STATE OF CALIFORNIA   JOHN CHIANG,
                                                                        California State Controller

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

DATE: August 12, 2011   PAYROLL LETTER #11-013
                                                 (Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
        Personnel/Payroll Services Division

RE: **DISABILITY SUPPLEMENTATION AND THE PERSONAL LEAVE PROGRAM (PLP)**

        This letter provides updated worksheets and related examples to assist agencies in computing
        Enhanced Non-Industrial Disability Insurance (ENDI) supplementation amounts, when an employee
        works during the disability period and receives regular pay that is subject to the PLP. The three
        worksheets are:

        • NDI Worksheet #1: ENDI Benefits Only – No Supplementation
        • NDI Worksheet #2: Regular Pay & ENDI with 100% Supplementation During the Disability Period
        • NDI Worksheet #3: Regular Pay & ENDI with 75% Supplementation During the Disability Period

        NDI Worksheet #1: ENDI Benefit Only – No Supplementation

        NDI worksheet #1 (Attachment 1) is used to determine the ENDI gross benefit amount only.
        Completion of this worksheet must be done for each pay period in which ENDI is authorized and prior
        to completion of either of the supplementation worksheets.

        Please see Example 1 following Worksheet #1.

        **NDI Worksheet #2: Regular Pay & NDI with 100% Supplementation During the Disability
        Period**

        NDI Worksheet #2 (Attachment 2) is used when the employee has requested supplementation, and has
        leave credits available to supplement to 100% of their full pay for the pay period. By following Steps
        A through F, agencies will determine the supplementation gross and the total number of
        supplementation hours required for 100% supplementation.

        Please see Example 2 following Worksheet #2.

NDI Worksheet #3: Regular Pay & NDI with 75% Supplementation During the Disability Period

NDI Worksheet #3 (Attachment 3) is used when the employee has requested supplementation, and has leave credits available to 75% supplementation. By following Steps A through G, agencies will determine the supplementation gross and the total number of hours required for 75% supplementation. **NOTE:** see new instructions in step E.

Please see Example 3 following worksheet #3.

Payroll letter #04-013 provides worksheets for IDL and the Personal Leave Program (PLP). See PMLs 2010-017, 2011-014, and 2011-015 for additional information concerning the Personal Leave Program.

Should you have questions, please contact the Disability Telephone Liaison Unit at (916) 322-3619.

LC:JG:PMAB

WORKSHEET #1
NDI Benefits Only
No Supplementation

1. **Pay Period:** _____

2. **Employee's monthly salary rate:** _____

3. **Number of workdays in the Pay Period:** _____

4. **Number of NDI calendar days approved:** _____

Step A: Enter the **Unreduced Monthly Salary Rate** and divide by 173.33 average hours in a pay period. Add.005 to round the average hourly rate

$_____ ÷ **173.33** = _____ + **.005** = $_____ *Round to* _____
Unreduced Salary Rate   **Avg. Hrly Rate**   **Rounds**   **Avg. Hourly Rate**
                                                                                    (two places to the right of the decimal)

Step B: Enter the Average hourly Rate from Step A and multiply by 40. Multiply the result (weekly rate) by .50. Divide the result (50% of weekly wages) by 7 (for the 7 days in a week). Result is the ENDI daily rate.

$_____ **X 40** = $_____ **X .50** = $_____ ÷ **7** = $_____
Avg. Hourly Rate   **Weekly Rate**   **50% of weekly wages**   **ENDI Daily Rate**

Step C: Enter the ENDI Daily rate amount from step B and multiply by the number **of NDI Calendar days** approved in each **pay period**.

$_____ **X** _____ = $_____ *Round to* $_____
ENDI Daily Rate   **# of NDI Calendar Days Approved**   **ENDI Gross**
                                                                                    (two places to the right of **the decimal)**

$_____ **X** _____ = $_____ *Round to* $_____
ENDI Daily Rate   **# of NDI Calendar Days Approved**   **ENDI Gross**
                                                                                    (two places to the right of **the decimal)**

$_____ **X** _____ = $_____ *Round to* $_____
ENDI Daily Rate   **# of NDI Calendar Days Approved**   **ENDI Gross**
                                                                                    (two places to the right of **the decimal)**

NOTES:

_____

_____

_____

ENDI WORKSHEET EXAMPLE #1
ENDI Benefits Only – No Supplementation

1. **Pay Period:** _____ **01/04** _____

2. **Unreduced Monthly Salary Rate at Inception of Injury:** **$4155.00** _____

3. **Number of Workdays in the Pay Period:** ___ **22 (176 hours)** _____

5. **Number of NDI Calendar Days Approved:** _____ **31** _____

Allow five places to the right of the decimal.

