

Additional Pay Adjustment Worksheet

Mid Pay Period Percent Change – Retroactive Transactions

Employee N # _____

Part 1

Employee Pay Basis Code

- Annual (10 workdays)
- CAL (14 workdays)
- 21P (SUNY 14 workdays, all others 10 workdays)

Effective date of change _____

Pay period begin _____ Pay period end _____

Part 2

What will the system pay?

- Full pay period at 100%
- Full pay period at 50%
- Other Percentage

Hint ** What is the employee's percent (%) at the end of the pay period? Payserv will pay at that rate. What amount do I need to adjust to pay correctly?

System will pay \$_____ of _____
(Addl' pay code)

Part 3 What is the employee due?

****Remember to check the employees work schedule. Be aware pass days may be other than Saturday and Sunday.

3A. Before Change

- Date range before percent (%) change _____ to _____.
Pay period begin date Date prior to change

NOTE *** If multiple changes occur during the pay period, calculations should be done for each change in percent.

3C. What is the employee due?

1. Total from $\frac{\text{Part 3A \#6}}{\text{Part 3A \#6}} + \frac{\text{Part 3B \#6}}{\text{Part 3B \#6}} = \$ \underline{\hspace{2cm}} .$

Part 4: How to calculate the adjustment.

What is due \$ $\frac{\text{Part 3C}}{\text{Part 3C}}$ Minus \$ $\frac{\text{Part 2 - Amt. system pays}}{\text{Part 2 - Amt. system pays}}$ = \$ $\frac{\text{Adjustment needed}}{\text{Adjustment needed}}$
 (Can be positive or negative)

Additional Pay Adjustment Worksheet

Start Date other than the First Day of the Pay Period – Retroactive Transactions

And/Or

End Date other than the Last Day of the Pay Period – Retroactive Transactions

Employee N # _____

Part 1

Employee Pay Basis Code

- Annual (10 workdays)
- CAL (14 workdays)
- 21P (SUNY 14 workdays, all others 10 workdays)

Effective date of change _____

Is employee active prior to effective date ___ Yes ___ No

Pay period begin _____ Pay period end _____

Current pay period or retro-actively entered? _____

***If entered retro-actively check the retro pay results panel**

Part 2

What will the system pay?

- Full pay period
- Only what is due?
- Zero

Hint ** Generally, additional pay will pay for the entire time the employee is in paid status on Job Data during the pay period in which the additional pay changes occur.

Hint ** If the employee is due the add'l pay for the first day of the pay period **only**, and an add'l pay transaction is entered effective the **FIRST** day of the pay period with an end date of the **FIRST** day of the pay period, the system will **NOT** pay any of the add'l pay. Employee will be due **ONE** day of pay, an adjustment will need to be entered. To calculate one day see Part 3A.

System will pay \$ _____ of _____ in which the additional pay changes occur

(add'l pay code)

Part 3 What is the employee due?

****Remember to check the employees work schedule. Be aware pass days may be other than Saturday and Sunday.

3A. Calculation for what is due.

1. Date range the employee is due the additional pay _____ to _____.
Pay period begin date Pay period end date
or add'l pay begin date or add'l pay end date
2. How many work days in the above date range _____.
3. Percentage (%) during this time period _____.
4. Biweekly add'l amount during above date range \$ _____.
5. What is the daily rate of add'l pay = \$ _____.
***** (biweekly amt. / #of work days in pay period = daily rate)
6. How to calculate?

$$\frac{\text{Days (3A\#2)}}{\text{Daily rate (3A\#5)}} \times \text{Biweekly add'l amount} = \$ \text{ Amt. employee is due.}$$

NOTE *** If multiple changes occur during the pay period, separate calculations may need to be done for each change

Part 4: How to calculate the adjustment.

$$\text{What is due } \$ \frac{\text{Part 3A \#6}}{\text{Part 3A \#6}} \text{ Minus } \$ \frac{\text{Part 2 - Amt. system pays}}{\text{Part 2 - Amt. system pays}} = \$ \frac{\text{Adjustment needed}}{\text{Adjustment needed}}$$