

OTHER EARNING/SPECIAL PAY CALCULATIONS **(RPR & SFO)**

The following is to help you calculate RPR and SFO amounts and the documentation needed to justify these amounts.

****Note:** When there is shift differential to be included with the RPR, it should be broken out separately and entered into the IPOPS action on Row 2 as a SFO Earn Type code. All regular pay (including overtime) should be included in Row 1 with the RPR Earn Type code.

1. You need to show the breakdown of hours that an individual was paid for as shown in the following example. ****This needs to be broken down by Pay Date.****

2. DHR uses your documentation to verify these calculations are correct. We multiply the hours you show by the original salary and compare the results with the amount that the individual was paid (in EIS, IER screen), for each pay date affected, to verify the correct hours have been documented.

3. We then verify your calculations for the salary difference and the total amounts for the RPR and SFO.

4. Please verify that you have the correct hours notated in you calculations.

****Note:** Please include, in your documentation, any extra pay that is not associated with the normal salary for each pay date. This includes such thing as TXL (taxable Benefit-Excess Life Insurance) and TFB (taxable Fringe Benefits).

EXAMPLE:

(Reason for RPR here)

Retro pay from 06/17/07 to 08/25/07

New Rate = \$16.29

Old Rate = \$16.05

Difference = .24

June 17 to June 30 (pay date 07/13/07)

REG 76 hrs x .24 = \$18.24

CPT 4 hrs x .24 = \$.96

CPP 40 hrs x .24 = \$9.60

SHIFT 110 hrs x .24 x 5% = \$1.32

TXL = \$1.38 (not counted in RPR total)

Total owed for this pay period is \$28.80

Total owed SFT for this pay period is \$1.32

July 1 to July 14 (pay date 07/27/07)
CPT 30 hrs x .24 = \$7.20
HOL 10 hrs x .24 = \$2.40
REG 34 hrs x .24 = \$8.16
VAC 6 hrs x .24 = \$1.44
HWL 15 hrs x .24 = \$3.60
Total owed for this pay period is \$22.80

July 15 to July 28 (pay date 08/10/07)
CPT 7.5 hrs x .24 = \$1.80
VAC 12.5 hrs x .24 = \$3.00
REG 60.0 hrs x .24 = \$14.40
TXL = \$1.38 (not counted in RPR total)

Total owed for this pay period is \$19.20

July 29 to Aug 11 (pay date 08/24/07)
REG 80 hrs x .24 = \$19.20
Total owed for this pay period is \$19.20

Aug 12 to Aug 25 (pay date 09/07/07)
REG 80 hrs x .24 = \$19.20
CPP 28.5 hrs x .24 = \$6.84
TFB = \$10.50 (not counted in RPR total)
Total owed for this pay period is \$26.04

Total RPR: \$28.80 + \$22.80 + \$19.20 = \$116.04 (RPR amount)
Total SFT: \$1.32 (SFO amount)
Grand total owed \$117.36