

MOVE PAY / INCOME NOT SUBJECT TO RETIREMENT / WORKERS COMP PAY

P-1 Type 844 Move Pay/Inc Not Subj To Retire/Workers Comp

Requires Approvals by: PA DEPT PAYL

Pay Period Frequency: One time use.

Income Not Subject to Retirement – This pay field can be keyed as a (+) or (-) negative amount, and is used to record wage corrections that are not retirement covered.

- An employee of one agency who is performing additional services for another agency under a **28D shared services agreement** is typically paid for those services using this field. However, on a case-by-case basis, the employee's home agency should always contact Centralized Payroll to review/advise on whether this pay field is appropriate. The employee's home agency is responsible for paying wages to the employee on a P-1 for the services rendered. Then home agency will typically key a JV1 document, for reimbursement from the other agency, for wages paid + state share FICA. P-1 remarks should include the type of service performed, service dates, hours/clients served, invoice # etc. A standard memo between agencies is often used to generate the payroll/accounting transactions. The memo is generated by the agency receiving additional services, to give instructions/authorization to the home agency for employee wage payment. A copy of this memo needs to be sent to Centralized Payroll for PAYL approval on the P-1 entry.
- Taxable Tuition reimbursement is paid as Income Not Subject to Retirement as well. Documentation sent to Centralized Payroll should include application form, class listing, agreement to repay if employment ends, etc.
- Also, **Public Safety** regularly uses this P-1 type to record buyback of wages, wage corrections, and all other wages not subject to POR coverage.

Move Pay

Typically a Relocation Expense Recap form has been initiated by the agency, along with Travel Claim/CDE documents keyed on the I/3 Accounting system, for authorization to reimburse an employee for various relocation expenses (i.e. meals, lodging, mileage, temporary living expense, etc).

- If there are reimbursements noted on the Relocation Expense form in the left-hand column on the form, called 'Non-Withholding Object Codes', those claims should be paid on a TP document in I/3 Financial.
- If there are reimbursements noted on the Relocation Expense form in the right-hand column called 'Withholding Object Codes', those claims should be paid on this P-1, on the line called Move Pay.
- After Daily processing pre-audits and returns goldenrod/pink copies of Relocation Expense Recap forms back to agency, the pink copy needs to be sent to Centralized Payroll for PAYL approval of P-1 entry.

Work Comp Pay

A gross pay reduction needs to be recorded for any employee who is 1) on work comp leave, 2) receiving lost time benefits, and 3) has elected to supplement their lost time benefits with banked leave.

- A P17 form, called Work Comp Supplemental Calculation Form, needs to be completed first, then submitted to Centralized Payroll. This form will help your agency document and determine 1) total scheduled to work hours missed (SW) due to injury, 2) banked leave hours the employee should be charged for supplementing benefits, and 3) amount of Work Comp benefits paid to the employee that will be 'forfeited', since employee will get full wages paid to them through payroll processing instead.
- The full amount of workers comp benefits received for the pay period is treated as a gross pay reduction through the Payroll calculation routine. Note: the work comp pay is recorded as a (+) positive amount on the P-1 entry field.
- Employee timesheet or PAYN hours are adjusted to match the totals calculated on the P17 form that need to be charged for supplementing during the leave period.
- Remarks should indicate the actual dates that employee received lost time benefits from Sedgwick.
- **Work Comp Reference: Managers/Supervisors Manual Section 6.20**