

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

The Report of Miscellaneous Pay form (PR-MiscPay) has been revised:

- Added "Begin Pay Period" and "End Pay Period" to enable miscellaneous pay for a range of periods
- Added authorization box for department head
- Added more boxes for contact information
- Departments must retain original approved Miscellaneous Pay Form along with original supporting documents. The department's documents are considered the official campus document for audit purposes

Important Information

- Miscellaneous Pay issues from transactions entered into the Payroll System and distributes separately from all other pay.
- Miscellaneous Pay is disbursed from the same location as Master payroll, i.e., Department Pick-Up or Cashier Window Pick-Up.
- Withholding amounts vary based upon type of Miscellaneous Pay.
- Departments must retain original approved Miscellaneous Pay Form along with original supporting documents. The department's documents are considered the official campus document for audit purposes.

To complete and submit the form **PR-MiscPay**:

- *Required:* Enter Employee ID number.
- *Required:* Enter Employee ID Record #.
- *Optional:* Enter employee's Social Security Number
- *Required:* Enter employee's name (last, first, initial)
- *Required:* Enter Payroll Earnings ID – refer to Payroll Earnings ID Table below. Please note that this is a partial table. If you have questions about payroll earnings IDs, please call Payroll at 559/278.3960.
- *Required:* Enter PeopleSoft chartfields to be charged
- *Required:* Enter number of hours or amount to be paid
- *Required:* Obtain authorization from department head/designee and fill in contact information. If miscellaneous pay is for overtime, additional authorization from Vice President/designee is required for payment.
- *Required:* Complete Department Contact boxes.
- *Required:* Attach copy of supporting document(s) if needed.
- If mailing, send to Payroll Services, Mail Stop JA 110. If hand delivering, go to Joyal Administration, Room 249.

Payroll Earnings ID Table

Payroll Earnings ID	Account	Definition	Format	Payroll Earnings ID	Account	Definition	Format
OTST	601601	Overtime – paid at straight Time (All employees not currently full-time)	HRS	SHN08	601404	Shift – Night/Grave (For Reporting Unit R08 <i>only</i>) \$0.28/hr	HRS
OTPR	601601	Overtime – paid at 1.5 rate	HRS	SHE08	601404	Shift – Evening/Swing (For Reporting Unit R08 <i>only</i>)\$0.28/hr	HRS
SHGRV	601404	Shift – Night/Grave (For all Reporting Units <i>except</i> R08) \$2.20/hr	HRS	ASBES	601501	Asbestos – (For Reporting Unit R06 <i>only</i>)\$3.00/hr	HRS
SHSWG	601404	Shift – Evening/Swing (For all Reporting Units <i>except</i> R08) \$1.25/hr	HRS	DOCK	601401	Absence without pay	HRS