

# TIME AND ATTENDANCE SYSTEM

## PAYROLL RULES

The system calculates other earnings & overrides and generates ZT transactions sent to the Payroll System. Calculations are based on the *current pay period's attendance* and *rules* as defined in this document.

When erroneous situations are detected, the employee and the error reason(s) are listed on an error report - see Appendix B for a list of error messages. Wherever possible, DOE's will be processed for the employee. The employee will appear on the Payroll Exception Report and may or may not have ZT transactions generated when the Close Pay Period option is requested from the PAYROLL sub menu.

All ZT transactions can be split (%) between the chart of accounts (Agency, Fund, SPID, Function & Activity) on the Employee Master File and the chart of accounts on the Employee Salary Split File. Employees whose pay should be split must have Use % Splits = "Y" in the Employee Master File.

The following ZT transactions (DOE's) are generated by the system as detailed in this document:

DOE	O.E Desc	Name	Page Number
		Overrides (# and Blank)	27
04	ICP	In Charge	21
04	ICP	Duty Officer In Charge	21
<b>07</b>	<b>MLA</b>	<b>Meals (DPS)</b>	<b>26</b>
09	LNG	Longevity	28
11	WKD	Weekend Differential	13
11	SSD	Shift Differential	8
11	SSD	Hourly Pay Differential	18
12	SD2	Time & ½ Shift Differential	8
<b>13</b>	<b>DOT</b>	<b>Double Overtime</b>	<b>2</b>
14	SOT	Straight Overtime	2
15	OVT	Time & ½ Overtime	2
17	HOL & HLP	Holiday Pay (Regular and Premium)	15
18	BNS	Nurses Retention Stipend	24
18	BNS	Teachers Bonus	23
19	HZD	Hazard Duty Differential	20
19	SAI	Snow & Ice	20
18	HSD	Hazardous Duty Stipends (DOC)	23
<b>19</b>	<b>HZD</b>	<b>Hazardous Duty Stipend (SP)</b>	<b>23</b>
<b>19</b>	<b>K9S</b>	<b>K-9 Stipend</b>	<b>24</b>
21	LND	Lane Differential (DMV)	22
22	ONC	On Call	20
22	NDU	Night Duty	22
23	MLA	Meal Allowance (DOC)	25
26	HUP	Unused Holiday Paid	18
1D	HTO	Half Time Overtime	2
<b>1J</b>	<b>K9F</b>	<b>Kennel Allowance (DPS)</b>	<b>24</b>
<b>1K</b>	<b>RTS</b>	<b>Resident Trooper Stipend (DPS)</b>	<b>23</b>
2A	FLS	FLSA Adjustment	19
<b>2X</b>	<b>K9C</b>	<b>K9 Home Care (DPS)</b>	<b>28</b>

The following DOE's can be added through the ZtPay File Maintenance option:

02, 03, 05, 06, 07, 10, 16, 20, 24, 25, 27, 28, 29, 1A, 1B, 1E, 1F, 1G, 1H, 1L, 1M, 1N, 1P, 1Q, **0Q, 0R, 0S, 0T**, 1R, 1S, 1T, 1U, 1V, 1W, 2B, 2C, 2D, 2E, 2G, 2K, 2M, 2N, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2Y, 2Z

# 1. OVERTIME

STRAIGHT OVERTIME	- DOE - 14
TIME AND ONE HALF OVERTIME	- DOE - 15
DOUBLE OVERTIME	- DOE - 13
HALF TIME OVERTIME	- DOE - 1D

Time & One Half Overtime requires Overtime Eligibility = "Y" on Employee Master File

Along with % splits, ZT transactions for overtime can be charged to different accounting codes (Agency, Fund, SPID, Function & Activity) when the attendance is input. Each attendance record with overtime can be split at the time of initial input by pressing the "Num Lock" (PF1) and the "A" key at the same time.

For agencies that specifically code overtime "SOT" and "O" (Time & One Half Over Time) attendance (Auto Calc Overtime - on the Employee Payroll File must be "N" and Straight Overtime requires SOT eligibility = "Y" on the Bargaining Unit / Job Class Payroll File), the system -

Adds all of the following attendance codes and pays it with a DOE 14:

- Straight Overtime Sick ("SOS")
- Straight Overtime ("SOT") \*\*
- Straight Overtime Workers Compensation ("SOW") \*\*
- Straight Overtime Vacation ("SOV")
- Straight Overtime Personal Leave ("SOP")
- Straight Overtime worked on a holiday, holiday comp day requested ("HCS") \*\*

Adds attendance type O to the following attendance codes and generates a DOE 15:

- Overtime worked on a holiday, holiday pay requested ("HWO") \*\*
- Overtime worked on a holiday, holiday comp day requested ("HCO") \*\*
- Premium Holiday worked on a day off, holiday pay requested ("PWO") \*\*
- Premium Holiday worked on a day off, holiday comp day requested ("PCO") \*\*

Held over attendance coded:

- "HO" is paid straight overtime with a minimum of 1-hour \*\*
- "HOT" is paid at time and one half overtime with a minimum of 1-hour overtime. \*\*

Note: \*\* these attendance codes can only be used when coding both "SOT" & "O"  
(Auto Calc Overtime - on the Employee Payroll File must be "N")

## OVERTIME (Continued)

The following pertains when you do not distinguish between Straight Overtime (SOT) and Time & 1/2 Overtime (O) on the time sheet (Auto Calc Overtime = "Y" on the Employee Payroll File):

Attendance hours coded - "OT" is paid at time and one half overtime regardless of whether or not the hours exceed 40 in a week ("OT" can be used for work on a day off or any other occasion that requires time & 1/2 overtime to be paid).

The program determines which attendance hours should be assigned as straight or 1 1/2 overtime in the following sequence:

- 1st The system will pay 1 1/2 overtime for hours coded "OT".
- 2<sup>nd</sup> The system will pay double overtime for hours coded "M".
- 3rd The "O" type hours that are paid 1 1/2 overtime for over 8 in a day (see bargaining unit rules).
- 4th When there are hours over 40 in a week determined by specific rules by bargaining unit detailed on the following pages (not including hours paid for #1, #2 & #3 above), they are tested and allocated as follows -

Any remaining type "O" hours (excluding #1, #2 & #3 above) over 40 in a week are allocated to straight overtime starting with the first day in the week through the last day in the week until the hours add up to 40. Then after the straight overtime is satisfied the remainder are 1 1/2 overtime.

The time and 1/2 overtime rate is 1 1/2 times whatever is on MSA except for certain Job Classes (2289, 2293, 3990, 5915, 5920, 6645 and 9023). The amount in the Step 1 OT Rate1 or Step 1 OT Rate2 field on the Bargaining Unit / Job Class Payroll File is the overtime rate that is used for Employees in those job classes. The overtime rate is only generated on ZT transactions for these job classes.

The rules above apply to everyone except for the following (which will be treated separately - see page 7):

Correction Officers NP-4 (B/U 08)

**Department of Correction** (Lieutenants) Job Class 2274

**Department of Motor Vehicles** Job Class 5145

**Department of Children & Families** – Social Services P-2 Job Class 9388, 9394, 9395 & 9396

**Department of Public Safety** – Clerical NP-3 Job Class 4384, 7903 & 8722

**Department of Public Safety** – Protective Services NP-5 Job Class 9024, 9035 & 9069

## OVERTIME (Continued)

Specific rules for these bargaining units:

<b>Social Services</b>	<b>P-2 (B/U 12)</b>
<b>Education B</b>	<b>P3-B (B/U 14)</b>
<b>Engineering, Scientific &amp; Technical</b>	<b>P-4 (B/U 15)</b>
<b>Administrative &amp; Residual</b>	<b>P-5 (B/U 16)</b>
<b>Administrative Clerical</b>	<b>NP-3 (B/U 07)</b>
<b>Protective Services</b>	<b>NP-5 (B/U 09)</b>
<b>Managerial</b>	<b>(B/U 02)</b>
<b>Confidential</b>	<b>(B/U 03)</b>
<b>Other Non-Collective Bargaining Status</b>	<b>(B/U 48, 04)</b>

Overtime attendance hours (Type O) are added to the following non overtime-hours to compute hours over 40 in a week to pay 1 ½ overtime:

Regular	- Type R
Sick	- Type S (except "DS" - donated sick)
Personal Leave	- Type P (except "DPL" - donated PL)
Vacation	- Type V (except "DV" - donated vacation)
Leave paid	- Type L
Comp	- Type C (only "CU", "WCU", "WCE", "CSE" & "CC")
Workers Comp	- Type W (only "SPC" – Workers Comp doctors appointment)
Holiday Attendance	- Type H (only "HWP", "HWC", "PWP", "PWC", "H", "HH", "HS", "HU", "WCH", "CSH", "WHL") - exclude "HWC" & "PWC" for <b>DMV</b>

