

<b>Title</b>	<b>White Paper on Special Pay Plan</b>
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<b>Created by</b>	Minder
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<b>Dept/Division</b>	Human Resources
<b>Processes</b>	<b>Not Applicable</b>

## **Purpose**

The special pay plan was implemented around 2004 by the SDRS and approved by the Legislature. This is a required benefit deduction for the employee that is at or above the age of 55 and as a leave balance payout that will be of at least \$600.00 dollars. For more information on the merits of the Special Pay Plan, see the following document:

[http://www.sdrs.sd.gov/files/documents/section/SPP%20Plan%20Highlights\\_copy.pdf](http://www.sdrs.sd.gov/files/documents/section/SPP%20Plan%20Highlights_copy.pdf). HR is required to complete a form with the employee so the employee can contribute to an appropriate fund and make determinations on their retirement vehicle. Contact SDRS if you should have questions or review the following PDF from SDRS:

<http://www.sdrs.sd.gov/files/documents/section/2009%20Payroll%20Procedures.pdf>.

## **Special Pay Plan Banner Procedures – Eligible for Special Pay Plan**

The special pay plan has three deduction codes that must be applied to the person prior to the PHPTIME process run. If the deduction codes are not applied prior to the PHPTIME process, then the end user will need to delete the timesheet or re-extract the employee from payroll and complete PDAEDN to enter the deductions.

Once the BDCA codes are established on PDAEDN, HR can calculate the payout based on the calculated leave accrual as calculated with SDCL and the employees wage (hourly rate on NBAJOBS). HR will need to go to PDAEDN and enter the earn codes ALS, SLS or LLS. These are the only earn codes tied to the Special Pay Plan (SPP). If any other earn code is used, then the deduction will NOT work.

- a. PDAEDN – 160 BDCA Code (this code pushes the amount of the leave payout to SDRS).
  - i. In the name block field, go to the Deduction field and enter 160.
  - ii. Next Block
  - iii. Go to Options and select “New Effective Date”
  - iv. Next Block
  - v. Enter the Payment to be made on behalf of the employee to SDRS SPP.
  - vi. Save
  - vii. Exit

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Oracle Developer Forms Runtime - Web: Open > PDAEDN

File Edit Options Block Item Record Query Tools Help

Employee Benefit/Deduction PDAEDN 7.1 (PPRD)

ID: A00004833 Anita K Haeder

Benefit Category: 02 Eligible

Deduction: 160 401A Special Pay Contribution

Last Paid Date: 21-JAN-2007

Query Date: 22-DEC-2006

Deduction | Add or Replace and Arrears | Excluded Payroll ID | Premium History

Begin Date: 22-DEC-2006 End Date: Calculation Rule: 60 Bond Balance:

Effective Date: 22-DEC-2006 Status: Active Reference:

Options			Amounts		
Title	Value	Entry	Title	Amount	Entry
1	<input type="checkbox"/>	No Entry	1 EE Ded:	26,958.50	Required
2	<input type="checkbox"/>	No Entry	2		No Entry
3	<input type="checkbox"/>	No Entry	3		No Entry
4	<input type="checkbox"/>	No Entry	4		No Entry
5	<input type="checkbox"/>	No Entry			

\*WARNING\* This Person has a current status of terminated. To change the status to Active, go to the Employee Form.

Record: 1/1 <OSC>

- b. PDAEDN – 165 BDCA Code (this deduction will pay SDRS 45.00 fee for processing the retirement investment).
  - i. In the name block field, go to the Deduction field and enter 165.
  - ii. Next Block
  - iii. Go to Options and select “New Effective Date”
  - iv. Next Block
  - v. Enter the plan 01 or select Plan and double click on 01.
  - vi. Save
  - vii. Exit

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Oracle Developer Forms Runtime - Web: Open > PDAEDN

File Edit Options Block Item Record Query Tools Help

Employee Benefit/Deduction PDAEDN 8.0.0.1 (PROD)

ID: A00004833 Anita K Haeder

Benefit Category: 02 Eligible

Deduction: 165 401A Special Pay Plan Fee

Last Paid Date: 21-JAN-2010

Query Date: 22-JUN-2009

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History

Begin Date: 22-DEC-2006 End Date: 22-JAN-2007 Calculation Rule: 60 Bond Balance:

Effective Date: 22-JAN-2007 Status: Terminated Reference:

Options			Amounts		
Title	Value	Entry	Title	Amount	Entry
1	01	No Entry	1		No Entry
2		No Entry	2 ER Cont:		System
3		No Entry	3		No Entry
4		No Entry	4		No Entry
5		No Entry			

Combined Limit Rule Code	Description	Employee Limit	Employer Limit	Combined Limit	Applicable Gross Limit

Deduction Begin Date, format DD-MON-YYYY.  
Record: 1/1 <OSC>

- c. PDAEDN – 168 BDCA Code (this is a deduction that is charged to the department for the savings and can be used by the institution).
  - i. In the name block field, go to the Deduction field and enter 165.
  - ii. Next Block
  - iii. Go to Options and select “New Effective Date”
  - iv. Next Block
  - v. Enter the plan 01 or select Plan and double click on 01.
  - vi. Save
  - vii. Exit

