



**Ohio Department of
Administrative Services**
HUMAN RESOURCES DIVISION
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

George V. Voinovich
Governor

Sandra A. Drabik
Director

June 27, 1997

Payroll Letter 720

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: OCSEA Contract Implementation

The new contract affects those full-time and part-time employees in collective bargaining units 03, 04, 05, 06, 07, 09, 13 and 14. For payroll purposes the effective date of the new contract is March 2, 1997; however, there are changes that will go into effect at a later date. There will be addendum payroll letters issued when those changes are effective. The changes that have been made are outlined below:

- A) SICK LEAVE OCCASION METHOD** - has been eliminated, all data relating to sick leave occasions will be deleted from the Master file, Payroll Disbursements Journal and the Payroll Screens on the computer terminals. At this time we have placed zeros on the employee's earnings statement.
- B) CALCULATION OF PAYMENT FOR SICK LEAVE USED** - any sick leave used from March 2, 1997 through November 22, 1997 will be accumulated in a new field, Benefit year-to-date Sick Leave Usage. Throughout the benefit year as an employee uses sick leave, the first 40 hours used will be paid at the employee's total hourly rate of pay. The second 40 hours of usage will be paid at 70% of the employee's total hourly rate of pay and any additional usage will be paid at the employee's total hourly rate of pay. Hours used to supplement disability or workers' compensation will always be paid at the employee's total hourly rate of pay and will be added to the Benefit year-to-date Sick Leave Usage. After the last pay period in November each year (the end of the Benefit Year), the Benefit year-to-date Sick Leave Usage field will be reset with zeros.

C) CALCULATION OF OVERTIME AND/OR COMP TIME ACCRUAL - to implement changes in the Payroll System for payment of overtime and/or compensatory time accrual, a payroll memo issued on March 19, 1997 explained the process and provided you with a new payroll code (PLSS). Effective pay period ending September 13, 1997 which you begin posting on September 15, 1997, we will eliminate the PLSS payroll code. You will post four new fields for employee's represented by OCSEA, see Exhibit A.

The Payroll System will determine and calculate any overtime and/or compensatory time accrual that the employee is entitled to based on the information that you post to payroll. The following instructions will assist you in posting the proper codes and data we need to make the calculations:

Posting Premium Pays - the following premium pay codes are to be posted as they have been in the past and the hours are **not** to be included in any other entries:

CE	Compensatory Time Emergency Accrual
WOT	Weather Emergency Overtime
HOT	Holiday Overtime
HW	Holiday Worked
OC	On Call
OD	On Duty
RB	Report Back (see Payroll Letter 718)
RC	Roll Call
ST	Stand By

Posting Emergency Payroll Code - the code EMER is used when employees are ordered not to come to work due to an emergency. This code is to be posted as it always has been posted.

Payroll Codes and/or Fields No Longer Posted - because the Payroll System will calculate overtime pay and/or compensatory time accrued based on data that you provide, the payroll codes OT (for payment of overtime hours worked at time and one-half) and PLSS (for payment of additional hours worked at straight time) will no longer be posted by the Payroll Officer. In addition, the fields for compensatory time accrued and for overtime hours worked will no longer be posted by the Payroll Officer.

New Fields to be Posted - there are two new fields (Additional Hours and Sick Leave Used) for each week during the bi-weekly payroll cycle, see Exhibit A. Week One begins on Sunday, the first day of the pay period, and runs through Saturday. Week Two begins on Sunday, the first day after week one, and runs through Saturday (the last day of the pay period).

To determine additional hours, you add all regular hours worked (**not including any of the premium pay hours, except hours posted as EMER**), hours paid for a holiday not worked, as well as any hours that the employee is on paid leave for each week. Any hours that exceed forty (40) is to be posted in the appropriate field.

To facilitate the system calculation of overtime/straight time and/or compensatory hours accrued, we also need the total number of sick leave hours used in week 1 and week 2. When all sick leave hours used during the pay period are posted in the week 1 and week 2 fields, do not post sick leave used in the usage column for new sick, sick and old sick. The system will transfer the hours from the week 1 and week 2 fields to the proper fields in the usage column.

With the proper data posted to the week 1 and week 2 additional hours fields and sick leave used fields, the payroll system will determine the number of hours to be paid at straight time and the number of hours to be paid at one and one-half the employee's total rate of pay. Employees are eligible to receive compensatory time in lieu of overtime payment. To accommodate an employee's request to receive compensatory time in lieu of overtime pay, you will use the following payroll code:

CR Compensatory time requested

When you type CR in the payroll entry area and press the PF1 key, the following template appears:

CR 0.00 HRS

Type the actual hours worked over the 0.00 hours and press the PF1 key. If you want to enter the hours the same time you type the code, simply include the hours with the code as shown in Exhibit A. The result of the entries typed in Exhibit A are displayed in Exhibit B.