See Appendix A for a description of holiday attendance codes

Specific rules for **Maintenance**

NP-2 (B/U 06)

Calculation of over 40 in a week:

Overtime attendance hours (Type O) excluding attendance codes "OT" and those paid for over 8 in a day are added to the following non overtime-hours to compute hours over 40 in a week to pay 1 ½ overtime:

Regular	- Type R
Sick	- Type S (except "DS" - donated sick)
Personal Leave	- Type P (except "DPL" - donated PL)
Vacation	- Type V (except "DV" - donated vacation)
Leave paid	- Type L
Comp	- Type C (only "CU" - comp used), "WCU" - WC used or "WWE")
Workers Comp	- Type W (only "SPC" - Workers Comp doctors appointment)
Holiday Attendance	- Type H (only "HWP", "HWC", "PWP", "PWC", "H", "HH", "HS", "HU", "WCH", "CSH", "WHL") - exclude "HWC" & "PWC" for <b>DMV</b>

See Appendix A for a description of holiday attendance codes

Attendance hours coded "OT" are paid at time and one half overtime regardless of whether or not the hours exceed 40 in a week ("OT" can be used for work on a day off that requires time & ½ overtime).

Calculation of over 8 in a day:

In addition to paying 1 ½ overtime for the hours over 40, hours over 8 in a day are calculated as follows:

1. When the total paid hours in a day exceed 8 the system will pay time and ½ overtime for those attendance hours coded with an O type excluding "HTO" and "OT" (since they have already been paid at time and ½).
2. The calculation for **DMV & DHS** is based on hours worked (Type R and O as well as "HWP", "HWC", "PWP" & "PWC") instead of hours paid.
3. **DMV** work schedules contain 10-hour days. All of these hours are included in "Autopay" hours. The hours over 8 in a day are eligible for half time overtime and are coded HTO.

Specific rules for **State Police Sworn**

NP-1 (B/U 05)

**Time and one half overtime is paid for any hours with an attendance type of "O" regardless of the total number of hours worked in the week.**

## OVERTIME (Continued)

Specific rules for these bargaining units:

### Health Care - Paraprofessional and Health Care - Professional (1199) P1 & NP-6 (B/U 10 & 11)

Calculation of over 40 in a week:

Overtime attendance hours (Type O) excluding attendance codes "OT", "M" and those paid for over 8 in a day are added to the following non-overtime hours to compute hours over 40 in a week to pay 1 ½ overtime:

Regular	- Type R
Sick	- Type S (except "DS" - donated sick)
Leave	- Type L (only "UBP" - union business paid)
Holiday Attendance	- Type H (only "HWP", "HWC", "PWP", "PWC", "HS")

See Appendix A for a description of holiday attendance codes

Calculation of over 8 in a day:

In addition to paying 1 ½ overtime for the hours over 40, all departments except DOC pay employees with a FLSA Status Code J who have "O" type attendance (excluding "OT" & "M") that exceeds 8 hours worked in a day at time and one half overtime up to the hours-coded "O".

**DMHAS** & **VA** also treats employees with a FLSA Status Code "E" & "N" on the Employee Payroll File the same way.

DCF pays 1 ½ overtime for hours worked plus sick and union business paid (UBP) that are over 8 in a day.

DPS pays 1 ½ overtime for all hours paid that are over 8 in a day (regardless of FLSA Status Code).

Note: **DMHAS** 35/5 employees can use the following attendance codes -

"SOS" will reduce the sick balance and also be treated as overtime (O type)

"SOV" will reduce the vacation balance and also be treated as overtime (O type)

"SOP" will reduce the personal leave balance and also be treated as overtime (O type)

Note: **DCF** can use "SOH" attendance code to pay an extra hour of straight overtime (H type) without reducing the holiday balance for those 72-72-80 people who have bi-weekly hours equal to 76.0

**DMHAS** and **VA** can use "SOH" attendance code to pay an extra hour of straight overtime (H type) without reducing the holiday balance

Note: When agency closes for emergency and some people are required to stay and work they get paid time and one half for those extra hours worked. All of these hours are included in "Autopay" hours. The hours worked after close are coded HTO and get for half time overtime.

## OVERTIME (Continued)

Specific rules for these bargaining units:

<b>Correction Officers</b>	<b>NP-4 B/U 08</b>	
<b>Department of Correction - Lieutenants</b>	<b>B/U 02 &amp; 52</b>	<b>Job Class 2274</b>
<b>Department of Motor Vehicles - Clerical</b>	<b>NP-3 B/U 07</b>	<b>Job Class 5145</b>
<b>Department of Children &amp; Families - Social Services</b>	<b>P-2 B/U 12</b>	<b>Job Class 9388, 9394, 9395 &amp; 9396</b>
<b>Department of Public Safety - Clerical</b>	<b>NP-3 B/U 07</b>	<b>Job Class 4384, 7903, 8722</b>
<b>Department of Public Safety – Protective Services</b>	<b>NP-5 B/U 09</b>	<b>Job Class 9024, 9035, 9069</b>

Time and One Half Overtime hours and Straight Overtime hours are calculated from the following formula: (The calculation is done by week)

"Adjusted Regular Hours" = MSA "Autopay" Hours from the Employee Payroll File divided by 2 minus any unpaid leave hours (Attendance Type = U)

If there is overtime attendance (Attendance Type = O), "other than OT", add it to "adjusted regular hours". The new Adjusted Regular Hours over 40 *plus* "OT" hours are paid as time and 1/2 overtime (DOE 15). Straight Overtime (DOE 14) is derived by subtracting hours paid as time and one half from the total of all attendance type O.

Each week is calculated separately and the results are added together to create the "ZT" transactions.

If there are hours to be docked (unpaid – type "U"), they will be subtracted from the MSA "Autopay" Hours and the result will be used to generate a "ZT" transaction with a # to override the MSA hours (no DOE). If docked hours exceeds MSA "Autopay" hours; the system will use zero hours since the number can not go negative and an error message will be printed.

Example:	<u>Week 1</u>	<u>Week 2</u>	<u>Pay Period</u>
MSA "Autopay"	36.25	36.25	72.50
Unpaid Leave	<u>-5.00</u>	<u>-2.00</u>	<u>-7.00</u>
"Adj Regular Hours"	31.25	34.25	65.50
Dock Hours	-5.00	-2.00	-7.00
MSA Override #			65.50
Overtime	0	10.00	10.00
1 ½ OT		<u>4.25</u>	<u>4.25</u>
SOT OT		5.75	5.75

## 2 SHIFT DIFFERENTIAL

### STRAIGHT SHIFT DIFFERENTIAL DOE - 11 TIME & 1/2 SHIFT DIFFERENTIAL DOE - 12

Definition:

Shift Differential is a 3 digit code with the first digit representing the shift and the second and third digits representing the differential code if warranted.

Shift 1 = Days

Shift 2 = Evenings, shifts starting on or after 2:00 p.m. - after 1:00 p.m. in **P1 & NP-6 (B/U 10 & 11)**

Shift 3 = Nights, shifts starting on or after 11:00 p.m.

Differential RE = Regular Early shifts - Shifts starting before 6 a.m.

Differential ES = Extended shifts, Shifts greater than 10 hours that you wish to pay shift differential

Differential TS = Non eligible employee who has a temporary assignment to an eligible shift

Rules:

The system will pay shift differential if:

Shift Differential Eligible = "Y" on the Employee Master File **and**

Attendance shift = 2 or 3 **or**

Shift = 1 and Differential = RE or ES (example 1RE or 1ES) **or**

Attendance code equal to "RE" (example 7 RE is 7 hours of regular early) **and**

The bargaining unit rules indicate that the attendance is eligible for shift differential

Differential = TS (any shift regardless of Shift Differential Eligibility)

Overtime shift differential:

Straight shift differential and time and 1/2-shift differential for overtime are determined by the following:

When the split between SOT and 1 ½ OT is input, pay those hours coded "SOT" at straight shift differential (DOE 11) and those coded O type at time and one half shift differential (DOE 12). *AUTO CALC OVERTIME on the Employee Payroll File must be "N".*

When the split between SOT and 1 ½ OT is not input, (no SOT is coded, just type O attendance) *AUTO CALC OVERTIME on the Employee Payroll File must be "Y". Shift differential should be paid the same as overtime is paid (except that attendance coded "M" is paid at time and one half).*

The total straight shift differential hours is the sum of the straight overtime shift differential hours plus the shift differential eligible non-overtime hours (determined by the bargaining unit rules contained in the following pages).

