



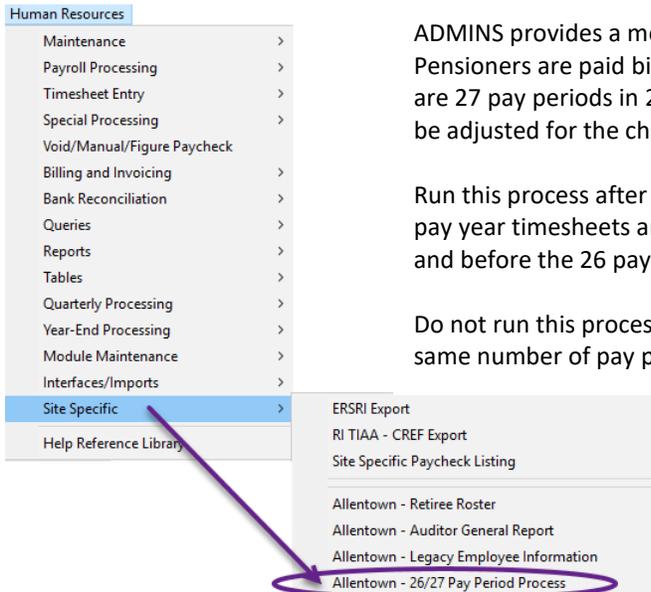
# HUMAN RESOURCES

## HR-900 ALLENTOWN 26/27 PAY PERIOD PROCESS

### Contents

- 1 **TASK #6906 ALLENTOWN PAY PERIOD PROCESS** ..... 1
  - 1.1 Report #6907 User Defined Amount Error Report..... 2
    - 1.1.1 Edit the Custom Tab on the Employee Maintenance Screen ..... 2
  - 1.2 Report #6908 Additional Wage Update ..... 3
  - 1.3 Report #6909 Salary Change ..... 3
  - 1.4 Post the Changes..... 4
- 2 **APPENDIX ADDING A PENSIONER OR SALARY CHANGE** ..... 4
  - 2.1 26 Pay Period Year: ..... 5
  - 2.2 27 Pay Period Year: ..... 5

## 1 TASK #6906 ALLENTOWN PAY PERIOD PROCESS



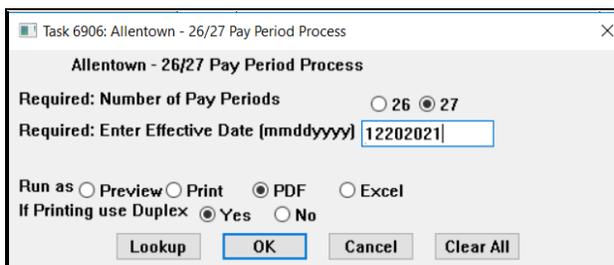
ADMINS provides a method to adjust the period amounts for pensioners. Pensioners are paid bi-weekly. There are usually 26 pay periods, yet there are 27 pay periods in 2021. As a result, the bi-weekly pension amount must be adjusted for the change.

Run this process after the last payroll of the 26 pay year and before the 27 pay year timesheets are created, or after the last payroll of the 27 pay year and before the 26 pay year timesheets are created.

Do not run this process if the current and following fiscal year have the same number of pay periods.

To run the process, select:

**Human Resources ▶ Site Specific ▶ Allentown – 26/27 Pay Period Process**



**Figure 1 Select the Number of Pay Periods for the Current Payroll and the Effective Date**  
Effective date -> start date of the pay period



## 1.1 Report #6907 User Defined Amount Error Report

The process checks for missing values on the Custom tab and produces a report if values are missing:

6907-HR27PAYER\_ALN.REP Printed 31-Aug-2021 at 11:17:41 by MOOREL City of Allentown User Defined Amount Error Report Page 1

Employee Name	Annual Pension Amt	Gross Amt - Regular	Gross Amt - Last Ck	Gross Amt - 27 Wk Yr	Gross Amt - 27 WkAdj
001879 SCHNECK, CHANNA C		2,800.65	2,800.64	2,696.32	2,696.97
001880 MRRIS, KEVIN R		2,060.27	2,060.25	1,983.96	1,984.04
001931 STRUSS, GAIL M		2,810.18	2,810.21	2,706.10	2,706.11
001936 COLLINS, LOUIS A		4,183.38	4,183.29	4,028.44	4,028.35
001941 SKUTCHES, DAVID A		3,092.25	3,092.18	2,977.72	2,977.71
001946 HENRY, LEIF E		2,687.53	2,687.57	2,587.99	2,588.08

#Emps: 6

Salary Adjustment

**Values Missing from the Custom Tab**  
Correct the Errors then Rerun this Process

OK

Figure 2 Review the report and correct errors – add missing values for the employees

