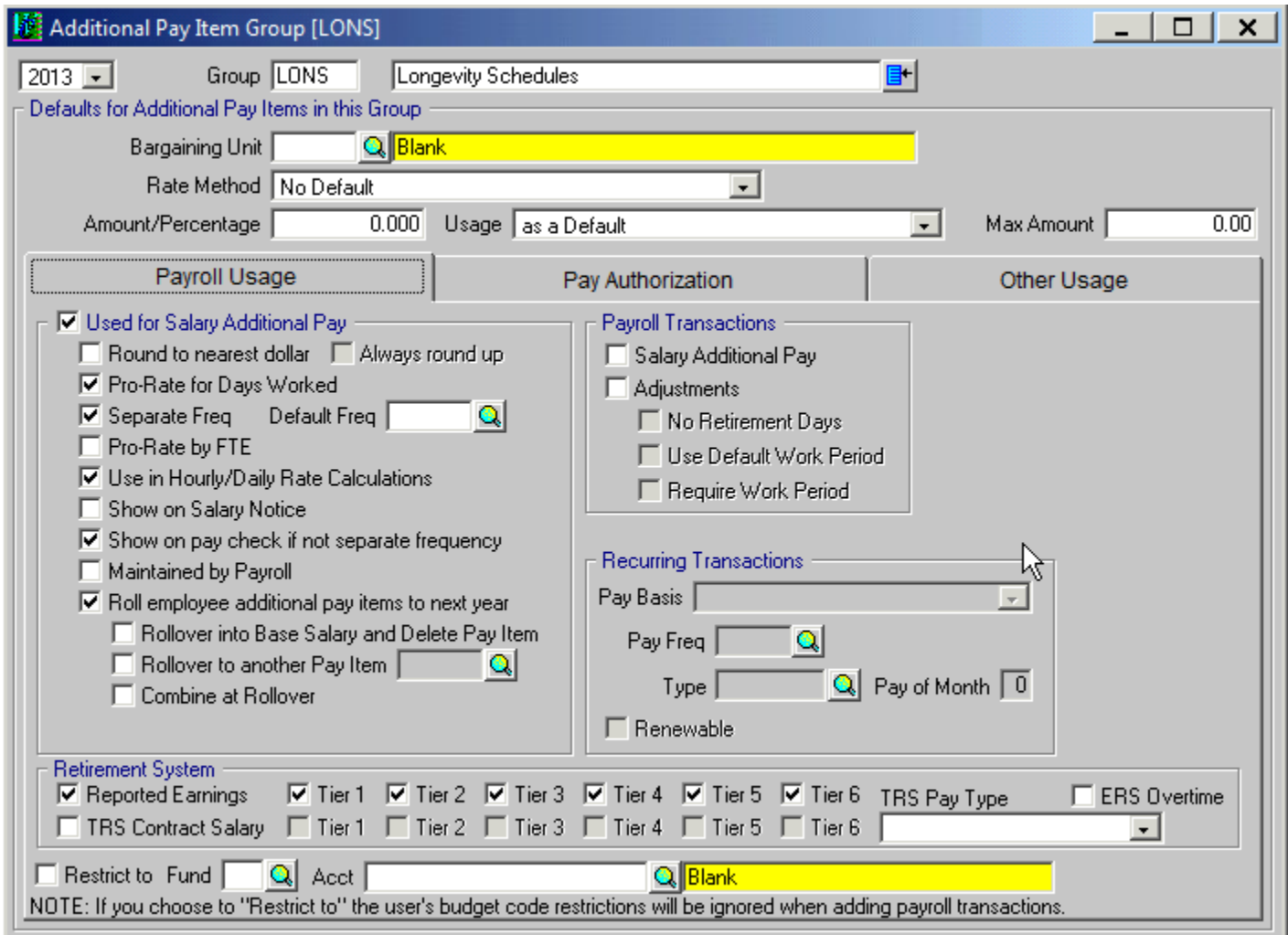


## LONGEVITY SETUP

You have to create a special API Group. It MUST be called LONS  
(Manage/Employee Maintenance\HR/Position Tables/Additional Pay Item Group Maintenance)

The program is hard coded to say when you link this group to an API, a special routine will be ran.



