

# New summer and Special Pay Options Available

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## **Regular Summer Payroll / Schools (Excludes only E01 contracts for 10 month employees)**

All other earnings paid; 12 month employees paid; Paycode A & C paid (10 month employees paid over 12 months)

This option has been available for Schools for many years. Operationally, it remains unchanged. Specifics:

1. This option is available for all NJ public and private schools in June, July August
2. When this option is checked, all employees (except employees with Pay Code A or C [10 month employees paid over 12 months, biweekly or semimonthly, respectively] marked in the system as 10 month employee (12 month is not checked), and have an E01 Contract Salary, will temporarily have 'NO Pay' checked
3. Pay Code A or C are paid since these employees are 10 month employees who have requested to be paid over 12 months. Their contract has been calculated over the 12 months (24 or 26 pays) and must be paid throughout the summer in order to receive their full contract
4. All other pay indicated for the employee will happen as scheduled. Example: Employee who has an E01 Contract Salary and an E03, the E01 will be omitted temporarily and Other Pay, E03, will be paid unless it is temporarily marked as 'NO Pay' by the user
5. If contract is omitted and temporary pay is indicated, all scheduled deductions will be withheld unless they are temporarily marked (No Ded) by the user. Example: Exclude all 10 Month (Summer Pay) option is selected; 10 Month teacher is paid temporarily for non-pensionable summer work, under normal circumstances, user will indicate 'Check All No Ded' so that no voluntary deductions will be taken from temporary earnings indicated

## **Pay Only 10 Month Employees (New Option)**

NO permanent earnings or deductions for 12 month employees

This option is instituted in order for NJ Public and private schools to easily pay their teachers only if contract requires teachers to be paid on the last school day (without paying 12 month employees). Will exclude all earnings for all employees indicated as 12 month employees (12 month box checked on Employee Master).

1. Option available only in June
2. All 10 month employees will be paid all earnings codes
3. 10 Month employees marked as Paycode A or C, if applicable, will be paid

## Pay Only 12 Month Employees (New Option)

NO permanent earnings or deductions for 10 month employees including Paycode A & C (10 month employees paid over 12 months)

This option is instituted in order for NJ Public and private schools to easily pay their 12 month employees (typically administrative employees) for the last pay in June after 10 month employees (typically teachers) have been paid last day of school.

1. Option available only in June
2. All scheduled pay and deductions will happen for employees indicated as 12 months (12 month checked on Employee Master)
3. No pay or deductions will happen for any employee that is indicated as a 10 month employee (12 month employee not checked), inclusive of 10 month employees with Paycode A or C

## Special Pay

All permanent earnings and deductions are omitted for all employees. User must indicate any employee to be paid.

This option is customarily used in one of two ways: 1. To pay one or more employees, often because of an error or omission in a previous payroll.

a. All pay and any deductions required for any/all employees must be indicated by the user.

2. To pay a "Retro-Pay". Retro in this case is specifically pensionable retro pay from a prior period or periods. E01-R is used in this instance since the 'R' will segregate pension and contributory insurance calculated on wages indicated.

a. For a 'Special Pay' when E01 contract salary is indicated and the employee is has a pension percentage and a contributory life insurance indicator set on the Employee Master, pension will calculate on the temporary E01 pensionable dollars indicated without regard to pay frequency or annualization. No consideration is given of Paycode or status of employee as 10 or 12 month.

That is, Special Pay calculation for E01 Contract under these conditions is a simple calculation of:

*E01 X Current Pension Rate = Pension Contribution*

*E01 X Contributory Life Insurance Rate = CLI Contribution*