Reporting Actions in Calendar Year 2005

Action	Effective Date	OSC and Agency Procedures
Hire Concurrent Hire Rehire Return from Leave (Without Pay)	1/1/05	The agency must report the transaction effective 12/30/04 and the actual effective date (1/1/05) in the General Comments page. If the transaction is reported timely, the system will automatically calculate **RGS** for the current period by dividing the statutory salary by 26. If the transaction is reported on a retroactive basis, the system will automatically calculate RGS for the current period by dividing the statutory salary by 26. The system will not calculate earnings for the retroactive period. Therefore, the agency must: Report the Earn Code **RGS** in the Time Entry page to pay the retroactive earnings due. For each retroactive period, the number of **RGS** days must be 14 and the biweekly amount must be determined by dividing the statutory salary by 26.
Hire Concurrent Hire Rehire Return from Leave (Without Pay)	After 1/1/05	The agency must report the actual transaction effective date and refer to the applicable information below. If the transaction is reported timely and the effective date is the first day of the current pay period, the system will calculate **RGS** earnings by dividing the statutory salary by 26. If the transaction is reported timely and the effective date is mid-pay period, the system will calculate **RGS** earnings by: 1. Dividing the statutory salary by 26. 2. Dividing the biweekly amount determined in #1 above by 14. 3. Multiplying the daily rate determined in #2 above by the number of calendar days actually served in the pay period. If the transaction is reported on a retroactive basis, the system will calculate **RGS** earnings for the current period as stated above. No earnings will be calculated for the retroactive period. Therefore, the agency must report the Earn Code **RGS**. The amount of **RGS** is the amount that would have been paid by the system, as described above, if the action had been reported timely.

Reporting Actions in Calendar Year 2005

Action	Effective Date	OSC and Agency Procedures
Position Change	1/1/05	The agency must report the transaction effective 12/30/04 and the actual effective date (1/1/05) in the General Comments page. If the transaction is reported timely, the system will automatically calculate **RGS** for the current period by dividing the statutory salary by 26. If the transaction is reported on a retroactive basis, the system will, if applicable, calculate the amount underpaid or overpaid during the retroactive period by determining the amount of earnings previously paid and comparing that amount to the amount of earnings that should have been paid if the transaction had been reported timely. The amount of the adjustment will be processed as **RRS** (Retro Regular Salary) in the current pay period.

Position Change	After 1/1/05	The agency must report the actual effective date and refer to the applicable information below.
		
		If the action is reported timely and the effective date is:
		• The first day of the pay period: the system will automatically calculate **RGS** earnings for the current period by dividing the statutory salary by 26.
		• Mid-pay period and the salary rate is changing: the system will automatically calculate **RGS** earnings by:
		  1. Dividing each statutory salary by 26.
		  2. Dividing the biweekly amount determined in #1 above by 14.
		  3. Multiplying the daily rate determined in #2 above by the respective number of calendar days for each salary rate.
		  4. Combining the results determined in #3 above.
		
		If the action is reported on a retroactive basis and the salary is changing, the system will:
		• Calculate **RGS** earnings for the current period by dividing the statutory salary by 26.
		• Calculate the retroactive earnings (**RRS**) overpaid or underpaid during the retroactive period by determining the amount of earnings previously paid and comparing that amount to the amount of earnings that should have been paid if the transaction had been reported timely.

Reporting Actions in Calendar Year 2005

Action	Effective Date	OSC an Agency Procedures
Retirement Termination (includes Resignation and Deceased)	1/1/05	The agency must report the leave or removal transaction effective 12/30/04 and the actual effective date (1/1/05) in the General Comments page. If the action is reported on a retroactive basis, the agency must report the amount of the overpayment (total amount of regular earnings paid in calendar year 2005) and method of recovery in the General Comments page.

Retirement Termination (includes Resignation and Deceased)	After 1/1/05	The agency must report the actual effective date and refer to the applicable information below:
		
		• If the effective date is the first day of the current pay period or earlier, the agency must determine the amount of overpayment already incurred by determining the amount of salary entitlement for calendar year 2005 (number of days served divided by 365 and then multiplied by the statutory salary rate) and subtract the result from the amount of regular judicial earnings previously paid in calendar year 2005. The amount of the overpayment and the method of overpayment recovery must be reported in the General Comments page.
		• If the action is reported timely and the effective date is mid-pay period, the agency must determine the amount of salary entitlement for calendar year 2005 (number of days served divided by 365 and then multiplied by the statutory salary rate) and subtract the result from the amount of regular judicial earnings previously paid in calendar year 2005. Based on the result, use the applicable procedure stated below:
		  1. If the amount of salary entitlement is higher than the amount previously paid, the agency must report the difference in the Time Entry page using the Earn Code **RGO**. The **RGO** earnings will override the system calculated **RGS** for the current pay period.
		  2. If the amount of salary entitlement is less than the amount previously paid, the agency must report the overpayment amount and method of recovery in the General Comments page. OSC will not process the system-generated **RGS** for the current pay period.

