Ohio Department of Administrative Services

DIVISION OF STATE PERSONNEL
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

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Director

October 27, 1997

Payroll Letter 726
Supersedes Payroll Letter 710

TO: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards & Commissions

FROM: Robert L. Cruse, State Payroll Administrator

SUBJECT: Sick and Personal Leave Conversion

Each year full-time employees (appointment types 01, 11, and 17) and part time employees (appointment types 04, 13, 18 and 19) have conversion options with regard to sick leave and personal leave credit from the previous year. However, please note that **exempt** part-time employees are not entitled to receive personal leave. The leave conversion will take place for the pay period ending November 22, 1997, which will be paid to employees on payday December 5, 1997. Employee options are:

- Conversion to cash of all or any portion of the unused personal leave and/or sick leave accruals from the benefit year that has just ended;
- Conversion of personal leave to sick leave;
- Personal leave balance may be carried forward except those hours which exceed the maximum allowable balance;

The maximum hours of conversion are as follows:

Collective Bargaining Unit or Employee Affiliation	Maximum Conversion Sick Leave	Maximum Conversion Personal Leave
Exempt	80	40
01	80	40
02	80	40
03,04,05,06,07,09,13, and 14	80	40
08	80	40
10	80	40
11 and 12	72	60
15	80	40
40	80	48
45, 50, and 55	80	40
46	80	40
48	80	40

To inform employees of their options and provide a means for them to communicate their choice to their payroll officer, forms have been prepared for each eligible employee. These forms are to be distributed to employees with their paycheck on October 24, 1997. Each employee should record their choices, sign and return the form to their payroll officer **no later than** November 10, 1997.

The forms reflect sick and personal leave balances as of pay period ending October 11, 1997. The payroll system will automatically adjust any requests for payment or conversion to reflect sick and/or personal leave used and/or accrued between October 12, 1997 and November 22, 1997. Sick leave balances will be carried forward unless otherwise requested. Personal leave balances in excess of the allowable maximum will be paid without request.

Employees who receive a lump sum of personal leave during the pay period which includes December 1 and wish to receive a personal leave conversion on payday December 5, 1997 **must** complete the Conversion Form. Since conversion is being made one pay period prior to new leave being credited, **no** automatic conversion of personal leave to cash will be made for the December 5, 1997, paycheck. However, if the form is not completed and no leave is used, the employee will receive an automatic conversion of personal leave to cash of those hours which exceed the maximum allowable balance on payday December 19, 1997.

Sick leave will be paid off at a percentage of the regular rate of pay determined by the number of hours subject to conversion and the bargaining unit (see tables), while personal leave will be paid at one hour for each one hour converted. Such payments are subject to 28% federal tax, 3.5% state tax, 1.45% Medicare and regular local taxes. Payments are not subject to retirement contributions.

Conversion Rate for Bargaining Units 02,03,04,05,06,07,08,09,10,13,14,47,50,51, and Exempts

Sick Hours Subject To Conversion	Percentage of Regular Rate
80 Hours	75%
72 Hours to 79.9 Hours	70%
64 Hours to 71.9 Hours	65%
56 Hours to 63.9 Hours	60%
48 Hours to 55.9 Hours	55%
47.9 and Less	50%

Conversion Rate for Bargaining Units 11 and 12

Sick Hours Subject To Conversion	Percentage of Regular Rate
72 Hours to 79.9 Hours	70%
64 Hours to 71.9 Hours	65%
56 Hours to 63.9 Hours	60%
48 Hours to 55.9 Hours	55%
47.9 and Less	50%

Bargaining Units 01,15,45,46,48, as well as Judiciary Employees and Treasure of State (55,56) will still convert sick leave at one hour for every two hours of sick leave (50%).

Please enter the proper conversion information on-line (refer to Exhibit A) to the employee's payroll record from **October 31, 1997 through November 27, 1997 during the times that the payroll file can be updated.** All leave conversions posted to the payroll file by November 19, 1997 will be printed on a report which can be picked up in Payroll Processing on or after November 21, 1997.

Forms are to be retained by payroll officers and are not to be sent to DAS, Human Resources Division.

RLC/bc

EXHIBIT A

The entries to be made to payroll via computer terminal for pay period ending November 22, 1997, which will be paid to employees on December 5, 1997, must be in the following format:

SC	00.0	Sick leave to be converted to cash (not to exceed maximum in table)
PC	00.0	Personal leave to be converted to cash (not to exceed maximum in table)
PS	00.0	Personal leave to be changed to sick leave

If an employee wishes to convert his/her entire balance of accumulated leave, the payroll officer should post the maximum (**80 hours for sick leave and 60 hours for personal leave**) amount allowed for that employee pursuant to the collective bargaining agreement or civil service law. This will eliminate the need to compute the employee's actual leave balance. You may post the following to the employee's payroll record using CICS: SC=80.0 and/or PC=48.0 and/or PS=48.0 As an example if an employee covered by the 1199 agreement wishes to have all available sick leave converted, you will post SC=72.0, the maximum number of hours available for conversion even though the employee may have less than 72 hours. The payroll system will convert the number of hours the employee has available.

