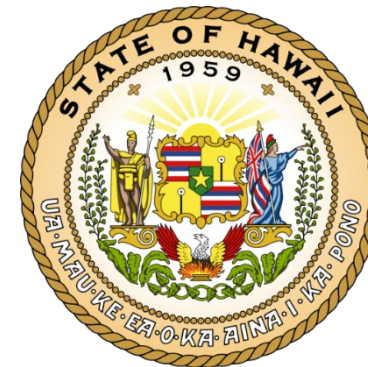


Payroll SME Meeting

July 22, 2020



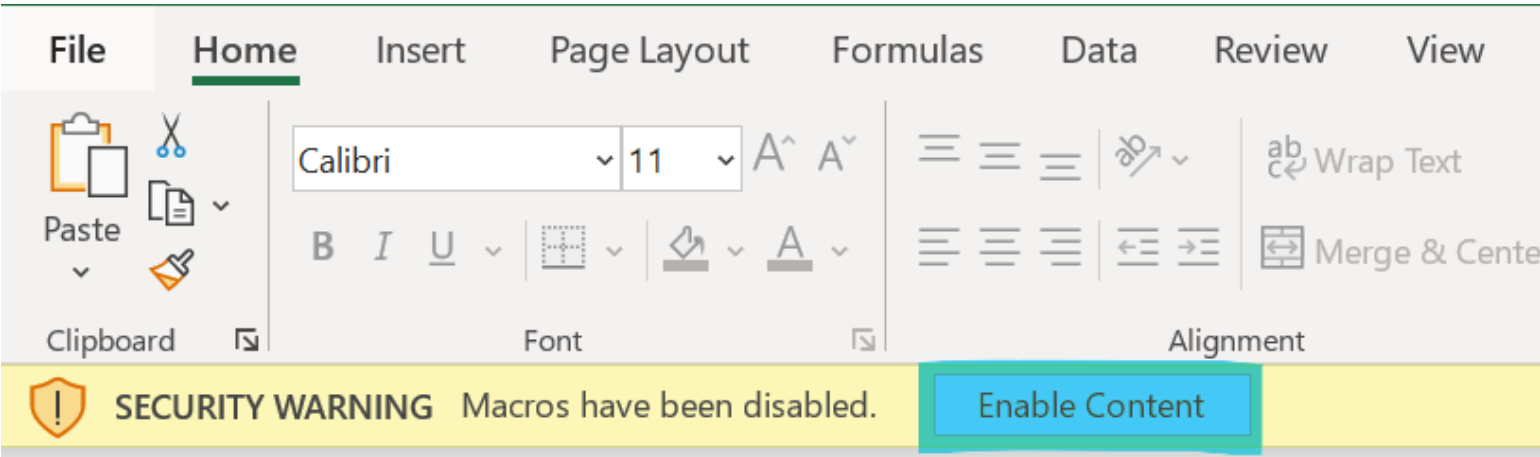
Department of Accounting and General Services

TALK STORY TOPICS

1. FFCRA
2. PSVPD
3. Salesforce Ticket/Knowledge Article Scenario
4. ERS Employee Type and Compensation Rate Codes
5. WIK
6. C-53
7. Time & Leave Project Updates

FFCRA

Working with the FFCRA worksheet:
Please enable Macros by clicking on “Enable Content” so that you can use the functional buttons to insert new rows, delete last rows added, or reset.



FFCRA

Sample A is an employee for case type 5 – caring for a child.
 HR approved for SL2 and SL3 starting on 5/18/2020 but worked partially. Took 52 partial hours from 5/18/2020 – 5/28/2020.

Emergency Paid Sick Leave (EPSL) eff XX/XX/XXXX;
 NTE XX/XX/XXXX // EE to be compensated at 2/3 the
 employee's regular rate of pay (not to exceed \$200/day)
 and elected – no supplement / to supplement with paid
 _____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee Name	Sample A																
Daily Max	\$	200.00															
Year Cap	\$	2,000.00															
Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrly Rt	Wk Days	Hours	Adj Hrs Std Amt	2/3 Rate	Final Adj Rate	F	
12345678	0	SL2	5/18/2020	5/28/2020	\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	8	52.00	\$1,000.00	\$12.820513	\$12.820513		
		LWO-DO NOT REPORT			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	0	0.00	\$0.00		\$0.000000		
		SUM			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	8	52.00	\$1,000.00				
		B			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	0						
Total Amount of Emergency Paid Sick:			\$1,025.64														
Total Hours of SL2			80.00														

Enter data in yellow cells only
 Enter the data with the red font cells onto Fringe PCS

EPSP \$511 **EPSP \$200** EFML \$200 EPSP&EFML +

Ready Display Settings 95%

FFCRA

Sample A is an employee for case type 5 – caring for a child.
 HR approved for SL2 and SL3 starting on 5/18/2020 but worked partially. Took 52 partial hours from 5/18/2020 – 5/28/2020

	N	Q	R	U	W	X	Y	Z	AA	AB	AC	AD	A
1													
2													
3													
4													
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10													
11	Hours	Adj Hrs Std Amt	2/3 Rate	Final Adj Rate	Final Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL2 Amount	SL2 Hours	Comments	
12	52.00	\$1,000.00	\$12.820513	\$12.820513	\$666.67	\$102.56	\$97.44	17.33333	\$333.33	\$666.67	52.00	Payroll SL2=\$666.67; B=\$1000.00 (\$666.67+\$333.33 supplement)	
13	0.00	\$0.00		\$0.000000	\$0.00								
14	52.00	\$1,000.00			\$666.67								
15					\$666.67								
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FFCRA

Sample A work partial hours and took 28 hours of SL2 from 6/1/2020 – 6/9/2020 which exhausted 80 hours of SL2. Took 20 hours from 6/9/2020 – 6/15/2020 of SL3.

