HRA Training

DAS-SAE Centralized Payroll

1

Items Covered

- Employee Information Module
- HRIS Time Reporting
- HRIS Warrant Information Module
- ACA Reporting
- P-1s & Miscellaneous
- Taxable Benefits & Deductions
- Pay/Pay Corrections & Rewrites
- Payroll Accounting & Wage Reporting
- Federal & State W-4 Forms-Flat Tax-W-2 & Duplicate Warrants
- Automatic (Direct) Deposits & Credit Union Deductions
- HRIS Availability & Payroll Calendar
- I/3 Data Warehouse
- Sick Leave Incentive Program (SLIP)
- Payroll Header Files
- HRIS Position Control

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HRIS Employee Information Module

3

Employee Information Module

Main Employee Information Screen

- **Key Informatio**n – Includes Name, Social Security Number, Employee Number
- **Position Information** – Includes Position Number, Cost Center, Class Title, and the type of position (i.e., full-time, part-time, contract covered, etc.
- **Payroll Information** – Includes pay grade, pay plan, and other pay information.
  - HR WK field – If fulltime needs to be 40, if part time needs to be less than 40.
  - To change, key P-1 type 289 Mon Thru Fri Work Week/Hours Per Week.
  - If employee goes from PT to FT need to remember to change this field.
  - ACA implications if coded PT and working FT.
  - Holiday proration on timesheet based on HR WK field.

```
D3325361     ACTION: _        EMPLOYEE INFORMATION          PRINTER:
EMPLOYEE RECORD RETRIEVED
+-------- KEY INFORMATION ------------+------- PAYROLL INFORMATION ----------
  LAST NAME .....: TEST              | PAY NAME ..: AFSCME T TEST
  FIRST NAME ....: AFCSME        T   | PAYGRADE .....: 17          STEP: 00
  SOCIAL SECURITY: 484-84-8484       | PAY PLAN ......: 014
  EMPLOYEE NUMBER: 00001             |*MODE OF PAY ..: 03 BIWEEKLY HR WK: 40
                                     | ANNUAL BASE ..:          0.00
+------ POSITION INFORMATION --------| BIWEEKLY BASE : 1,414.40
  NUMBER: 111-123-1234-00306-001     |
  CSTCNT: 111 111111 DAS TEST        | FMR PAY PLAN .: 001
  ASSIGN:                            |
  CLASS TITLE: ACCT CLK 2            |
 *TYPE ......: 00 PERM FULL TIME-MERT |
 *EMP STATUS : 08 PERMANENT MERIT    |
 *COND OF EMP: 01 FULL TIME          |
 *ELIGIBILITY: N  CONTRACT COVERED   |
 *BARG CODE .: 001 CLERICAL          |
                                     | INCREASE DATE : 03/11/2016
+------------------------------------+----------------------------------------
  FULLNAME: AFCSME T TEST            |*TERM. REASON ..: 00 ACTIVE--
  USER ID :                          |*LEAVE REASON ..: 00 ACTIVE
```

4

Employee Information Module

Selection Screen

▸ By typing "?" in the header action field, you will see a list of additional screens attached to the Employee Information Module

▸ PF7 or PF8 to scroll forward or backward to see all choices

▸ From the main Employee Information screen, type the corresponding letter in the header action field to open the additional screen.

```
D3325330    ACTION: ?      EMPLOYEE INFORMATION      PRINTER:

------ KEY INFORMATION --------------+------- PAYROLL INFORMATION -----------
LAST NAME .....: TEST               | PAY NAME ..: AFCSME T TEST
FIRST NAME ....: AFCSME        T    | PAYGRADE .....: 17          STEP: 00
SOCIAL SECURITY: 484-84-8484        | PAY PLAN .....: 014
EMPLOYEE NUMBER: 00001              | *MODE OF PAY ..: 03 BIWEEKLY HR WK: 40
                                    | ANNUAL BASE ..:        0.00
------ POSITION INFORMATION ---- +---------------------------------------
NUMBER: 111-123-1234-00306-001   |
CSTCNT: 111 111111 DAS TEST      |        HEADER ACTIONS
ASSIGN:                          | S  - SELECTION LIST
CLASS TITLE: ACCT CLK 2          | E  - EXPENSES
*TYPE ......: 00 PERM FULL TIME- | P  - PERSONNEL
*EMP STATUS : 08 PERMANENT MERIT | Z  - ADDRESS
*COND OF EMP: 01 FULL TIME       | O  - POSITION
*ELIGIBILITY: N  CONTRACT COVERE | PH - POSITION HISTORY
*BARG CODE .: 001 CLERICAL       | P1 - P1 S
                                 | TS - TIME SHEETS
---------------------------------+---------------------------------------
FULLNAME: AFCSME T TEST          | ACTION : _
USER ID :                        |
---------------------------------+ PF7 BKWD     PF8 FWD     PF12 RETURN
? HEADER ACTIONS PF1 PREV IN CC P +
```

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Employee Information Module

Current Pay

Current Pay Screen (C) – This screen will show you any <u>one time </u>pays the employee will be paid for the current pay period. These one time pays are put into the employee record via a P-1 and are zeroed out automatically when the pay period closes.

```
D3325370    ACTION: _      EMPLOYEE INFO - CURRENT PAY    PRINTER:


+--------- KEY INFORMATION -----------+
| LAST NAME .....: TEST               |
| FIRST NAME ....: AFCSME        T    |
| SOCIAL SECURITY: 484-84-8484        |
| EMPLOYEE NUMBER: 00001              |
+-------------------------------------+-----------------------------------
| ANNUAL BONUS PAY ....:     0.00 | MOVE PAY ................:     0.00
| INCOME NOT SUB RET ..:     0.00 | SICK LEAVE PAYOFF PAY ...:     0.00
| REGULAR OTHER PAY ...:     0.00 | WORKER COMP DEDUCTION ...:     0.00
| TERM LEAVE PAY ......:     0.00 | FSA DEP CARE REF/ADJ ....:     0.00
| VACATION PAYOUT .....:     0.00 | FSA HEALTH REF/ADJ ......:     0.00
| CATASTROPHIC PAY ....:     0.00 | BACK PAY SUBJECT TO POR .:     0.00
+-----------------------------------------------------------------------
```

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Employee Information Module

Special Pay

Special Pay Screen (SP) – This screen will show you any reoccurring pays the employee has in their record. These pays are put into the employee record via a P-1. These pays will continue every pay period until another P-1 is keyed to stop them.

```
D3325371  ACT: _              EMPLOYEE INFO - SPECIAL PAYS          PAGE: 0001
                                                        PRINTER:
+-------- KEY INFORMATION ----------+
 | LAST NAME .....: TEST            |
 | FIRST NAME ....: AFCSME      T   |
 | SOCIAL SECURITY: 484-84-8484     |
 | EMPLOYEE NUMBER: 00001           |
+-----------------------------------+
SPECIAL DUTY ........     $0.00     SPOC/DNR 4% PREMIUM .      $0.00
LEAD WORKER .........     $0.00     SPOC PREMIUM ........      $0.00
EXTRA BIWEEKLY ......     $0.00     BACK PAY SUBJ TO POR       $0.00
EDUC/DIFFER .........     $0.00     SECOND LANGUAGE PAY .      $0.00
REASSIGNMENT ........     $0.00     FED TAXABLE BENEFIT .      $0.00
SUBSISTENCE .........     $0.00     ST TAXABLE BENEFIT ..      $0.00
ADDT NONBASE PAY ....     $0.00
INSURANCE INCENTIVE .     $0.00
COMMUTE MILES .......     $0.00
VOLUNTEER FIREFIGHTER     $0.00
LONGEVITY PAY .......     $0.00
```

7

Employee Information Module

Position Detail

Position Detail Screen (O) - This screen allows you to access additional screens. The most common are:

▸ Span of Control (P) – See separate manual for instructions on how to change Span of Control

▸ Pay Distributions (PD)

▸ Class (CL)

▸ Pay Matrix (X)

▸ M-5's (M5)

```
D3324361                  POSITION CONTROL SYSTEM
ACTION _                     POSITION DETAIL
POSITION RECORD RETRIEVED
+--------- KEY INFORMATION ------------+--------- POSITION HOLDER -----------
|                                      |          AFCSME T TEST
| NUMBER ...: 111 123 1234 00306 001   | EMP SSAN ..: 484-84-8484
| SERIAL KEY: 080230                   | ENTRY DATE : 09/17/2010
|                                      | ENTRY TYPE : 001
+------- POSITION INFORMATION ---------+--------- SPAN OF CONTROL -----------
|                                      |
| COST CENTER: 111-111111 BUSINESS OFF | MANAGED BY : **** V A C A N T ****
| CLASS TITLE: ACCT CLK 2              | POSITION NO: 242-A40-1109-00784-001
|*POS TYPE ..: 00  PERM FULL TIME-MERT |
|*FIELD STAT : N   NOT FIELD STATUS    +-------- BUDGET INFORMATION ---------
|*BARG ELIG .: N   CONTRACT COVERED    |
|*EMP UNIT ..: 000 NOT CLASSIFIED      | FTE .....: 1.000
|                                      | FUND DATE: 09/17/2010
|                                      |*FUND CODE: 1   P-5 APPROVED
|                                      | P-5 DATE :  /  /
|                                      |
+--------------------------------------+------ * INDICATES SELECTION LIST ----
PE PREV EMPLYES P5 P5S CL CLASS EI EMPLY INFO A ADD M MOD     PD PAY DISTRIB
P SPAN OF CONTROL G GET C COMMENT X PAY MATRIX L ACTIVITY LOG S SELECTION LIST
M5 M5S    PF1 PREV POSITION PF2 NEXT POSITION  PF9 HELP PF12 RETURN CLEAR EXIT
```

