

Mid Pay Period Proration

Purpose

When an employee is to receive an Additional Pay earnings that covers a partial pay period, the Additional Pay amount to be paid for that partial pay period is not properly calculated unless there is a change in Pay Status on Job. These issues pertaining to Partial Payments have been addressed in the upgrade to 9.2.

There are three scenarios in PayServ where the new Mid-Pay Period Proration logic has been added:

- Employee Work % Change
- Online changes to include:
 - Changes in dates (Effective Date and Earnings End Date)
 - And/or changes to the earnings amount on Addl Pay
- Programs/Process that insert into or update Additional Pay

The new logic will be applied to additional pay earnings codes defined as Derived Biweekly plus three Biweekly earnings codes: AMP, PS1, and PS3.

Create Additional Pay

Navigation Path

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Example

This is an example of an employee to be paid in pay cycle with:

- Pay Period Begin: 04/16/2020
- Pay Period End: 04/29/2020

Employee has a work schedule of: NYYYYYN (Monday through Friday)

Entering a new row on Additional Pay for Earnings Code LOC (Location Pay) with an effective date in the middle of the pay period: 4/20/2020. This will result in the need to prorate the additional pay amount for only 8 days of the pay period.

- 4/16-4/17: 2 of 10 work days with no location pay
- 4/20-4/29: 8 of 10 work days with location pay

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Steps

1. Enter the Empl ID and click Search.
2. Enter the following as applicable for the additional pay changes:
NOTE: Values noted below are for the above example.

Additional Pay 5 of 7 | View All

*Earnings Code Location Pay + -

Effective Date 1 of 7 | View All

Effective Date Comments + -

Payment Details 2 of 2 | View All

*Addl Seq Nbr End Date + -

Rate Code Reason Mid Pay Period Adjustment

Earnings Annual Addl Earnings: Employee Work % 1.0000

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr Disable Direct Deposit

OK to Pay Action Date 10/29/2020 Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Result

After confirm, Review Paycheck:

Earnings 2 of 3 | View All

Begin Date 04/16/2020 End Date 04/29/2020 Addl Line Nbr 1 Reason Not Specified
 Empl Record 0 Benefit Record 0 Additional Data

Salaried **Hourly** **Overtime**

Category	Hours	Rate	Earnings	Rate Code
Salaried	0.00	23.866541	0.00	
Hourly	0.00	0.000000	0.00	
Overtime	0.00	0.000000	0.00	

Rate Used Hourly Rate Shift Not Applicable Shift Rate
 State NY Locality

Other Earnings 1-1 of 1 | View All

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LOC	Location Pay	Hourly Rate			116.07	

Earnings 3 of 3 | View All

Begin Date 04/16/2020 End Date 04/29/2020 Add'l Line Nbr 2 Reason Mid Pay Period Adjustment
 Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours 0.00
Rate 23.866541
Earnings 0.00

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Rate Used Hourly Rate Shift Not Applicable Shift Rate
 State NY Locality

Other Earnings 1-1 of 1 | View All

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LOC	Location Pay	Hourly Rate			-23.21	

Location Pay appears on the employee's check/advice as one amount:

Earnings

Description	Hours	Rate	Amount	YTD Amount
Reg Salary	80.00	23.866541	1,909.32	18,710.16
Loc Pay			92.86	92.86

[Return to top](#)