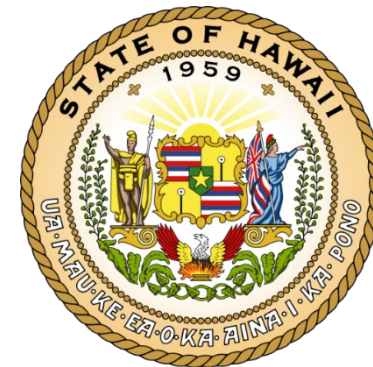




Payroll Concepts

July 26th, 2021



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

Action Required Prior to Go-Live in August

Check your department's security spreadsheet and verify that you will be given **Timekeeper** security access and have the **appropriate department ID assignment** that covers the entire segment of your organization that you process payroll for today. Timekeeper access is what gives you the ability to see employee time.

If you do not have Timekeeper security access or the right department ID assignment, you will NOT be able to perform the functions in this training. If changes are required, please submit an ETS-304 security form found on the payroll users support page. Courses 101 and 200 Employee Self-Service, and course 125 Timekeeper training were prerequisites for this course.

Agenda

Section 1: Fundamentals

- Key Dates for Time and Leave Transition
- New Time and Leave Deadlines to replace Old Payroll Calendar
- HIP Architecture
- Terminology
- Security roles
- Standard Operating Procedure and Roles & Responsibilities
- How Time and Payroll relate to each other
- Workflows

Section 2: Pay Calculation and the Administration of Pay

- Gross Pay calculation and FLSA calculation
- TRC examples: Meals, Standby Portions, Night Shift
- TRCs versus Earnings Codes
- Compensatory time is moving to timesheet
- Job Earnings Distribution
- UAC administration on timesheets
- Priority Pay
- Additional Pay
- Payable Time Detail
- Workers' Compensation payments and TDI
- Using the RNG Earn Code
- Rapid Time
- G2 Vacation Payout and Deferred Comp

Agenda, continued

Section 3: Exception Processing and Audits

- Mandatory Audits/Queries to Run Each Pay Period
- Workers' Compensation Reclass Query and Business Process
- Support of Timekeepers

Section 4: Special Situations

- Using PCS for payments that should have been made prior to go-live
- Pay Statements showing retroactive payments
- Pay Statements showing no Retroactive Payments
- Negative Offsets
- Overpayment recovery process/Retroactive processing
- Paysheet Override
- Employees on LWOP on a Holiday

Section 1: Fundamentals

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Key Dates for Transition

First Payroll for After-the-Fact Employees

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8/1	8/2	8/3	8/4	8/5	8/6	8/7
--	--	Balance spreadsheets due at Noon!*	--	--	--	--
8/8	8/9	8/10	8/11	8/12	8/13	8/14
--	Time and leave now available to use	--	--	--	--	--
8/15	8/16	8/17	8/18	8/19	8/20	8/21
--	Employees ensure time is entered for 8/1 - 8/15	--	--	--	--	--
8/22	8/23	8/24	8/25	8/26	8/27	8/28
--	--	Timesheets Locked (8/1 – 8/15)	Supervisor deadline for 1 st pay day	--	--	--
8/29	8/30	8/31	9/1	9/2	9/3	9/4
--	--	--	--	--	1 st pay day	--
9/5	9/6	9/7	9/8	9/9	9/10	9/11
--	--	--	--	Supervisor deadline for next pay day	--	--

*After-the-fact employee leave balance/leave used spreadsheets must be as of 8/1/2021. This includes all leave taken up to the end of the day 7/31/2021 and July month-end accruals. Any pre-approved leave for 8/1 and beyond may be entered on the future approved leave spreadsheet.

Reference: <https://ags.hawaii.gov/hip/files/2020/10/2021-Payroll-Calendar-for-TL.pdf>

First Payroll for LAG Employees

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8/8	8/9	8/10	8/11	8/12	8/13	8/14
--	--	--	--	--	Balance spreadsheets due at Noon!**	--
8/15	8/16	8/17	8/18	8/19	8/20	8/21
--	Time and leave now available to use	--	--	--	--	--
8/22	8/23	8/24	8/25	8/26	8/27	8/28
--	--	Employees ensure time is entered for 8/16 - 8/23***	Supervisor deadline for 1 st pay day	--	--	--
8/29	8/30	8/31	9/1	9/2	9/3	9/4
--	--	--	--	--	1 st pay day***	--
9/5	9/6	9/7	9/8	9/9	9/10	9/11
--	--	--	--	Supervisor deadline for next pay day	--	--

**LAG employee leave balance/leave used spreadsheets must be as of 8/16/2021. This includes all leave expected to be taken up to the end of day 8/15/2021 and July month-end accruals.

Do not include mid-month accruals for earn-as-you-go UPW employees. If earn-as-you-go UPW employees have negative balances as of 8/16, a "0" will be provided as a starting balance and a balance adjustment may be performed to deduct hours. Any pre-approved leave for 8/16 and beyond may be entered on the future approved leave spreadsheet.

*** Any exception time/leave requests reported and approved for LAG employees after 8/23 (e.g. 8/23 – 8-30) will be picked up on the pay cycle for the 9/20 pay date. The supervisor deadline for that time will be 9/9.

Time and Leave Deadlines

<https://ags.hawaii.gov/hip/files/2021/04/2021-Payroll-Calendar-for-TL.pdf>

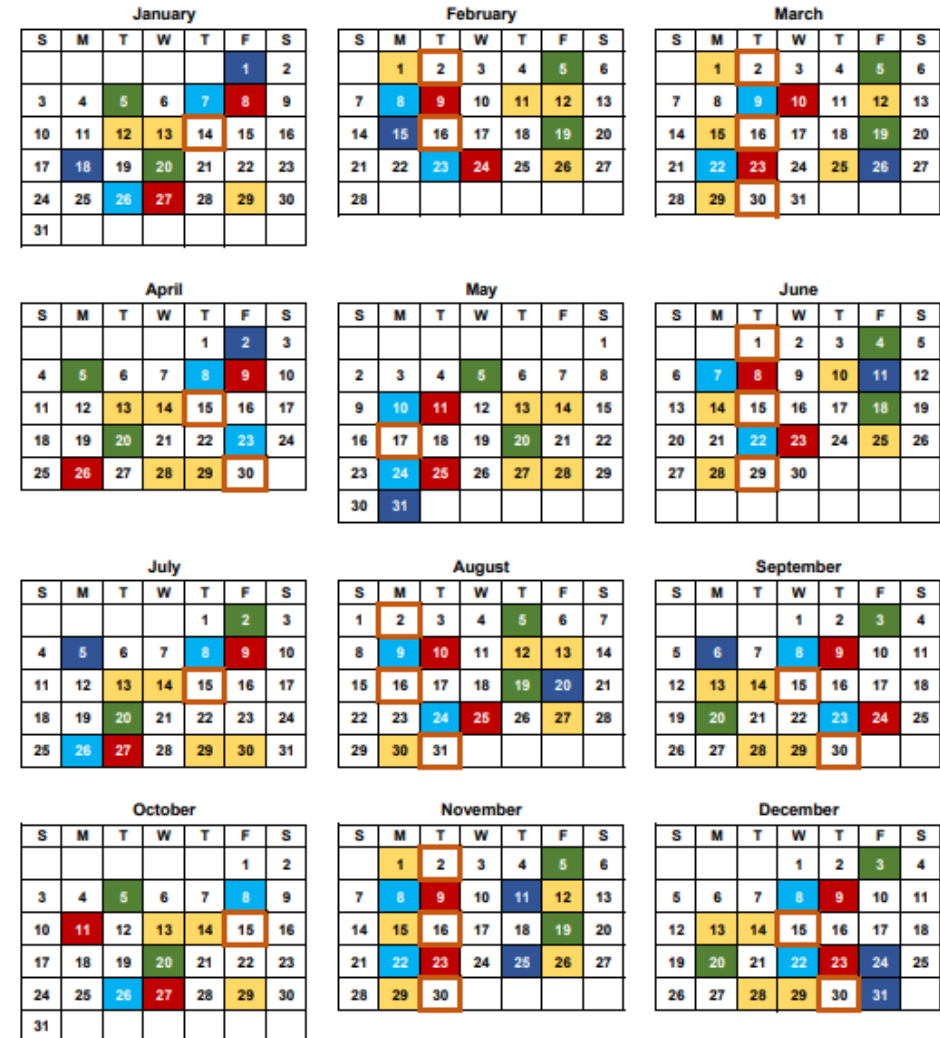
Timesheet Submission Deadline = last day for timesheet submissions to be processed on next payroll

Supervisor Approval Deadline = now where the PCS deadline used to be

HR Lock Out = HR cannot make changes when Central Payroll is processing

Timesheets are always locked between Supervisor Approval Deadline and **Timesheet Open** day

