

PAYROLL ADJUSTMENT GUIDE



Commonly Used Acronyms

When it comes to payroll, acronyms are often used. Below is a list of the most commonly used ones related to Payroll Adjustments:

Acronym

CP

DTA

EC

EE

EBSD

MOU

PA

PP

RCD

SNA

STD

TRC

TSA

Description

Central Payroll

Department Time Administer

Earn Code

Employee

Employee Benefits and Services Division

Memorandum of Understanding

Payroll Adjustment

Pay Period

Record Number

Signature Not Available

Short Term Disability

Time Reporting Code

Time Sheet Amendment



This presentation aims to give you an overview for completing a Payroll Adjustment (PA). Our objective is to provide you with a guide that assists you in understanding and completing a Payroll Adjustment. Please note, that while our goal was to make this training as comprehensive as possible, if you have a specific question about your PA, you should contact your assigned Payroll Technician at Central Payroll for general PA's and / or a Human Resources Technician from EBSD for Short Term Disability PA's. This guide will cover the following topics:



**TIME SHEET
AMENDMENT**



PAYROLL QUERY



**PAYROLL ADJUSTMENT
FORM**



**LEAVE ACCRUAL
WORKSHEET**



Time Sheet Amendment (TSA)



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

Time Sheet Amendment

For ALL Payroll Adjustments & On Demand Pay Requests

1	2	3	4	5	6	7 1/22/2016
EMPLOYEE NAME	EMPLOYEE ID	RECORD #	COMPANY	PAY GROUP	DEPT ID	PAY PERIOD END DATE
I CERTIFY THAT ALL INFORMATION RECORDED HEREON IS CORRECT AND THAT LEAVE BALANCES ARE AVAILABLE			<input type="checkbox"/> Non 9/80 Schedule		<input type="checkbox"/> 24 Hour Facility	
8 _____ EMPLOYEE SIGNATURE			<input type="checkbox"/> 1st Monday Off		<input type="checkbox"/> 1st Friday Off ← Indicate work schedule	
			<input type="checkbox"/> 2nd Monday Off		<input type="checkbox"/> 2nd Friday Off	

Employee Information (top section of the Time Sheet Amendment)

- 1 Employee Name** - Must match the the information in EMACS Job Data
- 2 Employee ID #** - Enter the 5 digit employee ID number
- 3 Record #** - The record number is important to ensure employee is paid from correct record (RCD #)
- 4 Company** - Found on the Work Location tab in Job Data
- 5 Pay Group** - Found on the Payroll tab in Job Data
- 6 Department ID #** - Found on the Work Location tab in Job Data
- 7 Pay Period End Date** - The date will auto populate when you enter the first date of the pay period in the worksheet
- 8 Employee Signature** - If employee is not available to sign, write SNA
- 9 Work Schedule** - Enter an "X" in the box that matches the employees work schedule

Time Sheet Amendment (TSA)

WEEK 1									
SAT	SUN	MON	TUE	WED	THU	FRI	Total		
01/09/16							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

WEEK 2									
SAT	SUN	MON	TUE	WED	THU	FRI	Total	TRC	Pay Period Total
01/16/16							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
							0.00		0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

I CERTIFY THAT ALL INFORMATION RECORDED HEREON IS CORRECT

5 PAGE _____ ** _____

6 _____
AUTHORIZING SIGNATURE (Print & Sign)

- 1** - Enter the first day of the pay period (Saturday) in the first available date field and hit enter or tab. The remaining dates for that pay period will automatically populate. This will also populate the pay period end date, as indicated on #7 from the previous slide.
- 2** - List the number of hours / units of what is being reported for each day. Values can only be in increments of .25 (refer to the MOU when adjusting overtime and differentials for eligibility requirements).
- 3** - Enter one TRC per line. TRCs are either alpha or alphanumeric and up to five (5) digits. Ensure that the correct TRC is used for the employees' Job Code Title. *Refer to TRC Codes to Earning Codes Translation Exhibit.*
- 4** - Daily Hours entered in the form will automatically populate the daily amounts in the 'Total Hours' fields for each day, week and pay period.
- 5** - Fill in pages numbers. You can submit multiple TSAs at a time if multiple pay periods need corrections.
- 6** - An Authorizing Signature is required and certifies that all information is correct. The Authorizing Signature is the employee processing the TSA, usually the Payroll Specialist.