Emergency Paid Sick Leave (EPSL) eff XX/XX/XXXX;
 Expanded Family & Medical Leave (EFMLE) eff XX/XX/XXXX;
 NTE XX/XX/XXXX // EE to be compensated at 2/3 the employee's regular rate of pay (not to exceed \$200/day) and elected - no supplement / to supplement with paid _____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hly Rt	Wk Days	Hours	Adj Hrs Std Amt	2/3 Rate	Final Adj Rate	Final Adj Amt	Daily Amount	Amount Unc
12345678	0	SL2	6/1/2020	6/9/2020	\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	7	28.00	\$538.46	\$12.820513	\$12.820513	\$358.97	\$102.56	
		SL3	6/9/2020	6/15/2020	\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	4	20.00	\$384.62	\$12.820513	\$12.820513	\$256.41	\$102.56	
		LWO-DO NOT REPORT			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	0	0.00	\$0.00		\$0.000000	\$0.00	\$0.00	
		SUM	6/1/2020	6/15/2020	\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	11	48.00	\$923.08			\$615.38		
		B			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	0					\$743.59		

Total Amount of Emergency Paid Sick: \$1,025.64
 Total Hours of SL2: 80.00
 Total Paid SL3: \$1,230.77
 Total Hours of SL3: 96.00

Enter data in yellow cells only
 Enter the data with the red font cells onto Fringe PCS

FFCRA

Sample A work partial hours and took 28 hours of SL2 from 6/1/2020 – 6/9/2020 which exhausted 80 hours of SL2. Took 20 hours from 6/9/2020 – 6/15/2020 of SL3.

	M	N	R	S	V	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
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6															
7															
8															
9															
10															
11	Wk Days	Hours	Adj Hrs Std Amt	2/3 Rate	Final Adj Rate	Final Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL2 Amount	SL2 Hours	SL3 Amount	SL3 Hours	Comments
12	7	28.00	\$538.46	\$12.820513	\$12.820513	\$358.97	\$102.56	\$97.44	9.33333	\$179.49	\$358.97	28.00	\$0.00	0.00	FRINGE: SL2=\$358.97
13	4	20.00	\$384.62	\$12.820513	\$12.820513	\$256.41	\$102.56	\$97.44	6.66667	\$128.21	\$0.00	0.00	\$256.41	20.00	FRINGE: SL3=\$256.41
14	0	0.00	\$0.00		\$0.000000	\$0.00									
15	11	48.00	\$923.08			\$615.38									NOTE: Supplement amount total of \$307.69 is 1/3 of Adj Hrs Std Amount of \$923.08
16	0					\$743.59									GROSS: B=\$743.59+\$307.69; with 1/3 supplement (next payroll use EFML \$200 tab)
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FFCRA

Sample A took 40 hours of SL3 from 6/17/2020 – 6/29/2020. On 7/2/2020 – 7/15/2020, Sample A took 36 hours.

Expanded Family & Medical Leave (EFMLE) eff
 XX/XX/XXXX; NTE XX/XX/XXXX EE to be
 compensated at 2/3 the employee's regular rate of pay
 (not to exceed \$200/day) and elected – no supplement /
 to supplement with paid ____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee Name	Sample A																	
Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrly Rt	Wk Days	Hours	Adj Hrs Std Amt	2/3 Rate	Final Adj Rate	Final Adj Amt	Daily A	
12345678	0	SL3	6/17/2020	6/29/2020	\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	9	40.00	\$769.23	\$12.820513	\$12.820513	\$512.82		
		LWO-DO NOT REPORT			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	0	0.00	\$0.00		\$0.000000	\$0.00	\$512.82	
		SUM			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	9	40.00	\$769.23				\$897.44	
		B			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	0							
12345678	0	SL3	7/2/2020	7/15/2020	\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	9	36.00	\$692.31	\$12.820513	\$12.820513	\$461.54		
		LWO-DO NOT REPORT			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	0	0.00	\$0.00		\$0.000000	\$0.00	\$461.54	
		SUM			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	9	36.00	\$692.31				\$974.36	
		B			\$40,000.00	\$1,666.67	260	8	2080	\$19.230769	0							
Total Amount of Expanded Family & Medical Leave:					\$1,230.77													
Total Hours of SL3					96.00													
Enter data in yellow cells only																		
Enter the data with the red font cells onto Fringe PCS																		

Ready | EP5L \$511 | EP5L \$200 | **EFML \$200** | EP5L&EFML | Display Settings | 81%

FFCRA

Sample A took 40 hours of SL3 from 6/17/2020 – 6/29/2020. On 7/2/2020 – 7/15/2020, Sample A took 36 hours.

	L	M	N	Q	R	U	W	X	Y	Z	AA	AB	AC	AD	AE
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7															
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9															
10															
11	Std Hrly Rt	Wk Days	Hours	Adj Hrs Std Amt	2/3 Rate	Final Adj Rate	Final Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL3 Amount	SL3 Hours	Comments	
12	\$19.230769	9	40.00	\$769.23	\$12.820513	\$12.820513	\$512.82	\$102.56	\$97.44	13.33333	\$256.41	\$512.82	40.00	SL3=\$512.82; B=\$1153.85 (\$897.44+\$254.41); with 1/3 supplement	
13	\$19.230769	0	0.00	\$0.00		\$0.000000	\$0.00								
14	\$19.230769	9	40.00	\$769.23			\$512.82								
15	\$19.230769	0					\$897.44								
16	\$19.230769	9	36.00	\$692.31	\$12.820513	\$12.820513	\$461.54	\$102.56	\$97.44	12.00000	\$230.77	\$461.54	36.00	SL3=\$461.54; B=\$1205.13 (\$974.36+\$230.77); with 1/3 supplement	
17	\$19.230769	0	0.00	\$0.00		\$0.000000	\$0.00								
18	\$19.230769	9	36.00	\$692.31			\$461.54								
19	\$19.230769	0					\$974.36								
20															
21															
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23															
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47															

FFCRA

Sample B is an employee for case type 5 – caring for a child.
 HR approved SL2/SL3 starting 5/1/2020. Took 80 hours of SL2 from 5/1/2020 – 5/14/2020 and 8 hours of SL3 on 5/15/2020.

