

CATASTROPHIC / OTHER PAY ADJUSTMENT / TERM LEAVE PAY / SICK LEAVE PAY P-1 Type 846 Cat/OthPay/Term/Sick

Requires Approvals by: PA DEPT COMP PAYL

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

An employee who is on catastrophic leave and receiving donations will have all their donations compiled on an 846 P-1. The total of all donations should be entered in the "Catastrophic Pay" field.

- The 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 275 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 back to the agency, enter the adjustment in the "Reg Oth Pay Adj" field. It's very important that you include calculations and detailed remarks about what the adjustment is for. Refer to Administrative Rule 53.4(7) regarding pay corrections on the next page.

- Examples of what should be included in the P-1 remarks:
 - If there was an error on the timesheet, include the date(s) of the entries that were incorrect, the hours originally entered, and what the correct hours are.
 - If the employee is receiving a reduction in pay, explain 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 P-1.

- 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 and/or med passer 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: $\$2149.60 + \$48 \text{ shift differential} = \$2197.60 / 80 = \$27.47/\text{hr}$

Vacation Earned: $3.692307 \text{ accrual rate} / 80 = .046154 * 20 \text{ hours worked} = .92308 \text{ accrued}$

Vacation Balance: $46.4393 + .92308 \text{ accrued} = 47.36238 \text{ hours to be paid}$

CATASTROPHIC / OTHER PAY ADJUST / TERM LEAVE / SICK LEAVE CONTINUED

Administrative Rule 53.4(7)

53.4(7) Pay corrections. An employee's pay shall be corrected if it is found to be in violation of these rules or a collective bargaining agreement. Corrections shall be made on the first day of a pay period.

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.

b. Overpayment and underpayment. If an error results in an employee's being overpaid for wages, except for FICA, state and federal income taxes and IPERS contributions shall be collected. Also, premiums for health, dental and life insurance benefits that have been underpaid shall be subject to collection. An employee may choose to repay the amount from wages in the pay period following discovery of the error or have the overpayment deducted from succeeding pay periods not to exceed the number of pay periods during which the overpayment occurred, or the employee or appointing authority may submit an alternate repayment plan to the director. The repayment plan shall identify the details Ch 53, p.2 Administrative Services[11] IAC 8/6/14 of the overpayment, the reasons why the department's recouping the amount of overpayment in the same number of pay periods as those during which the overpayment occurred presents a hardship to the employee, and the terms of the alternate repayment plan. The director shall notify the appointing authority of the decision on the alternate repayment plan. If the employee separates from employment, the amount remaining shall be deducted from wages, vacation payout, applicable sick leave payout and any wage correction payback from IPERS. The collection of overpaid wages shall not result in reducing the employee's pay below relevant state and federal minimum wage statutes for each hour actually worked during the pay period in which the collection of overpaid wages occurs.