



One Time Regular Payroll Pay

Overview

One-time regular payroll payments are additional payments allotted to an employee on a one-time basis within a single pay period. For example, this screen may be used to correct underpayments on a regular payroll schedule, and paid on a regular payroll run.

Only A & H roles can create a one-time regular payroll record in order to supplement an employee's pay.

Guidelines

The following guidelines apply to One-Time Regular Payroll payments.

- Leave balances should be verified prior to processing a leave payout on this screen. Adjustments, if necessary, should be made prior to requesting the leave payout.
- Payments processed through this screen will be taxed as a supplemental payment, with the exception of the following payments types.
 - 9170 – Regular Wages
 - 9171 – OPS Wages

NOTE: These payments default to be taxed as regular pay, but can be designated to be taxed as a supplemental payment via the Pay Cycle screen.

Key Activities

The following activities will be covered in this section of the Payroll Information User Guide

Topic	Page
Navigating To The One-Time Regular Payroll Pay Screen	3
Creating a One-Time Regular Payroll Payment	5
Editing a One-Time Regular Payroll Payment	8
Deleting a One-Time Regular Payroll Payment	11

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One Time Regular Payroll Pay, Continued

One Time Regular Payroll Pay Screen

This section contains the employee's personal information.

One-Time Regular Payroll Pay

Employee ID #: 99999999 [Jane Doe]

Title: 37010001 - SECRETARY OF ENVIRONMENTAL PROTECTION Agency: DEP - Environmental Protection

One-Time Regular Payroll Pay->Overview

Wage Type	Wage Type text	Effective Date	Amount	Number	Unit
9171	OPS HOURS	11/30/2005	50.12	1.00	Hours

1/1

Menu New

This section provides information on all requests.

This section provides the details of a request.

One-Time Regular Payroll Pay->Details

Type: 9171 * OPS HOURS

Date: 11/30/2005

Amount: 50.12

Number/Unit: 1.00 Hours

FLAIR Account: 37102021024370101000001000000

FLAIR Organization Code: [] []

Comments: []

Pay Cycle: 4 - Monthly Supplemental Wage Payment

OT Reason Code: []

Charge Object/Project: [] Activity: [] Sub-Activity: []

**If making a leave payout through this screen please verify the corresponding balances and make any necessary adjustments
**If an amount and hours are entered, the amount paid is effectively the hours multiplied by the amount(Rate).

Edit Save Cancel Delete

Key Fields

The following table provides details on the key fields found on the One-Time Regular Payroll Pay screen.

Key Field	Description
Type	Indicates which pay supplement, (e.g. regular, overtime, or OPS hours), is being allocated to the Employee.
Date	Indicates the pay period when the additional payment should be paid.
Amount	Indicates how much in U.S. dollars should be paid to the employee. Type dictates when to use this field and/or the Number/Unit field.
Number/Unit	Indicates how much in hours, percentage or multiples should be paid. Type dictates when to use this field and/or the Amount field.
FLAIR Account	Indicates the State of Florida financial accounting code to which this one-time payment is tied.
FLAIR Organization Code	Provides additional funding information.
Comments	Captures any optional comments related to the one-time payment.
Pay Cycle	Indicates how the payment was taxed.
OT Reason Code	Ties an additional payment for overtime to a specific reason for the overtime hours worked.
Charge Object/Project	The identification of a work item as defined by the Agency. Ties an additional payment for regular or overtime hours worked to a specific charge object or project.

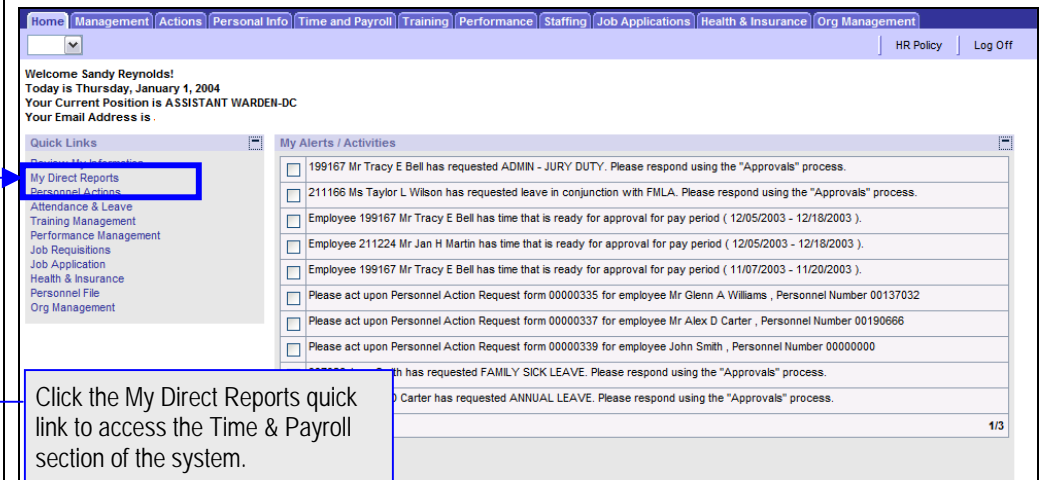
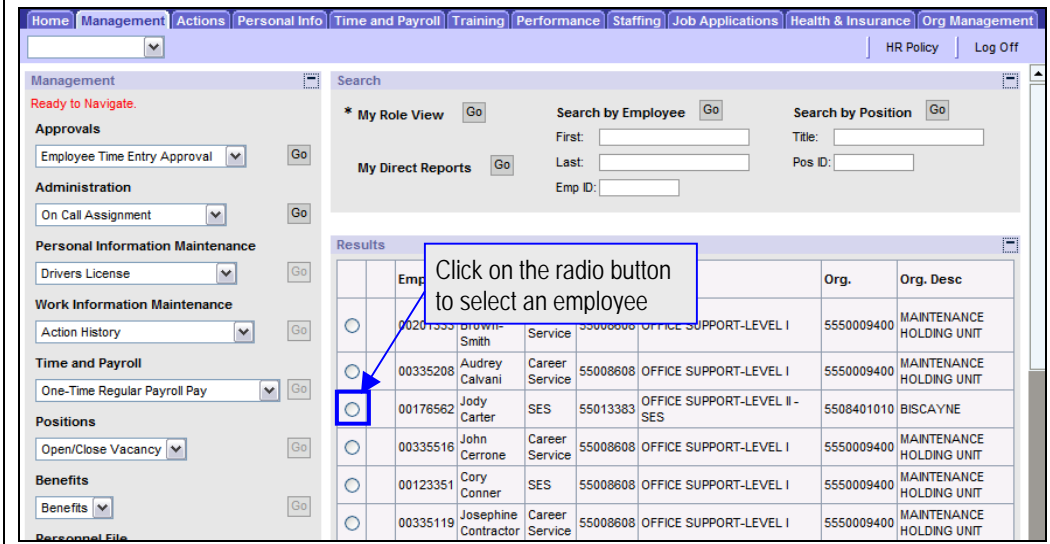
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One Time Regular Payroll Pay, Continued

