The Paycheck Adjustment [PADJ] form is used to adjust one pay of an employee. This form does not adjust the actual salary for this employee.

The Paycheck Adjustment form can be a stand-alone form or it can be a screen within another form. For example: ARCA, SADJ, GRAD, NPDL, PUDC, etc. The purpose of this documentation is to explain how to use the PADJ form as a stand alone form. If you are using the Paycheck Adjustment screen within another form, please see the documentation for that form for an explanation on how to use it.

The stand-alone PADJ form can be used to adjust one pay by:

- **Sickness and Accident Supplement**  All appointments
- **Time Off Without Pay**  All appointments
- **Retroactive Pay**  All appointments
- **Overpayment Deduction**  All appointments

If you have additional questions, contact the Payroll Department, (814) 865-7621.

> Note:
As with any IBIS form function, to obtain additional information regarding any data field, once you are in the form/function, place the cursor on the requested data field and press PF1 for Help. The PF1 - Help Screen function can be used for the correct codes for most, if not all of the fields throughout the document

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The following screens and functions are available within this documentation:

- IBIS Log-on Screen
- Net-Pass Activity Table Screen
- AIS Program Services Screen
- IBIS Functions Screen
• **Cover Screen**

• **Present Base Rate Pay**
  - Technical Service (TECH)
  - Hershey Standing Nonexempt Staff (STFF)
  - Administrator (ADMR)
  - Exempt & Nonexempt Staff (STFF)
  - Hershey Fixed Term I Nonexempt Staff (STFF)
  - Academic (ACAD)
  - Academic Administrator (ACAM)

• **Sickness and Accident Supplement**

• **Time Off Without Pay**
  - Technical Service (TECH)
  - Hershey Standing Nonexempt Staff (STFF)
  - Administrator (ADMR)
  - Exempt & Nonexempt Staff (STFF)
  - Hershey Fixed Term I Nonexempt Staff (STFF)
  - Academic (ACAD)
  - Academic Administrator (ACAM)

• **Retroactive Pay**
• **Overpayment Deduction**
• **Notepad Area Screen**

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**IBIS Log-on Screen**
To access **PADJ**, sign on to **IBIS** by:

1. Keying in your UserID; press the Tab key to go to the Password prompt.
2. Type in your password; tab to the Application prompt.
3. Type application selection (Net-Pass is the default).

   Press **Enter**.

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**NET-PASS Activity Table Screen**
● Select **CCOM** from the **Net Pass Activity Table** to go onto the production environment.

Press appropriate PF key for **IBIS** function (PF05 on screen sample).

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**AIS Program Services Screen**
- Select **IBIS Admin Menus** at the **Com-Pass** screen.

Press appropriate PF key for IBIS Function screen (PF07 on screen sample).

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**IBIS Functions Screen**
Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>DESCRIPTION</th>
<th>FUNCTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM</td>
<td>Help Selecting HRS Forms</td>
<td>M2P1</td>
<td>Property Inventory</td>
</tr>
<tr>
<td>M2AH</td>
<td>IBIS Adhoc Functions</td>
<td>M2PR</td>
<td>Purchasing System</td>
</tr>
<tr>
<td>M2AS</td>
<td>EASY Elec. Appr. System</td>
<td>M2VA</td>
<td>Vendor System</td>
</tr>
<tr>
<td>M2BG</td>
<td>Budgeting System</td>
<td>BAMM</td>
<td>Budget Planning: BudAuto</td>
</tr>
<tr>
<td>M2FN</td>
<td>Financial System</td>
<td>M2IM</td>
<td>Inventory Management</td>
</tr>
<tr>
<td>M2FS</td>
<td>Facilities System</td>
<td>CODE</td>
<td>Codeset Maint. System</td>
</tr>
<tr>
<td>M2HR</td>
<td>Human Resources System</td>
<td>M2NC</td>
<td>Nat Conn. Applications</td>
</tr>
<tr>
<td>M2PA</td>
<td>Payroll System</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **At Next Function**, type **PADJ**.

   Press **Enter**.

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**Cover Screen**
1. Enter the Social Security Number of the employee receiving the paycheck adjustment.

2. At **Chng Eff Dte**, enter the effective date of this adjustment.

Press **Enter** to display the **H Admin Area** (Home Administrative Area), **Position #, Chng Eff PPd#** (Change Effective Pay Period number) and the employee's **Name**.

> **Note:**
The Change Effective Pay Period number will be calculated by the system based on the effective date entered and can not be modified by the user.
Press PF8 to continue to the next page.

