State Controller's Office

Payroll Input Process (PIP) Keying Guide for Payment Type 1 and 2 Adjustments

How to key for Time, Salary Rate and Time & Salary Rate Adjustments using STD. 683

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# **INTRODUCTION**

### How to Complete STD. 683 Form

#### <u>Step 1:</u>

Determine whether your adjustment is eligible for STD. 683 and PIP keying. Review the exceptions that are found in <u>PPM Section D 004.2</u>.

#### Section D 004.2: EXCEPTIONS TO FORM STD. 683 (Revised 07/09)

A form STD. 683 cannot be used for the following conditions:

- Pay period prior to current month plus 12 months (submit STD. 674).
- When an overtime payment is issued without Payment Suffix F, (e.g., Earnings ID OT6 or OT9), do not use form STD. 683 to adjust the payment to reflect special computed rate with Payment Suffix F (e.g., Earnings ID OF6) submit form STD. 674.
- Mid-month salary increase where salary adjustment is due for partial hours in the pay period (e.g., 100 hours issued in the pay period. Employee is due a salary adjustment for only 60 of those hours.) – submit a form STD. 674.
- Payment type other than 0, 1, 2, Y, or L submit a form STD. 674.
- Regular Pay for Negative Attendance Payroll (Roll 1 and 2) see PPM Section D 010.
- A/Rs adjustment is less than original payment see PPM Section I 001.

#### <u>Step 2:</u>

Download the recent version of <u>STD. 683</u> from the DGS Website. To complete this form, follow <u>PPM Section D 004.3</u> and gather information from Pay History. Complete STD. 683 prior to keying.

Item #	Completion Requirements
1-5	Must be completed.
6-8	For your use.
9-13	Must be completed.
	NOTE: Position Number (Items 1, 2, 12 and 13) must match position number of payment being adjusted.
14	For your use.
15	Salary Rate per Warrant Register.
16-17	As applicable per Warrant Register
	NOTE: If pay has already been adjusted, combine totals.
18	As applicable per Warrant Register.
19	Must be completed per Warrant Register.
20	As applicable per Warrant Register.
21	Required with Payment Type Ø only.
22-24	Complete pay as should be.
25	Complete if applicable.
26-28	Total of columns 22, 23, 24.

Section D 004.3: COMPLETION OF FORM STD. 683 (Revised 07/09)

#### How to Reference STD. 683 to Key via PIP

#### <u>Step 1:</u>

Have a completed STD. 683 ready.

On the **Pay Adjustment Entry** screen, input the **Agency (AGY)**, **Unit (RU)** and **Pay Period** information.



#### <u>Step 2:</u>

On the **Pay Adjustment Entry** screen, complete the employee's personal information by inputting their **SSN**, **Name** and **Class** and **serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject).** 

PAYMENT PER WARRANT REGISTER										
(9) SOCIAL SECURITY NUMBER	(10) INITIALS	(11) LAST NAME	(12) CLASS	(13) SERIAL						
999-99-9999	11 /	DOE	9662	906						
- <u>-</u>				<u> </u>						
PIPE305U PA	Y ADJUSTMENT I	ENTRY	05/10/22	09:21:23						
AGY 051 RU 201 PAY PER 0	05 22	RPT PG	BATCH ID	3765479						
				0.05						
TIME PAID PER WARRANT	REGISTER		E PAID SHOUL	D BE						
OK SSN NAME	CLASS SI	ERIAL								
SAL RATE DY HOURS	TBFRAC APT	SD RE SAL RATE	DY HOURS	TBFRAC						
1 999 99 9999 00 00	000000			000000						

#### <u>Step 3:</u>

On the Pay Adjustment Entry screen:

- 1.) Input the **Salary Rate** that the employee was originally paid for.
- 2.) Input the **Hours** that the employee was originally paid for.
- 3.) Input the **Payment Type** and if needed, **Shift Differential**.

PAYMENT PER WARRANT REGISTER										
(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS	(13) SERIAL	T				
999-99-9999		11	DOE	9662	906					
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT (20)	SD (21) RC	Ī				
1,50		128,00		, 2	N	Ī				
		/:			/	Ť				
PIPF305U DC980155 Batch AGY 051 RU 20	PIPF305U    PAY ADJUSTMENT ENTRY    05/10/22    09:21:23      DC980155    Batch Added    AGY 051    RU 201    PAY PER 0    05    22    RPT PG    BATCH ID    3765479									
TIME PAIL	D PER WAR	RRANT REGIST	ER	TIME TO	BE PAID SHOU	ILD BE				
OK SSN	×	NAME CL	ASS SERIAL							
SAL/RATE	DY HOU	JRS TBFRAC	PT SD RC	SAL RATE	DY HOURS	TBFRAC				
1.50	128	3.00 000000 000000	2 N	1.50	134.0	000000				

#### <u>Step 4:</u>

On the Pay Adjustment Entry screen:

- 1.) Input the **Salary Rate** that the employee should be paid for.
- 2.) Input the Hours that the employee should be paid for.



# PAYMENT TYPE 1 (OVERTIME) ADJUSTMENTS

## Scenario 1: Adjustment to Time Worked

### Step 1:

#### Complete STD. 683 form to reflect what the employee was paid and also, what should be paid

PAY ADJUS		EQUEST													
DO NOT SUBMIT TO SCO SEE PPM SECTION K		(1) AGENCY		(2) UNIT				PAY PERIOD	1	(6) BATCH ID					
STD 683 (REV. 10/2019) VALID PAYMENT T	YPES:				051		220		(3) T	YPE	(4) MONTH	(5) YEAR	3765906		
	Y-C	UT OF STATE	T /COLD						0		01	2022	(7) DATE KEYED		(8) INITIALS
1 - OVERTIME 2 - SHIFT DIFFERE	NTIAL L-Y	RAINEE (CSU) OUTH SUMMER AIL	D (CSU)										05/09/2011		DCR
	F	PAYMENT P	ER W.	ARRANT REGISTER	ł							PAYME	ENT SHOULD	BE	
(9) SOCIAL SECURITY NUP	MBER	(10) INITIALS		(11) LAST NAME	(12) CLASS		(13) SE	RIAL		(14) RE	MARKS				
999-99-9999		J		DOE	6265		901					OVERTIN	IE ADJUSTMI	ENT	TO TIME WORKED
(15) SALARY RATE	(16) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20)	) SD	(21) RC		(22) SA	ALARY RATE	(23) DAYS	(24) HOURS	(2	5) TB FRACTION
69.09		34.	00		1	l					69,09		36,00		
(9) SOCIAL SECURITY NU	MBER	(10) INITIALS		(11) LAST NAME	(12) CLASS		(13) SE	RIAL		(14) RE	MARKS				
888-88-8888		CR		DOE	9662		901			(,		OVERTIN	AE ADJUSTM	ENT	TO TIME WORKED
(15) SALARY RATE	(16) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20)	) SD	(21) RC		(22) SA	ALARY RATE	(23) DAYS	(24) HOURS	(2	5) TB FRACTION
86.60		6.	50		1	1					86,60		14 50		
57.73		12	50		1	ι					57 73		13,75		
(9) SOCIAL SECURITY NU	MBER	(10) INITIALS		(11) LAST NAME	(12) CLASS		(13) SE	RIAL		(14) RE	EMARKS				
(15) SALARY RATE	(16) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20)	) SD	(21) RC		(22) SA	LARY RATE	(23) DAYS	(24) HOURS	(2	5) TB FRACTION
ADDITIONAL COMMENTS						PT	- PAYMENT	TYPE		(26	) TOTAL SALARY RATE	(27) TOTAL DAYS	(28) TOTAL HOURS		
						RC	- ROLL CO	NTIAL DE			213 42		64,25		
I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT ATTENDANCE AND PAYROL CORRECT, COMPLETE, AND IN ACCORDANCE WITH ALL LAWS AND REGULATIONS				ROLL DATA	STA	TED HEI	REIN IS		(29) COL	BATCH TOTAL	S - COMBIN PAGES AND	E TOTALS FROM	I "PA" TCH E	YMENT SHOULD BE" ENTRY SCREEN.	
SIGNATURE		EDTOON	Digitall	y signed by DASHAVON		DATE				т	OTAL SALARY RATES	TOTAL DAYS	TOTAL HOURS		TOTAL EMPLOYEES
DASH.	AVON KOB	ERISON	Date: 2	RTSON 2022,05,16 09:58:31 -07'00	r	05/0	09/2022				213 42		64,25		2

