

<b>Type: System Enhancements</b>	<b>ID Number: SE 89</b>
<b>Date: June 22, 2012</b>	<b>Subject: Employee Gross Salary Screen</b>

**Suggested Audience:**

Human Resource Offices and Employees

**Details:**

Create a new "Employee Gross Salary" screen that captures all pay components of an employee's salary. The current screens that capture employee salary information (e.g., "Pay Info" and "Recurring Pay Additives & Military Pay") will not be eliminated with the creation of the new "Employee Gross Salary" screen. The **new screen will be implemented on June 30, 2012**, and includes the following features:

- The new "Employee Gross Salary" screen can be accessed from the Management tab/page or Employee Information tab/page by selecting "Employee Gross Pay" from the *Time & Payroll* menu.
  - The screen will not be available for OPS employees or contractors.
- The screen will contain an *Overview* section and *Details* section.
- The *Overview* section of the screen will display a listing of records with effective dates for the period of time the pay information is applicable.
  - The first record displayed as of implementation on June 2, 2012 is the employee's most current record.
  - A new record will be created anytime there is a change to any of the pay components (base pay, additives, CJIP amount, etc.) for the employee.
    - For example, if a monthly employee has a record valid from 05/12/2010 to 12/31/9999 with a Base Rate of Pay of \$3,330.98, and there is a change to the Base Rate of Pay effective 06/05/2012 to \$3,500.00, the old record will be end dated on 06/04/2012 and the new record will be valid from 06/05/2012 to 12/31/9999.
- The *Details* section contains all pay components that apply for the employee record. This section is separated into the following sub sections:
  - *Important Note* – this portion of the Details section will contain any important notes pertaining to the screen and the information on it.
  - *Details* – this portion will display the following fields and corresponding amounts:
    1. "Base Rate of Pay"
    2. "Competitive Area Differential (CAD)"
    3. "Critical Market Pay Additive"
    4. "Hazardous Duty Additive"
    5. "Leadworker Additive"
    6. "Legislative Approved Additive"
    7. "Shift Differential"
    8. "Temporary Special Duty Additive"
    9. "Trainer Additive"

- "Period Rate of Pay" – the value is the total of fields 1 – 9 listed above. This is the biweekly/monthly rate of pay that is sent to the Bureau of State Payrolls.
- Monthly Incentive Pay – this section will only be presented if the employee has at least one of the payment types below:
  1. "Criminal Justice Incentive Pay (CJIP)"
  2. "Fire Fighter Incentive Pay (FFIP)" (also known as Firefighters Supplemental Compensation)
    - For the Details and Monthly Incentive Pay sections, ***if a field or pay item does not apply for an employee then the field will not be displayed*** on the screen for the employee.
    - The screen fields and rates will be displayed based on the period of the record selected in the *Overview* section.
- "Hourly Regular Rate of Pay" – the value is the total of the "Hourly Rate" column for the "Period Rate of Pay" and the Monthly Incentive Pay item (CJIP and FFIP). If an employee is not eligible for CJIP and FFIP then the "Hourly Regular Rate of Pay" will be the same as the hourly rate shown in the "Period Rate of Pay" field.
  - Unless an employee has On-Call during the period they work overtime, the "Hourly Regular Rate of Pay" is the employees overtime rate of pay. If the employee has On-Call, the On-Call is factored into the "Hourly Regular Rate of Pay" to determine the employee's overtime rate of pay for that period.
- A note will be displayed to correspond with any superscript numbering associated with a specific section. The note is based upon the type of employee displayed.
  - Leave Payout Note:
    - i. This note will only be displayed for employees in *Employee Group 1 (Included)* and *2 (Excluded)*.
    - ii. The note will read: "Leave Payouts are paid at the Hourly Regular Rate of Pay per Rule 60L-34, F.A.C."
  - On-Call Note:
    - i. This will only be displayed if the *On-Call indicator* is marked on the employee's position.
    - ii. The On-Call rate displayed will be calculated as follows:
      - a. Weekday On-Call rate will be displayed at \$1.
      - b. Weekend day or Holiday On-Call will be displayed as equal to one-fourth of the statewide minimum for the employee's paygrade. The note will read: "Please note that if you are required to be On-Call, you will be paid \$1.00 per hour for weekday On-Call hours and \$\_\_\_\_ per hour for weekend and/or holiday On-Call hours."
  - Paid on Separate Payroll Note:
    - i. The note will only be displayed for employees who have CJIP and/or FFIP payment type for the period of the record selected in the *Overview* section.
    - ii. The note will read: "This payment type is paid on a separate payroll from the Period Rate of Pay."
  - Overtime Rate of Pay Note:
    - i. All employees in *Employee Group 1 (Included)* will have this note displayed.

- ii. The note will read: "The Overtime Rate of Pay includes these amounts, plus the actual amount of On-Call paid during the Overtime (FLSA) period. The screen reflects the employee's rates of pay and may not be the actual amounts paid."
- Monthly Employee Note:
  - i. The note will only be displayed for those employees who are in the payroll area UM (Monthly).
  - ii. The note will read: "For monthly employees, the Hourly Rate of Pay is based on your contract hours for the month and will vary from pay period to pay period. The amount reflected here is your annualized hourly rate of pay."

**Screenshot:**

**Employee Gross Salary->Overview**

	Effective Date	End Date
<input checked="" type="checkbox"/>	05/01/2012	12/31/9999
<input type="checkbox"/>	12/01/2011	04/30/2012

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Menu New

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**Employee Gross Salary->Details**

**Important Note:** This screen contains your recurring rates of pay for the selected period. If you have Leave Without Pay, change positions or separate in the middle of a period, the amounts actually paid may vary. To view your actual pay for a specific pay period, please access your Employee Earnings Statement.

	Gross Amount	Hourly Rate
<b>Base Rate of Pay</b>	3,296.60	19.02
<b>Competitive Area Differential</b>	416.65	2.40
<b>Temp Spec Duties(TSD)-Gen</b>	100.00	0.58
<b>Trainer Duties</b>	50.00	0.29
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<b>Period Rate of Pay<sup>2</sup></b>	3,863.25	22.29
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<b>Criminal Justice Incentive Pay<sup>3</sup></b>	80.00	0.46
<b>Fire Fighter Incentive Pay<sup>3</sup></b>	200.00	1.15
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<b>Hourly Regular Rate of Pay<sup>1,4,5</sup></b>	N/A	23.90

1. Leave Payouts are paid at the Hourly Regular Rate of Pay per Rule 60L-34, F.A.C.
2. Please note that if you are required to be On-Call, you will be paid \$1 per hour for weekday on-call hours and \$4.75 per hour for weekend and/or holiday On-Call hours.
3. This payment type is paid on a separate payroll from the Period Rate of Pay.
4. The Overtime Rate of Pay includes these amounts, plus the actual amount of On-Call paid during the Overtime (FLSA) period. This screen reflects the employee's rates of pay and may not be the actual amounts paid.
5. For monthly employees, the Hourly Rate of Pay is based on your contract hours for the month and will vary from pay period to pay period. The amount reflected here is your annualized hourly rate of pay.

**This screen is view only.**

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