Time Sheet Amendment (TSA)

Payroll Specialist Responsibilities

- ✓ Ensure the Time Sheet Amendment has authorized approval
- ✓ Verify that the Total and Total Hours fields are completed and equal to the number of hours/units listed
- ✓ Verify that the correct TRCs have been recorded
- ✓ Verify the employee's requested leave time is available (if applicable)
- ✓ Verify that the hours/units are listed in quarter hour increments
- ✓ Retain a copy for department file

Query

Next you will need to run the following query:

SB_PAYROLL_CLK_EARN_BY_BGN	SBQ011 query
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This query will give you all necessary data for the Pay Period(s) that you will be correcting. The following is an example of the query ran in the HTML Format . The highlighted Earn Codes or Earnings are the paid earnings that would need to be included in the Payroll Adjustment. The Query shows Earn Codes and not Time Reporting Codes (TRCs). Also, for some earn codes you will see that you use Earnings and not hours for the adjustments.

For a list of TRCs to Earning Codes: [Time-Reporting Codes \(TRC\) to Earnings Codes Translation](#)
 You can also search them in EMACS - Payroll Specialist Tile → Tables → Earnings Table

Row	ID	Empl Record	Earns Begin	Earns End	Pay Period End	Off Cycle	Reg Earns	Reg Hours	Hrly Earns	Rate Used	Hrly Rate	FLSA Rate	Co	Group
1			0 06/14/2025	06/20/2025	06/27/2025	N	BSL	40.00	2132.00 H		53.300000	53.300000	SBC	C07
2			0 06/14/2025	06/20/2025	06/27/2025	N	ECB	40.00	2132.00 H		53.300000	53.300000	SBC	C07
3			0 06/14/2025	06/20/2025	06/27/2025	N	FHA	8.00	0.00 H		53.300000	53.300000	SBC	C07
4			0 06/14/2025	06/20/2025	06/27/2025	N	ML5	0.00	63.96 H		53.300000	53.300000	SBC	C07
5			0 06/14/2025	06/20/2025	06/27/2025	N	PHL	10.00	533.00 H		53.300000	53.300000	SBC	C07
6			0 06/14/2025	06/20/2025	06/27/2025	N	QPH	40.00	2132.00 H		53.300000	53.300000	SBC	C07
7			0 06/14/2025	06/20/2025	06/27/2025	N	REG	30.00	1599.00 H		53.300000	53.300000	SBC	C07
8			0 06/21/2025	06/27/2025	06/27/2025	N	BSL	40.00	2132.00 H		53.300000	53.300000	SBC	C07
9			0 06/21/2025	06/27/2025	06/27/2025	N	ECB	40.00	2132.00 H		53.300000	53.300000	SBC	C07
10			0 06/21/2025	06/27/2025	06/27/2025	N	ML5	0.00	63.96 H		53.300000	53.300000	SBC	C07
11			0 06/21/2025	06/27/2025	06/27/2025	N	PVC	30.00	1599.00 H		53.300000	53.300000	SBC	C07
12			0 06/21/2025	06/27/2025	06/27/2025	N	QPH	40.00	2132.00 H		53.300000	53.300000	SBC	C07
13			0 06/21/2025	06/27/2025	06/27/2025	N	REG	10.00	533.00 H		53.300000	53.300000	SBC	C07

Payroll Adjustment Form

A

Term Eff. Date 1 Military Leave **2** SDI WC **STD - Use PA - STD**

Must print in Black or Blue ink ONLY

Employee ID 3	Rcd No. 4	Last Name, First Name 5		Pay Period(s) 6
Company 7	Pay Group 8	Union Code 9	Department Name 10	Dept ID 11

