

# Leave Payout Process

## Overview

The Leave Payout screen provides agencies the ability to process leave payouts for active (e.g., DROP entry payouts, FLSA compensatory leave payouts, 24-hour December annual leave payouts, etc.) and terminated employees (terminal leave payouts) using the People First system. This screen is directly tied to an employee's available leave balances. This screen is available for the processing of leave payouts for 60 days following the employee's date of Last Day Employed as noted in the system. *Payments that need to be made after 60 days of the employee's Last Day Employed must be processed outside of the People First system in accordance with the Bureau of State Payrolls' (BOSP) manual, Volume IV, Section 9.*

## Definitions

*The following fields are included in the Overview section:*

- Record Type – Indicates the type of record being displayed
  - Balance – Employee's balance for the selected leave payout type
  - Pending – Hours to be paid out
  - Paid – Hours paid out
- Leave Type – Leave type description (Annual, Sick, Special (leave code 0055 only) and FLSA Compensatory Leave)
- Balance – Employee's current available balance record
  - Pending – Leave payouts that are pending payment
  - Paid – Leave payout historical records, which have already been paid to the employee
- Hours – Applies only to pending and paid record types (hours will change from pending to paid when payroll processes)
  - Pending – Hours to be paid out
  - Paid – Hours paid out
- Payroll Type – Applies only to pending and paid record types and will display the payroll (supplemental or regular (biweekly/monthly)) selected when creating payment
- Processing Date – Applies only to pending and paid record types; date is the BOSP processing date, not the warrant date

*The following fields are included in the Details section:*

- Leave Type – Leave type description available for the employee record
  - Annual Leave – The following edits are applied to annual leave payments:
    - Career Service (CS) employees – System will validate that employee was continuously employed for 12 consecutive months (based on

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- Continuous Service Date on the employee's key service date record). System will apply 240 hours lifetime cap
- Selected Exempt Service (SES) or Senior Management Service (SMS) employees – System will apply 480 hour payout cap per payment for SES/SMS employees; there is no lifetime cap
- System will validate that the employee's separation PAR has been processed
- Additional edits are applied to the individual payout types (see Payout Type below)
- Sick Leave – The following edits are applied to sick leave payments:
  - System will validate that the employee (CS, SES, SMS) has at least 120 months of creditable service (based on Creditable Service Months on the employee's key service date record)
  - CS, SES or SMS employees – System will apply a cap of one-eighth of all unused sick leave credit accumulated prior to October 1, 1973, plus one-fourth of all unused sick leave accumulated on or after October 1, 1973. However, terminal pay allowable for unused sick leave accumulated on or after October 1, 1973, shall not exceed a maximum of 480 hours of actual payment.
  - System will validate that the employee's separation PAR has been processed
  - Additional edits are applied to the individual payout types (see Payout Type below)
- Special Compensatory Leave (leave code 0055 only) – Edits are based on the Payout Type selected (see below)
- FLSA Compensatory Leave – Edits are based on the Payout Type selected (see below)
- Payout Type – Describes the reason for the payout; agencies will select the Payout Type
  - *The following are the payout types for annual leave:*
    - DROP Entry (5106 – DROP Entry 51 Pyout) – Used to process annual leave payout upon entry into DROP and will show as Annual Leave Payout
      - System does not validate the employee's eligibility for DROP
    - DROP Exit (5112 CS-Emp Exit DROP Pyout or 5122 SES/SMS – Ext Drop 51 Pyout) – Used to process leave payouts when employee exits DROP; system will validate previously paid out hours that were paid as a DROP entry payout
      - System will check for a separation PAR
      - NOTE: You should always validate the hours previously paid out using the Leave Payout screen in FLAIR PYRL If payments were

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processed outside of People First, the hours in this field may be incorrect

