2020	9001	71.44
100			DEPARTMENT	202007	04/01/2020	9001	13.05
100			DEPARTMENT	202007	04/01/2020	9001	17.51
100			DEPARTMENT	202007	04/01/2020	9001	20.72
100			DEPARTMENT	202007	04/01/2020	9001	18.03
100			DEPARTMENT	202007	04/01/2020	9001	20.73
100			DEPARTMENT	202007	04/01/2020	9001	23.06
100			DEPARTMENT	202007	04/01/2020	9001	22.00
100			DEPARTMENT	202007	04/01/2020	9001	23.06
100			DEPARTMENT	202007	04/01/2020	9001	41.89
100			DEPARTMENT	202007	04/01/2020	9001	27.20
100			DEPARTMENT	202007	04/01/2020	9001	59.12


Run a Payroll Simulation

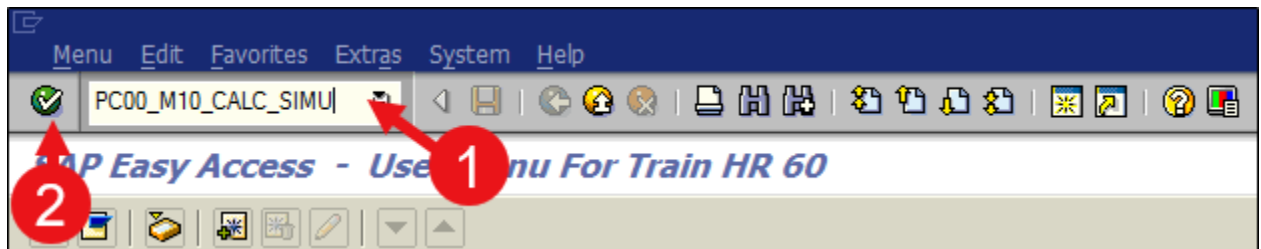
A payroll simulation generates a mock payroll just as it will process in the real world, allowing agencies to anticipate the impact that master data, time and other changes will have on their employees' pay. Agencies may run the payroll simulation for a single employee only and for the current payroll period only.





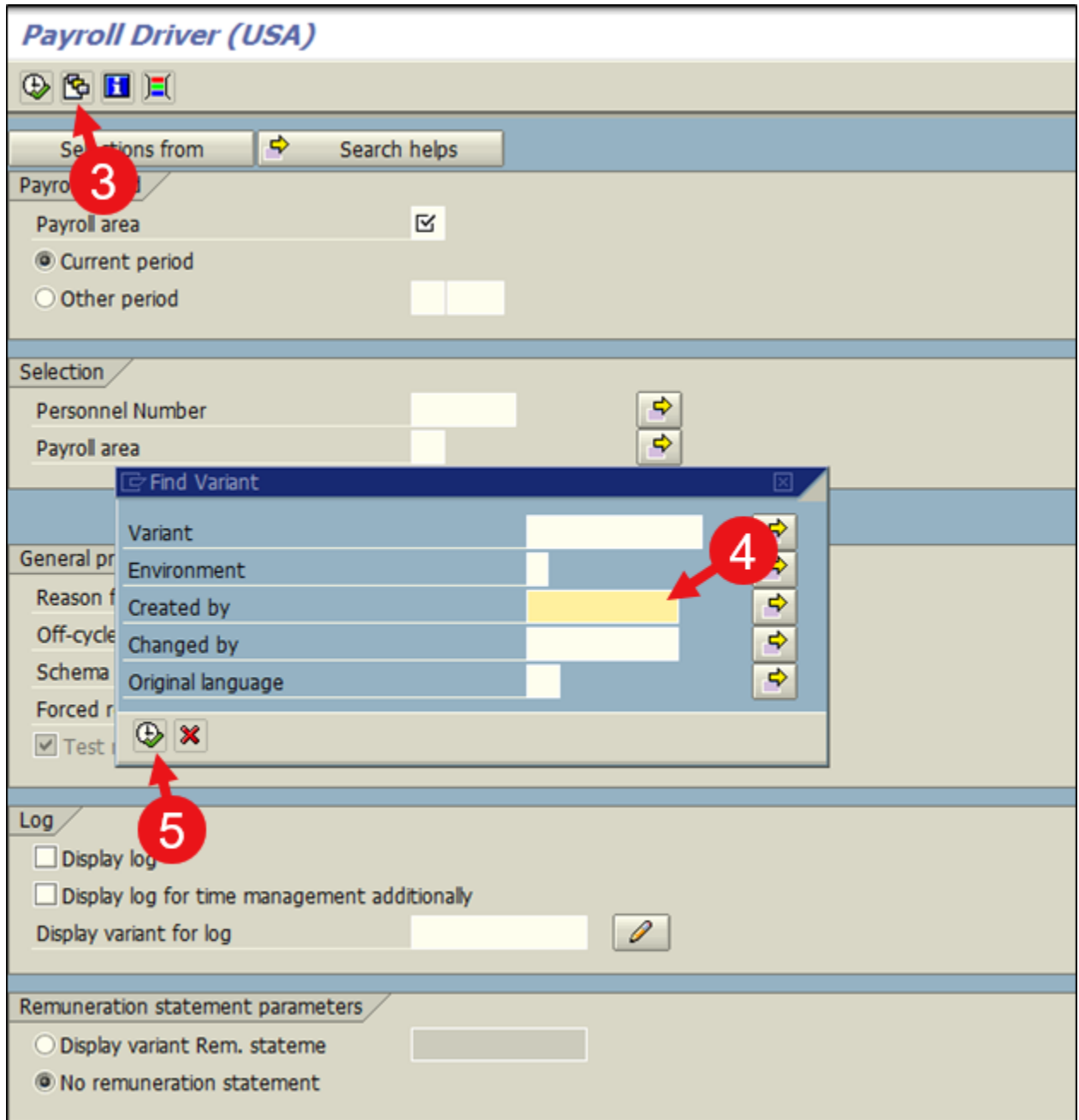
Payroll simulations are not valid for past pay periods! To see pay results for a past pay period, you must use the transaction PC_PAYRESULT found in this lesson.

