

**CHAPTER 5****GROSS PAY CALCULATIONS**0501 GENERAL

Pay calculations must be performed at the end of each pay period after processing properly authorized time and attendance reports containing information on time worked and leave taken. Basic pay is defined as the product of a pay rate multiplied by the number of pay units (hours, days, or other appropriate units). Gross pay includes all taxable and nontaxable pay before deductions, including awards of back pay and accumulated interest under 5 USC 5504. In addition to regular ("base" or "basic") and overtime pay, gross pay also may include the value of allowances, such as foreign post differential, cost of living allowances, awards, and bonuses. The various types of allowances are discussed in Chapter 6 of this volume.

0502 GROSS PAYROLL SYSTEM OBJECTIVES

The following are required to meet payroll system gross pay objectives:

050201. Gross pay must be accurately computed.

A. The payroll system must contain and compute correct dollar values for allowances, entitlements, and awards of back pay and interest, and correctly include them in the determination of gross pay.

B. Gross pay, including allowances and entitlements where applicable, must be properly adjusted for leave without pay or absence without leave.

## 050202. There must be adequate and accurate documentation.

A. LPO staff must review pay, leave, and allowance documentation before releasing it to DOI for processing to:

1. Ensure all information necessary to process and support transactions is supplied.

2. Ensure the proper official has approved the data as complete and accurate.

3. Ensure pay rates and units are current.

B. Each employee must be provided a leave and earnings statement showing the nature and amount of changes in gross pay from one pay period to the next.

C. Documentation on pay, leave, and allowances must be stored in accordance with the General Records Schedule to support all computations of gross pay.

Documentation for rates and units of pay, time in pay status, and entitlements must be maintained and readily available for operational and audit needs.

050203. Entitlements must be properly authorized.

A. Entitlements to and establishment of rates of pay, leave, and allowances must be approved by individuals who have no responsibility for computing the payroll, entering payroll data into the accounting records, entering hours worked or other units of pay into the payroll system, and distributing pay.

B. Time worked and leave taken, as recorded on time and attendance or absence reports, must be properly authorized.

C. No employee may authorize his or her own entitlement to, or rate of, pay, leave, and allowances.