

These codes are pensionable:

Ot MILL Pen	(this should just be the scheduled OT hrs. 4 or 16 depending on cycle) (mill OT for scheduled OT hrs.)
Ot St Pen	(this should just be the scheduled OT hrs. 4 or 16 depending on cycle) (State Ot for scheduled OT hrs.)
Overtime	(This is wrong-it should be separated out by Scheduled OT & OT Non Pen) Scheduled Ot being 4 or 16 Hrs. depending on cycle & Ot Non Pen being Unscheduled Ot
Regular	
Mill Pay P	
Annual LV	
Sick Pay	
Mil LMF Lg	(Big millage)
Mill LMP Fi	(big millage longevity)
St Supp Pay	(State pay)
St Supp Long	(State pay longevity)
Mill Lv	(Small Mill leave hrs.)

These are not pensionable:

Nf Hd Wk	(Holiday pay) Non-family holiday worked
Fam Hol Wk	(holiday pay) Family holiday worked
Hol Dy off	(holiday pay) Holiday not worked
Uniform	Taxed but not pensionable
Unscheduled	
OT Mill Np	(millage ot rate for unscheduled hrs.)
OT St NP	(state Ot rate for unscheduled hrs.)
Fire Mill Uns	(small millage for unscheduled OT)

Line that needs to be edited in ADP:

Overtime - Should be edited to: Scheduled Ot = only the 4 or 16 hrs. depending on cycle

Line that needs to be added in ADP:

Ot Non Pen - This would be any unscheduled overtime and would be paid ½ hourly rate just like Overtime however would not have pension taken out.

Pension Factors:

More than **20+** years on the job: 2014 = 3.33% ; 2015 = 6.66% ; 2016 = 10%

Less than **20 years** on the job: 2014 = 8% ; 2015 = 10%

	<u>Earnings</u>	<u>Rate</u>	<u>Hours</u>	<u>This Period</u>	<u>Year-to-Date</u>
1	*StSuppPay			500.00	3076.84
2	StSuppLong	10.323		10.00	61.48
3	Regular	10.323	108.50	1119.99	14993.43
4	Mill Pay P.	0.105	108.50	11.34	151.42
5	Mil LMF Lg			0.00	71.32
6	Mil LMP Fi			0.00	3565.90
7	Mill Lv			0.00	2.50
8	EmerWkrdOT			0.00	41.71
9	Overtime			0.00	499.63
10	Nf Hd Wk			0.00	250.24
11	Fam Hol Wk			0.00	563.04
12	Hol Dy Off			0.00	247.74
13	Ot Mill Np			0.00	43.02
14	OTMillPen			0.00	131.44
15	OT St NP			0.00	78.37
16	OT St Pen			0.00	235.13
	Unsched			0.00	250.24
	Gross Pay			1142.33	21186.61

* This earning does not add to gross.

1. **State supplemental pay-** This is the \$500 you received on the 1st of the month. It is listed here to be taxed and pension deductions taken.
2. **State supplemental longevity-** This is your longevity rate (%) x the state pay. It is calculated based on your entry year.
3. **Regular pay-** These are your regular scheduled hours you worked.
4. **Millage pay pensionable-** This is your "small" millage. It is pensionable. (see formulas)
5. **Millage lump sum longevity-** This is your longevity rate (%) x the lump sum millage that we receive once a year. The "big" millage.
6. **Millage lump sum Fire-** This is the "big" millage we receive once a year. It is based on millage collected by the city then divided by the # of employees eligible.
7. **Millage leave-** This is the "small" millage rate for any leave taken in a pay period.
8. **Emergency worked OT-** This is emergency pay when the city declares an emergency. (OEPYW)

	<u>Earnings</u>	<u>Rate</u>	<u>Hours</u>	<u>This Period</u>	<u>Year-to-Date</u>
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2	StSuppLong	10.323		10.00	61.48
3	Regular	10.323	108.50	1119.99	14993.43
4	Mill Pay P.	0.105	108.50	11.34	151.42
5	Mil LMF Lg			0.00	71.32
6	Mil LMP Fi			0.00	3565.90
7	Mill Lv			0.00	2.50
8	EmerWkrdOT			0.00	41.71
9	Overtime			0.00	499.63
10	Nf Hd Wk			0.00	250.24
11	Fam Hol Wk			0.00	563.04
12	Hol Dy Off			0.00	247.74
13	Ot Mill Np			0.00	43.02
14	OTMillPen			0.00	131.44
15	OT St NP			0.00	78.37
16	OT St Pen			0.00	235.13
17	Unsched			0.00	250.24
	Gross Pay			1142.13	21186.63

* This earning does not add to gross.

9. Overtime pay- This is where you see the total number of hours worked overtime (scheduled and unscheduled) and it's paid at 1/2 your hourly rate.