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Oracle Developer Forms Runtime - Web: Open > PDAEDN

File Edit Options Block Item Record Query Tools Help

Employee Benefit/Deduction PDAEDN 7.1 (PPRD)

ID: A00004833 Anita K Haeder

Benefit Category: 02 Eligible

Deduction: 168 401A Special Pay Plan Fund

Last Paid Date: 21-JAN-2007

Query Date: 22-DEC-2006

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History

Begin Date: 22-DEC-2006 End Date: Calculation Rule: 21 Bond Balance:

Effective Date: 22-DEC-2006 Status: Active Reference:

Options			Amounts		
Title	Value	Entry	Title	Amount	Entry
1 Plan:	01	Required	1		No Entry
2		No Entry	2 ER Cont:	13.6500	No Entry
3		No Entry	3		No Entry
4		No Entry	4		No Entry
5		No Entry			

\*WARNING\* This Person has a current status of terminated. To change the status to Active, go to the Employee Form.

Record: 1/1 <OSC>

- d. PHAHOUR – Earn Codes Associated with 160, 165, and 168
  - i. In the parameter block field, enter the appropriate Year, Payroll ID and Payroll Number.
  - ii. Next Block
  - iii. Enter the A ID of the employee
  - iv. Next Block
  - v. Go to Record and select Insert
  - vi. Enter the Earnings Code ALS, SLS or LLS
  - vii. If entering SLS, remember that the earn code will calculate the amount at 25%; therefore, in the below example, the employee will be paid 25% of 1920 hours equaling 480 hours. You will need to enter total sick balance to reduce balance. You can only enter up to 1920 hours. The system will calculate the 25%.
  - viii. REMEMBER, you cannot use any other earnings code for 160, 165, or 168 except ALS, SLS, or LLS.
  - ix. Once entered Earn Codes. For ALS and SLS, enter total hours to be deducted from PEALEAV balance.
  - x. Save

- xi. Once entered Earn Code LLS, enter 1 in the units and the dollar amount in the special rate (see example below).
- xii. Save
- xiii. Exit

Note: End user could place on NBAJOBS but must use the full pay period effective dates to ensure no proration occurs. In example below, the effective dates would have been 22-Dec-2006 – 22-Jan-2007.

**\*\*\*If you place hours in for ALS and SLS and not enough hours exist in PEALEAV, then the employee will be DOCKED pay. To avoid this, HR must go in and place the accrued leave for the current payroll into PEALEAV. A comment must be applied to document that employee is terminating so accrual is being manually calculated. PZRDLEV will be run after payroll to delete any remaining balance since the accrual occurred manually.**

### Employee Timesheet at PHAHOUR

The screenshot shows the PHAHOUR interface with the following data:

Year: 2007      Payroll ID: MN      Payroll Number: 1

**History Jobs**

ID: A00004833      Anita K Haeder      Organization: 652001      Disposition: 20 Proof  
 Position: BE9883 00      Status: A      Effective Date: 01-JUL-2006      Rate: 32.609678      Method: W

**History Earnings**

Total Units: 2,241.00      Total Hours: 173.33

Earnings Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
SLS	1	1,920.00	N		
ALS	1	320.00	N		
LLS	1	1.00	N	870.500000	870.50

**Time Distribution**

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
1.00	100.00	S		610000	652022	611050	06				
1.00	100.00										

### Special Pay Plan Banner Procedures – Not Eligible for Special Pay Plan

Employees not eligible for the SPP, in accordance with SDCL, must be paid out their leave and if applicable longevity. The Earn Codes that are eligible for this earning include ALP, SLP and LGS.

- e. PHAHOUR – Earn Codes Associated with Leave Pay Outs Not Eligible for SPP
  - i. In the parameter block field, enter the appropriate Year, Payroll ID and Payroll Number.
  - ii. Next Block
  - iii. Enter the A ID of the employee

- iv. Next Block
- v. Go to Record and select Insert
- vi. Enter the Earnings Code ALP, SLP or LGS
- vii. If entering SLP, remember that the earn code will calculate the amount at 25%; therefore, in the below example, the employee will be paid 25% of 1920 hours equaling 480 hours. You will need to enter total sick balance to reduce balance. You can only enter up to 1920 hours. The system will calculate the 25%.
- viii. REMEMBER, you cannot use any other earnings code for except ALP, SLP, or LGS. These are excluded from SDRS and will decrease the appropriate leave balances.
- ix. Once entered Earn Codes. For ALP and SLP, enter total hours to be deducted from PEALEAV balance.
  - x. Save
- xi. Once entered Earn Code LGS, enter 1 in the units and the dollar amount in the special rate (see example below).
  - xii. Save
- xiii. Exit

Note: End user could place on NBAJOBS but must use the full pay period effective dates to ensure no proration occurs. In example, the effective dates would have been 22-Dec-2006 – 22-Jan-2007.

**\*\*\*If you place hours in for ALP and SLP and not enough hours exist in PEALEAV, then the employee will be DOCKED pay. To avoid this, HR must go in and place the accrued leave for the current payroll into PEALEAV. A comment must be applied to document that employee is terminating so accrual is being manually calculated. PZRDLEV will be run after payroll to delete any remaining balance since the accrual occurred manually.**