

# HRIS/P1 Overview

Human Resource Assistant Training, April 2016

## Helpful Links for Completing P1s

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- The [HR Information for Human Resources Associates](#) page contains helpful resources for navigating HRIS and completing P1s.
- Some of the resources on this page include:
  - A [list of all available P1 and M5 types](#), and the levels of approval required.
  - A document titled "[When to Process an M5 or a P1](#)" that explains when a P1 is required after an M5 has processed.
  - A list of the documents that must be sent to Pre-Audit and Centralized Payroll staff prior to P1 approval, "[Documentation Required by Pre-Audit](#)."
  - [Pre-Audit Calculators](#) to calculate increases, payouts, and date and pay adjustments.

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## Hires

This section covers general hire information, permanent hires, temporary hires, the differences between reemployment and reinstatement, board members, statutory hires, transfers, promotions, demotions, and reclassifications.

## General Hire P1 Information

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- Complete all BrassRing requirements prior to submitting P1 for approval. Refer to the [BrassRing Requirements](#) document.
- List the BrassRing number (if applicable) in both the P1 remarks and the Cert Number field of all hire P1s.
- Employee's home address must be 20 characters or less (cannot go past the "G" in "PAGE") or the P1 will reject.
- Home address must also be USPS compliant. Refer to the [Postal Service Abbreviations](#) document.

## General Hire P1 Information - Continued

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### Address

- Must be 20 characters or less (cannot go past the "G" in "PAGE") – applies to all hire P1 types.
- Use [postal service abbreviations](#) for street names (including directions), but do not abbreviate city names.  
Examples:  
ST for Street, AVE for Avenue, etc.  
Fort Dodge, not Ft Dodge
- County code for out-of-state addresses must be "00".

```

D3325062 ACT: =      REPORT OF PERSONNEL ACTION (P-1)
PRINTER:          DOE, JOHN A.
-- P-1 STATUS --   P-1 NUMBER .....: 2037209
NEEDS PA APPV     EFFECTIVE DATE ....: 03/27/2015
OPTIONAL REMARKS* INITIATED BY .....: 005-340010
001
REMARKS: 12345BR
----- P-1 TYPE -----
005 FULLTIME APPT-NH
----- APPROVED BY -----
PA  DEPT CERT COMP PROC
NO  NO   NO   NO   NO

----- F R O M ----- D E S C ----- T O ----- PAGE 2 OF 9
STREET ADDR 1 123 MAIN ST
CITY           DES MOINES
STATE          IA IOWA
ZIP CODE       50310-
CO. RESIDENCE* 77 POLK
HOME PHONE     515-123-4567

----- * INDICATES SELECTION LIST
? ACTION HELP  PF7 PREV  PF8 NEXT  PF9 HELP  PF12 RETURN  CLEAR EXIT
Te            R 1 C 16 CDPY955
  
```

## General Hire P1 Information - Continued

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- The State Code cannot be "51 Iowa – Non-Taxable" on the hire P1. Enter the applicable state code and if the employee is claiming exempt write a [239 Tax Status Change P1](#) after the hire P1 has processed, and send a copy of the W-4 to Centralized Payroll.
- Always follow the [Step Increase Date Schedule](#) to set the step increase date for permanent hires, promotions, and upward reclassifications.

## General Hire P1 Information - Continued

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- Refer to the [HRIS Cheat Sheet](#) and [HRIS Table of Codes](#) documents for completing fields such as Mode of Pay, Employee Status, Condition of Employment, Retirement Indicator, etc.
- Refer to the [Dates Cheat Sheet](#) document for instructions on how to complete the various P1 date fields.

## Permanent Hires

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- The information on the “Permanent Hires” slides applies to the following P1 types:
  - 005 Full-time New Hire
  - 015 Part-time New Hire
  - 069 Reemployment
  - 099 Reinstatement

## Permanent Hires - Continued

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- Base salary for permanent full-time or part-time new hires, reemployments, or reinstatements must be set to the **minimum** of the pay grade, unless an [advanced appointment](#) rate has been approved. This applies to both merit and non-merit positions.
- Mode of Pay should be set to the following:
  - Full-time: 03 Biweekly
  - Part-time: 01 Hourly

## Permanent Hires - Continued

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### Base Salary & Mode of Pay

- Salary must be set to the minimum of the pay grade unless an advanced appointment rate is approved.
- Base Step should equal "MN", but may show "00" or "AA" if pay grade has a percentage after it or is a minus-step. For example:
- Base Step "00" = Transport Driver, pay grade 18 +13.5%.
- Base Step "AA" = Accountant 2 (non-contract), pay grade 26(-04).

D3325065 ACT: _		REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER: DOE, JOHN A.				005 FULLTIME APPT-NH	
-- P-1 STATUS --		P-1 NUMBER : 2037209		----- APPROVED BY -----	
NEEDS PA APPV		EFFECTIVE DATE : 03/27/2015		PA DEPT CERT COMP PROC	
OPTIONAL REMARKS*		INITIATED BY : 005-340010		NO NO NO NO NO	
001					
REMARKS:					
----- F R O M ----- D E S C ----- T O ----- PAGE 5 OF 9					
		COST CENTER		005-520020 CUSTOMER SERVICE C	
		POSITION NUMBER		005-C85-2235-00017-001	
		PAY GRADE		14	
		CLASS TITLE		CLERK-ADV	
0.00	0.00	BASE SALARY		979.20	12.24 / HR
	/ /	BASE STEP		MN	
		STEP INCR. DATE		09/25/2015	
		SHIFT DESIG*		1 8AM - 4:30PM	
Full-time = 03 Biweekly Part-time = 01 Hourly		MODE OF PAY*		03 BI-WEEKLY	
* INDICATES SELECTION LIST					
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT					
Te R 1 C 16 CDPY948					

## Permanent Hires - Continued

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- The Employee Status must be set to:
  - 03 Probationary (Merit) for merit-covered new hires and reemployments.
  - 01 Probationary (Non-merit) for non-merit, contract-covered positions.
  - 11 Permanent (Non-merit) for non-merit, non-contract positions.
  - Employee Status for Reinstatements at the discretion of appointing authority.
- Hours per week for full-time employees must be 40.
- Hours per week for part-time employees must be less than 40 or holidays will not pro-rate correctly.
- The Status Expiration Date should be set to 6 months from the date of hire.

## Permanent Hires - Continued

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### Employee Status, Hours Per Week & Status Expiration Date

- If employee is serving a probationary period, the status expiration date should be set to six months from the date of hire. This date is when the employee will become permanent. A P1 to change the Employee Status to permanent will automatically generate in the pay period in which the expiration date falls.

D3325068 ACT: =		REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER: DOE, JOHN A.				005 FULLTIME APPT-NH	
-- P-1 STATUS --		P-1 NUMBER .....: 2037209		----- APPROVED BY -----	
NEEDS PA APPV		EFFECTIVE DATE .....: 03/27/2015		PA DEPT CERT COMP PROC	
OPTIONAL REMARKS*		INITIATED BY .....: 005-340010		NO NO NO NO NO	
001					
REMARKS:					
----- F R O M ----- D E S C ----- T O ----- PAGE 7 OF 9					
		POSITION TYPE*	00	PERM FULL TIME-MERT	
		EMPLOYEE STAT*	03	PROBATIONARY MERIT	
		COND OF EMP*	01	FULL TIME	
		HOURS PER WEEK	40		
		LEAD WORKER PAY		0.00	
		STATUS EXP DATE	09/27/2015	Hire date = 03/27/2015	
		EDUC DIFF PAY		0.00	
----- * INDICATES SELECTION LIST					
? ACTION HELP		PF7 PREV	PF8 NEXT	PF9 HELP	PF12 RETURN CLEAR EXIT
Te		R 1 C 16 COPY948			

## Permanent Hires - Continued

13

- The Employment, Seniority, and the Vacation Anniversary date should all be set to the employee's start date. The only exception is the Vacation Anniversary Date if an employee is reinstated (see next slide).
- The retirement indicator should be left blank. HRIS will automatically populate the retirement indicator code based on the employee's job class code when the P1 is processed.

## Reemployment vs. Reinstatement

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### Reemployment vs. Reinstatement

	Reemployment	Reinstatement
<b>Eligibility</b>	Any former state employee can be reemployed. It does not matter whether the employee previously had probationary or permanent status, or was temporary, part-time or full-time.	Only a former permanent executive branch state employee (who terminated for other than just cause and did not retire) can be reinstated. It is up to the hiring authority to decide whether they want to reemploy or reinstate an employee who meets these criteria.
<b>Hiring</b>	If hired into a merit-covered position, the employee must come off a BrassRing list.	The employee does not have to come off a BrassRing list, but the position must clear recall before the employee is hired.
<b>Employee Status</b>	An employee hired into a merit-covered position should have an employee status of "03 Probationary (Merit)" even if the employee had permanent status when they previously worked for the state.	The hiring authority can decide whether the employee will serve a 6 month probationary period, or will be reinstated with permanent status.
<b>Vacation Anniversary</b>	The vacation anniversary date should be set to the employee's date of reemployment.	The employee will accrue vacation at the same rate as when they separated from state employment. The previous vacation anniversary date will be restored, but adjusted for the length of time gone from state employment.

#### Other notes:

- Both reemployments and reinstatements must have an approved Special Pay/Appointment Action form (M40) in order to be hired above the minimum of the pay grade.
- P1 types:
  - 069 Reemployment
  - 099 Reinstatement

## Temporary Hires

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- The information on the “Temporary Hires” slides applies to the following P1 types:
  - 039 Temporary Appointment
  - 049 Internship Appointment
  - 065 Temporary Reemployment
  - 083 Temp to Temp Appointment

## Temporary Hires - Continued

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- DAS and/or DOM approval must be noted in P1 remarks.
- Base salary for temporary or internship employees can be set to any rate in the pay grade.
- Mode of Pay should be 01 Hourly for temporary employees and internships.



