

Extended Leave Processing Overview

This Job Aid will provide Payroll Administrators with guidance regarding the entry of extended leave in SPOT. When an employee goes on extended leave, there are activities that are performed by HR Administrators, TL/Absence Administrators, and Payroll Administrators.

This Job Aid will focus on what Payroll Administrators will need to enter into SPOT for extended leave for Short Term Disability (STD) and Worker’s Compensation (WC) in Cardinal.

The STD Effective Date should always be the first day of the STD coverage, not the first day of the waiting period.

Note: The following earnings codes cannot be entered as a separate check using the begin and end date within the current period or it will cause an error. They are as follows:

- LSH** – Leave Share
- STD** – Short Term Disability
- WCL** – VSDP Work Comp Pay
- WCP** – Workers Comp
- WCS** – Work Comp Supplement

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Short Term Disability (STD)

When an employee goes out on STD the following actions need to occur:

Human Resources

- Navigate to Job Data. Insert a new effective data row
 - **Action:** Paid Leave of Absence
 - **Reason:** Short Term Disability
 - Enter the employee's **Expected Return Date**
 - Change the **Turn Off Auto Pay** field to **Yes**
 - On the **Payroll** tab change the employee's **Holiday Schedule** to **HOLSTD**

Time & Attendance

- Employee Setup Administrator updates the schedule to a 5 x 8 (Monday – Friday), if necessary. The effective date of the schedule change should be the first day of the FLSA period during which the STD begins.
- Absence Administrator:
 - Enter the STD on the employee's timesheet. Absence Administrators should request the VSDP Calculation Spreadsheet from Payroll to identify the number of hours of STD/Supplement to be entered.
 - If the employee is using leave to cover time not covered by STD (once it drops to 80% or 60%), enter the absence hours on the timesheet (VAC, SCK, PER)
 - If employee is not supplementing with leave enter those hours using the TRC of STL – this allows the employee accruals to continue

Payroll

Payroll Administrators will review the HR effective date for when the employee went out on leave, Timesheet information, and employee compensation. The Payroll Administrator will then enter the appropriate transactions in SPOT for the employee to be paid accurately.

Note: When the **Turn Off Auto Pay** field is changed to **Yes**, payments will not be made (salary or additional pays) unless SPOT transactions have been entered for the employee.

If the leave start day occurs in the middle of a pay period, the salary pay and additional pay will be turned off the entire pay period by the Pay Calculation process. Updating the **Turn Off Auto Pay** field to **Yes** in the middle of the pay period will not prorate the employee's pay, which will need adjusting through SPOT. Please work with your agency HR Administrator to validate information to ensure accurate employee pay.

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

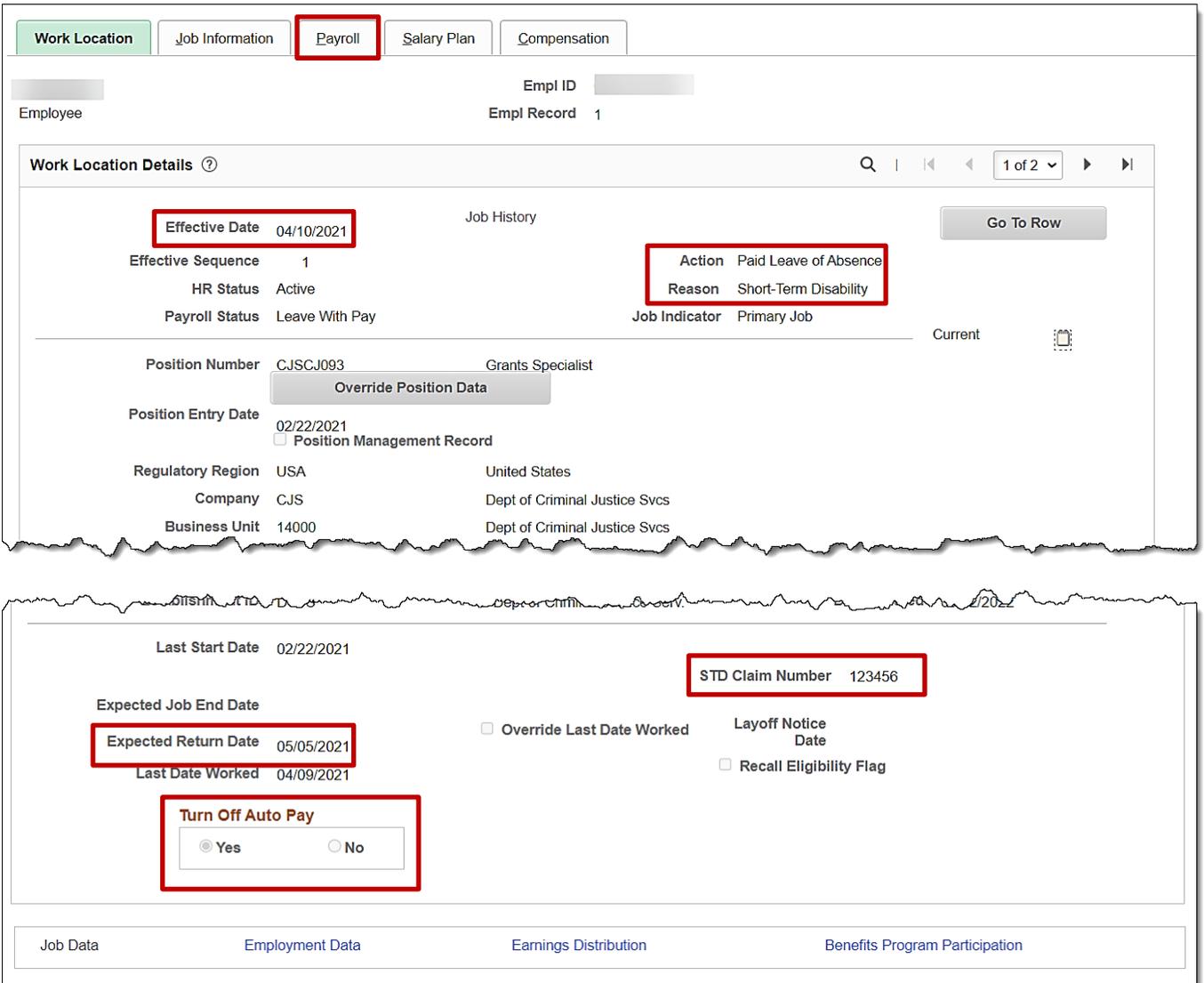
Include History Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.
3. Click the **Search** button.

