

## Reporting Actions in Pay Period 20C

Action	Agency Procedure
Hire/Concurrent Hire effective prior to 12/30/04	<p>Report Hire or CCH and Pay Rate Change effective the actual date of appointment.</p> <p>Regardless of effective date, the system will calculate the total amount of <b>RGS</b> due for calendar year 2004.</p> <p>No additional agency action is required.</p>
Hire/Concurrent Hire effective 12/30 or 12/31/04	<p>Report Hire or CCH and Pay Rate Change effective 12/29/04.</p> <p>Enter a General Comment to explain the actual appointment date.</p> <p>The system will calculate the incorrect amount of RGS for the current period. Therefore, the agency must determine the amount of salary entitlement and report that amount in the Time Entry page using the Earn Code <b>RGO</b> with the appropriate number of calendar days (i.e. 1 or 2). <b>RGO</b> will override the system-generated <b>RGS</b> in Pay Period 20C.</p>
Termination/Retirement/LOA prior to 12/30/04	<p>Report the leave or removal action effective the actual date of the removal or leave.</p> <p>If effective date is on or before 12/16/04, determine the amount of overpaid earnings by calculating the judge's salary entitlement for year 2004. From that amount, subtract the amount of regular earnings previously paid.</p> <p><b>OR</b></p> <p>If effective date is on or after 12/17/04 but prior to 12/30/04, the system will calculate regular <b>RGS</b> earnings based on the number of days served in Pay Period 20C.</p> <p>The agency must:</p> <ol style="list-style-type: none"> <li>1. Determine the judge's salary entitlement for year 2004.</li> <li>2. Subtract from that amount the amount of regular earnings actually received in 2004, including the <b>RGS</b> amount that will be paid in Pay Period 20C.</li> <li>3. If the result is positive, enter the year-end adjustment in the Time Entry page using the Earn Code <b>JYA</b>. If the result is negative, enter the amount of the overpayment on the Additional Pay page using the Earn Code <b>OVP</b>.</li> </ol>

## Reporting Actions in Pay Period 20C

Action	Agency Procedure
Termination/Retirement/LOA effective 12/30 or 12/31 BOB	<p>Report the leave or removal action effective 12/30/04.</p> <p>Enter a General Comment explaining the actual date of removal.</p> <p>The system will calculate regular <b>RGS</b> earnings thru 12/29/04.</p> <p>The agency must:</p> <ol style="list-style-type: none"> <li>1. Determine the amount of salary entitlement for year 2004.</li> <li>2. Subtract from that amount the amount of regular earnings actually received in 2004, including the <b>RGS</b> amount that will be paid in the current period.</li> <li>3. Enter the year-end adjustment (positive or negative) in the Time Entry page using the Earn Code <b>JYA</b>.</li> </ol>
Position Change effective prior to 12/30/04	<p>Enter the actual effective date when reporting the Position Change on the Job Action Request page.</p> <p>The system will determine the amount of salary entitlement for year 2004. The difference between this calculation and the regular earnings paid through 12/15/04 will be processed by the system as <b>RGS</b> in Pay Period 20C.</p> <p>No agency action is required.</p>
Position Change effective 12/30 or 12/31/04	<p>Enter the Position Change on the Job Request page effective 12/29/04.</p> <p>Enter a General Comment explaining the actual date of the Position Change.</p> <p>The system will incorrectly determine the amount of salary entitlement for year 2004 and pay the incorrect amount of <b>RGS</b>. Therefore, the agency must:</p> <ol style="list-style-type: none"> <li>1. Determine the judge's salary entitlement for year 2004.</li> <li>2. Subtract from that amount the amount of regular earnings received through 12/15/04.</li> <li>3. Report the difference in the Time Entry page using the Earn Code <b>RGO</b>. The <b>RGO</b> will override the system-generated <b>RGS</b> in Pay Period 20C.</li> </ol>

## Reporting Actions in Pay Period 20C

Action	Agency Procedure
Rehire or Return from Leave effective prior to 12/30/04	<p>Enter the Rehire and Pay Change or Return from Leave using the actual effective date.</p> <p>The system will calculate regular <b>RGS</b> earnings for the current pay period.</p> <p>If the effective date is prior to 12/16/04, enter the amount due for the previous pay period(s) using the Earn Code <b>RGS</b>.</p> <p>The agency must also:</p> <ol style="list-style-type: none"> <li>1. Determine the amount of salary entitlement for 2004.</li> <li>2. Subtract from that amount the regular earnings previously paid, if any, and the amount of <b>RGS</b> to be paid in the current period.</li> <li>3. Report the difference in the Time Entry page using the Earn Code <b>JYA</b>.</li> </ol>
Rehire or Return from Leave effective 12/30 or 12/31/04	<p>Enter the Rehire and Pay Change or Return from Leave effective 12/29/04.</p> <p>Enter a General Comment to explain the actual effective date.</p> <p>The system will calculate one calendar day of <b>RGS</b> for the current pay period.</p> <p>The agency must also:</p> <ol style="list-style-type: none"> <li>1. Determine the amount of salary entitlement for 2004.</li> <li>2. Subtract from that amount the regular earnings previously paid, if any, and the amount of <b>RGS</b> to be paid in the current period.</li> <li>3. Report the difference in the Time Entry page using the Earn Code <b>JYA</b>.</li> </ol>
Transfer from Non-Judicial to Judicial or Judicial to Non-Judicial	Contact OSC Audit Unit for instructions.