### \*\*PAY ADJUSTMENT REQUEST FORM (STD. 683)\*\*

## <u>Step 2:</u>

### Open **PIP** keying and press **ENTER**

PIP_			

## <u>Step 3:</u>

**TAB** down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER** 

PIPF001	TIME & ATTENDANCE MENU	05/11/22 09:09:05
ENTER AN ACTION COMMAND OR	PLACE AN 'X' BEFORE THE ACTI	ON
BATCH UPDATE ACTIONS :	BATCH INQUIRY	ACTIONS :
ENT BATCH ENTRY SEL BATCH SELECTION	EI EMPLO DIR BATCH BCH BATCH	YEE INQUIRY DIRECTORY INQUIRY
MISCELLANEOUS ACTIONS :		
OFF SIGNOFF HLP HELP		
LAS LEAVE ACCOUNTING		
PRINT DESTINATION:		
ACTN ENTBATCH	SSN PAY PER	

#### <u>Step 4:</u>

Input the following information from the Std. 683 form onto the Batch Entry home screen:

- 1.) In the ENTERED column put the Trans Count (number of employees processing pay for)
- 2.) In the ENTERED column put the Total amount of HOURS to be keyed in this batch
- 3.) In the ENTERED column put the Total of all Salary Rates to be keyed in this batch
- 4.) TAB down to ACTN at the bottom of the screen and type ADJ
- 5.) Press ENTER

PIPF200U	PIPF200U BATCH ENTRY									
BATCH ID 161121	AGY RU ROLL	CODE PAY PER	PGS TO							
PAY CENTER ID PD USER DCR	CREATE DATE PROCESS DATE	06 08 23 BAT	BATCH STATUS SAV CH BALANCE STATUS IN							
TOTALS	ENTERED	COMPUTED	DIFFERENCE							
TRANS COUNT	2	2	0							
DAYS		0	0							
HOURS	64.25	64.25	.00							
RATE	213.42	213.42	.00							
GROSS		.00	.00							
STD		0	0							
=======================================	======= ALTERNAT	E FUNDING =======	===============================							
CODE NUMBER	CODE NUMBER	CODE NUM	CODE NUMBER							
AGY RU SER	AGY RU SER	AGY RU SE	R AGY RU SER							
DC980520 Batch In	Balance									
ACTN ADJ_ BATCH	161121 SSN	PAY PER								
TI	» Û		0 24,10 A							

#### <u>Step 5:</u>

On the Pay Adjustment Entry screen enter the following:

- 1.) Input the Agency (AGY), Unit (RU) and Pay Period information
- 2.) Complete the employees personal information by inputting their SSN, Name and Class and Serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)
- 3.) Input the Salary Rate that the employee was originally paid at
- 4.) Input the Hours that the employee was originally paid for
- 5.) Input the **Payment Type** (overtime is 1)
- 6.) Input the Salary Rate
- 7.) Input the Adjusted hours

PIPF305U	PAY ADJUSTMEN	T ENTRY	06/08/23 12:32:32
AGY 051 RU 220 PAY PER	0 01 22	RPT PG	BATCH ID 161121
TIME PAID PER WARRA	NT REGISTER	TIME TO E	BE PAID SHOULD BE
OK SSN NA	ME CLASS	SERTAL	
SAL RATE DY HOURS	TBFRAC PT	SD RC SAL RATE	DY HOURS TBFRAC
69.09 34.00	000000 1	69.09	36.00 000000
	000000		000000
2 888 88 8888 CR	DOE 9662	901	
86.60 6.50	000000 1	86.60	14.50 000000
57.73 12.50	000000 1	57.73	13.75_ 000000
	000000		000000
3			
	000000		000000
	000000		000000
	000000		000000
DC980549 Add Transaction	s		
ACTN	SSN	PAY PER	
TI	»	NUM C	) 16,71 A

#### \*\*Follow the same steps for each employee\*\*

### <u>Step 6:</u>

Press F6 to save your Batch. (This step will take you to the Home Screen)

PIPF200U	F200U BATCH ENTRY							
BATCH ID 161121	AGY RU RO	OLL CODE PAY PER	PGS TO					
PAY CENTER ID PD USER DCR	CREATE DAT PROCESS DAT	E 06 08 23 E BAT	BATCH STATUS SAV CH BALANCE STATUS IN					
TOTALS	ENTERED	COMPUTED	DIFFERENCE					
TRANS COUNT	2	2	0					
DAYS	64 DF	0	0					
HOURS	64.25	64.25	.00					
RATE	213.42	213.42	.00					
GROSS		.00	.00					
STD		0	0					
	====== ALTERN	ATE FUNDING =======						
CODE NUMBER	CODE NUMBER	CODE NUM	CODE NUMBER					
AGY RU SER	AGY RU S	ER AGY RU SE	R AGY RU SER					
DC980520 Batch In	Balance							
ACTN BATC	H 161121 SSN	PAY PER						
TT	»Î		0 24 7 4					

#### <u>Step 7:</u>

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

\*\*F5 to close your Batch for processing on the next Pay Cycle\*\*

## Scenario 2: Adjustment to Salary Rate

### <u>Step 1:</u>

Complete **STD. 683 form** to reflect what the employee was paid and also, what should be paid.

DO NOT SUBMIT T TD 683 (REV. 10/2019)	O SCO SE	EE PPM SE	стю	IK	(1) AGENCY 051	(2) 2'	) UNIT 20	(3)	TYPE	(4) MONTH	(5) YEAR	(8) BATCH ID	
0 - REGULAR (INTERM 1 - OVERTIME 2 - SHIFT DIFFERENTIV	S: Y-C ITTENT) L-S L-TI AL L-Y	OUT OF STATE ITUDENT ASSISTA RAINEE (CSU) OUTH SUMMER A	NT (CSU) D (CSU)		051	2.	20	0		03	2022	(7) DATE KEYED 05/09/2022	(8) INITIALS DCR
	F	PAYMENT F	ER W	ARRANT REGISTER							PAYME	ENT SHOULD	BE
9) SOCIAL SECURITY NUMBE	R	(10) INITIALS		(11) LAST NAME DOE	(12) CLASS 8394	(	(13) SERIAL 926		(14) RE	MARKS		ADJUSTM	ENT TO SALARY RA
(15) BALARY RATE	(18) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20) SD	(21)	RC	(22) SA	LARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION
75.01		16	00		1					112,52		16,00	
9) SOCIAL SECURITY NUMBE	R	(10) INITIALS		(11) LAST NAME	(12) CLASS	1	(13) SERIAL		(14) RE	MARKS			
					1.1,	Ì							
15) SALARY RATE	(16) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20) SD	(21)	RC	(22) SA	LARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION
			1										
(9) SOCIAL SECURITY NUMBER	R	(10) INITIALS		(11) LAST NAME	(12) CLASS		(13) SERIAL		(14) RE	MARKS	1		
(15) SALARY RATE	(18) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20) SD	(21)	RC	(22) SA	LARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION
				•	·								
ADDITIONAL COMMENTS						PT - PA SD - SH	WMENT TYPE		(28)	RATE	(27) TOTAL DAYS	HOURS	
						DI RC - RC	FFERENTIAL OLL CODE			112 52		16,00	
I HEREBY CERTIFY U CORRECT, COMPLET	NDER PENALT E, AND IN ACC	Y OF PERJUR	Y THA' TH ALI	ATTENDANCE AND PAY	ROLL DATA	STATE	D HEREIN	IS	(29) E COL	BATCH TOTAL JMNS ON ALL	S - COMBIN PAGES ANI	E TOTALS FROM D ENTER ON BA	I "PAYMENT SHOULD E TCH ENTRY SCREEN.
					DATE			T	OTAL SALARY RATES	TOTAL DAYS	TOTAL HOURS	TOTAL EMPLOYEES	