The **Work Location** tab displays.



Work Location | Job Information | **Payroll** | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 1

Work Location Details ?

Effective Date	04/10/2021	Job History	Action	Paid Leave of Absence
Effective Sequence	1		Reason	Short-Term Disability
HR Status	Active		Job Indicator	Primary Job
Payroll Status	Leave With Pay		Current	<input type="checkbox"/>
Position Number	CJSCJ093	Grants Specialist		
Position Entry Date	02/22/2021	<input type="checkbox"/> Position Management Record		
Regulatory Region	USA	United States		
Company	CJS	Dept of Criminal Justice Svcs		
Business Unit	14000	Dept of Criminal Justice Svcs		

Turn Off Auto Pay
 Yes No

Expected Return Date 05/05/2021

STD Claim Number 123456

Override Last Date Worked

Layoff Notice Date

Recall Eligibility Flag

Last Start Date 02/22/2021

Expected Job End Date

Last Date Worked 04/09/2021

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

4. Verify the following:
 - a. **Effective Date:** This should be the appropriate leave date for the employee
 - b. **Action:** Paid Leave of Absence
 - c. **Reason:** Short-Term Disability
 - d. **Turn Off Auto Pay:** Yes
 - e. **Expected Return Date:** This should be populated with the employee's expected return date from the STD
 - f. **STD Claim #:** populated
5. Click the **Payroll** tab.



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Work Location | Job Information | **Payroll** | Salary Plan | **Compensation**

Employee [redacted] Empl ID [redacted]
Empl Record 0

Payroll Information ?

Effective Date 04/10/2021 Go To Row

Effective Sequence 0 Action Paid Leave of Absence
HR Status Active Reason Short-Term Disability
Payroll Status Leave With Pay Job Indicator Primary Job Current

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group	SM1	S/M Class No Sal (SUNSAT07)	Holiday Schedule	HOLSTD	HolSch-STD
Employee Type	S	Salaried			
Tax Location Code	760	Richmond (City)			
GL Pay Type			FICA Status	Subject	
Combination Code				Edit ChartFields	

6. Verify the **Holiday Schedule** is **HOLSTD**. All other fields remain unchanged.
7. Click the **Compensation** tab.

Work Location | Job Information | Payroll | Salary Plan | **Compensation**

Employee [redacted] Empl ID [redacted]
Empl Record 0

Compensation Details ?

Effective Date 04/10/2021 Go To Row

Effective Sequence 0 Action Paid Leave of Absence
HR Status Active Reason Short-Term Disability
Payroll Status Leave With Pay Job Indicator Primary Job Current

Compensation Rate 2,083.333333 Frequency S Semimonthl

► **Comparative Information** ?

