

HRIS/P1 Overview

Personnel Assistant Training, May 2015

Links to P1 Descriptions, P1/M5 Type List & Documentation Required

- P1 Descriptions available can be found here, under “P-1 Type”:
 - <https://das.iowa.gov/human-resources/hr-info-hrapa#preaudit>
- List of all available P1s and M5s, and the levels of approval required, can be found here:
 - https://das.iowa.gov/sites/default/files/hr/documents/pre_audit/P1-M5_types_approval_levels.xls
- The [When to Process and M5 or a P1](#) document explains which actions require a P1 after an M5 has processed.
- Refer to the [Documentation Required by Pre-Audit](#) document for a list of the documents that must be sent prior to P1 approval.

General “Hire” P1 Information

- 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 address must be 20 characters or less (cannot go past the “G” in “PAGE”) or the P1 will reject.
- Abbreviate street names, but not city names when entering the employee’s address on a hire P1. Refer to the [Postal Service Abbreviations](#) document.

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

```
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
Ta  R 1 C 16 COPY955
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Continued - General “Hire” P1 Information

- 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.
- Always follow the [Step Increase Date Schedule](#) to set the step increase date for permanent hires, promotions, and upward reclassifications.
- 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.

Permanent “Hire” P1 Types

005 Full-time New Hire
015 Part-time New Hire
069 Reemployment
099 Reinstatement

- 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 03 Biweekly for full-time and 01 Hourly for part-time employees.

Permanent Example: 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)
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:

----- 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 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
Ta 1 1 16 COPY948
```

Link to Interactive Class and Pay Plan: <https://eservices.iowa.gov/icpp/index.faces>

Continued - Permanent “Hire” P1 Types

Examples:

005 Full-time New Hire

015 Part-time New Hire

069 Reemployment

099 Reinstatement

- 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.
- Retirement Indicator should be left blank (system will populate).

Permanent Example: Employee Status, Hours Per Week, and 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 .....: 005-340010
001
REMARKS:

----- 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 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
EDUC DIFF PAY 0.00

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

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

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

Hire date = 03/27/2015

D 1 P 16 COPY948

Reemployment vs. Reinstatement

069 Reemployment
099 Reinstatement

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 BrassRing list.	The employee does not have to come off a BrassRing 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.

Refer to: https://das.iowa.gov/sites/default/files/hr/documents/pre_audit/reemployment-reinstatement.pdf

Temporary “Hire” P1 Types

039 Temporary Appointment
049 Internship Appointment
065 Temporary Reemployment
083 Temp to Temp Appointment

- 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 and internships.

Temporary Example: Base Salary & Mode of Pay

Base Salary can be any amount
within the pay grade and Mode of
Pay should be set to 01 Hourly.

```

D3325065 ACT: =      REPORT OF PERSONNEL ACTION (P-1)
PRINTER:          JACKSON, BOB
-- P-1 STATUS --   P-1 NUMBER .....: 2199010
NEEDS PA  APPV     EFFECTIVE DATE .....: 03/27/2015
OPTIONAL REMARKS*  INITIATED BY .....: 005-340010

REMARKS: APPROVED BY DAS & DOM

----- P-1 TYPE -----
039 TEMPORARY NEW HIRE
----- APPROVED BY -----
PA  DEPT CERT COMP PROC
NO  NO   NO   NO   NO

----- F R O M ----- D E S C ----- T O ----- PAGE 5 OF 9
- - - - - COST CENTER 407-119303 NURSING
- - - - - POSITION NUMBER 407-M30-0311-03201-801
- - - - - PAY GRADE 19
- - - - - CLASS TITLE RES TR WKR
0.00      0.00 BASE SALARY 1,500.00 18.75 / HR
- - - - - BASE STEP 00
- - - - - SHIFT DESIG* 1 8AM - 4:30PM
- - - - - MODE OF PAY* 01 HOURLY

----- * INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
Ta R 1 C 16 CDPY932
  
```

Continued - Temporary “Hire” P1 Types

039 Temporary Appointment
049 Internship Appointment
065 Temporary Reemployment
083 Temp to Temp Appointment

- For temporary positions, Employee Status should be 12 Temporary & Condition of Employment must be 11 Not to Go Over 780 Hours.
- For internship positions, Employee Status should be 10 Internship and Condition of Employment should be 14 Internship.
- For seasonal positions, Employee Status should be 09 Seasonal and Condition of Employment should be 06 Seasonal.
 - Applies to the following job classes: Seasonal Aide, Utility Worker, Natural Resource Aide (DNR only), and Transportation Aide (DOT only)
- For new and reemployed temporary employees, and Americorps employees, the Retirement Indicator should always be “0” (zero).
- If a current temporary employee is moving to another temporary position, the Retirement Indicator must stay the same. 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.