### 1.1.1 Edit the Custom Tab on the Employee Maintenance Screen

[ALN] 6447-Employee Maintenance

Employee Number: 301963

Current Positions: P-02 POLICE WIDOW/WIDOWER 1,0000

0 Custom

User Defined 30 Characters

User Defined Decimal 4 Places

User Defined Decimal 2 Places

Annual Pension Amt	17072.22
State Bill 941 Amt	
Gross Amt - 1st Ck	
Gross Amt - Regular	656.62
Gross Amt - Last Ck	656.62
Gross Amt - 27 Wk Yr	632.30
Gross Amt - 27 WkAdj	632.30
Gross Amt - 1st Yr	
Gross Amt - 1st Adj	
Military BB Amt	

Figure 3 Enter the amounts as shown above

Add the values and run the process again. Once the **User Defined Amount Error Report** shows “No Records Selected”, proceed with posting the changes.

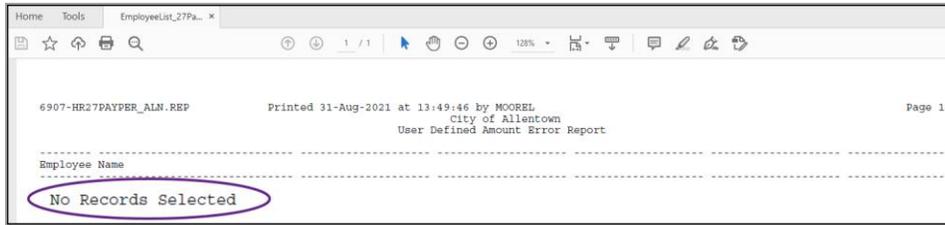


Figure 4 The error report showing No Records Selected

## 1.2 Report #6908 Additional Wage Update

The process produces a report of updates to the Additional Wages:

6908-HR27ADDDWAG\_ALN.REP Printed 31-Aug-2021 at 13:49:46 by MOOREL  
City of Allentown  
Additional Wage Update Report

Employee# and Name	Position	Paycode	Seq#	Start Date	Stop Date	Pay Periods					Amount	Account
						1	2	3	4	5		
000001	F-01	F FIRE PENSION	1	20-Dec-2020		L					.05	801-00-5001-0000-00
000002	F-02	F FIRE PENSION	1	20-Dec-2020		L					-.01	801-00-5001-0000-00
000003	F-01	F FIRE PENSION	1	20-Dec-2020		L					.06	801-00-5001-0000-00
000006	F-01	F FIRE PENSION	1	20-Dec-2020		L					-.11	801-00-5001-0000-00
000007	F-01	F FIRE PENSION	1	20-Dec-2020		L					-.01	801-00-5001-0000-00
000017	F-01	F FIRE PENSION	1	20-Dec-2020		L					.03	801-00-5001-0000-00
000020	F-02	F FIRE PENSION	1	20-Dec-2020		L					-.13	801-00-5001-0000-00
000027	F-01	F FIRE PENSION	1	20-Dec-2020		L					-.03	801-00-5001-0000-00
000029	F-01	F FIRE PENSION	1	20-Dec-2020		L					.01	801-00-5001-0000-00
000031	F-01	F FIRE PENSION	1	20-Dec-2020		L					.04	801-00-5001-0000-00

Figure 5 #6909 Additional Wage Update Report

## 1.3 Report #6909 Salary Change

The next report shows the changes that will result when posting; review the list. A record for each affected pensioner is included on the report:

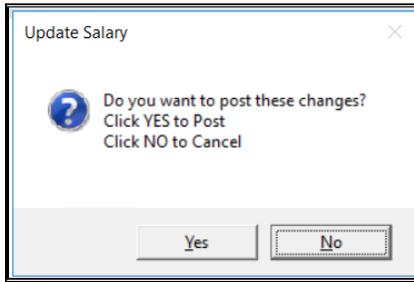
6909-HREMPRESAL\_ALN.REP Printed 31-Aug-2021 at 14:23:25 by MOOREL  
City of Allentown  
Salary Change Report