8

Employee Information Module

Address

By typing a "Z" in the header action field, you can see the employee's current home and work address.

```
D3325366    ACTION: _      EMPLOYEE INFO - ADDRESS        PRINTER:


+-------- KEY INFORMATION ----------+--------------------------------------+
| LAST NAME .....: TEST             |                                      |
| FIRST NAME ....: AFCSME      T    |                                      |
| SOCIAL SECURITY: 484-84-8484      |                                      |
| EMPLOYEE NUMBER: 00001            |                                      |
+-----------------------------------+--------------------------------------+
| TYPE ...: 01 HOME                 | 02 WORK                              |
|                                   |                                      |
| LINE 1 .: 1111 MICKEY RD          | 2111 330TH AVE                       |
| LINE 2 .:                         | PO BOX 316                           |
| LINE 3 .:                         |                                      |
| CITY ...: MICKEY                  | FORT MADISON                         |
| STATE ..: IA                      | IA                                   |
| ZIP ....: 51111-                  | 52627-                               |
| COUNTY .: 56                      | 56                                   |
| *BLDG # .:                        | 242XA   IA STATE PENITEN             |
| PHONE # : ( 319 ) 888 - 1111      | ( 319 ) 372 - 5432                   |
| MAILINGS:                         |                                      |
+--------------------------------------------------------------------------+
```

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Employee Information Module

Personnel

By typing "P" in the header action field you will be able to see dates for the employee, including:

- Employed date
- Vacation date
- Seniority date
- Lead worker expiration date
- Leave date
- Term date

```
D3325363    ACTION: _      EMPLOYEE INFO - PERSONNEL       PRINTER:

+-------- KEY INFORMATION ----------+- IN CASE OF EMERGENCY PLEASE NOTIFY ----+
| LAST NAME .....: TEST             | EMG NAME :                              |
| FIRST NAME ....: AFCSME      T    | EMG PHONE:        -  -                   |
| SOCIAL SECURITY: 484-84-8484      | EMG NAME :                              |
| EMPLOYEE NUMBER: 00001            | EMG PHONE:        -  -                   |
+-----------------------------------+-----------------------------------------+
| SPOUSE SSAN:  488-88-8888 | GENDER ....: F         | CREDIT CARD IND :      |
| *SPOUSE DEPT:  111        | *ETHNIC ORIG: 0 SI WHITE ( | RET SICK PAY IND:  |
|                           | *VET STATUS :   UNKNOWN | TERM PAY IND ...:     |
|                           | CITIZEN ...:           | MON-FRI WEEK ...: Y    |
|                           | VISA ......:           | *CHILD SUPPORT ..:    |
|                           | LTD .......:           | DEPT PIN IND ...:     |
+---------------------------+------------------------+-----------------------+
| BIRTHDAY ....: 11/11/1961 |PROMREV DATE .:  /  /  |LOA DATE : 00/00/0000   |
| SERVICE DATE :  /  /      |STAT EXP DATE.: 00/00/0000 |RETRN LOA: 00/00/0000|
| EMPLYED DATE : 09/20/2010 |SPEC EXP DATE :  /  /  |TERM DATE: 00/00/0000   |
| SENIORITY DTE: 09/20/2010 |EXTRA EXP DATE:  /  /  |LAST DAY :  /  /        |
| VACATION DATE: 09/20/2010 |RED CIRCLE EXP:  /  /  |LAST PAID:  /  /        |
| LONGEVITY DTE:  /  /      |LEAD WORK EXP :  /  /  |DISB EFF :  /  /         |
| IPERS ADJ DTE:  /  /      |LAST INCREASE : 03/13/2015 |DECEASED :  /  /     |
+---------------------------+------------------------+-----------------------+
                                      * INDICATES SELECTION LIST -----
```

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Employee Information Module

Performance

By typing PE in the header action field, that will take you to the Performance Rating screen. This screen must be current for Non-Contract employees or the employee will not be able to receive their merit increase.

```
D3325381    ACTION: _       EMPLOYEE INFO - PERFORMANCE      PRINTER:

+-------- KEY INFORMATION -----------+------------------------------------+
| LAST NAME .....: TEST              |                                    |
| FIRST NAME ....: AFCSME         T  |                                    |
| SOCIAL SECURITY: 484-84-8484       |                                    |
| EMPLOYEE NUMBER: 00001             |                                    |
+-----------------------------------+ +----------------------------------+

                     *PERFORMANCE RATING ..: EE
                                          EXCEEDS EXPECTATIONS
                      PERFORMANCE START ...: 04/01/2012
                      PERFORMANCE END .....: 04/01/2013
                      EVALUATION DATE .....: 07/17/2013




+-----------------------------------------------------------------------+
E EXPENSES P PERSONNEL Z ADDRSS V VOL.DEDUCT D DLLRS/HRS H HRDCPY HA HRDCPY ALL
O POSITION PH POSITION HISTORY                              S SELECTION LIST
PF1 GET PREV IN CC   PF2 GET NEXT IN CC   PF9 HELP   PF12 RETURN  CLEAR EXIT
```

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Employee Information Module

Dollars/Hours

By typing a D1 to D13 in the header action field, you will be able to access multiple screens for Dollars & Hours. Some of the screens available include:

- Taxes
- Earnings
- Hours and balances
- Retirement earnings and deductions
- The screens you will use the most will be the D7 to obtain sick/vacation/comp time balances & D9 for FY comp hours paid, family care leave balance, and IUP Personal leave balance.

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Employee Information Module

Voluntary Deductions

By typing a V1 to 10 in the header action field, you will be able to access multiple screens Voluntary Deductions. Some of the screens available include:

▸ Health/Dental/Life Insurance codes

▸ Pretax flag

▸ Credit union

▸ Flex health & dependent care

▸ Deferred comp

▸ Employee Org dues

▸ One Gift

▸ Miscellaneous deductions (AFLAC, NTA, Eyemed, Avesis etc.)

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Employee Information Module

Timesheets

By typing T in the header action field, you can access the timesheets as well as write a timesheet for the employee (you will not see any timesheet entries if employee is on PAYN).

```
D3313244  ACT: _              PAYROLL TIME SHEETS                    PAGE: 0001
                           TIME SHEETS FOR AN EMPLOYEE

        LAST NAME    ===> TEST
        FIRST NAME   ===> AFCSME
        PAY PERIOD   ===> 07/01/2016
WRITE NEW TIME SHEETS FOR THE 08/12/2016  PAY PERIOD


    ---PAY PERIOD----                    ----TIME TOTALS-----       COST
ACT --FROM--  ---TO---  ----STATUS--------   REG    OT    HOLI   --CENTER--
 _  07/01/2016 07/14/2016 CANCELLED          80.00  0.00  0.00  111-111111

 _  07/01/2016 07/14/2016 PENDING EMPL APPRVA 84.00 0.00  0.00  111-111111

 _  04/08/2016 04/21/2016 PENDING EMPL APPRVA 72.00 0.00  0.00  111-111111

 _  12/04/2015 12/17/2015 PENDING OFFI APPRVA 82.00 0.00  0.00  111-111111

 _  11/20/2015 12/03/2015 PROCESSED          80.00  0.59  0.00  111-111111


L LOOK AT THE TIME SHEET  W WRITE A NEW TIME SHEET  D DEFAULTS
```

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Employee Information Module

P-1s

By typing "P1" in the header action field, you will be able to access and quick write P-1s for an employee.

```
D3325047  ACT: _       PERSONNEL ACTIONS (P-1S)              PAGE: 0002
 PRINTER:                   P-1S FOR AN EMPLOYEE


SOCIAL SECURITY NUM  ===> 484-84-8484
EMPLOYEE NAME        ===> AFSCME T TEST
START AT PAY PERIOD  ===> 07/29/2016
QUICK WRITE P-1 TYPE ===>
                                                              COST
ACT PP BEGIN    -----STATUS-------   -------TYPE-------  NUMBER   CENTER
 _  04/08/2016   NEEDS PA  APPV      TRANSFER TO SLIP    2280752  111-111111

 _  11/06/2015    PROCESSED          CREDIT UNION DEDUC  2276944  111-111111

 _  09/11/2015    PROCESSED          LIFE INS AGE CHNG   2264699  111-111111

 _  06/19/2015    PROCESSED            ATB INCREASE      2222623  111-111111

 _  06/19/2015    PROCESSED          CREDIT UNION DEDUC  2242681  111-111111

 _  03/13/2015    PROCESSED          STEP INCR CONTRACT  2184735  111-111111


L LOOK AT THE P-1   H HARDCOPY SUMMARY   W WRITE P-1    QW QUICK WRITE
```

