

TIME REPORTING ON PAYN

July 2017

Time Reporting on PAYN

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Signing On

The PAYN module is located on Production CICS. At the main NES screen type in your USERID and PASSWORD and press {ENTER}. When typing in your password, no characters will appear in the password field, it shows on the screen as if you are entering spaces in that field. When logging onto the system for the first time, enter your original password and hit enter. You will then be taken to a screen where you will change your password. Passwords need to be changed every 60 days, must be 8 characters, and are not case sensitive. The system tracks the number of days remaining before the password will expire and displays the number of remaining days on the Application Selection Menu screen.

```
Date: 01/17/20XX          STATE OF IOWA SY4 MMIS          Terminal: CDPY92D
Time: 09:19             INFORMATION TECHNOLOGY DEPARTMENT      Logmode : COL2
                                                                Panel   : ENA0052

This system contains confidential government data. Unauthorized use of this
system is prohibited. All activity is monitored. Misuse is subject to
disciplinary action, federal / state criminal or civil penalty.

      NNN\      NN\      EEEEEEEEEEE\      SSSSSSSSSS\
      NNNN |      NN /      EE\_____\ /      SS\_____\SS\
      NN NN |      NN /      EE /      SSS |      \ /
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      NN / NNNN /      EE /      SS\      SS /
      NN / NNN /      EEEEEEEEEEE \      \SSSSSSSSSS /
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F1 FOR HELP . . . . . Help Desk:(515) 281-5703 . . . . . F3 TO EXIT
                        or:1-800-532-1174

USERID ==>          PASSWORD ==>          NEW PASSWORD ==>
```

The next step to log on to PAYN is to select Production CICS on the application selection menu by either moving the cursor to the option you want and press {ENTER}, or press the appropriate PF key (F key on personal computers) to select it.

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PAYN Screen Fields

PAYN has multiple fields that can be used when entering hours for an employee. Below is a screen shot that includes all fields that are available on PAYN, followed by a brief description of each field. Only fields that are applicable for the specific employee and for the specific pay period will appear.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	CONVERT SICK TO VAC
XXX.XX	XXX.XX	XXX.XX	XXX.XX	X
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS	MED PASS HRS	P-D MEAL DAYS	P-D CLEAN DAYS
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

1. Regular Hours – This field should have all hours that are to be paid as regular time entered. This includes time such as Regular Time Worked, Vacation Leave taken, Sick Leave taken and Holiday.
2. Overtime Hours – P – The ‘P’ at the end of this field indicates that this job class is eligible for overtime at the premium rate. All hours that count towards overtime should be entered as straight time and the system will pay them at the premium rate in the payroll calculation program.
3. Shift Diff-1 and Shift Diff-2 – Hours worked by the employee that qualify for 2nd shift pay should be entered in the Shift Diff-1 line. Hours worked by the employee that qualify for 3rd shift pay should be entered in the Shift Diff-2 line. If an employee has a shift code on their record (see Employee Information Module, D9 screen) and no hours are entered in the shift field, then shift will default to a full 80 hours of shift pay. You can verify the amount that will default for shift pay by reviewing the employee’s PAYL screen. For example, if the employee has Shift 2 in their record and there are no hours entered in the SHIFT DIFF-1 field, the payroll calculation program will default and pay them for their full shift pay. Their PAYL screen will show \$48.00 in the shift pay field.
4. Convert Sick to Vac – This field will populate on PAYN in the pay period that represents the second pay date of the month. It will only populate for those employees that have a sick leave balance of 240.00 hours or more. The department Human Resources Associate must verify the

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employee did not use any sick leave in the prior month and is eligible to convert. To convert sick leave, a 1 is entered in that field. If no conversion is wanted, the field should remain X. If sick leave conversion was missed for an employee, a 2 can be entered and a double conversion will happen.