## Temporary Hires - Continued

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- Employee Status and Condition of Employment should be set to:
  - For temporary positions:
    - Employee Status: 12 Temporary
    - Condition of Employment: 11 Not to Go Over 780 Hours
  - For internship positions:
    - Employee Status: 10 Internship
    - Condition of Employment: 14 Internship
  - For seasonal positions:
    - Employee Status: 09 Seasonal
    - Condition of Employment: 06 Seasonal

## Temporary Hires - Continued

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### Retirement Indicator

- For new and reemployed temporary employees, and Americorps employees, the Retirement Indicator should always be manually entered as "0" (zero). Do not leave the field blank.
- If a current temporary employee is moving to another temporary position, the Retirement Indicator must stay the same (see example on right).
  - If the "From" side of the P1 has a Retirement Indicator of "0", re-enter "0" on the "To" side of the P1.
  - If the "From" side is blank, enter "1" or the applicable retirement code on the "To" side of the P1.

D3325070 ACT: = REPORT OF PERSONNEL ACTION (P-1)				----- P-1 TYPE -----			
PRINTER:				083 TEMP TO TEMP APPT			
-- P-1 STATUS -- P-1 NUMBER .....				----- APPROVED BY -----			
NEEDS PA APPV EFFECTIVE DATE ....: 03/27/2015				PA DEPT CERT COMP PROC			
OPTIONAL REMARKS* INITIATED BY .....: 005-340010				NO NO NO NO NO			
REMARKS: APPROVED BY DAS AND DOM							
----- F R O M ----- D E S C ----- T O ----- PAGE 9 OF 9							
YES		FICA CODE		YES			
		RETIRE OTHER				0.00	
52895		EMPLOYEE NUMBER					
NONE		0		RETIRE IND*		0 NONE	
* INDICATES SELECTION LIST							
? ACTION HELP		PF7 PREV		PF8 NEXT		PF9 HELP	
PF12 RETURN		CLEAR EXIT					
R 1 C 16 CDPY932							

## Board Member Hires

19

- The information on the “Board Member Hires” slides is applicable to the 14000 Board Member class code only and applies to the following P1 types:
  - 025 Board Member New Hire
  - 064 Board Member Reemployment

## Board Member Hires - Continued

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- A copy of the appointment letter must be sent to Pre-Audit.
- Must include beginning and end date of appointment in remarks.
- Base salary for board and commission members should be set to \$500.00 (\$50/day).
- Mode of Pay should be 02 Daily.

## Board Member Hires - Continued

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### Base Salary & Mode of Pay

- Applies to 14000 Class Code only
- Base Salary should be \$500.00 and Mode of Pay should be 02 Daily.

D3325065 ACT: =		REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:		SMITH, JANE		025 COMMISS/BRD MEMBER	
-- P-1 STATUS --		P-1 NUMBER .....: 2199009		----- APPROVED BY -----	
NEEDS PA APPV		EFFECTIVE DATE .....: 03/27/2015		PA DEPT COMP PROC	
OPTIONAL REMARKS*		INITIATED BY .....: 005-340010		NO NO NO NO	
311					
REMARKS: TERM FROM 03/01/2015 TO 04/30/2018					
----- F R O M -----		D E S C -----		T O ----- PAGE 5 OF 9	
-		COST CENTER		282-100012 EDUCATION-STATE BO	
- - - -		POSITION NUMBER		282-151-1000-14000-001	
0.00		PAY GRADE		02	
0.00		CLASS TITLE		BOARD, COMM.	
		BASE SALARY		500.00 50.00 / DAY	
		BASE STEP		MN	
		SHIFT DESIG*		1 8AM - 4:30PM	
		MODE OF PAY*		02 DAILY	
* INDICATES SELECTION LIST					
? ACTION HELP		PF7 PREV		PF8 NEXT	
PF9 HELP		PF12 RETURN		CLEAR EXIT	
Te		R 1 C 16		CDPY948	

## Temporary to Permanent

22

- The information on the “Temporary to Permanent” slides applies to the following P1 types:
  - 086 Temporary to Permanent

## Temporary to Permanent - Continued

23

- Base salary must be set to the minimum of the pay grade unless an advanced appointment rate has been approved. This applies to both merit and non-merit positions.
- Mode of Pay should be set to the following:
  - Full-time: 03 Biweekly
  - Part-time: 01 Hourly

## Temporary to Permanent - Continued

24

- Status expiration date should be set to six months from the date of hire in the permanent position.
- Date of Employment can remain the same if there was no break in service.
- Seniority Date can remain the same if the employee is hired into the same job class and there was no break in service.
- Vacation Anniversary Date will be new based on the employee's date of hire in the permanent position.

## Temporary to Permanent - Continued

25

### Retirement Indicator

- Retirement Indicator should be set to 1 (IPERS) or the retirement code applicable to the employee's job class.
- If the retirement indicator is 0 None, it must be changed to 1, or the applicable retirement code for the employee's job class. If left blank, the system will carry over the "0" from the "From" side of the P1.

D3325070 ACT: =		REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:				086 TEMP TO PERM APPT	
-- P-1 STATUS --		P-1 NUMBER .....		----- APPROVED BY -----	
PROCESSED		EFFECTIVE DATE ....: 04/10/2015		PA DEPT CERT COMP PROC	
OPTIONAL REMARKS* INITIATED BY .....		502-151125		YES YES YES YES YES	
001					
REMARKS: APPROVED BY DAS & DOM 15062BR.OK.VM					
----- F R O M ----- D E S C ----- T O ----- PAGE 9 OF 9					
YES		FICA CODE		YES	
70864		EMPLOYEE NUMBER			
NONE		0		RETIRE IND* 1 IPERS	
----- * INDICATES SELECTION LIST					
? ACTION HELP		PF7 PREV		PF8 NEXT	
PF9 HELP		PF12 RETURN		CLEAR EXIT	
Te		R 1 C 16		CDPY928	

## Statutory Hires

26

- The information on the "Statutory Hires" slides applies to the following P1 types:
  - 004 Statutory New Hire
  - 027 Annual Salary Board Member
  - 066 Annual Reemployment
  - 087 Statutory Transfer
- Statutory employees include department directors, elected officials and certain board members (such as Parole Board and Public Employment Relations Board members).

## Statutory Hires - Continued

27

- Mode of Pay should be 06 Annual.
- Salary is usually set by the Governor's Office. Must have an offer letter or email from IGOV confirming the salary and provide a copy to Pre-Audit.
- Employee Status should be 02 Statutory and Condition of Employment should be 01 Full Time.
- Hours per week must be 56.
  - This is because Statutory employees are also paid for Saturday and Sunday. The weekend should always reflect time type 010 Regular Time, even if the employee was on vacation or sick.

## Statutory Hires - Continued

28

### Base Salary & Mode of Pay

- HRIS will convert the annual base to a biweekly amount when the P1 processes. This biweekly amount times 26 will usually be slightly less than the annual base. HRIS will track the difference between the two annual amounts in the "Odd Cent Accumulator" field on the D6 screen and pay out the difference in the final pay period of the fiscal year.

D3325065 ACT: _ REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:		087 STATUTORY TRANSFER	
-- P-1 STATUS --	P-1 NUMBER .....	----- APPROVED BY -----	
PROCESSED	EFFECTIVE DATE ..... 04/10/2015	PA OFFI COMP PROC	
OPTIONAL REMARKS*	INITIATED BY ..... 238-104003	YES YES YES YES	
REMARKS: EFFECTIVE 3/2/15 PER M HINCH			
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1			
----- F R O M -----		----- D E S C -----	
OPERATIONS EAST	238-104004	COST CENTER	238-104001 DIRECTORS OFFICE
238-A20-4004-06444-001	POSITION NUMBER	238-A20-4001-09506-001	
43	PAY GRADE	07	
DEP COR PR A	CLASS TITLE	DIR DOC	
65.96 / HR	BASE SALARY	5,480.76	142,499.76 / YR
MX	BASE STEP	00	
8AM - 4:30PM	1	SHIFT DESIG*	1 8AM - 4:30PM
BI-WEEKLY	03	MODE OF PAY*	06 ANNUAL
0.00	ANNUAL BASE		142,500.00
* INDICATES SELECTION LIST			
? ACTION HELP	PF7 PREV	PF8 NEXT	PF9 HELP
			PF12 RETURN CLEAR EXIT
P 1 C 16 COPY955			

## Statutory Hires - Continued

29

### Employee Status & Hours Per Week

- Employee Status should be Statutory and Hours Per Week must be set to 56. Once the employee is in the statutory position, make sure their timesheet is paying them for 112 hours for the pay period.

```

D3325068 ACT:  REPORT OF PERSONNEL ACTION (P-1)
PRINTER:
-- P-1 STATUS -- P-1 NUMBER .....:
PROCESSED      EFFECTIVE DATE .....: 04/10/2015
OPTIONAL REMARKS* INITIATED BY .....: 238-104003
----- P-1 TYPE -----
087 STATUTORY TRANSFER
----- APPROVED BY -----
PA OFFI COMP PROC
YES YES YES YES

REMARKS: EFFECTIVE 3/2/15 PER M HINCH
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
----- F R O M ----- D E S C ----- T O ----- PAGE 7 OF 9
    PERM. FT-NON MERIT    02  POSITION TYPE* 01  STATUTORY EMPLOYEE
    PERMANENT NONMERIT    11  EMPLOYEE STAT* 02  STATUTORY
    FULL TIME             01  COND OF EMP* 01  FULL TIME
                           40  HOURS PER WEEK 56

                                00/00/0000 STATUS EXP DATE / /

----- * INDICATES SELECTION LIST
? ACTION HELP    PF7 PREV    PF8 NEXT    PF9 HELP    PF12 RETURN    CLEAR EXIT
Te              R 1 C 16 CDPY90A
  
