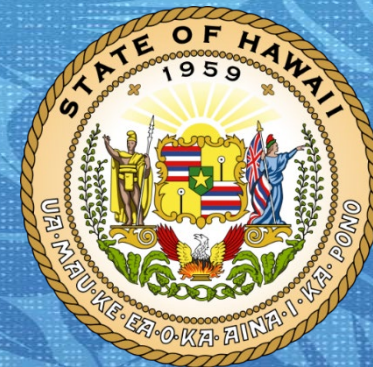




# Payroll SME Meeting

June 17, 2019



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

# TALK STORY TOPICS

1. Delete/Reversal Requests – Reminder!
2. Cancelled Check Forms (C-53)
3. Employees Transferring Departments with OPR
4. OPR entries on Additional Pay
5. Union Dues Refunds
6. Post Death Payment to Beneficiaries
7. Terminated Employees Who are Receiving Pay
8. Earnings Begin and End Dates
9. Workers Comp Reclass
10. Fiscal Year Update to UAC
11. Mass Pay Increase Update



# Delete/Reversal Requests – Reminder!

- If a department requests an ACH deletion/reversal of employee's pay, please remember to **notify the employee!**
  - CP has received inquiries from employees via HIP wondering what happened to their pay
  - Employees can see their paychecks in advance, before successful deletion/reversal is confirmed by Wells Fargo and before the check is reversed in HIP
  - Once the reversal is completed, they will no longer be able to view it in HIP.

# Cancelled Check Forms (C-53)

- As a reminder, if a stop payment has been placed on a check, do not submit a C-53 as well. The C-53 will be returned to you.
- Please keep good records of which checks have stop payments to eliminate the double process from happening.

# Cancelled Check Forms (C-53)

Form to be printed on Legal size (8 1/2 x 14) Buff color paper.

## STATE OF HAWAII CHECKS CANCELLED

Department No.: \_\_\_\_\_ Comptroller No.: \_\_\_\_\_  
 Department Date: **05/20/2019** FUND: **PAYROLL** Comptroller Date: \_\_\_\_\_  
 MM/DD/YY

SFX	TC	F	YR	APP	D	SOURCE/ OBJECT	COST CENTER	PROJECT NUMBER	PH	DEPT ACT	G/L ACCT.	S/L ACCT.	REFERENCE DOCUMENT NUMBER	SFX	VENDOR NUMBER	SFX
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXX	XX	XXX	XXX	XXXXXX	XXXXXXXX	XX	XXXXXXXXXX	XX
DATE CANCELLED		DATE OF CHECK		CHECK F NUMBER		AMOUNT		M O D		OPTIONAL DEPARTMENTAL DATA			REASON			
MM/DD/YY		MM/DD/YY		X XXXXXXX		XXXXXXXXXX		XX X		x (22)						
01	722	T	19	915	M	9200	050				365					
05/20/19		11/15/18		P		08012309		100 00					Generated in error			
02	722	T	19	915	M	9200	050				375					
05/20/19		11/15/18		P		08012319		500 00					Resignation 6/1/19			

OTHER REMARKS:  
 DEPT: DAGS-ACCTG TOTAL: \$600.00  
 DAGS CHECK CANCELLATION  
 CC: DAGS CENTRAL PAYROLL  
 CY 011819

HEAD OF DEPARTMENT \_\_\_\_\_  
 DATE \_\_\_\_\_  
 COMPTROLLER \_\_\_\_\_  
 DATE \_\_\_\_\_


STATE ACCOUNTING FORM C-53  
 JULY 1, 1995 (REVISED)

Upper left will be explained on Page 6

Upper right will be explained on Page 7

Bottom will be explained on Page 8 - 9

# Cancelled Check Forms (C-53)

Department No.:   Left blank


Department Date:   Date created C-53


SFX	TC	F	YR	APP	D	SOURCE/ OBJECT	COST CENTER
XX	XXX	X	XX	XXX	XX	XXXX	XXXX
DATE CANCELLED		DATE OF CHECK		CHECK NUMBER			
MM/DD/YY		MM/DD/YY		X	XXXXXXXX		


A B C D E F G H  
01 722 T (last 2 digits of fiscal year) 915 M 9200 050


The 01 means that this is the first check that is being cancelled. If there is more than 1 check, then the next one would be 02, 03, and so forth.


