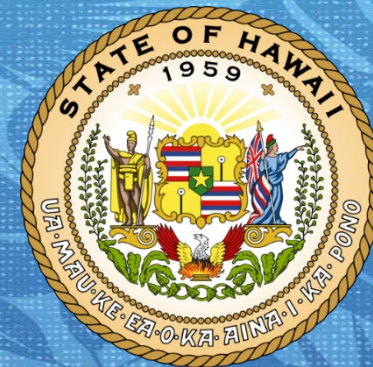




# Payroll SME Meeting

October 21, 2019



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

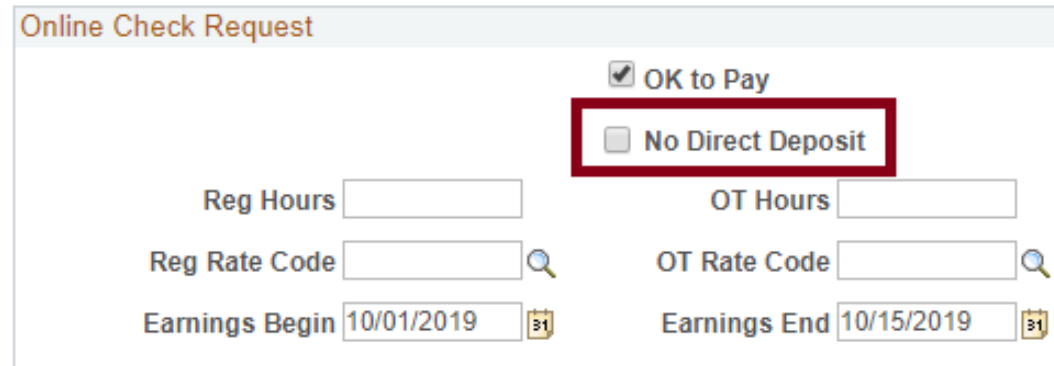
# TALK STORY TOPICS

1. ACH Option for Off-Cycle Payments
2. Priority Pay Deadlines and Lock Out Period
3. Child Support Disbursement Changes
4. Payroll Queries and Reports
5. Payroll Employee's Designation of Beneficiary
6. Post-Death Payment Worksheet
7. US Department of Labor – Final Rule: Overtime Update
8. Pay Statement View
9. Understanding your Pay Statement for Transferring Employees
10. 2019 Year End Deadlines and W-2 Issuance
11. W-2 Electronic Consent
12. Phase 2: Time and Leave Activities



# ACH Option for Off-Cycle Payments

1. As of 11/01/19, you will have the option to submit priority pay to be dispersed to employees through ACH Direct Deposit instead of a paper check.
2. The default on the priority pay off-cycle will be “No Direct Deposit”
3. If you un-check this box, then the priority pay off-cycle check will be deposited into the employees bank account(s) based on their direct deposit setup.



The screenshot shows a web form titled "Online Check Request". At the top right, there are two checkboxes: "OK to Pay" (checked) and "No Direct Deposit" (unchecked). The "No Direct Deposit" checkbox is highlighted with a red rectangular border. Below these are several input fields: "Reg Hours", "OT Hours", "Reg Rate Code", "OT Rate Code", "Earnings Begin" (with a date of 10/01/2019), and "Earnings End" (with a date of 10/15/2019). Each date field has a calendar icon to its right.

4. Please note that if it is sent through Direct Deposit, the pay statement will be available online only and will not be printed.

# Priority Pay Deadlines and Lock Out Period

1. The Priority Pay Off-Cycles occur 2 days before and 2 days after each pay period.
2. The deadline for these cycles is 12:00 pm
3. A new Priority Pay “Lock out” will now occur at 12:00 pm, which will prevent off-cycles from being submitted after this time.
4. Once the batch is completed, the priority pay window will open again.
5. If you access the Priority Pay screen and try to search for an employee, you will not be able to retrieve any results during the lock out window.
6. This will ensure that all off-cycles submitted by the deadline are processed timely and to prevent any payroll calculation issues with the regular semi-monthly On-Cycle.

# Child Support Disbursement Changes

1. Child support payments are now being sent by ACH direct deposit as opposed to paper checks, interface files and paper reports.
  - This is currently in place for over 11 states and growing each pay period
2. This submission change has greatly increased the efficiency with the payment disbursements to parents.
3. The Hawaii Child Support Enforcement Agency can no longer place a hold on payments that may have been paid in error.
  - Please do not contact them directly when you have an incorrect payment issued with a garnishment, as they will not be able to stop the payment



# Payroll Queries and Reports



## 1. New queries available

### A. M\_POST\_DEATH\_BENEFICIARY

- i. Populates: Employee SSN, Beneficiary Name, Net Amount, Check Number
- ii. Prompt is on Check date greater than: For 2019 enter 01/01/2019...
- iii. Could see reversals which are negative amounts, meaning the employee was not paid that check

## 2. New report requests – Google Form

- [https://docs.google.com/forms/d/13dkpIWje9RpMKRV6uB5yHpxG9I2MMDAmWylJqeZtp0A/viewform?edit\\_requested=true](https://docs.google.com/forms/d/13dkpIWje9RpMKRV6uB5yHpxG9I2MMDAmWylJqeZtp0A/viewform?edit_requested=true)

# Payroll Employee's Designation of Beneficiary

Starting Friday, November 1<sup>st</sup>, Employees will use HIP to designate their payroll beneficiary for any unpaid wages and applicable leave at the time of their death.