```

## Statutory Hires - Continued

30

### Odd Cent Accumulator

- The difference between the biweekly amount \*26 and the employee's annual salary is tracked in the Odd Cent Accumulator field on the D6 screen of Employee Information.

```

D3325364 ACT:  EMPLOYEE INFO - DOLLARS & HOURS
PRINTER:
PAGE: 0006
+----- KEY INFORMATION -----+
LAST NAME .....:
FIRST NAME .....:
SOCIAL SECURITY .....:
EMPLOYEE NUMBER .....:
+-----+
* EARNINGS CONT. *
IMPUTED QTR ..... $0.00
IMPUTED YTD ..... $0.00
MEALS DAYS YTD ..... $0.00
MEALS PAY YTD ..... $0.00
CLEAN 1ST 6 MONTHS.. $0.00
CLEAN 2ND 6 MONTHS.. $0.00
CLEAN DAYS ..... $0.00
CLEAN PAY ..... $0.00
CALL BACK PAY ..... $0.00
STANDBY PAY ..... $0.00
CALL BACK HOURS .... 0.00
STANDBY HOURS ..... 0.00
SICK LV PAY OUT YTD $0.00
SUBSISTENCE YTD .... $0.00
TERM LEAVE YTD ..... $0.00
WORK COMP SUPPL YTD $0.00
TRAVEL ADV RCV YTD.. $0.00
EDUC DIFF YTD ..... $0.00
PHASED RETIRE YTD .. $0.00
MED PASS PAY YTD ... $0.00
REASSIGNMENT PAY YTD $0.00
CATASTROPHIC PAY YTD $0.00
VACATION BUYBACK YTD $0.00
EXCLUDABLE MOVE YTD $0.00
ODD CENT ACCUMULATOR $0.24

? HEADER ACTIONS    PF1 PREV IN COST CENTER    PF2 NEXT IN COST CENTER
PF7 BKWD            PF8 FWD                     PF12 RETURN            CLEAR EXIT
Te                  R 1 C 17 CDPY92B
  
```

## Position Changes

31

- The information on the “Position Changes” slides applies to the following P1 types:
  - 088 Transfer
  - 662 Promotion
  - 669 Demotion
- Definitions for this section:
  - Lateral = Move to a position in the same pay grade (may be a different job class or pay plan)
  - Promotion = Move to a position in a higher pay grade.
  - Demotion = Move to a position in a lower pay grade.

## Position Changes - Continued

32

- The 088 Transfer P1 should be used when:
  - An employee is transferring between departments (inter-agency; could be lateral, promotional, or demotional)
  - OR
  - An employee is transferring laterally within their current department (intra-agency)
- The 662 Promotion P1 should be used when an employee is promoting within their current department (intra-agency).
- The 669 Demotion P1 should be used when an employee is demoting within their current department (intra-agency).



## Position Changes - Continued

33

- To set an employee's salary, the following rules apply:
  - For lateral transfers, the employee's salary should carry over.
  - For promotions, the salary is dependent on whether the employee's new class is non-contract or contract-covered:
    - Employees promoting to a non-contract position can receive any percent increase in pay.
    - Employees promoting to a contract-covered position can receive a 5% increase, or be brought to the minimum of the pay grade, whichever is greater.
  - For demotions, the new salary cannot exceed the employee's salary at the time of demotion.
    - Exception: If an employee demotes from a non-contract class to a contract-covered class and has a past-due increase date **and** the employee is below the max of the new pay grade, then the employee must receive a merit increase and the step increase date should be set to one year from the effective date of the demotion.

## Position Changes - Continued

34

- Other important notes regarding promotions:
  - An employee cannot be promoted during the probationary period unless they have been hired from an all-applicant list.
  - Employees who promote internally can serve a probationary period at the discretion of the appointing authority, but it cannot be tracked in HRIS (must be tracked by the agency).

## Position Changes - Continued

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### Extra Pay Screen

- All extra pay should be reviewed to determine if it is applicable to the employee's new position. You can see what extra pay an employee is receiving by going to the "SP" screen of Employee Information.
- If the employee was receiving pay, but it is not applicable to the new position, complete a P1 to zero it out.

D3325371 ACT: =		EMPLOYEE INFO - SPECIAL PAYS		PAGE: 0001
				PRINTER:
+----- KEY INFORMATION -----+				
LAST NAME .....				
FIRST NAME .....				
SOCIAL SECURITY:				
EMPLOYEE NUMBER:				
+-----				
SPECIAL DUTY .....	\$0.00	SPOC/DNR 4% PREMIUM ..	\$108.80	
LEAD WORKER .....	\$136.00	SPOC PREMIUM .....	\$0.00	
EXTRA BIWEEKLY .....	\$0.00	BACK PAY SUBJ TO POR ..	\$0.00	
EDUC/DIFFER .....	\$0.00	SECOND LANGUAGE PAY ..	\$0.00	
REASSIGNMENT .....	\$0.00	FED TAXABLE BENEFIT ..	\$0.00	
SUBSISTENCE .....	\$0.00	ST TAXABLE BENEFIT ..	\$0.00	
ADDT NONBASE PAY ....	\$54.40			
INSURANCE INCENTIVE ..	\$0.00			
COMMUTE MILES .....	\$0.00			
VOLUNTEER FIREFIGHTER	\$0.00			
LONGEVITY PAY .....	\$0.00			
? HEADER ACTIONS	PF1 PREV IN COST CENTER	PF2 NEXT IN COST CENTER		
PF7 BKWD	PF8 FWD	PF9 HELP	PF12 RETURN	CLEAR EXIT
Te			R I C 17	CDPY928

## Moving Between Branches

36

- Refer to the following document:
  - [Employees Moving Between Branches](#)
- For employees coming from Legislative or Judicial Branch, Regents, or Community Based Corrections with no break in service:
  - Pay should be the minimum of the pay grade unless an Advanced Appointment is approved.
  - Step increase date shall be set the same as any other new hire.
  - Employee Status, dates and sick and vacation balances will generally transfer.

## Coming from the Dept. of Transportation

37

- Refer to the following document:
  - [Employees Coming From/To the Department of Transportation](#)
- For employees coming from the Department of Transportation with no break in service:
  - Follow the rules for promotion, demotion, or lateral transfer when determining the employee's salary and step increase date.
  - The Employee Status, dates and sick and vacation balances should transfer over. You will need to contact the HRA's at the DOT for this and other information.

## Reclassifications

38

- The information on the "Reclassifications" slides applies to the following P1 types:
  - 692 Reclassification
  - 693 Trainee/Journey Reclassification
- A reclassification changes an employee's position into another position (typically a change in classification).
  - This differs from a Promotion, Demotion, or Transfer where an employee is moved into an existing vacant position and the employee's old position then becomes vacant.
  - A reclassification will never result in a position being vacated (unless the position being reclassified is currently vacant).

## Reclassifications - Continued

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- A 210 Reclassification M5 must be completed first. Once that has processed, a 692 Reclassification P1 (or 693 P1 if trainee/journey) must be written to update the employee's record, if the position is occupied. The M5 and P1 must be done in the same pay period.
- **IMPORTANT:** If a terminating employee's position will be reclassified, you must wait until the rewrites window or the following pay period to do the reclassification M5, otherwise the terminating employee will not be paid. This is because an employee who terminates remains in their position until rewrites process, regardless of when in the pay period they terminated. If a position is reclassified too early another M5 must be done to reclassify the position back to what it was originally.

## Reclassifications - Continued

40

- When entering the employee's new position number on the reclassification P1, use the position number at the top of the processed reclassification M5. HRIS will sometimes change the seat number if the seat number entered on the M5 is already an existing position.
- To set the employee's pay and step increase date, refer to the rules on promotion, demotion, or lateral transfer based on whether the employee's new job class is in a higher, lower, or the same pay grade as the previous job class.

## Reclassifications - Continued

41

### Reclassification M5

- Use the position number at the top of the M5 when entering the employee's new position number on the reclassification P1. This is the position number that the system has reclassified the old position to.
- In this case, the agency entered seat 001 on the "To" side, but that position number already existed, so the system chose the next available seat number.

```

D3325561 ACT: = +--- POSITION CHANGE (M-5) ---+----- M-5 TYPE -----+
PRINTER:          219-P58-EN06-00531-002      210 RECLASSIFY
+-----+-----+-----+-----+-----+-----+
M-5 STATUS      M-5 NUMBER..... 26-2015      APPROVED BY -----
PROCESSED      EFFECTIVE DATE: 03/13/2015      PA  DEPT DOM HR  PROC
COST CENTER.... 219-760000      YES  YES  YES  YES  YES
+-----+-----+-----+-----+-----+-----+
REMARKS: APPROVED RECLASS TO SR UTIL ANALYST-PDQH 2015-1507

----- F R O M ----- D E S C ----- T O -----PAGE : 1 OF 6
                219      AGENCY          219
                P58      APPROP UNIT      P58
                EN06      ORG CODE         EN06
UTL ANL 2      00529      CLASS CODE      00531      SR UTIL ANA
                001      SEAT NUMBER      001
ENERGY          219-760000      COST CENTER 219-760000 ENERGY
PERM FULL TIME-MERT 00      POSITION TYPE* 00      PERM FULL TIME-MERT
CONTRACT COVERED    N      POSITION ELIG*  N      CONTRACT COVERED
P-5 APPROVED        1      FUNDING CODE*  1      P-5 APPROVED
NOT FIELD STATUS    N      FIELD STATUS*  N      NOT FIELD STATUS
                1.000      FTE            1.000
                                           * INDICATES SELECTION LIST

O POS INFO L ACT LOG H HRD CPY P PROOF Y APPROVE N UNAPPROVE C CANCEL D DENY
R REMARKS S SEL LIST P1 P-1S PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
Te
R 1 C 16 CDPY955
  
```

42

## Leaves of Absence

This section covers placing an employee on leave, leave codes, donated leave and catastrophic pay, and returning an employee from leave.

## Leave of Absence

43

- The information on the “Leave of Absence” slides applies to the following P1 types:
  - 501 Leave of Absence
  - 502 Leave Code Correction
- To put an employee in an initial leave code, use the 501 Leave of Absence P1.
- To change the leave code of an employee who is currently on leave, use the 502 Leave Code Correction P1.

