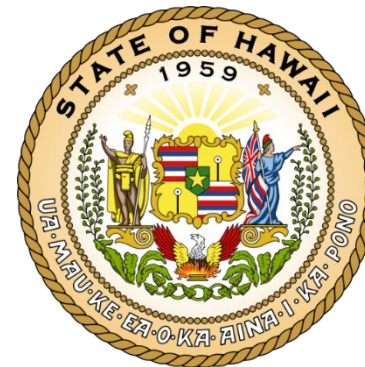




# Payroll SME Meeting

October 23, 2020



**Department of Accounting and General Services**

# Topics

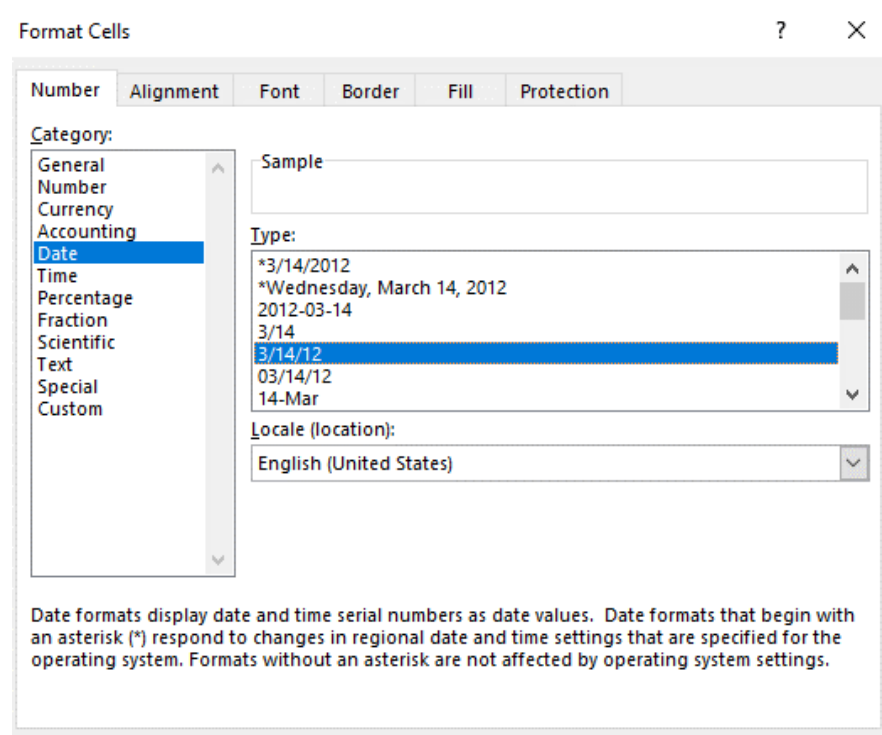
1. Retroactive Payments and Component Interface (C.I.)
2. Clarification on ERS Deductions from Vacation Payouts
3. Payroll Processing Deadline for Updating Employee Tax Data
4. 2020 Year End Deadlines and W-2 Issuance

# Retroactive Payments and Component Interface (C.I.)

Must = 'OT'	Current Date	Employee's Company	Employee's Paygroup	Employee's Pay Period by Paygroup, i.e. 8/31 for ATF or 9/15 for LAG	Must = 'N'	Cannot be prior to Hire Dt	Should be between hire date and current Pay end dat	Put tick ' mark in front of emplid		Increment this value on the sheet, ie. Line number	Must = 'E' for Earnings	Must = 'A'	M_COMBO_CO DE_LOOKUP	Earnings Type	Must = "Y"	Defaults to 1	Amount
Paysheet Update Source	Creation Date	Company	Pay Group	Pay Period End Date	Off Cycle ?	Earnings Begin Date	Earnings End Date	Empl ID	Empl Record	Sequence Number	Paysheet Transaction Type	Transaction Status	Acct Cd	Earnings Code	OK to Pay	Tax Periods	Amount
OT	①	②	③	④	N	⑤	⑥	⑦	⑧	1	E	A	⑨	⑩	Y	1	⑪
OT					N					2	E	A			Y	1	
OT					N					3	E	A			Y	1	
OT					N					4	E	A			Y	1	
OT					N					5	E	A			Y	1	
OT					N					6	E	A			Y	1	

# Retroactive Payments and Component Interface (C.I.)

- ① Enter the **current date**. Please note that the cell in this worksheet that has a date field should **not** be formatted with the \*. Refer to the Information in the screen shot below.



# Retroactive Payments and Component Interface (C.I.)

- ② Select the **Company** from the Drop-Down List Below:

**Company:** DOE, HHS, JUD, SDM, SOH, UH

- ③ Select the **Pay Group** from the Drop-Down List:

**Pay Group:** ADO, LDO, AHH, LHH, AJU, LJU, ASD, AEX, ATF, LAG, LEX, AUH,  
LUH

# Retroactive Payments and Component Interface (C.I.)

:

- ④ Select **Pay Period Ending** from the Drop-Down List Below. The pay period selected is when your department makes the retroactive payment to your employees based on their pay group.