- HR Users will be provided a demonstration on 10/28/19
- HR Users will have “View Only” access
- Payroll Users will have “View/Update” access to the information
- All New Employees and Existing Employees should be notified of this change
  - This is a great annual reminder for employees that can be timed with also opting in to receive their W-2 Form electronically only each year
  - HIP Onboarding Letter will include this information for new employees as of Nov. 1st
    - [Employee ESS Instructions](#)
    - [DAGS New D-90 Form](#)

**Beneficiary Designation**



# Payroll Employee's Designation of Beneficiary

- Existing D-90 Forms will not be added to HIP for employees
- Entries completed in HIP will supersede all prior paper forms
- Any paper D-90 Forms completed on 11/01 or later are to be retained by the department as DAGS will no longer be accepting these for storage.
- Any accommodated paper D-90 forms should be entered in HIP by the authorized Payroll users as HIP will be the new system of record for this information.
- Beneficiary Payments will then be issued to each eligible beneficiary based on the election made by the employee.
- Please be sure to review the forms for Primary vs. Contingent Beneficiary Eligibility.



# Payroll Employee's Designation of Beneficiary

In the event that an employee passes away:

1. First, check in HIP to see if they have elected a beneficiary
2. Second, if HIP is blank, request a copy of their Paper D-90 on file at DAGS
  - A. If an election has not been completed, the default will be payment to the employee's estate
3. Continue with the existing process of completing the Post Death Payment Worksheet and submission of a HIP Ticket.  
[\(https://hipservice.hawaii.gov/s/article/Post-Death-Payment-to-Beneficiary\)](https://hipservice.hawaii.gov/s/article/Post-Death-Payment-to-Beneficiary)
4. Please list all eligible beneficiaries based on the Primary & Contingent Beneficiary Rules and apply the applicable percentages for each individual payment.

# Post-Death Payment Worksheet

## Deductions:

- PCP = Pre-Tax deductions (e.g. - EUTF deductions)
- Other = Post-Tax deductions that the Third-Party Agents (TPA) would like to still collect (e.g. Union Dues)

Reminder: Contact the TPAs to verify deduction amounts.

## UAC string

- Reminder: Please provide the appropriate fiscal year (FY 20).

# US Department of Labor – Final Rule: Overtime Update

The US Department of Labor has issued its Final Rule regarding overtime that will be effective January 1, 2020.

- DOL: <https://www.dol.gov/whd/overtime2019/>
- American Payroll Association: [https://www.americanpayroll.org/news-resources/apa-news/federal-news/2019/09/26/dol-raises-weekly-white-collar-salary-threshold-to-\\$684-in-2020](https://www.americanpayroll.org/news-resources/apa-news/federal-news/2019/09/26/dol-raises-weekly-white-collar-salary-threshold-to-$684-in-2020)

# Pay Statement View

- The HIP Pay Statement will soon be updated to reflect additional information for our employees.
- Currently employees with the Employee Type of Salaried or Exception Hourly, do not see the Hours and Rate on earnings that are entered in the online PCS
- Soon these employees will now see these details with their State of Hawaii Pay Statement
- Employee's being paid an Amount only, will only see the amount under Earnings as they do today

<b>HOURS AND EARNINGS</b>					
<u>Description</u>	<u>Rate</u>	<u>Current Hours</u>	<u>Earnings</u>	<u>Hours</u>	<u>YTD Earnings</u>
Regular			2,148.00		23,628.00
Ordinary Overtime	24.780000	12.75	315.95	26.25	650.48

# Understanding your Pay Statement for Transferring Employees

The State of Hawaii is setup with 8 different “Companies” in the system

- DOE, HHSC, Judiciary, Legislature, OHA, Stadium, State of Hawaii, and UH

Each “Company” has a separate YTD table that controls what they see on their pay statement.

If an employee leaves one of these jurisdictions and is hired into a different one, they will no longer see their YTD details on their pay statement.

The employee will also need to update their tax withholding information as they will default to Single and 0 when they are hired into a new “Company”

The W-2 Year End tax form combines these into one total and will show the full details.