## Leave of Absence - Continued

44

- Refer to the [Leave Code Chart and Definitions](#) document for guidance on leave codes and leave processes.
- With or Without Pay Codes:
  - 40 – Military Leave With Pay
  - 44 – Educational Leave (With or Without Pay)
  - 53 – FMLA for Family Member
  - 57 – Medical Intermittent Leave
- Without Pay Codes:
  - 41 – Military Leave Without Pay
  - 50 – Leave Without Pay
  - 54 – Medical Leave Without Pay

## Leave of Absence - Continued

45

- The without pay codes listed on the previous slide only allow an employee to be paid for hours on the timesheet or PAYN in the pay period in which the leave of absence (LOA) date falls.
- For employees on continuous leave without pay, it is critical that you continue to generate timesheets reflecting the leave without pay, or enter zero hours in PAYN for Affordable Care Act reporting purposes.

## Leave of Absence - Continued

46

- **Military Leave Process:**
  - When an employee in the military is in training or deployed for a continuous period and is not working any regular hours or using any available balances, write a 501 Leave of Absence P1 to put the employee in leave code 41 Military Leave Without Pay.
  - At the beginning of the calendar year (the pay period in which January 1 falls), any employee who is on military leave without pay must have a 502 Leave Code Correction P1 written to move the employee to leave code 40 Military Leave With Pay. The employee should then be paid 30 days of paid military leave via the timesheet or PAYN.
  - Once the 30 days of paid military leave have been given, another 502 Leave Code Correction P1 must be written to return the employee to leave code 41 Military Leave Without Pay.

## Leave of Absence - Continued

47

- Medical Leave Without Pay Process:
  - Applies to employees being put in leave code 54 Medical Leave Without Pay, or leave code 53 FMLA for Family Member, if the leave is continuous.
  - An employee who is going on continuous medical leave without pay should be put on leave in the pay period in which they are exhausting all available balances. The LOA date must be in the current pay period for the employee to be paid for any timesheet/PAYN hours.
  - In the following pay period, the accruals earned on the prior pay period's hours must be paid out on an 846 P1 in the "Reg Oth Pay Adj" field and a 271 Leave Balance Correction P1 must be done to zero out the balances. Balances should be paid out in full. **Do not put the hours on the timesheet or in PAYN as HRIS will not allow them to be paid.**

## Leave of Absence - Continued

48

### Medical Leave Without Pay – Timesheet Example

- Employee has had 80 hours until the current pay period. If we look at the current pay period timesheet we would see the employee is exhausting her remaining balances and so should be put in a leave without pay code.

D3313244	ACT: _	PAYROLL TIME SHEETS	PAGE: 0001
TIME SHEETS FOR AN EMPLOYEE			
LAST NAME	==>		
FIRST NAME	==>		
PAY PERIOD	==> 04/10/2015		
WRITE NEW TIME SHEETS FOR THE 04/10/2015 PAY PERIOD			
---PAY PERIOD---			
ACT	--FROM--	---TO---	-----STATUS-----
	04/10/2015	04/23/2015	PENDING PROCESSING
			REG OT HOLI
			30.26 0.00 0.00
			112-440100
	03/27/2015	04/09/2015	PROCESSED
			80.00 0.00 0.00
			112-440100
	03/13/2015	03/26/2015	PROCESSED
			80.00 0.00 0.00
			112-440100
	02/27/2015	03/12/2015	PROCESSED
			80.00 0.00 0.00
			112-440100
	02/13/2015	02/26/2015	PROCESSED
			80.00 0.00 0.00
			112-440100
L LOOK AT THE TIME SHEET W WRITE A NEW TIME SHEET D DEFAULTS			
PF7 BKWD	PF8 FWD	PF9 HELP	PF12 RETURN
Te			CLEAR EXIT
			R 12 C 2 CDPY955



## Leave of Absence - Continued

49

### Medical Leave Without Pay – Timesheet Example

- Current pay period timesheet showing the employee exhausting her remaining balances in week one of the pay period. Her first full day of leave without pay is 04/16/2015.
- Any accruals earned on these 30.26 hours will be paid out on an 846 P1 in the following (04/24) pay period.
- We would also look at past timesheets to verify the last day the employee actually worked.

D3313261 ACT: =				PAYROLL TIME SHEET				APPROVED BY							
+WK REG OVT HOLI				FOR 04/10/2015 - 04/23/2015				EMPL SUPR DEPT PROC							
1 30.26 0.00 0.00				TIME SHEET:				YES YES YES NO							
2 0.00 0.00 0.00				COST CENT :				PENDING PROCESSING							
								PROOFREAD: YES							
REMARKS: MEDICAL LEAVE								PAGE 0001 OF 0001							
TS610061 USE ACTION "W" TO VIEW WARNINGS															
ACT HOURS		TYPE OF TIME				DATE		MESSAGE							
-	8.00	902 - FMLA VACATION				FRI 04/10/2015									
-	8.00	902 - FMLA VACATION				MON 04/13/2015									
-	8.00	902 - FMLA VACATION				TUE 04/14/2015									
-	0.00	902 - FMLA VACATION				WED 04/15/2015									
-	5.92	912 - FMLA SICK				WED 04/15/2015									
-	0.25	942 - FMLA COMP TAKEN				WED 04/15/2015									
-	1.74	961 - FMLA MEDIC LWOP				WED 04/15/2015									
-	8.00	961 - FMLA MEDIC LWOP				THU 04/16/2015									
=== > WEEK TWO < ===															
-	8.00	961 - FMLA MEDIC LWOP				FRI 04/17/2015									
-	8.00	961 - FMLA MEDIC LWOP				MON 04/20/2015									
-	8.00	961 - FMLA MEDIC LWOP				TUE 04/21/2015									
-	8.00	961 - FMLA MEDIC LWOP				WED 04/22/2015									
-	8.00	961 - FMLA MEDIC LWOP				THU 04/23/2015									
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT															
Te R 1 C 18 CDPY955															

## Leave of Absence - Continued

50

### Medical Leave Without Pay – Leave P1 Example

- Last Work Day: Last day the employee physically worked.
- Leave Reason: Refer to Leave Code Chart and Definitions document.
- LOA Date: First full day of leave without pay (may vary for intermittent leave). For employees on leave without pay, must be in current pay period for employee to be paid for any current timesheet/PAYN hours.
- LOA Return Date: Must be in a future pay period or P1 will reject.

D3325067	ACT: =	REPORT OF PERSONNEL ACTION (P-1)				P-1 TYPE			
PRINTER:						501 LEAVE OF ABSENCE			
-- P-1 STATUS --		P-1 NUMBER .....				APPROVED BY -----			
NEEDS COMP APPV		EFFECTIVE DATE ..... 04/10/2015				PA DEPT COMP PROC			
OPTIONAL REMARKS*		INITIATED BY ..... 112-110100				YES YES NO NO			
REMARKS:									
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1									
ACTIVE	00/00/0000	LAST WORK DAY		04/08/2015					
	00	LEAVE REASON*		54 MEDICAL LEAVE W/O PAY					
	00/00/0000	LOA DATE		04/16/2015					
	00/00/0000	LOA RETURN DATE		05/22/2015					
-----									
* INDICATES SELECTION LIST									
? ACTION HELP		PF7 PREV		PF8 NEXT		PF9 HELP		PF12 RETURN CLEAR EXIT	
TEL		R 1 C 16 CDPY955							

## Donated Leave/Catastrophic Pay

51

- The information on the “Donated Leave/Catastrophic Pay” slides applies to the following P1 types:
  - 275 Donated Leave
  - 846 Catastrophic Pay

## Donated Leave/Catastrophic Pay - Cont.

52

- The employee who will be receiving donations (recipient) must be put in an applicable leave code or the system will not allow 275 Donated Leave P1s for the recipient.
- Leave codes that allow an employee to receive donated leave are:
  - 50 Leave Without Pay
  - 53 FMLA for Family Member
  - 54 Medical Leave Without Pay
  - 57 Medical Intermittent Leave

## Donated Leave/Catastrophic Pay - Cont.

53

- Completing the 275 Donated Leave P1 (for donor):
  - Recipient's Social Security Number is required on the 275 P1.
  - A 275 Donated Leave P1 cannot be approved until after rewrites for the prior pay period have processed.
  - Employees can donate different types of leave depending on their bargaining status.
    - Non-contract = Vacation only.
    - AFSCME = Vacation, comp, holiday comp, or banked holiday.
    - IUP = Vacation or comp.

## Donated Leave/Catastrophic Pay - Cont.

54

- Completing the 275 Donated Leave P1 (for donor) - Continued:
  - The 275 P1 deducts the donated hours from the employee's balance as soon as the P1 processes. You cannot override a donated leave P1 that has already processed by writing another donated leave P1.
  - If an employee wants to donate more hours after they have already donated/had a P1 processed, you will need to do another 275 P1 for the additional hours the employee wishes to donate.
  - If more hours than needed were taken from an employee for a donation, you will need to do a 271 P1 to restore whatever hours weren't needed to the employee's balance(s).

## Donated Leave/Catastrophic Pay - Cont.

55

- Completing the 846 Catastrophic Pay P1 (for recipient):
  - The recipient must exhaust all balances before they are eligible to receive catastrophic pay/donated leave.
  - Shift differential, med passer and other pays should **never** be included in the calculations.
  - Include good remarks in the 846 P1, listing the recipient's salary, and the names of all donors and the number and type of hours donated.
  - The total number of donated hours paid, plus any hours/wages paid on the timesheet/PAYN + workers comp lost time benefits received, cannot exceed the recipient's normal gross biweekly pay.

## Donated Leave/Catastrophic Pay - Cont.

56

- Completing the 846 Catastrophic Pay P1 (for recipient) - Continued:
  - If a new donation comes in after an employee's P1 has processed, you will need to write a new 846 P1. The value of the new donation(s) should be added to the value of the donation(s) that have already processed and the total is the amount that should be entered in the Catastrophic Pay field.
  - An employee can still receive donations in the pay period they are returned from leave.

