

## Non-Standard Rate

When an audit is completed and reveals that a Non-Standard Rate was established in error please take the following steps to correct the error.

Access the B16 - Leave Benefit Transaction History Screen for the benefit in question and verify a Non-Standard Rate is being posted and the number of leave periods affected.

Example of the B16 Screen:

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### B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY

SSN: 123-45-6779  
LB: VACATION

NAME: NO TIME  
PSN SEQ:      EMPLOYER:

BEGIN BALANCE FOR 04/07 : 38.50

NS represents Non-Standard Rate.

LV	POST	VOID	TRANSACTION	AMOUNT	NS	COMMENTS	PPCID
04/07	07/20/07		USE	4.00			
05/07	06/01/07		ACCRUE	10.00	N		99
06/07	07/13/07		USE	7.00			99
06/07	07/02/07		ACCRUE	10.00	N		99
07/07	08/10/07		USE	4.00			99
08/07	09/04/07		ACCRUE	10.00	N		99
09/07	10/01/07		ACCRUE	10.00	N		99
10/07	11/09/07		USE	11.50			99

N next to the accrual represents the rate applied on the B70 screen.

ACTN:    SSN:            LB:    LV PRD:

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Once it is determined that a Non-Standard Rate is being applied for the benefit in question, access the B70 - Non-Standard Rate Maintenance Screen to view the Begin and End Leave Period Dates.

Example of the B70 Screen:

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B70 - NON-STANDARD RATE MAINTENANCE

SSN: 123-45-6779                      NAME: NO TIME  
LB: VACATION                              PSN SEQ:              EMPLOYER:

ACTION --ESTABLISHMENT PERIOD---		-----NON-STANDARD-----			
(A/M/D)	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	RATE
—	<u>04 07</u>	<u>99 99</u>	<u>04 07</u>	<u>99 99</u>	<u>10.000</u>

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The example above shows the Non-Standard Rate began in 04/07 and is active since the End Leave Period displays 99/99. The Non-Standard Rate of 10 hours is being posted each time there is a Vacation accrual.

Since reposting transactions is not automated, corrections must be keyed manually by doing the following:

1. Delete the erroneously established Non-Standard Rate from the B70 Screen
2. Void all Accrue Transactions using the B52 Screen
3. Repost all Accrue Transactions using the B50 Screen

To delete the erroneously established Non-Standard Rate on the B70 - Non-Standard Rate Maintenance Screen, move the cursor to the line with the Non-Standard Rate. Enter "D" on the Action line and hit "Enter" twice.

Example of deleting the previously established Non-Standard Rate on the B70 Screen:

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B70 - NON-STANDARD RATE MAINTENANCE

SSN: 123-45-6779                      NAME: NO TIME  
LB: VACATION                              PSN SEQ:              EMPLOYER:

ACTION --ESTABLISHMENT PERIOD---		-----NON-STANDARD-----			
(A/M/D)	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	RATE
<u>D</u>	<u>04 07</u>	<u>99 99</u>	<u>04 07</u>	<u>99 99</u>	<u>10.000</u>

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After the Non-Standard Rate is deleted, access the B52 - Leave Benefit Void Transaction Entry Screen. Void all Accrue/Bonus Transactions previously posted for the wrong amount. When voiding a transaction, place the cursor next to the transaction to be voided, enter "V" on the space provided and press "Enter". Subsequent voids will have to be made using the same method as only one void can be keyed at a time.

Example of Voiding Transactions previously posted on the B52 - Leave Benefit Void Transaction Entry Screen:

B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY

SSN: 123-45-6779                      NAME: NO TIME  
 LB: VACATION                          PSN SEQ:        EMPLOYER:

BEGIN BALANCE FOR 04/07: 0.00

LV	POST	VOID	TRANSACTION	AMOUNT	S	COMMENTS	PPCID
PRD	DATE	DATE					
					N		
V	04/07	05/30/07	BONUS	10.00	N		
_	05/07	06/11/07	BONUS	10.00	N		
_	06/07	07/12/07	BONUS	10.00	N		
_	07/07	08/10/07	BONUS	10.00	N		
_	08/07	09/12/07	BONUS	10.00	N		
_	09/07	10/12/07	BONUS	10.00	N		
_	10/07	11/14/07	USE	16.00			
_	10/07	11/09/07	ACCRUE	10.00	N		
_	11/07	12/11/07	USE	32.50			
_	11/07	12/11/07	ACCRUE	7.00	N		

Enter "V" and press "Enter".

NOTE: Only one transaction may be voided at a time.

ACTN:    SSN:                      LB:    LV PRD:

Once the Transaction is voided, a "V" will appear next to the Leave Period and the date of the void will be automatically posted under the VOID DATE column.

Example of the B52 Screen after the void has been processed:

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B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY

SSN: 123-45-6779

NAME: NO TIME

LB: VACATION

PSN SEQ:

EMPLOYER:

LV	POST	VOID	BEGIN BALANCE FOR 04/07:	AMOUNT	S	COMMENTS	PPCID
PRD	DATE	DATE	TRANSACTION				
V	04/07	05/30/07	01/05/12	BONUS	10.00	N	
_	05/07	06/11/07		BONUS	10.00	N	
_	06/07	07/12/07		BONUS	10.00	N	
_	07/07	08/10/07		BONUS	10.00	N	
_	08/07	09/12/07		BONUS	10.00	N	
_	09/07	10/12/07		BONUS	10.00	N	
_	10/07	11/14/07		USE	16.00		
_	10/07	11/09/07		ACCRUE	10.00	N	
_	11/07	12/11/07		USE	32.50		
_	11/07	12/11/07		ACCRUE	7.00	N	

ACTN:

SSN:

LB:

LV PRD:

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**NOTE:** If a "DC981857 BENEFIT OUT-OF-SERVICE" message appears please continue voiding subsequent voids and proceed to the next set of instructions.

After all necessary transaction(s) have been voided, repost Accrue/Bonus transaction(s) using the B50 - Leave Benefit Transaction Entry Screen for the leave period(s) affected. This will cause the system to post the accrual based on the employee's state service balance for that leave period.

When posting the transaction be sure to use the appropriate transaction code. If posting a Bonus transaction during a Waiting Period, use transaction code 28. If posting an Accrue transaction use transaction code 10.

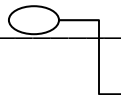
Example of posting an Accrue transaction on the B50 - Leave Benefit Transaction Entry Screen:

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B50 - LEAVE BENEFIT TRANSACTION ENTRY

SSN: 123-45-6779            NAME: NO TIME  
LB: VACATION                PSN SEQ:        EMPLOYER:

CURRENT BALANCE FOR 01/11 :

LV	TRANS		-----TRANSFER INFO-----		
PRD	CODE	AMOUNT	SSN	LB	TIMEBANK
01 / 11	VA <b>10</b>		_____	_____	_____

Do not include the number of hours as the amount is system generated.

ACTN:    SSN:            LB:    LV PRD:

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After all necessary transaction(s) have been posted and the message "DC981857 BENEFIT OUT-OF-SERVICE" persists please reference the CLAS Workbook for further assistance. Step-by-step instructions for resolving the issue can be found in the Condition Section of the CLAS Workbook under the subject entitled "Out-of-Service Benefit". An online version of the CLAS Workbook can be found at:

[http://sco.ca.gov/Files-PPSD/clas\\_pdf\\_cswrkbk.pdf](http://sco.ca.gov/Files-PPSD/clas_pdf_cswrkbk.pdf).