

# Getting Down To It

Time and Payroll Process changes  
due to 2009 Pay Plan

1

## Introduction

Act 688 of 2009 amends the Uniform Classification and Compensation Act. As a part of this long awaited Act, employees will be assigned to an appropriate classification with a new grade that has a salary range which is more competitive with the current labor market.

Though the bulk of the agency's changes will be handled by the Personnel Administration and Organizational Assignment roles, Time and Payroll staff also have areas that need attention during this process.

2

## Differential Pay

- Differential Pay is shifting.
- Some wage types that were formerly entered on the timesheet will now be more permanent.
- Compensation pay - like Hazardous Duty, will now be processed through a PA Action.
- Anyone eligible for shift pay *must* use Time Pairs entered on the timesheet for both Attendances and Absences. This is *critical* to paying shift employees correctly.

3

## Time Pairs- Now Vital for Shifts

AA...	Wa...	Position	Total	06/14	From	To	06/15	From	To	06/16	From	To	06/17	From	To	0
			24.00	8.00			8.00			6.00			2.00			
ATTN			14.00	8.00	23:00	07:00				6.00	23:00	05:00				
ANNL			8.00				8.00	23:00	07:00							
SICK			2.00										2.00	05:00	07:00	

Employee worked his normal shift on June 14 then was absent on June 15. He worked part of the day on June 16 before going home sick.

4

## Shift Differential Wage Types

- 1212 Evening Shift 2:30-11:30 pm
- 1239 Night Shift 11:00pm-8:00am

*These Wage Types do not need to be entered on the Time Sheet. Time pairs entered will identify the shift.*

5

## Evening and Night Shifts

AA...	Wa...	Position	Total	06/14	From	To	06/15	From	To	0
			16.00	8.00			8.00			
ATTN			16.00	8.00	14:30	22:30	8.00	23:00	07:00	

This employee worked the Afternoon Shift on June 14 then came in for the Night Shift on June 15.

6

## Manually entered Wage Types

- 1202            On Call Duty
- 1221            Weekend Differential

*Employees using these Wage Types must be pre-authorized through OPM, and Wage Type must be entered on CATS Timesheet.*

7

## On Call Duty and Weekend Shift

Data Entry Area																				
LT	COA	Rec	Re	R	AA	Wa	Position	Total	06/28	From	To	06/29	From	To	06/30	From	To	07/01	From	To
								64.00	0.00			8.00			8.00			8.00		
	ARK						ATTN	64.00				8.00	08:00	16:00	8.00	08:00	16:00	8.00	08:00	16:00
	ARK						1202	16.00				8.00			8.00					

This employee was on call for two evenings during the week.

Data Entry Area														
LT	COA	Rec	Cctr	Receiv	R	AA	Wa	Position	Total	SU	From	To	MO	...
									0.00	0.00			0.00	
	ARK						1221		8.00	8.00	08:00	16:00		

This illustrates working on Sunday.

8

## Differential Pay - Infotype 2010

- Infotype 2010 (Employee Remuneration Info) is created when the transfer process occurs for On-Call and Weekend Differential pay.

9

## New Work Schedules

- To be recorded in Infotype 0007
- Applies to *Exempt* employees that work designated shifts.
- Must be updated by PA role when employee changes to a different work schedule.
  - SH01 - Evening Shift (2:30p.m. to 11:30 p.m.)
  - SH02 - Night Shift (11:00 p.m. to 8:00 a.m.)