## Donated Leave/Catastrophic Pay - Cont.

57

### Catastrophic Pay Example

- Example of what the remarks of the 846 Catastrophic Pay P1 should look like.
- This employee is also having their remaining sick and vacation balances paid out on the P1.
- The catastrophic pay should be entered on the "Catastroph Pay" field and the sick and vacation payout should go in the "Reg Oth Pay Adj" field.

```

D3449615 ACTION: _ PERSONNEL ACTIONS (P-IS) PAGE: 0001 OF 0001
PRINTER ID: REMARKS

EE ELIG FOR DONATED LEAVE
BIWEEKLY 2388.88
HOURLY 29.86

DONATIONS
ANN BIRNBAUM DONATED 8 HOURS @ 29.86 = 238.88
MARY OTT 8 HOURS @ 29.86 = 238.88
MICHAEL HOWELL 16 HOURS @ 29.86 = 477.76
-----
32 HOURS @ 29.86 = 955.52

ALL DONATIONS ARE BY VOC REHAB EMPLOYEES
ZERO HOURS PAID ON TIMESHEET

ALSO PAYING REMAINING SICK AND VACATION BALANCES (ZEROED OUT ON 271 P1).
4.1580 + 2.6292 = 6.7872 * 29.86 = $202.67 OWED TO EMPLOYEE
VACATION BALANCE ... 4.1580
SICK BALANCE ..... 2.6292
LINE ACT: ,I9 ,R9 ,M9 ,C9 ,D9 ,D* ,MM ,CC ,DD ,A ,B ,F99 |
H HARD COPY UP UPPER CASE MX MIXED CASE ST SAVE TEXT RT RESTORE TEXT
PF1 EXIT NO SAVE PF5 SAVE PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
Te R 4 C 2 CDPY928

```

## Return from Leave

58

- The information on the "Return from Leave" slides applies to the following P1 types:
  - 520 Return from Leave
- Employee should be returned from leave in the pay period in which they return to work.
- The return date entered on page three of the P1 must be in the current or a prior pay period, or the P1 will reject.

## Return from Leave - Continued

59

- Employees on leave will automatically receive any applicable Across-the-Board increases during the pay period in which the ATB is effective.
- If an employee missed a merit increase while on leave (step increase date is in the past at time of return and the employee is not at the maximum of the pay grade), the following applies:
  - Contract-covered: You must give the missed increase upon return. This can be done directly on the return from leave P1.
  - Non-contract: Supervisor can decide whether or not to give missed increase. Non-contract increases are discretionary and may be delayed.

## Return from Leave - Continued

60

- Adjusting the step increase date:
  - *Military leave*: Step Increase Date should be restored and not adjusted. If an employee receives a missed merit increase upon return from leave, the step increase date should be set to one year from the old date.
  - *AFSCME employees*: The step increase date must be adjusted forward by the length of time on leave without pay if the employee was on leave without pay **and** did not receive donations for more than 30 consecutive calendar days.
  - *All other employees*: The step increase date must be adjusted forward by the length of time on leave without pay if the employee was on leave without pay for more than 30 consecutive calendar days.
- **You must include remarks showing the calculations for any adjustments to pay or step increase date.** Refer to the [Pre-Audit Calculators](#) spreadsheet.

## Return from Leave - Continued

61

## AFSCME Employee Example

- Employee is AFSCME-covered and missed a merit increase while on leave. The missed increase is being given upon return and the step increase date has been adjusted. The remarks should explain the increase in pay and adjustment to step increase date.

D3325065 ACT: = REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:		520 RETURN DUTY/LOA	
-- P-1 STATUS -- P-1 NUMBER .....		----- APPROVED BY -----	
NEEDS COMP APPV EFFECTIVE DATE ..... 04/10/2015		PA DEPT COMP PROC	
OPTIONAL REMARKS* INITIATED BY ..... 005-333334		YES YES NO NO	
REMARKS: SEE REMARKS			
P1600051 USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1			
----- F R O M -----		----- D E S C -----	
HS CENTRALIZED-CHI 402-996912		T O PAGE 1 OF 5	
402-M10-6912-00017-010		COST CENTER 402-996912 HS CENTRALIZED-CHI	
14		POSITION NUMBER 402-M10-6912-00017-010	
CLERK-ADV		PAY GRADE 14	
13.97 / HR 1.117.00		CLASS TITLE CLERK-ADVANCED	
00		BASE SALARY 1,168.00 14.60 / HR	
03/27/2015		BASE STEP 00	
8AM - 4:30PM 1		STEP INCR. DATE 03/25/2016	
		SHIFT DESIG* 1 8AM - 4:30PM	
BI-WEEKLY 03		MODE OF PAY* 03 BI-WEEKLY	
* INDICATES SELECTION LIST			
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT			
Te		R I C 16 CDPY955	

## Return from Leave - Continued

62

## AFSCME Employee Example - Continued

- Remarks show calculations for the missed step increase and explain adjustment to step increase date.
- Normally, the step increase date would have been adjusted forward by 4 pay periods (02/24-04/14 = 49 days on LWOP), but the employee received donated leave while she was on LWOP, so no adjustment was needed. Her time on LWOP is considered 03/04 to 03/27 since the donations count as "paid" time, which is less than 30 days.

D3449615 ACTION: =		PERSONNEL ACTIONS (P-1S)		PAGE: 0001 OF 0001	
PRINTER ID:		REMARKS			
EMPLOYEE WENT ON LWOP ON 02/24/15 AND RETURNED 04/14/15. HOWEVER SHE RECEIVED 89 HRS IN DONATIONS IN THE 02/27/15, 03/27/15 AND 04/10/15 PP'S					
MISSED INCREASE WHILE ON LEAVE. INCREASE GIVEN ON THIS P1 AND ADJUSTED STEP DATE FORWARD ONE YEAR.					
$\$1117.60 / 80 = \$13.97 * 1.045 = \$14.60 * 80 = \$1168.00$ NEW SALARY					
PAY PERIOD		HOURS			
04/10/2015 04/23/2015 PENDING EMPL APPRVA		57.84			
03/27/2015 04/09/2015 PROCESSED		0.00 53 HOURS DONATED			
03/13/2015 03/26/2015 PROCESSED		0.00			
02/27/2015 03/12/2015 PROCESSED		0.00 20 HOURS DONATED			
02/13/2015 02/26/2015 PROCESSED		61.31			
LINE ACT: ,I9 ,R9 ,M9 ,C9 ,D9 ,D* ,MM ,CC ,DD ,A ,B ,F99					
H HARD COPY UP UPPER CASE MX MIXED CASE ST SAVE TEXT RT RESTORE TEXT					
PF1 EXIT NO SAVE PF5 SAVE PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT					
Te R 4 C 2 CDPY955					

## Return from Leave - Continued

63

Other Employee  
Example

- Employee is non-contract and was on leave without pay for more than 30 consecutive calendar days, so her step increase date has been adjusted accordingly. The remarks should explain adjustment to the step increase date.

D3325065 ACT: _ REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:		520 RETURN DUTY/LOA	
-- P-1 STATUS --	P-1 NUMBER .....	----- APPROVED BY -----	
PROCESSED	EFFECTIVE DATE ..... 03/27/2015	PA DEPT COMP PROC	
OPTIONAL REMARKS*	INITIATED BY ..... 005-333334	YES YES YES YES	
REMARKS: SEE REMARKS			
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1			
----- F R O M -----		----- D E S C -----	
EASTERN SDA, DUBUQ 402-3S3100		T O ----- PAGE 1 OF 5	
402-M10-3031-03025-002	POSITION NUMBER	402-M10-3031-03025-002	
30	PAY GRADE		
SOC WK SUP	CLASS TITLE		
35.41 / HR 2,832.80	BASE SALARY	2,832.80	35.41 / HR
00	BASE STEP	00	
06/05/2015	STEP INCR. DATE	10/23/2015	
8AM - 4:30PM 1	SHIFT DESIG*	1	8AM - 4:30PM
BI-WEEKLY 03	MODE OF PAY*	03	BI-WEEKLY
* INDICATES SELECTION LIST			
? ACTION HELP	PF7 PREV	PF8 NEXT	PF9 HELP
PF12 RETURN	CLEAR EXIT		
R 1 C 16 CDPY90A			

## Return from Leave - Continued

64

Other Employee  
Example - Continued

- Remarks show calculations for the adjustment to the step increase date.

D3449615 ACTION: _	PERSONNEL ACTIONS (P-1S)	PAGE: 0001 OF 0001
PRINTER ID:	REMARKS	
EE HAS BEEN ON LWOP. FIRST FULL DAY LWOP WAS 11/13/2014. EE RETURNED ON 03/31/2015. EE WAS GONE 138 DAYS ROUNDED TO 10 PAY PERIODS. OLD STEP INCREASE DATE WAS 06/05/2015. NEW STEP INCREASE DATE IS 10/23/2015		
LINE ACT: .I9 .R9 .M9 .C9 .D9 .D* .MM .CC .DD .A .B .F99   H HARD COPY UP UPPER CASE MX MIXED CASE ST SAVE TEXT RT RESTORE TEXT PF1 EXIT NO SAVE PF5 SAVE PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT R 6 C 41 CDPY90A		



65

## Terminations/Retirements

This section covers general termination/retirement information, Employee Separation forms, permanent terminations, retirements, sick and vacation payouts, and temporary terminations.

### General Termination/Retirement P1 Info

66

- The termination date must be in the current pay period for the employee to be paid for any hours or payouts.
  - If the employee terminated in a prior pay period, set the term date to the first day of the current pay period. Then in the next pay period, write a 490 Termination Correction P1 and enter the actual term date.
- The last work day should be the last day the employee physically worked.
- Submit the payout P1 (if applicable) at the same time as the termination/retirement P1 as we cannot approve one without the other.
- Vacation shall not be granted after the employee's last day of work per [Administrative Rule 63.2\(2\)e.](#)

## General Termination/Retirement P1 Info

67

- Refer to the [HRIS Table of Codes](#) for a complete list of termination codes and the [Termination Code Guidance](#) document for an explanation of the various termination codes.
- Termination code notes:
  - With dismissal codes, make sure you are choosing the correct code based on the person's merit status and whether the person is probationary or permanent.
  - If an employee is being terminated after exhausting a 90 day medical LWOP, code 92 Medical Dismissal should be used.
  - For employees being returned to recall, write a 404 Layoff P1 and use code 69 Return to Recall.
  - No term code is entered on the 452 LTD Termination P1. The system will populate the term code when the P1 processes.

