

HRIS/P1 Overview

Human Resource Assistant Training, August 2017

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.

Helpful Links for Completing P1s

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- The [Interactive Class and Pay Plan](#) always has the most up-to-date job class information.
 - Minimum and Maximum salaries – per hour, biweekly, and per year
 - Pay Plan and Pay Grade
 - Overtime and FLSA flags
- Class information can also be found in the HRIS Position Control module.

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Hires

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

General Hire P1 Information

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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.
- 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.

General Hire P1 Information

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- Always follow the [Step Increase Date Schedule](#) to set the step increase date for permanent hires, promotions, and upward reclassifications.
 - Note that AFSCME-covered new hires/reemployments no longer receive the earlier step increase date regardless of which day they start in the pay period. All employees who start after the first day of the pay period will receive the date listed in the second column.

(Effective Date)		Employees who start the 1st day of the pay period Promotions, upward reclassifications	Employees who start after the 1st day of the pay period
First day of pp	Last day of pp	26 Weeks	
06/30/17*	07/13/17	12/29/17	01/12/18
07/14/17	07/27/17	01/12/18	01/26/18
07/28/17*	08/10/17	01/26/18	02/09/18

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 and address change P1 types.
- Use USPS compliant information for street names (including directions), but do not abbreviate city names.
Examples:
ST for Street, AVE for Avenue, etc.
Fort Dodge, not Ft Dodge
- www.usps.com
- County code for out-of-state addresses must be "00".

D3325062 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: 12345BR		
----- F R O M -----		----- T O -----	
STREET ADDR 1		123 MAIN ST	
CITY		DES MOINES	
STATE		IA IOWA	
ZIP CODE		50310-	
CO. RESIDENCE*		77 POLK	
HOME PHONE		515-123-4567	
-----		-----	
? ACTION HELP		PF7 PREV	PF8 NEXT
		PF9 HELP	PF12 RETURN
		CLEAR EXIT	
		R 1 C 16 COPY955	

Permanent Hires

8

- 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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- Complete all NEOGOV requirements prior to submitting the P1 for approval. Refer to the [Applicant Tracking System Requirements for P1 Approval](#) document.
- List the requisition number (if applicable) in both the P1 remarks and the Cert Number field of all hire P1s.
- Position number in HRIS must match the position number on the approved Hiring Justification and NEOGOV requisition.

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).

D3325085 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 NO
001			
REMARKS:			
----- F R O M -----		----- 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	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

12

- The Employee Status must be set to:
 - 03 Probationary (Merit) for merit-covered new hires and reemployments.
 - 11 Permanent (Non-merit) for non-merit 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)
PRINTER: DOE, JOHN A.
-- P-1 STATUS -- P-1 NUMBER .....: 2037209
NEEDS PA APPV EFFECTIVE DATE ....: 03/27/2015
OPTIONAL REMARKS* INITIATED BY .....: 005-340018
001
REMARKS:
----- P-1 TYPE -----
005 FULLTIME APPT-NH
----- APPROVED BY -----
PA DEPT CERT COMP PROC
NO NO NO NO NO NO

----- 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
    
```

Full-time = 40
Part-time = Less than 40

If probationary and zeros are entered, HRIS will change to permanent in current pay period.

Permanent Hires - Continued

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Dates of Employment

- 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.

```

D3325070 ACT: _ REPORT OF PERSONNEL ACTION (P-1)
PRINTER: SMITH, JANE E.
-- P-1 STATUS -- P-1 NUMBER .....: 2345678
PROCESSED EFFECTIVE DATE .....: 07/28/2017
OPTIONAL REMARKS* INITIATED BY .....: 123-000000
001
REMARKS: 17-00014/VM

----- F R O M ----- D E S C ----- T O ----- PAGE 8 OF 9
DEPT SERVICE / /
DATE OF EMP. 07/31/2017
SENIORITY DATE 07/31/2017
VACATION ANNIV. 07/31/2017

CERT. NUMBER 17-00014

* INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
    
```

Permanent Hires - Continued

15

FICA Code and Retirement Indicator

- On new hire P1s, 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.

```

D3325070 ACT: _   REPORT OF PERSONNEL ACTION (P-1)   ----- P-1 TYPE -----
PRINTER:          SMITH, JANE E.                   005 FULLTIME APPT-NH
-- P-1 STATUS -- P-1 NUMBER ..... 2345678          ----- APPROVED BY -----
PROCESSED         EFFECTIVE DATE ..... 07/28/2017  PA  DEPT CERT COMP PROC
OPTIONAL REMARKS* INITIATED BY ..... 123-000000    YES YES YES YES YES
001
REMARKS: 17-00014/VM
----- F R O M ----- D E S C ----- T O ----- PAGE 9 OF 9
                                     FICA CODE      YES
                                     EMPLOYEE NUMBER
                                     RETIRE IND*
----- * INDICATES SELECTION LIST
? ACTION HELP  PF7 PREV  PF8 NEXT  PF9 HELP  PF12 RETURN  CLEAR EXIT
    
