## 9.2 LTD Salary Base Calculation for Hourly Employees

**Purpose:** To calculate annual salary base for hourly employees in ctcLink.

**Audience:** Benefits Administrator.

- You must have at least one of these local college managed security roles:
- ZD Benefits Reporting

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## LTD Salary Base Calculation for Hourly Employees

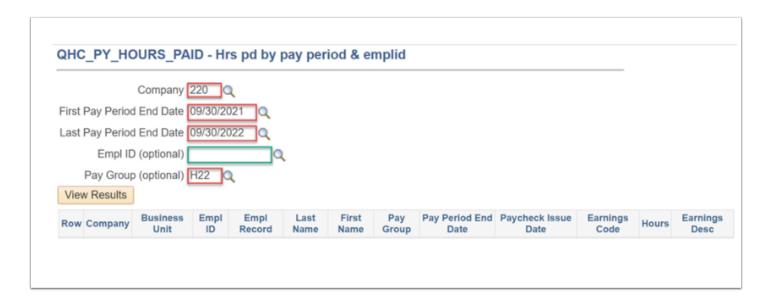
Navigation: NavBar > Navigator > Reporting Tools > Query > Query Viewer

- 1. The **Query Viewer** page displays. In the 'begins with' field, enter the query name: **QHC PY HOURS PAID**.
- 2. Click the **Search** button.
- 3. In the Query grid results area, select the **HTML** link on the **QHC\_PY\_HOURS\_PAID** row.
- 4. Enter the following parameters:
  - 1. Company
  - 2. First Pay Period End Date
  - 3. Last Pay Period End Date
  - NOTE: Salary Base Calculation for hourly employees is determined using average number of hours per month for which employee was compensated during the previous 12 months (or during the period of your coverage under the Group Policy if less than 12 months).

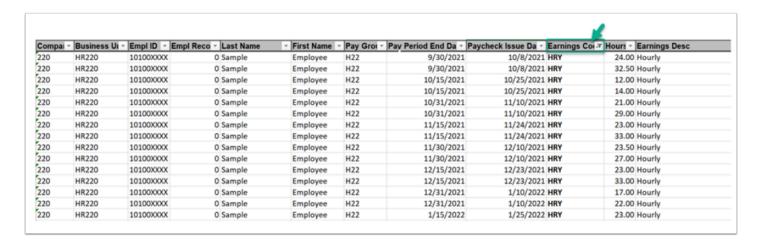
Continue entering the following parameters:

- d. **Empl ID** If running this query for all hourly employees, leave the **Empl ID** blank. If running the query for a specific hourly employee, enter the **Empl ID**.
- e. **Pay Group** enter the appropriate **H**XX pay group.

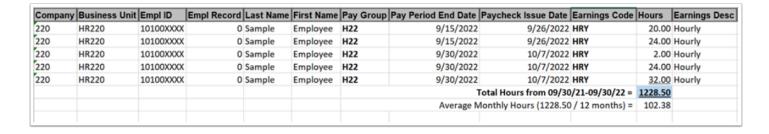
5. Click the View Results button.



- Review the information. if the initial results look acceptable, **Download to Excel** the query results and open the file.
- 7. In Excel, apply a *filter* to access data for **HRY** Earning Code.

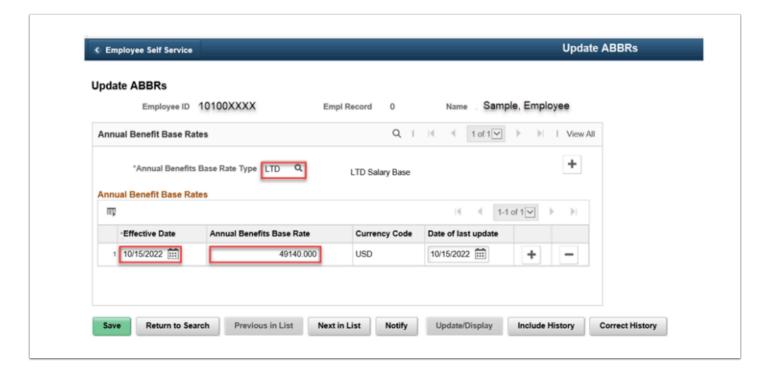


8. For employees enrolled in Optional LTD plan, sum up hours worked during previous 12 months (or during the period if worked less than 12 months).



 Multiply the resulting total hours times employee's current hourly rate of pay rate (example: 1228.50 total hours \* \$40/hour = \$49,140)

- 10. Update the employee's Annual Benefit Base Rates (ABBRs) (Navigation: Benefits>Employee/ Dependent Information>Update ABBRs).
  For assistance on this step, refer to the QRG at the following link: 9.2 Review and Update ABBRs
- 11. The **Update ABBRs** screen should reflect the calculated salary (example: \$49,140).



- NOTE: Calculated annual benefit base salary is divided over 12 months to determine average monthly rate which is then used in LTD deduction calculation.
- (1) NOTE: When processing any job data updates for an hourly employee enrolled in Optional LTD benefit plan, please additionally review and correct employee's LTD salary base on ABBRs (Annual Base Benefit Rate) screens.