

Paycheck Adjustment Form (PADJ)

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, SADI, 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

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](#)
-

IBIS Log-on Screen

```
*** This System is for AUTHORIZED use only. See ***
***** Policy AD-20 regarding obligations/liability. *****
*** Your Device ID is TCP00421 ***
```

```
User ID => _ ① Password => ② New Password =>
Application => ③
```

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**.

NET-PASS Activity Table Screen

```
15:09:59 Term TCP00737 LSX32702 NET-PASS Userid DAM3 02/26/97
-- NET-PASS Activity Table --
Level Application Application Recv.
Id Name Description Time
-----
PF01 MAIL EMC2 Electronic Mail
PF02 TS0D TS0/E - IP02
PF03 ACOM ISIS-A
PF04 BCOM ISIS-B
PF05 CCOM IBIS
PF06 TESTAIS Test COM-PLETE
PF07 IMS IMS Data Base Access
PF08 ROSCOE ROSCOE Editor
PF09 NCCF NCCF- Network Control
PF10 MSPSU

PASS Character : ~
Suspend Key : PF12
Jump Key : PF11 OAS SUPPORT CTR - 814 863-2276 Max.Sess.: 10
NET-PASS COMMAND: Printer : PF24
TCP5 103P
```

- 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).

AIS Program Services Screen

| | | | | |
|--------------------|----------------|----------------|------------------|---------------------|
| 15:16:02 | TID 3909 | CCOM | User DAN3 | 02/26/97 |
| | | -- CON-PASS -- | | USTS |
| Suspended Programs | | | Program Services | |
| ----- | ----- | ----- | ----- | ----- |
| Programs | Name | C Level | PF | Service Description |
| ----- | ----- | ----- | ----- | ----- |
| | | 1 | | LOGOFF |
| | | 2 | | NATURAL2 |
| | | 3 | | HELP FACILITY |
| | | 4 | | INSIGHT |
| | | 5 | | MESSAGE SWITCHING |
| | | 6 | | SUPPORT SYSTEM MENU |
| | | 7 | | IBIS ADMIN MENUS |
| | | 8 | | UQ UTILITY |
| | | 9 | | |
| Enter Input: | | | HELP | ? |
| ----- | | | | |
| LU Name: UT0003 | HC TID: 3904 | Recall: NO | Language: 001 | |
| Devtype: 3279 US | Device: UP0003 | Suspend: < NO | Case : Upper | |
| Lines : 24 | Key: | Jump: NO NO | | |
| Columns: 80 | | | | |

- Select **IBIS Admin Menus** at the **Com-Pass** screen.

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

IBIS Functions Screen

03/04/97
09:57:30.5

INTEGRATED BUSINESS INFORMATION SYSTEM

M1M1
DAM3

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:

| FUNCTION | DESCRIPTION | FUNCTION | DESCRIPTION |
|----------|--------------------------|----------|--------------------------|
| FORM | Help Selecting HRS Forms | M2PI | Property Inventory |
| M2AH | IBIS Adhoc Functions | M2PR | Purchasing System |
| M2AS | EASY Elec. Appr. System | M2VA | Vendor System |
| M2BG | Budgeting System | BAMM | Budget Planning: BudAuto |
| M2FN | Financial System | M2IM | Inventory Management |
| M2FS | Facilities System | CODE | Codeset Maint. System |
| M2HR | Human Resources System | M2NC | Nat Conn. Applications |
| M2PA | Payroll System | | |

NEXT FUNCTION: **padj_**

1

PREV MENU: NONE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END KEYS PRNT .

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

Press **Enter**.

Cover Screen

```

PLEASE ENTER 'SSN' AND 'CHNG EFF DTE', THEN PRESS <ENTER>
02/26/97                                PADJ
15:22:10.5                              DAM3
HUMAN RESOURCE CHANGE SYSTEM
PAYCHECK ADJUSTMENT

Form Action  ADD  Document #:              Unit:              Confidential(Y/N): Y
                                           Document Status:

KEY INFORMATION                                TABLE OF CONTENTS
  1 SSN:  _ _ _ _ _
H Admin Area:
Position #:  _

Chng Eff PPd#:  _
Chng Eff Dte:  _ / _ /  2

Name:
Other Forms Awaiting Action (Y/N)? N
0 = Optional Screens

Next Function:  _____ (menu,keys,end)