```

Temporary to Permanent

16

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

Temporary to Permanent - Continued

17

- 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

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- Make sure to enter the correct hours per week based on whether the person has been hired part-time or full-time.
- 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 and Vacation Anniversary Date will be new based on the employee's date of hire in the permanent position.

Temporary to Permanent - Continued

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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 on the "From" side of the P1 is 0 None, it must be changed to 1, or the applicable retirement code for the employee's job class, on the "To" side. 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 .....: 582-151125 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 COPY928
    
```

Reemployment vs. Reinstatement

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Reemployment vs. Reinstatement		
	Reemployment	Reinstatement
Eligibility	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.
Hiring	If hired into a merit-covered position, the employee must come off a NEOGOV list.	The employee does not have to come off a NEOGOV list, but the position must clear recall before the employee is hired.
Employee Status	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.
Vacation Anniversary	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

21

- 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.
- Hours per week should be set to the number of hours the temp will typically be working.

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)
PRINTER:
-- P-1 STATUS -- P-1 NUMBER .....
NEEDS PA APPV EFFECTIVE DATE ....: 03/27/2015
OPTIONAL REMARKS* INITIATED BY .....: 005-340010
----- P-1 TYPE -----
083 TEMP TO TEMP APPT
----- APPROVED BY -----
PA DEPT CERT COMP PROC
NO 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
-----
? ACTION HELP   PF7 PREV   PF8 NEXT   PF9 HELP   PF12 RETURN   CLEAR EXIT
Te            R 1 C 16  CDPY932
    
```

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Position Changes

This section covers employees transferring, promotions, demotions and reclassifications.

Position Changes

26

- 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

27

- Transfer vs. Reassignment
 - Transfer is when an employee moves to a vacant position in the same job class, or a different job class in the same pay grade (can be intra or inter-agency).
 - The vacant position must be posted on NEOGOV and the employee must be hired in accordance with DAS Administrative Rules.
 - P1 type 088 Transfer is used to move the employee who was hired into the vacant position.
 - Reassignment is when an appointing authority makes changes to an employee's current position. It may result in movement within the same organizational unit or another organizational unit, a change in duties, work location, days of work, or hours of work.
 - Various M5s and/or P1s may be needed depending on what change(s) are being made.

Position Changes - Continued

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- 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

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- IowaBenefits may need to be updated – work with DAS-HRE Benefits staff to make changes.
- If an employee has transferred from another department, the employee's existing timesheet should be canceled, and a new one should be written for the new department.
- The Transfer/Promotion/Demotion P1 must fully process before any other P1s are written for the employee for that pay period.

Position Changes - Continued

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- To set an employee's salary, the following rules apply:
 - For lateral transfers, the employee's salary should carry over.
 - For promotions (except employees promoting to a SPOC-covered position), any percent increase can be given, but the employee's new rate of pay must be within the new pay grade.
 - For demotions, the new salary cannot exceed the employee's salary at the time of demotion.
- All position changes should be effective at the beginning of a pay period. If an employee is transferring between agencies, the new agency and the prior agency need to coordinate on payroll transactions needed.
- If no break in service, the employment, seniority, and vacation anniversary date should remain the same.

Position Changes - Continued

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- 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	:	SMITH
FIRST NAME	:	THOMAS M
SOCIAL SECURITY	:	123-45-6789
EMPLOYEE NUMBER	:	12345

SPECIAL DUTY	\$0.00	SPOC/DNR 4% PREMIUM	\$0.00
LEAD WORKER	\$264.80	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	\$0.00		
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

Position Changes - Continued

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Comp Balances

- If an employee has a comp balance, the balance will need to be paid out if the employee is moving to a class with different overtime eligibility, or transferring to a different agency.
- If the employee has an excess vacation balance, that also must be paid out upon transfer.

D3325364 ACT: _		EMPLOYEE INFO - DOLLARS & HOURS		PAGE: 0007	
+----- KEY INFORMATION -----+					
LAST NAME	POTTER			
FIRST NAME	HARRY	J		
SOCIAL SECURITY	987-65-1234			
EMPLOYEE NUMBER	45678			
+-----					
* HOURS & BALANCES *					
VACATION BALANCE	...	192.0000	VAC. ACCRUAL RATE ..	3.692307	
SICK BALANCE	270.3077	SICK ACCRUAL RATE ..	5.538462	
COMP BALANCE	24.00			
HOLIDAY COMP BALANCE	0.00			
BANKED HOLI BALANCE	0.00			
CATASTROPHI C LV BAL	0.00			
VAC CONVERSION CEIL	0.00			
VAC ACCRUAL MAXIMUM	192			
UNION LEAVE USED	0.00			
FY18 EXCESS VACATION	31.92			
? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER					
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT					

Non-Central Payroll Transfers

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- 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.
 - If no break in service, the Employee Status, dates (Employment, Seniority, and Vacation Anniversary) and sick and vacation balances will generally transfer.

Non-Central Payroll Transfers - Continued

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- Refer to the following document for transfers from the DOT:
 - [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 agency for this and other information.

Non-Central Payroll Transfers - Continued

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- All comp time, holiday comp time, and banked holiday should be paid out by the agency that the employee is leaving. Payout should occur prior to the transfer date.
- Employees coming from a Non-centralized payroll agency, after the new hire P-1 is processed, you will need to key a P-1 #271 to enter their sick/vacation/family care balances.
- If employee has converted any sick to vacation hours in their previous position, you will need to contact Centralized Payroll so we can populate the vacation conversion ceiling on HRIS EI record (screen D7), using P1 type 264.
- IowaBenefits may need updated: Work with DAS-HRE Benefits to get changes made.

Reclassifications

37

- 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

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- 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

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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 2015-1587		
----- F R O M ----- D E S C ----- T O ----- PAGE : 1 OF 6		
UTL ANL 2	219 P58 EN06 00529 001 219-760000	219 AGENCY APPROP UNIT ORG CODE CLASS CODE SEAT NUMBER COST CENTER POSITION TYPE* POSITION ELIG* FUNDING CODE* FIELD STATUS* FTE
ENERGY	000	219 P58 EN06 00531 001 219-760000 00 N 1 N
PERM FULL TIME-MERT	00	SR UTIL ANA ENERGY PERM FULL TIME-MERT CONTRACT COVERED P-5 APPROVED NOT FIELD STATUS
CONTRACT COVERED	N	
P-5 APPROVED	1	
NOT FIELD STATUS	N	
	1.000	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 COPY955		

Reclassifications - Continued

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Reclassification P1

- Once the reclassification M5 has processed, a 692 Reclassification P1 (or 693 if Trainee/Journey) will need to be written to update the employee record.

