

## NDI - Most common series of PAR transactions used

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NOTE: Per Payroll Letter 97-009, for Annual Leave employees who elect 100% supplementation it is recommended you use series #3 providing your employee does not fall under the exception list in this Payroll Letter.

\*On or prior to cut-off, a STD 603 (Absence w/o leave) OR a 715 Service Pay Period transaction MUST BE processed to ensure correct regular pay issues.

\*\* Can go directly from a SPC to an S49 when employee no longer has enough Leave credits to maintain the level of supplementation chosen (100% or 75%).

# NDI - Most common series of PAR transactions used if employee is on PLP/VPLP

See Personnel Letter #20-012 or Personnel Letter #03-021 for instructions

1	350	S49	A03
	Delete earnings ID from employment history.  Per Personnel Letter #20-012 or #03-021	On NDI  Off Pay Status	Return to work  Add PLP/VPLP EID  On Pay Status

2	350	S49	A03 – 957-22	SPC – 957-23
	Delete earnings ID from employment history.  Per Personnel Letter #20-012 or #03-021	On NDI  Off Pay Status	Return to work part-time.  Add PLP/VPLP EID Still receiving NDI On Pay Status *	Return to work full-time.  No longer receiving NDI

3	SPC – 957-22
	Reduced work schedule while receiving NDI – or –  <u>100% Supplementation</u> (annual leave)  On Pay Status **

SPC – 957-23
Return to Work Full-time  No longer receiving NDI  On Pay Status

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