Reporting Actions in Calendar Year 2005

Action	Effective Date	OSC and Agency Procedures
Transfer from Judicial to Judicial	1/1/05	The agency must report the transaction effective 12/30/04. The agency must report the actual Transfer effective date (1/1/05) in the General Comments page and refer to the applicable information below. If the transaction is reported timely (salary is same or different) or submitted on a retroactive basis and the salary remains the same: • The system will automatically calculate **RGS** earnings for the current pay period by dividing the statutory salary by 26. If the transaction is reported on a retroactive basis and the salary has changed: • The system will automatically calculate the adjustment of regular earnings for the retroactive period. The automatic adjustment will be processed using the Earn Code **RRS**.

Transfer from Judicial to Judicial	After 1/1/05	The agency must report the actual effective date and refer to the applicable information below.
		
		If the action is reported timely and the effective date is:
		• The first day of the pay period: the system will automatically calculate **RGS** earnings for the current period by dividing the statutory salary by 26.
		• Mid-pay period and the salary rate is changing: the system will automatically calculate **RGS** earnings by:
		  1. Dividing each statutory salary by 26.
		  2. Dividing the biweekly amount determined in #1 above by 14.
		  3. Multiplying the daily rate determined in #2 above by the respective number of calendar days for each salary rate.
		  4. Combining the results determined in #3 above.
		
		If the action is reported on a retroactive basis and the salary is changing: the system will:
		• Calculate **RGS** earnings for the current period by dividing the statutory salary rate by 26.
		• Calculate the retroactive earnings (**RRS**) overpaid or underpaid during the retroactive period by determining the amount of earnings previously paid and comparing that amount to the amount of earnings that should have been paid if the transaction had been reported timely.

Reporting Actions in Calendar Year 2005

Action	Effective Date	OSC and Agency Procedures
Transfer from Non-Judicial to Judicial Position	1/1/05	The agency must report the transaction effective 12/30/04. The agency must report the actual Transfer effective date (1/1/05) in the General Comments page and refer to the applicable information below. If the transaction is reported timely: • For the current pay period, the system will calculate **RGS** earnings for the judicial position by dividing the statutory salary by 26 and will also calculate **RGS** earnings for the non-judicial position for the period 12/16/04 thru 12/29/04. • In the following pay period, the system will again calculate **RGS** earnings for the judicial position by dividing the statutory salary by 26. Since the system will not calculate non-judicial earnings for 12/30 and 12/31, the agency must report the Earn Code **ADJ** to report the retroactive earnings due for non-judicial service for the period 12/30 and 12/31. If the transaction is reported on a retroactive basis: • The agency must contact OSC for specific instructions.
Transfer from Non-Judicial to Judicial Position	After 1/1/05	The agency must report the actual effective date and refer to the applicable information below. If the transaction is reported timely: • System will calculate regular RGS earnings for both the non-judicial and judicial positions for the current and subsequent pay periods, based on the effective date of the appointment to the judicial position. If the transaction is reported on a retroactive basis: • The agency must contact OSC for specific instructions.

Reporting Actions in Calendar Year 2005

Action	Effective Date	OSC and Agency Procedures
Transfer from Judicial to Non-Judicial Position	1/1/05	The agency must report the actual effective date (1/1/05) and refer to the applicable information below. If the transaction is reported timely: • For paychecks dated 1/12, no payment is due. Since the system will calculate judicial earnings for the period 12/30 and 12/31, the agency must contact OSC and enter a statement in General Comments informing OSC to turn off **RGS** earnings for the current period because the employee was already paid for 12/30 and 12/31 in the paycheck dated 12/29. • For paychecks dated 1/26, the system will calculate **RGS** for the non-judicial position for the period 1/1/05 thru 1/12/05. If the transaction is reported on a retroactive basis: • The agency must contact OSC for specific instructions.

Transfer from Judicial to Non-Judicial Position	After 1/1/05	The agency must report the actual effective date and refer to the applicable information below.
		
		If the transaction is reported timely:
		• The system will calculate **RGS** earnings for the judicial and non-judicial positions in the appropriate pay periods. However, the agency must determine the amount of salary entitlement for the judicial position for calendar year 2005 (number of calendar days served divided by 365 and then multiplied by statutory salary rate) and subtract the amount of judicial earnings already received, if any, from the amount of entitlement and follow the applicable procedure below:
		   1. If the employee was overpaid judicial earnings, the amount overpaid must be recovered from subsequent non-judicial earnings.
		   2. If the employee is due judicial earnings, the agency must report the amount due using the Earn Code **RGO**.
		
		If the transaction is reported on a retroactive basis:
		• The agency must contact OSC for specific instructions.

Actions other than those described above		The agency must contact OSC for specific instructions.