

Office of Operations
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Partners in Excellence

CREATING ADDITIONAL PAY ADJUSTMENTS

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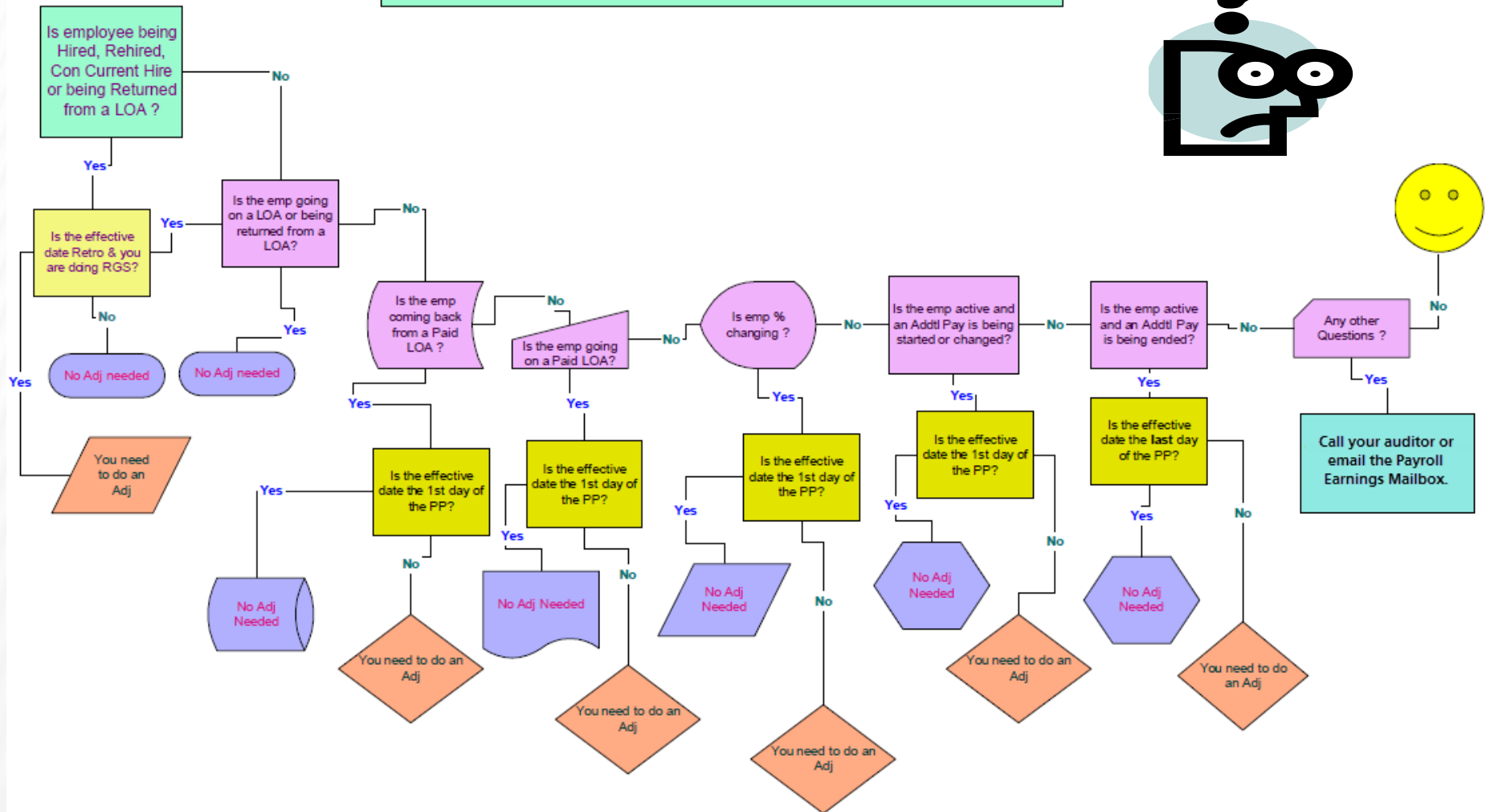
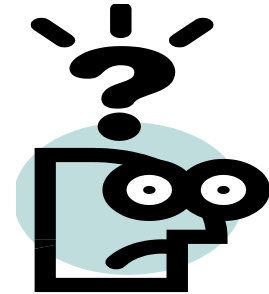
Topics in Additional Pay Adjustments

- What are Additional Pay adjustments?
- Why are they necessary?
- When are they required?
- When they are not needed?
- When to contact your auditor?



