

# Payroll and Adjustment Training

Payroll

Budget

Finance

# Agenda

- I. Benefits – Rules and Validation/Application
  - SDBOR Processes
- II. Monthly Payroll Process Overview – 25 Minutes
  - SDBOR Processes
- II. Dispositions at a Glance – 15 Minutes
- III. Adjustment Process Overview – 15 Minutes
  - (High level overview)
- IV. Dispositions at a Glance – 5 Minutes
  - (Adding in the Adjustment Process)
- V. Using Adjustments - 1.0 Hour
- VI. Taxable Benefits
- VII. Refunds
- VI. Deferred Pay

# Benefit Rule Forms



# Benefit Rule Forms

- PTRBDCA – Deductions and Benefits
  - Deductions/Benefits Established
- PTRBCAT – Benefit Categories
  - Allows Deductions and Benefits for an Employee Based on PEAEMPL Status
- PTRBDPG – Benefit Deduction Grouping Rules
  - Self Service (SSB)

# PTRBDCA

- Benefit Deduction Categories
  - Rules
  - Options
  - Web Information
  - Plans
  - Precluded
  - Excluded
  - Labor Distributions

# PTRBCAT

- Benefit Categories
  - Categories
  - Deductions
  - Default Values

# PTRBDPG

- Benefit Deduction Grouping Rules
  - MB – Life, LTC, Taxable Benefits, Miscellaneous (bonds, SDSEO, 529)
  - HL – BOP Plans, BOR SUP Plans, Federal Insurance
  - RT – SDRS Retirement, SUPL Retirement (TSA)

# Benefit Application Forms





# Benefit Application Forms

- PDABDSU
  - Technical Tables
    - PDRBCDN
  - Application
    - New Hires Only
- PDADEDN
  - Technical Tables
    - PDRBDED
    - PDRDEDN
  - Application
    - Current Employee
      - Add/Delete
      - Change in Effective Dates
      - Terminate a Benefit

# Benefit SDBOR Processes

- Shared Employees
- Transferred Employees
- LWB
- Sabbaticals
- Special Pay Plan
- Leave Pay Out
- Life Insurance for terminating employees
- SDRS
- [Highlights Information](#)

# Benefit Inquiry Screens

- PEIDHIS – Employee Deduction History
- PEIDTOT – Employee Deduction Totals
- PDIDLST – Individual Deduction List
- PEIATOT – Aggregate Deduction Totals
- PEIFMLA – Family Medical Leave

# Payroll Rule Forms



# Payroll Rule Forms

- PTRPICT
- PTRCALN
- PTRECLS
- PTREHOL
- PTRINST

# PTRPICT

- Payroll ID
  - MN

# PTRCALN

- Payroll Calendar
  - 2007
  - 2008
  
  - NBAFISC

# PTRECLS

- Employee Class
  - Timekeeping Rules
  - Earnings Rules



# PTREHOL

- Employee Holidays
  - Currently populated through FY07
  - Exempt Employees

# PTRINST

- Installation Rule Forms
  - Payroll Processes

# Payroll Application Forms



# Payroll Processing Application Forms

- **NBAJOBS**
  - Begins Process
- **PHATIME**
  - Departmental Time Entry
- **PHADSUM**
  - Department Summary
  - Can be used to monitor time by TK org
- **PHAMTIM**
  - WTE Table PHRMTIM
  - Loaded from PHPMTIM
- **PHAHOUR**
  - Modification of Time Sheets

# Payroll Process

- Process Check List
  - SCT Delivered
  - BOR Created
- Calendar of Events
  - Payroll Through FY07
  - Processing Steps
  - Weekly Edit Runs and File Transmits

# Payroll Dispositions

- Monthly Payroll Dispositions at a Glance
  - 05 Awaiting Re-Extract (PHPTIME)
  - 10 Awaiting Time Entry (PHPTIME)
  - 15 Awaiting Correction (PHPTIME/PHPMTIM)
  - 20 Awaiting Proof (PHPMTIM)
  - 22 Hours Correction (PHAHOUR)
  - 25 Awaiting Leave Process (PHPPROF)
  - 30 Awaiting Calc (PHPLEAV)
  - 40 Awaiting Document (PHPCALC)
  - 42 Awaiting Check/Direct Deposit Run (PHPDOCM)
  - 43 Awaiting Direct Deposit Run (PHPCHKL)
  - 44 Awaiting Check Run (PHPCHKL)
  - 50 Awaiting Update (PHPCHKL)
  - 60 Finance Extract (PHPUPDT)
  - 62 Finance Interface/Feed (PHPFEXP)
  - 70 Complete (NHPFIN2)

