



**LA Gov HCM  
Quick Tips**

July 17, 2013

No. 66

**WAE Appointment Entries – Classified & Unclassified**

Effective July 1, 2013, the Civil Service Commission adopted rule changes that affect temporary appointments in both the classified and unclassified service. Classified and Unclassified WAE appointments are temporary, non-permanent appointments where employees are authorized to work up to 1245 hours in a 12 month period.

This Quick Tip provides information and instruction on the elements that must be recorded in LA Gov HCM for both paid and non-paid agencies to accurately reflect and monitor the WAE appointments.

| <b>POSITION INFORMATION - Org Management Module</b>   |                    |  |  |
|---|--------------------|--|--|
| <b>Infotype</b>   | <b>Date Fields</b> | <b>LA Gov HCM Paid (0010)</b>  | <b>LA Gov HCM NPaid (0020)</b>   |
| <i>Employee Group/Subgroup</i>  | Employee Group     | E Full-Time Hourly<br>B Part-Time Hourly   | E Full-Time Hourly<br>B Part-Time Hourly   |
| <i>Employee Group/Subgroup</i>  | Employee Subgroup  | 01 Classified EX<br>04 Classified NE<br>16 Unclassified Temp EX<br>17 Unclassified Temp NE | 01 Classified EX<br>04 Classified NE<br>16 Unclassified Temp EX<br>17 Unclassified Temp NE |
| <i>Account Assignments</i>  | Personnel Subarea  | 0800 WAE 2200<br>0850 WAE 3670<br>0900 WAE 3681<br>0950 WAE 5200<br>1000 WAE 5210          | 5001 WAE N ISISHR Pd   |
| <i>*Department/Staff [unclassified only]</i>  | Position Priority  | Director Approved<br>Commission Appr WAE   | Director Approved<br>Commission Appr WAE   |
| <p><b>*NOTE – Commission Approval:</b></p> <ul style="list-style-type: none"> <li>• When the Commission approves renewal of unclassified authority for a temporary position, the Position Priority field in Org Management is updated to reflect Commission Approved WAE (Higher Ed agencies excluded).</li> <li>• When the Commission approves the classified or unclassified employee to exceed the 1245 hours, this approval is recorded on Contract Type (Infotype 0016) by selecting the contract type, Comm Appr WAE.</li> <li>• These updates are required only after Commission approval is granted.</li> </ul> |                    |  |  |

**EMPLOYEE INFORMATION - Employee Administration Module**

| Infotype                       | Data Fields        | LA Gov HCM Paid (0010)  | La Gov HCM NPaid (0020)   |
|--------------------------------|--------------------|---|---|
| <i>Action - Hire or Rehire</i> | Action Reason      | Classified WAE<br>UNCL – Director Appr Posn<br>UNCL – Commission Appr   | Classified WAE<br>UNCL – Director Appr Posn<br>UNCL – Commission Appr Pos         |
| <i>Action - Org Assignm</i>    | Action Reason      | Resign/Other Temp Appt<br>UNCL – Director Appr Posn<br>UNCL – Commission Appr   | Resign/Other Temp Appt<br>UNCL – Director Appr Posn<br>UNCL – Commission Appr Pos |
| <i>Contract Elements</i>       | Contract Type      | WAE<br>Comm Appr WAE  | WAE<br>Comm Appr WAE  |
| <b>**Planned Working Time</b>  | Work Schedule rule | 24/7 Positive   | 24/7 Positive   |
|                                | Time Mgmt Status   | Positive Time Entry   | No Time Evaluation  |
|                                | Working Week       | Refer to the Working Week Chart in “Create Planned Working Time” script in LA Gov HCM Help. Agencies may select appropriate options such as 7Day, 7K, DOC 7K, 14Day, etc. depending on the FLSA status of the employee and the FLSA provisions under which overtime is compensated. |   |

**\*\*NOTE - Overtime Hours:**  
*WAE appointments are not eligible for compensatory leave accrual. In order for overtime hours to be calculated correctly based on the FLSA status of the employee, the work schedule must be set at 24/7, Positive Time Entry, and the appropriate working week selected, such as 7 Day Work Week for overtime calculation after 40 hours worked or 14 Day Work Week for overtime calculation after 80 hours worked, etc.*

|                               |                      |                                       |                                       |
|-------------------------------|----------------------|---------------------------------------|---------------------------------------|
| <i>Basic Pay</i>              | Pay Reason           | 32 Min Hire Rate<br>E6 WAEPayAboveMin | 32 Min Hire Rate<br>E6 WAEPayAboveMin |
| <b>***Monitoring of Tasks</b> | Task Type            | Assignment End Date                   | Assignment End Date                   |
|                               | Date of Task         | Ending Date                           | Ending Date                           |
|                               | Processing Indicator | New Task                              | New Task                              |

**\*\*\*NOTE - Monitoring Tasks (Tickler):**  
*Return to Monitoring of Tasks and select “Task Completed” for previous task when applicable.*

|                                    |               |                          |                |
|------------------------------------|---------------|--------------------------|----------------|
| <i>Attendance Quotas (IT 2007)</i> | Quota Subtype | 30                       | Not Applicable |
|                                    | Start Date    | Start of 12 month period | Not Applicable |
|                                    | End Date      | End of 12 month period   | Not Applicable |
|                                    | Type          | 30 (same as subtype)     | Not Applicable |
|                                    | Quota Number  | 1245                     | Not Applicable |
|                                    | Deduction     | No Entry by Users        | Not Applicable |
|                                    | OT Comp. Type | DO NOT USE               | Not Applicable |

**TIME ENTRIES**

- The following attendance codes can only be used in PTMW.
- All codes below are used for both classified and unclassified WAE.
- ZWAE is used for regular hours and is equivalent to ZA01.
- In order to reduce the 1245 hours from the Quota, ZWAE must be entered.
- Employees on WAE are not eligible to earn compensatory leave, therefore, Planned Working Time must be set as noted above in order for overtime hours to be calculated in accordance with FLSA requirements.
- ZT06, Quota Report

Agency users are reminded that WAE appointments shall not exceed 1245 hours in a 12 month period unless approved by the State Civil Service Commission. The 12 month period is established upon hire date and 1245 may be worked on a full-time, part-time or intermittent basis during the 12 month period.

**Example:** Employee A is hired on 7/15/13 on a classified WAE appointment. The 12 month period is established as 7/15/13 – 7/14/14. The employee may work up to 1245 hours during that period.

The following reports and resources are available to assist you in establishing, maintaining and monitoring the number of hours worked each pay period.

**Resources:**

- LA Gov HCM Reports ZT33, Time Entry/Rate Worksheet, ZT06, Quota Report and ZP08, Date Reminder Report provide information on employee hours worked during the 12 month period.
- LA Gov HCM Help, Create Quota to establish the 1245 hours.
- State Civil Service HR Handbook, Policy Standards for Classified WAE at <http://www.civilservice.louisiana.gov/HRInfo/HRHandbook/PolicyStandards.aspx>.

**Questions?** Call Data Quality Management at (225) 219-9437.