



# Ohio Department of Administrative Services

HUMAN RESOURCES DIVISION  
30 EAST BROAD STREET, 28TH FLOOR  
COLUMBUS, OHIO 43266-0405

BOB TAFT, GOVERNOR

C. SCOTT JOHNSON, DIRECTOR

June 12, 2000

Payroll Letter 776

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: Expansion of Supplement Pay Types

Since 1986 the collective bargaining agreements and the exempt benefits bills have expanded the different type of pay supplements which an employee can receive. The standard pay supplements are Longevity, Education Attainment, Professional Achievement, Hazardous Duty, BI-Lingual and Other Supplements. During this last round of contract negotiations, another pay supplement type has been introduced called "Merit Pay". Rather than adding another title on the PAYU and POSU screens, we implemented the following changes to the HR2K system.

The "SUPP" field on the PAYU display has been opened for entry. This new area is called the Other Supplemental Pay Type field. The acceptable values that can be used by eligible employees are listed below:

Code	Description	Details
MERT	Merit Pay	<ul style="list-style-type: none"><li>• Requires a personnel action using PA Code "C61".</li><li>• Fixed rate determined by the agency.</li><li>• Percentage rate determined by agency and/or collective bargaining agreement and will be multiplied times the employee's classification base rate.</li></ul>
NAIC	Insurance Agents Pay	<ul style="list-style-type: none"><li>• Code and rate automatically set based on rules provided by the Department of Insurance.</li></ul>
SIP	Lottery Sales Incentive Program Pay	<ul style="list-style-type: none"><li>• Code and rate automatically set based on rules provided in collective bargaining agreement.</li></ul>
SERG	Sergeants Pay	<ul style="list-style-type: none"><li>• Code and rate automatically set based on rules provided in collective bargaining agreement.</li></ul>
XSEC	Exempt Secretary at R & C Pay	<ul style="list-style-type: none"><li>• Code and rate automatically set based on exempt parity rules provided in collective bargaining agreement.</li></ul>
SUPP	Other Supplement Pay	<ul style="list-style-type: none"><li>• Requires a personnel action using PA Code "C56".</li><li>• Rate determined by agency.</li></ul>

An “Other Supplement Percentage” area has also been added to the PAYU screen. When a percentage is entered, it will calculate the other supplement pay rate based on the rules established for that specific Other Supplemental Pay Type. By examining the Supplemental Pay Type we can track each expense. Most expenses will be captured under the Other Supplement object (010-07) while the Merit Pay will be tracked separately under object (010-09).

The “PROF” field on the PAYU display has been opened for entry. This new area is called the Professional Achievement Supplemental Pay Type field. The acceptable values are:

Code	Description	Details
RECR	Recruitment / Retention for Teachers & Guidance Counselors at R & C	<ul style="list-style-type: none"> <li>• Requires a personnel action using PA Code “C51”.</li> <li>• Change the Prof. Ach. Sup. Pay Type field to “RECR”.</li> <li>• Rate calculated at percentage entered times the employees normal rate of pay (Step Rate + Long. + Other Supp) as defined by the collective bargaining agreement.</li> </ul>
TREE	Foresters Pay	<ul style="list-style-type: none"> <li>• Requires a personnel action using PA Code “C51”.</li> <li>• Change the Prof. Ach. Sup. Pay Type field to “TREE”.</li> <li>• Rate calculated at 3% of the employee’s classification base rate as defined by the collective bargaining agreement.</li> </ul>
PROF	Professional Achievement Pay	<ul style="list-style-type: none"> <li>• Requires a personnel action using PA Code “C51”.</li> <li>• Defaults the Prof. Ach. Sup. Pay Type field to “PROF”.</li> <li>• Rate calculated at percentage entered times the employee’s classification base rate. Eligibility determined by agency and/or collective bargaining agreements.</li> </ul>

These changes will take effect immediately. If you have any questions, please direct them to Jerry Miller at (614) 644-9151 or fax them to (614) 232-1653.

RLC/jam