Accessing The Screen

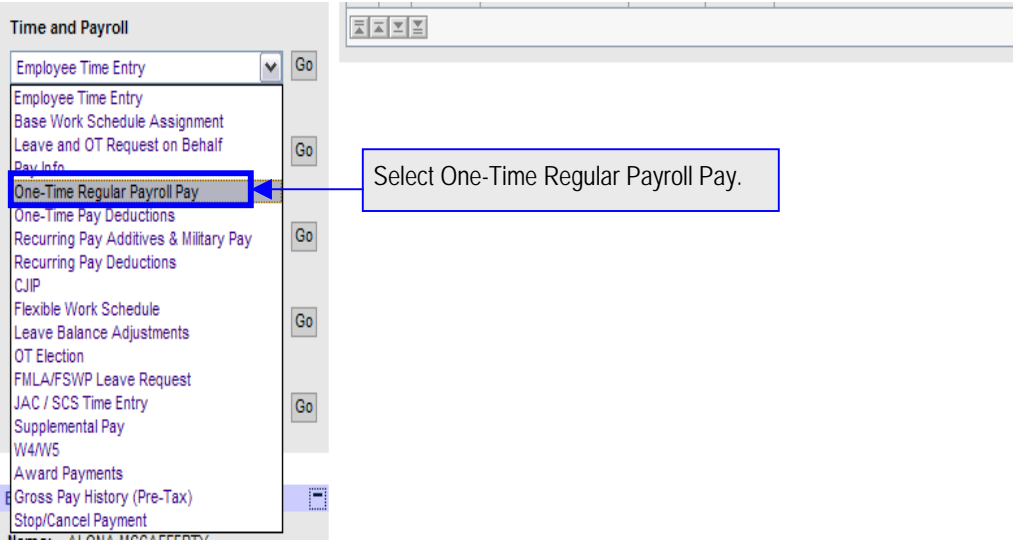
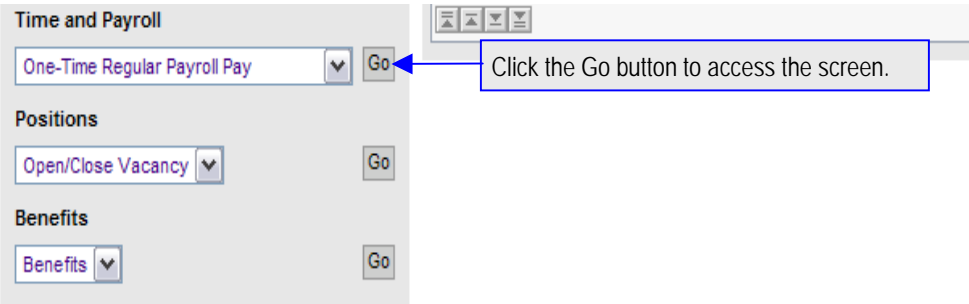
Follow the steps below to access the One Time Regular Payroll Pay screen.