# \*\*PAY ADJUSTMENT REQUEST FORM (STD. 683)\*\*

### <u>Step 2:</u>

Open PIP keying and press ENTER



## <u>Step 3:</u>

**TAB** down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER** 

PIPF001	TIME & ATTENDANCE MENU	05/11/22	09:09:05
ENTER AN ACTION COMMAND OR	PLACE AN 'X' BEFORE THE ACTIO	DN	
BATCH UPDATE ACTIONS :	BATCH INQUIRY A	ACTIONS :	
ENT BATCH ENTRY SEL BATCH SELECTION	EI EMPLOY DIR BATCH BCH BATCH	YEE INQUIRY DIRECTORY INQUIRY	
MISCELLANEOUS ACTIONS :			
OFF SIGNOFF HLP HELP			
LAS LEAVE ACCOUNTING			
PRINT DESTINATION:			
ACTN ENTBATCH	SSN PAY PER		

#### <u>Step 4:</u>

Input the following information **from the STD. 683** form onto the Batch Entry home screen:

- 1.) In the **ENTERED** column put the **TRANS COUNT** (number of employees processing pay for)
- 2.) In the **ENTERED** column put the total amount of **HOURS** to be keyed in the batch
- 3.) In the ENTERED column put the total of all SALARY RATE to be keyed in this batch
- 4.) TAB down to ACTN at the bottom of the screen and type ADJ
- 5.) Press ENTER

PIPF200U		BATCH ENTRY	05/10/22 12:48:25
BATCH ID	AGY RU	ROLL CODE PAY PER	PGS TO
PAY CENTER ID PD USER DCR	CREATE PROCESS	DATE DATE BAT	BATCH STATUS TCH BALANCE STATUS
TOTALS TRANS COUNT DAYS HOURS RATE 112. GROSS STD	ENTERED 1 16.00 52	COMPUTED 0 0 .00 .00 .00 0	DIFFERENCE 0 .00 .00 .00 0
CODE NUMBER AGY RU SER	CODE NUMB AGY RU	ERNATE FUNDING ======== ER CODE NUM SER AGY RU SE	CODE NUMBER ER AGY RU SER
DC980526 Enter Dat ACTN ADJ BATCH	a For New Batc SSN	h PAY PER	0 24 10 4

#### <u>Step 5:</u>

On the Pay Adjustment Entry screen enter the following:

- 1.) Input the Agency (AGY), Unit (RU) and Pay Period information
- 2.) Complete the employees personal information by inputting their SSN, Name and Class and serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)
- 3.) Input the Salary Rate that the employee was originally paid at
- 4.) Input the **Hours** that the employee was originally paid for
- 5.) Input the **Payment Type** (overtime is 1)
- 6.) Input the Salary Rate
- 7.) Input the **Adjusted hours**

PIPF305U	PAY ADJUSTMEN	T ENTRY		05/10/22	12:49:58
DC980155 Batch Added					
AGY 051 RU 220 PAY PER	0 03 22	RPT	PG	BATCH ID	3766179
TIME PAID PER WARRA	NT REGISTER		TIME TO BE	E PAID SHOU	JLD BE
OK SSN NAI	ME CLASS	SERIAL			
SAL RATE DY HOURS	TBFRAC PT	SD RC	SAL RATE	DY HOURS	S TBFRAC
<b>1</b> 999 99 9999 J	DOE 8394	926			
75.01 16.00	000000 1		112.52	16.00	000000
	000000				000000
	000000				000000
2					
	000000				000000
	000000				000000
	000000				000000
3					
	000000				000000
	000000				000000
	000000				000000
DC980549 Add Transaction	S				
ACTN	SSN	P	AY PER		
TI	»Û	NUM	0	10,71 /	4

#### <u>Step 6:</u>

Press F6 to save your Batch. (This step will take you to the Home Screen)

PIPF200U	BATCH	I ENTRY	05/10/22 12:51:38
BATCH ID 3766179 A	a .GY RU ROLL	CODE PAY PER	PGS TO
PAY CENTER ID PD USER DCR	CREATE DATE C PROCESS DATE	05 10 22 BATCH	BATCH STATUS SAV H BALANCE STATUS IN
TOTALS	ENTERED	COMPUTED	DIFFERENCE
TRANS COUNT	_ 1	1	0
	16.00	16.00	0
PATE	112 52	112 52	.00
GROSS	112.52	00	.00
STD		0	0
	====== ALTERNATE	FUNDING =========	
CODE NUMBER	CODE NUMBER	CODE NUM	CODE NUMBER
AGY RU SER	AGY RU SER	AGY RU SER	AGY RU SER
DC980520 Batch In B	alance		
ACTN BATCH	3766179 SSN	PAY PER	
TT	» Ĵ	NUM	0 9,21 A

### <u>Step 7:</u>

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

\*\*F5 to close your Batch processing on the next Pay Cycle\*\*

## Scenario 3: Adjustment to Time Worked & Salary Rate

## <u>Step 1:</u>

Complete STD. 683 form to reflect what the employee was paid and also, what should be paid.