Emergency Paid Sick Leave (EPSL) eff XX/XX/XXXX;
 Expanded Family & Medical Leave (EFMLE) eff XX/XX/XXXX;
 NTE XX/XX/XXXX // EE to be compensated at 2/3 the employee's regular rate of pay (not to exceed \$200/day) and elected - no supplement / to supplement with paid _____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrly Rt	Wk Days	Hours	Adj Hrs	Std Amt 2/3 Rate	Final Adj Rate	Final Adj Amt
12345678	0	SL2	5/1/2020	5/14/2020	\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	10	80.00	\$2,292.92	\$19.107692	\$19.107692	\$1,528.62
		SL3	5/15/2020	5/15/2020	\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	1	8.00	\$191.08	\$19.107692	\$15.923077	\$127.38
		LWO-DO NOT REPORT			\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	0	0.00	\$0.00	\$0.000000	\$0.000000	\$0.00
		SUM	5/1/2020	5/15/2020	\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	11	88.00	\$2,484.00			\$1,656.00
		B			\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	0					\$0.00

Total Amount of Emergency Paid Sick: \$1,528.62
 Total Hours of SL2: 80.00
 Total Paid SL3: \$127.38
 Total Hours of SL3: 8.00

Enter data in yellow cells only
 Enter the data with the red font cells onto Fringe PCS

Ready EP5L \$511 EP5L \$200 EF5ML \$200 **EP5L&EF5ML** Display Settings 89%

FFCRA

Sample B is an employee for case type 5 – caring for a child.
 HR approved SL2/SL3 starting 5/1/2020. Took 80 hours of SL2 from 5/1/2020 – 5/14/2020 and 8 hours of SL3 on 5/15/2020.

	N	R	S	V	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11	Hours	Adj Hrs Std Amt	2/3 Rate	Final Adj Rate	Final Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL2 Amount	SL2 Hours	SL3 Amount	SL3 Hours	Comments
12	80.00	\$2,292.92	\$19.107692	\$19.107692	\$1,528.62	\$152.86	\$47.14	26.66667	\$764.31	\$1,528.62	80.00	\$0.00	0.00	FRINGE: SL2=\$1528.62
13	8.00	\$191.08	\$19.107692	\$15.923077	\$127.38	\$152.86	\$47.14	2.22222	\$63.69	\$0.00	0.00	\$127.38	8.00	FRINGE: SL3=\$127.38
14	0.00	\$0.00		\$0.000000	\$0.00									
15	88.00	\$2,484.00			\$1,656.00									
16					\$0.00									
17														
18														
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26														

FFCRA

Sample B took 72 hours of SL3 from 5/16/2020 – 5/31/2020.

Expanded Family & Medical Leave (EFMLE) eff
 XX/XX/XXXX; NTE XX/XX/XXXX EE to be
 compensated at 2/3 the employee's regular rate of pay
 (not to exceed \$200/day) and elected – no supplement /
 to supplement with paid _____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrly Rt	Wk Days	Hours	Adj Hrs	Std Amt	2/3 Rate	Final Adj Rate	Final
12345678	0	SL3	5/16/2020	5/31/2020	\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	9	72.00		\$2,063.63	\$19.107692	\$19.107692	
		LWO-DO NOT REPORT			\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	0	0.00		\$0.00		\$0.000000	
		SUM			\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	9	72.00		\$2,063.63			
		B			\$59,616.00	\$2,484.00	260	8	2080	\$28.661538	0						

Total Amount of Expanded Family & Medical Leave: \$1,503.14
 Total Hours of SL3: 80.00

Enter data in yellow cells only
 Enter the data with the red font cells onto Fringe PCS

Ready EP SL \$511 EP SL \$200 **EFML \$200** EP SL&EFML Display Settings 86%

FFCRA

Sample B took 72 hours of SL3 from 5/16/2020 – 5/31/2020.

Wk Days	Hours	Adj Hrs Std Amt	2/3 Rate	Final Adj Rate	Final Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL3 Amount	SL3 Hours	Comments
9	72.00	\$2,063.63	\$19.107692	\$19.107692	\$1,375.75	\$152.86	\$47.14	24.00000	\$687.88	\$1,375.75	72.00	FRINGE: SL3=\$1375.75; B=\$420.37; no supplement
0	0.00	\$0.00		\$0.000000	\$0.00							Employee chooses no supplement
9	72.00	\$2,063.63			\$1,375.75							
0					\$420.37							

FFCRA

Sample C is for case type 3 – caring for self.

HR approved SL1 from 5/10/2020. Employee exhausted 80 hours by 5/22/2020 but does not come back to work. They can choose leave without pay (do not report and do not pay) or supplement from 5/23/2020 – 5/31/2020.

Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrly Rt	Wk Days	Hours	Adj Hrs	Std Amt	Final Adj Rate	Final Adj Amt
12345678	0	SL1	5/10/2020	5/15/2020	\$48,948.00	\$2,039.50	260	8	2080	\$23.532692	5	40.00		\$941.31	\$23.532692	\$941.31
		LWO-DO NOT REPORT			\$48,948.00	\$2,039.50	260	8	2080	\$23.532692	0	0.00		\$0.00	\$0.000000	\$0.00
		SUM			\$48,948.00	\$2,039.50	260	8	2080	\$23.532692	5	40.00		\$941.31		\$941.31
		B			\$48,948.00	\$2,039.50	260	8	2080	\$23.532692	0					\$1,098.19
12345678	0	SL1	5/16/2020	5/22/2020	\$48,948.00	\$2,039.50	260	8	2080	\$23.532692	5	40.00		\$941.31	\$23.532692	\$941.31
		LWO-DO NOT REPORT	5/23/2020	5/31/2020	\$48,948.00	\$2,039.50	260	8	2080	\$23.532692	4	32.00		\$753.05	\$23.532692	\$753.05
		SUM			\$48,948.00	\$2,039.50	260	8	2080	\$23.532692	9	72.00		\$1,694.35		\$1,694.35
		B			\$48,948.00	\$2,039.50	260	8	2080	\$23.532692	0					\$345.15
Total Amount of Emergency Paid Sick:			\$1,882.62													
Total Hours of SL1			80.00													
Enter data in yellow cells only																
Enter the data with the red font cells onto Fringe PCS																

FFCRA

Sample C is for case type 3 – caring for self.
 HR approved SL1 from 5/10/2020. Employee exhausted 80 hours by 5/22/2020 but does not come back to work. They can choose leave without pay (do not report and do not pay) or supplement from 5/23/2020 – 5/31/2020.

Hours	Adj Hrs Std Amt	Final Adj Rate	Final Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL1 Amt	SL1 Hours	Comments
40.00	\$941.31	\$23.532692	\$941.31	\$188.26	\$322.74	0.00000	\$0.00	\$941.31	40.00	SL1=\$941.31, B=\$1,098.19
0.00	\$0.00	\$0.000000	\$0.00							
40.00	\$941.31		\$941.31							
			\$1,098.19							
40.00	\$941.31	\$23.532692	\$941.31	\$188.26	\$322.74	0.00000	\$0.00	\$941.31	40.00	SL1=\$941.31, B=\$345.15, leave without pay not to report (\$753.05)
32.00	\$753.05	\$23.532692	\$753.05							Or employee can choose to supplement \$753.05 at Std Hrly Rt
72.00	\$1,694.35		\$1,694.35							
			\$345.15							

FFCRA Reclass

- To reclass FFCRA earnings, enter the FFCRA earnings along with the B earnings paid in the online pcs or ePCS and the corresponding earnings period
- Submit a Salesforce Ticket
 - Subject: FFCRA RECLASS: Employee Name + Employee ID
 - Provide applicable supporting documents (FFCRA worksheet, etc)
- Central Payroll will monitor the reclass to ensure it is processed properly in the pay period, e.g., separate check number(s), FICA Status = H (ER FICA Exempt), correct deductions, etc., are applied to FFCRA earnings.

Post Separation Vacation Payout Deferral (PSVPD)

- In order for vacation payout deferrals to process correctly, Prudential and the department must have the same target paydate and Prudential must feed over the rate to DAGS Central Payroll
- If there is an error, and the deferral is missed, department should initiate the reversal and reprocessing through HIP
 - Work with participant/former employee to get back a net check so original payment can be reversed
 - Work with CP to establish new vacation payment payout date, inform Prudential, and the rate will be fed out again to capture the vacation contribution

PSVPD – General Deduction

Favorites Main Menu Payroll Processing Create General Deductions

HAWAII Information Portal

Create General Deductions

Person ID

Company SOH State of Hawaii

General Deduction

1 of 17

*Deduction Code DC001 Deferred Compensation

Deduction Details

2 of 3

*Effective Date	06/16/2020	<input checked="" type="checkbox"/> Take on all Paygroups
*Calculation Routine	Flat Amount	<input type="checkbox"/> Ded stopped by Self Serv User
Deduction End Date		Deduction Rate or %
Loan Interest %		Flat/Addl Amount \$30,000.00
Goal Amount		Current Goal Balance

Plan Code 001 Account Number

This data was last updated by Supplier Deduction File Data last updated on 06/19/2020

Check General Deduction screen for the employee prior to processing to confirm that the deferral rate was fed over from Prudential

PSVPD

2020 Deferral Change Schedule State of Hawaii & University System



If target payout date cannot be met, payroll should inform Prudential

<i>Deferral changes made between (Hawaii standard time):</i>		<i>Will be effective on the following pay date:</i>	
11:01 a.m. December 5, 2019	— 11:00 a.m. December 17, 2019	→	January 3, 2020
11:01 a.m. December 17, 2019	— 11:00 a.m. January 2, 2020	→	January 17, 2020
11:01 a.m. January 2, 2020	— 11:00 a.m. January 21, 2020	→	February 5, 2020
11:01 a.m. January 21, 2020	— 11:00 a.m. February 4, 2020	→	February 20, 2020
11:01 a.m. February 4, 2020	— 11:00 a.m. February 19, 2020	→	March 5, 2020
11:01 a.m. February 19, 2020	— 11:00 a.m. March 5, 2020	→	March 20, 2020
11:01 a.m. March 5, 2020	— 10:00 a.m. March 18, 2020	→	April 3, 2020
10:01 a.m. March 18, 2020	— 10:00 a.m. April 2, 2020	→	April 20, 2020
10:01 a.m. April 2, 2020	— 10:00 a.m. April 20, 2020	→	May 5, 2020
10:01 a.m. April 20, 2020	— 10:00 a.m. May 5, 2020	→	May 20, 2020
10:01 a.m. May 5, 2020	— 10:00 a.m. May 20, 2020	→	June 5, 2020
10:01 a.m. May 20, 2020	— 10:00 a.m. June 3, 2020	→	June 19, 2020
10:01 a.m. June 3, 2020	— 10:00 a.m. June 17, 2020	→	July 2, 2020
10:01 a.m. June 17, 2020	— 10:00 a.m. July 2, 2020	→	July 20, 2020
10:01 a.m. July 2, 2020	— 10:00 a.m. July 21, 2020	→	August 5, 2020
10:01 a.m. July 21, 2020	— 10:00 a.m. August 5, 2020	→	August 20, 2020
10:01 a.m. August 5, 2020	— 10:00 a.m. August 19, 2020	→	September 4, 2020
10:01 a.m. August 19, 2020	— 10:00 a.m. September 2, 2020	→	September 18, 2020
10:01 a.m. September 2, 2020	— 10:00 a.m. September 18, 2020	→	October 5, 2020
10:01 a.m. September 18, 2020	— 10:00 a.m. October 5, 2020	→	October 20, 2020
10:01 a.m. October 5, 2020	— 10:00 a.m. October 20, 2020	→	November 5, 2020
10:01 a.m. October 20, 2020	— 11:00 a.m. November 4, 2020	→	November 20, 2020
11:01 a.m. November 4, 2020	— 11:00 a.m. November 18, 2020	→	December 4, 2020
11:01 a.m. November 18, 2020	— 11:00 a.m. December 3, 2020	→	December 18, 2020

