August PAA Instructions

	Pay Components					Employee:			
Pay Dates	Activity Pay	August	Paid			Pay Period:			
Regular	-	-	-			Annual Pay 1:		-	
Sick	-	-	-			August:		-	
Vacation	-	-	-			Activity Pay		-	
Holiday	-	-	-						
FH	-	-	-			Pay Dates		# Days	
Admin Leave	-	-	-			August 16 -August 31		16	
Monthly Pay	-	-	-			Total Days		16	
						August 1 - August 15		15	
						Activity Pay		15	

1. Enter Employee name to preserve the reference.
2. Enter the Pay Period being addressed. Example:
   a. 08/16/20XX – 08/31/20XX
3. Enter the Annual Pay for August cell H5
4. Enter the Activity Pay for August, if applicable.
5. Pay Period Dates for Base Pay are as follows:
   a. 08/16 - 08/31 – 16 days (Do not change)
6. Pay Period Dates for Activity Pay are as follows:
   a. 08/01 – 08/15 – 15 days (Do not change)
7. Enter account number in Value 1
   a. Use column "C" if you are correcting Activity Pay or column "D" if you are correcting August Pay. **If you are correcting Activity Pay and August Pay you need to do two separate PAA worksheets since they are two different earnings.**
   b. Enter regular pay (base pay)
   c. Enter % effort for account

Current Pay Distribution:				
		0.000%	0.000%	0.000%
Amount Paid:		Monthly Pay		
		Activity Pay	August	Total Pay
Leg Value 1:		0.000%	0.000%	
	Regular			-
	Sick			-
	Vacation			-
	Holiday			-
	FH			-
	Admin Leave			-

8. Repeat step #7 until effort % adds to 100% (C16 or D16 cell)
9. Use columns "G" and "H" to write the new percentage effort for the Activity Pay or August Pay depending on earning being corrected. Make sure percentage effort ads to 100% (G16 or H16 cell).
10. Make sure that the total monthly pay is equal to the monthly pay or Activity Pay int column I6 or I7.

May PAA Instructions

	Pay Components					Employee:		
Pay Dates	Activity Pay	May	Paid			Pay Period:		
Regular	-	-	-			Annual Pay 1:		-
Sick	-	-	-			May Pay :		-
Vacation	-	-	-			Activity Pay		-
Holiday	-	-	-					
FH	-	-	-			Pay Dates		# Days
Admin Leave	-	-	-			May 1 - May 15		15
Monthly Pay	-	-	-			Total Days		15
						May 16 -May 31		16
						Activity Pay		16

1. Enter Employee name to preserve the reference.
2. Enter the Pay Period being addressed. Example:
   a. 05/01/20XX – 05/15/20XX
   b. Enter the Annual Pay for May cell H5
3. Enter the Activity Pay for May, if applicable.
4. Pay Period Dates for Base Pay are as follows:
   a. 05/1- 05/15 – 15 days (Do not change)
5. Pay Period Dates for Activity Pay are as follows:
   a. 05/16 – 05/31 – 16 days (Do not change)
6. Enter account number in Value 1
   a. Use column "C" if you are correcting Activity Pay or column "D" if you are correcting May Pay. **If you are correcting Activity Pay and May Pay you need to do two separate PAA worksheets since they are two different earnings.**
   b. Enter regular pay (base pay)
   c. Enter % effort for account

Current Pay Distribution:				
		0.000%	0.000%	0.000%
Amount Paid:		Monthly Pay		
		Activity Pay	May	Total Pay
Leg Value 1:		0.000%	0.000%	
	Regular	-	-	-
	Sick			-
	Vacation			-
	Holiday			-
	FH			-
	Admin Leave			-

7. Repeat step #7 until effort % adds to 100% (C16 or D16 cell)
8. Use columns "G" and "H" to write the new percentage effort for the Activity Pay or August Pay depending on earning being corrected. Make sure percentage effort ads to 100% (G16 or H16 cell).
9. Make sure that the total monthly pay is equal to the monthly pay or Activity Pay int column I6 or I7.

September through April and Activity Pay PAA Instructions

Pay Components					Employee:			
Pay Dates		Activity Pay	Paid		Pay Period:			
Regular	-	-	-		Annual Pay 1:		-	
Sick	-	-	-		Annual Pay 2:		-	
Vacation	-	-	-		Activity Pay		-	
Holiday	-	-	-					
FH	-	-	-		Pay Dates		# Days	
Admin Leave	-	-	-				30	
Monthly Pay	-	-	-		Total Days		30	
							30	
					Activity Pay		30	

1. Enter Employee name to preserve the reference.
2. Enter the Pay Period being addressed. Example:
   c. 09/01/20XX – 09/30/20XX
3. Enter the Activity Pay, if applicable.
4. Pay Period Dates for Base Pay are as follows:
   a. 09/1/20XX - 09/30/20XX
   b. Number of days in the month
5. Pay Period Dates for Activity Pay are as follows:
   a. 09/1/20XX - 09/30/20XX
   b. Number of days in the month
6. Enter end of month day on cell "B3"
7. Enter account number in Value 1
   a. Use column "C" if you are correcting Monthly Pay or column "D" if you are correcting Activity Pay. **If you are correcting Activity Pay and Monthly Pay you need to do two separate PAA worksheets since they are two different earnings.**
   b. Enter regular pay (base pay)
   c. Enter % effort for account

Current Pay Distribution:				
		0.000%	0.000%	0.000%
Amount Paid:		Monthly Pay		
		1/0/1900	Activity Pay	Total Pay
Leg Value 1:		0.000%	0.000%	
	Regular			-
	Sick			-
	Vacation			-
	Holiday			-
	FH			-
	Admin Leave			-

8. Repeat step #7 until effort % adds to 100% (C16 or D16 cell)
9. Use columns "G" and "H" to write the new percentage effort for the Activity Pay or Monthly Pay depending on earning being corrected. Make sure percentage effort ads to 100% (G16 or H16 cell).
10. Make sure that the total monthly pay is equal to the monthly pay or Activity Pay int column I6 or I7.