Step	Action
1	<p>Click on the My Direct Reports link from the Quick Links list on the People First Home Page. The Time and Payroll Menu screen will be displayed.</p>  <p>NOTE: For information on logging in to the People First system, refer to the Navigating the People First Web Site User Guide located in the On-Line Training Tool.</p>
2	<p>Click the radio button (circle) to the left of the employee's information on the Management menu to select the employee.</p>  <p>NOTE: If there is no Employee Name or Employee ID, then the position is vacant. While you still maintain this position, no one currently holds it.</p>

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One Time Regular Payroll Pay, Continued

Step	Action
3	<p>Select One-Time Regular Pay from the Time and Payroll drop down menu, by clicking the ▼ button.</p>  <p>The screenshot shows a 'Time and Payroll' dropdown menu. The menu is open, showing a list of options. The option 'One-Time Regular Payroll Pay' is highlighted with a blue box. A blue callout box with an arrow points to this option, containing the text 'Select One-Time Regular Payroll Pay.' Other options in the menu include 'Employee Time Entry', 'Base Work Schedule Assignment', 'Leave and OT Request on Behalf', 'One-Time Pay Deductions', 'Recurring Pay Additives & Military Pay', 'Recurring Pay Deductions', 'CJIP', 'Flexible Work Schedule', 'Leave Balance Adjustments', 'OT Election', 'FMLA/FSWP Leave Request', 'JAC / SCS Time Entry', 'Supplemental Pay', 'W4/W5', 'Award Payments', 'Gross Pay History (Pre-Tax)', and 'Stop/Cancel Payment'. Each option has a 'Go' button to its right.</p>
4	<p>Click the Go button. The One-Time Regular Payroll Pay screen will be displayed.</p>  <p>The screenshot shows the 'Time and Payroll' screen. The 'Time and Payroll' dropdown menu is now closed, and 'One-Time Regular Payroll Pay' is selected in the dropdown. A blue callout box with an arrow points to the 'Go' button next to the dropdown, containing the text 'Click the Go button to access the screen.' Below the dropdown, there are sections for 'Positions' and 'Benefits'. The 'Positions' section has a dropdown menu for 'Open/Close Vacancy' and a 'Go' button. The 'Benefits' section has a dropdown menu for 'Benefits' and a 'Go' button.</p>

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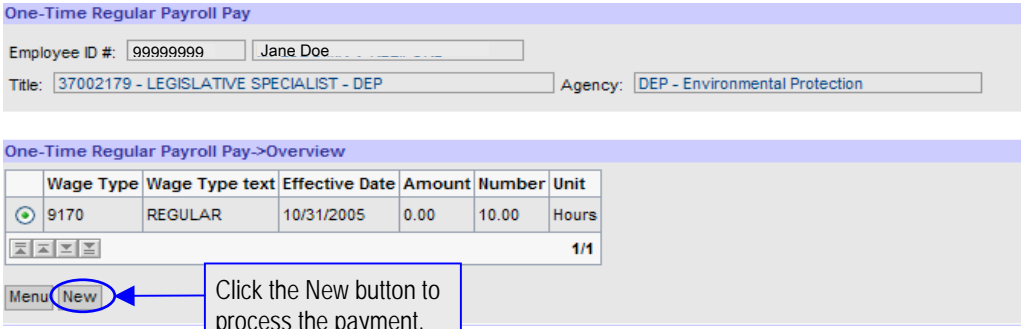
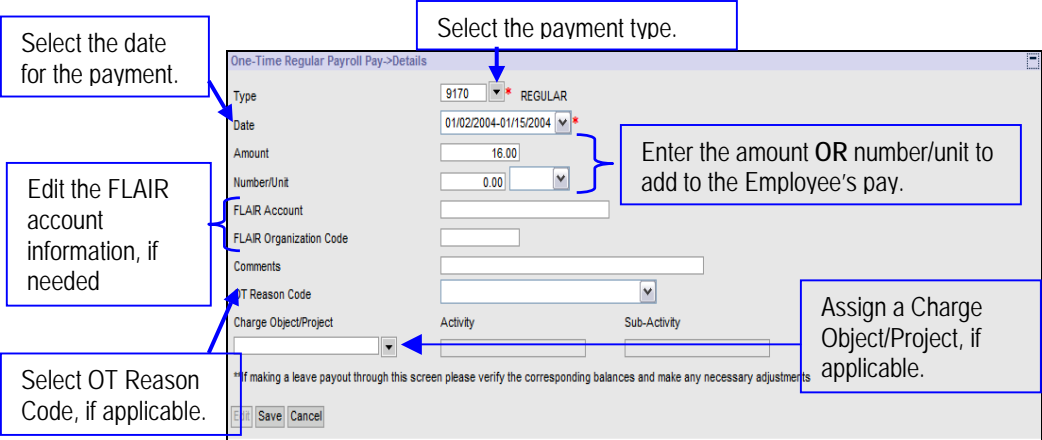


One Time Regular Payroll Pay, Continued

Creating A One-Time Regular Payroll Payment

Follow the steps below to create a One-Time Regular Payroll Payment.

NOTE: Refer to the Accessing The Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action
1	<p>Click on the New button in the Overview box to display the Details box with the fields "open" for editing.</p>  <p>NOTE: If a payment has never been processed for this employee, the Details box will display automatically. Click on the Edit button in the Details box. The fields on the screen will "open" to allow for editing.</p>
2	<p>Complete the appropriate fields for the payment being requested.</p> 

