Payroll Change Schedule (PCS) Retirement and Replacement

October 2021

Agenda

- Why the PCS is being replaced

- What is replacing the PCS page

- Video training

- Key dates and reminders

- Helpful links and resources

- Please submit your questions by Friday October 15 4:30PM, answers to be posted by October 22.
https://docs.google.com/forms/d/e/1FAIpQLSdgp8LJbth9rqBiFDlW7ZgtGlZdtNO2qfzfwWZG2XhFkBTG4g/viewform

Why the PCS is being replaced

- With all executive branch, OHA and LEG now on Time and Leave the PCS is no longer needed.

- PCS page is a custom page built to be used until Time and Leave project had been completed.

- PCS page and maintenance on this page can now be reduced.

What is replacing the PCS page

- HIP will be using a delivered PeopleSoft process called Excel to C.I. (Component Interface) that uses a CSV file. You may have experienced this process with the mass retro pay increases.

- HIP has updated the process, where the payroll departments can upload the file themselves and validate the rows.

- No longer will you need to go through the old PCS approver process.

What is replacing the PCS page (continued)

- This new process may take time to learn, but it will empower you to do the following:
    - Enter and process retroactive fringe payments. You'll no longer need to create a Salesforce Ticket to request Central Payroll to open the PCS.
    - Enter and process Vacation and Comp Time payouts. You'll no longer need to create a PCS Modification Form, attach it to a Salesforce Ticket, and send it to Central Payroll for processing.
    - Enter retroactive payments related to Collective Bargaining Agreements. The new process uses CSV so you may copy and paste repetitive information into a CSV file. This process will review the uploaded file and only load the transactions with valid information.

Key dates and reminders

- November 8th at 4:30 p.m.: Last PCS accepted by Central Payroll for the 11/19 pay date.

- November 16th: Security will be granted to access the HI Payroll Transaction Process menus.

- November 22nd at 4:30 p.m.: Have all your department transactions validated to make the 12/3 pay date.

- Same approval process will stay in place for priority payments.

- Vacation and comp time payouts can be made by using this new component.

Helpful links and resources

- HI Payroll Transaction Guided Video: https://files.hawaii.gov/dags/hip/HI%20Payroll%20Transactions-PSHUP.mp4 or https://www.youtube.com/watch?v=e1RXwD667qU&t=1s

- HI Payroll Transaction Job Aid: https://ags.hawaii.gov/hip/files/2021/10/HI-Payroll-Transactions-Upload.pdf

- HI Payroll Transaction CSV Template: https://ags.hawaii.gov/hip/files/2021/10/example-csv-file.xlsx

- Query: M_HI_PAYROLL_DEPARTMENTS

- HIP Navigation: Main Menu>State of Hawaii>HI Payroll Transaction Process>Upload CSV File

- HIP Navigation: Main Menu>State of Hawaii>HI Payroll Transaction Process>Validate Uploaded Transactions

- HIP Navigation: Main Menu>PeopleTools>Process Scheduler>Process Monitor