

INFORMATION FROM HRIS FOR USE IN EXCEL FOR ADD PAY FUNDING %S

Addpay2 (04/2005)

Current Incumbent:		Emplid:		Rec #	
Department ID:	36700	Department Name:			
Position Pool ID:		Position No:	WOO		

In HRIS, select:

Payroll for North America
 Payroll Processing USA
 Producte Payroll
 Review Paycheck

Enter information in fields, OK
 Select most recent pay period, OK

Table 1

Biweekly Gross	Paycheck Earnings Page	
Fringe Benefit		
Flexible Spending (FSA)- Before Tax	Paycheck Deductions Page	
Employer Health Ins - Nontaxable	Paycheck Deductions Page	
Employer Dental Ins - Nontaxable	Paycheck Deductions Page	
Employee Drug Ins - Nontaxable	Paycheck Deductions Page	
Employee Medical - Before Tax	Paycheck Deductions Page	
Employee Dental- Before Tax	Paycheck Deductions Page	
Employee Drug - Before Tax	Paycheck Deductions Page	
Taxable GTL (Group Term Life)	Paycheck Deductions Page	

Enter Table I information into Excel spreadsheet using only Biweekly Gross in the Biweekly Gross + Add Pay = Total Gross field. Compare fields that automatically calculate to the amounts you indicated in Table 2 below to be sure they agree within a few cents. If they agree, then replace Biweekly Gross with Biweekly Gross + Add Pay in the spreadsheet for calculations to now include Total Gross.

In Add Pay field enter the amount of the Biweekly Add Pay. This part of the spreadsheet will then indicate the fringe amounts that pertain only to the Add Pay.

Table 2

OASDI (6.2%)	Paycheck Taxes Page	
Medicare (FICA-MHI 1.45%)	Paycheck Taxes Page	
Unemployment (.38%)	Paycheck Taxes Page	
State Leave (.43%)	Paycheck Deductions Page	
Worker's Compensation (.965%)	Paycheck Deductions Page	
Group Term Life - Nontaxable (GTL .60%)	Paycheck Deductions Page	
Flexible Spending Account - Nontaxable (5.74%)	Paycheck Deductions Page	
Mandatory Regents Ret - Nontaxable (TSA 8.50%)	Paycheck Deductions Page(Unclass)	
Prior Year Service (0%)	Paycheck Deductions Page (Unclass)	

In HRIS find project numbers and %s that fund the Regular Biweekly Gross. Enter these in Table 3 below. If there is only one project number, there is nothing more to enter in the spreadsheet. The %s to be used is indicated. If there is more than one project number, enter the %s in the spreadsheet and the appropriate split will automatically calculate for them, then use these %s.

Table 3

	Biweekly Amt	Project #	Fund Source	Earnings %	Deductions	Taxes %
Regular						
Regular						
Add Pay						
Total						