Job Data, Payroll, Time, and Leave Relationship

CONTENTS

OVERVIEW

The State of Hawaii uses the Oracle PeopleSoft Human Capital Management (HCM) software suite, which is made up of many applications. The current applications used are for HR, payroll, time, and leave. This collective system is also known as the Hawaii Information Portal (HIP). The different applications are meant to integrate with each other and allows data values that exist on the HR side to be used for various part of payroll, time and leave processing. Therefore, information on Job Data can assist with understanding payroll, time, or leave.

TIMING

The Central Payroll office at the State of Hawaii processes a payroll cycle twice a month. The established pay dates on the 5th and the 20th of the month greatly influence the schedule that needs to be followed for processing and determines when the data entries by various parties need to be completed. Information that exists as of the time payroll processes is what is utilized for payroll.
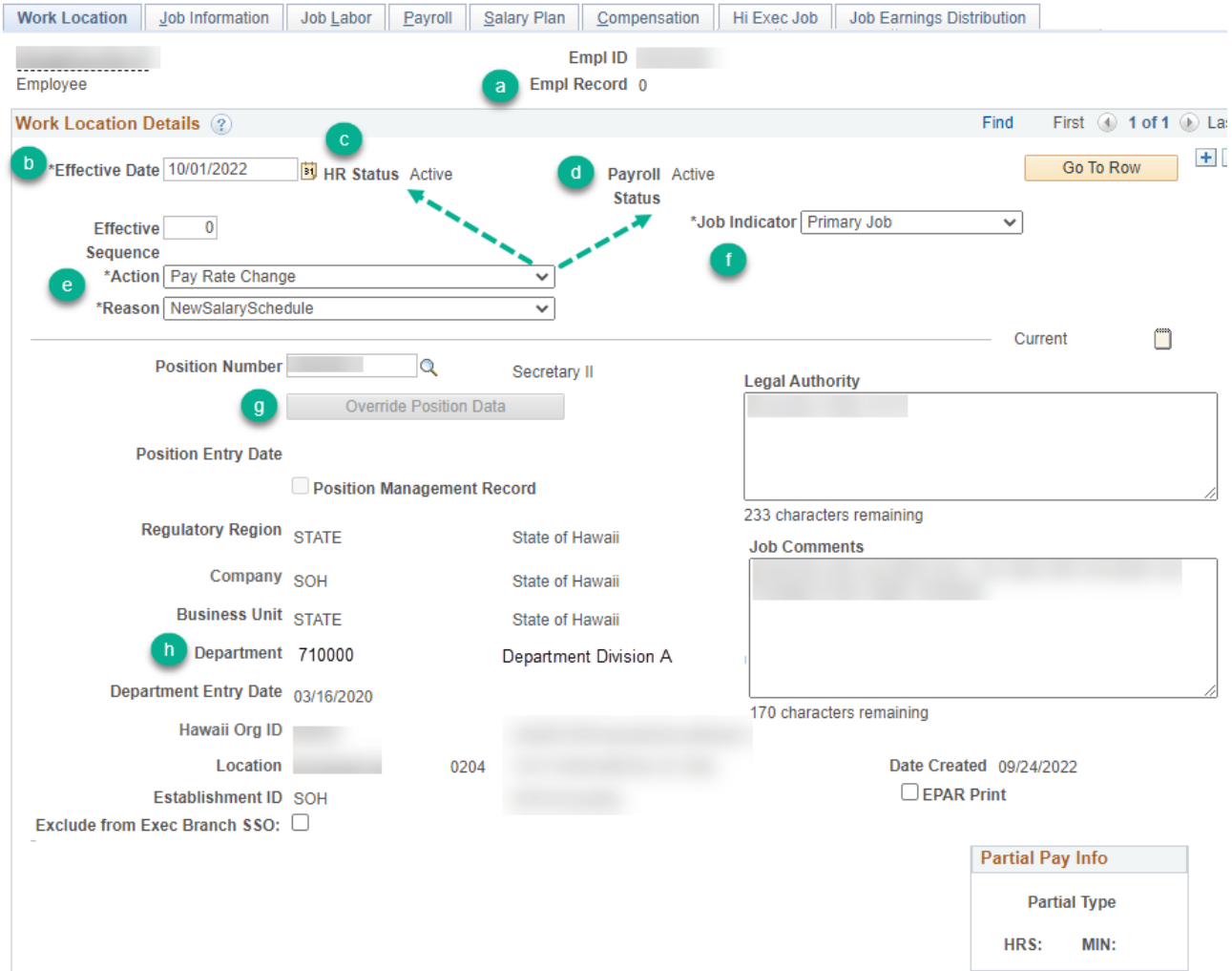
HIP DATA FLOW