Based on the calculation of hours eligible for overtime payment, the compensatory time hours requested will be processed. If the requested hours exceed the eligible hours, the compensatory time accrued will be reduced to the eligible hours by the payroll system. Any hours eligible for overtime payment that exceed the compensatory time requested will be paid at one and one-half the employee's total hourly rate. The payroll system will pay additional hours at straight time up to the number of hours of sick leave used during the same week.

New Payroll Codes - If overtime hours and/or compensatory time hours accrued was posted in error for a previous pay period, you must use the following codes to report that time:

POT Overtime Hours for a prior pay period
PCA Compensatory Time Accrued for a prior pay period

When it is necessary to post overtime hours and/or compensatory time accrued for a prior pay period, you must follow the procedures for determining eligibility as outlined in the above section labeled New Fields to be Posted. To post either of these codes, type the code (POT and/or PCA) in the payroll entry area and press the PF1 key. This will create template(s) as shown in Exhibit C. Type the number of hours, the pay period ending date and press PF1 to complete the entry.

The prior pay period overtime template will be created with the employee's current overtime rate. If the prior pay period overtime is to be paid at another rate, you must type the proper rate over the rate in the template and press PF1. An example of changes that might be made are shown in Exhibit D.

Change in a Payroll Code - Because you will no longer enter overtime hours, you will use the new method for posting report back pay, as outlined in Payroll Letter 718.

- D) ADOPTION PAYMENT** - when an employee has the proper documents to be eligible for Adoption/Child Birth leave, they have the option of receiving a payment of \$2,000 in lieu of the leave. To post this to payroll a new code has been created as follows:

ADOPTL Adoption Lump Sum Payment

To post an adoption lump sum payment, type the code adoptl in the payroll entry area and press the PF1 key. This will create the template as shown in Exhibit E.

- E) WAGE INCREASES** - the pay schedules for the duration of the contract are attached. The increases are as follows:

Effective with the beginning of the pay period which includes July 1, 1997, the pay schedules shall be increased by three percent (3%).

Effective with the beginning of the pay period which includes July 1, 1998, the pay schedules shall be increased by three percent (3%), **five cents (\$.05) per hour of which shall be directed to the workforce development fund.**

Effective with the beginning of the pay period which includes July 1, 1999, the pay schedules shall be increased by three percent (3%).

Additional contract changes will be explained in another Payroll Letter. If you have any questions regarding this letter, please contact me at (614) 466-2986. Thank you for your cooperation.

RLC/bc
attachments

EXHIBIT A

PAYB=100-999=000489	PPE 07/05/97	LEAVE	BALANCE	ACCRUAL	USAGE
NME DOE, JOHN A	EFT 3 PA1	NEWS	210.40	3.10	0.00
ADR 123 E MAIN ST	PA2	SICK	0.00	0.00	0.00
CITY COLUMBUS	PAID PA3	OLDS	0.00	0.00	0.00
ZIP 43215 TEL 614 466 - 1111	APPT 01 02 22 93	VAC	156.25	3.10	0.00
DOB 12 - 07 - 69 SEX M CAR	PROM 01 13 95	PLV	18.50	0.00	0.00
SSN 123-45-6789 GROS 1,516.00	ENDS 00 00 00	COMP	27.00	0.00	0.00
NEW/SEQ 000500 FTX S0 193.00	SERV 4 - 152	DONL	.00	.00	.00
ST OH RCNTY FRAN OH: 0 40.06	USERV -	FMLA	.00	.00	.00
WU C22 CSEQ 220 SD	LSERV -	WK ADD HRS SL USED		VSX	00.00
CLAS 64113 DEFC 160.00	HRSPAID 80.00	1 00.00 00.00		PSX	00.00
PGM/ANAL 3 BOND	LESSHR	2 00.00 00.00		CSX	00.00
STEP 3 STATUS C RETR P 128.86	O/T	DISA		SUPP	DEDUCTIONS
STEP IND 4 NET 902.34	MEDICR 21.75	CBU 14 - 9	RATE F	CODE	AMT/%
		RNGE 33	17.73 A	F15	2.00
		BASE H	19.52 A	MD1	1.45
		LNGV	0.00 1	A11	15.72
		EDUC 0	0.00 A	S01	19.52
		PRF 00.0	0.00		
		LANG 0	0.00		
		HAZ	0.00		
		SUPP	0.00		
PF1=UPDT PF2=EHOC PF3=EARN PF5=POSU PF6=PREV		TOTAL	19.52		
REF # 02302 FD 125 SPRC HPA2 SAC 6PJ1 ADRC HRP		USE	8.0 DV 2		
#PPDS 1 MIL-BAL 176.0 BENE YTD SL: ACC 34.1					

