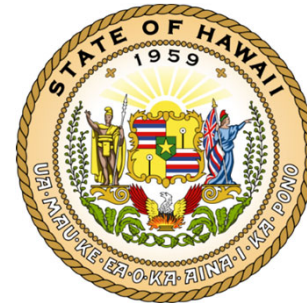




Payroll SME Meeting

January 25, 2021



Department of Accounting and General Services

Topics

1. Proper Use of Retroactive Earnings Codes
2. Pre-Note Failures
3. DAY 3 - Payroll Processing
4. FFRCA Earnings – Deadline 3/31/2021 to submit

Proper Use of Retroactive Earnings Code

- New Earnings Code BNR had added to the list of Earnings Code.
- Effective immediately, this code is to be used for any Bonus Lump Sum payments.
- Please remember to use the GR and FR Earnings Codes appropriately when submitting retroactive earnings related to the HGEA 7/1/19 pay increases
- BR Earning Code and specific fringe earnings codes should be used for regular retroactive payments
- See reference table on next slide.

Retroactive Payments: Earnings Code Reference Table

Retroactive Processing Payment Type	BR (Base Retro)	Fringe Type Using Designated Code	GR (Gross Retro)	FR (Fringe Retro)	BNR (Bonus Retro)
Payment of negotiated contract Lump Sum Amounts (for any lump sums that have not yet been paid)					✓
Payment of Retroactive Base Earnings per negotiated contract effective 7/1/2019			✓		
Payment of Retroactive Fringe Earnings per negotiated contract effective 7/1/2019				✓	
Payment of “regular” Retroactive Base Earnings (not tied to recently negotiated contract)	✓				
Payment of “regular” Retroactive Fringe Earnings (not tied to recently negotiated contract)		✓			

Notes:

1. Subject earnings eligible for ERS contributions for Tier 1 or Tier 2 employees must be properly reported to ERS on behalf of all departments and jurisdictions.
2. Specific earnings codes determine what earnings may or may not be subject for statutory dues deductions.

Pre-Note Failures

- Pursuant to Act 110, SLH 1998 requires employees to use direct deposit rather than receiving a paper check, if they are not casual employees and were hired on or after July 1, 1998. Employees covered by this act will need to enroll in direct deposit in the Hawaii Information Portal.
- Departments must act swiftly if they receive a Pre-Note Failure ACH for their employee(s). This information is sent to a representative within your department.
- Payroll departments should have an internal process where once DAGS provides notification of Pre-Note Failure, someone (HR or Payroll) is designated to communicate to your employee(s) in a timely manner to correct the error(s).
- The State of Hawaii is assessed a fee from the ACH vendor for every Pre-Note Failure notification.

DAY 3 – Payroll Processing

- Effective immediately, all payroll adjustments sent to CP through a Salesforce Ticket must be received by our office no later than 8:30 am on the 3rd day of payroll processing.
- This is the day prior to the PCS Open Day (Timesheet Open). For example, the deadline to receive payroll adjustments for this February 5, 2021 pay day, is Monday, February 1, 2021 at 8:30 am. Please refer to the screen shot below.

February

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						

- This is to ensure that Central Payroll will have sufficient time to process payroll.
- Any adjustments received after this deadline will not be processed.

FFRCA Earnings

- FFCRA earnings will not be extended beyond December 31, 2020
- Deadline to submit FFCRA earnings for final processing is the March 19, 2021 payroll