



Payroll SME Meeting

November 10, 2018



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

TALK STORY TOPICS

Introduction of Payroll SME's

ACH Rejections

Leave Without Pay And Payroll

UAC Validation

Hour Limitation on the PCS

Off-Cycle Pay Checks

Transfers Into Another Department/Jurisdiction

LIGHTS, CAMERA, ACTION!!

Please welcome the Payroll Subject Matter Expert's who have been designated to represent their Department.

Each Payroll SME will help to solution issues, gather questions from colleagues, and attend knowledge sessions on behalf of their payroll office.



ACH Rejections

1. Each pay period, Central Payroll submits a list of ACH transactions for payroll deposits and pre-notifications.
2. A list of ACH Rejections is provided if a pre-note fails verification or if an employees account is no longer valid.
3. If your department has an employee that has failed the pre-note process or has funds returned from the bank, you will be notified.
4. Departments must act swiftly if they receive an ACH Rejection for their employee(s). The affected employee must correct their account information as soon as possible in Employee Self Service to restart the pre-note process.



INFORM EMPLOYEES

Step 1: Validate that the names on your ACH Rejection List are employees from your department. Check the return code to understand what the employee needs to correct.

Step 2: Notify the employee that their new direct deposit was rejected and if their pay was impacted.

Step 3: Determine whether the employee shall receive a paper pay check or if the funds will go back into their balance of net pay, instead.



Reimburse Employees When Needed

Step 4: If an employee had money returned from their bank, a reimbursement needs to be completed through the Off-Cycle process.

Step 5: Refer to the Off-Cycle schedule to determine when you can process the refund and notify the employee

Step 6: Follow the training instructions to complete the refund through the Priority Pay process.

LEAVE WITHOUT PAY AND PAYROLL

How does Leave Without Pay (LWOP) affect payroll for an employee?

- *Once the Online PCS transactions are completed and approved, DAGS Central Payroll pulls this data to create the pay check.*
- *If the employee is on LWOP then the pay will not be able to move forward, unless the issue is resolved.*
 - *This could mean that HR needs to correct Job Data*
 - *This could also mean that the pay earnings begin and end date or the Employee Record was listed incorrectly in the Online PCS.*



BEGIN AND END DATES FOR EARNINGS




- 1. Using the correct begin and end dates for earnings is critical*
- 2. Not only does this information go to ERS for accurate retirement calculations, but it also matches to the HR data in the system*
- 3. If the employee is on LWOP and the earnings begin and end date are not correct, the employee would not be able to be paid.*

UAC VALIDATION

- 1. The Uniform Accounting Code (UAC) is carried forward each time the Online PCS is built from the prior pay period.*
- 2. If an employee transfers to another Department/Jurisdiction, they will appear on the other agencies Online PCS with their information from the last pay period.*
- 3. It is critical that the pay amount and UAC are updated for these employees.*
- 4. We have added UAC Dept Validation to catch potential errors.*

HOUR LIMITATIONS ON THE PCS

We recently communicated that there is a total hourly maximum in the system and employees cannot exceed 9999.99 hours.

Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amount
10/01/2018 	10/15/2018 	B 	0.00	\$0.000000	\$0.00

When the hours and comp rate fields are used, it is important in the new system to use these fields for actual amounts to be processed. These fields should not be used to pay a flat amount, such as \$1.00 rate x ### hours.

*** Please note that this is not a per line limitation, but an overall limit for the employee as a whole.*

OFF-CYCLE PAY CHECKS

Off-Cycle or Priority Pay Processing:

- 1. Batches are completed 2 days before and 2 days after each pay day.*
- 2. The deadline to be included in processing is 12:00 pm on the processing day.*
- 3. Please be sure to include comments to assist us, as well as to include the UAC and Deduction Subset if needed.*

OFF-CYCLE PAY CHECKS

Examples of when to use the off-cycle process include the following:

- Missed Earnings/Retroactive Pay
- Direct Deposit Failure Reimbursement
- Overpayment Processing

Information to gather to complete the check:

- What is the correct earnings begin and end date?
- What are the UAC Values?
- What deductions should the employee have withheld from this off-cycle check?
- What taxes should be withheld?
- What Employer Deductions should be withheld?
- What is the pay period end date that is open?
- What is the check issue date?



OFF-CYCLE PAY CHECKS: Deduction Subsets

If an employee is receiving an off-cycle pay check, please adjust their deduction subset when needed:

- 1. VAC – ERS, Deferred Comp, Employer Paid Deductions and Garnishments*
- 2. WCP – Workers' Comp Related Deductions and Garnishments*
- 3. PCT – Percent Based Deductions Only, Employer Paid and Garnishments*
- 4. ECD – Employer Paid Deductions Only, Employer Paid and Garnishments*

EMPLOYEES WHO TRANSFER

How do I pay some who has transferred out of my department?


- *If you have lost security access to a prior employee that is owed pay, please email hip@Hawaii.gov and ask to have the employee added to your online PCS.*
 - *Include: Employees Name, Employee ID, Payroll Number and Gross or Fringe PCS*
- *A new row will be added to your Online PCS with the amounts blank for you to modify and add additional rows as needed.*

W-2 Preparation: Payroll Address


For payroll purposes, your **Home Address** in ESS is required and will be used as your address displayed on your pay statements and for official W2 purposes.

Cancel Address Save

This payroll address will be used only as your address displayed on your pay statements and for official W2 purposes.

Change As Of 

Address Type Home


Country 

Address 1

Address 2

Address 3

City

State 

Postal

County

HIP Service Center

- The HIP Service Center is staffed M – F, 7:45 am to 4:30 pm excluding state holidays.
- To reach the HIP Service Center on Oahu:



hip@hawaii.gov



(808) 201-SERV [7378]

Questions and Answers

- Mahalo for your time!