► **Pay Rates** ?

Default Pay Components

Pay Components ?

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	50,000.000000	USD	A	

8. Make note of the compensation rate for the employee.
9. Enter the appropriate information into the VSDP **Calculation Spreadsheet** located on the DOA website.

10. Navigate to the **Enter SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

The **Enter SPOT Transactions Search** page displays.

Enter SPOT Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Company

Pay Group

Pay Period End Date

Transaction Type

Batch Identity

Batch Status

Created By

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

11. Click the **Add a New Value** tab.

Enter SPOT Transactions

[Find an Existing Value](#) [Add a New Value](#)

Batch Identity

Company

Pay Group

Pay Period End Date

Transaction Type

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

12. Enter or select the following:
 - a. **Company**
 - b. **Pay Group**

Note: Enter the Pay Group that the employee is in for the payroll being processed.
 - c. **Transaction Type: Earnings**
13. Click the **Add** button.



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Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
1		1	0		Active	STD	VSDP Benefits	04/10/2021	04/24/2021	1

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized			2083.33	Deduction		Deduction		0	+	-

14. Enter the following:
 - a. **Employee ID**
 - b. **Empl Rcd:** Defaults to **0**. Update if necessary.
 - c. **Earn Code: STD**
 - d. **Earns Begin Dt:** Enter the first day of the current pay period (4/10).
 - e. **Earns End Dt:** Enter the last day of the current pay period (4/24).
 - f. **Amount:** Enter the amount from the **VSDP Calculation Spreadsheet** worksheet
15. Validate and submit the transaction for approval.



Review Paycheck Page

In the Other Earnings section of the Review Paycheck page, you are able to see the STD for the entire period, which was entered and loaded from SPOT. This will be available after the SPOT load and Pay Calculation processes have been run by the SPO team.

Note: (Source code of OP = SPOT)

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID [redacted] Name [redacted]
 Company CJS Pay Group SM1 Pay Period End 04/24/2021 Page 1 Line 1 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
 Issue Date 04/30/2021 Paycheck Number
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	2,083.33
Taxes	227.84
Deductions	305.33
Net Pay	1,550.16

Earnings

Begin Date 04/10/2021 End Date 04/24/2021 Addl Line Nbr 6 Reason
 Empl Record 0 Benefit Record 0 Additional Data

Salaried **Hourly** **Overtime**

Hours	0.00	Hours	0.00	Hours	0.00
Rate	24.038462	Rate	0.000000	Rate	0.000000
Earnings	0.00	Earnings	0.00	Earnings	0.00
Rate Code		Rate Code		Rate Code	

State VA Locality
 Rate Used Hourly Rate
 Shift Not Applicable Shift Rate

Other Earnings

Other Earnings Details 1 | Other Earnings Details 2 | II>

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			2,083.33	OP

STD – Returning from STD

When an employee returns from STD, the following actions need to occur:

Human Resources

- Navigate to Job Data in Cardinal. Insert a new effective dated row:
 - **Effective Date:** Date the employee returned to work
 - **Action:** Return from Leave
 - **Reason:** Return from Leave
 - **Turn Off Auto Pay:** Select No
 - **STD Claim #:** Delete the STD Claim #
 - On the **Payroll** tab change the employee's **Holiday Schedule** back to **HOLSAL**

Time & Attendance

- Employee Setup Administrator updates the schedule to a 5x8 (Monday – Friday) if necessary. The effective date of the schedule change should be the first day of the FLSA period during which the STD begins.
- The regular productive or non-productive time should be entered for the days after the STD ends.
- Absence Administrator:
 - Enter the STD on the employee's timesheet
 - If the employee is using leave cover time not covered by STD (once it drops to 80% or 60%), enter the absence hours on the timesheet (VAC, SCK, PER)
 - If employee is not supplementing with leave enter STL – this allows the employee accruals to continue