EXHIBIT B

PAYB=100-999=067110	PPE 07/05/97	LEAVE	BALANCE	ACCRUAL	USAGE
NME DOE, JANE	EFT 0 PA1	NEWS	113.00	3.10	0.00
ADR 123 E MAIN ST	PA2	SICK	0.00	0.00	0.00
CITY COLUMBUS	PAID PA3	OLDS	0.00	0.00	0.00
ZIP 43215 TEL 614 466 - 9999	APPT 01 03 25 90	VAC	82.10	4.60	8.00
DOB 05 - 17 - 71 SEX F CAR	PROM 03 25 90	PLV	22.40	0.00	0.00
SSN 987-65-4321 GROS 1,092.00	ENDS 00 00 00	COMP	6.00	0.00	0.00
NEW/SEQ 067130 FTX S0 129.00	SERV 6 - 024	DONL	.00	.00	.00
ST OH RCNTY FRAN OH: 0 27.87	USERV -	FMLA	.00	.00	.00
WU A05 CSEQ 000 SD 2503	LSERV -	WK ADD HRS SL USED		VSX	00.00
CLAS 12551 DEFC	HRSPAID 80.00	1 8.00 4.00		PSX	00.00
SECRETARY BOND 12.50	LESSHR	2 00.00 00.00		CSX	00.00
STEP 7 STATUS C RETR P 92.82	O/T	DISA		SUPP	DEDUCTIONS
STEP IND 42 M NET 688.04	MEDICR 15.26	CBU 09 - 9	RATE F	CODE	AMT/%
CR 4.00 HRS		RNGE 27	11.63 A	F15	2.00
		BASE H	13.65 A	MD1	1.45
		LNGV	0.35 A	D01	14.00
		EDUC 0	0.00 1	JN1	39.42
		PRF 00.0	0.00		
		LANG 0	0.00		
		HAZ	0 0.00		
		SUPP	0.00		
PF1=UPDT PF2=EHOC PF3=EARN PF5=POSU PF6=PREV		TOTAL	14.00		
PF10=TOGGLE TO SENB		USE	10.0 DV 2		
REF # 00111 FD GRF SPRC P261 SAC 1234 ADRC PE10					
#PPDS 1 MIL-BAL 176.0 BENE YTD SL: ACC 34.0					

EXHIBIT C

PAYB=100-999=000489				PPE 07/05/97				LEAVE	BALANCE	ACCRUAL	USAGE
NME DOE, JOHN A	EFT 3	PA1		NEWS	210.40	3.10	0.00				
ADR 123 E MAIN ST		PA2		SICK	0.00	0.00	0.00				
CITY COLUMBUS	PAID	PA3		OLDS	0.00	0.00	0.00				
ZIP 43215 TEL 614 466 - 1111		APPT 01 02 22 93		VAC	156.25	3.10	0.00				
DOB 12 - 07 - 69 SEX M CAR		PROM 01 13 95		PLV	18.50	0.00	0.00				
SSN 123-45-6789 GROS 1,516.00		ENDS 00 00 00		COMP	27.00	0.00	0.00				
NEW/SEQ 000500 FTX S0 193.00		SERV 4 - 152		DONL	.00	.00	.00				
ST OH RCNTY FRAN OH: 0 40.06		USERV -		FMLA	.00	.00	.00				
WU C22 CSEQ 220 SD		LSERV -		WK ADD HRS SL USED VSX			00.00			00.00	
CLAS 64113 DEFC 160.00		HRSPAID 80.00		1 00.00 00.00 PSX			00.00			00.00	
PGM/ANAL 3 BOND		LESSHR		2 00.00 00.00 CSX			00.00			00.00	
STEP 3 STATUS C RETR P 128.86		O/T		DISA			SUPP			DEDUCTIONS	
STEP IND 4 NET 902.34		MEDICR 21.75		CBU 14 - 9 RATE F CODE AMT/%							
POT 00.00 HRS @ 29.28 PPE YY-MM-DD				RNGE 33 17.73 A F15			2.00				
PCA 00.00 HRS PPE YY-MM-DD				BASE H 19.52 A MD1			1.45				
				LNGV 0.00 1 A11			15.72				
				EDUC 0 0.00 A S01			19.52				
				PRF 00.0 0.00							
				LANG 0 0.00							
				HAZ 0.00							
PF1=UPDT PF2=EHOC PF3=EARN PF5=POSU PF6=PREV				SUPP 0.00							
PF10=TOGGLE TO SENB				TOTAL 19.52							
REF # 02302 FD 125 SPRC HPA2 SAC 6PJ1 ADRC HRP				USE 8.0 DV 2							
#PPDS 1 MIL-BAL 176.0 BENE YTD SL: ACC 34.1											

