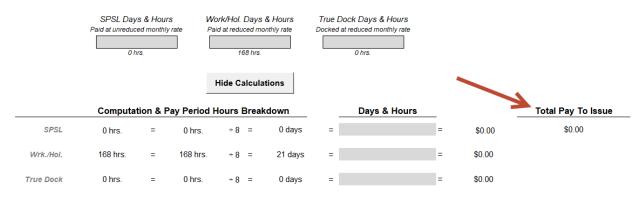
The form Std. 674 sample for Supplemental Paid Sick Leave (SPSL) payroll adjustments provide support to the departmental human resource offices with submitting requests for processing of these benefits with the use of the COVID19-<u>SPSLCalculator</u>.

As a reminder, verify the <u>"Total Pay to Issue"</u> (which is the reduced monthly salary) against the amount owed to the employee. Using the SPSL calculator will help determine this difference.



If the <u>"Total Pay to Issue"</u> is higher than the pay that has already issued, submit a 674 for the difference due the employee.

The calculator provides a feature to print the calculations as PDF document. Please include the PDF of the calculations with the submission of your form Std. 674.

	Enter Employee	Information		
	For monthly employees only, January	1, 2021 to September 31,	, 2021	
Employee Name:		Pay Period:	May-2021	
Employee SSN:		AWWS:	N/A	
Unreduced Monthly Salary:		TimeBase:	1	
Reduced Monthly Salary:				
	In the calendar belo	w:		
1. Edit SPSL hours by typing the de	esired number of hours.			
2. Edit worked hours by typing the	desired number of hours.			Save PDF
3. Type the desired number of true	dock hours into the true dock cells.			

In order to process your form Std.674 adjustment request, **Employment History must be** documented to reflect the required 215 PAR transaction(s) with the effective date(s) of when the employee has been approved to start/end the benefit.

Documents without this required information will not be processed until this step has been completed.

Please submit documents to ppsdepslaefmlaadj@sco.ca.gov and include "SPSL" in the subject line.

Scenario One:

Employee used 10 days of SPLP in the April 2021 pay period. The employee receives an Earnings ID (EID PAR ITEM 350) that increases their salary total.

HR office will need to exclude the VPLP deduction rate when requesting the pay adjustment on form Std.674.

Select PIMS HIST Salary (B)

	EMPLOYE	HISTORY SUMMARY		PAGE 01 OF 03
SSA#	NAME			HISTORY SPB
EFF DATE	TRAN AGY-UNT-CLAS	S-SER SPB AGENCY	ENT DATE PSD REF	# TYPES ID
(x) 04/01/21	SAL -5157	7-702	04/06/21 34096300	04 B
_ A 07/01/20	PUNC -5157	7-702	39/23/20 20267001	
_ A 07/01/20			37/22/20 20204000	
	350 -5157		37/13/20 20195999	
	A03 -5157		05/27/20 34148300	
	MSAC -5157		05/12/20 20133000	
_ 12/01/19			12/16/19 34350300	
	MSAD -5157		11/26/19 19330999	
_ 11/21/19			05/12/20 20133000	
_ 11/21/19			12/13/19 34347300	
_ 11/21/19			11/22/19 34326300	
	350 -5157		05/12/20 20133000	
	GEN -5157		37/08/19 19189999	
	350 -5157		05/21/19 34141300	
	126 -5157			
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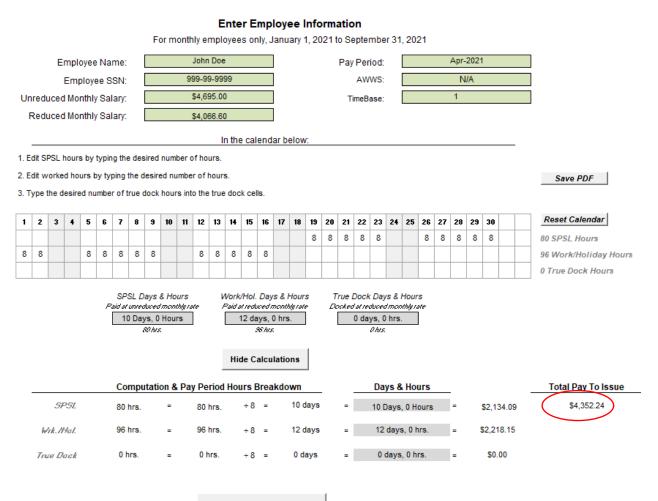
SPSL Rate = Base Pay: \$4,495.00 + 200.00 (EID 8B/Bilingual Pay) = \$4695.00

EID 8VL1 (VPLP) and 8PH2 (PLP) will not be included in the SPSL Rate

Reduced Salary Rate = Base Pay: \$4495.00 + 200.00 (8B) - 213.51 (VPLP) - 414.89 (8PH2) = \$4,066.60

	EMPLOY		TYPES	PAGE	001 OF 001
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Calculator Sample:



Clear Form

Form Std. 674 Sample:

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Scenario Two:

Employee used 10 days of SPLP in the April 2021 pay period. The employee receives an Earnings ID (EID PAR ITEM 350) that increases their salary total.

HR office will need to exclude the Furlough Hours (FH) deduction rate when requesting the pay adjustment on form Std.674.