```

D3325065 ACT: _ REPORT OF PERSONNEL ACTION (P-1) ----- P-1 TYPE -----
PRINTER: WEASLEY, FRED | 692 POSITION RECLASS
-- P-1 STATUS -- P-1 NUMBER ..... 2345678 | ----- APPROVED BY -----
NEEDS COMP APPV EFFECTIVE DATE ..... 03/13/2015 | PA DEPT COMP PROC
OPTIONAL REMARKS* INITIATED BY ..... 219-760000 | YES YES NO NO
020
REMARKS: DAS. DOM APPROVED M5# 26-2815
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
ENERGY 219-760000 | COST CENTER | 219-760000 ENERGY
219-P58-EN06-00529-001 | POSITION NUMBER | 219-P58-EN06-00531-002
29 | PAY GRADE | 27
UTILITY ANALYST 2 | CLASS TITLE | ENVIRONMENTAL SPECIALIST
27.50 / HR 2,200.00 | BASE SALARY | 2,266.40 28.33 / HR
00 | BASE STEP | 00
05/18/2018 | STEP INCR. DATE | 01/26/2018
8AM - 4:30PM 1 | SHIFT DESIG* | 1 8AM - 4:30PM
| PERCENT INC. | 3.00
BI -WEEKLY 03 | MODE OF PAY* | 03 BI -WEEKLY
----- * INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
    
```

42

Pay Increases

This section covers how to give a pay increase to an eligible employee.

Pay Increases

43

- The information on the “Pay Increases” slides applies to the following P1 types:
 - 620 Merit Increase
 - 636 Pay Increase for a Prior Pay Period

Pay Increases - Continued

44

620 Merit Increase P1

- Used to give an employee a pay increase effective with the current pay period.
- The step increase date should be set to one year from the current pay period.

```

D3325065 ACT: _ REPORT OF PERSONNEL ACTION (P-1) | ----- P-1 TYPE -----
PRI NTER: MCGONAGALL, MI NERVA | 620 MERIT INCREASE
-- P-1 STATUS -- P-1 NUMBER .....: 2345670 | ----- APPROVED BY -----
PROCESSED EFFECTIVE DATE .....: 07/28/2017 | PA DEPT COMP PROC
OPTIONAL REMARKS* INITIATED BY .....: 249-101109 | YES YES YES YES
REMARKS: |
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1
SECURITY 249-401474 COST CENTER -
249-A75-1474-86406-018 POSITION NUMBER 249-A75-1474-86406-018
23 PAY GRADE
CORR OFFICER CLASS TITLE
27.08 / HR 2,166.40 BASE SALARY 2,231.20 27.89 / HR
00 BASE STEP 00
07/28/2017 STEP INCR. DATE 07/27/2018
006N BARGAINING UNIT 006N
BI-WEEKLY 03 MODE OF PAY* 03 BI-WEEKLY
-----
* INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
    
```

Pay Increases - Continued

45

636 Pay Increase for Prior Pay Period P1

- Used to give an employee an increase that should have been effective in a prior pay period.
- The step increase date should be set to one year from the effective date of the increase (the pay period the employee is being given back pay to).
- Must be accompanied by an 846 P1 to give the employee back pay for the difference in salaries.