Additional Pay Item Group [LONS]

2013 Group LONS Longevity Schedules

Defaults for Additional Pay Items in this Group

Bargaining Unit

Rate Method No Default

Amount/Percentage 0.000 Usage as a Default Max Amount 0.00

Payroll Usage Pay Authorization Other Usage

Used for Salary Additional Pay

Round to nearest dollar  Always round up

Pro-Rate for Days Worked

Separate Freq Default Freq

Pro-Rate by FTE

Use in Hourly/Daily Rate Calculations

Show on Salary Notice

Show on pay check if not separate frequency

Maintained by Payroll

Roll employee additional pay items to next year

Rollover into Base Salary and Delete Pay Item

Rollover to another Pay Item

Combine at Rollover

Payroll Transactions

Salary Additional Pay

Adjustments

No Retirement Days

Use Default Work Period

Require Work Period

Recurring Transactions

Pay Basis

Pay Freq

Type  Pay of Month 0

Renewable

Retirement System

Reported Earnings  Tier 1  Tier 2  Tier 3  Tier 4  Tier 5  Tier 6 TRS Pay Type

TRS Contract Salary  Tier 1  Tier 2  Tier 3  Tier 4  Tier 5  Tier 6

Restrict to Fund  Acct

NOTE: If you choose to "Restrict to" the user's budget code restrictions will be ignored when adding payroll transactions.

Now you need to link the Group to your API  
(Manage/Employee Maintenance\HR/Position Tables/Additional Pay Item Maintenance)

You will have to create a new API using the group of LONS  
Leave the Bargaining Unit field BLANK

1. Must create a longevity Schedule

(Manage/employee maintenance- HR/HR Tables/Longevity Schedule Maintenance

- a. ADD – create longevity schedule name (Probably the BU name)
- b. Bargaining Unit
- c. Additional Pay Item Code would be LONG (since LONG is already set up as a code)
- d. If there are multiple longevity amounts for the BU, you will create different Grades. In the example below, you might have different rates for different types of employees or groups of employees.
- e. Type in the year they get the longevity and you can enter amounts up to 5 years in advance. If you only know 1 or 2 years, just enter the years you know.
- f. Save your records when you are done.

Grade	Description	Years	2017 Amount	2017-18 Amount	2018-19 Amount	2019-20
11MO	11 Month	10	500.000	0.000	0.000	0.000
12MO	12 Month	11	0.000	0.000	0.000	0.000
		12	0.000	0.000	0.000	0.000
		13	0.000	0.000	0.000	0.000
		14	0.000	0.000	0.000	0.000
		15	1,000.000	0.000	0.000	0.000

As you can see, I stopped at 15 years, but the employee below I said YOS 20 years. If YOS on the API doesn't have a corresponding YEARS in the table, it will take the next lowest years for amount

Seq	Code	Description	Qty/Pct	Unit/Basis	Amount	FTE Adjustd	Prorated	Eff
01	LBSS	Longevity BSSA, BSSA, 12 Month, 20 YOS	1.00	1,000.000	1,000.00	1,000.00	1,000.00	07/01/2016

Unit Amount: 1000.000 x Quantity: 1.00 = Amount: 1000.00 x FTE: 1.0000 = FTE Adjusted: 1000.00 Prorated: 1000.00 YOS: 20

Now you have to link the API LONG to employees  
 Go to Employee Information Screen.  
 Then click on Addt Items Tab

Effective	End Date	Title	FTE	Adj.Salary	Prorated Sal.	Base Salary	Salary
07/01/2012	/ /	Systems Training Assistant	1.0000	59,313.00	59,313.00	59,313.00	0.00

Position: 6231 Systems Training Assistant      Effective: 07/01/2012      End Date: / /  
 FTE: 1.0000      Freq: 12MO 12 Month  
 Base Salary: 59,313.00      FTE Adjustd: 59,313.00      Prorated: 59,313.00

Seq	Code	Description	Qty/Pct	Unit/Basis	Amount	FTE Adjustd	Prorated

Pay Item Code: Blank      Eff: 00/00/0000      Orig: 00/00/0000  
 Separate Frequency      Calendar: Blank  
 Unit Amount: 0.000      Quantity: 0.00      Amount: 0.00      FTE: 0.0000      FTE Adjusted: 0.00      Prorated: 0.00

Notice this area is blank.  
 Once you add the API, 3 new fields will appear

Seq	Code	Description	Qty/Pct	Unit/Basis	Amount	FTE Adjustd	Prorated
01	LONG	Longevity	1.00	0.000	0.00	0.00	0.00
02			0.00	0.000	0.00	0.00	0.00

Pay Item Code: LONG Longevity      Eff: 07/01/2012      Orig: 00/00/0000  
 Separate Frequency      Calendar: 12MO 12 Month  
 Unit Amount: 0.000      Quantity: 1.00      Amount: 0.00      FTE: 1.0000      FTE Adjusted: 0.00      Prorated: 0.00

Sch:      Grd:      YOS:      (All three fields are highlighted in red)

Key in Pay Item Code of LONG  
 Frequency and Calendar will  
 automatically populate

Since you are a first year site, you must enter the schedule,  
 grade and Years of Service.  
 We recommend you enter all employees whether they are  
 due for longevity or not. New employees should be entered  
 with YOS of 00 or 01. Then at year end, there is a program  
 that will automatically increment the YOS