

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: May 28, 2009

PERSONNEL LETTER #09-013
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppman, Chief
Personnel and Payroll Services Division (PPSD)

RE: FURLOUGH PROGRAM 2009 PROCESSING EFFECTIVE MARCH 2009

When the furlough program was first implemented in February 2009, the Department of Personnel Administration (DPA) established two types of furlough plans: designated Friday's and the self-directed. In addition, full-time and fractional time base employees were assigned or accrued either zero, one day or two days of furlough time each pay period based on their employment status during the pay period.

DPA has now modified the furlough program. Beginning after the first Friday in March 2009 (i.e., March 6, 2009), all employees subject to the furlough program are under the self directed furlough plan. Also, starting on March 7, 2009, full-time and fractional time base employees who are paid less than the full pay period are assigned furlough hours on a prorated basis. See the DPA Personnel Management Liaison (PML) Memorandum #2009-013 for further information and the rules to determine the prorated furlough hours to credit the employees.

The above changes affect the employment history (EH), payroll and leave accounting procedures developed for the furlough program. Specifically, the special EH documentation for mid-month appointment/separation transactions is no longer necessary. An appointment transaction with an effective date after March 6, 2009 should have the appropriate furlough Earnings ID (EID) entered on the transaction. Likewise, the furlough EID should remain on any separation transaction with an effective date after March 6, 2009.

Please continue to follow the processing procedures for EH transactions with an effective date prior to March 7, 2009 as directed in the State Controller's Office (SCO) Personnel Letter #09-006. Please use the attached procedures for the furlough program beginning with transactions reflecting an effective date after March 6, 2009. Departments should review the payroll and leave records of full-time and fractional time base employees who were paid less than a full pay period to determine if any adjustments are needed due to the above changes.

Questions regarding the furlough program and EH/payroll processing information can be directed as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Furlough Program (e.g., rules, regulations, benefits/pay impacts)	DPA	(916) 323-3343
General Payroll Procedures	Payroll Operations Telephone Liaison	(916) 323-3081

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Disability Payroll Procedures	Disability Telephone Liaison	(916) 322-3619
Employment History Procedures	Personnel Operations Telephone Liaison	(916) 322-6500

DS:PMAB:jd

Attachments

FURLOUGH PROGRAM MARCH 7, 2009 – JUNE 30, 2010

GENERAL INFORMATION

The Furlough Program is actually a reduction in time worked. It is administered as a reduction to the salary rate used in the calculation of the pay made to employees. To accomplish the reduction of the salary rate and to continue to reflect the actual appointment or base salary rate for employees subject to the furlough program, DPA established a negative furlough pay differential. The furlough pay differential EID uses the employee's base salary rate (or actual salary rate for intermittent time base employees) to achieve the furlough pay reduction rate.

The furlough pay reduction amount is system generated and computed by multiplying the base salary rate (or actual salary rate for intermittent time base employees) by the furlough pay differential EID percentage rate and rounding to the nearest dollar/cent. To arrive at the furlough reduction base salary, subtract the furlough pay reduction amount from the base salary rate (or actual salary rate for intermittent time base employees). The calculation routine will result in most employees having a salary rate defined in dollars and cents when normally defined in whole dollars.

Examples

\$2873 (monthly base salary rate) multiplied by 9.23% (furlough pay differential EID percentage) =
 \$265.18 (monthly furlough pay reduction amount)
 \$2873 (monthly base salary rate) subtracted by \$265.18 (monthly furlough pay reduction amount) =
 \$2607.82 (monthly furlough reduced base salary rate)

\$22.67 (hourly actual salary rate) multiplied by 9.23% (furlough pay differential EID percentage) =
 \$2.09 (hourly furlough pay reduction amount)
 \$22.67 (hourly actual salary rate) subtracted by \$2.09 (hourly furlough pay reduction amount) =
 \$20.58 (hourly furlough reduced actual salary rate)

As outlined in the various DPA PMLs, the furlough program does not affect state service credit. As a result, the unpaid furlough time is not to affect an employee's anniversary date (Personnel Action Request (PAR) item 330, Anniversary Date) and not to be considered in determining if a pay period is qualifying or not (PAR item 715, Service Pay Period).

LEAVE ACCOUNTING

In exchange for the reduction in pay, employees will receive leave credits based on his/her time base and time worked including paid leave time. Refer to DPA PMLs #2009-010 and #2009-013 for specific criteria and accrual rates.

Departments participating in the California Leave Accounting System (CLAS) should reference Leave Accounting Letters # 09-003 and 09-006 for the leave accounting furlough procedures. Non-participating departments must manually update their employee leave balances for the furlough credits and usage.