```

D3325065 ACT: _ REPORT OF PERSONNEL ACTION (P-1) ----- P-1 TYPE -----
PRINTER: BLACK, SIRIUS 636 PAY INCR PAST PP
-- P-1 STATUS -- P-1 NUMBER ..... 2345671 ----- APPROVED BY -----
PROCESSED EFFECTIVE DATE ..... 07/28/2017 PA DEPT COMP PROC
OPTIONAL REMARKS* INITIATED BY ..... 411-220005 YES YES YES YES

REMARKS:
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
RTWS - GRC CAMPUS 411-110002 COST CENTER -
411-M40-0311-03201-043 POSITION NUMBER 411-M40-0311-03201-043
19 PAY GRADE
RES TR WKR CLASS TITLE
16.93 / HR 1,354.40 BASE SALARY 1,381.60 17.27 / HR
00 BASE STEP 00
06/30/2017 STEP INCR. DATE 06/29/2018
PERCENT INC. 2.00
002N BARGAINING UNIT 002N
BI-WEEKLY 03 MODE OF PAY* 03 BI-WEEKLY
----- * INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
    
```

46

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

47

- 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

48

- 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 - employee will only be paid for hours on the timesheet or PAYN in the pay period in which the leave of absence (LOA) date falls :
 - 41 – Military Leave Without Pay
 - 50 – Leave Without Pay
 - 54 – Medical Leave Without Pay

Leave of Absence - Continued

49

- 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

50

- 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.
 - Once the employee's sick and vacation balances total 10 hours or less, the balances 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 enter small balances of sick leave or vacation on the timesheet or in PAYN.**

Leave of Absence - Continued

51

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  ==>>> GRANGER
FIRST NAME ==>>> HERMIONE
PAY PERIOD ==>>> 07/14/2017
WRITE NEW TIME SHEETS FOR THE 07/28/2017 PAY PERIOD

---PAY PERIOD---
ACT --FROM-- --TO--  ---STATUS-----  ---TIME TOTALS-----  COST
-- 07/14/2017 07/27/2017 PENDING PROCESSING  22.80  0.00  0.00  123-000000
-- 06/30/2017 07/13/2017 PROCESSED                80.00  0.00  0.00  123-000000
-- 06/16/2017 06/29/2017 PROCESSED                80.00  0.00  0.00  123-000000
-- 06/02/2017 06/15/2017 PROCESSED                80.00  0.00  0.00  123-000000
-- 05/19/2017 06/01/2017 PROCESSED                80.00  0.00  0.00  123-000000

L LOOK AT THE TIME SHEET  W WRITE A NEW TIME SHEET  D DEFAULTS
PF7 BKWD                PF8 FWD                PF9 HELP                PF12 RETURN            CLEAR EXIT
    
```

Leave of Absence - Continued

52

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 07/19/2017.
- Any accruals earned on these 22.80 hours will be paid out on an 846 P1 in the following (07/28) 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 -----+
                        | GRANGER, HERMIONE | EMPL SUPR DEPT PROC |
+WK REG  OVT  HOLI |FOR 07/14/2017 - 07/27/2017 | YES YES YES YES |
|1  22.80  0.00  0.00 |TIME SHEET: 17-01234567 | PENDING PROCESSING |
|2  0.00  0.00  0.00 |COST CENT : 123-000000 | PROOFREAD: YES |
+-----+-----+-----+-----+-----+
REMARKS: EMPLOYEE ON FMLA FOR EXTENDED PERIOD OF TIME          PAGE 0001 OF 0001
TS61006I USE ACTION "W" TO VIEW WARNINGS

ACT HOURS  --- TYPE OF TIME ---  ---DATE---  --- MESSAGE ---
--  2.50  902 - FMLA VACATI ON  FRI 07/14/2017
--  5.50  912 - FMLA SI CK      FRI 07/14/2017
--  8.00  902 - FMLA VACATI ON  MON 07/17/2017
--  6.80  902 - FMLA VACATI ON  TUE 07/18/2017
--  1.20  962 - FMLA AUTH LWOP  TUE 07/18/2017
--  8.00  962 - FMLA AUTH LWOP  WED 07/19/2017
--  8.00  962 - FMLA AUTH LWOP  THU 07/20/2017
--  8.00  962 - FMLA AUTH LWOP  FRI 07/21/2017
--  8.00  962 - FMLA AUTH LWOP  MON 07/24/2017
--  8.00  962 - FMLA AUTH LWOP  TUE 07/25/2017
--  8.00  962 - FMLA AUTH LWOP  WED 07/26/2017
--  8.00  962 - FMLA AUTH LWOP  THU 07/27/2017