## Employee Separation Forms

68

- An [Employee Separation form](#) must be completed for every employee who separates from State employment, except for temporary employees.
- Please send the separation form at the same time as the other separation documentation (resignation letter, discharge letter, LTD approval letter, etc).
- Do not advise the employee about their future employment eligibility with the State. DAS' final eligibility decision may differ from your department's recommendation or internal policy.

## Permanent Terminations

69

- A “Permanent Termination” will occur on one of the following P1 types:
  - 401 Termination
  - 404 Layoff
  - 409 Statutory Termination
  - 452 LTD Termination
- A copy of the termination letter and Employee Separation form must be emailed or faxed to Pre-Audit.
- Refer to the [Terminations Checklist](#) for the steps to complete.

## Retirements

70

- The information on the “Retirements” slides applies to the following P1 types:
  - 402 Retirement
- If the employee is a regular retiree, email/fax a copy of the termination letter and Employee Separation form.
  - Refer to the [Regular Retirements Checklist](#) for the steps to complete.
- If the employee is a SLIP retiree, email/fax a copy of the SLIP Enrollment form (both pages) and Employee Separation form.

## Retirements - Continued

71

- Employee must be age 55 on their last work day to be eligible to retire.
- Employee must file with IPERS to be considered a retiree. The IPERS file date must be included on the retirement and payout P1. To obtain the IPERS file date, email **Alyson DeBerg** with the employee's name and last four digits of their SSN.
- If an employee does not file with IPERS or takes an IPERS refund, they are not eligible to be a retiree from the State and will be considered a regular resignation. The employee will not be eligible for retiree insurance or the \$2,000 sick leave payout.

## Retirements - Continued

72

- Use term code 89 Voluntary Retirement for regular retirements and term code 90 SLIP Retirement for employees retiring under SLIP.
- To be eligible for SLIP, the employee must be age 55 to 64, and have a sick balance value that is greater than \$2,000 plus the cost of at least one month of the employer share of the state health insurance premium.

## Vacation & Sick Payout Info

73

- There is no minimum balance required for a payout. If the employee has a balance greater than zero it must be paid out.
- Current vacation and sick balances can be found on the D7 screen of Employee Information.
- The employee's vacation maximum is the total of the "Vac Accrual Maximum" and "Vac Conversion Ceil" amounts on the D7 screen.
- Comp, Holiday Comp and Banked holiday balances, if not used in the final pay period, must be paid out on the employee's timesheet (or PAYN) with the appropriate time types (600, 601, 610, 615) entered on the first day of the pay period.

## Vacation & Sick Payout Info - Continued

74

### D7 Screen: Hours & Balances

- To determine the employee's maximum vacation balance, add together the "Vac Conversion Ceil" and "Vac Accrual Maximum" amounts.
- Make sure to check for any other balances that must be paid out in the employee's final pay period.

D3325364 ACT: =		EMPLOYEE INFO - DOLLARS & HOURS		PAGE: 0007	
				PRINTER:	
+----- KEY INFORMATION -----+					
LAST NAME .....					
FIRST NAME .....					
SOCIAL SECURITY:					
EMPLOYEE NUMBER:					
+-----+					
* HOURS & BALANCES *					
VACATION BALANCE ...	320.9576	VAC. ACCRUAL RATE ..	5.230769		
SICK BALANCE .....	334.5423	SICK ACCRUAL RATE ..	5.538462		
COMP BALANCE .....	0.00				
HOLIDAY COMP BALANCE	0.00				
BANKED HOLI BALANCE	0.00				
CATASTROPHIC LV BAL	0.00				
VAC CONVERSION CEIL	96.00				
VAC ACCRUAL MAXIMUM	272				
UNION LEAVE USED ...	0.00				
? HEADER ACTIONS      PF1 PREV IN COST CENTER      PF2 NEXT IN COST CENTER PF7 BKWD      PF8 FWD      PF9 HELP      PF12 RETURN      CLEAR EXIT Te      R 1 C 17 CDPY928					

## Vacation & Sick Payout Info - Continued

75

- An employee must have received other pay (such as shift, med passer, or standby) for at least three of the last six pay periods for the pay to be included in the payout calculations. This comes from Administrative Rule 63.2(2)e.
- An exception to the above would be an employee who has not been working long. If the employee is assigned 2<sup>nd</sup> or 3<sup>rd</sup> shift, but hasn't worked six pay periods at the time of termination, shift would still be included in the payout if the employee received it every pay period they worked.

## Vacation & Sick Payout Info - Continued

76

- If the employee receives a different amount of shift and/or med passer pay each pay period, calculate the average of the last six pay periods.
- Do not include current pay period when calculating the average of the last six pay periods. Use the six pay periods prior to the current pay period because an employee will not always work full hours in their final pay period.
- In addition to shift, med passer, and standby pay, any pays found on the "sp" screen of Employee Information should be included in the payout calculations.

## Non-SLIP Vacation & Sick Payouts

77

- The information on the “Non-SLIP Vacation & Sick Payouts” slides applies to the following P1 types:
  - 846 Cat/Other Pay & Term Leave/Sick Pay
- For standard terminations (voluntary or involuntary) and regular (not SLIP) retirements, the 846 P1 should be used to pay out the employee’s remaining vacation and sick (if retiring) balances.

## Non-SLIP Vacation & Sick Payouts - Cont.

78

- Enter the employee’s vacation payout in the “Term Leave Pay” field, and the sick leave payout (if applicable) in the “SkLv Payoff Pay” field.
- An employee is only eligible for a sick payout if they are retiring, or are age 55 or older and pass away.
- Use the “Regular Vac-Sick Payout” tab of the [Pre-Audit Calculators](#) to calculate the payout(s) owed to the employee.

## Non-SLIP Vacation & Sick Payouts - Cont.

79

### Non-SLIP Payout Example

- This is an example of a vacation only payout.
- If the employee were retiring, or age 55 or older and passed away, the employee would also be eligible for a sick payout (entered in the "Sklv Payoff Pay" field).

```

D3325178 ACT: _ REPORT OF PERSONNEL ACTION (P-1) ----- P-1 TYPE -----
PRINTER: 846 CAT/OTH/TERM/SICK
-- P-1 STATUS -- P-1 NUMBER .....: ----- APPROVED BY -----
PROCESSED EFFECTIVE DATE .....: 04/10/2015 PA DEPT COMP PAYL PROC
OPTIONAL REMARKS* INITIATED BY .....: 243-101109 YES YES YES YES YES

REMARKS: RESIGNED LDW 4/17/15
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1

CATASTROPH PAY 0.00

REG OTH PAY ADJ 0.00
SKLV PAYOFF PAY 0.00
TERM LEAVE PAY 2,006.60

----- * INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
Te R 1 C 16 CDPY928

```

## Non-SLIP Vacation & Sick Payouts - Cont.

80

### Non-SLIP Payout Example

- Example of remarks that should be included the payout P1.
- Include biweekly/hourly pay, current balances, number of hours in final pay period, vacation or sick leave hours used, and calculations for accrual and payout.
- Current balances and accrual rates can be found on the D7 screen of Employee Information.

```

D3449615 ACTION: _ PERSONNEL ACTIONS (P-1S) PAGE: 0001 OF 0001
PRINTER ID: REMARKS

EMPLOYEE HAD SECOND OR THIRD SHIFT DESIG. WHEN P-1 WAS INITIATED

$1574.40 + $52.00 + $XX.XX + $XXX.XX = $1626.40 /80 = $20.33
BIWEEKLY SHIFT MED PASS OTHER* HOURLY

VACATION BALANCE ... 96.5668 VAC. ACCRUAL RATE .. 3.692307
SICK BALANCE ..... 117.4154 SICK ACCRUAL RATE .. 5.538462
LAST DAY: 4-17-15 HRS IN FINAL PP: 46.25 VACATION CEILING: 192

VAC BAL: 96.5668 + EARNED: 2.134615 - USED: 0.00 + CONVERTED: 0.00
= FINAL BAL: 98.701415 * HOURLY: $20.33 = $2006.60 VACATION PAYOUT

SICK BAL: 117.4154 + EARNED: 3.201923 - USED: 8.00 - CONVERTED: 0.00
= FINAL BAL: 112.617323 * HOURLY: $20.33 = $2289.51 SICK PAYOUT
EE NOT ELIGIBLE FOR SICK PAYOUT/RESIGNED * (MAX $2,000)

LINE ACT: ,I9 ,R9 ,M9 ,C9 ,D9 ,D* ,MM ,CC ,DD ,A ,B ,F99 |
H HARD COPY UP UPPER CASE MX MIXED CASE ST SAVE TEXT RT RESTORE TEXT
PF1 EXIT NO SAVE PF5 SAVE PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
Te R 17 C 66 CDPY928

```



## SLIP Vacation & Sick Payouts

81

- The information on the “SLIP Vacation & Sick Payouts” slides applies to the following P1 types:
  - 470 SLIP Calculation
- For employees retiring under the Sick Leave Insurance Program (SLIP), use the 470 SLIP Calculation P1 to pay out the employee’s vacation and sick balances.

## SLIP Vacation & Sick Payouts - Continued

82

- The 470 SLIP Calculation P1 cannot be approved until after rewrites for the prior pay period have processed.
- Use the “SLIP Vac-Sick Payout” tab of the [Pre-Audit Calculators](#) to calculate the payouts owed to the employee.
- If the employee has an other pay adjustment in the pay period they are terminating, the 846 P1 must process before the SLIP Calculation P1 is approved, otherwise you must enter the \$2,000 sick leave payout and vacation payout on the 846 P1 as well. Because the 470 and 846 P1 both have the sick leave payout and vacation payout fields, the 846 P1 could potentially override/zero out the payout amounts from the 470 P1.

## SLIP Vacation &amp; Sick Payouts - Continued

83

SLIP Calculation  
P1 Example

- **Page 1:** If the employee receives shift and/or med passer pay, enter it in the applicable field.
- If the employee has received standby pay for at least three of the last six pay periods, calculate the average and enter it in either the shift or med passer pay field (you may need to add standby to one of the pays if the employee is receiving all three).