# Payroll Inquiry Screens

- PHICHEK – Check Information
- PEIDTOT – Deduction Totals
- PEIJTOT – Job Totals
- PEIETOT – Employee Totals
- PHIDERR – Error Report
- PHIETIM – Time Sheet Inquiry
- PHITSKY – Time Sheet Keys
- PHITTOT – Time Sheet Totals
- PHIUPDT – Payroll Update Query

# Payroll Adjustment Forms





# Standard Procedures

- If adjusting an original event, the disposition must be 60 or higher.
- An adjustment does NOT alter leave balances. If the change also impacts leave, follow the Leave Adjustment process after leaving the PHAADJT screen.\*\*\*Always document under reason PEALEAV if alter balance.
- Sequence numbers are assigned by the system. The original event has a value of 0. Each subsequent transaction is incremented by 1.
- You can “Erase” an adjustment at any step prior to “Approve”.
- **NOTE-HARDLY EVER WILL YOU COMPLETE A MANUAL MANUAL PROCESS – BUT** when and if you need to this should be coordinated with SPC.
- We cannot deduct money from a DD unless you void the entire amount. If this occurs where you overpay an employee, this needs to be documented to SPC and we will correct the following month or void out the check and perform an adjustment.

# Adjustment Process

- PHAADJT
  - Voids
  - Manual Check Transactions
  - Direct Deposit Transactions
  - Adjustments
  - Reissues
  - Duplicates
  - Erase
- PHAREDS

# VOIDS

# PHAADJT - Voids

- **Voids**

- This adjustment process will void or nullify a paycheck that was given in error.
- Events cannot be voided that are at a disposition of less than 60, Awaiting Finance Extract.

# Void Steps

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and sequence number (if adjusting the original event, enter 0). If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
2. Select “Void” from the Adjustment Action drop down box.
3. Enter the “History Date” field with the month/year in which the transaction should post on the **HR system**.
4. The “Posting Override date” is the date that the transaction will post on the **finance system**. (this may differ from history date).
5. Click “Next Block” to access the Adjustment Detail section. This displays the requested transaction, including the Disposition Code; calculation and print methods used; and Gross and Net amounts entered and calculated.
6. Press the save button. The disposition change to 47 (Pre-Balance Update), increments the Sequence Number by one, changes the Event Type to V – Voided, and shows the original Gross and Net amounts as negative.
7. Select “Balance” from the Adjustment Action drop down list.
8. Click next block to enter the Adjustment Detail section of the screen and then click on the Save icon to save the record. The disposition will change to 48 (Pre-Approve Update).
9. Select “Approve” from the Adjustment Action drop down box.
10. Click next block to enter the Adjustment Detail section of the screen and then click the Save icon to save the record. The disposition will change to 50 (Awaiting Update).
11. Click on the “Comment” tab. document the reason for voiding the check, and then click on the Save icon to save the change.
12. For leave eligible employees, make necessary adjustments to leave balances using the Leave Adjustment procedures.
13. For checks, all checks must be submitted to SPC so SPC can send to Auditor’s office.

# Void Example

- DEVL
  - A
  - A
  - A
  - A

# Manual



# PHAADJT

## Manual Check Transactions

- This adjustment process is used to generate a manual pay event for an employee who did not receive a paycheck during the original pay cycle.
  - This is used for a single event.
  - Depends upon circumstance (need to review the action to determine if better suited to go through normal payroll run).



# Manual Check Transactions –cont.

- Manual Check Generated (Institutional Hand Writes)
  - Manual would only be conducted if the SPC cannot get the check overnight to the employee and/or if employee could not wait until ACH deposit.
  - THIS WILL ONLY BE USED IN LIMITED NUMBERS.
- Computer Generated Check
  - In most cases, institutions will select computer generated checks to be mailed or direct deposited.

# Reminders – Manual Calculated

- A new check number will need to be assigned by the SPC to assure that the same number is not used more than once. Call them for this number before you begin your entry.
- The check will be issued by the SPC when the next Correction Payroll run is completed. Payday for this event will be the Correction Pay Day shown on the calendar for this run.

