Contract Pay Off

If a person is resigning mid-year or changing positions mid-year (i.e. changing from teacher to principal), you need to figure a payoff on that job. The accrued wages listed on the JOBSCN will very seldom be the payoff amount. You need to calculate the payoff amount.

Print the second screen of JOBSCN before you start the following process.

JOBSCN Verification

1. Verify the following fields on JOBSCN for accuracy:
   a. Days Worked
      i. Run CALRPT from the beginning of the contract through your most recent INICAL period end date for that person's calendar. Verify that the Days worked on JOBSCN equal the days you count on CALRPT.
   b. Amount Earned
      i. Should equal the daily rate time the days worked (counted above).
         Daily Rate   X   Days Worked   =   Amount Earned
   c. Amount Due
      i. Should equal the Amount Earned less Amount Paid less Amount Docked.
         Amount Earned   –   Amount Paid   –   Amount Docked   =   Amount Due

JOBSCN Modifications (Daily Rate Job)

2. Calculate the total days the employee has/will work on the current contract.
   a. Go into the calendar for the individual and count the number of work days on the calendar from the first work day of the contract through the individual's last work day. You can use USPSDAT/CALRPT to do this.
3. Calculate the correct Amount Earned (new Obligation).
   a. Multiply the daily rate times the calculated work days from step two.
      Daily Rate   X   Work Days   =   Amount Earned
4. Calculate the payoff amount.
   a. Subtract the amount paid and the amount docked from the amount earned (from step three). This will give you the correct payoff amount.
      Amount earned   –   Amount Paid   –   Amount Docked   =   Payoff Amount
5. Make the following changes to JOBSCN:
   a. Update the Calendar Stop Date to the last work day.
   b. Update the Obligation and Contract Amount to the Amount Earned from step three.
   c. Update the #of pays to one more than the Pays paid.
   d. Update the Work days to the number of days calculated in step two.

6. Accept the changes made.
7. The Pay per Period on the JOBSCN should match the amount calculated in step four. This will affect your balancing.

Example (Daily Rate Job):

```
Obligation :    31038.00    Equal pays    : Y              E
Amount     :    31038.00    Hours per day :   8.00
Amount paid:    22681.63    Retire hours  :
Amount due :     -477.51    Pay unit      : 2
Amt. earned:    22204.12    Pay per Period:       1193.77
Amt docked :                Daily rate    :       119.377
                            Dock next pay :
                            Retro next pay:

Extended service      :
# of pays/Pays paid   : 26/19
Work days/Days worked: 260/186        Spec. Ed FTE:
```

Step 2: Days on calendar from first work day of contract to last work day = 191

Step 3: 119.377 per day X 191 days = 22801.007 Earned

Step 4: 22801.007 Earned − 22681.63 Paid − 0 Docked = 119.377 Due

```
Obligation :    22801.01    Equal pays    : Y              I
Amount     :    22801.01    Hours per day :   8.00
Amount paid:    22681.63    Retire hours  :
Amount due :     -477.51    Pay unit      : 2
Amt. earned:    22204.12    Pay per Period:        119.37
Amt docked :                Daily rate    :       119.377
                            Dock next pay :
                            Retro next pay:

Extended service      :
# of pays/Pays paid   : 20/19
Work days/Days worked: 191/186        Spec. Ed FTE:
```

JOBSCN Modifications (Hourly Rate Job)

2. Verify the days worked.
   a. Go into the calendar for the individual and count the number of work days on the

calendar from the first work day of the contract through the individual's last work day. You can use USPSDAT/CALRPT to do this.

3. Calculate the correct Amount Earned (new Obligation).
   a. Multiply the hourly rate times the hours per day times the calculated work days from step two.

   Hourly Rate X Hour per Day X Work Days = Amount Earned

4. Calculate the payoff amount.
   a. Subtract the amount paid and the amount docked from the amount earned (from step three). This will give you the correct payoff amount.

   Amount earned − Amount Paid − Amount Docked = Payoff Amount

5. Make the following changes to JOBSCN:
   a. Update the Calendar Stop Date to the last work day.
   b. Update the Obligation and Contract Amount to the Amount Earned from step three.
   c. Update the #of pays to one more than the Pays paid.
   d. Update the Work days to the number of days calculated in step two.

