

**Instructions for Reporting  
OVERTIME, SHIFT, and MISCELLANEOUS Pay for SALARIED employees**

The Report of Miscellaneous Pay form (PR-MiscPay) has been revised:

- Departments must retain copies of approved Miscellaneous Pay Form along with original supporting documents. The payroll department's documents are considered the official campus document for audit purposes
- Added a column to indicate if hours worked are emergency pay due to the Corona Virus (Covid-19) pandemic.
- CSUEU Emergency Pay: Non-exempt personnel required to return to or remain at work shall receive emergency pay of an additional one-half (½) hour for each hour worked up to forty (40) hours per week. Hours worked in addition to forty (40) hours per week shall be paid at time and one-half (the inclusion of the phrase "an additional" is for the purpose of clarification only).
- Teamsters 2010 Emergency Pay: "Emergency Pay" is a premium payment (exclusive of the employee's regular pay), paid at one times the employee's straight time rate of pay for each hour worked during the emergency when the campus is on administrative leave.

Important Information

- Miscellaneous Pay issues from transactions entered into the Payroll System and distributes separately from all other pay.
- Miscellaneous Pay is disbursed from the same location as Master payroll, i.e., Department Pick-Up or Cashier Window Pick-Up.
- Withholding amounts vary based upon type of Miscellaneous Pay.
- Departments forward the **original** approved Miscellaneous Pay Form along with original supporting documents.

To complete and submit the form **PR-Misc Pay**:

- *Required:* Enter Employee ID number.
- *Optional:* Enter Employee ID Record #.
- *Optional:* Enter employee's Social Security Number
- *Required:* Enter employee's name (last, first, initial)
- *Required:* Enter PeopleSoft chartfields to be charged
- *Optional* Place an "X" in the Covid-19 column if the hours reported are for emergency pay associated with the Corona Virus (Covid-19) pandemic
- *Required:* Enter number of hours or amount to be paid
- *Required:* Obtain authorization from department head/designee and fill in contact information. If miscellaneous pay is for overtime, additional authorization from Vice President/designee is required for payment.
- *Required:* Complete Department Contact boxes.
- *Required:* Attach copy of supporting document(s) if needed.
- If mailing, send to Payroll Services, Mail Stop JA 110. If hand delivering, go to Joyal Administration, Room 211.

**Payroll Earnings ID Table**

Payroll Earnings ID	Account	Definition	Format	Payroll Earnings ID	Account	Definition	Format
OTST	601933	Overtime – paid at straight Time (All employees not currently full-time)	HRS	SHN08	601935	Shift – Night/Grave (For Reporting Unit R08 <i>o n l y</i> ) \$0.28/hr	HRS
OTPR	601933	Overtime – paid at 1.5 rate	HRS	SHE08	601935	Shift – Evening/Swing (For Reporting Unit R08 <i>o n l y</i> ) \$0.23/hr	HRS
SHGRV	601935	Shift – Night/Grave (For all Reporting Units <i>e x c e p t</i> R08) \$2.20/hr	HRS	ASBES	601941	Asbestos – (For Reporting Unit R06 <i>o n l y</i> ) \$3.00/hr	HRS

<b>SHSWG</b>	<b>601935</b>	<b>Shift – Evening/Swing (For all Reporting Units <i>e x c e p t</i> R08) \$1.25/hr</b>	<b>HRS</b>		<b>DOCK</b>		<b>Absence without pay Should be reported in Absence Management</b>	
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Revised 3/25/20