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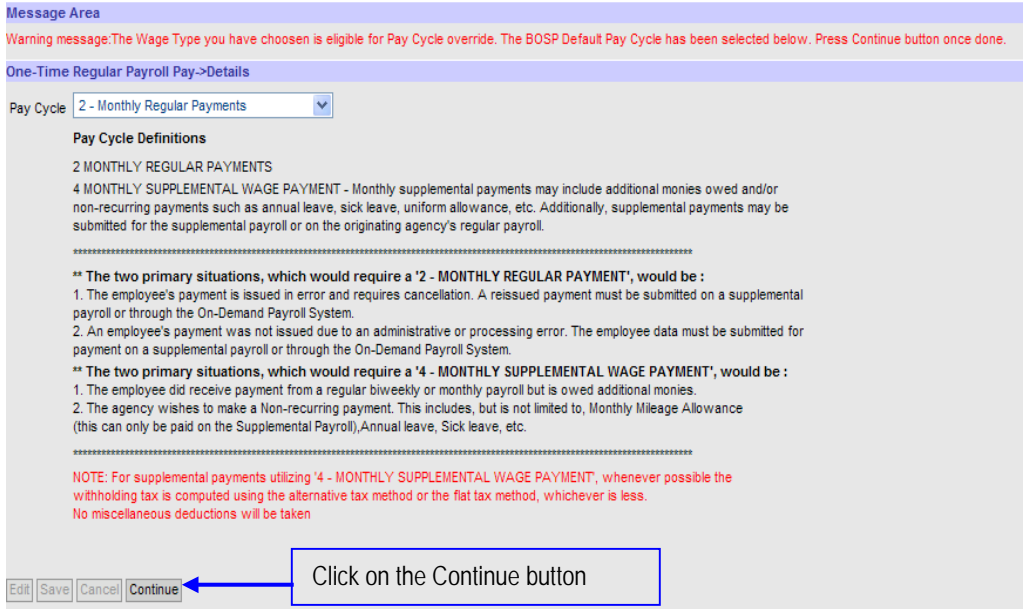
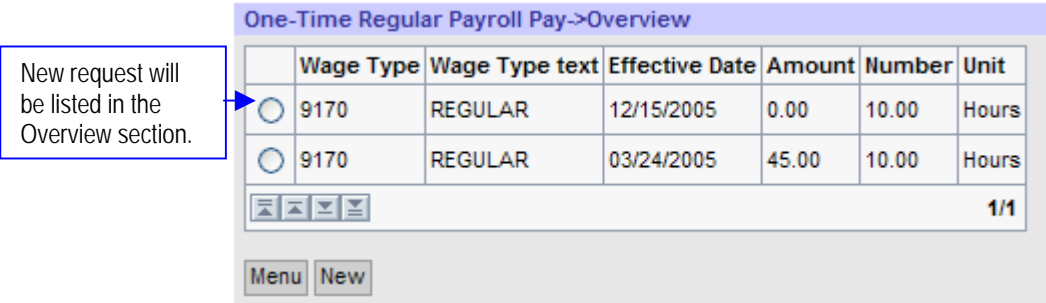
One Time Regular Payroll Pay, Continued

Step	Action						
3	<p>Click on the Save button.</p> <table border="1"> <thead> <tr> <th>For Wage Type...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>9170, 9171</td> <td>Proceed to Step 4.</td> </tr> <tr> <td>All other types</td> <td>The One Time Regular Payroll Pay Overview section will display. No further action required.</td> </tr> </tbody> </table>	For Wage Type...	Then...	9170, 9171	Proceed to Step 4.	All other types	The One Time Regular Payroll Pay Overview section will display. No further action required.
For Wage Type...	Then...						
9170, 9171	Proceed to Step 4.						
All other types	The One Time Regular Payroll Pay Overview section will display. No further action required.						
4	<p>Determine how the payment should be taxed.</p> <table border="1"> <thead> <tr> <th>If the payment should be taxed as...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Regular Pay</td> <td>Proceed to Step 5.</td> </tr> <tr> <td>Supplemental Pay</td> <td>Select this pay option from the drop down menu and then proceed to Step 5.</td> </tr> </tbody> </table> <p>NOTE: Additional information regarding pay cycle options is provided on the screen.</p>	If the payment should be taxed as...	Then...	Regular Pay	Proceed to Step 5.	Supplemental Pay	Select this pay option from the drop down menu and then proceed to Step 5.
If the payment should be taxed as...	Then...						
Regular Pay	Proceed to Step 5.						
Supplemental Pay	Select this pay option from the drop down menu and then proceed to Step 5.						

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One Time Regular Payroll Pay, Continued

Step	Action
5	<p>Click on the Continue button. The One-Time Regular Payroll Pay Overview screen will be displayed.</p> 
6	<p>Verify the request is reflected accurately in the Overview box. The effective date should reflect the last day of the pay</p>  <p>NOTE: The effective date will reflect the last day of the pay period.</p>