```

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.

```

APPOINTMENT HAS BEEN SELECTED - PLEASE HIT 'PF8' TO CONTINUE.
03/17/97                                HUMAN RESOURCE CHANGE SYSTEM          PADJ
13:48:07.9                              PAYCHECK ADJUSTMENT                    DAM3

Form Action  ADD  Document #:          Unit: GEN E  Confidential(Y/N): Y
                                                Document Status:

KEY INFORMATION                                TABLE OF CONTENTS

          SSN: 914 - 01 - 0050
H Admin Area: 015
Position #: 00559-000

          SCREEN NAME
          Paycheck Adjustment
          Notepad

Chng Eff PPd#:  _9
Chng Eff Dte:  02 / 15 / 1997

Name: MUNCHNER, EDGAR R

          Other Forms Awaiting Action (Y/N)? N
          0 = Optional Screens

Next Function: _____ (menu,keys,end)

```

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):**

03/17/97
13:51:54.2

PAYCHECK ADJUSTMENT
Paycheck Adjustment Screen

PADJ
DAM3

SSN: 914-01-0050 Name: MUNCHNER, EDGAR R Status: ACT
HBud: 02-015-55 UP Jobd Ttl: INSTR Grade: NA Class: ACAD

Pay Period #: _9 Amnt/PPd: Pay Budget/Fund: 02-015-55 UP 10010
Pay Freq: MNTH Appt Type: STN

| | #Wks | #Days | #Hrs | Rate | Unit | Factor | Amount |
|----------------------------------------------|------|-------|-------------|---------------|------------|---------------|-----------------|
| Present Base Rate Pay: | — | — | 35 1 | 6.84 2 | H 3 | — | 239.40 4 |
| Holiday/Overtime/Othr: | — | — | — | — | — | — | — |
| Vacation/Earned: | — | — | — | — | — | — | — |
| Sick Allowance: | — | — | — | — | — | — | — |
| Holiday Comp: | — | — | — | — | — | — | — |
| Service (HY Only): | — | — | — | — | — | — | — |
| Comp Time: | — | — | — | — | — | — | — |
| Shift Differentl/Prem: | — | — | — | — | — | — | — |
| Time Off w/o Pay: | — | — | — | — | — | — | < > |
| Meal/Lodging/Both Ded: | — | — | — | — | — | — | < > |
| Military Reduction: | — | — | — | — | — | — | < > |
| Retroactive Pay: | — | — | — | — | — | — | < > |
| Overpayment Deduction: | — | — | — | — | — | — | < > |
| FOR PAYROLL USE ONLY: Fed Tax PPds: 0 | | | | | | Total: | |

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):**

PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS

03/17/97

PAYCHECK ADJUSTMENT

PADJ

13:54:54.3

Paycheck Adjustment Screen

DAM3

SSN: 914-01-0050

Name: MUNCHNER, EDGAR R

Status: ACT

HBud: 02-015-55 UP Jobd Ttl: INSTR

Grade: NA Class: ACAD

Pay Period #: _9 Amnt/PPd:

Pay Budget/Fund: 02-015-55 UP 10010

Pay Freq: MNTH

Appt Type: STN

| | #Wks | #Days | #Hrs | Rate/Unit | Factor | Amount |
|----------------------------------------------|------|-------|------|-------------|---------------|----------------|
| Present Base Rate Pay: | — | — | — | ① 3462.75 M | ② | ③ 3462.75 |
| Holiday/Overtime/Othr: | — | — | — | — | — | — |
| Vacation/Earned: | — | — | — | — | — | — |
| Sick Allowance: | — | — | — | — | — | — |
| Holiday Comp: | — | — | — | — | — | — |
| Service (HY Only): | — | — | — | — | — | — |
| Comp Time: | — | — | — | — | — | — |
| Shift Differentl/Prem: | — | — | — | — | — | — |
| Time Off w/o Pay: | — | — | — | — | — | () |
| Meal/Lodging/Both Ded: | — | — | — | — | — | () |
| Military Reduction: | — | — | — | — | — | () |
| Retroactive Pay: | — | — | — | — | — | — |
| Overpayment Deduction: | — | — | — | — | — | () |
| FOR PAYROLL USE ONLY: Fed Tax PPDs: 0 | | | | | Total: | 3462.75 |

