

Time Reporting for Multilingual Pay Differential

February 21, 2008

Multilingual pay differential is to be reported using the Payroll Attendance Collection System (PACS). The PACS screen used when reporting this time is MM61.1-Prof and Supporting Services Time Entry.

Timekeepers will follow the normal reporting procedures used for reporting their Supporting Services attendance during the pay period. Notice that two (2) new pay codes are included in the PAY CODE drop down list. See screen below:

The screenshot shows a time entry interface with a grid for reporting hours. The columns represent days of the week from Saturday to Friday, with specific dates listed above each column. The rows represent different pay codes (FC Code) and weeks (Wk1, Wk2). A dropdown menu is open, showing a list of pay codes with 'MLI Multilingual Interpreter' selected. The grid shows hours reported for various days, with totals for each week and bi-weekly period.

Assignment Dates:	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Wk	Bi-Wk
Pay Code	12/22	12/23	12/24	12/25	12/26	12/27	12/28	Total	Total
HOL Wk1			3.0	3.0				6.0	
HOL Wk2				3.0				3.0	9.0
NPS Wk1					3.0	3.0	3.0	9.0	
NPS Wk2			3.0					3.0	12.0
REG Wk1									
REG Wk2					3.0	3.0	3.0	9.0	9.0

The dropdown menu 'Pay Sum Grp' contains the following options:

- MLI Multilingual Interpreter
- MLT Multilingual Translator
- MSR Middle School Reform
- NPR Absent Without Pay Reported
- NPS Absent Without Pay Scheduled
- OTR Overtime at Regular Rate
- OUP Outside Use OT at Premium Rate
- OUR Outside Use OT at Regular Rate
- PER Personal Leave
- POP Prior Period OUP Adj
- POR Prior Period OUR Adj
- PPQ Prior Period Overtime Adj

Highlight the correct pay code and CLICK Select- the pay code will appear in the box under the column titled PAY CODE. Enter the number of hours to be reported on the specific day when the work was performed.

Once you have entered the hours, you will continue with the time reporting procedures and attendance release process as you normally would do each pay period.

Notes:

The pay differential is paid to an employee with the following restrictions: The minimum payment to an employee is 1 hour and then the differential is paid in ½ hour increments, not to exceed the employees normal scheduled daily hours.

All hours worked regarding multilingual interpretation/translation must fall within the assigned duty hours for the staff member and are not to extend beyond the number of daily hours assigned to the staff member.