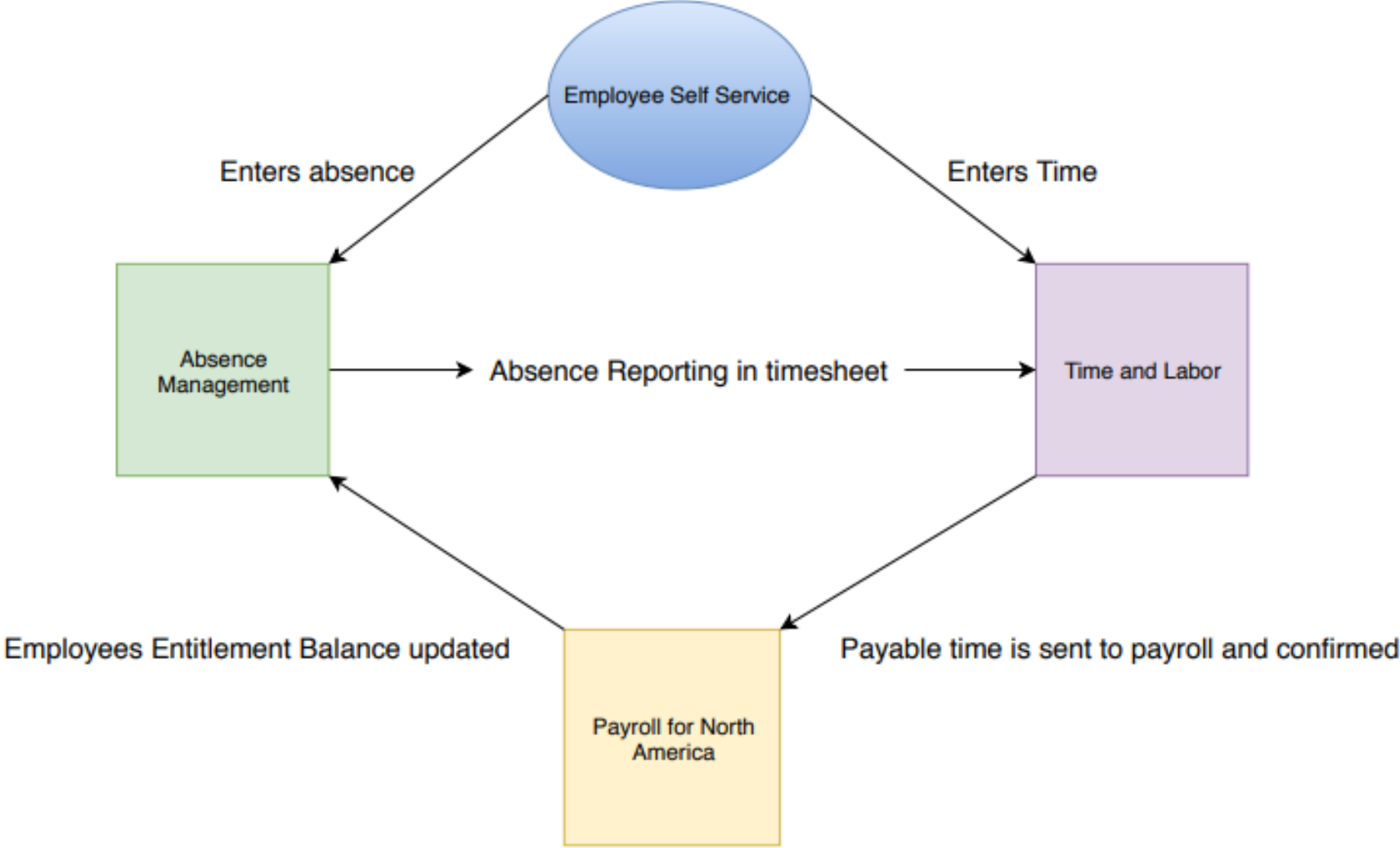
2021 Time and Leave Calendar
State of Hawaii, DAGS Central Payroll



Holiday
 Payday
 Timesheet Open
 HR Lock Out
 Timesheet Submission Deadline
 Supervisor Approval Deadline

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

HIP Architecture



Terminology

Timesheet Entry methods:

- **Elapsed Time Entry:** The total number of hours worked are entered for each day.
- **Punch Time Entry:** Specific In and Out times for the workday.
- **Positive Time Reporter:** A time reporter who reports all time (i.e., hourly worker); depending on how we set up this type of reporter they can report either punched or elapsed time.
- **Rapid Time Entry:** Like the PCS page; this allows for quick entry of employee time.
- **Time Reporting Codes (TRCs):** These codes will be visible for the employee to pick from on the timesheet. TRC's are mapped to payroll Earning Codes. For example, TRC "ZUNFM" is mapped to earn code UP (Uniform Payment), which pays and taxes amount entered.

JOB AID: Time Reporting Code and Earn Code Matrix: <https://ags.hawaii.gov/hip/files/2020/08/Time-Reporting-Code-and-Earn-Code-Matrix.pdf> and TRC List <https://ags.hawaii.gov/hip/files/2021/03/TRC-List.xls> (will be updated with codes applicable to your deployment group shortly)

- **Timesheet Exception:** A flag on reported time that requires further review. For example, OT recorded on the timesheet that was not pre-approved by the supervisor will be flagged as an exception. Supervisors are required to work on these.

Security Roles

With Time and Leave implementation, there will be new security roles for users:

- **Supervisors:** Access to approve timesheet and overtime requests, and resolve exceptions, access to approve absence requests
- **Timekeeper:** Works with timesheet transactions, including auditing and exception resolution monitoring
- **Leave Keeper:** Works with absence transactions and audits records
- **HR Admin:** Works with extended absence administration, leave donations, leave balance adjustments
- **Fiscal Admin:** Time reporting data (no transaction access)

All of the above security roles have access to a certain set of employee records that is defined by their **Department ID** access.

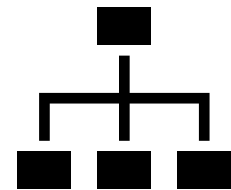
EXAMPLE: Timekeeper John Smith has Department ID access to 320000. 320000 corresponds to the top of the organizational chart for Department of Health. Therefore, John Smith has timesheet access for all Department of Health employees.

Security Requests

Security Roles are added/removed via requests made and approved with the ETS-304 Form:
[“Hawaii Information Portal Security Access Request Form for Time & Leave and Payroll-Deployed Departments”](#)

- Employees get their Time and Leave access automatically when they are hired by HR into your department.
- Supervisors get their Time and Leave approval access automatically by being designated by HR as a “Reports-To” supervisor in HIP. Their default Department ID assignment is the one designated by HR.

Caveat: Supervisors will not be able to see time or leave data for any subordinates who don’t fall under the supervisor’s Department ID. In other words, subordinates shouldn’t be *above* their supervisor in the organization or some *other* part of the organization. The only way to fix that issue is to have HR correct data in HIP to place supervisors and subordinates in the correct places in the organization, or to use the Security Form to request Department ID security for the supervisor that is different from the supervisor’s normal Department ID.



Standard Operating Policies and Procedures and Roles & Responsibilities

The Standard Operating Policies and Procedures (SOPP) emphasizes how important it is for time and leave to be input **timely**.

<https://ags.hawaii.gov/hip/files/2020/10/Time-and-Leave-Standard-Operating-Policies-and-Procedures.pdf>

To prevent frustration, retroactive processing, employee and supervisor confusion, you should always reinforce the importance of timely entries in your department.

Everyone – HR, timekeepers, leave keepers, employees, supervisors – has a role to play and should be timely to keep the system running as smoothly as can be! All time and leave records should really be input *by the end of each pay period worked*.

Your role is to enforce the SOPP by reminding folks about timeliness!



Standard Operating Policies and Procedures and Roles & Responsibilities

With Time and Leave implementation, there are new Standard Operating Policies and Procedures (SOPP):

<https://ags.hawaii.gov/hip/files/2020/10/Time-and-Leave-Standard-Operating-Policies-and-Procedures.pdf>

In addition to covering procedural matters, the SOPP defines the roles and responsibilities in the system.

See section 5.2 for the roles of:
Employees, Supervisors, Timekeepers, Leave Keepers, HR Admins, Fiscal Admins, Department HR Transactions Staff, and Department Payroll Staff

5.2.8 Department Payroll

- 5.2.8.1 Monitor the input of employees, supervisors, and timekeepers to ensure both accuracy and timeliness.
- 5.2.8.2 Communicate with department personnel to ensure compliance within the department.
- 5.2.8.3 Process payment of non-base pay (e.g., Temporary Assignment Pay, Wages-In-Kind, Worker's Compensation, etc.).
- 5.2.8.4 Run system queries to review, audit or analyze information, as needed.
- 5.2.8.5 Notify supervisors and timekeepers to resolve unresolved exceptions.
- 5.2.8.6 Administer UACs used to charge for non-base pay for a position.