EMPLOYMENT HISTORY

It is the department's responsibility to maintain the correct furlough eligibility on an employee's EH record. If an employee moves to a position that is not subject to the furlough program, delete the furlough EID on the appointment transaction. If the employee moves from a non-eligible position to an eligible position, enter the appropriate furlough EID on the appointment transaction. The previously provided special processing instructions for mid-month appointments/separations are no longer applicable beginning with EH transactions reflecting an effective date on/after March 7, 2009.

The furlough EID percentage reduction designated for each bargaining unit is designed to reduce the base salary rate by an equivalent of 2 days. Departments should ensure that if an employee moves between different Collective Bargaining Identification Designation's (CBID's), that the appropriate furlough EID is assigned to the employee.

A. Employees in the Limited Examination and Appointment Program (LEAP) Candidate Classification (Class Code 4687)

The furlough pay differential EID for employees appointed to the LEAP classification must be based on the parenthetical classification in which the duties are performed. The SCO EH mass update process included LEAP employees and the furlough pay differential EID for the R01 designated classes was used (EID: 8FR1). Departments are responsible for correcting the furlough pay differential EID as needed (i.e. process a correction to or void the 1/30/09 effective dated 350 transaction that resulted from the EH mass update process). Also, departments should establish the appropriate furlough EID when appointing an employee to the LEAP class.

B. Established Earnings

There are three fields available on EH to enter the furlough EID. The furlough EID can be entered in any one of the three fields. If all three fields are in use, it will be necessary to delete one of the existing EID's to enter the furlough EID. The deleted earnings will need to be paid on a positive basis via the Payroll Input Process (PIP) system until the furlough program has concluded. For employees with all three EID fields completed and who were included in the SCO EH mass updates, departments were notified via a ViewDirect report of the EID that was replaced by the furlough EID. See Personnel Letter #09-008 for the ViewDirect information and the Payroll Procedures Manual (PPM) Sections G 100 and K for PIP processing information.

C. Mid-Month Appointment/Separation Transaction

The special EH documentation previously provided is not necessary for mid-month appointment/separation/status change transactions. The furlough EID should be established or deleted on the appointment/status change transaction that subjects the employee to or removes the employee from the furlough program. Likewise, the furlough EID should remain on a separation transaction. These changes are effective with EH transactions reflecting an effective date on/after March 7, 2009.

D. Retired Annuitants

Retired annuitants appointed pursuant to Government Code Section 21228 are subject to the furlough. These employees should have the furlough EID established on their EH record. If an employee is returning as a retired annuitant pursuant to other than the aforementioned statute, it may be necessary to delete the furlough EID on the appointment transaction if the employee separated while subject to the furlough program.

E. Military Leave

Employees on military leave pursuant to Government Code Section 19775.18 are not subject to the furlough program. Departments should process a 350 transaction to delete the furlough EID effective on the date the employee begins active duty. Note: The deletion of the furlough EID may be prior to the effective date of the military leave EH transaction if the employee is receiving regular pay for his/her first 30 days of military leave. In this case, enter the remarks 'Military Leave' in item 215 of the 350 transaction.

If the employee returns to work while the furlough program is still in effect for his/her bargaining unit, enter the appropriate furlough EID on the A03 reinstatement transaction.

F. Involuntary Leave

Employees on involuntary leave who are using leave credits or receiving supplemental pay are not subject to the furlough. Process a 350 transaction and delete the furlough EID effective the date the employee begins the involuntary leave. Note: If the employee elects to use leave credits, the 350 transaction will be prior to the effective date of the S57 transaction documenting the involuntary leave. If the disability retirement is denied, reinstate the furlough EID at the time the employee is returned to pay status.

G. Disability Leave (except LC 4800 Disability Leave)

Disability pay and disability supplementation pay is not subject to the furlough pay reduction. However, any regular pay received for actual time worked during a disability period is subject to the furlough pay reduction. Depending upon if the employee remains on payroll while on a disability leave or not, the furlough EID may or may not need to be deleted.

Employee on Disability Leave and Off Payroll (S49, 565 injury code 2 or 5 or S50 reason code 35 or 36 transaction)

The furlough EID needs to be deleted when an employee is placed on a disability leave and taken off payroll via the S49 transaction, the 565 transaction with injury code 2 or 5 or the S50 transaction with reason for separation code 35 or 36 (SDI). Process a 350 transaction to delete the furlough EID prior to processing the disability leave transaction. NOTE: Time of day code is required on the S49 transaction. If the S49 transaction has a time of day code other than BOB, enter the same time of day code on the 350 transaction.

When the employee's disability leave period ends and she/he returns to work, the furlough EID must be re-established on her/his EH record. If the employee was on a disability leave via the S49 or S50 transaction, establish the furlough EID on the A03 transaction that returns the employee to active payroll status. If the employee was on a disability leave due to the 565 injury code 2 or 5 transaction, process a 350 transaction after the 565 injury code 4 or 6 transaction is processed to establish the furlough EID. The 350 transaction effective date is the same date as on the 565 transaction.