Temporary Example: Retirement Indicator

Must be set to "0" None for new & reemployed temporary employees and Americorps employees.

For a current temporary employee moving to a new temp position, the Retirement Indicator must stay the same. If the "From" side of the P1 is blank the employee's wages are subject to retirement and a "1" (or applicable code based on job class) must be entered on the "To" side.

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

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
Ta R 1 C 16 COPY932

Board Member “Hire” P1 Types

Applies to 14000 Class Code only

025 Board Member New Hire

064 Board Member Reemployment

- 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 Example: 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)
PRINTER:              SMITH, JANE
-- P-1 STATUS --     P-1 NUMBER .....: 2199009
NEEDS PA  APPV       EFFECTIVE DATE ....: 03/27/2015
OPTIONAL REMARKS*    INITIATED BY .....: 005-340010
311
REMARKS: TERM FROM 03/01/2015 TO 04/30/2018

----- P-1 TYPE -----
025 COMMISS/BRD MEMBER
----- APPROVED BY -----
PA  DEPT COMP PROC
NO  NO   NO   NO

----- F R O M ----- D E S C ----- T O ----- PAGE 5 OF 9
- - - - - COST CENTER 282-100012 EDUCATION-STATE BO
- - - - - POSITION NUMBER 282-I51-1000-14000-001
- - - - - PAY GRADE 02
- - - - - CLASS TITLE BOARD, COMM.
0.00      0.00      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
Ta 1 1 16 COPY948
```


Temporary to Permanent

086 Temporary to Permanent

- 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 03 Biweekly for full-time and 01 Hourly for part-time employees.
- Status expiration date should be set to six months from date of hire in the permanent position.
- Employee can retain original Date of Employment if there was no break in service.
- Employee can retain original Seniority Date if hired into the same job class and no break in service.
- Employee will receive a new Vacation Anniversary Date.
- Retirement Indicator should be set to 1 (IPERS) or retirement code applicable to the employee's job class.

Temporary to Permanent Example: Retirement Indicator

If the retirement indicator is 0 None, it must be changed to 1, or the applicable retirement code for the employee's job class.

```
D3325070 ACT: = REPORT OF PERSONNEL ACTION (P-1)
PRINTER:
-- P-1 STATUS -- P-1 NUMBER .....:
PROCESSED EFFECTIVE DATE .....: 04/10/2015
OPTIONAL REMARKS* INITIATED BY .....: 582-151125
001
REMARKS: APPROVED BY DAS & DOM 15062BR.OK.VM

----- P-1 TYPE -----
086 TEMP TO PERM APPT
----- APPROVED BY -----
PA DEPT CERT COMP PROC
YES YES YES YES YES

----- 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
Ta R 1 C 16 COPY928
```

Statutory “Hire” 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).
- 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 Example

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)
PRINTER:
-- P-1 STATUS --  P-1 NUMBER .....:
   PROCESSED      EFFECTIVE DATE .....: 04/10/2015
   OPTIONAL REMARKS* INITIATED BY .....: 238-104003

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 5 OF 9
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      5,276.80     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
Ta
R 1 1 16 00PY955
  
```

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.

21

Statutory Example: 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

PAGE: 0006
PRINTER:

```
+----- KEY INFORMATION -----+
| LAST NAME .....:              |
| FIRST NAME .....:             |
| SOCIAL SECURITY:                |
| EMPLOYEE NUMBER:               |
+-----+

