REDUCTION IN PAY (DOCK PAY) – RP

Bi-Weekly –Salary and Monthly Employees

The RP transaction is used to reduce current period pay by a specified amount; it is frequently used to recover an overpayment. The current gross pay is reduced. Only one Earning Type may be specified per RP transaction.

RP transactions are forwarded directly to Payroll Office for processing.

BI-WEEKLY-SALARY EMPLOYEES

Dock pays are to be submitted to the payroll office on the Bi-Weekly Salaried Payroll Adjustment Form – Reduction In Pay transactions.

1. Calculate the dock pay amount.
2. Enter the hours in the Hours fields, if required for earnings type.
3. Enter earnings type associated with the reduction in pay.
4. Enter the Account Key (Corp Account Center)
5. Enter the amount to be docked.

MONTHLY-SALARIED EMPLOYEES

Dock pays are to be submitted to the payroll office on the Monthly Payroll Adjustment Form.

Docks received 7 workdays prior to the end of the month will be reflected in the current month’s paycheck.

The following must be done to calculate the dock pay for non-faculty employees:

1) Determine the annual base salary by multiplying the monthly base by the number of times a year the employee is paid (9, 10, or 12).

2) Determine the daily rate by dividing the annual base salary by:
   260 days for 12 month employees
   220 days for 10 month employees
   200 days for 9 month employees

3) Multiply the daily rate by the number of days to be docked.

If the docked pay is for a faculty member, please contact the Personnel office for the appropriate formula.
PAYROLL ADJUSTMENT FORM - ADDITIONAL PAYMENT

FORM INSTRUCTIONS

The required fields for an ADDITIONAL PAYMENT transaction are as follows:

1. **TUid** – 9 digit Numeric
   Enter the employee’s Temple University Identification Number.

2. **NAME** – 30 character Alphanumeric
   Enter the first name of the employee requiring an adjustment.
   Format: LAST NAME FIRST NAME, MI.

3. **PAY CYCLE**
   DO NOT USE - PAYROLL USE ONLY

4. **ORG**
   DO NOT USE – PAYROLL USE ONLY

5. **SCHEDULE**
   DO NOT USE – PAYROLL USE ONLY

6. **PAY PERIOD ENDING**
   DO NOT USE - PAYROLL USE ONLY

7. **PAY END DATE** – 6 digit Numeric
   Enter the pay ending date for the pay period in which the payment should have been processed.
   Format: MM DD YY

8. **EARN TYPE** – 3 character Alphanumeric
   Enter the earning types of the additional payment. Up to two earning types can be entered as long as the same rate of pay/amount applies to both codes.

9. **HOURS** – 5 digit Numeric with two decimal places
   Bi-Weekly Salary/Monthly Employees:
   Earnings Type "REG", enter "1"
   All other Salaried earnings types, leave blank

10. **SEP**
    DO NOT USE – PAYROLL USE ONLY

11. **CHK REQ**
    DO NOT USE – PAYROLL USE ONLY
PAYROLL ADJUSTMENT FORM - REDUCTION IN PAY

FORM INSTRUCTIONS

The required fields used for REDUCTION IN PAY transaction (Dock Pay for monthly salaried employees) are as follows:

1. **TUid** – 9 digit Number
   Enter the employee’s Temple University Identification Number.

2. **NAME** – 30 character Alphanumeric
   Enter the name of the employee requiring an adjustment.
   Format: (LAST, FIRST MI).

3. **PAY CYCLE**
   DO NOT USE – PAYROLL USE ONLY.

4. **ORG**
   DO NOT USE – PAYROLL USE ONLY.

5. **SCHEDULE**
   DO NOT USE – PAYROLL USE ONLY.

6. **PAY PERIOD ENDING**
   DO NOT USE – PAYROLL USE ONLY.

7. **EARN TYPE** – 30 character Alphanumeric
   Enter the Earnings Type associated with the reduction in pay.

8. **HOURS** – Leave black, for REG earnings type, enter a constant “1.00”.

9. **RATE/AMOUNT** – 7 digit Numeric (three decimal places)
   Enter the amount of the salary being reduced.

10. **ACCOUNT KEY** – 13 digit Numeric
    Enter the account key that was charged with the original overpayment.
    Format: CORP-ACCT-CENTER.

11. **REASONS**
    List specific, detailed reasons for the adjustment.

12. **AUTHORIZED SIGNATURE**
    Obtain the appropriate printed name and authorized signature for the center specified.

13. Make a copy of the form for your records and forward the original to the Payroll Office, Room 201, University Services Building.
PAYROLL ADJUSTMENT FORM (PRU1)

The Payroll Adjustment Form is to be used by the departments for:

- Additional Payment:
  - Pay shift differential payments for Bi-Weekly-Salaried and Monthly employees.
  - Pay an employee due to an underpayment.
  - Pay one-time payments.
  - Record Dock Pays for Bi-Weekly–Salaried and Monthly employees.

Adjustments will be reflected in the next pay period.

ADDITIONAL PAYMENT TRANSACTION – (AP)

The AP transaction is used to pay an employee an addition to the employee’s regular pay. AP transactions can be entered for all bi-weekly-salaried and monthly employees. Additional payments can be combined with the employee’s regular check.

All additional one-time payments with the exception of Shift Differential must be sent to Compensation for approval.

The following are earnings types that can be used for Additional Payment Transactions.

BI-WEEKLY-SALARIED AND MONTHLY EMPLOYEES

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<th>Code</th>
<th>Description</th>
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