



Hourly Staff PAA Template

Instructions on how to comp

This template was set up by the Office of Research Administration to facilitate with Payroll Accounting Adjustments (PAA) for hourly staff. NOTE: ONLY THE ORANGE FIELDS SHOULD BE COMPLETED. The GREEN FIELDS have formulas and will automatically calculate.

Tip:

Make certain you obtain the Time Sheet for the employee. You will be required to attach it to the PAA.

Steps:

		Hrs Worked		Hrs New Award	Employee:			
Pay Dates	5	6	7		Pay Period:	1		
Base					Hrly Pay 1:	3	2	FY18
Sick					Hrly Pay 2:	4		FY18
Vacation					Pay 1 OT			FY18
Holiday					Pay 2 OT			FY18
FH	8				Pay 1 OT Prem			FY18
Hol WK 1.5					Pay 2 OT Prem			FY18
OT					Hol WK 1.5			FY18
* OT Premium					Hol WK 1.5			FY18
Admin Leave					Total Paid			FY18
Hrs Worked	-	-	-					

1. Enter Employee name to preserve the reference.
2. Enter the Pay Period being addressed.
3. Add the hourly rate for employee.
4. Add the hourly rate again. Note: If there is an increase in the hourly rate because of crossover, make certain you add the new rate.
5. Enter the last day of first week Pay Period.
6. Enter the last day of the second week Pay Period
7. If the award ends in the middle of the pay period write in #6 the end date of the award; and enter the start date of the new award in #7.
8. Enter the number of hours worked in each row exactly as they show in the time sheet. (For example: 4.5 hours).
*Note: If Overtime was worked, indicate it in OT and OT Premium. This is to reflect the time and a half. For example if 5 hours Overtime were worked you enter it as follows: 5 hours OT and 5 hours OT Premium.
Also, when doing PAAs where OT is to be paid from a different costing allocation than the different base pay, you need to use a separate PAA worksheet for the OT and its costing allocation.

Continue to fill out the bottom half of the template. Enter information only in the ORANGE FIELDS.

Current Pay Distribution:				Percentage Effort Distribution			JE Needed
0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	
Amount Paid: 10	Pay Period			Effort to Pay			JE Needed
1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	1/0/1900	
Worktag 1:	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0
9 Base	-	-	-	-	-	-	-
Sick	-	-	-	-	-	-	-
Vacation	-	-	-	-	-	-	-
Holiday	-	-	-	-	-	-	-
FH	-	-	-	-	-	-	-
Hol Wk1.5	-	-	-	-	-	-	-
OT	-	-	-	-	-	-	-
OT Prem	-	-	-	-	-	-	-
Admin Leave	-	-	-	-	-	-	-
Worktag 2:	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0
Base	-	-	-	-	-	-	-
Sick	-	-	-	-	-	-	-
Vacation	-	-	-	-	-	-	-
Holiday	-	-	-	-	-	-	-
FH	-	-	-	-	-	-	-
Hol Wk1.5	-	-	-	-	-	-	-
OT	-	-	-	-	-	-	-
OT Prem	-	-	-	-	-	-	-
Admin Leave	-	-	-	-	-	-	-

Each column should always equal 100%

PAA's ARE NEEDED FOR THESE AMOUNTS.

9. Enter the Worktag Value.
10. Enter the % Effort in each column of the Current Pay Distribution, as needed.
11. Enter the % Effort in each column of the Percentage Effort Distribution, as needed. This will populate the amount paid and the Effort to Pay.
12. The column on the far right (JE NEEDED) will indicate the PAA's that are required.