

Check List - Return from Leave for Executive Agencies

	NU	Ask the question	X	Expected Action by Agency	Remember
Review the Salary and Other Payments	All	If below job rate - Did they earn a Performance Advance prior to their leave?		A pay change is needed.	Performance advance must be payable in order to apply upon RFL. Check applicable bulletin for criteria.
	All	Was a raise missed while on leave?		A pay change is needed.	Check applicable bulletin for criteria.
	CSEA, PEF, RRSU, M/C	Was LLS missed?		Review eligibility and enter LLS if needed.	Check applicable bulletin for criteria.
Review the Anniversary Date	CSEA, PEF, RRSU	Have they been out more than one complete pay period?		If yes - a data change is needed. Evaluate to see if change affects Increment Code (see increment code review below)	Anniv Date change effects Performance Advance rating date change. Check Increment Code - CSEA, PEF or RRSU may switch cycles
	M/C	Will employee have 13 complete pay period in FY?		No impact to A.D. (rated 4/1/XX) Evaluate number of pay periods (has or projected) Refer to Increment Code section below	
	Security	How many days of no pay or non-security service?		A data change is needed - adjust anniversary date for each day off the payroll or time in non-security service.	May impact Increment Code - Refer to Increment Code Section below.
Review the Increment Code	CSEA, PEF, RRSU	Does the increment code reflect the correct performance advance or LLS payment cycle?		When updating Anniversary Date: If below job rate - Increment Code must be in date range of Anniversary Date (Oct cycle 4/2/XX - 9/30/xx; April cycle 10/1/xx - 4/1/xx) *If job rate - Increment Code adjusted for complete pay periods of no pay status.	*Longevity rating date (or adjusted job rate date) is not the same as anniversary date/ should be entered in General Comments (original job rate date adjusted for time off payroll).
	M/C	Are they at Job Rate? If below Job Rate - Will they have 13 complete PP in FY?		May need data change: If below Job Rate and less than 13 PP Increment Code would change to 0003. *If at Job Rate - adjust increment code - see additional note	If at Job Rate - Once increment code is adjusted for time off the payroll for a complete pay period, it is only adjusted again if employee's adjusted job rate date crosses over the next 4/1/XX. Adjusted job rate date should be entered in General Comments.
	Security	Are they at Job Rate? Longevity status - holding/next due?		Adjust Increment Code if impact to what FY LGP is due (with Data Change for Anniversary Date).	Security Increment Codes indicate status of base salary and longevity held. Refer to Bulletin #683.