Reinstatement from Workers’ Comp LOA

Appointment Change Action
(if returning Part-Time)
Process

Create PCR and process Reinstatement Action (bring employee back as they left – same capacity as they left – EE Subgroup and Work Schedule Rule)

• *Refer to the* Reinstatement/Reemployment Action From WC LOA BPP *for details*

If an employee is returning part-time, create second PCR for Appointment Change Action (with same effective date)
Infotypes to process for Appointment Change

- 0000 – Actions
- 0001 – Organizational Assignment
- 0007 – Planned Working Time
- Subsequent Activities pop-up box
- 0008 – Basic Pay
- 0019 – Monitoring of Tasks
- 0041 – Data Specifications
### Copy Actions (0000)

**Pers.No.** 50001037  
**Name** Ervin Santiago  
**EEGroup** A SPA Employees PersA 4601 Natural and Cultural Resources  
**EESubgroup** V1 PT S-FLSAOT Perm  
**Start** 05/01/2016 to 12/31/9999  
**Action Type** Appointment Change (NC)  
**Reason for Action** 05 Full Time to Part Time  

**Status**  
**Customer-specific**  
**Employment** Active  
**Special payment** Standard wage type  

**Organizational assignment**  
**Position** 60083607 Historic Interpreter III  
**Personnel area** 4601 Natural and Cultural Resources  
**Employee group** A SPA Employees  
**Employee subgroup** V1 PT S-FLSAOT Perm

All information entered on the PCR should default here.
IT0001 – Organizational Assignment

Copy Organizational Assignment (0001)

- Personnel No: 80001037
- Name: Ervin Santiago
- EE Group: SPA Employees
- PersA: 4601 Natural and Cultural Resources
- EE Subgroup: PT S-FLSAOT Perm
- Status: Active
- Start: 05/01/2016 to 12/31/9999

Enterprise structure
- CoCode: NC01 STATE OF NC
- Pers.area: 4601 Natural and Cultural Resources
- Subarea: NC01
- Cost Ctr: 4699999999 CULTURE RESOURCES
- Bus. Area: 4600 CULTURE-SUSPENDED
- Fund: 4699999999
- Func. Area: 6000000000000001 General Government

Personnel structure
- EE group: SPA Employees
- EE subgroup: PT S-FLSAOT Perm
- Payr.area: 01 NC Monthly
- Contract: 

Organizational plan
- Percentage: 100.00
- Position: 60003607
- Job key: 30001535
- Org. Unit: 20010226
- Org.key: 46014999999999

All information entered on the PCR should default here

Always 100% on IT0001- Organizational Assignment
IT0007 – Planned Working Time

Select Work Schedule Rule (WSR)

Subject employees must be positive time entry

Check box

Always 100% on IT0007 Planned Working Time

Hours default from WSR, if interfacing Agency picks interface WSR and enters Part-Time weekly working hours
Subsequent Activities

May or may not display depending on Action and Planned Working Time
IT0008 – Basic Pay

Enter Reason (Appointment Change)

Always 100% on IT0001

Salary defaults from PCR – this is what the employee will be paid – salary should be pro-rated
Reinstatement from Workers' Comp LOA  Updated 3/27/17
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IT0041 – Date Specifications

Copy Date Specifications (0041)

Personnel No: 80001037
Name: Ervin Santiago
EEGroup: A SPA Employees
EEGroup: PersA 4601 Natural and Cultural Rec
EESubgroup: Y1 PT S-FLSAOT Perm
Status: Active
Start: 05/01/2016 to 12/31/9999

Date Specifications

<table>
<thead>
<tr>
<th>Date type</th>
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<th>Date type</th>
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</thead>
<tbody>
<tr>
<td>01 Original Hire Date</td>
<td>01/01/2008</td>
<td>02 Agency Hire Date</td>
<td>01/01/2008</td>
</tr>
</tbody>
</table>

Copies previous record – change Agency Hire Date if required
Longevity

Since Employee is part-time their longevity will be pro-rated but is eligible for a full longevity. Agency should call BEST Shared Services – OPS Payroll to correct the employee’s longevity amount.
Holidays

Since Holidays are advanced 30 days prior, the Agency will need to monitor to ensure the employee is eligible.

If the employee was advanced a holiday and then ends up being on Workers’ Compensation through the holiday, then pay adjustments will need to occur. Contact your Leave Administrator for adjustments.
Leave

Leave accruals (*track manually on spreadsheet*)

- Will continue to accrue pro-rated leave while receiving WC benefit
- Entitled to use only the leave they actually earn during the time they work
- Example: Employee approved to work 4-hour day
  - Time entry for PT schedule: Only 4 hrs/9500 is entered in BEACON; the additional 4 hrs are paid by the WC Third Party Provider (TPA)
  - Leave entry for PT schedule: Hrs entered in BEACON: 2 hrs/9500, 2 hrs/9000; the additional 4 hrs are paid by the Third Party Provider (TPA)
- Agency will continue to manually maintain accruals until the employee is returned to permanent status.
**Leave Example**

**Scenario** – returning part-time from WC

- Earn pro-rated leave based on the number of hours worked
  - 20 hours = 4 hrs of sick leave accrual = 4 hrs additional for WC
  - 30 hours = 6 hrs of sick leave accrual = 2 hrs additional for WC

- The additional hours need to be maintained manually and cannot be used until the employee returns to permanent status.
Return from WC Continuation Pay

• Create PCR and process Reinstatement Action *(bring employee back as they left – same capacity as they left – EE Subgroup and Work Schedule Rule)*.
  
  o Refer to the Reinstatement/Reemployment WC LOA Action BPP for details

• If employee is returning part-time use the following codes on timesheet.
  
  o 9500 - Time Worked
  o 9685 – Injury Leave

**NOTE:** You will not create an Appointment Change Action for employees returning from WC Salary Continuation Pay or WC Continuation Pay for Teachers Only.