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):**

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
03/17/97                                PAYCHECK ADJUSTMENT                                PADJ
13:56:26.7                              Paycheck Adjustment Screen                            DAM3

SSN: 914-01-0050      Name: MUNCHNER, EDGAR R      Status: ACT
HBud: 02-015-55 UP   Jobd Ttl: INSTR                Grade: NA   Class: ACAD
-----
Pay Period #: _9   Amnt/PPd:                               Pay Budget/Fund: 02-015-55 UP   10010
Pay Freq: MNTH                                         Appt Type: STN

#Wks #Days #Hrs      Rate/Unit  Factor      Amount
Present Base Rate Pay: ① _4      ---      ---      ② _865.27 W ③ ---      ④ _3462.75
Holiday/Overtime/Othr: ---      ---      ---      ---      ---      ---
Vacation/Earned:      ---      ---      ---      ---      ---      ---
Sick Allowance:      ---      ---      ---      ---      ---      ---
Holiday Comp:      ---      ---      ---      ---      ---      ---
Service (HY Only):  ---      ---      ---      ---      ---      ---
Comp Time:      ---      ---      ---      ---      ---      ---
Shift Differentl/Prem: ---      ---      ---      ---      ---      ---
Time Off w/o Pay:      ---      ---      ---      ---      ---      ( --- )
Meal/Lodging/Both Ded: -      ---      ---      ---      ---      ( --- )
Military Reduction:      ---      ---      ---      ---      ---      ( --- )
Retroactive Pay:      ---      ---      ---      ---      ---      ---
Overpayment Deduction: ---      ---      ---      ---      ---      ( --- )
FOR PAYROLL USE ONLY: Fed Tax PPDs: 0                                Total: 3462.75

```

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).

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.

```
PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
03/17/97                PAYCHECK ADJUSTMENT                PADJ
13:59:41.7              Paycheck Adjustment Screen          DAM3

SSN: 914-01-0050      Name: MUNCHNER, EDGAR R          Status: ACT
HBud: 02-015-55 UP Jobd Ttl: INSTR                Grade: NA Class: ACAD

-----
Pay Period #: _9      Amnt/PPd:                Pay Budget/Fund: 02-015-55 UP 10010
Pay Freq: MNTH                Appt Type: STN

