

Deferred Pay Rule Forms

Deferred Pay Rule Forms

- PTREARN
 - DPA and DPO
- PTRDFPR
 - The Defer Pay Period Rule Form establishes deferred pay period rule codes. Rules defined on this form include the deferred pay period's beginning and ending pay numbers, the pay ID associated with the deferred pay, and the defer indicator for each pay event.

Current Schedules

- DP01 – (standard 9 month) Sept – May Pay
 - Typical start date August 15/16th through May 17th
- DP02 – (standard 10 month) Sept – June Pay
 - Typical start Date is in August and runs through June
- DP03 – (standard 10 month) Sept – July Pay
 - Typical start Date is in August and runs through July
- DP04 – August through April (9 month)
 - Typical start Date is in July and runs through April
- DP05 – August through May (10 month)
 - Typical start Date is in July and runs through May
- DP06 – August through June (11 month)
 - Typical start Date is in July and runs through June
- DP07 – July through April (10 month)
 - Typical start Date is in June/July and runs through April
- DP08 – July through May (11 month)
 - Typical start Date is in June/July and runs through May

Deferred Pay Processes

1. Select the Deferred Payroll tab on NBAJOBS.
2. This is used for any less than 12 month exempt from overtime who request deferred pay over 12 months. The window displays the most recent job assignment that has an effective date less than or equal to the query date in the Key block.
3. Deferred pay must be selected as the rule which drives the deferral and pay back.
4. Once the appropriate deferred pay schedule is selected, the appropriate deferred salary must be documented for the number of pays per fiscal year. Therefore, if the annual 9 month salary is \$40,000. Then the pay per assigned 12 month salary would be \$3333.34 per month.
5. Factors must be assigned. Factor is the number of actual pay periods. In the example of the 9 month employee, the Factor is 9.
6. Pays must be assigned. This is the number of pay periods per year. In the example of 9 month employee paid over 12 months, the pays equal 12.
7. Deferred amount will default from the Jobs Detail Tab.
8. The EFFECTIVE DATE **MUST** be the effective date of the PAY PERIOD the deferral is going to begin. The Personnel Date is the date for which the contract began. I.e., if employee is on DP01, then 8/22 is the effective date and 8/16 is the Personnel Date.
9. **See William Bass in TEST.**