Employee on Disability Leave and Remains on Payroll (SPC or 565 injury code 1 transaction)

Do not delete the furlough EID when the employee is placed on a disability leave and remains on active payroll status via the SPC transaction or the 565 transaction with injury code 1. Failure to maintain the furlough EID on the EH record could result in overpayments as the employee is receiving regular pay while on this type of disability leave status. If the regular pay is for time worked while on a disability leave and the furlough EID was deleted, the employee has been overpaid resulting in an accounts receivable situation.

H. LC 4800 Disability Leave

LC 4800 time is not subject to the furlough pay reduction. However, the furlough EID should remain on the employee's EH record and a pay rate adjustment should be requested on the Form STD. 674 requesting the LC 4800 disability payment. See the Payroll processing section below.

I. Additional Positions

An employee is not to have his/her base pay reduced by the furlough pay reduction amount for more than the equivalent of a full-time position. Also, the employee shall not earn more than 16 hours of furlough leave credits in any pay period. If the employee is employed by more than one department, the departments will need to coordinate with each other to ensure that the furlough pay reduction is administered appropriately.

- When the total of the time base from all positions equals full-time or less, then the furlough EID needs to be reflected on each position.
- If the multiple positions equal more than one full-time position, the furlough EID should be established in the full-time position only.
- If none of the employee's positions are full-time but the combination of the positions equal full-time or more, the furlough EID should exist in each position. A request for an adjustment for the amount that exceeds full-time will need to be submitted to PPSD. See the Payroll processing section below.

It is the department's responsibility to monitor personnel actions such as time base changes, new additional positions and separations from an additional position and take appropriate actions to ensure employees are subject to the furlough program for no more than the equivalent of one full-time position.

J. Separations

Any accrued furlough time should be used prior to the effective date of an employee's separation. The accrued furlough time must not be included in the lump sum pay fields of the separation PAR transaction. Any unused furlough time prior to the separation is forfeited.

K. Lump Sum Payments

Lump sum payments are not subject to the furlough pay reduction. Because the furlough EID remains on the separation transaction, it will be necessary to complete Item 962 on the separation PAR transaction to pay the lump sum time at the unreduced rate. Refer to PAM Item 962, page 2.149, for completion instructions. Note: The separation PAR with Item 962 completed for intermittent time base employees must be submitted to SCO for processing.

PAYROLL

A. Regular Pay

Generally, no special processing is required to issue the regular pay to employees with the exception of intermittent paid employees. It is still necessary to follow the procedures outlined in DPA PML # 2009-013 when requesting the regular pay for intermittent time base employees who are subject to the furlough program. The procedures require that the employees be furloughed in the same pay period that their pay is correspondingly reduced. If, in the rare instance, the furlough time is not used in the same pay period then the furlough time should not be added to the time to be paid for the pay period. Instead, the employee would accrue

the furlough time for future use. In addition, employees who work less than 11 hours in the pay period or have additional positions resulting in an excess furlough pay reduction will require an adjustment to their regular pay as follows.

Less Than 11 Hours Pay:

Employees who are to be paid for less than 11 hours in the pay period are not subject to the furlough pay reduction for that pay period. If the employee has the furlough EID established on her/his employment history record at the time of payment, the employee is entitled to a pay adjustment. Departments will need to submit a Form STD. 674 to request the adjustment. See PPM Section D 010 for form completion instructions and the below procedures.

In the Remarks Area, enter "Adjustment of pay per furlough over charge per Personnel Letter #09-013".

In Payment Should Be, complete one line for the time due and enter the salary rate that is not reduced by the furlough.

Multiple Positions:

Employees with additional positions could result in a pay reduction for more than the equivalent of a full-time position. For example, an employee works in two positions during a pay period as follows.

In position A, the employee works 22 days @ 003/004 time base with base pay rate of \$2500.00 and furlough pay reduction amount of \$230.75. The regular pay gross for position A is \$1701.94 (equivalent to 12 hours of furlough credit).

In position B, the employee works 150 hours @ an actual salary rate of \$15.25/hour and furlough pay reduction amount of \$1.41/hour. The regular pay gross for position B is \$2076.00 (equivalent to 14 hours of furlough credit).

An adjustment for the regular pay will be needed to have the furlough pay reduction applicable to only 16 hours of furlough credit.

The salary rate adjustment may be made from either position. If the employee is employed by more than one department, the departments will need to coordinate the submission of a Form STD. 674 to request the adjustment. See PPM Section D 010 for form completion instructions and the below procedures.

In the Remarks Area, enter "Adjustment of pay per furlough over charge per Personnel Letter #09-013".

