

DEPUTY SHERIFFS' SUPPLEMENTAL PAY
RECONCILIATION INSTRUCTIONS

1. Enter parish name.
2. Enter current month. **The monthly report should be received by the State Treasurer's Office by the 10th of the month.**
3. Complete Reconciliation of No. of Deputies. This information should be obtained from the listing of deputies that your parish provides to the State Treasurer's Office.

Enter number of deputies from previous month's report. (No. of Deputies-Previous Month)
Enter number of new deputies that have been included in current report. (No. of Deputies added)

Enter number of deputies that were included on previous months report but not on the current month report. (No. of Deputies deleted)

Calculate Total No. of Deputies(Current Month) and enter in blank. This number should equal total number of deputies receiving supplemental pay in the current month.

1. Part 1 represents the deputies that are eligible to receive **full** supplemental pay (\$500) for the **current month**.

Enter number of full time deputies.

Multiply number of full time deputies times the \$500 rate and enter the product.

List any deputy receiving full supplemental pay that is added in the current month that was not included in the previous month's report.

Enter the eligibility date and an explanation of why the deputy was added.

Attach the required paperwork.

- Examples:
- A. New deputy hired - Include Deputy Information Form, POST Certification, Prior Service Certificates, if applicable.
 - B. Deputy returning from leave of absence - Include completed Leave of absence form with doctor's excuse or military discharge papers.

2. Part 2 represents the deputies receiving a **partial** payment for the **current month**. (A deputy should not be listed in Part 1 and Part 2.) Include deputies that were hired or terminated after the first day of the current month. Also, include deputies that are eligible to receive a partial payment for the current month due to a suspension or leave of absence. Refer to the current month report to summarize the number of deputies at each rate other than full supplemental pay.

Enter number of deputies at each rate and indicate the total amount.

List each deputy receiving a partial payment for the current month and provide an explanation of why this deputy is receiving a partial payment.

Include required paperwork, if applicable.

Partial payments are prorated for the number of days worked using the current daily rate of \$16.43. Back pay prior to July 1, 2009 must be calculated using the daily rate of \$13.97.

- Examples:
- Deputy terminated on 7/12/09 - Request 12 days @ \$16.43 = \$197.16
 - Deputy suspended for 3 days in a 30 day month after July 1, 2009 - Request 27 days @ \$16.43 = \$443.61

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Examples: Deputy suspended for 3 days in a 31 day month after July 1, 2009 - Request
28 days @ \$16.43 = \$460.04
Deputy hired on 5/5/09 - Request 27 days @ \$13.97 = \$377.19
Deputy hired on 7/5/09 - Request 27 days @ \$16.43 = \$443.61

3. Part 3 represents refunds due to the state or current year back pay due the deputy.

List deputies that were terminated in a previous month but not removed from report timely. Calculate and enter refund due to the state. The amount paid to the parish will be reduced by the amount of the refund due to the state.

Example: Deputy terminated on 7/5/09
Refund calculation:
\$500.00 Full Month
(82.15) 5 days @ \$16.43
\$417.85 Refund due the State

List the deputies that are eligible for back pay due in the current fiscal year. Calculate and enter the amount.

If a deputy terminates on the last day of the month, enter zero amount, list name and termination date.

Example: Deputy hired on 7/7/09 added on August report.
Eligible for 25 days in July @ \$16.43 = \$410.75

NOTE: Back pay for days prior to July 1, 2009 must be calculated using the \$13.97 daily rate.

4. If additional space is needed use the continuation pages provided for each part.

On page 1 of the reconciliation form:

Enter the number of deputies and the amount due from Part 2-Continuation Page

Enter the amount due from Part 3-Continuation Page

5. Add the No. of Deputies from Part 1, Part 2, and Continuation Pages Part 2 listed on Reconciliation Form and enter in the Total No. of Deputies blank at the bottom of the page. The total number of deputies entered here should agree with the total number of deputies in reconciliation at the top of the page.
6. Add the Amounts from Part 1, Part 2, and Total from Continuation Pages Part 2 and Part 3. Enter this figure in the Total Amount Requested blank.