5. Standby Hours – Total number of hours the employee is eligible for standby pay should be entered here.
6. Call Back Hours – Total number of hours the employee is eligible for call back pay should be entered here. All productive hours when called back should be entered in either the regular hours or overtime hour fields, as applicable.
7. P-D Meal Days – The field is used by SPOC employees only. The number of days to be paid a meal per diem should be entered in this field.
8. P-D Clean Days - The field is used by SPOC employees only. The number of days to be paid for cleaning pay should be entered in this field.
9. Reg Sick Hrs Used – This field is used to record sick hours taken by the employee.
10. WC-EE Sick leave - This field is used to record work comp sick hours taken by the employee.
11. Fam Care Hrs Used - This field is used to record family care hours taken by the employee. Hours entered in this field will be subtracted from both the employee's sick leave balance and family care leave balance.
12. Vacation Hrs Used - This field is used to record vacation hours taken by the employee.
13. Comp Hrs Earned-S - This field is used to record comp hours earned by the employee in the pay period. The 'S' at the end of this field indicates this is calculated at the straight rate. If an employee earns comp time at the premium rate, the hours should be calculated and entered at the premium rate (i.e., if an employee earns 2 hours of comp time at the premium rate, enter as 3 hours (2 hours x 1.5 premium rate) on PAYN).
14. Comp Hrs Used - This field is used to record comp hours taken by the employee in lieu of working.
15. Comp Hrs to be Paid - This field is used to record lump sum comp hours to be paid to the employee. If the employee is IPERS-covered, PAYN will treat the first 240 lump sum hours paid as IPERS covered wages. Any hours paid as a lump sum above 240 hours will not have any IPERS withholding.
16. Reg Hrs Not Wkd - This field is used to record hours being paid to the employee, but not actually worked by the employee. More detailed examples are included later in this manual.
17. Holi Hrs Earned – S - This field is used to record holiday hours worked by the employee in the pay period. The 'S' at the end of this field indicated that this is calculated at the straight rate. If an employee works on the holiday and earns holiday time at the premium rate, the hours should be calculated and entered at the premium rate (i.e., if an employee works 4 hours on the holiday and is paid at the premium rate, enter as 6 hours (4 hours x 1.5 premium rate) on PAYN).

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- a. This field is also used to enter any banked holiday hours that are being used in the pay period. They would be entered as
 - i. part of the regular hours to be paid
 - ii. entered as holiday hours earned
 - iii. entered in the holiday hours used field as well.
 - b. If the employee is comping the premium portion of their holiday worked
 - i. it would be entered here in the pay period earned
 - ii. but not entered in the holiday hours used or holiday hours paid fields.
18. Holiday Hrs Used - This field is used to record any holiday comp or banked holiday hours used by the employee in the pay period that they are using them.
19. Holi Hrs Paid - This field is used to record holiday hours worked that are being paid to the employee in the current pay period, including any premium time paid, and are not hours that count as regular hours. This field is also used when an employee needs to be paid out for holiday comp hours they have accumulated.
20. FMLA Used - This field is used to record total FMLA hours taken by the employee.
21. FMLA Mil Used - This field is used to record total FMLA Military care giver hours taken by the employee.

PAYN Default Hours

Regular hours are set on PAYN per the criteria in the table below. All regular hours for active employees are set by program for the next pay period after payroll warrants are processed, typically the Tuesday night of pay week. Employees that have their time reported via PAYN and are being paid on rewrites will have their regular hours set after their rewrite warrant processes.

The PAYN system also sets hours by program for all reinstated or new employees during an overnight update as long as the employment date is equal to or before the pay period effective date. If the employment date is after the pay period effective date, the employee will have their PAYN hours default to zero. All new employees must be processed on the HRIS system prior to Tuesday of pay week (during a normal payroll cycle) in order for their PAYN screen to be available for data entry.

Regular hours on PAYN are set based on the employee's pay mode that can be found on the HRIS Employee Information Module.

Pay Mode	Regular Hours set by Program
01 – Hourly	0.00
02 – Daily	0.00
03 – Bi-Weekly	80.00
06 – Annual	112.00
Employee in a Leave Code	0.00

Time Reporting on PAYN

Important! If a new employee is not processed onto the system by pay Tuesday, and has a start date after the pay period effective date, their PAYN screen will default to zero and they will not be paid on the regular pay day.

Entering Hours on PAYN

The PAYN Screen allows agencies direct input of their employee's payroll data. PAYN can be viewed at any time, but payroll data can only be entered for update on the Tuesday of rewrites week through the Tuesday of pay week.

You can open a PAYN screen for any employee by typing in either their social security number or their 18-digit position number. If you type in a 10-digit position number, the first position that utilizes those first 10-digits will populate the PAYN screen. Once you have accessed the employee's record, the last four digits of the employee's social security number must be entered along with any data fields for PAYN to actually update. You can press the enter key to scroll to the next position number in the sequence.