An illustration of how data flows from the HR side to other parts of the system exists here:
https://ags.hawaii.gov/hip/files/2022/11/HIP-Data-Flow.pdf

JOB DATA TABS

The following outlines important data fields along with useful information on each tab of the Job Data screen that impacts payroll or time or leave.

WORK LOCATION

The department payroll user may also edit this tab.

a. Empl Record
   o Used to organize information for a specific employment. Typically, each jurisdiction maintains separate Empl Records.
   o For payroll purposes, paychecks may be recorded based on empl record, but at end of year earnings data is consolidated into one W2.
   o For Time and Leave purposes, Employees, Supervisors, Time, and Leave keepers need to be aware of which record is being used for their requests.
      ▪ Leave balances are also segregated by Empl Record, so balance adjustments are necessary if there is movement between Empl Records.

b. Effective date
   o Used to determine from what date employee is eligible for something (e.g., payment, timesheet type, etc.).
      ▪ Upon save of "Hire" Action, date would need to be in sync with other dates also established in the system (e.g., Employee Tax Data, Time Reporter Data).
   o Automated proration of pay can be accomplished based on what changes exists as of effective date selected.
   o Note that changes saved on Job Data typically indicate something has changed and will trigger the system to reprocess leave data as of the effective date.
c. HR Status
   o Triggered by the Action chosen on the Job Data row.
   o Inactive statuses will typically not allow for payroll or time or leave processing.
      ▪ Exceptions are made for vacation and comp time payouts. Other circumstances may be addressed if coordinated with Central Payroll.
d. Payroll Status
   o Triggered by the Action chosen on the Job Data row.
   o Leave of Absence, Terminated, and Retired statuses will typically not allow for payroll or time or leave processing.
      ▪ Exceptions are made for vacation and comp time payouts. Other circumstances may be addressed if coordinated with Central Payroll.
e. Action/Reason
   o Actions chosen changes the HR and Payroll Statuses as reflected below in sample below. The yellow highlighted values indicate the statues when payroll, time, or leave would not process as of the effective date reflected on the page.

Action	Description	HR Status	Pay Status
HIR	Hire	Active	Active
LAY	Layoff	Inactive	Terminated
LOA	Leave of Absence	Active	Leave of Absence
PLA	Paid Leave of Absence	Active	Leave With Pay*
REH	Rehire	Active	Active
RET	Retirement	Inactive	Retired
RFL	Return from Leave	Active	Active
TER	Termination	Inactive	Terminated

