

Subject: Important Changes Regarding the Separation of Employees in SCEIS
Audience: HR Directors, HR Master Data Maintainers, Time and Leave Administrators

On Friday, June 26, 2015, the SCEIS Team implemented changes to improve the way the system responds when a Separation action is completed using transaction PA40. Based on the employee's leave records at the time of separation, you may see a hard stop error during the Separation action. Additionally, if leave balances are not equal to 0.00 after Time Evaluation runs on a separated employee, a payroll error will occur when a payroll simulation or a payroll run is completed.

Details regarding the Separation action changes are outlined below, along with tips for correcting and avoiding the errors.

Outstanding Leave Hard Stop Errors

During a Separation action, if any of the following situations apply, a hard stop error will be displayed immediately after you select the reason for separation and click the Enter or Save button.

- If there is leave in Infotype (IT) 2001 that includes a date after the employee's last day on payroll, the following message will appear:

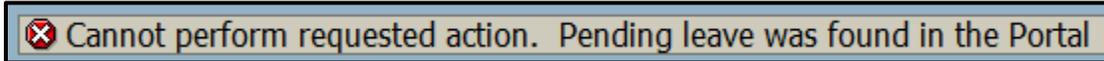
 Cannot perform requested action. Leave after term date was found:IT2001

- If there is leave dated between 30 days prior to the separation date (1st day off of payroll) through 12/31/9999 in the CAT2 time sheet (CATSDB) that has not transferred to IT2001, the following message will appear:

 Cannot perform requested action. Pending leave was found on CATSDB.

- For example, if Susie's separation date is July 10, 2015, the system will now check back to June 10, 2015 (30 days prior to the separation date) through 12/31/9999 to see if Susie has leave in the time sheet that does not appear in IT2001.

- If there are any leave requests in ZHRUAL (the Unapproved Leave Report) that are in Sent or Approved status and dated between 30 days prior to the separation date (1st day off of payroll) through 12/31/9999, the following message will appear:



- For example, if John’s separation date is July 15, 2015, the system will now check back to June 15, 2015 (30 days prior to the separation date) through 12/31/9999 to see if John has leave in a Sent or Approved status.

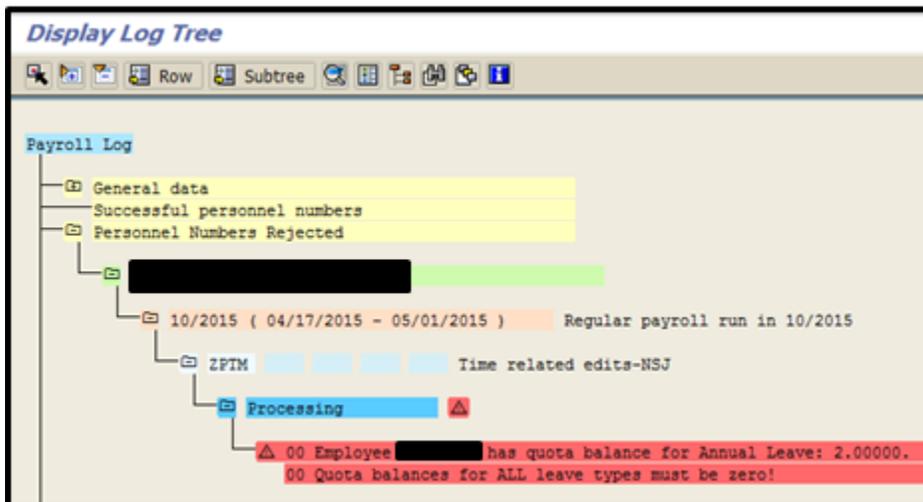
Tip for Correcting Outstanding Leave Hard Stop Errors

When removing leave from an employee’s time sheet in CAT2, be sure that the employee’s record is not open in any other screens in SCEIS. This will allow the leave to be removed from both CAT2 and IT2001 at the same time. Otherwise, you must wait until time transfer programs run overnight to complete the Separation.

Payroll Error – Leave Balances Not Equal To 0.00

Once a Separation action has been completed and at least one entry has been made in IT0416 Time Quota Compensation, a payroll error will occur if the employee’s leave balances are not equal to 0.00 (either positive or negative balance amounts).

The following are the types of payroll error messages that might occur:



△ 00 Employee [REDACTED] has quota balance for Sick Leave: 3.00000.
00 Quota balances for ALL leave types must be zero!

△ 00 Employee [REDACTED] has quota balance for Holiday Comp: 8.00000.
00 Quota balances for ALL leave types must be zero!

△ 00 Employee [REDACTED] has quota balance for Comp time: 8.00000.
00 Quota balances for ALL leave types must be zero!

