

Revised Instructions



Revised 5/10/2002^R

Instructions for Reporting OVERTIME, SHIFT, and MISCELLANEOUS Pay for SALARIED employees

The **Report of Miscellaneous Pay** form (PR-MiscPay) has been revised to EXCLUDE this form for submittal of TEMP HELP pay! All time related to paying an hourly employee "REG" time for the month which includes any related overtime or shift pay will be accepted on the NEW REVISED Temporary Help Voucher. The newly introduced PR-MiscPay form is still in place but will be used for reporting of overtime, shift and any miscellaneous pay for **SALARIED employees**. It has been changed to accommodate the 5-digit ORGID in place of the 3-digit number. **The completion of the accounting code using PS Version 8 requires the account string to be entered when input into the PS system is completed by Payroll.**^R

The distribution and use of the forms will remain the same, which consists of department retention of all original documentation and copies being sent to the Payroll Services Office for processing and payment. Please note, department documentation, (retained as original) is considered the official campus document for audit purposes.

To complete and submit the form PR-MiscPay:

- *Required:* Enter employee's PeopleSoft ID Number*
- *Required:* Enter employee's PeopleSoft Employee Record Number*
- *Optional:* Enter employee's social security number
- *Required:* Enter employee's name (last, first, initial)
- *Required:* Enter Time Reporting Code (TRC) – refer to chart below for applicable TRCs
- **Required:** Enter PeopleSoft chartfields to be charged *
- *Required:* Enter number of hours or amount to be paid
- *Required:* Date and sign form
- *Required:* Attach copy of applicable document(s)
- *Required:* Mail or hand deliver completed form with copy of supporting document(s) attached to the Payroll Office, Joyal Administration Building, Room 249, M/S JA110.

*An employee's PeopleSoft ID number, Employee Record Number and/or default account code may be obtained by accessing either the Department Chartfields report or the Employee Chartfields report in PeopleSoft. These reports are available to users with access to Administer Students. If access needs to be established, please contact Linda Smothers, ext. 8-5011. If access is not available, a report copy may be requested from ERCC, ext. 8-2032, or Payroll Services, ext. 8-3960. **Instructions revised which now REQUIRES account string to be entered when submitting vouchers for Payroll input.**^R

Navigation within PeopleSoft to access these reports is:

>Administer Workforce >Administer Students >Go >CSU-Fresno Reports >Rpts A-M >Department Chartfields -
or- Employee Chartfields

Time Reporting Codes (TRCs)

Time Reporting Code (TRC)	Account	Definition	Format	Time Reporting Code (TRC)	Account	Definition	Format
OTST	601601	Overtime – paid at straight time (All employees not currently full-time)	HRS.	SHN08	601404	Shift – night (Collective Bargaining Unit R08 <i>only</i>) \$28/hr	HRS.
OTPR	601601	Overtime – paid at time & one-half	HRS.	SHE08	601404	Shift – evening (Collective Bargaining Unit R08 <i>only</i>) \$23/hr	HRS.
SHGRV	601404	Shift – Graveyard (All Collective Bargaining Units <i>except</i> R08) \$2.20/hr	HRS.	ASBES	601501	Asbestos – (Collective Bargaining Unit R06 <i>only</i>) \$3.00/hr	HRS.
SHSWG	601404	Shift – Swing (All Collective Bargaining Units <i>except</i> R08) \$1.25/hr	HRS.	REG		8/6/2001: Report time on newly revised TEMP HELP voucher	