

**CATASTROPHIC / OTHER PAY ADJUSTMENT / TERM LEAVE PAY / SICK LEAVE PAY  
P-1 Type 845 Cat/Other Pay & Term Leave/Sick Pay Out \*\*Non-Executive Only\*\***

Requires Approvals by: PA DEPT PAYL

---

**Pay Period Frequency:** One time use.

**Catastrophic Pay Field (also refer to the Donated Leave-Catastrophic Pay P-1 Description)**

A Judicial or Legislative employee who is on catastrophic leave and receiving donations will have all their donations compiled on an 845 P-1. The total of all donations should be entered in the “Catastrophic Pay” field.

- P-1 remarks need to include the names of **all** donating employees, the number of hours donated, whether the hours are vacation, comp, etc., and the dollar amount of each donation.
- Use the **recipient’s** hourly wage to calculate the amounts – shift differential and other pays are not included.
- A 276 Donated Leave P-1 must be completed for each employee donating hours. This P-1 needs to have the recipient’s Social Security number, name, and how many hours are being donated (be sure to enter the hours on the correct line). The system will calculate the dollar amount.
- If an employee is receiving hours from or donating hours to someone that’s not on Centralized Payroll (i.e. a DOT employee) you need to include this in the remarks of the applicable P-1.

**Other Pay Adjustment Field**

For an employee who is owed back pay or who owes overpaid wages to be recouped, enter the adjustment in the “Reg Oth Pay Adj” field. It’s very important that you include calculations and detailed remarks about why/when/what the adjustment is for.

- Examples of what should be included in the P-1 remarks:
  - If there was an error on the timesheet, include the actual date(s) in error, pay period in question, the hours originally entered, and what the correct hours are.
  - If it’s a reduction in pay we need to know why it’s being done, how many pay periods it is for, and how the amount was determined.
- If overpaid wages are being recouped or the employee is receiving a disciplinary reduction in pay, the amount must be entered on the P-1 as a (-) negative amount.
- Back pay owed for the current fiscal year can be paid on the P-1. Back pay owed for the prior fiscal year can be paid on the P-1 during the fiscal year hold-open period, which means the back pay must be paid by no later than the pay date prior to August 31 of the new fiscal year. If back pay owed for the prior fiscal year is not paid by August 31, or if back pay is owed for an earlier fiscal year, it must first be submitted to the State Appeal Board for approval before it can be paid on the P-1.

**Term Leave Pay Field**

For a termination or regular retirement, enter the employee’s vacation payout in the “Term Leave Pay” field and sick leave payout (if applicable) in the “Sklv Payoff Pay” field. Be sure to include detailed remarks and calculations in the P1.

- Show how the rate of pay was calculated (i.e. if the employee received shift differential or other special pay). If the employee received a different amount of shift differential pay each pay period, take the average of the last six pay periods and add that amount to the biweekly base.
- Include the calculation for vacation earned in the final pay period (if applicable), final vacation balance, and the term leave payout calculation.
- Vacation/Sick leave balances and accrual rates can be found by entering “EI” for Employee Information, then “D7” for the Hours and Balances Screen.
- **Comp Time, Holiday Comp Time, and Banked Holiday** balances should be paid off on the HRIS Timesheet with the appropriate time types (600, 601, 610, 615) entered on the first day of the pay period.

Example remarks/calculations:

Biweekly: \$2149.60 + \$48.00 Shift differential = \$2197.60 / 80 = \$27.47/hrly rate

Vacation Earned: 3.692307 accrual rate / 80 = .046154 \* 20 hrs worked in final PP = .92308 accrued

Vacation Balance: 46.4393 + .92308 accrued – 0.00 used - 0.00 converted = 47.36238 hours to be paid

\$27.47 \* 47.36238 hours = \$1,301.04 final payout