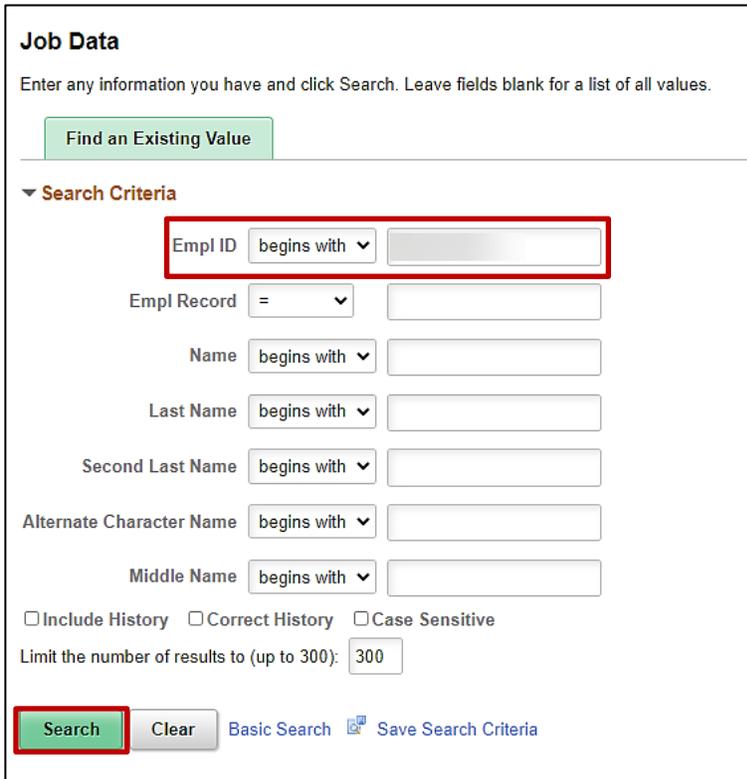
Payroll

- Payroll Administrators will review HR and Timesheet information, employee compensation and enter the appropriate transactions in SPOT for the employee to be paid accurately. See the steps outlined in the section below:

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.



Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Empl Record =

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee Id in the **Empl ID** field.
3. Click the **Search** button.

The **Work Location** tab displays.

Work Location
Job Information
Payroll
Salary Plan
Compensation

Empl ID

Employee Empl Record 0

Work Location Details 2 of 7

Effective Date 05/05/2021	Action Return from Leave	Go To Row
Effective Sequence 0	Reason Return From Leave	
HR Status Active	Job Indicator Primary Job	History 📄
Payroll Status Active		

Position Number CJS00247 CJ Research Analyst

Override Position Data

Position Entry Date 09/21/1998

Abolishment ID DCJS Dept of Criminal Justice Serv. Date Created 09/02/2022

Last Start Date 02/22/2021	STD Claim Number	
Expected Job End Date	Layoff Notice Date	<input type="checkbox"/> Recall Eligibility Flag
Turn Off Auto Pay		
<input type="radio"/> Yes <input checked="" type="radio"/> No		

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

4. Verify the following:
 - a. **Effective Date:** Date the employee returned from leave
 - b. **Action:** Return from leave
 - c. **Reason:** Return from Leave
 - d. **Turn Off Auto Pay:** No

Note: Changing the **Turn Off Auto Pay** field to **No** in the middle of the pay period will not prorate the employee's pay. It will automatically process the employee's salary and additional pays for the entire pay period. SPOT transactions will need to be entered to reduce the employee's pay for the portion of the pay period the employee was on leave.

- e. **STD Claim #:** Delete the STD Claim #
5. Click the **Payroll** tab.



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Work Location | Job Information | **Payroll** | Salary Plan | **Compensation**

Employee [redacted] Empl ID [redacted]
Empl Record 0

Payroll Information ?

Effective Date	05/05/2021	Action	Return from Leave	Go To Row
Effective Sequence	0	Reason	Return From Leave	
HR Status	Active	Job Indicator	Primary Job	
Payroll Status	Active			Future

Payroll System: Payroll for North America
Absence System: Absence Management

Payroll for North America ?

Pay Group	SM1	Semimonthly Class (SUNSAT07)	Holiday Schedule	HOLSAL	Sal.HolSch
Employee Type	S	Salaried			
Tax Location Code	760	Richmond (City)			
GL Pay Type			FICA Status	Subject	
Combination Code				Edit ChartFields	

6. Verify the **Holiday Schedule** is **HOLSAL**.
7. Click the **Compensation** tab.

Work Location | Job Information | Payroll | Salary Plan | **Compensation**

Employee [redacted] Empl ID [redacted]
Empl Record 0

Compensation Details ?

Effective Date	05/10/2021	Action	Data Change	Go To Row
Effective Sequence	0	Reason	Status Change	
HR Status	Active	Job Indicator	Primary Job	
Payroll Status	Active			Current

Compensation Rate	2,083.333333	Frequency	S	Semimonthl
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▶ Comparative Information ?