Step A: Enter the **Unreduced Monthly Salary Rate** and divide by 173.33 average hours in a pay period. Add .005 to the result (Average Hourly Rate) to determine the rounded Average Hourly Rate.

$4155.00 ÷ 173.33 =	$23.97161	+	.005	=	$23.97661	=	$23.97
Unreduced Monthly Salary Rate	Average Hourly Rate		Rounds				Avg. Hourly Rate (two places to the right of the decimal)

Step B: Enter the Average Hourly Rate from Step A and multiply by 40. Multiply the result (Weekly Rate) by .50. Divide the result (50% of Weekly Wages) by 7 days per week to determine the ENDI Daily Rate.

$23.97 X 40 =	$ 958.80	X .50 = $	479.40	÷ 7 = $	68.48571
Average Hourly Rate	Weekly Rate		50% of Weekly Wages		ENDI Daily Rate

Step C: Enter the ENDI Daily rate amount from step 2 and multiply by the number **of NDI Calendar days** approved in each **pay period**.

$ 68.48571 X	31	= $	2123.05701	*Round to*	$ 2123.05
ENDI Daily Rate	# of NDI Calendar Days Approved				ENDI Gross (two places to the right of the decimal)
$ 68.48571 X	29	= $	1986.08559	*Round to*	$ 1986.08
ENDI Daily Rate	# of NDI Calendar Days Approved				ENDI Gross (two places to the right of the decimal)
$ 68.48571 X	10	= $	684.85710	*Round to*	$ 684.85
ENDI Daily Rate	# of NDI Calendar Days Approved				ENDI Gross (two places to the right of the decimal)

NOTES:

This worksheet can be used for multiple months by repeating Step C for each month by changing the number of NDI days approved.

NDI WORKSHEET #2
REGULAR PAY & NDI WITH 100% SUPPLEMENTATION DURING THE DISABILITY PERIOD

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

Unreduced Salary Rate: _____ **Reduced PLP Salary Rate:** _____

PLP Monthly Amount*: _____ **# of NDI Calendar Days Approved:** _____

# of Regular Hours Worked: _____

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

Allow five places to the right of the decimal.

STEP A: Enter the **Reduced PLP Salary Rate** and divide by the **Number of Hours in the Pay Period.** Multiply the result (Hourly Rate) by the **Number of Regular Hours Worked** to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

$_____ ÷ _____ = $_____ X _____ = $_____ = $_____
Reduced PLP   # Hrs. in Pay   Hourly   # Reg. Hrs.   Hrs. Wrkd.   *Round to*   Reduced Reg.
Salary Rate   Period   Rate   Worked   Gross   Pay Gross

STEP A1: Only if applicable.* * Compute the gross for the Holiday(s) pay that falls during the disability period (not subject to PLP) in the pay period by entering the **Unreduced Salary Rate** and dividing by the **# of Hours in the Pay Period.** Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.

$_____ ÷ _____ = $_____ X _____ = $_____ = $_____
Unreduced   # Hrs. in Pay   Hourly   Holiday   Holiday   *Round to*   Holiday Gross
Salary Rate   Period   Rate   Hours   Gross

STEP B: Enter the **PLP Monthly Amount** and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the **Number of Regular Hours Worked**, which equals the **Prorated PLP Amount** for the regular pay issued.

$_____ ÷ _____ = $_____ X _____ = $_____
PLP Amount   # Hrs. in Pay   Hourly PLP   # Reg. Hrs.   Prorated PLP
   Period   Rate   Worked   Amount

STEP C: Enter the **Unreduced Salary** and subtract the **Prorated PLP Amount** from Step B. This equals the Maximum Gross for the Pay Period.

