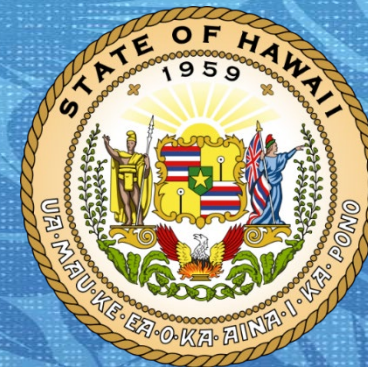




Payroll SME Meeting

 March 18, 2019



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

TALK STORY TOPICS

Welcome to New SME's!

- SSA Verification Process
- Distributing Paper Checks to Employees
- ACH/Pre-Note Returned Notifications
 - Online PCS Review After Payroll
 - TDR Comments
- Selecting the correct Empl Record on PCS
 - Timing of OPR Entries
 - Priority Pay

Welcome to New Payroll SME's!

- *If you are new to the Payroll SME Group or are a new employee, please let us know.*



SSA Verification Process

- HIP Project Team has implemented a monthly social security number verification process
- The social security file, which contains social security numbers and employee names (First, Middle, last and Suffix) will be created in HIP
- The data in this file will be sent to the Social Security Administration Office and it will be compared against the data in their files.
- If a match does not occur, you will receive an error report from our office. Please work with your HR team to resolve any issues and make the necessary corrections

SSA Verification Process Continued

- Failed verification codes:
 - 1 - SSN not in file (never issued)
 - 3 - Name matches; DOB does not match
 - 5 - Name does not match: DOB not checked
 - 6 - SSN did not verify; other reason
- You will no longer be required to provide copies of the social security cards to Central Payroll as your HR team will be able to make the necessary corrections and update the amended information directly into HIP
- For employees from DOE or UH, please disregard the errors for any of the employees listed that are part of the W-2c reconciliation process



