

Documentation Required by Pre-Audit

Please send all documentation to Pre-Audit before you start the P1.

- We must have all required documentation before the P1s ever reach CERT or COMP level.
- Please send us only a copy of the original document. Originals should be kept in the employee's personnel file.
- Documents can be scanned and emailed to Elise Mullen and Velma Matchinsky, or faxed to (515) 281-7970.

Documentation Required:

- Approved Appeal Board Claims (also send a copy to Central Payroll)
- Governor's Office – Letters of Appointments or Pay
- Grievance/Arbitration Settlements (also send a copy to Central Payroll)
- Reduction in Pay Letters (also send a copy to Central Payroll)
- Demotion Letters
- Layoff Letters
- Bump In Lieu of Layoff Letters
- Approved M-40s (Special Pay Appointments)
- Employee Separation Forms
- Resignation/Retirement Letters
- Termination (Dismissal) Letters
- SLIP Enrollment Forms
- Documentation for any type of approved bonuses

P1 Remarks Required:

- 025 Board Member New Hire / 027 Annual Board Member / 064 Board Member Reemployment
 - Governor's appointment dates (Example: Term begins 05-01-2012 & ends 04-30-2013)
- 039 Temporary New Hire / 065 Temporary Reemployment
 - Must have DOM and/or PO approval noted
- 058 Recall – Term / 059 Recall – Active
 - Employee's layoff date, start/recall date, number of days gone from state employment, calculations for adjustment to step increase date and biweekly pay (if the employee missed any increases while laid off). Include the employee's job classification and biweekly pay at the time of layoff.
- 402 Retirement
 - IPERS File Date and date of birth.
- 470 SLIP Calculation
 - IPERS file date, date of birth, number of hours in final pay period, accrual rates, calculations for accrual in final pay period, and calculations for Shift Differential, Med Passer, or Standby pay (average of the last 6-pay periods).
- 619 Non-contract Employee Increase / 636 Pay Increase Due for Past Pay Period
 - Percent of increase
 - If giving back pay for a past-due increase, include the P1 number of the back pay (846) P1. On the 846 P1, include the prior and current biweekly pay and back pay calculations.
- 520 Return from Leave of Absence
 - Step increase date adjustment calculation including the number of days/pay periods on leave without pay, and for AFSCME employees, the number of donated hours received each pay period. Also include calculations for the new biweekly pay if the employee missed an increase while on leave.
- 782 Lead Worker / 866 SPOC-DNR 4% Premium Pay
 - Lead worker percent (for 782 P1 only) and current biweekly pay.
- 846 Catastrophic Pay/Other Pay Adj/Sick Leave Payout/ Term Leave Payout:
 - Catastrophic Pay: First and last name of employees donating, number and type of hours donated, and recipient's rate of pay.
 - Other Pay Adj: Description of correction being made, biweekly pay, calculations, and the pay period/days the correction is for.
 - Sick and/or Term Leave Payout: Biweekly pay, balances, number of hours in final pay period, and calculations for accrual and payout.