

Payroll & Preclaim Tips

COB Information on the Payroll Worksheet

COB		Payroll Worksheet, OCC Column
IF (EBA) Excess Benefit Allowance is negative (\$0.00)	then	Line 4 is \$0.00
		Line 5 is the EBA amount
		Line 15 is the EBA amount
		Line 18 is \$0.00
IF (EBA) Excess Benefit Allowance is positive \$0.00	then	Line 4 is the EBA amount
		Line 5 is \$0.00
		Line 15 is \$0.00
		Line 18 is the EBA amount
Total Other Items Selected	matches	Line 16

Payroll Worksheet & Preclaim Cross Check

The information on the preclaim comes directly from the Payroll worksheet. Below is a list of fields on the payroll worksheet and their corresponding field on the preclaim. Keep in mind that this is for each employee's column; if you have more than one employee on the preclaim, their column information should match their payroll worksheet.

*Items marked with an * are set-up to auto calculate within the form.*

Payroll Worksheet Field		Preclaim Form Field
Total Hours in Pay Status* (Total Column Line 2)	matches	Hours Worked
Total Gross Earnings (OCC Column Line 3)	matches	OCC Gross Earnings
Total Gross Earnings (Local Column Line 3)	matches	Local Earnings
Total Gross Earnings* (Total Column Line 3)	matches	Total Gross Earnings*
Employee's Share of Retirement - Step Up* (Total Column Line 10)	matches	Total Gross Earnings Retirement - Step Up*
Employee's Share of Retirement* (Total Column Line 9)	matches	Total Gross Earnings Retirement (3.5 Percent)*
EBA (OCC Column Line 15)	matches	EBA (Excess Benefit Allowance)
Total Other Items Selected (OCC Column Line 16)	matches	Total Other Items Selected