- 1** - *If Applicable* enter the Termination Effective Date. If the department needs a PA processed immediately for a terminated employee, call a supervisor at Central Payroll so an exception can be made. If a recovery is needed, this would ensure the recovery is taken from the employee's cash outs, if there are any, instead of sending the employee to collections.
- 2** - Check the appropriate box of leave type, if applicable.
- 3** - Enter the 5 digit employee ID number. This must match the Time Sheet Amendment that is attached.
- 4** - The record number is important to ensure that the employee is paid from the correct department and the correct pay rate. Most employees only have the one record number, 0.
- 5** - The employee's last and first name must match the employee ID number that is listed in EMACS Job Data. This also must match the Time Sheet Amendment.
- 6** - List the pay period(s) that are being adjusted. If the adjustment is older than 13 pay periods, and you are paying the employee (not swapping paid times), you will need to attach a Payroll Adjustment Approval Request
- 7** - List the employees Company, as found on the Work Location tab in Job Data
- 8** - List the employees Pay Group, as found on the Payroll tab in Job Data
- 9** - List the employees Union Code, as found on the Job Labor tab in Job Data
- 10** - List the employees Department Name, as found on the Work Location tab in Job Data
- 11** - List the employees Department ID, as found on the Work Location tab in Job Data

Payroll Adjustment Form

B

* Attach Leave Accrual and Adjustment Worksheet if reducing paid hours(reducing accruals) or if going back 3 or more confirmed pay periods adjusting leave time

Leave Type	SCK	VAC	HOL	COMP	ADM	ANN/ATY		Pay Period
Prior Balance	1							3
Current Balance	2							3

In the leave accrual area of the Payroll Adjustment you fill in the following information:

- 1** - The first row is for the leave balance for the pay period prior to the period(s) that is being adjusted. *Example: You are processing a PA for pay period 14/25; you will enter the employee's leave balances for pay period 13/25 on this line.*
- 2** - The second row is for the leave balances for the most recently confirmed pay period.
- 3** - List the pay periods that correspond to the balances listed.

Note: Leave Adjustments from a PA will affect leave balances available for current payroll

If an adjustment is being submitted that is adjusting leave time going back for three (3) or more confirmed pay periods or if you are recovering monies from the employee, then a Leave Accrual and Adjustment Worksheet needs to be submitted with the payroll adjustment. This helps to ensure that the employee would not have a negative leave balance, which could lead to a recovery, as a result of the corrections that are being made.

Payroll Adjustment Form

G

Reason for Request: 1			
Payroll Specialist Name (Print & Sign) 2	Date 3	Telephone Number 4	Mail Code 5
Appointing Authority or Designee (Print & Sign) 6			

- 1 - You must list the reason for the request. This helps clarify the changes you are requesting as sometimes changes can cause more questions. Example: **Removing 10 hours of REG** or **Retro approval of STD**.
- 2 - The Payroll Specialist MUST print their name and sign the form.
- 3 - Enter the date the PA is being completed.
- 4 - Enter the Payroll Specialists phone number. Ensure that you list the complete phone number, including the area code. This is helpful if Central Payroll needs to contact the Payroll Specialist for corrections.
- 5 - Enter your department Mail Code, if applicable.
- 6 - The Appointing Authority or Designee's must print and sign their name here, giving authorization for the Payroll Adjustment to be made.

Payroll Adjustment Form

Additional Important Information



This Payroll Adjustment Form is invalid and will be returned if it does not contain the following:

- The Payroll Specialist printed name and signature
- The Appointing Authority or Designee's printed name and signature
- A recovery letter is not included if recovering more than \$25.00 from the employee
- A Leave Accrual Worksheet is not attached, when needed

If you do not have enough rows on the PA form, use the Payroll Adjustment – Miscellaneous Continuation Page

Recoveries are done in the same amount of pay periods that the over payment happened. If the employee needs to request a hardship, an approval from your department Human Resources Business Partner (HRBP) will need to be attached.

Terminated Employees: If an employee is terminated, ALL Payroll Adjustments must be submitted to Central Payroll as soon as possible. This will provide Central Payroll the opportunity to process any recoveries against any possible cash-outs due to the employee. Make sure that the PA is notated with a term date so it can be processed quickly.

Remember that REG, ICS and 002 must ALL be adjusted the exact same way in order to correctly adjust an employee's time. What you do to one, you must do to all three and they must all be either positive or negative, No Exceptions.

Remember that ALN & ALO may need to be adjusted depending on the employee's eligibility to overtime in conjunction with leaves.



Payroll Adjustment - Miscellaneous Example

For the following sample we are going to work off the SBQ011 Query ran on Page 8 of this document. For this example we will assume the employee should have coded 40 hours of vacation time in week #2, instead of 30.

