

Implementation of H Payclass Staffing change.

Please be advised that the Division of Human Resources (DHR) has implemented a change in APRL for Employees that are marked as 'h' payclass.

Currently, employees are placed on 'H' payclass by timekeepers/payroll secretaries, or payroll officers in APRL, using the master file screen (02). This stops the generation of a pay check but leaves the employee in an active status on payroll. The 'H' pay class will remain until an action is taken to restore the employee to payroll or separate them from service.

The city does not want the DOE to use the 'H' pay class to stop pay checks. The city wants the DOE to change the leave status of the employee to an inactive status to stop payment. Consequently, DHR has requested DIIT to run a nightly job creating a 9902 for these records putting the employee on unauthorized leave.

With this system change, time keepers will continue to enter the 'H' pay class in the APRL system to stop pay checks; however, a DIIT created program will enter a 9902 to place the employee on an unauthorized leave of absence (Transaction Code 46) without pay and change the leave status in APRL to 'L' to stop the pay check. The Pay Class of the inactive employee will not change. The unauthorized leave will remain until an action is taken to correct leave status, restore person to payroll or separate them from service.

Be advised that since the employee's leave status has now changed, health coverage will cease.

If you have any questions regarding this system change, please contact DHR.