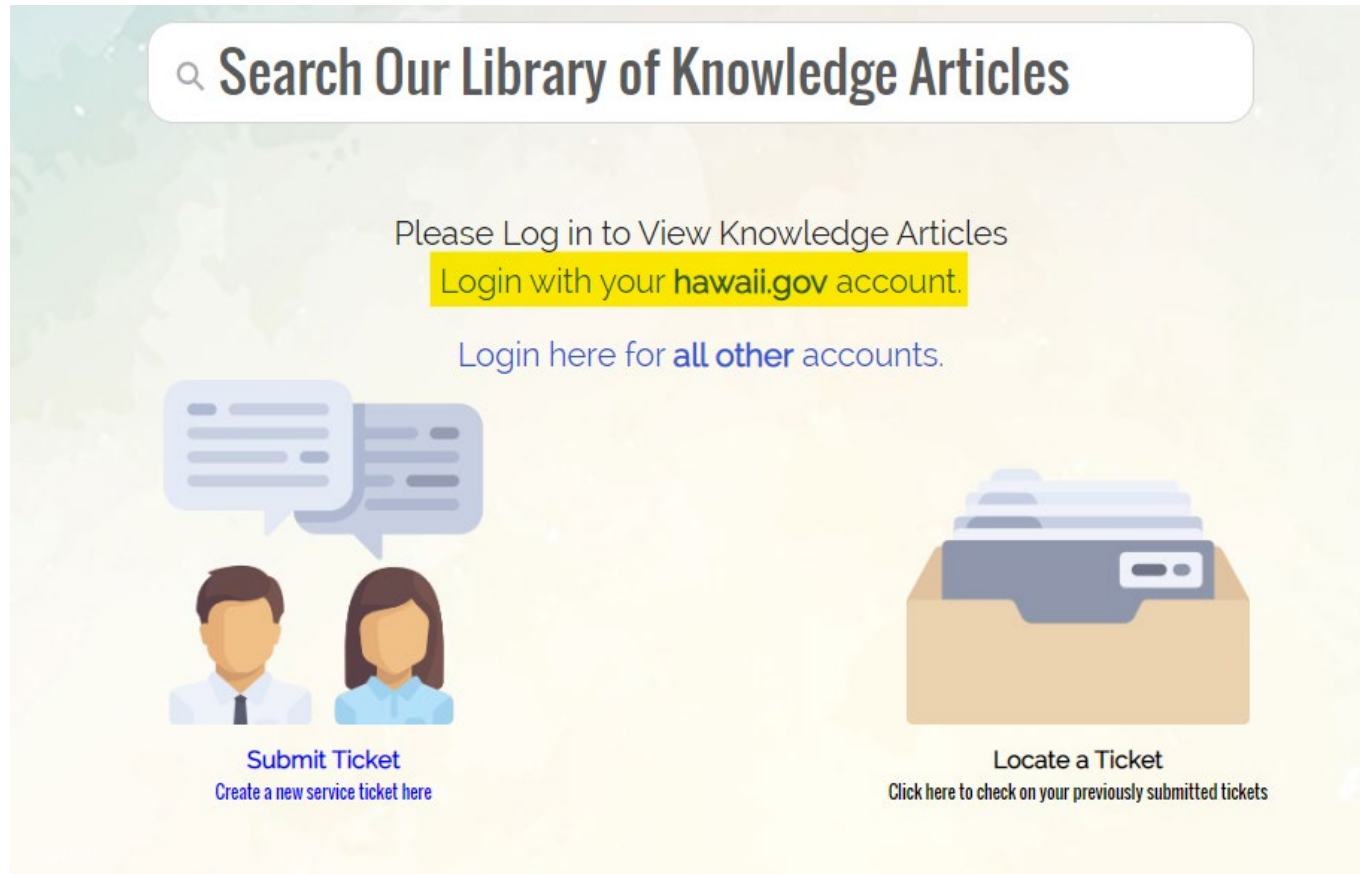
PLEASE READ: Employees who request deferral changes through a manual deferral change process/form, please make your change at least **4 business days before the payroll window closing date. Example: An Enrollment Form for the 02/05/20 paycheck should be submitted between 01/03 and 01/18/20.*

