



Contract Pay Off Negative Amount

Revised September 2016

JOBSCN Modifications

1. Modify the JOBSCN and change the Job status to 0 (inactive). This will prevent this job from pulling into payroll during INICAL. This will affect your balancing.
2. Enter a Calendar stop date.

SSN/ID	Job	Last Name	First Name	Conceal	Job
ID: _____	Job: 01	Name: _____	_____		
Position/Title : ADMINISTRATIVE ASST. II					
Check stub desc: _____ Pos. start: 12/20/1999					
Position code : 502		Cont start: 07/01/2014		Pay plan : S	
Position type : R		Cont stop : 00/00/0000		Pay group : C	
Type of appt. : 2		Terminated: 00/00/0000		Calendar type : 715	
EMIS appt type : 2		Last raise: 00/00/0000		Calendar start: 12/20/1999	
Contract type : N		Retire code: 400		Calendar stop 2 12/31/2014	
Report to EMIS : Y		Job status 1 0		Job type: _____	
Low/High grade : **/**					
Separation reas: * 00/00/0000 Assign Area Code % Benefit Eligibility					
Building IRN : 051219		000000		L 100 Sick : Y	
Building/Dept : 001/BOW		-		Vacation: Y	
		-		Personal: Y	
JOBSCN - Job/Contract data maintenance program Screen 1 of 3					
PF1 Modify		F19 Toggle tab			
F7 Help		S8 Next Screen			
F9 Do not modify					

3. Page down to screen 2 and update Obligation (in example, modified to match Amt. earned).
4. Update # of pays to be one more than Pays paid.
5. Enter Dock next pay of amount you wish to dock, amount that was overpaid.
6. Press "Modify." Pay per period will be recalculated (should be negative, amount overpaid).
7. Press "Modify" to save the changes made to JOBSCN.

ID: _____	Job: 01	Name: _____	_____		
Position: ADMINISTRATIVE ASST. II					
Obligation : 3 22235.83 Equal pays : Y EMIS Contract Info:					
Amount : 45522.00		Hours per day : 8.00		Hours per day: _____	
Amount paid: 22761.00		Retire hours : _____		Contract amt : _____	
Amount due : -525.17		Pay unit : 2		Work days : _____	
Amt. earned: 22235.83		Pay per Period: -525.17 6		FTE : 1.00000	
Amt docked : _____		Daily rate : 175.085			
		Dock next pay : 5 525.17		Salary Schedule:	
		Retro next pay: _____		ID : _____	
Extended service : _____				Column: 0	
# of pays/Pays paid 4 13/12				Step : 17	
Work days/Days worked: 260/127		Spec. Ed FTE: _____		FTE : 1.00000	
Warning: Pay per period has been calculated.					
JOBSCN - Job/Contract data maintenance program Screen 2 of 3					
7 PF1 Modify		F19 Toggle tab			
F7 Help		S7 Prev Screen			
		S8 Next Screen			
F9 Do not modify					



8. Modify the JOBSCN a second time to enter an Amt docked. Enter negative of the amount you wish to dock, amount that was overpaid.
9. Press "Modify." Amount due will be recalculated (in example, recalculated as 0).
10. Press "Modify" to save the changes made to JOBSCN.

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ID: ██████████ Job: 01 Name: ██████████ ██████████
                Position: ADMINISTRATIVE ASST. II

Obligation : 22235.83   Equal pays   : Y           EMIS Contract Info:
Amount      : 45522.00   Hours per day : 8.00       Hours per day: _____
Amount paid : 22761.00   Retire hours  : _____   Contract amt : _____
Amount due  : ██████████ 9 Pay unit     : 2           Work days    : _____
Amt. earned: 22235.83   Pay per Period: -525.17   FTE          : 1.00000
Amt docked  8 -525.17   Daily rate    : 175.085   Salary Schedule:
                                                ID           : _____
                                                Column      : 0
                                                Step        : 17
                                                FTE         : 1.00000
Extended service : _____
# of pays/Pays paid : 13/12
Work days/Days worked: 260/127   Spec. Ed FTE: _____

Warning: Accrued wages (amount due) has been calculated.