TD 663 (REV. 10/2010) VALID PAYMENT TYPE	o sco se	E PPM SE	CTIO	IK	(1) AGENCY 051	¢ 2	2) UNIT 20		(3) TYPE	PAY PERIOD (4) MONTH 01	(5) YEAR	(6) BATCH ID (7) DATE KEYED	(8) INITIALS
0 - REGULAR (INTERM 1 - OVERTIME 2 - SHIFT DIFFERENTI	TTENT) L-S L-T L-T	TUDENT ASSISTA RAINEE (CSU) DUTH SUMMER AI	VT (CSU) D (CSU)						<u> </u>		2020	05/09/2022	DCR
	F	PAYMENT F	ER W	ARRANT REGISTER	1						PAYME	ENT SHOULD E	BE
(9) SOCIAL SECURITY NUMBE	R	(10) INITIALS		(11) LAST NAME	(12) CLASS		(13) SER	IAL	(14) F	EMARKS			
999-99-9999		1		DOE	6265		901			ADJUST	MENT TO	TIME WORKE	D AND SALARY RA
(15) SALARY RATE	(16) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20) 80	D	(21) RC	(22) 8	ALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION
73.52		24	00		1	L				73,96		32,00	
(9) SOCIAL SECURITY NUMBE	R	(10 INTIALS		(11) LAST NAME	(12) CLASS		(13) SER		(10)	FMARKS			1
		(,			(14) 00000								
(15) SALARY RATE	(16) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20) 80	D	(21) RC	(22) 8	ALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION
(9) SOCIAL SECURITY NUMBE	R	(10 INTIALS		(11) LAST NAME	(12) CLASS		(13) SER	IAL	(14) 8	EMARKS			I
(15) BALARY RATE	(16) DAYS	(17) HOURS		(18) TB FRACTION	(19) PT	(20) 80	D	(21) RC	(22) 8	ALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION
				•	·						-		1
ADDITIONAL COMMENTS						PT - P	AYMENT	TYPE	(2	8) TOTAL SALARY RATE	(27) TOTAL DAYS	(28) TOTAL HOURS	
						D RC-R	IFFEREN	tial E		73,96		32,00	
I HEREBY CERTIFY U CORRECT, COMPLET	NDER PENALT	Y OF PERJUR ORDANCE WI	y Tha' Th all	ATTENDANCE AND PAY	ROLL DATA	STATE	ED HER	EINIS	(29) CO	BATCH TOTAL	S - COMBINI PAGES AND	E TOTALS FROM	PAYMENT SHOULD B
						DATE				TOTAL BALARY	TOTAL	TOTAL	TOTAL
>	Dasha	von Rol	bert	2011		05/16	/2022			73'96	DAYS	32.00	EMPLOYEES

\*\* PAY ADJUSTMENT REQUEST FORM (STD. 683)\*\*

## <u>Step 2:</u>

Open **PIP** keying and press **ENTER** 

PIP_		

## <u>Step 3:</u>

**TAB** down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER** 

PIPF001	TIME & ATTENDANCE MENU	05/11/22	09:09:05
ENTER AN ACTION COMMAND OR	PLACE AN 'X' BEFORE THE ACTIC		
BATCH UPDATE ACTIONS :	BATCH INQUIRY A	CTIONS :	
ENT BATCH ENTRY	EI EMPLOY	EE INQUIRY	
SEL BATCH SELECTION	DIR BATCH	DIRECTORY	
	BCH BATCH	INQUIRY	
MISCELLANEOUS ACTIONS :			
OFF STGNOFF			
HLP HELP			
LAS LEAVE ACCOUNTING			
PRINT DESTINATION:			
ACTN ENTBATCH	SSN PAY PER		

#### <u>Step 4:</u>

Input the following information from the STD. 683 form on the Batch Entry home screen:

- 1.) In the **ENTERED** column put the **TRANS COUNT** (number of employees processing pay for)
- 2.) In the **ENTERED** column put the total amount of **HOURS** to be keyed in the batch
- 3.) In the ENTERED column put the total of all SALARY RATE to be keyed in this batch
- 4.) TAB down to ACTN at the bottom of the screen and type ADJ
- 5.) Press ENTER

PIPF200U	BAT	CH ENTRY	05/10/22 12:27:31
BATCH ID A	GY RU ROL	L CODE PAY PER	PGS TO
PAY CENTER ID PD USER DCR	CREATE DATE PROCESS DATE	ВАТ	BATCH STATUS CH BALANCE STATUS
TOTALS TRANS COUNT DAYS HOURS RATE 73.96 GROSS STD	ENTERED 1 32	COMPUTED 0 .00 .00 .00 0 0	DIFFERENCE 0 0 00 00 00 0
CODE NUMBER AGY RU SER	CODE NUMBER AGY RU SE	CODE NUM R AGY RU SE	CODE NUMBER R AGY RU SER
DC980526 Enter Data ACTN ADJ BATCH	For New Batch SSN	PAY PER	
TI	<b>»</b> Û		0 24,10 A

#### <u>Step 5:</u>

On the Pay Adjustment Entry screen enter the following:

- 1.) Input the Agency (AGY), Unit (RU) and Pay Period information
- 2.) Complete the employees personal information by inputting their SSN, Name and Class and serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)
- 3.) Input the Salary Rate that the employee was originally paid at
- 4.) Input the Hours that the employee was originally paid for
- 5.) Input the **Payment Type** (overtime is 1)
- 6.) Input the Salary Rate
- 7.) Input the **Adjusted hours**

PIPF305U P	AY ADJUSTMEN	ENTRY	05/10/22	12:29:05
DC980155 Batch Added				2766140
AGY 051 RU 220 PAY PER 0	02 22	RPT PG	BAICH ID	3766140
TIME PAID PER WARRANT	REGISTER	ΤΙΜΕ ΤΟ ΒΙ	E PAID SHOU	LD BE
OK SSN NAME	CLASS	SERIAL		
SAL RATE DY HOURS	TBFRAC PT	SD RC SAL RATE	DY HOURS	TBFRAC
1 999 99 9999 J D	0E 9662	901		
73.52 24.00	000000 1	73.96	32.00	000000
	000000			000000
	000000			000000
_				
2				
	000000			000000
	000000			000000
	000000			000000
2				
3	000000			000000
	000000			000000
	000000			000000
	000000			000000
DC980549 Add Transactions				
ACIN	SSN	PAY PER		
	<b>»</b> Û	NUM O	10,71 A	

#### <u>Step 6:</u>

Press F6 to save your Batch. (This step will take you to the Home Screen)

PIPF200U	BATCH	ENTRY Batch To Saved	05/10/22 12:31:21
BATCH ID 3766140	AGY RU ROLL	CODE PAY PER	PGS TO
PAY CENTER ID PD USER DCR	CREATE DATE O PROCESS DATE	5 10 22 BAT	BATCH STATUS SAV CH BALANCE STATUS IN
TOTALS	ENTERED	COMPUTED	DIFFERENCE
TRANS COUNT	<u> </u>	1	Ο
DAYS		0	0
HOURS	32.00	32.00	.00
RATE	73.96	73.96	. 00
GROSS		.00	.00
STD		0	0
	======= ALTERNATE	FUNDING =======	
CODE NUMBER	CODE NUMBER	CODE NUM	CODE NUMBER
AGY RU SER	AGY RU SER	AGY RU SE	R AGY RU SER
DC980520 Batch In	Balance		
ACTN BATCI	H 3766140 SSN	PAY PER	
TI	» Û	NUM	0 9,21 A

## <u>Step 7:</u>

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

\*\*F5 to close your Batch for processing on the next pay cycle\*\*

# PAYMENT TYPE 2 (SHIFT DIFFERENTIAL) ADJUSTMENTS

## Scenario 1: Adjustment to Time Worked

## <u>Step 1:</u>

Complete **STD. 683 form** to reflect what the employee was paid and also, what should be paid.

STATE OF CALIFORNIA		EQUEST						Clea	r		Print			
STD GRAV (BEV. 10/2019)	0 SCO SE	E PPM SECTION	IK .	(1) AGENCY		(2) UNIT		(3) TYP	۱ ا ء	PAY PERIOD	(S) YEAR	(6) BATCH ID		
VALID PAYMENT TYPES	k Y-0	UT OF STATE		051		201		0	- (	15	22	(7) DATE NEVED	_	(8) INITIALS
0 - REGULAR (INTERMIT 1 - OVERTIME 2 - SHIFT DIFFERENTIAL	L-ST L-TR L L-YC	UDENT ASSISTANT (CSU) IAINEE (CSU) JUTH SUMMER AID (CSU)										05/11/2022		MR
	P	AYMENT PER W	ARRANT REGISTER				_				PAYME	NT SHOUL	D BE	
(9) SOCIAL SECURITY NUMBER	2	(10) INITIALS	(11) LAST NAME	(12) CLASS		(13) SER	IAL	(14	) REM	ARKS				
999-99-9999		11	DOE	9662		906							ADJ	USTMENT TO TIME
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20)	) SD	(21) RC	(23	) SAL	ARY RATE	(23) DAYS	(24) HOURS	(2	5) TB FRACTION
1 50		128,00			2	N				1.50		134.0	0	
					Τ									
					$\top$									
(9) SOCIAL SECURITY NUMBER		(10) NITIALS	(11) LAST NAME	(12) CLASS	-	(13) 567	IAL		I REV	ARKS			-	
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20)	) SD	(21) RC	(23	) SAL/	ARY RATE	(23) DAYS	(24) HOURS	(2	5) TB FRACTION
					Τ									
					$\top$									
					+									
(S) SOCIAL SECURITY NUMBER	2	(30) NITH S	(11) LAST NAME	1/12/01455		Lan see		194	I) DEM	ADVS.				
(1)		(11)												
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20)	) SD	(21) RC	(23	) SAL/	ARY RATE	(23) DAYS	(24) HOURS	(2	5) TB FRACTION
													_	
ADDITIONAL COMMENTS					PT SD	- PAYMENT	TYPE		(26) T	RATE	(27) TOTAL DAYS	(28) TOTAL HOURS		
					RC	- ROLL CO	ITTAL. DE			1.50		134.0	0	
I HEREBY CERTIFY UN CORRECT, COMPLETE	DER PENALTY	OF PERJURY THAT ORDANCE WITH ALL	ATTENDANCE AND PAY LAWS AND REGULATION	ROLL DATA	STA	TED HE	REINIS	(P	29) B/	ATCH TOTALS	- COMBINE	TOTALS FRO	M "PA"	YMENT SHOULD BE" ENTRY SCREEN.
SIGNATURE	24	10			DATE				TO	TAL SALARY RATES	TOTAL	TOTAL		TOTAL
) A	Me	red Ron	10		5/11	1/2022				1.50		134.0	0	1

### \*\*PAY ADJUSTMENT REQUEST FORM (STD. 683)\*\*

## <u>Step 2:</u>

Open **PIP** keying and press **ENTER** 

PIP_			

## <u>Step 3:</u>

**CTRL** down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER** 

PIPF001		TIME & ATTENDANCE MENU	05/11/22	09:09:05
ENTER AN	N ACTION COMMAND OR	PLACE AN 'X' BEFORE THE ACT	ION	
BATCH UF	PDATE ACTIONS :	BATCH INQUIRY	ACTIONS :	
ENT SEL	BATCH ENTRY BATCH SELECTION	EI EMPL DIR BATC BCH BATC	OYEE INQUIRY H DIRECTORY H INQUIRY	
MISCELLA	ANEOUS ACTIONS :			
OFF HLP	SIGNOFF HELP			
LAS	LEAVE ACCOUNTING			
PRINT D	DESTINATION:			
ACTN ENT	ВАТСН	SSN PAY PER		

#### <u>Step 4:</u>

Input the following information **from the STD. 683 form** onto the Batch Entry home screen:

- 1.) In the ENTERED column put the Trans Count (number of employees processing pay for)
- 2.) In the ENTERED column put the Total amount of HOURS to be keyed in this batch
- 3.) In the ENTERED column put the Total of all Salary Rates to be keyed in this batch
- 4.) CTRL down to ACTN at the bottom of the screen and type ADJ
- 5.) Press ENTER

PIPF200U			BATCH ENTR	Y		05/10/2	2 09:07:	:41
BATCH ID	AGY	RU F	ROLL CODE	PAY PER		PGS	то	
PAY CENTER ID PD USER MMR	Ρ	CREATE DA ROCESS DA	ATE ATE		ВАТСН	BATCH BALANCE	STATUS STATUS	
TOTALS TRANS COUNT DAYS HOURS RATE 1.5 GROSS STD	ENT 1 134.00	ERED		MPUTED 0 .00 .00 .00 0		DIFFERE	NCE 0 .00 .00 .00 0	
CODE NUMBER AGY RU SER	CODE	NUMBEF AGY RU	SER	E NUM AGY RU	SER	CODE	NUMBER AGY RU SE	ĒR
DC980526 Enter Da ACTN adjBATC	ta For N H	ew Batch SSN		PAY PE	ĒR			

#### <u>Step 5:</u>

On the Pay Adjustment Entry screen enter the following:

- 1.) Input the Agency (AGY), Unit (RU) and Pay Period information
- 2.) Complete the employees personal information by inputting their SSN, Name and Class and Serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)
- 3.) Input the Salary Rate that the employee was originally paid at
- 4.) Input the Hours that the employee was originally paid for
- 5.) Input the **Payment Type** (Shift Differential is 2)
- 6.) Input the Shift Differential only if needed
- 7.) Input the Salary Rate
- 8.) Input the **Adjusted hours**

PI	PF305	U		F	PAY ADJUS	TMEN	Γ ΕΝΤ	RY		05/1	6/22	07:57:51
AG	80155 Y 051	Batch RU 20	Add 1 P.	ed AY PER (	05 22			RPT	PG	BAT	CH ID	3771434
	TI	ME PAID	PER	WARRANT	REGISTE	R			TIME TO BE	E PAI	d shoul	D BE
	ок	SSN		NAME	CLA	SS	SERI	AL				
	SAL	RATE	DY	HOURS	TBFRAC	PT	SD	RC	SAL RATE	DY	HOURS	TBFRAC
1				9 J L	OE 966		906					
	1.5	0		128.00	000000	2	N		1.50		134.00	000000
					000000							000000
					000000							000000
2												
					000000							000000
					000000							000000
					000000							000000
з												
					000000							000000
					000000							000000
					000000							000000
DC	98054	9 Add T	rans	actions								
AC	TN				SSN			Р	AY PER			

## <u>Step 6:</u>

Press F6 to save your Batch. (This step will take you to the Home Screen)

PIPF200U	BATC	H ENTRY	05/10/22 09:26:37						
DC980160 Batch Say	ved								
BATCH ID 3765479	AGY RU ROLL	CODE PAY PER	PGS TO						
PAY CENTER ID PD	CREATE DATE	05 10 22	BATCH STATUS SAV						
USER MMR	PROCESS DATE	BATCH	BALANCE STATUS IN						
TOTALS	ENTERED	COMPUTED	DIFFERENCE						
TRANS COUNT	1	1	0						
DAYS		0	0						
HOURS	134.00	134.00	.00						
RATE	1.50	1.50	.00						
GROSS		.00	.00						
STD		0	0						
	======== ALTERNAT	E FUNDING ========							
CODE NUMBER	CODE NUMBER	CODE NUM	CODE NUMBER						
AGY RU SER	AGY RU SER	AGY RU SER	AGY RU SER						
DC980520 Batch In Balance									
ACTN BATCI	H 3765479 SSN	PAY PER							

## <u>Step 7:</u>

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

PIPF200U	BATCH	ENTRY	05/10/22 09:27:23
DC980159 Batch Closed BATCH ID 3765479 AGY	RU ROLL C	ODE PAY PER	PGS TO
PAY CENTER ID PD USER MMR	CREATE DATE 05 PROCESS DATE	10 22 BATCH	BATCH STATUS CLS BALANCE STATUS IN
TOTALS	ENTERED	COMPUTED	DIFFERENCE
TRANS COUNT	1	1	0
DAYS		0	0
HOURS	134.00	134.00	.00
RATE	1.50	1.50	.00
GROSS		.00	.00
STD		0	0
=======================================	====== ALTERNATE	FUNDING ========	=======================================
CODE NUMBER CO	DDE NUMBER	CODE NUM	CODE NUMBER
AGY RU SER	AGY RU SER	AGY RU SER	AGY RU SER
DC980520 Batch In Bala ACTN BATCH 370	ance 65479 SSN	PAY PER	

\*\*F5 to close your Batch for processing on the next Pay Cycle\*\*

## Scenario 2: Adjustment to Salary Rate

## <u>Step 1:</u>

Complete **STD. 683 form** to reflect what the employee was paid and also, what should be paid.

