

Internal Operations Manual

SUBJECT: Leave Without Pay/Electronic Deposit

NUMBER: 107-07-020

DIVISION: Operations Division
Office of Business Administration

EFFECTIVE DATE: 12-01-03

APPROVED:



**POLICY/
PURPOSE:**

This policy is to provide a procedure to avoid an electronic deposit overpayment to an employee who is reported on Leave Without Pay (LWOP) after the electronic deposit deadline date.

AUTHORITY:

Executive Staff, Department of Administrative Services

APPLICABILITY:

Any Department of Administrative Services (DAS) employee

ATTACHMENTS:

Exhibit A: Authorization for Cancellation or Reinstatement of Electronic Deposit Form

GUIDELINES:

- I. Payroll electronic deposit is an option available for all permanent state employees. When the employee's leave without pay (LWOP) status is reported after the electronic deposit deadline date, the result is an overpayment to the employee. The problem is compounded if the employee leaves state service while in LWOP status. The state expends time and money in trying to recoup the overpayment from the employee.
- II. When an employee is regularly drawing LWOP due to the absence of vacation or sick time accrual, or misuse of established division or program leave procedures, the supervisor may suspend the employee's electronic deposit by meeting with the employee and completing the *Authorization for Cancellation or Reinstatement of Electronic Deposit* form. The suspension of electronic deposit can be by the month, by multi months (3-4), or until the employee has accrued an appropriate amount of sick or vacation leave to alleviate the problem.

PROCEDURES:

A. Cancellation of Electronic Deposit

Step Responsible Party Action

- | | | |
|------|---------------|---|
| I. | Employee | Falls into LWOP status on a continuing basis. |
| II. | Supervisor | Completes <i>Authorization for Cancellation or Reinstatement of Electronic Deposit Form</i> (Exhibit A) and presents it to the division administrator for approval. |
| III. | Administrator | Approves the cancellation of the employee's electronic deposit, signs the <i>Authorization for Cancellation or Reinstatement of Electronic Deposit Form</i> and returns the form to Payroll. Informs Supervisor that the transaction has been approved. |

PROCEDURES:

Cancellation of Electronic Deposit (Continued)

Step Responsible Party Action

IV. Supervisor Advises employee that electronic deposit will be stopped for one month or until LWOP is no longer an issue.

B. Reinstatement of Electronic Deposit

I. Supervisor To reinstate the payroll electronic deposit, completes the *Authorization for Cancellation or Reinstatement of Electronic Deposit Form* and presents it to the division administrator for approval.

II. Administrator Approves the reinstatement of electronic deposit by signing the *Authorization for Cancellation or Reinstatement of Electronic Deposit Form*.

III. Supervisor Informs the employee that their electronic deposit status may be reinstated.