This is how their eTime was originally coded:

Time Worked from 06/14/25 through 06/27/25 (Prior Pay Period)

	Sat 6/14	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Total	TRC	Delete Line
1				10.00	10.00		10.00				10.00				40.00	REG	Delete Line
2						10.00									10.00	HOL	Delete Line
3												10.00	10.00	10.00	30.00	VAC	Delete Line
4				10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00	80.00	TOTAL	

Add Line Save for Later Approve Deny *Reason:


Payroll Adjustment - Miscellaneous Example

The corresponding Payroll Adjustment form would be filled out like this example.

Please note: This employee receives longevity (EC: ML5). Since their payable hours did not change we do not need to adjust their ML5.

This guide will cover adjusting Longevity or other earn codes on slide # 26.

Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.



PAYROLL ADJUSTMENT - MISCELLANEOUS

(Time Sheet Amendment REQUIRED)

Clear Form Fields

Term Eff. Date: Military Leave SDI WC STD - Use PA - STD

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name		Pay Period(s)
X1234	0	LAST, FIRST		14/25
Company	Pay Group	Union Code	Department Name	Dept ID
SBC	C07	TI	Department	00000

* Attach Leave Accrual and Adjustment Worksheet if reducing paid hours(reducing accruals) or if going back 3 or more confirmed pay periods adjusting leave time

Leave Type	SCK	VAC	HOL	COMP	ADM	ANN/ATY	Pay Period
Prior Balance	302.712	143.620	78.00				13/25
Current Balance	309.499	123.928	76.00				15/25

WK	From Query / Paycheck Data		Paycheck Data Should Be		Pay Period Dates		Requested Change(s)	
	Earn Codes	Units/Dollars	Earn Codes	Units/Dollars	Begin	End	Earn Codes	Units/Dollars
1	FHA	8.00	FHA	8.00	06/14/2025	06/20/2025		
	ML5	\$63.96	ML5	\$63.96				
	PHL	10.00	PHL	10.00				
	REG	30.00	REG	30.00				
2	ML5	\$63.96	ML5	\$63.96	06/21/2026	06/27/2026		
	PVC	30.00	PVC	40.00			PVC	10.00
	REG	10.00	REG	0.00			REG	(10.00)

Reason for Request: Error was discovered during eTime audit

STD - Payroll Adjustment Form

Must print in Black or Blue ink ONLY

Employee ID 1	Rcd No. 2	Last Name, First Name 3				Pay Period(s) 4
Company 5	Pay Group 6	Union Code 7	Dept ID 8	Base Rate of Pay 9	Date of Recovery Letter 10	Recovery Eff. Pay Period + 15 days = 11

- 1** - Enter the 5 digit employee ID number. This must match the Time Sheet Amendment that is attached.
- 2** - The record number is important to ensure that the employee is paid from the correct department and the correct pay rate. Most employees only have the one record number, 0.
- 3** - The employee's last and first name must match the employee ID number that is listed in EMACS Job Data. This also must match the Time Sheet Amendment.
- 4** - List the pay period(s) that are being adjusted. If the adjustment is older than 13 pay periods, and you are paying the employee (not swapping paid times), you will need to attach a Payroll Adjustment Approval Request
- 5** - List the employees Company, as found on the Work Location tab in Job Data
- 6** - List the employees Pay Group, as found on the Payroll tab in Job Data
- 7** - List the employees Union Code, as found on the Job Labor tab in Job Data
- 8** - List the employees Department ID, as found on the Work Location tab in Job Data
- 9** - List the employees Base Rate of Pay, as found on the Compensation tab in Job Data (make sure you check the effective date of the rate of pay to ensure you are using the correct amount)
- 10** - List the date you will be sending the Recovery Letter to the employee
- 11** - List the pay period of the effective recovery date

***** Follow the instructions from pages 10-16 to fill out the remainder of the form *****

STD - Payroll Adjustment

When employees are out on medical leave and their leave is retro approved by Met Life or The Standard after they have been off work you will have to submit a STD Payroll Adjustment. You can initiate a STD Payroll Adjustment after checking the portal and determining payments have been made for past pay periods.