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Employee Information Module

Gross to Net Calculator

By typing "GN" in the header action field, you can pull up the employees Gross-to-Net Calculator.

```
D3325369     ACTION: _    GROSS-TO-NET CALCULATOR         PRINTER:

+-------- KEY INFORMATION ------------+------ CONTROLS INFORMATION ----------+
| LAST NAME .....: TEST               | PP IN MONTH: 1     FILING STATUS: M  |
| FIRST NAME ....: AFSCME          T +------ DEDUCTION INFORMATION ---------+
| SOCIAL SECURITY: 484-84-8484        | FEDERAL WH.: 000      0.00     98.62 |
| EMPLOYEE NUMBER: 00001 ID:          | STATE WH...: 01 000  20.00     73.05 |
+------ EARNINGS INFORMATION -------- | OASDI......: Y                85.81 |
|         ELIG  HOURS   EARNINGS | MEDICARE...:                  20.07 |
| REGULAR....:    80.00  1,414.40 | RETIREMENT.:EXMPT N PLAN 1    84.16 |
| OVERTIME...: 2   0.00     0.00 | HEALTH INSC: PLAN CX810        0.00 |
| HOLIDAY OVT: 2   0.00     0.00 | DENTAL INSC: PLAN DX810        5.01 |
| OTHER PAY..:             0.00 | LIFE INSC..: PLAN IT          25.40 |
|*PAY NOT SUBJ TO RETIRE:  0.00 | CR UNION...:         405.00  405.00 |
| FEDERAL TAXABLE:         0.00 | CHAR ORG...:  0       0.00     0.00 |
| STATE TAXABLE:           0.00 | DEF COMP...:PP 6     75.00    75.00 |
| PRETAX: Y  PRETAX DATE: 09/20/2010 | DC ROTH ...:PP 6     0.00     0.00 |
| FED TAX STATUS.: 1            | EMP ORG DUE:                  0.00 |
| HOURLY RATE....:        17.68 | FSA/HEALTH.:         0.00     0.00 |
|                              | FSA/DEPC...:         0.00     0.00 |
| ANNUAL GROSS...:    36,774.40 |*OTHR DEDUCT:         0.00     0.00 |
| GROSS PAY......:     1,414.40 | NET PAY....:                542.28 |
+------------------------------------+-------------------------------------+
```

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Employee Information Module

The Gross to net calculator will allow the HRA or the employee to see the impact of:

- Adjusting tax withholding
- Pay increases
- Deferred comp deduction changes
- Taxable Benefits (both State and Federal)
- Payouts

This calculator is very helpful when a employee is retiring/terminating and would like to defer a large portion of their payout to their deferred comp account. Deferred comp is always subject to FICA. Please refer to the Gross To Net Calculator Manual for more detailed instructions on how to use this tool.

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HRIS Time Reporting

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Time Reporting

There are multiple ways of access employees timesheets:

Via the Time Reporting module
- Employees in a cost center
- Timesheets for a cost center
- Timesheets for a pay period
- Timesheets for an employee
- Timesheets pending approval

Via the Employee Information Module
- Employees in a cost center
- Employees by name

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Time Reporting

Default Timesheet

The default timesheet drives how the timesheet will be written each pay period. The default is very important during pay period in which a holiday falls for Department Directors/Appointed, part time employees and employees that work mandatory schedules.

To access the default timesheet type D in the header action field from the timesheet.

```
D3313262   ACT: _     +--- TIME SHEET DEFAULTS  ---+------- APPROVALS ---------+
+-WEEK---REG----OVT--  | FIRST NAME: AFCSME        | EMPL SUPR PROC            |
| 1    40.00    0.00   | LAST NAME : TEST          | MON-FRI WEEK.....: Y      |
| 2    40.00    0.00   | COST CENT : 111-111111    | MANDATORY SCHED..: NO     |
+---------------------+---------------------------+--------------------------+
                                                         PAGE 0001 OF 0001
ACT  HOURS  --- TYPE OF TIME ----  --DAY OF PP--        ------ MESSAGE ---------
            === >  WEEK ONE  < ===
  _   10.00  010 - REGULAR TIME      01 FRIDAY
  _   12.00  800 - SICK LEAVE CNVRT  01 FRIDAY
  _   10.00  010 - REGULAR TIME      04 MONDAY
  _   10.00  010 - REGULAR TIME      05 TUESDAY
  _   10.00  010 - REGULAR TIME      06 WEDNESDAY
            === >  WEEK TWO  < ===
  _    8.00  010 - REGULAR TIME      08 FRIDAY
  _    8.00  010 - REGULAR TIME      11 MONDAY
  _    8.00  010 - REGULAR TIME      12 TUESDAY
  _    8.00  010 - REGULAR TIME      13 WEDNESDAY
  _    8.00  010 - REGULAR TIME      14 THURSDAY


LINE ACTIONS   ===>  S SELECTION LIST  A ADD   M MOD   D DEL
HEADER ACTIONS ===>  S SELECTION LIST                  EI EMPLOYEE INFO
```

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Time Reporting

Mon-Fri Week Flag
- Yes – This flag should be set to YES if the employee always works M-F.
- No – This flag should be set to NO if the employee does not typically work a M-F week.
- This flag can be changed by keying a P-1 #289

Mandatory Schedule Flag
- Typically is set to NO. It should only be set to YES if management directs the employee to work certain hours (eg. 4 - 10 hr. days)
- If this flag is set to NO and the default is set to 4 – 10 hr. days, in the week of a holiday, the timesheet will change back to 5 – 8 hr. days.
- Department Directors/Appointed should have the mandatory schedule flag set to YES, and all days on their default timesheet (including weekends).
- This flag can be changed at anytime from the default.

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Time Reporting

Exploding the day

You can explode each day by typing an "X" on any day on the timesheet. This will allow you to enter multiple time types for a day.

```
D3313273    ACT: _    +---- DAILY PAYROLL TIME ----+----------------------+
PRINTER:                 |FIRST NAME.: AFSCME       |DATE ==> 12/04/2015 FRI|
+---- HOURS SUMMARY ---|LAST NAME..: TEST          +----------------------+
WK  REG   OVT   HOLI |FOR 12/04/2015 - 12/17/2015  |--------- STATUS ---------
1  42.00  0.00        |TIME SHEET ID.. 15-06577380  |PENDING OFFI APPRVAL
2  40.00  0.00        |COST CENTER....: 111-111111  |
+----------------------+----------------------------+----------------------+
REMARKS:                                                      PAGE 0001 OF 0003

                    HOURS                    HOURS                      HOURS
REGULAR TIME...:   6.00   OVERTIME PAY...:           COMP TIME EARN.:
SCHED VACATION.:   2.00   SCHED SICK LV..:   2.00    UNSCH SICK LV..:
SCHED FMLY CARE:          UNSCH FMLY CARE:           SCHED ADOP LV..:
UNSCH ADOPT LV.:          SCHED FUNERL LV:           UNSCH FUNERL LV:
WC EE SICK LEAVE          WC EE VACATION.:           WC EE COMP TIME:
WC EE HOL COMP.:          WC EE BANKD HOL:           WC STATE PD HRS:
WC MED APT PD..:          WC LWOP........:           MIL LEAVE W/PAY:
JURY DUTY......:          SUSP WITH PAY..:           ED LEAVE W/PAY.:
OTHER REG TIME.:          PAID UNION LV..:           PD UNION NEG LV
ADMIN LEAVE PD.:          SCHED COMP TKN.:           SCHED HOLCMP TK:
SCHD BNK HOL TK:          AFSCME WKND NW.:           COMP PAY-IPERS.:
                                                     PRESS PF4 FOR MORE...
```

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Time Reporting

Results:

```
D3313261   ACT: _      +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------+
                       |       TEST, AFSCME T.       |OFFI PROC                 |
+WK  REG   OVT   HOLI  |FOR 12/04/2015 - 12/17/2015 |NO   NO                   |
|1  42.00  0.00  0.00  |TIME SHEET: 15-06577380     |PENDING OFFI APPRVAL      |
|2  40.00  0.00  0.00  |COST CENT : 111-111111 002  |PROOFREAD: NO             |
+----------------------+----------------------------+--------------------------+
REMARKS:                                                      PAGE 0001 OF 0001

ACT  HOURS ---- TYPE OF TIME ----    ----DATE----        ------ MESSAGE ----------
 _    6.00  010 - REGULAR TIME     FRI 12/04/2015
 _    2.00  200 - SCHED VACATION   FRI 12/04/2015
 _    2.00  210 - SCHED SICK LEAVE FRI 12/04/2015
 _    8.00  010 - REGULAR TIME     MON 12/07/2015
 _    8.00  010 - REGULAR TIME     TUE 12/08/2015
 _    8.00  010 - REGULAR TIME     WED 12/09/2015
 _    8.00  010 - REGULAR TIME     THU 12/10/2015
            === >  WEEK TWO  < ===
 _    8.00  230 - SCHED FAMLY CARE FRI 12/11/2015
 _    8.00  010 - REGULAR TIME     MON 12/14/2015
 _    8.00  010 - REGULAR TIME     TUE 12/15/2015
 _    8.00  010 - REGULAR TIME     WED 12/16/2015
 _    8.00  010 - REGULAR TIME     THU 12/17/2015
```

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Time Reporting

Selection List

Another way to select time types is to enter "S" on any day of the timesheet.

