**Process Worksheet – Switching Payroll Areas**

Complete the following required information.

EMPLOYEE NAME:

EFFECTIVE DATE

PERSONNEL#: OF TRANSFER:

TRANSFER FROM TRANSFER TO

Payroll Area: Payroll Area:

LCY End Date: LCY End Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Go Live** | **1/18/2004** | | **1/17/2004** | | **1/10/2004** | |
| **LCY** | Z1 | | Z2/T2 | | Z3/T3 | |
| BEGIN / END | | BEGIN / END | | BEGIN / END | |
| **2019** | 1/13/2019 | 1/11/2020 | 1/12/2019 | 1/10/2020 | 1/5/2019 | 1/3/2020 |
| **2020** | 1/12/2020 | 1/9/2021 | 1/11/2020 | 1/8/2021 | 1/4/2020 | 1/1/2021 |
| **2021** | 1/10/2021 | 1/8/2022 | 1/9/2021 | 1/7/2022 | 1/2/2021 | 12/31/2021 |
| **2022** | 1/9/2022 | 1/7/2023 | 1/8/2022 | 1/6/2023 | 1/1/2022 | 1/13/2023 |
| **2023** | 1/8/2023 | 1/6/2024 | 1/7/2023 | 1/5/2024 | 1/14/2023 | 1/12/2024 |
| **2024** | 1/7/2024 | 1/4/2025 | 1/6/2024 | 1/3/2025 | 1/13/2024 | 1/10/2025 |

**(CHECK ALL THAT APPLY)**

**NEW HIRE  MGMT/CONFIDENTIAL**

**PERM TO PERM  PERM TO NON-PERM**

**NON-PERM TO NON-PERM  NON-PERM TO PERM**

* PA51, IT0000 – verify transfer was effective on the first day **after** the losing payroll area’s pay period ends (preferred). If so, in most cases, only the anticipated quota will be incorrect.
* PA51, IT0001 – if the transfer was not effective on the first day **after** the losing payroll area’s pay period ends, verify that an extra line of history (effective date should reflect 1st day **after** the losing payroll area’s pay period ends) to change the payroll area exists.
  + If the extra line of history on Infotype 0001 does **not** exist, in addition to anticipated quotas, the employee’s actual accruals and leave service credit may also be incorrect.

Select the correction needed and refer to the following steps as appropriate:

**PREFERRED** (Transfer was effective on the first day after the losing payroll area’s pay period ends.)

**UNPREFERRED - IT0001 UPDATED CORRECTLY**

**UNPREFERRED - IT0001 IS INCORRECT**

**Processing Instructions**

Follow the below steps to correct time records for employees that switch payroll areas during the LCY.

**STEP 1 (Preferred and Unpreferred – IT0001 Updated Correctly)**

1. **Review Anticipated Quotas**

* **PT50** – using the accrual tab, review the 1st pay period for each LCY for anticipated quota amounts. In some cases (i.e., first year management or confidential employee or an employee that transfers from a non-perm to perm position) the anticipated quota may have been generated later in the year.

**OR**

* **PT\_BAL00** – using the “Day balances” radio button and time types “4010” (annual) and “4020” (sick) with effective dates equal to the 1st day of the LCY for the payroll area and year prior to the date of transfer through the first day of the next LCY in the new payroll area. To verify changes in accrual rates, use ZALR (Annual) and ZSKR (Sick) with the “Day balances” radio button selected.
  + If anticipated quotas need to be adjusted, use PA61, IT2013 to enter a quota correction to either increase or decrease anticipated quota with an effective date of the transfer. **ALWAYS USE MAINTAIN TEXT** *(i.e., Employee transferred from Z2 to Z3 in LCY 2024 therefore increasing anticipated quota as LCY 2024 is extended.)*
  + Increase anticipated if LCY is extended

**2020 -** Z3/T3 to Z2/T2, Z3/T3 to Z1, ~~Z2/T2 to Z1~~

**2021 -** Z3/T3 to Z2/T2, Z3/T3 to Z1, ~~Z2/T2 to Z1~~

**2022 -** Z2/T2 to Z3/T3, Z1 to Z3/T3, ~~Z1 to Z2/T2~~

**2023 -** Z2/T2 to Z3/T3, Z1 to Z3/T3, ~~Z2/T2 to Z1~~

**2024 -** Z2/T2 to Z3/T3, Z1 to Z3/T3, ~~Z2/T2 to Z1~~

* + Decrease anticipated if LCY is shortened

**2020 -** Z2/T2 to Z3/T3, Z1 to Z3/T3, ~~Z1 to Z2/T2~~

**2021 -** Z2/T2 to Z3/T3, Z1 to Z3/T3, ~~Z1 to Z2/T2~~

**2022 -** Z3/T3 to Z2/T2, Z3/T3 to Z1, ~~Z2/T2 to Z1~~

**2023** - Z3/T3 to Z2/T2, Z3/T3 to Z1, ~~Z1 to Z2/T2~~

**2024** - Z3/T3 to Z2/T2, Z3/T3 to Z1, ~~Z1 to Z2/T2~~

**NOTE:** If the switch of payroll areas is crossed off above, the LCY was extended or shortened by only 1 day; therefore, adjustments to the anticipated quota are not required.

