

# Pandemic Carryover Quick Guide

**Description:** New time off category, to allow employees to keep/use leave that would have expired or been forfeited at the end of 2020. (*Employees will see this new time off category and the balance under the Time Off tab in SPS.*)

## **Employees will not see a Pandemic Carryover balance if they:**

- did not lose Comp time in 2020, or
- did not earn Comp time in 2020, or
- did not have Annual Leave that will be forfeited on January 12, 2021

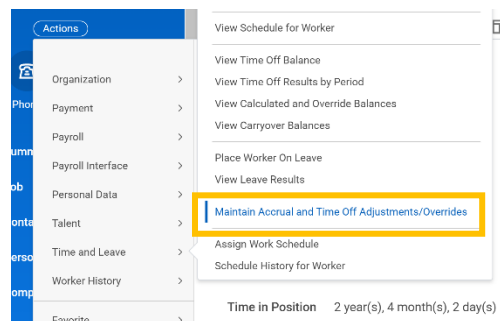
## **Important Details:**

1. All earned comp time in 2021 will show in the ***Pandemic Carryover Time Off Plan*** balance, **NOT in Comp Time.**
2. Employees will use it as they do other leave.
3. This leave will **not expire and cannot be paid out** when leaving state service.
4. Employees leaving employment in 2021 that have earned comp hours in 2021, **can be paid out for up to 16 comp hours of their 2021 earned Comp.**

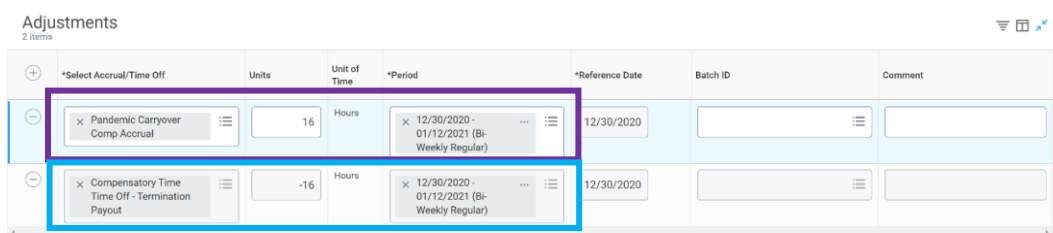
**To complete this payout process, Agency Timekeepers have to make a manual adjustment of Time Off hours, from Pandemic Carryover time off balance to regular Comp Time balance, prior to termination process to ensure accurate payroll processing:**

1. Navigate to employee's Time Off Adjustment screen:

*Actions > Time and Leave > Maintain Accrual and Time Off Adjustments/Overrides*



2. Adjust the time off balances by removing up to 16 hours (based on guidelines) from ***Pandemic Carryover Comp Accrual*** balance and adding the same amount to the ***Compensatory Time Time Off – Termination Payout.***

A screenshot of a table titled 'Adjustments' with 2 items. The table has columns for \*Select Accrual/Time Off, Units, Unit of Time, \*Period, \*Reference Date, Batch ID, and Comment. Two rows are visible, both highlighted with a blue box. The first row is 'Pandemic Carryover Comp Accrual' with 16 units of 'Hours' for the period '12/30/2020 - 01/12/2021 (Bi-Weekly Regular)'. The second row is 'Compensatory Time Time Off - Termination Payout' with -16 units of 'Hours' for the same period.

*Select Accrual/Time Off	Units	Unit of Time	*Period	*Reference Date	Batch ID	Comment
Pandemic Carryover Comp Accrual	16	Hours	12/30/2020 - 01/12/2021 (Bi-Weekly Regular)	12/30/2020		
Compensatory Time Time Off - Termination Payout	-16	Hours	12/30/2020 - 01/12/2021 (Bi-Weekly Regular)	12/30/2020		

3. Once these hours show in the Comp Time balance, process the termination for the employee. Check with payroll once approved to ensure timely payout of these hours.