This will pull up a listing of the available time types. Once the time type is found, enter "S" in the line and PF12 back to the timesheet

```
D3313275    ACTION: _      PAYROLL TIME SHEETS         PAGE: 0001 OF 0006
                           TIME TYPE SELECTION LIST   PRINTER ID :
TIME SHEET FOR ....: TEST, AFSCME T.
DAY OF PAY PERIOD .: 12/11/2015  HOURS :   8.00

ACT  -- TYPE CATEGORY/DESCRIPTION --------------------
     DIRECT TIME
     -----------
 _   010 - REGULAR TIME
 _   020 - OVERTIME PAY
 _   030 - COMP TIME EARNED

     INDIRECT TIME
     -------------
 _   200 - SCHEDULED VACATION
 _   210 - SCHEDULED SICK LEAVE
 _   219 - MEMO
 _   220 - UNSCHEDULED SICK LEAVE
 S   230 - SCHEDULED FAMILY CARE LEAVE              * * SELECTED * *
 _   232 - UNSCHEDULED FAMILY CARE LEAVE
 _   235 - SCHEDULED ADOPTION LEAVE
```

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Time Reporting

Results:

```
D3313261   ACT: _      +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------+
                         TEST, AFSCME T.       | OFFI PROC
+WK  REG    OVT   HOLI  |FOR 12/04/2015 - 12/17/2015 | NO   NO
 1   42.00  0.00  0.00  |TIME SHEET: 15-06577380     | PENDING OFFI APPRVAL
 2   40.00  0.00  0.00  |COST CENT : 111-111111 002  | PROOFREAD: NO
+----------------------+----------------------------+-------------------------+
 REMARKS:                                              PAGE 0001 OF 0001

ACT  HOURS ---- TYPE OF TIME ----   ----DATE----     ------ MESSAGE ---------
 _    6.00  010 - REGULAR TIME      FRI 12/04/2015
 _    2.00  200 - SCHED VACATION    FRI 12/04/2015
 _    2.00  210 - SCHED SICK LEAVE FRI 12/04/2015
 _    8.00  010 - REGULAR TIME      MON 12/07/2015
 _    8.00  010 - REGULAR TIME      TUE 12/08/2015
 _    8.00  010 - REGULAR TIME      WED 12/09/2015
 _    8.00  010 - REGULAR TIME      THU 12/10/2015
            === >  WEEK TWO  < ===
 _    8.00  230 - SCHED FAMLY CARE FRI 12/11/2015
 _    8.00  010 - REGULAR TIME      MON 12/14/2015
 _    8.00  010 - REGULAR TIME      TUE 12/15/2015
 _    8.00  010 - REGULAR TIME      WED 12/16/2015
 _    8.00  010 - REGULAR TIME      THU 12/17/2015
```

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Time Reporting

Hours/Balances

By typing "TO" on the header action field of the timesheet, you can access the employee's vacation/sick/comp balances.

It will show you leave taken and comp time earned, but it will not show you sick/vacation accruals that will be earned for the pay period.

```
D3313229   ACT: to     +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------+
                         TEST, AFSCME T.       | OFFI PROC
+WK  REG    OVT   HOLI  |FOR 12/04/2015 - 12/17/2015 | NO   NO
 1   42.00  0.00  0.00  |TIME SHEET: 15-06577380     | PENDING OFFI APPRVAL
 2   40.00  0.00  0.00  |COST CENT : 111-111111 002  | PROOFREAD: NO
+----------------------+----------------------------+-------------------------+
 REMARKS:                                              PAGE 0001 OF 0001

ACT  HOURS ---- TYPE OF TIME ----   ----DATE----     ------ MESSAGE ---------
 _    6.00  010 -  .------------------ TIME OFF SUMMARY -----------------.
 _    2.00  200 -  |          | EARNED | TAKEN | CNVRT |  BALANCE |
 _    2.00  210 -  |----------------------------------------------------|
 _    8.00  010 -  | VACATION        |       |  2.00 |       |   124.70 |
 _    8.00  010 -  | SICK LEAVE      |       | 10.00 |       |   350.75 |
 _    8.00  010 -  | FAMILY CARE LV  |       |  8.00 |       |    47.66 |
 _    8.00  010 -  | COMP TIME       |       |       |       |     7.42 |
            === >  | HOLIDAY COMP    |       |       |       |          |
 _    8.00  230 -  | BANKED HOLIDAY  |       |       |       |          |
 _    8.00  010 -  |                 |       |       |       |          |
 _    8.00  010 -  |                 |       |       |       |          |
 _    8.00  010 -  |                 |       |       |       |          |
 _    8.00  010 -  .----------------------------------------------------.
                                                     | PF12 EXIT |
```

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Time Reporting

By typing "HS" you can see a summary of hours for the current pay period.

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Time Reporting

Work Reporting

If your employee use work reporting, the work reporting screen can be accessed by typing "WR" in the header action field on the timesheet.

▸ Hours on the work reporting should not Include any time off.

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Time Reporting

Work Reporting cont.

▸ From the work report screen, by typing "D" you can access the default work report. Just like the timesheet default, you can set up an employees work report to populate the projects each pay period.

```
D3313272   ACT: _        +-- WORK REPORT DEFAULTS ---+---------------------+
                         |                          . | HOURS SUMMARY       |
ALWAYS PRORATE DEFAULT   |                            | TIME SHEET :  80.00 |
HOURS AND EXPENSES?  NO  |                            | WORK REPORT:   0.00 |
                         +----------------------------+---------------------+
                                                                 PAGE 0001 OF 0001
                              PROJECT
ACT PP  DAY HOURS  FUNC NUMBER      PROJECT DESCRIPTION
A

 _  01  FRI       010  38430000000 PUT GROW AND TAKE PRODUCTION AND STOCKING

 _  01  FRI       010  38440000000 PUT AND TAKE PRODUCTION AND STOCKING

 _  01  FRI       010  38450000000 RESTORATION PRODUCTION AND STOCKING

 _  01  FRI       010  19150000000 AQUATIC EDUCATION
```

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Time Reporting

Miscellaneous:

▸ You should enter all time worked as regular time (010) and let the system calculate the over time. (some exceptions apply)

▸ Hours missed in a prior pay period can be paid on the time sheet using time type 500. If the hours would cause overtime , then they must be paid on a P-1 #846 in the regular other pay line.

▸ If using time type 500, you may also need to key a leave balance correction P-1 #271 to make up missed accruals.

▸ If there are less than 80 hours on the timesheet, it will give accruals up to 80 hours. In this case, there is no need to key in a leave balance correction P-1 #271.

▸ Comp time that is paid out in a lump sum should be paid using time type 600 up to 240 hours in the Fiscal Year. Any comp time paid out in excess of 240 hours should be paid using time type 601.

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Time Reporting

Miscellaneous Cont.

▸ If an employee is on leave, a timesheet still needs to be written and the appropriate time types used to document all regularly scheduled hours in the pay period. You should never delete an employees timesheet.

▸ If an employee is on leave, **do not** payout small sick/vacation balances on the timesheet. These balances should be paid out using P-1 types #846 (as Regular Other Pay) and #271 (to zero sick/vacation hours paid out). Show rate of pay and calculations in Remarks.

▸ Typically a part time employee should not be receiving a full 8 hours of holiday pay during the week of a holiday. Holiday pay is prorated based on the number of hours worked in the current pay period plus the number of hours scheduled on the day of the holiday per the default timesheet.

▸ If an employee transfers in to your department from another Centralized Payroll department, you need to cancel the existing timesheet (that was auto-created when they were in their prior department) and write a new one for your department.

▸ Time reporting manuals for HRAs, Supervisors & Employees are located on the DAS-SAE Centralized Payroll website.