```

* EARNINGS CONT. *		SICK LV PAY OUT YTD	\$0.00
IMPUTED QTR	\$0.00	SUBSISTENCE YTD	\$0.00
IMPUTED YTD	\$0.00	TERM LEAVE YTD	\$0.00
MEALS DAYS YTD	\$0.00	WORK COMP SUPPL YTD	\$0.00
MEALS PAY YTD	\$0.00	TRAVEL ADV RCV YTD..	\$0.00
CLEAN 1ST 6 MONTHS..	\$0.00	EDUC DIFF YTD	\$0.00
CLEAN 2ND 6 MONTHS..	\$0.00	PHASED RETIRE YTD ..	\$0.00
CLEAN DAYS	\$0.00	MED PASS PAY YTD ...	\$0.00
CLEAN PAY	\$0.00	REASSIGNMENT PAY YTD	\$0.00
CALL BACK PAY	\$0.00	CATASTROPHIC PAY YTD	\$0.00
STANDBY PAY	\$0.00	VACATION BUYBACK YTD	\$0.00
CALL BACK HOURS	0.00	EXCLUDABLE MOVE YTD	\$0.00
STANDBY HOURS	0.00	ODD CENT ACCUMULATOR	\$0.24

? HEADER ACTIONS PF1 PREV IN COST CENTER PF2 NEXT IN COST CENTER
PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

Ta

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Transfers

088 Transfer

- The 088 Transfer P1 should be used when:
 - An employee is transferring between departments (inter-agency)
OR
 - When an employee is transferring laterally (same pay grade) within the department (intra-agency)
- For transfers between agencies, follow the rules for a promotion, demotion, or lateral change, whichever is applicable to the employee.
- 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.

Promotions

662 Promotion (intra-agency)
088 Transfer (between agencies)

- Promotion = move to a position in a **higher** pay grade.
- 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.
- 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.
- 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).

Demotions

669 Demotion (intra-agency)
088 Transfer (between agencies)

- Demotion = move to a position in a **lower** pay grade.
- 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.
- 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.

Extra Pay Screen

Whenever an employee transfers, promotes, or demotes to a new position, check 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

Ta

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Employees Moving Between Branches or the Dept. of Transportation

088 Transfer:

Employee is currently active and working for the Legislative or Judicial branch.

005 New Hire:

Employee is coming from an entity not on HRIS.

069 Reemployment:

Employee has an HRIS record, but is not active on the system.

- Refer to the following documents:
 - [Employees Moving Between Branches](#)
 - [Employees Coming From/To the Department of Transportation](#)
- Employees coming from Legislative or Judicial Branch, Regents, or Community Based Corrections with no break in service:
 - Should be paid at the minimum of the pay grade unless an Advanced Appointment was 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 with the employee.
- 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 balances should carry over.

Reclassifications

M5 Type 210 Reclassify

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).
- 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.
- Refer to sections [3.60](#) and [3.65](#) of the Managers and Supervisors manual for a list of trainee/journey classifications.

Reclassifications

M5 Type 210 Reclassify

692 Reclassification

693 Trainee/Journey Reclassification

- When entering the employee's new position number, 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.

Reclassification M5 Example

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 NUMBER....: 26-2815 ----- APPROVED BY -----+
| M-5 STATUS | EFFECTIVE DATE: 03/13/2015 | PA  DEPT DOM  HR   PROC |
| PROCESSED  | COST CENTER...: 219-760000 | YES YES  YES  YES  YES |
+-----+-----+
REMARKS: APPROVED RECLASS TO SR UTIL ANALYST-PDQ# 2015-1587
  
```

```

----- 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
  
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```

-----
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
  
```

Ta

R 1 C 16 COPY955

Leave of Absence

501 Leave of Absence
502 Leave Code Correction

- Refer to the [Leave Code Chart and Definitions](#) document for guidance on leave codes and leave processes.
- To put an employee in a 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.
- 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 to at least four decimal places. **Do not put the hours on the timesheet or in PAYN as HRIS will not allow them to be paid.**
- 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 Timesheet Example – Medical Leave w/o Pay

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 TIME SHEETS FOR AN EMPLOYEE

PAGE: 0001

LAST NAME ==>

FIRST NAME ==>

PAY PERIOD ==> 04/10/2015

WRITE NEW TIME SHEETS FOR THE 04/10/2015 PAY PERIOD

---PAY PERIOD----				----TIME TOTALS-----			COST
ACT	--FROM--	---TO---	----STATUS-----	REG	OT	HOLI	--CENTER--
=	04/10/2015	04/23/2015	PENDING PROCESSING	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

CLEAR EXIT

Ta

R 12 P 2 COPY955

Leave of Absence Timesheet Example – Medical Leave w/o Pay

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
TS61006I 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
-    0.09   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
Ta  R 1 C 18  CDPY955
  
