

Paying Employees on Positive Time

Salary Reduction Calculation for Variable, Positive-Time

For variable, positive-time employees who are paid by OPTRS, the salary reduction amount needs to be calculated and input by the department each pay period.

- For monthly employees, this starts with the first pay period of September 1-30. For bi-weekly employees, this starts with the first pay period of September 6-19.
- SRB** lines entered in the EDB will carry through to the Time Roster.
- Based on the salary reduction percentage and eligible number of hours worked, the Time Roster must be updated with the appropriate number of **SRB** Reduction Hours.
- The number of **SRB** hours to enter on the Time Roster is based on the hours reported on the eligible **REG** line subject to the reduction. There should always be a corresponding **SRB** line for every eligible **REG** line.

Note: Salaries for exception time reporting employees who are automatically paid by OLPPS will automatically be reduced by the **SRS/SRB** lines.

Roster Entry and Calculation Steps

- Put Hours on Pay Status on the **REG** Line in the Time Roster. Remember furlough time off is time on pay status.
- Calculate the Hours to populate on the SRB Line of the Time Roster using this formula:

$$\text{Reduction \% from Salary Band Table} \times \text{\# of Hours on Pay Status from the REG Line} = \text{\# of SRB Hours}$$

Time Roster Entry Example 1: Monthly, Variable, Part-time, Positive Pay

MCB-Nxt = 049 which corresponds with Salary Band 3 and a 6% reduction percentage. The employee has 4 hours worked on the **REG** line.

Formula:	Reduction % from Salary Band Table	X	# of Hours on Pay Status from the REG Line	=	# of SRB Hours
Example:	.06	X	4	=	.24

Emp. Name	Emp. ID	Dst	TC	Loc	Acct	CC	Fund	PC	Sub	Rt	Amt	A/H	WSP
Y NAME	023456789	11	7235	2	722200		12345			2	023.3700	H	
Reg. Time (POSITIVE) DOS: REG Total Time: 4.00 H%: H Prorate:													
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):													
Y NAME	023456789	12	7235	2	722200		12345			2	023.3700	H	
Reg. Time (POSITIVE) DOS: SRB Total Time: .24 H%: H Prorate:													
Overtime/Leave Time DOS: Time (Hrs): DOS: Time (Hrs):													

OLPPS will calculate the accrual as:

$$\text{SRB Hours / Salary Band \%} \times \text{Accrual Factor in Table} = \text{\# of Furlough Hours Accrued}$$

$$.24 / .06 = 4 \times .069231 = .276924$$

Time Roster Entry Example 2: Bi-Weekly, Full-time, Positive Pay

MCB-Nxt = 050 which corresponds with Salary Band 3 and a 6% reduction percentage.
The employee has 80 hours worked on the REG line.

Formula: Reduction % from Salary Band Table X # of Hours on Pay Status from the REG Line = # of SRB Hours

Example: .06 X 80 = 4.8

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PPEDHC0-E1595          Dept. Time Reporting          08/20/09 17:11:27
                        Time Input Roster              UserID: SFPAYEC
Pay End: 09/19/09 Check Date: 09/30/09 Pay Cycle: BI      Page 58 of 166
HOME DEPARTMENT CODE: 174670
OK? Emp Name Emp ID   Dst   TC Loc/Acct/CC/Fund/PC/Sub   Rt/Amt  A/H WSP
1 Y NAME 023456789    11  7235 2 722200      12345      2 023.3700  H  _
  Reg. Time (POSITIVE) DOS: REG Total Time: 80.00 H/%: H Prorate:
  Overtime/Leave Time  DOS:   Time (Hrs):   DOS:   Time (Hrs):
                        DOS:   Time (Hrs):   DOS:   Time (Hrs):
2 Y NAME 023456789    12  7235 2 722200      12345      2 023.3700  H  _
  Reg. Time (POSITIVE) DOS: SRB Total Time: 4.80 H/%: H Prorate:
  Overtime/Leave Time  DOS:   Time (Hrs):   DOS:   Time (Hrs):
                        DOS:   Time (Hrs):   DOS:   Time (Hrs):
    
```

OLPPS will calculate the accrual as:

SRB Hours / Salary Band % X Accrual Factor in Table = # of Furlough Hours Accrued

4.8 / .06 = 80 X .069231 = 5.53848

Note: SRB Hours / Salary Band % equals the total # of REG hours subject to the pay reduction. This is how the OLPPS program calculates the accrual based on the SRB.

Furlough Band Table for Staff and Non-Faculty Academics

Salary Band	MCB-Nxt	Annual Compensation	Furlough Days	Accrual Rate	Total Equivalent Salary Reduction
1	<=40k	< \$40,000	11	.042308	4%
2	41-46k	\$40,001-\$46,000	13	.050000	5%
3	47-60k	\$46,001-\$60,000	16	.061538	6%
4	61-90k	\$60,001-\$90,000	18	.069231	7%
5	91-180k	\$90,001-\$180,000	21	.080769	8%
6	181-240k	\$180,001-\$240,000	24	.092308	9%
7	>240k	> \$240,000	26	.100000	10%