

# State Controller's Office

## Section F Academics Payment Index

### Personnel & Payroll Services

Rev. 03/2006





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## ACADEMIC PAYMENTS

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### REFERENCES (Rev. 01/02)

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Title 5 17602, 17606, 17627(a), 42800 – 42806

### Section F 001: INTRODUCTION (Rev. 01/02)

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This section covers only payroll information for state employees who are in class codes classified as "Academic" in CSU and Civil Service employees who are in "Academic" pay plans. This includes the Department of Education special schools, Department of Corrections, Department of Youth Authority and State Hospitals. Due to differences in time worked and resulting changes in computing any changes in time (dock, separation, etc.) other sections of the PPM do not apply to academic class codes.

If settlement examples provided in this manual do not apply to a specific class code/circumstance, refer to the MOU prior to computing the settlement adjustment.

### Section F 002: ACADEMIC PAY PERIODS (Rev. 01/02)

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- A. The president of each campus shall annually certify to the Chancellor's Office and to the State Controller:
- The academic pay periods of the campus.
  - The number of academic workdays in the college year, semesters, or quarters.
  - The academic pay periods (beginning and ending dates), and the number of academic workdays and holidays.
- B. The administrator of a special school shall annually certify to the Superintendent of Public Instruction and to the State Controller for the school term and for summer school:
- The beginning and ending dates of the term.
  - The number of teacher workdays.
  - The number and dates of school holidays.
  - The beginning and ending date of each pay period.
  - Whenever there is a difference, certify separately the school term, teacher workdays, and school holidays for supervising teachers.

Despite the differences in pay period dates and days worked, academic employees are paid on the usual state pay dates as shown in Section D 200.

The academic pay plans for CSU are specified in California Administrative Code, Title 5, Sections 42800 through 42806. For pay plan purposes, the following classes of employees are established:

<b>Classification</b>	<b>Attendance</b>	<b>Vacation Leave</b>	<b>Reduction For Dock</b>	<b>Overtime</b>	<b>Final Settlement</b>
Academic Year Employee	Academic Year, Semester, Quarter(s)	No	1/210 of annual salary per 5 Cal. Adm. Code 42804(a)	None	Yes
Ten-Month Academic	Normal state work days (or days in place of) during a 10-month period	Yes	Same as regular state employee	Academic - may have supplemental payment (not overtime) for excess over 10 months worked	Yes
Other Ten-Month Employee		Yes		Non-academic-separation lump sum only	No
10/12 Pay Plan		Yes	Calculated on 10 month salary		Yes
11/12 Pay Plan	Normal state work days (or days in place of) during an 11-month period	Yes	Calculated on 11 month salary		Yes
Twelve-Month Academic or Other Twelve-Month Employee	Normal state work days (or days in place of) during a 12-month period	Yes			No

Section F 004: CIVIL SERVICE ACADEMIC (Rev. 01/02)

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The academic pay plans for Civil Service Academic are specified in Title 5, Section 17602. For pay plan purposes, the following classes of employees are established:

<b>Classification</b>	<b>Attendance</b>	<b>Vacation Leave</b>	<b>Reduction For Dock</b>	<b>Final Settlement</b>
Teacher	Academic Calendar	Yes (between semesters)	1/210 X 8 of Annual Salary	Yes
Supervising Teacher	Academic Calendar	Yes (between semesters)	1/210 X 8 of Annual Salary	Yes
9/12 Pay Plan	Normal state work days (or days in place of) during a 9-month period	Yes	Calculated on 9 month salary	Yes
10/12 Pay Plan	Normal state work days (or days in place of) during a 10-month period	Yes	Calculated on 10 month salary	Yes
11/12 Pay Plan	Normal state work days (or days in place of) during an 11-month period	Yes	Calculated on 11 month salary	Yes

Section F 005: LUMP SUM PAYMENTS (Rev. 01/02)

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Academic year employees never accrue vacation credits and may not receive a lump sum vacation payment.

Ten-month and twelve-month academic employees accrue vacation and may receive lump sum payment for unused vacation upon separation. Ten-month academic employees may also receive a final settlement payment.

Lump sum payment of accumulated vacation may be made to an employee being appointed to an academic year position whether or not there was a break in service immediately preceding the appointment.

Section F 006: SABBATICAL LEAVE FORFEITURES (Rev. 01/02)

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Sabbatical leave forfeitures are not processed through the USPS. Questions regarding collection procedures should be referred to the Chancellor's Office.

Docks for Civil Service academic employees shall be reported on form STD. 603 for each pay period and each attendance unit in which an employee has had a non-compensable absence (dock).

Docks for academic employees at the special schools shall be computed in increments of one hour.

