




Peter Franchot  
Comptroller

Robert J. Murphy  
Director  
Central Payroll Bureau

March 29, 2019

**MEMORANDUM**

To: All **Non SPMS** State Agencies

From: Dhiren V. Shah   
Deputy Director  
Central Payroll Bureau

Subject: April 1, 2019 Bonus Adjustment – Regular Payroll

Regular employees eligible for a \$500.00 bonus will need a manual entry under Misc Adj No-Ret field on the ETR in **PPE April 9, 2019**. Bonus amount will need to be prorated for part time employees based on percent employed. This payment will appear on employee paystubs as Misc Adj as a separate line item.

Overtime eligible employees who are to receive overtime pay in PPE April 9, 2019 will need to be treated differently to comply with Department of Labor rules on premium overtime calculation. To ensure proper calculation of premium overtime, agencies will need to make entries on the ETR as follows:

40/40 with Overtime:

Enter \$250.00 bonus in Shift Diff \$ Week 1 (actual shift work \$ will need to be added to \$250 if any)

Enter \$250.00 bonus in Shift Diff \$ Week 2 (actual shift work \$ will need to be added to \$250 if any)

8/80 with Overtime:

Enter \$500.00 bonus in Shift Diff \$ (actual shift work \$ will need to be added to \$500 if any)

This bonus payment along with any shift pay will appear as Shift Diff on paystubs **only** for employees who are to receive overtime in PPE 4/9/19.

If you have any further questions, please call our office at 410-260-7401.