SHARP Customer Service Center

- SHARP Messages -

SHARP Message #664

DATE:	6/28/06
AUTHOR:	HR
SUBJECT:	Application of the $0.30 Pay Diff-Building Trade Class Differential (S14)

MESSAGE TEXT:

NOTE: This message is applicable for a small group of agencies that have employees in selected skilled building trade job classes.

Application of the $0.30 Pay Diff-Building Trade Class Differential (S14)

Senate Bill 480 passed during the 2006 Legislative Session establishes a $0.30 per hour retention incentive pay rate differential for selected skilled job trade classes in the building trade job family “N2” effective at the beginning of Fiscal Year 2007 (06/18/2006).

The $0.30 per hour differential is not incorporated into the compensation rate field in SHARP Job Data as the legislation and Executive Directive specified otherwise. The differential will be paid with a new earnings code: S14 Pay Diff-Building Trade Class / Retention Incentive Pay Rate Differential which is recorded on employee timesheets in SHARP.

Following are tips on how to use the S14 code for both non-exempt and exempt employees who fall within job classifications in the “N2” job identified within the legislation and Executive Directive 06-369 http://da.state.ks.us/ps/subject/arc/memos/ExecDirective.htm (click on the “PDF Version” hyperlink to the right of the Description).

Tips:

Do record the hours associated with S14 in .25 increments for both exempt and non-exempt employees.

Do record S14 for Regular hours (REG) worked (Exempt employees should record S14 for actual hours worked as well) and leave time paid (Such as VAC/VAE, SCK/SCE, and FNL/FNE).

Do record S14 hours for Holiday Credit that is paid (Like HDC/HDE).

Do record S14 hours for all Overtime Hours and Holiday Hours worked and paid , (Such as OTP, CBO, and HDP).

Do record S14 hours for Holiday Premium Compensation hours paid (HDV).

Do record S14 hours for Compensatory time taken (Like CMT) and Holiday Compensatory time taken (Like HCT/HCE).

Do include the Retention Incentive Pay Rate Differential in Leave Payouts . $0.30 should be multiplied by the number of hours being paid out through Leave Payouts (such as Vacation Leave Payout, Sick Leave Payout, Comp Time Payout, and Holiday Comp Time Payout). For example, the employee's comp rate is $10/hr and the vacation leave payout defaults into the timesheet as 122 hours and $1220.00 (122*$10). You must figure and add the additional payout amount, in this case $36.60 (122*$0.30), to the payout amount that defaulted for a total, in this example, of $1256.60 ($1220.00+$36.60).

Do not record S14 hours for Compensatory Time Earned (Like CME) and Holiday Compensatory Time Earned (Like HCP).

Do not record S14 hours for Holiday Credit that is banked in the holiday comp time balance (such as HCC).

Do not record S14 hours for Holiday Premium Compensation for hours banked (HCV).

Do not record S14 hours for leave without pay.

Work Schedules:

To help lessen the burden of entering the S14 code and hours in timesheets, we've developed new work schedules that default the S14 code and hours into employee timesheets when applicable.

The work schedules that currently include the S14 code are: 0MR5, 4MF3, 8FT3, 8MFA, 8NR5, 8RM3, 8TS5, 8WN3, 9IR2, EXMA, and PS1C. The details of these schedules are viewable in SHARP using this navigation: Home > Administer Workforce > Time and Leave > Setup > Work Schedule Table or on the SHARP Customer Service Documents page http://www.da.ks.gov/sharp/documents/default.htm (click on Work Schedule List).

If you need an additional work schedule added to the table or if you have questions about how this pay rate differential is applied in SHARP, contact Brent Smith at brent.smith@da.state.ks.us .

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