

**LCTCS CENTRALIZED PEOPLESOFT PAYROLL
MEMORANDUM**

#2007-46

TO: All PeopleSoft Users

FROM: Lura A. Kamiya
LCTCS Human Resources Director

DATE: September 13, 2007

RE: Car Allowance Eligibility for Regional Directors Effective July 1, 2007

The LCTCS Board approved at the September 12, 2007 meeting, the eligibility for a \$5,000 Car Allowance for each Regional Director, effective July 1, 2007. Please check with your Regional Director prior to setting up a Car Allowance, to assure that he/she wishes to elect this allowance, rather than use of a state car or reimbursement for mileage for use of a personal car. If a Car Allowance is chosen, regular use of a state car or mileage reimbursement for use of a personal car may not be made, this is an either/or situation.

In the Additional Pay panel of PeopleSoft, you must attach the earnings code of CAR to the record of each Regional Director electing a Car Allowance and input a bi-weekly dollar amount calculated by spreading the \$5,000 out for all 26 pays of a calendar year. The effective date will be July 1, 2007 and therefore a retro amount may 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 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.**