*Special handling occurs unique to the State of Hawaii with Payroll Status "Leave With Pay" only for the following:
   ▪ Action: Paid Leave of Absence (PLA) **and**
   ▪ Reason: Worker's Compensation (WC), **or** Temporary Disability Insurance (TDI).
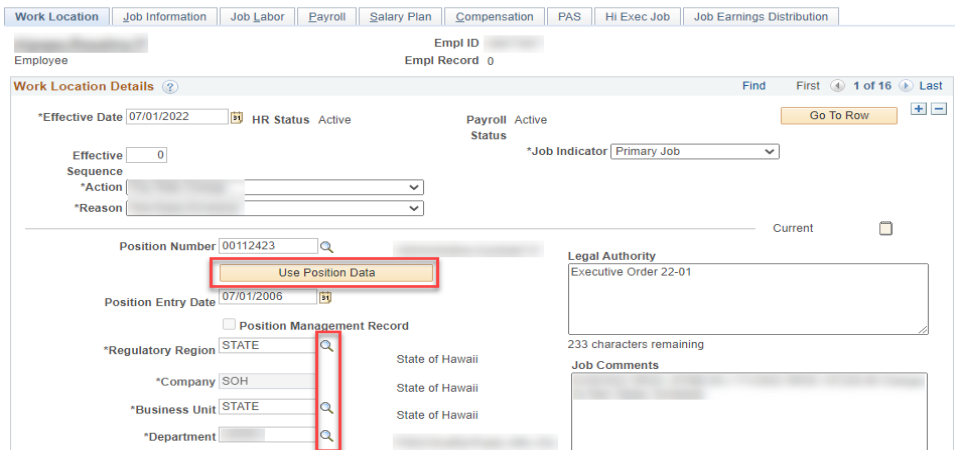
- This specific Action/Reason combination will turn off the automated base pay turned off for the full pay period continuously. Automated base pay will resume once EE has the "Returned from Leave" Action and is active for a **full** pay period.
- See Time and Leave HR concepts presentation pg. 30 for more details: https://ags.hawaii.gov/hip/files/2021/07/Time-and-Leave-HR-Concepts.pdf

f. Job Indicator
  - Allows system to determine which job payment to deduct voluntary deductions (e.g., EUTF), if an employee has multiple Active Empl Records. Generally Primary Jobs incur the deduction.
  - This is evaluated by nightly processing based on HR Status, Payroll Status, Payroll Number, ERS FICA Code and ERS Group Code. A new job row will be added to update if necessary.
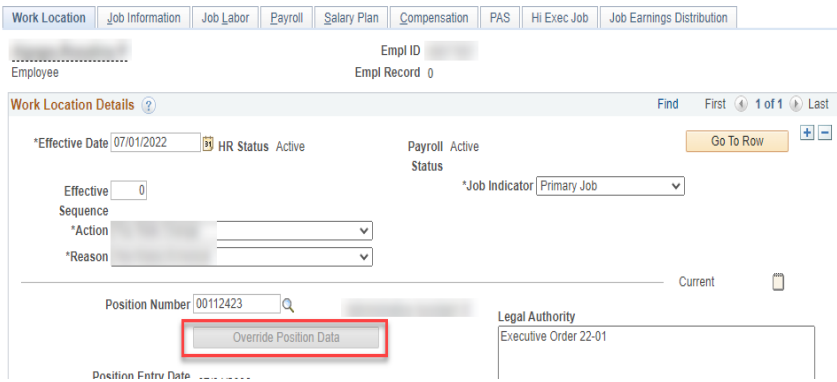
g. The Override Position Box
  - Allows fields that are typically inherited from the Position Data to be overwritten in Job Data.
  - Clicking the "Override Position Data" button opens the fields and then changes to "Use Position Data." When "Use Position Data" is visible on the button, changes can be made.
    - This is useful if the "Reports To" for Time and Leave approvals is different than the Position Reports To (position of your org structure).
    - To maintain the supervisor change, once overridden, the Position Override needs to stay opened. All other fields will be opened (magnifying glass visible).

