

Documentation Required for P1 Approval

Please send all documentation before you start the P1 and only send copies, not original documents. Originals should be kept in the employee's personnel file.

- Documents for **DAS-HRE Pre-Audit** (Velma Matchinsky, Elise Mullen, and Anika Gaar) should be sent to hrisdocuments@iowa.gov, or faxed to (515) 281-7970.
- Documents for **DAS-SAE Central Payroll** (Wendy Noce, Cassie Kibling, Barb McNulty, Lisa Ayers and Ashley Shore), should be sent to centralpayroll@iowa.gov.

If you have sent other documents in the past that are not listed below, please continue to send those to the appropriate email based on who received the documents in the past.

Documentation Required by DAS-HRE Pre-Audit (hrisdocuments@iowa.gov):

- Resignation, retirement, dismissal, and layoff letters
- Employee Separation forms
- SLIP enrollment forms
- Settlement agreements and approved Appeal Board claims (also sent to DAS-SAE)
- SLIP Rehire Authorization Agreements
- Approved Advanced Appointment/Special Pay (M-40) forms
- SPOC Vacation to Sick Leave Conversion forms (also sent to DAS-SAE)
- Governor's Office appointment letters (for board members and department directors)
- Any supporting documentation for pay adjustments (also sent to DAS-SAE)

Documentation Required by DAS-SAE Central Payroll (centralpayroll@iowa.gov):

- Workers compensation P17 forms
- Other services provided (daycare, haircuts, etc)
- Federal/State W-4s for employees claiming exempt
- Flat tax forms
- Relocation agreements
- Settlement agreements and approved Appeal Board claims (also sent to DAS-HRE)
- SPOC DPS Outside Employment
- SPOC Vacation to Sick Leave Conversion forms (also sent to DAS-HRE)
- DPS Referral Bonuses
- Transfer forms for employees from the Dept. of Transportation or other state agencies not on central payroll to support entering vacation, sick, and other balances that are transferring
- Judicial SLIP enrollment forms
- Any supporting documentation for pay adjustments (also sent to DAS-HRE)

P1 Remarks Required:

- 030 New Temp Appt / Intern / Board Member & 070 Reemployment
 - Board members: Governor's appointment dates (Example: Term begins 05-01-2012 & ends 04-30-2013)
 - Temporary employees: Must have DOM and/or PO approval noted
- 058 Recall – Term / 059 Recall – Active
 - Employee's layoff date, start/recall date, number of days gone from state employment, calculations for adjustment to step increase date and biweekly pay (if the employee missed any increases while laid off). Include the employee's job classification and biweekly pay at the time of layoff.
- 402 Retirement
 - IPERS File Date and date of birth.
- 470 SLIP Calculation
 - IPERS file date, date of birth, number of hours in final pay period, accrual rates, calculations for accrual in final pay period, and calculations for Shift Differential, Med Passer, or Standby pay (average of the last 6-pay periods).
- 620 Merit Increase / 636 Pay Increase Due for Past Pay Period
 - Percent of increase
 - If giving back pay for a past-due increase, include the P1 number of the back pay (846) P1. On the 846 P1, include the prior and current biweekly pay and back pay calculations.
- 520 Return from Leave of Absence
 - Step increase date adjustment calculation if the employee was on leave without pay for more than 30 consecutive days that was not covered by FMLA or work comp, including the first and last day of leave without pay. Also include calculations for the new biweekly pay if the employee missed an increase while on leave.
- 782 Lead Worker / 866 SPOC-DNR 4% Premium Pay
 - Lead worker percent (for 782 P1 only) and current biweekly pay.
- 846 Catastrophic Pay/Other Pay Adj/Sick Leave Payout/Term Leave Payout:
 - *Catastrophic Pay*: First and last name of employees donating, number and type of hours donated, and recipient's rate of pay.
 - *Other Pay Adj*: Description of correction being made, biweekly pay, calculations, and the pay period/days the correction is for.
 - *Sick and/or Term Leave Payout*: Biweekly pay, balances, number of hours in final pay period, and calculations for accrual and payout.