

State Controller's Office

Payroll Input Process (PIP) Keying Guide for Payment Type 1 and 2 Adjustments

How to key for Time, Salary Rate and Time & Salary Rate Adjustments
using STD. 683

6-8-2023

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INTRODUCTION

How to Complete STD. 683 Form

Step 1:

Determine whether your adjustment is eligible for STD. 683 and PIP keying. Review the exceptions that are found in [PPM Section D 004.2](#).

Section D 004.2: EXCEPTIONS TO FORM STD. 683 (Revised 07/09)

A form STD. 683 cannot be used for the following conditions:

- Pay period prior to current month plus 12 months (submit STD. 674).
- When an overtime payment is issued without Payment Suffix F, (e.g., Earnings ID OT6 or OT9), do not use form STD. 683 to adjust the payment to reflect special computed rate with Payment Suffix F (e.g., Earnings ID OF6) submit form STD. 674.
- Mid-month salary increase where salary adjustment is due for partial hours in the pay period (e.g., 100 hours issued in the pay period. Employee is due a salary adjustment for only 60 of those hours.) – submit a form STD. 674.
- Payment type other than 0, 1, 2, Y, or L – submit a form STD. 674.
- Regular Pay for Negative Attendance Payroll (Roll 1 and 2) – see PPM Section D 010.
- A/Rs – adjustment is less than original payment – see PPM Section I 001.

Step 2:

Download the recent version of [STD. 683](#) from the DGS Website. To complete this form, follow [PPM Section D 004.3](#) and gather information from Pay History. Complete STD. 683 prior to keying.

Section D 004.3: COMPLETION OF FORM STD. 683 (Revised 07/09)

Item #	Completion Requirements
1-5	Must be completed.
6-8	For your use.
9-13	Must be completed. NOTE: Position Number (Items 1, 2, 12 and 13) must match position number of payment being adjusted.
14	For your use.
15	Salary Rate per Warrant Register.
16-17	As applicable per Warrant Register NOTE: If pay has already been adjusted, combine totals.
18	As applicable per Warrant Register.
19	Must be completed per Warrant Register.
20	As applicable per Warrant Register.
21	Required with Payment Type Ø only.
22-24	Complete pay as should be.
25	Complete if applicable.
26-28	Total of columns 22, 23, 24.

How to Reference STD. 683 to Key via PIP

Step 1:

Have a completed STD. 683 ready.

On the **Pay Adjustment Entry** screen, input the **Agency (AGY)**, **Unit (RU)** and **Pay Period** information.

(1) AGENCY	(2) UNIT	PAY PERIOD		
051	201	(3) TYPE	(4) MONTH	(5) YEAR
		0	05	22


```

PIPF305U          PAY ADJUSTMENT ENTRY          05/10/22  09:21:23
DC980155  Batch Added
AGY 051  RU 201  PAY PER 0 05 22
RPT PG          BATCH ID 3765479

TIME PAID PER WARRANT REGISTER          TIME TO BE PAID SHOULD BE

OK  SSN          NAME          CLASS          SERIAL
SAL RATE  DY  HOURS  TBFRAC  PT  SD  RC  SAL RATE  DY  HOURS  TBFRAC
1    999 99 9999  JJ  DOE  9662  906    1.50    134.00  000000
                                000000
    
```

Step 2:

On the **Pay Adjustment Entry** screen, complete the employee's personal information by inputting their **SSN**, **Name** and **Class** and **serial number** (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject).

PAYMENT PER WARRANT REGISTER				
(9) SOCIAL SECURITY NUMBER	(10) INITIALS	(11) LAST NAME	(12) CLASS	(13) SERIAL
999-99-9999	JJ	DOE	9662	906


```

PIPF305U          PAY ADJUSTMENT ENTRY          05/10/22  09:21:23
DC980155  Batch Added
AGY 051  RU 201  PAY PER 0 05 22
RPT PG          BATCH ID 3765479

TIME PAID PER WARRANT REGISTER          TIME TO BE PAID SHOULD BE

OK  SSN          NAME          CLASS          SERIAL
SAL RATE  DY  HOURS  TBFRAC  PT  SD  RC  SAL RATE  DY  HOURS  TBFRAC
1    999 99 9999  JJ  DOE  9662  906    1.50    134.00  000000
                                000000
    
```


PAYMENT TYPE 1 (OVERTIME) ADJUSTMENTS

Scenario 1: Adjustment to Time Worked

Step 1:

Complete **STD. 683 form** to reflect what the employee was paid and also, what should be paid

PAY ADJUSTMENT REQUEST

DO NOT SUBMIT TO SCO -- SEE PPM SECTION K

STD 683 (REV. 10/2019)

VALID PAYMENT TYPES:

0 - REGULAR (INTERMITTENT) L - STUDENT ASSISTANT (CSU)
 1 - OVERTIME L - TRAINEE (CSU)
 2 - SHIFT DIFFERENTIAL L - YOUTH SUMMER AID (CSU)
 Y - OUT OF STATE

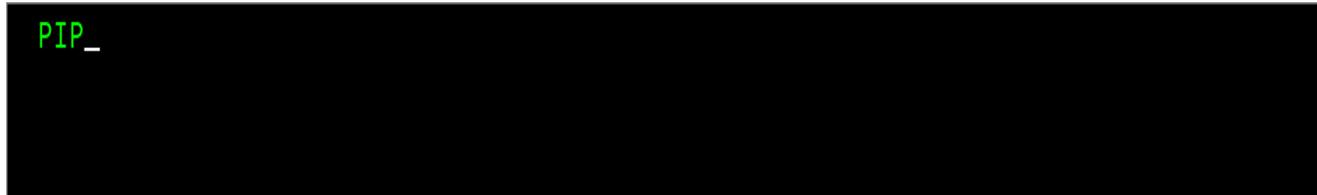
(1) AGENCY 051	(2) UNIT 220	PAY PERIOD			(6) BATCH ID 3765906
		(3) TYPE 0	(4) MONTH 01	(5) YEAR 2022	(7) DATE KEYED 05/09/2011
					(8) INITIALS DCR

PAYMENT PER WARRANT REGISTER							PAYMENT SHOULD BE				
(9) SOCIAL SECURITY NUMBER 999-99-9999	(10) INITIALS J	(11) LAST NAME DOE	(12) CLASS 6265	(13) SERIAL 901	(14) REMARKS OVERTIME ADJUSTMENT TO TIME WORKED						
(15) SALARY RATE 69.09	(16) DAYS	(17) HOURS 34.00	(18) TB FRACTION	(19) PT 1	(20) SD	(21) RC	(22) SALARY RATE 69.09	(23) DAYS	(24) HOURS 36.00	(25) TB FRACTION	
(9) SOCIAL SECURITY NUMBER 888-88-8888	(10) INITIALS CR	(11) LAST NAME DOE	(12) CLASS 9662	(13) SERIAL 901	(14) REMARKS OVERTIME ADJUSTMENT TO TIME WORKED						
(15) SALARY RATE 86.60	(16) DAYS	(17) HOURS 6.50	(18) TB FRACTION	(19) PT 1	(20) SD	(21) RC	(22) SALARY RATE 86.60	(23) DAYS	(24) HOURS 14.50	(25) TB FRACTION	
57.73		12.50		1			57.73		13.75		
ADDITIONAL COMMENTS				PT - PAYMENT TYPE SD - SHIFT DIFFERENTIAL RC - ROLL CODE		(26) TOTAL SALARY RATE 213.42	(27) TOTAL DAYS	(28) TOTAL HOURS 64.25			
I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT ATTENDANCE AND PAYROLL DATA STATED HEREIN IS CORRECT, COMPLETE, AND IN ACCORDANCE WITH ALL LAWS AND REGULATIONS						(29) BATCH TOTALS - COMBINE TOTALS FROM "PAYMENT SHOULD BE" COLUMNS ON ALL PAGES AND ENTER ON BATCH ENTRY SCREEN.					
SIGNATURE  DASHAVON ROBERTSON		Digitally signed by DASHAVON ROBERTSON Date: 2022.05.16 09:58:31 -07'00'		DATE 05/09/2022		TOTAL SALARY RATES 213.42	TOTAL DAYS	TOTAL HOURS 64.25	TOTAL EMPLOYEES 2		