  - Note that if you close the Override button to close the fields and the button changes back to "Override Position Data," then the next job row that is entered will revert the Reports To back to on what's on the Position Data side (Org Structure).
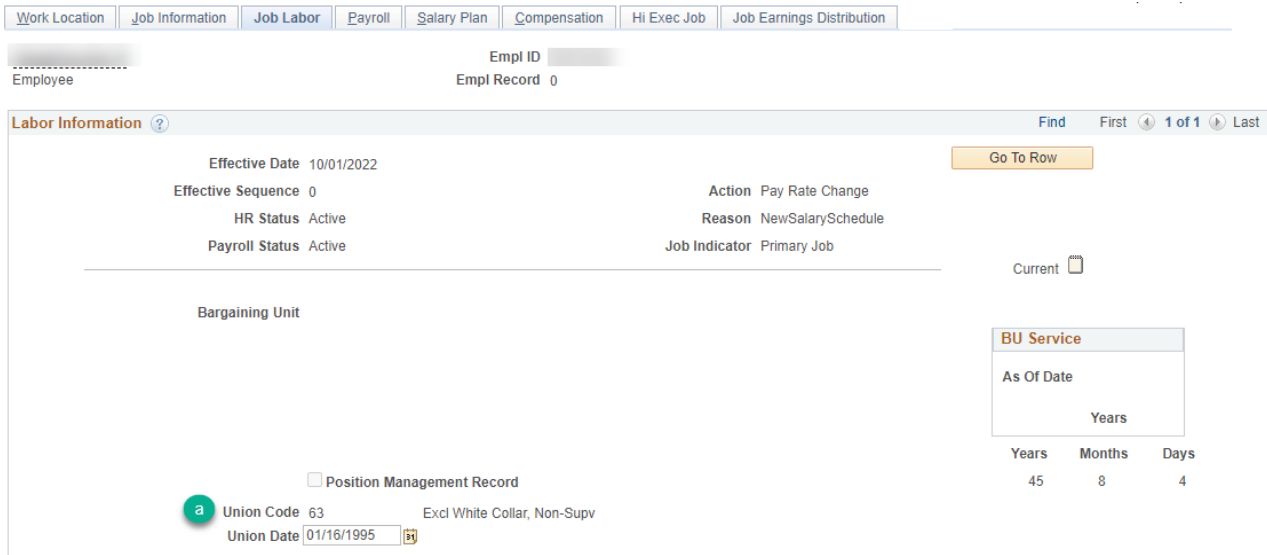
h. Department
- o Used to assign security for new supervisors if the supervisor has no security currently assigned.
- o Derived from how the position was slated into the organization structure.
- o Signifies who can access the employee's data based on the user Row Level Security designation.
  - ▪ The Department Tree Viewer can assist with understanding your department's structure. See https://ags.hawaii.gov/hip/files/2020/03/Department-ID-Lookup.pdf

JOB INFORMATION

a. Job Code
- o Used to determine Time or Leave eligibility for certain employee populations (casual employees, the Legislature, and Office of Hawaiian Affairs).

b. Reports To
- o Used find the appropriate approver for employee Time and Leave requests.
- o This is primarily based on the hierarchy set up in the position data side.
- o You may override Position Data to maintain the position number of Supervisor.
  - ▪ If you override on Job Data, you need to maintain the updates manually continuously until you revert it back to position data. Remember that changes due to supervisors moving positions may need to be considered when maintaining reports to manually.

- o Note, if you see a supervisor name displayed on the page, it is a static value as of the effective date row you are currently looking at. The display of the Reports To on this page currently does not naturally update if supervisor has moved to another position, or reports on the position data has changed.
- o In situations where updates to Reports To are made on Position data, a Job data row may need to be added for the Reports-To to update for approval routing.

c. Standard Hours

- o Used for ERS reporting, Time or Leave eligibility, and hours worked for leave entitlement/accrual purposes.
- o Specific to DOT Firefighters, also used to determine overtime calculation rate.
- o If this value is modified on Job Data, FTE automatically adjusts.

d. FTE

- o Determines how much to adjust compensation to pay if the "Apply FTE" checkbox is checked on the Compensation tab.
- o Also used for mass dues to determine use of full or part time flat rate.
- o Manual modification not necessary if the Standard Hours are modified first.

e. FLSA Status

- o Used to determine if the Fair Labor Standards Act (FLSA) calculation method will be used for overtime calculation.
- o Note that employees that are part of a BU, or in a job that is eligible for overtime, will be coded as FLSA Status: Non-Exempt.