It's Confusing ???

When does an Adjustment need to be done in Additional Pay?



What are Additional Pay Adjustments?

- Positive or negative entries in Additional Pay
- Created by an agency to pay an employee's Additional Pay correctly.



Why are the adjustments necessary?

- PayServ **does not always** pay Additional Pay correctly when changes occur in the middle of a pay period (which could lead to inaccurate payments).

(Exceptions to this will be discussed later.)



When Adjustments are required...Mid Pay Period Changes

- Employee has a change in work percent on a date other than the first day of the pay period
 - PayServ will pay the entire pay period based on the last change.
 - Adjustment may be positive or negative.
 - The system will base this calculation off of the work schedule of each individual employee.



Mid Pay Period Return from Sick Leave With Half Pay

Employee History Information

Additional Pay Summary

Effdt	Act / Rea	Pos #	NYS Title	Anniv Dt	Salary	EE% / Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dt	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code

History Information

Find | View 1 First 1-80 of 80 Last

10/15/2015	PLA SKL	00169775	HIGHWAY M	10/03/2008	\$39626.00	0.5000 / F	PERM	S	HIGHWAY MTC WORKER 1
0	17100	00169775	008	2013	ANN	1	ALE	N03	DOT Region 10
P	10/19/2015	63176	03		\$757.87	NYYYYYN	1.00	NYS	5270
09/25/2015	RFL RSP	00169775	HIGHWAY M	10/03/2008	\$39626.00	1.0000 / F	PERM	S	HIGHWAY MTC WORKER 1
0	17100	00169775	008	2013	ANN	1	ALE	N03	DOT Region 10
A	10/05/2015	63176	03		\$1515.73	NYYYYYN	1.00	NYS	5270
09/24/2015	LOA SUP	00169775	HIGHWAY M	10/03/2008	\$39626.00	1.0000 / F	PERM	S	HIGHWAY MTC WORKER 1
0	17100	00169775	008	2013	ANN	1	ALE	N03	DOT Region 10
L	10/05/2015	63176	03		\$1515.73	NYYYYYN	1.00	NYS	5270
09/11/2015	RFL RSP	00169775	HIGHWAY M	10/03/2008	\$39626.00	1.0000 / F	PERM	S	HIGHWAY MTC WORKER 1
0	17100	00169775	008	2013	ANN	1	ALE	N03	DOT Region 10
A	09/18/2015	63176	03		\$1515.73	NYYYYYN	1.00	NYS	5270
09/10/2015	LOA SUP	00169775	HIGHWAY M	10/03/2008	\$39626.00	1.0000 / F	PERM	S	HIGHWAY MTC WORKER 1
0	17100	00169775	008	2013	ANN	1	ALE	N03	DOT Region 10



