

**G & C Notice 12-I**  
**August 8, 2011**

**Georgia Institute of Technology**  
**Salary Planning & Distribution System**  
**Tips for Midmonth Rehire/Transfer PSF Actions**

Each year, in August and May, many departments will prepare numerous Rehire/Transfer Actions to continue employment for students and others. These Rehires/Transfers are effective dated midmonth and can create problems in posting the salary distribution correctly when they change project funding. Below are some tips to help you understand how SPD interacts with HR/Payroll and how to ensure that the salary distribution is correctly posted. These tips apply to PSF actions that are processed timely in HR prior to the monthly payroll run for the effective month.

**REHIRES:**

**Wait until Rehire PSFs are processed in Payroll:** If you change employee August distributions and any subsequent periods in the SPD Future Period Update page before the actual PSF Rehire action processes in HR, then whatever distribution is on the PSF Action will override any future changes you make in SPD for August going forward when that PSF action is keyed in the Payroll database JOB. All Hire, Rehire, and Transfer actions wipe out any existing rows in the SPD Futures and populate with the distribution on the PSF action for the current period going forward.

**I recommend waiting until the Rehire action overrides SPD before changing any SPD Future Periods distributions.** You can tell when this happens by using the Inquiry panel, Future Pay Update History. The “Create By” field will indicate **JOBPNL** when JOB updates SPD with your Rehire.

**Project distributions on PSF Rehire Action:** Always have a project distribution on the PSF Rehire Action so the JOB does not default to an old distribution on that Rehire which will repopulate SPD Futures with the wrong projects. If there is not a project distribution on the PSF, the distribution for that action will be pulled forward from the previous record in JOB which may or may not be accurate.

**Midmonth changes on Project Distributions for Rehires in same Dept:** If the project distribution is different in the Rehire Action effective midmonth from the beginning of the month, you may have to do a past period correction in SPD on that payroll posting. To illustrate how SPD and Payroll processing works: If you set the blended distribution in SPD futures for all of August, for example, when payroll processes, it updates JOB with your distribution effective the first day of that month. Payroll processing distributes the 1<sup>st</sup> half of the month salary based on your SPD blended distribution until it hits the Rehire PSF action effective dated middle of August. Then it distributes the 2<sup>nd</sup> half of August with the PSF Rehire distribution. Therefore, the distribution you wanted from SPD and what actually posted are now different. To get the distribution correct one time:

**I recommend on midmonth Rehire employees with differences in distribution between the 1st half of month and 2<sup>nd</sup> half of month, after the PSF Rehire action has updated SPD, set**

**the SPD Future distribution in that month (August) to the correct distribution for the first half of the month ONLY. Also insert a Future row for the next month (September) with the correct distribution that was on the Rehire PSF so that subsequent payroll distributions are correct.** When payroll processes, it will then calculate 1<sup>st</sup> half of month with the distribution from SPD and the 2<sup>nd</sup> half with distribution on Rehire PSF which should then be correct.

**Midmonth changes on Project Distributions for Rehires with different previous/future Depts:** If the Rehire is in a different department from the previous work assignment, the project distribution will be different in the Rehire Action effective midmonth from the distribution for the previous work assignment. In that scenario, you will have to do a past period correction in SPD after that payroll posting to tweak the distribution. The Rehire action will override the current SPD Futures with the new Dept's distribution for the whole month. Therefore, the entire month's salary will post to the new department. The previous department will have to pull back half month's salary onto their projects through a SPD Past Pay Period Project Redistribution.

**I recommend to always check midmonth Rehires between different Depts for correction.**

## **TRANSFERS:**

**Project distributions on PSF Transfer Actions:** Always have a project distribution on the PSF Transfer Action so that the Payroll Database JOB does not default to an old distribution on that Transfer which will then repopulate SPD Futures with the wrong projects. If there is not a project on the PSF, the distribution for that action will be pulled forward from the previous record in JOB which will not be accurate on a transfer between Departments.

**Midmonth changes on Project Distributions for Transfer between different Depts:** For Transfers between different departments midmonth, the project distribution will be different in the Transfer Action effective midmonth from the beginning of the month. In that scenario, you will have to do a past period correction in SPD after that payroll posting to tweak the distribution. All Hire, Rehire, and Transfer actions wipe out any existing rows in the SPD Futures and populate with the Transfer distribution on the PSF action for the current period. The entire month salary will post to the new department so the previous department will have to pull back half month's salary onto their projects through a SPD Past Pay Period Project Redistribution.

**I recommend to always check midmonth Transfers for correction.**