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT
    
```

Leave of Absence - Continued

53

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, LOA date 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: GRANGER, HERMIONE | 501 LEAVE OF ABSENCE
-- P-1 STATUS -- P-1 NUMBER ..... 2487070 | ----- APPROVED BY -----
PROCESSED EFFECTIVE DATE ..... 07/14/2017 | PA DEPT COMP PROC
OPTIONAL REMARKS* INITIATED BY ..... 123-000000 | YES YES YES YES
REMARKS:
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1
ACTIVE 00/00/0000 LAST WORK DAY 06/29/2017
00 00 LEAVE REASON* 54 MEDICAL LEAVE W/O PAY
00/00/0000 LOA DATE 07/19/2017
00/00/0000 LOA RETURN DATE 09/23/2017
----- * INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
    
```

Leave of Absence - Continued

54

Medical Leave Without Pay – Pay Out Small Accruals

- These are the employee's balances in the pay period after she was put on leave – they are the accruals the employee earned on the 22.80 hours she was paid for in the prior pay period.
- Because the sick and vacation balances total less than 10 hours (2.0099 + 1.6400 = 3.6499 hours), they must be paid out on an 846 P1 in the "Reg Oth Pay Adj" field, and zeroed out on a 271 P1.

```

D3325364 ACT: _ EMPLOYEE INFO - DOLLARS & HOURS PAGE: 0007
PRINTER:
----- KEY INFORMATION -----
LAST NAME ..... GRANGER
FIRST NAME ..... HERMIONE
SOCIAL SECURITY: 456-78-9120
EMPLOYEE NUMBER: 45233
-----
* HOURS & BALANCES *
VACATION BALANCE ... 2.0099 VAC. ACCRUAL RATE .. 6.769230
SICK BALANCE ..... 1.6400 SICK ACCRUAL RATE .. 5.538462
COMP BALANCE ..... 0.00
HOLIDAY COMP BALANCE 0.00
BANKED HOLI BALANCE 0.00
CATASTROPHI C LV BAL 0.00
VAC CONVERSI ON CEIL 0.00
VAC ACCRUAL MAXIMUM 352
UNION LEAVE USED ... 0.00
FY18 EXCESS VACATION 0.00
-----
? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
    
```

Donated Leave/Catastrophic Pay

55

- 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.

56

- 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 (non-FMLA leave for family member)
 - 53 FMLA for Family Member
 - 54 Medical Leave Without Pay
 - 57 Medical Intermittent Leave

Donated Leave/Catastrophic Pay - Cont.

57

Completing the 280 Donated Leave P1 (for donor):

- P1 cannot be approved until the day after rewrites for the prior pay period have processed.
- Recipient's Social Security Number is required.
- Employees can only donate vacation hours under the DAS Administrative Rules.
- Donor hours are used on a first in/first out basis.

D3325184 ACT: _		REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER: WEASLEY, RONALD				280 DONATED LEAVE	
-- P-1 STATUS --		P-1 NUMBER: 2456780		----- APPROVED BY -----	
NEEDS COMP APPV		EFFECTIVE DATE: 07/28/2017		PA COMP PAYL PROC	
OPTIONAL REMARKS* INITIATED BY: 123-000000				YES NO NO NO	
REMARKS:					
----- F R O M -----		D E S C -----		T O ----- PAGE 1 OF 1	
317.55		VAC BALANCE			
		RECIPIENT SSN		789-12-3456	
		RECIPIENT NAME		PADMA A PATIL	
		VAC DONATED		50.00 HRS \$1302.00	
* I N D I C A T E S S E L E C T I O N L I S T					
? ACTION HELP	PF7 PREV	PF8 NEXT	PF9 HELP	PF12 RETURN	CLEAR EXIT

Donated Leave/Catastrophic Pay - Cont.

58

- 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 vacation balance.

Donated Leave/Catastrophic Pay - Cont.

59

Completing the 846 Catastrophic Pay P1 (for recipient):

- Donations received must be totaled and entered in the "Catastroph Pay" field.
- 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.
- The P1 remarks should include the recipient's salary, the names of all donors, the number of hours donated, and dollar amounts for the hours donated.

D3325178 ACT: _	REPORT OF PERSONNEL ACTION (P-1)	----- P-1 TYPE -----
PRINTER: PATIL, PADMA		846 CAT/OTH/TERM/SICK
-- P-1 STATUS --	P-1 NUMBER: 2489186	----- APPROVED BY -----
PROCESSED	EFFECTIVE DATE: 07/14/2017	PA DEPT COMP PAYL PROC
OPTIONAL REMARKS*	INITIATED BY: 005-333332	YES YES YES YES YES
REMARKS: CAT DONATIONS RECEIVED		
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	2,083.20
	REG OTH PAY ADJ	111.27
	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

Donated Leave/Catastrophic Pay - Cont.