$_____ - $_____ = $_____
Unreduced   Prorated   Maximum Gross
Salary   PLP Amount   for the Pay Period

STEP D: Enter the Maximum Gross for the Pay Period from Step C and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1 and the **ENDI Gross** from the NDI Worksheet #1 to determine Supplementation Gross amount.
[1]**Reduce the ENDI Gross if the Regular Pay Gross, the Holiday Gross and ENDI Gross exceed the Maximum Gross for the Pay Period.**

$\underline{\hspace{2cm}}$ - $\underline{\hspace{1.5cm}}$ - $\underline{\hspace{2cm}}$ [1]$\underline{\hspace{1.5cm}}$ = $\underline{\hspace{2cm}}$

| **Maximum Gross for Pay Period** | **Reduced Reg. Pay Gross** | **Holiday Gross (If applicable)** | **ENDI Gross** | **Supplementation Gross** |

STEP E: 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.

$\underline{\hspace{2cm}}$ ÷ $\underline{\hspace{1.5cm}}$ = $\underline{\hspace{2cm}}$ *Round To* $\underline{\hspace{2cm}}$

| **Unreduced Monthly Salary Rate** | **# Hrs. in P.P.** | **Supplementation Hourly Rate** | **Supplementation Hourly Rate** |

STEP F: Enter the Supplementation Gross from Step D and divide by the Supplementation Hourly Rate from Step E. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

$\underline{\hspace{2.5cm}}$ ÷ $\underline{\hspace{1.5cm}}$ = $\underline{\hspace{2.5cm}}$ = $\underline{\hspace{1cm}}$ / $\underline{\hspace{1cm}}$

| **Supplementation Gross** | **Supplementation Hourly Rate** | **Supplementation Hours** | **Days** **Hours** |

TOTAL PAY DUE THE EMPLOYEE:

Reduced Regular Pay Gross (Step A)		$\underline{\hspace{4cm}}$
Holiday Gross (If applicable, Step A1)	+	$\underline{\hspace{4cm}}$
ENDI Gross (NDI Wrksht #1)	+	$\underline{\hspace{4cm}}$
Supplementation Gross (100%, Step D)	+	$\underline{\hspace{4cm}}$
Maximum Gross For the Pay Period (Step C)	=	$\underline{\hspace{4cm}}$

NOTES:

Charge the Employee $\underline{\hspace{2cm}}$ hours of leave credits for supplementation. Employee earns full credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.******* Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

*PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP, 8PL2, 8PL3, 8PL6, 8PL7 or 8PL8 on the PAR.

**If there is a HOLIDAY during the disability period, it is compensated as regular pay based on the Unreduced Salary and is not subject to the PLP. When documenting the STD. 674d, list the holiday pay separately from the regular pay.

***See DPA's PML # 2003-046 for prorated PLP amounts.

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NDI EXAMPLE #2
REGULAR PAY & NDI WITH 100% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period: ___01/04___ **Number of Hours in the Pay Period (168 or 176)** ___176___

Unreduced Salary Rate: ___$4155.00___ **Reduced PLP Salary Rate:** ___$3957.64___

PLP Monthly Amount*: ___$197.36___ **I Calendar Days Approved:** ___31___

# of Regular Hours Worked: ___10___

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

Allow five places to the right of the decimal.

STEP A: Enter the **Reduced PLP Salary Rate** and divide by the **Number of Hours in the Pay Period.** Multiply the result (Hourly Rate) by the **Number of Regular Hours Worked** to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

$3957.64	÷	176	= $ 22.48659	X 10	= $2248.659	=	$224.87
Reduced PLP Salary Rate		# Hrs. in Pay Period	Hourly Rate	# Reg. Hrs. Worked	Hrs. Wrkd. Gross	*Round to*	Reduced Reg. Pay Gross

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STEP A1: Only if applicable.* * Compute the gross for the Holiday(s) pay that fall during the disability period (not subject to PLP) in the pay period by entering the **Unreduced Salary Rate** and dividing by the **# of Hours in the Pay Period.** Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.

