

Due to the large volume of help desk calls that we receive regarding Leave Payouts, we felt users could benefit from our checklist of items that we initially verify. By taking the time to validate these items, you may be able to solve the problem yourself.

If having problems with an *Annual or Sick* payout

1) Is the employee separated?

A separation action must be processed in ISIS HR before you can create an IT00416 leave payout. In the event a payout is necessary for an **active** employee (Ex: Employee is going from a leave earning position to a non-leave earning position), you must send permission to the ISIS HR helpdesk to create the payout.

2) Is the effective date of the payout equal to the employee's last day worked?

The effective date should be the separation date on IT0000 (Actions) minus one day.

3) Has the last day worked passed?

Final accruals (leave earnings) are not posted to an employee's record until IT2013 (Quota Corrections) is created and time eval runs through the last day worked. Payouts that must incorporate these final earnings cannot be stored until these two conditions are met. Hint: ZP109 can be executed manually on the employee's last day, rather than waiting for the nightly time eval to run.

4) Is the employee in a leave-earning position?

The employee must be leave-earning in order for a payout to be processed. To verify, refer to the subarea value on IT0001 (Organizational Assignment).

5) Was an IT2013 (Quota Correction) record successfully created to transfer earnings for the employee's final pay period?

If you are unable to store a payout for the Hours value that you feel is owed, verify that an IT2013 record was created for each leave type accrued by the employee and that it has an effective date equal to their last day worked. For most employees, that means 2 records must be created, one for annual and one for sick. Also verify that the correct Transfer type was selected: *Transfer collected entitlement immediately*.

6) Has Time eval (ZP109) been run for the employee today and was it successful?

Time eval must be current and free of errors before a payout can be stored.

7) Is the Hours amount you are attempting to store greater than the employee's ending balance on the Absence Quota Report (ZT06) for the effective period?

The number of annual/sick hours paid can not exceed the ending balance for the period, as reported on the Absence Quota Report (ZT06). Be sure to verify that no Future Leave hours are reflected. If there are, these absences must be deleted and time eval run, in order to have an accurate available balance.

- 8) **Did you successfully create the IT0416 (Time Quota Compensation/Reduction), record, but no pay is being produced?**
Verify that the “Do Not Account” box on the record is not selected. If selected, the hours will be subtracted from the employee’s quota, but no compensation given.

If having problems with a **K-Time** payout

- 1) **Has Time eval (ZP109) been run for the employee today and was it successful?**
Time eval must be current and free of errors before a payout can be stored.
- 2) **Is the effective date of the payout the first day of the pay period?**
K-time payouts can not be stored with an effective date other than the begin date of a pay period.
- 3) **Is the hours amount you are attempting to store greater than the employee’s Begin Balance on the Absence Quota Report (ZT06) for the effective period?**
The number of k-time hours being paid can not exceed the beginning balance for the period, as reported on the Absence Quota Report (ZT06). Also verify that there are no Future Leave hours reflected. If there are, these absences must be deleted and time eval run, in order to have an accurate available balance to pay out.
- 4) **Did you successfully create the IT0416 (Time Quota Compensation/Reduction), record, but no pay is being produced?**
Verify that the “Do Not Account” box on the record is not selected. If selected, the hours will be subtracted from the employee’s quota, but no compensation given.

REMINDER:

Overtime hours earned during an employee’s final pay period can only be paid if entered with a type code of ZA02 (Exc-Pay OT @ ST rate) or ZA03 (Exc-Pay OT @ 1.5 rate).

System evaluated codes (i.e., Z001, Z002 and Z003) will produce incorrect results if the employee separates before the end of the pay period. Also, hours earned during that final period can’t be included in the payout since the effective date of the payout must be the beginning of the pay period.

Before creating any type of payout, verify that all absences have been entered, including any prior period corrections.

Once a payout is processed, no entry of an absence prior to the payout is allowed. If entry of the absence hours is required, the payout must be deleted, the absence entered, time eval run and then, finally, the payout recreated.