

Ohio Department of Administrative Services
Bob Taft, *Governor*
Scott Johnson, *Director*

Human Resources Division
28th Floor
30 East Broad Street
Columbus, Ohio 43215

614.466.6915 voice
614.466.5127 fax



November 13, 2000

Payroll Letter 785
Supersedes Payroll Letter 763

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 and 18) have conversion options with regard to sick leave and personal leave credit from the previous year. The leave conversion will take place for the pay period ending November 18, 2000, which will be paid to employees on payday December 1, 2000. 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	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 20, 2000. Each employee should record their choices, sign and return the form to their payroll officer **no later than** November 10, 2000.

The forms reflect sick and personal leave balances as of pay period ending October 7, 2000. 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 8, 2000 and November 18, 2000. 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 1, 2000 **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 1, 2000, 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 15, 2000.

Sick leave will be paid off at a percentage of the regular rate of pay determined by the number of sick leave used 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 01, 03, 04, 05, 06, 07, 09, 10, 13, 14, 15, 47, 50, 51 & Exempts

<u>Sick Leave Hours Used</u>	<u>Percentage of Regular Rate</u>
0 Hours	80%
0.1 Hours to 8 Hours	75%
8.1 Hours to 16 Hours	70%
16.1 Hours to 24 Hours	65%
24.1 Hours to 32 Hours	60%
32.1 or More Hours	55%

Conversion Rate for Bargaining Units 02, 08 and 45

<u>Sick Leave Hours Used</u>	<u>Percentage of Regular Rate</u>
0 Hours	75%
0.1 Hours to 8 Hours	70%
8.1 Hours to 16 Hours	65%
16.1 Hours to 24 Hours	60%
24.1 Hours to 32 Hours	55%
32.1 or More Hours	50%

Conversion Rate for Bargaining Units 11 and 12

<u>Sick Leave Hours Used</u>	<u>Percentage of Regular Rate</u>
0 Hours	75%
0.1 Hours to 8 Hours	70%
8.1 Hours to 16 Hours	65%
16.1 Hours to 24 Hours	60%
24.1 or More Hours	55%

Judiciary Employees and the Attorney Generals Office (CBU 46 and 48) will still convert sick leave at one hour for every two hours of sick leave (50%). The Treasure of State (CBU 55 and 56) has two tiers. If the employee has more than 36 hours to convert the conversion rate is 80% otherwise the conversion rate is 50%.

Please enter the proper conversion information on-line (refer to Exhibit A) to the employee's payroll record from **October 31, 2000 through November 22, 2000 during the times that the payroll file can be updated.** All leave conversions posted to the payroll file by November 22, 2000 will be printed on a report which can be picked up in Payroll Processing on or after November 24, 2000.

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 18, 2000, which will be paid to employees on December 1, 2000, 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 **PF4** key
- Type the data in the Dec Conv: fields highlighted below, maintaining the proper decimal alignment
- When completed, press the **PF1** key to update the file

```

PAYU 100-200=009990      Pay Period 11 04 2000      Charity Deds:      Ded Calc Amt:
Name DOE, ERNIE K      Educ 16 BS      COMP SC      1      .00      S01      26.22
SSN 123-45-6789      Sic+Pl Acc      Emp Age 30 - 340      2      .00      MD1      % 1.45
PCN 44444.4 A      Union-Flg C      Ret Srv 00 - 000      3      .00      A11      16.77
Hq Cnty      FRAN      Medb-Flg      Vac Srv 00 - 000      Dec Conv:      E06      100.00
                               Spec-Flg      Prob Hr      .0      SC 00.0      F15      % 2.00
                               Pail-Flg      Mil Bal      176.0      PC 00.0
                               Unif-Flg      LOAI/Disa      0      PS 00.0
                               .00
Ref # 02302      Fund 125      SpRC      HPA2      SAC      6PJ      AdRC      HRP A      Prog      .00
Grnt      Proj      Sub      MRU      RCat      Loca      Act      .00
                               Agency
Year To Date Bals:      Attachments:      Seniority Data:      Employe Benefits:      Data
Gross      47,293.10      Sup      .00      State      03 20 1995      Hosptp      SIN      Tier 1      A
Fed Tax      8,742.00      Gar      .00      St Crdt      120.0000      Pt Hosp Hr      .00      B
St Tax      1,753.41      IRS      .00      St Rank      000      GLI Amt      55,000      C
SDIT      .00      Wag      .00      Inst      00 00 0000      GLI Tax      .40      D
DefComp      .00      Bnk      .00      In Crdt      0.0000      GLI Cost      .00      E
Hosp      166.05      Total      .00      In Rank      000      D/V Elig      2      F
Medicare      683.33      Dental 1S      41.50      G
City Tax      945.85      Transfer From 000 - 000      0.0      Vision 1S      .00      H
Retirmt      2,579.65      DCSA N      CCV N      I
Last Terminal Update:      TTUB      ROMC      19991109      18:43      New/Seq      999990      J
F1=Updt      F2=EHOC      F3=Exit      F4=PAYU1      F5=POSU      F6=EARN      F7=Prev      F8=Next      F12=Rstr
    
```



