BULLETIN

Number 175

Payroll/Personnel Services Division

May 5, 2009

New Pay Code "53"

This Bulletin affects the **Public Utilities Commission Payroll Offices** only.

About this Bulletin

New pay code "53" has been established in the Payroll System effective pay period ending 05-01-2009. This pay code is for compensation of unscheduled overtime.

Reports for Pay Code 53

This new pay code will be shown as "UNSCHDOT" on Report 10 and the employee pay statement.

This new pay code will be shown as DOE M53 pointing to new sub object 01106 on Payroll-LDS Interface Audit Trail Reports C111, C112 & C119.

How to post and pay new Pay Code 53

Select earn code for unscheduled overtime and enter the number of hours to be paid.

The earn codes associated with new pay code 53 are:

- UT – used to manually post unscheduled overtime at time and a half of the base rate.
- US – used to manually post unscheduled overtime at straight time of the base rate.

Taxation

This new pay code is subject to supplemental withholding for Federal and State Income Tax, and Social Security Tax (OASDI/HI) and State Disability Insurance Tax (SDI) if the employee is covered.

Retirement

This new pay code is "pensionable" and mimics Overtime, pay code 30.

File this Bulletin

Please file this Bulletin in your *Payroll/Personnel Procedures Manual, Appendix I.*

Questions

Please contact your assigned Audit Unit staff person if you have any questions regarding this Bulletin.