The output of a payroll simulation will be a screen shot of the employee's pay stub.

1. In the Command field on the Easy Access screen, enter **PC00_M10_CALC_SIMU**.
2. Click the **Enter** button .




3. SCEIS created variants for each agency to make data entry in the Payroll Simulation easier. To select your agency's variant, click the **Get Variant** icon .
4. In the Created by field, **delete your User ID** to see a list of all variants.
5. Click the **Execute** button .



The screenshot shows the 'Payroll Driver (USA)' application window. The interface includes a top toolbar with icons for execution, selection, and help. Below the toolbar, there are sections for 'Payroll area', 'Selection', 'General parameters', 'Log', and 'Remuneration statement parameters'. A 'Find Variant' dialog box is open, showing a table with columns for Variant, Environment, Created by, Changed by, and Original language. The 'Created by' field is highlighted, and a red arrow points to it with the number 4. Another red arrow points to the 'Execute' button (a green circle with a white play icon) with the number 5. A third red arrow points to the 'Get Variant' icon (a blue square with a white play icon) with the number 3.

Payroll Driver (USA)


Selection from  Search helps


Payroll area ☒

☒ Current period

☐ Other period

Selection

Personnel Number 

Payroll area 

Find Variant

Variant	Environment	Created by	Changed by	Original language
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



General parameters

Reason for

Off-cycle

Schema


Forced

☒ Test  

Log

☐ Display log

☐ Display log for time management additionally

Display variant for log 

Remuneration statement parameters

☐ Display variant Rem. statement


☒ No remuneration statement

6. **Double-click** your agency's variant. The SCEIS created Variant name will start with your **Agency Code** and will be **Changed by VTRAYWICK**.


ABAP: Variant Directory of Program RPCALCU0

Variant catalog for program RPCALCU0

Variant name	Short Description	Environment	Protected	Changed by	Last changed on
A010-SEMI MONT	PROD-SEMI MONTHLY PAYROLL	A			
A010SIM	PERS.AREA A010 PAY SIMULATION	A	X	VTRAYWICK	06/11/2013
A050-GA INDIST	GA InDistrict Check	A			
A050-SEMI MONT	PROD-SEMI MONTHLY PAYROLL	A			
A150-PAYSIM	A150 PAYROLL SIM	A	X	VTRAYWICK	09/11/2013
A150-SEMI MONT	PROD-SEMI MONTHLY PAYROLL	A			
A170SIM	PERS.AREA A170 PAY SIMULATION	A	X	VTRAYWICK	06/11/2013
A200SIM	PERS.AREA A200 PAY SIMULATION	A	X	VTRAYWICK	06/11/2013
A850SIM	PERS.AREA A850 PAY SIMULATION	A	X	VTRAYWICK	06/11/2013
ALLEDALE	N040 PAYROLL SIMULATION	A	X		
AW R440-OCC	SM OFF CYCLE PAYROLL	A	X		
AWR440-SIMULAT	R440 PAYROLL SIMULATION	A	X		
B04 TAX TRVL	B04 Tx Travel	A	X		07/15/2010
B040 TAX TRVL	B04 Tx Travel	A	X		
B040-PAYSIM	PERS.AREA B040 PAY SIMULATION	A	X	VTRAYWICK	05/31/2010
B040-PAYSIM ET	B040 PAY SIMULATION ET	A	X		
C050-PAYSIM	Pers. Area C050 Pay Simulation	A		VTRAYWICK	12/04/2009
CAMPUS PLACEME	Resident workers	A	X		01/12/2012