Certain fields will only populate on the PAYN screen if the employee is eligible. Those fields include:

Overtime Hours	Comp Hours	Med Passer Pay
Per-Diem Meal Days	Per-Diem Clean Days	Convert Sick to Vacation

When entering data in a field, you can use leading zeros or spaces, as needed, in the first three digits, but both fields after the decimal must be numeric. The decimal place must be entered in the same place it appears on PAYN. If after entering hours in a PAYN field, you determine it should be zero hours, and it is the same day you made the entry on PAYN, you must type xxx.xx over the numbers for PAYN to update. If you need to change an entry on PAYN after the nightly update, you will see your prior entry is now on the second line, and you will type 0.00 over the xxx.xx.

For example, in the below screen print, the 80.00 hours of regular time were entered and there is was a nightly update (they are on the second line) and the 2 hours of overtime were entered today (they are on the first line). If you need to change the regular hours to zero, you must type 0.00 over the xxx.xx for the regular hours to update. If you need to change the overtime hours to zero, you must type xxx.xx for the overtime hours to update.

```
REGULAR HRS      OVERTIME HRS-P
  XXX.XX          2.00
  80.00           0.00
```

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The PAYN screen for any employee who promotes, demotes, or is reclassified after hours have been entered on PAYN for the employee should be reviewed and any changes reentered into PAYN. Any employee that is put on rewrites will have their hours updated on PAYN via a process with Centralized Payroll and OCIO. Human Resources Associates cannot make entries on PAYN for the rewrites cycle.

Calculation of Overtime/Comp Time

For those employees who are eligible for overtime, only hours *actually worked* should be used to determine hours that count towards overtime. Hours that do **not** count in the calculation of overtime include, but are not limited to:

- vacation leave
- sick leave
- holiday time
- comp time
- call back time Note: call back time entered is only the unproductive portion of the minimum of 3 hours guaranteed. All hours actually worked when called back should be part of the regular hours that are used to calculate overtime.

Once overtime hours have been determined, if they are to be paid and not comped, enter any overtime hours in the OVERTIME HRS-P field on PAYN. The 'P' indicates that these hours will be paid at the premium rate. If an employee is eligible for 5 hours at the premium rate, 5.00 would be entered on PAYN and the payroll calculation will pay those hours at premium time, or will pay the equivalent of 7.5 hours of pay.

If the employee chooses to convert their overtime to compensatory time to be used at a later date, verify the code on the COMP HRS EARNED field. If the code is 'S', any hours entered in this field will be added to the compensatory time balance at a ratio of 1:1. If the code is 'P', any hours entered in this field will be added to the compensatory time balance at a ratio of 1:1.5.

For those employees who are not eligible for overtime, PAYN will not display the OVERTIME HRS or COMP HRS EARNED fields as overtime is not applicable.

Employees with comp time balance

Employees that were eligible for overtime/comp time and are no longer eligible, but were allowed to carry over an existing comp balance into Fiscal Year 2018 will need special handling when they use comp time. All comp time used/paid fields will not show on PAYN since they are no longer eligible. When the employee uses comp time, the hours used will be entered in the Regular Hours and the Regular Hours not Worked fields on PAYN and a P1 type 271 Leave Balance Correction will need to be done to remove the comp hours used. If the employee wants to be paid for comp hours, a P1 type 271 will need to be written to remove the comp hours, and a P1 type 846 will need to be written to make the lump sum payment.

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Calculation of Overtime/Comp Time Examples

- An overtime eligible employee has 40 hours actually worked in week 1 and 42 hours actually worked in week 2. Any hours actually worked over 40 in a week will be counted as overtime. This employee is eligible for 80 hours plus 2 overtime hours at the premium rate.

In PAYN, enter the 80 hours in the REGULAR HRS field. Enter the 2 hours of overtime in the OVERTIME HRS-P field. Since the overtime field has the 'P' designation, the payroll calculation program will pay any overtime hours at the premium rate. This employee will be paid the equivalent of 3 hours in overtime (2 hours of overtime at the premium 1.5 rate = 3).

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	CONVERT	SICK TO VAC
80.00	2.00	XXX.XX	XXX.XX		X
80.00	0.00	0.00	0.00		
STANDBY HRS	CALLBACK HRS				
XXX.XX	XXX.XX				
0.00	0.00				
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED		
XXX.XX	XXX.XX	XXX.XX	XXX.XX		
0.00	0.00	0.00	0.00		
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD		
XXX.XX	XXX.XX	XXXX.XX	XXX.XX		
0.00	0.00	0.00	0.00		
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	0.00	

Time type	Hours	Remarks
Regular Hrs	80	Regular hours to be paid in the pay period.
Overtime Hrs-P	2	Hours actually worked over 40 in a week. The system will automatically pay at the premium rate, so these hours should be entered as straight hours.

