

**LCTCS CENTRALIZED PEOPLESOFT PAYROLL
MEMORANDUM
#2007-45**

TO: All PeopleSoft Users

FROM: Lura A. Kamiya
LCTCS Human Resources Director

DATE: September 13, 2007

RE: New Earnings Code (CIV) for Office Function and Civic Organization
Expense Allowance

The LCTCS Board approved at the September 12, 2007 meeting, the addition of a \$2,500 salary supplement as an office function and civic organization expense allowance for each Chancellor and Regional Director, effective July 1, 2007. Just as with the Housing allowance, this is considered salary and is taxable and pensionable earnings. The purpose of the allowance is to cover expenses not covered through the standard expense reimbursement process.

In the Additional Pay panel of PeopleSoft, you must attach the earnings code of CIV to the record of each Chancellor and/or Regional Director and input a bi-weekly dollar amount calculated by spreading the \$2,500 out for all 26 pays of a calendar year. The effective date will be July 1, 2007 and therefore a retro amount will need to be applied for the pay periods that have processed for the period from the first pay of July through the period in which it is added into gross earnings. Use the newly established earning code of ART (Retro Pay + Current Pay).

Navigation: Go-Compensate Employees-Maintain Payroll Data-Use-Additional Pay – Update/Display All

Place your cursor in the Earnings Code field and insert a row with an effective date of July 1, 2007. Insert a number 1 in the Additional Sequence field. Enter the dollar amount for a bi-weekly allowance into the field labeled Earnings. **Be sure to check the blocks for OK to pay and the blocks for it applying to 1st, 2nd and 3rd pay periods.**