



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Lump Sum Payments

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

## TABLE OF CONTENTS

Overview .....	1
Lump Sum Timesheet Entries.....	1
Auto-populated ANLVP/ANLVD Timesheet Entries.....	1
Lump Sum Payments in Payable Time.....	2
Processing Lump Sum Payments.....	3
Filter Lump Sum Payments.....	3
Lump Sum Payroll Message.....	4
Common Lump Sum Payment Scenarios .....	4
Direct Transfers to Non-accruing Agency or Position .....	4
Deferring Lump Sum Payments.....	4
Deceased Employees – Updating Payee Information .....	4
Revision History.....	5

# Lump Sum Payments

## Overview

The purpose of this desk aid is a reference for lump sum payments. The steps outlined in this desk aid are valid with the assumption that a termination for the employee has been entered in **JOB**.

Use the following FMX resources regarding lump sum payment eligibility:

**Terminations:**

[Lump-Sum Payment of Accrued Vacation Time](#)

**Deceased Employees:**

[Lump-Sum Payment of Accrued Vacation and Sick Time for Deceased Employees](#)

## Lump Sum Timesheet Entries

### Auto-Populated ANLVP/ANLVD Timesheet Entries

After a termination is entered in JOB (Manage Job), CAPPS performs automatic processing based on the employee’s eligibility for lump sum payment of accrued annual leave.

#### Lump Sum (LSV)

The Time Administration (TA) process will insert ANLVP on the employee’s timesheet as of their last active date of employment when both of the following conditions are met:

- The system date is 29 calendar days after termination effective date in JOB.
- The system date is 14 calendar days after the termination action date.

**Lump Sum (LSV) Example:**

EmpID	Effective Date of TERM	Action Date	System Date	29 days from the Effective Date	14 days from the Action Date	TA inserts ANLVP in AP status	TA processes ANLVP to SB status (ES status in Payable Time)
70011100011	Aug. 7	Aug. 2	Sept. 5	Sept. 5	Sept. 4	Sept. 5	Sept. 6
70022200022	Sept. 1	Sept. 5	Sept. 5	Oct. 4	Sept. 19	Oct. 4	Oct. 5

#### Deceased Annual and Sick Lump Sum (DVP, DSP)

The Time Administration (TA) process inserts **ANLVD** and **SICKP** on the employee’s timesheet as of their last active date of employment when the system date is 14 calendar days after the:

- Termination effective date in JOB
- and–
- Termination action date

**Note:** Sick Leave automatically pays out at one-half of the employee's accrued sick leave balance (up to 336 hours). A second automatic **TRC, SICKC** insert removes the excess sick leave balance.

**Deceased Annual and Sick Lump Sum (DVP, DSP) Example:**

EmpID	Effective Date	Action Date	System Date	14 days from the Effective Date	14 days from the Action Date	TA inserts ANLVD/SICKP in AP status	TA processes ANLVP/SICKP to SB status (ES status in Payable Time)
70033300033	Sept. 1	Sept. 5	Sept. 5	Sept. 15	Sept. 19	Sept. 19	Sept. 20
70044400044	Sept. 5	Sept. 5	Sept. 5	Sept. 19	Sept. 19	Sept. 19	Sept. 20

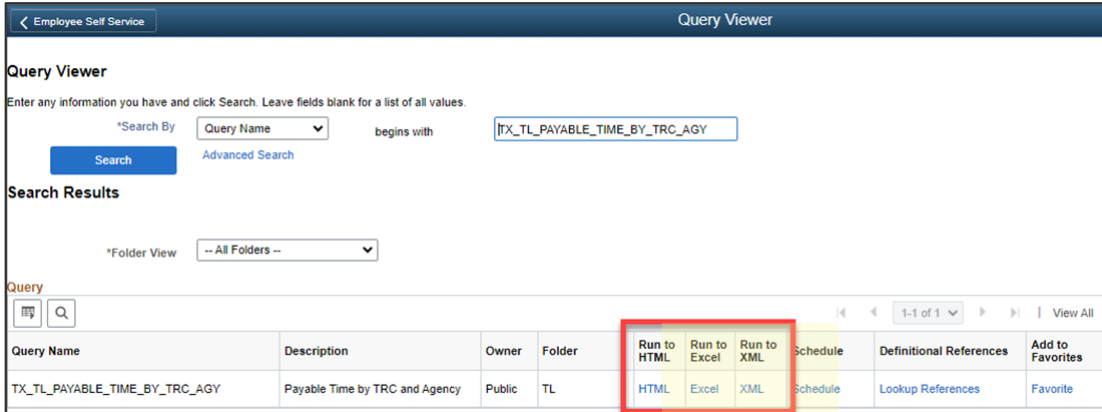
## Lump Sum Payments in Payable Time

Agencies can query the payable status of ANLVP/ANLVD/SICKP timesheet entries to validate the hours are in the appropriate payable status and ready to process in payroll.

### Navigation

**NavBar:** Reporting Tools, Query, Query Viewer

1. Search for TX\_TL\_PAYABLE\_TIME\_BY\_TRC\_AGY query.



**Note:** It is recommended to export the query results to Excel — but HTML and XML formats are also available, if preferred.

2. Enter the BEGIN DATE, END DATE, TRCs (ANLVP/ANLVD/SICKP) and COMPANY fields.



**Note:** If exporting to Excel, results can be filtered by PAYABLE STATUS to show only ES and RP status. Time in ES or RP status is ready to load to payroll. Confirming payable status for expected payments helps ensure lump sum hours are in the correct payable status before loading Time and Labor to payroll.