Additional Pay Summary in Employee History Screen

Employee History Information		Additional Pay Summary							
EmCd	Eff Dt	Earnings	Biw Pmt	OT Eff Dt	End Dt	Goal Amt	Goal Bal	Action Dt	OkPay
Additional Pay Summary						Find View 1 First 1-51 of 51 Last			
ALP	10/08/2015		\$28.92			\$28.92	\$28.92	10/19/2015	<input checked="" type="checkbox"/>
ALP	09/24/2015		\$-11.57			\$-11.57	\$-11.57	10/05/2015	<input checked="" type="checkbox"/>
ALP	01/31/2013		\$11.61		02/13/2013	\$11.61	\$11.61	02/14/2013	<input checked="" type="checkbox"/>
ALP	02/18/2011		\$58.00		04/23/2011	\$58.00	\$58.00	03/01/2011	<input checked="" type="checkbox"/>
ALP	02/17/2011		\$34.80			\$34.80		02/24/2011	<input checked="" type="checkbox"/>
D1C	08/18/2011				11/08/2011			09/01/2011	<input checked="" type="checkbox"/>
D4C	01/31/2013				02/13/2013			02/07/2013	<input checked="" type="checkbox"/>
D4C	09/17/2012				01/18/2013			09/27/2012	<input checked="" type="checkbox"/>
D4C	06/11/2012				08/02/2012			06/21/2012	<input checked="" type="checkbox"/>
D4C	03/15/2012				04/13/2012			03/30/2012	<input checked="" type="checkbox"/>
LOC	10/15/2015	\$3,026.00	\$57.87					10/19/2015	<input checked="" type="checkbox"/>
LOC	09/25/2015	\$3,026.00	\$115.75					10/05/2015	<input checked="" type="checkbox"/>
LOC	09/24/2015	\$3,026.00	\$115.75		09/24/2015			10/05/2015	<input checked="" type="checkbox"/>



Additional Pay Panel

Additional Pay

Create Additional Pay

Additional Pay Find | View All First 4 of 7 Last

*Earnings Code: LOC Location Pay

Effective Date 10/15/2015

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1 End Date:

Rate Code: Reason: Job Change

Annual Addl Earnings: 3026.00 Employee Work %: 0.5000

Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Check Nbr: ☐ Disable Direct Deposit

☒ OK to Pay Action Date: 10/19/2015 ☒ Prorate Additional Pay

Applies To Pay Periods

☒ First ☒ Second ☒ Third

Job Information

Additional Pay Find | View All First 4 of 7 Last

*Earnings Code: LOC Location Pay

Effective Date 09/25/2015

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1 End Date:

Rate Code: Reason: None

Annual Addl Earnings: 3026.00 Employee Work %: 1.0000

Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Check Nbr: ☐ Disable Direct Deposit

☒ OK to Pay Action Date: 10/05/2015 ☒ Prorate Additional Pay

Applies To Pay Periods

☒ First ☒ Second ☒ Third

Job Information

Calculation for Additional Pay Adjustment (Change in Percent)

- What are the dates for the pay period involved?
 - 10/08/2015- 10/21/2015
- What will the system pay?
 - System pays 10 days at 50% rate of \$57.87
- What is the employee actually due?
 - 10/08/2015 – 10/14/2015 - due 5 days at full pay
($115.75 \div 10 = 11.58$ per day $\times 5$ days = \$57.87)
 - 10/15/2015 – 10/21/2015 - due 5 days at half pay
($57.87 \div 10 = 5.79$ per day $\times 5$ days = \$28.92)
 - $\$57.87 + 28.92 = \86.79 (amount employee should have been paid)
- Adjustment Calculation
 - $\$86.79 - \$57.87 = \$28.92$ (Positive Adjustment, Employee was underpaid)

Example of an Adjustment

Create Additional Pay

Additional Pay		Find View All First 1 of 7 Last	
*Earnings Code:	ALP	Adj Location Pay	
Effective Date		Find View All First 1 of 5 Last	
Effective Date:	10/08/2015	Comments	
Payment Details		Find View All First 1 of 1 Last	
*Addl Seq Nbr:	1	End Date:	
Rate Code:		Reason:	None
Earnings:	\$28.92	Employee Work %:	1.0000
Hours:		Hourly Rate:	
Goal Amount:	\$28.92	Goal Balance:	\$28.92
Sep Check Nbr:		<input type="checkbox"/> Disable Direct Deposit	
<input checked="" type="checkbox"/> OK to Pay	Action Date: 10/19/2015	<input type="checkbox"/> Prorate Additional Pay	
Applies To Pay Periods			
<input checked="" type="checkbox"/> First	<input checked="" type="checkbox"/> Second	<input checked="" type="checkbox"/> Third	
Job Information			

Save

Return to Search


Update/Display


Include History


Correct History



Where to find Adjustment Codes?



