



People First!

System Enhancement: Combine Logic for Payroll Input 10-28-06

October 27, 2006

ID Number: SE 9

Suggested Audience:

Agency Personnel Officers

Overview: Effective with the 10/28/06 release, and starting with the Supplemental payroll processing on 10/31/06, the changes listed below will occur in the Payroll Input process (F0001):

- When multiple FLSA periods are contained within one pay period and the employee has multiple overtime (OT), on-call, or extraordinary payments in the same pay period, the beginning and ending rate and hours fields will be used to combine payment to reduce the number of payroll checks the employee receives.
- ONLY like kind payments will be combined. For example, one overtime record will be combined with another overtime record, but would not be combined with an on-call record.
- If the employee has multiple payment types (e.g. overtime, on-call and extraordinary pay), then separate payroll records will be sent for each payment type.
- ONLY two payments will be combined using this process per payroll record. If an employee has more than two like kind payments during the same pay period, then multiple records will still be sent for processing. Each F0001 record would contain up to two like kind payments. For example, if an employee has three different OT payments in the same pay period, then two records would be sent for processing: the first record would contain the first two OT payments, and the second record would contain the third and final record.

Detailed Example:

- Assume that employee Common works 44 hours in FLSA period 1 and 42 hours in FLSA period 2, which both fall in the same biweekly pay period. Further assume that employee Common is On-Call for 12 hours during the week in FLSA period 1, 15 hours during the week in FLSA period 2, 48 hours during the weekend in FLSA period 1 and 24 hours during the weekend in FLSA period 2.
 - In this case the two overtime payments would be combined into one F0001 record as follows:
 - Beginning Rate of Pay would contain the rate of Pay for the OT in FLSA period 1.
 - Beginning Hours would contain the OT hours in FLSA period 1.
 - Ending Rate of Pay would contain the rate of pay for the OT in FLSA period 2.
 - Ending Hours would contain the OT hours in FLSA period 2.
 - In this case the two weekday on-call payments would be combined into one F0001 record as follows:
 - Beginning Rate of Pay would contain the rate of Pay for the weekday On-Call in FLSA period 1.
 - Beginning Hours would contain the weekday On-Call hours in FLSA period 1.
 - Ending Rate of Pay would contain the rate of pay for the weekday On-Call in FLSA period 2.
 - Ending Hours would contain the weekday On-Call hours in FLSA period 2.

- In this case the two weekend on-call payments would be combined into one F0001 record as follows:
 - Beginning Rate of Pay would contain the rate of Pay for the weekend On-Call in FLSA period 1.
 - Beginning Hours would contain the weekend On-Call hours in FLSA period 1.
 - Ending Rate of Pay would contain the rate of pay for the weekend On-Call in FLSA period 2.
 - Ending Hours would contain the weekend On-Call hours in FLSA period 2.
- Note that Weekday and Weekend On-Call payments will NOT be combined together. For example, Weekday On-Call will ONLY be combined with Weekday On-Call.

If you have any questions related to this change, please contact your agency's DMS change management lead.