HUMAN RESOURCES

HR–900 ALLENTOWN 26/27 PAY PERIOD PROCESS

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1 TASK #6906 ALLENTOWN PAY PERIOD PROCESS

Human Resources								
Maintenance	>	ADMINS provides a method to adjust the period amounts for pensioners.						
Payroll Processing	>	Pensioners are paid bi-weekly. There are usually 26 pay periods, yet there						
Timesheet Entry	>	are 27 pay periods in 2021. As a result, the bi-weekly pension amount must						
Special Processing	>	ho adjusted for the shange						
Void/Manual/Figure Paycheck		be aujusted for the change.						
Billing and Invoicing	>							
Bank Reconciliation	>	Run this process after the last payroll of the 26 pay year and before the 27						
Queries	>	pay year timesheets are created, or after the last payroll of the 27 pay year						
Reports	>	and before the 26 nay year timesheets are created						
Tables	>	and before the 20 pay year timesheets are created.						
Quarterly Processing	>							
Year-End Processing	>	Do not run this process if the current and following fiscal year have the						
Module Maintenance	>	same number of pay periods.						
Interfaces/Imports	>							
Site Specific	>	ERSRI Export						
Help Reference Library		RI TIAA - CREF Export						
		Site Specific Paycheck Listing						
		Allentown - Retiree Roster						
		Allentown - Auditor General Report						
		Allentown - Legacy Employee Information						
		Allentown - 26/27 Pay Period Process						

To run the process, select:

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

Task 6906: Allentown - 26/27 Pay Period Process	×					
Allentown - 26/27 Pay Period Process						
Required: Number of Pay Periods 🛛 26 💿 27						
Required: Enter Effective Date (mmddyyyy) 12202021						
Run as O Preview O Print PDF O Excel If Printing use Duplex Yes No Lookup OK Cancel Clear All						

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:

907-HR27PAYPER_ALN.REP	Printed 31-Aug-2021 at 11: User D	17:41 by MOOREL City of Allentown efined Amount Error Repo	rt		Page 1
mployee Name	Annual Pension Amt	Gross Amt - Regular Gr	oss Amt - Last Ck Gross	Amt - 27 Wk Yr Gros	s Amt - 27 WkAdj
01879 SCHNECK, CHANNA C 01880 MRISS, KEVIN R 01931 STRUSS, GAIL M 01936 COLLINS, LOUIS A 01941 SKUTCHES, DAVID A 01946 HENRY, LEIF E Smp5: 6		2,800.65 2,060.27 2,810.18 4,183.38 3,092.25 2,687.53	2,800.64 2,060.25 2,810.21 4,183.29 3,092.18 2,687.57	2,696.92 1,983.96 2,706.10 4,028.44 2,977.72 2,587.99	2,696.97 1,984.04 2,706.11 4,028.35 2,977.71 2,588.08
		Salary Adjustmer	nt	×	
		Values Correc	Missing from the Custon t the Errors then Rerun th	n Tab is Process	
				ок	

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-Emplo	oyee Mainte	nance						-	
				Employee	Maintena	nce		on Fi	le
Goto Em	ployee Number	<mark>þ01963</mark>		-		Employee Attach Employee Position At	tachments		
PAdd Employee PAdd Position					Currer 0 All	nt Positions P-02 Positions -00	POLICE WII	DOW/WIDOWER	1,0000
1 Contact 2 Personal	3 Ded/Ben	4 Add Wages	5 Payroll	6 Accounting	7 Salary	8 Dates/Class 9 Degrees	0 Custom	UAccidents	VACA
User Defined 30 Characters	9				User Defined	Decimal 4 Places			
Unit Master SS# Years of Service Months of Service Yrs Military BB Mnths Military BB Sure Bon					Age at Annua Pensio < 2015 User E	Retirement I Non-Taxes Amt Con Cont Taxes 5 LTD Recovery Cont Cont Taxes Cont Cont Cont Cont Cont Cont Cont Cont			
Life Insurance Spouse SS#-no das Spouse Gender	hes				Ann Stat	ual Pension Amt te Bill 941 Amt		17072,22	
User Defined 80 Character Spouse DOB D-M-Y QORO# Job Disability User Defined #5	S				Gro Gro Gro Gro Gro Gro Gro	ss Amt - 1st Ck ss Amt - Regular <u>ss Amt - Lest Ok</u> ss Amt - 27 Wk Yr ss Amt - 27 WkAdj ss Amt - 1st Adj ss Amt - 1st Adj		656.62 656.62 632.30 632.30	>

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.

September 2021

Home	Tools	EmployeeList_27Pa ×		
1	ራ 🕈 🖶	Q	⑦ ④ 1 / 1 ► ⑦ ○ ④ 128% - ☐ ♥ ₽	á. 7)
6	907-HR27PA	YPER_ALN.REP	Printed 31-Aug-2021 at 13:49:46 by MOOREL City of Allentown User Defined Amount Error Report	Page 1
E	mployee Nam	ne		
<	No Reco	ords Selected	>	