7. In the **Personnel Number** field, enter the employee's **Personnel Number**.
8. Click the **Execute** button .

Payroll Driver (USA)

Selections from  Search helps

Payroll area **SM** from **01/17/2017** To **02/01/2017**

☒ Current period **4 2017**

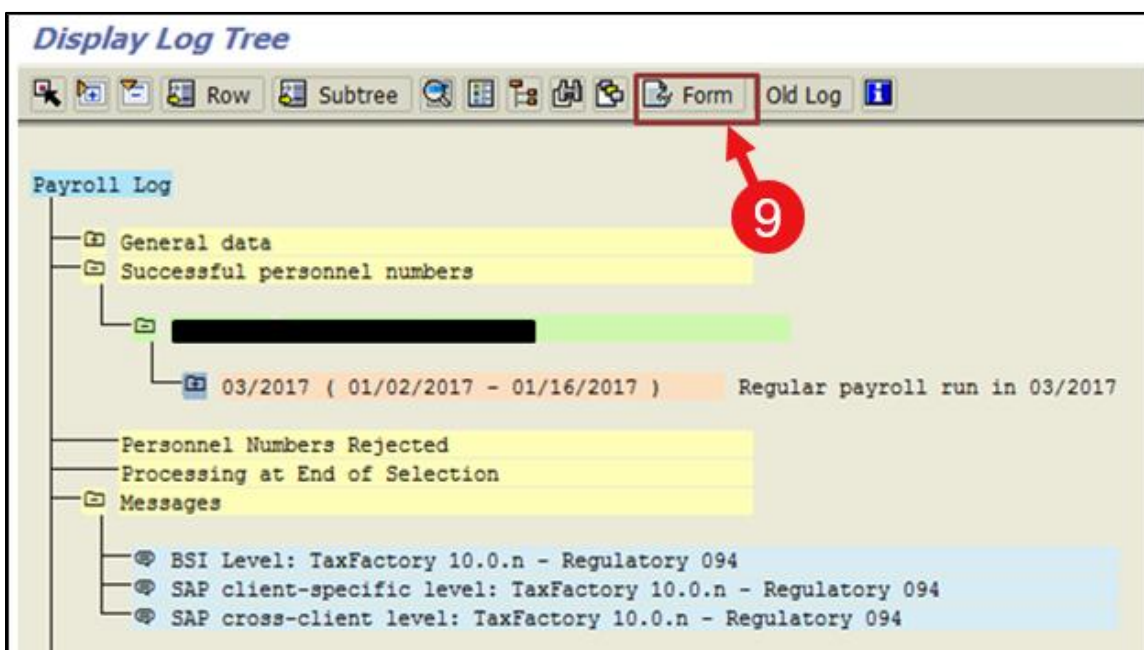
☐ Other period

Selection

Personnel Number

Payroll area **SM**

9. Click **Form** to display the simulated Remuneration Statement. (This simulated Remuneration Statement should never be given to an employee in lieu of an official Remuneration Statement.)



Below is an example of the simulated Remuneration Statement.

Layout Set Display

Pay Period: 01/02/2017 through 01/16/2017				Name:		Personnel No:	
Check Date: 02/01/2017				Agency: D500-DEPARTMENT OF ADMINISTRATION			
Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD	
Current:	4,245.33 -	1,495.07 -	1,188.00 =	1,562.26	3422 Ben-RetireSCRS EE Pre-	367.65	1,102.95
YTD:	12,735.99 -	4,485.21 -	3,563.98 =	4,686.80	3000 MoneyPlus BasAdmFeePre	0.14	0.42
					3002 Ben-Health-SHP EE Pre-	48.84	146.52
Earnings	Hours	Current	YTD		3005 Ben-Opt Life EE Pre-ta	137.00	411.00
					3011 Ben-Tobacco EE Pre-tax	20.00	60.00
Regular Salary Exempt		4,245.33	12,735.99	3100 MoneyPlus AdlAdmFeePre	1.57	4.71	
				3200 Ben-401k EE Pre-tax	50.00	150.00	
Total Earnings		4,245.33	12,735.99	3103 Med Spending EE Pre-ta	41.67	125.01	
				2150 SC State Credit Union	700.00	2,100.00	
				2200 United Way Assoc of SC	3.00	9.00	
				2207 Comm Health Charities	1.00	3.00	
				2750 Ben-401k LoanEE Post-	124.20	372.60	
				Total Deductions	1,495.07	4,485.21	

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #2. Note: SCEIS Central may appear differently than above depending on the browser and device you are using.