****PAY ADJUSTMENT REQUEST FORM (STD. 683)****

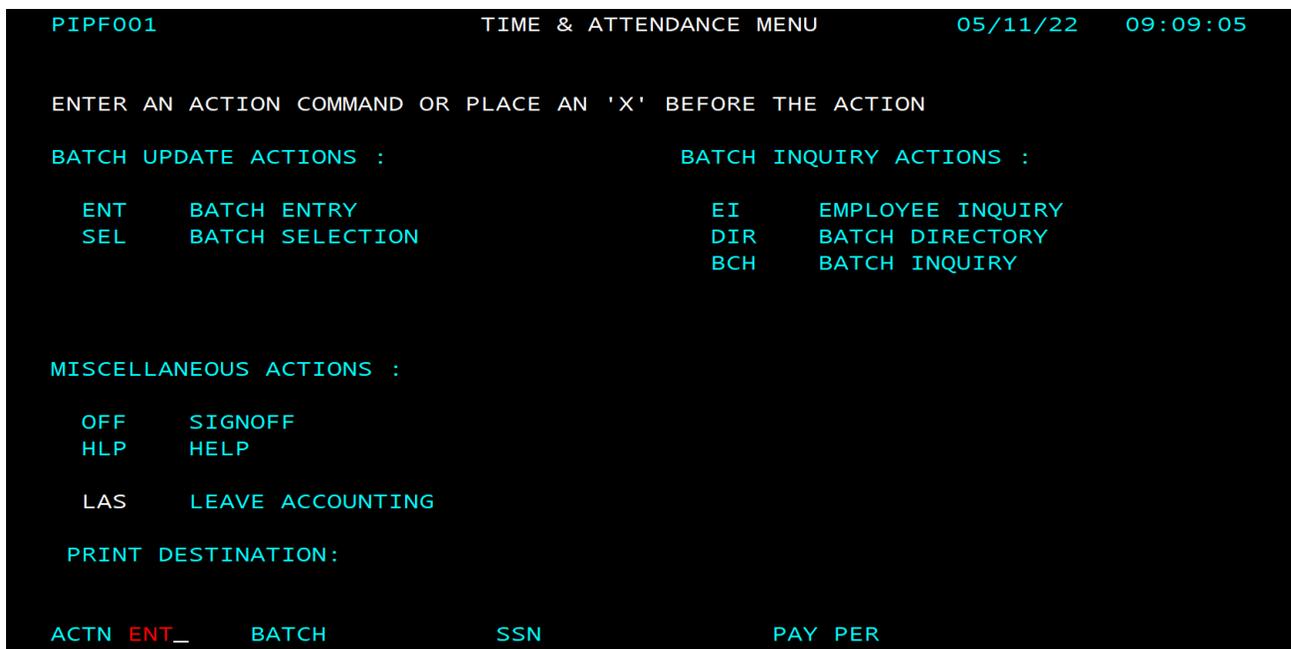
Step 2:

Open **PIP** keying and press **ENTER**



Step 3:

TAB down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER**



Step 4:

Input the following information **from the Std. 683 form** onto the Batch Entry home screen:

- 1.) In the **ENTERED** column put the **Trans Count** (number of employees processing pay for)
- 2.) In the **ENTERED** column put the Total amount of **HOURS** to be keyed in this batch
- 3.) In the **ENTERED** column put the Total of all **Salary Rates** to be keyed in this batch
- 4.) **TAB** down to **ACTN** at the bottom of the screen and type **ADJ**
- 5.) Press **ENTER**

```

PIPF200U                                BATCH ENTRY                                06/08/23  12:40:53
DC980157  Batch Modified
BATCH ID  161121  AGY    RU    ROLL CODE  PAY PER    PGS    TO

PAY CENTER ID PD      CREATE DATE 06 08 23      BATCH STATUS SAV
USER DCR              PROCESS DATE      BATCH BALANCE STATUS IN

TOTALS                ENTERED          COMPUTED          DIFFERENCE
TRANS COUNT           2                2                0
DAYS                  0                0                0
HOURS                 64.25           64.25            .00
RATE                  213.42          213.42           .00
GROSS                  .00              .00              .00
STD                    0                0                0
===== ALTERNATE FUNDING =====
CODE   NUMBER      CODE   NUMBER      CODE   NUM      CODE   NUMBER
      AGY RU  SER      AGY RU  SER      AGY RU  SER      AGY RU  SER
.
.
.
.

DC980520 Batch In Balance
ACTN  ADJ_  BATCH  161121  SSN      PAY PER
-----
TI    >|    0  24,10  A

```

Step 5:

On the **Pay Adjustment Entry** screen enter the following:

- 1.) Input the **Agency (AGY)** , **Unit (RU)** and **Pay Period** information
- 2.) Complete the employees personal information by inputting their **SSN, Name** and **Class** and **Serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)**
- 3.) Input the **Salary Rate** that the employee was originally paid at
- 4.) Input the **Hours** that the employee was originally paid for
- 5.) Input the **Payment Type** (overtime is 1)
- 6.) Input the **Salary Rate**
- 7.) Input the **Adjusted hours**

****Follow the same steps for each employee****

PIP305U PAY ADJUSTMENT ENTRY										06/08/23		12:32:32				
DC980155 Batch Added										RPT PG		BATCH ID		161121		
AGY 051 RU 220 PAY PER 0 01 22																
TIME PAID PER WARRANT REGISTER							TIME TO BE PAID SHOULD BE									
OK	SSN	NAME		CLASS	SERIAL		SAL RATE	DY	HOURS	TBFRAC	SAL RATE	DY	HOURS	TBFRAC		
		SD	RC	PT	SD	RC										
1	999 99 9999	J	DOE	6265	901		69.09		34.00	000000	69.09		36.00	000000		
										000000				000000		
										000000				000000		
2	888 88 8888	CR	DOE	9662	901		86.60		6.50	000000	86.60		14.50	000000		
							57.73		12.50	000000	57.73		13.75	000000		
										000000				000000		
										000000				000000		
3										000000				000000		
										000000				000000		
										000000				000000		
DC980549 Add Transactions																
ACTN					SSN					PAY PER						
TI																
										NUM		0		16,71 A		

Step 6:

Press F6 to save your Batch. (This step will take you to the Home Screen)

```
PIPF200U          BATCH ENTRY          06/08/23   12:40:53
DC980157 Batch Modified
BATCH ID 161121 AGY   RU   ROLL CODE  PAY PER      PGS   TO

PAY CENTER ID PD      CREATE DATE 06 08 23      BATCH STATUS SAV
USER DCR              PROCESS DATE          BATCH BALANCE STATUS IN

TOTALS                ENTERED          COMPUTED          DIFFERENCE
TRANS COUNT           2                2                0
DAYS                  0                0                0
HOURS                 64.25           64.25            .00
RATE                  213.42          213.42            .00
GROSS                  .00              .00              .00
STD                    0                0                0

===== ALTERNATE FUNDING =====
CODE  NUMBER      CODE  NUMBER      CODE  NUM      CODE  NUMBER
      AGY RU  SER      AGY RU  SER      AGY RU  SER      AGY RU  SER
.
.
.
.

DC980520 Batch In Balance
ACTN _      BATCH 161121  SSN          PAY PER

TI          »↑          0 24,7  A
```

Step 7:

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

****F5 to close your Batch for processing on the next Pay Cycle****

Step 3:

TAB down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER**

```
PIPF001                                TIME & ATTENDANCE MENU                                05/11/22  09:09:05

ENTER AN ACTION COMMAND OR PLACE AN 'X' BEFORE THE ACTION

BATCH UPDATE ACTIONS :                  BATCH INQUIRY ACTIONS :

  ENT   BATCH ENTRY                      EI     EMPLOYEE INQUIRY
  SEL   BATCH SELECTION                  DIR    BATCH DIRECTORY
                                           BCH    BATCH INQUIRY

MISCELLANEOUS ACTIONS :

  OFF   SIGNOFF
  HLP   HELP

  LAS   LEAVE ACCOUNTING

PRINT DESTINATION:

ACTN ENT_  BATCH          SSN          PAY PER
```

Step 4:

Input the following information **from the STD. 683** form onto the Batch Entry home screen:

- 1.) In the **ENTERED** column put the **TRANS COUNT** (number of employees processing pay for)
- 2.) In the **ENTERED** column put the total amount of **HOURS** to be keyed in the batch
- 3.) In the **ENTERED** column put the total of all **SALARY RATE** to be keyed in this batch
- 4.) **TAB** down to **ACTN** at the bottom of the screen and type **ADJ**
- 5.) Press **ENTER**

```

PIPF200U                                BATCH ENTRY                                05/10/22  12:48:25
BATCH ID          AGY      RU      ROLL CODE  PAY PER          PGS      TO
PAY CENTER ID PD  CREATE DATE  BATCH STATUS
USER DCR          PROCESS DATE  BATCH BALANCE STATUS

TOTALS
TRANS COUNT      1          ENTERED          COMPUTED          DIFFERENCE
DAYS              0          0                0                0
HOURS            16.00        .00              .00              .00
RATE             112.52        .00              .00              .00
GROSS              .00          .00              .00              .00
STD                0          0                0                0
=====
CODE      NUMBER      CODE      ALTERNATE  FUNDING
AGY RU  SER      AGY RU  SER      CODE  NUM
                               AGY RU  SER      CODE  NUMBER
                               AGY RU  SER      AGY RU  SER
.
.
.
.

DC980526 Enter Data For New Batch
ACTN ADJ      BATCH      SSN      PAY PER
-----
TT          >>          0  24,10  A
  
```

Step 5:

On the **Pay Adjustment Entry** screen enter the following:

- 1.) Input the **Agency (AGY), Unit (RU)** and **Pay Period** information
- 2.) Complete the employees personal information by inputting their **SSN, Name** and **Class** and **serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)**
- 3.) Input the **Salary Rate** that the employee was originally paid at
- 4.) Input the **Hours** that the employee was originally paid for
- 5.) Input the **Payment Type** (overtime is 1)
- 6.) Input the **Salary Rate**
- 7.) Input the **Adjusted hours**

```

PIPF305U          PAY ADJUSTMENT ENTRY          05/10/22  12:49:58
DC980155 Batch Added
AGY 051  RU 220  PAY PER 0 03 22          RPT PG          BATCH ID 3766179

      TIME PAID PER WARRANT REGISTER          TIME TO BE PAID SHOULD BE
OK  SSN      NAME      CLASS  SERIAL
SAL RATE  DY  HOURS  TBFRAC  PT  SD  RC  SAL RATE  DY  HOURS  TBFRAC
1    999 99 9999  J  DOE  8394  926
 75.01          16.00  000000  1          112.52          16.00_  000000
                                000000  000000
                                000000  000000

2                                000000  000000
                                000000  000000
                                000000  000000

3                                000000  000000
                                000000  000000
                                000000  000000

DC980549 Add Transactions
ACTN          SSN          PAY PER
TT          >>T          NUM          0  10,71  A
  
```

Step 6:

Press F6 to save your Batch. (This step will take you to the Home Screen)

```
PIPF200U                                BATCH ENTRY                                05/10/22  12:51:38
DC980160 Batch Saved
BATCH ID 3766179  AGY      RU      ROLL CODE  PAY PER      PGS      TO

PAY CENTER ID PD      CREATE DATE 05 10 22      BATCH STATUS SAV
USER DCR      PROCESS DATE      BATCH BALANCE STATUS IN

TOTALS                ENTERED                COMPUTED                DIFFERENCE
TRANS COUNT          -          1                1                0
DAYS                  0                0                0
HOURS                16.00          16.00           16.00           .00
RATE                 112.52          112.52          112.52          .00
GROSS                 .00              .00              .00              .00
STD                   0                0                0                0
===== ALTERNATE FUNDING =====
CODE  NUMBER          CODE  NUMBER          CODE  NUM          CODE  NUMBER
      AGY RU  SER      AGY RU  SER      AGY RU  SER      AGY RU  SER
.
.
.
.

DC980520 Batch In Balance
ACTN      BATCH 3766179  SSN      PAY PER

TT      >>      NUM      0  9,21  A
```

Step 7:

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

****F5 to close your Batch processing on the next Pay Cycle****

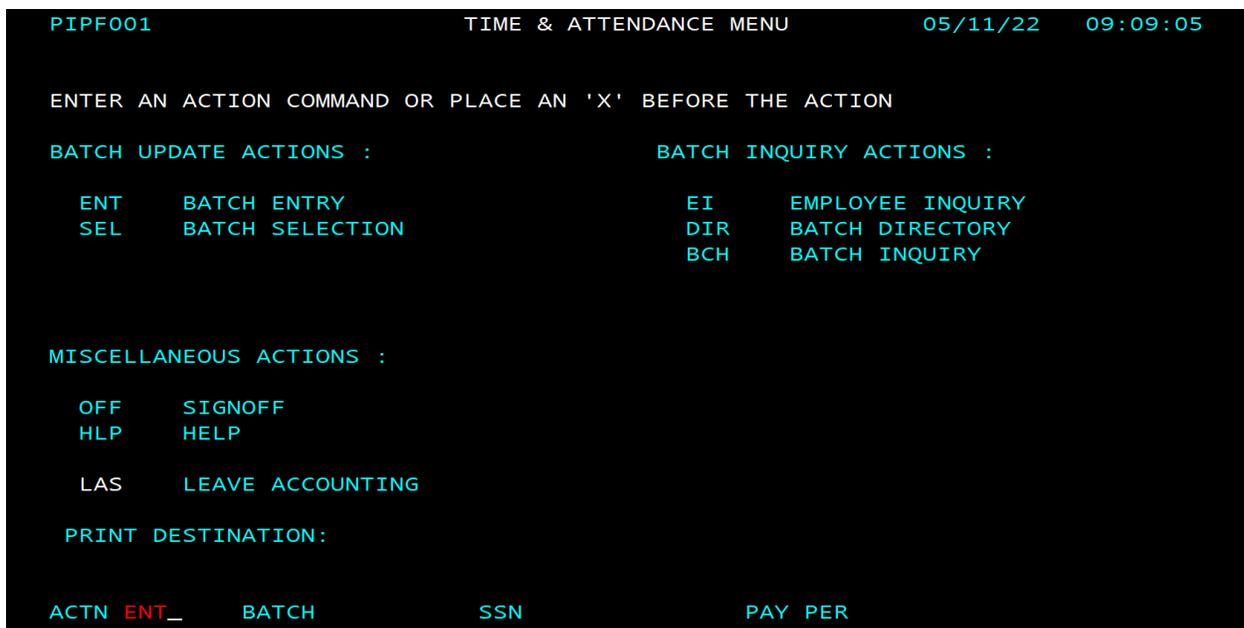
Step 2:

Open **PIP** keying and press **ENTER**



Step 3:

TAB down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER**



Step 4:

Input the following information from the STD. 683 form on the Batch Entry home screen:

- 1.) In the **ENTERED** column put the **TRANS COUNT** (number of employees processing pay for)
- 2.) In the **ENTERED** column put the total amount of **HOURS** to be keyed in the batch
- 3.) In the **ENTERED** column put the total of all **SALARY RATE** to be keyed in this batch
- 4.) **TAB** down to **ACTN** at the bottom of the screen and type **ADJ**
- 5.) Press **ENTER**

```

PIPF200U                                BATCH ENTRY                                05/10/22  12:27:31
BATCH ID          AGY      RU      ROLL CODE  PAY PER          PGS      TO
PAY CENTER ID PD  CREATE DATE          BATCH STATUS
USER DCR         PROCESS DATE        BATCH BALANCE STATUS

TOTALS
TRANS COUNT      1          ENTERED          COMPUTED          DIFFERENCE
DAYS
HOURS            32
RATE             73.96
GROSS
STD              0

===== ALTERNATE FUNDING =====
CODE  NUMBER  CODE  NUMBER  CODE  NUM  CODE  NUMBER
      AGY RU  SER  AGY RU  SER  AGY RU  SER  AGY RU  SER
.
.
.
.

DC980526 Enter Data For New Batch
ACTN ADJ      BATCH      SSN          PAY PER
-----
TT          >> 0 24,10 A
  
```

Step 5:

On the **Pay Adjustment Entry** screen enter the following:

- 1.) Input the **Agency (AGY), Unit (RU)** and **Pay Period** information
- 2.) Complete the employees personal information by inputting their **SSN, Name** and **Class** and **serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)**
- 3.) Input the **Salary Rate** that the employee was originally paid at
- 4.) Input the **Hours** that the employee was originally paid for
- 5.) Input the **Payment Type** (overtime is 1)
- 6.) Input the **Salary Rate**
- 7.) Input the **Adjusted hours**

```

PIPF305U          PAY ADJUSTMENT ENTRY          05/10/22  12:29:05
DC980155  Batch Added
AGY 051  RU 220  PAY PER 0 02 22          RPT PG          BATCH ID 3766140

      TIME PAID PER WARRANT REGISTER          TIME TO BE PAID SHOULD BE

OK  SSN          NAME          CLASS          SERIAL          SAL RATE  DY  HOURS  TBFRAC
 1  999 99 9999  J  DOE          9662          901          73.52      24.00  000000  1  73.96      32.00  000000
                                     000000
                                     000000

 2                                     000000          000000
                                     000000          000000
                                     000000          000000

 3                                     000000          000000
                                     000000          000000
                                     000000          000000

DC980549 Add Transactions
ACTN          SSN          PAY PER

TT          >>          NUM          0  10,71  A
  
```

Step 6:

Press F6 to save your Batch. (This step will take you to the Home Screen)

```
PIPF200U                                BATCH ENTRY                                05/10/22  12:31:21
DC980552 Previous Changes Updated And Batch Is Saved
BATCH ID 3766140 AGY RU ROLL CODE PAY PER PGS TO

PAY CENTER ID PD          CREATE DATE 05 10 22          BATCH STATUS SAV
USER DCR                PROCESS DATE          BATCH BALANCE STATUS IN

TOTALS                ENTERED                COMPUTED                DIFFERENCE
TRANS COUNT          - 1                1                0
DAYS                  0                0                0
HOURS                 32.00            32.00            .00
RATE                 73.96            73.96            .00
GROSS                 .00              .00              .00
STD                   0                0                0
===== ALTERNATE FUNDING =====
CODE  NUMBER          CODE  NUMBER          CODE  NUM          CODE  NUMBER
      AGY RU  SER      AGY RU  SER      AGY RU  SER      AGY RU  SER
.
.
.
.

DC980520 Batch In Balance
ACTN          BATCH 3766140  SSN          PAY PER

TT          >>I          NUM          0  9,21  A
```

Step 7:

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

****F5 to close your Batch for processing on the next pay cycle****

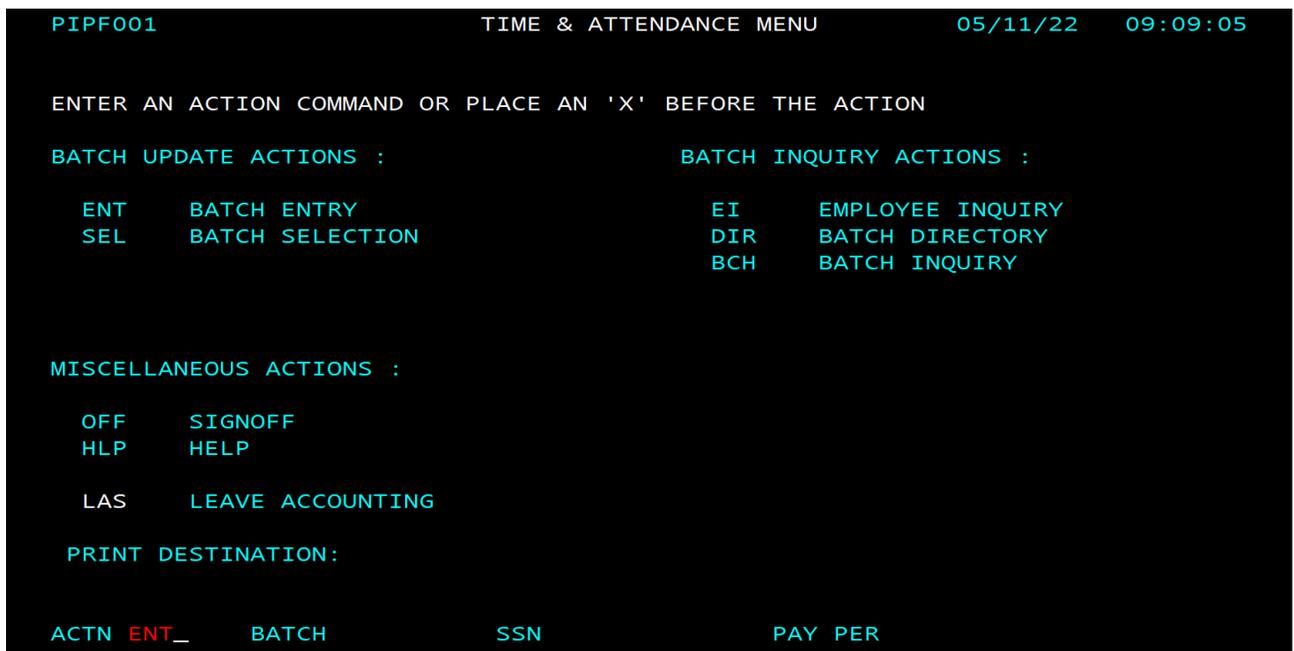
Step 2:

Open **PIP** keying and press **ENTER**



Step 3:

CTRL down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER**



Step 4:

Input the following information **from the STD. 683 form** onto the Batch Entry home screen:

- 1.) In the **ENTERED** column put the **Trans Count** (number of employees processing pay for)
- 2.) In the **ENTERED** column put the Total amount of **HOURS** to be keyed in this batch
- 3.) In the **ENTERED** column put the Total of all **Salary Rates** to be keyed in this batch
- 4.) **CTRL** down to **ACTN** at the bottom of the screen and type **ADJ**
- 5.) Press **ENTER**

```

PIPF200U                                BATCH ENTRY                                05/10/22    09:07:41
BATCH ID          AGY      RU      ROLL CODE    PAY PER          PGS      TO
PAY CENTER ID PD          CREATE DATE          BATCH STATUS
USER MMR          PROCESS DATE          BATCH BALANCE STATUS

TOTALS                ENTERED                COMPUTED                DIFFERENCE
TRANS COUNT          1                0                0
DAYS                0                0                0
HOURS                134.00          .00                .00
RATE                 1.50           .00                .00
GROSS                .00             .00                .00
STD                  0                0                0
===== ALTERNATE FUNDING =====
CODE   NUMBER      CODE   NUMBER      CODE   NUM      CODE   NUMBER
      AGY RU  SER      AGY RU  SER      AGY RU  SER      AGY RU  SER
.
.
.
.

DC980526 Enter Data For New Batch
ACTN adj_  BATCH          SSN          PAY PER
  