If the employee is exempt from overtime, they should only have 80 regular hours entered on PAYN.

Time Reporting on PAYN

- An overtime eligible employee has 32 hours actually worked and 8 hours of vacation in week 1 and 42 hours actually worked in week 2. Any hours actually worked over 40 in a week will be counted as overtime. This employee is eligible for 80 regular hours plus 2 overtime at the premium rate.

In PAYN, enter 80 hours in the REGULAR HRS field. Enter the 2 hours of overtime in the OVERTIME HRS-P field. Since the overtime field has the 'P' designation, the payroll calculation program will pay any overtime hours at the premium rate. This employee will be paid the equivalent of 3 hours in overtime (2 hours of overtime at the premium 1.5 rate = 3). Enter the 8 hours of vacation time the employee used in the Vacation Hrs Used field. These hours are paid as part of regular time in the REGULAR HRS field and need to be entered in the Vacation Hrs Used field to be removed from the employee's accrual balance.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	CONVERT SICK TO VAC
80.00	2.00	XXX.XX	XXX.XX	X
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS			
XXX.XX	XXX.XX			
0.00	0.00			
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	8.00	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time type	Hours	Remarks
Regular Hrs	80	Regular hours to be paid in the pay period.
Overtime Hrs-P	2	Hours actually worked over 40 in a week. The system will automatically pay at the premium rate, so these hours should be entered as straight hours.
Vacation Hrs Used	8	Enter the 8 hours of vacation the employee took in week 1.

If the employee is exempt from overtime, they should only have 80 regular hours and 8 vacation hours entered on PAYN.

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- An overtime eligible employee has 40 hours actually worked in week 1 and 36 hours actually worked and 8 hours of vacation in week 2. Any hours actually worked over 40 in a week will be counted as overtime. This employee is eligible for 84 hours of pay at the straight rate. They are not eligible for overtime in the second week since the employee did not physically work over 40 hours. Since they are overtime eligible, they will receive straight pay for all 44 hours in week 2.

In PAYN, enter 84 hours in the REGULAR HRS field. This employee will be paid for 84 hours at the straight rate of pay. Enter the 8 hours of vacation time the employee used in the Vacation Hrs Used field. These hours are paid as part of regular time in the REGULAR HRS field and need to be entered in the Vacation Hrs Used field to be removed from the employee's accrual balance.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	CONVERT SICK TO VAC
84.00	XXX.XX	XXX.XX	XXX.XX	X
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS			
XXX.XX	XXX.XX			
0.00	0.00			
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	8.00	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time type	Hours	Remarks
Regular Hrs	84	Regular hours to be paid in the pay period.
Vacation Hrs Used	8	Enter the 8 hours of vacation the employee took in week 1.

If the employee is exempt from overtime, they should only have 80 regular hours and 8 vacation hours entered on PAYN.

Time Reporting on PAYN

Calculation of Holiday

State employees are granted 9 legal public holidays per Iowa Code 1C. These 9 legal holidays will be referred to as “holiday” in this manual. Hours worked on a legal holiday will be referred to as “holiday worked” in this manual.

The value of a holiday for full-time employees shall be eight hours or the number of hours the employee is scheduled to work on that day, whichever is greater. The value of a holiday that falls on a full-time employee’s scheduled day off shall be eight hours. Compensation for holidays shall be prorated for employees who are scheduled to work less than 80 hours in a pay period.

If the employee is in an overtime-exempt job class and the holiday is on their day off, the holiday must be banked to be used at a later date. An overtime-exempt employee will not be paid for more than 80 regular hours in a pay period. If the employee is in an overtime-covered job class and the holiday is on their day off, the employee may choose to be paid for the holiday or bank the holiday to be used at a later date.

Calculation of Holiday Worked

If a state employee is required to work on one of the 9 legal public holidays, they must be paid for the hours they actually work.

If the employee is in an overtime-exempt job class, all hours actually worked on the holiday will be paid at straight time (hour for hour). If the employee is in an overtime-covered job class, all hours actually worked on the holiday will be paid at premium time (time and a half). The premium time for the holiday worked can be paid in cash or put in a holiday compensatory time balance to be used at a later date.

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Calculation of Holiday/Holiday Worked Examples

- An overtime eligible employee has 32 hours actually worked and 8 hours of holiday in week 1 and 40 hours actually worked in week 2. Any hours actually worked over 40 in a week will be counted as overtime. This employee is eligible for 80 regular hours. Holiday hours are entered as part of the REGULAR HRS total and also need to be entered in the REG HRS NOT WKD field.