Knowledge Article Scenario

Prior to creating a Salesforce Ticket

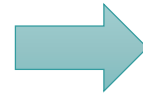
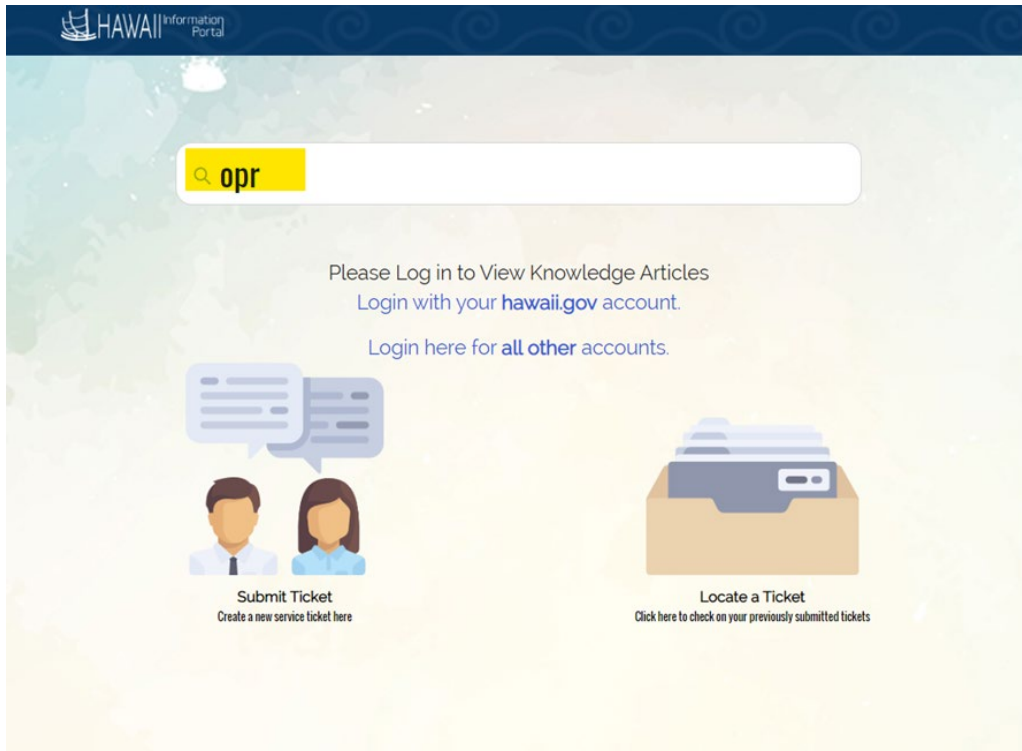
Access the Library of Knowledge Articles: <https://hipservice.hawaii.gov/s/>

- "Log in with your hawaii.gov account"

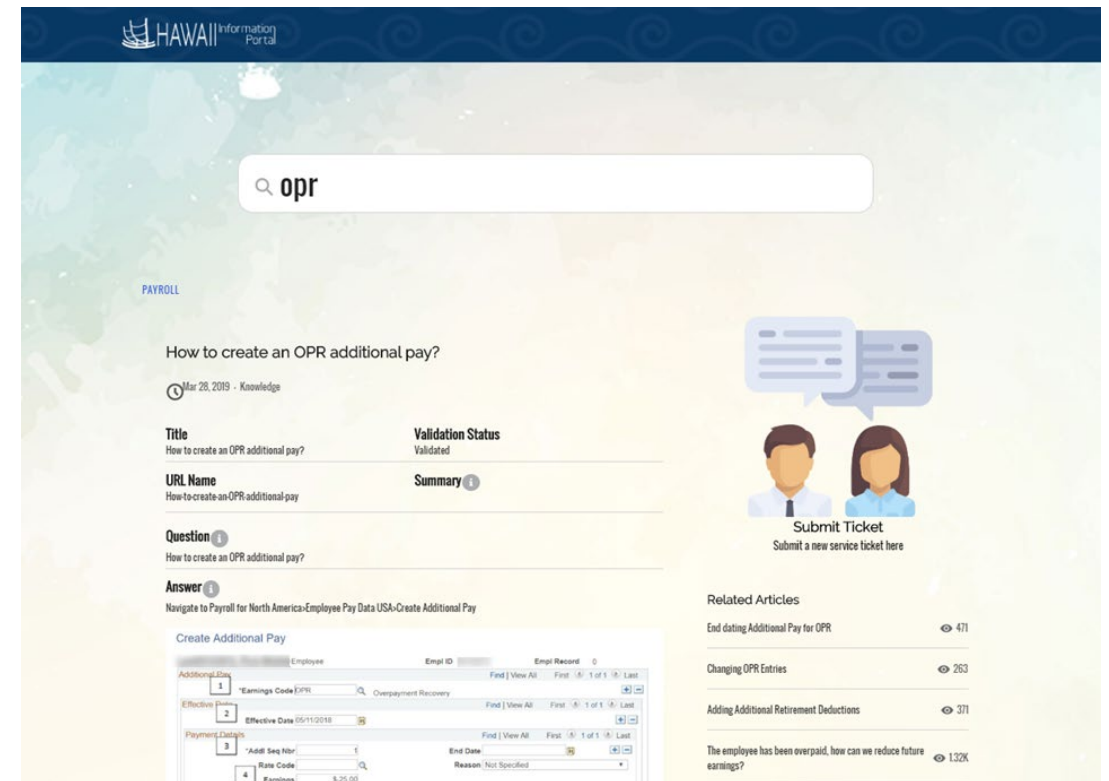


Knowledge Article Scenario (cont.)

- For example, Question: "How do I set up an OPR for an employee that was overpaid?"
- Search: "OPR"



-Search results will appear



SME Meeting Topics

- Refer to previous SME meeting topics: <https://ags.hawaii.gov/hip/>
- Click "For Payroll and Human Resources Personnel"
- Log in

The screenshot shows the homepage of the Hawaii Information Portal. At the top, there is a navigation bar with the Hawaii.gov logo, text size options (Smaller, Reset, Larger), and a 'Stay Connected' link. Below this is a search bar. The main header features the State of Hawaii logo and the text 'State of Hawaii Hawaii Information Portal'. A navigation menu includes 'Home', 'More Information', and 'Contact Us'. The central area has a large blue banner with the 'HAWAII Information Portal' logo and a green 'HIP LOGIN' button. Below the banner, a yellow box contains an announcement: 'Attention Employees of the Department of Accounting and General Services, Office of the Governor, and Office of the Lt. Governor: Time and Leave in HIP was launched May 4th! See <https://ags.hawaii.gov/hip/time-and-leave/> for more information'.