How Time and Payroll Relate to Each Other

- Salaried employees are paid based on the compensation rate set up in Job Data and only “exceptions” to that regular time come through the Time and Labor.
- Hourly employees come through Time and Labor.
- Any time that comes through Time and Labor is considered “payable time”.

Concepts to know:

Payable Time Status: The status of payable time tells you what’s happening with the time that was entered on the timesheet. You can review payable time status on the Payable Time Detail pages, or in the “Status” column on some queries. Below are common statuses:

- **Needs Approval (NA)** - Time must be approved before it can be sent to payroll.
- **Approved (AP)** - Approved payable time can be sent to payroll.
- **Taken (TP)** - Time that has been accepted by payroll and loaded to paylines for paycheck processing.
- **Estimated (ES)** – Time that is ready to be picked up by the Time Load (usually for TA, WC, TDI as pay is entered by department payroll).
- **Denied (DN)** – Time that has been denied.
- **Rejected by Payroll (RP)** – Time that the Time Load process couldn’t load; most likely for employees that have terminated but still have lingering unprocessed time. System will try to load again if issue is resolved.
- **Closed (CL)** – Time is not set up to go to payroll, recorded on the timesheet side only. Mostly associated with Time Reporting Code REG00, which is one of the reg time codes. However, for salaried employees, the payroll side will calculate the salary, so we don’t need the regular time hours.

High Level Workflow

Employees with Computer Access



Employees without Computer Access



Rapid Time used
by Timekeepers for
time entry

Section 2: Pay Calculation and the Administration of Pay

- Gross Pay calculation and FLSA calculation
- TRC examples: Meals, Standby Portions, Night Shift
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Gross Pay Calculation Example

- With Time and Leave implementation, HIP will create a consistent and standard method of calculating gross pay.
- True semi-monthly rates will be used to calculate pay equally across pay periods.
- 40hrs*52 weeks=2080 worked hours in a year/24 pay periods=86.666667 hours each pay period.

New Hire December 2020

HIP

1st Half

Annual	\$ 74,004.00
Semi-Monthly	\$ 3,083.50
Yearly Hours	2080
Hours (Yearly Hours / 24)	86.666667
Rate	\$ 35.578846
Earnings (Rate * Hours)	\$ 3,083.50

2nd Half

Annual	\$ 74,004.00
Semi-Monthly	\$ 3,083.50
Yearly Hours	2080
Hours (Yearly Hours / 24)	86.666667
Rate	\$ 35.578846
Earnings (Rate * Hours)	\$ 3,083.50

Monthly Total \$ 6,167.00

LEGACY

1st Half

((Actual Hrs Wrkd / Sched Hrs) * Monthly Salary)

Working days Rate Method	Working days out of the Month	Hours Worked	Total Monthly Hours	Monthly \$	Pay Period Adjusted Rate
	11 days of out of 23	88	184	\$ 6,167.00	\$ 2,949.43

2nd Half

((Actual Hrs Wrkd / Sched Hrs) * Monthly Salary)

Working days Rate Method	Working days out of the Month	Hours Worked	Total Monthly Hours	Monthly \$	Pay Period Adjusted Rate
	12 days of out of 23	96	184	\$ 6,167.00	\$ 3,217.57

Monthly Total \$ 6,167.00

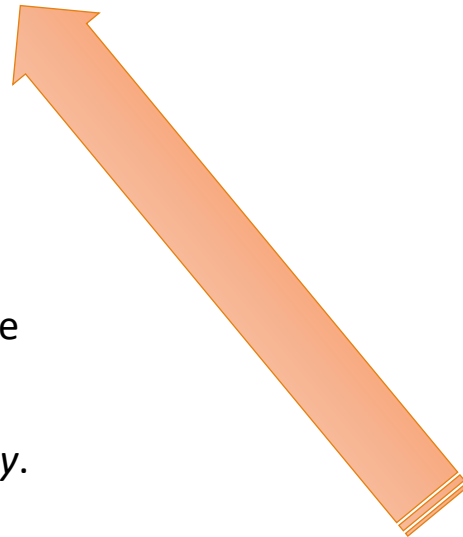
December

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	31		

Fair Labor Standards Act (FLSA) Rate Calculation Example

Semi-Monthly Rate	\$	3,399.50						
Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA	Base Comp Rate	Total
NDF	Night Shift Differential	Hourly Rate	1	0.6		Amts Only	0.6	0.6
OTP	Overtime	FLSA Rate	3	\$ 39.24	\$ 176.58	Both	\$ 39.22	\$ 117.6705
Weekly Wage Equivalent	\$	1,569.00	Regular Pay Period Earnings*Pay Period Factor (24) / Weekly Frequency Factor (52)					
FLSA Rate	\$	39.24	Weekly Wage Equivalent + Other FLSA Eligible Earnings / Standard Hours (40)					
FLSA Overtime	\$	176.58	Overtime Hours * FLSA Rate * 1.5					

- Time and Leave will implement FLSA rates.
- Payroll will no longer be multiplying the hours*1.5.
- HIP will calculate the rate *automatically*.



Earnings 4 of 4 | View All

Begin Date 03/16/2020 End Date 03/21/2020 Add'l Line Nbr 3 Reason Not Specified
 Empl Record 0 Benefit Record 0 Additional Data

Salaried	Hourly	Overtime
Hours 0.00	Hours 0.00	Hours 0.00
Rate 39.225000	Rate 0.000000	Rate 0.000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
Rate Code	Rate Code	Rate Code

Rate Used Hourly Rate Shift Not Applicable Shift Rate
 State HI Locality

Other Earnings 1-2 of 2

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
NDF	Night Shift Differential	Hourly Rate	1.00	0.600000	0.60	
OTP	Ordinary Overtime	FLSA Rate	3.00	39.240000	176.58	

Time Reporting Codes (TRCs)

What is a TRC? A TRC is a code that identifies the type of time worked. TRCs are codes used on the timesheet to help with detailed reporting of time.

Some of the most common Time Reporting Codes (TRCs) employee or timekeepers use are found below. HIP uses workgroups to apply the correct TRC's to the employee Timesheets. These TRCs are applicable to the CBA the employee is in. Common TRCs:

- **MEAL** - The employee will only be able to select in units of 1. Based on the TRC chosen (e.g., breakfast, lunch, dinner) and HIP will calculate the right rate for their CBA.
- **STDBY - Standby By Pay Portions** - The employee can only select 1 or 2 portions that qualify for standby.
- **Night Shift Differentials** - When Overtime is in the description, the TRC will calculate at *1.5 the time entered, meaning the employee worked OT.
 - NDIF1 - Overtime-Night Shift
 - NDIFF - Overtime-Night Shift

Example of how a TRC is calculated. Rates are configured based on the CBAs. For example, you will notice NDIF1 for BU01 employees is at a rate of \$0.70, while NDIFF is at \$0.60:

TRC	Description	TRC Type	Rate	Earn Code	Earn Code	Description
N1GHT	Scheduled Night Shift	Hours	0.700000	ND1	ND1	Night Shift Differential
NDIF1	Overtime - Night Shift	Hours	0.700000	ND1	ND1	Night Shift Differential
NDIFF	Overtime - Night Shift	Hours	0.600000	NDF	NDF	Night Shift Differential

TRC and Earnings Code Relationship

How do TRCs and Earnings Codes work together? Whereas TRCs are codes that identify the detailed type of time worked, Earnings Codes are used for processing payroll to identify the kind of pay being processed.

- Each TRC and Earning Code are set up with criteria depending on how the code(s) should be used.
- A mapping of TRCs to Earning Codes exists in the system so that when time loads into payroll, pay can be processed accordingly. The determination of the TRC-to-Earning-Code relationship has many factors, one of which is how the time needs to be processed in payroll.
- There can be a one-to-one or a one-to-many relationship between TRCs and Earnings Codes. This allows recording of time at granular levels on the timesheet side, if necessary, where such granular levels may not be needed in payroll.

Compensatory Time is Moving to Timesheet

Compensatory (Comp) Time will now be various timesheet TRCs for the employee to earn as well as take. This was covered in timesheet training for all salaried employees.

- We are required to track both Comp Time State and Comp Time Federal balances.
 - State Comp Time is earned when working over 8 hours in a day.
 - Federal Comp Time is earned when working over 40 hours in the work week.
 - Check applicable State policies on which of the above Compensatory Time types to use if you have questions.
- As a Timekeeper, you can use the “Adjust TRCs”. These can be used when employee has a discrepancy, and you need to make an adjustment:
 - TRC description- **Adjust Earn CompTime**
 - TRC description - **Adjust Take CompTime**

Job Earnings Distribution

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Earnings Distribution Type Find First 1 of 16 Last Go To Row

Effective Date 06/01/2021
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Change Earnings Distribution
Job Indicator Primary Job

Compensation Rate [Redacted]
Standard Hours 40.00
*Earnings Distribution Type By Percent

Work Period Weekly
Compensation Frequency Monthly

Base Earnings Distribution Find First 1 of 1 Last

*Earnings Code B Regular
Percent of Distribution 100.000
Combination Code 584417

Earnings Chartfields

Non-Base Earnings Distribution Find First 1 of 1 Last

*Earnings Code NDF Night Shift Differential
Percent of Distribution 100.000
Combination Code 000697921

Earnings Chartfields Find First 1 of 1 Last

Department payroll will now have limited edit access to Job Data.