		QUEST						Clea	r		Print			
DO NOT SUBMIT TO	J SCO SE	E PPM SECTION	IK I	(1) AGENCY		(2) UNIT			<u> </u>	PAY PERIOD	(E) MEAN	(6) BATCH ID		
VALID PAYMENT TYPES				051		201		(a) 1194		(4) MONTH	(3) TEAR	(7) DATE KEYED	_	(0) INITIALS
0 - REGULAR (INTERMIT	TENT) L-ST	UDENT ASSISTANT (CSU)						0	- Ľ			05/11/2022		MR
1 - OVERTIME 2 - SHIFT DIFFERENTIAL	L-TR L-YO	AINEE (CSU) UTH SUMMER AID (CSU)										0.5/11/2022		MIK
	P	AVMENT PER W	ARRANT REGISTER		-				-		PAVME	NT SHOULD	RE	
(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS (13) SERIAL (14) REMARKS										
999-99-9999		11	DOE	9662		906						AD.	JUST	MENT TO SALARY
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20	) SD	(21) RC	(22	Y SAL	ARY BATE	(23) 2475	(DH) HOURS	10	S) DE FRACTION
1.00		128,00			2	N				1.50		128.00		
					+		-		_				+	
					+		<u> </u>	-					+	
									_					
(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS		(13) 568	IAL	(14	) REV	ARKS				
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20	) SD	(21) RC	(22	) SAL	ARY RATE	(23) DAYS	(24) HOURS	(2	5) TB FRACTION
(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS	·	(13) 565	WL	(54	REN	ARKS				
	-	(												
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20	) SD	(21) RC	(22	) SAL	ARY RATE	(23) DAYS	(24) HOURS	(2	5) TB FRACTION
													_	
ADDITIONAL COMMENTS					PT SD	- PAYMENT	TYPE		(26) 1	RATE	(27) TOTAL DAYS	(28) TOTAL HOURS		
				RC	- ROLL COL	ITIAL DE			1.50		128,00			
I HEREBY CERTIFY UN CORRECT, COMPLETE	DER PENALTY , AND IN ACCO	OF PERJURY THAT	ATTENDANCE AND PAY	ROLL DAT/	STA	TED HEP	REINIS	(2 C	9) B OLU	ATCH TOTALS	- COMBINE	TOTALS FROM	I "PA"	YMENT SHOULD BE* ENTRY SCREEN.
SIGNATURE	2.4	10			2677				10	ANL SALARS	TOTAL	TOTAL		TOTAL
> Mered Romo					5/11	1/2022				1,50		128,00		1

## \*\*PAY ADJUSTMENT REQUEST FORM (STD. 683)\*\*

## <u>Step 2:</u>

Open **PIP** keying and press **ENTER** 

PIP_		

## <u>Step 3:</u>

TAB down to ACTN at the bottom of the screen and type ENT for BATCH ENTRY, then press ENTER

PIPF001	TIME & ATTENDANCE MENU	05/11/22 09:09:05							
ENTER AN ACTION COMMAND OR	PLACE AN 'X' BEFORE THE AC	TION							
BATCH UPDATE ACTIONS :	BATCH INQUIR	( ACTIONS :							
ENT BATCH ENTRY	EI EMPI	LOYEE INQUIRY							
SEL BATCH SELECTION	DIR BAT	CH DIRECTORY							
	BCH BAT	CH INQUIRY							
MISCELLANEOUS ACTIONS :									
OFF SIGNOFF									
HLP HELP									
LAS LEAVE ACCOUNTING									
PRINT DESTINATION									
ACTN ENTBATCH	SSN PAY PER	3							

#### <u>Step 4:</u>

Input the following information **from the STD. 683** form onto the Batch Entry home screen:

- 1.) In the ENTERED column put the TRANS COUNT (number of employees processing pay for)
- 2.) In the **ENTERED** column put the total amount of **HOURS** to be keyed in the batch
- 3.) In the ENTERED column put the total of all SALARY RATE to be keyed in this batch
- 4.) TAB down to ACTN at the bottom of the screen and type ADJ
- 5.) Press ENTER

BATCH ID  AGY  RU  ROLL CODE  PAY PER  PGS  TO    PAY CENTER ID PD  CREATE DATE PROCESS DATE  CREATE DATE BATCH BALANCE STATUS BATCH BALANCE STATUS  BATCH BALANCE STATUS BATCH BALANCE STATUS    TOTALS  ENTERED  COMPUTED  DIFFERENCE 0  0  0    TANS COUNT  1  0  0  0    PAYS  128.00  .00  .00  .00    RATE  1.50  .00  .00  .00    RATE  1.50  .00  .00  .00    STD  CODE  NUMBER AGY RU SER  CODE  NUMBER AGY RU SER  CODE  NUMBER AGY RU SER  CODE  NUMBER AGY RU SER	PIPF200U		BATCH ENTRY	05/10/22 08:51:45
PAY CENTER ID PD  CREATE DATE PROCESS DATE  BATCH STATUS BATCH BALANCE STATUS    TOTALS  ENTERED  COMPUTED  DIFFERENCE    TRANS COUNT  1  0  0    DAYS  0  0  0    HOURS  128.00  .00  .00    RATE  1.50  .00  .00    GROSS  .00  .00  .00    STD  .00  .00  .00    CODE  NUMBER  CODE  NUMBER  CODE    AGY RU SER  .00  .00  .00  .00    .  .  .  .  .  .	BATCH ID	AGY RU	ROLL CODE PAY PER	PGS TO
TOTALSENTEREDCOMPUTEDDIFFERENCETRANS COUNT100DAYS00HOURS128.00.00.00RATE1.50.00.00GROSS.00.00.00STD00.00CODENUMBERCODENUMBERAGY RU SERCODENUMBERCODE	PAY CENTER ID PD USER MMR	CREATE PROCESS	DATE BAT	BATCH STATUS CH BALANCE STATUS
CODE NUMBER CODE NUMBER CODE NUM CODE NUMBER AGY RU SER AGY RU SER AGY RU SER AGY RU SI 	TOTALS TRANS COUNT DAYS HOURS RATE 1.50 GROSS STD	ENTERED 1 128.00	COMPUTED 0 0 00 00 00 00 00	DIFFERENCE 0 0 .00 .00 0
DC980526 Enter Data For New Batch	CODE NUMBER AGY RU SER DC980526 Enter Dat	CODE NUMB AGY RU ta For New Batc	ER CODE NUM SER AGY RU SE	CODE NUMBER R AGY RU SER

#### <u>Step 5:</u>

On the Pay Adjustment Entry screen enter the following:

- 1.) Input the Agency (AGY), Unit (RU) and Pay Period information
- 2.) Complete the employees personal information by inputting their SSN, Name and Class and serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)
- 3.) Input the **Salary Rate** that the employee was originally paid at
- 4.) Input the Hours that the employee was originally paid for
- 5.) Input the **Payment Type** (Shift Differential is 2)
- 6.) Input the **Shift Differential** only if needed
- 7.) Input the Salary Rate
- 8.) Input the **Adjusted hours**