6. Accept the changes made.

7. The Pay per Period on the JOBSCN should match the amount calculated in step four. This will affect your balancing.

Example (Hourly Rate Job):

```
Obligation :    15100.63    Equal pays    : Y
Amount     :    15100.63    Hours per day :    4.75
Amount paid:     1161.58    Retire hours  :
Amount due :      605.52    Pay unit      : 1
Amt. earned:     1767.10    Pay per Period:        580.79
Amt docked :                Hourly rate   :        16.910
                            Dock next pay :
                            Retro next pay:

Extended service      :  __
# of pays/Pays paid   : 26/ 2
Work days/Days worked: 188/ 22        Spec. Ed FTE: ___
```

Step 2: Days on calendar from first work day of contract to last work day = 27
Step 3: 16.91 per hour X 4.75 hours per day X 27 days = 2168.7075 Earned
Step 4: 2168.7075 Earned − 1161.58 Paid − 0 Docked = 1007.1275 Due

```
Obligation :     2168.71    Equal pays    : Y
Amount     :     2168.71    Hours per day : _4.75
Amount paid:     1161.58    Retire hours  : _____
Amount due :      605.52    Pay unit      : 1
Amt. earned:     1767.10    Pay per Period:      1007.13
Amt docked :  _____    Hourly rate   :       16.910
                           Dock next pay : _____
                           Retro next pay: _____

Extended service      :
# of pays/Pays paid   : | 3/ 2
Work days/Days worked:  | 27/ 22      Spec. Ed FTE: ____
```

DEDSCN Modifications

8. If you do not want any voluntary deductions to come out (i.e. insurance, annuities, etc), put stop dates on the deduction(s). The stop date needs to be prior to the pay date of the payroll for which the deduction should stop being deducted.
9. If you owe the employee a refund of deduction for insurance, place that amount in the error adjustment field of the deduction as a negative figure.
    a. If you added a stop date to this deduction in the previous step, either remove that stop date or ensure that it is a date after your pay date so that it will be included in the payroll as desired.

INICAL

10. Run INICAL as usual. Review INICALERR.TXT and INICAL.TXT.
11. See note in step seven re: balancing. The system will pay the difference between the obligation and total amount paid/docked. That should be the balance that you owe them.

Review Employee's Pay and Deductions

12. Run CALCPAY.
13. Review CALCERR.TXT. Correct errors and rerun CALCPAY as necessary. The only error remaining for this employee should be "Last pay on contract for job XX."
14. Review PAYRPT.TXT or UPDCAL_CUR option F18 (Pop-Up Pay Report).
    a. Verify the employee's regular wages, accrued wages, and Total Gross.
    b. Ensure that all deductions are being processed as desired.
    c. Verify that pay accounts are being charged as desired.

Process Payroll

15. Return to your normal payroll checklist and continue with additional payroll steps.

Contract Pay Off

After Payroll is Complete

16. Enter a separation date and reason on JOBSCN for all EMIS reportable jobs.
17. After you have completed your payroll, run the MASCHG/MASSTOP program for this employee if the employee is no longer working for you.
    a. Enter a termination date for BIOSCN.
    b. Enter a termination date for all jobs. If any jobs are missing a termination date, this date will be added. If this termination date is added to a job, the job status will also be changed to 9 (terminated) by this process.
    c. Enter the contract stop date.
    d. Enter a date to stop deductions.
    e. Enter a date to stop pay accounts.
    f. This program can also disable benefits and zero benefit balances if you want.
18. If the employee is still working for you in another position, many of the changes typically made by running the MASSTOP program will need to be made manually to the JOBSCN of the position that was just paid off.
    a. If the position change impacted the employee's benefit eligibility, zero the impacted benefit balances by adding negative AC PL, AC SI, or AC VA entries in ATDSCN.
        i. Personal leave balances should be zeroed if the employee is no longer eligible for personal leave. Refer to your negotiated agreement or district policy for pay out or conversion options.
        ii. Sick leave balances should be zeroed if transferred to another employer or paid out through severance.
        iii. Vacation leave balances should be zeroed if paid out.
    b. Adjust the benefit eligibility flags on JOBSCN as necessary.
    c. Enter a contract stop date on JOBSCN.
    d. Enter a termination date on JOBSCN.
    e. Update the job status to 9 (terminated) or 8 (deceased) as appropriate.
    f. In PAYSCN, enter stop dates on the pay accounts for the job that was just paid off.
    g. Enter stop dates on any deductions that should no longer be processed.

After Close Fiscal Year

19. Change JOBSCN Report to EMIS flag to N on jobs that have been paid off and had no work days in the current fiscal year.
    a. USPCHG Option 3 can be run to change the Report to EMIS flag to N for jobs with a separation date equal to or before a specified date. Use June 30th, last day of prior fiscal year.
20. Change BIOSCN Report to EMIS flag to N for any employees who did not work any days in this fiscal year.