 **PayServ - The NYS Payroll System**

[Favorites](#) | [Main Menu](#) > [Set Up HRMS](#) > [Product Related](#) > [Payroll for North America](#) > [Compensation and Earnings](#) > [Earnings Table](#) 

[General](#) | [Taxes](#) | [Calculation](#) | [Special Processing](#) | [Earnings Table 5](#) | [Earnings Table 6](#) | [Earnings Table 7](#) 

Earnings Table

Earnings Code: **IPC**

Earnings Information [Find](#) | [View All](#) | First  1 of 1  Last

Effective Date:	04/02/2015	Status:	Active
Earnings Description:	Inconvenience Part		
Short Description:	IPF Part	Earnings Category:	Inconv Pay
Allowable Employee Types:	All	<input checked="" type="checkbox"/> Department Budget Default	







Tax Refund
☒ No
☐ Current Year
☐ Prior Year

Adjustment Code
☒ **APC**

Payment Type
☐ Either Hours or Amount OK
☐ Both Hours and Amount OK
☐ Hours Only
☒ Amounts Only
☐ Unit/Override Rate
☐ Flat Amount
☐ Hours Distribution ☐ Administrative Stipend Flag

Effect on FLSA
☒ None
☐ Both Hours and Amount
☐ Hours Only ☐ Amounts Only

Retro Pay Processing
☒ Eligible for Retro Pay
☐ Used to Pay Retro
☐ Earning Impacts Retro

 Save |  Return to Search |  Previous tab |  Next tab |  Update/Display |  Include History

[General](#) | [Taxes](#) | [Calculation](#) | [Special Processing](#) | [Earnings Table 5](#) | [Earnings Table 6](#) | [Earnings Table 7](#) | [Earnings Table 8](#)



General Comments

- **Always add detailed General Comments when creating an Additional Pay Adjustment**
- Comment should include:
 - Time frame for the adjustment
 - Amount of adjustment
 - Why the adjustment is needed
- Especially important when adjustment is not for the current pay period



General Comments - Example

General Comments

General Comments

Find | View All First 1 of 11 Last

Comments By: shawn

Comment Date: 11/06/2015 Sequence Nbr: 0 *Comment Category: Add'l Pay

Department: 17100 DOT Region 10

Comment: employee on 1/2 pay
10/22-11/1- 7 days at full pay \$81.03
11/2-11/4- 3 days at 1/2 pay \$17.36
total s/pay \$98.39
sys will pay \$57.88
owe \$40.51
entering ALP for +\$40.51



When are Adjustments Required?

- Mid-pay-period changes to Additional Pay:
 - starts on a day other than the first day of a pay period.
 - ends on a day other than the last day of a pay period.

****Please note-** Additional Pay end dates are close of business**



Start Date Other than the First Day of a Pay Period

- If an Additional Pay is started on a day other than the first day of the pay period, and the employee was previously on the payroll, PayServ will pay the whole pay period.
- A negative adjustment will be necessary to take back the Additional Pay that is not owed to the employee.



Start Date Other than the First Day of the Pay Period

Example

- An employee has an Also Receives payment started 09/01/2015.
- 09/01/2015 is 3 work days into the pay period.
 - The pay period runs from 08/27/2015-09/09/2015



Calculation for Start Date Other than Beginning of Pay Period

- What will the system pay?
 - Yearly rate = $\$61,198 \times 0.038251 = \$2,340.88$
- What is the employee actually due?
 - 7 days of ALR
 - $\$2,340.88 \div 10 = \234.09 per day $\times 7 = \$1,638.63$
- Adjustment Calculation
 - $\$2,340.88 - \$1,638.63 = \$702.25$ (Negative adjustment, Employee was overpaid)
- AAR effective date would be the first day of the current pay period being processed. When rein leaving from LOA, then it is necessary to use the rein leave date.

End Date Other than the Last Day of a Pay Period

- PayServ will pay the whole pay period if Additional Pay is ended on a day other than the last day of the pay period.
- A negative adjustment will be necessary
 - Determine difference between what the employee is owed and what the system will pay.



End Date Other than the Last Day of a Pay Period

What happens when LMH is ended mid pay period and LOC is Started?