- Employee Termination (5111 – CS-Emp Term 51 Pyout or 5121-SES/SMS-Emp Term 51 Pyout) – Used to process leave payouts when the employee is terminating state employment (is not transferring to another agency)
  - System will check for a separation PAR with a reason code of one of the following: Move to Private Sector (51), Other (53), Retirement (56), End of Appointment Period (58), Abandonment (62) or Move to Non State of Florida Government (63)
- Layoff (5113 – CS-Layoff 51 Pyout or 5123 SES/SMS 51 Pyout) – Used to process leave payouts when the employee is terminating state employment with a reason code of Layoff (57)
  - System will check for a separation PAR with reason code of Layoff (57)
- Non Transferable Hours (5114 – CS Non-Trans HR 51 Pyout or 5124 SES/SMS Non-Trans 51 Pyout) – Used to process leave payouts when the employee is terminating employment within the State Personnel System and is transferring to another agency that will not accept the maximum payout hours for the pay plan (i.e., will not accept at least 240 hours for CS and 480 hours for SES/SMS)
  - System will check for either a separation PAR or a change in pay plans
- December 24 Hour Leave Payout (5115 – CS-24 HR Dec 51 Pyout) – Used to process leave payouts for CS employees who have elected to receive a December 24 Hour Leave Payout; payout type will show only when the processing date is for a Warrant Date in the month of December
- *The following are the payout types for sick leave:*
  - DROP Exit (5202 – Emp Exit Drop 52 Pyout) – Used to process leave payouts when employee exits DROP
    - System will check for a separation PAR
  - Employee Termination (5201 – Emp Term 52 Pyout) – Used to process leave payouts when the employee is terminating state employment (is not transferring to another agency)
    - System will check for a separation PAR
  - Layoff (5203 – Layoff 52 Pyout) – Used to process leave payouts when the employee is terminating state employment with a reason code of Layoff (57)
    - System will check for a separation PAR with reason code of Layoff (57)

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- *The following are the payout types for special compensatory leave (only leave code 0055 is available for payout) for all employees; the 90 series is available for payout for all collective bargaining units except 04, Professional Health Care Unit; 01, 02, 03 and 05, American Federation of State, County, and Municipal Employees (AFSCME); Human Services, Professional, Operational Services and Administrative and Clerical Units; and 11, Fire Service Unit:*
  - DROP/Term 11 Months Payout (5506 – DROP/Term 11 Months Payout) – Used to process special compensatory leave payouts for the accruals earned during the employee’s last 11 months of employment
    - Agencies must calculate these hours; system does not calculate for payouts the hours earned in the last 11 months of employment
    - This is used for both DROP entry payouts and for when the employee terminates employment (does not apply to DROP exit payouts)
  - DROP Exit (5502 – Emp Exit DROP 55 Payout) – Used to process leave payouts when the employee exits DROP
    - System will check for a separation PAR
  - Employee Termination (5501 – Emp Term 55 Payout) – Used to process leave payouts when the employee is terminating state employment (is not transferring to another agency)
    - System will check for a separation PAR
    - This is used to pay the additional hours that were earned prior to the last 11 months of employment
  - Layoff (5503 – Layoff 55 Payout) – Used to process leave payouts when the employee is terminating state employment with a reason code of Layoff (57)
    - System will check for a separation PAR with reason code of Layoff (57)
    - This is used to pay the additional hours that were earned prior to the last 11 months of employment
  - Transferring Agency (5504 – Transfer Agency 55 Payout) – Used to process leave payouts when the employee is transferring across state agencies
    - System will check for a separation PAR
  - Move to Ineligible Position (5508 – Mov Inelig Postn 55 Payout) – Used to process leave payouts when the employee is transferring to a position that is not entitled to special compensatory leave (e.g., employee is hired into an SMS position)

