SHARP Message #543

DATE:	8/26/03
AUTHOR:	Lisa Kerwin
SUBJECT:	ADDING THE 'PAY' CODES IN ADDITIONAL PAY DATA FOR FACTOR BASED SHIFT DIFFERENTIAL EARNINGS
MESSAGE TEXT:	

As outlined in Informational Circular No. 03-P-048 issued June 12, 2003, the processing for shift differential paid as a percentage of the employee's hourly rate has changed effective with the implementation of SHARP v8.0. The change results in the use of new earnings codes to record the shift differential hours worked (P1H, P2H, P3H and S3H) and also now requires the establishment of corresponding shift pay codes (P1P, P2P, P3P, and S3P) on the Additional Pay Data record for the factor based shift differential. The hours codes are entered each pay cycle on the employee's timesheet at the time of other time and leave entry. The pay codes are established one-time on the Additional Pay Data record and should be established prior to the creation of paysheets for the first pay period in which the employee is to be paid the factor based shift differential.

When establishing the pay codes for the P1P, P2P, P3P or S3P earnings on the Additional Pay Data record in SHARP (under Compensate Employees, Maintain Payroll Data, Use, Additional Pay), agency personnel need to ensure that the following check boxes are clicked 'on': 'Prorate Additional Pay', 'OK to Pay' and the 'First', 'Second' and 'Third' check boxes corresponding to 'Applies to Pay Periods:'. By selecting the 'Prorate Additional Pay' check box, the system will correctly create pay lines for the additional pay earnings if the employee has a mid-period, effective-dated change on their job record or if the hire action is mid-period. The system does not prorate the additional pay based on the effective date of the additional pay record. If the 'Prorate Additional Pay' check box is not selected, pay lines are created for the entire payroll period - even if the employee was not active for the entire period. This results in payroll error messages being created during the payroll calculation process.

Because agencies were not previously instructed to select the 'Prorate Additional Pay' check box, a one-time update process has been generated in SHARP on the morning of August 26, 2003 to turn the 'Prorate Additional Pay' check box 'on' for all employees with an existing Additional Pay Data record where the earnings code is P1P, P2P, P3P or S3P. However, this update process will not be generated on an on-going basis so it is important that agencies remember to select the 'Prorate Additional Pay' check box when establishing future Additional Pay Data records for the factor based shift codes.

Return to SHARP Message Page

Page last modified on: