



October 10, 2006

Corrected Payroll Letter 900

To: HR Administrators, Payroll Officers, Personnel Officers, Fiscal Officers,
Labor Relations Officers, and EEO Officers of All Departments,
Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: Collective Bargaining and Exempt Parity Changes

Collective bargaining negotiations between the State of Ohio and the various unions have resulted in changes to the bargaining agreements. In order to maintain parity between the employees who are subject to these agreements and the employees that are exempt from collective bargaining, corresponding changes were also made for exempt employees in the law, rule and policy where applicable. This Payroll Letter will detail a number of these changes and provide information as needed for processing the changes in the legacy payroll system (HR2K). Please contact your respective Labor Relations Officer for answers to specific questions regarding contract language and interpretation. Likewise, DAS HRD Policy Development can address exempt employee questions; their contact number is (614) 752-5393.

Disability Benefits

Two new disability reporting codes have been created for the processing of all new claims filed. DAS Benefits will make the initial determination of what constitutes a "new claim" for purposes of utilizing these new reporting codes based upon the following effective dates:

OCSEA: claims filed on or after March 1, 2006

1199: claims filed on or after June 1, 2006

OEA: claims filed on or after July 1, 2006

Exempts: claims filed on or after October 29, 2006

DISE or **DISF** will be entered in the PAYU pay exception entry. **DISE** will be for payment of disability during the first three months (520 hours). The payment will be calculated as the number of hours entered times 70% of the employee's total rate of pay, plus the prorated amount of employee health care. **DISF** will be for payment of disability for the next nine months (521 thru 2080 hours). The payment will be calculated as the number of hours entered times 50% of the employee's total rate of

pay, plus the prorated amount of employee health care and retirement. Examples of these new reporting codes are shown in exhibit 1 below. Please note that those claims filed prior to the effective dates outlined above will continue to be paid using the existing disability posting codes of DISB, DISC and DISD, until the disability benefit is exhausted.

PAYU 100-400=004200	Pay Period 02 18 2006	Leave Balance	Accrual	Usage
Name BURNHART, SANDRA	Appt 01 06 18 1979	NewS 15.56	3.10	.00
EmpId# SX106501H	SSN 333-33-3333	Prom 10 05 1980	OldS .00	.00
	Ends 00 00 0000	Vac 23.31	9.20	.00
Gross 2,987.20	Stat C CSeq 404	Serv 26 - 056	PLv 9.96	.00
Ftx M0 237.00	CAS Refno 04800	FzSrv 24 - 067	Comp .25	.00
OH: 3 78.68	Eft Flag 3	FzInd 52	Donl .00	.00
Sd 2511 .00	Supp #PPs 1	PA1 I08 03 02 2006	End 05 05 2006	VSX .00
DefC 576.92		PA2 00 00 0000	End 00 00 0000	PSX .00
Retr P 268.85	---- Hours ----	PA3 00 00 0000	End 00 00 0000	CSX .00
Attmnt .00	Hrs Paid 80.00			---Deductions---
GrosUp .00	Less Hrs .00	DISABILITY PAY	CBU 14 - 9	F Code Amount/%
Ded Tot 187.67	OT Hrs .00	Class 99001	---Pay Rates---	A F15 58.46
Net Pay 1,638.08	Paid _ Ind 119 M	Step 00	Rate 00	.00 A D01 34.96
DIS 0.00 HRS @	37.34	DISE	Base H	37.34 A CCC 30.00
DIS 0 00 HRS @	37.34	DISF	Lngv	.00 A A1H 64.25
	Educ 0	.00	.00	
	PROF 00.0	.00	.00	
	Lang 0	.00	.00	
	Haz 0	.00	.00	
	SUPP 00.0	.00	.00	
	Total	37.34	.00	
	F1=Updt F2=EHOC F3=EXIT F4=payu2 F5=POSU			
	F6=EARN F7=Prev F8=Next F9=HRID F12=Rstr			
				TXBL BENFTS .00 CAR .00

Exhibit 1

Call-Back Pay

Bargaining unit employees, who are called to report to work outside their regularly scheduled shift, will be paid a minimum of four (4) hours pay at their total rate of pay including the average of any shift differential. A change has been made to the Report Back pay exception to include shift differential in the rate of pay calculation. Report Back may be entered in the pay exception area as “RB”.