In PAYN, enter the 80 hours in the REGULAR HRS field and 8 hours in the REG HRS NOT WKD field.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	
80.00	XXX.XX	XXX.XX	XXX.XX	
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS	P-D MEAL DAYS		
XXX.XX	XXX.XX	XXX.XX		
0.00	0.00	0.00		
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	8.00	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time type	Hours	Remarks
Regular Hrs	80	Regular hours to be paid in the pay period including holiday.
Reg Hrs Not Wkd	8	Holiday hours paid as part of regular hours, but not actually worked and not recorded in any other field on PAYN.

An overtime exempt employee would have the same entries and calculations on PAYN.

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- An overtime eligible employee has 36 hours actually worked and 8 hours of holiday in week 1 and 40 hours actually worked in week 2. Any hours actually worked over 40 in a week will be counted as overtime. This employee is eligible for 84 regular hours of pay. Overtime is not applicable since they did not work over 40 in either week.

In PAYN, enter 84 hours in the REGULAR HRS field and 8 hours in the REG HRS NOT WKD field.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	
84.00	XXX.XX	XXX.XX	XXX.XX	
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS	P-D MEAL DAYS		
XXX.XX	XXX.XX	XXX.XX		
0.00	0.00	0.00		
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	8.00	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time type	Hours	Remarks
Regular Hrs	84	Regular hours to be paid in the pay period including holiday.
Reg Hrs Not Wkd	8	Holiday hours paid as part of regular hours, but not actually worked and not recorded in any other field on PAYN.

An overtime exempt employee would have only 80 hours entered in the Regular Hrs field, and is only eligible to be paid for a maximum of 80 hours. Reg Hrs Not Worked should have the 8 hours of holiday entered.

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- An overtime eligible employee has 32 hours actually worked, 8 hours of holiday, and 8 hours worked on the holiday in week 1 and 40 hours actually worked in week 2. The 72 hours worked plus 8 hours of holiday are entered in the REGULAR HRS field as a total of 80 hours. The 8 hours of holiday are also entered in the REG HRS NOT WKD since they are part of regular hours, but were not actually worked. The 8 hours of holiday *worked* should be paid at the premium rate, because the employee is overtime eligible. The 12 hours should be entered as HOLI HRS EARNED and HOLI HRS PAID to pay the employee for all 12 hours of pay (8 worked + premium time of 4 hours).

In PAYN, enter 80 hours in the REGULAR HRS field, 8 hours in the REG HRS NOT WKD field, 12 hours in the HOLI HRS EARNED and HOLI HRS PAID fields. If the employee wants to have the premium portion of their holiday worked put into their holiday comp balance, still enter the full 12 in the HOLI HRS EARNED field, but only enter the 8 hours in the HOLI HRS PAID field. The system will put the remaining 4 hours in their holiday comp balance. Employees must be paid for all hours worked, including hours worked on a holiday.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	
80.00	XXX.XX	XXX.XX	XXX.XX	
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS		P-D MEAL DAYS	
XXX.XX	XXX.XX		XXX.XX	
0.00	0.00		0.00	
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	8.00	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
12.00	XXX.XX	12.00	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time type	Hours	Remarks
Regular Hrs	80	Regular hours to be paid in the pay period.
Reg Hrs Not Wkd	8	Holiday hours paid as part of regular hours, but not actually worked and not recorded in any other field on PAYN.
Holi Hrs Earned	12	Holiday hours worked of 8 plus the premium time, for a total of 12 hours earned.
Holi Hrs Paid	12	Holiday hours worked of 8 plus the premium time, for a total of 12 hours paid.

Time Reporting on PAYN

An overtime exempt employee would have only 80 hours entered in the Regular Hrs field, 8 hours in the Regular Hours Not Worked field, and 8 hours in the Holi Hrs Earned and Holi Hrs Paid fields. Overtime exempt employees are paid hour for hour for all hours worked on a holiday. If the overtime exempt employee wants to bank their holiday to use at a later date, enter 72 hours in the Regular Hrs field, and 8 hours in the Holi Hrs Earned and Holi Hrs Paid fields. The 8 hours of banked holiday is tracked off of HRIS for PAYN employees.

Manually tracking banked holiday

When an employee works the holiday and decides to 'bank' their holiday pay, there is no field on PAYN that allows that holiday to be 'banked'. The department must manually track these days and make sure they are used or paid out within one year from the date of the holiday.