In Payment Should Be, complete one line for the time due at the furlough pay reduction rate and the second line for the time due at the non-furlough pay reduction rate. For the above example, if the adjustment is needed for position B, the entry would be 31 hours @ \$13.84 in line one and 119 hours @ \$15.25 in line two.

B. Dock

The furlough time off should no longer be reported as dock effective March 7, 2009. Instead, the furlough EID should remain on the employee EH record due to partial month appointment/separation/status change actions (see above EH processing section).

When an employee is absent and does not have leave credits to cover the absence, departments should continue to report the absence as a dock transaction. Per DPA PML #2009-013, the dock action creates a situation where the employee has worked less than her/his time base. Further, the employee shall then have her/his furlough time applied on a prorated basis. Consequently, the employee may be overpaid if she/he used the 2 furlough days accrued on the first of the pay period yet is credited for less than the 2 furlough days due to the dock situation. Departments need to review the payroll records of employees on dock status and take the appropriate action to correct the overpayment (i.e., establish an accounts receivable or return the warrant for redeposit and request a re-issue of the pay with additional dock time applied).

C. Overtime and Holiday Pay

The salary rate for overtime and holiday pay is not to be affected by the furlough pay reduction. The correct salary rate will be computed by the payroll system when the overtime or holiday pay is requested using the non-Fair Labor Standards Act (FLSA) system generated rate EIDs. For the FLSA rate EIDs, use the salary rate not reduced by the furlough pay differential EID rate to compute the overtime and holiday pay rate otherwise, underpayments will occur.

If overtime is worked in the same week as a furlough hours are taken, some or all of the additional hours that are worked may be subject to retirement contributions. Please see SCO Payroll Letter #09-007 for the processing instructions to pay the additional time work under this situation.

D. Premium Pay

Percentage based premium pay is not to be affected by the furlough program (i.e. computed on the employee's appointed base salary rate). No special processing is required to request percentage based premium pay. Follow the normal PIP procedures to request the pay if not already paid via the employee's employment history record as a locked-in EID.

E. Disability Pay (except LC4800 Disability Pay)

The disability pay and the disability supplementation pay are not subject to the furlough pay reduction. However, pay for time that is worked by an employee while on disability leave is subject to the furlough pay reduction. Depending upon the circumstances, the payroll actions for disability related pay will vary as follows.

Employee on Disability Leave and Off Payroll (via EH S49, 565 injury code 2 or 5 or S50 reason code 35 or 36 transaction)

The employee's EH record should be updated to delete the furlough EID at the time the EH disability leave transaction is processed. See above EH processing section for further details.

If the disability action is retroactive and the employee did not receive regular pay while her/his disability leave status was pending,

- submit Form STD. 674D/674 to request the Nonindustrial Disability Insurance (NDI) pay, any NDI/ State Disability Insurance (SDI)/ Temporary Disability (TD) supplementation pay and/or regular pay for actual time worked during the disability leave period. Include the appropriate pay rate and corresponding total time to pay for each payment type on the Form STD. 674D/674.
- Process the IDL disability pay and any Industrial Disability Leave (IDL) supplementation pay requests via the PIP system for the retroactive pay periods as well as the current and future pay periods. Submit a Form STD. 674 to request any regular pay for actual time worked during the disability leave period. Include the appropriate pay rate and corresponding total time to pay on the Form STD. 674.

If the disability action is retroactive and the employee received regular pay while her/his disability leave status was pending,

- submit Form STD. 674/674D to request the appropriate adjustments for the retroactive pay periods. Include the appropriate pay rate and corresponding total time for each adjustment type on the Form STD. 674/674D.
- Process the IDL disability pay and any IDL supplementation pay requests via the PIP system for the current and future pay periods. Submit a Form STD. 674 to request any regular pay for actual time worked during the disability leave period. Include the appropriate pay rate and corresponding total time to pay on the Form STD. 674.
- Submit Form STD. 674/674D to request the NDI pay, any NDI/SDI/TD supplementation pay and/or regular pay for actual time worked during the disability leave period for the current and future pay periods. Include the appropriate pay rate and corresponding total time to pay for each payment type on the Form STD. 674/674D.

If the disability action is effective current month,

- process the IDL disability pay and any IDL supplementation pay requests via the PIP system for the current and future pay periods. Submit a Form STD. 674 to request any regular pay for actual time worked during the disability leave period. Include the appropriate pay rate and corresponding total time to pay on the Form STD. 674.
- Submit Form STD. 674/674D to request the NDI pay, any NDI/SDI/TD supplementation pay and/or regular pay for actual time worked during the disability period for the current and future pay periods. Include the appropriate pay rate and corresponding total time to pay for each payment type on the Form STD. 674/674D.

