

HGAWWTPR Weighted Premium

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Created By	Tracie B. Jones	
High Level Business Objective	FFCRA Regulations require that payments made under the FFCRA provisions are made at the “Employee’s Regular Rate” of Pay. This rate includes the average of on-call and shift premium paid in the six months prior to the first day of paid FFCRA for the employee, plus their longevity premium pay must be factored in. This report provides the calculations for additional FFCRA pay due to an employee, or refunds of personal leave taken to keep monthly salary payments whole.	
Revision Release Date	Brief Description of Revision(s)	Updated By
11/11/2020	Original	TBJ

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Name of Report: HGAWWTPR_v1.fex

Purpose of Report: FFCRA Regulations require that payments made under the FFCRA provisions are made at the “Employee’s Regular Rate” of Pay. This rate includes the average of on-call and shift premium paid in the six months prior to the first day of paid FFCRA for the employee, plus their longevity premium pay must be factored in. This report provides the calculations for additional FFCRA pay due to an employee, or refunds of personal leave taken to keep monthly salary payments whole.

Parameters: Payroll Year, Pay ID, & Period

Banner Tables/Views: SPRIDEN, PTRCALN, PHREARN, NBRJOBS, NBRBJOB, PEBEMPL

Sort Order: Name, ID

Selection Criteria: This program finds all SN, SE, and LE employees who used FFCRA leave in codes 290, 292, and 294. It also includes all who were eligible for Longevity Premium Pay as of the date the FFCRA leave began, and/or were paid Shift or On-Call Premium Pay in the six months prior to their begin date of FFCRA.

When Should the Report be Run? Begin now to run the report individually for each Payroll beginning the first Payroll you entered FFCRA hours for an employee. For some schools, this will be May. For others, it will be June. *Do not use this report for any purpose other than making weighted Premium Adjustments.*

Understanding the Report: The chart in section 1 gives a list of all the columns on the report and how the weighted premium calculations were made.

The second section of the report provides instructions on reviewing the monthly Reports for your campus and the third section provides instructions applying the “weighted premium” credit by either Paying code 290 adjustments, or accruing the leave hours adjustment to the personal leave account the employee was charged to keep their salary whole.

Section 1 – Report Fields Explanation

Column	Header	Explanation
A,B	Name, Banner ID	
C,D	Position #, Suffix	Position in Parameter Payroll – where salary data was pulled
E	FTE	Used in Multiple Calculations
F	Employee Class	Info only
G	Current Hire Date	PEAEMPL (determine if the employee was in pay status a full six months prior to FFCRA begin date.)
H	Adjusted Service Date	Used to calculate Longevity Premium
I	First Date of FFCRA Usage	Calculated: First of month prior to the first payroll month the employee was paid in code 290, 292, or 294.

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J	Longevity "To Date"	The "as of" date that is used to calculate the number of years' service the employee has so that longevity premium can be calculated.
K	Years Worked per Look-back	Calculated from Adjusted Service date to "Longevity To Date"
L, M	Look Back Begin, Look Back End	The six months period where the reports searches payroll history for Shift Premium or On-Call Premium pay.
N, O	Annual Salary, Payroll Hourly Rate	Used in calculations
P	FFCRA Earn Code	Shows code 290, 292 and or 294 in the Parameter Payroll
Q	PHREARN Hours	Shows the number of hours in the FFCRA Code (per Payroll)
R	PHREARN Amount	Shows the amount paid in this code (per Payroll)
Calculations Begin:		
S	Longevity Annual Pay,	The Longevity Pay is calculated based on the OSHR chart, the Adjusted Service Date, as of the date in Col J.
T	Longevity Rate	The Annual Amount is divided by (2080 x FTE) to come up with an hourly rate for the FCRA Premium Calculation.
U	Total Shift & On-Call Premium	Total Shift and On-Call Premium Paid in payroll history six months look-back period.
V	Shift/On-Call Premium Rate	The Premium Rate is calculated by summing the Shift Premium and On-Call Premium paid during the Look Back period (Cols L, M) then dividing by (1040 x FTE). If the employee was not employed at the beginning of the look-back period, the divisor is adjusted to account for hours actually in pay status.
W	Total Premium Rate	Longevity Rate (Col T) plus Shift/On-Call Premium Rate (Col V)
X	Adjusted Total Premium Rate	Total Premium Rate (Col W) must be adjusted if, when added to the Employee's Hourly Rate of Pay (Col O) exceeds the FFCRA CAP for that code: For code 290, the Cap is \$63.87. For codes 292 or 294 the CAP is \$25.00.
Applying the Rate:		
Y	290 Amount to Pay	Formula: Col x (Adjusted Total Premium Rate) x Col P (code 290 hours). The amount in Column Y should be paid in any payroll (November 2020, through February 2021) using code 299.
Z	292/294 Weighted Premium value	<i>(An employee who has earnings in more than one FFCRA code will show a different row/calculation for each code.)</i> Formula: Col X (Adjusted Total Premium Rate) x Col P (code 292 or 294). This amount SHOULD NOT be paid. See Column AA, and also see instructions for applying the premium in Section III.
AA	292/294 Leave Hours to Credit	Formula: 292/294 Weighted Premium Value (Col Z) divided by Employee's Hourly Rate of Pay (Col O). This formula gives the number of hours of leave the Weighted Premium buys back. Leave Admin should look at the corresponding Payroll month to determine which leave bucket was reduced to keep salary

