Separating Affected Employees

- The union dues/agency fees are calculated on:
  - 3252 wage payments
  - 3253 fellowship compensation
  - 3254 (paid direct, if there is an accompanying 3252 wage payment)
- Dues/fees will be deducted from all payments, including separation payments.
- The rate for the PDE/PFE must be prorated if the employee separates from the university prior to the last working day of the month.
Steps to Prorate the PDE/PFE Rate for a Separating Employee

1. Obtain total days to be paid from the Postdoc’s time record or a calendar.
2. Go to IAPP and note the Postdoc’s PDE/PFE rate amount.
3. Determine the prorated rate amount to be entered on the EDAT screen:
   [Formula] 2 Steps:
   1) Total days per time record/calendar ÷ number of Working Days for the Month = percentage of the month
   2) Rate Amount x Percentage of the month = Final check distribution rate amount.

4. Enter the prorated rate amount in the EDAT screen.

Don’t forget to prorate the percent of time on the regular distribution if the Postdoc separates from the university prior to the end of the month!
Example of a Prorated Rate Amount for a Separating Employee

Example:
A Postdoc, Paid Direct (3254) and Employee (3252) with a PDE rate amount of $3400.38 is scheduled to separate on 02/11/11. For the period of 02/01 – 02/11 there are nine possible working days for the month. Per the Monthly Working Hours Calendar, February 2011 has a total of 20 working days.

[Formula]
\[ \frac{9}{20} = 0.4500 \]
\[ 3400.38 \times 0.4500 = 1530.17 \]

Prorated rate amount for PDE/PFE.

Prorated percent of time for the month on the regular distribution.
### Example of EDAP for PostDoc Fellow

**Example:**
A Postdoc, Fellow (3253) and Employee (3252) who is separating on the last payday of the month.

<table>
<thead>
<tr>
<th>PPETAP0-E1576</th>
<th>Dept. Adj Trans</th>
<th>02/01/11 09:32:34</th>
<th>Additional Pay (EDAP)</th>
<th>Userid: PPFSC</th>
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<tbody>
<tr>
<td>ID: 502571590</td>
<td>Name: FELLOW,POSTDOC</td>
<td>Emp Status: A</td>
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<td></td>
</tr>
<tr>
<td>Pay End: 03/31/11</td>
<td>Check Date: 04/01/11</td>
<td>Pay Cycle: MO</td>
<td>Page 1 of 1</td>
<td></td>
</tr>
</tbody>
</table>

**Regular earnings (3252) distribution**
- Seq: 00005 Per End: 013111 Pay Cyc: M Dst: 73 E: E T: 5 D: Ttl: 3252
- LACFPS: 4 441368 LX 59351 0 Rate: 04229.17 AH: A Prorate: 0
- DOS: REG Time: 0.1475 H%: % DOS: Hr: DOS: Hr: WSP: 

**3252 Across the Board (ATB) distribution**
- Seq: 00006 Per End: 013111 Pay Cyc: M Dst: 51 E: E T: 5 D: Ttl: 3252
- LACFPS: 4 441368 LX 59351 0 Rate: 04229.17 AH: A Prorate: 0
- DOS: REG Time: 0.0150 H%: % DOS: Hr: DOS: Hr: WSP: 

**Dues/Fees deduction distribution:**
- Seq: 00007 Per End: 013111 Pay Cyc: M Dst: 63 E: E T: 5 D: Ttl: 3253
- LACFPS: 4 441368 LX 59351 0 Rate: 04116.67 AH: A Prorate: 0
- DOS: PFE Time: H%: % DOS: Hr: DOS: Hr: WSP: 

Next Func: ID: 502571590 Name: 
Seq No: Pay Cycle: MO Pay End: 033111