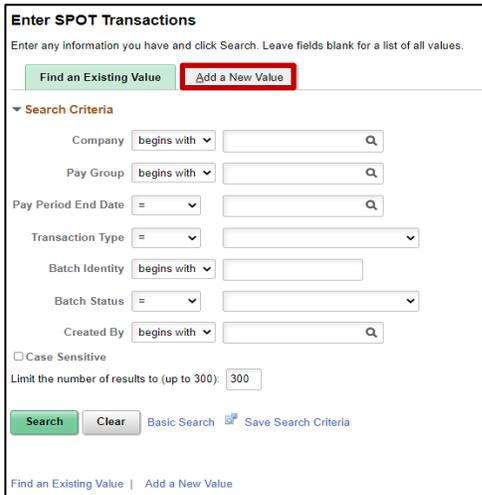
▶ Pay Rates ?

8. Make note of the compensation rate for the employee.
9. Enter the appropriate information into the VSDP **Calculation Spreadsheet** located on the DOA website.

10. Navigate to the **Enter SPOT Transactions** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Enter SPOT Transactions

The **Enter SPOT Transactions Search** page displays.



Enter SPOT Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

Company begins with [] Q

Pay Group begins with [] Q

Pay Period End Date = [] Q

Transaction Type = []

Batch Identity begins with []

Batch Status = []

Created By begins with [] Q

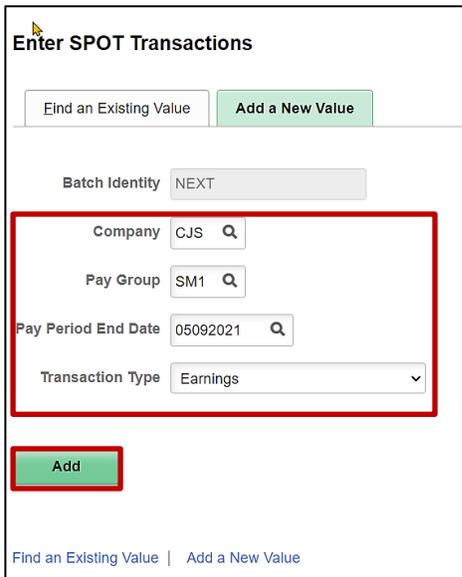
Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

11. Click the **Add a New Value** tab.



Enter SPOT Transactions

Find an Existing Value | **Add a New Value**

Batch Identity NEXT

Company CJS Q

Pay Group SM1 Q

Pay Period End Date 05092021 Q

Transaction Type Earnings

Add

Find an Existing Value | Add a New Value

12. Enter or select the following:

- a. **Company**
- b. **Pay Group:**
- c. **Pay Period End Date**
- d. **Transaction Type:** Earnings

13. Click the **Add** button.



Payroll Job Aid

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Detail Data		Validation		>							
Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Period	
1		<input type="text"/>	0	<input type="text"/>	Active	RGS	Regular Time - Salaried	05/05/2021	05/09/2021	1	
2		<input type="text"/>	0	<input type="text"/>	Active	STD	VSDP Benefits	04/25/2021	05/04/2021	1	

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	
1	Annualized	1	625.00		Deduction		Deduction		0	+ -
1	Annualized			1458.33	Deduction		Deduction		0	+ -

14. Enter the following:
 - a. **Employee ID**
 - b. **Empl Rcd:** Defaults to **0**. Update if necessary
 - c. **Earn Code:** RGS
 - d. **Earns Begin Dt:** Enter the date the employee returned from STD (5/5)
 - e. **Earns End Dt:** Enter the end date of the current pay period (5/9).
 - f. **Oth Hrs:** 1
 - g. **Hourly Rate:** Amount from VSDP Calculation Spreadsheet for regular hours
 - h. Click the **+** button to add a new row
15. On the next line enter:
 - a. **Employee ID**
 - b. **Empl Rcd:** Defaults to **0**. Update if necessary.
 - c. **Earn Code:** STD
 - d. **Earns Begin Dt:** Enter begin date of the current pay period (4/25)
 - e. **Earns End Dt:** Enter the end date of the current pay period (5/9).
 - f. **Amount:** enter the amount from the VSDP Calculation Spreadsheet for STD
16. Validate and submit the transaction for approval.



Review Paycheck Page

In the **Other Earnings** section of the **Review Paycheck** page on the **Paycheck Earnings** tab, you are able to view the STD and RGS hour adjustments entered and loaded from SPOT.

Note: Source code of **OP** = SPOT.

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID [REDACTED] Name [REDACTED]
Company CJS Pay Group SM1 Pay Period End 05/09/2021 Page 2 Line 1 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 05/14/2021 Paycheck Number

Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings 2,083.33

Taxes 359.45

Deductions 340.95

Net Pay 1,382.93

Earnings Q | < << 4 of 5 >> > | View All

Begin Date 04/25/2021 End Date 05/04/2021 Addl Line Nbr 7 Reason Additional Data

Empl Record 0 Benefit Record 0

Salaried

Hours 0.00

Rate 24.038462

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings Q | < << 1-1 of 1 >> > | View All

Other Earnings Details 1
Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			1,458.33	OP

Worker's Compensation

Worker's Compensation works similar the STD transaction process in Cardinal. The only difference would be in the earnings codes used in SPOT.