JOB LABOR

a. Union Code

- o Used for Union dues eligibility, union dues rate calculation, type of timesheet access, certain exceptions, comp time plan type, and leave eligibility.
- o Correlates to the main Bargaining Units.

Payroll Information

    a.   Payroll System
- Identifies the system used for payroll processing. Payroll for North America is the standard system that exists within HIP and currently used.

    b.   Absence System
- Identifies the system used for leave processing.
  - Absence Management is the standard system that exists within HIP and currently used.
  - Other indicates the employee is not eligible for leave processing.
- This is evaluated by nightly processing based on factors such as Job Code, Standard Hours, and Employee Type if applicable. A new job row will be added to update if necessary.

Payroll for North America

    c.   Paygroup
- Used to determine the pay schedule of the employee (e.g., whether employee is paid 5 vs. 20 days after pay period end).

    d.   Employee Type
- For payroll purposes, used to determine whether employee is paid as salary or as hourly. Important for recognizing whether automated pay will occur or not.

- o For Time and Leave purposes, also used to determine the type of timesheet an employee has access to, what kind of time needs to be reported for payment, and whether employee is eligible for leave. Refer to below chart for reference:

Employee Type	Description	Automated Base Pay	Timesheet Type	Types of time to submit to be paid	Eligible for Leave
S	Salary	Yes	Elapsed	Only special types of time**	Yes
E	Exception Hourly	No*	Elapsed	All types of time	Yes
H	Hourly	No*	Punch	All types of time	No

*Regular hours worked must be entered and approved for payment for employee to be paid.

** Special types of pay may include overtime, night shift differential, meal allowance, etc.

e. Tax Location Code
- o Used to determine taxes, only one value applicable.

f. FICA Status
- o Used to determine the type of Social Security or Medicate (FICA) taxes withheld on an employee's paycheck.
- o The value to select would be based on the ERS *Retirement Group & Class Codes and Social Security & Medicare Coverage* chart available at https://ers.ehawaii.gov/employers/enrollment.

HYBRID - TIER 2 (Effective 07/01/2012)							
General Grouping	Group Code	General Description	Employee Contribution Rate	Employer Contribution Rate	ERS Class Code	Soc Sec Taxes	Medicare Taxes
State	11	State - General State - Directors / Deputy Directors					
	13	10-Month DOE Classified					
Teacher	21	10-Month DOE Certificated (except Principals & Vice Principals)					
	22	12-Month DOE Certificated (except Principals & Vice Principals)	8.00%	General Rate	H1	Yes	Yes
	23	DOE Principals and Vice Principals					

See below for reference example:

FICA Status	Employee Federal Social Security (OASDI) tax taken?	Employer Federal Social Security (OASDI) tax taken?	Employee Federal Medicare (MED) tax taken?	Employer Federal Medicare (MED) tax taken?	Example ERS FICA Class / ERS Group Code
Subject	Yes	Yes	Yes	Yes	H1 / 11
Medicare Only	No	No	Yes	Yes	K0 / N0
Exempt	No	No	No	No	B0 / 42

g. Payroll Number
- o Used for security for payroll reports and determining job indicator.
- o Note, must align with the Payroll number that exists in the Combination Code on Job Earnings Distribution.

h. Warrant Distribution
  o Used to determine where printed paper checks and W2s get disbursed.
i. ERS FICA Code and ERS Group Code
  o Used to determine deductions set up for employees (e.g., ERS, Deferred Comp, and Employer paid deductions), and the Primary Job Indicator.

