



# PRE-AUDIT CALCULATORS

Personnel Assistant Training,  
May 2015

# CALCULATORS AVAILABLE

The calculators available in the Pre-Audit Calculators Spreadsheet include:

- Biweekly Salary (BW Salary) – typically used to calculate advanced appointment rates
- Pay Increase and Back Pay Owed for Retroactive Increase (Pay Incr - Back Pay)
- Regular Vacation and Sick Payout (Regular Vac-Sick Payout)
- SLIP Vacation and Sick Payout (SLIP Vac-Sick Payout)
- Average of Past Six Pay Periods (Average 6PPs)
- Step Increase / Vacation Anniversary Date (Step Incr - Vac Ann Date)
- Pay Adjustments
- Lead Worker / SPOC 4%
- Age – use to determine whether employee is eligible to retire

# REGULAR VACATION & SICK PAYOUT

- Use the regular vacation & sick payout calculator when an employee is separating from employment and has vacation hours that need to be paid. Sick leave hours can be paid if the employee is retiring (non-SLIP), or if an employee is age 55 or older and passes away.
- Complete the fields in the top box (Enter Values Here). If the employee is converting sick leave to vacation in the final pay period, also enter the applicable number of hours in the “Converted” fields in the Payout Calculation boxes.

# REGULAR VACATION & SICK PAYOUT

## “ENTER VALUES HERE” BOX

- Enter the employee’s biweekly base, plus any shift differential, med passer, or other pay received.
  - If the employee received varying amounts of shift, med passer pay, and/or standby pay each pay period, calculate the average of the last six pay periods. The employee must have received the pay for at least 3 of the last six pay periods for the pay to be included in the payout calculation. The exception is if an employee had a shift designation and is terminating, but has not worked six pay periods – as long as the employee received shift pay in each pay period worked it would be included in the calculation.
- Enter the balances and accrual rates from the D7 screen, and the employee’s hours in the final pay period from the timesheet or PAYN. Also enter any vacation and/or sick leave hours used.
  - If the employee had less than 80 regular hours, but had overtime or holiday hours, those hours should be added to the regular hours and entered in the “Hrs in Final PP” field.

EMPLOYEE RECORD RETRIEVED

```

+----- KEY INFORMATION -----+----- PAYROLL INFORMATION -----+
| LAST NAME .....:                | PAY NAME ..:                | |
| FIRST NAME .....:               | PAYGRADE .....: 23          | STEP: 00          |
| SOCIAL SECURITY:  - - -           | PAY PLAN .....: 014         |                  |
| EMPLOYEE NUMBER:                 | *MODE OF PAY ..: 03 BIWEEKLY HR WK: 40 |
|                                  | ANNUAL BASE ..:              | 0.00             |
|                                  | BIWEEKLY BASE : 1,574.40 |                  |
+----- POSITION INFORMATION -----+-----+
| NUMBER:      -A55-1474-86406-120 | FMR PAY PLAN ..: 006       |
| CSTCNT:      401474 SECURITY      | INCREASE DATE : 08/28/2015 |
| ASSIGN:                                           |
| CLASS TITLE: CORR OFFICER                    |
| *TYPE .....: 00 PERM FULL TIME-MERT          |
| *EMP STATUS : 08 PERMANENT MERIT              |
| *COND OF EMP: 01 FULL TIME                    |
| *ELIGIBILITY: N CONTRACT COVERED             |
| *BARG CODE  .: 006 SECURITY                   |
|
| FULLNAME:                                     | *TERM. REASON ..: 00 ACTIVE |
| USER ID :                                     | *LEAVE REASON ..: 00 ACTIVE |
+-----+-----+
? HEADER ACTIONS PF1 PREV IN CC PF2 NEXT IN CC PF9 HELP PF12 RETURN CLEAR EXIT
Te | R 1 C 23 CDPY940
  
```

Shift found on D9 screen (or if employee receives varying amount, refer to warrants)

```

* * * SHIFT * * * *
SHIFT INDICATOR .... 2
SHIFT 2 REGULAR HRS                1,376.13
SHIFT 2 OVERTIME HRS                0.00
SHIFT 2 REGULAR PAY                 $408.07
SHIFT 2 OVERTIME PAY                 $0.00
SHIFT 3 REGULAR HRS                0.00
SHIFT 3 OVERTIME HRS                0.00
SHIFT 3 REGULAR PAY                 $0.00
SHIFT 3 OVERTIME PAY                 $0.00
  
