



USPS-R Compensation (Contract) Payoff Checklist

Revised December 2022

Edit the Compensation record

1. Update Compensation Stop Date to the last day the employee worked (date must be in pay date range).
2. Update the Calendar Stop Date to the last day the employee worked.
3. Update the Pays in Contract to be one more than Pays Paid.
4. Calculate & Enter the Employee's total Contract Obligation.
5. Ensure the Stretch Pay box is checked.
6. Click the Calculate button and verify that the Pay Per Period field displays the expected payoff amount.
7. Save the Compensation.

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Employee: [Redacted] Position Number: 1
Employee: [Redacted] Position Description: 3.5

Compensation

Type Contract	Code 082021-66431	Job Calendar 034 - CAFE-BUSH, SWINEH
Label CASHIER	Compensation Start Date 8/18/21	1 Compensation Stop Date 11/14/21
Pay Unit Hourly	Unit Amount 12.880	Retirement Hours 3.50
Supplemental Tax Option None	<input type="checkbox"/> Archived	Contract Days Worked 61.000
Hours In Day 3.50	<input type="checkbox"/> Primary Compensation	

Contract

6 Pay Per Period 743.84	Contract Amount 8,024.24	4 Contract Obligation 2,749.88
3 Pays In Contract 7	Retro Next Pay	5 <input checked="" type="checkbox"/> Stretch Pay

Compensation Amounts

Accrued Wages 743.84	Amount Earned 2,749.88	Amount Paid 2,006.04
Pays Paid 6		

Salary Schedule

Salary Schedule Column 0	Salary Schedule Id CLASS	Salary Schedule Step 2.00
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State Reporting

Reportable to EMIS Local Contract Code
1b

Historical Context

Calendar Start Date 8/15/19	2 Calendar Stop Date 11/12/21	Contract Change/Extension Type New contract
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***If the Pay Per Period field does not match what you expect the payoff to be or the employee is not included in the next payroll, contact LACA for alternate options of paying off the contract.**



Other Necessary Steps if Employee Exiting District

1. Edit Employee Record with Termination Date (Last day employee worked).
2. Edit Position Record
 - a. Enter Stop Date (Last day employee worked)
 - b. Enter Separation Date
 - c. Enter a Separation Reason
 - d. Enter Termination Date (Last day employee worked)
3. Stop Payroll Item records
 - a. Filter grid to find employee's current Payroll Item records
 - b. Click the Mass Change button
 - c. Choose the Load Definition "Payroll Item Stop Date (LACA)"
 - d. Add the Stop Date in the Mass Change definition (Use last Pay Date)
 - e. Click the Submit Mass Change button
4. Do **NOT** archive Employee/Position/Compensation records until the final reporting window for EMIS has been reported for that Fiscal Year.