Employee	Position	Schedule	Grade	Step	Annual	Period	Daily	Hourly	Per Diem	Effective
										Date
000131	F-01	F		1	31,446.90	1,164.70	1,164.70	1,164.7000	1,164.7000	06-Feb-2021
000171	F-01	F		1	38,347.56	1,420.28	1,420.28	1,420.2800	1,420.2800	06-Feb-2021
000249	F-01	F		1	39,628.44	1,467.72	1,467.72	1,467.7200	1,467.7200	06-Feb-2021
000251	F-01	F		1	63,501.84	2,351.92	2,351.92	2,351.9200	2,351.9200	06-Feb-2021
000257	F-01	F		1	62,144.01	2,301.63	2,301.63	2,301.6300	2,301.6300	06-Feb-2021
000259	F-01	F		1	42,868.17	1,587.71	1,587.71	1,587.7100	1,587.7100	06-Feb-2021
000332	F-01	F		1	45,251.73	1,675.99	1,675.99	1,675.9900	1,675.9900	06-Feb-2021
000386	F-01	F		1	54,060.75	2,002.25	2,002.25	2,002.2500	2,002.2500	06-Feb-2021
000462	F-01	F		1	34,309.98	1,270.74	1,270.74	1,270.7400	1,270.7400	06-Feb-2021
000478	F-03	F		1	37,407.15	1,385.45	1,385.45	1,385.4500	1,385.4500	06-Feb-2021
001175	P-03	P		1	39,258.54	1,454.02	1,454.02	1,454.0200	1,454.0200	07-Aug-2021
001222	P-01	P		1	40,410.63	1,496.69	1,496.69	1,496.6900	1,496.6900	07-Aug-2021
001230	P-01	P		1	41,195.25	1,525.75	1,525.75	1,525.7500	1,525.7500	07-Aug-2021

Figure 6 The process produces the #6909 Salary Change report



## 1.4 Post the Changes



## 2 APPENDIX ADDING A PENSIONER OR SALARY CHANGE

When a pensioner is added or a salary change is entered, enter the data on the [0 Custom] tab:

7 Salary    8 Dates/Class    9 Degrees    **0 Custom**

**User Defined Decimal 4 Places**

Age at Retirement

Annual Non-Taxes Amt

Pension Cont Taxes

< 2015 LTD Recovery

User Defined #15

**User Defined Decimal 2 Places**

Annual Pension Amt	36093.65	Annual Pension Amt	36093.65
State Bill 941 Amt			
Gross Amt - 1st Ck	1388.22		
Gross Amt - Regular	1388.22	Gross Amt - Regular	1388.22
Gross Amt - Last Ck	1388.15		
Gross Amt - 27 Wk Yr	1336.80	Gross Amt - 27 Wk Yr	1336.80
Gross Amt - 27 WkAdj	1336.85		
Gross Amt - 1st Yr			
Gross Amt - 1st Adj			
Military BB Amt			

The last check must be adjusted for the pennies to arrive at the correct annual amount.

For a 26 Pay Period year,  
The Gross Amt – Last Ck is for .07 less;

For a 27 Pay Period year,  
the Gross Amt – 27 WkAdj is for .05 more.



## 2.1 26 Pay Period Year:

Salary Information for 1.00 FTE

Annual: 36,093.65

Period: 1,388.22

Daily: 1,388.22

Hourly: 1,388.2200

Per Diem: 1,388.220000

Tier: 1

OK Cancel

Enter the Annual Pension Amount in the “Annual” field.

Enter the Gross Amt – Regular into the other fields.

Complete the “Custom” tab and the “Addl Wages” tab.

This is the calculation:

Annual Amount	\$ 36,093.65
/ 26 Payments	26
Gross Amount Regular	\$ 1,388.22
Annual Amount	\$ 36,093.65
Gross Amount Regular * 25 Weeks	\$ 34,705.50
Gross Amt - Last Check	\$ 1,388.15
Additional Wage	\$ (0.07)

Employee Maintenance [TRAINING]

Employee Number: 001959  
Position: P-01 POLICE PENSIONER 1 Of 1

4 Add Wages (circled)

Pay Code	Description	Seq	Start Date	End Date	1	2	3	4	5	Amount
P	POLICE PENSION	1	02-Sep-2021		L					-.07

## 2.2 27 Pay Period Year:

Salary Information for 1.00 FTE

Annual: 36,093.65

Period: 1,336.80

Daily: 1,336.80

Hourly: 1,336.8000

Per Diem: 1,336.800000

Tier: 1

OK Cancel

Enter the Annual Pension Amount in the “Annual” field.

Enter the Gross Amt – 27 Wk Yr into the other fields.

Complete the “Custom” tab and the “Addl Wages” tab.

This is the calculation:

Annual Amount	\$ 36,093.65
/ 27 Payments	27
Gross Amount Regular	\$ 1,336.80
Annual Amount	\$ 36,093.65
Gross Amount Regular * 26 Weeks	\$ 34,756.80
Gross Amt - Last Check	\$ 1,336.85
Additional Wage	\$ 0.05



Employee Maintenance [TRAINING]

Goto...  
Actions  
J Add Code  
K Delete Code

Employee Number 001960  
Position P-01 POLICE PENSIONER 1 Of 1  
Employee Attachments  
Employee Position Attachments

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom

-- Pay Periods --

Pay Code	Description	Seq	Start Date	End Date	1	2	3	4	5	Amount
P	POLICE PENSION	1	02-Sep-2021		L					.05