**Ohio Department of
Administrative Services**
HUMAN RESOURCES DIVISION
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

Bob Taft, Governor

C. Scott Johnson, Director

Memorandum

TO: Payroll Officers and Labor Relations Officers

FROM: Robert L. Cruse, State Payroll Administrator

SUBJECT: Sick and Personal Leave Conversion

The December Leave Conversion letters were distributed to employees this past Friday. The letters for employees represented by the FOP-02 and UFCW contracts were printed with incorrect sick leave conversion percentage rates. All of the new collective bargaining agreements have increased the sick leave conversion percentages by 5%, but since the FOP-02 and UFCW contracts are still being negotiated, their sick leave conversion percentages must remain at the rates specified in their current contracts.

Please distribute these new December Leave Conversion letters to the effected employees. Note that should either of these union contracts become finalized before the actual December Conversion takes place, any change in the conversion rates will be implemented. We are sorry for any inconvenience that we may have caused.

If you have any questions, please contact Jerry Miller at 614-644-9151.

RLC/jam

Ohio Department of Administrative Services
Bob Taft, *Governor*
Scott Johnson, *Director*

Human Resources Division
28th Floor
30 East Broad Street
Columbus, Ohio 43215

614.466.6915 voice
614.466.5127 fax



November 29, 2000

TO: Payroll Officers of All Departments, Institutions, Boards and Commissions
FROM: Robert L. Cruse, State Payroll Administrator
DATE: November 29, 2000
SUBJECT: December Leave Conversion Corrections

According to the December conversion policy, sick leave is to be paid at a percentage of the hourly pay rate based on sick leave usage during the benefit year. The policy limits the hours that can be converted to only hours that were accrued during the benefit year. The payroll system tracks sick leave usage and accrual throughout the benefit year, which in turn is used in generating the sick leave conversion payment. Despite efforts to make corrections prior to conversion, some cases may still exist where sick leave data tracked by the payroll system may not have been entirely accurate causing either (1) the conversion to be paid at an incorrect percentage or (2) the system to disallow hours to be converted that should have been allowed. The latter may have also affected the rate at which conversion was paid. Should you determine that a conversion payment was incorrect, a conversion correction may be necessary. To post these corrections please use the following on-line payroll entries: **DCP (December Conversion Plus)** and **DCL (December Conversion Less)**. **DCL** can be used to less the conversion that was paid on pay period ending November 18, 2000. **DCP** can be used to pay the employee what they should have been paid for their conversion. Enter these codes in the payroll entry area on the PAYU screen. Entering **DCP** and **DCL** require a number of hours **and** a percentage, so entry is slightly different than any other payroll entry. The format of these codes is as follows:

DCLhhhh@%% or **DCP**hhhh@%%

- DCP/DCL and the '@' are required entries but not variable.
- hhhh is a four digit hours field with two implied decimal places.
- %% is a two digit percentage.

These codes will generate either 'PLUS' or 'LESS' hours entries with the rate being a percentage (from the entry) of the total adjusted rate--these will ensure proper payment to the employee. Leave will not be automatically deducted from the sick leave balance as a function of the above postings, so manual adjustments are needed where appropriate. Likewise, if the cause for the conversion correction is that leave was incorrectly charged as sick leave instead of another type of leave, then appropriate leave adjustments need to be made if you haven't already done so. Attached is an example of a possible posting of the above codes as well as what the generated exceptions will look like. Should you have any questions about these postings, please call your Payroll Specialist.

