

SLIP CALCULATION

P-1 Type 470 SLIP Calculation or 475 SLIP Calculation – Non-Executive

Requires Approvals by: PA DEPT COMP PAYL

This P-1 will calculate the retiree’s Terminal Leave Pay, Sick Leave Payout and SLIP beginning balance. This P-1 type was set up as a ‘smart P-1’. This P-1 is designed to perform the calculations, with minimal required manual entries or calculations.

Page 1 of 3: The Biweekly Base and all recurring special pays shown below will auto-populate, with the exception of Shift Differential and Med Passer. If applicable, compute and enter employee’s regular biweekly amounts for these pay fields. These do not populate automatically because they are not always a fixed amount. If the employee receives Standby Pay, this must also be entered. To record Standby pay, use either the Shift Diff Biwk or Med Passer Biwk field. You will need to record the average of the last 6 pay periods for these extra pay fields.

D3325186 ACT: _	REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----
PRINTER:	NAME RETIRED, LUCKY B		470 SLIP CALCULATION
-- P-1 STATUS --	P-1 NUMBER: 1160256		----- APPROVED BY -----
PROCESSED	EFFECTIVE DATE: 06/30/20XX		PA DEPT COMP PAYL PROC
OPTIONAL REMARKS*	INITIATED BY: 005-410010		YES YES YES YES YES
REMARKS:			
-----	F R O M -----	-----	D E S C -----
	1,767.20		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 52.00
			MED PASSER BIWK 6.00
\$22.82 / HR	1,825.20		TOTAL REG PAY
			T O ----- PAGE 1 OF 3

Page 2 of 3: The employee’s sick and vacation balances as of the end of the previous pay period will be displayed on the FROM side of the P-1. These balances are pulled in from the D7 screen on Employee Information. Calculate and enter the employee’s sick and vacation accruals for the current pay period. Also enter any sick and vacation leave taken during the current pay period. When you press Enter, the new balances will be calculated and shown on the TO side of the screen. You must show your calculations for the accrual amounts on the Remarks page. Be sure to include the last day worked on the Remarks page.

D3325187 ACT: _	REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----
PRINTER:	NAME RETIRED, LUCKY B		470 SLIP CALCULATION
-- P-1 STATUS --	P-1 NUMBER: 1160256		----- APPROVED BY -----
PROCESSED	EFFECTIVE DATE: 06/30/20XX		PA DEPT COMP PAYL PROC
OPTIONAL REMARKS*	INITIATED BY: 005-410010		YES YES YES YES YES
REMARKS:			
-----	F R O M -----	-----	D E S C -----
	790.345504		SICK BALANCE
			SICK ACCRUED PP 0.28 -
			SICK USED PP 0.00 = ACT.SK BAL: 790.625504
	98.487413		VAC BALANCE
			VAC ACCRUED PP 0.89 -
			VAC USED PP 0.00 = ACT.VAC BAL: 99.377413
			T O ----- PAGE 2 OF 3

SLIP CALCULATION CONTINUED

Page 3 of 3: There is nothing to enter on page 3. The newly calculated final sick and vacation balances will be displayed on the FROM side. The applicable percentage rate for the final SLIP calculation is also shown based on the employee's ending sick balance. The Sick Leave Payout Maximum \$2000.00 will be displayed on the TO side.

PRINTER:	NAME RETIRED, LUCKY B	470	SLIP CALCULATION
-- P-1 STATUS --	P-1 NUMBER: 1160256		----- APPROVED BY -----
PROCESSED	EFFECTIVE DATE: 06/30/20XX		PA DEPT COMP PAYL
D3325188 ACT: _	REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----
OPTIONAL REMARKS*	INITIATED BY: 005-410010		YES YES YES YES YES
REMARKS:			
----- F R O M -----	----- D E S C -----	----- T O -----	PAGE 3 OF 3
22.82 / HR			
* 790.625504 SKLV BAL			

18,042.07 ----->	SKLV PAYOUT PAY	2,000.00	
- 2,000.00			

16,042.07			
* 80 PERCENT			

12,833.66	SLIP BEGIN BAL	12,833.66	
22.82 / HR			
99.3797 VACATION BALANCE	TERM LEAVE PAY	2,267.85	

Example of Remarks page:

START DATE 01/16/1981 Retired 01/31/2014
 BIWEEKLY \$1767.20 + SHIFT \$52.00 + MEDPASS \$6.00 = \$1,825.20/80 = HOURLY \$22.82 HOURLY
 EMPLOYEE PAID FOR 8 HOURS IN FINAL PAY PERIOD XX/XX/XX
 * HOURS & BALANCES *
 VACATION BALANCE ... 98.4874 VAC. ACCRUAL RATE .. 8.92307
 SICK BALANCE 790.3455 SICK ACCRUAL RATE .. 2.76923
 COMP BALANCE 3.96

COMP TIME BALANCE OF 3.96 WILL BE PAID OUT ON LAST CHECK VIA TIMESHEET.
 VAC BAL: 98.4874 + EARNED: 0.8923 - USED: 0.00 + CONVERTED: 0.00
 = FINAL BAL: 99.3797 * HOURLY: \$22.82 = \$2,267.85 VACATION PAYOUT

SICK BAL: 790.3455 + EARNED: 0.28 - USED: 0.00 - CONVERTED: 0.00
 = FINAL BAL: 790.6255 * HOURLY: \$22.82 = \$18,042.07 sick payout (MAX \$2,000)

MED PASS AVERAGE \$6,\$6,\$6,\$6,\$6,\$6 = \$36.00/6 = \$6.00 MED PASS AVERAGE
 SHIFT AVERAGE \$52,\$52,\$52,\$52,\$52,\$52 = \$312/\$52 = \$52.00 SHIFT AVERAGE