Instructions for Using 2014 Summer Pay Calculator

Accessing the Summer Pay Calculator

The 2014 Summer Pay Calculator can be found on the Payroll website:

http://www.purdue.edu/business/payroll/summer

Holidays During the Summer

• Holidays are counted in the total number of days eligible to be paid. An employee must be in pay status the day before and the day after the holiday to receive pay for the holiday per University Holiday Pay Procedures updated 12/2013. University Holiday Pay Procedures

• For pay period 5, Memorial Day falls on Monday, 5/26/14. The employee must be in pay status on Friday, May 23rd and Tuesday, May 27th to receive pay for the holiday.

• For pay period 7, Independence Day falls on Friday, 7/4/14. The employee must be in pay status on Thursday, July 3rd and Monday, July 7th to receive pay for the holiday.

Summer Session Payroll Process Steps

• Staff member notifies Business Office of days to be worked in each Summer Session Pay Period.

• Business Office uses PA20 screen in OnePurdue to collect employee’s current appointment information.

• Click on the Assignment Details icon to display all appointments for an employee.

• Identify the appointment which will be continued during the Summer Session and record the Personnel Number associated with the appointment receiving summer pay. NOTE: The Personnel Number must be for a 9 Month AY Exempt position.

• Enter the following data into the Summer Session Payroll Calculator.

Using the Pay Calculator

PERSON ID – Enter the employee’s person ID from the OnePurdue system in PA20.

PERSONNEL NUMBER – Enter the employee’s personnel number from OnePurdue. If concurrently employed, enter the personnel number associated with the appointment receiving summer pay.

LAST NAME & FIRST NAME – Enter the employee’s last name and first name.

CAMPUS – Select the appropriate campus from the drop down box – the campus that is paying the summer pay. This field must be exact. The campus code selected also controls the maximum number of days that are available for the respective campus for the calculations. The valid codes are as follows:

CA for Calumet, FW for Fort Wayne, NC for North Central, WL for West Lafayette
EMPLOYEE GROUP – Choose the appropriate employee group from the drop down box.

ORG UNIT NUMBER and NAME – Enter the employee’s organizational unit – generally the home org unit. During summer session (outside the academic year) staff can work in a different org unit.

NOTE: When completing a Summer Pay Calculator for an employee from a different org unit, enter the org unit number and name of the paying department. Use the reason or explanation section to indicate the home org unit has been contacted. The Business Office staff from both org units will determine the entry of cost distribution.

SUMMER CUL – Enter the employee’s CUL for the pay periods being calculated. CUL percent may vary for faculty, A/P and lecturers. The summer calculator allows for 2 decimal positions.

• CUL for graduate staff cannot be made below 25.00%. Appointments beyond 50.00% may be made in any increment of CUL.

• Any change to an employee’s CUL during the summer requires a separate calculation to be performed for each CUL.

• Summer CUL should only exceed 100% for summer intensive courses. List the course number for the summer intensive pay calculator in the explanation section.

FULL TIME ACADEMIC YEAR SALARY VALUE – Enter the employee’s full-time academic year salary value for each pay period being calculated. For budgeted employees, use the 2013-14 current rate of pay for pay periods 5 and 6. For pay periods 7 and 8, use the 2014-15 budgeted rates.

• Limited-Term Lecturers and Graduate staff only – rate may change based on assignment, change of org unit or responsibilities, etc. to be noted in the explanation section.

ENTER Number of Days Working in Pay Status Per Period – Enter the number of days to be paid for each pay period. If the employee is entitled to receive pay for a holiday, include the holiday in the number of days to be paid.

ENTER Dates Not Worked Per Period – This field will populate based on the number of days available in the pay period less the number of days worked.

Warning messages will be displayed if the number of days entered exceed the maximum allowed. Verify the correct campus has been chosen and correct if necessary or correct the number of days.

Period XX Daily Value – This field is a calculated field and presents the “daily rate of pay”. The payroll calculator will calculate the daily rate of pay based on the following formula:

Full-Time AY Salary X .02778 / 5 X CUL %  (2.778%/week divided by 5 days/week x CUL %)

Example: Full-Time AY Salary is $50,000 and the employee is 50% CUL

50,000 X .02778 / 5 X .50 = $138.90

$138.90 is the daily rate of pay for this employee
- **Summer pay for May** – PP05 will be paid on 5/30/14 (for the period 5/19/14-5/30/14).  
  *Note: 5/30/13 is the end date for PP05.* This pay date will also include 11 days of academic year pay.

- **Summer pay for June** – PP06 will be paid on 6/30/14 (for the period 6/1/14-6/30/14).  
  *Note: 5/31/13 is the begin date for PP06.*

- **Summer pay for July** – PP07 will be paid on 7/31/14 (for the period 7/1/14-7/30/14).

- **Summer pay for August** – PP08 will be paid on 8/29/14 (for the period 7/31/14-8/15/14). The August pay will also include 11 days of academic year pay, if employment continues into the 2014-15 academic year.

**Date of Origin** – departments will select the date of origin from the drop down box for each Pay Period to be paid.  This date should be the last day worked in the Pay Period and will be entered on IT0015 along with the pay amount.

**Pay Adjustments** – To revise a previously processed Summer Pay Calculator, check the “Revised” box and complete the calculator showing the correct payment.  Also complete the "Revised Pay" section with "was paid/scheduled to be paid" and "should have been paid calculations" for the affected pay periods.

- If the employee has not been paid for a specific pay period, the payment amount will be changed to reflect the correct amount.

- If payment has already occurred, the Payroll Appointment Specialists will increase/decrease the pay amount with the next pay period.

- If an overpayment has occurred, the department should notify Payroll as well as making a note in the Explanation section on the Summer Pay Calculator.  Once Payroll has entered the overpayment, Payroll will contact the department to discuss pay back options.

**Review Pay Period Amounts Calculated**

Upon entering the above information, the payroll calculator will calculate the pay for each pay period.  The payroll calculator uses the following formula:

\[(\text{Period Daily Value}) \times (\# \text{ of Planned Working Days}) = \text{Pay Period Amount}\]

Review for accuracy and make any changes necessary.

**Print the Payroll Calculator**

Print the payroll calculator, obtain required departmental approvals, and send the calculator to Payroll / FREH.  Department head or authorized designee and/or the Dean/Director or authorized designee, if applicable, signs the payroll calculator.
Verify Pay Information Entered

To verify the pay information has been entered into OnePurdue correctly, run the **ZHR_ADDL_PMTS** report. Choose Reporting Period of "Other Period“ and enter a date range, enter your org unit number, and enter wage type 1315 (summer pay).

- To view the summer payments by employee, go to PA20, in the Direct Selection box, enter Infotype 15 and STy 1315.

<table>
<thead>
<tr>
<th>Direct selection</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Infotype</td>
<td>Additional Payments</td>
<td>STy 1315 Summer Pay</td>
</tr>
</tbody>
</table>

**Note:** Do not use the pay calculator for overload assignments. Use the ADPAY form to process payments for overloads.