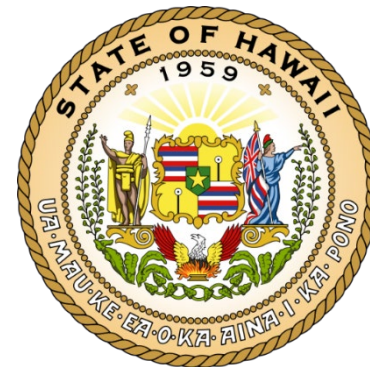




Payroll SME Meeting

November 23, 2020



Department of Accounting and General Services

Topics

1. Year End Updates
2. Step Movements for BUs 9, 13, 14 and their Counterparts
3. FFCRA Earnings beyond 12/31/2020 Unknown
4. Lump Sum Payments
5. Retroactive Payments and Component Interface (C.I.)

Year End Updates

1. Only three more off-cycles remain for calendar year 2020;
 - 11/24/2020, 12/02/2020, and 12/08/2020.
2. Only two more on-cycles remain for calendar year 2020;
 - 12/04/2020 and 12/18/2020.
3. SSN Name and Number errors must be resolved as soon as possible. If a department continues to use the incorrect information while trying to pay an employee, Central Payroll may elect to not pay this employee until this error is resolved. Any SSN corrections that are not resolved prior to 12/24/20 will need to be handled with a W-2 Correction

Year End Updates

4. W-2 Issuance:

- A. W-2 Electronic Consent - Continue to encourage your employees to use HIP ESS to enroll in W-2 electronic consent to receive their W-2 online only before it is available on paper. Query to see employee status is available: M_W2_CONSENTS.

If you consented last year, no need to consent thereafter. With many employees having agreements to work at home this year, it would be in their best interest from a security standpoint to retrieve a W2 on-line.

- B. Change in Address – The absolute last day to update addresses for W2 purposes will be 12/31/2020. This will guarantee that it is updated in time for the issuance of the W2 form.
- C. Terminated Employees – Employees would automatically get a paper W2.

Step Movements for BUs 9, 13, 14 and their counterparts

Departments in the State of Hawaii, Executive Branch only:

- Step movements for BUs 9, 13, 14 and their counterparts will be loaded on 12/05/2020 to be effective 1/5/2021 (LAG) and 1/20/2021 (After-the-Fact)
- You will see the PCS updated on the 12/15/2020 (LAG) and 12/30/2020 (AEX)

FFCRA earnings beyond 12/31/2020 unknown

The likelihood that FFCRA earnings being extended beyond 12/31/2020 is unknown.

To plan effectively for this deadline, please enter the FFCRA earnings and FFCRA reclasses in the 12/04/2020 and 12/18/2020 pay days. These on-cycle processes have the programming logic to calculate these entries correctly, e.g., allow the entry of negative FFCRA earnings into the On-line PCS, etc.

Lump Sum Bonus

For Departments in the State of Hawaii, Executive Branch, all Lump Sum Bonus will now need be processed in the 12/18/2020 pay day, per HGEA letter transmitted to the State on 11/19/20 to have payments processed and concurrence by the Executive Governance Committee (EGC) on 11/20/20.

- Use pay earnings code FR for this specific Lump Sum Bonus payment.
- Your ASO will receive by 11/24/20 COB secure, electronic file(s) for all payroll numbers containing employees who are scheduled to receive Lump Sum Bonuses. It will include all the data necessary to load the payments into HIP for processing.
- Fiscal and payroll teams should review all entries and make changes to ensure the correct employee population is included to be paid the Lump Sum Bonus.
- Updated and **completed files are due back to DAGS Central Payroll by COB, 12/7/20**. If DAGS CP does not receive the updated from your department by this deadline, your Lump Sum Bonus payments will not be processed on the 12/18/20 pay date.

Retroactive Payments and Component Interface (C.I.)

Please select and enter the correct Empl Record for the employee

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

M_PY_EARNS_BY_EE_UAC_BY_EFFDT

Retroactive Payments and Component Interface (C.I.)

Employee transfers and funding

For employees that transferred during the period mentioned in Act 48, it is our understanding that the employee's previous department received the appropriate funding. We recommend you do the following:

- Get a list of employees that transferred to your department from your Human Resources department during this period.
- Work with your budget analyst to get these funds transfer to your department.

Retroactive Payments and Component Interface (C.I.)

OPR deductions from Lump Sum or Retroactive payments

ACTIVE EMPLOYEES:

Enter a flat amount as a one-time deduction in Earnings that has been authorized by the employee. This number should be entered as negative in Earnings, so the flat amount will lower the employee's gross wages. Refer to item 4 in the screen shot below.

After this process has been completed, please change the Earnings amount back to what it was prior to the receipts of the Lump Sum or Retroactive payments.

Create Additional Pay

Employee Empl ID Empl Record 0

Additional Pay 1 *Earnings Code OPR Overpayment Recovery

Effective Date 2 Effective Date 05/11/2018

Payment Details 3 *Addl Seq Nbr 1 End Date Reason Not Specified

4 Rate Code Earnings -\$25.00

5 Goal Amount -\$125.00

6 Sep Check Nbr OK to Pay

Applies To Pay Periods

7 Job Information

Tax Information

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

Retroactive Payments and Component Interface (C.I.)

TERMINATED EMPLOYEES:

Upon receiving authorization from the employee to do this one-time OPR deduction, enter the Lump Sum or Retroactive payment into the PCS. Also enter the amount of the OPR.

OPRs (Additional Pay) are created when paysheets are created. Paysheets are not created for terminated employees so their goal balance may not update for them. Need to manually add this amount into the goal balance. Refer to item 5 in the screen shot below.

The screenshot shows the 'Create Additional Pay' web form. It includes the following fields and sections:

- 1**: Earnings Code (OPR) and Overpayment Recovery checkbox.
- 2**: Effective Date (05/11/2018).
- 3**: Addl Seq Nbr (1) and End Date.
- 4**: Rate Code and Earnings (\$-25.00).
- 5**: Goal Amount (\$-125.00).
- 6**: Sep Check Nbr and OK to Pay checkbox.
- 7**: Applies To Pay Periods (First, Second, Third, Fourth, Fifth).
- Job Information and Tax Information sections.
- Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History.

Retroactive Payments and Component Interface (C.I.)

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

To be posted to <http://ags.hawaii.gov/hip/for-payroll-personnel/> soon.



MAHALO FOR YOUR TIME!