```

Leave of Absence 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)
PRINTER:
-- P-1 STATUS --    P-1 NUMBER .....:
NEEDS COMP APPV    EFFECTIVE DATE .....: 04/10/2015
OPTIONAL REMARKS*  INITIATED BY .....: 112-110100

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
Ta
```

Continued - Leave of Absence

501 Leave of Absence
502 Leave Code Correction

- An employee must be in pay status both the last scheduled work day before **and** the last scheduled work day after a holiday to be eligible for holiday pay. Note that time type 950 FMLA Holiday is a **pay** time type.
- If an employee is not in pay status the last scheduled work day before and after the holiday, delete the holiday from the employee's timesheet, or if the employee is still on FMLA, code the day as FMLA LWOP.
- 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

275 Donated Leave
846 Catastrophic Pay

- The employee who will be receiving donations (recipient) must be put in an applicable leave code (refer to Leave of Absence slides) or the system will not allow 275 Donated Leave P1s for the recipient.
- 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.
- 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.

Donated Leave Example

Message that appears if you try to approve a 275 Donated Leave P1 prior to rewrites.

```
D3325184 ACT: P    REPORT OF PERSONNEL ACTION (P-1)
PRINTER:
-- P-1 STATUS --   P-1 NUMBER .....:
NEEDS PA  APPV     EFFECTIVE DATE .....: 04/24/2015
OPTIONAL REMARKS*  INITIATED BY .....: 427-220100

----- P-1 TYPE -----
275   DONATED LEAVE
----- APPROVED BY -----
PA    COMP PAYL PROC
NO    NO    NO    NO

REMARKS:
P113416E  THIS P1 TYPE MUST BE WRITTEN FOR THE CURRENT PAY PERIOD
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1
                        468.84   VAC BALANCE

                        RECIPIENT SSN   000-00-0000
                        RECIPIENT NAME
                        VAC DONATED      2.00 HRS

----- * INDICATES SELECTION LIST
? ACTION HELP      PF7 PREV      PF8 NEXT      PF9 HELP      PF12 RETURN      CLEAR EXIT
Ta                R  A  C  A  T  I  O  N  S
```

Continued - Donated Leave / Catastrophic Pay

275 Donated Leave
846 Catastrophic Pay

- The total number of donated hours plus any hours paid on the timesheet/PAYN cannot exceed 80 or the recipient's regularly scheduled number of hours.
- 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.
- 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.

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: _
PRINTER ID:

PERSONNEL ACTIONS (P-1S)
REMARKS

PAGE: 0001 OF 0001

EE ELIG FOR DONATED LEAVE
BIWEEKLY 2388.80
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

Ta

R 4 1 2 00PY928

Return from Leave

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.
- 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), 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.

Continued - Return from Leave

520 Return from Leave

- 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 the leave, the step increase date should be set to one year from the old date.
 - *AFSCME employees*: If the employee was on leave without pay **and** did not receive donations for more than 30 consecutive calendar days, then the step increase date must be adjusted forward by the consecutive length of time on leave without pay.
 - *All other employees*: If the employee was on leave without pay for more than 30 consecutive calendar days, the step increase date must be adjusted forward by the length of time on leave without pay.
- 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 Example: AFSCME Employee

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)
PRINTER:
-- P-1 STATUS --    P-1 NUMBER .....:
NEEDS COMP APPV     EFFECTIVE DATE .....: 04/10/2015
OPTIONAL REMARKS*   INITIATED BY .....: 005-333334

REMARKS: SEE 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
HS CENTRALIZED-CHI 402-996912 | COST CENTER | 402-996912 HS CENTRALIZED-CHI
                                |
                                | POSITION NUMBER | 402-M10-6912-00017-010
                                | 14 |
                                | PAY GRADE | 14
                                | CLERK-ADV | CLERK-ADVANCED
                                | 13.97 / HR | 1,117.60 | 14.60 / HR
                                | 00 |
                                | 03/27/2015 | BASE STEP | 00
                                | 8AM - 4:30PM | 1 | 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
Ta                R 1 C 16  COPY955
```

Return from Leave Example: AFSCME Employee

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: _
PRINTER ID:

PERSONNEL ACTIONS (P-1S)
REMARKS

PAGE: 0001 OF 0001

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

Ta

R 4 1 2 COPY955

Return from Leave Example: Other Employee

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)
PRINTER:
-- P-1 STATUS --  P-1 NUMBER .....:
   PROCESSED      EFFECTIVE DATE .....: 03/27/2015
   OPTIONAL REMARKS* INITIATED BY .....: 005-333334

REMARKS: SEE 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
EASTERN SDA, DUBUQ 402-3S3100   COST CENTER   -

      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

-----
? ACTION HELP   PF7 PREV   PF8 NEXT   PF9 HELP   * INDICATES SELECTION LIST
                PF12 RETURN   CLEAR EXIT
Ta            R 1 1 16 00PY99A
```

Return from Leave Example: Other Employee

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

D3449615 ACTION: _
PRINTER ID:

PERSONNEL ACTIONS (P-1S)
REMARKS

PAGE: 0001 OF 0001

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
Ta R A C 41 COPY999

General Termination/ Retirement P1 Information

400 Board Member Termination
401 Termination
402 Retirement
403 Term Temp Employee
404 Layoff
409 Statutory Termination
452 LTD Termination

- 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.](#)

Permanent Terminations

401 Termination

404 Layoff

409 Statutory Termination

452 LTD Termination

- 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.
- Refer to the [HRIS Table of Codes](#) for a complete list of termination codes.
- A copy of the termination letter and Employee Separation form must be emailed or faxed to Pre-Audit.

Temporary Terminations

400 Board Member Termination
403 Term Temp Employee

- Do not need to send any documentation to Pre-Audit.
- 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.

Retirements

402 Retirement

- 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.
- Use term code 89 Voluntary Retirement for regular retirements and term code 90 SLIP Retirement for employees retiring under SLIP.
- If the employee is a regular retiree, email/fax a copy of the termination letter and Employee Separation form.
- If the employee is a SLIP retiree, email/fax a copy of the SLIP Enrollment form (all 3 pages) and Employee Separation form.

General Sick and Vacation Payout Information

470 SLIP Calculation
846 Cat/Oth/Term/Sick

- 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, 610, 615) entered on the first day of the pay period.
- 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.
- 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.

D7 Screen: Hours & Balances

To determine the employee's maximum vacation balance, add together the "Vac Conversion Ceil" and "Vac Accrual Maximum" amounts.

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

Ta

R 1 17 COPY928

(Non-SLIP) Sick and Vacation Payouts

846 Cat/Oth/Term/Sick

- 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.
- 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) Sick and Vacation 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)
PRINTER:
-- P-1 STATUS --  P-1 NUMBER .....:
    PROCESSED      EFFECTIVE DATE .....: 04/10/2015
    OPTIONAL REMARKS* INITIATED BY .....: 243-101109

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
Ta  R 1 1 16  CDPY928
```

(Non-SLIP) Sick and Vacation 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

Ta

R 17 C 66 COPY928

(SLIP) Sick and Vacation Payouts

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.
- 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 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
R 1 1 16 00PY928					

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)
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 2 OF 3
      836.028586  SICK BALANCE                +
                  SICK ACCRUED PP            0.83 -
                  SICK USED PP               0.00 = ACT.SK BAL: 836.858586
      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
Ta                R 1 1 16 00PY928
```

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

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 ----->
      -
-----
      24,436.36
*          80 PERCENT
-----
      19,549.09

          31.59 / HR
* 196.019657 VACATION BALANCE
-----
          6,192.26

          SKLV PAYOUT PAY          2,000.00

          SLIP BEGIN BAL          19,549.09

          TERM LEAVE PAY          6,192.26

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

```

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

Ta

R 4 1 2 COPY928

Employee Separation Form

- An [Employee Separation form](#) must be completed for every employee who separates from State employment, except for temporary employees.
- Please try to 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.

The 846 P1

Catastrophic Pay
Regular Other Pay Adjustment
Sick Leave Payout
Vacation (Term Leave) Payout

- 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).
- 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.
- For negative other pay adjustments, make sure you put a “-” in front of the amount on the P1.
- Any back pay owed per a settlement agreement must be paid on P1 type 849 Settlement Pay.