The annual salary for dock computations shall be the monthly salary rate in effect at the time of dock multiplied by twelve.

The gross wages for the pay period of a dock will be the monthly salary rate minus the amount of dock. The amount of dock shall be computed as follows:

$$\text{Amount of dock} = \frac{\text{monthly salary} \times 12 = \text{annual salary} \times \text{number hours on dock}}{210 \times 8 = 1,680}$$

If the amount of dock is greater than the employee's monthly salary rate, dock pay shall be computed as follows:

$$\text{Amount of salary} = \frac{\text{monthly salary} \times 12 = \text{annual salary} \times \text{number hours worked}}{210 \times 8 = 1,680}$$

Section F 008: CSU ACADEMIC DOCK (Rev. 01/02)

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Docks for CSU academic year employees shall be reported on STD. 603 for each pay period and attendance unit in which an employee has had a non-compensable absence (dock).

Docks for CSU academic employees shall be computed as prescribed in Title 5. There is no authorization for docks of academic employees except in units of 1/210 of annual salary; therefore, a fraction of a day may not be reported on the form STD. 603. Less than full day docks may be keyed as a year-end adjustment on a form STD. 671 or computed in the final settlement pay at time of separation.

The annual salary for dock computations shall be the monthly salary rate in effect at the time of dock multiplied by twelve.

The gross wages for the pay period of a dock will be the monthly salary rate minus the amount of dock. The amount of dock shall be computed as follows:

$$\text{Amount of dock} = \frac{\text{annual salary} \times \text{number of days on dock}}{210}$$

If the amount of computed dock is greater than the employee's monthly salary rate, dock pay shall be computed as follows:

$$\text{Amount of salary} = \frac{\text{annual salary} \times \text{number of academic days worked}}{210}$$

#### Section F 009: LATE APPOINTMENTS (Rev. 01/02)

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When the effective date of appointment, of an academic year employee, is after the first academic work day in a pay period, the reduced amount of salary payment for this period shall be computed on the dock method.

The number of days the employee did NOT work in the period must be entered according to instructions in the PAM/PIMS.

#### Section F 010: CHANGE IN TIME BASE OR SALARY RATE (Rev. 08/93)

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When an academic time base change, effective after the first academic work day of a pay period, is submitted after the master warrant for that pay period is released, a salary adjustment will be computed. The dock method is used for each fractional position except when this computation results in an overpayment. In this case, the adjustment will be computed using the dock method for the difference in the time base.

Payments shall not be adjusted for changes in salary rates that are effective subsequent to the end of an employee's academic year or his required service, except under the following conditions:

- Lecturers (class code 2358) if on active status on or after the effective date of the salary increase.
- FERP employees (Faculty Early Retirement Plan)
- Reappointed in the next academic year.
- Retirement
- Retirement within 120 days.
- Going on leave of absence.
- Accepting Extra Quarter Assignment (class codes 2367, 2368).

Summer session and/or extension teaching assignments do not constitute reappointment for determination of salary increases.

#### Section F 011: ADJUSTMENT (SETTLEMENT) OF ANNUAL WAGES (Rev. 08/93)

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Adjustment of annual wages is referred to as a "settlement." A settlement shall be certified for each academic year employee or ten-month academic employee whose pay has been adjusted during the period of employment due to a late start, dock, transfer, between positions or a separation. When settlements are submitted, adjustments will be made for work at two or more time bases or salary rates.

There are two types of settlement for academic employees: Year-End Settlement and Final Settlement.

A Year-End Settlement adjustment is for an employee who is not separating but must have a salary adjustment after the close of the school year due to the reasons mentioned in F 008, F 009, and/or F 010.

A STD. 671 or Form 672 may be used when a Year-End Settlement adjustment is required but separation does not occur; exceptions require submission of a STD. 674. There are two types of Year-End Settlement, the Reduced Master and the Increased Master. Refer to PPM Sections F 012.1 and F 012.2 for STD. 671 and Form 672 completion instructions.

Although year-end adjustment may be submitted/processed during July and August, it is preferable that the adjustment request (using the appropriate form) be submitted/processed during August of each year.

If the settlement pay is for August and is less than the gross wage for August, the adjustment request must be keyed BEFORE August Master Payroll Cutoff to reduce the master payroll warrant.

If the settlement pay is for August and is greater than the gross wages for August, the adjustment should be keyed AFTER the master payroll warrant for August has been issued. A supplemental warrant for the difference will be issued.

Only one month of the year can be adjusted for a year end adjustment (e.g., if an adjustment is keyed to reduce the July pay period, do not request any adjustment for the August pay period).