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- System checks to validate that the employee is moved to another pay plan within the agency
- NOTE: Currently, this is only available if the employee is moving to a SMS or OPS position
- *The following are the payout types for FLSA compensatory leave:*
  - DROP Entry (5306 – DROP Entry 85 Payout) – Used to process leave payout upon entry into DROP
    - System does not validate employee's eligibility for DROP
  - Employee Termination (5301 – Emp Term 85 Payout) – Used to process leave payouts when the employee is terminating state employment (is not transferring to another agency)
    - System will check for a separation PAR
  - Interval Payout (5307 Interval 85 Payout) – Used to process semiannual FLSA payouts
    - System validates employee's eligibility (OPS are not eligible)
  - Transferring to Excluded Position (5309 – Transr Excl Postn 85 Payout) – Used to process the FLSA compensatory payout when the employee is appointed to an excluded position (e.g., hired from CS included to a CS excluded position)
  - Transfer to Another Agency (5304 – Transfer Agency 85 Payout) – Used to process the leave payout when the employee is transferring to an agency that does not allow FLSA compensatory leave
    - System will check for a separation PAR
- Hours Available for Payout – System-calculated field based on the employee's available balance. If the hours are overstated, contact the People First Service Center to correct the hours. Calculations are as follows:
  - *Annual Leave*
    - CS Employees
      - If the employee has received a previous annual leave payout as a CS employee, the system will calculate the Hours Available for Payout as follows: Lesser of 240 hours minus Previously Paid Out Hours and the employee's available balance (rounded to the nearest quarter hour)
      - If the employee has not received a previous annual leave payout as a CS employee, the system will calculate the Hours Available for Payout as follows: Lesser of 240 hours and the employee's available balance (rounded to the nearest quarter hour)
      - For 24-hour December leave payouts, the system will perform the following calculation: Lesser of 24 hours and 240 hours minus Previously Paid Out Hours minus 24 hours (rounded to the nearest quarter hour)

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- SES and SMS Employees
  - Lesser of 480 hours and employee's available balance (rounded to the nearest quarter hour)
- Department of Lottery Employees
  - Pay Plan 31 – Lesser of 360 hours and employee's available balance (rounded to the nearest quarter hour)
  - Pay Plan 33 – Lesser of 480 hours and employee's available balance (rounded to the nearest quarter hour)
- Florida School for Deaf and Blind – Pay Plan 04
  - CBU 40 – Lesser of 240 hours and employee's available balance (rounded to the nearest quarter hour)
  - CBU 41 – Lesser of 480 hours and employee's available balance (rounded to the nearest quarter hour)
  - CBU 42 – Lesser of 352 hours and employee's available balance (rounded to the nearest quarter hour)
- *Sick Leave*
  - Calculated as the lesser of 480 hours and one quarter of the employee's available hours (rounded to the nearest quarter hour)
- *Special Compensatory Leave*
  - Calculated as the lesser of 999.75 hours and the employee's available balance (rounded to the nearest quarter hour)
  - If the employee has more than 999.75 hours and the employee is eligible to be paid all hours, the agency will have to process two separate payouts on two separate payroll runs (rounded to the nearest quarter hour)
- *FLSA Compensatory Leave*
  - For all eligible employees
    - Lesser of 80 hours and the employee's available balance (rounded to the nearest quarter hour)
- Hours to Payout – Required field; hours must be entered in quarter-hour increments and must be equal to or less than the hours available for payout
- Hourly Rate of Pay – Required field; prepopulated based on the Hourly Regular Rate of Pay from the Employee Gross Salary screen. Amount can be edited when creating the payout
- Payroll to Payout – Required field; selection of Next Available Supplemental Payroll or Next Available Regular Salary Payroll
- Processing Date – Defaults to the processing date for the selected Payroll to Payout value

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- For terminated employee payouts, the payment processing date must be within 60 days of the employee's Last Day Employed according to the system
- Payroll Account Code – Required field; defaults to the 29-digit FLAIR Account Code from the employee's position
  - If changed, the entered FLAIR Account Code is validated against the custom FLAIR Account Code table to ensure that the value exists and is available for use
- Payroll Organization Code – Required field; defaults to the 11-digit FLAIR Org Code from the employee's position
  - If changed, the entered FLAIR Org Code is validated against the FLAIR Org Code table to ensure that the value exists and is available for use
  - NOTE: Some agencies use a Warrant Distribution Number in this field. Follow your agency's internal procedure

*The following fields are included in the Details section for Annual Leave Payouts when a previous payout has occurred:*

- CS Previously Paid Out – Contains the number of hours the employee was paid out while in a CS position and when exiting a CS position. If no hours have been paid to the employee being viewed, this field will be blank
  - NOTE: You should always validate the hours previously paid out using the Leave Payout screen in FLAIR PYRL. If payments were processed outside of People First, the hours in this field may be incorrect
- DROP Hours Previously Paid Out – Contains the number of hours the employee was paid out when entering or exiting DROP. If no hours have been paid to the employee being viewed, this field will be blank based on Payout Type of DROP Entry Payout and Employee Exiting DROP
  - NOTE: You should always validate the hours previously paid out using the Leave Payout screen in FLAIR PYRL. If payments were processed outside of People First, the hours in this field may be incorrect

### Authorization

Users with a security role code of A, H, U, X and Y will be able to process a leave payout. Users with a security role code of C, F, G, I, K, N and S will be able to view leave payout records that have been processed. Employees will also be able to view the leave payouts that have been processed for them.