D3325186 ACT: _ REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:		470 SLIP CALCULATION	
-- P-1 STATUS --	P-1 NUMBER .....	----- APPROVED BY -----	
PROCESSED	EFFECTIVE DATE ....: 03/27/2015	PA DEPT COMP PAYL PROC	
OPTIONAL REMARKS* INITIATED BY .....: 409-110000		YES YES YES YES YES	
REMARKS: RETIRED 3/31/15			
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1			
----- F R O M -----		----- D E S C ----- T O ----- PAGE 1 OF 3	
2,527.20	BIWEEKLY BASE		
0.00	SPEC DUTY PAY		
0.00	LEAD WORKER PAY		
0.00	EXTRA DUTY PAY		
0.00	EDUC DIFF PAY		
0.00	VOL FIREFIGHTER		
0.00	LONGEVITY PAY		
0.00	SPOC/DNR 4% PRM		
0.00	SPOC PREM PAY		
	SHIFT DIFF BIWK	0.00	
	MED PASSER BIWK	0.00	
\$31.59 / HR	2,527.20	TOTAL REG PAY	
* INDICATES SELECTION LIST			
? ACTION HELP	PF7 PREV	PF8 NEXT	PF9 HELP
			PF12 RETURN
			CLEAR EXIT
Te			R 1 C 16 CDPY928

## SLIP Vacation &amp; Sick Payouts - Continued

84

SLIP Calculation  
P1 Example

- **Page 2:** Enter the hours accrued for the current pay period and any sick or vacation used. If the employee is converting, you will need to put the number of sick hours being converted in the "Sick Used PP" field, in addition to any sick hours used, and add four hours to the accrual in the "Vac Accrued PP" field.

D3325187 ACT: _ REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:		470 SLIP CALCULATION	
-- P-1 STATUS --	P-1 NUMBER .....	----- APPROVED BY -----	
PROCESSED	EFFECTIVE DATE ....: 03/27/2015	PA DEPT COMP PAYL PROC	
OPTIONAL REMARKS* INITIATED BY .....: 409-110000		YES YES YES YES YES	
REMARKS: RETIRED 3/31/15			
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1			
----- F R O M -----		----- D E S C ----- T O ----- PAGE 2 OF 3	
836.028586	SICK BALANCE		
	SICK ACCRUED PP	0.83	
	SICK USED PP	0.00	= ACT.SK BAL: 836.058586
193.339657	VAC BALANCE		
	VAC ACCRUED PP	2.68	
	VAC USED PP	0.00	= ACT.VAC BAL: 196.019657
* INDICATES SELECTION LIST			
? ACTION HELP	PF7 PREV	PF8 NEXT	PF9 HELP
			PF12 RETURN
			CLEAR EXIT
Te			R 1 C 16 CDPY928

## SLIP Vacation &amp; Sick Payouts - Continued

85

SLIP Calculation  
P1 Example

- **Page 3:** The system will do the calculations on this page. Confirm the payout amounts match what was calculated on the Pre-Audit Calculator.

```

D3325188 ACT: = REPORT OF PERSONNEL ACTION (P-1)
PRINTER:
-- P-1 STATUS -- P-1 NUMBER .....:
PROCESSED EFFECTIVE DATE .....: 03/27/2015
OPTIONAL REMARKS* INITIATED BY .....: 409-110000
----- P-1 TYPE -----
470 SLIP CALCULATION
----- APPROVED BY -----
PA DEPT COMP PAYL PROC
YES YES YES YES YES

REMARKS: RETIRED 3/31/15
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
----- F R O M ----- D E S C ----- T O ----- PAGE 3 OF 3
31.59 / HR
* 836.858586 SKLV BAL
----->
26.436.36 SKLV PAYOUT PAY 2.000.00
-----
24.436.36
* 80 PERCENT
-----
19.549.09 SLIP BEGIN BAL 19,549.09
31.59 / HR
* 196.019657 VACATION BALANCE TERM LEAVE PAY 6,192.26
----- * INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
Te R 1 C 16 CDPY928

```

## SLIP Vacation &amp; Sick Payouts - Continued

86

SLIP Calculation  
P1 Example

- **Remarks:** Enter the same remarks in the SLIP Calculation P1 as you would for a regular (non-SLIP) payout. Even though the system does the payout calculations, the calculations for the accruals must be shown.

```

D3449615 ACTION: _ PERSONNEL ACTIONS (P-1S) PAGE: 0001 OF 0001
PRINTER ID: REMARKS

$2527.20 + $00.00 + $00.00 + $000.00 = $2527.20 / 80 = $31.59
BIWEEKLY SHIFT MED PASS OTHER* HOURLY
VACATION BALANCE ... 193.3396 VAC. ACCRUAL RATE .. 8.923076
SICK BALANCE ..... 836.0285 SICK ACCRUAL RATE .. 2.769231

LAST DAY: 03/31/15 HRS IN FINAL PP: 24.00 VACATION CEILING: 464

VAC BAL: 193.3396 + EARNED: 2.68 - USED: 00.00 + CONVERTED: 0.00
= FINAL BAL: 196.0196 * HOURLY: $31.59 = $6192.26 VACATION PAYOUT

SICK BAL: 836.0285 + EARNED: 0.83 - USED: 00.00 - CONVERTED: 00.00
= FINAL BAL: 836.85859 * HOURLY: $31.59 = $26436.36 SICK PAYOUT
(MAX $2,000)

LINE ACT: ,I9 ,R9 ,M9 ,C9 ,D9 ,D* ,MM ,CC ,DD ,A ,B ,F99 |
H HARD COPY UP UPPER CASE MX MIXED CASE ST SAVE TEXT RT RESTORE TEXT
PF1 EXIT NO SAVE PF5 SAVE PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
Te R 4 C 2 CDPY928

```

## Temporary Terminations

87

- The information on the “Temporary Terminations” slides applies to the following P1 types:
  - 400 Board Member Termination
  - 403 Term Temp Employee
- Pre-Audit does not require any documentation for temporary terminations.

## Temporary Terminations - Continued

88

- Temporary employees should be terminated from HRIS when their work is done or when they have hit the 780 hour limit, regardless of whether or not they will be returning in a short period of time. Not terminating temp employees timely could result in incorrect reporting under the Affordable Care Act.
- The term code for a board member may be 98 Term Expired, or other applicable term code.
- The term code for a temporary employee should be 73 Term (Temp Appt), unless the employee has passed away, in which case code 72 Death should be used.

89

## Back Pay & Recoupments

This section covers general back pay/recoupment information, settlement pays, the rules for giving back pay, Appeal Board Claims, the rules for recouping pay, and how to calculate pay owed/to recoup.

## Regular Other Pay Adjustments

90

- The information on the “Regular Other Pay Adjustments” slides applies to the following P1 types:
  - 846 Cat/Other Pay & Term Leave/Sick Pay
- Catastrophic Pay (Catastroph Pay), Sick Leave Payout (Sklv Payoff Pay), and Vacation Payout (Term Leave Pay) fields were covered on previous slides. Remaining field is the **Regular Other Pay Adjustment** (Reg Oth Pay Adj).

## Regular Other Pay Adjustments - Cont.

91

- The Regular Other Pay Adjustment field is used to correct an employee's wages – either to pay the employee missed pay/back pay owed, or to recoup overpaid wages or give the employee a reduction in pay.
- When paying or recouping wages, include a description of the adjustment being made, the employee's biweekly pay, calculations and the pay period/days the adjustment is for in the P1 remarks.
- For negative other pay adjustments, make sure you put a minus sign ("-") in front of the amount on the P1.

## Regular Other Pay Adjustments - Cont.

92

- For agencies on time reporting, if an employee is owed missed regular hours (time actually worked that should be paid at the current regular rate of pay), those hours should be paid on the time sheet using time type 500 Prior Pay Period Hours, not on the 846 P1.
  - The Prior Pay Period Hours time type will **not** give the employee any missed accruals, so a 271 Leave Balance Correction P1 must be done if the employee is owed accruals as well.

## Regular Other Pay Adjustments - Cont.

93

### Regular Other Pay Adjustment Example

- Pay adjustments should be entered in the "Reg Oth Pay Adj" field.

```

D3325178 ACT: _ REPORT OF PERSONNEL ACTION (P-1)
PRINTER:
-- P-1 STATUS -- P-1 NUMBER .....:
PROCESSED EFFECTIVE DATE .....: 04/10/2015
OPTIONAL REMARKS* INITIATED BY .....: 252-101109
----- P-1 TYPE -----
846 CAT/OTH/TERM/SICK
----- APPROVED BY -----
PA DEPT COMP PAYL PROC
YES YES YES YES YES

REMARKS: PAY/CHG 3.33 HR VAC+ACCRUALS 4/7/15
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1

CATASTROPH PAY 0.00

REG OTH PAY ADJ 67.70
SKLV PAYOFF PAY 0.00
TERM LEAVE PAY 0.00

----- * INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
Te R 1 C 16 CDPY927

```

## Regular Other Pay Adjustments - Cont.

94

### Regular Other Pay Adjustment Example

- Remarks explaining the adjustment being made, including the date(s) the adjustment is for.

```

D3449615 ACTION: _ PERSONNEL ACTIONS (P-1S) PAGE: 0001 OF 0001
PRINTER ID: REMARKS

EMPLOYEE IS A THIRD SHIFT OFFICER WHO WAS SHORT 3.33 HOURS OF
VACATION ON 04/07/15 DUE TO A MISSING VACATION LEAVE REQUEST.
WE ARE CORRECTING HER MISSING HOURS AND ALSO DOING A LEAVE
BALANCE CORRECTION P-1.

WHAT EMPLOYEE WAS PAID:
$19.68 HR. RATE X 76.67 REG HOURS = $1508.87
$0.65 X 76.67 HOURS = $49.83 SHIFT DIFFERENTIAL
$1508.87 + $49.83 = $1558.70

WHAT EMPLOYEE SHOULD HAVE BEEN PAID:
$19.68 HR. RATE X 80 REG HOURS = $1574.40
$0.65 X 80 HOURS = $52.00 SHIFT DIFFERENTIAL
$1574.40 + $52.00 = $1626.40

$1626.40 - $1558.70 = $67.70 OWED TO EMPLOYEE

LINE ACT: .I9 .R9 .M9 .C9 .D9 .D* .MM .CC .DD .A .B .F99 |
H HARD COPY UP UPPER CASE MX MIXED CASE ST SAVE TEXT RT RESTORE TEXT
PF1 EXIT NO SAVE PF5 SAVE PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
Te R 4 C 2 CDPY927

```

## Settlement Pay

95

- Any back pay owed per a settlement agreement must be paid on P1 type 849 Settlement Pay.
- List the grievance number(s), and State Appeal Board claim number (if applicable), in the remarks of P1 along with a description of the settlement and any calculations.
- Make sure the pay is entered in the applicable field – either as income not subject to retirement (Inc No Subj Ret) or subject to retirement (Reg Oth Pay Adj, or Bck Pay SubjPOR for POR-covered employees). Contact Centralized Payroll if you are unsure which pay field applies to the settlement payment.

