
CT Salary Plan Employee Payment Processing



Last Updated: September 2015

Background: In 1991, Article 17, Section 11, of the NP-3 Administrative Clerical Collective Bargaining Agreement was added to allow higher education institutions the opportunity to establish positions or convert existing vacancies into ten-month schedules. In accordance with this Article, the period of employment for these positions is for ten months beginning on August 15th and ending on June 15th of each year. Compensation for employees who are on a ten-month schedule is made at a reduced level over the period of twelve months, thereby allowing for the continuance of an employee's health benefits over the course of the summer.

Core-CT Issue: In order to accommodate the Administrative Clerical ten-month schedules, the CT salary plan was established in Core-CT. The compensation rates reflected in this salary plan mirror those in the twelve-month CL salary plan, but at a reduced level so that compensation may be made during the summer months when employees do not report to work. However, although the biweekly rates are reduced to reflect the ten-month employment period in Core-CT, the hourly rates remain identical to the hourly rates listed in the CL salary plan listed on the DAS Website located at: <http://das.ct.gov/fp1.aspx?page=112>. Any payment made to an employee in the CT salary plan that is based on an hourly rate, such as overtime, must be made at this higher hourly rate. Core-CT does not contain the logic to arrive at a ten-month clerical employee's "true" hourly rate based on the biweekly salary received. Since the biweekly salary for these employees is reduced to allow for the continuance of salary payments throughout the summer, the actual hourly rate that is calculated in Core-CT is much less than the employee's "true" hourly rate based on ten months of employment.

Agencies in Higher Education who employ individuals in the CT salary plan are reminded to enter a manual Override Rate in the employee's Timesheet for any payments made that are based on the employee's hourly rate. For example:

A full-time Office Assistant in the "CL" salary plan as of 04-01-2008 is at Grade 13, Step 1, at a biweekly rate of \$1,358.32 and an hourly rate of \$16.98.

Another full-time Office Assistant in the "CT" salary plan as of 04-01-2008 at Grade 13, Step 1, would be at a biweekly rate of \$1,134.64.

The logic in Core-CT would calculate this employee's hourly rate to be \$14.18, but the true hourly rate remains identical to the "CL" salary plan at \$16.98. Any overtime due this employee must be paid at the higher hourly rate of \$16.98 and manually entered in Core.

Procedure: In order to correctly pay employees in the CT salary plan for any earnings that are based on an hourly rate, the correct number of overtime hours worked should be entered on the appropriate day in Timesheet along with the applicable Time Reporting Code, and the Override Rate field should be populated with the "true", higher hourly rate by navigating to: *Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet*. Once saved, Core-CT will override the lower hourly rate that gets calculated based on the employee's biweekly salary located in Job Data with the new Override Rate to ensure accurate payment.