JOBSCN - Job/Contract data maintenance program                               Screen 2 of 3
10 PF1 Modify          F19 Toggle tab
   F7 Help             S7 Prev Screen
                       S8 Next Screen
   F9 Do not modify
  
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INICAL

11. Run INICAL as usual. Review INICALERR.TXT and INICAL.TXT. See note in step 1 re: balancing.

Add Employee's Pay

12. In UPDCAL_CUR, press F12 to add this job for the employee. You should see DCK for the amount entered in step 5 and ACC of \$0 for "Last pay." Press "Add" to add this record to your payroll. Gross wages should equal the PPP calculated in step 6.

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ID: ██████████ Job: 01 Name: ██████████ ██████████
                Daily Rate: 175.085 Position: ADMINISTRATIVE ASST.

Work days:
Type Units      Rate      Amount Description Op Ret Hours Spec
DCK _____ 525.170 -525.17 Docked wages - - 0.00
ACC _____ _____ Last pay - - 0.00
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Gross wages: -525.17 Pay per period: 525.17

UPDCAL - Update CURRENT payroll data
PF1 Add
F7 Help          S8 Scroll down
F9 Do not add   S9 Work/Srv Days
F17 Misc. Info
F19 Toggle Tab
  
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13. Enter any additional pay in UPDCAL_CUR as necessary.

Note: This negative payment will only be processed if the employee is receiving additional pay greater than this amount, either on a separate job or as a MIS entered against this job.

Review Employee's Pay and Deductions

14. Run CALCPAY.

15. 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."

ERR TYPE	DIAGNOSTIC MESSAGE	ID	EMPLOYEE NAME
INFORM	Last pay on contract for job 01 [End of file]		

Date: 09/07/16 Time: 8:36 am SAMPLE LOCAL SCHOOLS ERROR SUMMARY REPORT Page: 1 (FORMATERR)
 CALCERR.TXT 1/15 7% <Q>uit <T>op ottom <W>idth <P>age <F>ind <N>ext <S>ave

16. Review PAYRPT.TXT or UPDCAL_CUR option F18 (Pop-Up Pay Report). Verify the employee's Docked wages, accrued wages, and Total Gross. Ensure that all deductions are being processed as desired. Verify that pay accounts are being charged as desired.

-PAY-		DEDUCTIONS-		ACCOUNTS-			
UNIT	RATE	TOTAL	ABREV	AMOUNT	BD AMOUNT	JB FND FUNC OBJ SPCC SUBJECT OPU IL JOB	CHG AMT
ID: [REDACTED]	BLDDEP: 001BOW	CK DIST:	STRS DAYS: 000	SERS DAYS: 012	NAME: [REDACTED]		
JOB: 01	PAY GROUP: C	WORK DAYS: 00	! FED	58.24	0.00	! 01 001 2211 141 0000 000000 100 00 000	525.17-
Docked wages	0.000	525.170	525.17-!	FED ADD	20.00	! 02 001 2211 141 0000 000000 100 00 000	1,940.53
Last pay	0.000	0.000	0.00	! ST TAX	27.69		
			! NEWARKTX	24.77	0.00		
JOB: 02	PAY GROUP: C	WORK DAYS: 10	! LIFE	0.00	2.88		
Regular wages	10.000	175.085	1,750.85	! SERS	0.00	198.15	
Regular wages	0.000	0.000	189.68	! SERSANPK	141.54	0.00	
			! MEDICARE	20.52	20.52		
			! DIR.DEP.	929.86	0.00		
			! DIR.DEP.	180.00	0.00		
			! NFSCHTX	12.74	0.00		
			! *****				
	TOT GROSS	1,415.36	! *TOTAL*	305.50		! *TOTAL CHARGED*	1,415.36
NET	1,109.86	*ADJ GROSS*	1,273.82	! *TOTANN*	141.54	!	
	SERS HRS	80.00	*STRS HRS*	0.00			
** INFORM **	Last pay on contract for job 01						

Date: 09/07/16 Time: 9:09 am SAMPLE LOCAL SCHOOLS SEMIMONTHLY PAYROLL REPORT FOR PAY DATE: 01/15/2015 Page: 1 (PAYRPT)
 FORMATPAY000DC426.WRK 2/29 7% <Q>uit <T>op ottom <W>idth <P>age <F>ind <N>ext <S>ave
 Press HELP or PF2 for help on the numeric keypad.

17. Continue with additional payroll steps.