

TRANSMITTAL ADJUSTMENT SCENARIOS

TRB Guidelines:

- All scenarios, the employee is contracted for a \$50,000 annual contract
- Use the 1st working day of the month rule
- TRB expects the following:

	Salary	Regular	Health
Sep	5,000.00	350.00	62.50
Oct	5,000.00	350.00	62.50
Nov	5,000.00	350.00	62.50
Dec	5,000.00	350.00	62.50
Jan	5,000.00	350.00	62.50
Feb	5,000.00	350.00	62.50
Mar	5,000.00	350.00	62.50
Apr	5,000.00	350.00	62.50
May	5,000.00	350.00	62.50
Jun	5,000.00	350.00	62.50
	50,000.00	3,500.00	625.00

Scenario 1 : Employee receives a retroactive contract adjustment in February 11th in an effective date of December 15th. Their new contracted annual salary went from \$50,000 to \$60,000

PREFERRED - LUMP SUM

	Salary	Regular	Health
Sep	5,000.00	350.00	62.50
Oct	5,000.00	350.00	62.50
Nov	5,000.00	350.00	62.50
Dec	5,000.00	350.00	62.50
Jan	5,000.00	350.00	62.50
Feb	7,000.00	490.00	87.50
Mar	6,000.00	420.00	75.00
Apr	6,000.00	420.00	75.00
May	6,000.00	420.00	75.00
Jun	6,000.00	420.00	75.00
	56,000.00	3,920.00	700.00

ALTERNATE - REALLOCATION

	Salary	Regular	Health
Sep	5,000.00	350.00	62.50
Oct	5,000.00	350.00	62.50
Nov	5,000.00	350.00	62.50
Dec	5,000.00	350.00	62.50
Jan	5,000.00	350.00	62.50
Feb	6,200.00	434.00	77.50
Mar	6,200.00	434.00	77.50
Apr	6,200.00	434.00	77.50
May	6,200.00	434.00	77.50
Jun	6,200.00	434.00	77.50
	56,000.00	3,920.00	700.00

Comments:

- Even though the effective date is in mid December, the employee's new salary does not have an TRB effective date until January 1.
- \$7,000 reported salary in February reflects the new contract with an addition salary that missed in January
- 1/10th of the new contracted annual salary is being reported the following month after the retro adjustment when reporting a lump sum

Scenario 2: Employee receives a \$2,000 pensionable salary differential (stipend) for being a Department Head paid out April 15th. This amount is known before school year.

PREFERRED - REALLOCATION

	Salary	Regular	Health
Sep	5,200.00	364.00	65.00
Oct	5,200.00	364.00	65.00
Nov	5,200.00	364.00	65.00
Dec	5,200.00	364.00	65.00
Jan	5,200.00	364.00	65.00
Feb	5,200.00	364.00	65.00
Mar	5,200.00	364.00	65.00
Apr	5,200.00	364.00	65.00
May	5,200.00	364.00	65.00
Jun	5,200.00	364.00	65.00
	52,000.00	3,640.00	650.00

ALTERNATE - LUMP SUM

	Salary	Regular	Health
Sep	5,000.00	350.00	62.50
Oct	5,000.00	350.00	62.50
Nov	5,000.00	350.00	62.50
Dec	5,000.00	350.00	62.50
Jan	5,000.00	350.00	62.50
Feb	5,000.00	350.00	62.50
Mar	5,000.00	350.00	62.50
Apr	7,000.00	490.00	87.50
May	5,000.00	350.00	62.50
Jun	5,000.00	350.00	62.50
	52,000.00	3,640.00	650.00

Scenario 3: Employee who takes a 8 week approved leave on October 10th and returns December 5th.

	Salary	Regular	Health
Sep	5,000.00	350.00	62.50
Oct	5,000.00	350.00	62.50
Nov			
Dec			
Jan	5,000.00	350.00	62.50
Feb	5,000.00	350.00	62.50
Mar	5,000.00	350.00	62.50
Apr	5,000.00	350.00	62.50
May	5,000.00	350.00	62.50
Jun	5,000.00	350.00	62.50
	40,000.00	2,800.00	500.00

* Have them fill out a CLOA Form

Scenario 4: Employee starts prior to September 1st but deductions were missed for 2 months

PREFERRED - LUMP SUM

	Salary	Regular	Health
Sep			
Oct			
Nov	15,000.00	1,050.00	187.50
Dec	5,000.00	350.00	62.50
Jan	5,000.00	350.00	62.50
Feb	5,000.00	350.00	62.50
Mar	5,000.00	350.00	62.50
Apr	5,000.00	350.00	62.50
May	5,000.00	350.00	62.50
Jun	5,000.00	350.00	62.50
	50,000.00	3,500.00	625.00

ALTERNATE - REALLOCATION

	Salary	Regular	Health
Sep			
Oct			
Nov	6,250.00	437.50	78.13
Dec	6,250.00	437.50	78.13
Jan	6,250.00	437.50	78.13
Feb	6,250.00	437.50	78.13
Mar	6,250.00	437.50	78.13
Apr	6,250.00	437.50	78.13
May	6,250.00	437.50	78.13
Jun	6,250.00	437.50	78.13
	50,000.00	3,500.00	625.00

Comment - Notify TRB Rep so manual adjustment can be made to post missing 2 months credit