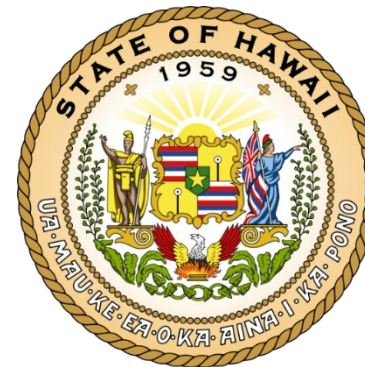


Payroll SME Meeting

September 25, 2020



Department of Accounting and General Services

Topics

1. ERS Payment for Vacation Payout
2. Retro HGEA Pay Increases: Component Interface, Queries
3. Employee ID with Incorrect SSN
4. Disaster Planning
5. FFCRA Reclass
6. Central Payroll - Payroll Processing Timeline
7. General Deduction Subset
8. Year End Clean Up
9. Department Payroll Role in Time & Leave
10. EUTF Demographic File From HIP

ERS Payment for Vacation Payout

1. Since we will not turn on ERS for late payments, payroll needs to turn on AR deduction then turn off after payment has been processed.
2. Step 1 find deduction AR010 or AR011 code and add a new row. Step 2 Enter beginning of current period payout is being made and end date current period
3. Review Paycheck to ensure deductions are correct. Main Menu>Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Create General Deductions

Person ID [redacted] **Step 1**

Company SOH State of Hawaii

General Deduction 1 of 20 View All

*Deduction Code AR011 Reg Retir hire after 6/30/2012

Deduction Details 1 of 1 View All

*Effective Date 12/09/2017 Take on all Paygroups
*Calculation Routine Percent of Special Earnings Ded stopped by Self Serv User

Deduction End Date 12/15/2019 Deduction Rate or % 8.000

Loan Interest % Flat/Addl Amount

Goal Amount Current Goal Balance

Plan Code Account Number

This data was last updated by Online User Data last updated on 04/21/2018

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

General Deduction 1 of 15 View All

*Deduction Code AR011 Reg Retir hire after 6/30/2012 **Step 2**

Deduction Details 1 of 2 View All

*Effective Date 08/01/2020 Take on all Paygroups
*Calculation Routine Percent of Special Earnings Ded stopped by Self Serv User

Deduction End Date 08/15/2020 Deduction Rate or % 8.000

Loan Interest % Flat/Addl Amount

Goal Amount Current Goal Balance

Plan Code Account Number

This data was last updated by Online User Data last updated on 09/18/2020

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

Retro HGEA Pay Increases

1. BU 2,3,4,09,13,14 collective bargaining cost items effective for fiscal biennium 2019-2021.
2. LEX new rate on PCS effective 10/20. AEX effective 11/5.
3. EMCP's on LEX salaries adjusted on 11/5 and AEX 11/20
4. To help departments with retro calculations we have created:
M_PY_EARNS_BY_EE_UAC_BY_EFFDT and M_COMBO_CODE_LOOKUP
5. We understand ERS with reference to Act 87 needs earnings broken out by pay period so we will provide a Component Interface (C.I) to avoid entering on the PCS. <https://ags.hawaii.gov/hip/files/2020/09/Earnings-CI.xlsx>
6. Please work with your respective Fiscal Offices before payments are made, since it's our understanding B&F needs to approve first. Non-Executive Agencies might follow different guidelines.

Employee ID with Incorrect SSN

1. If you become aware of an employee who has an Employee ID with an incorrect SSN, please do the following:
 - Ask your department HR to correct the last name in the Modify a Person screen
 - Add a new row, click Edit Name
 - Add “DO NOT USE” to last name
 - Effective Date: the next day after the row that is already there

Favorites > Main Menu > Workforce Administration > Personal Information > Biographical > Modify a Person

HAWAII Information Portal

Biographical Details | Contact Information | Regional

[Redacted Name] Person ID 00087031

Name	Search	Navigation	View All
Effective Date	01/14/2019	+ -	
Format Type	English		
Display Name	[Redacted Name]	View Name	

Biographic Information

Employee ID with Incorrect SSN

2. If there are balances (earnings, taxes, etc) that need to be moved over to a correct Empl ID, open up a Salesforce case for Central Payroll to transfer the balances

- Include all pertinent information (incorrect ID, correct ID)

Disaster Planning

STATE DISASTER THREAT - ALERT LEVEL MATRIX as of August 25, 2020				
ALERT LEVEL	DEPARTMENTAL PAYROLL STAFF	PAYROLL PROCESSING	PRIORITY FOR PROCESSING	ADJUSTMENTS
Level 1	Employees may continue to work if safe	Enter transactions into the Hawaii Information Portal system by the regular entry and processing deadlines	Encourage all time and leave transactions and other pay transactions are submitted as soon as possible on or before the standard processing deadlines	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle
Level 2	Release employees to allow them to shelter at home and prepare for the disaster threat	Department payroll processes are to finalize all transactions received as of that date for entry and processing into the HIP system	Priority of transactions should include fringe or hourly payments as salaried employees will likely be issued their regular salary	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle
Level 3	Do not report to the office	Coordinate payroll issuance based on the last payroll generated and will direct processing through the vendor-managed host site or alternate site located outside of the State	N/A	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle

FFCRA Reclass

- FFCRA Reclasses will no longer be reviewed by the staff at Central Payroll. This will be effective after the 10/5/2020 pay period.
- Instructions on how to enter a reclass in PCS and in T&L will be created and posted in the Hawaii Informational Portal.
- If you have a specific question on a reclass, please create a Salesforce Ticket.