```

# SALARY CALCULATION

Enter the employee's base salary from the main Employee Information screen. Also enter any shift, med passer, or other pays received.

```

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

```

\* HOURS & BALANCES \*

VACATION BALANCE ...	103.4068	VAC. ACCRUAL RATE ..	3.692307
SICK BALANCE .....	224.6154	SICK ACCRUAL RATE ..	5.538462
COMP BALANCE .....	11.08		
HOLIDAY COMP BALANCE	0.00		
BANKED HOLI BALANCE	0.00		
CATASTROPHIC LV BAL	0.00		
VAC CONVERSION CEIL	0.00		
VAC ACCRUAL MAXIMUM	192		
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

```

Te

R 1 C 17 CDPY91F

# D7 SCREEN — HOURS & BALANCES

Enter balances and accrual rates as they appear on the D7 screen. The vacation maximum is the Vacation Conversion Ceiling plus the Vacation Accrual Maximum.

```

D3313261  ACT: = +---- PAYROLL TIME SHEET -----+----- APPROVED BY -----+
+WK  REG   OVT   HOLI  FOR 04/10/2015 - 04/23/2015  OFFI DEPT PROC
| 1  40.00  0.13  0.00  TIME SHEET:  YES YES YES
| 2   0.00  0.00  0.00  COST CENT :  PROCESSED
|                                     PROOFREAD: YES
+-----+-----+-----+-----+-----+-----+
REMARKS: TERMD 4/15/15                                     PAGE 0001 OF 0001
TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  SHIFT  -----  MESSAGE  -----
-   11.08  600 -  COMP PAY-IPERS  FRI 04/10/2015
-    8.00  232 -  UNSCH FAMLY CARE SAT 04/11/2015  2
-    8.00  232 -  UNSCH FAMLY CARE SUN 04/12/2015  2
-    8.13  010 -  REGULAR TIME  MON 04/13/2015  2
-    8.00  010 -  REGULAR TIME  TUE 04/14/2015  2
-    4.87  010 -  REGULAR TIME  WED 04/15/2015  2
-    0.13  020 -  OVERTIME PAY  WED 04/15/2015  2
-    3.00  200 -  SCHED VACATION  WED 04/15/2015  2

