

## ACCRUAL ADJUSTMENTS AND PAYOUTS

THIS GUIDE IS FOR: AGENCY HR STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES

When a worker's eligibility for time off plan changes, an HR representative may need to complete accrual adjustments or pay out time-forfeited compensation. Shared Services individuals should refer to specific agency contracts for additional guidance on which tasks to complete for each agency.

### ACCRUAL ADJUSTMENTS

HR representatives will receive an action within their Workday@OK inbox as a result of a change in a worker's time off eligibility plan.

1. Beginning on the Workday@OK homepage, navigate to and select the **Inbox** icon. Locate the **To Do** related to the **Change Job** task. Workday@OK will open the **Maintain Accrual and Time Off Adjustments/Overrides**.
2. Confirm the name of the **Worker**.
3. On the **Adjustments** tab
  - a. Identify the correct **Accrual/Time Off** plan.
  - b. Enter the number of **Units** (hours) to adjust.
  - c. Select the appropriate **Period** to make an adjustment. Once the period is selected, the **Reference Date** will automatically populate.
  - d. Enter a comment to provide insight on the reason for the adjustment or payout. Please note, annual and all compensatory time are to be paid out. Only in rare circumstances would sick leave be paid out.
4. Select **OK**.
5. Return to the **To Do** and select **Submit** to mark this item complete and remove from your inbox.

### PAYING OUT ADJUSTED TIME

It is recommended to complete this task on the last day of a pay period.

#### Step 1: Run employee time off payout report

1. Beginning on the Workday@OK homepage, navigate to and select the **Search** bar.
2. Type and select the report, **RPT00004 – Employee Comp Plan Payout**.
3. On the pop-up menu, Workday@OK requires an **Effective as of Date** to run the report. You may leave today's date or enter the date needed. You may also select a specific worker or supervisory organization to narrow the list of results.
4. Select **OK**. Note: Reports may take some time to process but it does allow for the report to process in the background as you continue working and can be set to notify you later.
5. Workday@OK will generate a list of employees with compensation time that has been forfeited by week. Use this report to determine:
  - a. The number of hours for a payout (there may be multiple).
  - b. The status of the employee (e.g., exempt, non-exempt).
6. Export the report by selecting the **Excel** icon located in the top right above the table. This data will be used within an EIB template, then loaded into Workday@OK to make payments on behalf of multiple workers at once.

**Pro Tip:** If the number of workers in need of a payout is small, you may also enter the forfeited hours directly on an employee's timesheet. See [Time Tracking for Shared Services and Agencies](#) for guidance on entering time on behalf of a worker.

### **Step 2: Generate EIB template**

1. Beginning on the Workday@OK homepage, navigate to and select the **Search** bar.
2. Type and select the integration system **ABS\_Enter Time Off**. Note: If no results appear, select **More Categories** from the left side of the page, scroll and select **Integrations**. Navigate to the related actions icon for **ABS\_Enter Time Off** and select **Related Actions** → **Template Model** → **Generate Spreadsheet Template**.
3. Confirm the template format (XML or XLXS), select the **confirmation** check box and select **Submit**.
4. Select the tab **Output Files** and select the file from the table. Workday@OK will download the file to your computer.

### **Step 3: Populate template**

1. Use data from the **report RPT00004 – Employee Comp Plan Payout** to populate the EIB template taking note of the following fields:
  - a. Spreadsheet key: Enter a unique value for each worker (e.g., 1, 2).
  - b. Worker (required): Enter the employee ID.
  - c. Row ID: If making multiple entries for one worker, use the row ID to enter a unique value for each entry (e.g., 1, 2).
  - d. Date (required): Enter the date of the period.
  - e. Requested: Enter the number of hours to pay out.
  - f. Time Off: Enter the name of the Time Off eligibility plan.
2. Save the file as an **XML spreadsheet**.

### **Step 4: Submit Ticket**

1. Outside of Workday@OK, submit a ticket for the EIB to be loaded into Workday@OK. Please submit a service desk ticket using [servicedesk@omes.ok.gov](mailto:servicedesk@omes.ok.gov) and attach the file that needs to be uploaded.