#Wks #Days #Hrs      Rate/Unit  Factor      Amount
Present Base Rate Pay: 1      _      _35.00      _6.84 H      _      239.40
Holiday/Overtme/Othr: SA 2      15 3      4 17.50 D 5      6 262.50
Vacation/Earned:      _      _      _      _      _      _
Sick Allowance:      _      _      _      _      _      _
Holiday Comp:      _      _      _      _      _      _
Service (HY Only):      _      _      _      _      _      _
Comp Time:      _      _      _      _      _      _
Shift Differentl/Prem:  _      _      _      _      _      _
Time Off w/o Pay:      _      _      _      _      _      (< _ >)
Meal/Lodging/Both Ded:  -      _      _      _      _      (< _ >)
Military Reduction:      _      _      _      _      _      (< _ >)
Retroactive Pay:      _      _      _      _      _      _
Overpayment Deduction:  _      _      _      _      _      (< _ >)
FOR PAYROLL USE ONLY: Fed Tax PPds: 0                 Total: 501.90
```

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/Overtme/Othr**, 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):**

| PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS | | | | | | |
|--------------------------------------------------------------|----------------------------|--------------|-------------------------------------|------------------|--------------------------------------------------------------------------------------|----------------------|
| 03/17/97 | PAYCHECK ADJUSTMENT | | | | PADJ | |
| 14:03:16.9 | Paycheck Adjustment Screen | | | | DAM3 | |
| SSN: 914-01-0050 | Name: MUNCHNER, EDGAR R | | | Status: ACT | | |
| HBud: 02-015-55 UP | Jobd Ttl: INSTR | | Grade: NA | | Class: ACAD | |
| Pay Period #: _9 | Amnt/PPd: | | Pay Budget/Fund: 02-015-55 UP 10010 | | | |
| Pay Freq: MNTH | | | Appt Type: STN | | | |
| | #Wks | #Days | #Hrs | Rate/Unit | Factor | Amount |
| Present Base Rate Pay: | 1 | — | 35.00 | 6.84 H | — | 239.40 |
| Holiday/Overtime/Othr: | — | — | — | — | — | — |
| Vacation/Earned: | — | — | — | — | — | — |
| Sick Allowance: | — | — | — | — | — | — |
| Holiday Comp: | — | — | — | — | — | — |
| Service (HY Only): | — | — | — | — | — | — |
| Comp Time: | — | — | — | — | — | — |
| Shift Differentl/Prem: | — | — | — | — | — | — |
| Time Off w/o Pay: | — | 2 | 4.00 | 6.84 H | 4 | < 5 24.96 > |
| Meal/Lodging/Both Ded: | — | — | — | — | — | < > |
| Military Reduction: | — | — | — | — | — | < > |
| Retroactive Pay: | — | — | — | — | — | < > |
| Overpayment Deduction: | — | — | — | — | — | < > |
| FOR PAYROLL USE ONLY: Fed Tax PPDs: 0 | | | | |  | Total: 214.44 |

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

higher cent.

- At **Unit**, enter **H** (hourly).
- 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):**

| PF5=TOP, PF6=BOTOM, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS | | | | | | |
|--------------------------------------------------------------|----------------------------|-------|-------------------------------------|-----------------------|---------|-----------------------|
| 03/17/97 | PAYCHECK ADJUSTMENT | | | | PADJ | |
| 14:06:52.8 | Paycheck Adjustment Screen | | | | DAM3 | |
| SSN: 914-01-0050 | Name: MUNCHNER, EDGAR R | | | Status: ACT | | |
| HBud: 02-015-55 UP | Jobd Ttl: INSTR | | | Grade: NA Class: ACAD | | |
| Pay Period #: _9 | Amnt/PPd: | | Pay Budget/Fund: 02-015-55 UP 10010 | | | |
| Pay Freq: MNTN | Appt Type: STN | | | | | |
| | #Wks | #Days | #Hrs | Rate/Unit | Factor | Amount |
| Present Base Rate Pay: | 1 | — | — | 3462.75 M | — | 3462.75 |
| Holiday/Overtime/Othr: | — | — | — | — | — | — |
| Vacation/Earned: | — | — | — | — | — | — |
| Sick Allowance: | — | — | — | — | — | — |
| Holiday Comp: | — | — | — | — | — | — |
| Service (HY Only): | — | — | — | — | — | — |
| Comp Time: | — | — | — | — | — | — |
| Shift Differentl/Prem: | — | — | — | — | — | — |
| Time Off w/o Pay: | — | — | — | 2 3462.75 M | 3 0.095 | 5 328.96 > |
| Meal/Lodging/Both Ded: | — | — | — | — | — | < — > |
| Military Reduction: | — | — | — | — | — | < — > |
| Retroactive Pay: | — | — | — | — | — | < — > |
| Overpayment Deduction: | — | — | — | — | — | < — > |
| FOR PAYROLL USE ONLY: Fed Tax PPDs: 0 | | | | | | Total: 3133.79 |

- 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):**

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
03/17/97          PAYCHECK ADJUSTMENT          PADJ
14:09:57.7      Paycheck Adjustment Screen      DAM3

SSN: 914-01-0050   Name: MUNCHNER, EDGAR R      Status: ACT
HBud: 02-015-55 UP Jobd Ttl: INSTR              Grade: NA   Class: ACAD
-----
Pay Period #: _9   Amnt/PPd:                    Pay Budget/Fund: 02-015-55 UP 10010
Pay Freq: MNTH                                         Appt Type: STN

#Wks #Days #Hrs   Rate/Unit   Factor   Amount
Present Base Rate Pay: ① _4   ___   ___   ___865.63 W ___   ___3462.75
Holiday/Overtime/Othr: ___   ___   ___   ___   ___   ___
Vacation/Earned:      ___   ___   ___   ___   ___   ___
Sick Allowance:       ___   ___   ___   ___   ___   ___
Holiday Comp:         ___   ___   ___   ___   ___   ___
Service (HY Only):    ___   ___   ___   ___   ___   ___
Comp Time:           ___   ___   ___   ___   ___   ___
Shift Differentl/Prem: ___   ___   ___   ___   ___   ___
Time Off w/o Pay:     ② _2   ___   ③ 123.66 W ④ ___   ( ⑤ 247.32 )
Meal/Lodging/Both Ded: -   ___   ___   ___   ___   ( ___ )
Military Reduction:   ___   ___   ___   ___   ___   ( ___ )
Retroactive Pay:     ___   ___   ___   ___   ___   ( ___ )
Overpayment Deduction: ___   ___   ___   ___   ___   ( ___ )
FOR PAYROLL USE ONLY: Fed Tax PPDs: 0       Total: 3215.43

```

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.