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT
Te |                                     R 1 C 18  CDPY91F

```

# TIMESHEET

Enter the hours worked in the final pay period and any vacation or sick used. If the employee had less than 80 regular hours, include any overtime or holiday hours. This employee should earn accruals on 40.13 hours.

## ENTER VALUES HERE

<u>\$1,574.40</u>	+	<u>\$48.00</u>	+	<u>          </u>	+	<u>          </u>	=	<u>\$1,622.40</u>	/ 80 =	<u>\$20.28</u>
Biweekly Salary		Shift Differential		Med Passer		Other Pays*				<b>Hourly Rate</b>
Vac Bal:	<u>103.4068</u>	Vac Accrual Rate:	<u>3.692307</u>	Vac Used:	<u>3.00</u>	Hrs in Final PP:	<u>40.13</u>			
Sick Bal:	<u>224.6154</u>	Sick Accrual Rate:	<u>5.538462</u>	Sick Used:	<u>16.00</u>	Vacation Ceiling	<u>192</u>			

## “ENTER VALUES” BOX

Using the information from the previous slides, the above is what the “Enter Values Here” box should look like.

### VACATION PAYOUT CALCULATION

Vac Bal:	<u>103.4068</u>	+	Earned:	<u>1.852153</u>	-	Used:	<u>3.00</u>	+ Converted:	<input type="text" value=""/>	<input type="text" value="###"/>
= Final Bal:	<u>102.258953</u>	*	Hourly:	<u>\$20.28</u>	=	<u><b>\$2,073.81</b></u>	<b>Vacation Payout</b>			

### SICK PAYOUT CALCULATION

Sick Bal:	<u>224.6154</u>	+	Earned:	<u>2.778231</u>	-	Used:	<u>16.00</u>	- Converted:	<input type="text" value=""/>	<input type="text" value="###"/>
= Final Bal:	<u>211.393631</u>	*	Hourly:	<u>\$20.28</u>	=	<u><b>\$4,287.06</b></u>	<b>Sick Payout (Max \$2,000)</b>			

# CALCULATIONS

The formulas in the spreadsheet will then calculate the vacation and sick (if applicable) amounts owed to the employee. This employee resigned, so is not eligible for a sick payout.

EMPLOYEE HAD SECOND OR THIRD SHIFT DESIG. WHEN P-1 WAS INITIATED  
\$1574.40 + \$48.000 + \$XX.XX + \$XXX.XX = \$1622.40 / 80 = \$20.28  
BIWEEKLY SHIFT MED PASS OTHER\* HOURLY

VACATION BALANCE ... 103.4068 VAC. ACCRUAL RATE .. 3.692307  
SICK BALANCE ..... 224.6154 SICK ACCRUAL RATE .. 5.538462  
COMP BALANCE ..... 11.08  
LAST DAY: 04/15/15 HRS IN FINAL PP: 40.13 VACATION CEILING: 192

VAC BAL: 103.4068 + EARNED: 1.852153 - USED: 3.00 + CONVERTED: 0  
= FINAL BAL: 102.258953 \* HOURLY: \$20.28 = \$2073.81 VACATION PAYOUT

SICK BAL: 224.6154 + EARNED: 2.778231 - USED: 16.00 - CONVERTED: 0  
= FINAL BAL: 211.393631

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  
Te R 4 C 2 CDPY940

# P1 REMARKS

Remarks in the payout P1. Can use template and fill in information, or copy/paste straight from calculator.

# SLIP VACATION & SICK PAYOUT

- Use the SLIP vacation & sick payout calculator when an employee is retiring under the Sick Leave Insurance Program.
- The calculator is exactly the same as the regular vacation & sick payout calculator, except it only calculates the accruals to two decimal places, because that is all that can be entered on page two of the P1.
- Even though the 470 SLIP Calculation P1 will calculate the payout amounts, you will still want to use the calculator to calculate the accruals earned in the final pay period, and so you can enter remarks showing the calculations.

D3325186 ACT: \_ REPORT OF PERSONNEL ACTION (P-1)  
 PRINTER:  
 -- P-1 STATUS -- P-1 NUMBER .....:  
 PROCESSED EFFECTIVE DATE ....: 03/27/2015  
 OPTIONAL REMARKS\* INITIATED BY .....

----- P-1 TYPE -----  
 470 SLIP CALCULATION  
 ----- APPROVED BY -----  
 PA DEPT COMP PAYL PROC  
 YES YES YES YES YES

REMARKS: SLIP RETIRE LDW 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

2,171.20	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
\$27.14 / HR	TOTAL REG PAY	2,171.20

----- \* INDICATES SELECTION LIST  
 ? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT  
 Te R 1 C 16 CDPY913

# SLIP CALCULATION — PAGE 1

This screen will automatically populate with the employee's salary and any recurring pays. You will need to enter any shift, med passer, or standby pay, if applicable.

```

D3313261  ACT: = +----- PAYROLL TIME SHEET -----+----- APPROVED BY -----+
+WK  REG  OVT  HOLI  FOR 03/27/2015 - 04/09/2015  EMPL SUPR DEPT PROC
1  24.00  0.00  0.00  TIME SHEET:  YES YES YES YES
2  0.00  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---  --- MESSAGE ---
-    5.45  010 - REGULAR TIME  FRI 03/27/2015
-    2.55  206 - VACATION      FRI 03/27/2015
-    2.63  600 - COMP PAY-IPERS FRI 03/27/2015
-    4.00  800 - SICK LEAVE CNVRT FRI 03/27/2015
-    6.00  010 - REGULAR TIME  MON 03/30/2015
-    2.00  206 - VACATION      MON 03/30/2015
-    8.00  010 - REGULAR TIME  TUE 03/31/2015

```