The agency exceptions to the above are:

At the **Department of Motor Vehicles** all hours that are eligible for shift differential are added together and only those hours that exceed 40 are paid time and one half shift differential.

## SHIFT DIFFERENTIAL (Continued)

At **Department of Revenue Services** only straight shift differential is paid.

**DOC Correction Officers NP-4 (B/U 08)** who work on 1st shift following hours worked on 3rd or 1 RE are eligible for shift differential.

See the Overtime section #1 for a more complete description of the overtime calculation that is also used for the time and one half shift differential calculation.

Example:	(FLSA Status Code = N)								
	# Hrs	Code	Shift	# Hrs	Code	Shift	# Hrs	Code	Shift
Fri	7	R	1	1*	O	1	1*	O	2
Mon	7	R	1	1*	O	1	1*	O	2
Tues	7	R	1	1*	O	1	1	O	2
Wed	7	R	1				2	O	2
Thur	7	R	1	1	O	1	1	O	2
	35			4			6		
TOTAL STRAIGHT SHIFT DIFFERENTIAL = 2									
TOTAL 1 ½ SHIFT DIFFERENTIAL = 4									

In this example, there are 35 hours of R attendance and 4 hours of overtime on 1st shift and 6 hours of overtime on 2nd shift. The total number of hours is 45 hours. The first 5 hours of overtime from Friday through Thursday are allocated to straight overtime. The remaining hours over 40 are paid at time and one half overtime. In this example the hours with the (\*) are SOT and the rest are time and one half overtime. Of the 6 hours eligible for shift differential, the first 2 are at straight shift differential. Therefore the time and one half shift differential is 4.

The shift differential rate is determined by the shift differential code on the Employee Payroll File which points to the rate in the Bargaining Unit / Job Class Payroll File - shift differential rate. The time and one half shift differential rate is one and one half times the straight shift differential rate.

Attendance coded for donated sick (“DS”), Donated Vacation (“DV”) or donated personal leave (“DPL”), “WCS”, “CSS” (Workers Comp Sick - S), “WCV”, “CSV” (Workers Comp Vacation - V) “WPL”, “CSP” (Workers Comp Personal - P), “WCE”, “CSE” (**Workers Comp Earned**), and “WHL”, “CSH” (**Workers Comp Holiday**) does not get shift differential.

## SHIFT DIFFERENTIAL (Continued)

Specific rules for these bargaining units:

<b>Education B</b>	<b>P3-B</b>	<b>(B/U 14)</b>
<b>Health Care - Paraprofessional and Health Care - Professional (1199)</b>	<b>P1 &amp; NP-6</b>	<b>(B/U 10 &amp; 11)</b>
<b>Maintenance</b>	<b>NP-2</b>	<b>(B/U 06)</b>
<b>Protective Services</b>	<b>NP-5</b>	<b>(B/U 09)</b>

### Attendance Types eligible for shift differential are:

Regular	- Type R (Except ND - Night Duty)
Sick	- Type S
Personal Leave	- Type P
Vacation	- Type V
Leave paid	- Type L as long as attendance code is <i>not</i> equal to: "AL" (Administrative Leave), and "ML" (Military Leave)
Overtime	- Type O
Holiday Attendance	- Type H (only "H", "HH", "HS", "HV", "HWP", "HWC", "HXP", " <b>SMH</b> ", <b>"CFH"</b> , <b>"CMH"</b> , <b>"FFH"</b> , <b>"FMH"</b> & <b>"SFH"</b> "HWS"**, "HCS"**) are eligible for straight shift differential, "HU" & "HUP" are also eligible for straight shift differential except P3B (B/U 14), "PWP", "PWC", "HWO"**, "HCO"**, "PWO"**, "PCO"** are eligible for time and ½ shift differential

Attendance codes "HWP" (*not* DCF), "PWP", "HWS"\*\*, "HWO"\*\*, "PWO"\*\* are eligible for additional straight shift differential for Full Shift Hours (Employee Payroll File).

(See Appendix A for description of Holiday codes)

\*\* Attendance Codes only used by those agencies coding SOT and overtime - Auto Calc Overtime on Employee Payroll File = "N"

### Attendance Types not eligible for shift differential:

Workers Comp	- Type W
Comp	- Type C
Unpaid leave	- Type U
Informational	- Type I

If the Auto Calc Overtime indicator is "N" attendance coded "HO" receives straight shift differential and "HOT" receives time and a half shift differential.

Employees in **P1 & NP-6 (B/U 10 & 11)** with a FLSA "J" and "E" in **DMHAS**, have special handling when they work on 2nd or 3rd shift and also work overtime on 1st shift that exceeds 8 hours in a day. The first shift overtime that exceeds 8 hours must be coded "OT" for the shift differential to be paid correctly (i.e. 7 "R" & 1 "O" on shift 3 followed by 1 "OT" on shift 1 will pay 8 hours of straight shift differential).

Attendance code "HTO" (Halftime overtime) is eligible for time and one half shift differential.

## SHIFT DIFFERENTIAL (Continued)

Specific rules for these bargaining units:

<b>Engineering, Scientific &amp; Technical</b>	<b>P-4 (B/U 15)</b>
<b>Administrative Clerical</b>	<b>NP-3 (B/U 07)</b>
<b>Social Services</b>	<b>P-2 (B/U 12)</b>
<b>Administrative &amp; Residual</b>	<b>P-5 (B/U16)</b>
<b>Exempts</b>	<b>(B/U 01)</b>
<b>Confidential</b>	<b>(B/U 03)</b>
<b>State Police Sworn</b>	<b>NP-1 (B/U 05)</b>

### Attendance Types eligible for shift differential:

Regular	- Type R
Overtime	- Type O    Note: State Police Sworn NP-1 (B/U 05) is paid at time & one half shift differential – all other attendance is paid straight shift differential.
Holiday Attendance	- Type H (only “HWP” & “HWC” are eligible for straight shift differential and “PWP” & “PWC” are eligible for time and ½ shift differential.) In addition, in <b>P-2 (B/U 12)</b> for <b>DCF</b> the following attendance codes: “H”, “HH”, “HS”, “HV”, “HU” & “HXP” are eligible for straight shift differential. In addition in <b>P-2 (B/U 12)</b> ”, “ <b>SMH</b> ”, “ <b>CFH</b> ”, “ <b>CMH</b> ”, “ <b>FFH</b> ”, “ <b>FMH</b> ” & “ <b>SFH</b> ” are eligible for straight shift differential.  Note: State Police Sworn NP-1 (B/U 05) only uses “HWC”  Attendance code “PWP” in <b>P-2 (B/U 12)</b> at <b>DCF</b> is eligible for <u>additional</u> straight shift differential for the hours worked.

(See Appendix A for description of Holiday codes)

### Attendance Types not eligible for shift differential:

Sick	- Type S (but eligible for <b>P-2 (B/U 12)</b> for <b>DCF</b> )
Personal leave	- Type P (but eligible for <b>P-2 (B/U 12)</b> for <b>DCF</b> )
Vacation	- Type V (but eligible for <b>P-2 (B/U 12)</b> for <b>DCF</b> )
Leave - paid	- Type L (but eligible for <b>P-2 (B/U 12)</b> for <b>DCF</b> but not “AL” or “ML”)
Comp	- Type C
Workers Comp	- Type W
Unpaid leave	- Type U
Informational	- Type I

## SHIFT DIFFERENTIAL (Continued)

Specific rules for **Correction Officers**

**NP-4 (B/U 08)**

### Attendance Types eligible for shift differential:

Regular	- Type R
Overtime	- Type O
Holiday Attendance	- Type H (only "HWP" & "HWC" are eligible for straight shift differential and "PWP" & "PWC" are eligible for time and ½ shift differential)

(See Appendix A for description of Holiday codes)

### Attendance Types not eligible for shift differential:

Sick	- Type S
Personal Leave	- Type P
Vacation	- Type V
Leave paid	- Type L
Workers Comp	- Type W
Comp	- Type C
Unpaid leave	- Type U
Informational	- Type I

Shift differential is paid for work on 1st shift whenever someone works (R, O, "HWP", "HWC", "PWP", and "PWC") on 3rd shift and continues to work on 1st shift.

Time and ½ shift differential is calculated by adding all 2<sup>nd</sup> and 3<sup>rd</sup> shift hours to 1<sup>st</sup> that is a carry over from 3<sup>rd</sup> shift. Those hours over 40 are paid at 1 ½ shift differential. Hours on 1<sup>st</sup> shift not paid shift differential are not included in the over 40 calculation.