The screen is available only for use by State Personnel System (SPS) agencies and the Department of Lottery.

### Process Steps

To process a leave payout, follow the steps below:

**Step 1:** Select Management > My Direct Reports.

**Step 2:** Select the employee.

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**Step 3:** Select Time & Payroll > Leave Payout.

**Step 4:** Select the Leave Type.

**Step 5:** Select the Payout Type (required entry).

**Step 6:** Enter the number of hours to pay out (required entry).

**Step 7:** Verify the defaulted Hourly Rate of Pay; update if necessary (required entry).

**Step 8:** Select the applicable Payroll to Payout (required entry).

**Step 9:** Verify the defaulted Payroll Account Code; update if necessary (required entry).

**Step 10:** Verify the defaulted Payroll Organizational Code; update if necessary (required entry).

**Step 11:** Select “Save.”

Leave Payout->Details

Leave Type	ANNUAL LEAVE		
Payout Type	5106-DROP Entry 51 Payout *	CS Hours Previously Paid Out	48.00
Hours Available for Payout	468.250		
Hours to Payout	0.00 *		
Hourly Rate of Pay	27.64 *		
Payroll to Payout	R - Regular *		
Processing Date	08/06/2012		
Payroll Account Code	72202678001727501000001000000 *		
Payroll Organization Code	72750106001 *		

Please validate employee's timesheets have been processed. If there are outstanding timesheets, please process and then begin the leave payout request.

Please note the leave hours in the leave payout request will be treated as pending hours and cannot be recorded on the employee's timesheets.

Edit Save Cancel

Any errors will be displayed in the message area (located between the Leave Payout Overview and Leave Payout Details sections). Correct the data and click “Save.”

After creating the Leave Payout, the user can view the details of the pending payment by selecting the pending record from the Overview section.



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**Leave Payout->Overview**

Record Type	Leave Type	Balance	Hours	Payroll Type	Processing Date
<input checked="" type="checkbox"/> Pending	ANNUAL LEAVE	0.083	468.25	Regular	08/06/2012
<input type="checkbox"/> Balance	SICK LEAVE	209.171			

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Menu New

**Leave Payout->Details**

Leave Type

ANNUAL LEAVE

Payout Type

5106-DROP Entry 51 Payout\*

Hours Available for Payout

Hours to Payout

468.25\*

Hourly Rate of Pay

27.64\*

Payroll to Payout

R-Regular\*

Processing Date

08/06/2012

Payroll Account Code

72202678001727501000001000000\*

Payroll Organization Code

72750106001\*

Edit Save Cancel Delete

If the Leave Payout needs to be deleted, simply select the Leave Type record and select "Delete" at the bottom of the screen (can be deleted only if the payment is in a pending status).

**Step 1:** Select Leave Type record.

**Step 2:** Select "Delete."

**Step 3:** A warning message will display that asks "Would you like to continue?"

**Step 4:** Select "OK" to confirm the deletion.

## Leave Payout Process

**Leave Payout->Overview**

Record Type	Leave Type	Balance	Hours	Payroll Type	Processing Date
<input checked="" type="checkbox"/> Pending	ANNUAL LEAVE	0.083	468.25	Regular	08/06/2012
<input type="checkbox"/> Balance	SICK LEAVE	209.171			

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Menu New

**Leave Payout->Details**

Leave Type

ANNUAL LEAVE

Payout Type

5106-DROP Entry 51 Payout\*

Hours Available for Payout

Hours to Payout

468.25\*

Hourly Rate of Pay

27.64\*

Payroll to Payout

R-Regular\*

Processing Date

08/06/2012

Payroll Account Code

72202678001727501000001000000\*

Payroll Organization Code

72750106001\*

EditSaveCancelDelete