### Present Base Rate Pay

The **Present Base Rate Pay** (the employee's regular pay for a pay period) row must be completed in conjunction with all paycheck adjustment actions.

The Present Base Rate Pay is calculated differently depending on employee class:

- **Technical Service (TECH)** and **Hershey Standing Nonexempt Staff (STFF)**:
1. At **#Hrs**, enter the number of regular hours worked.

2. At **Rate**, enter the employee's regularly hourly rate.

3. At **Unit**, enter **H** (hourly).

4. At **Amount**, enter the employee's total present base rate pay (the employee's regular pay for a pay period).

- Administrator (ADMR), Exempt and Nonexempt Staff (STFF) and Hershey Fixed Term I Nonexempt Staff (STFF):
1. At **Rate**, enter the employee's regular monthly rate.

2. At **Unit**, enter **M** (monthly).

3. At **Amount**, enter the employee's total present base rate pay (the employee's regular pay for a pay period).

- **Academic** (ACAD) and **Academic Administrator** (ACAM):
1. At **#Wks**, enter the number of regular weeks worked.

2. At **Rate**, enter the employee's regularly weekly rate.

3. At **Unit**, enter **W** (weekly).

4. At **Amount**, enter the employee's total present base rate pay (the employee's regularly pay for a pay period).

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### Sickness & Accident Supplement

An employee who has five or more years of continuous regular University service who is absent beyond 60 continuous calendar days for an illness or injury will be covered by the University's Sickness and Accident Supplement; provided, however, that if the employee has used more than six days of accumulated sick leave in the full 12 month period immediately preceding the absence, without doctor's certification for such days charged in excess of six sick leave days, the employee shall not be eligible for the Sickness and Accident Supplement.

For complete information on Sickness and Accident Supplement, see [HR34](#) in the Policy Manual.
> Note:
The Human Resource Representative in your area needs to contact the Benefits Office to obtain more information on Sickness & Accident Supplement.

1. Complete the "Present Base Rate Pay" row. See the previous section of this document on how this is calculated. (The example above shows an employee who is paid hourly.)

2. At Holiday/Overtime/Oth, enter SA (Sickness and Accident Supplement).

3. At #Days, enter the number of eligible days in month provided by the Benefits Office.

4. At Rate, enter the rate provided by the Benefits Office.

5. At Unit, enter D (days).

6. At Amount, enter the amount to be paid for sickness and accident supplement.

   Press Enter, and the Total amount to be paid to that employee for the pay period specified will be displayed.

   Press PF8 to go to the Notepad.
Time Off Without Pay

The use of the PADJ form for calculating Time Off Without Pay is permissible if the time off is less than 10 consecutive working days. If the time off is 10 or more consecutive working days, the LVLO (Leave/Layoff) form must be used.

Time Off Without Pay is calculated differently depending on the employee class:

- **Technical Service** (TECH) and **Hershey Standing Nonexempt Staff** (STFF):

  1. Complete the **Present Base Rate Pay** row. See the previous section of this document on how this is calculated.

     Enter the following information in **Time Off w/o Pay** row.

  2. **At #Hrs**, enter the number of hours of time off.

  3. **At Rate**, enter the employee's regular hourly rate.

     > Note:
     The hourly rate for Nonexempt Staff is obtained by dividing the employee's annual salary by 2080 (hours/year) and rounding up to the next
4. At **Unit**, enter **H** (hourly).

5. At **Amount**, enter the amount to be subtracted for the time off without pay.

Press **Enter**. The following warning message will be displayed on the **PADJ** screen when the **ENTER** key is pressed after completing all of the appropriate fields:

"**WARNING — TIME W/O PAY ONLY ALLOWED IF EMPLOYEE SIC/VAC TIME EXCEEDED**"

Press **Enter** again and the **Total** amount to be paid to that employee for the pay period specified will be displayed.

Press **PF8** to go to the Notepad.

- **Administrator** (ADMR), **Exempt and Nonexempt Staff** (STFF) and **Hershey Fixed Term I Nonexempt Staff** (STFF):

1. Complete the **Present Base Rate Pay** row. See the previous section of this document on how this is calculated.
Enter the following information on the **Time Off w/o Pay** row.

2. **At Rate**, enter the employee's regular monthly rate.

3. **At Unit**, enter **M** (monthly).

4. **At Factor**, enter the work percentage factor that applies to the number of days off without pay.

   > **Note:**
   
   See [Appendix 19](#) of the General Forms Usage Guide to determine the factor.