Posting Example:

PAYU 100-200=017800	Pay Period 11 18 2000	Leave Balance	Accrual	Usage
Name HOLIDAY, HAPPY	Appt 01 09 17 1950	NewS	80.00	3.10 8.00
Addr FROM US 2 U	Prom 03 29 1998	OldS	.00	.00 .00
City NORTH POLE	St AR	Ends 00 00 0000	Vac	160.00 6.90 .00
Zip 12345-0000	Gross 1,872.00	Serv 50 - 000	PLv	32.00 .00 .00
Wk# 614 466-1234	Ftx M0 208.00	LServ 00 - 000	Comp	0.95 .00 .00
SSN 123-45-6789	OH: 61.24	UServ 00 - 000	DonL	.00 .00 .00
DOB 05 21 1961	SD 2510 .00	PA1 00 00 0000	End 00 00 0000	VSX .00
Sex F RCnty FRAN	DefC 80.00	PA2 00 00 0000	End 00 00 0000	PSX .00
WU C84 CSeq 284	Bond .00	PA3 00 00 0000	End 00 00 0000	CSX .00
Class 11111	Retr P 159.12	HrsPaid 80.00	Deductions--F Code	Amount/%
ELF 1 ST CLASS	Attmnt .00	LessHrs .00	EFT 3 A F15	37.44
CB 22 - 9 Stat P	GrosUp .00	OT Hrs .00	Paid B E31	5.00
#PPds 1 Supp	Net 1,321.20	Ind 4	Step 1 Pay Rates 1 AD1	51.20
DCP8000@80		Rng 12	20.00	.00
DCL7600@75		Base H	20.00	.00
		Lngv	0.00	.00
		Educ 0	.00	.00
		PROF 00.0	.00	.00
		Lang 0	.00	.00
		Haz 0	.00	.00
		SUPP 00.0	.00	Car .00
CAS 02302 Ben YTD Sic: Acc	77.50 Use 118.00	Total	20.00	Charity .00
F1=Updt F2=EHOC F3=Exit F4=PAYU2 F5=POSU F6=EARN F7=Prev F8=Next F12=Rstr				

Results Example:

PAYU 100-200=017800	Pay Period 11 18 2000	Leave Balance	Accrual	Usage
Name HOLIDAY, HAPPY	Appt 01 09 17 1950	NewS	80.00	3.10 8.00
Addr FROM US 2 U	Prom 03 29 1998	OldS	.00	.00 .00
City NORTH POLE	St AR	Ends 00 00 0000	Vac	160.00 6.90 .00
Zip 12345-0000	Gross 1,872.00	Serv 50 - 000	PLv	32.00 .00 .00
Wk# 614 466-1234	Ftx M0 208.00	LServ 00 - 000	Comp	0.95 .00 .00
SSN 123-45-6789	OH: 61.24	UServ 00 - 000	DonL	.00 .00 .00
DOB 05 21 1961	SD 2510 .00	PA1 00 00 0000	End 00 00 0000	VSX .00
Sex F RCnty FRAN	DefC 80.00	PA2 00 00 0000	End 00 00 0000	PSX .00
WU C84 CSeq 284	Bond .00	PA3 00 00 0000	End 00 00 0000	CSX .00
Class 11111	Retr P 159.12	HrsPaid 80.00	Deductions--F Code	Amount/%
ELF 1 ST CLASS	Attmnt .00	LessHrs .00	EFT 3 A F15	37.44
CB 22 - 9 Stat P	GrosUp .00	OT Hrs .00	Paid B E31	5.00
#PPds 1 Supp	Net 1,321.20	Ind 4	Step 1 Pay Rates 1 AD1	51.20
PLUS 80.00 HRS @	16.00 DEC CORR 80%	Rng 12	20.00	.00
LESS 76.00 HRS @	15.00 DEC CORR 75%	Base H	20.00	.00
		Lngv	0.00	.00
		Educ 0	.00	.00
		PROF 00.0	.00	.00
		Lang 0	.00	.00
		Haz 0	.00	.00
		SUPP 00.0	.00	Car .00
CAS 02302 Ben YTD Sic: Acc	77.50 Use 118.00	Total	20.00	Charity .00
F1=Updt F2=EHOC F3=Exit F4=PAYU2 F5=POSU F6=EARN F7=Prev F8=Next F12=Rstr				

- The hours part of the entry has an implied decimal point with two places after the decimal.
- The percentage must have a value that is a valid percentage level according to the December Conversion Policy (see Payroll Letter 785).
- Do not change the comment portion (DEC CORR ##%) because this triggers the adjustment to pay from the accrued leave fund.