

## **Human Resource Letter No. 12-03 SCEIS Leave Accrual Changes**

As discussed in the May 24 All Employee Meeting, SCEIS has changed the way the systems applies accrual. Leave accrual will not be applied to an employee's leave balance until the employee has worked or been on paid leave over half of the working hours of the month. The change in accrual will **mainly affect the non-exempt employees and their supervisors**. The non-exempt employees, employees that key working hours, must enter all working hours and leave timely and it must be approved prior to the leave accrual being applied by the system. If the working time or leave has not been entered and approved, the system will not give the employee their leave accrual for the month until the new rules have been met. Below is a breakdown of the changes. These changes are being implemented to prevent employees from taking leave that has not yet been accrued.

There are 21 working days in June, therefore accrual should be applied on the 10<sup>th</sup> ½ working day of the month. That means this Friday at noon employees should accrue leave. You will not see the accrual applied until after the nightly time generation process. **It is critical all working time and leave be ENTERED AND APPROVED by this Thursday, June 14 for employees to receive their accrual.**

### **Old SCEIS Process**

The system looked at the number of days in the month and once an employee was in a paid status for half of the days in the month, the system would give the employee his or her monthly accruals.

### **New SCEIS Process**

The system looks at the employee's Work Schedule Rule (WSR), including any Shift Substitutions, to calculate the total number of hours that an employee is scheduled to work each month (each month is analyzed separately). Once the employee reaches half of the total scheduled hours for the month in paid status, the system will give the monthly accruals.

**How This Affects Employees Exempt employees** – Unless there is unpaid leave entered and approved in the system prior to the monthly accrual date, exempt employees will automatically accrue their leave once half of their monthly scheduled hours have been met. If unpaid leave is entered and approved after the accruals have been received for a date prior to the accrual date, the employee's accrual date may be adjusted by the system depending on the number of hours of the unpaid leave entry.

**Non-exempt employees** – Accruals depend solely on the working time and/or leave types that have been entered and approved as compared to the employees' number of scheduled hours for the month. If the employee does not enter time or leave and it is not approved, the employee will not accrue leave.

### **Leave Submission Process**

#### **Old SCEIS Process**

Employees with low leave balances (including Compensatory Time) could wait until after the accruals were received and go back and enter leave for a date prior to the accrual date (when employee did not have enough leave or compensatory time to cover the requested period of leave) and system would accept the entry.

EXAMPLE: John Doe has 6.5 hours of sick leave available on May 7, he is scheduled to work 7.50 hours that day, but was out sick for the entire day. Mr. Doe accrues leave on May 16 and enters

7.50 hours of sick leave for May 7 on May 17 when he truly only had 6.5 hours available to use on May 7. The system would accept this entry.

#### **New SCEIS Process**

Employees with low leave balances (including Compensatory Time) will not be able to wait until after the accruals are received and go back and enter leave for a date prior to the accrual date (when employee had too little leave or compensatory time to cover the requested period of leave). The system will give a hard stop when attempting to complete the leave entry.

EXAMPLE: John Doe has 6.5 hours of sick leave available on June 7, he is scheduled to work 7.50 hours that day, but was out sick for the entire day. Mr. Doe accrues leave on June 15 and attempts to enter 7.50 hours of sick leave for June 7 on June 18 when he truly only had 6.5 hours available to use on June 7. He will receive a hard stop from the system and will not be able to enter more than 6.5 hours of sick leave for his absence on June 7.

#### **Exceeding Target Hours**

##### **Old SCEIS Process**

System allowed employees to enter combinations of working time and leave that totaled more than their target hours for the day.

##### **New SCEIS Process**

System will give hard stop when leave entries and/or working time entered total more than target hours for the day.

EXAMPLE: Jane Smith is a Non-exempt employee scheduled to work 7.5 hours per day. Jane enters 5 hours of working time on June 1 and then attempts to enter 3 hours of annual leave for the same day. The system will give a hard stop letting the employee know that absence hours entered take her over her target hours for the day.

For Exempt employees, a hard stop will be given by the system if s/he attempts to enter multiple leave requests for the same day that total more than the target hours for that day.

Should you have any questions, please contact me at 803-737-5671 or [cbfloyd@wcc.sc.gov](mailto:cbfloyd@wcc.sc.gov).

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