- In Cardinal there are two types of Worker's Compensation statuses:
 - a. **VSDP**
 - b. **Traditional**

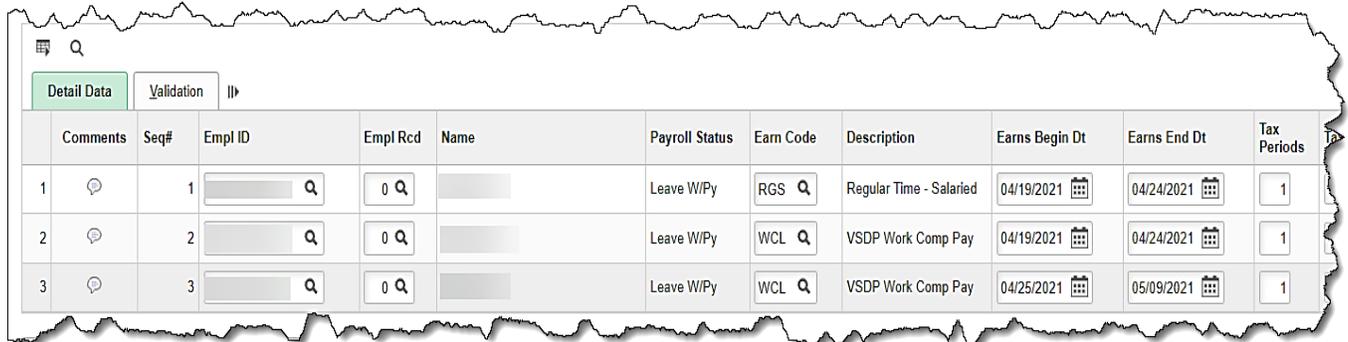
Example of Worker's Compensation VSDP in a Prior Period

The screenshots below are an example of an employee with worker's compensation (VSDP) with an effective date in the prior period where the employee is eligible for Temporary Total W/C and 100% STD income replacement for the prior and current pay period.

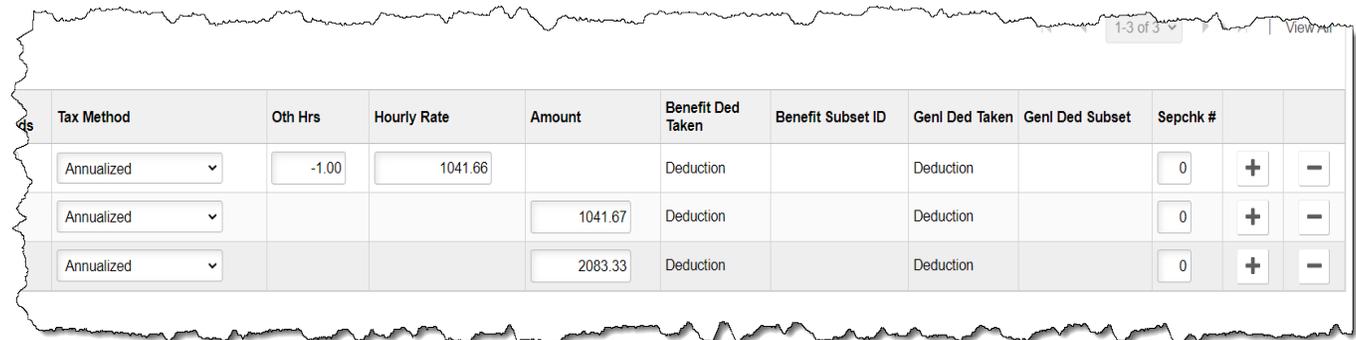
Note: If the prior period is in a prior year, do not process in Cardinal as a prior year adjustment, because we do not want taxes refunded from a prior year. Please work with SPO if this is the case.

For this example:

- Current pay period end date: 4/25/2021
- Effective date of the worker's compensation 4/19/2021



Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods
	1		0		Leave W/Py	RGS	Regular Time - Salaried	04/19/2021	04/24/2021	1
	2		0		Leave W/Py	WCL	VSDP Work Comp Pay	04/19/2021	04/24/2021	1
	3		0		Leave W/Py	WCL	VSDP Work Comp Pay	04/25/2021	05/09/2021	1



Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized	-1.00	1041.66		Deduction		Deduction		0	+	-
Annualized			1041.67	Deduction		Deduction		0	+	-
Annualized			2083.33	Deduction		Deduction		0	+	-



Review Paycheck Page – Worker’s Compensation Prior Period

In this example, since the Worker’s compensation was from a prior period, you can see that the taxes were taken from the prior paycheck (first screenshot). On the current pay period paycheck you can see that the taxes were refunded (second screenshot) based on the prorated time when the worker’s compensation became effective.