# Manual Computer Process

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and seq. number. If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
2. Adjustment Action – Select “Manual”.
3. Enter the “history date” for the month/year in which the transaction should post on the HR side.
4. The “Posting Override” date is the date the transaction will post on the finance system (if date differs from the history date).
5. Next block to access the adjustment detail.
6. Change the print method to “computer”.
7. Change the calculate method to “computer”.
8. Save the record. The disposition is 47 (Pre-Balance Update).
9. Click the Job Information tab.
10. Enter the employee’s position/suffix and save the record.
11. Select PHAHOUR from the Options menu **ON THIS SCREEN**. (Accessing PHAHOUR in any other way will NOT give you the same results.)
12. On the PHAHOUR form, enter the earn code(s), hour(s). This disposition on this screen will be 27 (Pre-Balance Calc)
13. Save the record and press Exit. This takes you back to the Job Information tab.
14. Select PHCDEDN from the Options menu **ON THIS SCREEN**. (Accessing PHAHOUR in any other way will NOT give you the same results.)
15. Use the Record Remove function to delete deductions not needed.
16. Save the record and press Exit. This takes you back to the Job Information tab
17. Use the rollback function to access the Adjustment Action list
18. Adjustment Action – Select “Balance”. Next Block.
19. You will receive a message that the gross/net will be overlaid by PHPCALC; click OK.
20. Save the record again. The disposition will be 28 (Pre-Approve Calc).
21. Adjustment Action – Select “Approve”.
22. Press next block and save the record.
23. The disposition is now at 30 (Awaiting Calculation.
24. Select Payroll Calculation from the Options list on this page
25. A screen will momentarily appear stating that the “Payroll calculation is in process. Please Wait”.
26. When the calculation is complete, the screen comes back to the Adjustment Detail screen with Disposition changed to 40 Awaiting document.
27. Click on the Comment tab and write a note to document the action and Save.

# Manual Calculated

- Manual Computer – Calculated
  - A
  - A
  - A
  - A

# REMINDERS – Manual Manual

- **Notify the SPC that you have a manual check to reissue** and when you would like to be able to release the check. The SPC will need to run the required programs to feed the data to finance and initiate the interface to Pierre.
- **Type the replacement check** on the check identified by number in the adjustment screen. Use the exact amount for net pay that was originally used on the document.
- **\*\*NOTE - Do NOT distribute the check to the employee until you have been informed that the SPC has submitted the interface information to Pierre.** Failure to wait could result in the loss of check writing privileges at your institution.

# Manual Manual Process

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and seq. number. If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
2. Adjustment Action – Select “Manual”.
3. Enter the “History Date” for the month/year in which the transaction should post on the HR system.
4. The “Posting Override date” is the date in which the transaction will post on the Finance system (if date differs from history date).
5. Click Next block to access the adjustment detail. The disposition is 47 (Pre-Balance Update).
6. The print method will default as manual
7. The calculate method will default as manual.
8. Enter the gross amount that has been manually calculated in “Entered Gross” field.
9. Enter the net amount that has been manually calculated in “Entered Net” field.
10. Remove the 0 that defaulted into “This event Adjusts Sequence Number”
11. Save the record.
12. Click the Jobs Information tab.
13. Enter the employee position/suffix and save the record. If you don’t know the position number, you can use the down arrow below position to bring up NHIJLST. Select the correct position from this list by clicking the Select icon.
14. Select PHAHOUR from the Options menu **ON THIS SCREEN**. (Accessing PHAHOUR in any other way will NOT give you the same results.)
15. On the PHAHOUR form, enter the earn code(s), hour(s), and amount(s)
16. If you need to change Labor Distribution from the default for this action, click Next Block to access the FOAP section of the form and manually override the appropriate fields.
17. Save the record and Press exit. This returns you to the Jobs Information tab
18. Select PHCDEDN from the Options menu **ON THIS SCREEN**. (Accessing benefits in any other way will NOT give you the same results.)
19. Enter all necessary employer and employee paid deduction amounts and applicable gross for each. Any not entered will not be deducted.
20. Save the record and press exit. This returns you to the Jobs Information tab
21. Click the Document Information tab
22. Enter the document number (the priority is always 1). The document number is the next available check number from the payroll warrant stock at the institution. **YOU CANNOT MAKE UP A NUMBER!**
23. Save the record and press rollback to access the Adjustment Action list.
24. Adjustment Action – Select “Balance”.
25. Press next block to access the Adjustment Detail section of the screen
26. Save the record. The disposition is now 48 Pre-Approve Update.
27. Adjustment Action – Select “Approve”.
28. Press next block to move to the Adjustment Detail section of the screen.
29. Save the record. The disposition is 50. (Awaiting Update)
30. Click on the Comment tab and write a note to document the action and Save

# Manual Examples

- Manual Manual
  - A
  - A

# Adjustments



# PHAADJT - Adjustments

- This adjustment process is used to process a manual check for an employee who was not given enough pay during the normal payroll cycle. This could be because of unreported hours, incorrect hour entries, or excessive deduction amounts.
- An adjustment adds earnings or amounts to an already processed pay event.
- Must use ADJ for adjustment to salary. This documents that an adjustment earnings was used to pay employee. This is based on Exempt or Non-exempt hourly rate on NBAJOBS.
  - In most cases, no Supplemental Payments of any kind will be added to the Adjustment process. These will be carried over to the next payroll.
  - Must review circumstance, as it may be more appropriate to have employee report ERR on the next pay period.