- The UAC will now be updated on Job data for Base pay and non-base pay earnings.
 - HR will be responsible for the Base Earnings distribution UAC
 - Payroll will be responsible for the Non-Base Earnings Distribution UAC
- We will convert the UAC from what was paid on the PCS from the prior check on Job data to get you started.

Job Earnings Distribution

You can view the UAC by clicking the Combo Code.

If the UAC is changing for an earning code and it's before the end the pay period for the employee ATF or LAG, you can update it on **Job Data**.

If it's after the pay period has ended, the UAC must come from the timesheet.

ChartField Common Component

ChartField Detail

Combination Code: 584417

Search Options: Combination Codes

Search

ChartField Detail

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Activity	Object
M04	G	22	007	M	050	2000

Ok Cancel

ChartField Common Component

ChartField Detail

Combination Code: 000697921

Search Options: Combination Codes

Search

ChartField Detail

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Activity	Object
M04	G	21	000	M	110	1364

Job Earnings Distribution

The screenshot shows the 'Job Earnings Distribution' tab selected in a navigation bar. Below the navigation bar, there are fields for 'Empl ID' and 'Empl Record 0'. The main section is titled 'Work Location Details' and contains several fields: '*Effective Date' (05/01/2021), 'HR Status' (Active), 'Payroll Status' (Active), '*Job Indicator' (Primary Job), 'Effective Sequence' (0), '*Action' (Data Change), and '*Reason' (Change Earnings Distribution). There are also navigation controls like 'Find', 'First', '1 of 15', 'Last', and a 'Go To Row' button. Callouts a-f point to specific elements: 'a' points to the '+' button in the 'Go To Row' area, 'b' points to the calendar icon next to the effective date, 'c' points to the effective sequence field, 'd' points to the action dropdown, 'e' points to the reason dropdown, and 'f' points to the 'Job Earnings Distribution' tab in the navigation bar.

Changing the UAC on Job:

- Add a row on Work Location tab.
- Use the Effective Date of the beginning of the pay period.
- If the Effective Date you want to use already exists on the record, you can still use the same date, but increase the Effective Sequence by 1, otherwise leave it at 0.
- Action: Data Change
- Reason: Change Earnings Distribution
- Click the Job Earnings Distribution tab

Job Earnings Distribution

- g) Input the Earnings Code that you want to change the UAC for in the Non-Base Earnings Distribution Section. Earnings Code to input may differ depending on the employee's BU. Please refer to the TRC List and Time Reporting Code and Earn Code Matrix for correct earn code to use.
- h) Enter the percentage distribution
- i) Click Edit ChartFields to open the screen for the UAC details

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | **Job Earnings Distribution**

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

Earnings Distribution Type Find First 1 of 15 Last
Effective Date: 05/01/2021
Effective Sequence: 0
HR Status: Active
Payroll Status: Active
Action: Data Change
Reason: Change Earnings Distribution
Job Indicator: Primary Job
Current
Compensation Rate: 6,500.000000
Standard Hours: 40.00
*Earnings Distribution Type: By Percent
Work Period: Weekly
Compensation Frequency: Monthly
Go To Row

Base Earnings Distribution Find First 1 of 1 Last
*Earnings Code: B Regular
Percent of Distribution: 100.000
Compensation Rate: [Redacted]

Earnings Chartfields
Combination Code: 459852
Edit ChartFields

Non-Base Earnings Distribution Find First 1 of 1 Last
*Earnings Code: NDF Night Shift Differential
Percent of Distribution: 100
Combination Code: [Redacted]
Edit ChartFields

Earnings Chartfields Find First 1 of 1 Last
Percent of Distribution: 100
Combination Code: [Redacted]
Edit ChartFields

Job Data | Employment Data | Benefits Program Participation

You may add rows for multiple types of Fringe Earnings Codes

You may add rows to split UAC for each earning code. Please ensure the Percent of distribution doesn't exceed 100 per code

Job Earnings Distribution

ChartField Common Component

ChartField Detail

Combination Code

Search Options

Combination Codes

ChartField Detail

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Activity
M14	G	20	010	M	850

- j) Input the UAC values in the ChartField Detail. If you can't find a value to pick from in the UAC, please submit a help ticket. Other wise the Combination Code will generate for you.
- k) Click OK
- l) You will return to the main page, and you may click Save to save the entry. After save, if employee's enter time on/after effective date, then the combination code you entered will be applied.

UAC on Timesheet

If you want to change the UAC on the timesheet, you can. Timekeepers, supervisors and even employees may change the UAC directly on the timesheet. Note: The UAC on the timesheet will take priority over the UAC on Job Earnings Distribution tab in HIP and applies to non-base earnings.

Note: Changing the UAC for REG00 will not take priority and not flow over to the Paycheck.

For Example: The Job Data UAC is attached to Combo Code **000658381**; however, the Combo Code on the timesheet was changed to **000506094**. The timesheet Combo Code will be what applies on the paycheck. It will not however change the Combo Code on Job Data. Any changes to the Combo Code/UAC need to be done by the end of Timesheet Deadline day each cycle. If there is no Combo Code/UAC set anywhere, then the charges will go to the employee's base pay UAC.

The screenshot shows the 'Job Earnings Distribution' tab. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, PAS, Hi Exec Job, and Job Earnings Distribution. Below these, there are fields for 'Employee' and 'Empl ID', and a 'Go To Row' button. The main section is titled 'Earnings Distribution Type' and includes fields for Effective Date (06/02/2021), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Data Change), Reason (Change Earnings Distribution), Job Indicator (Primary Job), Compensation Rate, Standard Hours (40.00), Work Period (Weekly), Compensation Frequency (Monthly), and *Earnings Distribution Type (By Percent). Below this is the 'Base Earnings Distribution' section with *Earnings Code (B), Regular, Percent of Distribution (100.000), and Compensation Rate. The 'Earnings Chartfields' section shows a Combination Code of 584638. The 'Non-Base Earnings Distribution' section has *Earnings Code (H15) and Hazard Pay Severe. The 'Earnings Chartfields' section for non-base earnings shows a Percent of Distribution (100.000) and a Combination Code (000658381).

The screenshot shows a 'Time Reporting Code / Time Details' dialog box. At the top, there are navigation arrows and a date range '16 July - 31 July 2021'. Below this, there are fields for 'Business Unit' (STATE) and 'State of Hawaii'. The 'Combination Code' field is highlighted with a red box and contains the value '000506094'. There is also a 'Cancel' button and a 'View Legend' link.

Priority Payments

You now have two options when creating Priority Payments. The first option is to pull in from the employee's timesheet any time that is approved.

Note: You can't issue Priority Payments for terminated employees. You can still use the PCS to pay termed employees up until we remove access to the PCS later this year (see later slide with details).

1. Click "Yes" to load timesheet.
2. Leave earnings code blank, as any approved time will come over to priority pay
3. Leave Range of Dates blank, as any approved time for the period will come over to priority pay
4. Click "Ok".

1

Would you like the process to Load available Time from Time & Labor? (2000,477)

If you select the Yes button, the process will load available Time from Time & Labor product.

Yes No

Filter Options

Earnings Code(s)

*Earnings Code	Description		
<input type="text"/>		+	-

Range of Dates

From Date Through Date

OK Cancel

2

3

4

Priority Payments

You will see 4 new rows on the paycheck. The 4th row will be for Call Back pay.

*****Very important.** To *only* pay Call Back pay, you need to uncheck the “Ok to Pay” boxes on the first 3 rows. After that, Save and Calculate.