Retroactive Pay

```
PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
03/17/97                                PAYCHECK ADJUSTMENT                                PADJ
14:13:02.8                              Paycheck Adjustment Screen                            DAM3

SSN: 914-01-0050      Name: MUNCHNER, EDGAR R      Status: ACT
HBud: 02-015-55 UP Jobd Ttl: INSTR                  Grade: NA Class: ACAD
-----
Pay Period #:  _9  Amnt/PPd:                               Pay Budget/Fund: 02-015-55 UP 10010
Pay Freq: MNTH                                           Appt Type: STN

#Wks #Days #Hrs   Rate/Unit   Factor   Amount
Present Base Rate Pay: ①  _  _  _  _3462.75 M  _  _3462.75
Holiday/Overtime/Othr:  _  _  _  _  _  _  _
Vacation/Earned:      _  _  _  _  _  _  _
Sick Allowance:       _  _  _  _  _  _  _
Holiday Comp:         _  _  _  _  _  _  _
Service (HY Only):    _  _  _  _  _  _  _
Comp Time:           _  _  _  _  _  _  _
Shift Differentl/Prem:  _  _  _  _  _  _  _
Time Off w/o Pay:     _  _  _  _  _  _  (<  _  _  _  >)
Meal/Lodging/Both Ded:  _  _  _  _  _  _  (<  _  _  _  >)
Military Reduction:   _  _  _  _  _  _  (<  _  _  _  >)
Retroactive Pay:      _  _  _  _  _  _  ② 175.00
Overpayment Deduction:  _  _  _  _  _  _  (<  _  _  _  >)
FOR PAYROLL USE ONLY: Fed Tax PPds: 0                → Total: 3637.75
```

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

```

PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
03/17/97                                PAYCHECK ADJUSTMENT                                PADJ
14:18:22.8                              Paycheck Adjustment Screen                            DAM3

SSN: 914-01-0050      Name: MUNCHNER, EDGAR R      Status: ACT
HBud: 02-015-55 UP Jobd Ttl: INSTR      Grade: NA      Class: ACAD
-----
Pay Period #: _9      Amnt/PPd:      Pay Budget/Fund: 02-015-55 UP 10010
Pay Freq: MNTH      Appt Type: STN

#Wks #Days #Hrs      Rate/Unit      Factor      Amount
Present Base Rate Pay: ①  _      _      _      3462.75 M      _      3462.75
Holiday/Overtime/Othr: _      _      _      _      _      _      _
Vacation/Earned:      _      _      _      _      _      _      _
Sick Allowance:      _      _      _      _      _      _      _
Holiday Comp:      _      _      _      _      _      _      _
Service (HY Only):    _      _      _      _      _      _      _
Comp Time:      _      _      _      _      _      _      _
Shift Differentl/Prem: _      _      _      _      _      _      _
Time Off w/o Pay:      _      _      _      _      _      (      _      )
Meal/Lodging/Both Ded: _      _      _      _      _      (      _      )
Military Reduction:    _      _      _      _      _      (      _      )
Retroactive Pay:      _      _      _      _      _      (      _      )
Overpayment Deduction: (      ②  _78.00      )
FOR PAYROLL USE ONLY: Fed Tax PPds: 0  Total: 3384.75

```

- 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.

- 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

| | | |
|----------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|
| 03/17/97 15:26:23.1 | PAYCHECK ADJUSTMENT Notepad -- Last Page | PADJ DAM3 |
| Form Action: ADD | Document #: | Unit: GEN E Confidential(Y/N): Y Document Status: |
| SSN: 914-01-0050 H Admin Area: 015 | Name: MUNCHNER, EDGAR R Pos #/Pos Type: 00559-000 P | |
| Chng Eff Dte: 02/15/1997 | | |
| Note Pad Area: PADJ Screen Examples _____ _____ _____ _____ | | |
| Last Action: | | Next Approver: _____ |
| Last Action Name: | | |
| Next Function: _____ | | (menu,keys,end) |

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