


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 **HXX** pay group.

- Click the **View Results** button.

QHC_PY_HOURS_PAID - Hrs pd by pay period & emplid

Company

First Pay Period End Date

Last Pay Period End Date

Empl ID (optional)

Pay Group (optional)

View Results

Row	Company	Business Unit	Empl ID	Empl Record	Last Name	First Name	Pay Group	Pay Period End Date	Paycheck Issue Date	Earnings Code	Hours	Earnings Desc
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- Review the information. if the initial results look acceptable, **Download to Excel** the query results and open the file.
- In Excel, apply a *filter* to access data for **HRY** Earning Code.

Compa	Business U	Empl ID	Empl Reco	Last Name	First Name	Pay Groi	Pay Period End Da	Paycheck Issue Da	Earnings Coi	Hours	Earnings Desc
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	9/30/2021	10/8/2021	HRY	24.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	9/30/2021	10/8/2021	HRY	32.50	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	10/15/2021	10/25/2021	HRY	12.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	10/15/2021	10/25/2021	HRY	14.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	10/31/2021	11/10/2021	HRY	21.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	10/31/2021	11/10/2021	HRY	29.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	11/15/2021	11/24/2021	HRY	23.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	11/15/2021	11/24/2021	HRY	33.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	11/30/2021	12/10/2021	HRY	23.50	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	11/30/2021	12/10/2021	HRY	27.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	12/15/2021	12/23/2021	HRY	23.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	12/15/2021	12/23/2021	HRY	33.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	12/31/2021	1/10/2022	HRY	17.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	12/31/2021	1/10/2022	HRY	22.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	1/15/2022	1/25/2022	HRY	23.00	Hourly

- 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).

Company	Business Unit	Empl ID	Empl Record	Last Name	First Name	Pay Group	Pay Period End Date	Paycheck Issue Date	Earnings Code	Hours	Earnings Desc
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	9/15/2022	9/26/2022	HRY	20.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	9/15/2022	9/26/2022	HRY	24.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	9/30/2022	10/7/2022	HRY	2.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	9/30/2022	10/7/2022	HRY	24.00	Hourly
220	HR220	10100XXXX	0 Sample	Employee	Employee	H22	9/30/2022	10/7/2022	HRY	32.00	Hourly
Total Hours from 09/30/21-09/30/22 =										1228.50	
Average Monthly Hours (1228.50 / 12 months) =										102.38	

- 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).

Update ABBRs

Employee ID 10100XXXX Empl Record 0 Name Sample, Employee

Annual Benefit Base Rates

*Annual Benefits Base Rate Type **LTD** LTD Salary Base

Effective Date	Annual Benefits Base Rate	Currency Code	Date of last update
1 10/15/2022	49140.000	USD	10/15/2022

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, Correct History

NOTE: Calculated annual benefit base salary is divided over 12 months to determine average monthly rate which is then used in LTD deduction calculation.

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.