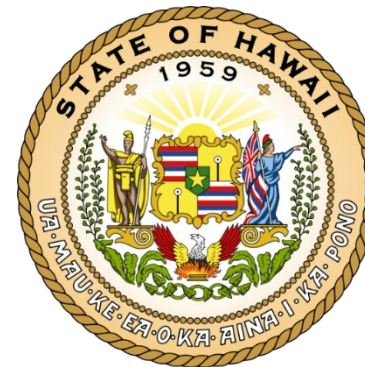




Payroll SME Meeting

August 25, 2020



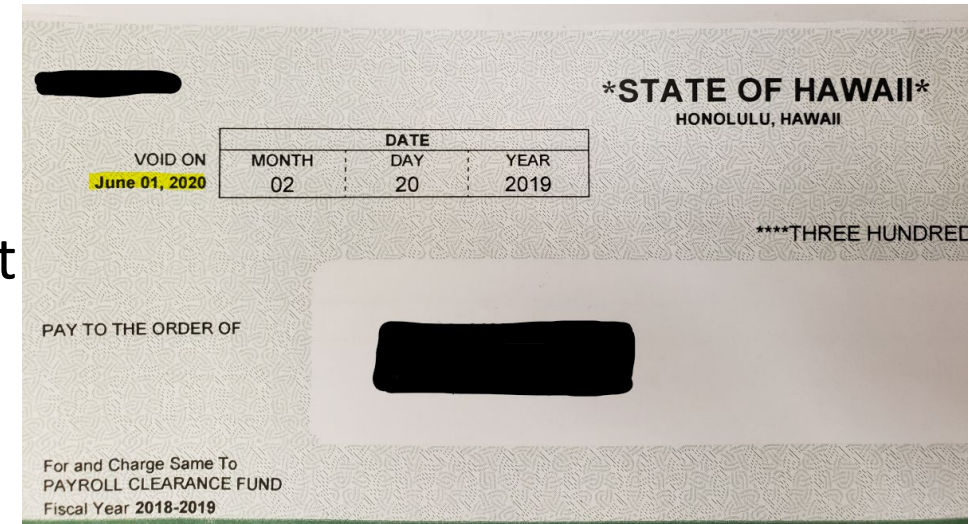
Department of Accounting and General Services

TALK STORY TOPICS

1. Escheated Checks
2. Overpayments
3. Disaster Planning
4. Off-Cycle Checks –Deduction Subsets
5. ERS Reminder for Payroll Deficiencies
6. FFCRA Reminders
7. Time and Leave Project Success Factors
8. HIP Service Desk
9. Want updates fast?

Escheated Checks

- Do not submit a C-53 for escheated checks
- Department should submit a memo request to DAGS Clerical
 - Memo should ask for check to be reissued because it is stale dated and outstanding as of MM/DD/YY.
 - Memo should have pertinent check info (date, payee, amount, etc)
 - Include signed original and one copy of memo and supporting doc (check, pay statement)



Escheated Checks

- After receiving the memo, DAGS Clerical will review
- If everything is ok, a claim form will be sent to the department
- Department should forward claim form to payee, who will need to sign/notarize
- The completed form will be forwarded back to DAGS Clerical for escheated check to be reissued

Overpayments

- Departments should use OPR for current, active employees
 - Efficiently process overpayments
 - Enter as negative gross pay in Additional Pay utilizing OPR earning code
 - Will lower the employee's gross wages in the current year
 - See Knowledge Article for additional information on setting up OPR: https://stateofhawaii.lightning.force.com/lightning/r/Knowledge_kav/ka06A000000STtCQAW/view
- If active employee insists on paying back via personal check, a W2C will be issued if for a prior year overpayment

Overpayments

- Paying back via personal check
 - Active employees who prefer this method
 - Terminated, inactive employees
- If repayment is not made in the same calendar year that the overpayment occurred, the employee should repay the net pay amount of the overpayment plus the associated federal and state taxes and any post tax deductions
- The wages paid in error in the prior year remain taxable to the employee for that year because the employee received and had use of those funds during that calendar year.
- Once repaid, the employee will be issued a W2C, reducing only applicable Social Security and Medicare wages and taxes
 - Statute of limitations: 3 years

Disaster Planning

- **Essential workers** are most often synonymous with first responders and employees who are critical to operating and maintaining key functions for government and the citizens we serve.
- Outside of **essential worker** and first responder job classifications, there are essential job duties within the State as the Employer that must be performed such as payroll issuance and other critical employment-related functions, even during administrative leave.
- This clarifies that payroll processing and all predecessor tasks to ensure timely processing are considered **essential work** that must be performed independent of statewide disaster threats and/or administrative leave that may be granted.

Disaster Planning

- Standard payroll deadlines will be enforced. Payroll issuance, processing and all predecessor tasks are deemed essential functions. **DAGS will not extend deadlines for any reason as it places a risk to the State to issue timely payroll on payday.** Additionally, there are strict deadlines to ensure that electronic payroll deposits routing through the national automated clearing house (ACH) systems are guaranteed to be credited to employees' bank accounts on pay day.
- To this end, a State disaster threat plan will be implemented to ensure payroll processing is completed using the following alert levels for all departments and jurisdictions serviced by the DAGS for timely payroll issuance.