When separate settlement amounts are computed and an employee has been employed at two or more time bases or has had two or more salary rates in the academic year, semester, quarter, or summer quarter, separate salary settlement shall also be computed for completed semesters and academic quarters prior to the semester or academic quarter in which separation occurs. The separate settlement calculations shall then be added together to determine the total settlement amount due the employee for all time bases and rates combined.

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#### Section F 012.1: COMPLETION OF STD. 671 (Rev. 01/02)

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##### REDUCED MASTER

Complete the STD. 671, Miscellaneous Payroll/Leave Actions as follows:

- PAY PERIOD: Type (one digit), month (two digits) and year (two digits).
- AGENCY NAME
- SOCIAL SECURITY NUMBER
- INITIALS
- NAME: Surname
- AGENCY: Campus agency code
- UNIT: Reporting Unit

- CLASS
- SERIAL
- EARNING ID: Enter D
- TIME TO PAY: Must show time to pay per academic calendar, or, if there is no academic calendar for the pay period, use the regular state calendar.
- ALT FUND CODE: DO NOT use for settlement pay.
- RATE: Enter the reduced gross amount (the amount keyed is the amount that pays).
- WORK WEEK: Leave BLANK.
- ALTERNATE FUNDING: DO NOT use for settlement pay.
- AUTHORIZED SIGNATURE: Must be completed.

Key the completed STD. 671 BEFORE Master Payroll Cutoff (refer to SCRATCH BATCHES, PPM Section K 200).

#### Section F 012.2: COMPLETION OF FORM 672-STD. 671 (Rev. 09/96)

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#### INCREASED MASTER - KEYED BEFORE MASTER PAYROLL CUTOFF

Complete the STD. 671, Miscellaneous Payroll/Leave Actions or Form 672 as follows:

- PAY PERIOD: Type (one digit), month (two digits) and year (two digits).
- AGENCY NAME
- SOCIAL SECURITY NUMBER
- INITIALS
- NAME: Surname
- AGENCY: Campus agency code
- UNIT: Reporting Unit
- CLASS
- SERIAL
- EARNING ID: Enter D
- TIME TO PAY: Must show time to pay per academic calendar; or, if there is no academic calendar for the pay period, use the regular state calendar.
- ALT FUND CODE: DO NOT use for settlement pay.
- RATE: Enter the increased amount (including gross from Master). (The amount keyed is the amount that pays.)
- WORK WEEK: Leave BLANK.
- ALTERNATE FUNDING: DO NOT use for settlement pay.
- AUTHORIZED SIGNATURE: Must be completed.

Key the completed STD. 671 (refer to SCRATCH BATCHES, PPM Section K 200).

INCREASED MASTER - KEYED AFTER MASTER PAYROLL CUTOFF

Complete the STD. 671, Miscellaneous Payroll/Leave Actions or Form 672 as follows:

- PAY PERIOD: Type (one digit), month (two digits) and year (two digits).
- AGENCY NAME
- SOCIAL SECURITY NUMBER
- INITIALS
- NAME: Surname
- AGENCY: Campus agency code
- UNIT: Reporting Unit
- CLASS
- SERIAL
- EARNING ID: Enter D
- TIME TO PAY: Must be blank.
- ALT FUND CODE: DO NOT use for settlement pay.
- RATE: Enter the increased amount (do not include gross from Master). (The amount keyed is the amount that pays.)
- WORK WEEK: Leave BLANK.
- ALTERNATE FUNDING: DO NOT use for settlement pay.
- AUTHORIZED SIGNATURE: Must be completed.

Key the completed STD. 671 or Form 672 NO EARLIER than the following period (refer to SCRATCH BATCHES, PPM Section K 200 OR PRELOADED BATCHES, PPM Section K 100).

ADJUSTMENT TO YEAR-END SETTLEMENT

Complete the STD. 671, Miscellaneous Payroll/Leave Actions or Form 672 as follows:

- PAY PERIOD: Type (one digit), month (two digits) and year (two digits).
- AGENCY NAME
- SOCIAL SECURITY NUMBER
- INITIALS
- NAME: Surname
- AGENCY: Campus agency code
- UNIT: Reporting Unit
- CLASS
- SERIAL
- EARNING ID: Enter D
- TIME TO PAY: Must be blank.

- ALT FUND CODE: DO NOT use for settlement pay.
- RATE: Enter the increased amount (do not include gross from Master or amount of previous year-end pay).
- WORK WEEK: Leave BLANK.
- ALTERNATE FUNDING: DO NOT use for settlement pay.
- AUTHORIZED SIGNATURE: Must be completed.