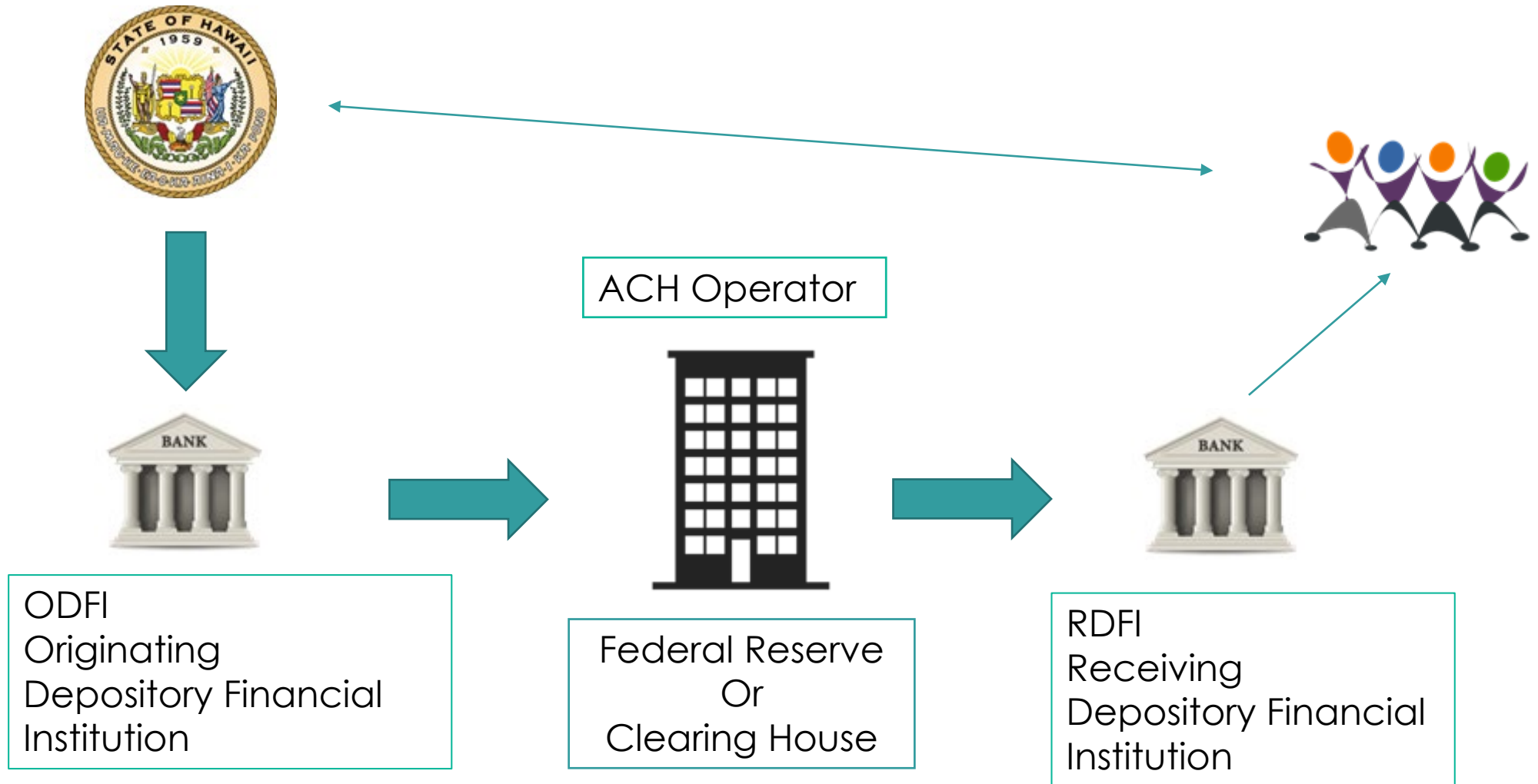
Disbursing Paper Checks to Employees

- The bank is notified when checks are created for employees so that they are able to cash them.
- If an employee attempts to cash a check, *prior to the check date* it is flagged as a fraudulent check.
- To prevent issues for our employees, please do not distribute paper checks prior to the check date.

ACH/Pre-Note Returned Notifications

- What is ACH? Stands for Automatic Clearing House - electronic network of financial transaction in the U.S.
- We use it for direct deposit and payroll
- Prenote is a test transaction used by banking institution to validate account information before setting up an ACH transfer

ACH/Pre-Note Returned Notifications



ACH/Pre-Note Returned Notifications

Common reasons for ACH rejects/returns

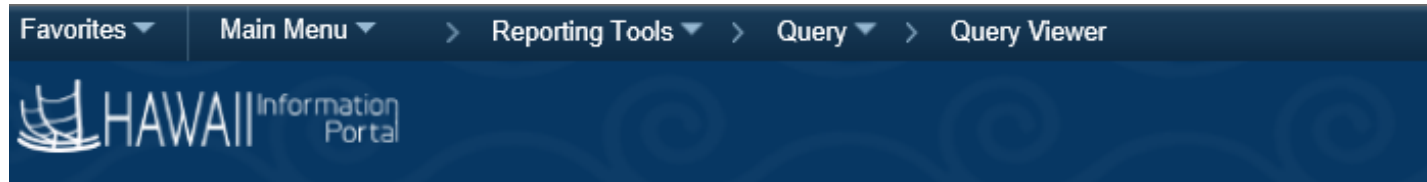
- R02 Bank account closed: employee closes account but did not go into Employee Self-Service to make changes
- R03 No bank account/unable to locate account: bank account or name on account are incorrect or a combination mismatch
- R10 Customer advises not authorized

Suggestions on reduce interruptions

- Login to Employee Self-Service if you plan or know that there are changes to your bank account
- Check with the bank to see what routing numbers and account numbers to use for ACH
- Expect that it takes 2 pay cycles before ACH are transmitted to the bank and plan accordingly
- Expect ACH funds to settle between 2-3 business days and plan accordingly

Online PCS Review After Payroll (New Query)