```

Step 5:

On the **Pay Adjustment Entry** screen enter the following:

- 1.) Input the **Agency (AGY)** , **Unit (RU)** and **Pay Period** information
- 2.) Complete the employees personal information by inputting their **SSN, Name** and **Class** and **Serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)**
- 3.) Input the **Salary Rate** that the employee was originally paid at
- 4.) Input the **Hours** that the employee was originally paid for
- 5.) Input the **Payment Type** (Shift Differential is 2)
- 6.) Input the **Shift Differential** only if needed
- 7.) Input the **Salary Rate**
- 8.) Input the **Adjusted hours**

TIME PAID PER WARRANT REGISTER										TIME TO BE PAID SHOULD BE			
OK	SSN		NAME	CLASS	SERIAL					SAL RATE	DY	HOURS	TBFRAC
	SAL RATE	DY	HOURS	TBFRAC	PT	SD	RC						
1	999 99 9999		JJ DOE	9662	2	N				1.50		134.00	000000
	1.50		128.00	000000								000000	000000
				000000								000000	000000
				000000								000000	000000
2													
				000000								000000	000000
				000000								000000	000000
				000000								000000	000000
3													
				000000								000000	000000
				000000								000000	000000
				000000								000000	000000

Step 6:

Press F6 to save your Batch. (This step will take you to the Home Screen)

```
PIPF200U                                BATCH ENTRY                                05/10/22  09:26:37
DC980160 Batch Saved
BATCH ID 3765479  AGY      RU      ROLL CODE  PAY PER      PGS      TO

PAY CENTER ID PD      CREATE DATE 05 10 22      BATCH STATUS SAV
USER MMR              PROCESS DATE              BATCH BALANCE STATUS IN

TOTALS                ENTERED                COMPUTED                DIFFERENCE
TRANS COUNT           1                      1                      0
DAYS                  0                      0                      0
HOURS                 134.00                134.00                 .00
RATE                  1.50                  1.50                   .00
GROSS                 .00                   .00                    .00
STD                   0                      0                      0
===== ALTERNATE FUNDING =====
CODE  NUMBER  CODE  NUMBER  CODE  NUM  CODE  NUMBER
      AGY RU  SER   AGY RU  SER   AGY RU  SER   AGY RU  SER
.
.
.
.
DC980520 Batch In Balance
ACTN      BATCH 3765479  SSN      PAY PER
```

Step 7:

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

```
PIPF200U                                BATCH ENTRY                                05/10/22    09:27:23
DC980159 Batch Closed
BATCH ID 3765479 AGY      RU      ROLL CODE  PAY PER      PGS      TO

PAY CENTER ID PD      CREATE DATE 05 10 22      BATCH STATUS CLS
USER MMR              PROCESS DATE              BATCH BALANCE STATUS IN

TOTALS                ENTERED                COMPUTED                DIFFERENCE
TRANS COUNT           1                      1                      0
DAYS                  0                      0                      0
HOURS                 134.00                134.00                 .00
RATE                  1.50                  1.50                   .00
GROSS                 .00                   .00                    .00
STD                   0                      0                      0
===== ALTERNATE FUNDING =====
CODE   NUMBER   CODE   NUMBER   CODE   NUM   CODE   NUMBER
      AGY RU  SER      AGY RU  SER      AGY RU  SER      AGY RU  SER
.
.
.
.
DC980520 Batch In Balance
ACTN      BATCH 3765479  SSN      PAY PER
```

****F5 to close your Batch for processing on the next Pay Cycle****

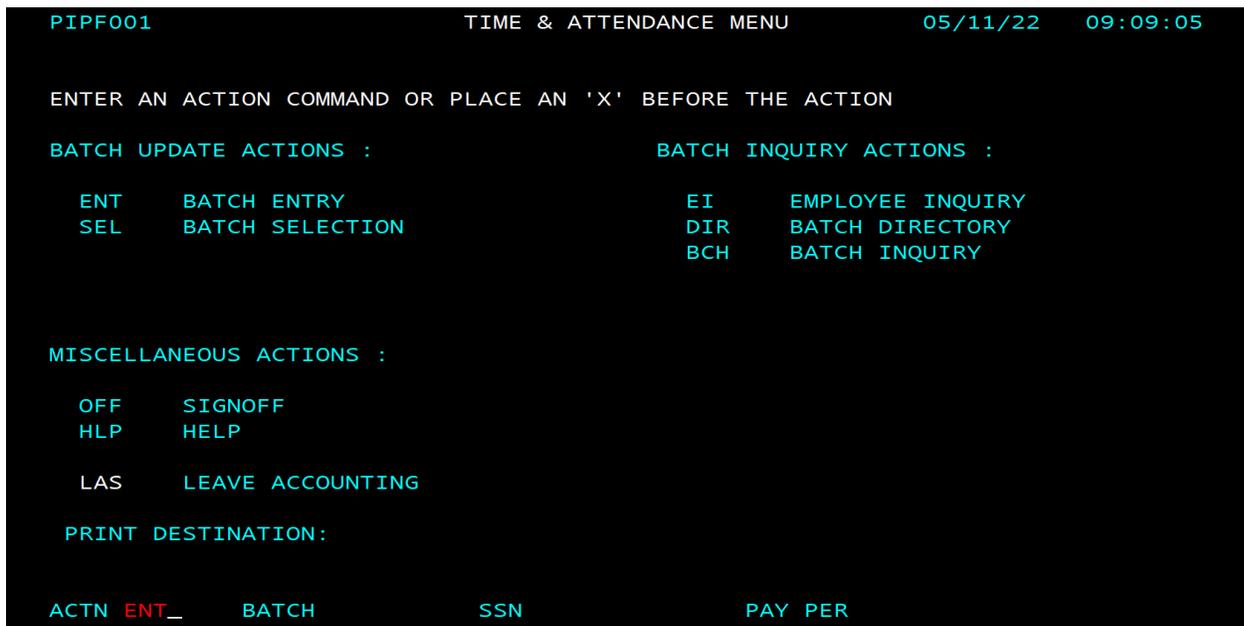
Step 2:

Open **PIP** keying and press **ENTER**



Step 3:

TAB down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER**



Step 4:

Input the following information **from the STD. 683** form onto the Batch Entry home screen:

- 1.) In the **ENTERED** column put the **TRANS COUNT** (number of employees processing pay for)
- 2.) In the **ENTERED** column put the total amount of **HOURS** to be keyed in the batch
- 3.) In the **ENTERED** column put the total of all **SALARY RATE** to be keyed in this batch
- 4.) **TAB** down to **ACTN** at the bottom of the screen and type **ADJ**
- 5.) Press **ENTER**

```

PIPF200U                                BATCH ENTRY                                05/10/22  08:51:45
BATCH ID          AGY      RU      ROLL CODE  PAY PER          PGS      TO
PAY CENTER ID PD          CREATE DATE          BATCH STATUS
USER MMR           PROCESS DATE          BATCH BALANCE STATUS

TOTALS                ENTERED                COMPUTED                DIFFERENCE
TRANS COUNT          1                0                0
DAYS                 0                0                0
HOURS                128.00          .00                .00
RATE                 1.50            .00                .00
GROSS                .00              .00                .00
STD                  0                0                0
===== ALTERNATE FUNDING =====
CODE  NUMBER      CODE  NUMBER      CODE  NUM      CODE  NUMBER
      AGY RU  SER   AGY RU  SER   AGY RU  SER   AGY RU  SER
.
.
.
.

DC980526 Enter Data For New Batch
ACTN adj  BATCH          SSN          PAY PER
  
```

Step 5:

On the **Pay Adjustment Entry** screen enter the following:

- 1.) Input the **Agency (AGY), Unit (RU)** and **Pay Period** information
- 2.) Complete the employees personal information by inputting their **SSN, Name** and **Class** and **serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)**
- 3.) Input the **Salary Rate** that the employee was originally paid at
- 4.) Input the **Hours** that the employee was originally paid for
- 5.) Input the **Payment Type** (Shift Differential is 2)
- 6.) Input the **Shift Differential** only if needed
- 7.) Input the **Salary Rate**
- 8.) Input the **Adjusted hours**

```

PIPF305U                PAY ADJUSTMENT ENTRY                05/16/22    07:57:51
DC980155  Batch Added
AGY 051  RU 201  PAY PER 0 05 22                RPT PG                BATCH ID 3771434

      TIME PAID PER WARRANT REGISTER                TIME TO BE PAID SHOULD BE

      OK  SSN      NAME      CLASS  SERIAL
      SAL RATE  DY  HOURS  TBFRAC  PT  SD  RC  SAL RATE  DY  HOURS  TBFRAC
1      1.00      999 99 9999  JJ DOE  9662  906
      1.50      128.00  000000  2  N      1.50      128.00  000000
      000000
      000000
2
      000000
      000000
      000000
3
      000000
      000000
      000000
DC980549 Add Transactions
ACTN                SSN                PAY PER
  
```

Step 6:

Press F6 to save your Batch. (This step will take you to the Home Screen)

```
PIPF200U          BATCH ENTRY          05/10/22  09:04:59
DC980160 Batch Saved
BATCH ID 3765395  AGY      RU      ROLL CODE  PAY PER      PGS      TO

PAY CENTER ID PD      CREATE DATE 05 10 22      BATCH STATUS SAV
USER MMR              PROCESS DATE      BATCH BALANCE STATUS IN

TOTALS                ENTERED                COMPUTED                DIFFERENCE
TRANS COUNT          -          1                1                0
DAYS                  0                0                0
HOURS                 128.00         128.00           .00
RATE                  1.50           1.50             .00
GROSS                 .00             .00              .00
STD                   0                0                0
===== ALTERNATE FUNDING =====
CODE  NUMBER          CODE  NUMBER          CODE  NUM          CODE  NUMBER
      AGY RU  SER      AGY RU  SER      AGY RU  SER      AGY RU  SER
.
.
.
.
DC980520 Batch In Balance
ACTN          BATCH 3765395  SSN          PAY PER
```

Step 7:

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

```
PIPF200U                                BATCH ENTRY                                05/10/22  09:05:27
DC980159 Batch Closed
BATCH ID 3765395  AGY      RU      ROLL CODE  PAY PER      PGS      TO

PAY CENTER ID PD      CREATE DATE 05 10 22      BATCH STATUS CLS
USER MMR              PROCESS DATE      BATCH BALANCE STATUS IN

TOTALS                ENTERED                COMPUTED                DIFFERENCE
TRANS COUNT           1                      1                      0
DAYS                  0                      0                      0
HOURS                 128.00                128.00                 .00
RATE                  1.50                  1.50                   .00
GROSS                 .00                   .00                    .00
STD                   0                      0                      0
===== ALTERNATE FUNDING =====
CODE  NUMBER  CODE  NUMBER  CODE  NUM  CODE  NUMBER
      AGY RU  SER   AGY RU  SER   AGY RU  SER   AGY RU  SER
.
.
.
.
DC980520 Batch In Balance
ACTN      BATCH 3765395  SSN      PAY PER
```

****F5 to close your Batch processing on the next Pay Cycle****

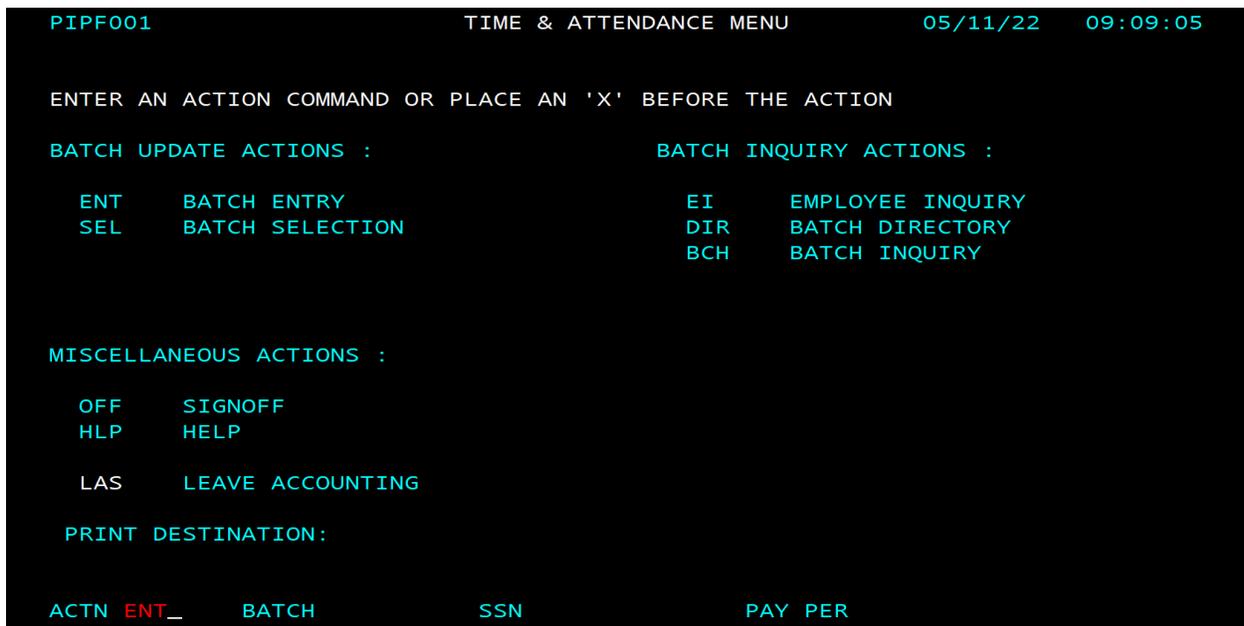
Step 2:

Open **PIP** keying and press **ENTER**



Step 3:

TAB down to **ACTN** at the bottom of the screen and type **ENT** for BATCH ENTRY, then press **ENTER**



Step 4:

Input the following information from the STD. 683 form on the Batch Entry home screen:

- 1.) In the **ENTERED** column put the **TRANS COUNT** (number of employees processing pay for)
- 2.) In the **ENTERED** column put the total amount of **HOURS** to be keyed in the batch
- 3.) In the **ENTERED** column put the total of all **SALARY RATE** to be keyed in this batch
- 4.) **TAB** down to **ACTN** at the bottom of the screen and type **ADJ**
- 5.) Press **ENTER**

```

PIPF200U                                BATCH ENTRY                                05/10/22    09:49:34
BATCH ID          AGY      RU      ROLL CODE    PAY PER          PGS      TO
PAY CENTER ID PD  CREATE DATE  BATCH STATUS
USER MMR         PROCESS DATE  BATCH BALANCE STATUS

TOTALS          ENTERED          COMPUTED          DIFFERENCE
TRANS COUNT      1              0              0
DAYS              0              0              0
HOURS            140.00         .00            .00
RATE              1.50          .00            .00
GROSS              .00          .00            .00
STD                0              0

===== ALTERNATE FUNDING =====
CODE  NUMBER  CODE  NUMBER  CODE  NUM  CODE  NUMBER
      AGY RU  SER  AGY RU  SER  AGY RU  SER  AGY RU  SER
.
.
.
.

DC980526 Enter Data For New Batch
ACTN adj_  BATCH      SSN      PAY PER

```

Step 5:

On the **Pay Adjustment Entry** screen enter the following:

- 1.) Input the **Agency (AGY), Unit (RU)** and **Pay Period** information
- 2.) Complete the employees personal information by inputting their **SSN, Name** and **Class** and **serial number (the serial number must be the serial that the payment is to be issued out of or the Adjustment will reject)**
- 3.) Input the **Salary Rate** that the employee was originally paid at
- 4.) Input the **Hours** that the employee was originally paid for
- 5.) Input the **Payment Type** (Shift Differential is 2)
- 6.) Input the **Shift Differential** only if needed
- 7.) Input the **Salary Rate**
- 8.) Input the **Adjusted hours**

```

PIPF305U                PAY ADJUSTMENT ENTRY                05/16/22    07:57:51
DC980155 Batch Added
AGY 051  RU 201  PAY PER 0 05 22                RPT PG                BATCH ID 3771434

      TIME PAID PER WARRANT REGISTER                TIME TO BE PAID SHOULD BE

  OK  SSN      NAME      CLASS  SERIAL  SAL RATE  DY  HOURS  TBFRAC
  1   999 99 9999  JJ DOE  9662  906    1.00    128.00  000000  2  N    1.50    140.00  000000
                                     000000  000000
                                     000000  000000

  2                                     000000  000000
                                     000000  000000
                                     000000  000000

  3                                     000000  000000
                                     000000  000000
                                     000000  000000

DC980549 Add Transactions
ACTN _                SSN                PAY PER
  
```

Step 6:

Press F6 to save your Batch. (This step will take you to the Home Screen)

PIPF200U		BATCH ENTRY				05/10/22	11:07:34	
DC980160	Batch Saved							
BATCH ID	3765597	AGY	RU	ROLL CODE	PAY PER	PGS	TO	
PAY CENTER ID PD				CREATE DATE	05 10 22		BATCH STATUS SAV	
USER MMR				PROCESS DATE		BATCH BALANCE	STATUS IN	
TOTALS		ENTERED		COMPUTED		DIFFERENCE		
TRANS COUNT	-	1		1		0		
DAYS				0		0		
HOURS		140.00		140.00		.00		
RATE		1.50		1.50		.00		
GROSS				.00		.00		
STD				0		0		
===== ALTERNATE FUNDING =====								
CODE	NUMBER		CODE	NUMBER		CODE	NUMBER	
	AGY	RU	SER	AGY	RU	SER	AGY	RU
.			.			.		
.			.			.		
.			.			.		
.			.			.		
DC980520		Batch In Balance						
ACTN		BATCH	3765597	SSN	PAY PER			

Step 7:

What was input on Step 4 in the **ENTERED** column should match the **COMPUTED** column. There should be no **DIFFERENCE** between the two.

```

PIPF200U                                BATCH ENTRY                                05/10/22  11:07:53
DC980159  Batch Closed
BATCH ID 3765597  AGY    RU    ROLL CODE  PAY PER    PGS    TO

PAY CENTER ID PD          CREATE DATE 05 10 22          BATCH STATUS CLS
USER MMR                PROCESS DATE          BATCH BALANCE STATUS IN

TOTALS
TRANS COUNT          -          ENTERED          COMPUTED          DIFFERENCE
DAYS                0
HOURS              140.00          140.00          .00
RATE                1.50          1.50          .00
GROSS                .00          .00          .00
STD                  0          0          0
===== ALTERNATE FUNDING =====
CODE    NUMBER          CODE    NUMBER          CODE    NUM          CODE    NUMBER
      AGY RU  SER      AGY RU  SER      AGY RU  SER      AGY RU  SER
.
.
.
.
DC980520  Batch In Balance
ACTN          BATCH 3765597  SSN          PAY PER

```

****F5 to close your Batch for processing on the next pay cycle****

PAYMENT ADJUSTMENT REQUEST FAQ

1. **Q: What is the purpose of the STD. 683 form?**

A: The STD. 683 form is used for processing by HR offices and or stakeholders. The purpose of this form allows agencies to process adjustments to specific payment types previously issued.

****This form is for internal use only and is **NOT** to be submitted to SCO****

2. **Q: How far back can payments be processed using this form?**

A: Pay period prior to current month plus 12 months. Anything older than 12 months from the current pay period must be submitted on a STD. 674 form.

3. **Q: What Payment Types can be processed on this form?**

A: Valid Payment types to be processed using the STD. 683 form are: payment type 0 – Regular (intermittent), 1 – Overtime (including 1F and 1S), 2 – shift differential, Y – out of state and L (CSU) – Student assistant/trainee/youth summer aid.

4. **Q: Which position number do I use when keying Overtime and Shift Differential payments?**

A: You must use the position/serial number that the pay originally issued out of.

5. **Q: What Programs are used for processing?**

A: Adjustments to pay previously issued are to be processed via SCO – PIP using form STD. 683.

6. **Q: Where can the STD.683 form be located?**

A: The STD. 683 Payment Adjustment Request form is available on the DGS web site under the California Statewide Forms Directory.

7. **Q: What sections of the PPM refer to PIP keying and how to process the 683?**

A: Section D 004: Pay Adjustments (pages 8 – 9) [PPM: Section D - Attendance \(ca.gov\)](#) and PPM Section K [PPM: Section K - PIP System Instructions \(ca.gov\)](#).

Please see the **References** section of this Tool Kit for further instruction as to where you may obtain information regarding the STD. 683 and PIP keying instructions.

8. **Q: Who do I contact regarding questions pertaining to STD. form 683 and PIP processing, that I am unable to locate the answers too?**
- A:** Please reach out to the Customer Contact Center (916) 372-7200. Use the phone tree directory [PPSD Statewide Customer Contact Center - Call Directory](#)
9. **Q: I need to enter Time Worked as days. How do I unlock the fields in PIP to do so?**
- A:** Press F9 while in the batch to unlock the fields for Time Worked.
10. **Q: Is both the payment type and shift differential code needed when processing an adjustment to Shift Differential?**
- A:** Yes, the payment will reject if both are not input on the PIP keying screen.
11. **Q: Can I process FLSA adjustments (Payment Type 1, Pay Suffix F) using STD. 683 and PIP keying?**
- A:** Yes, FLSA adjustments can be processed via PIP keying. There is one exception found in the [PPM Section D 004.20](#):
- “When an overtime payment is issued without Payment Suffix F, (e.g. Earnings ID OT6 or OT9), do not use form STD. 683 to adjust the payment to reflect special computed rate with Payment Suffix F (e.g., Earnings ID OF6). Submit form STD. 674 to SCO.”

STD. 683 EXAMPLES

Two Employees on One STD. 683 – Overtime Adjustment to Time Worked

PAY ADJUSTMENT REQUEST

DO NOT SUBMIT TO SCO -- SEE PPM SECTION K

STD 683 (REV. 10/2019)

VALID PAYMENT TYPES:

- | | |
|----------------------------|-----------------------------|
| 0 - REGULAR (INTERMITTENT) | Y - OUT OF STATE |
| 1 - OVERTIME | L - STUDENT ASSISTANT (CSU) |
| 2 - SHIFT DIFFERENTIAL | L - TRAINEE (CSU) |
| | L - YOUTH SUMMER AID (CSU) |

(1) AGENCY 051	(2) UNIT 220	PAY PERIOD			(6) BATCH ID 3765906	(7) DATE KEYED 05/09/2011	(8) INITIALS DCR
		(3) TYPE 0	(4) MONTH 01	(5) YEAR 2022			

PAYMENT PER WARRANT REGISTER	PAYMENT SHOULD BE
------------------------------	-------------------

(9) SOCIAL SECURITY NUMBER 999-99-9999	(10) INITIALS J	(11) LAST NAME DOE	(12) CLASS 6265	(13) SERIAL 901	(14) REMARKS OVERTIME ADJUSTMENT TO TIME WORKED					
(15) SALARY RATE 69.09	(16) DAYS	(17) HOURS 34.00	(18) TB FRACTION	(19) PT 1	(20) SD	(21) RC	(22) SALARY RATE 69.09	(23) DAYS	(24) HOURS 36.00	(25) TB FRACTION