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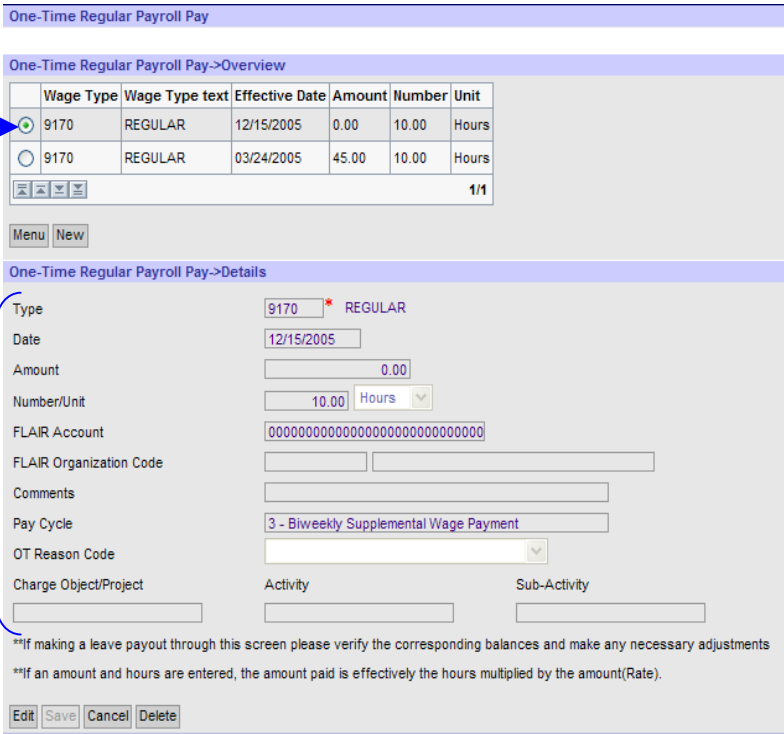
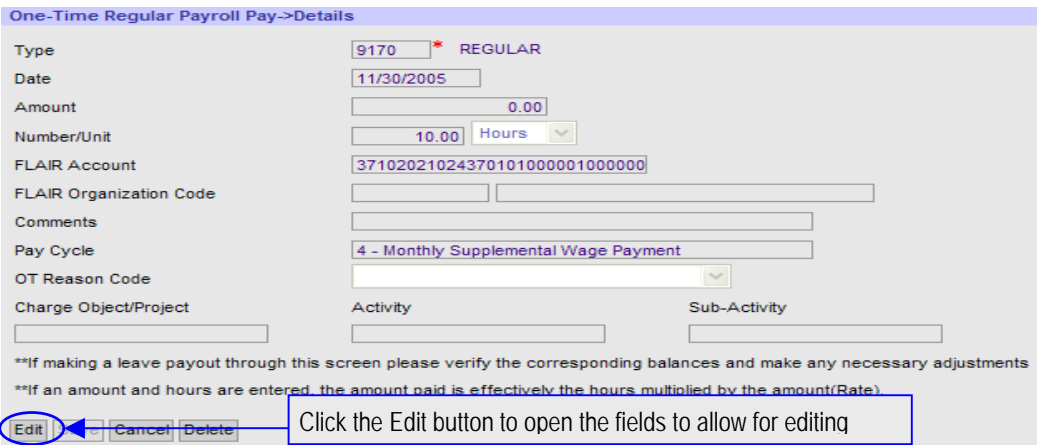


One Time Regular Payroll Pay, Continued

Editing A One-Time Regular Payroll Payment

Follow the steps below to edit a One-Time Regular Payroll Payment.

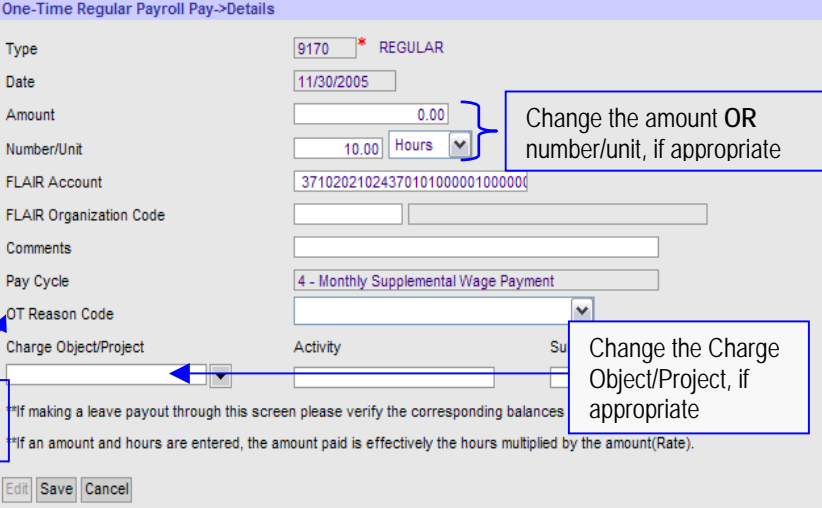
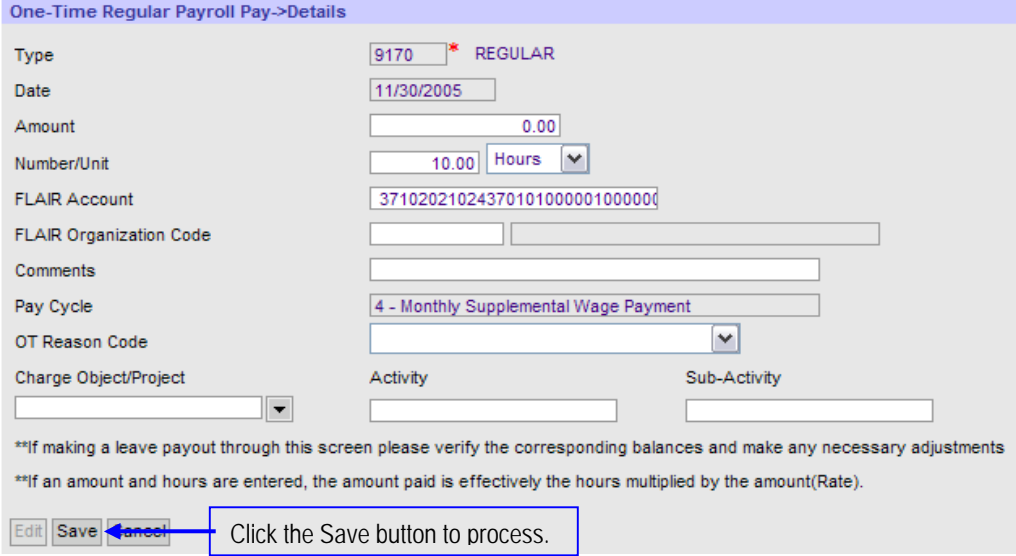
NOTE: Refer to the Accessing The Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action
1	<p>Click on the radio button in front of the payment to be changed in the Overview box. The specifics of that payment will display in the Details box.</p>  <p>Click on the radio button to select the payment</p> <p>The details are displayed here</p>
2	<p>Click on the Edit button in the Details box. The fields will “open” for editing.</p>  <p>Click the Edit button to open the fields to allow for editing</p>

