



Balancing Final Payroll Details

Instructions

When submitting **Final Payroll Details** for your retiring employee, ORS requires that the **Certified Reportable Wages** match the **Wages Based on Contract** within a tolerance of 5 day's worth of earnings. When you click the submit button on the FPD a calculation will automatically run to compare the **Certified Reportable Wages** entered on the FPD to the **Wages Based on Contract** housed on the ORS database. If the two amounts balance the FPD will be accepted. If not, you will receive an error message similar to the one pictured below.

Final Payroll Details

Error Message

- This FPD is not balanced. The difference is 5501.34 which equals 15.84 days. Suggested areas to review are contract rate, excess amount, standard hours worked per fiscal year and carryover.
- Current Fiscal Year Posted Wages: 79646.81
- Wages Reported for Current FY from FPD: 17760.00
- Carryover Amount for Current FY: 0.00
- Excess Payment: 5000
- Carryover Amount for Previous FY: 13623.76
- The Certified Reportable wages: 78783.05
- Wages based on contract: 73281.71

As you can see in this example the **Certified Reportable Wages** are greater than the **Wages Based on Contract**. This is illustrated on the bottom two lines of the above error message. Since the goal is to balance these two figures, we can tell more wages were reported then the contract was for.

Things to check if the Certified Reportable Wages are greater than Wages Based on Contract

- **Wages Reported for Current FY** from FPD may be too high. This can be adjusted in the **Pending Wages** section.
- **Carryover for Current FY** may be too high.
- Amount listed for **Excess Payment (Excess Amount)** may be too low. In other words, all the **Excess Payments** may not be included in this field.
- **Carryover for Previous FY** may be too low.
- **Standard Hours Worked per Fiscal Year** may be too high.
- **Number of Days Worked Since Last July 1st** may be too low.

Things to check if the Certified Reportable Wages are less than Wages Based on Contract

- **Wages Reported for Current FY** from FPD may be too low. This can be adjusted in the **Pending Wages** section.
- **Carryover for Current FY** may be too low.
- Amount listed for **Excess Payment (Excess Amount)** may be too high. In other words, too, many **Excess Payment** wages may have been included in this field.
- **Carryover Amount for Previous FY** may be too high.
- **Standard Hours Worked per Fiscal Year** may be too low.
- **Number of Days Worked Since Last July 1st** may be too high.