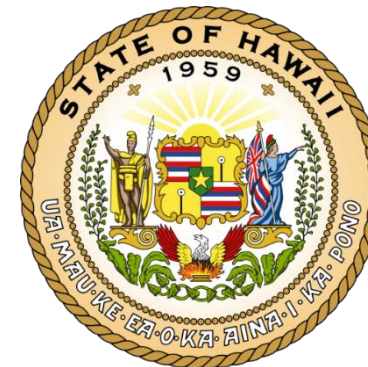




Payroll SME Meeting

December 21, 2020



Department of Accounting and General Services

Announcements

- The purpose of these meetings are to share information and timely updates, preferably in advance of a new deadline or requirement
- If additional information is needed, SME group will receive a follow-up email
- This is a user forum, and anyone can contribute and share with their colleagues; if you have information to share, we welcome it



Topics

1. Furlough Implementation
2. Year-end Adjustments
3. W-2 Online Consent
4. Key Reminders regarding HR Transactions
5. Submission of HIP Salesforce Tickets
6. Payroll Deadlines and the Effects of Furloughs

Furlough Implementation

1. Governor has announced Furloughs, effective 1/1/2021.
2. We understand not all Jurisdictions will be participating in Furloughs.
3. DHRD Personnel Transactions will add a Job Record for all employees included in the Furlough.
4. A new (negative) earnings code has been added “**TRD - Temporary Reduction Covid – 19**”.
5. 12/30 PCS open day you will see a new line on the PCS for each employee that has been identified as participating in the furlough, per item #3 above. This will be for the LAG employees for period 1/1-1/15 for paycheck 1/20/21.
 - a) 1/14/21 PCS open day you will see AEX employees populated with the new row; this will be for paycheck 2/5/21.
6. TRD is set on the Gross PCS and set to carry forward.
7. You will not be able to enter TRD as a positive amount; PCS has logic to stop a positive amount from being posted when you try to submit it.
8. It will be Department Payroll’s responsibility to add, delete, or change the TRD amount when you receive an EPAR.
 - a) The only time you will delete (or “zero out”) the TRD is when you’re paying Workers’ Comp or TDI.
 - b) If there any changes to who is exempt from Furloughs, Central Payroll will support changes with mass updates systematically.

Furlough Implementation, PCS Departments

PCS Example

1. Always submit both rows.

*(B) will be the normal base pay with any LWOP adjustment

TRD- should not be changed even if the employee was on LWOP

*(TRD) is the Furlough amount equivalent to 9.23% of base salary

Gross Pay																	
Find	View 100																
Empl ID	Empl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amount	Total	Prior Pay	Difference	UAC Code	Edit UAC
1			***-**-7312	Excep Hrly	13	\$2392.500000	11/16/2020	11/30/2020	TRD	0.00	\$0.000000	\$-220.82	\$-220.82	\$0.00	\$-220.82		Edit UAC
2			***-**-7312	Excep Hrly	13	\$2392.500000	11/16/2020	11/30/2020	B	0.00	\$0.000000	\$2392.50	\$2392.50	\$2392.50	\$0.00		Edit UAC

When balancing your PCS, you must take into consideration the (- TRD) will be included on the Total Gross calculation

	Hours	Gross	Prior	Diff
Level 1 Approved	0.00			
Rejected	0.00	\$0.00	\$0.00	\$0.00
Total	0.00			

Furlough Implementation, Time and Leave Departments

Time and Leave Example

1. For Time and Leave departments, we will maintain the TRD earnings on Additional Pay.
2. Additional Pay will be synced to Job Data. If there are changes to the furlough amount on Job Data, then Additional Pay will update overnight.
3. If the TRD amount needs to be changed, please coordinate with Department HR to update Job Data, then Addl will update automatically.
 - *The idea is that Job Data will always update Addl pay with the amount or if there's a change in UAC code*
4. If HR removes the Furlough amount from Job Data, Addl pay will be updated with an End Date to equal the same effective date as Job Data.

