

Leave Payout Process

Overview

The Leave Payout screen provides agencies the ability to process leave payouts for active (i.e., 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 and is available for the processing of leave payouts for 60 days (based on payment date) following the employee's last day employed as noted in the system under Key Service Dates. *Payments that need to be made after 60 days of the employee's last day employed must be processed using the Bureau of State Payrolls (BOSP) On-Demand payroll system.*

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 Comp, and FLSA Compensatory Leave)
- Balance – Applies only to Balance and Pending record types
 - Balance – Employee's current available balance
 - Pending – Remaining balance after leave payouts that are pending payment
- 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. This field will display the type of payroll, supplemental or regular (biweekly/monthly), selected when the payment was created
- 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 selected on the employee record
 - Annual Leave – The following edits are applied to annual leave payments:
 - Career Service (CS) employees – System will validate that the employee was continuously employed for 12 consecutive months (based on Continuous Service Date on the employee's key service date record). The system will apply 240-hour lifetime cap

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- 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
 - Additional edits are applied to the individual payout types (see Payout Type below)
 - Sick Leave – The following edits are applied to sick leave payments:
 - CS, SES or SMS employees – the system will validate that the employee has at least 120 months of creditable service (based on Creditable Service Months on the employee's key service date record). The system will apply a 480-hour cap
 - Additional edits are applied to the individual payout types (see Payout Type below)
 - Special Compensatory Leave – 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 – Reason for the payout; agencies will select the Payout Type. The agency should always validate the employee's previous payout hours in the FLAIR-PYRL system to ensure that the payout does not exceed any lifetime or payout maximum.
 - *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 will validate that the employee has a DROP date
 - 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 that the employee has a Separation Personnel Action Request (PAR)
 - 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)
 - The system will validate that the employee has a Separation PAR with one of the following reason codes: 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)
 - The system will validate that the employee has 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

(SPS) 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)

- The system will validate that the employee has 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
 - The system will validate that the employee has 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)
 - The system will validate that the employee has 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)
 - The system will validate that the employee has a Separation PAR with reason code of Layoff (57)
- *The following are the payout types for Special Comp – Pre 7/2012:*
 - DROP/Term 11 Months Payout (5506 – DROP/Term 11 Months Pyout) – 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; the system does not calculate 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)
 - Employee Termination (5501 – Emp Term 55 Pyout) – Used to process leave payouts when the employee is terminating state employment (is not transferring to another agency)
 - The system will validate that the employee has a Separation PAR
 - 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 Pyout) – Used to process leave payouts when the employee is transferring across state agencies
 - The system will validate that the employee has a Separation PAR
 - Change in Pay Plan (5508 – Change in Pay Plan) – 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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- *The following are the payout types for Special Comp – Holiday:*
 - Employee Termination (9101 – Emp Term 91 Pyout) - Used to process leave payouts when the employee is terminating state employment (is not transferring to another agency). The agency needs to validate that the employee is in an eligible collective bargaining unit (CBU)
 - The system will validate that the employee has a Separation PAR
 - Interval, Change of Agency, Change of Pay Plan, or Change of CBU (9102 – Interval Pyout) - Used to process leave payouts for the six-month intervals (certain CBUs) and/or when the employee is changing agencies, pay plan, or CBU. The agency needs to validate that the employee is in an eligible CBU
 - *The following are the payout types for Special Comp – Office Closure:*
 - Employee Termination (9401 – Emp Term 94 Pyout) - Used to process leave payouts when the employee is terminating state employment (is not transferring to another agency). The agency needs to validate that the employee is in an eligible CBU
 - The system will validate that the employee has a Separation PAR
 - Interval, Change of Agency, Change of Pay Plan, or Change of CBU (9402 – Interval Pyout) - Used to process leave payouts for leave not used within 120 calendar days from the end of the work period in which the leave is credited (certain CBUs) and/or when the employee is changing agencies, pay plan, or CBU. The agency needs to validate that the employee is in an eligible CBU
 - *The following are the payout types for FLSA Compensatory leave:*
 - DROP Entry (5306 – DROP Entry 85 Pyout) – Used to process leave payout upon entry into DROP
 - The system does not validate employee's eligibility for DROP
 - Employee Termination (5301 – Emp Term 85 Pyout) – Used to process leave payouts when the employee is terminating state employment (is not transferring to another agency)
 - The system will validate that the employee has a Separation PAR
 - Interval Payout (5307 Interval 85 Pyout) – Used to process semiannual or annual FLSA payouts
 - The system will validate employee's eligibility Other Personnel Services (OPS) employees are not eligible
 - Transferring to Excluded Position (5309 – Transr Excl Postn 85 Pyout) – 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 Pyout) – Used to process the leave payout when the employee is transferring to another agency
 - The system will validate that the employee has a Separation PAR