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Time Reporting

By typing "?" in the header action field of the timesheet, you will see a selection list of additional available options to choose from. They include:

P – Proof read the timesheet	Y – Approve the timesheet
N – Unapprove the timesheet	C – Cancel the timesheet
W – View warnings	R – View and add remarks
L – View activity log	D – Default timesheet
S – Selection list	X – Explode the day
CO - Convert over time	TO – Time off summary
HS – Hours summary	GN – Gross to Net Calculator
EI – Employee Information screen	

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HRIS Warrant Information Module

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Warrant Information Module

Main Page

The main page of the payroll warrant gives summary information for the current pay period.

- When an employee terminates and cannot access the online warrant system, you can print this page off and send to the employee.
- If the warrant number starts with XX-11XXXXXX then it went EFT. If the warrant number starts with XX-01XXXXXX then it was a paper payroll warrant.
- The warrant date will be the day payroll was written - not the actual day the employee receives their pay (official pay day). Payroll typically writes the Tuesday night before the Friday pay date.
- If an employee's pay has been cancelled, the cancel flag will = 1 and the cancel date will be populated.
- PF1 and PF2 will allow you to scroll between employees in the same cost center.
- PF3 and PF4 will allow you to scroll from one pay period to the next for the same employee.
- PF8 will take you to the 2nd page of the main page of the payroll warrant .

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Warrant Information Module

Page 1-
Main Page –
Payroll Warrant

```
D3313451   ACTION: _           PAYROLL WARRANT          PRINTER ID:
+---------------------------------------------------------------------+
EMP NAME ......: AFSCME T TEST            WARRANT NUMBER..: 15-11416818
EMPLOYEE SSAN .: 484-84-8484             WARRANT DATE....: 06/09/2015
COST CENTER ...: 111-111111              BEGIN/PAYPERIOD : 05/22/2015
POSITION NO....: 111-123-1234-00306-001  END/PAYPERIOD...: 06/04/2015

CLAIM NUMBER: 001522   |EXTRA PAY ..:          |HLTH DEDUCT..:
PAY PERIOD .: 12       |MAINT PAY ..:          |DNTL DEDUCT..:      5.01
PAYDATE MO .: 1        |MISC INCOME :          |LIFE DEDUCT..:     16.30
PAY MODE ...: 03       |FED TAX BENE:          |MISC DEDUCT..:     10.00
WARRANT FLAG: PAYROLL  |ST TAX BENE :          |EMP ORG TOTAL:
CANCEL FLAG : 0        |TAX NON-EARN:          |WAGE/GARN....:
CANCEL DATE : 00/00/0000|GROSS EARN .:   1380.00|MAINT DEDUCT :
                       |NET PAY ....:    770.80|OTHER DEDUCT :
REGULAR HRS :    80.00 |                       |DEF COMP DED.:     75.00
OT HOURS ...:          |FEDERAL WH..:     95.14|DEF COMP STSH:     75.00
OTHER HOURS :          |STATE WH....:     71.70|DEF COMP ROTH:
REGULAR PAY :   1380.00|RET DEDUCT..:     82.11|FSA DEP CARE.:      0.00
OVERTIME PAY:          |FICA DEDUCT :    103.94|FSA HEALTH ..:      0.00
OTHER PAY ..:          |FICA ST SHR :    103.94|CREDIT UNION.:    150.00
+---------------------------------------------------------------------+
E EXPENSES L LINES S SNAPSHOT EI EMP INFO H HARDCOPY STUB PF1 PRV/CC PF2 NXT/CC
PF3 PREV PP  PF4 NEXT PP  PF7 BKWD  PF8 FWD  PF9 HELP  PF12 RETURN  CLEAR EXIT
```

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Warrant Information Module

Page 2-
Main Page –
Payroll Warrant

```
D3313454   ACTION: _           PAYROLL WARRANT          PRINTER ID:
+---------------------------------------------------------------------+
EMP NAME ......: AFSCME T TEST            WARRANT NUMBER..: 15-11416818
EMPLOYEE SSAN .: 484-84-8484             WARRANT DATE....: 06/09/2015
COST CENTER ...: 111-111111              BEGIN/PAYPERIOD : 05/22/2015
POSITION NO ...: 111-123-1234-00306-001  END/PAYPERIOD ..: 06/04/2015

VAC EARNED :   5.230769 |PREMIUM DECL .:         |CONTRIBUTIONS:
VAC TAKEN .:           |COMP EARNED ..:         |
SICK EARNED:   5.538462 |COMP TAKEN ...:         |
TOT SICK USE:    16.00 |COMP PAID ....:         |
REG SICK USE:     8.00 |HOLI COMP EARN:         |
FAMILY LV  :      8.00 |HOLI COMP TAK :         |
INJURY LV .:          |HOLI COMP PAID:         |
FUNERAL LV :      8.00 |BANK HOLI EARN:         |
ADOPTION LV:          |BANK HOLI TAK :         |
JURY LEAVE :          |BANK HOLI PAID:         |
CONVERTED .:          |UNION LV USED :         |
IUP PERS LV:          |FMLA LEAVE TAK:         |
                      |FMLA MIL TAK  :         |
  ACCOUNT CODE:    0001 242 1109         1100
+---------------------------------------------------------------------+
E EXPENSES L LINES S SNAPSHOT EI EMP INFO H HARDCOPY STUB PF1 PRV/CC PF2 NXT/CC
PF3 PREV PP  PF4 NEXT PP  PF7 BKWD  PF8 FWD  PF9 HELP  PF12 RETURN  CLEAR EXIT
```

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Warrant Information Module

Wages/Deductions/Hours Detail

For more detailed information for the current pay period, use the "Lines" screens from the main page of the payroll warrant. To enter the Line Details for a Warrant, put a "L" in the header action field of the main page of the payroll warrant.

The first screen that opens after typing the "L" is the Line Detail for a Warrant – Wages screen. You can also see the following screens by typing the respective letter in the header action field.

- "D" will give you the details for the deductions taken for the current pay period.
- "H" will you the details on the hours for the current pay period.
- PF7 and PF8 will allow you to scroll between pages for the employee, when in any of the line details screens.

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Warrant Information Module

Page 1 of
Line Detail for a
Warrant - Wages

```
D3313462      ACTION: _      LINE DETAIL FOR A WARRANT
+-------------------------------------------------------------------+
| EMPLOYEE NAME .: AFSCME T TEST          WARRANT NUMBER..: 15-11416818 |
| PAY TYPE ......:                                                   |
|   LINE RECORD RETRIEVED                                            |
+------------------------------W A G E S-----------------------------+
| GROSS PAY .............:   1380.00 | FEDERAL TAXABLE .........:  1201.58 |
| NET PAY ...............:    770.80 | FEDERAL NON-TAXABLE .....:   178.42 |
| SALARY ................:   1380.00 | STATE TAXABLE ...........:  1201.58 |
| BASE PAY ..............:   1380.00 | STATE NON-TAXABLE .......:   178.42 |
| EXTRA PAY .............:            | UNEMPL INSURANCE TAXABLE : |
| LONGEVITY PAY .........:            | OASDI WAGES .............:  1358.69 |
| TERMINATION PAY .......:            | MEDICARE WAGES ..........:  1358.69 |
| ENFORCED SICK LEAVE PAY:            | RETIREMENT CODE .........:  1       |
| CATASTROPHIC PAY ......:            | RETIREMENT WAGES ........:  1380.00 |
| IMPUTED INCOME ........:            | PROTECTIVE IPERS WAGES ..: |
| EARNED INCOME CREDIT ..:            | INCOME NOT SUBJ TO RETIRE: |
| OVERTIME PAY ..........:            | DECEASED 1099 AMOUNT ....: |
| HOLIDAY PREMIUM PAY ...:            |                            |
| BANKED HOLIDAY PAY ....:            |                            |
| HOLIDAY WORKED PAY ....:            |                            |
+-------------------------------------------------------------------+
| D DEDUCTIONS  H HOURS                     PF1 GET PREV   PF2 GET NEXT |
| PF7 BACKWARD      PF8 FORWARD      PF9 HELP     PF12 RETURN   CLEAR EXIT |
```