You may also receive an email from EBSD that looks like this:

Subject: Retro STD PA Requests- [REDACTED] -A-Z

**** Please do not wait for PA requests. Please confirm dates and hours with your MetLife/Standard reports. If a PA has already been submitted to EBSD, please disregard.**

Please also remember to send leave documents to EBSDLeaves inbox**

EMPLOYEE NAME, EMP ID#

*6/14 – 6/20 **22**

*6/21 – 6/27 **22**

Thank you,

The numbers that are highlighted are the amounts of STD that you will adjust with your Payroll Adjustment. The next few pages will show you a sample of a STD Payroll Adjustment with this employee, who was fully integrating. If an employee fully integrates time and then receives retro Short Term Disability payments, it will exceed 100% of the employee's base salary, resulting in a recovery. Once Central payroll receives the payment from the employee their leave balances will be restored.

Payroll Adjustment - STD Example

For the following sample we are going to work off the email example from EBSD from the previous slide.

This is how their eTime was originally coded and their SBQ011 Query:

Job Information

Job Code: [REDACTED] Stnd Hrs: 40.00 Reg/Temp:Regular Workgroup: CLK107
 Department: [REDACTED] Pay Group: C07 Union Cd: CLK TRC Program ID: CLK01
 Supervisor: [REDACTED]

Time Worked from 06/14/25 through 06/27/25 (Prior Pay Period)

	Sat 6/14	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Total	TRC	Activity	Location	Delete Line
1			5.00	8.00	8.00		8.00			8.00	8.00	8.00	8.00	8.00	69.00	VAC			Delete Line
2			3.00												3.00	SCK			Delete Line
3						8.00									8.00	HOL			Delete Line
4			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	80.00	TOTAL			

Row	ID	Empl Record	Earns Begin	Earns End	Pay Period End	Off Cycle	Reg Earns	Reg Hours	Hrly Earns	Rate Used	Hrly Rate	FLSA Rate	Co	Group
1			0 06/14/2025	06/20/2025	06/27/2025	N	BSL	40.00	1016.40	H	25.410000	25.410000	SBC	C07
2			0 06/14/2025	06/20/2025	06/27/2025	N	ECB	40.00	1016.40	H	25.410000	25.410000	SBC	C07
3			0 06/14/2025	06/20/2025	06/27/2025	N	FHA	8.00	0.00	H	25.410000	25.410000	SBC	C07
4			0 06/14/2025	06/20/2025	06/27/2025	N	ML5	0.00	30.49	H	25.410000	25.410000	SBC	C07
5			0 06/14/2025	06/20/2025	06/27/2025	N	PHL	8.00	203.28	H	25.410000	25.410000	SBC	C07
6			0 06/14/2025	06/20/2025	06/27/2025	N	PSL	3.00	76.23	H	25.410000	25.410000	SBC	C07
7			0 06/14/2025	06/20/2025	06/27/2025	N	PVC	29.00	736.89	H	25.410000	25.410000	SBC	C07
8			0 06/14/2025	06/20/2025	06/27/2025	N	QPH	40.00	1016.40	H	25.410000	25.410000	SBC	C07
9			0 06/21/2025	06/27/2025	06/27/2025	N	BSL	40.00	1016.40	H	25.410000	25.410000	SBC	C07
10			0 06/21/2025	06/27/2025	06/27/2025	N	ECB	40.00	1016.40	H	25.410000	25.410000	SBC	C07
11			0 06/21/2025	06/27/2025	06/27/2025	N	ML5	0.00	30.49	H	25.410000	25.410000	SBC	C07
12			0 06/21/2025	06/27/2025	06/27/2025	N	PVC	40.00	1016.40	H	25.410000	25.410000	SBC	C07
13			0 06/21/2025	06/27/2025	06/27/2025	N	QPH	40.00	1016.40	H	25.410000	25.410000	SBC	C07

Payroll Adjustment - STD Example

The Time Sheet Amendment should look like this:

Date of Recovery Letter:

Enter the date you are mailing the letter out to the Employee.

Recovery Eff. Pay Period:

Add 15 days to the date above and this will give you the Pay Period the recovery will take place in.

For example - If you dated the recovery letter as July 15, 2025, +15 days = PP 17/25 (15 days is July 30, 2025 which falls during PP17/25)

It should be noted:

If the employee is not fully integrating leave balances and originally coded WOPSK (EC: UPS), you would replace UPS hours with HSP (STD Partial Integration).