EXHIBIT D

PAYB=100-999=000489				PPE 07/05/97				LEAVE	BALANCE	ACCRUAL	USAGE
NME DOE, JOHN A	EFT 3	PA1		NEWS	210.40	3.10	0.00				
ADR 123 E MAIN ST		PA2		SICK	0.00	0.00	0.00				
CITY COLUMBUS	PAID	PA3		OLDS	0.00	0.00	0.00				
ZIP 43215 TEL 614 466 - 1111		APPT 01 02 22 93		VAC	156.25	3.10	0.00				
DOB 12 - 07 - 69 SEX M CAR		PROM 01 13 95		PLV	18.50	0.00	0.00				
SSN 123-45-6789 GROS 1,516.00		ENDS 00 00 00		COMP	27.00	0.00	0.00				
NEW/SEQ 000500 FTX S0 193.00		SERV 4 - 152		DONL	.00	.00	.00				
ST OH RCNTY FRAN OH: 0 40.06		USERV -		FMLA	.00	.00	.00				
WU C22 CSEQ 220 SD		LSERV -		WK ADD HRS SL USED VSX			00.00			00.00	
CLAS 64113 DEFC 160.00		HRSPAID 80.00		1 00.00 00.00 PSX			00.00			00.00	
PGM/ANAL 3 BOND		LESSHR		2 00.00 00.00 CSX			00.00			00.00	
STEP 3 STATUS C RETR P 128.86		O/T		DISA			SUPP			DEDUCTIONS	
STEP IND 4 NET 902.34		MEDICR 21.75		CBU 14 - 9 RATE F CODE AMT/%							
POT 03.50 HRS @ 28.42 PPE 97-06-21				RNGE 33 17.73 A F15			2.00				
PCA 05.00 HRS PPE 97-06-21				BASE H 19.52 A MD1			1.45				
				LNGV 0.00 1 A11			15.72				
				EDUC 0 0.00 A S01			19.52				
				PRF 00.0 0.00							
				LANG 0 0.00							
				HAZ 0.00							
PF1=UPDT PF2=EHOC PF3=EARN PF5=POSU PF6=PREV				SUPP 0.00							
PF10=TOGGLE TO SENB				TOTAL 19.52							
REF # 02302 FD 125 SPRC HPA2 SAC 6PJ1 ADRC HRP				USE 8.0 DV 2							
#PPDS 1 MIL-BAL 176.0 BENE YTD SL: ACC 34.1											

EXHIBIT E

PAYB=100-999=067110	PPE 07/05/97	LEAVE	BALANCE	ACCRUAL	USAGE
NME DOE, JANE	EFT 0 PA1	NEWS	113.00	3.10	0.00
ADR 123 E MAIN ST	PA2	SICK	0.00	0.00	0.00
CITY COLUMBUS	PAID PA3	OLDS	0.00	0.00	0.00
ZIP 43215 TEL 614 466 - 9999	APPT 01 03 25 90	VAC	82.10	4.60	8.00
DOB 05 - 17 - 71 SEX F CAR	PROM 03 25 90	PLV	22.40	0.00	0.00
SSN 987-65-4321 GROS 1,092.00	ENDS 00 00 00	COMP	6.00	0.00	0.00
NEW/SEQ 067130 FTX S0 129.00	SERV 6 - 024	DONL	.00	.00	.00
ST OH RCNTY FRAN OH: 0 27.87	USERV -	FMLA	.00	.00	.00
WU A05 CSEQ 000 SD 2503	LSERV -	WK ADD HRS SL USED VSX			00.00
CLAS 12551 DEFC	HRSPAID 80.00	1 8.00 4.00 PSX			00.00
SECRETARY BOND 12.50	LESSHR	2 00.00 00.00 CSX			00.00
STEP 7 STATUS C RETR P 92.82	O/T	DISA SUPP DEDUCTIONS			
STEP IND 42 M NET 688.04	MEDICR 15.26	CBU 09 - 9 RATE F CODE AMT/%			
PLUS 1.00 ADJ @ 2000.00 ADOPT LUMP		RNGE 27 11.63 A F15			2.00
		BASE H 13.65 A MD1			1.45
		LNGV 0.35 A D01			14.00
		EDUC 0 0.00 1 JN1			39.42
		PRF 00.0 0.00			
		LANG 0 0.00			
		HAZ 0 0.00			
		SUPP 0.00			
PF1=UPDT PF2=EHOC PF3=EARN PF5=POSU PF6=PREV		TOTAL 14.00			
PF10=TOGGLE TO SENB					
REF # 00111 FD GRF SPRC P261 SAC 1234 ADRC PE10					
#PPDS 1 MIL-BAL 176.0 BENE YTD SL: ACC 34.0		USE 10.0 DV 2			