Since attendance is recorded in days, we use the hours per day from the Employee Master File (8.25) times the day or fraction of a day to derive the number of hours to pay shift differential.

### 3. WEEKEND DIFFERENTIAL DOE - 11

Specific rules for these bargaining units:

<b>Health Care - Paraprofessional and Health Care - Professional (1199)</b>	<b>P1 &amp; NP-6 (B/U 10 &amp; 11)</b>
<b>Social Services</b>	<b>P-2 (B/U 12)</b>
<b>Education B</b>	<b>P3-B (B/U 14)</b>
<b>Engineering, Scientific &amp; Technical</b>	<b>P-4 (B/U 15)</b>
<b>Administrative &amp; Residual</b>	<b>P-5 (B/U16)</b>
<b>Maintenance</b>	<b>NP-2 (B/U 06)</b>
<b>Administrative Clerical</b>	<b>NP-3 (B/U 07)</b>
<b>Correction Officers</b>	<b>NP-4 (B/U 08)</b>
<b>Protective Services</b>	<b>NP-5 (B/U 09)</b>

Definition: Weekend Differential is paid for the 48-hour period that begins Friday at 11:00 p.m. through Sunday at 11:00 p.m.

Rules: The system will pay Weekend Differential if the Bargaining Unit / Job Class Payroll File – Weekend Differential Eligible = “Y” and

Attendance hours worked per shift must be greater than or equal to Employee Payroll File - Full Shift Hours except –

**NP-4 B/U 08** who must work a minimum of 6 hours per shift,

**P1 & NP-6 (B/U 10 & 11)** who are paid for all hours worked with no minimum,

All of **DCF** who are paid weekend differential for all hours worked with no minimum except for **NP-2 (B/U 06)** where the minimum is full shift hours

Dispatchers (**job class = 7903**) at **DPS** are paid for all hours worked with no minimum

Any hours with the following differential codes will be paid weekend differential if eligible:

- WD (example 1WD) or WI - for weekend in charge
- CS - for a continuous shift
- ES - for an extended shift for the attendance hours that qualify but that would not normally be enough to qualify for weekend differential

The system will pay weekend differential only for attendance hours at work - the rate is determined from the Weekend Differential Code on the Employee Payroll File that points to the Bargaining Unit / Job Class Payroll File - Weekend Differential Rate.

Attendance Types eligible (hours worked):	
Regular	- Type R
Overtime	- Type O
Holiday Attendance	- Type H (only “HWP”, “HWC”, “PWP”, “PWC”, “HWO”**, “HCS”**, “HWS”**, “HCO”**, “PWO”**, “PCO”**)
(See Appendix A for description of holiday attendance codes)	

\*\* Attendance Codes only used by those agencies coding SOT and overtime - Auto Calc Overtime on Employee Payroll File = “N”

**WEEKEND DIFFERENTIAL (Continued)**

Note: "RE" attendance code or RE shift differential indicates a separate shift from 1st shift and are subject to the appropriate minimum number of hours per shift.

Shifts Eligible:										
Note:	Friday	11:00	p.m.	to	7:00	a.m.	=	Friday	3 <sup>rd</sup>	
	Saturday	7:00	a.m.	to	4:00	p.m.	=	Saturday	1 <sup>st</sup>	
	Saturday	4:00	p.m.	to	11:00	p.m.	=	Saturday	2 <sup>nd</sup>	
	Saturday	11:00	p.m.	to	6:00	a.m.	=	Saturday	3 <sup>rd</sup>	
	Sunday	7:00	a.m.	to	4:00	p.m.	=	Sunday	1 <sup>st</sup>	
	Sunday	4:00	p.m.	to	11:00	p.m.	=	Sunday	2 <sup>nd</sup>	

Except at:

**Department of Correction, Department of Public Safety, Chief Medical Examiner & VA only BIU 06:**

Shifts Eligible:										
Note:	Friday	11:00	p.m.	to	7:00	a.m.	=	Saturday	3 <sup>rd</sup>	
	Saturday	7:00	a.m.	to	4:00	p.m.	=	Saturday	1 <sup>st</sup>	
	Saturday	4:00	p.m.	to	11:00	p.m.	=	Saturday	2 <sup>nd</sup>	
	Saturday	11:00	p.m.	to	6:00	a.m.	=	Sunday	3 <sup>rd</sup>	
	Sunday	7:00	a.m.	to	4:00	p.m.	=	Sunday	1 <sup>st</sup>	
	Sunday	4:00	p.m.	to	11:00	p.m.	=	Sunday	2 <sup>nd</sup>	

Along with % splits, ZT transactions for weekend differential can be charged to different accounting codes (Agency, Fund, SID, Function and Activity) when the attendance is input. Each attendance record with weekend differential can be split at the time of initial input or time sheet change by pressing the "Num Lock" (PF1) and the "A" keys at the same time.

## 4. HOLIDAY PAY DOE - 17

Specific rules for these bargaining units:

<b>Health Care - Paraprofessional and Health Care - Professional (1199)</b>	<b>P1 &amp; NP-6 (B/U 10 &amp; 11)</b>
<b>Social Services</b>	<b>P-2 (B/U 12)</b>
<b>Education B</b>	<b>P3-B (B/U 14)</b>
<b>Engineering, Scientific &amp; Technical</b>	<b>P-4 (B/U 15)</b>
<b>Administrative &amp; Residual</b>	<b>P-5 (B/U 16)</b>
<b>Maintenance</b>	<b>NP-2 (B/U 06)</b>
<b>Administrative Clerical</b>	<b>NP-3 (B/U 07)</b>
<b>Protective Services</b>	<b>NP-5 (B/U 09)</b>
<b>Exempts</b>	<b>(B/U 01)</b>
<b>Managerial</b>	<b>(B/U 02 &amp; 52)</b>
<b>Confidential</b>	<b>(B/U 03)</b>

Employee Master File - Holiday Required must = "Y"

Holiday pay requested on a non-scheduled workday is coded "HXP". They get holiday pay for Full Shift Hours (Employee Payroll File). They can receive a comp day by coding attendance "HXC".

### REGULAR HOLIDAY PAY DOE 17 with overtime code = 1

Attendance Codes:

Regular holiday worked (scheduled), holiday pay requested is coded "HWP". They get holiday pay for the number of hours worked.

**DMHAS & DCF** limit the hours paid to a maximum of Full Shift Hours (Employee Payroll File).

Time card required employees can be paid for hours scheduled on that day of the week that were not worked by coding the number of hours as attendance code "H" or "HH". If they do work on the holiday, code the hours as "HWP" and they will be added to the override hours & be paid holiday pay - DOE 17 or "HWC" and they will be added to the override hours.

Note: The following holiday attendance codes are only used by those agencies that provide the split between SOT and time and one half overtime - Auto Calc Overtime = "N":

Overtime worked on a holiday on a day off, holiday pay requested is coded "HWS". They get holiday pay for Full Shift Hours (Employee Payroll File) plus straight overtime pay for the hours worked.

Overtime worked on holiday on a day off, holiday pay requested is coded "HWO". They get holiday pay for Full Shift Hours (Employee Payroll File) plus 1 ½ overtime pay for the hours worked.

Overtime worked on a holiday on a day off, comp time requested is coded "HCS". They get no holiday pay but straight overtime pay for the number of hours worked.

Overtime worked on a holiday on a day off, comp time requested is coded "HCO". They get no holiday pay but 1 ½ overtime pay for the number of hours worked.

## HOLIDAY PAY (Continued)

### PREMIUM HOLIDAY PAY DOE 17

Premium Holidays = XMAS, New Years, Thanksgiving, Memorial Day, Independence Day & Labor Day

**Protective Services NP-5 (B/U 09)** Only - XMAS, New Years & Thanksgiving

Attendance Codes:

Premium holiday worked (scheduled), holiday pay requested is coded "PWP". They get premium holiday pay for all hours worked. Premium holiday pay will be generated with an overtime code of J.

**DMHAS** limits the number of holiday hours paid to a maximum of Full Shift Hours (Employee Payroll File). Holiday pay for full shift hours plus ½ of hours worked will be generated with an overtime code of 1.

Premium holiday worked (scheduled) comp. day requested is coded "PWC". They get regular holiday pay for 1/2 the hours worked + comp day. Regular holiday pay will be generated with an overtime code of 1.