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

PAYROLL ADJUSTMENT - SHORT TERM DISABILITY (Time Sheet Amendment REQUIRED)

Clear Form Fields

Term Eff. Date

Must print in Black or Blue Ink ONLY

Employee ID	Rcd No.	Last Name, First Name				Pay Period(s)
X1234	0	LAST, FIRST				14/25
Company	Pay Group	Union Code	Dept ID	Base Rate of Pay	Date of Recovery Letter	Recovery Eff. Pay Period
SBC	C07	CLK	00000	\$25.41		+ 15 days = <input type="text"/>

* Attach Leave Accrual and Adjustment Worksheet if reducing paid hours(reducing accruals) or if going back 3 or more confirmed pay periods adjusting leave time

Leave Type	SCK	VAC	HOL	COMP	ADM	ANN/ATY	Pay Period
Prior Balance	3.50	76.50	60.150				13/25
Current Balance	3.75	24.250	60.150				15/25

WK	From Query / Paycheck Data		Paycheck Data Should Be		Pay Period Dates		Requested Change(s)	
	Earn Codes	Units/Dollars	Earn Codes	Units/Dollars	Begin	End	Earn Codes	Units/Dollars
1	FHA	8.00	FHA	8.00	06/14/2025	06/20/2025		
	ML5	\$30.49	ML5	\$13.72			ML5	(\$16.84)
	PHL	8.00	PHL	8.00				
	PSL	3.00	PSL	3.00				
	PVC	29.00	PVC	7.00			PVC	(22.00)
			HSF	22.00			HSF	22.00
2	ML5	\$30.49	ML5	\$13.72	06/21/2025	06/27/2025	ML5	(\$16.84)
	PVC	40.00	PVC	18.00			PVC	(22.00)
			HSF	22.00			HSF	22.00

Reason for Request: Retro approval of STD

Payroll Adjustment Form

Calculating Longevity / Other Earn Codes

When processing a Payroll Adjustment that requires a recalculation of Longevity Pay (Example: ML2, ML3, etc.) or other Earn Codes, you will need to know the following information:

- Employee's base rate of pay
- The number of payable hours

Continuing with the STD Payroll Adjustment from the last two slides, the full time employee was approved for retro STD sick leave and was approved for 22 hours of retro STD for the week. The employee also receives a 3.00% longevity (ML5). This is the employee

From Query:

- Base pay = \$25.41 / hr
- ML5 = \$30.49

Recovery Week #1:

- 22.00 HSF (unpaid)
- 18.00 PVC (paid)
- ML5

Recovery Week #2:

- 22.00 HSF (unpaid)
- 18.00 PVC (paid)
- ML5

$18.00 \text{ (paid hrs.)} \times \$25.41 \text{ (base pay)} = \457.38

$\$457.38 \times 0.03 \text{ (longevity)} = \$13.72 \text{ ML5 (new amount)}$

$\$30.49 \text{ (ML5 from query)} - \$13.72 \text{ (new ML5)} = \$16.77 \text{ (per week = \$33.54 total, which will be added to the total recovery amount)}$

Vacation Hour recovery amount = 22 hrs per week / 44 hours total

$44.00 \text{ (PVC Hours)} \times \$25.41 \text{ (base pay)} = \1118.04

$\$1118.04 \text{ (PVC Recovery)} + \$33.54 \text{ (ML5 Recovery)} = \$1151.58 \text{ total amount of recovery}$

STD - Payroll Adjustment Example Recovery Letter

When a STD Recovery Letter is needed, it should be written on Department letterhead.

The letter should be mailed to the employee via USPS Certified Mail. A copy of the letter is included in your Payroll Adjustment packet that you send to EBSD for review.

RE: RECOVERY PLAN FOR OVERPAYMENT OF LEAVE INTEGRATED WITH SHORT TERM DISABILITY PAYMENTS

Dear (NAME),

Your leave integration for dates 06/14/2025 through 06/27/2025 along with the gross Short Term Disability payments you received from The Standard exceeded 100% of your base salary. The overpaid amount of **\$1151.58** is now due and payable to the County of San Bernardino.

