# FRESNO STATE
## Payroll Services

# Instructions for Reporting
# OVERTIME, SHIFT, and MISCELLANEOUS Pay for SALARIED employees

Important Information

- Miscellaneous Pay issues from transactions entered in the Payroll System and is distributed separately from all other pay on the 15th of the following month.
- Miscellaneous Pay is disbursed from the same location as Master payroll, i.e., Department Pick-Up or Cashier Window Pick-Up.
- Withholding amounts vary based upon type of Miscellaneous Pay.
- Departments forward the **original** approved Miscellaneous Pay Form along with copies of any supporting documents to Payroll Services. Departments shall retain copies of the documents for the department files.

To complete and submit the form **Miscellaneous Pay Form** complete all fields on the form**:**

- Enter Employee ID number.
- Enter Employee ID Record #.
- Enter employee's name (last, first, initial).
- Enter PeopleSoft chart fields to be charged.
- Enter the number of hours or amount to be paid.
- Obtain authorization from department head/designee and fill in contact information. *If miscellaneous pay is for overtime, additional authorization from Vice President/designee is required for payment.*
- Complete Department Contact boxes.
- Attach copy of supporting document(s) if needed.

## Payroll Earnings ID Table

| Payroll Earnings ID | Account | Definition | Format | Payroll Earnings ID | Account | Definition | Format |
|---|---|---|---|---|---|---|---|
| OTST | 601933 | Overtime – paid at straight Time (All employees not currently full-time) | HRS | SHN08 | 601935 | Shift – Night/Grave (For Reporting Unit R08 only*)* $0.28/hr. | HRS |
| OTPR | 601933 | Overtime – paid at 1.5 rate | HRS | SHE08 | 601935 | Shift – Evening/Swing (For Reporting Unit R08 only*)* $0.23/hr. | HRS |
| SHGRV | 601935 | Shift – Night/Grave (For all Reporting Units except R08) $2.20/hr. | HRS | ASBES | 601941 | Asbestos – (For Reporting Unit R06 *only)* $3.00/hr. | HRS |
| SHSWG | 601935 | Shift – Evening/Swing (For all Reporting Units *except* R08) $1.25/hr. | HRS | DOCK | | An absence without pay should be reported in Absence Management | |