Using the banked holiday in lieu of working example

- An employee has 8 hours banked holiday and uses it in a pay period. PAYN entries should be 80 hours in the regular hours field and 8 hours in the holiday hours earned and holiday hours used fields. The 80 regular hours would include the 72 hours actually worked and the 8 hours of banked holiday that is being used in lieu of working.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	
80.00	XXX.XX	XXX.XX	XXX.XX	
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS	P-D MEAL DAYS		
XXX.XX	XXX.XX	XXX.XX		
0.00	0.00	0.00		
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
8.00	8.00	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time type	Hours	Remarks
Regular Hrs	80	Regular hours to be paid in the pay period.
Holi Hrs Earned	8	Banked Holiday hours being put on the system to be used in the current pay period.
Holi Hrs Used	8	Banked Holiday hours that the employee is using in the current pay period, that are being added to the system in the Holi Hrs Earned field.

Time Reporting on PAYN

Paying out the banked holiday example

- An employee worked 80 hours and has 16 hours banked holiday they would like to be paid out in the pay period. PAYN entries should be 80 hours in the regular hours field for the hours actually worked and 16 hours in the holiday earned and 16 hours in the holiday hours paid fields, to pay out the banked holiday as a lump sum.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	
80.00	XXX.XX	XXX.XX	XXX.XX	
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS	P-D MEAL DAYS		
XXX.XX	XXX.XX	XXX.XX		
0.00	0.00	0.00		
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
16.00	XXX.XX	16.00	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time type	Hours	Remarks
Regular Hrs	80	Regular hours to be paid in the pay period.
Holi Hr Earned	16	Holiday hours earned in a prior pay period that were banked and are now being paid out.
Holi Hrs Paid	16	Holiday hours earned in a prior pay period that were banked and are now being paid out.

Time Reporting on PAYN

Regular Hours Not Worked

In order for the State of Iowa to provide accurate data to the Family Medical Leave Act (FMLA) third party administrator Reed Group, a mechanism is needed to track hours that are not physically being worked but are included in the fields on the PAYN system used to calculate Total Regular Hours.

PAYN Screen

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	CONVERT SICK TO VAC
XXX.XX	XXX.XX	XXX.XX	XXX.XX	X
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS	MED PASS HRS	P-D MEAL DAYS	P-D CLEAN DAYS
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

One of the fields sent to Reed Group for FMLA administration is the number of hours worked in the prior 12 months. For employees that are paid via the PAYN system, this is calculated by adding together all of the yellow highlighted fields above and subtracting the turquoise highlighted fields above. The below table shows this in a table format with the list of those fields that count towards regular hours worked and those that are subtracted from regular hours worked.

PAYN Fields Counted towards Hours Worked	PAYN Fields Subtracted from Hours Worked
Regular Hrs	Reg Sick Hrs Used
Overtime Hrs	WC-EE Sick Leave
Comp Hrs Earned	Fam Care Hrs used
Holi Hrs Paid	Vacation Hrs Used
	Comp Hrs Used
	Holi Hrs Used

The REG HRS NOT WKD field should be populated with any hours that are included in the PAYN fields that count towards the hours worked (yellow highlighted) that will be paid, but they are not physically worked, and they are not included in any of the PAYN fields subtracted from hours worked (turquoise highlighted). For example, vacation and sick hours should not be included in the REG HRS NOT WKD line since they are tracked in a separate field on PAYN that is used in the calculation. Time such as Jury Duty and Administrative Leave with Pay should be put into the REG HRS NOT WKD field, as those times are paid in the regular hours field, are not physically worked and are not entered in a field that is already

Time Reporting on PAYN

being subtracted. Example of hours an employee may be paid for but are not physically worked and should be included in the 'REG HRS NOT WKD' field includes, but is not limited to:

- Holiday
- IUP Personal Leave
- Work Comp State Paid hours
- Work Comp Medical Apt hours
- Administrative Paid Leave
- Jury Duty
- Suspension with Pay
- Paid Union Leave
- Paid Union Negotiation Leave
- Educational Leave with pay

For purposes in the examples:

Holiday means the actual holiday:

New Year's Day	Dr. Martin Luther King Jr's Birthday	Memorial Day
Independence Day	Labor Day	Veterans Day
Thanksgiving Day	Friday after Thanksgiving	Christmas Day

Holiday worked means the employee physically worked on the holiday

Holiday premium means the premium pay the employee earns for working on the holiday

