

24/7 SALARIED EMPLOYEE

Planned Working Time – Employee has a 24/7 schedule (R030)
 See attached OLQR for input with PA30 Transcode and must cover the full payroll period or longer

PSubarea	00JD	Juv Reh	EESubgroup	06	M-OT Elig>40hrs/wk	Status	Active
Start	06/16/2006	To	12/31/9999	Chg.	06/30/2006	00794738	
Work schedule rule							
Work schedule rule	R030	24/7: M-Sn, 24 hpd					
Time Mgmt status	1 - Time evaluation of actual times						
<input type="checkbox"/> Part-time employee	Additional time ID						00
Working time							
Employment percent	100.00						
Daily working hours	24.00						
Weekly working hours	168.00						
Monthly working hrs	174.00						
Annual working hours	2080.00						
Weekly workdays	7.00						

Basic Pay – Can be used to verify the employee is Salaried and actual amount the employee will receive for working all hours reported in CATs using the 1223 Code, less any LWOP input and plus any Overtime or earned wage codes.

PSubarea **00JD** Juv Reh EESubgroup **06** M-OT Elig>40hrs/wk Status **Active**
 Start **07/01/2007** to **12/31/9999** Chgd **06/28/2007** SYSUPD1

Subtype **0** Basic contract

Pay scale
 Reason **00** No Reason Capacity util. level **100.00**
 PS type **01** WFSE Work hours/period **87.00** Semi-monthly
 PS area **01** Standard Progression Next increase
 PS group **47** Level **L** Annual salary **48,396.00** USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A...	Number/unit	Unit
1003	Pay Period Salary		2,016.50	USD	I	<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV **08/15/2007** - **12/31/9999** **2,016.50** USD

CATs SCREEN INPUT – An example below showing hours available to be 96 for this employee. The employee below had 16.0 hours of LWOP, 6 hours of Overtime, 6 hours of Shift Differential Overtime and 6 regular Shift Differential hours. **ON THIS SCREEN DO NOT INPUT MORE LEAVE HOURS THAN THERE ARE AVAILABLE IN THE 1223 CODE.** If more hours are needed there may be an increase needed in the amount of hours for the 1223 wage code.

Data Entry Period 08/01/2007 - 08/15/2007   Week 31.2007

Data Entry Area															
LT	A/A...	Wa...	Position	MU	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11
				H	24	24	24	24	24	24	24	24	24	24	24
				H	0	0	0	0	0	8	0	0	0	0	0
		1223		HR	96.0										
		1058		HR				2.0			2.0				2.0
		1079		HR				2.0			2.0				2.0
		1232		HR				2.0			2.0				2.0
	9033			H						8					

In order to cover available hours per day, due to various reasons, some Agencies have elected to post available hours (1223 wage code) on a daily basis in CATS. Posting on a daily basis helps eliminate some redlines regarding items like mid period salary changes. If your agency has elected daily posting (the same employee above) would look similar to below:

		1223		HR	8	8	8	8		8	8	8	8	8	
		1058		hr				2			2				2
		1079		hr				2			2				2
		1232		hr				2			2				2
	9033			h						8					

ZCAT6 (if posting needed in same day)- If inputting and needing to check pay on the same day a ZCAT6 is necessary to allow the transfer, prior to doing a Simulation

Number of unsuccessful postings:	0
Number of data records read:	12
Number of successful postings:	12

SIMULATION PRINT OUT OF ABOVE INPUT – The results below verify the employee had 96.0 hours available and 16.0 hours were leave without pay. Note the 96.0 hours input above actually decreases when LWOP is entered. It will also decrease when leave is entered to show Paid Leave in the proper columns. Placing the items into CATs in this fashion will report proper hours to Dept of Retirement Systems (DRS) and will calculate Overtime correctly based on hours available in the pay period.

As this simulation did not break out the overtime from the regular pay, the longer version of the simulation is attached below to show DRS reporting, overtime pay and associated amounts

	Rate	Retro-active Hours	Amount	Rate	Current Period Hours	Amount	Year To Date Amount
EARNINGS							
Pay Period Salary					80.00	1,680.42	17,228.01
Lump Sum \$756 Ins Pay							756.00
Shift Df Hrly all Agys				0.60	6.00	3.60	3.60
shift df .50 for all agys							0.75
OT Shift Df Hrly all Agys	0.60	7.00	4.20	0.60	6.00	3.60	7.80
OT shift df .50 all							0.75
Call Back Hours all agy							58.36
Unpaid Absences					16.00	336.08	336.08
annual leave for all agys							886.66
Sick pay for all agys							4,769.70
Vac. Time in lieu of Sick							3,653.18
Pers Holiday pay-all agys							173.32
Shared lv taken all agys							2,778.07
Holiday pay for all agys							536.93
Comp Time taken-all							228.75
Comp Time in lieu of Sick							243.30
*** Total Earnings			4.20			2,213.03	32,147.98

SIMULATION CALCULATION DETAIL PRINT OUT-Longer simulation below shows that 86.0 hours are being reported to DRS (80 regular hours and 6 overtime hours); shift differential monetary value is reported to DRS but the hours are NOT reported to DRS. In the case below you can see 1,876.95 being reported for the employee's retirement.

* 9190 J1 Base (R				1,680.42
* 9195 Rtmnt Base				1,876.95
* 9196 Plan1 Base				1,876.95
* 9225 Rtmnt Hour		86.00		
* 9501 Employee C		77.89-		77.89-
* 9511 Employer C		114.87		114.87
3 /001 Valuation 01		21.01		
3 /002 Valuation 01		23.18		
3 /003 Valuation 01				2,016.50
3 /005 Valuation 01		21.01		
3 /BER Benefits E 01				468.63
3 1003 Pay Period 01		80.00		1,680.42
3 1058 Shift Df H 01	001	0.60	6.00	3.60
3 1079 OT Shift D 01	001	0.60	6.00	3.60
3 1216 Overtime P 01	001	10.55	6.00	63.30
3 1223 Salary Hou 01	X 07 001		96.00	

IMPORTANT NOTES:

Employees should only have a 24/7 salary schedule if deemed absolutely necessary or if it is an agency requirement. If the employee is working a majority of a regular schedule your agency may elect to place the employee on the planned working time schedule and require substitutions or planned working time changes when the employee's schedule changes.

Employees with 24/7 schedules may be required to keep their time on a timesheet tool reviewed, signed and reported to the Time and Attendance Processor by their Supervisor.

Employees scheduled 24/7 receive ½ of their monthly salary for the number of hours reported in the CATs system using the 1223 wage code. If an employee terms mid period please see the instructions for an employee term mid period as a change in reporting will need to be completed.

Department of Retirement Systems (DRS) will receive the total regular hours keyed using wage code 1223 in CATs **less any leave without pay** and receive **additional reported hours for overtime**.

Amounts placed in the Wages Earned column should not be included in the total hours of the 1223 wage code type.