Time card required employees can be paid for the hours that they are scheduled to work on that day of the week. If they do not work, by coding the number of hours as attendance code "H" or "HH" it will be paid as part of the override hours. If they do work on the holiday, code the hours worked as "PWP" and they will be added to the override hours and be paid premium holiday pay DOE 17 (with an overtime code of J). If they work on the holiday and request a "comp" day they will be added to the override hours and be paid regular holiday pay DOE 17 (with an overtime code of 1) for one half the attendance hours coded "PWC".

Note: The following holiday attendance codes can only be used by those agencies that provide the split between SOT and time and one half overtime - Auto Calc Overtime = "N":

Premium holiday worked on a day off, payment requested is coded "PWO". They get regular holiday pay (with an overtime code of 1) for Full Shift Hours (Employee Payroll File) plus 1 ½ overtime pay for hours worked.

Premium holiday worked on a day off, comp time requested is coded "PCO". There is no holiday pay but 1 ½ overtime is paid for the number of hours worked.

Specific rules for **State Police Sworn**

**NP-1 (B/U 05)**

All holidays worked have an attendance code of "HWC" and when the holiday falls on a scheduled day off they use the attendance code "HXC"

Specific rules for **Correction Officers**

**NP-4 B/U 08**

Holiday hours worked = whole day or a portion of a day worked multiplied by Full Shift Hours (Employee Payroll File)

Premium Holidays = Thanksgiving, Xmas & New Years

Premium holiday worked on a scheduled workday -

Employee receives Premium holiday pay for the actual hours worked by coding attendance "PWP". Premium holiday pay will be generated with an overtime code of J.

Holiday worked on a scheduled day off -

Employee receives a holiday comp day by coding attendance "HXC". In addition, a DOE 14 or 15 will be generated for the hours worked that are *separately* entered as overtime.

Holiday does not work on a scheduled day off -

Employee receives a holiday comp day by coding attendance "HXC".

Birthday Holidays = Washington, Lincoln & Martin Luther King

Birthday Holiday worked on a scheduled work day -

Employee receives Premium holiday pay for the actual hours worked by coding attendance "PWP". Premium holiday pay will be generated with an overtime code of J.

Holiday worked on a scheduled day off -

Employee receives a holiday comp day by coding attendance "HXC". In addition, a DOE 14 or 15 will be generated for the hours worked that are *separately* entered as overtime.

Holiday does not work on a scheduled day off -

Employee receives a holiday comp day by coding attendance "HXC".

Note: Previously if the employee elected to receive a holiday comp day for the birthday holiday worked, a "C" was the value of the Holiday Processing Code on the Employee Master File. Conversely, a "P" was and is used to convey that they should be paid.

## HOLIDAY PAY (Continued)

Other Holidays = Good Friday, Memorial Day, Independence Day,  
Labor Day, Columbus Day or Veterans Day

Holiday worked on scheduled workday -

Employee receives holiday pay for the actual hours worked by coding attendance "HWP".  
Holiday pay will be generated with an overtime code of 1.

Holiday worked on a scheduled day off -

Employee receives a holiday comp day by coding attendance "HXC". In addition, a DOE 14 or  
15 will be generated for the hours worked that are *separately* entered as overtime.

Holiday does not work on a scheduled day off -

Employee receives a holiday comp day by coding attendance "HXC".

### ADDITIONAL HOLIDAY RULES

Specific rules for **Department of Correction - Lieutenants**      **B/U 02 & 52 / Job Class 2274**

Lieutenant's do not receive extra pay but get a holiday comp day each holiday worked. -

Attendance coded "HWC" when they work and bank the holiday comp day.

## 5. UNUSED HOLIDAY COMP - PAID OFF      DOE - 26

The system can pay the employee for unused holiday comp time. The Attendance code "HUP" (Holiday Unused Paid Off) will be accumulated for the pay period. The total number of hours will be multiplied times the employee's hourly rate (Employee Payroll File). A DOE 26 will be generated for the resulting amount. The number of hours coded HUP will be deducted from the holiday comp time by expiring the oldest non-expired "HE" time.

Department of Public Safety will calculate the amount to pay manually due to their business practice of paying at the hourly rate that the holiday was earned. The system will deduct the number of hours that are to be paid from the holiday balance.

## 6. Hourly Pay Differential      DOE

Dispatchers at DPS are entitled to Hourly Pay Differential for each hour worked. The system will add all hours worked (Type "R" or "O" and Attendance Code "HWC") if the Hourly Pay Differential on Bargaining Unit/Job Class Payroll File is greater than zero and indicate the rate from the Bargaining Unit/Job Class Payroll File.

FLSA adjustment is calculated by using the employee's attendance and other payroll information that is recorded in the system. The Employee Payroll File - FLSA Status Code of "N", "J" or "K" and the Employee Master file - Overtime Eligibility of "Y" are used to determine an employee's eligibility. FLSA eligible employees will have their FLSA pay calculated if they work over their FLSA regular hour's limit or in the case of hospital and health care employees (FLSA status of "J"), if they work in excess of 8 hours in a day. These FLSA overtime hours are paid at an hourly rate that could be different from an employee's normal hourly rate. The system calculates the FLSA hourly pay rate taking into account the following:

- 1) Regular hours worked – accumulated attendance hours type R & attendance codes HWP, PWP, HWC, PWC, HWS, HWO, PWO, HCS, HCO, & PCO.
- 2) Straight overtime hours
- 3) Differentials and other earnings that includes Straight Shift, Hazard Duty, In Charge, Weekend, Lane and Snow & Ice Differential along with Meal Allowance
- 4) Premium overtime pay at straight rate - accumulated time and one half overtime hours
- 5) Premium overtime pay at double time rate - accumulated double time hours
- 6) Shift differential (time and one half) at straight rate
- 7) Holiday premium hours at straight rate - accumulated premium holiday hours worked – PWP & PWC
- 8) Additives such as longevity, bonus etc- the system has the ability for five of these payments.

Once the system calculates the FLSA overtime pay due by multiplying the FLSA overtime hours by the calculated FLSA hourly pay rate, it then accumulates the overtime premium already paid to the employee. This includes pay for:

- 1) Time and one half overtime hours worked
- 2) Premium holiday hours worked
- 3) Time and one half shift differential
- 4) Double time overtime**

If the FLSA overtime pay due is greater than the overtime premium already paid, the difference is due the employee and a FLSA adjustment is generated.

When the FLSA Status = "N", the FLSA regular hours limit will be treated as 40. FLSA Status = "J" (80) and "K" over 2 weeks (86) use the FLSA Regular Hour Limit on the Bargaining Unit / Job Class Payroll File.

There is a separate FLSA calculation for departments with law enforcement employees whose FLSA Status is "K" and who are authorized to work special 8 week rotating schedules. FLSA will be calculated for those employees who worked over 171 hours in 2 pay periods. The calculation is done for the 2 pay periods after an additional 2 pay period delay to reflect changes in attendance. The calculation differs from the regular FLSA calculation since it uses actual biweekly payments and scheduled hours less unpaid leave.

If there is "CE" - comp earned attendance for an employee who is not exempt from FLSA (FLSA status other than E) an error message will be put on the error report that FLSA will not be processed.

## 8. HAZARD DUTY DIFFERENTIAL DOE - 19

Specific rules for these bargaining units:

<b>Health Care - Paraprofessional and Health - Professional (1199)</b>	<b>P1 &amp; NP-6 (B/U 10 &amp; 11)</b>
<b>Social Services</b>	<b>P-2 (B/U 12)</b>
<b>Education B</b>	<b>P3-B (B/U 14)</b>
<b>Engineering, Scientific &amp; Technical</b>	<b>P-4 (B/U 15)</b>
<b>Administrative &amp; Residual</b>	<b>P-5 (B/U 16)</b>
<b>Maintenance</b>	<b>NP-2 (B/U 06)</b>
<b>Administrative Clerical</b>	<b>NP-3 (B/U 07)</b>
<b>Protective Services</b>	<b>NP-5 (B/U 09)</b>
<b>Exempts</b>	<b>(B/U 01)</b>
<b>Confidential</b>	<b>(B/U 03)</b>

Hazardous Duty Eligibility (Employee Payroll File) must = "Y"

The system will pay Hazardous Duty Differential for all attendance hours coded "HD" or with a differential code of HD (1HD) at the Hazardous Duty Rate in the Bargaining Unit / Job Class Payroll File.

## 9. SNOW AND ICE DIFFERENTIAL DOE - 19

The system will pay Snow & Ice Differential for all attendance hours that have a differential code of SI (1SI) at the Snow & Ice Rate in the Bargaining Unit / Job Class Payroll File. DPS pays 2 times the rate for hours coded with an "O" type attendance code.

## 10. ON CALL DIFFERENTIAL DOE - 22

The system will pay an On Call differential for all attendance hours coded "OC" (attendance type I) times the On Call Rate in the Bargaining Unit / Job Class Payroll File.