Absence Management System

The below options become available when **Absence Management** is selected as the Absence System Value.

j. Pay Group
  o Aligned with Payroll paygroup (e.g., if "LAG" starts with "L," if "After the Fact" starts with "A."
  o Doesn't populate if EE is not eligible for leave benefits (e.g., Absence System = Other).
k. Setting
  o Only the "Use Pay Group Rate Type" and "Use Pay Group As Of Date" boxes should be checked for proper leave processing.
l. Eligibility Group
  o Used to determine how an employee interacts with the leave system (e.g., differences in timing of leave accrued, available options for leave, etc.).
  o This is evaluated by nightly processing based on factors such as Job Code, Standard Hours, Employee Type, Union code, and employing agency where applicable. A new job row will be added to update if necessary.
  o See below chart for reference:

Eligibility Group	Description	Sick Entitlement Hours Granted	Vacation Entitlement Hours Granted	Leave Types Available to EE
HI EBS V E	For Earn as you Go Employees	Every Pay period	At end of month	All
HI SV EG	For all other employees	At end of month	At end of month	All
HI S EG	For certain Legislature employees	At end of month	n/a	Some
HI SV OHA	For OHA Employees	At end of month	At end of month	Some

SALARY PLAN

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

New Wil

Employee   Empl ID
Employee   Empl Record 0

Salary Plan Details ?   Find   First ◀ 1 of 1 ▶ Last

Go To Row

Effective Date 10/01/2022

Effective Sequence 0   Action Pay Rate Change
HR Status Active   Reason NewSalarySchedule
Payroll Status Active   Job Indicator Primary Job

Current

(a) Salary Admin Plan 03
Grade SR14   Grade Entry Date 07/01/2002
Step M   Step Entry Date 07/01/2013

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a. Salary Admin Plan
- o Used to determine rate for hazard pay payment, per rate referenced in the Salary Admin Plan.
- o Also utilized for some exceptions (e.g., OT for BU13 employees).

COMPENSATION

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

Employee   Empl ID
Employee   Empl Record 0

Compensation Details ?   Find   First ◀ 1 of 1 ▶ Last

Go To Row

Effective Date 10/01/2022

Effective Sequence 0   Action Pay Rate Change
HR Status Active   Reason NewSalarySchedule
Payroll Status Active   Job Indicator Primary Job

Current

(a) Compensation Rate   5,261.000000   (b) *Frequency M Monthly
FTE Adjusted Comprate   5,261.000000

▶ Comparative Information ?
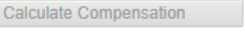▶ Pay Rates ?

Default Pay Components

Pay Components ?   Personalize | Find | 🗗 | 🏢   First ◀ 1 of 1 ▶ Last

| Amounts | Controls | Changes | Conversion | ▦▶ |

(d)

	*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	FTE Adjusted Comprate	
(c) 1	NAANNL	0	63,132.000000	USD	A		63,132.000000	+ −

(e) Calculate Compensation

Job Data   Employment Data   Benefits Program Participation

a. Compensation rate
   o Used to determine the basis of calculation for base pay for each paycheck. This is a combination of the Rate Codes listed in the Pay Components section.
b. Frequency
   o Illustrates how much compensation rate would be at selected frequency.
c. Rate code
   o Used for determining Compensation Rate
d. Frequency
   o Illustrates how often the rate code should be applied for payment.
e. Calculate Compensation
   o This is needed for the system to calculate the employee compensation rate used for payment.
f. Apply FTE
   o Utilized to adjust the compensation rate based on FTE value on Job Information tab.

HI EXEC JOB

Values on this page are not currently used for Payroll, Time, or Leave.

JOB EARNINGS DISTRIBUTION

The department payroll user may also edit this tab.

a. Earnings Distribution Type
- o Determines how the pay needs to be distributed.
    - i. The "By Percent" Distribution type is most useful when an employee's salary has no rate code differentials included or the salary needs to be charged to multiple UACs.
    - ii. The "By Amount" Distribution type is most useful when an employee has a rate code differential on their compensation tab.