Time Reporting on PAYN

Hours Not Worked Examples

- An employee is on paid administrative leave and/or paid suspension for 20 hours in the pay period. The employee worked the other 60 hours that pay period. In PAYN, you would enter the full 80 hours in the REGULAR HRS field that they will be paid. You would also enter the 20 hours of administrative leave and/or paid suspension in the REG HRS NOT WKD field since they are part of the REGULAR HRS, are not physically worked, and are not in any field on PAYN that is subtracted from regular hours worked:

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2
80.00	XXX.XX	XXX.XX	XXX.XX
80.00	0.00	0.00	0.00
STANDBY HRS	CALLBACK HRS	P-D MEAL DAYS	
XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD
XXX.XX	XX.XX	XXXX.XX	20.00
0.00	0.00	0.00	0.00
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00
		FMLA MIL USED	
		XXX.XX	
		0.00	

Time type	Hours	Remarks
Regular Hrs	80	80 regular hours including the 20 hours of paid administrative leave.
Reg Hrs Not Wkd	20	20 hours of paid administrative leave since these hours are entered in the 'REGULAR HRS' field, are not actually worked, and are not entered in one of the fields that does not count as regular hours on PAYN.

Time Reporting on PAYN

- Employee is on jury duty for a week (40 hours) and the rest of the pay period is on vacation (40 hours). The employee will be paid for the full 80 hours. The full 80 hours is entered in the REGULAR HRS field on PAYN. Forty (40) hours are entered in the VACATION HRS USED field. The 40 hours that the employee was on jury duty will need to be entered in the REG HRS NOT WKD field on PAYN since they are included in the regular hours, are not physically worked, and are not in any field on PAYN that is subtracted from regular hours worked:

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	
80.00	XXX.XX	XXX.XX	XXX.XX	
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS	P-D MEAL DAYS		
XXX.XX	XXX.XX	XXX.XX		
0.00	0.00	0.00		
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	40.00	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XX.XX	XXXX.XX	40.00	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time Type	Hours	Remarks
Regular Hrs	80	80 regular hours including the 40 hours of jury duty and the 40 hours of vacation.
Vacation Hrs Used	40	40 hours of vacation time used.
Reg Hrs Not Wkd	40	40 hours of jury duty since these hours are entered in the 'REGULAR HRS' field, are not actually worked, and are not entered in one of the fields that does not count as regular hours on PAYN.

Time Reporting on PAYN

- Employee took vacation (8 hours), sick (4 hours), used holiday (6 hours), actually worked (40 hours) and had other paid leave (22 hours). The employee will be paid for the full 80 hours. The full 80 hours is entered in the REGULAR HRS field on PAYN. Eight (8) hours are entered in the VACATION HRS USED field, four (4) hours are entered in the REG SICK HRS USED field, and six (6) hours are entered in the HOLI HRS USED field. The 40 hours that the employee actually worked will be included in the REGULAR HRS field. The remaining 22 hours the employee is being paid will need to be entered in the REG HRS NOT WKD field on PAYN since they are included in the regular hours, are not physically worked, and are not in any field on PAYN that is subtracted from regular hours worked.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	CONVERT SICK TO VAC
80.00	XXX.XX	XXX.XX	XXX.XX	X
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS	P-D MEAL DAYS		
XXX.XX	XXX.XX	XXX.XX		
0.00	0.00	8.00		
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
4.00	XXX.XX	XXX.XX	8.00	
0.00	0.00	0.00	8.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	22.00	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
XXX.XX	6.00	XXX.XX	XXX.XX	XXX.XX
12.00	8.00	0.00	0.00	0.00

Time Type	Hours	Remarks
Regular Hrs	80	80 regular hours including 4 regular sick hrs used, 8 vacation hrs used, 6 holiday hrs used, and 22 hours of other paid leave.
Reg Sick Hrs Used	4	4 hours of sick time used.
Vacation Hrs Used	8	8 hours of vacation time used.
Reg Hrs Not Wkd	22	22 hours of other paid leave since these hours are entered in the 'REGULAR HRS' field, are not actually worked, and are not entered in one of the fields that does not count as regular hours on PAYN.
Holi Hrs Used	6	6 hours of holiday used.