$4155.00	÷	176	= 23.60795	X 16	= $377.727	=	$377.73
Unreduced Salary Rate		# Hrs. in Pay Period	Hourly Rate	Holiday Hours	Holiday Gross	*Round to*	Holiday Gross

---

STEP B: Enter the **PLP Monthly Amount** and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the **Number of Regular Hours Worked**, which equals the **Prorated PLP Amount** for the regular pay issued**.**

$197.36	÷	176	= $1.12136	X	10	=	$11.21
PLP Amount		# Hrs. in Pay Period	Hourly PLP Rate		# Reg. Hrs. Worked		Prorated PLP Amount

---

STEP C: Enter the **Unreduced Salary** and subtract the **Prorated PLP Amount** from Step B. This equals the Maximum Gross for the Pay Period.

$4155.00	-	$11.21	=	$4143.79
Unreduced Salary		Prorated PLP Amount		Maximum Gross for the Pay Period

STEP D: Enter the Maximum Gross for the Pay Period from Step C and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1 and the **ENDI Gross** from NDI Worksheet #1 to determine the Supplementation Gross amount. **¹Reduce the NDI Gross if the Regular Pay Gross and the Holiday Gross exceed the Maximum Gross for the Pay Period.**

$4143.79	-	$224.87	-	$377.73	-	¹$2123.05	= $ 1418.14
Maximum Gross for Pay Period		**Reduced Reg. Pay Gross**		**Holiday Gross (If applicable)**		**ENDI Gross**	**Supplementation Gross**

STEP E: 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.

$4155.00	÷	176	=	$23.60795	*Round To*	$ 23.61
Unreduced Monthly Salary Rate		**# Hrs. in P.P.**		**Supplementation Hourly Rate**		**Supplementation Hourly Rate**

STEP F: Enter the Supplementation Gross from Step D and divide by the Supplementation Hourly Rate from Step E. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

$1418.14	÷	$23.61	=	60.06 or 60	=	7	/	4
Supplementation Gross		**Supplementation Hourly Rate**		**Supplementation Hours**		**Days**		**Hours**

TOTAL PAY DUE THE EMPLOYEE:

Reduced Regular Pay Gross (Step A)		$ 224.87
Holiday Gross (If applicable, Step A1)	+	$ 377.73
ENDI Gross (NDI Worksheet #1)	+	$2123.05
Supplementation Gross (100%, Step D)	+	$1418.14
Maximum Gross For the Pay Period (Step C)	=	$4143.79

NOTES:

Charge the Employee __60__ hours of leave credits for supplementation. Employee earns full credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.******* Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

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*PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP, 8PL2, 8PL3, 8PL6, 8PL7 or 8PL8 on the PAR.

**If there is a HOLIDAY during the disability period, it is compensated as regular pay based on the Unreduced Salary and is not subject to the PLP. When documenting the STD. 674d, list the holiday pay separately from the regular pay. *******See DPA's PML # 2003-046 for prorated PLP amounts.

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NDI WORKSHEET # 3
REGULAR PAY & NDI WITH 75% SUPPLEMENTATION DURING THE DISABILITY PERIOD

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

Unreduced Salary Rate: _____ **Reduced PLP Salary Rate:** _____

PLP Monthly Amount*: _____ **# of NDI Calendar Days Approved:** _____

# of Regular Hours Worked: _____

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

Allow five places to the right of the decimal.

STEP A: Enter the **Reduced PLP Salary Rate** and divide by the **Number of Hours in the Pay Period.** Multiply the result (Hourly Rate) by the **Number of Regular Hours Worked** to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

$_____ ÷ _____ = $_____ X _____ = $_____ = $_____
Reduced PLP / # Hrs. in Pay / Hourly / # Reg. Hrs. / Hrs. Wrkd. / *Round to* / Reduced Reg.
Salary Rate / Period / Rate / Worked / Gross / / Pay Gross

STEP A1: Only if applicable.* * Compute the gross for the Holiday(s) pay that fall during the disability period (not subject to PLP) in the pay period by entering the **Unreduced Salary Rate** and dividing by the **# of Hours in the Pay Period.** Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.

$_____ ÷ _____ = $_____ X _____ = $_____ = $_____
Unreduced / # Hrs. in Pay / Hourly / Holiday / Holiday / *Round to* / Holiday Gross
Salary Rate / Period / Rate / Hours / Gross

STEP B: Enter the **PLP Monthly Amount** and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the **Number of Regular Hours Worked**, which equals the **Prorated PLP Amount** for the regular pay issued.