Base Earnings Distribution

The values here determine the default combination codes used for employee payments in payroll. Note that this is currently not connected to the UAC that may exist on the position data.

b. Earnings Code
- o Determines what earnings code should be a part of the distribution.

- o   Note that the differential payments that are entered on the compensation tab under the rate code section need to exist as a separate Earnings codes in this section. This allows the earnings type to display separately from the base pay on the paycheck and be used for the calculating the employee union dues properly (e.g., SD, Shortage Differential).
    - i.   System populates automatically at time of entry if not inputted manually.
- c.   Percent of Distribution/Compensation Rate
    - o   Determines how much of the earnings to distribute among the earnings codes selected.
    - o   The applicable field opens depending on what option is chosen for Earnings Distribution Type.
- d.   Combination code
    - o   Determines what Combination Code (UAC values) will be used for the earnings codes when processed through payroll.

See HR concepts presentation pg. 19 for some specific examples:
https://ags.hawaii.gov/hip/files/2021/07/Time-and-Leave-HR-Concepts.pdf

Non-Base Earnings Distribution

The values here are referenced when employees submit time on their Timesheet and no Combination Code is selected on the timesheet. If no values exist in this section, then the Base Earnings Distribution will be referenced.

- e.   Earnings Code
    - o   Determines what earnings code should be a part of the distribution.
- f.   Percent of Distribution
    - o   Determines how much of the earnings to distribute among the earnings codes selected.
- g.   Combination code
    - o   Determines what Combination Code (UAC values) will be used for the earnings codes when processed through payroll.

EMPLOYMENT DATA

For informational purposes, the Time Reporter Data page can be accessed via the Employment Data page. Note that Time Reporter Data is a distinct page separate from the Job Data page.

The values on the Time Reporter Data screen are evaluated by nightly processing and determined by factors such as employing agency, standard hours, and union code. Rows will be added to update Time Reporter Data if necessary. Typically, effective dates on the Time Reporter Data align with effective dates on Job Data.

Timer Reporter Data Status = Active allow the employee to access their timesheets as of Effective Date reflected. An Inactive status indicates the employee is not eligible for reporting time (e.g., EE on LOA or Terminated).

Time and Labor Data ⌐   ✕

Help

Empl ID ▭▭▭▭▭   Empl Record   0

Time Reporter Data   Find | View All   First ◀ 1 of 1 ▶ Last

*Effective Date 05/15/2020 📅 ↻   *Status Active ▾   ➕ ➖

*Time Reporter Type Elapsed Time Reporter ▾   **Payroll**

Elapsed Time Template SOH_EXDFLT 🔍 Exception Hourly Default   ☑ Send Time to Payroll

Punch Time Template ▭▭▭ 🔍   **Commitment Accounting**

Time Period ID HISEMIMONTH 🔍 HI Semi Monthly   ☐ For Taskgroup

*Workgroup BU03EX 🔍 Ex Hourly/Salaried BU 03   ☐ For Department

*Taskgroup PSNONTASK 🔍 ↻   Non Task Taskgroup

Task Profile ID ▭▭▭ 🔍

TCD Group ▭▭▭ 🔍

Restriction Profile ID ▭▭▭ 🔍

Rule Element 1 ▭▭▭ 🔍
Rule Element 2 ▭▭▭ 🔍
Rule Element 3 ▭▭▭ 🔍
Rule Element 4 ▭▭▭ 🔍
Rule Element 5 ▭▭▭ 🔍
Time Zone HST 🔍 Hawaiian Time

OK   Cancel   Refresh

Alternatively, users with Timekeeper see this data by navigating to Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data. From there review and updates can be made as necessary.

BENEFITS PROGRAM PARTICIPATION

The values on this page allow the employee pay deductions to process accordingly. This is for informational purposes as values set to the defaults upon save of Hire action.

a. Benefits System
   a. Always set to Base Benefits.
b. Effective Date
   a. Correspond with Hire or Rehire dates.
c. Benefit Program
   a. Always set to PSX.