Report Pay

Bargaining unit employees who report to work as scheduled and are then informed they are not needed will receive their full day’s pay at regular rate. Use the “EMER” pay exception to pay the employee accordingly. No programming changes have been applied for this category. The cost for EMER pay will be reported under object of expense 020-20 Emergency Compensation.

Emergency Leave

Employees directed to work during a declared weather emergency shall receive their regular rate of pay for the number of hours for which they were scheduled to work during the weather emergency period if they were instructed not to report to work or were sent home. In addition, bargaining unit employees who work during a weather emergency shall receive a stipend of \$8.00 per hour worked. A change has been made in the posting of Emergency Worked to accommodate this requirement. Pay exception code “EW” will generate an initial template for reporting the employee’s

scheduled work hours during an emergency. The rate of pay will be the employee's total rate. Upon initial entry of code EW, a duplicate EW exception will be created. This exception will default to a rate of \$8.00 with a notation of "STIPEND". Agencies will specify the number of hours in each of these EW pay exceptions. Please note that only bargaining unit employees are eligible to receive the \$8.00 stipend, so agencies should ensure that the \$8.00 stipend exception remains at 0.00 hours for exempt employees. The cost for Emergency Worked (EW) will be reported under object of expense 020-20 Emergency Compensation. Examples of these new reporting codes are shown in exhibit 2 below.

PAYU 501-405=022100	Pay Period 02 18 2006	Leave Balance	Accrual	Usage
Name PUBLIC, JOHN Q	Appt 01 03 21 1994	NewS 9.81	3.10	.00
EmpId# PJ103022E	SSN 111-11-1111	Prom 11 17 2002	OldS .00	.00
	Ends 00 00 0000	Vac 34.60	6.20	.00
Gross 1,758.94	Stat C CSeq 020	Serv 11 - 322	PLv 16.00	.00
Ftx S1 205.00	CAS Refno 00027	FzSrv 09 - 319	Comp 7.98	.00
OH: 1 53.49	Eft Flag 3	FzInd 4	Donl .00	.00
Sd 1404 15.37	Supp #PPs 1	PA1 00 00 0000	End 00 00 0000	VSX .00
DefC 15.00		PA2 00 00 0000	End 00 00 0000	PSX .00
Retr P 158.30	---- Hours ----	PA3 00 00 0000	End 00 00 0000	CSX .00
Attmnt .00	Hrs Paid 80.00			---Deductions---
GrosUp .00	Less Hrs .00	CORR OFF	CBU 03 - 9	F Code Amount/%
Ded Tot 127.41	OT Hrs .00	Class 46531	---Pay Rates---	A MD1 25.16
Net Pay 1,184.37	Paid _ Ind 72	M Step 07	Rate 28	14.83 A FFR 17.35
EW 0.00 HRS @	18.690		Base H	18.02 A D01 18.02
EW 0.00 HRS @	8.000 STIPEND		Lngv	.67 A D02 2.00
			Educ 0	.00 2 B46 25.80
			PROF 00.0	.00 B B53 15.50
			Lang 0	.00 A A1H 23.58
			Haz 0	.00 .00
			SUPP 00.0	.00 .00
			Total	18.69 .00
F1=Updt F2=EHOC F3=EXIT F4=payu2 F5=POSU				
F6=EARN F7=Prev F8=Next F9=HRID F12=Rstr				
			TXBL BENFTS	.00 CAR .00

Exhibit 2

Holiday Pay – Part-time Employees

Part-time employees shall receive holiday pay on a pro-rated basis, based on the average actual hours worked, excluding overtime, in the preceding quarter. Beginning April 1, 2006, the HR2K payroll system began accumulating hours worked and the number of pay periods in active pay status for all eligible part-time employees. After processing payroll for pay period ending June 24, 2006, a quarterly batch process will be run to calculate the average daily hours worked based on the accumulation of hours worked, divided by the number of pay periods paid, divided by 10. The maximum computed average daily hours worked will default to eight (8). The average hours worked will remain intact in the employees PAYU record for future use in posting Holiday Pay. This process will be replicated each quarter with the quarters defined as July 1, October 1, January 1 and April 1. The first holiday this will impact for OCSEA employees will be July 4th, 2006. The first holiday this will impact for exempt employees will be Columbus Day, October 9th, 2006.