Employee on Disability Leave and Remains on Payroll (via EH SPC or 565 injury code 1 transaction)

The furlough EID should not be deleted from the employee's EH record. Doing so could cause overpayments should the employee work during the disability leave period. Continue to submit Form STD. 674/674D to request the appropriate adjustments for any retroactive pay periods as well as the current and future pay periods. Include the appropriate pay rate and corresponding total time for each payment type on the Form STD. 674/674D.

Additional Processing Guidelines

- The NDI supplementation calculator cannot be used if the employee is working during the NDI period. It will be necessary to compute the supplementation amount manually (see attached NDI work sheet). The NDI supplementation calculator can be used if the employee is not working while on NDI leave.

- For employees off payroll, if the furlough pay differential is not deleted from the employee's EH record, the IDL disability and IDL supplementation pay request transactions submitted through the PIP system will reject and will need to be re-processed once the EH record is updated.
- If an employee is supplementing her/his disability pay with leave credits, the supplementation pay is based on the employee's unreduced pay rate. In computing the rate, add any special pay (plus salary, shift differential, pay differentials or premium pays) that should be included in the supplementation pay rate.
- The IDL/S calculator cannot be used when different salary rates are involved in the IDL pay period. The IDLS calculations must be done manually (see IDL work sheet attached) when the employee is working while on the disability leave due to receiving different salary rates for the IDL disability pay and regular pay (see PPM Section E 457, example 7).
- All disability pay requests for employees who have the furlough EID on their records will require manual processing. Submit all documentation to PPSD for processing.
- The number of leave credits needed for supplementation is determined by the IDL (non-furlough) pay rate (see PPM Section E 454, example 2).

F. LC4800 Disability Pay

The pay related to the time that an employee is on LC4800 disability leave is not subject to the furlough pay reduction. However, the furlough pay differential should not be deleted from the employee's EH record for the period on LC4800 disability leave. Doing so could cause overpayments should the employee work while on the LC4800 disability leave. Since employees on LC4800 disability leave receive regular pay, an adjustment is needed to pay the LC4800 time at the non-furlough pay rate. Departments will need to include the adjustment request on the Form STD. 674 used to request the LC4800 tax refund. Include the appropriate pay rate and the corresponding LC4800 time to adjust within the Form STD.674. In computing the rate, include any special pay (plus salary, shift differential, pay differentials or premium pays).

G. Retirement

The employee's share for retirement is based on the furlough reduced rate. However, for purposes of computing the retirement final compensation, the unreduced rate is being reported to CalPERS and CALSTRS by SCO.

H. Miscellaneous Deductions

Miscellaneous deductions may not be withheld while an employee is under the furlough program due to insufficient net (see PPM Section H 008). This is particularly true for employees who have large deferred compensation and/or credit union deduction amounts. The employees should be encouraged to review their deductions to be sure they will have enough net pay based on the furlough pay reduction to cover their deductions. If there is not enough net pay for their deductions, they should either modify the deduction amounts if possible or make direct pay arrangements with the organizations receiving their deduction monies.

I. Garnishment Deductions

If a garnishment deduction is not established as a specific amount, the payroll system will recompute the garnishment amount to be withheld based on the employee's earnings that are reduced by the furlough pay reduction. If a garnishment deduction is established for a specific amount and it is not due to a court order, the department should reevaluate the situation to ensure that the employee is not having excess garnishment

deduction amounts withheld. Departments should submit a Form STD. 639 to change the garnishment deduction from a specific amount type to a maximum amount type as necessary.

J. Salary Advances

A salary advance for regular pay (excluding disability supplementation pay) must be based on the salary rate reduced by the furlough pay reduction. All other pay types can be based on the unreduced base salary rate.

K. Earnings and Deduction Statement/Direct Deposit Advice

The earnings and deduction statement/direct deposit advice will not reflect the furlough reduction amount. Instead, the statement/advice will show a regular pay gross amount that has been reduced by the furlough amount. The gross amount can be in dollars and cents when previously the employee had an amount reflected in whole dollars. See above EH section for an explanation.

L. Payroll Reconciliation

All payroll records and outputs including the Payroll Warrant Register will reflect the furlough time in the time paid field. To reconcile the Form 672 and the warrant register, the furlough time should be added to the total time worked information on the Form 672.

IDL WORKSHEET

REGULAR PAY, FULL, AND 2/3's IDL IN THE SAME PAY PERIOD WITH FULL SUPPLEMENTATION

Pay Period: _____

Number of Hours in the Pay Period (168 or 176): _____

Unreduced Salary: _____

Reduced Furlough Salary: _____

of Full IDL Days (or Hours) Approved: _____

of 2/3 IDL Days (or Hours) Approved: _____

of Regular Days (or Hours) Worked: _____

STEP 1:

Enter the **Reduced Furlough Salary** amount and divide by the **Number of Days (or Hours) in the Pay Period**. Multiply the result by the **Number of Regular Days (or Hours) Worked** to determine the Regular Pay Gross.