Key the completed STD. 671 or Form 672 NO EARLIER than the following period (refer to SCRATCH BATCHES, PPM Section K 200 OR PRELOADED BATCHES, PPM Section K 100).

Section F 013: FINAL SETTLEMENT (Rev. 09/96)

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Final settlements are for separating employees who require an adjustment of annual wages earned.

A PAR/PPT must be completed to separate academic employees who have not been reappointed. The final settlement calculation must be in accordance with the criteria specified in F 010.

Section F 014: WORKED FULL SCHOOL YEAR – NO CHANGE (Rev. 01/02)

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A simple final salary calculation is required when an academic year or 10-month academic employee is separated at the close of an academic year, semester, or quarter after having completed all service required for such period, provided a salary settlement is not required.

Example of settlement on a PPT submitted after 12th installment was released to a part-time academic year employee (annual salary \$14,400 employed 1/2 time) who, starting in September, worked 2 semesters or 3 quarters with no change in salary rate:

12 × \$600 (Sept. - Aug.)	\$7,200.00
Paid through August	- <u>7,200.00</u>
Due	0

Statement of Fact

A Lecturer is appointed full-time for the Summer Quarter ONLY in 06/2000. The Employment History Data Base reads as follows:

TRANSACTION	EFFECTIVE DATE	ACTUAL MONTHLY SALARY RATE	BASED ON SALARY RATE
S31	09/05/2000	4,351	4,351
GEN	07/01/2000	4,351	4,351
A52	06/19/2000	4,200	4,200

Academic Work Days: 55 days in the summer

SUMMER MONTH	QUARTER DAYS
June	10
July	20
August	<u>25</u>
<b>Total:</b>	<b>55</b>

Example of settlement on a PPT completed after payment of third installment:

SUMMER QUARTER

1 month @ \$4200 (June)	= \$ 4,200
3 months @ \$4351 (July through Sept)	= \$ <u>13,053</u>
Total earned for Summer Quarter	= \$ 17,253
Amount paid through August (\$4200+4351+4351)	= \$ <u>-12,902</u>
Settlement due	\$ 4,351

**Statement of Fact**

An instructional faculty is appointed at 003/004 time base at the beginning of the fall semester in September 1999. In mid-October, the employee changes time base to full-time. The transaction is keyed after the master payroll warrant has been released for the October pay period. The Employment History Data Base reads as follows:

TRANSACTION	EFFECTIVE DATE	ACTUAL MONTHLY SALARY RATE	BASED ON SALARY RATE
GEN	07/01/2000	3,998	3,998
SCR	06/01/2000	3,859	3,859
SCR	01/01/2000	3,675	3,675
405	10/15/1999	3,500	3,500
A50	08/21/1999	2,625	2,625

Academic Work Days: The academic year has 176 work days - 88 days in the fall semester and 88 Days in the spring semester.

FALL SEMESTER

MONTH	DAYS
September	29
October	22
November	20
December	15
January	<u>2</u>
<b>Total:</b>	<b>88</b>

SPRING SEMESTER

MONTH	DAYS
February	26
March	21
April	16
May	<u>25</u>
<b>Total:</b>	<b>88</b>

Interim Adjustment Pay for October:

The employee is due 10 days at 003/004 time base and 12 days at full-time base.

**Step 1** - Compute salary due per dock method.

- FORMULA
  - Annual Salary (Actual Monthly Rate × 12) × number of days docked ÷ 210 = dock amount
  - Actual monthly salary rate - dock amount = amount due.
  
- COMPUTATION
  - 003/004 time base:  $\$31,500 \times 12 \div 210 = \$1,800$  (dock amount)
  - $\$2,625 - \$1,800 = \$825$  (October payment)

- Full-Time Base:  $\$42,000 \times 10 \div 210 = \$2,000$  (dock amount)  
 $\$3,500 - \$2,000 = \$1,500$  (October payment)

$\$825.00$  amt. due for 10 days at 003/004 time base  
 $+$   $\$1,500.00$  amt. due for 12 days at full-time base  
 $\$2,325.00$  total amt. due for October 1999 pay period

If the total amount due for the pay period is less than the master payroll warrant released to the employee, use computation in Step 2. In this example, the total amount due ( $\$2,325$ ) is less than the amount paid ( $\$2,625$  - full month at 003/004 time base).