60

- Completing the 846 Catastrophic Pay P1 (for recipient) - Continued:
 - The total number of donated hours paid, plus any hours/wages paid on the timesheet/PAYN, + sick/vacation payout + workers comp lost time benefits received, cannot exceed the recipient's normal gross biweekly pay.
 - If a new donation comes in after an employee's 846 Catastrophic Pay 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.
 - If an employee's small vacation and sick balances need to be paid out in the same pay period, enter the payout amount for those hours on the same 846 P1 you are using to enter the catastrophic pay, but enter the sick and vacation payout total in the "Reg Oth Pay Adj" field. Then key a 271 P1 to zero out the balances paid on the P1.

Donated Leave/Catastrophic Pay - Cont.

61

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-1S) PAGE: 0001 OF 0001
PRINTER ID: REMARKS

EE NEEDS 80.00 HRS FOR FMLA HEALTH COND
RON WEASLEY 50.00 HRS = $ 1302.00 P1 #3456780
RUBEUS HAGRID 15.00 HRS = $ 390.60 P1 #3456781
PARVATI PATIL 10.00 HRS = $ 260.40 P1 #3456782
LAVENDER BROWN 5.00 HRS = $ 130.20 P1 #3456783
TOTAL = 80.00 HRS = $ 2083.20 CATASTROPHI C PAY

BIWEEKLY BASE : 2083.20 / 80 = $26.04

ALSO PAYING REMAINING SICK AND VACATION BALANCES (ZEROED OUT ON 271 P1)
2.0729 + 2.2001 = 4.2730 * $26.04 = $111.27 REG OTH PAY OWED TO EMPLOYEE
VACATION BALANCE ... 2.0729 VAC. ACCRUAL RATE .. 5.230769
SICK BALANCE ..... 2.2001 SICK ACCRUAL RATE .. 5.538462

LINE ACT: ,19 ,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

```

Return from Leave

62

- 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

63

- 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 supervisor can decide whether or not to give the missed increase upon return. Increases are discretionary and may be delayed.
 - Note: SPOC-covered employees who missed an increase while on leave must receive the missed increase upon return.

Return from Leave - Continued

64

- Adjusting the step increase date:
 - *Educational or Military Leave (with or without pay)*: 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.
 - *Leave Without Pay (not worker's comp or FMLA)*: 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

65

Adjustment for Leave Without Pay

- An employee who was on leave without pay, and was not on educational or military leave, will have the step increase date adjusted if on leave without pay for more than 30 consecutive calendar days.
- Without pay days that are covered by work comp or FMLA should **not** be counted as without pay days for purposes of adjusting the step increase date.

```

D3325065 ACT: _ REPORT OF PERSONNEL ACTION (P-1) ----- P-1 TYPE -----
PRINTER: SNAPE, SEVERUS | 520 RETURN DUTY/LOA
-- P-1 STATUS -- P-1 NUMBER ..... 2457890 ----- APPROVED BY -----
PROCESSED EFFECTIVE DATE ..... 07/14/2017 PA DEPT COMP PROC
OPTIONAL REMARKS* INITIATED BY ..... 005-333335 | YES YES YES YES

REMARKS:
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 5
DMSDA POLK SW 2 402-5C7714 | COST CENTER | 402-5C7714 DMSDA POLK SW 2

402-M10-5077-03011-036 | POSITION NUMBER | 402-M10-5077-03011-036
25 | PAY GRADE | 25
SOC WKR 2 | CLASS TITLE | SOCIAL WORKER 2
21.45 / HR 1,716.00 | BASE SALARY | 1,716.00 21.45 / HR
00 | BASE STEP | 00
01/12/2018 | STEP INCR. DATE | 03/09/2018
8AM - 4:30PM 1 | SHI FT 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
    
```

Return from Leave - Continued

66

Adjustment for Leave Without Pay - 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

FIRST DAY OF MEDICAL LWOP (NON-FMLA): 5/16/17
RETURN FROM LOA: 7/15/17
CURRENT STEP DATE: 1/12/18
60 DAYS OF LWOP = 4 PAY PERIODS TO ADJUST FORWARD
NEW STEP INCREASE DATE: 3/9/18

LINE ACT: ,19 ,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
    
```