846 P1: 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

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

-----
? ACTION HELP      PF7 PREV      PF8 NEXT      PF9 HELP      * INDICATES SELECTION LIST
PF12 RETURN      CLEAR EXIT
Ta  R 1 1 16 00PY927
```

846 P1: Regular Other Pay Adjustment Example

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

D3449615 ACTION: _
PRINTER ID:

PERSONNEL ACTIONS (P-1S)
REMARKS

PAGE: 0001 OF 0001

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

Ta

R 4 1 2 COPY927

Settlement Pay

849 Settlement Pay

- List the grievance numbers in the remarks of P1 along with a description of the settlement and any calculations (if applicable).
- 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).

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	
Ta				R 1 1 16 COPY920	

Back Pay Rules

- Back pay may be given for the current fiscal and any back pay owed for a prior fiscal year 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 2015 can be paid through the July 31, 2015, pay period, which is paid on August 21, 2015. Back pay for FY 2015 cannot be paid beyond that pay period without first being approved by the State Appeal Board, as the pay date would fall after August 31.
- Administrative Rule 53.4(7)a.
 - *Retroactive pay.* An employee may receive retroactive pay in the same fiscal year for which the pay should have been paid. A request for retroactive pay must be received and processed no later than August 31 following the close of the fiscal year for which the request is made. Requests for retroactive pay which are not made in a timely fashion must be submitted to the state appeal board.
- [Appeal Board Claim process](#) document.

Recoupment Rules

- 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 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.](#)
- If the overpayment needs to be recouped over more pay periods, or if your department does not want to recoup the overpayment, a rule waiver request must be submitted to the Director of DAS. More information about rule waiver requests will be forthcoming.

Calculating Back Pay Owed or Pay to Recoup

- If calculating back pay owed for a retroactive increase, you cannot always take the difference in salaries times the number of pay periods retroactive. 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 the 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 and 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 Back Pay Owed or Pay to Recoup

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

Biweekly Base	\$1,500.00
Biweekly Base Hourly	\$18.75

Shift 2	\$0.00
Shift 3	\$0.00
Med passer	\$0.00
Leadworker	\$0.00
Extra Duty	\$0.00
Longevity	\$0.00
Volunteer FF	\$0.00
SPOC DNR 4%	\$0.00
Educational Diff	\$0.00

Biweekly Total (Standby Not Included)	\$1,500.00
Hourly (Standby Not Included)	\$18.75

Hourly for Standby	\$0.0000
Hourly for Holiday Standby	\$0.0000
Standby	\$0.00
Holiday Standby	\$0.00

Biweekly Total (All)	\$1,500.00
→ Hourly	\$18.75
OT Hourly	\$28.125
Premium Portion	\$9.375

Base + Shift + Med Passer

Biweekly Base	\$1,500.00
Biweekly Base Hourly	\$18.75

Shift 2	\$48.00
Shift 3	\$0.00
Med passer	\$45.00
Leadworker	\$0.00
Extra Duty	\$0.00
Longevity	\$0.00
Volunteer FF	\$0.00
SPOC DNR 4%	\$0.00
Educational Diff	\$0.00

Biweekly Total (Standby Not Included)	\$1,593.00
Hourly (Standby Not Included)	\$19.91

Hourly for Standby	\$0.0000
Hourly for Holiday Standby	\$0.0000
Standby	\$0.00
Holiday Standby	\$0.00

Biweekly Total (All)	\$1,593.00
→ Hourly	\$19.91
OT Hourly	\$29.865
Premium Portion	\$9.955

Base + Shift + Med Passer + Standby

Biweekly Base	\$1,500.00
Biweekly Base Hourly	\$18.75

Shift 2	\$48.00
Shift 3	\$0.00
Med passer	\$45.00
Leadworker	\$0.00
Extra Duty	\$0.00
Longevity	\$0.00
Volunteer FF	\$0.00
SPOC DNR 4%	\$0.00
Educational Diff	\$0.00

Biweekly Total (Standby Not Included)	\$1,593.00
Hourly (Standby Not Included)	\$19.91

Hourly for Standby	\$1.9913
Hourly for Holiday Standby	\$0.0000
Standby	\$79.65
Holiday Standby	\$0.00

Biweekly Total (All)	\$1,672.65
→ Hourly	\$20.91
OT Hourly	\$31.365
Premium Portion	\$10.455

Step Increase Dates

- The Step Increase Date for new hires and promotions/promotional reclassifications (if the employee received an increase) should be set to six months.
- The Step Increase Date for lateral transfers and demotions should remain the same. The only exception is if the employee is transferring from a non-contract to contract-covered class and their step increase date is in the past, and the employee is not at the max of the pay grade. Then the employee would receive an increase and the step increase date would be set to one year from the current pay period.
- When an employee receives a merit/step increase, the step increase date should be set to one year from the effective date of the increase.
- Refer to the [Step Increase Schedule FY16](#).

Lead Worker & Other Special Pays

- 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.

Timesheet Issues: Holidays

- 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.

Timesheet Issues: Holidays

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

The system calculates the holiday by taking the employee's hours (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  10.80  0.00  0.00 | TIME SHEET: | YES YES YES
| 2  16.00  0.00  0.00 | COST CENT : | PROCESSED
+-----+-----+-----+ PROOFREAD: YES
REMARKS:
TS61006I USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS  ---- TYPE OF TIME ----  ----DATE----  ----- MESSAGE -----
-    4.00  010 - REGULAR TIME      FRI 01/16/2015
-    2.80  250 - HOLIDAY             MON 01/19/2015
-    4.00  010 - REGULAR TIME      WED 01/21/2015
-    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
Ta  R 1 18 00PY937
```