Remember that Time Evaluation will make changes to a record even after the Separation action has been completed and leave has been compensated/forfeited, if changes to the record warrant it, as in the following example:

- Susie was an exempt employee who accrued 10.00 hours of annual and sick leave on June 15, 2015. Her last day on payroll was June 10, 2015 but her Separation was not keyed until June 18, 2015. When the Separation was keyed, Susie’s leave was compensated/forfeited to bring her balances to 0.00. After Time Evaluation ran that night, the system realized that Susie should not have accrued the 10.00 hours of annual and sick leave for June because she did not work enough hours in the month. This results in a -10.00 hour balance for Susie’s annual and sick leave.

To prevent this situation from occurring, run a Payroll Simulation (transaction [PC00 M10 CALC SIMU](#)) on a separated employee **the day after the Separation action is completed in SCEIS**. If you see this error - **Leave Balances Not Equal To 0.00** - on the payroll simulation, the leave balances should be corrected immediately.

If the error is not corrected, the Comptroller General’s Office will get an error when running payroll for the state and will notify the agency that the leave records need to be corrected. After the balances are corrected, you should run a payroll simulation to verify that the error will no longer appear.

Tips for Correcting Payroll Errors (Leave Balances Not Equal to 0.00)

- When a payroll error is received, always check PT50 Quota Overview Absence quotas tab to get an accurate remaining balance. Do not assume that the number in the error is accurate.
- Do not manually compensate Holiday Comp time. Allow Time Evaluation to run, and then generate the payroll simulation.

- Do not correct negative Holiday Comp time balances that stem from issues prior to December 2, 2014. The system does not factor in Holiday Comp time earned prior to December 2, 2014.
 - For example, the employee in the screen shot below has a negative total Holiday Comp time balance stemming from an incorrect record from September 1, 2014. The system will not bring back an error for this since it is prior to December 2, 2014; therefore, the agency does not need to try and correct this prior to separation.

	Σ	12 Holiday Comp	Hours	104.00000	8.00000-	96.00000	16.00000		
				8.00000	0.00000	8.00000	0.00000	11/28/2013	02/28/2014
				8.00000	0.00000	8.00000	0.00000	11/29/2013	02/28/2014
				8.00000	0.00000	8.00000	0.00000	12/26/2013	03/26/2014
				8.00000	0.00000	8.00000	0.00000	01/01/2014	04/01/2014
				8.00000	0.00000	0.00000	8.00000	02/17/2014	05/17/2014
				8.00000	0.00000	0.00000	8.00000	05/09/2014	08/09/2014
				8.00000	0.00000	8.00000	0.00000	07/04/2014	10/04/2014
				8.00000	8.00000-	8.00000	0.00000	09/01/2014	12/01/2014
				8.00000	0.00000	8.00000	0.00000	11/11/2014	02/11/2015
				8.00000	0.00000	8.00000	0.00000	11/28/2014	02/28/2015
				8.00000	0.00000	8.00000	0.00000	12/25/2014	03/25/2015
				8.00000	0.00000	8.00000	0.00000	12/26/2014	03/26/2015
				8.00000	0.00000	8.00000	0.00000	01/01/2015	04/01/2015
				8.00000	0.00000	8.00000	0.00000	01/19/2015	04/19/2015

Tips for Avoiding Outstanding Leave Hard Stop Errors and Payroll Errors (Leave Balances Not Equal to 0.00)

- Ensure all working time and leave requests are entered, approved and posted prior to completing the Separation action. In order to reconcile time and leave records, use the following reports:
 - [Missing Time](#) and [Unapproved Time](#) Report – ZHRMTR
 - [Time Collision Report](#) – ZHRTCR
 - [Unapproved and Stuck Leave Report](#) – ZHRUAL
 - [Time Evaluation Messages Report](#) – PT_ERL00
 - FMLA Exception Report (provided by SCEIS weekly)
 - [Unapproved Working Time](#)– CATS_APPR_LITE
- Check the Accrual Information tab in [PT50 Quota Overview](#)
 - If leave accruals exist after the employee’s termination date, be sure to consider the accruals when calculating the appropriate amount to compensate/forfeit in IT0416.
 - Ensure the employee has accrued all leave that they are due.

Weekly Update

June 29, 2015

- Check the Absence Quotas tab in PT50 Quota Overview
 - If there are any negative balances of annual leave, sick leave, or Comp time, further research and corrections are needed prior to completing the separation.
 - Expand the Absence Quotas tab if any Holiday Comp time is present.
 - Check any Holiday Comp time earned after December 2, 2014. If any of those lines show any negative amounts, further research and corrections are needed prior to completing the separation.
 - Disregard any negative lines of Holiday Comp time earned prior to December 2, 2014.

If you have questions about this information, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.