Company SOH Pay Group LAG Pay Period End Date 03/31/2020 Source On-line Page 2
 Empl ID [redacted] Payroll Number M14 Line 1
 Empl Record 0 Check Date 04/10/2020 [BT] Check Number []

Transaction Message No Message

Online Check Request Find | View All | First 4 of 4 Last

Addl Line Nbr 3 OK to Pay Override Hourly Rate []
 TL Records

Reg Hours [] OT Hours [] Hourly Rate 26.169231 Reg Salary []
 Reg Rate Code [] OT Rate Code [] *State HI Locality []

Earnings Begin 03/16/2020 [BT] Earnings End 03/21/2020 [BT] EI Period Correction

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

Additional Data One-Time Deductions One-Time Taxes One-Time Garnishments

Save and Calculate Return to Search

Other Earnings Personalize | Find | View All | First 1 of 1 Last

Job Pay	Code	Seq Nbr	Rate Code	Hours	Rate	Amount
<input checked="" type="checkbox"/>	RE			8.00		

Company SOH Pay Group LAG Pay Period End Date 03/31/2020 Source On-line Page 2
 Empl ID [redacted] Payroll Number M14 Line 1
 Empl Record 0 Check Date 04/10/2020 [BT] Check Number []

Transaction Message No Message

Online Check Request Find | View All | First 1 of 4 Last

OK to Pay Override Hourly Rate []
 No Direct Deposit Gross-Up TL Records

Reg Hours [] OT Hours [] Hourly Rate 26.169231 Reg Salary 378.00
 Reg Rate Code [] OT Rate Code [] *State HI Locality []

Earnings Begin 03/29/2020 [BT] Earnings End 03/31/2020 [BT] EI Period Correction

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

Additional Data One-Time Deductions One-Time Taxes One-Time Garnishments


Save and Calculate Return to Search

Other Earnings Personalize | Find | View All | First 1 of 1 Last

*Code	Seq Nbr	Rate Code	Hours	Rate	Amount
[]	[]	[]	[]	[]	[]

Priority Payments

- Result: only Recall Pay will be processed.
- Click Submit for Approval and the same routing as normal will take place.

Approve/Deny Online Check 

Empl ID	Company SOH	Pay Group LAG	Pay Period End 03/31/2020	Payroll Number M14	Name	Earnings 209.35	Taxes 3.80	Deductions 205.55	Net Pay 0.00	Paycheck Status Calculated	Approval Status Not Submitted	Page 2	Line 1
										Employment Record 0	Paycheck Number	Paycheck Option Check	Paysheet Source On-line Paysheet

Reassign Check/Advice Nbr

Earnings Find | View All First 1 of 1 Last

Begin Date 03/16/2020	End Date 03/21/2020	Additional Data
Salaried Hours 0.00 Rate 26.169231 Earnings 0.00 Rate Code	Hourly Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code	Overtime Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code
Rate Used Hourly Rate State HI	Shift Not Applicable Locality	Shift Rate FLSA Rate 26.169231

Other Earnings Personalize | Find | First 1 of 1 Last

Code	Description	Rate Code	Rate Used	Hours	Rate	Amount
RE	Recall Pay		Hourly Rate	8.00	26.169231	209.35

Deductions

Priority Payments

- The other option for priority payments is to click “No”. This option will not pull any timesheet earnings forward.

For example, employee was on a Leave of Absence and HR didn't bring the employee back to Active. You can generate an off-cycle/priority payment if need be.

The screenshot displays the 'Off Cycle Pay Check' interface. At the top, there is a header 'Off Cycle Pay Check' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a green button labeled 'Find an Existing Value'. Underneath is a section titled 'Search Criteria' with a dropdown arrow. It contains three search criteria: 'Pay Period End Date' with a dropdown set to '=' and a text input field containing '03/31/2020'; 'Empl ID' with a dropdown set to 'begins with' and a text input field; and 'Empl Record' with a dropdown set to '=' and an empty text input field. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A white dialog box is overlaid on the right side of the interface, containing the text: 'Would you like the process to Load available Time from Time & Labor? (2000,477)' and 'If you select the Yes button, the process will load available Time from Time & Labor product.' Below the text are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a red rectangular border.

Priority Payments

The paycheck will generate 3 rows with different Earnings Begin and End dates. In this example, employee is LAG:

- Row 1 - 3/29 to 3/31
- Row 2 - 3/22 to 3/28
- Row 3 - 3/16 - 3/21

****Important:** from March 1st on, you need to always use the FLSA work week – Sunday to Saturday – for your Earnings Begin and Earnings End dates.

If entering dates prior to this, you can still use the same logic as prior. For example, 2/16-2/29.

Online Check Request Find | View All First 1 of 3 Last

OK to Pay Override Hourly Rate + -

No Direct Deposit Gross-Up TL Records

Reg Hours OT Hours Hourly Rate Reg Salary

Reg Rate Code OT Rate Code *State Locality

Earnings Begin Earnings End EI Period Correction

Online Check Request Find | View All First 2 of 3 Last

Add Line Nbr 1 OK to Pay Override Hourly Rate + -

TL Records

Reg Hours OT Hours Hourly Rate Reg Salary

Reg Rate Code OT Rate Code *State Locality

Earnings Begin Earnings End EI Period Correction

Online Check Request Find | View All First 3 of 3 Last

Add Line Nbr 2 OK to Pay Override Hourly Rate + -

TL Records

Reg Hours OT Hours Hourly Rate Reg Salary

Reg Rate Code OT Rate Code *State Locality

Earnings Begin Earnings End EI Period Correction



JOB AID: <https://ags.hawaii.gov/hip/files/2021/03/Entering-Priority-Pay.pdf>

Additional Pay

You can now use Additional Pay for more than just Overpayment Recovery.

- All entries on Additional Pay must be inputted by the timesheet deadline day to make the next On-Cycle paycheck.
- We recommend adding *reoccurring* payments to Additional Pay. You can add it once and when you need to stop it, you can add an end date.
- We recommend if the payment is a “one-off” such as Non-Cash WIK, TA, making payment via Rapid Time which is covered later in this presentation.



JOB AID: <https://ags.hawaii.gov/hip/files/2021/02/Entering-Additional-Pay.pdf>

Payable Time Detail

What is Payable Time? Payable time is created through the Time Administration process in HIP and is the product of Time and Labor. For Salaried employees you will not see time for REG00 pay but in general payable time represents:

- (A) The quantity of work performed (in hours).
- (B) The time reporting code that controls how the time reporter is paid.
- (C) The ChartFields to which time was reported, if applicable.

You can navigate to an individual employee via Manger Self Service > Time Management > View Time > Payable Time Detail

TIP - A VERY useful query to run to see your departments Payable Time is: HIP_TL_TIME_IN_PROCESS. The results will give you what is estimated or approved for the next payroll.

Date	Status	Reason Code	Time Reporting Code	Quantity	Taskgroup	Business Unit	Combination Code	ChartFields
02/09/2021	Needs Approval		NIGHT	8.00	PSNONTASK	STATE		ChartFields
02/10/2021	Needs Approval		NIGHT	8.00	PSNONTASK	STATE		ChartFields
02/11/2021	Needs Approval		NIGHT	8.00	PSNONTASK	STATE		ChartFields
02/12/2021	Needs Approval		NIGHT	8.00	PSNONTASK	STATE		ChartFields

Employees on Extended Leave with Workers' Compensation or TDI

HR should be communicating when an employee goes out on a Workers' Comp or TDI.

- When notified, you should use **Rapid Time** to make the payment.
- Payroll is only responsible for making the Workers' Comp or TDI portion of the payments. HR will be responsible for making the supplemental portions.
- It's always a good idea to review the employee's paycheck after Central Payroll has pulled in the earnings. You should always review by the 2nd day after approval deadline day. For March, that date would be 3/25/21.
 - What you are looking for is if gross pay is accurate and what you expect it to be.
 - If payment is incorrect, notify Central Payroll immediately via a ticket to stop payment; you can reprocess later.

March						
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	31			



Using the RNG Earn Code

Now that regular base pay (i.e., salary) is always paid using Job Data and no longer via the PCS, the “RNG” code which stands for Regular Negative is used whenever you want to stop or reduce an employee’s regular semi-monthly salary, or in the case of a re-class, you will be reversing out multiple periods of base pay. (Reclass procedures are found later in the presentation.)

Important: RNG is always entered as a Negative!

In this scenario, the employee should only be paid Workers Comp:

You can run the query: HIP_TL_EXT_LEAVE_NO_PAY this query will tell you who is on a WC or TDI extended absence in HIP and their pay will automatically be stopped. The use of RNG would not be needed in this situation.

Rapid Time Process Monitor

› Rapid Session Information

*Description	Workers Comp payment 6/5	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	04/11/20 12:09:03PM
*Processing Mode	Addition	User ID	00103777

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	Task Profile ID
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	05/01/2020	WC - Wc	300.000000	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	05/01/2020	RNG - R	-1500	<input type="text"/>

The RNG of \$-1500 is stopping the semi-monthly and paying \$300 WC.

Alternatively, if you only want to reduce the semi-monthly amount of \$1500 to \$300, then you enter RNG of \$-1200.

Workers Comp/ TDI Scenario #1

Employee Payroll Status was “Active” (Employee will not show up on query HIP_TL_EXT_LEAVE_NO_PAY). In this case the salaried employees will continue to be paid their regular salary. A Regular Negative Gross (RNG) of the full semi-monthly salary will reduce the base pay to \$0 on the paycheck. If employee was working part of the pay period, you may prorate the (RNG) to pay for time worked.

The Worker's Comp wage replacement pay needs to be added with TRC "WC." TDI wage replacement pay needs to be added with TRC "TDI."