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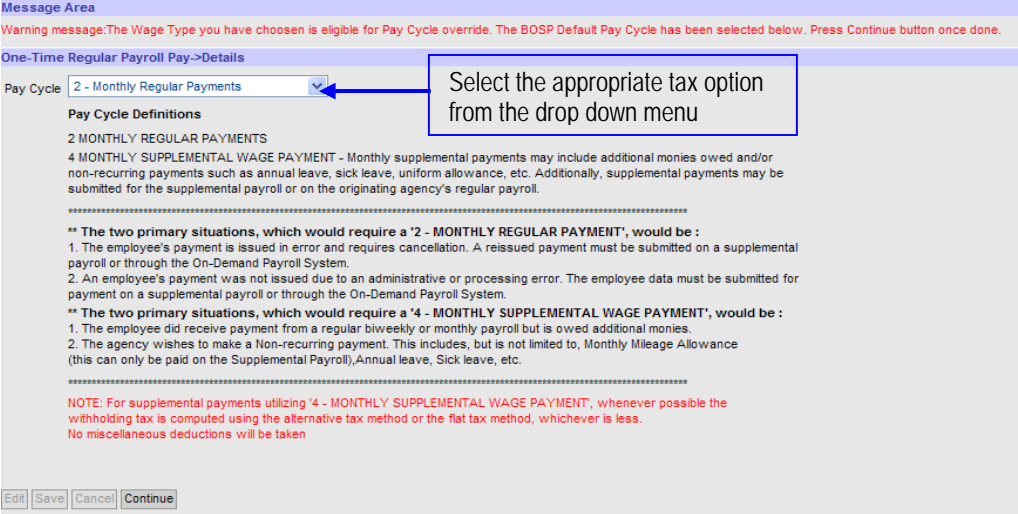
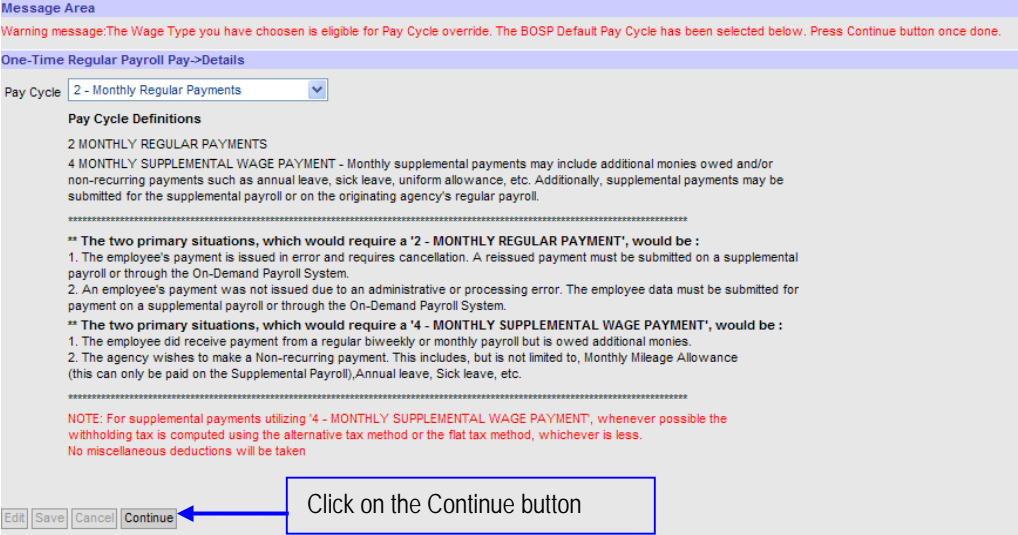
One Time Regular Payroll Pay, Continued

Step	Action						
3	<p>Update the appropriate fields.</p>  <p>NOTE: Only certain fields can be edited.</p>						
4	<table border="1" data-bbox="488 1024 1511 1171"> <thead> <tr> <th>For Wage Type...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>9170 or 9171</td> <td>Proceed to Step 5.</td> </tr> <tr> <td>All other types</td> <td>The One Time Regular Payroll Pay Overview section will display. No further action required.</td> </tr> </tbody> </table> 	For Wage Type...	Then...	9170 or 9171	Proceed to Step 5.	All other types	The One Time Regular Payroll Pay Overview section will display. No further action required.
For Wage Type...	Then...						
9170 or 9171	Proceed to Step 5.						
All other types	The One Time Regular Payroll Pay Overview section will display. No further action required.						