**Step 2** - Compute Salary per Dock Method using the difference in time base.

- Time base difference: Full-time - 003/004 = 001/004
- Salary rate calculation:  $001/004 \times \$3,500 = \$875$

Amount due for October pay period:

$\$10,500 \times 10/210 = \$500.00$  (dock amount)

$\$875 - \$500.00 = \$375.00$  (amount due for 12 days at difference in time base - 001/004)

Year-End Settlement Calculation for August:

A separate calculation of earnings is made for each semester:

FALL Semester	
4 months @ \$3,500 (September to December 1999)	= \$ 14,000
1 month @ \$3,675 (January 2000)	= \$ 3,675
1 month @ \$3,998 (August 2000)	= \$ 3,998
Salary for semester	= \$ 21,673
$\$21,673 \times 3/4 \times 39/88$	= \$ 7,204
$\$21,673 \times 49/88$	= \$ <u>12,068</u>
Total earned for Fall semester	= \$ 19,272
SPRING Semester	
4 months @ \$3,675 (February to May 2000)	= \$ 14,700
1 month @ \$3,859 (June 2000)	= \$ 3,859
1 month @ \$3,998 (July 2000)	= \$ 3,998
Total earned for Spring semester	= \$ 22,557
Total amount earned for Academic Year	= \$ 41,829
Amount paid through July 2000	= \$ 39,732
September 1999	\$3,500
October 1999	\$2,625 + 375
November 1999	\$3,500

FALL Semester	
December 1999	\$3,500
January 2000	\$3,675
February 2000	\$3,675
March 2000	\$3,675
April 2000	\$3,675
May 2000	\$3,675
June 2000	\$3,859
July 2000	\$3,998
Pay due for August 2000:	= \$2,097

For a year-end settlement, per the example shown, key a form STD. 671 BEFORE Master Payroll Cutoff to ensure that the Master Payroll Warrant is written for the correct gross (which is less than the regular monthly amount).

Section F 017: TIME BASE CHANGE AND YEAR-END SETTLEMENT PAY REQUEST IN JULY (Rev. 01/02)

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Statement of Fact

An academic year employee is appointed full-time at the beginning of the fall semester in September 1999. At the beginning of the spring semester, February 2000, the employee has a time base change. The Employment History Data Base reads as follows:

TRANSACTION	EFFECTIVE DATE	ACTUAL MONTHLY SALARY RATE	BASED ON SALARY RATE
GEN	07/01/2000	2,250	4,500
SCR	06/01/2000	2,000	4,000
405	01/15/2000	1,750	3,500
SCR	01/01/2000	3,500	3,500
A50	08/26/1999	3,000	3,000

Academic Work Days: The academic year has 170 work days - 84 days in the Fall semester and 86 days in the Spring semester.

FALL SEMESTER

SPRING SEMESTER

MONTH	DAYS
September	25
October	22
November	20
December	<u>17</u>
<b>Total:</b>	<b>84</b>

MONTH	DAYS
February	31
March	16
April	22
May	<u>17</u>
<b>Total:</b>	<b>86</b>

A separate calculation of earnings is made for each semester:

FALL Semester	
4 months @ \$3,000 (September to December)	= \$ 12,000
1 month @ \$3,500 (Jan)	= \$ 3,500
1 month @ \$4,500 (July)	= \$ <u>4,500</u>
Total earned for Fall semester	\$ 20,000
SPRING Semester	
4 months @ \$1,750 (February to May)	= \$ 7,000
1 month @ \$2,000 (June)	= \$ 2,000
1 month @ \$2,250 (August)	= \$ <u>2,250</u>
Total earned for Spring semester	= \$ 11,250
Total amount earned for Academic Year	= \$ 31,250
Amount paid through July 2000	= \$ -26,750
September 1999	\$3,000
October 1999	\$3,000
November 1999	\$3,000
December 1999	\$3,000
January 2000	\$3,500
February 2000	\$1,750
March 2000	\$1,750
April 2000	\$1,750
May 2000	\$1,750
June 2000	\$2,000
July 2000	\$2,250
Year-end amount due	= \$ 4,500
August Master Payroll Warrant will be	\$ <u>-2,250</u>
July adjustment due	= \$ 2,250

Key a form STD. 671 AFTER the July Master Payroll Warrant is issued if a year-end adjustment is desired for July. The amount of adjustment requested will be \$2,250. The August Master Payroll Warrant in the amount of \$2,250 will be correct.

Statement of Fact

A Lecturer, class 2358, is appointed full-time at the beginning of the academic year. The Employment History Data Base reads as follows:

TRANSACTION	EFFECTIVE DATE	ACTUAL MONTHLY SALARY RATE	BASED ON SALARY RATE
S31	07/01/2000 BOB		
GEN	07/01/2000	2,500	2,500
GEN	06/01/2000	2,000	2,000
GEN	01/01/2000	1,500	1,500
A52	08/26/1999	1,000	1,000

The employee is absent without pay three days in October and four days in April.

