

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: 04/16/2020
- Pay Period End Date 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

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

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: LOC
- b. 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

Employee Empl ID Empl Record 0

Additional Pay 🔍 | ⏪ | ⏩ | 5 of 7 | View All

*Earnings Code 🔍 Location Pay + -

Effective Date 🔍 | ⏪ | ⏩ | 1-7 of 7 | View 1

Effective Date 📅 Comments + -

Payment Details 🔍 | ⏪ | ⏩ | 1 of 1 | View All

*Addl Seq Nbr 1	End Date	+ -
Rate Code	Reason Not Specified	
Earnings \$116.07	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 10/28/2020	☒ Prorate Additional Pay	

Applies To Pay Periods

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

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

Additional Pay 5 of 7 [View All](#)

*Earnings Code Location Pay

Effective Date 1 of 7 [View All](#)

Effective Date [Comments](#)

Payment Details 2 of 2 [View All](#)

*Addl Seq Nbr End Date

Rate Code Reason

Earnings Annual Addl Earnings: Employee Work %

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr ☐ Disable Direct Deposit

☒ OK to Pay Action Date ☐ Prorate Additional Pay

Applies To Pay Periods

☒ First ☒ Second ☒ Third ☐ Fourth ☐ Fifth

Result

After confirm, Review Paycheck:

Earnings 2 of 3 [View All](#)

Begin Date End Date Addl Line Nbr Reason [Additional Data](#)

Empl Record Benefit Record

Salaried

Hours
Rate
Earnings

Hourly

Hours
Rate
Earnings
Rate Code

Overtime

Hours
Rate
Earnings
Rate Code

Rate Used Shift Shift Rate

State Locality

Other Earnings

1-1 of 1 [View All](#)

Code	Description	Rate Used	Hours	Rate	Amount	Source
LOC	Location Pay	Hourly Rate			116.07	

Earnings

Begin Date

04/16/2020

End Date

04/29/2020

Add'l Line Nbr

2

Reason

Mid Pay Period Adjustment

Empl Record

0

Benefit Record

0

Additional Data

Salaried

Hours

0.00

Rate

23.866541

Earnings

0.00

Hourly

Hours

0.00

Rate

0.000000

Earnings

0.00

Rate Code

Overtime

Hours

0.00

Rate

0.000000

Earnings

0.00

Rate Code

Rate Used

Hourly Rate

Shift

Not Applicable

Shift Rate

State

NY

Locality

Other Earnings

Q

1-1 of 1

View All

Other Earnings Details 1

Other Earnings Details 2

III>

Code	Description	Rate Used	Hours	Rate	Amount	Source
LOC	Location Pay	Hourly Rate			-23.21	

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

Earnings					
Description	Hours	Rate	Amount	YTD Amount	
Reg Salary	80.00	23.866541	1,909.32	18,710.16	
Loc Pay			92.86	92.86	

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