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Warrant Information Module

Page 1 of
Line Detail for a
Warrant - Hours

```
D3313464       ACTION: _      LINE DETAIL FOR A WARRANT
+-----------------------------------------------------------------+
|EMPLOYEE NAME .: AFSCME T TEST          WARRANT NUMBER..: 15-11416818
|PAY TYPE ......:
|   LINE RECORD RETRIEVED
+-----------------------------H O U R S---------------------------+
|REGULAR HOURS .......:       80.00  |HOLIDAY COMP EARNED .......:
|OVERTIME HOURS.......:               |HOLIDAY COMP TAKEN ........:
|PAY PERIOD HOURS ....:               |HOLIDAY COMP PAID .........:
|VACATION EARNED .....:     5.230769  |HOLIDAY PREMIUM HOURS PAID :
|VACATION TAKEN ......:               |BANK HOLIDAY EARNED .......:
|SICK EARNED .........:     5.538462  |BANK HOLIDAY TAKEN ........:
|SICK TAKEN TOTAL.....:       16.00  |BANK HOLIDAY PAID .........:
|SICK CONVERSION .....:               |HOLIDAY WORKED HOURS ......:
|CONV VAC CEILING ....:               |INJURY LEAVE ..............:
|COMP EARNED .........:               |FAMILY LEAVE ..............:       8.00
|COMP TAKEN ..........:               |FUNERAL LEAVE .............:       8.00
|COMP PAID ...........:               |OTHER LEAVE ...............:
|IUP PERSONAL LEAVE...:               |CALLBACK HOURS ............:
|COMP HOURS NOT PAID .:               |STANDBY HOURS .............:
|MILITARY LEAVE ......:               |MED PASSER HOURS ..........:
|                                     |
+-------------------------------------+---------------------------+
 D DEDUCTIONS  W WAGES                       PF1 GET PREV   PF2 GET NEXT
 PF7 BACKWARD      PF8 FORWARD      PF9 HELP      PF12 RETURN    CLEAR EXIT
```

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Warrant Information Module

Page 1 of Line Detail
for a Warrant -
Deductions

```
D3313463      ACTION: _      LINE DETAIL FOR A WARRANT
+-----------------------------------------------------------------+
|EMPLOYEE NAME .: AFSCME T TEST          WARRANT NUMBER..: 15-11416818
|PAY TYPE ......:
|   LINE RECORD RETRIEVED
+----------------------------D E D U C T I O N S------------------+
|FEDERAL WITHHOLDING ...:   95.14  |HEALTH INSURANCE DEDUCT .:
|STATE WITHHOLDING .....:   71.70  |STATE SHARE HEALTH INS ..:      682.14
|OASDI DEDUCT ..........:   84.24  |DENTAL INSURANCE DEDUCT .:        5.01
|STATE SHARE OASDI .....:   84.24  |STATE SHARE DENTAL INS ..:       29.13
|MEDICARE DEDUCT .......:   19.70  |LIFE INSURANCE DEDUCT ...:       16.30
|STATE SHARE MEDICARE ..:   19.70  |STATE SHARE LIFE INS ....:        3.34
|RETIREMENT DEDUCT .....:   82.11  |COMMUTE MILES DEDUCT ....:
|STATE SHARE RETIREMENT :  123.23  |REG MAINTENANCE DEDUCT ..:
|PROTECTIVE IPERS DEDUCT:          |TRAVEL ADVANCE ..........:
|STATE SHARE PROT IPERS :          |TEMPORARY DEDUCT ........:
|DISABILITY DEDUCT .....:          |GARNISHMENT AMOUNT ......:
|STATE SHARE DISABILITY :   10.26  |REG WAGE ASSIGNMENT .....:
|UNEMPL INSURANCE DEDUCT:          |TAXABLE BENEFIT .........:
|EMPL ORG DUES AMOUNT ..:          |
|EMPL ORG INSURANCE AMT :          |
+----------------------------------+------------------------------+
 H HOURS   W WAGES                          PF1 GET PREV   PF2 GET NEXT
 PF7 BACKWARD      PF8 FORWARD      PF9 HELP      PF12 RETURN    CLEAR EXIT
```

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Warrant Information Module

Snapshot

▸ For more detailed year to date information use the "Snapshot" screens. To view the snapshot screens, type a "S" in the header action field from the main page of the payroll warrant. All year to date and balance information on these screens reflect data as of the date the warrant was written.

▸ If you get Verification of Earnings request for an employee that asks for you to confirm gross earnings, you can use the Warrant Information Module, Snapshot view, and PF8 to the third page.

▸ Remember many employee deductions are confidential, as well as net pay. Gross pay is public information.

▸ PF1 and PF2 will allow you to scroll from one pay period to the next.

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Warrant Information Module

Page 1 of Photo
Record for a
Warrant -
Snapshot Screen

```
D3313467      ACTION: _      PHOTO RECORD FOR A WARRANT
+-------------------------------------------------------------------+
|EMP NAME ......: AFSCME T TEST          WARRANT NUMBER .: 15-11416818|
|EMPLOYEE SSAN .: 484-84-8484            WARRANT DATE ...: 06/09/2015 |
|COST CENTER ...: 111-111111             BEGIN/PAYPERIOD : 05/22/2015 |
|  PHOTO RECORD RETRIEVED                                            |
+----------------------------------+--------------------------------+
|GROSS EARNINGS YTD ....:  16204.80|EIC YTD .................:       |
|BASE EARNINGS YTD .....:  16204.80|ADDT NON BASE PAY YTD....:       |
|BIWEEKLY EARNINGS YTD .:           |INS INCENTIVE YTD .......:      |
|SPECIAL DUTY YTD ......:           |MAINTENANCE PAY YTD .....:      |
|LEAD WORKER YTD .......:           |IMPUTED INCOME YTD ......:      |
|EXTRA DUTY YTD ........:           |OTHER PAY ADJUST YTD ....:      |
|OVERTIME PAY YTD ......:           |WORK COMP PAY YTD .......:      |
|HOLIDAY WORKED YTD ....:           |TERM LEAVE PAY YTD   ....:      |
|LONGEVITY YTD .........:           |VOLUNTEER FIREFIGHTER YTD:      |
|NET INCOME YTD ........:   9095.62|SPOC/DNR 4PCT PREMIUM YTD:      |
|OTHER EARNINGS YTD ....:           |SPOC PREMIUM PAY YTD ....:      |
|STAND BY YTD ..........:           |BACK PAY SUBJ TO POR YTD :      |
|SHIFT 2 REG YTD .......:           |SECOND LANGUAGE PAY YTD .:      |
|SHIFT 3 REG YTD .......:           |                                |
+----------------------------------+--------------------------------+
|E EMPLOYEE INFORMATION     PF7 BACKWARD  PF8 FORWARD      MORE.......|
|PF1 PREV FOR EMP  PF2 NEXT FOR EMP    PF9 HELP    PF12 RETURN  CLEAR EXIT|
+-------------------------------------------------------------------+
```

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Warrant Information Module

Miscellaneous:

▸ If the employee says they did not receive their payroll warrant, and the warrant was EFT, tell them to talk to the ACH department at their bank and usually the bank will be able to take care of it.

▸ If employee's pay went EFT and their account is closed, the employee will have to wait until Centralized Payroll receives notice from the treasure department before reissuing the check.

▸ You can find more information in the Warrant Information Manual located on the DAS-SAE Centralized Payroll website.

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Affordable Care Act (ACA)

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Affordable Care Act (ACA)

- Full time employee for purposes of providing health insurance may be different than your definition of a full time employee. Federal government states that if an employee is working on average 30 hours per week or more, they must be offered affordable health care coverage.
- Coding on HRIS is very important, as this is what is used to determine the full time employee.
- HRIS should reflect the position type the person is hired for. If a part time position, make sure the position is coded part time and hours per week are set to the hours intended to work.
- All timesheets should have entries for the employee's scheduled day to work, even if they are all coded to leave without pay time types. The only exception would be for temporary employees, as they should only have timesheet entries for hours on the days that they are working.
- IowaBenefits plays an important role with ACA reporting. It is important the information entered on IowaBenefits is complete and correct.
- Address on HRIS is important for both W-2 reporting and ACA reporting. Please encourage all employees to make sure their SSN and address are correct.
- Make sure all employees are coded correctly for their position type. Employees that are in a position coded as full time, but scheduled for part time hours can cause the incorrect statement to be issued.

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Affordable Care Act (ACA)

Example of 1095-B Form

- This form will be sent to any individual that was covered by the State of Iowa Group Insurance, but coverage was not required per the Affordable Care Act guidelines or they were a SPOC contract employee.

- An example other than SPOC would be a State of Iowa retiree that was not employed during calendar year 2016 at all, but was covered under the State of Iowa Group Insurance as a retiree, would receive a 1095-B for calendar year 2016.

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Affordable Care Act (ACA)

Example of 1095-C Form

‣ This form will be sent to all State of Iowa employees working an average of 30 hours per week or more, and that are eligible to be covered by the State of Iowa Group Insurance.

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P-1s and Miscellaneous Items

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General P-1 Information

- HRE Pre-Audit has developed a calculator spreadsheet that has helpful worksheet tabs to make calculations for you. Be sure to copy/paste information from spreadsheet into P-1 remarks. See https://das.iowa.gov/human-resources/hr-info-hrapa#preaudit.

- HRIS timesheets and all P-1s should be keyed, reviewed and fully approved as soon as possible. The goal is to have all information processed on HRIS for 1st Final Payroll Journal that runs on Monday night.

- The HRA should review the 1st Final Payroll Journal to ensure the employee's pay and deductions are as expected, especially if deferred compensation is involved. All employees that have any changes on HRIS, or any P1s process for the pay period should be reviewed.