MORE INFORMATION

Four blue rectangular buttons are arranged horizontally. From left to right, they are labeled: 'FOR EMPLOYEES', 'FOR SUPERVISORS', 'FOR TIME/LEAVE KEEPERS', and 'FOR PAYROLL AND HUMAN RESOURCES PERSONNEL'. The last button has a green highlight.

-Click: "For Payroll Personnel"

The screenshot shows the 'For Human Resources and Payroll Personnel' page. It features the same top navigation bar as the homepage. Below the search bar, there is a navigation menu with 'Home', 'More Information', and 'Contact Us'. A breadcrumb trail reads 'Home > For Human Resources and Payroll Personnel'. The main heading is 'FOR HUMAN RESOURCES AND PAYROLL PERSONNEL'. The text below reads: 'Thank you for your interest in the Hawaii Information Portal. The information shared on the following pages is intended for designated State of Hawaii staff. If you are a human resources or payroll staff person with the State of Hawaii and have not received the login information via email, please request it by sending an email to hip@hawaii.gov.' Below this, there are two links: 'For Human Resources Personnel' and 'For Payroll Personnel', with the latter highlighted in yellow. At the bottom, there is a 'POLICIES' section with links for 'Terms of Use', 'Accessibility', and 'Privacy Policy', and an email icon with the address 'hip@hawaii.gov'. The State of Hawaii seal is visible in the bottom right corner.

SME Meeting Topics (cont.)

-Scroll through payroll topics (example: Time and Leave, Payroll Calendars, Reports/ Queries, etc.)

The screenshot shows the Hawaii Information Portal website. At the top, there is a navigation bar with the Hawaii logo, text size options (Smaller, Reset, Larger), and a 'Stay Connected' link. Below this is a search bar and the 'State of Hawaii Hawaii Information Portal' logo. A dark blue navigation bar contains 'Home', 'More Information', and 'Contact Us'. The main content area has a breadcrumb 'Home » For Payroll Personnel' and a heading 'FOR PAYROLL PERSONNEL'. Below this is a call to action: 'NEED HELP FAST? LOG A HIP SERVICE TICKET. HERE'S HOW.' Two topic boxes are visible: 'Topic: Accessing HIP' with links for a reference guide and personalizing the homepage, and 'Topic: Time and Leave' with links for key concepts training, reports and queries, fiscal administrator guides, time reporting codes, supervisor delegations, and UAC updates.

-SME meeting topics can be found by scrolling to the bottom.

This screenshot shows the bottom of the Hawaii Information Portal website. It features two topic sections. The first is 'Topic: Payroll Register Interface' with a link to 'Important Information about Changes to the Payroll Register'. The second is 'Topic: Talk Story Sessions' with a list of nine sessions from November 2018 to August 2019, covering various payroll topics such as ACH Rejections, UAC Validation, PCS updates, W2 Forms, and Payroll SME Polls.



Submitting a Salesforce Ticket

-If you did not find any information in either the Library of Knowledge Articles or SME topics to answer your questions, discuss with your Payroll SME and have them create a Salesforce Ticket.

The Power of the Super SME's

- You play an important role for your agency and your employees
- The Super SME (Subject Matter Expert) role throughout our Business Processes
- Important Resources to help guide you



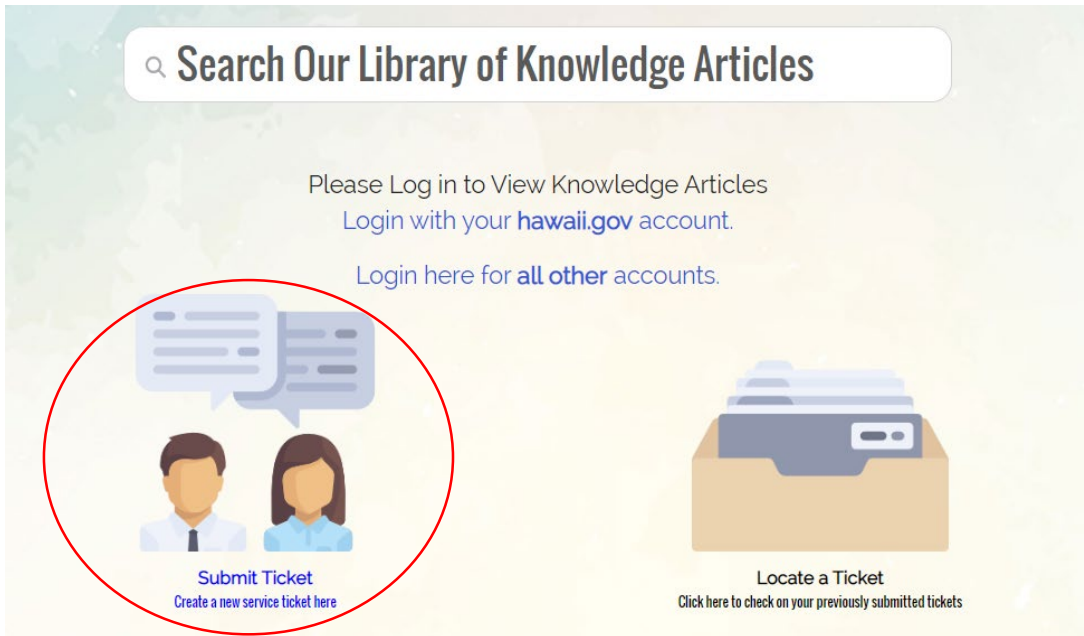
State of Hawaii Internal Use Only – Not for Public Distribution

May 20, 2019

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Submitting Salesforce Tickets (cont.)