Central Payroll - Payroll Processing Timeline

- PCS Deadline Day
 - In order to meet internal payroll processing deadlines, Central Payroll starts doing an early review of the PCS
 - Will start approvals for payroll numbers that are approved, submitted and reviewed at COB
 - Once approved by CP, payroll numbers cannot be denied and corrected by departments

Central Payroll - Payroll Processing Timeline

- Days 1-2 of Payroll Processing
 - All paylines are approved, no changes can be entered by departments
 - If changes need to be made, please submit a Salesforce ticket and PCS Modification Worksheet if needed. CP will do our best to make all changes requested, and will notify department.
 - Deletion of paylines
 - Changing UAC, changing amounts, etc.
- Day 3 of Payroll Processing
 - CP confirms/finalizes payroll on this day, so no change requests will be accepted

Central Payroll - Payroll Processing Timeline

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

■ Holiday
 ■ Payday
 PCS Open
 ■ PCS Deadline
 ■ HR Lock Out

*Off-Cycle Deadline 12:00 pm: 2 days before and 2 days after each pay date

- Sept 24: PCS Deadline
 - CP reviews paylines and contacts departments as needed
- Sept 25: Day 1
 - Submit change requests through Salesforce
- Sept 28: Day 2
 - Submit change requests through Salesforce
- Sept 29: Day 3
 - No changes
 - Payroll finalized and confirmed

General Deduction Subset

Paysheet | **One-Time Deductions** | One-Time_Garnishment | One-Time_Taxes | Page_Balances

Company SOH Pay Group AEX Pay Period End Date 09/15/2020 Page 50

Paysheet Details 1 of 1 View All

Line 1 Empl ID + -
Empl Record 0 Benefit Record 0
Transaction Message No Message

Deductions 1 of 1 View All

OK to Pay + -

*Benefit Deductions Taken Deduction Benefit Deduction Subset ID [] Q

*General Deductions Taken **Subset** General Deduction Subset ID [] Q

One-Time Deduction Data Override 1 of 1 View All

*Plan Type [] Benefit Plan [] + -

*Deduction Code [] Q *Deduction Class [] Q

*Sales Tax B Q None *One-Time Code Override []

Flat/Addl Amount [] Rate/Percent []

*Calculation Routine Flat Amount []

General Deduction Subset

Look Up General Deduction Subset ID

[Help](#)

Deduction Subset ID

[Basic Lookup](#)

Search Results

View 100 1-8 of 8

Deduction Subset ID	Short Description
B2W	B2W reclas
BON	Bonus Sub
ECD	ECD
NET	NETPAY
PCT	PCTD
VAC	VACA
WCP	Work Comp
XMR	Ex MR701

Year End Clean Up

In preparation for year end/processing of 2020 W2s, please encourage your employees to:

- Check their address and update as needed
- Provide consent to receive electronic W2 form

Department Payroll Role in Time & Leave

- Security role called Timekeeper will give you the ability to review timesheet Exceptions, Payable time, and Rapid time. All timesheet edits are captured in audit.
- An Important security role to have as part of your Department Payroll Team.
- As part of Timekeeper role access to Rapid Time is important. A few business process changes require this type of access. For example Workers Compensation will be paid through Rapid Time.

EUTF Employee Demographic File from HIP

**Goal: To improve timely notifications of terminations to EUTF for payroll deduction cancellations;
To begin providing employee data to EUTF to reduce paper transactions where possible.**

- Since the transition to HIP for payroll, DAGS/HiMod has been working with EUTF to identify opportunities for data sharing to re-engineer business processes for all departments with regard to EUTF enrollments, changes and cancellations.

- We have partnered with EUTF to provide a secure electronic demographic file for their system to identify and confirm enrollment coverage based on the following employment-related details.

Department/Jurisdiction, SSN, Employee Name, Employee Mailing Address, Hire/Rehire Date, Termination Date, Birth Date, Bargaining Unit, Marital Status and Gender

- EC-1s will not need to be submitted for terminations, BU changes or address changes, but will be required for all other life-event changes.

- Memorandum issued from Comptroller through the EUTF Administrator issued on September 1, 2020 to all Department Heads with copies to HR and fiscal offices.



MAHALO FOR YOUR TIME!