10. Non-family holiday worked- non-family holiday worked- (replaces code 35). 1 x your hourly rate.

11. Family holiday worked- family holiday worked - (replaces code 45) 1.5x your hourly rate.

12. Holiday off- holiday not worked. (Replaces 25OFD). 1x your hourly rate.

13. Overtime millage non pensionable- This is your overtime rate for unscheduled overtime hours worked based on the "big" millage. (See formulas)

14. Overtime millage pensionable- This is your overtime rate for scheduled (built in) overtime hours worked based on the "big" millage. (See formulas)

15. Overtime state pay non pensionable- This is your overtime rate for unscheduled overtime hours based on the state pay. (See formulas)

16. Overtime state pay pensionable- This is your overtime rate for scheduled (built in) overtime hours worked based on state pay. (See formulas)

17. Unscheduled- These are the unscheduled hours worked. When you are hired/held over overtime. Pays 1x hourly rate.

First Check of Cycle example of what is pensionable.

<u>Earnings</u>	<u>Rate</u>	<u>Hours</u>	<u>This Period</u>	<u>Year-to-Date</u>
*StSuppPay			500.00	3076.84
StSuppLong	11.296		30.60	145.08
Regular	11.296	108.00	1220.00	15081.48
Unsched	11.296	0.25	2.82	8.41
Mill Pay P	0.105	108.00	11.29	141.33
FinMillUns	0.105	0.25	0.03	0.03
Annual LV			0.00	1084.44
Mil LMP Lg			0.00	144.06
Mil LMP Fi			0.00	3565.90
Mill Lv			0.00	12.53
EmerWkrdOT			0.00	44.71
Overtime			0.00	316.21
Nf Hd Wk			0.00	268.24
Fam Hol Wk			0.00	611.96
Hol Dy Off			0.00	265.74
OTMillPen			0.00	101.28
OT St Pen			0.00	184.51
Gross Pay			1264.74	21975.91

* This earning does not add to gross.

Deductions Statutory

Federal Withholding Tax	-222.19	-3525.01
Medicare Tax	-25.58	-363.26
LA Withholding Tax	-53.97	-821.84

Deductions Other

AF-Pension	-140.95	-1908.05
DFB-Standa	-5.04	-65.52
EC-NOFFA	-27.85	-322.80
Med Post	-57.23	-743.99

1. Add what is pensionable

*StSuppPay	500
StSuppLong	30.60
Regular	1220.00
Mill Pay P	<u>11.29</u>

2. Multiply by **YOUR** pension factor for that year.

$$1761.89 \times .08 = 140.95 \text{ (this was last year before it went to 10\%)}$$

These codes are pensionable: As explained above

Ot MILL, Ot St Pen, Overtime, Unscheduled Ot, Regular, Mill Pay P, Annual LV, Sick Pay, Mil LMF Lg, Mill LMP Fi, St Supp Pay, St Supp Long, Mill Lv

Second Check of Cycle example of what is pensionable

<u>Earnings</u>					<u>Other Benefits and Information</u>		
	<u>Rate</u>	<u>Hours</u>	<u>This Period</u>	<u>Year-to-Date</u>	<u>This Period</u>	<u>Year-to-Date</u>	
Ot Mill Np	1.941	60.00	116.46	340.95			
OTMillPen	1.941	4.00	7.76	184.60			
OT St NP	3.266	60.00	195.96	588.67			
OT St Pen	3.266	4.00	13.06	326.58			
Overtime		64.00	347.32	1524.55			
Regular	10.854	108.00	1172.20	19165.26			
Unsched	10.854	24.00	260.49	2354.59			
Mill Pay P	0.105	108.00	11.29	185.24			
FirMillUns	0.105	24.00	2.51	15.08			
Uniform			0.00	750.00			
Annual LV			0.00	2083.91			
Sick Pay			0.00	515.83			
Mil LMF Lg			0.00	71.32			
Mil LMP Fi			0.00	3565.90			
Mill Lv			0.00	26.33			
*StSuppPay			0.00	3961.52			
StSuppLong			0.00	60.73			
Nf Hd Wk			0.00	518.25			
Fam Hol Wk			0.00	786.06			
Hol Dy Off			0.00	127.67			
Gross Pay			2127.05	33191.52			
* This earning does not add to gross.							
<u>Deductions Statutory</u>							
Federal Withholding Tax			4293.46	-5363.80			
Medicare Tax			-30.01	-523.78			
LA Withholding Tax			-66.23	-1191.23			
<u>Deductions Other</u>							
*Med Pre			-57.23	-1030.14			

<u>Important Notes</u>	
Gross Pay	= \$2127.05
- OT Mill NP	116.46
- OT ST NP	195.96
- Overtime *4 Hrs. Scheduled OT (347.32 / 64 hrs. x 60 hrs.)	325.61
- Unsched	260.49
- FirMillUns	2.51
Total Pen Gross	= \$1226.02
AF-Pen	\$124.13
124.13 / 1226.02	= 10.125%
Should be 8% in 2014	
\$1226.02 x .08	= \$98.08
Amount Due: \$124.13 - \$98.08	= \$26.05

1. Take your gross pay
2. Subtract out all non pensionable pays for this period
3. Overtime to be subtracted out of the gross will be [Your overtime dollar amount for that period **DIVIDED** by the total number of overtime hours you worked that cycle **Multiplied** by the number of Unscheduled Ot hours (Found on line Ot Mill NP)]
See example in black square
4. Take the leftover gross and **Multiply** by your **Pension Factor** *See above pg. 1
5. This value **should** be your amount on line **AF-Pen**; If it is not the difference between AF-Pen and the value you got is what is owed to you.