PIPF305U	PAY ADJUSTMENT ENTRY	(	05/16/22 07	:57:51
DC980155 Batch Added AGY 051 RU 201 PAY PER	0 05 22 F	RPT PG	BATCH ID 37	71434
TIME PAID PER WARRAN	T REGISTER	ΤΙΜΕ ΤΟ ΒΕ	PAID SHOULD	BE
OK SSN NAM	E CLASS SERIAL			
SAL RATE DY HOURS	TBFRAC PT SD RO	SAL RATE	DY HOURS	TBFRAC
1.00 128.00	000000 2 N	1.50	128.00	000000
	000000			000000
	000000			000000
2				
-	000000			000000
	000000			000000
	000000			000000
2				
	000000			000000
	000000			000000
	000000			000000
DC980549 Add Transactions				
ACTN	SSN	PAY PER		

## <u>Step 6:</u>

Press F6 to save your Batch. (This step will take you to the Home Screen)

PIPF200U	rod	BATCH ENTRY		05/10,	/22 09:04:59		
BATCH ID 3765395	AGY RU	ROLL CODE	PAY PER	PGS	то		
PAY CENTER ID PD USER MMR	CREATE PROCESS	DATE 05 10 22 DATE	2	BATCH BALAN	CH STATUS SAV CE STATUS IN		
TOTALS	ENTERED	COMF	PUTED	DIFFE	RENCE		
TRANS COUNT	_ 1		1		0		
DAYS			0		0		
HOURS	128.00	1		.00			
RATE	1.50		1.50		.00		
GROSS			.00		.00		
STD			0		0		
	===== AL7	FERNATE FUNDIN	IG =====	===========			
CODE NUMBER	CODE NUME	BER CODE	NUM	CODE	NUMBER		
AGY RU SER	AGY RU	J SER	AGY RU	SER	AGY RU SER		
DC980520 Batch In ACTN BATCH	Balance H 3765395 SSN	N	ΡΑΥ ΡΕ	R			

## <u>Step 7:</u>

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

PIPF200U	BATCH	ENTRY	05/10/22 09:05:27
BATCH ID 3765395 AGY	RU ROLL C	ODE PAY PER	PGS TO
PAY CENTER ID PD USER MMR	CREATE DATE 05 PROCESS DATE	10 22 BATCH	BATCH STATUS CLS BALANCE STATUS IN
TOTALS	ENTERED	COMPUTED	DIFFERENCE
TRANS COUNT	1	1	0
DAYS		0	0
HOURS	128.00	128.00	.00
RATE	1.50	1.50	.00
GROSS		.00	.00
STD		0	0
	====== ALTERNATE	FUNDING ========	
CODE NUMBER CO	ODE NUMBER	CODE NUM	CODE NUMBER
AGY RU SER	AGY RU SER	AGY RU SER	AGY RU SER
DC980520 Batch In Bala ACTN BATCH 37	ance 65395 SSN	PAY PER	

\*\*F5 to close your Batch processing on the next Pay Cycle\*\*

## Scenario 3: Adjustment to Time Worked & Salary Rate

## <u>Step 1:</u>

Complete **STD. 683 form** to reflect what the employee was paid and also, what should be paid.

STATE OF CALIFORNIA	IENT RE	QUEST						Clear	•		Print			
DO NOT SUBMIT TO	SCO SEI	E PPM SECTION	I K	(1) AGENCY	r	(2) UNIT			P	AY PERIOD		(6) BATCH ID		
STD 683 (REV. 10/2019) VALID DAYMENT TYPES-				051		201		(3) TYPE		(4) MONTH	(5) YEAR			
0. REGILAR INTERNIT	Y-OU	T OF STATE						0	0	5	22	(7) DATE NEYE	D	(8) INITIALS
1 - OVERTIME	L-TR	AINEE (CSU)										05/11/2022	2	MR
2- SHET DEFENSIVE	1.10		ADDANT DECICTED		_				_		DAMAR			
(9) SOCIAL SECURITY NUMBER	- P	ATMENT PER W	ARRANT REGISTER	1/12/01455		Lan su		0.0	PAYMENT SHOULD BE					
999-99-9999		JJ	DOE	9662 906 ADJUSTMENT TO TIME				TIME AND SALARY						
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20)	) SD	(21) RC	(22)	SALA	RY RATE	(23) DAYS	(24) HOURS	_	(25) TB FRACTION
1,00		128,00			2	N				1.50		140	100	
					+							1		
					$\top$									
(a) SOCIAL SECONTY NORBER		(n) MILOLS	(11) Loan Note	(12) (12/35		(13) 56		(14)	(14) Razerioka					
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20)	(20) SD (21) RC		(22)	(22) SALARY RATE		(23) DAYS	(24) HOURS		(25) TB FRACTION
(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS		(13) 568	IAL	(14)	REW	ARKS				
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20)	) SD	(21) RC	(22)	SALA	RY RATE	(23) DAYS	(24) HOURS		(25) TB FRACTION
ADDITIONAL COMMENTS					PT 50	- PAYMENT - SHIFT	TYPE		26) T(	RATE	(27) TOTAL DAYS	(28) TO HOUR	AL S	
					RC	- ROLL CO	UTIAL DE			1.50		140	00	
I HEREBY CERTIFY UND CORRECT, COMPLETE,	I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT ATTENDANCE AND PAYROLL DATA STATED HER CORRECT, COMPLETE, AND IN ACCORDANCE WITH ALL LAWS AND REGULATIONS					REIN IS	(29 CC	9) BA	TCH TOTALS	- COMBINE	TOTALS F	ROM "P BATCH	PAYMENT SHOULD BE" H ENTRY SCREEN.	
SIGNATURE		10			29475				101	AL SALARY RATES	TOTAL DAYS	TOTA	L S	TOTAL
a h	nered	Romo			5/11	1/2022				1.50		140	00	1

## \*\* PAY ADJUSTMENT REQUEST FORM (STD. 683)\*\*

## <u>Step 2:</u>

Open **PIP** keying and press **ENTER** 

PIP_			

#### <u>Step 3:</u>

TAB down to ACTN at the bottom of the screen and type ENT for BATCH ENTRY, then press ENTER

PIPF001	TIME & ATTENDANCE MENU	05/11/22 09:09:05
ENTER AN ACTION COMMAND OR	PLACE AN 'X' BEFORE THE ACTIO	N
BATCH UPDATE ACTIONS :	BATCH INQUIRY A	CTIONS :
ENT BATCH ENTRY	EI EMPLOYI	E INQUIRY
SEL BATCH SELECTION	DIR BATCH I	DIRECTORY
	BCH BATCH :	INQUIRY
MISCELLANEOUS ACTIONS :		
OFF SIGNOFF		
HLP HELP		
LAS LEAVE ACCOUNTING		
PRINT DESTINATION:		
ACTN ENTBATCH	SSN PAY PER	

#### <u>Step 4:</u>

Input the following information from the STD. 683 form on the Batch Entry home screen:

- 1.) In the ENTERED column put the TRANS COUNT (number of employees processing pay for)
- 2.) In the **ENTERED** column put the total amount of **HOURS** to be keyed in the batch
- 3.) In the ENTERED column put the total of all SALARY RATE to be keyed in this batch
- 4.) TAB down to ACTN at the bottom of the screen and type ADJ
- 5.) Press ENTER