Empl ID	Empl F	Date	TRC	Hours	Payable Status	HR Stati	Pay Gro	Payroll Req Nbr
0		9/20/2023	ANLVP	2.250000	RP	T	MON	0
0		10/2/2023	ANLVP	183.000000	ES	T	MON	0
0		10/6/2023	ANLVP	9.000000	ES	T	MON	0

Entries in **NA** status will **NOT** load to payroll. Lump sum entries can revert to **NA** status in certain circumstances.

- If a lump sum entry is in **NA** status, review the employee's open time to ensure the employee is paid correctly. Any open time that should not be paid can be closed in **Close Payable Time** in the *Time and Labor* module.
- To update the payable status to **ES**:
  - On the timesheet, locate the date of the lump sum entry and **delete the hours** from the timesheet.
  - Run the Time Administration (TA) process **two times**.
  - Confirm the payable status updated to **ES**.

## Processing Lump Sum Payments

### Filter Lump Sum Payments

Lump sum payments should be processed on an off-cycle payroll. Process payroll using the **Load Filtered Time** option then filter by employee.

#### Navigation

**Dashboard:** Payroll & Commitment Acctg; **Tile:** Payroll Processing, Create and Load Paysheets, Load Time and Labor

1. Select the **Load Time and Labor** tab.
2. Enter the PAY RUN ID and DESCRIPTION fields.

The screenshot shows the 'Load Time and Labor' interface. The 'Process Request Parameter(s)' section is highlighted with a red box. It contains the following fields:

- \*Pay Run ID: [Text Input]
- \*Description: [Text Input]
- \*On or Off-Cycle: [Dropdown Menu] (Selected: Off-Cycle)
- \*Processing Option: [Dropdown Menu] (Selected: Load Filtered Time)

Below these fields are checkboxes for 'Load Time to Separate Check', 'Refresh Request', and 'OK to Pay'. The 'Request Source' is set to 'User'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

3. Select **Off-Cycle** from the *On or Off-Cycle* drop-down menu.
4. Select **Load Filtered Time** from the *Processing Option* drop-down menu.
5. Select the **Filters** tab.

The screenshot shows the 'Filters' tab. The 'Employees' table is highlighted with a red box. It has the following columns:

- \*Employee ID: [Text Input]
- Empl Record: [Text Input]
- Name: [Text Input]

Below the 'Employees' table is the 'Earnings Codes' table, which has the following columns:

- \*Code: [Text Input]
- Description: [Text Input]

At the bottom, there is a 'Date Range' section.

6. Enter the EMPLOYEE ID and EMPL RECORD fields.

**Note:** An **Off-Cycle** can be processed for one employee or multiple employees.

7. Select the add (+) icon to add/include additional employees.

**Note:** It is NOT recommended to filter by Earnings Codes. Employees may have additional pay or pay docks which should be processed.

## Lump Sum Payroll Message

It is common to receive informational messages when processing a lump sum payroll.

PeopleSoft											
PAYSHEET RECORDS AUDIT PRIOR TO CALCPAY											
Report ID: PAY035									Page No. 1		
Pay Run-Id: ██████████									Run Date 11/01/2023		
Run Time 14:02:25											
Company	Paygroup	Pay_End_Dt	Off_Cycle	Page#	Line#	Emplid	OK_To_Pay	Message			
█	MON	10/31/2023	Y	3	1	██████████	Y	No active Job record for an Earnings Begin Date			
█	MON	10/31/2023	Y	4	1	██████████	Y	No active Job record for an Earnings Begin Date			
Error Records:			2								

- A *No active Job record for an Earnings Begin Date* message means the payment is processing for an employee who terminated in a prior pay period.
- This message is informational and does not prevent payroll processing.

## Common Lump Sum Payment Scenarios

### Direct Transfers to Non-accruing Agency or Position

If an employee transfers to a non-accruing agency or position and is thereby eligible for payment of accrued annual leave, an LOA is required.

1. Open an SR ticket with the CAPPS Helpdesk and attach the signed LOA.
2. Ensure that the LOA states: *the employee transferred to a non-accruing agency or position and an override is necessary to the SPRS Indicator in order to process the employee's lump sum payment.*
3. After the LOA is completed by the CAPPS Support team, the agency can process the employee's lump sum payment on an off-cycle payroll.

### Deferring Lump Sum Payments

If an employee chooses to defer a portion of their lump sum payment to a 401K/457, the deferral is entered by an HR SuperUser on the **NavBar Menu: Benefits; Enroll in Benefits; Savings Plan**.

For assistance, a Level 1 user may contact the CAPPS Helpdesk to request the Desk Aid on **Lump Sum Deferral**.

### Deceased Employees – Updating Payee Information

When the **death** reason code (**069**) is entered in **JOB** for a termination, CAPPS automatically processes payment as a warrant paid to *The Estate* of the deceased employee.

In some circumstances, final wages may be paid to an authorized spouse of the deceased employee. See FMX's [Payment of Final Wages to the Estates of Deceased Employees](#) for additional information and requirements.

If an authorized spouse requests final wages to be paid to them instead of the estate of the deceased employee, a LOA is required.

1. Open an SR ticket with the CAPPS Helpdesk and attach the signed LOA.
2. Ensure that the LOA states that: *an authorized spouse requested payment of the deceased employee's final wages and an update to the payee's name is necessary to process payment.*
3. After the LOA is completed by the CAPPS Support team, a payment can be processed to the unauthorized spouse.

## Revision History

Date	Description of Change	Changed By
Dec. 22, 2023	Minor edits, updated to new template.	T. Smith
Dec. 11, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A