Paycheck Taxes from prior paycheck

Paycheck Earnings | **Paycheck Taxes** | Paycheck Deductions

Empl ID [redacted] Name [redacted]
 Company CJS Pay Group SM1 Pay Period End 04/24/2021 Page 999 Line 1 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
 Issue Date 04/30/2021 Paycheck Number
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	2,083.33
Taxes	366.89
Deductions	196.17
Net Pay	1,520.27

Taxes

1-7 of 7 | View All

Tax Details 1 | Tax Details 2 | Tax Tips

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	2,022.83	29.33
US Federal					Med/ER	2,022.83	29.33
US Federal					OASDI/EE	2,022.83	125.41
US Federal					OASDI/ER	2,022.83	125.41
US Federal					Withholdng	1,898.66	127.38
State	VA				Unempl ER	2,011.33	
State	VA	Y			Withholdng	1,898.66	84.77

1042 Taxes



Paycheck Taxes refunded on the Current Paycheck

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions
Empl ID [redacted]	Name [redacted]	
Company CJS	Pay Group SM1	Pay Period End 05/09/2021
		Page 4 Line 1
Separate Check		
Paycheck Information		Paycheck Totals
Paycheck Status	Calculated	Paycheck Option
Issue Date	05/14/2021	Check
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment
		<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed
		Earnings 2,083.34
		Taxes -150.39
		Deductions 276.53
		Net Pay 1,957.20

Taxes

1-7 of 7 | View All

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	-1,030.16	-14.94
US Federal					Med/ER	-1,030.16	-14.94
US Federal					OASDI/EE	-1,030.16	-63.87
US Federal					OASDI/ER	-1,030.16	-63.87
US Federal					Withholdng	-1,030.16	-35.42
State	VA				Unempl ER	-1,041.66	
State	VA	Y			Withholdng	-1,030.16	-36.16



Example of Worker's Compensation VSDP Transaction

The screenshots below are an example of an employee with worker's compensation (VSDP) with an effective date at the beginning of the pay period. The screenshot below shows the additional transaction that would be required if additional pay was due to the employee to meet the total income replacement threshold.

Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax
	1				Leave W/Py	WCL	VSDP Work Comp Pay	04/25/2021	05/09/2021	1	Ar

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
1	Annualized			2083.33	Deduction		Deduction		0	+	-



Review Paycheck Page – Worker’s Compensation VSDP

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID [redacted] Name [redacted]
Company CJS Pay Group NS1 Pay Period End 05/09/2021 Page 6 Line 2 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 05/14/2021 Paycheck Number

Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	2,083.33
Taxes	0.00
Deductions	771.84
Net Pay	1,311.49

Earnings 4 of 7 | View All

Begin Date 04/25/2021 End Date 05/09/2021 Addl Line Nbr 6 Reason

Empl Record 0 Benefit Record 0 Original Paygroup NS1 [Additional Data](#)

Salaried

Hours 0.00

Rate 24.038462

Earnings 0.00

Hourly

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

Overtime

Hours 0.00

Rate 0.000000

Earnings 0.00

Rate Code

State VA Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings 1-1 of 1 | View All

Other Earnings Details 1
Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
WCL	VSDP Work Comp Pay	Hourly Rate			2,083.33	OP



Example Worker's Compensation SPOT for Traditional

The screenshots below are an example of an employee with worker's compensation (Traditional) with an effective date at the beginning of the period where the employee is eligible for worker's compensation and worker's compensation supplement.

Detail Data												
Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax M	
1	1		0		Leave W/Py	WCP	Workers Comp	04/25/2021	05/09/2021	1	Ann	
2	2		0		Leave W/Py	WCS	Workers Comp Supplement	04/25/2021	05/09/2021	1	Ann	

Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #		
Annualized			1000.00	Deduction		Deduction		0	+	-
Annualized			1083.33	Deduction		Deduction		0	+	-