Disaster Planning

STATE DISASTER THREAT - ALERT LEVEL MATRIX as of August 25, 2020				
ALERT LEVEL	DEPARTMENTAL PAYROLL STAFF	PAYROLL PROCESSING	PRIORITY FOR PROCESSING	ADJUSTMENTS
Level 1	Employees may continue to work if safe	Enter transactions into the Hawaii Information Portal system by the regular entry and processing deadlines	Encourage all time and leave transactions and other pay transactions are submitted as soon as possible on or before the standard processing deadlines	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle
Level 2	Release employees to allow them to shelter at home and prepare for the disaster threat	Department payroll processes are to finalize all transactions received as of that date for entry and processing into the HIP system	Priority of transactions should include fringe or hourly payments as salaried employees will likely be issued their regular salary	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle
Level 3	Do not report to the office	Coordinate payroll issuance based on the last payroll generated and will direct processing through the vendor-managed host site or alternate site located outside of the State	N/A	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle

Off-Cycle Checks –Deduction Subsets

- Deduction Subsets What is a deduction subset?
 - Using a deduction subset allows the system to "override" the deductions that are withheld from the employee's paycheck.
- Four Types of Deduction Subsets:
 1. VAC -Vacation Subset
 2. WCP -Worker's Comp
 3. PCT -Percentage Based Deductions
 4. ECD -Employer Deductions
- ** Please include in your comments if EUTF related deductions should be withheld for employee and employer assessments.

ERS Reminder for Payroll Deficiencies

- Per the August 2020 ERS Memo, eff 8/11/20, all employee payroll deductions of additional ERS contributions for deficiency recovery will no longer be permitted without approval from ERS
 - Repayments of workers' compensation contribution deficiencies
 - Deficiencies due to ERS classification miscoding, late enrollments
 - "Make up" contributions for previous incorrect deductions
 - Contribution adjustments from current salaries for previously underpaid contributions
- Also, ERS will no longer allow the last period of ERS non-eligible service prior to the employee's official membership date to be included with the member's service by retroactively "correcting" the member's start date

ERS Reminder for Payroll Deficiencies

- Query = M_ERS_AR910_AR911_BUY shows AR910 and AR911 deductions that are still active.
 - If PLAN field = BUY, it was approved by ERS.
 - Do not need to stop if BUY

FFCRA Worksheet Demo



FFCRA

Emergency Paid Sick Leave (EPSL) eff XX/XX/XXXX;
 NTE XX/XX/XXXX // EE to be compensated at their
 regular rate of pay (not to exceed \$511/day) and elected
 – no supplement / to supplement with paid _____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee Name	John Aloha	Scenario 1											
Daily Max	\$ 511.00												
Year Cap	\$ 5,110.00												
Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrly Rt	Wk Days	Hours	Adj Hr
12345678	0	SL1	8/7/2020	8/15/2020	\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	6	48.00	
		LWO			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0	0.00	
		SUM			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	6	48.00	
		B			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0		
12345678	0	SL1	8/16/2020	8/23/2020	\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	4	32.00	
		LWO	8/24/2020	8/31/2020	\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	6	48.00	
		SUM			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	10	80.00	
		B			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0		
Total Amount of Emergency Paid Sick:					\$1,923.08								
Total Hours of SL1					80.00								
Enter data in yellow cells only													
Enter the data with the red font cells onto Fringe PCS													

EPSL \$511 | EPFL \$200 | EFML \$200 | EPSL&EFML

Employee is on FFCRA and qualifies for EPSL, ‘SL1’ leave. Hours exceeding allowable hours should be recorded on the ‘LWO’ row for time away from work. Employee may choose to supplement with approval by Personnel.

FFCRA

Emergency Paid Sick Leave (EPSL) eff XX/XX/XXXX; NTE XX/XX/XXXX // EE to be compensated at 2/3 the employee's regular rate of pay (not to exceed \$200/day) and elected – no supplement / to supplement with paid _____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee Name	John Aloha	Scenario 2											
Daily Max	\$ 200.00												
Year Cap	\$ 2,000.00												
Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrlly Rt	Wk Days	Hours	Adj Hrs S
12345678	0	SL2	8/7/2020	8/15/2020	\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	6	48.00	\$1,
		LWO			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0	0.00	
		SUM			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	6	48.00	\$1,
		B			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0		
Total Amount of Emergency Paid Sick:					\$1,282.05								
Total Hours of SL2					80.00								
Enter data in yellow cells only													
Enter the data with the red font cells onto Fringe PCS													

Ready EP5L \$511 **EP5L \$200** EF5L \$200 EP5L&EF5L 103%

Employee is on FFCRA and qualifies for EPSL and EFML, 'SL2' and 'SL3' leave. The next pay period 8/16/20 – 8/31/20 overlaps 'SL2' and 'SL3' so the input needs to be on the 'EPSL&EFML' tab.

