



## Calculating Retiree Surcharge



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The Run Payroll process uses the **Retiree Exception** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab along with the **Employment Type** and **Take Retiree Surcharge** fields on the Personnel > Maintenance > Employment Info tab to determine whether or not to calculate a retiree surcharge for an employee. This table provides information on when a surcharge should be calculated based on these factors.

## Key:

<b>Employment Type</b>	<i>F - Half-Time or more</i> <i>M - Temporary</i> <i>P - Less than Half-Time</i> <i>S - Substitute</i>
<b>Take Retiree Surcharge</b>	Selected = (Y) Yes Not selected = (N) No
<b>Retiree Exception</b>	<i>E Surge Personnel</i> <i>B Non-Profit Tutor Substitute</i> <i>N Non-Profit Tutor Half Time or Less</i> <i>T Non-Profit Tutor Full Time</i>

Employment Type	Take Retiree Surcharge	Retiree Exception	Calculate Surcharge?
S	Y, N	E	No
H	Y, N	E	No
F	Y	E	No
F	N	E	No
C	Y	E	No
C	N	E	No
S	Y, N	B	No
H	Y	B	Yes
H	N	B	No
F	Y	B	Yes
F	N	B	No
C	Y	B	Yes
C	N	B	No
S	Y	N	Yes
S	N	N	No
H	Y	N	Yes
H	N	N	No
F	Y	N	Yes
F	N	N	No
C	Y	N	Yes
C	N	N	No
S	Y	T	Yes
S	N	T	No

Employment Type	Take Retiree Surcharge	Retiree Exception	Calculate Surcharge?
H	Y	T	Yes
H	N	T	No
F	Y	T	Yes
F	N	T	No
C	Y	T	Yes
C	N	T	No



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