Pay Period Spreads in Labor Planning Module

When planning personnel in the Labor Planning module, departments have the option to choose between two different pay spreads for employees. Pay spreads determine how an employee’s personnel expenditure budget is apportioned over the fiscal year. Departments have the option of setting an employee’s pay spread to either pay periods or 9 months.

To adjust an employee’s pay spread, open the ‘Position Planning’ tab and click on the magnifying glass icon for the employee.

The magnifying glass icon opens the Position Detail tool with the employee’s information. Employee pay spreads are set to pay periods by default.
Pay Periods Spread

The pay periods spread means the employee’s monthly personnel expenditure budget is apportioned based on the number of pay periods each month. The pay periods spread assumes a total of 26 pay periods across the fiscal year.

9 Months Spread

Click the spread dropdown to update the pay spread to 9 months.
The 9 months spread assumes the employee will only be paid from August to May each fiscal year. The employee’s monthly personnel expenditure budget is apportioned over 20 pay periods during those months.

To help departments understand how an employee’s salary is apportioned based on the different pay spread options, the Office of Budget and Planning created an excel template. The template allows departments to input an employee’s base salary and then see how the salary is apportioned using the spread methods. This template is available in the Implementation website, Module Resources tab, Labor Planning Module section under Additional Resources.