For Worker's Comp, supplemental vacation or sick leave needs to be added and approved by HR Admin and will reduce their leave balance. It will reflect as Workers Comp Vacation (WCV) or Workers Comp Sick (WCS) on EE paycheck.

- Example: 7/1/21-7/15/21 10 working days and 1 holiday. EE worked 4 out of the 10 working days. If qualify for holiday day off (July 5th), then use 6 days of calculated “no-pay” as the (RNG) amount.

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	Workers Comp	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	DEFEXHRLY	Last Updated	07/23/21 8:05:27AM
*Processing Mode	Addition	User ID	00103777

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
<input type="checkbox"/>	[Redacted]	0	[Redacted]	07/15/2021	WC - Wc	700.000000
<input type="checkbox"/>	[Redacted]	0	[Redacted]	07/15/2021	RNG - R	-3550

Add or Remove Rows


Rows to Add	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Copy Down Values from Last Row	<input type="button" value="Add Row(s)"/>
<input type="button" value="Select All"/>	<input type="button" value="Deselect All"/>	<input type="checkbox"/> Increment Date	<input type="button" value="Delete Selected Row(s)"/>

Workers Comp/ TDI Scenario #2

Employee Payroll Status was “Leave With Pay”. (Employee will show up on query HIP_TL_EXT_LEAVE_NO_PAY) In this case the salaried employees will not be paid their regular salary. There is no further action needed for base pay if the employee wasn’t working in the period. However, if the employee was working for part of the pay period, you will need to enter Regular pay (RWC) for the base pay amount owed for the worked time (for **Salaried employees only; for Hourly and Exception Hourly, you don’t need to use RWC**).

The Worker's Comp wage replacement pay needs to be added with TRC "WC." TDI wage replacement pay needs to be added with TRC "TDI."

For Worker's Comp, supplemental vacation or sick leave needs to be added and approved by HR Admin and will reduce their leave balance. It will reflect as Workers Comp Vacation (WCV) or Workers Comp Sick (WCS) on EE paycheck.



Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	<input type="text" value="Workers Comp"/>	Session Number	22325
*Template Type	<input type="text" value="Elapsed Time Reporter"/>	Session Status	Not Submitted
*Template	<input type="text" value="DEFEXHRLY"/>	Last Updated	07/23/21 8:19:59AM
*Processing Mode	<input type="text" value="Addition"/>	User ID	00103777

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value="07/15/2021"/>	WC - Wc	700.000000
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value="07/15/2021"/>	RWC - R	2850.000000

Add or Remove Rows

Rows to Add

Copy Down Values from Last Row
 Increment Date

Break TBD:

Rapid Time

What is Rapid Time?

The Rapid Time page is a tool used for reporting time on the timesheet. It is useful when you need to have time reported for many employees. Instead of going to each person's timesheet, you can enter many employees' time on one page.

For users used to transacting payroll, the Rapid Time page is the equivalent of the previous Online PCS page. In Time and Leave, Rapid Time is ideally meant for payments that are not necessarily continuous. (The Additional Pay page is more useful for steady, continuous payments.)

TIP - As a timekeeper you can go back 90 days from the current date and add a missing payment on the timesheet directly, and route to supervisor for approval.



JOB AID: <https://ags.hawaii.gov/hip/files/2021/02/Rapid-Time.pdf>

Rapid Time Versus Additional Pay

To help you decide when to use Rapid Time versus Additional Pay...

- Chart indicates some common Earnings Codes used on the PCS and how you can enter in HIP now.
- Note that some Earning Codes don't have a TRC mapped to them, thus you need to enter on Additional Pay.

Earn Code	Description	TRC	Rapid Time Recommended	Additional Pay Recommended
T	Temporary Assignment	TA	x	
AP	Automobile Payment	N/A		x
M	Meals	Choose between Breakfast, Lunch, Dinner	x	
N	Night Shift	Multiple TRC's	x	
P	Holiday Overtime	N/A		x
S	Stand By	SNBY	x	
UP	Uniform Payment	ZUNFM	x	
S10	Split Shift	SPL10 or SPLIT	x	
WN	Weapons Payment	N/A		x
WV	Vehicle WIK	N/A		x
WT	Taxable WIK	WT	x	

Rapid Time: 3 Processing Modes

1. **Addition:** this mode adds time to the dates selected in Rapid Time
2. **Replacement:** this mode replaces the entries that were previously submitted via a Rapid Time session
3. **Correction:** fixes time on an existing Rapid Time session number

Rapid Time: Additional Processing Mode

Addition – Best used on new sessions. Since this mode adds time to the dates selected, it is best if multiple users do not work on the same employee at the same time in case of duplicate reported hours. See the following example:

Rapid Time

[Process Monitor](#)

Rapid Session Information

*Description	02.19.21 Check Date	Session Number	21421
*Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	TA PAY	Last Updated	02/08/21 2:55:28PM
*Processing Mode	Addition	User ID	00000009

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000001	0	Mark Aloha	01/31/2021	TA - Ten	8.000000	2.180000
<input type="checkbox"/>	00000002	0	Lani Doe	01/31/2021	TA - Ten	66.250000	3.090000
<input type="checkbox"/>	00000003	0	Mary Smith	01/15/2021	TA - Ten	80.000000	6.430000
<input type="checkbox"/>	00000004	0	Jane Doe	01/31/2021	TA - Ten	80.000000	6.430000

For the 02/19/21 check processing, if you submitted 01/31/2021 with TRC TA for quantity 8 (hours) at a rate of 2.18 using **Addition** mode on a new session, it would add that data to the timesheet and pay $8 * 2.18$.

Sun 1/31	Total	Time Reporting Code	Override Rate
8.00	8.00	TA - Temporary Assignment Pay	2.180000

Rapid Time: Replacement Processing Mode

Replacement – Best used on new sessions. Since this mode replaces the entries that were previously submitted via *Rapid Time* session or through *Mass Time* with your new entries, be aware of the dates used. This will not affect time that has been submitted by employees on their own via Employee Self-Service (ESS).

Example: If you have already submitted a session for Lani reporting 01/31/2021 with TRC “TA” for quantity 66.25 hours at an *Override Rate* of 3.09, and for Mary reporting 01/15/21 with TRC “TA” for quantity 80 hours at an *Override Rate* of 6.43, those values should appear on the timesheet as indicated below.

If you find out those hours were incorrect, you can then Add a New Session using **Replacement** mode to replace the existing entries with the new correct entries.

In this situation, 70 hours should have been reported for Lani and 72 hours should have been reported for Mary. When the session is submitted, the timesheet should reflect the new hours as indicated below.

Rapid Time Process Monitor

Rapid Session Information

*Description: 02.19.21 Check Date
 *Template Type: Elapsed Time Reporter
 *Template: TA PAY
 *Processing Mode: Addition

Session Number: 21421
 Session Status: Submitted to Time Admin.
 Last Updated: 02/08/21 2:55:28PM
 User ID: 00000009

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000001	0	Mark Aloha	01/31/2021	TA - Ten	8.000000	2.180000
<input type="checkbox"/>	00000002	0	Lani Doe	01/31/2021	TA - Ten	66.250000	3.090000
<input type="checkbox"/>	00000003	0	Mary Smith	01/15/2021	TA - Ten	80.000000	6.430000
<input type="checkbox"/>	00000004	0	Jane Doe	01/31/2021	TA - Ten	80.000000	6.430000

Rapid Time Process Monitor

Rapid Session Information

Description: 03.05.21 Check Date
 Template Type: Elapsed Time Reporter
 Template: TA PAY
 Processing Mode: Replacement

Session Number: 21425
 Session Status: Submitted to Time Admin.
 Last Updated: 02/11/21 5:34:54PM
 User ID: 00000009

Rapid Detail Information

Delete	Empl ID	Empl Record	Name	Date	TRC	Quantity	Override Rate
<input type="checkbox"/>	00000002	0	Lani Doe	01/31/2021	TA - Temporary Assignment Pay	70.000000	3.090000
<input type="checkbox"/>	00000003	0	Mary Smith	01/15/2021	TA - Temporary Assignment Pay	72.000000	3.090000

Add or Remove Rows

Rows to Add: 1
 Copy Down Values from Last Row
 Increment Date

Select All | Deselect All | Add Row(s) | Delete Selected Row(s)

Rapid Time: Correction Processing Mode

Correction – Best used on existing sessions. Since this mode can be used on existing session, be cautious of deleting rows that you still want to pay because if deleted, upon submission it will delete the data on the timesheet that are no longer on the Rapid Time session. See the following example:

Below reflects a session with several rows of Uniform Pay that was submitted.



Upon review, it was discovered Sam and Grace should not have gotten Uniform Pay. You can find the session number **21379** in the *Find an Existing Value* feature, change the processing mode to **Correction**, and delete Sam and Grace's rows from the session.

