

Reporting Actions in Pay Period 19C

Action	Agency Procedure
Hire/Concurrent Hire effective prior to 12/25/08	<p>Report Hire or CCH and Pay Rate Change effective the actual date of appointment.</p> <p>Regardless of effective date, the payroll system will calculate the total amount of RGS due for calendar year 2008.</p> <p>No additional agency action is required.</p>
Hire/Concurrent Hire effective 12/25/08-12/31/08	<p>Report Hire or CCH and Pay Rate Change effective 12/24/08.</p> <p>Enter a General Comment to explain the actual appointment date.</p> <p>The payroll system will calculate the incorrect amount of RGS for the current period. Therefore, the agency must determine the amount of salary entitlement and report that amount in the Time Entry page using the Earn Code RGO with the appropriate number of calendar days (i.e. 1, 2, 3 or 4). RGO will override the system-generated RGS in Pay Period 19C.</p>

Reporting Actions in Pay Period 19C

<p>Termination/Retirement/LOA prior to 12/25/08</p>	<p>Report the Leave or removal action effective the actual date of the removal or Leave.</p> <p>If effective date is on or before 12/11/08, determine the amount of overpaid earnings by calculating the judge's salary entitlement for calendar year 2008. From that amount, subtract the amount of regular earnings previously paid.</p> <p>OR</p> <p>If effective date is on or after 12/12/08 but prior to 12/25/08, the payroll system will calculate regular RGS earnings based on the number of days served in Pay Period 19C.</p> <p>The agency must:</p> <ol style="list-style-type: none"> 1. Determine the judge's salary entitlement for calendar year 2008. 2. From that amount, subtract the amount of regular earnings actually received through 12/10/2008. 3. 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. 4. 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.
<p>Action</p>	<p>Agency Procedure</p>
<p>Termination/Retirement/LOA effective 12/25/08-12/31/08 BOB</p>	<p>Report the Leave or removal action effective 12/25/08.</p> <p>Enter a General Comment explaining the actual date of removal.</p> <p>The payroll system will calculate regular RGS earnings through 12/24/08.</p> <p>The agency must:</p> <ol style="list-style-type: none"> 1. Determine the amount of salary entitlement for calendar year 2008.

	<ol style="list-style-type: none"> 2. From that amount, subtract the amount of regular earnings actually received in 2008, including the RGS amount that will be paid in the current period. 3. Enter the year-end adjustment (positive or negative) in the Time Entry page using the Earn Code JYA.
Position Change effective prior to 12/25/08	<p>Enter the actual effective date when reporting the Position Change on the Job Action Request page.</p> <p>The payroll system will determine the amount of salary entitlement for calendar year 2008. The difference between this calculation and the regular earnings paid through 12/18/08 will be processed by the payroll system as RGS in Pay Period 19C.</p> <p>No agency action is required.</p>
Position Change effective 12/25/08-12/31/08	<p>Enter the Position Change on the Job Request page effective 12/24/08.</p> <p>Enter a General Comment explaining the actual date of the Position Change.</p> <p>If the employee's salary is changing, the payroll system will incorrectly determine the amount of salary entitlement for year 2008 and pay the incorrect amount of RGS. Therefore, the agency must:</p> <ol style="list-style-type: none"> 1. Determine the judge's salary entitlement for calendar year 2008. 2. From that amount, subtract the amount of regular earnings received through 12/10/08. 3. Report the difference in the Time Entry page using the Earn Code RGO. The RGO will override the system-generated RGS in Pay Period 19C. <p>If the employee's salary is not changing, the payroll system will determine the amount of salary entitlement for calendar year 2008 appropriately and pay the year-end adjustment.</p>
Action	Agency Procedure

Reporting Actions in Pay Period 19C

<p>Rehire or Return from Leave effective prior to 12/25/08</p>	<p>Enter the Rehire and Pay Change or Return from Leave using the actual effective date.</p> <p>The payroll system will calculate regular RGS earnings for the current pay period.</p> <p>If the effective date is prior to 12/11/08, enter the amount due for the previous pay period(s) using the Earn Code RGS.</p> <p>The agency must also:</p> <ol style="list-style-type: none"> 1. Determine the amount of salary entitlement for calendar year 2008. 2. From that amount, subtract the regular earnings previously paid, if any, and the amount of RGS to be paid in the current period. 3. Report the difference in the Time Entry page using the Earn Code JYA.
<p>Rehire or Return from Leave effective 12/25/08-12/31/08</p>	<p>Enter the Rehire and Pay Change or Return from Leave effective 12/24/08.</p> <p>Enter a General Comment to explain the actual effective date.</p> <p>The payroll system will calculate one (1) calendar day of RGS for the current pay period.</p> <p>The agency must also:</p> <ol style="list-style-type: none"> 1. Determine the amount of salary entitlement for 2008. 2. From that amount, subtract the regular earnings previously paid, if any, and the amount of RGS to be paid in the current period. 3. Report the difference in the Time Entry page using the Earn Code JYA.
<p>Transfer from Non-Judicial to Judicial or Judicial to Non-Judicial</p>	<p>Contact OSC Audit Unit for instructions.</p>