

Memo

Re: Split Positions create extra duties on Audit and Road

We are finding that split positions are consuming a lot of time when processing payroll (see below). What I am proposing is when the two positions are close in pay rate that we default to the hire pay for this position. When the split position has a significant difference in pay rate Audit would work with the appointing department to create a single high bread rate prior to appointing the individual to the split positions.

This would only affect PERSable employees.

Currently only the Road Fund has split positions but in the past, other departments have also split positions. Below are the current employees with two different rates of pay.

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|---------------------------------|----------|
| • Immaterial difference in pay: | Cost: |
| ○ L. Brown .5544 per hour | \$579.58 |
| ○ B. Epps .3136 per hour | \$163.07 |
| ○ W. Sturcke .2537 per hour | \$263.85 |

Issued the split pay is causing:

- Vacation and Sick leave split hours do not accrue correctly meaning we must double the review and make sure every payroll is accruing hours correctly
- Classic and PEPRA PERS had to be corrected multiple times each payroll process.
 - Pers has to be manually done every payroll with multiple records created for each split position with hours, payrates and employee deductions manually calculated each payroll
 - In addition, the PERS must be forced to error out so that it does not post so that the first step can be done. This runs the risk of errors in pers forcing more review
- When a pay increase happens, the split pay must be changed manually in multiple locations or it doesn't calculate in HR and the employees pay will be incorrect on the payroll. This cannot be reviewed prior to payroll and if not triple checked this will be missed causing a retro PERSable event in the future. When this happens, PERS must be corrected across multiple periods.
- With split positions, multiple step increases must be checked for each employee so the different rates of pay need to be changed at different times of the year; this meaning it is more likely that Audit and Mgt. will miss it.
- Two rates of pay cannot be put into WinCams so the indirect cost allocation must be checked more closely to make sure we are recapturing all of our costs.
- Multiple pay rates must be explained to both state and PERS auditors.
- Also budgeting becomes much more difficult having two different rates of pay.

For the Above employees there is also extra work - Road Dept.

- Double input into payroll time cards taking more time.
- Extra review to input into payroll time cards.