Rapid Time Process Monitor

Rapid Session Information

*Description	Uniform Pay Jul - Dec 2020 1/2	Session Number	21379
*Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
*Template	DEFEXHRLY	Last Updated	01/22/21 1:40:29PM
*Processing Mode	Addition	User ID	00000009

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity
<input type="checkbox"/>	00000010	0	Sam Smith	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000011	0	Grace Williams	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000012	0	Clark Davis	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000013	0	Bob Williams	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000014	0	Nani Davis	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000015	0	Joe White	01/15/2021	ZUNFM	53.500000
<input type="checkbox"/>	00000016	0	David Smith	01/15/2021	ZUNFM	60.000000
<input type="checkbox"/>	00000017	0	Kate Austen	01/15/2021	ZUNFM	60.000000

Below shows the session submitted in correction mode with the rows for Sam and Grace deleted.

Rapid Time Process Monitor

Rapid Session Information

Description	Uniform Pay Jul - Dec 2020 1/2	Session Number	21379
Template Type	Elapsed Time Reporter	Session Status	Submitted to Time Admin.
Template	DEFEXHRLY	Last Updated	02/12/21 5:33:24PM
Processing Mode	Correction	User ID	00000009

Rapid Detail Information

Delete	Empl ID	Empl Record	Name	Date	TRC	Quantity
<input type="checkbox"/>	00000012	0	Clark Davis	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000013	0	Bob Williams	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000014	0	Nani Davis	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000015	0	Joe White	01/15/2021	ZUNFM - Uniform Pay	53.500000
<input type="checkbox"/>	00000016	0	David Smith	01/15/2021	ZUNFM - Uniform Pay	60.000000
<input type="checkbox"/>	00000017	0	Kate Austen	01/15/2021	ZUNFM - Uniform Pay	60.000000

G2 Vacation Payout, and Deferred Comp Process

Currently HIP will not process vacation payouts automatically due to different calculation methods required by Hawaii Revised Statutes.

- Procedure: HR will use query “**HIP_TL_G2_INFO**” to retrieve information needed to complete and/or validate leave balance hours on the G2 form. HR will print and attach the query results when they give you a G2 form for payment processing.
- For your information - HR is responsible to "zero out" employees sick and vacation balances when they leave.
- **Two options to payout Vacation**
 1. The PCS page can still be used to payout vacation for termed employees, you will need to ask Central Payroll to open the payroll number you need to use.
 2. After the PCS is retired (later this year) A help ticket to Central Payroll is required, for Central Payroll to issue payment. You can use the excel sheet Modification Worksheet for payment purposes. See https://ags.hawaii.gov/hip/files/2020/09/PCS_Modifications_Adjustments-WORKSHEET_092520.xlsx
 - If employee is electing deferred comp for vacation payout, once you know what check date deferred comp will be paid on, you will want to create the ticket indicating what pay date this should be paid on.

Section 3: Exception Processing and Audits

- Mandatory Audits/Queries to Run Each Pay Period
- Workers' Compensation Reclass Query and Business Process
- Support of Timekeepers

Mandatory Audits/Queries to Run Each Pay Period

HIP website is updated with Audit Queries to help payroll identify and correct issues.

See <https://ags.hawaii.gov/hip/tl-reports-and-queries/> for a full list of Audit Queries.

Some Audit Queries are mandatory for you to run and must be incorporated into your regular process as a checklist!

Some Audits are also available to all timekeepers in your organization, and you should require those timekeepers to run those mandatory Audits to check their area of responsibility.

JOB AID: “Audit Checklist for Payroll Users” <https://ags.hawaii.gov/hip/files/2021/02/Audit-Procedures-Payroll.pdf>



TIP: If you want to see who has made changes to timesheets, run a Time Audit. See <https://ags.hawaii.gov/hip/files/2020/08/Time-Audit.pdf>

Workers' Compensation Reclass Query and Business Process

Sometimes department payroll will need to reclass wages paid to Workers' Compensation. The following steps should be taken when there needs to be a reclass:

- HR is responsible for canceling any absences that the employee took while waiting for workers compensation to be approved.
- HR will also be responsible to applying any supplemental leave to cover the employees 1/3rd salary
- Payroll will be responsible for the reclass of wages using Rapid Time template.

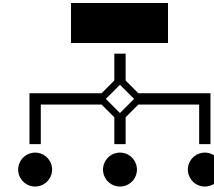
A detailed process for Payroll's task is located on our website.

JOB AID: <https://ags.hawaii.gov/hip/files/2021/02/Time-and-Leave-Workers-Compensation-Reclassification-Business-Process.pdf>



Support of Timekeepers

Timekeepers at lower levels of your organization are responsible for the direct support of employees and supervisors and can enter time on behalf of others.



When those timekeepers have issues or concerns, they may raise them to you for guidance or resolution. Please support timekeepers in your organization so they can support the overall integrity of employee payroll. You will be the department's time “experts”.



If there’s something you research first and cannot resolve for some reason, you can log a Time and Leave support ticket for further assistance: <https://hipservice.hawaii.gov/s/>.

Be careful to pick the right category! “Payroll” tickets go to Central Payroll office and “Time and Leave” tickets go to the Accounting Technical Support office. Picking the wrong category will delay support.

Section 4: Special Situations

- Using PCS for payments that should have been made prior to go-live
- Pay Statements showing retroactive payments
- Pay Statements showing no Retroactive Payments
- Negative Offsets
- Overpayment recovery process/Retroactive processing
- Paysheet Override

Using PCS for Payments That Should Have been Made Prior to Go-Live

The PCS is being eliminated. The final PCS Group 3 will be for the 8/20/2021 pay date:

- AEX period worked 7/15 - 7/31
- LEX period worked 8/1 - 8/15

After this date, the PCS will be locked for your payroll numbers.

If you need to make payments for AEX earning dates prior to 8/1/2021 or LEX earning date prior to 8/16/2021 you may request that Central Payroll open a specific payroll number that you need. Note: the PCS will be blank so you will need to add rows as necessary. The same process will apply to submit and have it approved by existing PCS deadline days.

DO NOT SUBMIT A PCS FOR EARNINGS FOR DATES SOMEONE IS ALREADY ON TIME AND LEAVE.

Once you deploy, there will be a grace period for old, outstanding payments and then the PCS will be retired later this year.

Pay Statement Showing Retroactive Payments

You might get questions when there are retroactive payments that are processed in Time and Leave. The employee's pay statement will show the retroactive earning dates and reduce Regular Pay. Data that is processed retroactively will display retro period dates.

Example: retro reporting dates in purple below: \$225.65 + \$1,133.74 + \$676.94 + \$801.92 = \$2,838.25 (displays as a negative)

State of Hawaii Central Payroll P.O. Box 119 Honolulu, HI 96810		###M### Payroll Number: M01 Pay Begin Date: 10/01/2020 Pay End Date: 10/15/2020	###M01041### Warrant Dist: 041 Advice #: 00000003011041 Advice Date: 11/05/2020							
Self-Service I Department: SOH-State of Hawaii		TAX DATA: Marital Status: Married Allowances: 0 Addl. Percent: Addl. Amount:	Federal Married 0 HI State Married 0							
HOURS AND EARNINGS								TAXES		
Description	Pay Period		Rate	Current Hours	Current Earnings	Hours	YTD Earnings	Description	Current	YTD
	Begin Date	End Date								
Regular					1,908.59		43,954.19	Fed OASDI/EE	151.56	3,210.83
Regular	05/03/2020	07/25/2020			-2,838.25		0.00	Fed MED/EE	35.45	750.92
Sick			28.205769	8.00	225.65	133.50	3,733.95	Fed Withholding	211.09	4,151.56
Sick	07/19/2020	07/25/2020	28.205769	8.00	225.65		0.00	HI Withholding	146.57	3,114.24
Sick	05/24/2020	06/27/2020	27.651923	41.00	1,133.74		0.00			
Vacation			28.205769	11.00	310.26	104.00	2,917.36			
Vacation	07/05/2020	07/11/2020	28.205769	24.00	676.94		0.00			
Vacation	05/03/2020	06/20/2020	27.651923	29.00	801.92		0.00			
Overtime					0.00	28.50	788.03			
Holiday Py					0.00	14.25	394.01			

Pay Statements Showing no Retroactive Payments

Common scenario – sick leave is taken in the pay period. 8 hours of sick leave shows on the pay statement with no retroactive earning dates.

	Department: SOH-State of Hawaii
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Notice how the regular earnings are reduced by -\$376.71, the same amount as the sick earnings of \$376.71.

HOURS AND EARNINGS				
<u>Description</u>	<u>Rate</u>	<u>Current Hours</u>	<u>Earnings</u>	<u>Hours</u>
Regular			4,081.00	
Regular			-376.71	
Sick	47.088462	8.00	376.71	8.00
Admin Leave			0.00	8.00

Negative Offsets

In some circumstances, an employee might change their timesheet after it has been approved and this will be what generates a negative offset. Negative offsets are due to a re-calculation of time from the timesheet.