Select PIMS HIST Salary (B)

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	07/01/19	350C	-6712-005		06/09/20	351618009	в	
	07/01/19	350D	-6712-005		05/20/20	351418061	в	
_	07/01/19	350D	-6712-005		03/19/20	350798029	в	
_	07/01/19	SALC	-6712-005		03/19/20	350798029	в	С
_	07/01/19	SALD	-6712-005		02/25/20	350568019	в	С
_	07/01/19	SALD	-6712-005		12/16/19	193509999	в	с
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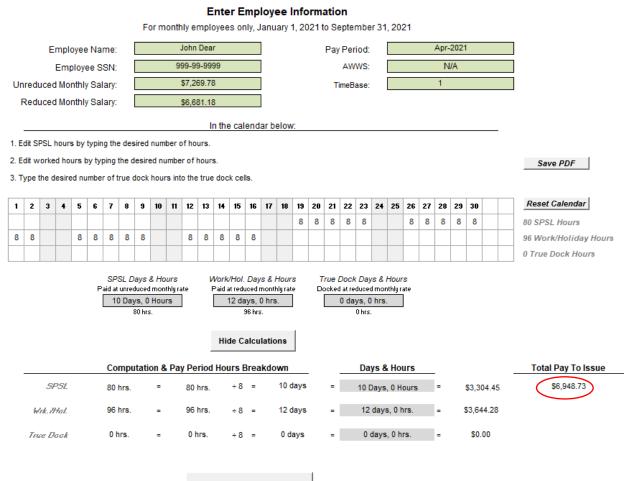
SPSL Rate = Base Pay: \$6,377.00 + 318.85 (8HH4/R&R Greater Bay Area) + 573.93 (8XP3/Plant Experience Recruitment) = \$7,269.78

EID 8FH1 (Furlough) will not be included in the SPSL Rate

Reduced Salary Rate = Base Pay: \$6377.00 + 318.85 (8HH4) + 573.93 (8XP3) - 588.60 (8FH1) = \$6,681.18

	EMPLOYEE H	ISTORY TYPES	PAGE 001 OF 001
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EFF 07/01/20 TRAN	350 POS#	L-6712-005 S	PBAY 5800 TEN P TB FT
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Calculator Sample:



Clear Form

Form Std. 674 Sample:

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Scenario Three:

Employee used 10 days of SPLP in the April 2021 pay period. The employee receives Earnings ID (EID PAR ITEM 350) that increases their salary total.

HR office will need to exclude the Personal Leave Program (PLP) deduction rate when requesting the pay adjustment on form Std.674.

Select PIMS HIST Salary (B)

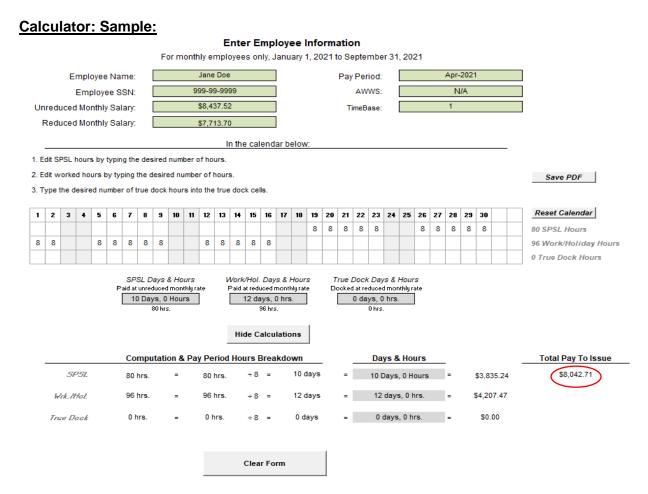
	EMPLOYEE HISTORY SUMMA	RY PAGE 01 OF 06
SSA# 5	NAME	, . HISTORY SPB
C EFF DATE TRAN	AGY-UNT-CLAS-SER SPB AGEN	
x 10/01/20 350	-8958-003	10/05/20 342793002 B
09/01/20 1200	-8958-003	10/05/20 342793002 BA
	-8958-003	10/05/20 342793002 A
09/01/20 1200	-8958-003	09/17/20 342613006 A
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07/01/20 3500	-8958-003	10/05/20 342793002 B
07/01/20 3500	-8958-003	07/16/20 341983021 B
07/01/20 1200	-8958-003	10/05/20 342792003 B
_ 07/01/20 120D	-8958-003	10/05/20 342793002 B
_ 07/01/20 120D	-8958-003	07/03/20 341853005
_ 06/01/20 3500	-8958-046	10/05/20 342793002 B
_ 06/01/20 350D	-8958-046	06/23/20 341753004 B
_ 07/01/19 GEN	-8958-046	12/12/19 193469999 B
_ 07/01/19 SAL	-8958-046	12/04/19 193389999 B C
_ 06/18/19 350V	-8958-046	07/22/19 342033004 B
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SPSL Rate = Base Pay: \$7,842.00 + 125.00 (8EPJ/Education) + 470.52 (8LG4/Longevity) = \$8,437.52

EID 8PH2 (PLP) will not be included in the SPSL Rate

Reduced Salary Rate = Base Pay: \$7,842.00 + 125.00 (8EPJ) + 470.52 (8LG4) - 723.82 (8PH2) = \$7,713.70

EMPL	OTEE HISTORY ITPES	PAGE DUI OF OUT
SSA# NAME		
EFF 10/01/20 TRAN 350	POS# -8958-003 SP	BAY 4010 TEN P TB FT
BPAY 7842.00 PR M FREQ M PL	US EXP 00/00/00	AN MA/X AR AL RG CR
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Form Std. 674 Sample

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