# 2019 Year End Deadlines and W-2 Issuance

2019 Year End Reminders as we track toward the W-2 Form Issuance

1. Last Priority Pay Off-Cycle will be 12/09/19
  - PLEASE DO NOT WAIT FOR THIS CYCLE! Any pending adjustments, overpayments, cancellations, refunds, should be processed as soon as possible.
  - The 12/9/19 cycle will be your last opportunity for all adjustments through the 12/05/19 pay period.
2. A “Year-End” Off-Cycle will be completed on 12/30/19, only for 12/20 check cancellations/overpayments that need to be processed.
  - These adjustments will show on your reports, FAMIS/DataMart/etc., as posted on the 01/17/20 pay period.
3. SSN Name and Number errors must be resolved as soon as possible. Any SSN corrections that are not resolved prior to 12/23/19 will need to be handled with a W-2 Correction

# W-2 Electronic Consent

All Employees have the option to opt out of having their W-2 form printed by providing their consent to receive it electronically only.



Authorized Payroll Users may run this query to see the list of employees that have already provided their electronic consent: **M\_W2\_CONSENT**

- Please note that if an employee terminates, their consent will be revoked and their form will be printed.

# Phase 2: Time and Leave Activities

- “Y” Differential Earning Code
  - How do you use this today?
  - For example: we created a number of new differential earn codes, such as Shortage Differential, Retention Differential, Incentive Differential
  - Are we missing any that might impact the Time and Leave activities?
- Timesheet and Leave Request Forms Audit
  - What do you look for today?
  - Please think through how you audit these records to create the employees pay and be prepared to share it with your project mentor



# Poll The Audience 😊

- Do you find these meetings useful?
  - Yes!, Somewhat, No
- Is the once per month frequency effective?
  - Yes, No
- Is there a topic you would like to share or discussion during these meetings that you would find helpful?
  - Q&A



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**MAHALO FOR YOUR TIME!**

# Prior SME Topic Index

- [Episode 1 - 11/09/18:](#) 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
- [Episode 2 - 12/12/18:](#) 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
- [Episode 3 - 02/14/19:](#) Cancelling Checks and the Reversal Process , Cancelling a Payment with a Prudential Deduction , Statutory Dues Processing and Refunds Update , Central Payroll Processing Schedule , What are the Special Accumulators? , Tax Exemption for Military Spouse , Helping your employees with their W-2 Forms , Payroll SME Poll for Future Topics
- [Episode 4 - 03/18/19:](#) 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

# Prior SME Topic Index

- Episode 5 - 04/15/19: EUTF Team , Non-Cash WIK (WF code) , Garnishment Inquiries , Federal and State Tax Calculations , New HIP Ticket System , Post Death Payments , Employment Verification , Earnings Dates , W2 Reprints and Corrections , Password Resets
- Episode 6 - 05/20/19: Guest Speaker: Seina Rahim, American Payroll Association Hawaii Chapter , The Power of our Super SME's , State Tax Calculations-Clarification , Priority Pay-Lock out days , Reversal Requests/Priority Pay Timing, Query Inactive Employees being paid , Salary Overpayment Process , Earning Code Updates , ERS Related Updates , Direct Deposit and Transferring Employees , HIP Service Center
- Episode 7 - 06/17/19: Delete/Reversal Requests – Reminder!, Cancelled Check Forms (C-53) , Employees Transferring Departments with OPR , OPR entries on Additional Pay, Union Dues Refunds , Post Death Payment to Beneficiaries , Terminated Employees Who are Receiving Pay , Earnings Begin and End Dates , Workers Comp Reclass , Fiscal Year Update to UAC, Mass Pay Increase Update
- Episode 8 - 07/15/19: Overpayment Reminders, Earnings Period (Begin/End Date), Post Death Payment Reminders, Transferring Department – Changes in BU, Terminated Employee – Query Timing, ETS-303: Hawaii Information Portal Security Access Request Form, HIP System - User Responsibilities Reminder, Level 3 Approval – Timing for Requesting Denials, Employee Self Service Reminders, New Earnings Codes, Prior SME Topic Index

# Prior SME Topic Index

- [Episode 9 – 08/19/19](#): National Payroll Week, Accessing our Website, Overpayment reminders – Personal Checks, Submitting Overpayment Adjustments (Worksheet), Garnishment Notices, Void Payroll Check Procedures, Off-Cycle Checks – Deduction Subsets, Reissuing Checks on the Off-Cycle, W-4/HW-4 Update, Social Security Verification, Early Distribution of Payroll Checks, ACH Delete/Reversal Bank Recall, EUTF Health Refunds
- [Episode 10 – 09/16/19](#): Employee’s Designation of Beneficiary, ERS Repayment Types, ERS Payroll Adjustments, Retro Payments after ERS Group/FICA Code changes, Union Dues Deduction Processing Update – HGEA, Adjustments to Online PCS Transactions, 2019 Year End Deadlines and W-2 Issuance, Access to our site, Phase 2 Time and Leave Activities.