```

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT
Te |                                     R 1 C 18 CDPY913

```

# SLIP CALCULATION — TIMESHEET

To calculate the accruals earned in the final pay period, enter the hours from the employee's timesheet or PAYN. This person also converted sick to vacation in the final pay period, which will need to be entered in the calculator and on the P1.

**ENTER VALUES HERE**

<u>\$2,171.20</u>	+	<u>          </u>	+	<u>          </u>	+	<u>          </u>	=	<u>\$2,171.20</u>	/ 80 =	<u>\$27.14</u>
Biweekly Salary		Shift Differential		Med Passer		Other Pays*				<b>Hourly Rate</b>
Vac Bal: <u>526.0545</u>		Vac Accrual Rate: <u>8.307692</u>		Vac Used: <u>4.55</u>		Hrs in Final PP: <u>24.00</u>				
Sick Bal: <u>1510.1892</u>		Sick Accrual Rate: <u>1.846154</u>		Sick Used: <u>          </u>		Vacation Ceiling: <u>528</u>				

**VACATION PAYOUT CALCULATION**

Vac Bal: <u>526.0545</u>	+	Earned: <u>2.490000</u>	-	Used: <u>4.55</u>	+ Converted: <u>4</u>	###
= Final Bal: <u>527.994500</u>	*	Hourly: <u>\$27.14</u>	=	<u>\$14,329.77</u>	<b>Vacation Payout</b>	

**SICK PAYOUT CALCULATION**

Sick Bal: <u>1510.1892</u>	+	Earned: <u>0.550000</u>	-	Used: <u>0.00</u>	- Converted: <u>4</u>	###
= Final Bal: <u>1506.739200</u>	*	Hourly: <u>\$27.14</u>	=	<u>\$40,892.90</u>	<b>Total Sick Value</b>	
Sick Payout: <u>\$2,000.00</u>		SLIP Beginning Balance: <u>\$38,892.90</u>		100%		

# SLIP CALCULATOR

Here is what the employee's information would look like entered into the SLIP Vac-Sick Payout Calculator.

```

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 .....:
----- P-1 TYPE -----
470 SLIP CALCULATION
----- APPROVED BY -----
PA DEPT COMP PAYL PROC
YES YES YES YES YES

```

```

REMARKS: SLIP RETIRE LDW 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
1510.189280 SICK BALANCE +
SICK ACCRUED PP 0.55 -
SICK USED PP 4.00 = ACT.SK BAL: 1506.739280
526.054576 VAC BALANCE +
VAC ACCRUED PP 6.49 -
VAC USED PP 4.55 = ACT.VAC BAL: 527.994576

```