# Adjustments –cont.

- Manual Check Generated (Institutional Hand Write)
  - Manual would only be conducted if the SPC cannot get the check overnight to the employee and/or if employee could not wait until ACH deposit.
- Computer ACH or Check Generated
  - In most cases, institutions will select computer generated ACH manual checks.

# Adjustment Process

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and seq. number. If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction..
2. Adjustment Action – Select “Adjust”.
3. Enter the “History Date” for the month/year in which the transaction will post on the HR side.
4. The “Posting Override” date is the date that the transaction will post on the Finance side (if date differs from history date).
5. Press next block.
6. Change the calc method and print method to “computer”.
7. Save the record.
8. Click the Job Information tab
9. Enter the position/suffix and save the record.
10. Select PHAHOUR from the Options menu **ON THIS SCREEN**. (Accessing PHAHOUR in any other way will NOT give you the same results.)
11. On the PHAHOUR form, enter the earn code(s), hour(s), or amount(s).
12. Save the record. Press exit. This takes you back to the Job Information tab.
13. Select PHCDEDN from the Options menu **ON THIS SCREEN**. (Accessing PHAHOUR in any other way will NOT give you the same results.)
14. Use the Record Remove function to delete deductions not needed.
15. Save the record and press Exit. This takes you back to the Job Information tab
16. Press rollback.
17. Adjustment Action – Select “Balance”. The disposition is 28.
18. Save the record (you will receive a warning message that the gross and net will be overlaid by PHPCALC, click ok).
19. Press save.
20. Adjustment Action – Select “Approve”.
21. Press next block and save the record. The Disposition is 30
22. Select Payroll Calculation from the Options list on this page
23. A screen will momentarily appear stating that the “Payroll calculation is in process. Please Wait”.
24. When the calculation is complete, the screen comes back with Disposition changed to 40 Awaiting document.
25. Click on the Comment tab and write a note to document the action and Save.

# Adjustment Examples

- A
- A
- A
- A

# Reissue



# PHAADJT - Reissues

- A reissue automatically creates a void transaction on the event being adjusted and a manual transaction to replace the event being reissued.
- This action is most often required when an original paycheck is lost or destroyed before deposit.
- Used to replace a direct deposit that has been returned or rejected by the bank and issue a check to the employee instead.
- A different document number must be used and the voided transaction report to the State Treasurer's Office.
- You cannot complete a Reissue for a different amount.
  - If you made an error on the check and need to add amounts, then you will need to do a manual computer adjustment.

# Reissue Process

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and sequence number. If you don't know the sequence number, use the drop down arrow next to the Sequence Number and select the payroll event you wish to reissue from PHILIST.
2. Select "Reissue" from the Adjustment Action drop down list.
3. Enter the "History Date" for the month/year in which the transaction will post on the **HR side**.
4. Enter the "Posting Override Date" in which the transaction will post on the **Finance side**. (this may differ from the "history date").
5. Press Next Block to move to the Adjustment Detail section of the screen and then save the record.
6. For a **Manual Check** - Select the document tab, enter the document number of the Institutional Payroll Warrant as priority 1, save the record. The disposition is 47 (Pre-Balance Update). For a **Computer Check** – Select the document tab, enter the document number provided by the SPC as priority 1, save the records. The disposition is 37 (Pre-Balance Check).
7. Use the Rollback function to access the Adjustment Action list – Select "Balance", press next block and save the record. The disposition is 48 (Pre-Approve Update" for **Manual Checks** or 38 (Pre-Approve Check) for **Computer Check**.
8. Adjustment Action – Select "Approve", press next block and save the record. The disposition is 50 (Awaiting Update) for **Manual Checks** or 40 (Awaiting Document) for **Computer Checks**.
9. Click on the Comment tab and write a note to document the action and Save
10. For **Manual Checks** TYPE THE CHECK and hold it until you have been notified by SPC that the interface to Pierre has been run before releasing it to the employee. For **Computer Checks**, SPC will print the check and distribute it to the institution.
11. Send voided check to SPC so they can submit to Auditor.