LMH	09/21/2014	\$1,280.00	\$49.10	09/21/2014	09/25/2014	<input checked="" type="checkbox"/>
LMH	07/28/2014	\$1,280.00	\$49.10		08/08/2014	<input checked="" type="checkbox"/>
LMH	06/01/2014	\$1,280.00	\$49.10	06/01/2014	06/09/2014	<input checked="" type="checkbox"/>
LMH	07/15/2013	\$1,280.00	\$49.10		07/18/2013	<input checked="" type="checkbox"/>
LOC	07/27/2014	\$3,438.00	\$131.87	07/27/2014	08/08/2014	<input checked="" type="checkbox"/>
LOC	06/02/2014	\$3,438.00	\$131.87		06/09/2014	<input checked="" type="checkbox"/>

Pay Period dates are 5/29/2014-6/11/2014.



End Date Other than the Last Day of a Pay Period

What should have been paid:

- 2 days of LMH $\$49.01/\text{Pay Period}$ divided by 10 days = $\$4.90/\text{day} \times 2 = \9.80
- 8 days of LOC $\$131.86/\text{Pay Period}$ divided by 10 days = $\$13.18/\text{day} \times 8 = \105.44
(LMH $\$9.80 + \text{LOC } \$105.44 = \mathbf{\$115.24}$)

Subtract from what the system calculated. ($\$180.97 - \$115.24 = \$65.73$).

- Negative adjustment must be entered, so that the employee is paid correctly.
- Done as one ALP $\$-65.73$.

Transactions Entered Retroactively

- PayServ will not pay retroactive dates if an employee:
 - is retroactively returned from leave from a no pay status, or
 - is hired/rehired retroactively.
- A positive adjustment must be entered to pay the employee from the retroactive start date.
 - If you are entering RGS in Time Entry, you should always review Addl Pay to see if adjustments are required.
- PayServ will pay current pay period correctly.



Retroactive Start Date

Example:

- If we are currently working in Institution Pay Period 18 (11/26/2015 - 12/09/2015).
- An employee should have been hired effective 11/16/2015.
- The employee should also have been receiving Inconvenience Pay (IPF) since his/her date of hire.



Continued...

- What will the system do?
 - The system will correctly pay the employee from the beginning of the CURRENT pay period (11/26/2015 - 12/09/2015).
- What must the agency do?
 - If an RGS must be entered in Time Entry,
 - Then a positive adjustment for IPF is needed for 11/16/2015 - 11/25/2015 in Additional Pay.
- Adjustment Calculation
 - $\$21.99 \div 10 = \2.20 per day $\times 8 = \$17.60$ (Due to employee)



When are Adjustments Not Needed?

- Employee goes from a non-paid status to a paid status or vice versa. As long as these changes are in the current pay period.
- Additional Pay is started on the first day of a pay period or ended on the last day of a pay period.
- Overpayments (Q codes) should be used for excessive amounts not being recovered all at once. Detailed comments are required for these transactions.



When are Adjustments Not Needed...Non-Paid to Paid Status

- When an employee goes from a non-paid status to a paid status in the *current* pay period:
 - Example: new hires, return from a leave of absence or suspension.



When are Adjustments Not Needed...Paid to Non-Paid Status

- When an employee goes from a paid status to a non-paid status:
 - Example: Leave of absence (without pay), Terminated or Retired. As long as this is done for the current pay period.
 - The system will automatically stop the Additional Pay on the day the employee is placed on a no pay status.



When to Contact Auditor

- When doing a positive adjustment for an *inactive* employee.
 - This adjustment will not load to the paysheet as long as the employee is *inactive*. The adjustment must be manually entered in order to pay the employee correctly.



A Short Review

- Additional Pay adjustments are necessary to prevent overpayments or underpayments when there is a mid-pay-period change to an employee's Additional Pay.
- When entering adjustments, always use the first day of the current pay period, if the employee is active on that day.
- Always remember to enter **detailed** general comments when submitting an adjustment.



Questions?

- Contact your auditor at the Office of the State Comptroller. The auditor assignment list is located on the PayServ bulletin board.
- Email the payroll earnings mailbox at payrollearnings@osc.state.ny.us.

