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STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: August 21, 2002

PAYROLL LETTER # 02-021  
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief  
Personnel/Payroll Services Division

RE: **ENHANCED NONINDUSTRIAL DISABILITY INSURANCE (ENDI) CALCULATOR**

In our continuing effort to provide better customer service, the State Controller's Office (SCO) Personnel/Payroll Services Division is pleased to announce the addition of the Enhanced NDI (ENDI) Calculator to the SCO web site.

The ENDI calculator has been developed to assist personnel/payroll staff in calculating ENDI benefits (NDI pay and leave supplementation requirements). The calculator will calculate enhanced NDI benefits (full and partial months) for fulltime, fractional and intermittent (50% NDI pay only) civil service employees who are annual leave participants. Additionally, the calculator includes a form STD 674D feature that can be used (strictly voluntary) to request ENDI payments that cannot be processed via the Payroll Input Process (PIP). Please note that the ENDI calculator should always be used in conjunction with all other applicable laws, rules and bargaining unit contracts.

#### CALCULATOR EXCEPTION CONDITIONS

The calculator cannot compute enhanced NDI benefits for employees in classifications where the salary rate established (as shown in the Civil Service Payscales) is hourly or daily; it can only compute benefits based on monthly salary rates. Additionally, the calculator cannot compute leave supplementation requirements for intermittent employees; it can only calculate the 50% NDI gross amount.

#### ACCESSING THE CALCULATOR

The ENDI Calculator is directly accessible from SCO's web site at the following address:

<http://www.sco.ca.gov/ppsd/endi/index.htm> or, it can be accessed via a link from the SCO homepage at <http://www.sco.ca.gov>

From the SCO homepage, click on the "State Employee" button on the left, then click on "State Department/Campus Reference Data," and then click on "Enhanced Nonindustrial Disability Insurance Calculator".

The ENDI calculator is a Microsoft Excel-based application (Excel 97); therefore, users must have Excel 97 or a more current version to download the calculator.

#### USING THE CALCULATOR

After downloading and opening the ENDI calculator file, users are presented with nine worksheet tabs as explained below (in order as they appear). Users are only required to enter data on one worksheet to enable the calculator to compute the ENDI benefits. Navigating to the different worksheets can be done by selecting/clicking on the various hyperlinks included in each worksheet; or, by selecting/clicking on the various worksheet tabs themselves.

#### "INTRO" WORKSHEET TAB (No Data Entry)

The INTRO worksheet displays various notices to users about using the calculator and its functionality (and limitations). Additionally, there are hyperlinks to the PPM and the 'Enter Employee Information' worksheet.

#### "ENTER" WORKSHEET TAB (Data Entry Required)

The ENTER worksheet is used to enter pertinent employee information needed for the automatic calculation of the NDI pay and leave supplementation requirements. When the user selects a cell to enter the data, a pop-up note will appear which contains instructions on what, when, and how the data should be entered into that particular cell item. The display location of these notes can be moved by selecting/clicking on the note with the mouse and dragging it to the desired location. Once the pertinent data has been entered, the user has a choice of viewing the result by selecting/clicking on one of the appropriate worksheet tabs, or by selecting/clicking on one of the hyperlinks that are displayed. Note: It is critical that users read and understand the cell item pop-up notes to ensure that the results of the calculations are accurate. Users should not select the 'Window', 'Freeze Panes' option as it will prevent the cell pop-up notes from being seen.

#### "100%" WORKSHEET TAB (No Data Entry)

The 100% worksheet displays the results for an employee who elects to supplement the 50% NDI pay with leave credits for up to 100% of his/her gross salary. The results displayed on this worksheet include the 50% NDI gross amount, the employee's total gross regular pay for the pay period, and the supplementation requirement amount which is automatically converted to days and hours based on the employee's timebase.

#### "100% & SAL CHG" WORKSHEET TAB (No Data Entry)

The 100% & SAL CHG worksheet displays the results for an employee who elects to supplement the 50% NDI pay with leave credits for up to 100% of his/her gross salary, and who also had a salary change effective the first of the pay period. In this situation, the employee's NDI gross amount is calculated using the salary in effect at the time of the NDI approval; however, the employee's supplementation requirements and regular pay are calculated using the newer (changed) salary. The results displayed on this worksheet include the 50% NDI gross amount, the employee's total gross regular pay for the pay period, and the supplementation requirement amount which is automatically converted to days and hours based on the employee's timebase.

#### "75%" WORKSHEET TAB (No Data Entry)

The 75% worksheet displays the results for an employee who elects to supplement the 50% NDI pay with leave credits for up to 75% of his/her gross salary. The results displayed on this worksheet include the 50% NDI gross amount, the employee's reduced (75%) monthly salary, the employee's total gross regular pay for the pay period, and the supplementation requirement amount, which is automatically converted to days and hours based on the employee's timebase.

#### "75% & SAL CHG" WORKSHEET TAB (No Data Entry)

The 75% & SAL CHG worksheet displays the results for an employee who elects to supplement the 50% NDI pay with leave credits for up to 75% of his/her gross salary, and who also has a salary change effective the first of the pay period. In this instance, the employee's NDI gross amount is calculated using the salary in effect at the time of the NDI approval; however, the employee's supplementation requirements and regular pay are calculated using the newer (changed) salary. The results displayed on this worksheet include the 50% NDI gross amount, the employee's reduced (75%) monthly salary, the employee's total gross regular pay for the pay period, and the supplementation requirement amount, which is automatically converted to days and hours based on the employee's timebase.

#### "50%" WORKSHEET TAB (No Data Entry)

The 50% worksheet displays the results for an employee who elects to receive only the 50% NDI pay without any supplementation. The results displayed on this worksheet include the 50% NDI gross amount and the employee's total gross regular pay for the pay period. Additionally, the gross amount that the employee's NDI and regular pay combined exceeds the employee's normal gross monthly pay is shown, as well as the reduced NDI amount (automatically reduced by the amount exceeded).

#### "674D INFO" WORKSHEET TAB (Data Entry Optional)

The 674D INFO worksheet is used to enter some of the employee information required on the STD. Form 674D. The information entered here will automatically be entered onto the STD. Form 674D. When the user selects a cell to enter the data, a pop-up note will appear which contains instructions on what, when and how the data should be entered into the cell item. The display location of these notes can be moved by selecting/clicking on the note with the mouse and dragging it to the desired location. Users should not select the 'Window', 'Freeze Panes' option because it will prevent the cell pop-up notes from being seen.

#### "674D" WORKSHEET TAB (No Data Entry)

The 674D worksheet is the STD. Form 674D that can be used to request payments that cannot be requested through PIP. If the user has entered the pertinent employee information on the '674D Info' worksheet tab, that data will be displayed on the form which can then be printed and used for submission to SCO (after all other required information and signature are completed manually).

If you have any questions regarding this Payroll Letter, please contact the Disability Unit Telephone Liaison at (916) 322-3619.