



Personnel and Labor Relations Classification Services Guidance

May 11, 2020

Default Accounting Changes to Positions

This guidance memorandum is updated to explain effective date criteria for the new bi-weekly pay structure being implemented and is effective on **June 1, 2020**.

Classification Services (CLS) is the final approval for all default accounting changes (Labor Distribution Profile) processed with Position Status Maintenance (PSMT) documents submitted in IRIS-HRM. This is to ensure there are no time slice issues that can override position information. In coordination with the Division of Finance, it has been decided that these documents must be approved by the end of the pay period in which the change is effective in order to be applied in a timely manner. In addition, the change in accounting may not be backdated.

The bi-weekly pay period is defined as beginning on a Monday and ending on the second Sunday. Documents not approved by close of business on the last Friday of a pay period will be rejected and must be re-submitted with an effective date for the next period.

For example, using the 2020 Pay schedule example below: Jan 13, 2020 is the Monday starting the 3rd pay period and ends on Sunday Jan 26, 2020. In this instance, a PSMT must be submitted and approved by Friday Jan 24, 2020.

2020 BIWK1 Pay-Period/Payday Schedule					
PAY PERIOD NUMBER	BIWK1 PAY PERIOD START DATE	BIWK1 PAY PERIOD END DATE	PAYROLL #	PAYDAY	
01	12/16/2019	12/29/2019	1 - JAN	1-10 Fri	
02	12/30/2019	1/12/2020	2 - JAN	1-24 Fri	
03	1/13/2020	1/26/2020	1 - FEB	2-7 Fri	
04	1/27/2020	2/9/2020	2 - FEB	2-21 Fri	

If you have any questions, please contact DOPLR Classification Services.

This policy memorandum supersedes all other policies with the same subject