Examples of Time Entry Transactions for Hourly employees

- PLA/19P or FMC, an hourly rate of 21.00 x 35 avg hrs weekly
  The average weekly hours should be multiplied by .6667, and then paid at 21.00 per hour.
  35 x .6667 = 23.33 hrs x 21.00 = 489.93 x 2 = 979.86, which is under the cap so no A19 is needed.
  In this scenario, a retroactive hry rate change will calculate a Retro correctly.

- PLA/19P or FMC, an hourly rate of 95.00 x 40 avg hrs weekly
  The average weekly hours should be multiplied by .6667, and then paid at 95.00 per hour.
  40 x .6667 = 26.67 hrs x 95.00 = 2533.65 x 2 = 5067.30, which is over the cap so an A19 of -3067.30 is needed.
  In this scenario, a retroactive hry rate change will calculate a Retro correctly, however the A19 will not Retro. An additional A19 is needed for a retroactive rate increase.

- PLA/19F, an hourly rate of 64.00 x 40 avg hrs weekly
  40 hrs x 64.00 = 2560.00 x 2 = 5120.00, which is over the cap amount of 5110.00 so an A19 of -10.00 is needed.
  In this scenario, a retroactive hry rate change will calculate a Retro correctly, however the A19 will not Retro. An additional A19 is needed for a retroactive rate increase.

- Example of Daily Cap processing. An RGH is entered for 4/5/2020-4/5/2020 with 8 hours at $40/hr. The employee is on PLA/19P. The employee would earn $320 but an A19 is needed for -120.00. Retro will calculate but an additional negative A19 is needed because of the A19.

Examples of Job Transactions for Exceptional Hourly Employees

- PLA/19P or FMC, standard hours 40.00 hours per week, 80.00 per pay period.
  In this scenario, the agency needs to enter a transaction on Job Data to put the employee on the PLA/19P or FMC. On the Job Information tab, the Standard Hours must be changed to 26.67 hours per week (40.00 hours x .6667).

  If the Standard Hours are not changed before the PLA/19P or FMC transaction is saved on Job Data, the agency must enter a DTA/CSH transaction in Job Action Requests in order to change the Standard Hours to 26.67 hours per week.

  When the employee returns from the Paid Leave, the agency must enter a transaction on Job Data using Action Reason Code RFL/RCV. The Standard Hours must be changed back to 40.00 hours per week using either the Job Information tab when entering the Return from Leave transaction, or submitting a DTA/CSH transaction in Job Action Requests.

- PLA/19F, standard hours 35.00 hours per week, 70.00 per pay period.
  In this scenario, the agency needs to enter a transaction on Job Data to put the employee on the PLA/19F. The standard hours do not need to change as the employee is paid at full rate while on PLA/19F.

  When the employee returns from the Paid Leave, the agency must enter a transaction on Job Data using Action Reason codes RFL/RCV. The standard hours do not need to change as the employee is paid at full rate while on PLA/19F.