The system will pay an On Call Premium differential for all attendance hours coded "OCP" (attendance type I) times the On Call Premium rate in the Bargaining Unit / Job Class Payroll File.

Specific rules for these bargaining units:

<b>Administrative &amp; Residual</b>	<b>P-5 (B/U 16)</b>
<b>Protective Services</b>	<b>NP-5 (B/U 09)</b>
<b>Maintenance</b>	<b>NP-2 (B/U 06) only for DMHAS</b>

Subject to a weekly maximum of \$100

Along with % splits, ZT transactions for on call can be charged to different accounting codes (Agency, Fund, SID, Function and Activity) when the attendance is input. Each attendance record with on call can be split at the time of initial input or time sheet change by pressing the "Num Lock" (PF1) and the "A" keys at the same time.

## 11. DUTY OFFICER - IN CHARGE DIFFERENTIAL DOE 04

Specific rules for Department of Children & Families - **Social Services P-2 (B/U 12)**

The system will pay an In Charge differential for all attendance hours coded with the differential of "DO" (1DO). The differential rate is 10% of the hourly rate on the Employee Payroll File.

## 12. IN CHARGE DIFFERENTIAL DOE - 04

The system will pay In Charge when there are either:

Attendance Codes = "RIC", "IC" & "OIC" or Shift Differential = IC or WI (example 1IC is for 1st shift In Charge)

If the In Charge Type = "A" on the Bargaining Unit / Job Class Payroll File, accumulate the occasions per day per shift. The number of occasions is then multiplied by the amount (In Charge AMT/RTE on the Bargaining Unit / Job Class Payroll File) to come up with the actual amount to be paid.

If the In Charge Type = "R" on the Bargaining Unit / Job Class Payroll File, accumulate the attendance hours. The number of hours is then multiplied by the rate (In Charge AMT/RTE on the Bargaining Unit / Job Class Payroll File) to come up with the actual amount to be paid.

Note: "RIC" attendance code with shift 1 and shift 1RE are 2 separate shifts.

### **Health Care - Paraprofessional and Health Care - Professional P1 & NP-6 (B/U 10 & 11)**

Must work a minimum of Full Shift Hours (Employee Payroll File) to qualify as an occasion for the In Charge amount for that shift. At DMHAS instead of full shift hours we use Autopay Hours divided by 10.

### **Protective Services**

**NP-5 (B/U 09)**

In order to be paid In Charge, they must have 4 hours (1/2 of Full Shift Hours) or more coded as in charge per shift except **Department of Motor Vehicle** where any hours coded as in charge are paid. This is due to the Thursday p.m. and Saturday a.m. schedule.

### 13. LANE DIFFERENTIAL (DMV)

DOE - 21

Specific rules for Department of Motor Vehicles **Protective Services** NP-5 (B/U 09)

Lane Differential Eligibility (Employee Payroll File) must = "Y"

The system will pay Lane Differential for attendance hours coded with LD differential (1LD) at the Lane Differential rate in the Bargaining Unit / Job Class Payroll File. Lane differential is used at **DMV**.

Along with % splits, ZT transactions for lane differential can be charged to different accounting codes (Agency, Fund, SID, Function and Activity) when the attendance is input. Each attendance record with lane differential can be split at the time of initial input or time sheet change by pressing the "Num Lock" (PF1) and the "A" keys at the same time.

### 14. NIGHT DUTY DIFFERENTIAL

DOE - 22

Specific rules for **Health Care - Professional** P1 (B/U 10 )

The system will pay Night Duty for attendance coded "ND" when the FLSA Status = "E"

It is paid to Physicians only; typical shifts are:

4:00 p.m. to 8:00 a.m. (16 hours) weekdays

8:00 a.m. to 8:00 a.m. (24 hours) holidays and weekends

Accumulated for occasions or attendance hours depending on the Bargaining Unit / Job Class Payroll File Night Duty Type: "A" = Amount (occasions) or "R" = Rate (hours)

If the Night Duty Charge Type is "R", the Night Duty Amount/Rate contains the hourly rate. The system will pay for the accumulated number of hours (maximum is 24 hours per day) at the Night Duty Amount/Rate in the Bargaining Unit / Job Class Payroll File.

If the Night Duty Charge Type is "A", the Night Duty Amount/Rate contains the amount paid for 16 hours per day. The number of hours must be either:

16 hours the system will pay "ND" daily amount (\$)

24 hours the system will pay 1.5 times "ND" daily amount (\$)

Along with % splits, ZT transactions for night duty can be charged to Different accounting codes (Agency, Fund, SID, Function and Activity) when the attendance is input. Each attendance record with night duty can be split at the time of initial input or time sheet change by pressing the "Num Lock" (PF1) and the "A" keys at the same time.

## 15. HAZARDOUS DUTY STIPEND (DOC) DOE 18

Specific rules for **Correction Officers**

**NP-4 (B/U 08)**

The system will pay a bonus amount (\$) to all employees who were not terminated prior to the start of the pay period that corresponds to the first check date in December.

The amount is the Bonus Amount and Frequency ("A") fields in the Bargaining Unit / Job Class Payroll File. The bonus will be included in the first paycheck dated in December.

The FLSA calculation uses the bonus from the additive section of the Employee Payroll File. If there is an amount already present for the additive type "SPCRPT" (because it was formerly called Special Reporting Pay) it is replaced with the amount that has been calculated; if not, the bonus amount is the amount calculated. For employees receiving the bonus for the first time the following is used:

Type =	SPCRPT
Amount =	Bonus Amount
Weeks =	13 for FLSA Status Code = "K" over 4 weeks
	26 for FLSA Status Code = "K" over 2 weeks
	52 for FLSA Status Code = "N"

## 16. TEACHER BONUS (DOC) DOE - 18

Specific rules for **Education B**

**P3-B (B/U 14)**

During the first pay period in October (which includes October 1st), the system will create a DOE 18 for the BONUS amount (\$) in the Bargaining Unit / Job Class Payroll File multiplied by 1 for the bonus frequency of A found in the Bargaining Unit / Job Class Payroll File for each teacher with a date of hire prior to July 1st of current calendar year.

## 17. RESIDENT TROOPER STIPEND (SP) DOE – 1K

Specific rules for **State Police**

**NP-1 (B/U 05)**

The system will create a stipend (DOE 1K) for the first check dated in the month. The person is entitled to BONUS amount (\$) in the Bargaining Unit / Job Class Payroll File if the Eligible for Resident Trooper Stipend (Y) on the Employee Payroll File. The Activity code is 151.

## 18. HAZARDOUR DUTY STIPEND (SP) DOE - 19

Specific rules for **State Police**

**NP-1 (B/U 05)**

The system will create a stipend (DOE 19) for the first check dated in the month. The person is entitled to BONUS amount (\$) in the Bargaining Unit / Job Class Payroll File if Eligible for Hazardous Duty equals a "Y"

The stipend frequency should be M in the Bargaining Unit / Job Class Payroll File. The amount paid is included in the additives that are used to calculate FLSA.

## 19. K-9 STIPEND (SP)

DOE – 19

Specific rules for **State Police**

**NP-1 (B/U 05)**

The system will create a stipend (DOE 19) for the first check dated in the month. The person is entitled to BONUS amount (\$) in the Bargaining Unit / Job Class Payroll File if the # of Patrol Dogs and/or Food Reward Dogs on the Employee Payroll File is > 0. *The Activity code is 154.*

The stipend frequency should be M in the Bargaining Unit / Job Class Payroll File. The amount paid is included in the additives that are used to calculate FLSA.

## 20. KENNEL ALLOWANCE (SP)

DOE – 1J

Specific rules for **State Police**

**NP-1 (B/U 05)**

Each pay period the system will create a DOE 1J. The amount to be paid depends on the number of Patrol Dogs plus Food Reward Dogs on the Employee Payroll File. The number of dogs is multiplied by the amount in the Bargaining Unit / Job Class Payroll File for Dog Food Allowance times 14 minus the number of days that the dog(s) was in the kennel (attendance code KNL). *The Activity code is 152.*

## 21. NURSES RETENTION STIPEND

DOE - 18

Specific rules for:

**Health Care - Paraprofessional and Health Care - Professional (1199) P1 & NP-6 (B/U 10 & 11)**

Employees with shift 2 or 3 on the Employee Master File are eligible.

The system will calculate the nurses retention stipend amount (\$) for the pay period by using the bonus amount and payment frequency (it is best to use “B” for biweekly) from the Bargaining Unit / Job Class Payroll File.