1. **Use effective date of transfer to increase or decrease anticipated quota**

**EFFECTIVE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **10 (A)** | **Amt. Increased** | **Amt. Decreased** | **20 (S)** | **Amt. Increased** | **Amt. Decreased** |
|  |  |  |  |

**CAUTION:** Employees that switch payroll areas on the first day of the LCY may be missing a “QRSP” record on IT2012. This occurs when an employee transfers to a payroll area that already received the yearly anticipated entitlement (i.e., Z3 to Z2 on 1/13/2024). Use PA61, IT2012, with an effective date of the date of transfer, to create a “QRSP” record with the value of “1” in the Number of Hours field. ALWAYS USE MAINTAIN TEXT (i.e., Employee transferred payroll areas on the first day of the LCY). A separate quota correction is also needed to adjust the anticipated quota for the partial increase or decrease because of the payroll area change.

1. **EE remains on AWS; go to Step 2 to review/update Actual Accrual if necessary.**

**STEP 2 (Unpreferred – IT0001 Incorrect)**

1. **Review Actual Quotas**

* **PT50** – using the accrual tab, review pay periods surrounding date of transfer for actual accruals.

**OR**

* **PT\_BAL00** – using the “Day balances” radio button and time types “4112” (annual) and “4212” (sick) with effective dates equal to the pay periods surrounding the payroll area change.
  + If missing an actual accrual, complete a quota correction using PA61, IT2013 to increase the actual quota with an effective date of the missing accrual. **Always use MAINTAIN text** *(i.e., Employee changed payroll areas using the unpreferred method and IT0001 is incorrect. The employee is missing a partial accrual.)*

1. **Use effective date of missing accrual**

**EFFECTIVE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **11 (A)** | **Amt. Increased** | **21 (S)** | **Amt. Increased** |
|  |  |

**NOTE:** First year employees (unless management or confidential) and III’s (Dept. of Labor & Industry) may be missing both anticipated and actual accruals if the transfer date is not completed using the preferred method (on the first day after the losing payroll area’s pay period ends).

**IMPORTANT:** If a TMS 1 (wage) employee is missing an actual accrual, check the PT\_BAL00 to determine the number of hours in a paid status for that pay period and calculate the amount of the missing accrual.

**STEP 3 (Unpreferred – IT0001 Incorrect)**

1. **Review Leave Service Credit**

* Run **PT\_BAL00** for the period surrounding the change in payroll areas, using day balances 6015 and 6017.
  + If the leave service credit (LSC) is incorrect, use PA61, IT2012 to create a time transfer specification for subtype 6010, with an effective date of the missing LSC, using the correct number of LSC as of that date. In-other-words reset the LSC as of the effective date. **ALWAYS USE MAINTAIN TEXT** *(i.e. Employee changed payroll areas using the unpreferred method and IT0001 is incorrect. The employee is missing a leave service credit.)*
  + For transfers from Z2 to Z1 that are done on a preferred date, the employee will receive a LSC on the last day of Z2’s payroll area and again on the last day of Z1’s payroll area (both within the same pay period). Unless the employee works at least one hour on the first day of transfer (Sat) in the new agency (payroll area Z1), the additional LSC should be removed. Use IT2012 to create a time transfer specification for subtype 6010, with an effective date equal to the 1st day of the pay period for the new payroll area (Z1’s pay period start on Sunday) for the adjustment. Enter the correct number of LSC as of that date. In-other-words reset the LSC as of the effective date. If transfers from Z2 to Z1 are done on a non-preferred date, you should review the LSC to see if an adjustment (+ or -) is necessary. **ALWAYS USE MAINTAIN TEXT** *(i.e. Employee changed payroll areas using the unpreferred method and IT0001 is incorrect. The employee incorrectly received an additional leave service credit.)*

1. **Use effective date of missing leave service credit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EFFECTIVE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  |  | | --- | --- | | **6010** | **Reset Amount** | |  | |  |

**Questions?**

Field time advisors should direct any questions related to this alert to their Central Agency Time Advisor. Central Agency Time Advisors may submit questions via an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time** category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.