Supervisors need to approve negative offsets.

Example: Employee submitted 5 hours of Night Shift, it was approved by their supervisor, then the employee resubmitted their timesheet again with 8 hours of Night Shift.

The resubmission with 8 hours of Night Shift caused a -5 Offset. If the negative goes unapproved by the supervisor, the employee will be **overpaid** by 5 hours of Night Shift.

Payable Time Detail

Employee ID 00103777
*General Professional
Employment Record 0

Start Date 02/08/2021
End Date 02/14/2021

Payable Status Filter

Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
02/08/2021	Approved		NIGHT	5.00	Hours	

[Return to Select Employee](#)

Pending Approvals Payable Time

General Professional
2 line(s) are pending your approval

Summary
Quantity for Approval 3 Hours
Time Period 02/08/2021 - 02/08/2021

Payable Time Details

Pending All

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	02/08/21	NIGHT - Scheduled Night Shift	8 Hours
<input type="checkbox"/>	02/08/21	NIGHT - Scheduled Night Shift	-5 Hours

Approver Comments

Approval Chain

Overpayment Recovery Process

If an overpayment were to occur, use the same process of setting up an Overpayment Recovery in additional pay.

LWOP Scenario:

In the instance an LWOP was *not* recorded in absence management e.g., the employee didn't request LWOP (and the supervisor and leave keeper all failed to do so also), LWOP can be entered retroactively.

Overview of the Paysheet Override Process

Background: HR controls whether someone is on *Leave With Pay* or *Leave Without Pay* status. When someone is on a Leave Without Pay Status, HR also adds a record to bring the employee back to Leave With Pay when necessary. Payroll can review Job Data and review the payroll status and what type of leave the employee is on. As mentioned, payroll can run the query **HIP_TL_EXT_LEAVE_NO_PAY** to identify what employees will have their salary stop for the upcoming pay date.

If for any reason you need to stop pay while the employee is on a Leave with Pay status and they're Active for the pay period being processed, then you will need to use the "RNG" TRC to stop their pay. Work with HR to really understand why the employee is on a Leave with Pay status to determine the correct course of action.

The Paysheet Override process is intended to stop system-automated pay for situations where manual calculations of pay are still required for processing payment. This process evaluates which employee's system-automated pay to stop, depending on the Action/Reasons used in Job Data that changes an employee's Payroll Status to "Leave With Pay".

If an employee record has "Leave With Pay" payroll status due to certain pre-determined action/reasons, regular pay will stop for the entire pay period and continue to be stopped until the Job Data reflects that the employee has returned from leave and regains Payroll Status "Active" for a full pay period. This is with the understanding there is manual calculation of pay occurring and would be inputted for the duration the employee is on the leave.

Included in this section is an example of a Leave with Pay status for Workers' Comp.

Paysheet Override

Please be advised of the following:

- In situations where there is a mid-pay period Paid Leave of Absence or a Return from Leave, pay for the whole period will still be stopped by the process.
- If the payroll status does not indicate “Leave With Pay” due to one of the pre-determined action/reasons combinations (at right), automated pay will still be processed. In cases where that is *not* wanted, payroll users can use RNG on Rapid time to reduce what should be paid by the system.

Below is the current list of Action/Reason used in the paysheet override process review:

Action	Description	Reason	Description
PLA	Paid Leave of Absence	WCP	WorkersCompensation/IndInjury
PLA	Paid Leave of Absence	TDI	Temporary Disability Insurance

Paysheet Override Example

Leave With Pay During Workers' Comp

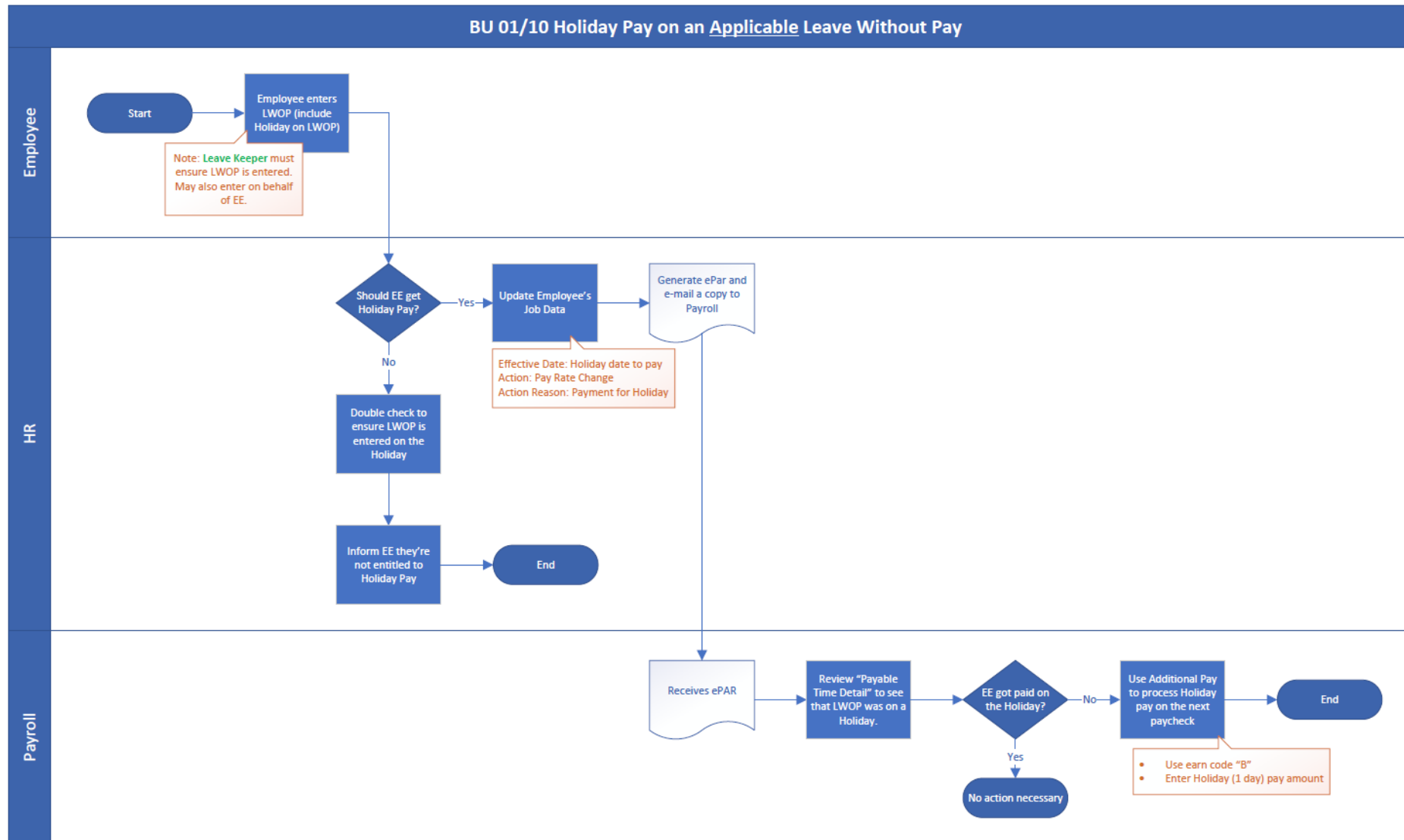
Pre-determined Action/Reason causing Leave with Pay on the most recent Job Data row:

- In the following situation, the employee has Action “Paid Leave of Absence” and Reason “WorkersCompensation/IndInjury”, which is one of the action/reason combinations included in the chart on the preceding slide.

This causes the Payroll Status to change to **Leave with Pay**. Process will stop pay for 10/01/20 - 10/15/20 and all future periods until there is a Job Data row indicating the employee returned from leave and has been active for a full pay period. During the period the employee on workers' comp, it is expected payroll will continue to process payment *manually*.

The screenshot displays the 'Work Location Details' section of a payroll system. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, Hi Exec Job, and Job Earnings Distribution. Below these, the employee's ID and record number are shown. The main section contains several fields: '*Effective Date' (10/02/2020), 'HR Status' (Active), 'Payroll Status' (Leave With Pay), and '*Job Indicator' (Primary Job). A red box highlights the '*Action' (Paid Leave of Absence) and '*Reason' (WorkersCompensation/IndInjury) dropdown menus. Another red box highlights the 'Payroll Status' field. The interface also includes a 'Go To Row' button and a 'Current' indicator.

Manually Paying Employees on LWOP for Holidays



Resources

Help Page:

<http://ags.hawaii.gov/hip/for-payroll-personnel/>, protected with user ID and password -- *HIPsuperuser* and *HIP2018!*

Support Calls:

You have been invited to a daily support call from August 9th to September 3rd. In your invitation you have a form to submit questions. Attendance is not mandatory, but it is highly recommended that you attend to get clarification, get instructions on the spot, so you can get through your first payroll in Time and Leave. Do not be shy... ask!



Questions