If the employee is an “Autopay” employee (Pay Code 4, 5, or 6 on Employee Payroll File), the amount on the Bargaining Unit / Job Class Payroll File is reduced by the proportion of docked hours to MSA “Autopay” Hours. i.e.:  $\text{Payment Amount} = \text{Bonus Amount} - [ (\text{Dock Hours} / \text{“Autopay” hours}) \times \text{Bonus Amount} ]$

If the employee is a time card required employee (Pay Code 1, 2, or 3 on Employee Payroll File), the number of hours worked is subtracted from 70 and the result is then divided by 70. The resulting percent is the amount used to reduce the bonus on the Bargaining Unit / Job Class Payroll File. i.e.:  $\text{Payment Amount} = \text{Bonus Amount} \times (70 - \text{hours worked}) / 70$

The amount of the bonus for the pay period is used for FLSA calculations and is found in the additive section of the Employee Payroll File. The system updates the Employee Payroll File with the amount paid.

Type = BONUS  
Amount = Bonus Amount  
Weeks = 1 (if frequency is B) for FLSA Status Code = “J”  
Weeks = 2 (if frequency is B) for FLSA Status Code = “N”

**Department of Correction** - Specific rules for these bargaining units:

<b>Correction Officers</b>	<b>NP-4</b>	<b>(B/U 08)</b>
<b>Education B</b>	<b>P3 -B</b>	<b>(B/U 14)</b>
<b>Managerial</b>		<b>(B/U 02 &amp; 52)</b>

Eligible Employees receive a meal allowance based on the rate on the Bargaining Unit / Job Class Payroll File for each shift they work (Type R or Attendance Code “HWP”, “HWC”, “PWP”, “PWC”, “WT”) that equals or exceeds one half of Full Shift Hours (Employee Payroll File). In addition, they receive a meal allowance for any voluntary overtime of at least one half of Full Shift Hours. Full Shift Hours of 8.25 uses 4.0 hours to determine whether or not to pay meal allowance. If Full Shift Hours are 7.25 the amount used in the calculation is 3.50. Part time employees are entitled to meals if they work at least half of the Biweekly Full Time Hours divided by 10.

Note: Shift 1RE is a separate shift from shift 1.

Employees who work involuntary overtime do not receive the meal allowance. Overtime attendance will be coded as voluntary or involuntary. Indicating a “V” or “I” on each overtime shift(s) to indicate whether it was voluntary or involuntary does this.

Meal Allowance is location dependent - Pay a meal allowance if the last 2 digits of *function* code =:

11, 12, 13, 21, 22, 23, 31, 32, 41, 42, 43, 44, 51, 52, 53, 61, 62, 63, 71, 72, 73

A meal allowance is paid for the following *sections* regardless of location:

021, 022, 023, 024, 030, 031, 040, 041, 050, 060, 070, 080, 090, 098, 099, 100, 103, 104, 105, 106, 107, 108, 109, 110, 111, 113, 115, 120, 122, 124, 129, 130, 135, 140, 150, 160, 170, 175, 180, 190, 200, 210, 220, 230, 240, 250

The following *Function* Codes get a meal allowance regardless of location:

25XX (maintenance)  
2403 (foodservice)  
4503 (correctional industries)

The following *Function* Codes with *Job Classes* get a meal allowance regardless of location:

2300, 9901, 9902, 9903, 9955 with Job Class 2258 or 2276 or 2275 or 2311  
2600 with Job Class 2259 or 2272 or 2274  
0200 with Job Class 1124 or 2244 or 2285

The following *Function* Code 4104 with *Agency* 8020 gets a meal allowance regardless of location.

**Department of Public Service** - Specific rules for these bargaining units:

STATE POLICE - SWORN  
Lt.'s, Captains etc

NP-1 (B/U 05):  
(B/U 02):

The meal calculation is as follows:

Hours worked in a day –

4 hours up to less than 5	Meal Allowance
5 hours up to 6	Meal rate 2
>6 up to 12.5	Meal rate 3
>12.5	Meal rate 4

Meals are paid based on the hours worked in a contiguous 24 hour period in a pay period (i.e. shift 3 on Friday – starting at 11:00 PM on Thursday and shifts 1 & 2 on Friday). Hour worked = type R & O attendance and holiday worked attendance code – HWC along with attendance code CE and attendance code JD that occurs on 1<sup>st</sup> shift. “Dare” & OPA overtime is not included. Meals paid are part of the FLSA calculation.

If there was an out of state meal reimbursement, we should **not** pay meals for that day. This can be indicated by an additional attendance code “NM” – type “I” on that day.

## 24. OVERRIDE (#) - UNPAID LEAVE (DOCKED PAY)

When MSA Pay Status (Employee Payroll File) = 4, 5, or 6 “Autopay” Employees:

The system will generate an override to MSA “Autopay” Hours for any time sheet for the current pay period with unpaid leave (attendance codes with a Type of U). All attendance Type U is subtracted from MSA “Autopay” Hours (Employee Payroll File) and a # override is generated with the result. An informational message with the number of override hours is displayed on the error report. If the total number of hours of unpaid leave exceeds MSA “Autopay” Hours, the # override is generated as 0.

If the MSA “Autopay” Hours are zero and there are both unpaid leave attendance and paid attendance hours during the pay period, the override generated will be equal to the paid hours.

If the non-overtime hours plus unpaid leave do not add up to MSA “Autopay” Hours (Employee Payroll File), a message will be displayed on the error report and no # override will be generated. This check is not done for employees with averaging schedules (number of weeks greater than 2) or all of **DMHAS**.

## 25. OVERRIDE (BLANK) - TIME CARD REQUIRED

When MSA Pay Status (Employee Payroll File) = 1, 2, or 3:

The system will generate an override (with a blank rather than a #) for the number of attendance hours with the following attendance types:

Regular	- Type R (except “ND” or “SOT”)
Sick	- Type S (except “SOS” or “DS”)
Personal Leave	- Type P (except “DPL” or “SOP”)
Vacation	- Type V (except “DV” or “SOV”)
Leave paid	- Type L
Workers Comp	- Type W (only for “SPC”)
Holiday Attendance	- Type H (only “H”, “HH”, “HS”, “HWP”, “HWC”, “PWP”, “PWC” and “HU”)
Comp	- Type C (except “CE”)
Overtime	- Type O (only for “HTO”)

An informational message with the number of hours to be paid is displayed on the error report.

## 26. LONGEVITY

DOE - 09

The system will create a DOE 09 for those eligible employees based on their salary group, salary plan and credited years for the longevity amount.

Full time employees will receive credit for 6 months and then any unpaid leave will be subtracted. The result is added to the previous total number of years, months and days to arrive at the total for the employee. Any unpaid time with fewer than 6 consecutive days will be charged for only that time. When there are 6 or more days with only unpaid time, it will prorate and deduct for longevity time. (i.e.: 10 unpaid workdays will deduct 14 longevity days)

Part time employees will have the paid hours accumulated in days for the current period and the result will be added to the previous balance. Paid time for part time employees are added to paid hours. Paid hours are prorated and added to longevity time. (i.e.: 10 paid days will add 14 days longevity days)

The calculation is based on the new balance of years, months and days and the tables for salary group and salary plan will take place on the pay period that contains 4/1 or 10/1.

The amount of the bonus for the pay period is used for FLSA calculations and is found in the additive section of the Employee Payroll File. The system updates the Employee Payroll File with the amount paid.

FLSA Status Code	Weeks
N	26
J	13
K (except DOC & DPS)	13
K (DOC & DPS)	6 (equates to 6.5)

## 27. K-9 HOME CARE

DOE – 2X

Specific rules for **State Police Sworn**

**NP-1 (B/U 05)**

The payment is made each pay period. The number of hours to pay is calculated as:

If the # **Food Reward Dogs** is 1 then use 1.5 hours

and add .5 hour for each additional dog regardless of type.

If there are no food reward dogs then if the # **Patrol Dogs** is 1 or greater use 1.0 hour

and add .5 hour for each additional Patrol Dog

Multiply the above result times the **K-9 Daily Home Care Rate** from the Bargaining Unit Payroll File. This result is then multiplied by 14 (the # of days in a pay period) minus the number of days during the pay period that the dog was in the kennel (indicated by the number associated with attendance code of KNL- type "I").

The additive section of the Employee Payroll File is updated with the amount of the K-9 Home Care. The type is "BONUS". The number of weeks is 1 (the FLSA calculation is modified to see 1 and understand that the divisor is .923). Whenever a NP-1 (B/U 05) person has something in the BONUS additive type and nothing has been calculated this time the type, amount and number of weeks should be blanked out.

