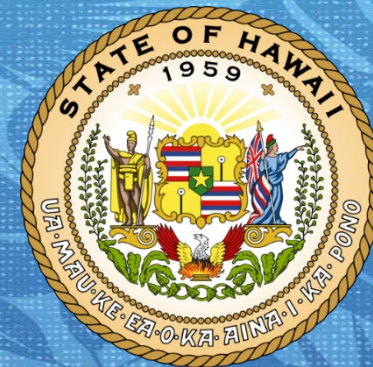




Payroll SME Meeting

December 12, 2018



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

TALK STORY TOPICS

Group 3 Implementation Update

Countdown to Year End

ACH Rejections – New Update!

New Earn Codes and Online PCS Updates

WIK Code Reminders

Deduction Subsets

Deferred Vacation Payouts

Upcoming Deadlines

HIP Service Center Call Routing Checklist

Group 3 Implementation Update

Group 3 (Department of Education and the University of Hawaii) are now live in HIP!



Countdown to Year End

How to prepare now for year end W-2 form issuance:

- 2018 Tax Year Adjustments: Must be processed no later than 12/31/18
- Employee “HOME” addresses will be printed on the W-2 form
 - The HOME address changes should be completed by January 9, 2019 in order to guarantee their use on the 2018 W-2 Form
- Employee Names and Social Security Numbers are currently under review with the Social Security Administration. Please be prepared to act quickly if you receive a list of mis-matched data.
- All 2018 W-2 forms will be printed on paper and available through Employee Self Service in HIP.
 - Employees will be able to provide their electronic consent to receive the W-2 form in ESS only starting with the 2019 W-2 Form

Countdown to Year End, cont.

Paper Pay Statements will be ***discontinued*** in 2019

- Starting with the January 4, 2019 pay date, pay statements will be available Online ONLY through Employee Self Service. Link to the employee flyer here

<http://ags.hawaii.gov/hawaiipay/files/2018/11/Online-Pay-Statement-Flyer.pdf>

Priority Pay/Off-Cycle Transactions

- Next available cycle due December 18th at 12:00 pm
- The next cycle will be due January 2nd at 12:00 pm

ACH Rejections – New Update!

1. ACH Rejections will be distributed to departments with amounts indicating funds have been returned in **red**.
2. To create a streamlined process, DAGS Central Payroll will now process the reimbursement to the employee on the next available off cycle.
3. Departments should no longer issue these through the priority pay/off-cycle process.

New Earn Codes and Online PCS Updates

- Retro Base Pay “BR” – Fringe PCS, Does NOT carry forward
- Retro Differential (I) “IR” – Fringe PCS, Does NOT carry forward
- Recall Pay “RE” - Fringe PCS, Does NOT carry forward
- Non-ERS Differential “X” – Gross PCS, Does carry forward
- DOE Summer Salary “SS” – Gross PCS, Does carry forward
- Summer Salary Payout “SP” – Fringe PCS, Does NOT carry forward

New Earn Codes and Online PCS Updates

- Bonus “BN” – Fringe PCS, Does NOT carry forward
 - We have logic in the system that will determine if ERS withholding should occur based on the ERS FICA/Group Code
 - This will eliminate the need to select the BE vs. BN earn code
- Adding employees to the Online PCS
 - Validation has been updated
- Improved approval process
 - Increased speed and batch approval option

WIK Code Reminders

Auto Allowance WIK Process:

1. In accordance with Section 3-10-13(a) of the Travel Rules
 - CM 1991-19
2. Obtain Comptroller Approval for Authorized Employees
3. Proration for absences greater than 5 days per month
4. 3 WIK's that Pay and Tax together 😊

Auto Allowance “AP”

Uniform Payment “UP”

Weapons Payment “WP”

Deduction Subsets

What is a deduction subset?

- Using a deduction subset allows the system to override the deductions that are withheld from the employees paycheck.

Four Types of Deduction Subsets:

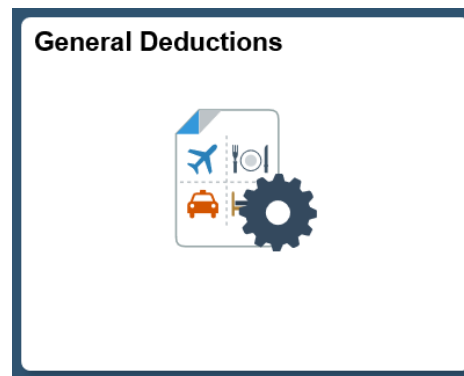
1. VAC - Vacation Subset
2. WCP - Worker's Comp
3. PCT - Percentage Based Deductions
4. ECD - Employer Deductions



Deferred Vacation Payouts

When an employee is deferring their vacation payout to deferred comp, remember to check their deductions **before** submitting the payout for approval.

1. Check the employees general deductions to ensure that the deduction shows the updated payout amount.





Upcoming Deadlines

1. Reminder that D-71 transactions are no longer processed through payroll, reference <http://ags.hawaii.gov/wp-content/uploads/2018/08/CM2018-16.pdf>
2. January 4, 2019 pay date deadlines:
 - Group 1 and 2 Agencies, Online PCS Approval Deadline 12/24/18 by end of day.
 - Group 3 Agencies (DOE and UH Only), Online PCS Approval Deadline 12/26/18 by end of day.

HawaiiPay Service Call Routing Checklist

Inquiry Type	Department/Agency Payroll Team	Department/Agency IT Team	HIP Service Center
Paycheck Calculations or Amounts	●		
Deductions or Withholdings	● (Primary)		● (Secondary, as needed)
Tax Calculation Variances associated with Cutover			●
Paycheck Not Received	● (Primary)		● (Secondary, as needed)
Direct Deposit Not Received	● (Primary)		● (Secondary, as needed)
HIP Site Access, Password Resets			●
Employee Self-Service (ESS) Transaction Processing			●
Single Sign On (SSO) or Multi-Factor Authentication (MFA)		● (Departments with SSO/MFA)	

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!