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One Time Regular Payroll Pay, Continued

Step	Action						
5	<p>Determine how the payment should be taxed.</p> <table border="1" data-bbox="488 411 1523 562"> <thead> <tr> <th data-bbox="488 411 976 447">If the payment should be taxed as...</th> <th data-bbox="976 411 1523 447">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 447 976 483">Regular Pay</td> <td data-bbox="976 447 1523 483">Proceed to Step 6.</td> </tr> <tr> <td data-bbox="488 483 976 562">Supplemental Pay</td> <td data-bbox="976 483 1523 562">Select this pay option from the drop down menu and then proceed to Step 6.</td> </tr> </tbody> </table>  <p>Message Area Warning message:The Wage Type you have chosen is eligible for Pay Cycle override. The BOSP Default Pay Cycle has been selected below. Press Continue button once done.</p> <p>One-Time Regular Payroll Pay->Details</p> <p>Pay Cycle: 2 - Monthly Regular Payments</p> <p>Pay Cycle Definitions</p> <p>2 MONTHLY REGULAR PAYMENTS 4 MONTHLY SUPPLEMENTAL WAGE PAYMENT - Monthly supplemental payments may include additional monies owed and/or non-recurring payments such as annual leave, sick leave, uniform allowance, etc. Additionally, supplemental payments may be submitted for the supplemental payroll or on the originating agency's regular payroll.</p> <p>*****</p> <p>** The two primary situations, which would require a '2 - MONTHLY REGULAR PAYMENT', would be :</p> <ol style="list-style-type: none"> 1. The employee's payment is issued in error and requires cancellation. A reissued payment must be submitted on a supplemental payroll or through the On-Demand Payroll System. 2. An employee's payment was not issued due to an administrative or processing error. The employee data must be submitted for payment on a supplemental payroll or through the On-Demand Payroll System. <p>** The two primary situations, which would require a '4 - MONTHLY SUPPLEMENTAL WAGE PAYMENT', would be :</p> <ol style="list-style-type: none"> 1. The employee did receive payment from a regular biweekly or monthly payroll but is owed additional monies. 2. The agency wishes to make a Non-recurring payment. This includes, but is not limited to, Monthly Mileage Allowance (this can only be paid on the Supplemental Payroll), Annual leave, Sick leave, etc. <p>*****</p> <p>NOTE: For supplemental payments utilizing '4 - MONTHLY SUPPLEMENTAL WAGE PAYMENT', whenever possible the withholding tax is computed using the alternative tax method or the flat tax method, whichever is less. No miscellaneous deductions will be taken</p> <p>Buttons: Edit Save Cancel Continue</p>	If the payment should be taxed as...	Then...	Regular Pay	Proceed to Step 6.	Supplemental Pay	Select this pay option from the drop down menu and then proceed to Step 6.
If the payment should be taxed as...	Then...						
Regular Pay	Proceed to Step 6.						
Supplemental Pay	Select this pay option from the drop down menu and then proceed to Step 6.						
6	<p>Click on the Continue button. The One-Time Regular Payroll Pay Overview screen will be displayed.</p>  <p>Message Area Warning message:The Wage Type you have chosen is eligible for Pay Cycle override. The BOSP Default Pay Cycle has been selected below. Press Continue button once done.</p> <p>One-Time Regular Payroll Pay->Details</p> <p>Pay Cycle: 2 - Monthly Regular Payments</p> <p>Pay Cycle Definitions</p> <p>2 MONTHLY REGULAR PAYMENTS 4 MONTHLY SUPPLEMENTAL WAGE PAYMENT - Monthly supplemental payments may include additional monies owed and/or non-recurring payments such as annual leave, sick leave, uniform allowance, etc. Additionally, supplemental payments may be submitted for the supplemental payroll or on the originating agency's regular payroll.</p> <p>*****</p> <p>** The two primary situations, which would require a '2 - MONTHLY REGULAR PAYMENT', would be :</p> <ol style="list-style-type: none"> 1. The employee's payment is issued in error and requires cancellation. A reissued payment must be submitted on a supplemental payroll or through the On-Demand Payroll System. 2. An employee's payment was not issued due to an administrative or processing error. The employee data must be submitted for payment on a supplemental payroll or through the On-Demand Payroll System. <p>** The two primary situations, which would require a '4 - MONTHLY SUPPLEMENTAL WAGE PAYMENT', would be :</p> <ol style="list-style-type: none"> 1. The employee did receive payment from a regular biweekly or monthly payroll but is owed additional monies. 2. The agency wishes to make a Non-recurring payment. This includes, but is not limited to, Monthly Mileage Allowance (this can only be paid on the Supplemental Payroll), Annual leave, Sick leave, etc. <p>*****</p> <p>NOTE: For supplemental payments utilizing '4 - MONTHLY SUPPLEMENTAL WAGE PAYMENT', whenever possible the withholding tax is computed using the alternative tax method or the flat tax method, whichever is less. No miscellaneous deductions will be taken</p> <p>Buttons: Edit Save Cancel Continue</p>						

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One Time Regular Payroll Pay, Continued

Step	Action
7	<p>Verify the request is reflected accurately in the Overview box. The effective date should reflect the last day of the pay</p> <div style="border: 1px solid blue; padding: 5px; width: fit-content;"> <p>New request will be listed in the Overview section.</p> </div> <p>NOTE: The effective date will reflect the last day of the pay period.</p>

Deleting One-Time Regular Payroll Payment

Follow the steps below to delete a One-Time Regular Payroll Payment.