# Duplicates



# PHAADJT - Duplicates

- The Duplicate Adjustment function allows you to create a new pay event transaction that is identical to a previous pay event.
- The new pay event can be issued as is or can serve as the base or start point for the new pay event.
- Use of this action does not alter the pay event being duplicated.
- **MOST LIKELY WILL NOT BE USED.**

# Duplicates –cont.

## – Manual Check Generated

- Manual would only be conducted if the SPC cannot get the check overnight to the employee and/or if employee could not wait until ACH deposit.

## – Computer ACH Generated

- In most cases, institutions will select computer generated ACH manual checks.

# Duplicate Process

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and seq. number. If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
2. Adjustment Action – Select “Duplicate”.
3. Fill out the pop up window for the payroll in which you are duplicating. Press enter.
4. Enter the “History Date” for the month/year of the original transaction.
5. The “Posting Override date” is the date in **which will be the same as the original transaction date in this case.**
6. Press next block to access the Adjustment Detail section of the screen and save the record. Disposition is now 47 Pre-Balance Update
7. For this adjustment, always use computer calculation and computer printed check. Select those on the Adjustment Detail tab and save the record.
8. Select the document tab and enter the same Document Number and Document Date as the original and a priority of 1. Save the record.
9. Change the Calculation Method and Print Method both to Computer.
10. Save the record again. This changes the Disposition to 27 Pre-Balance Calc.
11. Click on the Document Information tab. Enter the SAME Document Number and Document Date as was on the original document.
12. Save the record again and use the Rollback function to access the Adjustment Action list
13. Select “Balance” from the Adjustment Action list, press “Next Block” and then Save the record. The disposition is at 28 Pre-Approve Calc.
14. Adjustment Action – Select “Approve”, press next Block and save the record. The disposition is 30 Awaiting Calc.
15. Click Next Block to move to the Adjustment Detail section of the screen.
16. Select Payroll Calculation from the Options list **AT THE TOP OF THIS SCREEN**
17. A message block appears momentarily that states that the calculation is “In Process Please Wait”
18. When the message disappears, the Disposition is now changed to 40 Awaiting Document

# Duplicate Examples

- A
- A
- A
- A

# Net-to-Gross

# PHAADJT – Net to Gross

- The net to gross feature enables you to calculate the gross amount of a check from its net amount.
- This exercise will go over two methods of grossing up: manual print method and computer print method.

# Erase



# Erase

- Allows you to remove any change prior to posting to finance. If you make an error in entry where it would be easier to start over or determine after the change has been entered, you can Erase the change.



# Erase Process

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and seq. number of the adjustment you want to erase. If you don't know what the sequence number is, you can click the down arrow next to Sequence Number to access PHILIST and use the Select icon when the desired transaction is highlighted.
2. You can also begin the Erase function at any point while entering the adjustment. Just use the Rollback function to access the Adjustment Action
3. Adjustment Action – Select “Erase”.
4. Enter the “history date” for the month/year that was used for the adjustment.
5. Enter “Posting Override” date that was used for the adjustment.
6. Next block to access the adjustment detail.
7. Save the record.
8. The Disposition reverts to its original disposition before the adjustment was begun and the adjustment transaction is removed from PHILIST.
9. You are now ready to restart the adjustment if you need to.
10. **YOU CANNOT ERASE once at UPDATE!!!**

# PHAADJT Summary

- After performing void, duplicate, and reissue transactions, you can view the details of the earnings and deductions for either the original or subsequent pay events.
- PHILIST
- On the Comments tab in PHAADJT a form available for free flow comments.

# PHAREDS

- Process by which a redistribution of funding can be completed after payroll is completed.
- Redistribution of JLBD and Fringe Benefits.
- **POSTING DATE MUST BE OPEN...**

# Dispositions at a Glance

- With PHAADJT processes, there are additional dispositions.
- Dispositions Include:
- Please make special note of the blue dispositions.

# Application – Work Groups



# Refunds

- HR/Payroll will now complete all refunds in the payroll for which BOP requests.
- There is no VOUCHER moving forward.
- All refunds are given to employee on deduction for which earned and the appropriate FOAP (Company Account Center is credited).
- This is all fed to state via interface.

# Taxable Benefits

- Taxable Benefits are loaded through a payroll process into the employee timesheet and onto the pay check.
- The Account for the Taxable Meals and BOP Benefits will be defaulted with a system Account.
- Taxable Meals will be run monthly at the beginning of the payroll process to load into Banner HR.

# 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 15/16<sup>th</sup> through May 17<sup>th</sup>
- 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.**

Thank You,  
Questions?