To enter December conversion data via computer terminal you must complete the following steps, as you do to post payroll on-line:

- Sign on to the **CICSFIN** region
- Type **PAYU** followed by the employee's name
- Once you have the employee's payroll record displayed, press the **PF10** key
- Type the data in the fields outlined below, maintaining the proper decimal alignment
- When completed, press the **PF1** key to update the file

```
SENB=101000=023400            NEW/SEQ 068600  SSN  123-45-6789 PCN    1012.0
 NAME DOE, JOHN U                                CERT 0 CHARITY#1 ____ 0000.00
                                                 NOPY   CHARITY#2 ____ 0000.00
 # 00112 FUND GRF SPRC DPOQ SAC 9SE1 ADRC HRPA PROG ____ CHARITY#3 ____ 0000.00
 GRNT ____ PROJ ____ SUB __ MRU __ RCAT ____ LOCA _____ ACT ____ EFT 3 DISABIL
 AGENCY A _____ B _____ C _____ D _____ E _____ MIL-BAL         PA1
  DATA: F _____ G _____ H _____ I _____ J _____ MEDB   STFLAG   PA2
                                                               PA3
 SIC OCC PPD     PREV 25 PPDS   2      UNIF   UNION-FLG C INAC   PPD'S PAID   1
 INTHRS        /FY        /CY        /PROB       SC  00.0  PC  00.0  PS  00.0
 CCV FLG N PRV YR CNT 019 PREV YR HRS   1,520.00  DEC1 NSIC   68.20  PL   24.00
 DCSA    N SHIFT                          RSERV   00 - 000
 COMP BAL  38.00  ACCR   0.00  USED   0.00  VAC SVC  00 - 000 TIER           1
     COMP TIME:         ATTACHMENTS:        SENIORITY:        GLI        36,000
 OLD BAL        0.00  SUP                 STATE DATE 03 20 95 GLIBN
 OLD RATE      17.21  GAR                 CREDITS     40.0000 GLICST      10.80
 THIS PPD LIM   0.00  IRS                 STATE RANK 000      PT HOS HR    0.00
 NEXT PPD LIM   0.00  WAG                 INST DATE  00 00 00 D/V ELIG        2
 CT LIEU SICK   0.00  BAN                 CREDITS      0.0000 DENTAL 1S   13.47
 PL LIEU SICK   0.00  TOTAL               INST RANK  000      VISION 1S    4.62
 VAC LIEU SIC   0.00  CHILDSUP            SIC+PL ACCR         LV LUMP FLAG
                                                              CB LUMP FLAG
                        SDC    HAND      MAIL   JOBCAT       PRFLAG
 PF1=UPDT PF2=EHOC PF3=EARN PF5=POSU PF6=PREV PF10=TOGGLE TO PAYB
```

December conversion entries are to be typed into the fields outlined above.

If you are viewing the new screen, the fields are as high-lighted in the screen below:

```
SENB=100200=009300             PPE 10/25/97   EDUC 17 BS  CIS
 NAME HUBBARD, ALBERT J
 NEW/SEQ 009200   UNION-FLG  C  UNIF          DEC CONV:    CHARITY DEDUCTIONS:
 SSN  224-02-3561 MEDB          SICK OCC:     SC  00.0     CHAR1  3004    5.00
 PCN    23308.0   STFLAG        PP            PC  00.0     CHAR2  ____ 0000.00
 HQ COUNTY:  FRAN PROB          YTD           PS  00.0     CHAR3  ____ 0000.00

 REF # 02302 FUND 125 SPRC HPA2 SAC 6PJ1 ADRC HRPA PROG ____
 GRNT ____ PROJ ____ SUB __ MRU __ RCAT ____ LOCA _____ ACT ____

 AGENCY A _____ B _____ C _____ D _____ E _____    DCSA  N     RSERV   00 - 000
  DATA: F _____ G _____ H _____ I _____ J _____    CCV   N     VAC SVC 00 - 000

 YEAR-TO-DATE-BALANCES  ATTACHMENTS:        SENIORITY:        LIFE/HLTH/DEN/VIS
 GROSS     33,930.38  SUP                 STATE DATE 08 01 94 TIER            1
 FED TAX    4,425.00  GAR                 CREDITS     84.0000 GLI        41,000
 ST TAX       936.37  IRS                 STATE RANK 000      GLIBN
 SDI TAX              WAG                 INST DATE  00 00 00 GLICST       0.00
 DEF COMP   3,120.00  BAN                 CREDITS      0.0000 PT HOS HR    0.00
 HOSP     SI  157.20  TOTAL               INST RANK  000      D/V ELIG        2
 MEDICARE     489.70  CHILDSUP                                DENTAL 1S    0.00
 CITY TAX     678.61                                          VISION 1S    0.00
 RETIRE     2,884.10  TLAM  TCCT 101697 16:59
 PF1=UPDT PF2=EHOC PF3=EARN PF5=POSU PF6=PREV PF10=TOGGLE TO PAYB
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