(9) SOCIAL SECURITY NUMBER 888-88-8888	(10) INITIALS CR	(11) LAST NAME DOE	(12) CLASS 9662	(13) SERIAL 901	(14) REMARKS OVERTIME ADJUSTMENT TO TIME WORKED					
(15) SALARY RATE 86.60	(16) DAYS	(17) HOURS 6.50	(18) TB FRACTION	(19) PT 1	(20) SD	(21) RC	(22) SALARY RATE 86.60	(23) DAYS	(24) HOURS 14.50	(25) TB FRACTION
(15) SALARY RATE 57.73	(16) DAYS	(17) HOURS 12.50	(18) TB FRACTION	(19) PT 1	(20) SD	(21) RC	(22) SALARY RATE 57.73	(23) DAYS	(24) HOURS 13.75	(25) TB FRACTION

(9) SOCIAL SECURITY NUMBER	(10) INITIALS	(11) LAST NAME	(12) CLASS	(13) SERIAL	(14) REMARKS					
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20) SD	(21) RC	(22) SALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION

ADDITIONAL COMMENTS	PT - PAYMENT TYPE SD - SHIFT DIFFERENTIAL RC - ROLL CODE	(26) TOTAL SALARY RATE	(27) TOTAL DAYS	(28) TOTAL HOURS
		213.42		64.25

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT ATTENDANCE AND PAYROLL DATA STATED HEREIN IS CORRECT, COMPLETE, AND IN ACCORDANCE WITH ALL LAWS AND REGULATIONS

(29) BATCH TOTALS - COMBINE TOTALS FROM "PAYMENT SHOULD BE" COLUMNS ON ALL PAGES AND ENTER ON BATCH ENTRY SCREEN.

SIGNATURE  DASHAVON ROBERTSON Digitally signed by DASHAVON ROBERTSON Date: 2022.05.16 09:58:31 -07'00'	DATE 05/09/2022	TOTAL SALARY RATES	TOTAL DAYS	TOTAL HOURS	TOTAL EMPLOYEES
		213.42		64.25	2

One Employee on One STD. 683 – Adjustment to Salary for Payment Type 2

PAY ADJUSTMENT REQUEST

DO NOT SUBMIT TO SCO -- SEE PPM SECTION K

STD 683 (REV. 10/2019)

VALID PAYMENT TYPES:

- 0 - REGULAR (INTERMITTENT)
- 1 - OVERTIME
- 2 - SHIFT DIFFERENTIAL
- Y - OUT OF STATE
- L - STUDENT ASSISTANT (CSU)
- L - TRAINEE (CSU)
- L - YOUTH SUMMER AID (CSU)

(1) AGENCY 051	(2) UNIT 201	PAY PERIOD			(6) BATCH ID
		(3) TYPE 0	(4) MONTH 05	(5) YEAR 22	
					(7) DATE KEYED

PAYMENT PER WARRANT REGISTER	PAYMENT SHOULD BE
------------------------------	-------------------

(9) SOCIAL SECURITY NUMBER 999-99-9999						(10) INITIALS JJ		(11) LAST NAME DOE		(12) CLASS 9662		(13) SERIAL 906		(14) REMARKS ADJUSTMENT TO SALARY			
(15) SALARY RATE 1.00	(16) DAYS	(17) HOURS 128.00	(18) TB FRACTION	(19) PT 2	(20) SD N	(21) RC	(22) SALARY RATE 1.50	(23) DAYS	(24) HOURS 128.00	(25) TB FRACTION							

(9) SOCIAL SECURITY NUMBER						(10) INITIALS		(11) LAST NAME		(12) CLASS		(13) SERIAL		(14) REMARKS			
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20) SD	(21) RC	(22) SALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION							

(9) SOCIAL SECURITY NUMBER						(10) INITIALS		(11) LAST NAME		(12) CLASS		(13) SERIAL		(14) REMARKS			
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20) SD	(21) RC	(22) SALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION							

ADDITIONAL COMMENTS						PT - PAYMENT TYPE SD - SHIFT DIFFERENTIAL RC - ROLL CODE		(26) TOTAL SALARY RATE 1.50	(27) TOTAL DAYS	(28) TOTAL HOURS 128.00				
---------------------	--	--	--	--	--	--	--	--------------------------------	-----------------	----------------------------	--	--	--	--

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT ATTENDANCE AND PAYROLL DATA STATED HEREIN IS CORRECT, COMPLETE, AND IN ACCORDANCE WITH ALL LAWS AND REGULATIONS

(29) BATCH TOTALS - COMBINE TOTALS FROM "PAYMENT SHOULD BE" COLUMNS ON ALL PAGES AND ENTER ON BATCH ENTRY SCREEN.

SIGNATURE 						DATE 05/11/2022		TOTAL SALARY RATES 1.50	TOTAL DAYS	TOTAL HOURS 128.00	TOTAL EMPLOYEES 1			
--	--	--	--	--	--	--------------------	--	----------------------------	------------	-----------------------	----------------------	--	--	--

One Employee on One STD. 683 – Adjustment to Time and Salary for Payment Type 2

PAY ADJUSTMENT REQUEST

DO NOT SUBMIT TO SCO – SEE PPM SECTION K

STD 683 (REV. 10/2019)

VALID PAYMENT TYPES:

- 0 - REGULAR (INTERMITTENT)
- 1 - OVERTIME
- 2 - SHIFT DIFFERENTIAL
- Y - OUT OF STATE
- L - STUDENT ASSISTANT (CSU)
- L - TRAINEE (CSU)
- L - YOUTH SUMMER AID (CSU)

(1) AGENCY 051	(2) UNIT 201	PAY PERIOD			(6) BATCH ID
		(3) TYPE 0	(4) MONTH 05	(5) YEAR 22	
				(7) DATE KEYED	(8) INITIALS

PAYMENT PER WARRANT REGISTER							PAYMENT SHOULD BE			
(9) SOCIAL SECURITY NUMBER 999-99-9999		(10) INITIALS JJ	(11) LAST NAME DOE	(12) CLASS 9662	(13) SERIAL 906		(14) REMARKS ADJUSTMENT TO TIME AND SALARY			
(15) SALARY RATE 1.00	(16) DAYS	(17) HOURS 128.00	(18) TB FRACTION	(19) PT 2	(20) SD N	(21) RC	(22) SALARY RATE 1.50	(23) DAYS	(24) HOURS 140.00	(25) TB FRACTION
(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS	(13) SERIAL		(14) REMARKS			
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20) SD	(21) RC	(22) SALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION
(9) SOCIAL SECURITY NUMBER		(10) INITIALS	(11) LAST NAME	(12) CLASS	(13) SERIAL		(14) REMARKS			
(15) SALARY RATE	(16) DAYS	(17) HOURS	(18) TB FRACTION	(19) PT	(20) SD	(21) RC	(22) SALARY RATE	(23) DAYS	(24) HOURS	(25) TB FRACTION

ADDITIONAL COMMENTS	PT - PAYMENT TYPE SD - SHIFT DIFFERENTIAL RC - ROLL CODE	(26) TOTAL SALARY RATE 1.50	(27) TOTAL DAYS	(28) TOTAL HOURS 140.00	
---------------------	--	--------------------------------	-----------------	----------------------------	--

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT ATTENDANCE AND PAYROLL DATA STATED HEREIN IS CORRECT, COMPLETE, AND IN ACCORDANCE WITH ALL LAWS AND REGULATIONS

(29) BATCH TOTALS - COMBINE TOTALS FROM "PAYMENT SHOULD BE" COLUMNS ON ALL PAGES AND ENTER ON BATCH ENTRY SCREEN.

SIGNATURE 	DATE 05/11/2022	TOTAL SALARY RATES 1.50	TOTAL DAYS	TOTAL HOURS 140.00	TOTAL EMPLOYEES 1
---------------	--------------------	----------------------------	------------	-----------------------	----------------------