



State of North Carolina

Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

September 03, 2002

MEMORANDUM NO. PR2002-015

TO: All Agencies Served by the State Controller's Office
Payroll Section

FROM: Roger Farmer
Payroll Administrator

SUBJECT: Pay Types

The Payroll System has now been enhanced to allow the use of the flexibility associated with pay types. Initially the information concerning the use of PAY TYPES was given to the agency in the packages provided at the May 14, 2002 payroll user forum. A copy of the user forum information was also forwarded to all agencies unable to attend the forum. We are also providing a copy of the PAY TYPE specification sheet and example sheet with this memorandum, see pages 2 and 3. If there are any questions concerning the above, please contact our office.

Users also have the ability to make changes for the SEX CODE and DATE OF BIRTH. The changes will be entered through the change screen.

The 140 screen REWRITES/REFUNDS/ADJUSTMENTS has a new selection shown at the bottom of the screen. The new selection 'SIGN>' is a programming function that should be ignored by your agency. Please do not enter any information into this selection.

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EXPLANATION OF PAY TYPES

The **Pay Types** consists of a two-character code as follows:

- **Position 1** of the code identifies the pay type
 - R = Regular
 - L = Longevity
 - E = Other
 - F = Shift
 - O = Overtime
 - T = Straight
 - H = Holiday
 - C = Oncall
- **Position 2** of the code identifies the source or action
 - Space = Program generated
 - X = Manually keyed to indicated that the split is to be retained. The Current Gross Pay is not reduced by the split amount.
 - Z = Manually keyed to indicated that the split is to be deleted and to adjust the Current Gross Pay by the split amount.

For Premium Pay - the program generates The Pay Type code as two numeric characters. This code cannot be modified and is display only.

- Shift Pay Type codes that are generated by the Weighted Premium Screens (#52 and #54)
 - 05 = 5% shift
 - 10 = 10% shift
 - 15 = 15% shift
 - 20 = 20% shift
 - 25 = 25% shift
 - 30 = 30% shift

A **Pay Type code of 'R*'** indicate that the amount of this split will be the Current Gross Pay, and the split will be deleted. The rules for the 'R*' code is as follows:

- One and only one 'R*' is allowed on the split screen (screen 22)
- When 'R*' **IS** used, '?X' is not allowed
- When 'R*' **IS NOT** used, at least two '?X' must exists
- '*' can only be used with 'R'

Payroll Register – When the Pay Type code is printed on the register, it will be printed on the split line within parenthesis just to the right of the budget code.

PC Refund screen (#40 – Rewrites/Refund/Adjustments) and **Split Budgets** screen (#22) are the only two screens where manual entries are allowed. All other screens are display only.

Examples of correct and incorrect split entries:

1. Keyed data:

Gross Pay = 4000.00

Splits R* = 3000.00
CZ = 100.00
OZ = 600.00
HZ = 300.00

After Payroll has processed:

Gross Pay = 3,000.00

No splits

2. Keyed data:

Gross Pay = 2000.00 (*before keying Longevity*)

Gross Pay = 2200.00 (*after Longevity is keyed*)

Existing splits: RX = 1000.00
RX = 1000.00

After Payroll has processed:

Gross Pay = 2000.00

Splits: RX = 1000.00
RX = 1000.00

**Note: LZ split is dropped, but
the existing RX Splits are
retained.**

**Split keyed: LZ = 200.00
(this will change the Gross Pay to 2200.00)**

3. Keyed Data:

Gross Pay = 2200.00

Splits RZ = 2000.00
OZ = 200.00

This is incorrect because the Gross Pay will be zero, as all the splits will be deleted.

4. Key Data:

Gross Pay = 2200.00

Splits RX = 2000.00
OZ = 200.00

This is incorrect because the OZ will be deleted and there will be only one split (RX) to remain.

5. Key Data:

Gross Pay = 2200.00

Splits R* = 2000.00
R* = 200.00

This is incorrect because the rule is only one R* can be entered on a split screen.