Academic Work Days: The academic year has 174 work days-84 days in the Fall semester and 90 days in the Spring semester.

FALL SEMESTER

SPRING SEMESTER

MONTH	DAYS
September	25
October	22
November	20
December	15
January	<u>2</u>
<b>Total:</b>	<b>84</b>

MONTH	DAYS
February	26
March	16
April	22
May	21
June	<u>5</u>
<b>Total:</b>	<b>90</b>

Dock pay for October and April

October Payment:

$$\begin{aligned} \$12,000 \times 3/210 &= \$171.32 \text{ (dock amount)} \\ \$1,000 - 171.43 &= \$828.57 \text{ (October payment)} \end{aligned}$$

April Payment:

$$\begin{aligned} \$18,000 \times 4/210 &= \$342.86 \text{ (dock amount)} \\ \$1,500 - \$342.86 &= \$1,157.14 \text{ (April payment)} \end{aligned}$$

Final settlement payment for July

A separate calculation of earnings is made for each semester:

FALL Semester	
4 months @ \$1,000 (September to December)	= \$ 4,000
1 month @ \$1,500 (January)	= \$ 1,500
1 month @ \$2,500 (July)	= \$ <u>2,500</u>
Salary for semester	\$ 8,000
Amount earned for FALL semester $\$8,000 \times 81/84$	= \$7,714.29
SPRING Semester	
4 months @ \$1,500 (February to May)	= \$ 6,000
1 month @ \$2,000 (June)	= \$ 2,000
1 month @ \$2,500 (July)	= \$ <u>2,500</u>
Salary for semester	= \$ 10,500
Amount earned for SPRING semester $\$10,500 \times 86/90$	= \$ 10,033.33
Total amount earned for Academic Year	= \$ 17,747.62
Amount paid through June 2000	= \$ <u>-12,985.71</u>
September 1999	\$1,000.00
October 1999	\$ 828.57
November 1999	\$1,000.00
December 1999	\$1,000.00
January 2000	\$1,500.00
February 2000	\$1,500.00
March 2000	\$1,500.00
April 2000	\$1,157.14
May 2000	\$1,500.00
June 2000	\$2,000.00
Final Settlement Due	= \$ 4,761.91

## CSU STUDENT ASSISTANT / TEMPORARY HELP

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### REFERENCES (Rev. 03/06)

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SUAM            6312.05, 6343.05  
PIMS            5.49

### Section F 100: INTRODUCTION (Rev. 09/95)

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A special payment plan for paying student workers is used for the following CSU classes:

Title	Class code
Student Assistant	1870
Student Trainee, Work Study/On Campus	1871
Student Trainee, Work Study/Off Campus	1872

### Section F 101: APPOINTMENTS (Rev. 09/95)

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Since the above classes are not considered state employees, the PPT is not used to enter personnel information on Employment History. Instead, these classes are entered on a mini-data base by means of Student Payroll Action Request (SPAR) Form 457. Payments will not be issued until the SPAR is processed.

### Section F 102: PAY REQUEST FORM (Rev. 03/02)

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Student Assistant Attendance Report, Form CD 048 is the positive attendance document used to report the hourly rate of pay as well as the number of hours a student worked during the pay period. In addition to the CD 048, Student Assistant Pay can also be requested on the STD. 671, Miscellaneous Payroll/Leave Actions (available on DGS Web Site or from DGS stores). See PPM Section F 107 for STD. 671 completion instructions. The classes are not eligible for overtime or holiday pay.

#### Exceptions:

DO NOT request Student Assistant Pay on a CD 048 or a STD. 671 in the following situations; submit on a STD. 674 to Personnel/Payroll Services.

- Request for payments prior to 12 months Payment History.
  - Example: Prior year December pay period is beyond Payment History for decentralized keying as of the current year December master payroll cutoff.

Section F 102.1: PAY ADJUSTMENTS KEYED VIA PIP (Rev. 03/02)

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Adjustments to pay previously issued are processed via PIP using a form STD. 683 (available on DGS Web Site or DGS stores).

See PPM Section K for PIP System instructions.

Section 102.2: EXCEPTIONS TO FORM STD. 683 (Rev. 12/00)

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- Pay period prior to current month plus 12 months.
- When an overtime payment is issued without Payment Suffix F, (e.g., Earnings ID computed rate with Payment Suffix F (e.g., Earnings ID OF6 – submit form STD. 674).
- Mid-month salary adjustment.
- Payment other than Ø, 1, 2, Y or L.
- Payment Type Ø, Roll Code 1 or 2.
- A/Rs – adjustment is less than original payment.