Return from Leave - Continued

67

Adjustment for Leave Without Pay - Continued

- Example of an employee who went from FLMA LWOP to Medical LWOP (non-FMLA). The days on FMLA would not be included in the calculation to adjust the step increase date.
- In this example 05/16/17 would be the first day of LWOP for the purposes of adjusting the step increase date.

```

D3313261  ACT:  _  +---- PAYROLL TIME SHEET -----+----- APPROVED BY -----+
                SNAPE, SEVERUS | EMPL SUPR DEPT PROC
+WK REG  OVT  HOLI |FOR 05/05/2017 - 05/18/2017 | YES YES YES YES
|1  0.00  0.00  0.00 |TIME SHEET: 17-07035221 | PROCESSED
|2  0.00  0.00  0.00 |COST CENT : 402-517723 | PROOFREAD: YES
+-----+-----+-----+-----+-----+
REMARKS: EXHAUSTED FMLA 05/15/17                                PAGE 0001 OF 0001
TS610041 USE ACTION "R" TO VIEW REMARKS AND ACTION "W" TO VIEW WARNINGS
ACT  HOURS  ---- TYPE OF TIME ----  ----DATE----  ----- MESSAGE -----
-    8.00  961 - FMLA MEDIC LWOP  FRI 05/05/2017
-    8.00  961 - FMLA MEDIC LWOP  MON 05/08/2017
-    8.00  961 - FMLA MEDIC LWOP  TUE 05/09/2017
-    8.00  961 - FMLA MEDIC LWOP  WED 05/10/2017
-    8.00  961 - FMLA MEDIC LWOP  THU 05/11/2017
-    === > WEEK TWO < ===
-    8.00  961 - FMLA MEDIC LWOP  FRI 05/12/2017
-    8.00  961 - FMLA MEDIC LWOP  MON 05/15/2017
-    8.00  860 - MEDI CAL LWOP    TUE 05/16/2017
-    8.00  860 - MEDI CAL LWOP    WED 05/17/2017
-    8.00  860 - MEDI CAL LWOP    THU 05/18/2017

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT

```

68

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

69

- The termination date must be in the current pay period for the employee to be paid for any hours or payouts, otherwise the payout will fail.
 - If the employee terminated in a prior pay period and still need their vacation (and sick if eligible) paid out, 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 (used 010 Regular Time).
- 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

70

- 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.
- Make sure the employee's timesheet or PAYN screen has been completed for the current pay period prior to approving the termination/retirement and payout P1 documents.
- 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.
- Deferred Comp deduction – verify with employee if they sent in a deduction form to DAS-HRE-Retirement Investors Club.
- If deceased, must include date deceased on the term P1. If 55+, the deceased is eligible for the sick payout up to the \$2000.

Employee Separation Forms

71

- 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

72

- 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

73

- 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 retirement letter, SLIP Enrollment form (both pages) and Employee Separation form.

Retirements - Continued

74

- 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 info@ipers.org. The subject line should be “State EE File Date Request”. In the body of the email, include the retiring employee’s name, date of birth, and last four digits of the social security number. Also include your name/title/department so the person at IPERS who is reviewing the request knows they are dealing with an HR rep or payroll assistant. Once an email has been sent, a response will usually be given within 24 hours.
- 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

75

- 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

76

- There is no minimum balance required for a payout. If the employee has a balance greater than zero it must be paid out.
 - Even if employee has used all balances in their final pay period, they are eligible for a payout of the hours that will be accrued on the hours in the final pay period.
- 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.
 - Some employees may have an "FY18 Excess Vacation" balance due to changes in accrual rates/vacation maximums effective with FY18. Employees who had balances above the new maximum had those hours carried over as "FY18 Excess Vacation".

Vacation & Sick Payout Info - Continued

77

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.
- Employees with a balance in the "FY18 Excess Vacation" field must be paid out for those hours in addition to the vacation balance hours and accruals earned in the final pay period.

D3325364 ACT: _		EMPLOYEE INFO - DOLLARS & HOURS		PAGE: 0007	
				PRINTER:	
+----- KEY INFORMATION -----+					
LAST NAME		DOE			
FIRST NAME		CHRISTINE			A
SOCIAL SECURITY:		123-45-6789			
EMPLOYEE NUMBER:		12345			
+-----					
* HOURS & BALANCES *					
VACATION BALANCE	508.0000	VAC. ACCRUAL RATE	8.307692		
SICK BALANCE	1,354.0339	SICK ACCRUAL RATE	3.692308		
COMP BALANCE	0.00				
HOLIDAY COMP BALANCE	0.00				
BANKED HOLI BALANCE	0.00				
CATASTROPHI C LV BAL	0.00				
VAC CONVERSION CEIL	76.00				
VAC ACCRUAL MAXIMUM	432				
UNION LEAVE USED	0.00				
FY18 EXCESS VACATION	17.59				
? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER					
PF7 BKWD		PF8 FWD		PF9 HELP PF12 RETURN CLEAR EXIT	

Vacation & Sick Payout Info - Continued

78

- 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 is assigned 2nd or 3rd 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

79

- 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

80

- 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 (including excess vacation) and sick (if retiring) balances.

Non-SLIP Vacation & Sick Payouts - Cont.

81

- 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.

82

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

? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT		* INDICATES SELECTION LIST
Te		R I C 16 COPY928

Non-SLIP Vacation & Sick Payouts - Cont.

