Understanding Staff Month Calculations

Overview

A staff month is equal to 174 hours (the average available work hours in a month). A staff month calculation is the percent of time an employee works relative to the standard staff month. Staff months are calculated in the Gross Pay Calculation job (PS1205J) that is part of payroll processing. (Staff months are also calculated in the payroll test runs so you can make any necessary corrections before running the final gross pay calculation.)

Staff months are calculated for each account code and earnings type combination. Staff months are not calculated on earnings types that have the following values on the Earnings Table (PS9007):

- Hours Type is **V** (volunteer hours)
- Productive Indicator is **X** (neither productive nor nonproductive time)
- Total Gross Indicator is **N** (earnings do not add to total gross)

For contracted jobs, staff months are accumulated for the duration of the contract and are displayed on the Job Account Screen (PS0003). Staff months are also found on the following screens:

- Retroactive Adjustments Screen (PS1003)
- Cancellation/Overpayment/Handdrawn Distributions Screen (PS1007)
- Payroll Expense Transfers Screen (PS1011)

Additionally, staff months are:

- Listed on the Employee Change Register report (PS0115)
- Listed on payroll reports
- Updated to Payroll History
- Included in the PMIS Expense Extract (CR6120J) and sent to SBCTC-ITD Olympia
- Transferred to the Financial Management System (FMS) for reporting to the Office of Financial Management (OFM) through the Agency Financial Reporting System (AFRS)
- Used in Employment Security calculations for part-time faculty (PTF)
- Used in Salary Forecasting to calculate staff years

Staff Month Calculation: Salary and Hourly Current Payments

To determine salary and hourly payments, PPMS looks at the Pay Rate Code on the Job Account Screen (PS0003). If the Pay Rate Code is **S** (Salary Payment) or **H** (Hourly Rate), the following formula is used to calculate staff months:

$$\frac{\text{Actual Hours}}{\text{Full Time Pay Period Hours}} \quad X \quad \frac{\text{Standard Pay Period Hours for the Pay Cycle}}{\text{Standard Hours Per Month}}$$

Following is an example of a calculation using this formula:

$$\frac{80}{80} \quad X \quad \frac{87}{174} \quad = .50 \text{ staff months}$$

The following table lists where the different data items in the formula are located:

Data Item	Location
Actual Hours	Actual hours an employee works for a pay period. For salary payments, this number is calculated. For hourly employees, this is the positive time input.
Full Time Pay Period Hours	Actual hours in the pay period. This is calculated from the Pay Cycle Table (PS9023) and the System Calendar in FMS.
Standard Pay Period Hours	Pay Frequency Table (PS9013)
Standard Hours Per Month	Pay Frequency Table (PS9013) for Monthly Pay Frequency. The standard number of hours is 174, as mandated by the OFM.

Staff Month Calculation: Salary and Hourly Other-Than-Current Payments

Other-than-current payments are:

- Out-of-cycle payments (payments with pay end dates which are not equal to the payroll schedule pay end date)
- Retroactive pay
- Additional pay (pay with earnings type categories of **A** (Additional Pay), **S** (Sick Leave Buyout), or **V** (Vacation Leave Buyout))

For these payments, the following formula is used to calculate staff months:

$$\frac{\text{Actual Hours}}{\text{Standard Hours Per Month}}$$

Following is an example of a calculation using this formula:

$$\frac{44}{174} = .25 \text{ staff months}$$

The following table lists where the different data items in the formula are located:

Data Item	Location
Actual Hours	Actual hours an employee works for a pay period. For salary payments, this number is calculated. For hourly employees, this is the positive time input.
Standard Hours Per Month	Pay Frequency Table (PS9013) for Monthly Pay Frequency. The standard number of hours is 174, as mandated by the OFM.

Additionally, in order to determine the staff months for total sick leave buyout, PPMS multiplies the staff month number from the initial calculation with the number in Institutional Parameters 401, Sick Leave Buyout Staff Months Factor. This factor is set to .25.

