



# USPS-R Compensation (Contract) Payoff Checklist

Revised November 2021

## 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.  
*\*Note: If this Compensation had a Mid-Year Contract Change this year, the Obligation amount should be reduced by the Amount Paid & Amount Docked from the prior Compensation record.*
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.

Save Cancel Calculate 6

7 Employee: Employee Position Number: 1 Position Description: 3.5

**Compensation**

Type Contract	Code 082021-86431	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**

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

**Compensation Amounts**

Accrued Wages 743.84	Amount Earned 2,749.88	Amount Paid 2,008.04
Pays Paid 6		

**Salary Schedule**

Salary Schedule Column 0	Salary Schedule Id CLASS	Salary Schedule Step 2.00
-----------------------------	-----------------------------	------------------------------

**State Reporting**

<input checked="" type="checkbox"/> 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
--------------------------------	----------------------------------	--



***\*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.