- The day after PCS deadline you can run **M_PY_PCS_STATUS**



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

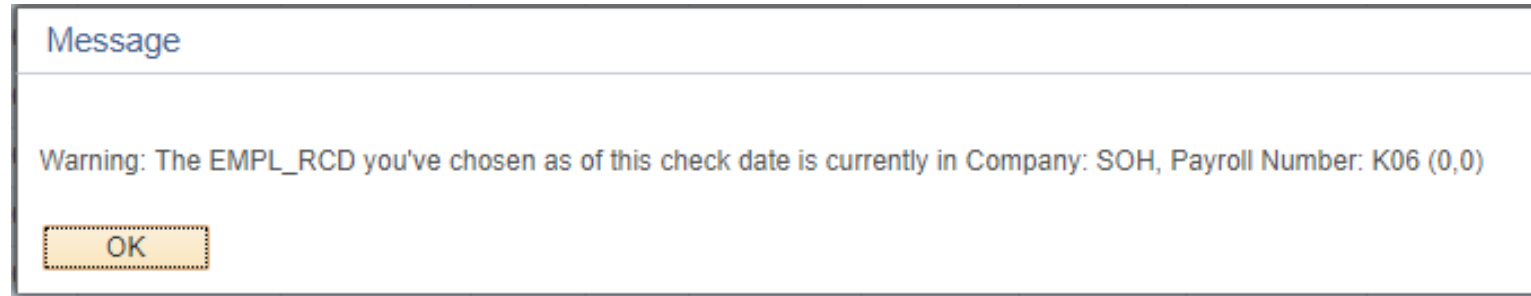
- The results will show you any rows that are in a Denied Status, that either Central Payroll or your Approvers have denied.
- Results will also show you any rows that are in a Pending Status, meaning the rows are waiting to be approved by your departments approvers.

TDR Comments

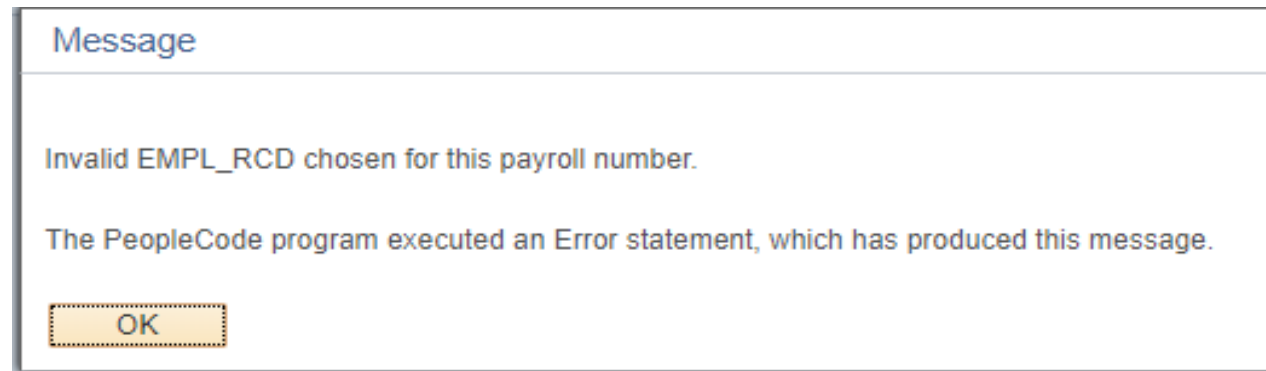
- Reason for TDR, be as specific as Possible. I.e. Salary Overpayment Recovery
- Employee Name:
- HIP ID Number:
- PR/Dist:
- Paycheck Date:
- Name of Bank:
- Personal Check No:
- Personal Check Date:
- Personal Check Amount:
- Dept. Contact Name and Phone Number:

Selecting the correct Empl Record on PCS

- When choosing EMPL_RCD be aware of the Warning Message. This message is telling you Employee is in another Payroll Number.
- You can add employees to your PCS if they have ever been paid out of it in the past.



- Preventing from paying on wrong EMPL_RCD. The system will not allow you chose a EMPL_RCD that is not on your Payroll Number.



Timing of OPR Entries

- When an employee is overpaid, you may need to add the Overpayment Recovery Earn Code (OPR) to reduce the employees future gross pay.
- This is done through the "Create Additional Pay" Page
- All entries need to be completed the **day before the PCS Deadline** to ensure it is processed for the next pay period.
- Paysheets are created the morning of the PCS Deadline, which is when the OPR entries are pulled into the cycle.
- Effective Date is important! After the Fact vs. Lag

Priority Pay

- Priority Pay two days before Pay Day. When you see your new PCS build you can start entering Priority Pay.
- You don't need to wait until the day of Priority Pay.
- For Example. Pay Date March 20th, Priority Pay day is March 18th. Priority pay can start to be entered on March 15th.
- If employee is Terminated or on Leave of Absence Central Payroll will need to process the check.
- Reminder. Noon on Priority Pay day is the deadline to have all department approvals done.

Upcoming Events

- April 15 Meeting: EUTF will be a guest presenter
- Future meetings will be held on the third Monday of the month at 1:00 pm
- May 31 Save the Date: HawaiiPay Summit

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!