- Getting P-1s approved timely and carefully reviewing the 1st Final Payroll Journal will help to avoid a Cancel/Rewrite on an employee.

- Documentation/emails should be sent to the P-1 approval levels below:
  - **BENE = DAS-HRE Benefits Team**
  - **DOM = Department of Management**
  - **HR = DAS-HRE Personnel Officer**
  - **CERT/COMP = DAS-HRE Pre-Audit**
  - **PAYL = DAS-SAE Centralized Payroll**

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P-1 Info/Miscellaneous Items

Home Address Change – P-1 type 219

- 20 space limit on street address line. You can't enter data past the 'G' in PAGE
- Always enter USPS compliant information for Street, City, State, Zip on all P-1s where address is entered. Refer to www.usps.com.
- Make sure you get the employee's underline full address entered:
  - 123 MAIN is not correct – 123 MAIN ST is correct

- If you are forced to abbreviate street address, enter the full USPS address into P-1 remarks.
- HRIS system does not have an address validation function, but information from HRIS feeds into other systems that do have address validation: IPERS, IWD, SSA, IRS.

```
D3325062 ACT: _    REPORT OF PERSONNEL ACTION (P-1)    ------- P-1 TYPE ------
PRINTER:                    TEST, AFCSME T.            219 HOME ADDR/PHON CHG
-- P-1 STATUS --  P-1 NUMBER ........: 2280773        ----- APPROVED BY ------
 NEEDS PA APPV    EFFECTIVE DATE ....: 07/29/2016     PA   PROC
 OPTIONAL REMARKS× INITIATED BY ......: 005-410010    NO   NO

REMARKS:

--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  1
             1111 MICKEY RD  STREET ADDR 1   123 MAIN ST

                    MICKEY      CITY          ANYTOWN
IOWA                    IA      STATE         IA IOWA
                 51111-         ZIP CODE      11111-
          LEE         56  CO. RESIDENCE×  77  POLK
          319-888-1111     HOME PHONE       515-555-5555
```

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P-1 Info/Miscellaneous Items

Commute Miles Pay – P-1 type 315

▸ IRS requires that employers report added value of taxable fringe benefit for an employee who has a state vehicle and is commuting to/from work and home. See DAS-SAE Travel policy #210.130

▸ P-1 amounts entered will stay in EI record each pay period until another P-1 is written to zero the amount.

▸ Commute miles pay is shown on pay warrant as 'maintenance' pay. Amounts are treated as IPERS covered wages

Maintenance Deductions – P-1 type 364

▸ P-1 type 364 is used to start, stop or change a deduction ,which is typically for collection of rent charges due on storage locations.

▸ Remarks should indicate location name, address, unit #, rate increase, etc.

▸ Deductions can be set up for 1st or 2nd PP only, 1st and 2nd PPs, all 26 PPs

▸ Centralized Payroll returns employee collections back to your Agency approximately 2 weeks after each pay date, on an IET document (example: 242PB12300305 = Agency 242, Julian date = 123)

▸ If a maintenance deduction has occurred in error, your should:

　▸ 1) Key P-1 type 364 to fix the problem moving forward

　▸ 2) Wait for the IET document to post funds to your account

　▸ 3) Key I/3 entry to issue a refund directly to the employee.

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P-1 Info/Miscellaneous Items

Tuition Reimbursement > $5,250 per Calendar Year is taxable – P-1 type 844

▸ TP documents are normally keyed on I/3 Financial to pay up to $5,250.00 reimbursement per calendar year.

▸ Once the employee reaches the maximum calendar year non-taxable threshold of $5,250, additional reimbursement amounts are taxable and must be paid via HRIS. Enter amounts on P-1 type 844 – Income n/s to Retirement.

▸ Send documentation to Centralized Payroll for P-1approvals (PAYL).

▸ See DAS-SAE Accounting policy #220.150

Other P-1 Types

▸ There are many other P-1 types that are available to be entered on HRIS. See the P-1 and M5 Types and Approval Levels document on the DAS-HRE web site at https://das.iowa.gov/human-resources/hr-info-hrapa#preaudit.

▸ There are multiple P-1 Type Description Documents that are available on the DAS-HRE web site listed above that provide further guidance on the completion of the P-1.

M-5s and Reclassification P-1s

▸ Timing is important you do not want to move someone in/out of a position to soon or there may be the potential of them not being paid.

▸ If an M-5 is keyed to reclassify an employee, a follow-up P-1 #692 needs to be done or the employee will not be in a position and will not be paid.

▸ You should track your M-5s to make sure they are approved timely by all approval levels.

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P-1 Info/Miscellaneous Items

Employees who transfer to/from Centralized Payroll Agencies
- All comp time, holiday comp time, and banked holiday should be paid out by the agency that the employee is leaving.
- Transfers should be done at the beginning of a pay period. The new agency and the prior agency need to coordinate on payroll transactions needed.
- If no break in service, all dates typically remain the same (employment, seniority, vac anniversary).
- IowaBenefits will probably need updated: Work with DAS-HRE Benefits to get changes made.

Employees who transfer to/from Non-Centralized Payroll Agencies
- All comp time, holiday comp time, and banked holiday should be paid out by the agency that the employee is leaving.
- For employees coming from a Non-Centralized payroll agency (DOT, Regents etc.): After the new hire P-1 is processed, you will need to key a P-1 #271 to enter their sick/vacation balances.
- If employee has converted any sick to vacation hours in their previous position, you will need to contact Centralized Payroll so we can populate the vacation conversion ceiling on HRIS EI record (screen D7), using P1 type 264.
- If no break in service, all dates typically remain the same(employment, seniority, vac anniversary).
- IowaBenefits will probably need updated: Work with DAS-HRE Benefits to get changes made.

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P-1 Info/Miscellaneous Items

Non-State Sponsored Deductions - Automatic Payroll Deduction (APD) program:
- Vendor must have 500 enrollees before the APD program will begin. Current vendors that are participating in the automatic payroll deduction program include:
  ◦ AFLAC
  ◦ Washington National/Conseco
  ◦ National Teachers Association
  ◦ New York Life
  ◦ Two Rivers

- If an employee does not have enough net pay to make a miscellaneous deduction, the employee must work with the company directly to make up any missed payments.

- It is the employee's responsibility to notify the HRA when to start and/or stop a deduction for a vendor through the automatic payroll deduction program.

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P-1 Info/Miscellaneous Items

'IE Dump' reports:

▸ DAS-SAE Centralized Payroll can run a warrant listing (by full calendar year) of Employee Warrant history for Agencies, upon request.

  ◦ Agency may send email to any person in DAS-SAE Centralized Payroll to make a request.

  ◦ Attach documentation and reason for needing the IE reports (subpoena, attorney letter, employee request).

  ◦ Identify each Calendar year needed. Max limit is most recent 10 years.

  ◦ If you only need a partial year of warrant history, you can use the HRIS Warrants module to retrieve information needed all on your own.

Payroll Certification pages:

▸ Obtain the authorized signature on certification pages. Send to DAS-SAE Centralized Payroll within 2 weeks of each pay date.

▸ Don't staple Certification forms together, since we sometimes need to scan the data for electronic use.

▸ Remember to send signed Certification forms for Rewrites and Vacation Payout warrants too.

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Termination P-1

▸ P-1 type 401 - Termination and P-1 type 846-Cat/Other/Term Leave Pay need to be keyed at the same time. Make sure you are using good remarks to document termination date, actual last day physically worked, math calculations, copy/paste of EI screen D7 info, etc.

▸ On P-1 type 401, if the employee's actual termination date entered on the P1 is outside of the current pay period dates, *the employee will not be paid*. As a workaround, you would enter an alternate termination date on the Term P1 for the pay period. Then, after employee is successfully paid out on their final pay warrant, you key a P1 type 490-Term Correction to change the termination date back to actual. Add detailed remarks to both P1 entries to document the circumstances.

▸ Review the Employee Information Screen D7 hours/balances information, to make sure any Comp, Holiday Comp or Banked Holiday hours are fully used up or paid out to the terminating employee on HRIS timesheet. You should copy/paste all balances from Screen D7 into the Term Leave payout P1 entry, as part of detailed documentation for your payout calculations.

▸ Deferred Comp deduction – verify with employee if they sent in a deduction form to DAS-HRE-Retirement Investors Club. Employee may send one to HRE in without your knowledge.

▸ If you are assisting the terminated employee, you will want to use the HRIS Gross to Net Calculator to ensure that wages paid are sufficient to cover deductions to be collected. We want to avoid a Cancel/Rewrite situation for a terminated employee, as the back-end corrections are difficult to make.