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		whole, and accrue the hours in this column to the same bucket. (If the employee used LWOP (Payroll code 500) in lieu of taking personal leave, the amount shown in Col Z (292/294 Weighted Premium Value may be paid in Code 299.) See instructions for applying the premium in Section III.

Section II – Review of Sample Report

Date: 11/04/2020 - GADEV3 Page: 1

Time: 14.39.15 Adjusted Weighted Premium

HGAWWTPR_v1 Payroll Month=08 Year=2020, Payroll-Id: MN

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- The first employee (Brown) is a straightforward calculation of two codes, 290 and 294.
- The second Employee (Cahill) illustrates the calculations for an employee whose payroll hourly rate (\$25.468297) exceeds both caps. (Had this employee's hours been entered on the leave report in code WP3, they would have cross-walked to code 295 instead of 294 and the employee would not have picked up on the report. The incorrect code (based on the employee's salary) was entered on purpose on PHAHOURLY for illustration purposes.)
- The third Employee (Demby) is a straightforward calculation of a single code (292).
- The fourth employee (Eagles) gives of an example where the Total Premium rate when added to the employee's regular hourly rate, is lower than the FFCRA cap for code 290 hours, but above the CAP for code 292 hours. Note the adjustment in Column W.
- The fifth employee (Hall) shows an example of rounding. The report does calculations at six decimal points, but rounds at the final calculation. You will frequently see "pennies" off if you do the calculations using the truncated numbers in the early columns of the report.
- The sixth employee (Jones) is another straightforward example with two codes.
- The seventh employee (Lanier) is an example of an employee who had code 294 hours entered on PHAHOURLY, so Web Focus found the employee "eligible" for FFCRA weighted premium calculation;

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however, when the Payroll went through Leave cascade, it found zero hours in the EPSL bucket, so the hours cascaded to DOCK. (Remember, we did not set up “C” codes for the WP1, 2, 3 codes to crosswalk to. The hours went directly to the 290-295 code, based on the employee’s salary. So, now we see the 0.00 in the 294 code instead of a “C” code where we are accustomed to seeing 0.00 hours.) The report goes through the calculation routine, but comes up with 0.00 results!

8. The final employee, Moore, is another example of rounding happening only in the final calculations – same as the fifth employee (Hall).

Section III - Instructions for Using the Report:

1. A separate report must be ran for each Payroll beginning the first Payroll where FFCRA payments (codes 290, 292, 294) were made for any employee.
2. Each report should be reviewed prior to making any payments or PEALEAV adjustments. You can verify any employee on the report using the report as a guide and the rules given in the chart above.
3. Also, have in hand the corresponding WEB Focus report you used each month so you can tell which leave bucket hours you took hours from to keep the employee’s salary whole.
4. Add a column to this report to indicate the Payroll Month you will make payments to adjust for code 290, and add another column to indicate the bucket you will accrue the adjustment hours to for codes 292 and 294, so that you will have a record for Audit.

Applying the Weighted Premium:

1. You can verify several months, sum, and make a single Payroll entry for an employee for code 290, and a single entry for code 292 or 294. Just have the back-up paperwork for Auditors. State Auditors looking at FY 2021 might find the whole code 290 – 299 code series perplexing, and you may need to explain. Have everything documented for HR Leave Admin and Payroll.
2. To make adjustments for employees paid in code 290, Payroll should add the amount in Column “Y” to PHAHOUR, using code 299. This code is set up for “Units” and “Amount”; therefore, one unit and the amount shown on the report should be entered in code 299. Do not enter any adjustment in PHAHOUR for employees paid in any other code.
3. To make adjustments for employees paid in codes 292 and 294, HR Leave Admin, should accrue the hours shown in Column AA back to the same bucket where leave was used to supplement the employee’s pay. . (If the employee used LWOP (Payroll code 500) in lieu of taking personal leave, the amount shown in Col Z (292/294 Weighted Premium Value may be paid in Code 299. Alternatively, for employees who used LWOP, it could be accrued to a bucket where hours will not be lost. This means CTO