5. **At Amount**, enter the amount to be subtracted for the time off without pay.

   Press **Enter**. The following warning message will be displayed on the **PADJ** screen when the **ENTER** key is pressed after completing all of the appropriate fields:

   "**WARNING — TIME W/O PAY ONLY ALLOWED IF EMPLOYEE SIC/VAC TIME EXCEEDED**"

   Press **Enter** again and the **Total** amount to be paid to that employee for the pay period specified will be displayed.

   Press **PF8** to go to the Notepad.

- **Academic** (ACAD) and **Academic Administrator** (ACAM):
1. Complete the Present Base Rate Pay row. See the previous section of this document on how this is calculated.

Enter the following information on the **Time Off w/o Pay** row.

2. At #Days, enter the number of days off without pay.

3. At Rate, enter the employee's daily rate.

4. At Unit, enter **D** (daily).

   > **Note:**
   
   To calculate the daily rate, divide the weekly rate by 7 and round to the nearest penny.

5. At Amount, enter the amount to be subtracted for the time off without pay.

Press Enter. The following warning message will be displayed on the PADJ screen when the ENTER key is pressed after completing all of the appropriate fields:

"**WARNING — TIME W/O PAY ONLY ALLOWED IF EMPLOYEE SIC/VAC TIME EXCEEDED**"

Press Enter again and the **Total** amount to be paid to that employee for the pay
period specified will be displayed.

Press **PF8** to go to the Notepad.

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**Retroactive Pay**

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<table>
<thead>
<tr>
<th>PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/17/97 PAYCHECK ADJUSTMENT PADJ</td>
</tr>
<tr>
<td>14:13:02.8 Paycheck Adjustment Screen DAM3</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>SSN: 914-01-0050 Name: MUNCHNER, EDGAR R Status: ACT</td>
</tr>
<tr>
<td>HBud: 02-015-55 UP Jobd Ttl: INSTR Grade: NA Class: ACAD</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Pay Period #: 9 Amnt/PPd: Pay Budget/Fund: 02-015-55 UP 10010</td>
</tr>
<tr>
<td>Pay Freq: Mnth Appt Type: STN</td>
</tr>
<tr>
<td>Present Base Rate Pay:</td>
</tr>
<tr>
<td>Holiday/Overtime/Othr:</td>
</tr>
<tr>
<td>Vacation/Earned:</td>
</tr>
<tr>
<td>Sick Allowance:</td>
</tr>
<tr>
<td>Holiday Comp:</td>
</tr>
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<td>Service (HY Only):</td>
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<tr>
<td>Comp Time:</td>
</tr>
<tr>
<td>Shift Differential/Prem:</td>
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<tr>
<td>Time Off w/o Pay:</td>
</tr>
<tr>
<td>Meal/Lodging/Both Ded:</td>
</tr>
<tr>
<td>Military Reduction:</td>
</tr>
<tr>
<td>Retroactive Pay:</td>
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<tr>
<td>Overpayment Deduction:</td>
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<tr>
<td>FOR PAYROLL USE ONLY: Fed Tax PPd: 0</td>
</tr>
<tr>
<td>Total: 3637.75</td>
</tr>
</tbody>
</table>

1. Complete the Present Base Rate Pay row. See the previous section of this document on how this is calculated. (The example above shows an employee who is paid monthly.)

   Enter the following information in the **Retroactive Pay** row.

2. At **Amount**, enter the amount to be added to the employee's regular pay.

   Press **Enter** and the **Total** amount to be paid to that employee for the pay period specified will be displayed.

   Press **PF8** to go to the Notepad.
Overpayment Deduction

1. Complete the Present Base Rate Pay row. See the previous section of this document on how this is calculated. (The example above shows an employee who is paid monthly.)

Enter the following information in the Overpayment Deduction row.

2. At Amount, enter the amount to be subtracted from the employee's regular pay.

Press Enter and the Total amount to be paid to that employee for the pay period specified will be displayed.

Press PF8 to go to the Notepad.

Notepad Area
The **Notepad Area** is where you can enter any important information that other approvers (including OHR & Payroll) will need to know in order to expedite processing of the form.

- Press **PF12** to **ADD** the form.

- Enter **SUB** (submit) at Form Action and press PF12. The form will route through the department's approval path.

> **Note:**
When submitting the form, you will need to enter a userID at the Next Approver field on the Notepad Screen if the first approver is not a default approver.

Last Revised: 07/22/2003