

Processing a Normal Payoff

1. You need to verify that the amount earned on their job screen is correct. You need to count the days on their calendar and any attendance days posted to ATDSCN, up through their last pay. Multiple the days worked by their daily rate (if hourly figure their daily rate first). Verify that figure with the earned amount on their job screen. If it doesn't agree, you need to figure out why. (This is very important. If you purged them incorrectly or ran a payroll using the wrong beginning and ending dates, this would be wrong and you would be paying them the incorrect amount)
2. You then need to add any days that they have worked since their last pay. Multiply that by their daily rate and add it to the figure you got in #1. This amount is their obligation. This is the amount that the district owes them for this year. You need to modify their JOBSCN and put this figure in the **Obligation** field.
3. You need to change the **# of pays** to one more than the number of pays paid. This tells the system that this is their last pay.
4. Change the Calendar Stop Date to their last work day. This will stop the system from counting additional work days for retirement, etc.
5. If you do not want any voluntary deductions to come out, insurance, annuities, etc, put stop dates on the deduction. If you owe them a refund of deduction for insurance, place that amount on the error adjustment field of the deduction as a negative figure.
6. When you run INICAL, the system will pay the difference between the amount paid and the obligation. That should be the balance that you owe them.
7. After you have completed your payroll, run the MASSTOP program for this employee. This will enter the contract stop date, deduction and pay account stop dates, and termination date. This program will also zero benefit balances if you want.