10

## New Work Schedules

Work schedule rule

Work schedule rule MF01  Monday - Friday

Time Mgmt status 9 - Time evaluation of planned times

Working week Sunday to Saturday

Part-time employee

WS rule	Work schedule rule text	PWS	Start Date	End Date
FM01	4x10 Fri - Mon	FM01	01/01/1900	12/31/9999
FT01	5x8 Friday - Tuesday	FT01	01/01/1900	12/31/9999
MF01	5x8 Monday - Friday	MF01	01/01/1900	12/31/9999
MF02	4x8 S Mon - Thur 6 Fri	MF02	01/01/1900	12/31/9999
MF03	8.5 MT 9W 8.5R 5.5F	MF03	01/01/1900	12/31/9999
MF04	4x8 M-R 4 Friday	MF04	01/01/1900	12/31/9999
MR01	4x10 Monday - Thursday	MR01	01/01/1900	12/31/9999
MT01	4x10 MTWTF	MT01	01/01/1900	12/31/9999
RM01	5x8 Thurs - Mon	RM01	01/01/1900	12/31/9999
RU01	12 8x6Sun 8 Thurs 6 Fri	RU01	01/01/1900	12/31/9999
SH01	Evening Shift	SH01	01/01/1900	12/31/9999
SH02	Night Shift	SH02	01/01/1900	12/31/9999
ST01	12 9x8Sun 8 Mon-Tues	ST01	01/01/1900	12/31/9999
ST02	4x10 Sat - Tues	ST02	01/01/1900	12/31/9999
SW01	5x8 Saturday - Wednesday	SW01	01/01/1900	12/31/9999
TF01	4x10 Tuesday - Friday	TF01	01/01/1900	12/31/9999
TS01	5x8 Tuesday - Saturday	TS01	01/01/1900	12/31/9999
UMAF	5x8 Sun - Mon Wed-Fri	UMAF	01/01/1900	12/31/9999
UR01	5x8 Sunday - Thursday	UR01	01/01/1900	12/31/9999
UR02	6.5 U 8.5 M-W 8 R	UR02	01/01/1900	12/31/9999
UW01	4x10 Sun - Wed	UW01	01/01/1900	12/31/9999
UWF1	5x8 Sun - Wed Friday	UWF1	01/01/1900	12/31/9999
WS01	4x10 Wed - Sat	WS01	01/01/1900	12/31/9999
WU01	5x8 Wednesday - Sunday	WU01	01/01/1900	12/31/9999

1

## Shift eligibility table

- Maintained by OPM.
- OPM will communicate process for obtaining approval for shift pay.
- Used to determine eligibility for shift pay, including percentage rate and specific times assigned to the shift.

12

## Automatic Comp Time Payout

- When a Transfer Action is processed to move an employee to another AASIS participating agency, an Infotype 0416 record will be created to pay out existing comp time balances.
- Payout generates from overtime budget for agencies who are eligible for overtime.
- Payout is made from regular salaries for agencies who are not eligible for overtime.
- Manual override is possible by request to OPM to make payment out of regular salaries if desired.

13

## Lump Sum Payments

- Merit Pay Lump Sum now pays out during the last pay period of the Fiscal Year instead of at Merit Increase date.
- An Infotype 0015 record will be automatically generated with the appropriate date.
- Pay Plan Implementation Lump Sum is also paid at the end of the Fiscal Year.
- No action is required on the part of agency payroll personnel.

14

## Wage Types Ending

- Many different wage types have been used for Agency-specific purposes.
- New procedures for differential pay have replaced these codes with more efficient ways of handling special situations.
- Watch for ASC Communication listing wage types.

15

## Severance Pay

- Used for terminations due to Reduction in Force.
- Former Severance Pay process is being reactivated, with same Wage Types and amounts.
- Communication with OPM is required during this process.
- Severance is paid using Infotype 0015 One Time Payments with a default date at the end of the current pay period.
- Payable after two pay periods have lapsed since termination, unless employee has already been rehired in another state job.

16

## Going Forward

- The AASIS Service Center has worked to automate most of the Pay Plan processes for you.
- Communications and training materials will assist you in your job.
- As always, answers to your questions are available by calling OPM for policy issues, and the AASIS Help Desk 683-2255 for procedures related to the Pay Plan.

17

**Thanks for participating in our Webinar!!**

18