Review Paycheck Page – Worker’s Compensation Traditional

Paycheck Earnings			Paycheck Taxes			Paycheck Deductions		
Empl ID	Name		Company	Pay Group	Pay Period End	Page	Line	Separate Check
			CJS	NS1	05/09/2021	8	1	
Paycheck Information					Paycheck Totals			
Paycheck Status	Calculated	Paycheck Option	Check		Earnings	2,083.33		
Issue Date	05/14/2021	Paycheck Number			Taxes	163.19		
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed	Deductions	194.24		
					Net Pay	1,725.90		
Earnings								
Begin Date	04/25/2021	End Date	05/09/2021	Add Line Nbr	10	Reason		
Empl Record	0	Benefit Record	0	Original Paygroup	NS1	Additional Data		
Salaried			Hourly			Overtime		
Hours	0.00	Hours	0.00	Hours	0.00	Hours	0.00	
Rate	24.038462	Rate	0.000000	Rate	0.000000	Rate	0.000000	
Earnings	0.00	Earnings	0.00	Earnings	0.00	Earnings	0.00	
		Rate Code		Rate Code		Rate Code		
State	VA	Locality						
Rate Used	Hourly Rate	Shift Rate						
Shift	Not Applicable	Shift Rate						
Other Earnings								
Other Earnings Details 1 Other Earnings Details 2								
Code	Description	Rate Used	Hours	Rate	Amount	Source		
WCP	Workers Comp	Hourly Rate			1,000.00	OP		



Payroll Job Aid

PY381 Extended Leave Processing

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions															
Empl ID [REDACTED]	Name [REDACTED]																
Company CJS	Pay Group NS1	Pay Period End 05/09/2021															
Page 8		Line 1															
Separate Check																	
Paycheck Information		Paycheck Totals															
Paycheck Status Calculated	Paycheck Option Check	Earnings 2,083.33															
Issue Date 05/14/2021	Paycheck Number	Taxes 163.19															
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment															
<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed	Deductions 194.24															
		Net Pay 1,725.90															
<div style="border: 1px solid gray; padding: 5px;"> <p>Earnings 7 of 8 View All</p> <p>Begin Date 04/25/2021 End Date 05/09/2021 Addl Line Nbr 9 Reason</p> <p>Empl Record 0 Benefit Record 0 Original Paygroup NS1 Additional Data</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Salaried</th> <th>Hourly</th> <th>Overtime</th> </tr> </thead> <tbody> <tr> <td>Hours 0.00</td> <td>Hours 0.00</td> <td>Hours 0.00</td> </tr> <tr> <td>Rate 24.038462</td> <td>Rate 0.000000</td> <td>Rate 0.000000</td> </tr> <tr> <td>Earnings 0.00</td> <td>Earnings 0.00</td> <td>Earnings 0.00</td> </tr> <tr> <td></td> <td>Rate Code</td> <td>Rate Code</td> </tr> </tbody> </table> <p>State VA Locality</p> <p>Rate Used Hourly Rate</p> <p>Shift Not Applicable Shift Rate</p> </div>			Salaried	Hourly	Overtime	Hours 0.00	Hours 0.00	Hours 0.00	Rate 24.038462	Rate 0.000000	Rate 0.000000	Earnings 0.00	Earnings 0.00	Earnings 0.00		Rate Code	Rate Code
Salaried	Hourly	Overtime															
Hours 0.00	Hours 0.00	Hours 0.00															
Rate 24.038462	Rate 0.000000	Rate 0.000000															
Earnings 0.00	Earnings 0.00	Earnings 0.00															
	Rate Code	Rate Code															
<div style="border: 2px solid red; padding: 5px;"> <p>Other Earnings 1-1 of 1 View All</p> <p>Other Earnings Details 1 Other Earnings Details 2 ></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Rate Used</th> <th>Hours</th> <th>Rate</th> <th>Amount</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>WCS</td> <td>Workers Comp Supplement</td> <td>Hourly Rate</td> <td></td> <td></td> <td>1,083.33</td> <td>OP</td> </tr> </tbody> </table> </div>			Code	Description	Rate Used	Hours	Rate	Amount	Source	WCS	Workers Comp Supplement	Hourly Rate			1,083.33	OP	
Code	Description	Rate Used	Hours	Rate	Amount	Source											
WCS	Workers Comp Supplement	Hourly Rate			1,083.33	OP											



Appendix

Crosswalk between Short Term Disability and Worker's Compensation

When entering worker's compensation in SPOT, use the appropriate earnings code based on the type of worker's comp that is applicable for the employee.

Account	Description	Taxability	CIPPS Code	VSDP Cardinal Earnings Code	Traditional
5011510	Worker's Compensation	NonTaxable	002	WCP	WCP
5011520	W/C Supplement	Taxable	063		WCS
5011530	VSDP - non-work related	Taxable	061	STD	
5011540	VSDP/WC - VSDP for work related	NonTaxable	062	WCL	