



Ohio Department of Administrative Services

HUMAN RESOURCES DIVISION
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BOB TAFT, GOVERNOR

C. SCOTT JOHNSON, DIRECTOR

June 14, 2000

Payroll Letter 779

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of
All Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Payment of Sick Leave after Separation

If an employee is eligible for the sick leave cash conversion benefit, such conversion must occur within three years from the employee's date of separation from service. When an employee chooses to be paid for their sick leave balance, they are placed on payroll. However, they are not to have retirement deducted or to receive any benefits.

To place former employees on your payroll use the application PAYM. If you do not have access to PAYM, please complete a new HR2K User Security Access Request form (the attachment to Payroll Letter 777) and fax it to (614) 232-1653. Once you have the proper access, clear the screen and type PAYM then choose option 4 and enter the former employee's social security number in the area provided for the purpose of paying sick leave after separation. This will reinstate the former employee's inactive record to the payroll active file. The employee's appointment type will be changed to 00 and a Personnel Action code of S00 with the effective date being the current pay period ending date. Please ensure that the sick leave balance is correct and that there are no hours in the vacation, personal or compensatory time balances. When the payment is processed, the employee's record will be moved back to the Payroll Inactive file and an entry will be posted to Employee History.

In some cases where the payroll no longer exists, the payroll header will need to be created by the Office of Payroll Administration and the employee will have to be put in a special classification (99099). This will ensure that there are no agency charges made and that the proper historical records are created. In these instances, please contact me at (614) 466-2986.

If you have any questions regarding this new procedure, please contact the payroll specialist assigned to your agency.

RLC/bc