



Hourly Staff PAA Template for Fiscal Year 2021 Forward

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:

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. Enter the end of the pay period in #7. If the award ends in the middle of the pay period, enter the end date of the award in #6 and enter end of pay period in #7. (IE: In the example provided, the Grant ended 7/31/2020, so that is the date we added in #6. The pay period ended 8/5/2020 and was added in #7.
8. Using the PAA Current journal lines, copy the amount paid during the week ending in each earning.

Using the PAA Current journal line for the week that needs to be split, prorate the amount paid as follows:

- Amount paid / 7 days X # of days in the pay period week = Amount to place in column (Repeat this for each earning)

Note 1: In our example, 7/29 – 7/31 is 2 days. You would take the amount paid on 8/5 of each earning, divide it by 7(days) and multiply it by 2(days). The remaining amount goes in the third column (5 days).

Note 2: 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.

9. Enter the Worktag Value(s). (Grant or Account #)
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 PAAs that are required.

A	B	C	D	E	F	G	H	I	J	K
	Hrs Worked		Hrs New Award		1	Employee:				
Pay Dates	7/29/2020	7/31/2020	8/5/2020		2	Pay Period:				
Base	40.00	11.43	28.57		3	Hourly Pay 1:	25.00	1,285.71	FY21	
Sick	-	-	-		4	Hourly Pay 2:	25.00	714.29	FY21	
Vacation	-	-	-			Pay 1 OT	25.00	-	FY21	
Holiday	-	-	-			Pay 2 OT	25.00	-	FY21	
FH	-	-	-			Pay 1 OT Prem	12.50	-	FY21	
Hol WK 1.5	-	-	-			Pay 2 OT Prem	12.50	-	FY21	
OT	-	-	-			Hol WK 1.5	37.50	-	FY21	
OT Premium	-	-	-			Hol WK 1.5	37.50	-	FY21	
Admin Leave	-	-	-			Total Paid		2,000.00	FY21	
Hrs Worked	40.00	11.43	28.57							
Current Pay Distribution:						Percentage Effort Distribution				
		0.000%	0.000%	0.000%		100.000%	100.000%	100.000%		
Amount Paid:		7/29/2020	7/31/2020	8/5/2020	11	Effort to Pay				JE Needed
Worktag 1:		0.000%	0.000%	0.000%		9/2020	7/31/2020	8/5/2020		12
Base		1,000.00	285.71	714.29		100.000%	100.000%	50.000%		0
Sick		-	-	-						1,642.86
Vacation		-	-	-						
Holiday		-	-	-						
FH		-	-	-						
Hol Wk1.5		-	-	-						
OT		-	-	-						
OT Prem		-	-	-						
Admin Leave		-	-	-						
Worktag 2:		0.000%	0.000%	0.000%		0.000%	0.000%	50.000%		0
Base		-	-	-				357.15		357.15
Sick		-	-	-				-		-
Vacation		-	-	-				-		-
Holiday		-	-	-				-		-
FH		-	-	-				-		-
Hol Wk1.5		-	-	-				-		-
OT		-	-	-				-		-
OT Prem		-	-	-				-		-