A	B	C	D	E	F	G	H
01	722	T	19	915	M	9200	050
05/20/19		11/15/18		P	08012309		

 Date created C-53

 Date on check

 P

 Last digit of the fiscal year

 First 7 digits of the check # starting from the right and moving towards the left

# Cancelled Check Forms (C-53)

<b>PAYROLL</b>				Comptroller Date: _____ MM/DD/YY			
FUND							
PROJECT	DEPT	G/L	SL	REFERENCE DOCUMENT		VENDOR	
NUMBER	PH	ACT	ACCT.	ACCT.	NUMBER	SFX	NUMBER
XXXXXX	XX	XXX	XXX	XXXXXX	XXXXXXXX	XX	XXXXXXXXXXXX
QUANTITY	M O D	OPTIONAL DEPARTMENTAL DATA			REASON		
XXXXX	XX	X	x (22)				
			365				
100	00		[REDACTED]		Generated in error		
			375				
500	00		[REDACTED]		Resignation 6/1/19		

Payroll or Trust depending if there is a P or T on the check. Trust is phasing out, so it's not as common.

365 if check date is this fiscal year

375 if check date is last fiscal year

Reason (simple)

Amount on check

Name on check

Exactly as on check or  
First initial Last name if doesn't fit

# Cancelled Check Forms (C-53)

~~OTHER REMARKS:~~

DEPT: DAGS-ACCTG      TOTAL: \$600.00

DAGS CHECK CANCELLATION

CC: DAGS CENTRAL PAYROLL  
CY 011819

Format however you like. But it needs to have these things:

Total (even if only 1 check)

Reason for why typing C-53. Be as detailed as possible. Put dates, control #'s, no acronyms, etc.

CC: DAGS CENTRAL PAYROLL

Dept. and initials of who typed up C-53



Bad example

Need more details



# Cancelled Check Forms (C-53)

Good examples of detailed reason:

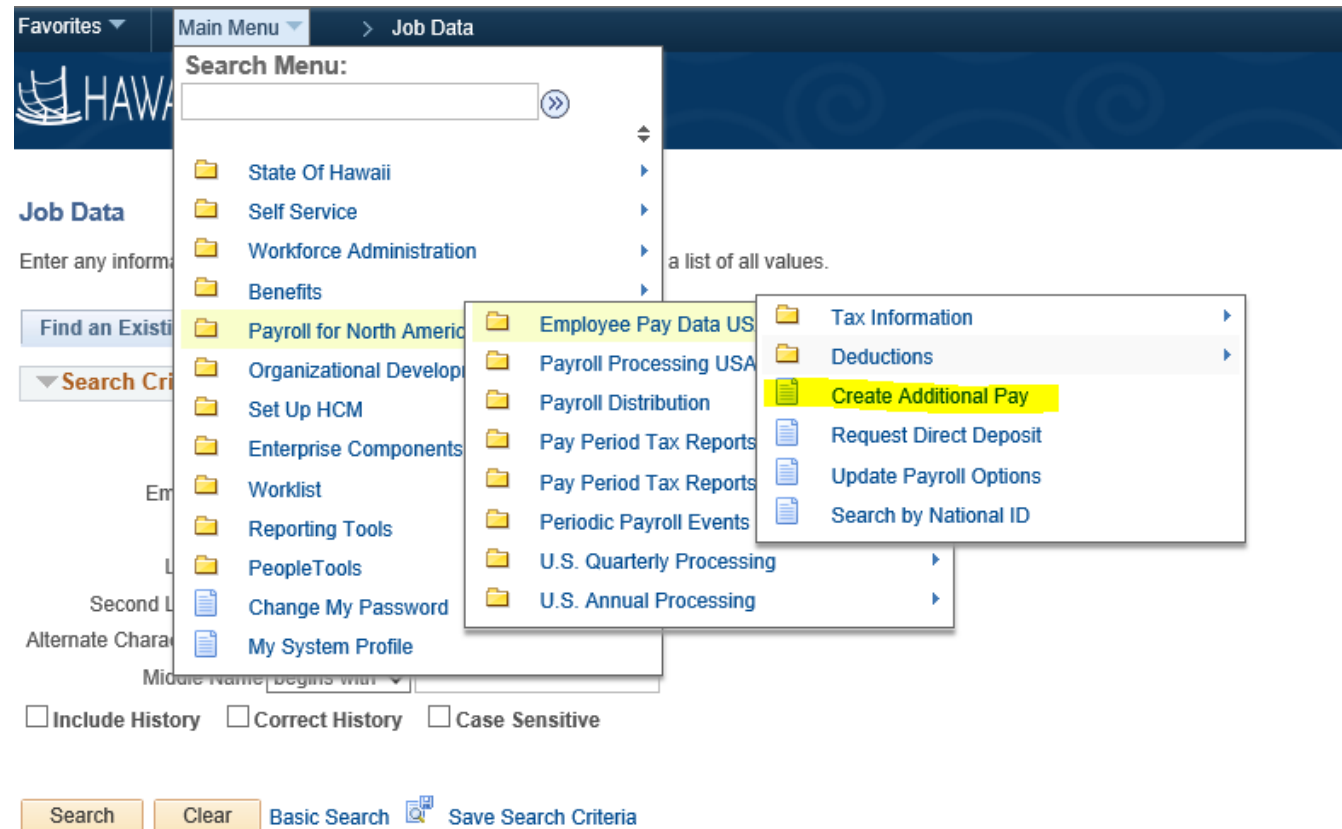
- Check issued to incorrect Empl Record 0. Correct Empl Record should be 1 where currently employed.
- Post separation vacation pay out date should have been on 2/5/19 payday instead of 1/18/19. Employee: First Last, Empl ID 12345678.

