

Quick Reference Guide (QRG) for

Faculty Pay Adjustments for Leave of Absence: Parental Leave

1 Background

The purpose of this QRG is to provide instructions to the HRPA, Faculty Affairs Coordinator, or departmental administrator to take correct action to prevent overpayments to exempt faculty on faculty compensation plans. These steps are necessary because Workday is currently not set up to prorate pay when a faculty starts or ends an unpaid leave mid-month.

2 Process

2.1 **Run Report:** “MT - Employees on Leave” in Workday to identify all faculty from your unit that are starting or ending an unpaid leave this month. This is the impacted population.

2.2 **Email the HR Solution Center (uschr@usc.edu) by the 16 or 17th of each month* containing the following information:**

- A. Regular core pay amount.
- B. Adjusted core pay amount based on days worked** – This is the amount the faculty should be getting paid for the days worked in the month. Include compensation plan name(s) with corresponding amounts for each.
- C. Start date or return date of the leave.
- D. 7-digit employee ID.
- E. Annual Work Period and Disbursement Plan Period.
- F. Any additional comments (optional).

*This date may vary based on holidays and other factors, please contact the HR Solution Center for the exact date for each month.

2.3 **Verify** this pay adjustment is reflected in the “Labor Distribution / Payroll Register Projection” report before monthly payroll runs (around the 18th of the month).

2.3.1 **Incorrect amount? – Contact** the HR Solution Center (reference original ticket #) if you do not see the pay adjustment on the Labor Distribution / Payroll Register Projection report within 48 hours ahead of the date of “Final Pay Complete and Settle,” or you do not feel appropriate action has been taken.

3 ****Days Worked Calculation Example**

The “Days Worked” proration calculation calculates a daily rate based upon the number of working days in a month. This daily rate should be applied to each working day that the faculty is not on the leave.

Here is an example using June 2022 which has 22 working days (Monday through Friday are assumed to be working days):

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- A faculty member begins an unpaid leave on 6/15/2022.
- Their core pay amount is 15,000. For faculty who spread their pay, please use the gross amount paid out (i.e., 1/12 for a 9 over 12 faculty member), not the compensation plan amount since that is 1/9th.
- Days worked in June: June 1 - June 14. This is 10 working days worked.
- Daily rate is calculated as monthly core/working days in month $(15,000/22) = 681.82$.
- Core earnings for June for days worked is as follows:
 - Daily Rate x Days Worked
 - $\$681.82 \times 10 = \mathbf{\$6,818.20}$.
 - This is the amount that the faculty member should receive for pay during the month of June for the days worked.