$_____ ÷ _____ = $_____ X _____ = $_____
PLP Amount / # Hrs. in Pay / Hourly PLP / # Reg. Hrs. / Prorated PLP
/ Period / Rate / Worked / Amount

STEP C: Enter the **Unreduced Salary** and subtract the **Prorated PLP Amount** from Step B. This equals the Maximum Gross for the Pay Period.

$_____ - $_____ = $_____
Unreduced / Prorated / Maximum Gross
Salary / PLP Amount / for the Pay Period

STEP D: Compute the 75% Reduced Gross by taking the Maximum Gross for the Pay Period from Step C and multiplying by .75.

$\underline{\hspace{2cm}}$ **X**   **.75**   **=** $\underline{\hspace{2cm}}$

Maximum Gross   **75% Reduced Gross**
for the Pay Period

STEP E: Enter the 75% Reduced Gross from Step D and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1and the **ENDI Gross** from NDI Worksheet #1, to determine the Supplementation Gross amount. **[1]if Supplementation Gross is a negative, no supplementation is allowed. [1]Reduce the ENDI Gross ONLY if the Regular Pay Gross, the Holiday Gross and ENDI exceeds the Maximum Gross for the Pay Period in STEP C.**

$\underline{\hspace{1.5cm}}$ **-** $\underline{\hspace{1.5cm}}$ **-** $\underline{\hspace{1.5cm}}$ **-[1]**$\underline{\hspace{1.5cm}}$ **=** $\underline{\hspace{1.5cm}}$

75% Reduced   **Reduced Reg. Pay**   **Holiday Gross**   **ENDI Gross**   **Supplementation**
Gross   **Gross**   **(if applicable)**   **Gross**

STEP F: 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.

$\underline{\hspace{1.5cm}}$ **÷** $\underline{\hspace{1.5cm}}$ **=** $\underline{\hspace{2cm}}$ *Round To* $\underline{\hspace{2cm}}$

Unreduced Monthly   **# Hrs. in PP**   **Supplementation**   **Supplementation**
Salary Rate   **Hourly Rate**   **Hourly Rate**

STEP G: Enter the Supplementation Gross from Step E and divide by the Supplementation Hourly Rate from Step F. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

$\underline{\hspace{2.5cm}}$ **÷** $\underline{\hspace{1.5cm}}$ **=** $\underline{\hspace{2.5cm}}$ **=** $\underline{\hspace{1cm}}$/$\underline{\hspace{1cm}}$

   Supplementation   **Supplementation**   **Supplementation Hours**   **Days**   **Hours**
   Gross   **Hourly Rate**

TOTAL PAY DUE THE EMPLOYEE:

Reduced Regular Pay Gross (Step A)		$\underline{\hspace{3cm}}$
Holiday Gross (If applicable, Step A1)	**+**	$\underline{\hspace{3cm}}$
ENDI Gross (Wrksht #1)	**+**	$\underline{\hspace{3cm}}$
Supplementation Gross (75%, Step E)	**+**	$\underline{\hspace{3cm}}$
Total Gross Pay for the PP 75% Reduced Gross (Step D)	**=**	$\underline{\hspace{3cm}}$

NOTES:

Charge the Employee _____ hours of leave credits for supplementation. Employee earns half credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.*** Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

*PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings 8PLP, 8PL2, 8PL3, 8PL6, 8PL7 or 8PL8 on the PAR.

**If there is a HOLIDAY during the disability period it is compensated as regular pay based on the unreduced wages and is not subject to PLP. When documenting the 674d, list the holiday separately from the regular pay.

***See DPA's PML # 2003-046 for prorated PLP amounts.

NDI EXAMPLE # 3
REGULAR PAY & NDI WITH 75% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period: __01/04__ **Number of Hours in the Pay Period (168 or 176):** __176__

Unreduced Salary Rate: __$4155.00__ **Reduced PLP Salary Rate:** __$3957.64__

PLP Monthly Amount*: __$197.36__ **# of NDI Calendar Days Approved:** __31__

# of Regular Hours Worked: __10__

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

Allow five places to the right of the decimal.