83

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: 0.00 - 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 COPY928

```

Temporary Terminations

84

- 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

85

- 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.

86

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.

Back Pay Rules

87

- 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 2017 can be paid through the July 28, 2017, pay period, which is paid on August 18, 2017. Back pay for FY 2017 cannot be paid beyond that pay period without first being approved by the State Appeal Board.

Regular Other Pay Adjustments

88

- 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.

89

- 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.

90

- 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 (unless the employee has less than 80 hours on the time sheet), so a 271 Leave Balance Correction P1 must be done if the employee is owed accruals as well.

Regular Other Pay Adjustments - Cont.

91

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) ----- 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 .....: 252-101109 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.

92

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

93

- 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 the 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.
- Copies of GRIP/grievance/settlement paperwork should be sent to both DAS-HRE Pre-Audit and DAS-SAE Centralized Payroll. Also submit any spreadsheets showing your back pay calculations.

Settlement Pay - Continued

94

- Reimbursement for out-of-pocket costs are not treated as wages (i.e. insurance premium reimbursement, etc). Agency generally keys an I/3 document to reimburse the claimant.
- If back pay is being awarded for suspension dates, then generally sick/vacation accruals need restored as well.
- If back pay is due for a prior FY, then State Appeal Board (SAB) approval is usually required first, before wages can be paid. Restoration of missed accruals does not require SAB approval.
- DAS-SAE Centralized Payroll often has to make follow-up IPERS wage adjustments to reclassify wages to proper time periods.

Settlement Pay - Continued

95

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

```

Appeal Board Claims

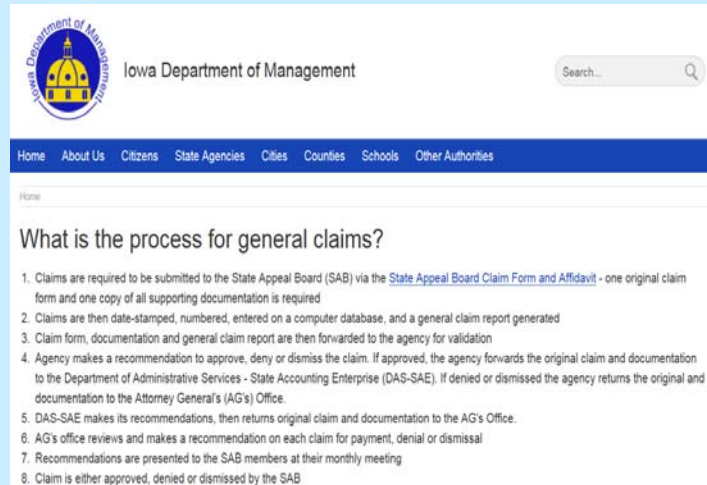
96

- 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.

Appeal Board Claims - Continued

97

- For SAB approved claims, the Agency payment process may vary:
 - Back pay wages – P1
 - Insurance refund – Billing adjustment to Sandy Mezera
 - Reimburse out-of-pocket expenses – 1/3 Financial transaction
- If claim for back pay is approved, submit a copy of the SAB approval letter to both HRE/SAE for COMP and PAYL approvals on P1.
- After claim is paid, agency to follow up with DOM to provide voucher/payment info as requested on the SAB approval letter.



The screenshot shows the Iowa Department of Management website. The header includes the state seal and the text "Iowa Department of Management". A search bar is visible. The navigation menu includes: Home, About Us, Citizens, State Agencies, Cities, Counties, Schools, Other Authorities. The main content area is titled "What is the process for general claims?" and contains a numbered list of 8 steps:

1. Claims are required to be submitted to the State Appeal Board (SAB) via the [State Appeal Board Claim Form and Affidavit](#) - one original claim form and one copy of all supporting documentation is required
2. Claims are then date-stamped, numbered, entered on a computer database, and a general claim report generated
3. Claim form, documentation and general claim report are then forwarded to the agency for validation
4. Agency makes a recommendation to approve, deny or dismiss the claim. If approved, the agency forwards the original claim and documentation to the Department of Administrative Services - State Accounting Enterprise (DAS-SAE). If denied or dismissed the agency returns the original and documentation to the Attorney General's (AG's) Office.
5. DAS-SAE makes its recommendations, then returns original claim and documentation to the AG's Office.
6. AG's office reviews and makes a recommendation on each claim for payment, denial or dismissal
7. Recommendations are presented to the SAB members at their monthly meeting
8. Claim is either approved, denied or dismissed by the SAB

Recoupment Rules

98

- 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

99

- 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.

100

Hourly Rate Differences

- Difference in hourly rates depending on other pays received.
- Final hourly (orange 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

101

Other Pay Issues

This section covers lead worker & other special pays.

Lead Worker & Other Special Pays

102

- 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.

Shift Differential, Call Back, Standby

103

- Only employees in overtime-eligible job classes may receive shift differential, call back, and/or standby pay, unless otherwise approved by the DAS Director.
 - To request shift differential, call back or standby pay for an employee in an overtime-exempt job class, submit a [Special Pay Form](#) to your Personnel Officer.
- Med passer pay is only authorized for those job classes designated by the DAS Director.

Questions?

104

- Contact Information:
 - Elise Mullen: elise.mullen@iowa.gov or (515) 281-6889
 - Velma Matchinsky: velma.matchinsky@iowa.gov or (515) 281-5239
 - Fax: (515) 281-7970