FFCRA

Emergency Paid Sick Leave (EPSL) eff XX/XX/XXXX;
 Expanded Family & Medical Leave (EFMLE) eff XX/XX/XXXX;
 NTE XX/XX/XXXX // EE to be compensated at 2/3 the
 employee's regular rate of pay (not to exceed \$200/day)
 and elected - no supplement / to supplement with paid
 _____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

8	Employee Name	John Aloha	Scenario 2													
9	Daily Max	\$	200.00													
10	Year Cap	\$	2,000.00													
11	Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrly Rt	Wk Days	Hours	Adj Hrs	Std Amt	2/3
12	12345678	0	SL2	8/16/2020	8/23/2020	\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	4	32.00		\$769.23	
13			SL3	8/24/2020	8/31/2020	\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	6	48.00		\$1,153.85	
14			LWO			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0	0.00		\$0.00	
15			SUM			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	10	80.00		\$1,923.08	
16			B			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0				
19	Total Amount of Emergency Paid Sick:			\$1,282.05												
20	Total Hours of SL2			80.00												
21	Total Paid SL3			\$769.23												
22	Total Hours of SL3			48.00												
24	Enter data in yellow cells only															
25	Enter the data with the red font cells onto Fringe PCS															

Ready EP5L \$511 EP5L \$200 EFML \$200 **EP5L&EFML** 96%

Employee is on FFCRA and qualifies for EPSL and EFML, 'SL2' and 'SL3' leave. This pay period 8/16/20 – 8/31/20 overlaps 'SL2' and 'SL3' so the input needs to be on the 'EP5L&EFML' tab. Use this tab only for the overlapping pay period. For 'SL3' only, do not use this tab.

FFCRA

Expanded Family & Medical Leave (EFMLE) eff
 XX/XX/XXXX; NTE XX/XX/XXXX EE to be
 compensated at 2/3 the employee's regular rate of pay
 (not to exceed \$200/day) and elected – no supplement /
 to supplement with paid ____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee Name	John Aloha	Scenario 2												
Daily Max	\$ 200.00													
Extended 10 week cap	\$ 10,000.00													
Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Annual Wk Days	Daily Wk Hours	Annual Hours	Std Hrly Rt	Wk Days	Hours	Adj H	
12345678	0	SL3	9/1/2020	9/15/2020	\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	10	80.00		
		LWO			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0	0.00		
		SUM			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	10	80.00		
		B			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0			
12345678	0	SL3	9/16/2020	9/30/2020	\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	11	88.00		
		LWO			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0	0.00		
		SUM			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	11	88.00		
		B			\$50,000.00	\$2,083.33	260	8	2080	\$24.038462	0			
Total Amount of Expanded Family & Medical Leave:					\$3,440.17									
Total Hours of SL3					216.00									
Enter data in yellow cells only														
Enter the data with the red font cells onto Fringe PCS														

EPSL \$511 | EPSL \$200 | **EFML \$200** | EPSL&EFML

Employee is on FFCRA and qualifies for EPSL and EFML, 'SL2' and 'SL3' leave. Employee exhausted 'SL2' leave and is on 'SL3' leave only. Input on the 'EFML \$200' tab.

FFCRA – Additional Tips

- Use one worksheet per employee for their entire history of FFCRA leave so that total hours of each type of leave can easily be tracked to prevent exceeding limits.
- Properly record Leave Without Pay for reporting and total pay calculations purposes.
- Total SL1, SL2, EPSL1, or EPSL2 hours should never exceed 80 hours.
- Total SL3 or EFMLE hours should never exceed 400 hours.
- Total days and hours allowed per type of leave should be determined by HR/Personnel.
- When in doubt, submit a Salesforce ticket.

Time and Leave Project Success Factors

- Employee-certified, accurate leave balances at go-live
- Clean HR data, especially Reports-To supervisor data
- Following the project schedule for submission of testing documents and security surveys
- Confirmation of requirements, especially your data needs (i.e., queries)
- Ensuring employees know their roles and responsibilities, particularly those who support employees and supervisors with their time and leave questions
- Making employee attendance at training sessions mandatory
- Active participation at training sessions
- Active participation on support calls

HIP Service Desk

- HIP Service Center employee support services will be transitioning to DAGS Accounting, Clerical Section.
- **New hours of operation are Monday, Tuesdays, Thursdays and Fridays from 1:30 to 4:30 pm only.**
- DOE will handle password resets for their own employees effective 9/1/20
 - 808-564-6000
- Your patience during this transition period will be greatly appreciated.
- Most frequent employee questions received at the Service Center:
 - 1.Lost logon information
 - 2.Former employees looking for W2s or old pay statements
 - 3.New employees who didn't get their HIP on-boarding letter
 - 4.Want to know how their pay was calculated
 - 5.Missing/lost checks

Want updates fast?

- <https://ags.hawaii.gov/hip/for-payroll-personnel/> has a lot of key information and is updated from time-to-time.
- If you'd like to receive an alert that new information has been posted, navigate to the page, scroll to the bottom, and subscribe.

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MAHALO FOR YOUR TIME!