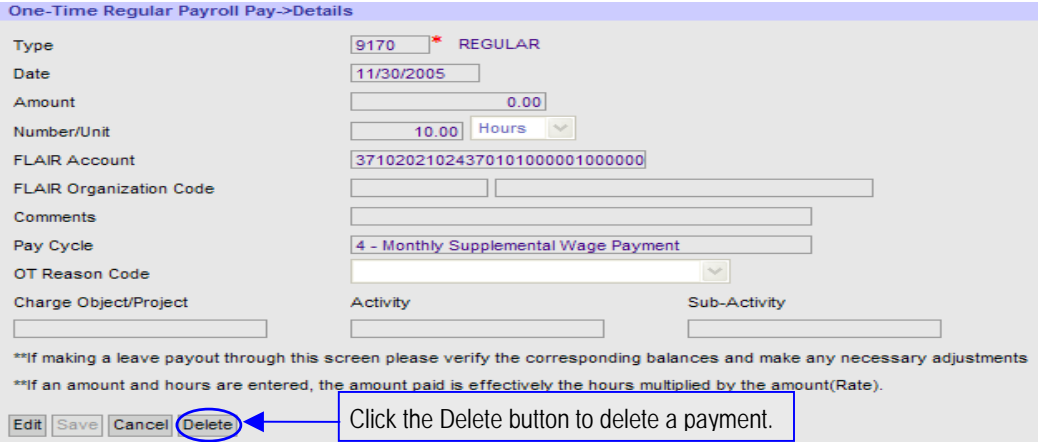
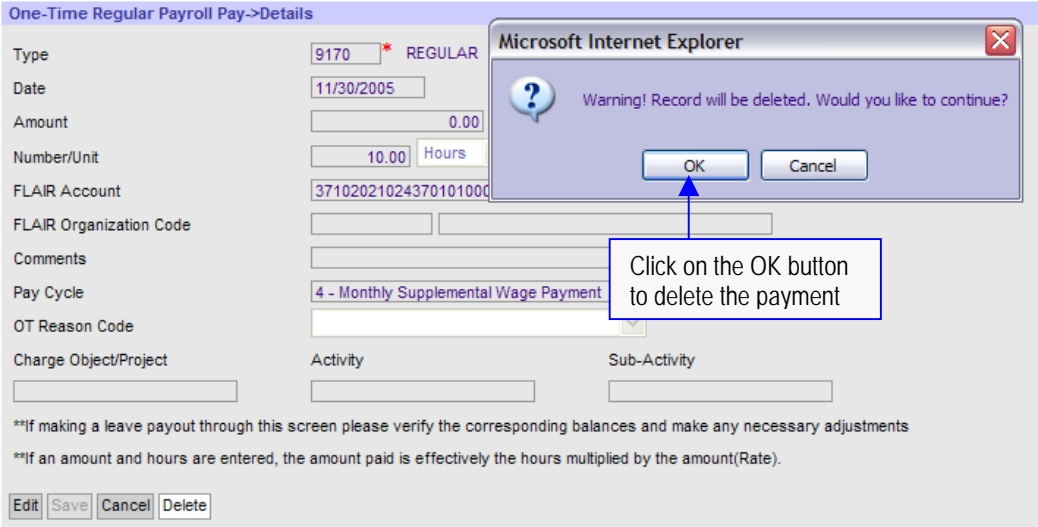
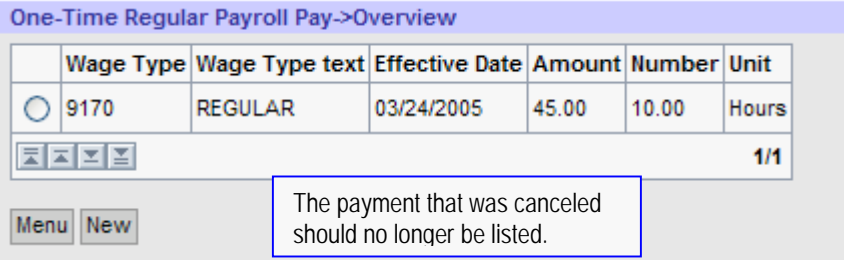
NOTE: Refer to the Accessing The Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action
1	<p>Click on the radio button in front of the payment to be changed in the Overview box. The specifics of that payment will display in the Details box.</p> <div style="border: 1px solid blue; padding: 5px; width: fit-content;"> <p>Click on the radio button to select the payment</p> </div> <p>The details are displayed here</p>

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One Time Regular Payroll Pay, Continued

Step	Action														
2	<p>Click on the Delete button in the Details box. A pop-up message box will be displayed.</p> 														
3	<p>Click on the OK button in the box. The payment will be deleted and the One-Time Regular Payroll Pay Overview screen will be displayed.</p> 														
4	<p>Verify that payment has been deleted in the Overview box.</p>  <table border="1" data-bbox="591 1629 1378 1766"> <thead> <tr> <th></th> <th>Wage Type</th> <th>Wage Type text</th> <th>Effective Date</th> <th>Amount</th> <th>Number</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>9170</td> <td>REGULAR</td> <td>03/24/2005</td> <td>45.00</td> <td>10.00</td> <td>Hours</td> </tr> </tbody> </table>		Wage Type	Wage Type text	Effective Date	Amount	Number	Unit	<input type="radio"/>	9170	REGULAR	03/24/2005	45.00	10.00	Hours
	Wage Type	Wage Type text	Effective Date	Amount	Number	Unit									
<input type="radio"/>	9170	REGULAR	03/24/2005	45.00	10.00	Hours									