

Adding RETIRE_HOURS omitted from UPDCAL or Attendance during payroll processing

The 30 hour rule of the Affordable Care Act requires employers to offer health insurance to their part time staff that average 30 hours per week during their look-back period. USPS doesn't capture hours except in the RETIRE_HOURS field in UPDCAL or adjustments in retirement hours in attendance. This document gives instructions for reclaiming the information needed for hours worked per week if RETIRE_HOURS were not added during payroll.

SERS requires accurate reporting of hours; so, classified staff, most likely, have had hours entered during payroll. If SERS contacted the district by phone and a verbal change to RETIRE_HOURS was reported; but, a corresponding attendance adjustment of retire hours in attendance was not added, those hours are not in USPS.

STRS doesn't get RETIRE_HOURS in the file that is sent to them. Districts are not alerted when RETIRE_HOURS are left blank during payroll. CALCERR.TXT doesn't warn of missing RETIRE_HOURS (all accrued wages have 0 RETIRE_HOURS which would produce multiple errors per pay.) Certified subs are paid a per diem rate and the pay unit is in full days. If RETIRE_HOURS were not added in UPDCAL or uploaded using USPIMPORT to UPDCAL; those hours are not available to be queried or included on any report.

Here are ways the RETIRE_HOURS get populated in UPDCAL:

1. Automatically- populated by the value in the RETIRE_HOURS (or HOURS_PER_DAY if RETIRE_HOURS is blank) field on the job record when paying a REG or OT pay type.
2. Manually- added in UPDCAL when adding the pay
 - a. REG Pay type will use HOURS_PER_DAY or RETIRE_HOURS field on job record to auto-populate the RETIRE_HOURS in UDPCAL
 - b. MIS Pay type prompts if RETIRE_HOURS left blank even if HOURS_PER_DAY or RETIRE_HOURS have a value on the job record
3. Imported- using USPIMPORT spreadsheet with a value in column P
 - a. RETIRE_HOURS will, automatically, be calculated (if no retirement hours are specified on the CSV file) for only REG and OT pay types.
 - b. If retirement hours are entered on the spreadsheet for other pay types, UPDCAL will update with retire hours specified,
 - c. Otherwise, retire hours will be zero.

NOTE: If you modify an UPDCAL entry to change the UNITS, RETIRE_HOURS are not automatically updated.



Payroll staff may want to add a new step in the payroll process to run CURPAY before CHKUPD (another option is to do a Safari query of the CURRENT_PAY domain) and review to see if RETIRE_HOURS=0, in error, or if the RETIRE_HOURS do not equal the hours per day when the unit is not hourly. Correct by modifying UPDCAL or adding an adjustment in attendance.

Here are options for finding RETIRE_HOURS that were not added during payroll and possible solutions.

Option 1:

1. Check CURPAY report on PAYROLLCD for all pays in the look back period to see who has 0 RETIRE_HOURS, in error. CURPAY is created and stored in PAYROLLCD, automatically. Review the CURPAY report from the beginning of the look back period and find entries where RETIRE_HOURS = 0.00 OR do not equal UNITS, if hourly. An attendance transaction will correct the oversight. Below is a snip-it from a CURPAY report where hours were not added in UPDCAL.

Job	Pay Type	Units	Unit Amount	Total Pay Amount	Pay Description	Tax Opt	Ret Opt	Ret Hrs
01	MIS	1.50	25.000	37.50	TUTOR	2	Y	.00

2. Create a spreadsheet for USpload/ATDLOAD with the adjustments by **week** for the totals hours worked. Add the PAY_DATE to ensure that the new transactions won't be included in the next retirement report. Below are the spreadsheet column header requirements. All dates are in yyyyymmdd format.

	A	B	C	D	E	F	G	H	I
1	EMPLOYEE_ID	TRANSACTION_DATE	JOB_NO	TRANSACTION_TYPE	ABSENCE_CATEGORY	LENGTH_OF_ABSENCE	UNIT_OF_ABSENCE	APPOINTMENT_TYPE	PAY_DATE
2	ABC123456	20141201	1	AD	RH		25 H		1 20141201

Option 2:

1. Check CURPAY as in option 1 above making a note of all employees that had a pay with 0 RETIRE_HOURS.
2. Go to USPSWEB Attendance query and filter results for any attendance entries for the look back period.

Attendance Query

No Benefit Record For Employee

Totals		
Type	Category	Total
Adjustment	ODJFS	1.00
Attendance	Attendance	73.00

Starting Date (mm/dd/yyyy) Ending Date (mm/dd/yyyy)

Min Length Max Length

Job Number Type

Category Sub-Category

3. Export the query to CSV format by clicking the prompt at the bottom of the queried results

Export options: CSV

4. Use the following formula in the last column to determine which week of the year the dates fall
 - a. =weeknum(a2,1) – This formula will look at the date in A2 and add a number to the new column which is the week number of the year. This will help you determine how many hours to add as an adjustment in attendance for each week.

Option 3:

1. Use other reports to determine who may be averaging 30 hours or more of work/week.
 - a. Time Clock
 - b. AESOP
 - c. Combine USPIMPORT Spreadsheets