Sick leave for Regular Part-time Employees (per HB 153)

- 1. When should I classify someone as regular part-time? The following website gives the actual language of the bill. You might choose to seek legal council to determine who should be considered regular part-time. http://codes.ohio.gov/orc/search/3319.141
- 2. To track regular part-time employees in USPS do the following.
 - a. In **BIOSCN** modify the employee to part-time = y

Find:			<u> </u>
89N/ID	Last name	First name	Skip Concealed
SSN: <u>232-32-3232</u>	Employee ID: <u>23232323</u>	2 Concea	11: _
State Assigned ID: <u>ZD47</u>	<u>701001</u> EMIS ID:	_	
Last Name: <u>TAYLOR</u>	Suffi Middle: <u>S</u>	x:	
First Name: <u>ELIZABETH</u>	Middle: <u>S</u>	_ Phone/Unlis	it:(<u>419) 765-4651</u> /_
Street: 200 Night St.		Dist Phone	:()
		Dist Exten	:
City : <u>Wayne</u>	State: <u>OH</u> Zip:	<u>44332</u>	OSDI code:
Foreign Adrs: _ Ctry:	Prov:	F	ost :
Email: <u>test@gmail.com</u> ,	.test1@gmail.com		
	Direct deposit: Y		
Marital: <u>1</u>	Email dirdep notice: <u>N</u>	Long	erm ill:
Birthdate: <u>02/27/1932</u>	Check distrib.:	Part-t	ime: 🏻
Hire date: <u>09/01</u> / <u>1990</u>	Eligible retire: <u>N</u>		
Last paid: <u>04/30/2004</u>	ODHS New hire: <u>Y</u> <u>09</u> / <u>01</u> /	/ <u>1990</u>	
Y = Part-time employee	9		
N or blank = Not a par	rt-time employee		
BIOSCN - Biographical	data maintenance program		Screen 1 Of 2
	I1 Find F17 Lock		
F7 Help F1	12 Add F18 Set	defaults	
FB Exit F1	13 Delete F20 Swi	tch	
F10 Next F1	14 Modify		

b. In BENSCN there are two new fields: Accum/serv field and Current Service Hours. Accum/serv is the increment by which the sick balance will be increased for every 80 hours of service when MASSICK is ran. For hourly employees from HB 153 this will be 4.6 hours. The rate would need to be determined for a daily employee. Also, the value for accum/month should be blank for a regular part time employee. Find: SSN/ID Last name First name Concea L ID: <u>232323232</u> Name: ELIZABETH TAYLOR Benefit unit: D Daily Vacation Sick **Eligibility** Persona I Reset value: Sick : Yes Balance .500 Personal: No Accum/month : Vacation: No 256.000 Maximum Advance used: Advance max.: Deferred Accum/Serv Current service hours: 40.00 0.613

BENSI	CN - Benefit	data maintenance	program	
	Тор	F11 Find	F17	Lockmode
	Help	F12 Add	F18	Set defaults
F8	Exit	F13 Delete	F20	Switch
F10	Next	F14 Modify		

- c. The current service hours field contains service hours accumulated per pay for part time employees. These hours are used in MASCHG/MASSICK to determine part-time employees sick leave accumulation based on 80 hours of service.
- d. When you flag an employee as part-time and run a payroll, CHKUPD will add the retire hours total for the employee to the current service hours field.
- e. MASCHG/MASSICK is run to increment the sick leave balance by the amount in the BENSCN accum/serv field for every 80 hrs of service found. It can be run as projection or actual. Any remaining hours after incrementing will remain in the BENSCN current service hours field. A screen shot of the MASCHG/MASSICK program follows. It allows selection based on appointment type and pay group.

MASSICK - Mass Increment sick leave balance for part-time employees

Report File Specifications:
Output file MASSICK.TXT

Optional heading line TEST HEADING
Actual or projection? (A,P) P
Sort options (ID,N)

Selection Criteria: Appointment Type: (1,2) _
Pay Groups:

Mass	Increment	Sick	Leave	e Balance					1	of	1
PF4	Execute		F10	Reset							
FΖ	Help		F11	Save/Recall							
FB	Exit										
F9	Cance I										

f. Example.

Current Sick leave Balance = 86.54 hours of sick leave

Accum/serv = 4.6 Current Service hours: 120.00

The MASCHG/MASSICK program will increment the sick balance by 4.6 hours, so after MASCHG/MASSICK the current sick leave balance will show 91.14 hours. The current service hours will show 40.00 hours.

The output of the MASSICK.TXT report would look like the following:

```
ARCADIA LOCAL SCHOOL Projection Run Page: 1
(MASSICK)
OLD SERV NEW SERV OLD SICK NEW SICK SICK TIME SICK HRS SICK HRS
HOURS HOURS BALANCE BALANCE ACCRUED APPLIED REMAINING MESSAGE
120.00 40.00 86.540 91.140 4.600 80.00 40.00
```

The BENSCN after MASCHG/MASSICK was run for actual would look like the following:

Benefit unit: [Daily			
	Sick	Personal	Vacation	Eligibility
Reset value :		4.000		Sick : Yes
Balance :	91.140	4.000	20.000	Personal: Yes
Accum/month : _				Vacation: Yes
Maximum :	260.000	4.000	20.000	
Advance used:				
Advance max.:	5.000			
Deferred :				
Accum/Serv : _	4.600	Current ser	rvice hours:	40.00