Section 102.3: COMPLETION OF FORM STD. 683 (Rev. 12/00)

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Item #	Completion Requirements.
1-5	Must be completed.
6-8	For your use.
9-13	Must be completed. NOTE: Position number (Items 1, 2, 12 and 13) must match position number of payment being adjusted.
14	For your use.
15	Salary Rate per Warrant Register.
16-17	As applicable per Warrant Register NOTE: If pay has already been adjusted, combine totals.
18	As applicable per Warrant Register.
19	Must be completed per Warrant Register.
20	As applicable per Warrant Register.
21	Required with Payment Type Ø only.
22-24	Complete pay as should be.
25	Complete if applicable.
26-28	Total of columns 22, 23, 24.

#### Section F 103: PAY PERIODS (Rev. 12/00)

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CD 048's are processed for state pay periods, unless the campus has established special pay periods. Special pay periods may be established only when authorized by the Chancellor's Office and PPSD.

CD 048 shall not be processed for payment before the close of the pay period.

#### Section F 104: PREPRINTED CD 048 (Rev. 12/00)

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SCO will prepare Preprinted Student Assistant Attendance Report, Forms CD 048, if the campus requires them. The preprinted CD 048 is sent to the campus by the sixth of the month. The attendance report will include the names of all students who received a payment during the previous business month for the previous pay period. A separate CD 048 will be furnished for each pay period, agency code and reporting unit. Names will be listed alphabetically by class and unit with the highest salary rate paid in that business month appearing as the hourly rate for the employee in the new pay period. If an employee works in several units, the name will appear on the attendance report for each of the units at the highest rate paid in that unit.

Preprinted names should be lined off the listing if no time is worked in the pay period. Corrections to salary rate may be made by lining out the preprinted rate and writing the correct salary rate above the old salary rate. In each instance, the correction **MUST BE** initialed by the person signing the attendance report.

Employees terminating during the month may be paid immediately by the processing of a Form SC 048. In this instance, the employee's name should be lined off the CD 048.

"Positive Attendance Reconciliation Totals" for employees paid monthly will print on the Warrant Register in the "Monthly Hours" box. The total will consist of all earnings paid in a cycle.

- If the total on the Form CD 048 agrees with the "Positive Attendance Reconciliation Totals" on the Payroll Warrant Register, it is an indication that the payroll issued is correct.
- If the total on the Form CD 048 does not agree with the "Positive Attendance Reconciliation Totals" on the Payroll Warrant Register, it is an indication that a line by line reconciliation is required. A Payroll Adjustment Notice, STD. 674, (see Section D 010) may be necessary.

THE CD 048 WILL BE PREPRINTED WITH THE FOLLOWING ITEMS COMPLETED:

Name of Campus	Header information
SSN	Social Security Number
Name	Initials and surname
Class	Class Code
Serial	Serial number
Salary Rate	Highest rate paid from the previous pay period
Agency	Agency number
Unit	Reporting unit number
Pay Period	Month and year
Page	Page number
Batch ID	System generated Batch ID Number
No. of employees	Total number of employees within a given reporting unit (printed on the last page)

COMPLETE THE REMAINING ITEMS AS FOLLOWS:

Total Hours	Hours to be paid (fractional hours in hundredths)
Totals For This Page	Complete on each page: <ul style="list-style-type: none"> <li>• Total Rate for this page only</li> <li>• Total Hours for this page only</li> </ul>
Totals-This Batch	Complete on last CD 048 page for each batch: <ul style="list-style-type: none"> <li>• Total Hours for this batch</li> <li>• Total Rate for this batch</li> </ul>
Authorized Signature	Must be completed
Date	Must be completed
Telephone	Must be completed

When adding a student who is not preprinted on the CD 048, complete all fields that would be preprinted (Must be the same agency, reporting unit and pay period).

NOTE: Earnings ID "L" must be entered for all non-preprinted entries.

Refer to PPM Section K for CD 048 keying instructions.

Complete form STD. 671 as follows:

Item	Enter
1 2 3	<u>Pay Period</u> <ul style="list-style-type: none"> <li>• Type</li> <li>• Month (2 digits)</li> <li>• Year (2 digits)</li> </ul>
4	Agency Name
8	Social Security Number
9	Initials
10	Name (surname)
11 12 13 14	<u>Position</u> <ul style="list-style-type: none"> <li>• Agency (Campus Agency)</li> <li>• Unit (Reporting Unit)</li> <li>• Class</li> <li>• Serial</li> </ul>
15	Earnings ID: Must be complete with Earnings ID "L" Time to pay.
16	<ul style="list-style-type: none"> <li>• Days - Leave blank</li> </ul>
17	<ul style="list-style-type: none"> <li>• Hours/Hdths - Complete with hours (fractional hours in hundredths)</li> </ul>
18	Alt Fund Code - DO NOT use with Earnings ID "L"
19	Rate - Complete with salary rate
20	Work Week - Leave Blank
21	Alternate Funding - DO NOT use with Earnings ID "L"
22	Total Time - Complete for each batch entry control.
23	Total Rate - Complete for each batch entry control Authorized Signature/Phone/Date - Must be complete.