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \div & & \underline{\hspace{2cm}} & \times & = & & \$ & \underline{\hspace{2cm}} \\ \text{Reduced Furlough Salary} & & & & \text{\# Days (or Hours) in Pay} & & & & \text{\# Reg. Days (or Hours)} & & \text{Reduced Regular Pay Gross} \\ & & & & \text{Period} & & & & \text{Worked} & & \end{array}$$

STEP 2:

Enter the **Unreduced Salary** amount and divide by the **Number of Days (or Hours) in the Pay Period**. Multiply the result by the **Number of Full IDL Days (or Hours) Approved** to determine the Full IDL Gross amount.

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \div & & \underline{\hspace{2cm}} & \times & = & & \$ & \underline{\hspace{2cm}} \\ \text{Unreduced Salary} & & & & \text{\# Days (or Hours) in Pay} & & & & \text{\# of Full IDL Days (or Hours)} & & \text{Full IDL Gross} \\ & & & & \text{Period} & & & & & & \end{array}$$

STEP 3:

Enter the **Unreduced Salary** amount and divide by the **Number of Days (or Hours) in the Pay Period**. Multiply the result by the **Number of 2/3 IDL Days (or Hours) Approved** to determine the 2/3 IDL Gross amount.

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \div & & \underline{\hspace{2cm}} & \times & = & & \$ & \underline{\hspace{2cm}} \\ \text{Unreduced Salary} & & & & \text{\# Days (or Hours) in Pay} & & & & \text{\# of 2/3 IDL Days (or Hours)} & & \text{2/3 IDL Gross} \\ & & & & \text{Period} & & & & & & \end{array}$$

STEP 4:

Enter the **Regular Pay Gross** from Step 1 and add the Full IDL Gross from Step 2 and add the 2/3 IDL Gross from Step 3. This equals the new Maximum Gross for the Pay Period.

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & + & \$ & \underline{\hspace{2cm}} & + & \$ & \underline{\hspace{2cm}} & = & \$ & \underline{\hspace{2cm}} \\ \text{Reduced Regular Pay Gross} & & & \text{Full IDL Gross Gross} & & & \text{2/3 IDL Gross} & & & \text{Maximum Gross for the Pay} & \\ & & & & & & & & & \text{Period} & \end{array}$$

STEP 5:

Access the IDLS Calculator. Enter the new Maximum Gross for Pay Period from Step 4 as the Salary Rate, enter the number of days in the pay period (21 or 22 days), and complete the rest of the fields until you get to **TIME FOR:** heading. Combine the total hours for Regular Pay and Full IDL and enter the sum in the **REGULAR PAY** field. Enter the 2/3 IDL hours in the **IDL 2/3 PAY** field, then press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #1**. Press the PF3 key to return to the IDLS Calculator screen.

STEP 6:

Add the Regular Pay Gross (Step 1) and the Full IDL Gross (Step 2) to create a False Salary Rate. Multiply the False Salary Rate by the number of hours in the pay period. Divide the product by the combined total Regular and Full IDL hours. Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **New False Salary Rate** in the Salary Rate field and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #2**. Press the PF3 key to return to the IDLS Calculator screen.

STEP 7:

Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **Unreduced Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #3**. Press the PF3 key to return to the IDLS Input Screen.

STEP 8:

Enter the Gross Full Net amount shown on **Screen #1** and subtract the Gross Regular Net shown on **Screen #2**, then subtract the Gross IDL 2/3 Net shown on **Screen #3**. This equals the Supplementation Gross Net amount.

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & - & \$ & \underline{\hspace{2cm}} & - & \$ & \underline{\hspace{2cm}} & = & \$ & \underline{\hspace{2cm}} \\ \text{Gross Full Net (Screen \#1)} & & & \text{Gross Regular Net (Screen \#2)} & & & \text{Gross IDL 2/3 Net (Screen \#3)} & & & \text{Supplementation Gross Net} & \end{array}$$

STEP 9:

Enter the Supplementation Gross Net amount from Step 8 and divide by the Withholding Factor shown on **Screen #3** to determine the Gross for Full Supplementation amount.

$$\begin{array}{ccc} \$ & \underline{\hspace{2cm}} & \div \\ \text{Supplementation Gross Net} & & \text{Withholding Factor (Screen \#3)} \\ & & = \\ & & \$ & \underline{\hspace{2cm}} \\ & & \text{Full Supplementation Gross} & \end{array}$$

STEP 10:
Enter the Full Supplementation Gross amount from Step 9 and divide by the Hourly Rate Used For Calculation shown on **Screen #3** to determine the Leave Credits Required for Full Supplementation. Round to a full hour increment.