You have two options to make this payment:

1. Submit a personal check or money order in the amount of **\$1151.58** payable to: County of San Bernardino, Central Payroll, 268 W Hospitality Lane, 4th Floor; San Bernardino, CA 92415-0032. Please submit this letter along with your payment within 15 calendar days of this letter.
2. If we do not receive payment by the deadline, the recovery will be taken against your future earnings. The recovery will begin in PP XX/XX for the Pay Day of XX/XX/XXXX. It will continue for the same number of pay periods you received overpayment, until the entire amount has been repaid. If you terminate your employment with the County of San Bernardino during this process, please be advised that we will attempt to take the balance against your final check. Any remaining balance will be forwarded to Central Collections for payment arrangement.

The MOU contains a provision for an extension of the repayment period in cases of extreme hardship. The extended period of repayment will not be longer than one and one-half times as long as the overpayment periods. If you would like to request an extension, you must contact your Payroll Specialist so that the hardship can be arranged through your department Human Resource Business Partner (HRBP). You will be notified if your request is approved.

Once the repayment has been processed, your leave balances will be restored.

Payroll Adjustment - STD Example

Since this STD PA resulted in a recovery, you must also complete a Leave Accrual Worksheet:

It should be noted:

Since this employee was fully integrating time we coded their Paid Hours as a full 80.00 hours.

If the employee was not fully integrating time we would only put their Paid Hours, any time they are integrating.

You can verify the employee's Full Accrual Rate from their Leave Accrual information in EMACS.

LEAVE ACCRUAL WORKSHEET							
MUST BE USED WHEN REDUCING PAID TIME OR ADJUSTING LEAVE TIME 3 OR MORE PAY PERIODS BACK.							
Employee ID	Rcd No.	Union	Last Name, First Name				
X1234	0	CLK	LAST, FIRST				
			SICK	VACATION	PTO (MBO)		
			FULL ACCRUAL RATE:	3.392	6.154		
			HOURLY ACCRUAL RATE:	0.0424	0.0769		
						(Select One)	(Select One)
			SICK	VACATION	PTO (MBO)	HOLIDAY	
PAY PERIOD							
03/26	Prior Leave Balance:		43.695	76.500		65.000	
PAY PERIOD	Accrual Adjustments	+/-					
04/26	Available Balance	=	43.695	76.500		65.000	
	Leave Used	-				8.00	
PAID HOURS	Subtotal	=	43.695	76.500		57.000	
80.00	Accrual	+	3.392	6.154		8.000	
	Ending Balance	=	47.087	82.654		65.000	
PAY PERIOD	Accrual Adjustments	+/-					
	Available Balance	=					
	Leave Used	-					
PAID HOURS	Subtotal	=					
	Accrual	+					
	Ending Balance	=					

STD Payroll Adjustment Reminders



Email the completed STD Payroll Adjustment to the EBSDLeaves inbox (ebsdleaves@hr.sbcounty.gov). The subject line should be “STD PA A-L” or “STD PA M-Z” depending on the first letter of the last name of the employee.

The STD PA should be sent over as **one** complete packet, please don't scan the different forms separately.

In order to integrate leave time, an employee must have a Leave Integration Form (LI) on file. The LI should be sent to the EBSDLeaves inbox also.

If a Holiday falls during a PP that the employee is off on STD, they must be fully integrating time in order to qualify for the Holiday hours. Please refer to the appropriate MOU regarding Holiday Leave.



Leave Accrual Worksheet

A MUST BE USED WHEN REDUCING PAID TIME OR ADJUSTING LEAVE TIME 3 OR MORE PAY PERIODS BACK.

Employee ID	Rcd No.	Union	Last Name, First Name			
			SICK	VACATION	PTO (MBO)	
			FULL ACCRUAL RATE:			
			HOURLY ACCRUAL RATE:			
					(Select One)	(Select One)
			SICK	VACATION	PTO (MBO)	
PAY PERIOD			Prior Leave Balance:			
PAY PERIOD	Accrual Adjustments +/-					
B	Available Balance =					
	Leave Used -					
PAID HOURS	Subtotal =					
	Accrual +					
	Ending Balance =					
PAY PERIOD	Accrual Adjustments +/-					
	Available Balance =					
	Leave Used -					
PAID HOURS	Subtotal =					
	Accrual +					
	Ending Balance =					
Employee ID	Rcd No.	Union	Last Name, First Name			

80 Hour | 84 Hour | 112 Hour | SKHFA | +

The Leave Accrual Worksheet is available on the EMACS Resources Website in the Central Payroll Forms section. The worksheet is an Excel form that contains multiple sheets, each represented by a tab at the bottom of the page. Each tab corresponds to a specific number of hours the employee is scheduled during the Pay Period (e.g. 80, 84, 112 or SKHFA).