## PAY PERIOD ENDING

11/20/2020

12/15/2020

12/31/2020

1/15/2021

1/31/2021

2/15/2021

# Retroactive Payments and Component Interface (C.I.)

- ⑤ The **Earnings Begin Date** is available in the following Query Reports:

M\_PY\_EARNS\_BY\_EE\_UAC\_BY\_EFFDT

- ⑥ The **Earnings End Date** is available in the following Query Reports:

M\_PY\_EARNS\_BY\_EE\_UAC\_BY\_EFFDT

# Retroactive Payments and Component Interface (C.I.)

- ⑦ The **Empl ID** is available in the following Query Reports:

M\_PY\_EARNS\_BY\_EE\_UAC\_BY\_EFFDT

The ' should precede the Empl ID you enter into this field, so there is a triangle in the upper left hand corner of the cell.



# Retroactive Payments and Component Interface (C.I.)

- ⑧ The **Empl Record** is available in the following Query Reports:

M\_PY\_EARNS\_BY\_EE\_UAC\_BY\_EFFDT

- ⑨ The Account Code is available in the following Query Report. This is the combo code based on the UAC that should be charged for the retroactive payment. Please contact the staff at your department's fiscal office for the current UAC, if it has not been provided to you.

M\_COMBO\_CODE\_LOOKUP\_BY\_DEPT

# Retroactive Payments and Component Interface (C.I.)

- ⑩ Select **Earnings Code** from the Drop-Down List Below:

## **EARNINGS CODE**

GR - Gross Retro

FR – Fringe Retro

# Retroactive Payments and Component Interface (C.I.)

- ⑪ The Amount of the retroactive payment is calculated as the difference between the amount that the employee was originally paid and the amount they should have been paid at the higher rate provided by Collective Bargaining. The calculated difference is the amount that should be entered in this field.

# Retroactive Payments and Component Interface (C.I.)

After you've completed your Component Interfaces (C.I.), please create a Salesforce Ticket with the Subject "Component Interface", attach your C.I. to the ticket, and send them to us.

The screenshot shows a 'New Case' form in Salesforce. The form is titled 'New Case' and is divided into three main sections: Case Information, Additional Information, and Description Information.

**Case Information**

- Case Owner: Gary Soga
- Case Number: (empty)
- Case Assignment: HIP Service Portal
- Contact Name: Gary Soga
- Date Resolution Required: 10/23/2020

**Additional Information**

- Status: New
- Type: --None--
- Case Origin: --None--
- Priority: Medium
- Category: Payroll
- Subcategory: Other

**Description Information**

- Subject: Component Interface (C.I.)
- Description: The C.I. from our department is attached.

# Retroactive Payments and Component Interface (C.I.)

## Frequently Asked Questions about Component Interface (C.I.s)

Q: When are C.I.s due to Central Payroll?

A: By January 8, 2021.

Q: What are the maximum number of rows in a C.I. ?

A: 250 rows. Please do not split your employees on C.I.s.

Q: What earnings codes do we use for the calculation of the retroactive payments?

A: Please use either GR –(Gross Retro) and FR (Fringe Retro)

Q: How do I calculate the retroactive payments if FFCRA earnings are involved?

A: Use the FFCRA payment worksheet to calculate the difference.

# Retroactive Payments and Component Interface (C.I.)

## Frequently Asked Questions about Component Interface (Cont.)

Q: If the employee consents, can an OPR be applied to the retroactive payment?

A: We are working on a process. However, we recommend that you get something in writing from the employee so you may proceed with their request. Refer to CM 19-01.

Q: Is there anything we need to be concerned about for terminated employees who are receiving retroactive payments?

A: Please be sure that the Earnings Begin and End Dates are before the employee's date of termination.

Q: As far as entering the EMPL ID, how can we get the triangle in the upper left hand corner of the cell.

A: Enter ' before entering or copying the employee's Empl ID.

# Clarification on ERS Deductions from Vacation Payouts

- Employees with membership dates prior to 1/1/1971 are required to make ERS contributions from their vacation payouts.
  - Exception: There are a few noncontributory members (Class C0) with membership dates prior to 1/1/1971 whose contribution rate is 0%. Their vacation pay should be reported to ERS, but there would be no ERS deduction.
- Employees with membership dates on or after 1/1/1971 are not required to make ERS contributions from their vacation payouts.
- Refer to Section 88-81, HRS, for further details on how ERS uses vacation pay as part of its calculation of employees' average final compensation.
- ERS informs eligible members upon filing for retirement that they should notify their departments to withhold ERS contributions from their vacation payouts.

# Payroll Processing Deadline for Updating Employee Tax Data

- For employees who would like to make changes to their tax data in HIP and ensure that the changes take effect on a given pay date, the changes must be saved in HIP by COB on the PCS deadline date for the respective payroll.
- For example, if an employee wants tax changes to take effect on the 11/5/20 pay date, the changes must be made by COB on 10/26/20.



# 2020 Year End Deadlines and W-2 Issuance

2020 Year End Reminders as we track toward the W-2 Form Issuance

1. Last Priority Pay Off-Cycle will be 12/08/20
  - PLEASE DO NOT WAIT FOR THIS CYCLE! Any pending adjustments, overpayments, cancellations, refunds, should be processed as soon as possible.
  - The 12/8/20 cycle will be your last opportunity for all adjustments through the 12/04/20 pay period.
2. A “Year-End” Off-Cycle will be completed on 12/30/20, only for 12/18 check cancellations/overpayments that need to be processed.
  - These adjustments will show on your reports, FAMIS/DataMart/etc., as posted on the 01/20/21 pay period.
3. SSN Name and Number errors must be resolved as soon as possible. Any SSN corrections that are not resolved prior to 12/24/20 will need to be handled with a W-2 Correction



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**MAHALO FOR YOUR TIME!**