\$ _____	÷	\$ _____	=	_____	round to	_____
Full Supplementation Gross		Hourly Rate Used for Calculation (Screen #3)		Leave Credits Required for Full Supplementation		Full Hours

IDL WORKSHEET

REGULAR PAY & 2/3's IDL IN THE SAME PAY PERIOD

Pay Period: _____

Number of Hours in the Pay Period (168 or 176): _____

Unreduced Salary Rate: _____

Reduced Furlough Salary Rate: _____

of IDL Work Hours Approved: _____

of Regular Days (or Hours) Worked: _____

STEP 1:

Enter the **Reduced Furlough Salary** amount and divide by the **Number of Days (or Hours) in the Pay Period**. Multiply the result by the **Number of Regular Days (or Hours) Worked** to determine the Regular Pay Gross.

\$ _____	÷	_____	X	_____	=	\$ _____
Reduced Furlough Salary		# Days (or Hours) in Pay Period		# Reg. Days (or Hours) Worked		Reduced Reg. Pay Gross

STEP 2:

Enter the **Unreduced Salary** amount and divide by the **Number of Days (or Hours) in the Pay Period**. Multiply the result by the **Number of IDL Work Hours Approved** to determine the IDL Gross amount.

\$ _____	÷	_____	X	_____	=	_____
Unreduced Salary		# Days (or Hours) in Pay Period		# of IDL Work Days (or Hours) Approved		IDL Gross

STEP 3:

Enter the Regular Pay Gross from Step 1 and add the IDL Gross from Step 2. This equals the new Maximum Gross for the Pay Period.

\$ _____	+	\$ _____	=	\$ _____
Reduced Reg. Pay Gross		IDL Gross		Maximum Gross for the Pay Period

STEP 4:

Access the IDLS Calculator. Enter the new Maximum Gross for Pay Period from Step 3 as the Salary Rate, enter the number of days in the pay period (21 or 22 days), and complete the rest of the fields, then press the Enter key.

Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #1**.

Press the PF3 key to return to the IDLS Calculator screen.

STEP 5:

Changing only the **Salary Rate** field on IDLS Calculator screen, enter the **Reduced Furlough Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #2**.

Press the PF3 key to return to the IDLS Calculator screen.

STEP 6:

Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **Unreduced Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #3**.

STEP 7:

Enter the Gross Full Net amount shown on **Screen #1** and subtract the Gross Regular Net shown on **Screen #2**, then subtract the Gross IDL 2/3 Net shown on **Screen #3**. This equals the Supplementation Gross Net amount.

$$\begin{array}{r r r r r} \text{_____-} & - & \text{_____-} & - & \text{_____-} \\ \text{Gross Full Net (Screen \#1)} & & \text{Gross Regular Net (Screen \#2)} & & \text{Gross IDL 2/3 Net (Screen \#3)} \\ & & & & \text{Supplementation Gross Net} \end{array}$$

STEP 8:

Enter the Supplementation Gross Net Amount from Step 7 and divide by the Withholding Factor shown on **Screen #3** to determine the Full Supplementation Gross Amount.

$$\begin{array}{r r r} \text{_____-} & \div & \text{_____-} \\ \text{Supplementation Gross Net} & & \text{Withholding Factor} \\ & & \text{Full Supplementation Gross} \end{array}$$

STEP 9:

Enter the Full Supplementation Gross amount from Step 8 and divide by the Hourly Rate Used for Calculation shown on Screen #3 to determine the Leave Credits Required for Full Supplementation. Round to a full hour increment.

$$\begin{array}{r r r r r} \text{_____-} & \div & \text{_____-} & \text{round to} & \text{_____-} \\ \text{Full Supplementation Gross} & & \text{Hourly Rate Used for} & & \\ & & \text{Calculation (Screen \#3)} & & \text{Full Hours} \\ & & & & \text{Leave Credits Required for} \\ & & & & \text{Full Supplementation} \end{array}$$

NDI WORKSHEET

REGULAR PAY & NDI WITH 100% SUPPLEMENTATION DURING THE

Pay Period: _____

Number of Hours in the Pay Period (168 or 176): _____

Unreduced Salary Rate: _____

Reduced Furlough Salary Rate: _____

Furlough Monthly Amount*: _____

of NDI Calendar Days Approved: _____

of Regular Days (or Hours) Worked: _____

""""Use NDI Worksheet #1 to Compute the ENDI Benefit Gross""""

STEP 1:

Enter the **Reduced Furlough Salary Rate** and divide by the **Number of Days (or Hours) in the Pay Period**. Multiply the result by the **Number of Regular Days (or Hours) Worked** to determine the Days (or Hours) Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

\$ _____	÷	_____	X	_____	=	\$ _____
Reduced Furlough Salary Rate		# Days (or Hours) in Pay Period		# Reg. Days (or Hours) Worked		Reduced Reg. Pay Gross

STEP 1A: Only if applicable**

Compute the gross for the Holiday(s) pay that fall during the disability period by entering the Unreduced Salary Rate and dividing by the **# of Days in the Pay Period**. Multiply the result by the number of Holiday(s). Round the result to determine the Holiday Gross amount.

