Mid Pay Period Proration

Purpose

When an employee is to receive an Additional Pay earnings that covers a partial pay period, the Additional Pay amount to be paid for that partial pay period is not properly calculated unless there is a change in Pay Status on Job. These issues pertaining to Partial Payments have been addressed in the upgrade to 9.2.

There are three scenarios in PayServ where the new Mid-Pay Period Proration logic has been added:

- Employee Work % Change
- Online changes to include:
 - Changes in dates (Effective Date and Earnings End Date)
 - And/or changes to the earnings amount on Addl Pay
- Programs/Process that insert into or update Additional Pay

The new logic will be applied to additional pay earnings codes defined as Derived Biweekly plus three Biweekly earnings codes: AMP, PS1, and PS3.

Create Additional Pay

Navigation Path

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Example

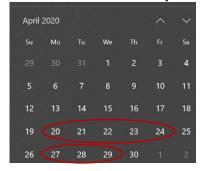
This is an example of an employee to be paid in pay cycle with:

Pay Period Begin: 04/16/2020Pay Period End: 04/29/2020

Employee has a work schedule of: NYYYYYN (Monday through Friday)

Entering a new row on Additional Pay for Earnings Code LOC (Location Pay) with an effective date in the middle of the pay period: 4/20/2020. This will result in the need to prorate the additional pay amount for only 8 days of the pay period.

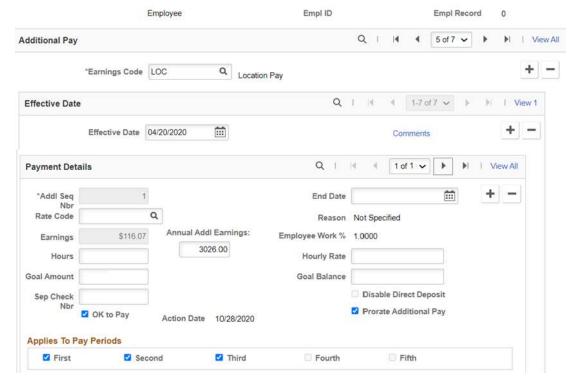
- 4/16-4/17: 2 of 10 work days with no location pay
- 4/20-4/29: 8 of 10 work days with location pay



Steps

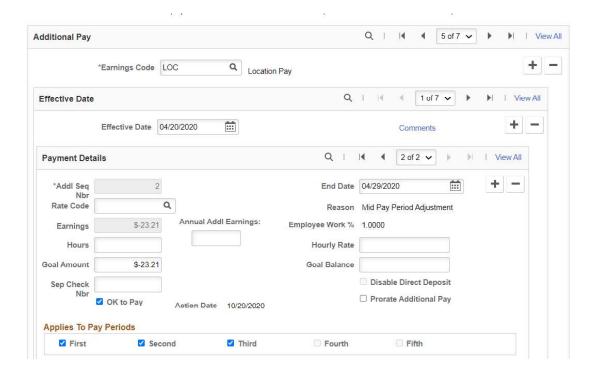
- 1. Enter the Empl ID and click Search.
- 2. Enter the following as applicable for the additional pay changes: NOTE: Values noted below are for the above example.

- a. Earnings Code: LOCb. Effective Date: 4/20/2020
- c. Addl Seq Nbr: = 1 (system generated, greyed)
- d. Annual Addl Earnings Amount: 3026.00
- e. Goal Amount: Blank
- f. OK to Pay = Checked
- g. Prorate Additional Pay: Checked
- h. Applies to Pay Periods: First, Second, Third Checked

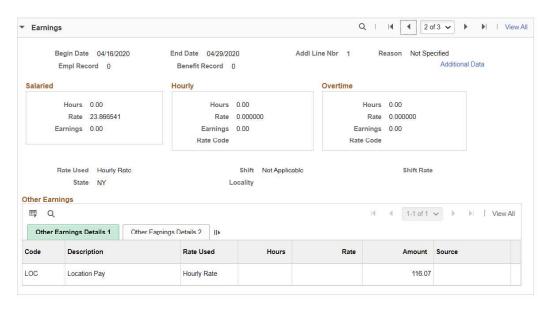


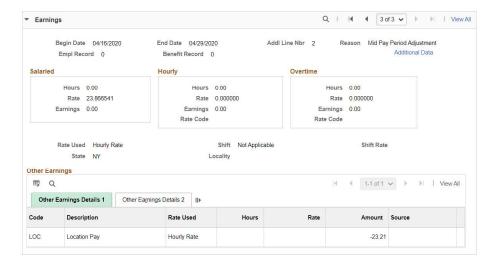
3. Click Save.

- a. The Earnings field is filled. Earnings: 116.07 (system generated: Per Pay Period amount, greyed)
- 4. An additional sequence is generated by the system. This sequence 2 record is the one-time adjustment for the two days the employee is not eligible for the location pay in the pay period (116.07/ 10 = 11.607 X 2 days = \$23.21).
 - i. The system generates the Additional Pay end date using the current pay period end date
 - j. The system generates the goal amount to be equal to the adjustment amount

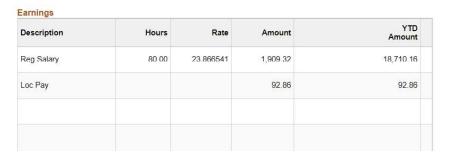


Result After confirm, Review Paycheck:





Location Pay appears on the employee's check/advice as one amount:



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