Staff Month Calculation: Hourly Faculty

To determine hourly faculty payments, PPMS looks at the Pay Rate Code on the Job Account Screen (PS0003) and the Job Category on the Job Class Table (PS9004). If the Pay Rate Code is **H** (Hourly) and the Job Category is **M** (Moonlight Faculty), **P** (Part-time Faculty) or **S** (Stipend), the following formula is used to calculate staff months:

$$\frac{\text{Actual Hours}}{\text{Contract Units or Number in Institution Parameter 1105}}$$

Following is an example of a calculation using this formula:

$$\frac{18}{60} = .30 \text{ staff months}$$

The following table lists where the different data items in the formula are located:

Data Item	Location
Actual Hours	Positive time entry for an employee in a pay period
Contract Units	From job screens. Should be Monthly Full Time Equivalent Hours
Institution Parameter 1105 (Part-Time Faculty Full-Time Equivalent Hours Per Month)	Will be used if Contract Units are Blank. Default is 60.

Staff Month Calculation: Contract Payments

To determine contract payments, PPMS looks at the Pay Rate Code on the Job Account Screen (PS0003). If the Pay Rate Code is **C** (Contract Payment), the following formula is used to calculate staff months:

$$\frac{\text{Job Term}}{\text{Payment Term}} \times \frac{\text{Transaction Hours}}{\text{Job Hours}}$$

Following is an example of a calculation using this formula:

$$\frac{9}{19} \times \frac{88}{88} = .47 \text{ staff months}$$

The following table lists where the different data items in the formula are located:

Data Item	Location
Job Term	Job Status Screen (PS0002)
Payment Term	Job Account Screen (PS0003)
Transaction Hours	Number of Hours Reported on Payroll Audit (PS1315)
Job Hours	Number of Actual Hours in Pay Period adjusted by Percent Full Time

Note: If institutional parameter 1106 (Contract Unit Hours Calculation) is set to **Y** (Yes, use contract units), then the transaction hours and job hours will be calculated using the contract units for part time faculty, moonlight faculty and stipend contracts instead of the pay period hours.

The amount placed in the Job Term field on the Job Status Screen (PS0002) is important for the staff months to be calculated correctly for contract payments. The job terms for contract payments are:

- 1 Quarter: 3.00
- 2 Quarters: 6.00
- 3 Quarters: 9.00
- 4 Quarters: 12.00

When a payroll runs in final mode, the staff months for a contracted job are updated to the Cumulative Job Staff Months field on the Job Account Screen (PS0003). This is an open field; the amount in it can be adjusted, if necessary. Note that this is not the number that is transferred into FMS or collected by PMIS. It is the number used in the staff month adjustments for final contract payments.

Staff Month Adjustments for Final Contract Payments

As a contract is paid, staff months for all normal earnings are calculated and accumulated for the job and entered on the Job Account Screen (PS0003). On the final contract payment, an adjustment is made to compensate for errors in rounding. The total contract staff months will be computed as follows:

$$\text{Job Term} \quad X \quad \frac{\text{Percent of Full Time}}{100}$$

Following is an example of a calculation using this formula:

$$3 \quad X \quad \frac{5}{100} \quad = .15 \text{ staff months}$$

The following table lists where the different data items in the formula are located:

Data Item	Location
Job Term	Job Status Screen (PS0002)
Percent of Full Time	Job Status Screen (PS0002)

The figure obtained through the calculation is then compared with the staff months accumulated to-date. The difference between the two numbers is the adjustment that needs to be made. This adjustment is charged to the first account code. PPMS will only assign staff months up to the

result of the above calculation. The End of Contract Staff Months Adjustment Report (PS1205B) will show any adjustments that have occurred. This report is included in test payrolls, so you can make any necessary corrections before the final payroll runs.

The Cumulative Job Staff Months field is reset to zero if you change the job begin date to a date that is greater than the previous job end date. Thus, if you only change the job end date, the job staff months will continue to accumulate and you will have a large negative adjustment on the End of Contract Staff Months Adjustment Report (PS1205B).