

Incremental Hours to be added to Leave Balances

We have implemented a Time Reporting Code that can be used to add hours to PTO/Vacation for working over appointment hours. The code is **OAP**.

This code will only add hours to leave balance, it will not pay anything.

Note: The incremental PTO does not change the PTO accrual maximum based upon the actual appointment fraction. Incremental PTO time added will not take the employee over the maximum accrual.

Nursing staff

Incremental PTO may be added for nursing staff under certain circumstances:

- 1) Part-time employees who work a minimum of four hours per week to provide coverage related to short term disability or FMLA (new language). This should be added on a monthly basis, following each scheduling period; and,
- 2) Part-time nurses who work an average of at least four non-overtime hours per week for eight consecutive weeks or more will have their PTO accruals adjusted retroactively to the beginning of the period (P. 333S-1).

For eligible OTR hours, add them together and use the attached chart to see how many hours to record under the OAP code. There is no matching code in One Staff, so this will need to be entered directly into the Timesheet Page in Mpathways. You also have the option to do it as a prior period adjustment so you do not have to rush to get it in Tuesday morning of pay week after the interface loads. Process this monthly with each four week schedule.

Non-bargained for Staff and Service/Maintenance Staff (AFSCME)

This can be done each quarter (12 or 14 weeks in the quarter.)

For part time staff that works consistently over their appointment hours over a 12 week period, they can accrue PTO based on those hours. Add together all the OTR hours paid out on all paychecks and/or off-cycles within the quarter and use the attached worksheet to find how many hours to record under OAP.

For interface units, you can do this as a prior period adjustment so it doesn't affect the current time reporting.

Skilled Trades, Operating Engineers, and Security Officers

This can be done each quarter (12 or 14 weeks in the quarter.)

For part time staff that works consistently over their appointment hours over a 12 week period, they can accrue vacation based on those hours. Add together all the OTR hours paid out on all paychecks and/or off-cycles within the quarter and use the attached worksheet to find how many hours to record under OAP.

A query to use for help in determining the total OTR hours is:

MTL_TRC_BY_DEPT - Time Reporting Code by Dept

or

MTL_TRC_BY_EMPLID - Time Reporting Code by EmplID

or

MTL_TRC_BY_GROUP – Time Reporting Code by Static Group

Incremental PTO/VAC accrual chart:

Indicates what amount of accrual is due based on how many hours a person worked over their appointment. It has three tabs.

- The first tab is for nursing.
- The second tab is for Non-bargained for staff and service maintenance staff
- The third tab is for skilled trades, operating engineers and security officers.