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- Hours Available for Payout – System-calculated field based on the employee's available balance. Calculations are as follows:
 - *Annual Leave* - The People First system will no longer validate the number of annual leave hours previously paid out. When an annual leave payout is completed in the system, a warning message will be displayed: "*Validate the employee's previous payout hours (if any) in the FLAIR Payroll system to ensure payout does not exceed the lifetime maximum of 240 hours.*"
 - CS Employees
 - Lesser of 240 hours and the employee's available balance (rounded to the nearest quarter hour)
 - SES and SMS Employees
 - Lesser of 480 hours and the employee's available balance (rounded to the nearest quarter hour)
 - Department of Lottery Employees
 - Pay Plan 31 – Lesser of 360 hours and the employee's available balance (rounded to the nearest quarter hour)
 - Pay Plan 33 – Lesser of 480 hours and the 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 the employee's available balance (rounded to the nearest quarter hour)
 - CBU 41 – Lesser of 480 hours and the employee's available balance (rounded to the nearest quarter hour)
 - CBU 42 – Lesser of 352 hours and the 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 balance (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)
 - Special compensatory leave types 0091 Leave –SC Holiday and 0094 Leave –SC Closures are available for payout in the Leave Payout screen; agencies are responsible for ensuring payouts occur only when supported by the CBU for the employee
 - *FLSA Compensatory Leave*
 - For all eligible employees

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- No caps apply to 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
 - Zero-Out Balance – checkbox; mark to have the remaining leave balance zeroed out after payout
 - Hourly Rate of Pay – Required field; prepopulated based on the Hourly Regular Rate of Pay from the Employee Gross Salary screen. This amount can be edited when creating the payout
 - Payroll to Payout – Required field; drop-down selection for next available Supplemental payroll or next available Regular salary payroll
 - Processing Date – Defaults to the processing date for the selected Payroll to Payout value
 - For terminated employee payouts, the payment processing date must be within 60 days of the employee's Last Day Employed according to the system
 - FLAIR 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
 - FLAIR Org 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

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 leave payout 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 Manager landing page > My Team.

Step 2: Search for the employee.

Step 3: Select the employee by clicking drop down menu on right side.

Step 4: Select Time and Attendance > Leave Payout.

Step 5: Select the Leave Type in the overview.

Step 6: Select the Payout Type (required entry).

Step 7: Enter the number of hours to pay out (required entry).

Step 8: Verify the defaulted Hourly Rate of Pay; update if necessary (required entry).

Step 9: Select the applicable Payroll to Payout (required entry).



Step 10: Verify the defaulted FLAIR Account Code; update if necessary (required entry).

Step 11: Verify the defaulted FLAIR Org Code; update if necessary (required entry).

Step 12: Select "Save." Any warning and errors will be displayed in a layover window. Validate or correct the data, if needed, and click "Save." Once completed, the record type will change to Pending.

Manager / My Team / Time and Attendance / Leave Payout

Leave Payout

Timesheet  Save 

Record Type	Leave Type	Balance	Hours	Payroll Type	Processing Date
Balance	Annual Leave	408.001			
Balance	Sick Leave	2,933.629			
Balance	Special Comp - Pre 7/	201.000			
Balance Expired	Special Comp - Holida	7.000			
Paid	Leave-FLSA Comp		77.50	Supplemental	01/17/2023

Leave Type: 55 - Special Comp - Pre 7/2012

*Payout Type: 5506 - DROP/Term 11 Months Py...

Hours Available for Payout: 201.000

Hours to Payout: 201.00

Zero-Out Balance: ☐

Hourly Rate of Pay: 38.53

Payroll to Payout: S - Supplemental

Processing Date: 08/29/2023

FLAIR Account Code: 43102393001437001000001000000

FLAIR Org Code: 43352313000

Please validate employee's timesheets have been processed. If there are outstanding timesheets, please process before proceeding.

Manager / My Team / Time and Attendance / Leave Payout

Leave Payout

Timesheet  Delete 

Record Type	Leave Type	Balance	Hours	Payroll Type	Processing Date
Pending	Special Comp - Pre 7/		201.00	Supplemental	08/29/2023
Balance Expired	Special Comp - Holida	7.000			
Paid	Leave-FLSA Comp		77.50	Supplemental	01/17/2023
Paid	Leave-FLSA Comp		80.00	Supplemental	02/01/2022
Paid	Leave-FLSA Comp		21.25	Supplemental	08/03/2021

Leave Type: 55 - Special Comp - Pre 7/2012

To delete a leave payout, follow the steps below (can be deleted only if the payment is in pending status):

Step 1: Select Leave Type record.



Step 2: Select “Delete.”

Step 3: A warning message will display, “Are you sure you want to delete?”

Step 4: Select “Yes” to confirm the deletion or “Cancel” to back out of the deletion.

Manager / My Team / Time and Attendance / Leave Payout



Leave Payout

Timesheet  **Delete** 

Record Type	Leave Type	Balance	Hours	Payroll Type	Processing Date
Pending	Special Comp - Pre 7/		201.00	Supplemental	08/29/2023
Balance Expired	Special Comp - Holida	7.000			
Paid	Leave-FLSA Comp		77.50	Supplemental	01/17/2023
Paid	Leave-FLSA Comp		80.00	Supplemental	02/01/2022
Paid	Leave-FLSA Comp		21.25	Supplemental	08/03/2021

Confirm

Are you sure you want to delete?

Yes  **Cancel** 

Leave Type: 55 - Special Comp - Pre 7/

Payout Type: 5506 - DROP/Term 11 Mo

Hours to Payout: 201.00

Zero-Out Balance: ☐

Hourly Rate of Pay: 38.53

Payroll to Payout: S - Supplemental

Processing Date:

FLAIR Account Code: 43102393001437001000001000000

FLAIR Org Code: 43352313000