SUPPLEMENTAL ONE TIME PAYMENT - PA40

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The Human Resource Office determines that an employee is entitled to receive a onetime supplemental payment and creates a PAR.

Trigger(s):

An employee receives a management cash performance award, is entitled to receive a highway agility program cash payment, or is entitled to receive any other type of one-time payment.

# Special Notes related to Military Stipends

Employees are not entitled to military stipend payments until the last pay of the month after they start military leave.  Military stipends are set to be paid to employees the last pay of each month, which actually means the payment is processed during the previous pay period. Therefore, in order for an employee to receive a partial stipend for the month

AFTER it was earned, the Supplemental One Time payment must be processed with a   
”Date of Origin” on IT0015 which falls within the pay period which will be paid on the last pay of the month.

Example: PayArea Z2 employee began Military LWOP on February 14th, 2005 and is therefore due a partial military stipend in March which would be paid on March 25th for pay period ending March 11th. When processing the Supplemental Onetime Payment action, the date of origin would have to be a date which falls in the pay period ending 3/11 - we suggest using the last day of the pay period (3/11).

Likewise, when an employee is returning from military leave, and is entitled to a partial payment for the last month, you would process a PA40 Supplemental One-time payment and insure the “date of origin” is a date which falls in the pay period which will pay in the month AFTER he/she returns.

Example: PayArea Z2 employee returns from military LWOP on May 16th and therefore is only entitled to a partial stipend for his last month of eligibility. To pay the employee the partial payment, you will process a Supplemental One time payment action and enter the partial amount to be paid in June and enter 6/3 in the “date of origin” which will pay on 6/17th.

Effective 7/1/05, stipends should be prorated at a weekly amount of $130 for periods of military leave without pay of less than one month, when appropriate.

For military leave without pay of less than a full month, process a PA40 Supplemental One-time action. The stipend should be prorated by dividing the total number of days on military leave without pay (not including regularly scheduled days off) by 5 and rounding up to the nearest whole number, and multiply the result by $130.  The employee should be paid the lesser of the result of this calculation or $520.  Employees should not receive more than $520 for any given calendar month.  
   
            Example:  The employee is on military leave without pay from   
            August 1, 2005 and returns to active Commonwealth employment   
            on August 16, 2005.   
  
Total days of military leave without pay for August equals 11 divided by 5 equals 2.2 weeks.  This answer is rounded up to 3 and multiplied by $130 to arrive at a stipend of $390 for the month of August 2005.  This stipend should be processed by the first regular processing date in September 2005.

Furthermore, fragmented days of military leave without pay during a month should be consolidated when calculating the prorated monthly stipend.

            Example:  The employee is on military leave without pay on   
            July 11 through 13, returns July 14 through 19, and returns to   
            military leave without pay from July 20 through 27.  Total days   
            of military leave without pay for July equals 9 divided by 5 equals   
            1.8 weeks.  This answer is rounded up to 2 and multiplied by $130   
            to arrive at a stipend of $260 for the month of July 2005.  This   
            stipend should be processed by the first regular processing date   
            in August 2005.

# DEP Emergency Response Team Payments

Payments by the Department of Environmental Protection for ERT membership will be $1277.50 bi-annually.

a. Payments will be made bi-annually for the previous six months.

b. An employee must be an ERT member for six months to be entitled to the first payment.

c. After the first six months, if an employee leaves the ERT for any reason, he/she will receive a prorata payment.

These payments are Supplemental One Time Payments using Wage Type 5708 – Emergency Response Team.

If the payment needs to be pro-rated, the calculation is:

(Total Calendar Days on Team) x ($1,277.50/182 days) = Prorated Amount

# PA40:

| Action /  Infotype | Required Fields | Information | Action |
| --- | --- | --- | --- |
| PA40 | Personnel # | Personnel # | Enter Personnel # from PAR |
| From | Effective Date | Enter Effective Date from PAR |
| Action | Highlight “**Supplemental One Time Payment**” line | image002 |

# 

# Infotype 0000:

|  |  |  |  |
| --- | --- | --- | --- |
| 0000 | Action Type | System will display action type selected on previous screen |  |
| Reason for Action | Using dropdown box Select code from PAR (ex: 15 – Temp Assign Pay Corr) | image003 |

# Infotype 0001:

* Verify that the information presented on the screen is accurate and save the data
* **Maintain text on infotype 1**
*  image003

# Infotype 0015:

* This infotype is used to maintain additional payment information such as a management cash performance award or a highway agility program cash payment.

|  |  |  |  |
| --- | --- | --- | --- |
| 0015 | Wage Type | Using dropdown box select code from PAR |  |
| Amount | Enter the amount of non-recurring payment from PAR |  |
| Date of Origin | SAP assigns the last day of the current pay, you can overwrite the date. Use effective date on PAR | image003 |

# Infotype 0041

* This infotype is only maintained for Management Cash Performance Awards

|  |  |  |  |
| --- | --- | --- | --- |
| 0041 | Date Specifications | Mandatory dates will pre-populate, Verify dates. | Add  ZA – Mgmt Cash Perf Award  image003 |