- Submit a Salesforce ticket link: <https://hipservice.hawaii.gov/s/>
- "Log in with your hawaii.gov account"
- Click "Submit ticket"



-Fill in the necessary fields

Subject

Type

Category

SubCategory

Description

File Upload
Or drop files

Submit

Self-help Articles by Topic
Browse through our self-help articles.

Reports

Human Resources

Payroll

Security/Technical

Interfaces

Time

Leave

Vendor Payments

Other

This screenshot shows the ticket submission form. It has several dropdown menus for Subject, Type, Category, and SubCategory, followed by a text area for Description. There is a file upload section with a 'Submit' button. To the right, there is a list of self-help articles by topic, including Reports, Human Resources, Payroll, Security/Technical, Interfaces, Time, Leave, Vendor Payments, and Other.

Submitting Salesforce Tickets (cont.)

Reminders:

-To ensure that we can resolve your case in a timely manner please include as much detail as possible. You are encouraged to include screen shots and attachments as needed.

-Include Employee's name and Empl. ID

-Keep correspondence within Salesforce cases by commenting in the case rather than responding to emails as this will help keep the documentation in order.

-Recommended that only time sensitive tickets be issued during payroll processing(refer to payroll calendar).

-Last year, 2467 Salesforce Tickets were issued. With that said, if your Ticket does not contain basic information, your ticket will be closed and you will receive the following message:

- **“Your Ticket contains insufficient information. Please resubmit.”**

ERS Employee Type and Compensation Rate Codes

- To ensure accurate reporting for ERS purposes, please be sure that employees are set up in Job Data as follows:
 - Exception Hourly employees have an Employee Type of "E" and a Comp Rate Code of "NAANNL."
 - Hourly employees have an Employee Type of "H" and a Comp Rate Code of "NAHRLY."
 - Salaried employees have an Employee Type of "S" and a Comp Rate Code of "NAANNL."
- The following query can be run to ensure that all employees have the correct Employee Type and Comp Rate Code combinations:
M_JOB_COMPRATE_ERROR.

WIK Checks

- Non-Cash WIK (WF code) is a value that is provided to Central Payroll from EUTF to tax employees on a benefit that they receive from them.
- Common examples: health coverage for a Domestic Partnership, civil union or a survey gift card that may have been received.
- This amount adds to employees pay as an earning code, so they are taxed on this amount for Social Security, Medicare, and Federal/State taxes.
- **Questions: Employees should contact EUTF directly: (808)586-7390**

C-53: Cancelling Checks and the Reversal Process

- Just to review, because of the new 2021 fiscal year, this is pulled from the Feb 14, 2019 SME meeting with updated information.
- If you have a physical check in hand that needs to be cancelled, please submit a C-53 form. Please make sure you're using the newest version. (Revised Feb 27, 2020) 3 copies plus the Original with check(s) to DAGS Central Payroll

Helpful links

- State Accounting

Forms: <https://ags.hawaii.gov/accounting/state-accounting-forms/>

- Revised C-53 form:

https://ags.hawaii.gov/wp-content/uploads/2020/02/saform_c-53_rev_20200227.pdf

	FOR HEAD OF DEPARTMENT
	DATE
	FOR COMPTROLLER
	DATE
STATE ACCOUNTING FORM C-53 FEBRUARY 27, 2020 (REVISED)	

C-53 Cont.

- If all is okay, the request will be forwarded to UARB for input, validation and the release of funds.
- The check will then be reversed by central payroll on next available off-cycle with a copy of the cancellation provided back to the department as verification of its completion.
- If there is an **AUDIT ISSUE**, such as incomplete information or notice that the check has already been cashed, the request will be returned to the department to be handled as an overpayment.
- Per comptroller's memo on April 22, 2020: any C-53 submitted **after June 15, 2020** will be processed for the new 2021 fiscal year, so please be sure to update those dates

C-53 Example

SFX	TC	F	YR	APP	D	SOURCE/	COST	PROJECT		DEPT	G/L	S/L	REFERENCE DOCUMENT		VENDOR			
						OBJECT	CENTER	NUMBER	PH		ACT	ACCT.	ACCT.	NUMBER	SFX	NUMBER	SFX	
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXX	XXXXXX	XXXXXXXXXX	XX	XXXXXXXXXXXX	XX		
DATE		DATE OF		CHECK		AMOUNT		M O D	OPTIONAL DEPARTMENTAL DATA				REASON					
CANCELLED		CHECK		F	NUMBER													
MM/DD/YY		MM/DD/YY		X	XXXXXXXXXX		XXXXXXXXXXXXXX	XX	X	X (2)								
01	722	T	21	915	M	9200	050											
07/01/20		06/05/20		P	01247541		11,732	19										Payout amount error

Current fiscal year

GL indicates whether the check is from a previous year.

This should end in zero. check date is 06/05/20

Note:

- **365** if check is in **current** 2021 fiscal year and **375** if check is dated **prior** to this fiscal year.
- The last number for the paycheck should be the year the check is issued.

Time and Leave Updates

Group 1

May 2020

Live!

DAGS
Gov
Lt Gov

Group 2

December
2020

Almost there!

Attny Gen, B&F,
DBEDT, DCCA,
DHHL, DOH, DHS,
DOD, DOT,
Stadium, Tax

Group 3

May 2021

Working to Qualify!

PSD, DOA, DLIR,
HSPLS, DLNR,
Legislature, OHA,
DHRD



MAHALO FOR YOUR TIME!