# Employees Transferring Departments with OPR

- Employee switched departments but Dept #1 needs to set up an OPR
  - Dept #1 will no longer have access to screens outside of PCS for employee
  - Dept #1 can still make retro payments to employee if needed
- Dept #1 should reach out to Dept #2 to set up OPR with the old UAC

# OPR entries on Additional Pay

- Navigate to setup OPR



# OPR entries on Additional Pay

- Initial setup of OPR on 02/10/2019 for LAG employee

Create Additional Pay

Hawaii, State of Employee Empl ID 12345678 Empl Record 0

Additional Pay Find | View All First 1 of 1 Last

\*Earnings Code OPR Overpayment Recovery

Effective Date Find | View All First 1 of 1 Last

Effective Date 02/01/2019

Payment Details Find | View All First 1 of 1 Last

\*Addl Seq Nbr 1 End Date 07/31/2019

Rate Code Reason Not Specified

Earnings \$-500.00

Hours Hourly Rate

Goal Amount \$-5,000.00 Goal Balance

Sep Check Nbr

OK to Pay  Disable Direct Deposit  Prorate Additional Pay

Applies To Pay Periods

First  Second  Third  Fourth  Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History Correct History

# OPR entries on Additional Pay

- On 06/10/2019, 8 periods later, goal balance \$4,000.00

Create Additional Pay

Hawaii, State of Employee Empl ID 12345678 Empl Record 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code OPR Overpayment Recovery

**Effective Date** Find | View All First 1 of 1 Last

Effective Date 02/01/2019

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr 1 End Date 07/31/2019

Rate Code Reason Not Specified

Earnings \$-500.00

Hours Hourly Rate

Goal Amount \$-5,000.00 Goal Balance \$-4,000.00

Sep Check Nbr

OK to Pay  Disable Direct Deposit  Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third  Fourth  Fifth

**Job Information**

**Tax Information**

Save Return to Search Notify Refresh Update/Display Include History Correct History

# OPR entries on Additional Pay

- On 06/10/2019, desire change to \$200/pay period

## Create Additional Pay

Hawaii, State Employee Empl ID 12345678 Empl Record 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code OPR Overpayment Recovery

**Effective Date** Find | View All First 1 of 2 Last

Effective Date 06/01/2019

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr 1 End Date 08/15/2019

Rate Code Rate Code Reason Not Specified

Earnings \$-200.00

Hours

Hourly Rate

Goal Amount \$-5,000.00 Goal Balance \$-4,000.00

Sep Check Nbr

Disable Direct Deposit

OK to Pay  Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third  Fourth  Fifth

**Job Information**

**Tax Information**

Save Return to Search Notify Refresh Update/Display Include History Correct History

# OPR entries on Additional Pay

- On 06/25/2019, notice goal balance \$4,200.00

## Create Additional Pay

Hawaii, State Employee Empl ID 12345678 Empl Record 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code OPR Overpayment Recovery

**Effective Date** Find | View All First 1 of 1 Last

Effective Date 06/01/2019

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr 1 End Date 08/15/2019

Rate Code Rate Code Reason Not Specified

Earnings \$-200.00

Hours Hourly Rate

Goal Amount \$-5,000.00 Goal Balance \$-4,200.00

Sep Check Nbr

OK to Pay  Disable Direct Deposit  Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third  Fourth  Fifth