When a part-time employee is to receive holiday pay for hours they would normally be scheduled to work the day the holiday is observed, the agency should post "HOL" in the pay exception entry area on the PAYU1 screen. The online system will

generate a template that will contain the computed daily average hours worked as well as the employee's rate of pay. HOL hours will be included in the system calculation of hours worked. As such, when reporting PAY hours for a part-time employee, do not include the HOL hours in the PAY hours posting. The HOL pay exception will contain the comment "PT HOL PAY" for reference. Finally, the cost of the Holiday Hours will be charged to object of expense 020-01 "Holiday Compensation". Examples of the HOL and PAY reporting codes are shown in exhibit 3 below.

PAYU 760-000=003600	Pay Period 06 24 2006	Leave Balance	Accrual	Usage
Name TURNER, TINA	Appt 04 10 19 1998	NewS 5.92	1.16	3.90
EmpId# ST140842M	SSN 122-22-2222	Prom 02 19 2006	OldS .00	.00
	Ends 00 00 0000	Vac 22.30	1.73	.00
Gross 579.90	Stat P CSeq 803	Serv 08 - 084	PLv 5.99	.46
Ftx S4 .00	CAS Refno 00184	FzSrv 06 - 081	Comp 7.00	.00
OH: 4 4.14	Eft Flag 3	FzInd	Donl .00	.00
Sd 2503 .00	Supp #PPs 1	PA1 00 00 0000	End 00 00 0000	VSX 4.10
DefC .00		PA2 00 00 0000	End 00 00 0000	PSX .00
Retr P 52.19	---- Hours ----	PA3 00 00 0000	End 00 00 0000	CSX .00
Attmnt .00	Hrs Paid 30.00			---Deductions---
GrosUp .00	Less Hrs .00	CUST SRV SPC 1	CBU 07 - 9	F Code Amount/%
Ded Tot 327.80	OT Hrs .00	Class 24341	---Pay Rates---	A MD1 7.48
Net Pay 195.77	Paid _ Ind 4-	Step 06	Rate 29	15.61 A F15 10.32
PAY 24.00 HRS @	19.33		Base H	18.86 B E28 100.00
HOL 6.00 HRS @	19.33	PT HOL PAY	Lngv	.47 2 B49 110.20
			Educ 0	.00 A D01 7.07
			PROF 00.0	.00 A PCL 28.58
			Lang 0	.00 A A1H 64.15
			Haz 0	.00 .00
			SUPP 00.0	.00 .00
			Total	19.33 .00
F1=Updt F2=EHOc F3=EXIT F4=payu2 F5=POSU				
F6=EARN F7=Prev F8=Next F9=HRID F12=Rstr				
			TXBL BENFTS	.00 CAR .00

Exhibit 3

Intermittent Hours

Effective pay period 06/24/2006, intermittent hours were reset to zero and will now begin to accumulate based on a Fiscal Year, rather than calendar year.

Wage Increase/Pay Tables

All applicable union and exempt pay tables have been increased effective the pay period which includes July 1, 2006. New pay tables can be accessed online at the following web address: <http://www.das.ohio.gov/hrd/payratetables.html>.

The Office of Payroll Administration will apply the appropriate rate increase to all affected employee payroll records for processing during pay period ending July 8, 2006, payday July 21st. The result will be a change to employee Step 1 Rate, Class Base Rate, Longevity Rate and other Supplemental Rates, and Total Adjusted Rate. All affected employees will receive the following Employee History (EHOc) entry: for bargaining employees: PA Code C55 – COLLECTIVE BARGAINING; for exempt employees: PA Code C48 – STAT INCR HB530.

Personal Leave Accrual

For OCSEA and Ohio Health Care employees, a change was made to credit employees with their additional personal leave (8 or 10 hours) effective pay period ending 06/24/2006, so that the leave credited would appear on the employee's earning statement received after July 1st (payday July 7th). This same process will occur again pay period ending 09/30/2006 (payday October 13th). Please note that when effected employee personal leave exceeds the maximum allowable balance, a payoff of personal leave will be generated automatically during the subsequent pay period.

DRP/drp