PIPF200U		BATCH	ENTRY		05/10/22	09:49:34
BATCH ID	AGY RU	ROLL	CODE PAY	PER	PGS	то
PAY CENTER ID PD USER MMR	CREA PROCE	TE DATE		ВАТСН	BATCH BALANCE	STATUS STATUS
TOTALS TRANS COUNT DAYS HOURS RATE 1.5 GROSS STD	ENTERED 1 140.00 0	) AI TERNATE	COMPUTED 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0	DIFFEREN 0 0 0	CE .00 .00 .00
CODE NUMBER AGY RU SER DC980526 Enter Da	CODE N AGY ta For New E	JUMBER / RU SER	CODE N AGY	UM RU SER	CODE A	NUMBER GY RU SER
ACTN adj_ BATC	н	SSN	PA	Y PER		

#### <u>Step 5:</u>

On the Pay Adjustment Entry screen enter the following:

- 1.) Input the Agency (AGY), Unit (RU) and Pay Period information
- 2.) Complete the employees personal information by inputting their SSN, Name and Class and serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)
- 3.) Input the Salary Rate that the employee was originally paid at
- 4.) Input the Hours that the employee was originally paid for
- 5.) Input the **Payment Type** (Shift Differential is 2)
- 6.) Input the Shift Differential only if needed
- 7.) Input the Salary Rate
- 8.) Input the **Adjusted hours**

PI	PF305	U		. PA	AV ADJUST	MEN		RY			05/1	6/22	07:57:51
DC98 AG	Y 051	Batch RU 20:	Adde 1 PA	d Y PER O	05 22			RPT	PG		BAT	CH ID	3771434
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	ок	SSN		NAME	CLAS	S	SERI	AL					
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AC	980549 TN _	9 Add Ti	ransa	ctions	SSN			P	AY	PER			

## <u>Step 6:</u>

Press F6 to save your Batch. (This step will take you to the Home Screen)

PIPF200U	ad	BATCH ENTRY		05/10/22	11:07:34	
BATCH ID 3765597	AGY RU	ROLL CODE PAY PI	ΞR	PGS	то	
PAY CENTER ID PD USER MMR	CREATE PROCESS	DATE 05 10 22 DATE	ВАТСН	BATCH BALANCE	STATUS SAV STATUS IN	
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DAYS		0		C	)	
HOURS	140.00	140.00		.00		
RATE	1.50	1.50			.00	
GROSS		.00			.00	
STD		0		0		
	====== AL <sup>-</sup>	TERNATE FUNDING ====				
CODE NUMBER	CODE NUM	BER CODE NU	N	CODE	NUMBER	
AGY RU SER	AGY R	J SER AGY I	RU SER	A	GY RU SER	
ACTN BATCH	Ballance 3765597 SSI	N PAY	PER			

## <u>Step 7:</u>

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

PIPF200U	BATCH	ENTRY	05/10/22 11:07:53
BATCH ID 3765597 AGY	RU ROLL C	ODE PAY PER	PGS TO
PAY CENTER ID PD USER MMR	CREATE DATE 05 PROCESS DATE	10 22 BATCH	BATCH STATUS CLS BALANCE STATUS IN
TOTALS	ENTERED	COMPUTED	DIFFERENCE
TRANS COUNT	1	1	0
DAYS		0	0
HOURS	140.00	140.00	.00
RATE	1.50	1.50	.00
GROSS		.00	.00
STD		0	0
	===== ALTERNATE	FUNDING =========	
CODE NUMBER C	ODE NUMBER	CODE NUM	CODE NUMBER
AGY RU SER	AGY RU SER	AGY RU SER	AGY RU SER
DC980520 Batch In Bal ACTN BATCH 37	ance 65597 SSN	PAY PER	

**\*\*F5** to close your Batch for processing on the next pay cycle**\*\*** 

# PAYMENT ADJUSTMENT REQUEST FAQ

#### 1. Q: What is the purpose of the STD. 683 form?

A: The STD. 683 form is used for processing by HR offices and or stakeholders. The purpose of this form allows agencies to process adjustments to specific payment types previously issued.

\*\*This form is for internal use only and is NOT to be submitted to SCO\*\*

#### 2. Q: How far back can payments be processed using this form?

A: Pay period prior to current month plus 12 months. Anything older than 12 months from the current pay period must be submitted on a STD. 674 form.

#### 3. Q: What Payment Types can be processed on this form?

- A: Valid Payment types to be processed using the STD. 683 form are: payment type 0 Regular (intermittent), 1 Overtime (including 1F and 1S), 2 shift differential, Y out of state and L (CSU) Student assistant/trainee/youth summer aid.
- 4. Q: Which position number do I use when keying Overtime and Shift Differential payments?
  - A: You must use the position/serial number that the pay originally issued out of.

#### 5. Q: What Programs are used for processing?

- A: Adjustments to pay previously issued are to be processed via SCO PIP using form STD. 683.
- 6. Q: Where can the STD.683 form be located?
  - A: The STD. 683 Payment Adjustment Request form is available on the DGS web site under the California Statewide Forms Directory.

#### 7. Q: What sections of the PPM refer to PIP keying and how to process the 683?

A: Section D 004: Pay Adjustments (pages 8 – 9) <u>PPM: Section D - Attendance</u> (ca.gov) and PPM Section K <u>PPM: Section K - PIP System Instructions (ca.gov</u>).

Please see the **<u>References</u>** section of this Tool Kit for further instruction as to where you may obtain information regarding the STD. 683 and PIP keying instructions.

- 8. Q: Who do I contact regarding questions pertaining to STD. form 683 and PIP processing, that I am unable to locate the answers too?
  - A: Please reach out to the Customer Contact Center (916) 372-7200. Use the phone tree directory <u>PPSD Statewide Customer Contact Center Call Directory</u>
- 9. Q: I need to enter Time Worked as days. How do I unlock the fields in PIP to do so?
  - A: Press F9 while in the batch to unlock the fields for Time Worked.
- 10. Q: Is both the payment type and shift differential code needed when processing an adjustment to Shift Differential?
  - A: Yes, the payment will reject if both are not input on the PIP keying screen.
- 11. Q: Can I process FLSA adjustments (Payment Type 1, Pay Suffix F) using STD. 683 and PIP keying?
  - A: Yes, FLSA adjustments can be processed via PIP keying. There is one exception found in the <u>PPM Section D 004.20</u>:

"When an overtime payment is issued without Payment Suffix F, (e.g. Earnings ID OT6 or OT9), do not use form STD. 683 to adjust the payment to reflect special computed rate with Payment Suffix F (e.g., Earnings ID OF6). Submit form STD. 674 to SCO."

# STD. 683 EXAMPLES

## Two Employees on One STD. 683 – Overtime Adjustment to Time Worked

#### PAY ADJUSTMENT REQUEST

DO NOT SUBMIT T	OO NOT SUBMIT TO SCO SEE PPM SECTION K				(1) AGENCY		(2) UNIT				PAY PERIO	)	(6) BATCH ID			
STD 683 (REV, 10/2019)	-				051		220		(3)	TYPE	(4) MONTH	(5) YEAR	3765906			
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One Employee on One STD	. 683 – Adjustment to	Salary for Payment Type 2
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## PAY ADJUSTMENT REQUEST

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PIP Keying Guide for Adjustments

## One Employee on One STD. 683 – Adjustment to Time and Salary for Payment Type 2

## PAY ADJUSTMENT REQUEST

DO NOT SUBMIT TO SCO – SEE PPM SECTION K			1 K	(1) AGENCY		(2) UNIT				PAY PERIOD		(6) BATCH ID		
STD 683 (REV. 10/2019)				051		201		(3) T	TYPE	(4) MONTH	(5) YEAR			
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