Create Additional Pay

Employee [REDACTED] Empl ID [REDACTED] Empl Record 0

Additional Pay [Search] | [Navigation] 1 of 1 | View All

*Earnings Code [TRD] [Search] Temporary Reduction Covid -19 [Add] [Remove]

Effective Date [Search] | [Navigation] 1 of 1 | View All

Effective Date [07/01/2020] [Calendar] [Add] [Remove]

Payment Details [Search] | [Navigation] 1 of 1 | View All

*Addl Seq Nbr [1] [Add] [Remove]

Rate Code [Search]

Earnings [238.96]

Hours []

Goal Amount []

Sep Check Nbr []

OK to Pay

End Date [07/16/2020] [Calendar] [Add] [Remove]

Reason [Not Specified] [Dropdown]

Hourly Rate []

Goal Balance []

Disable Direct Deposit

Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Furlough Implementation, Executive Branch Departments

1. To view the monthly Furlough Adjustment Amount, go to Job data and Compensation tab. (Screen shot is an example, subject to change)
2. It is HR's responsibility to keep this field updated.
3. Below is a sample check of how the reduction will look on all pay statements, regales of jurisdiction.

The screenshot shows the 'Compensation Details' section of an HR system. A red box highlights the 'Furlough Adjustment Amt' field, which is set to 279.53. A red arrow points from this field to the 'Temporary Reduction- Covid-19' entry in the 'HOURS AND EARNINGS' table below.

State of Hawaii Central Payroll
P.O. Box 119
Honolulu, HI 96810

Payroll Number: [REDACTED]
Pay Begin Date: 11/16/2020
Pay End Date: 11/30/2020 **** On-line Check ****

Self-Service ID: [REDACTED]
Department: SOH-State of Hawaii

HOURS AND EARNINGS				
Description	Rate	Current Hours	Earnings	Hours
Regular			3,028.50	
Temporary Reduction- Covid-19			-279.53	
TOTAL:		0.00	2,748.97	0.00

Furlough Implementation Audit Queries

1. We have developed pre audit queries to run before you submit your PCS for approval.
 - For *Time and Leave Departments*, you will run your Pre-Audit queries no later than Timesheet Deadline day.
2. The intention of these queries is to identify where on the Employee Job record and on the PCS/Additional Pay where it is different.* Note these queries will be available by Dec 30th PCS open day.

3. **M_PCS_FUR_PRE_AUDIT**
 - a) This query is specific for **Departments on PCS**. The results in AMOUNT_DIFF will tell you if there is a difference between what is on the Employee Job record and the PCS.
4. **HIP_TL_FUR_PRE_AUDIT**
 - a) This query is specific for **Departments on Time and Leave**. The results in AMOUNT_DIFF will tell you if there is a difference between what is on the Employee Job record and Additional Pay.
5. **HIP_TL_FUR_ACCT_CD_AUDIT**
 - a) The query is specific for **Departments on Time and Leave** and is used to audit the combo codes (i.e., UAC), to ensure the Addl Pay and Job Data combo codes stay in synch.

Year-end Adjustments

- Now that we have processed the last paycheck of the calendar year, any year-end adjustment that needs to be processed should be submitted to DAGS Central Payroll no later than 1/8/21.
- Adjustments submitted and processed by 1/8/21 will update the W-2 prior to issuance (online/print).
- Adjustments identified and not entered by the 1/8/21 will result in a W-2C. Please follow instructions for submission of W-2Cs via online submission link.
- For the larger jurisdictions, a file may be provided for mass adjustments.

W-2 Online Consent

- Employees who have already consented to not receiving paper W-2s, do not have to take any action.
- For ALL employees, consent is required by December 31, 2020 to opt out of paper W-2s.
- Encourage employees to consent if they have not opted out of receiving a paper W-2, to reduce distribution and mailing costs, and since a significant percentage of employees may still be teleworking.

Key Reminders

- It's really important to keep up with termination records so that EUTF has accurate information, especially for retirees who need to get on retiree health insurance
- Both New Hire Letters and Off-Boarding Letters are required so that employees can get access to HIP, and get critical instructions regarding tax forms, payroll beneficiary, and direct deposit

Submission of HIP Salesforce Tickets

- All submissions must include the EMPLID of the employee whose record or transactions require research and resolution.
- Reminder to include other reference detail – pay period, earnings or deductions type, date of transaction to ensure that the HIP Service Center can properly diagnose the issue and resolve.
 - *For Time and Leave Departments, critical details like specific dates of leave, names of supervisors, or TRC codes are very helpful to get a quicker resolution*

Payroll Deadlines and the Effects of Furloughs

Questions have been arising about whether deadlines will be adjusted due to the State furloughs.

Due to IRS deadlines for tax payment, NACHA rules for ACH transmission, and the State mandated pay groups per HRS, the payroll deadlines will not be adjusted.