## Settlement Pay - Continued

96

### Settlement Pay Example

- If a settlement is to be reduced by unemployment or other wages received, that amount must be entered as a negative adjustment in the "Inc No Subj Ret" field. Wages owed to the employee should be entered in the "Reg Oth Pay Adj" field.
- Always refer to settlement for guidance on whether wages are subject to retirement.
- Remarks should explain settlement award and show any calculations.

D3325178 ACT: _ REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:		849 SETTLEMENT PAY	
-- P-1 STATUS --	P-1 NUMBER .....	----- APPROVED BY -----	
PROCESSED	EFFECTIVE DATE ..... 04/10/2015	PA DEPT COMP PAYL PROC	
OPTIONAL REMARKS*	INITIATED BY ..... 248-111109	YES YES YES YES YES	
REMARKS: SETTLEMENT#14-GA-192 FY2015 BACKPAY			
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1			
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 2			
	INC NO SUBJ RET	-17,607.51	
	REG OTH PAY ADJ	37,665.40	
----- * INDICATES SELECTION LIST			
? ACTION HELP	PF7 PREV	PF8 NEXT	PF9 HELP
		PF12 RETURN	CLEAR EXIT
Te R 1 C 16 CDPY92C			



## Back Pay Rules

97

- Back pay may be given for the current fiscal year per [Administrative Rule 53.4\(7\)a](#).
- Any back pay owed for a prior fiscal year (including back pay owed per a settlement agreement) must be submitted to the State Appeal Board.
- Back pay for a prior fiscal year can be paid through the pay period with the pay date prior to August 31.
  - For example, back pay for FY 2016 can be paid through the July 29, 2016, pay period, which is paid on August 19, 2016. Back pay for FY 2016 cannot be paid beyond that pay period without first being approved by the State Appeal Board.

## Appeal Board Claims

98

- Refer to the [Appeal Board Claim process](#) document.
- Agency must complete and submit an Appeal Board Claim form to the State Appeal Board.
- Claim is received at DOM, assigned a claim number, then is sent back to the agency for a recommendation.
- The agency then forwards the claim to DAS-HRE for a recommendation. Once DAS-HRE has reviewed the claim and made a recommendation, the claim is forwarded to DAS-SAE for review and recommendation.
- The State Appeal Board meets once per month, typically on the first Monday of the month.

## Recoupment Rules

99

- If an employee is overpaid wages, the amount overpaid must be recouped in the pay period after the overpayment was discovered, or can be recouped over multiple pay periods, but no more than the number of pay periods in which the overpayment occurred.
  - For example, if an employee was overpaid over three pay periods, the amount overpaid must be recouped in three pay periods or less.
  - The employee must be paid at least minimum wage for all hours worked during the pay period(s) in which an overpayment is being recouped.
  - Per [Administrative Rule 53.4\(7\)b.](#)

## Calculating Pay Owed/To Recoup

100

- When calculating back pay owed for a retroactive increase, make sure to check how many hours the employee was paid each pay period. If the employee worked less than 80 hours in a pay period you will need to prorate the back pay for that pay period. If the employee received overtime, you will need to give the employee additional overtime pay.
- If an employee is owed or was overpaid shift, med passer, standby or other pays (see next slide), you will also need to make corrections to overtime, comp, holiday comp, holiday worked, and call back pay, if applicable. Alternatively if an employee is owed overtime, comp, holiday comp/worked or call back pay, you will need to include other pays received in the calculations.
- Refer to the “Pay Adjustments” tab of the [Pre-Audit Calculators](#).

# Calculating Pay Owed/To Recoup - Cont.

101

## Hourly Rate Differences

- Difference in hourly rates depending on other pays received.
- Final hourly (yellow arrow) is used for comp, holiday comp and holiday worked and call back pay, and overtime pay (\*1.5 if employee receives premium overtime).

Base Only		Base + Shift + Med Passer		Base + Shift + Med Passer + Standby	
Biweekly Base	\$1,500.00	Biweekly Base	\$1,500.00	Biweekly Base	\$1,500.00
Biweekly Base Hourly	\$18.75	Biweekly Base Hourly	\$18.75	Biweekly Base Hourly	\$18.75
Shift 2	\$0.00	Shift 2	\$48.00	Shift 2	\$48.00
Shift 3	\$0.00	Shift 3	\$0.00	Shift 3	\$0.00
Med passer	\$0.00	Med passer	\$45.00	Med passer	\$45.00
Leadworker	\$0.00	Leadworker	\$0.00	Leadworker	\$0.00
Extra Duty	\$0.00	Extra Duty	\$0.00	Extra Duty	\$0.00
Longevity	\$0.00	Longevity	\$0.00	Longevity	\$0.00
Volunteer FF	\$0.00	Volunteer FF	\$0.00	Volunteer FF	\$0.00
SPOC DNR 4%	\$0.00	SPOC DNR 4%	\$0.00	SPOC DNR 4%	\$0.00
Educational Diff	\$0.00	Educational Diff	\$0.00	Educational Diff	\$0.00
Biweekly Total (Standby Not Included)	\$1,500.00	Biweekly Total (Standby Not Included)	\$1,593.00	Biweekly Total (Standby Not Included)	\$1,593.00
Hourly (Standby Not Included)	\$18.75	Hourly (Standby Not Included)	\$19.91	Hourly (Standby Not Included)	\$19.91
Hourly for Standby	\$0.0000	Hourly for Standby	\$0.0000	Hourly for Standby	\$1.9913
Hourly for Holiday Standby	\$0.0000	Hourly for Holiday Standby	\$0.0000	Hourly for Holiday Standby	\$0.0000
Standby	\$0.00	Standby	\$0.00	Standby	\$79.65
Holiday Standby	\$0.00	Holiday Standby	\$0.00	Holiday Standby	\$0.00
Biweekly Total (All)	\$1,500.00	Biweekly Total (All)	\$1,593.00	Biweekly Total (All)	\$1,672.65
Hourly	\$18.75	Hourly	\$19.91	Hourly	\$20.91
OT Hourly	\$28.125	OT Hourly	\$29.865	OT Hourly	\$31.365
Premium Portion	\$9.375	Premium Portion	\$9.955	Premium Portion	\$10.455

102

## Other Pay Issues

This section covers lead worker & other special pays, and holiday pay.

## Lead Worker & Other Special Pays

103

- A [Special Pay/Appointment Action form](#) must be completed to add or renew lead worker, higher rank allowance (SPOC), red-circle and other special pays.
- Pays that are a percentage of an employee's biweekly pay, such as lead worker, extraordinary duty/higher rank pay, and SPOC 4% Premium pay, must be adjusted whenever the employee receives an increase in base pay.
- Expiration date fields have been added in HRIS for lead worker, extra duty, special duty and red-circle pay. Be sure to enter/update the expiration date in HRIS when adding a pay or when a pay has been renewed.
- Run the Expiration Date report in the [Data Warehouse](#) to determine when an employee's pay is expiring.
- When removing/zeroing out a special pay, make sure to zero out the expiration date as well.

## Holidays

104

- Employee must be in pay status the last scheduled work day before and first scheduled work day after the holiday to be eligible for holiday pay.
- The hours per week for part-time employees must be set to less than 40 and the employee's default timesheet must be correct so that HRIS can pro-rate holiday pay correctly.
- Holidays that fall on an employee's regularly scheduled work day count toward the calculation of overtime. If a holiday falls on an employee's scheduled day off, it does not count toward the calculation of overtime.
  - It is important that the employee's default timesheet is correct so that overtime will be calculated correctly during any weeks with a holiday.
- Holiday worked and premium hours do not count toward the calculation of overtime.

## Holidays - Continued

105

### Holiday Example – Part-time Employee

Timesheet for part-time employee showing pro-rated holiday.

The system calculates the holiday by taking the hours on the employee's timesheet (24) plus the number of hours scheduled to work on the holiday from the default timesheet (4), which equals 28 hours. The system then divides that number by 10 to get the holiday pay owed to the employee.

D3313261				ACT: _		+---- PAYROLL TIME SHEET ----+				+----- APPROVED BY -----+							
+WK				REG		OVT		HOLI		FOR 01/16/2015 - 01/29/2015				EMPL SUPR PROC			
1				10.00		0.00		0.00		TIME SHEET:				YES YES YES			
2				16.00		0.00		0.00		COST CENT :				PROCESSED			
														PROOFREAD: YES			
REMARKS:												PAGE 0001 OF 0001					
TS61006I												USE ACTION "W" TO VIEW WARNINGS					
ACT		HOURS		----		TYPE OF TIME		----		----		DATE----		----- MESSAGE -----			
-		4.00				010 - REGULAR TIME						FRI 01/16/2015					
-		2.00				250 - HOLIDAY						MON 01/19/2015					
-		4.00				010 - REGULAR TIME						WED 01/21/2015					
=== > WEEK TWO < ===																	
-		4.00				010 - REGULAR TIME						FRI 01/23/2015					
-		4.00				010 - REGULAR TIME						MON 01/26/2015					
-		4.00				010 - REGULAR TIME						WED 01/28/2015					
-		4.00				010 - REGULAR TIME						THU 01/29/2015					
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT																	
Te		R 1 C 18 CDPY937															

## Questions?

106

- More information about fiscal year-end processing and timeframes will be forthcoming.
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