The upcoming slides will break down the Leave Accrual Worksheet and the information required.



Leave Accrual Worksheet

The Leave Accrual Worksheet is used in conjunction with a Payroll Adjustment to track leave balances. Leave Accrual Worksheets allow you to view the correct leave accruals / balances as if time had been coded correctly.

A Leave Accrual Worksheet form **must** be submitted with all payroll adjustments doing either of the following actions:

- Reducing leave accruals
 - Example: Paid time to unpaid time
- Adjusting leave time 3 or more confirmed pay periods back
 - Example: PA is adjusting PP 1/25 and is being processed by Central Payroll in PP 4/25 or later

This Leave Accrual Worksheet must be completed prior to submitting a Payroll Adjustment to determine potential negative balances.

Leave Accrual Worksheet

A

LEAVE ACCRUAL WORKSHEET						
MUST BE USED WHEN REDUCING PAID TIME OR ADJUSTING LEAVE TIME 3 OR MORE PAY PERIODS BACK.						
Employee ID	Rcd No.	Union	Last Name, First Name			
1	2	3	4			
			SICK	VACATION	PTO (MBO)	
5	FULL ACCRUAL RATE:					
	HOURLY ACCRUAL RATE:					
					(Select One)	(Select One)
			SICK	VACATION	PTO (MBO)	
PAY PERIOD						
6	Prior Leave Balance:		7	8	9	10 11

- 1** - Enter the 5 digit employee ID number. This must match the Payroll Adjustment that is attached.
- 2** - Enter the employee's Record Number. Most employees only have the one record number, 0.
- 3** - Enter the employee's Union Code.
- 4** - Enter the employee's last and first name. This must match what is listed in EMACS Job Data and must also match what is on the Payroll Adjustment
- 5** - Select from the drop down menu, the Full Accrual Rate of the Sick, Vacation and PTO (if applicable) leaves that the employee normally accrues. This will auto populate some information for you. Check the employees' Leave Accrual Details page in EMACS to ensure you have the correct information.
- 6** - Enter the pay period for the pay period **prior** to the Payroll Adjustment
- 7** - Enter the Sick leave balance for the Pay Period **prior** to the Payroll Adjustment
- 8** - Enter the Vacation leave balance for the Pay Period **prior** to the Payroll Adjustment
- 9** - Enter the PTO leave balance for the Pay Period **prior** to the Payroll Adjustment (if applicable)
- 10** - Enter the Holiday leave balance for the Pay Period **prior** to the Payroll Adjustment
- 11** - Enter the Comp Time leave balance for the Pay Period **prior** to the Payroll Adjustment (if applicable)

Leave Accrual Worksheet

B

PAY PERIOD 1	Accrual Adjustments +/-					
	Available Balance =	3				
	Leave Used -	4				
PAID HOURS 2	Subtotal =	5				
	Accrual +	6				
	Ending Balance =	7				
		8				

1 Pay Period: Enter each pay period only once. Completion of this box will force hours for selected leave types to auto populate.

2 Paid Hours: For the pay periods being adjusted on the Payroll Adjustment, use the total number of paid hours from the PA(s). For pay periods that are not being adjusted, review eTime / Timesheet for paid hours. Include all paid hours that count toward accruals. Do not include any unpaid hours, except **HSF / WCF**.

3 Accrual Adjustments: This box should **only** be used if the employee has donated MEL hours during this pay period.

4 Available Balance: This is the true balance available to use for the specific pay period.

5 Leave Used: Enter leave used from the "Paycheck Data Should Be" column on the Payroll Adjustment. For pay periods that are not being adjusted, use the eTime / Timesheet leave hours used.

6 Subtotal: If this box goes negative, you must adjust the leave time used and / or submit more PAs.

7 Accrual: This is calculated based upon the paid hours and the accrual rate.

8 Ending Balance: True balance at the end of the pay period