Timesheet Issues: Memo Time

- For AFSCME and IUP-covered employees, unscheduled sick leave that falls after 40 hours in the week is converted to memo time. This means the time is not paid or deducted from the employee's sick leave balance.
- Refer to pages 13 and 14 of the HRIS Time Reporting manual.

Timesheet Issues: Memo Time

Timesheet for employee who used unscheduled sick leave after 40 hours in a week.

The sick leave was converted to memo time and the hours were not paid, nor were they deducted from the employee's sick balance.

```
D3313261  ACT: _  +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
+WK  REG  OVT  HOLI  | FOR 03/27/2015 - 04/09/2015 | OFFI PROC
|1  40.00  3.17  0.00 | TIME SHEET: | YES YES
|2  40.00  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----  SHIFT  ----- MESSAGE -----
-    8.00  010 - REGULAR TIME      FRI 03/27/2015  2
-    8.00  010 - REGULAR TIME      SAT 03/28/2015  2
-   19.17  010 - REGULAR TIME      SUN 03/29/2015  2
-    4.83  010 - REGULAR TIME      WED 04/01/2015  2
-    3.17  020 - OVERTIME PAY      WED 04/01/2015  2
-    8.00  219 - MEMO              THU 04/02/2015
-                                     === > WEEK TWO < ===
-    8.00  010 - REGULAR TIME      FRI 04/03/2015  2
-    8.00  010 - REGULAR TIME      SAT 04/04/2015  2
-    8.00  010 - REGULAR TIME      SUN 04/05/2015  2
-    8.00  010 - REGULAR TIME      WED 04/08/2015  2
-    8.00  010 - REGULAR TIME      THU 04/09/2015  2

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT
Ta  R 1 18 00PY927
```

June 2015 Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	06/05 pay period begins. 5	6
7	8	Payroll writes for the 05/22 pay period. 9	10	11	12	13
14	Rewrites process for the 05/22 pay period. 15	16	17	18	19	20
21	Payroll writes one day early for the 06/05 pay period. 22	PAs of participating agencies can begin writing Vacation Payout P1s. 23	Any remaining Vacation Payout P1s should be entered. Vacation Payouts process. 24	25	Rewrites process one day early for the 06/05 pay period. Pay day for the 06/05 pay period and Vacation Payouts. 26	SAE and HRE staff come in to verify and process Across-the-Board increases and other FY-end changes. 27
28	PAs can begin writing hire P1s and other P1s related to pay. 29	30				

Notes: Hire P1s or any P1s related to pay for the 06/19 pay period must not be entered until Monday, June 29.

Important Reminders

- **Remarks, remarks, remarks!**
 - It is so important to include good remarks in your P1s. If you are unsure of what kind of remarks to include, reference the [“Documentation Required by Pre-Audit”](#) document.
- [Helpful Links](#) document contains links to Administrative Rules, manuals, and other resources.
- When sending emails, please include the employee’s name and/or P1 number.
- More information about fiscal year-end processing and timeframes will be forthcoming.