## SUMMER SESSION PAYROLL

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### REFERENCES (Rev. 12/85)

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TITLE 5      17607

### Section F 200: INTRODUCTION (Rev. 12/85)

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CSU and DOE (special schools) have special procedures to pay summer session teachers. The class codes will vary, but the classes involved are all academic and appointments/separations must coincide with the special summer session academic calendars for each institution.

### Section F 201: DOCUMENTATION (Rev. 12/85)

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Payments are issued based on PAR/PPT documentation. Pay for CSU is expressed in units, while the special school pay is in work days--20 work days is the equivalent of one month pay.

In general terms, the payment of summer session teachers is to be handled in the manner of emergency appointments. The agency must certify the identification information including position number, the time worked, the retirement rate (if involved), and whether the teacher is concurrently a regular employee. For teachers working a full summer session term, the beginning date of the term should be the effective date and the ending date of the term should be the date last worked. EARS should be submitted for teachers who do not have one on file in EHDB.

### Section F 202: ADVANCE ISSUANCE OF WARRANTS (Rev. 12/85)

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As in the case of emergency appointments, SCO may draw warrants in advance (in accordance with certified documents) for delivery to the employees on the last day of the summer session term on the condition that they have worked the full time which was certified. It is the responsibility of the agency/campus not to release such warrants until the work has actually been performed and the salary payment has been earned.

### Section F 203: EMPLOYMENT IN TWO OR MORE SEPARATE TERMS (Rev. 12/85)

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Some of the teachers may be employed in the summer session to teach in two or more terms simultaneously. Under these circumstances, if there are several terms which do not have the same beginning and ending dates, the attendance and the claims for payment should be made as explained above, except the attendance shall be reported separately for each term and a separate warrant shall be written in payment of service performed in each term.

#### Section F 204: NUMBER OF PAYMENTS DURING A TERM (Rev. 06/89)

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Since summer session terms are not limited to the 30-day period of an emergency appointment, SCO may issue two warrants for summer session to pay each teacher. One warrant will be for June pay period and one for July (or July and August if the term ends in August). In no event shall the warrants be more frequent than twice during the entire period of the summer session.

If campus/special schools elect to have payments made in this manner, they must submit the documentation, as explained above, for each of the periods for which payment is requested. On the first document, the effective date would be the beginning date of the term and the last date worked would be an arbitrary date such as the end of the pay period. On the second document, the effective date would be an arbitrary date such as the first of the subsequent pay period, and the last date worked would be the ending date of the term.

Where the payment for the summer session is made in two parts, for CSU the fraction of the total pay, the pay period, and the fractional amount to be paid for each part shall be shown in addition to the gross amount to be paid for the session. All such cases must conform with the approved pay schedule for summer session teachers and rules for their payment.

For special schools, if two payments are wanted, two emergency type PARS must be submitted - one for June, the second for July/August.

#### Section F 205: CSU ONLY (Rev. 06/89)

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##### Temporary Appointment, Special Payment Transaction (A54)

A payment is made when an A54 transaction processes. However, correcting A54 transactions requires special processing. All payment requests keyed on the same date as a correction must be manually processed. To avoid delays, we recommend that correcting A54 transactions be keyed on a different day than the original A54 transaction.

#### Section F 206: TAX DEDUCTIONS (Rev. 06/95)

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If a teacher is not concurrently a regular employee and an EAR is submitted, the certified exemptions shall be allowed in computing taxes.

For CSU summer session teachers, exemptions will be allowed and taxes computed for each class code separately.

Where the information submitted for a summer session teacher indicates the teacher is concurrently a regular employee, either full-time or fractional, tax will be computed on the aggregate salary if payment has already been made from the regular position.

Social Security and Medicare will be deducted if applicable. If the employee has reached the Social Security maximum for the tax year, then only Medicare will be withheld.

If a summer session teacher is a member of PERS/STRS and is not regularly in employment concurrently with the summer session employment, the retirement rate must be stated. If no retirement rate is shown, PPSD will assume that the summer session pay of the employee is not subject to retirement. Summer session teachers who are otherwise fully employed (i.e., regularly employed and paid on a 12 month basis) are excluded from PERS/STRS membership with respect to summer session employment because it constitutes overtime.