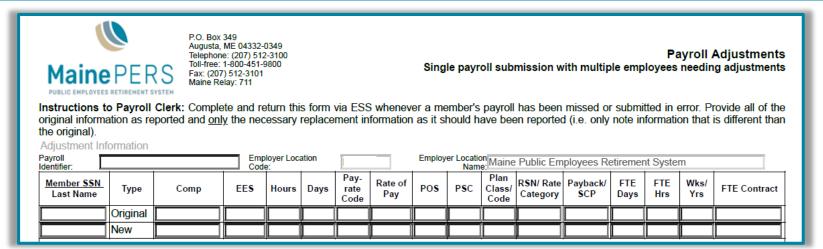
## Multiple Employee Payroll Adjustment Form



- Payroll Identifier: Month/Year being adjusted
  - Acceptable: 09/2020, 1/20, or Jan. 2020
  - Not Acceptable: 10/19/2020, January 2020 (limited spacing)
- Employer Location Code & Employer Location Name
  - Auto-fill based on log-in information
- Member SSN & Name:
  - · Member SSN: Full SSN, with or without dashes on top line
  - <u>Last Name</u>: Members Last Name (& first initial if duplicate last name) on bottom line
- Type
  - Original: ALL information originally submitted on payroll report, if adding new member, this line would be blank
  - <u>New</u>: Fill out column details ONLY for items being changed, if removing someone from a payroll, this would be all zeros.
- · Comp: Eligible Earnable Compensation for Month
- <u>EES</u>: Employee Contributions on reported Earnable Compensation ('Comp')
- Hours: If paid hourly, how many hours worked for month
- <u>Days</u>: If paid daily, how many hours worked per month
- Pay Rate Code\*: Hourly (H), Daily (D) or Contract (C)

- <u>Rate of Pay</u>: Base Rate of Pay per hour (if paid hourly) or daily (if paid daily)
- POS\*: Position Code (i.e.: 09901, Y0101, N0101, etc.)
- <u>PSC\*:</u> Personnel Status Code (i.e.: 11: Full-time, 12: Part-time, 53: RRTW, etc.)
- Plan Class/Code\*: Plan Code (i.e.: 11000, 110AC, 3102C, etc.)
- RSN/Rate Category\*: Rate Schedule Number (i.e.: 1: REG, 11: REG1, 53: RRTW, 96:RRTW2)
- <u>Pay-back/SCP</u>: Deduction for Service Credit Purchase with MainePERS to buy-back prior time (military, refunded service, etc.)
- <u>FTE Days\*:</u> Full-Time Equivalent Days worked per week for Daily Employee
  - PLD & Teacher: 5 days
- FTE Hours\*: Full-Time Equivalent Hours worked per week for Hourly Employee
  - PLD: 35-40 hours
  - Teacher: 25-40 hours
- FTE Contract\*: Annual Full-Time Equivalent Contract Amount
- Comments: MUST be completed with reasoning for adjustment request