Time Reporting on PAYN

- Pay period with a holiday and the employee works 72 regular hours, works the holiday (8 hours) and wants paid for the holiday. They will not be banking the holiday or comping the premium pay. The full 80 hours is entered in the REGULAR HRS field on PAYN (72 hours worked and 8 hours holiday). The 8 hours the employee worked on the holiday would be entered as 12 hours in 'HOLI HRS EARNED' (8 hours worked + 4 hours premium = 12). The 8 holiday worked hours will also be entered as 12 hours in 'HOLI HRS PAID' (8 hours worked + 4 hours premium = 12). The 12 hours the employee did not actually work (8 hours holiday (not worked) + 4 premium hours) will need to be entered in the 'REGULAR HRS NOT WKD' field

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2
80.00	XXX.XX	XXX.XX	XXX.XX
80.00	0.00	0.00	0.00
STANDBY HRS	CALLBACK HRS		P-D MEAL DAYS
XXX.XX	XXX.XX		XXX.XX
0.00	0.00		0.00
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED
XXX.XX	XXX.XX	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD
XXX.00	XXX.XX	XXXX.XX	12.00
0.00	0.00	0.00	0.00
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED
12.00	XXX.XX	12.00	XXX.XX
0.00	0.00	0.00	0.00

Time Type	Hours	Remarks
Regular hrs	80	80 regular hours including the 8 hours of holiday time.
Reg Hrs Not Wkd	12	8 hours of holiday time entered in the regular hrs field and 4 hours of holiday premium time entered in the Holi Hrs Earned field. These are hours that are not actually worked and are not in one of the fields that does not count as regular hours on PAYN.
Holiday hrs earned	12	12 Hours entered in 'HOLI HRS EARNED' field are not part of the hours in the 'REGULAR HRS' field. This is for the 8 hours worked and the 4 hours of holiday premium pay.
Holiday hrs paid	12	12 hours entered in 'HOLI HRS PAID' field but not part of the hours in the 'REGULAR HRS' field. This is the 8 hours actually worked and the 4 hours of holiday premium pay. The 8 hours actually worked would not be entered in the 'REG HRS NOT WKD' field, but the 4 hours of premium would be entered since they are not actually worked and are not entered in one of the fields that does not count as regular hours on PAYN.

Time Reporting on PAYN

- Pay period with a holiday and the employee works 72 regular hours, works the holiday (8 hours) and wants to bank the holiday and comp the premium pay. The 72 hours is entered in the REGULAR HRS field on PAYN (72 hours worked). The 8 hours the employee worked on the holiday would be entered as 12 hours in 'HOLI HRS EARNED' (8 hours worked + 4 hours premium = 12). The 8 holiday worked hours will also be entered in 'HOLI HRS PAID' (the 4 premium hours are being comped and therefore should not be entered in the 'HOLI HRS PAID' field). All hours entered in the fields that count toward the hours worked reported to Reed Group are hours actually worked, so no hours will need to be entered in the 'REGULAR HRS NOT WKD' field.

REGULAR HRS	OVERTIME HRS-P	SHIFT DIFF-1	SHIFT DIFF-2	CONVERT SICK TO VAC
72.00	XXX.XX	XXX.XX	XXX.XX	X
80.00	0.00	0.00	0.00	
STANDBY HRS	CALLBACK HRS		P-D MEAL DAYS	
XXX.XX	XXX.XX		XXX.XX	
0.00	0.00		0.00	
REG SICK HRS USED	WC-EE SICK LEAVE	FAM CARE HRS USED	VACATION HRS USED	
XXX.XX	XXX.XX	XXX.XX	XXX.XX	
0.00	0.00	0.00	0.00	
COMP HRS EARNED-S	COMP HRS USED	COMP HRS TO BE PAID	REG HRS NOT WKD	
XXX.XX	XXX.XX	XXXX.XX	00.00	
0.00	0.00	0.00	0.00	
HOLI HRS EARNED-S	HOLI HRS USED	HOLI HRS PAID	FMLA USED	FMLA MIL USED
12.00	XXX.XX	8.00	XXX.XX	XXX.XX
0.00	0.00	0.00	0.00	0.00

Time Type	Hours	Remarks
Regular Hrs	72	Regulars hours to be paid to employee. This does not include the 8 holiday hours since the employee has elected to bank the holiday. Banked holiday is tracked off the system for PAYN employees.
Holiday hrs earned	12	12 Hours entered in 'HOLI HRS EARNED' field but not part of the hours in the 'REGULAR HRS' field. This is for the 8 hours worked and the 4 hours of holiday premium pay.
Holiday hrs paid	8	Hours entered in 'HOLI HRS PAID' field but not part of the hours in the 'REGULAR HRS' field. This is for the 8 hours actually worked on the holiday that must be paid to the employee.