Certificated *ACTIVE* Employees
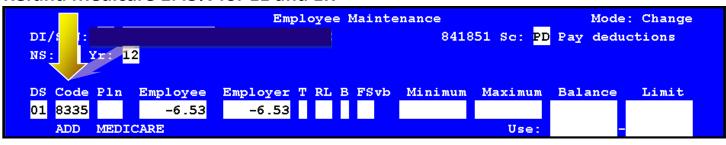
Back out Cell Stipend with original St-Ded & Dates

```
                    Employee Maintenance              Mode: Change
DI/SSN:                              841851 Sc: PR Payroll pay line
NS:      Yr:12                                   Ln#  3/ 4 ( 3)
Placement   FTE          Sched       Adj      Hrly Rt  Base Pay  Base Ret  O
        -     0.0000/                                      .00       .00
Job                                  Mo/Yr Da/Yr  Hr/Da Cal  BU  Class Link
Pos
W Loc
  Bonus  1          2         3         4                  Total      Pct
  Pay
  Ret
        D    Rate       Units RTS  Ex-Gross  Type St-Ded SP EP Ret. Base AC-P-C WSC
            -450.00     1.00  LZ    -450.00  CELL TMNS    -        450.00 57-0-6
  adj>                                                    -
  Name    Py-Sch      SBF    Start     End       User  Ann Contract  FTD Paid
          EOMREG      1    01/01/2011-09/30/2011           .00/        0.00
  Ln Prcnt Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr  SBT Ex-Gross  FTD Paid
  1100.00  020-1100-0-5911-00-1110-2700-016200-021-0000      -450.00      0.00
```

Re-report with new St-Ded

```
                    Employee Maintenance              Mode: Change
DI/SSN:                              841851 Sc: PR Payroll pay line
NS:      Yr:12                                   Ln#  4/ 4 ( 4)
Placement   FTE          Sched       Adj      Hrly Rt  Base Pay  Base Ret  O
        -     0.0000/                                      .00       .00
Job                                  Mo/Yr Da/Yr  Hr/Da Cal  BU  Class Link
Pos
W Loc
  Bonus  1          2         3         4                  Total      Pct
  Pay
  Ret
        D    Rate       Units RTS  Ex-Gross  Type St-Ded SP EP Ret. Base AC-P-C WSC
             450.00     1.00  LZ     450.00  CELL NNNS    -        450.00 57-0-6
  adj>                                                    -
  Name    Py-Sch      SBF    Start     End       User  Ann Contract  FTD Paid
          EOMREG      1    01/01/2011-09/30/2011           .00/        0.00
  Ln Prcnt Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr  SBT Ex-Gross  FTD Paid
  1100.00  020-1100-0-5911-00-1110-2700-016200-021-0000       450.00      0.00
```

Refund Medicare 1.45% for EE and ER

```
                    Employee Maintenance              Mode: Change
DI/SSN:                              841851 Sc: PD Pay deductions
NS:      Yr: 12

DS  Code  Pln  Employee  Employer T RL B FSvb  Minimum  Maximum  Balance   Limit
01  8335             -6.53     -6.53
    ADD   MEDICARE                                              Use:
```

Classified *ACTIVE* Employees

Back out Cell Stipend with original St-Ded & Dates

```
                    Employee Maintenance              Mode: Change
DI/SSN: ███████████████████      900362 Sc: PR Payroll pay line
NS:    Yr:12                              Ln#  5/ 5 ( 5)
Placement   FTE          Sched      Adj       Hrly Rt  Base Pay  Base Ret  O
   -   -  0.0000/                                         .00       .00
Job                              Mo/Yr Da/Yr Hr/Da Cal  BU Class Link
Pos
W Loc
Bonus   1        2        3        4              Total      Pct
  Pay
  Ret
        D    Rate      Units RTS Ex-Gross Type St-Ded SP EP Ret. Base AC-P-C WSC
           -240.00     1.00  LZ  -240.00  CELL TFNN  -       240.00 00-0-0
adj>
     Name   Py-Sch      SBF    Start    End      User  Ann Contract  FTD Paid
           EOMREG      1    01/01/2011-09/30/2011           .00/        0.00
  Ln Prcnt Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr  SBT Ex-Gross  FTD Paid
 1100.00 860-5210-2-5912-00-0001-8100-509205-000-5300       -240.00      0.00
```

Re-report with new St-Ded

```
                    Employee Maintenance              Mode: Change
DI/SSN: ███████████████████      900362 Sc: PR Payroll pay line
NS:    Yr:12                              Ln#  5/ 5 ( 5)
Placement   FTE          Sched      Adj       Hrly Rt  Base Pay  Base Ret  O
   -   -  0.0000/                                         .00       .00
Job                              Mo/Yr Da/Yr Hr/Da Cal  BU Class Link
Pos
W Loc
Bonus   1        2        3        4              Total      Pct
  Pay
  Ret
        D    Rate      Units RTS Ex-Gross Type St-Ded SP EP Ret. Base AC-P-C WSC
            240.00     1.00  LZ   240.00  CELL NNNN  -       240.00 00-0-0
adj>                                                  -
     Name   Py-Sch      SBF    Start    End      User  Ann Contract  FTD Paid
           EOMREG      1    01/01/2011-09/30/2011           .00/        0.00
  Ln Prcnt Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr  SBT Ex-Gross  FTD Paid
 1100.00 860-5210-2-5912-00-0001-8100-509205-000-5300        240.00      0.00
```

Refund Medicare 1.45 EE & ER, OASDI 4.2% EE & 6.2% ER

```
                    Employee Maintenance              Mode: Change
DI/S█: ███████████████████        900362 Sc: PD Pay deductions
NS:    Yr: 12

DS  Code Pln  Employee   Employer  T RL B FSvb  Minimum  Maximum  Balance  Limit
01  8335        -3.48      -3.48
    ADD  MEDICARE                                         Use:
01  8310       -10.08     -14.88
    ADD  OASDI                                            Use:
```

For *TERMINATED* Employees Classifed or Certificated

In addition to backing out, re-reporting, refunding Medicare and/or OASDI - You must create a PENNY pay line with a NML pay type in order for the Burderns to post accurately, also AC-P-C code should be 00-0-0.