

# Avoid

# FPD

# Errors

## Final Payroll Details

### Check the box or don't check the box?

**T**his box will pre-populate with the most recent amount reported to ORS.  
Is the populated rate correct?

Yes	→		Is the employee paid based on an hourly rate or contract rate?	Hourly	→	Check the box. Continue to the next section.
No	→	Enter to correct amount* (see below)	→	Contract	→	DO NOT check the box. Continue to the next section.

\*This information will help you with employees that are part time, did not work a full year, and bus drivers.

- If the employee has more than one hourly rate, enter the average hourly rate.
- If the employee did not work the full fiscal year. Check the Detail 2 for a prorated contract amount. If no amount is reported, enter the full contract amount.
- For bus drivers, enter the full contract rate from last year. If there is more than one, enter the average hourly rate.

## Pending Wages\*

### Do I add summer spread here?

Report Period Start Date	Report Period End Date	Wages	H
02/24/2016	03/08/2016	\$	
03/09/2016	03/22/2016	\$	
03/23/2016	04/05/2016	\$	
04/06/2016	04/19/2016	\$	
04/20/2016	05/03/2016	\$	
05/04/2016	05/17/2016	\$	

**R**eport all wages you **INTEND** to pay the employee for each of the pay periods listed.

Will summer spread wages be paid in the last fiscal year?

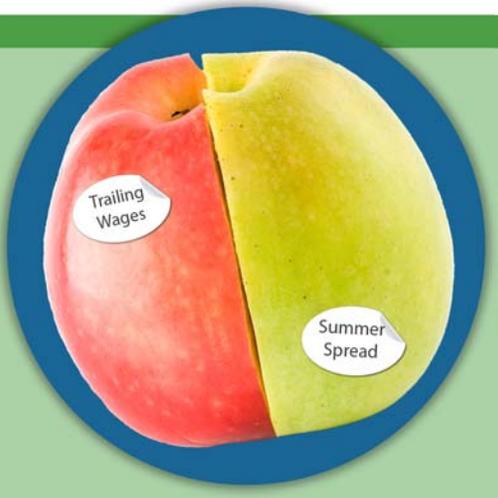
Yes	→	Report summer spread wages with wage code 08 and no associated hours.
No.	→	Go to the next section

- \*For Regular FPDs only
- Complete Regular FPDs today as soon as the employee's link is available.

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## What is Carryover?

Wages earned in one fiscal year and paid in the next.

### Summer Spread

- ◆ Wages, without hours
- ◆ 10 mo. employee with 26 pays
- ◆ 08 wage code



### Trailing Wages

- ◆ Wages and hours with a begin date in June and paid in July
- ◆ 01, 05, 11, or 25 wage codes



## Carryover (Usually Summer Spread)

### How can I balance my FPD?

**B**alance the FPD by ensuring the data in this section is correct. For each period listed, enter the wages paid after June 30 for service performed before July 1.

How do I report these wages?

**Carryover (Usually Summer Spread)**  
Instructions: For each period listed, enter the wages paid after June 30 for service performed before July 1.

Date	Amount
06/30/2015	\$ 0.00
06/30/2014	\$ 0.00
06/30/2013	\$ 0.00
06/30/2012	\$ 0.00
06/30/2011	\$ 0.00
06/30/2010	\$ 0.00

Standard Hours Worked Per Fiscal Year (eg: 2080, 1020, etc.):

Average Hours Worked Per Day:

Number Of Days Worked Since July 1, 2014 or last fiscal year worked:

Note: If last fiscal year worked is not the year listed please enter the fiscal year used in comment box. Please do not use the Count Days button if employee did not work in the current fiscal year.

Count Days:

Comments:  
(You would be able to enter only 250 characters in this field)

### Summer Spread Wages (08 wage code)

Is this person a 10 month or less employee?	Yes	→	Are these wages for 26 pays?	Yes	→	This is summer spread. Use wage code 08 with no associated hours.
	No	→	This is not summer spread. Go to the next section.			

### Trailing Wages (01, 05, 11, or 25 wage codes)

Are these wages with a pay period begin date in June and paid in July?	Yes	→	This is trailing wages. Use wage codes 01, 05, 11, or 25 with the associated hours.
	No	→	These are not considered trailing wages.