**Job Information**

**Tax Information**

Save Return to Search Notify Refresh Update/Display Include History Correct History

# OPR entries on Additional Pay

- On 06/25/2019, received additional pmt \$600.00

## Create Additional Pay

Hawaii, State Employee Empl ID 12345678 Empl Record 0

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code OPR Overpayment Recovery

**Effective Date** Find | View All First 1 of 2 Last

Effective Date 06/16/2019

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr 1 End Date 08/15/2019

Rate Code Reason Not Specified

Earnings \$-200.00

Hours Hourly Rate

Goal Amount \$-5,000.00 Goal Balance \$-4,800.00

Sep Check Nbr

OK to Pay  Disable Direct Deposit  Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third  Fourth  Fifth

**Job Information**

**Tax Information**

Save Return to Search Notify Refresh Update/Display Include History Correct History



# Union Dues Refunds

- Employees inform department that there is an error in their union dues (most commonly, over deducted)
- For union dues to stop, Central Payroll needs authorization from the union. Unions can also end dues when they submit their file for payroll processing.
  - Authorization can be obtained and forwarded to CP via HIP Service Ticket by each department payroll office
  - Authorization should confirm the amount to be refunded
  - CP will then stop the union due and issue a refund

# Post Death Payment to Beneficiaries

- View Knowledge Article on HIP and prepare worksheet:
  - <https://hipservice.hawaii.gov/s/article/Post-Death-Payment-to-Beneficiary>
- Create a HIP Ticket and attach worksheet
  - Employee passed in current year: Wages not subject to Fed/State Income Tax Withholdings. Wages subject to SS/Medicare/FUTA.
  - Employee passed in a prior year: Wages not subject to Fed/State Income Tax Withholdings or SS/Medicare/FUTA.
- CP will review worksheet and enter post-death payments for processing on off-cycle days effective immediately. Please do not include these payments on your online pcs moving forward.

# Terminated Employees Who are Receiving Pay

- **M\_PY\_TERM\_EE\_ON\_PCS**
- Please run this query prior to submitting your online PCS for approval as it will identify if you have any employees with the wrong Employee Record listed
- For example, an employee may have transferred to employee record 1 from 0 and the payroll amount will also need to be moved
- These should be reviewed carefully within Job Data as there may need to be an update to their HR record or the online PCS

# Earnings Begin and End Dates

- Effective immediately, please ensure that ALL earnings codes are broken out by pay period (including Uniform Payments and WIK)
  - Otherwise, paylines will be denied by Central Payroll
- Besides being sent to ERS, there are various outbound interfaces that break the earnings out by pay period, such as our financial reporting through FAMIS/Datamart and to various agencies and jurisdictions.

# Worker's Compensation Reclass

- If WC amounts do not offset the reversal of the Regular Earnings within the same period, CP will not be able to process
  - ERS will penalize employee if we allow overpayment to be offset by earnings from other pay periods and the data will not be reported correctly
  - Negative base can't be > than WC for on-cycle processing.
- Three options:
  - Reduce regular earnings to match the WC. Employee can pay for the overpayment by check or through OPR
  - Omit the reclass for the month(s) that have an overpayment issue and reclass when employee returns to work
  - CP can remove the earnings and WC reclass can be processed in a later pay period

# Fiscal Year Update to UAC

- First pay period of new fiscal year – July 5, 2019
- The Online PCS was created for you on Friday for this pay period and the fiscal year in the UAC was converted from 19 to 20.
- If your fiscal year was a value other than 19, it was not updated.
- Please remember to update any funding that needs to stay for fiscal year 2019!

# Mass Pay Increase Update

- For agencies with mass pay increases effective 7/1/19, the Online PCS will be updated as follows for non-interface agencies:
  - “B” base pay will be updated to the value in Job Data for employees paid on the LAG schedule
  - Comments will be entered to show that the value was updated
- The Online PCS will be created on Tuesday, July 16<sup>th</sup> for LAG employees and July 31<sup>st</sup> for After the Fact employees
- We understand that the new bargaining unit contracts still need to be approved and that it may not be available for updating once it is created.
- We will let you know when the updates will be made and your Online PCS updated.

# APA Hawaii Chapter

- The American Payroll Association Hawaii Chapter website has been updated

<https://apahawaii.org>

- Online membership enrollment is also now available for those of you that are interested
- Questions: Email – [apahawaiichapter@gmail.com](mailto:apahawaiichapter@gmail.com)





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**MAHALO FOR YOUR TIME!**