STEP A: Enter the **Reduced PLP Salary Rate** and divide by the **Number of Hours in the Pay Period.** Multiply the result (Hourly Rate) by the **Number of Regular Hours Worked** to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

__$3957.64__	÷	__176__	= $22.48659	X __10__	= __$224.86590__	=	__$224.87__
Reduced PLP Salary Rate		# Hrs. in Pay Period	Hourly Rate	# Reg. Hrs. Worked	Hrs. Wrkd. Gross	*Round to*	Reduced Reg. Pay Gross

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STEP A1: Only if applicable.* * Compute the gross for the Holiday(s) pay that fall during the disability period (not subject to PLP) of the pay period by entering the **Unreduced Salary Rate** and dividing by the **# of Hours in the Pay Period.** Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.

__$4155.00__	÷ 176	= $23.60795	X __16__	= __$377.727__	=	__$377.73__
Unreduced Salary Rate	# Hrs. in Pay Period	Hourly Rate	Holiday Hours	Holiday Gross	*Round to*	Holiday Gross

---

STEP B: Enter the **PLP Monthly Amount** and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the **Number of Regular Hours Worked**, which equals the **Prorated PLP Amount** for the regular pay issued.

__$197.36__	÷	__176__	=	__$1.12136__	X	__10__	=	__$11.21__
PLP Amount		# Hrs. in Pay Period		Hourly PLP Rate		# Reg. Hrs. Worked		Prorated PLP Amount

---

STEP C: Enter the **Unreduced Salary** and subtract the **Prorated PLP Amount** from Step B. This equals the Maximum Gross for the Pay Period.

__$4155.00__	-	__$11.21__	=	__$4143.79__
Unreduced Salary		Prorated PLP Amount		Maximum Gross for the Pay Period

STEP D: Compute the 75% Reduced Gross by taking the Maximum Gross for the Pay Period from Step C and multiplying by .75.

$4143.79   **X**   **.75**   **=**   **$3107.84**
Maximum Gross   **75% Reduced Gross**
for the Pay Period

STEP E: Enter the 75% Reduced Gross from Step D and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1 and the **ENDI Gross** from NDI Worksheet #1 to determine the Supplementation Gross amount. **[1]if Supplementation Gross is a negative, no supplementation is allowed. [1]Reduce the ENDI Gross ONLY if the Regular Pay Gross, the Holiday Gross and ENDI exceed the Maximum Gross for the Pay Period in STEP C.**

$3107.84   **-**   **$224.87**   **-**   **$377.73**   **-** **[1]$2123.05**   **=**   **$ 382.19**
75% Reduced   **Reduced Reg.**   **Holiday Gross**   **ENDI Gross**   **Supplementation**
Gross   **Pay Gross**   **(if applicable)**   **Gross**

STEP F: 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.

$4155.00   **÷**   **176**   **=**   **$23.60795**   *Round To*   **$23.61**
Unreduced Monthly   **# Hrs. in PP**   **Supplementation**   **Supplementation**
Salary Rate   **Hourly Rate**   **Hourly Rate**

STEP G: Enter the Supplementation Gross from Step E and divide by the Supplementation Hourly Rate from Step F. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

$382.19   **÷**   **$23.61**   **=**   **16.18 or 16**   **=**   **2** **/** **0**
 Supplementation   **Supplementation**   **Supplementation Hours**   **Days**   **Hours**
 Gross   **Hourly Rate**

TOTAL PAY DUE THE EMPLOYEE:

        Reduced Regular Pay Gross (Step A)   **$224.87**

                  Holiday Gross   **+**   **$377.73**
                  (If applicable, Step A1)

                  ENDI Gross   (Wrksht #1)   **+**   **$2123.05**

              Supplementation Gross
                  (75%, Step E)   **+**   **$382.19**

             Total Gross Pay for the PP   **=**   **$3107.84**
             75% Reduced Gross (Step D)

NOTES:

Charge the Employee **16** hours of leave credits for supplementation. Employee earns half credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.*** Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

*PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP, 8PL2, 8PL3, 8PL6, 8PL7 or 8PL8 on the PAR.

**If there is a HOLIDAY during the disability period it is compensated as regular pay based on the unreduced wages and is not subject to PLP. When documenting the 674d, list the holiday separately from the regular pay.

***See DPA's PML # 2003-046 for prorated PLP amounts.