Early Payoff Worksheet Instructions

Enter information only in the yellow boxes unless the employee has had a change in his/her daily rate during the contract. If that is the case, see the note is Section 1. All other values will be calculated for you. Note the worksheet names at the bottom of the screen and select the appropriate worksheet for the employee receiving an early payoff.

**Section 1: Calculation of Days Worked and Amount Paid**

* Use a school calendar to determine the number of days the employee has worked for each month.
* Enter the Daily Rate from the Job Info screen in the yellow box under Daily Rate. The boxes below will automatically fill in the same daily rate all the way down the worksheet. Note: If the employee changed his/her pay rate during the contract, you will need to manually adjust the daily rate in the appropriate boxes.
* The Amount Earned is calculated by multiplying the number of days worked by the daily rate. The column will be automatically calculated and displayed for you.
* Complete the Amount paid using a YTD Payroll Earnings Register (HRS 3200.) Use the figure for Standard Gross (first column, top figure.) Fill in the amount for each month the employee has received a paycheck for this contract.

**Section 2: Calculation of Adjustments (Current month only)**

* If adjustments need to be made to dock for absences, enter a negative dollar amount. For example, if it is district policy to front employees all local leave at the beginning of the school year and adjust if they leave early, you may need to dock for leave used but not earned. If they only stayed long enough to earn 2 days of local leave, but used 3, you’ll need to dock one day of pay. Use the Daily Rate shown in Section 1 to help you calculate the dollar amount needed.
* If adjustments need to be made to deduct for Extra Duties/Stipends paid, but for which the contractual obligation was not met, enter a negative number. If additional money is owed for Extra Duties, enter a positive number.
* Other Adjustments may be listed in the Other Adjustments area as needed.

**Section 3: Calculation of Final Pay Off**

* All information in this section should be completed automatically.

**Business Office Use Section**

* Values for changes to be made in the Job Info Screen will be automatically calculated. Simply make the changes to the appropriate fields on the Job Info Screen in HR.
* Do not change the Remaining Payments. Many are tempted to change the remaining payments to 1, but this can cause the Stat Min Contribution to be overstated. Simply change the Pay Off Date as directed in the step above. This will ensure HR Accruals match Finance and are zeroed appropriately during the payoff process.
* Review the Business Allowance and Extra Duty Type S information on the Pay Info Screen. If the remaining payments are greater than 1, multiple payments will be made. For example, if the remaining payments for a $50 Business Allowance is left at 2, $100 will be added to the employee’s check. The same logic holds true of Extra Duty Type S remaining payments.
* Review the number of remaining payments for deductions. If the number of remaining payments is anything other than 1 or 99, the system will automatically deduct the total from the final check. For example, if an employee is having dues for TSTA taken from their check in the amount of $10/month and the remaining payments displays 4, then $40 will be deducted and paid to TSTA in the final check run.