Note: The number of hours of K-9 home care is added to the hours worked during the pay periods for the FLSA calculation.

## APPENDIX A - HOLIDAY ATTENDANCE CODES

Scheduled to work:

<u>Code</u>	<u>Description</u>	<u>Holiday Pay</u>
HU	Uses holiday comp time	
H	Holiday observed	
HH	Holiday on holiday	
HS	Calls in sick on a holiday	
HV	Taking vacation on holiday	
HWP	Regular holiday worked; payment requested	Hours worked (maximum full shift hours - <b>DMHAS</b> & <b>DCF</b> )
PWP	Premium holiday worked; payment requested	Hours worked (maximum full shift hours + ½ the hours worked - <b>DMHAS</b> )
HWC	Regular holiday worked; comp time requested	None
PWC	Premium holiday worked; comp time requested	Half hours worked

Scheduled day off:

<u>Code</u>	<u>Description</u>	<u>Holiday Pay</u>
HXP	Did not work; payment requested	Full shift hours
HXC	Did not work; comp time requested	None

The following attendance codes are used to differentiate between SOT & 1 ½ overtime. They **are only be used** with Auto Calc Overtime = "N":

<u>Code</u>	<u>Description</u>	<u>Holiday Pay</u>	<u>Overtime</u>
HWS	Regular holiday worked; payment requested	Full shift hours	+ SOT
HWO	Regular holiday worked; payment requested	Full shift hours	+ O (1 ½)
PWO	Premium holiday worked; payment requested	Full shift hours	+ O (1 ½)
HCS	Regular holiday worked; comp time requested	None	SOT
HCO	Regular holiday worked; comp time requested	None	O (1 ½)
PCO	Premium holiday worked; comp time requested	None	O (1 ½)

Note: Full Shift Hours are on the Employee Payroll File.

The following holiday attendance codes are added to regular hours worked for FLSA Adjustment calculations: HWP, HWC, HWS, HWO, HCS, HCO, PWP, PWC, PWO & PCO

**I = Information messages**

- I - Active employee with no attendance - employee is (Autopay or TimeCard Required)
- I - Override hours of XXX.XX were generated for a time card required employee
- I - Autopay employee with unpaid leave - an override was generated for # XX.XX hours.  
If dock hours are larger than Autopay hours the following is added:
  - W- Dock hours exceeded MSA Autopay hours!! <<<<<<<<
- I - Employee terminated on last day of pay period, override & other earnings calculated & ZT transactions generated.
- I - On call reduced to \$100 for week # X.
- I - There was no bargaining unit file match for this employee.
- I - Time card required employee without attendance.
- I - Employee's schedule is not on file.
- I - Employee terminated in the middle of the pay period
- I - Employee hired in the middle of the pay period
- I - There was a HUP transaction posted for this employee – for xxx.xx hours and NO HUP ZT transaction was generated. (DPS only)

**W = Warning messages - action may be necessary in future**

- W - Employee with no employee pay record and *no* attendance
- W - Hazard duty rate is zero, employee is eligible, there is *no* HD attendance
- W - Shift Differential rate is zero, employee who is eligible, there is *no* SD attendance
- W - Weekend Differential rate is zero, employee is eligible, there is *no* WD attendance
- W - 0 Override hours for a time card required employee, with a blank override. A ZT with a blank override of zero \$ will be generated. (Note: This message will appear if teacher's bonus is paid.)
- W - Employee eligible for overtime, but SOT not eligible on Brgpay File.
- W - Autopay employee whose non OT paid hours & worked - Hol - Comp (HWC, PWC) do not = Autopay hours .. other earnings calculated, & ZT transactions generated.

## APPENDIX B - ERROR MESSAGES (continued)

- W - Employee % account distribution coded Y, but no record found, no percentage splits for overrides or other earnings will be calculated and no ZT transactions will be generated.

### **E = Error messages - immediate action needed**

- E - Employee is not eligible for overtime but has a FLSA status code that is eligible - FLSA will NOT be calculated
- E - Time card required employee with invalid Holiday attendance code - no override or Holiday pay calculated. Those ZT transactions are not generated - other earnings not affected
- E - CE attendance for an employee who is FLSA eligible - NO FLSA calculated
- E - Employee with attendance, terminated prior to the start of the pay period - no override & shift differential, SOT, OT & FLSA calculated or those ZT transactions generated
- E - XXX is not a handled attendance code - employee NOT processed (SB, CB, CB1, CO1, PD, and R2)
- E - Autopay employee with unpaid leave whose non OT paid hours and (HWC, PWC) do not = Autopay hours less dock hours ... override not generated
- E - Invalid FLSA REG HOURS LIMIT (J), NO FLSA generated
- E - Invalid FLSA period, NO Ztpay or FLSA generated
- E - Weekend Differential rate is Zero & the employee is eligible w/attendance, no weekend diff or FLSA calculated but override & other DOE's calculated & those ZT transactions generated
- E - Shift Differential rate is zero and the employee is eligible w/attendance, no shift diff or FLSA calculated but override and other DOE's calculated those ZT transactions generated
- E - Attendance code XXX is not eligible for SOT in BRGPAY file - no shift diff or FLSA calculated but override and other DOE's calculated & those ZT transactions generated
- E - Attendance coded Overtime, but employee not eligible - No shift differential, SOT, OT or FLSA
- E - Worker's comp attendance - no override or other earnings calculated or ZT transactions generated
- E - There was (WCH, WCS, WCV, WPL, CSS, CSV, CSP, CSE, CSH, WCE, WHL) attendance posted for employee - Override and other earnings calculated but no ZT transactions generated.
- E - Attendance posted for employee with pay status not active, override & other earnings calculated but no ZT transactions generated

## APPENDIX B - ERROR MESSAGES (continued)

- E - Attendance posted for employee with no employee pay record. No override, no shift diff, no weekend diff, no OT, or FLSA calculated. No ZT transactions generated
- E - Hazardous duty attendance but not eligible
- E - Hazard duty rate is zero & the employee is eligible w/attendance, no hazard duty or FLSA calculated but override & other DOE's calculated & those ZT transactions generated
- E - Snow & Ice attendance differential with a 0.00 rate, override & other earnings calculated and ZT transactions generated except snow & ice
- E - No In Charge rate, In Charge NOT processed
- E - Lane Differential attendance, but employee not eligible - No Lane Diff or FLSA calculated or those ZT transactions generated
- E - Lane Differential attendance, but Bargaining Unit / Job Class Lane Differential Rate = 0 - No Lane Differential or FLSA calculated or those ZT transactions generated
- E - Invalid Night Duty rate/amount, Night Duty NOT calculated
- E - Invalid Night Duty type, Night Duty NOT calculated
- E - Night duty attendance hours was other than 16 or 24, NO night duty calculated
- E - Night Duty attendance with FLSA status other than E, NO Night Duty calculated
- E - The MSA autopay hours are 0 in the Employee Payroll File, NO nurses' bonus calculated
- E - No On Call/SB rate, On Call NOT processed
- E - No On Call/PSB rate, On Call PREMIUM NOT processed
- E - No hourly rate, Duty Officer NOT processed.
- E - Special reporting bonus amount is 0 (Used only by NP-4)
- E - Teacher bonus amount is 0
- E - Attendance coded SOT, HWS, HCS, HWO, PCO, PWO, SOW, HOT or HO, BUT EMPLOYEE has AUTOCALC\_OT = Y - NO shift differential, SOT, OT, or FLSA calculated or those ZT transactions generated
- E - There was no bargaining pay file match for this employee - override calculated but no ZT transactions generated.

- E - No such DOE code XXX on Payroll Codes File, No ZT transaction generated.
- E - Employee has a paid holiday attendance code - XXX and since the Holiday Required field is 'N', the system will NOT generate a DOE 17 ZT transaction. This will not affect any other ZT transactions.

## APPENDIX C - DIFFERENTIAL CODES HANDLED IN PAYROLL INTERFACE

HD	- Hazardous Duty	DOE 19
SI	- Snow & Ice	DOE 19
RE	- Regular Early (before 6:00 AM) - Shift Differential	DOE 11/12
IC	- In Charge	DOE 04
WD	- Weekend Differential	DOE 11
WI	- Weekend In Charge - Weekend Differential and In Charge	DOE 11/04
ES	- Extended Shift - Shift Differential and Weekend Differential	DOE 11/12
CS	- Continuous Shift - Weekend Differential	DOE 11
TS	- Temporary Shift - Automatic Payment of Shift Differential	DOE 11/12
LD	- Lane Differential	DOE 21
DO	- Duty Officer - In Charge	DOE 04