\$ _____	÷	_____	X	_____	=	\$ _____
Unreduced Salary Rate		# Days in Pay Period		# of Holiday(s) during the NDI Period		Holiday Gross

STEP 2:

Enter the **Furlough Monthly Amount** and divide by the number of Days (or Hours) in the pay period. Multiply the result by the **Number of Regular Days (or Hours) Worked**, which equals the Prorated Furlough Amount for the regular pay issued.

\$ _____	÷	_____	X	_____	=	\$ _____
Furlough Amount		Days (or Hours) in Pay Period		# Reg. Days (or Hours) Worked		Prorated Furlough Amount

STEP 3:

Enter the **Unreduced Salary** and subtract the **Prorated Furlough Amount** from Step 2 This equals the Maximum Gross for the Pay Period.

$$\begin{array}{rcl} \$ \underline{\hspace{2cm}} & - & \$ \underline{\hspace{2cm}} = \\ \text{Unreduced Salary} & & \text{Prorated Furlough Amount} \end{array} \quad \begin{array}{r} \$ \underline{\hspace{2cm}} \\ \text{Maximum Gross for the Pay} \\ \text{Period} \end{array}$$

STEP 4:

Enter the Maximum Gross for the Pay Period from Step 3 and subtract the Reduced Regular Pay Gross from Step 1 the Holiday Gross from Step 1A and the ENDI Gross from the NDI Worksheet #1 to determine Supplementation Gross amount.

If the Supplementation Gross equals a negative, reduce the ENDI Gross by the negative amount so that the total does not exceed the Maximum Gross for the pay period.

$$\begin{array}{rclcl} \$ \underline{\hspace{2cm}} & - & \$ \underline{\hspace{2cm}} & - & \$ \underline{\hspace{2cm}} \\ \text{Maximum Gross} & & \text{Reduced Reg.} & & \text{Holiday Gross} \\ \text{for the Pay Period} & & \text{Pay Gross} & & \text{(if applicable)} \end{array} \quad \begin{array}{rcl} \$ \underline{\hspace{2cm}} & - & \$ \underline{\hspace{2cm}} = \\ \text{ENDI Gross} & & \end{array} \quad \begin{array}{r} \$ \underline{\hspace{2cm}} \\ \text{Supplementation} \\ \text{Gross} \end{array}$$

STEP 5:

Enter the **Unreduced Monthly Salary Rate** and divide by the **Number of Hours in the Pay Period**. Round the result to determine the Supplementation Hourly Rate.

$$\begin{array}{rcl} \$ \underline{\hspace{2cm}} & \div & \$ \underline{\hspace{2cm}} = \\ \text{Unreduced Monthly Salary} & & \text{\# Hours in Pay Period} \\ \text{Rate} & & \end{array} \quad \begin{array}{r} \$ \underline{\hspace{2cm}} \\ \text{Supplementation Hourly Rate} \end{array}$$

STEP 6:

Enter the Supplementation Gross from Step 4 and divide by the Supplementation Hourly Rate from Step 5. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

$$\begin{array}{rcl} \$ \underline{\hspace{2cm}} & \div & \$ \underline{\hspace{2cm}} = \\ \text{Supplementation} & & \text{Supplementation} \\ \text{Gross} & & \text{Hourly Rate} \end{array} \quad \begin{array}{rcl} \$ \underline{\hspace{2cm}} & = & \$ \underline{\hspace{2cm}} \\ \text{Supplementation} & & \text{Supplementation} \\ \text{Hours} & & \text{Hours} \end{array} \quad \begin{array}{r} \underline{\hspace{2cm}} / \\ \text{Days} \end{array} \quad \begin{array}{r} \underline{\hspace{2cm}} \\ \text{Hours} \end{array}$$

TOTAL PAY DUE THE EMPLOYEE:

Reduced Regular Pay Gross (Step 1)	\$ _____
+	
"Holiday Gross (if applicable, Step 1A)"	\$ _____
+	
ENDI Gross (NDI Worksheet#1)	\$ _____
Supplementation Gross (Step 4)	+\$ _____
Maximum Gross for the Pay Period (Step 3)	=\$ _____

NOTES:

* Base Salary multiplied by 9.23% = Furlough Monthly Amount (R06 Employees in 7K ranges use 9.01% per DPA Pay Differential 378) "

** If there is a Holiday(s) during the disability period, it is compensated as regular pay based on the Unreduced Salary and is not" "subject to the furlough amount. When documenting the STD 674d, list the holiday pay separately from the regular pay."