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-HR27ADDWAG_ALN.REP Pr	inted 31-Aug-2021	at 13:49	:48 by MOOREL	City	of A	llent	town							P	age 1
				Additional	Wage	Upda	ate Repo	rt							
									Pay	Period	is ==				
Employee# and Name	Position	PayCode		Se	Į# Start	Date	Stop Date	1	2	3 4	5	Amount	Account		
000001	F-01	F	FIRE PENSION	1	20-De	0-2020		L				.05	801-00-500	L-0000-00	
000002	F-02	F	FIRE PENSION	1	20-De	0-2020		L				01	801-00-500	-0000-00	
000003	F-01	F	FIRE PENSION	1	20-De	c-2020		L				.06	801-00-500	L-0000-00	
000006	F-01	F	FIRE PENSION	1	20-De	c-2020		L				11	801-00-500	L-0000-00	
000007	F-01	F	FIRE PENSION	1	20-De	0-2020		L				01	801-00-500	L-0000-00	
000017	F-01	F	FIRE PENSION	1	20-De	0-2020		L				.03	801-00-500	L-0000-00	
000020	F-02	F	FIRE PENSION	1	20-De	c-2020		L				13	801-00-500	-0000-00	
000027	F-01	F	FIRE PENSION	1	20-De	c-2020		L				03	801-00-500	L-0000-00	
000029	F-01	F	FIRE PENSION	1	20-De	c-2020		L				.01	801-00-500	L-0000-00	
000031	F-01	F	FIRE PENSION	1	20-De	-2020		т.				.04	801-00-500	-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-HREMPSAL_ALN.REP	Printed 31-	Aug-2021 ;	at 14:2 City	23:25 7 of 1	by MOOREL Allentown					Page 1
			Salary	7 Chai	nge keport					
										Effective
Employee	Position	Schedule	Grade	Step	Annual	Period	Daily	Hourly	Per Diem	Date
000121	R 01	72	1	1	21 446 00	1 164 70	1 164 70	1 164 7000	1 164 7000	06 Eab 2021
000131	F-01	F	1	1	39 347 56	1 420 28	1 420 29	1 420 2800	1 420 2800	06-Feb-2021
000249	P-01	r v	1	1	29 629 44	1 467 72	1 467 72	1 467 7200	1 467 7200	06-Feb-2021
000251	F-01	F	1	1	63.501.84	2.351.92	2,351,92	2.351.9200	2.351.9200	06-Feb-2021
000257	F-01	F	ĩ	ĩ	62,144,01	2,301,63	2,301,63	2,301,6300	2,301,6300	06-Feb-2021
000259	F-01	F	1	1	42,868.17	1,587.71	1,587,71	1,587,7100	1,587,7100	06-Feb-2021
000332	F-01	F	1	1	45,251.73	1,675.99	1,675.99	1,675.9900	1,675.9900	06-Feb-2021
000386	F-01	F	1	1	54,060.75	2,002.25	2,002.25	2,002.2500	2,002.2500	06-Feb-2021
000462	F-01	F	1	1	34,309.98	1,270.74	1,270.74	1,270.7400	1,270.7400	06-Feb-2021
000478	F-03	F	1	1	37,407.15	1,385.45	1,385.45	1,385.4500	1,385.4500	06-Feb-2021
001175	P-03	P	1	1	39,258.54	1,454.02	1,454.02	1,454.0200	1,454.0200	07-Aug-2021
001222	P-01	P	1	1	40,410.63	1,496.69	1,496.69	1,496.6900	1,496.6900	07-Aug-2021
001230	P-01	P	1	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

Update Salary		\times
Clie Clie	you want to post these changes? :k YES to Post :k NO to Cancel	
	<u>Y</u> es <u>N</u> o	

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 0	Custom	The last check must be adj to arrive at the correct and	usted for the pennies nual amount.
User Defined Decinar 4 Places			For a 26 Pay Period year	
Age at Retirement			The Gross Amt – Last Ck is	for .07 less:
Annual Non-Taxes Amt Pension Cont Taxes < 2015 LTD Recovery User Defined #15			For a 27 Pay Period year, the Gross Amt – 27 WkAdj	is for .05 more.
User Denned Decimal 2 Places				
Annual Pension Amt	36093.65	Annua	al 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	s Amt - 27 Wk Yr	1336,80
Gross Amt - 27 WkAdj	1336.85			
Gross Amt - 1st Yr				
Gross Amt - 1st Adj				
Military BB Amt				

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]								
Goto	Employee Number 001959	Employee Number 001959			ttachments			
Actions	Position P-01	POLICE PENSIONER	1 Of 1	Employee Posito	on Attachments			
J Add Cod	e					-		
K Delete Co	de							
1 Contact	2 Personal 3 Ded/Ben 4 Add Wage	5 Payroll 6 Accounting	7 Salary 8 Da	ates/Class 9 Degr	rees 0 Custom			
		Pay Pario	10					
Pay Cod	e Description	Seq Start Date	End Date	1 2 3	4 5	Amount		
Р	POLICE PENSION	1 02-Sep-2021		L		07		
						7		

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	0				
	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				



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Employee Maintenance [TRAINING]												
Goto Employee Number 001960 Position P-01 POL			LICE P	ENSTONER	1 Of 1	Employee Attachments						
	Actions											
	J Add Code K Delete Code											
1 Contact 2 Personal 3 Ded/Ben 4Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom												
	Day Code	Description	Sea	Pav Periods	End Date	1	2	2	4	C	_	Amount
	ray code	Description	ped	Start Date	chu Date	·	2	2	4	2		Amoun
F	2	POLICE PENSION	1	02-Sep-2021		L						.05