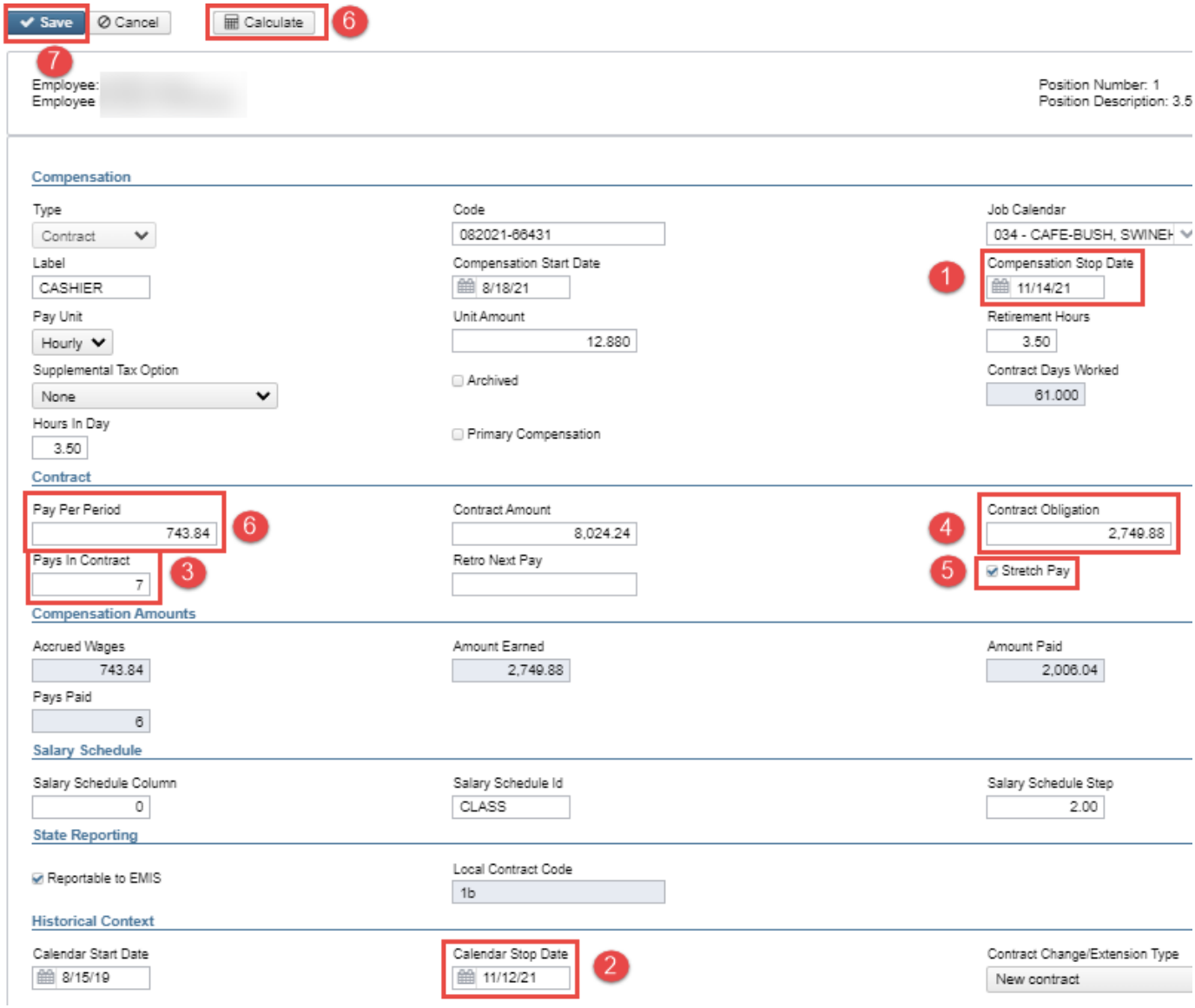
USPS-R Compensation (Contract) Payoff Checklist

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.



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.