```

----- * INDICATES SELECTION LIST
? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT
Te R 1 C 16 CDPY913

```

## SLIP CALCULATION — PAGE 2

This screen will automatically populate with the employee's current balances. You will need to enter the current pay period's accruals and any sick or vacation used.

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 .....

----- P-1 TYPE -----  
 470 SLIP CALCULATION  
 ----- APPROVED BY -----  
 PA DEPT COMP PAYL PROC  
 YES YES YES YES YES

REMARKS: SLIP RETIRE LDW 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

27.14 / HR		
* 1506.739280	SKLV BAL	
-----		
40,892.90	----->	SKLV PAYOUT PAY 2,000.00
-		
-----		
38,892.90		
* 100	PERCENT	
-----		
38,892.90		SLIP BEGIN BAL 38,892.90
-----		
27.14 / HR		
* 527.994576	VACATION BALANCE	TERM LEAVE PAY 14,329.77

\* INDICATES SELECTION LIST  
 ? ACTION HELP PF7 PREV PF8 NEXT PF9 HELP PF12 RETURN CLEAR EXIT  
 R 1 C 16 CDPY913

# SLIP CALCULATION — PAGE 3

There is nothing to enter on the final page of the P1. The P1 will automatically calculate the beginning SLIP balance and vacation payout based on the previous two pages of the P1.

$\$2171.20 + \$0.00 + \$ 0.00 + \$0.00 = \$2171.20 / 80 = \$27.14$   
BIWEEKLY SHIFT MED PASS OTHER\* HOURLY

VACATION BALANCE ... 526.0545 VAC. ACCRUAL RATE .. 8.307692  
SICK BALANCE ..... 1510.1892 SICK ACCRUAL RATE .. 1.846154

LAST DAY: 03/31/2015 HRS IN FINAL PP: 24.00 VACATION CEILING: 528

VAC BAL: 526.0545 + EARNED: 2.49 - USED: 4.55 + CONVERTED: 4.00  
= FINAL BAL: 527.9945 \* HOURLY: \$27.14 = \$14,329.77 VACATION PAYOUT

SICK BAL: 1510.1892 + EARNED: 0.550000 - USED: 0.00 - CONVERTED: 4.00  
= FINAL BAL: 1506.7392 \* HOURLY: \$27.14 = \$40,892.90 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  
Te R 4 C 2 CDPY913

# SLIP CALCULATION REMARKS

Even though the P1 will do the pay calculations, you still need to enter remarks to show the final accrual calculations.

# AVERAGE OF PAST 6 PAY PERIODS (NEW)

- This calculator can be used to calculate the average shift (if the employee's shift varied), med passer, and/or standby pay received over the past six pay periods. Average shift, med passer and/or standby should be added to the base pay when calculating the hourly rate for vacation and sick leave payouts if an employee is terminating or retiring.
- Use the Warrant Information module to look up the pay the employee received in each of the past six pay periods and enter the amount in the corresponding box for that pay period.
  - From the main page of a pay period warrant, enter "L", then F8 to the next page. Shift, med passer, and standby amounts received in a pay period can all be found on this page.

Current PP: 05/08/15

Do not include amount(s) received in current pay period.

Enter the amount received in each pay period below.

	Pay Period	Shift	Med Passer	Standby
1	04/24/15	\$ 56.70		
2	04/10/15	\$ -	\$ 20.00	
3	03/27/15	\$ 57.87		
4	03/13/15	\$ 8.10	\$ 40.00	
5	02/27/15	\$ 24.30		
6	02/13/15	\$ 42.30		
	<b>Total</b>	\$ 189.27	n/a	
	<b>Average</b>	\$ 31.55		

**Med Passer:** Employee must have received other pay for at least 3 of the last six pay periods for the pay to be included in the payout calculation, per Admin Rule 63.2(2)e.

# AVERAGE OF PAST 6 PAY PERIODS

Enter the current pay period at the top of the calculator and it will populate the dates of the past six pay periods for you to look up. Enter the amount the employee received each pay period and the calculator will give you the average pay.

# STEP INCREASE DATE / VACATION ANNIVERSARY DATE

- This calculator can be used to calculate:
  - The new step increase date for an employee who has either returned from leave without pay, or who was recalled to employment after having been laid off.
  - The new vacation anniversary date for an employee who is being reinstated to employment. Refer to [Administrative Rule 57.5](#) and the [Reemployment vs. Reinstatement](#) document for more information about eligibility for reinstatement.

## Step Increase Date Calculator

**Note regarding employees returning from leave:** If the employee is AFSCME-covered and received donations while on leave without pay, the donated hours count as "paid time" and the days the donations were applied are **not** considered days on leave without pay.

03/10/15	Date EE Went on Leave/ Was Laid Off	04/24/15	Date EE Returned from Leave/ Was Recalled
07/17/15	Current Step Increase Date		Did the Employee miss an increase while gone? (Yes or No)
45	# of Days on LWOP/Laid Off	3	# of Pay Periods to Adjust Step Increase Date Forward
08/28/15		New Step Increase Date	

# STEP INCREASE DATE CALCULATOR

Enter the dates described on the calculator. If the employee missed an increase while on leave or laid off, enter yes and the adjusted step increase date will be moved out a year.

# Vacation Anniversary Date Calculator (for Reinstatements only)

04/12/11

Date EE Terminated

04/24/15

Date of Reinstatement

05/30/00

Original Vacation Anniversary Date

1473

# of Days to Adjust Vacation

**06/11/04**

New Vacation Anniversary Date

# VACATION ANNIVERSARY DATE CALCULATOR

Enter the dates described on the calculator. The number of days the employee was gone will be calculated and the new vacation anniversary date will be provided.