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Termination P-1

- Term Date must be in current pay period.
- Last day worked is actual last physical day worked.
- If deceased, must include date deceased
- See HRE Pre-Audit Instructions for more details.

```
D3325067 ACT: _    REPORT OF PERSONNEL ACTION (P-1)    ------- P-1 TYPE ------
PRINTER:                          ?.                   401    TERMINATION
-- P-1 STATUS --   P-1 NUMBER ........: 2372161        ----- APPROVED BY ------
  PROCESSED        EFFECTIVE DATE ....: 07/15/2016     PA   DEPT COMP PROC
OPTIONAL REMARKS* INITIATED BY ......:                 YES  YES  YES  YES

REMARKS: EE DECEASED 07/27/2016 LDW 07/22/2016
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  2
    ACTIVE--            00    TERM. REASON*  72   DEATH
                 00/00/0000   TERM. DATE     07/27/2016
                 00/00/0000   LAST WORK DAY  07/22/2016



               /  /           DATE DECEASED  07/27/2016
```

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Termination P-1

- Sick Leave Payoff of up to $2,000 is applicable upon bona fide retirement, or upon death of employee age 55+.

- Term leave pay is value of vacation balance.

- Comp time, Holiday Comp time, and Banked Holiday hours should be paid on HRIS timesheet or PAYN

- Lump sum sick payoff and term leave pay amounts are not IPERS covered wages.

```
D3325178 ACT: _     REPORT OF PERSONNEL ACTION (P-1)   ------- P-1 TYPE ------
PRINTER:                 ANDERSON, SANDRA J.            846 CAT/OTH/TERM/SICK
-- P-1 STATUS --   P-1 NUMBER ........: 2343879        ----- APPROVED BY ------
  PROCESSED        EFFECTIVE DATE ....: 05/20/2016      PA   DEPT COMP PAYL PROC
OPTIONAL REMARKS* INITIATED BY ......: 411-140000       YES  YES  YES  YES  YES

REMARKS: IPERS FILE DATE: 5/18/2016  - PAYN**
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  1



                              CATASTROPH PAY        0.00


                              REG OTH PAY ADJ       0.00
                              SKLV PAYOFF PAY    2,000.00
                              TERM LEAVE PAY      690.07
```

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Termination P-1

▸ Detailed remarks should be included on Remarks page of P1, showing calculation of dollar amounts being paid via the P1.

```
D3449615  ACTION: _        PERSONNEL ACTIONS (P-1S)         PAGE: 0001 OF 0001
PRINTER ID:                      REMARKS

EMPLOYEE HAD SECOND OR THIRD SHIFT DESIG. WHEN P-1 WAS INITIATED

LAST DAY WORKED: 05/30/2016   TOTAL HOURS WORKED: 64
                LDW: 5/30/2016 DIDN'T WORK 5/31/2016 TO GET HOLIDAY PAY

BIWEEKLY: $2453.60 + SHIFT $52.00 + MP $ 0.00 + OTHER $ 0.00 =
$2505.60 / 80 = HRLY RATE $31.32.

VAC BAL:  25.8483 + EARNED 4.184615 - USED 8.00  + CONVERTED  0.00 =
FINAL BAL:  22.032915 * HRLY RATE $31.32 = PAYOUT $ 690.07 (ROUNDED)

SICK BAL: 237.0808 + EARNED 4.430770 - USED 0.00  + CONVERTED  0.00 =
FINAL BAL: 241.511570 * HRLY RATE $31.32 = PAYOUT $7564.14 (ROUNDED)
                                          $2000 MAX PAYOUT
* HOURS & BALANCES *
VACATION BALANCE ...          25.8483  VAC. ACCRUAL RATE ..   5.230769
SICK BALANCE .......         237.0808  SICK ACCRUAL RATE ..   5.538462
COMP BALANCE ...........        0.00
```

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Grievances and Settlements

Grievances/Settlements – P-1 type 849-Settlement Pay + 271-Leave Balance Correction

▸ Copies of GRIP/grievance/settlement paperwork should be sent to DAS-HRE Pre-Audit and DAS-SAE Centralized Payroll for review and P-1 approvals.

▸ EO85 sign off sheet needs to be sent to DAS-HRE Pre-Audit & DAS-SAE Centralized Payroll

▸ Settlement awards can be tricky. Contact DAS-HRE Pre-Audit if you need to restore a grievant back to employment.

▸ Contact DAS-SAE Centralized Payroll with questions on specific pay actions needed per terms of Settlement Agreement.

▸ Use proper pay types to record back pay, recoupment of interim wages, or recoupment of unemployment benefits received.

▸ Reimbursement for out of pocket costs are not treated as wages (ie. Insurance premium reimbursement, etc). Agency generally keys an I/3 document.

▸ If back pay is being awarded for suspension dates, then generally sick/vacation accruals need restored as well.

▸ If back pay is due for a prior FY, then SAB approval is usually required first, before wages can be paid. Restoration of missed accruals does not require SAB approval. See next page for info.

▸ Submit spreadsheets and/or use detailed remarks on P-1 to show your back pay calculations.

▸ DAS-SAE Centralized Payroll often has to make follow-up IPERS wage adjustments to reclassify wages to proper time periods. Detailed remarks and calculations on P-1s are necessary to determine which time periods are impacted.

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Appeal Board Claims

For SAB approved claims, the Agency payment process may vary:
- Back pay wages – P1
- Insurance Refund – Billing adjustment form to Sandy M
- Reimburse out of pocket expenses – I/3 Financial

If claim for back pay is approved, submit a copy of SAB approval letter to <u>both</u> HRE/SAE, for COMP and PAYL approvals on P1s.

After claim is paid, agency to follow up with DOM to provide voucher/payment info as requested on the SAB approval letter .

Iowa Department of Management

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What is the process for general claims?

1. Claims are required to be submitted to the State Appeal Board (SAB) via the State Appeal Board Claim Form and Affidavit - one original claim form and one copy of all supporting documentation is required
2. Claims are then date-stamped, numbered, entered on a computer database, and a general claim report generated
3. Claim form, documentation and general claim report are then forwarded to the agency for validation
4. Agency makes a recommendation to approve, deny or dismiss the claim. If approved, the agency forwards the original claim and documentation to the Department of Administrative Services - State Accounting Enterprise (DAS-SAE). If denied or dismissed the agency returns the original and documentation to the Attorney General's (AG's) Office.
5. DAS-SAE makes its recommendations, then returns original claim and documentation to the AG's Office.
6. AG's office reviews and makes a recommendation on each claim for payment, denial or dismissal
7. Recommendations are presented to the SAB members at their monthly meeting
8. Claim is either approved, denied or dismissed by the SAB

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Catastrophic Leave Donations

Catastrophic Leave Donations P-1 Type 275 (Donor) + P-1 type 846 (Recipient)

▸ No employee can receive more in Wages + Catastrophic Donations + Sick/Vacation payout + Work comp benefits that exceeds their normal gross biweekly pay.
  ◦ P-1 type 846 is for recording total catastrophic pay received.
  ◦ Use good remarks to document timesheet hours, donations allowable, and donations received by person (both hours, type of hours, and dollar value).
  ◦ Identify if any donors come from Non-Centralized Payroll.
  ◦ Show your math on the calculations.
▸ Make sure the recipient's HRIS timesheet is fully approved ASAP. If an employee is on leave, a timesheet still needs to be written, and the appropriate time types should be used to document all regularly scheduled hours in the pay period. You should never delete a timesheet for an employee who is still active on Payroll.
▸ If a recipient is on leave, **do not** payout small sick/vacation balances on the HRIS timesheet or PAYN. These balances should be paid out using P-1 types #846 (as Regular Other Pay) and #271 (to manually zero the sick/vac hrs being paid out). This action prevents minimal accruals from being earned each pay period.
▸ Donors: P-1 type 275 is keyed to record donated hours from the donating employee. This will reduce the donating employee's banked leave totals. Donor hours are used on a first in/first out basis.
▸ HRA's need to coordinate with outside agencies in regards to donations from employees who are not on Centralized Payroll.

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Donated Leave: P–1 Type 275 (Donor)

‣ Employees can donate different types of leave depending on their bargaining status.

‣ Non-contract:
  o Vacation only
‣ IUP:
  o Vacation
  o Comp
‣ AFSCME:
  o Vacation
  o Comp
  o Holiday comp
  o Banked Holiday

```
D3325184 ACT: _    REPORT OF PERSONNEL ACTION (P-1)   ------- P-1 TYPE ------
PRINTER:                              .                275   DONATED LEAVE
-- P-1 STATUS --   P-1 NUMBER ........: 2369553        ----- APPROVED BY ------
   PROCESSED       EFFECTIVE DATE ....: 07/01/2016     PA   COMP PAYL PROC
OPTIONAL REMARKS* INITIATED BY ......:                 YES  YES  YES  YES

REMARKS: DONATION 8 HOURS

--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  1
                        361.07    VAC BALANCE




                                  RECIPIENT SSN
                                  RECIPIENT NAME
                                  VAC DONATED    8.00 HRS    $ 228.96
```

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Catastrophic Pay: P–1 Type 846 (Recipient)

‣ Catastrophic pay and remaining sick/vacation balances are paid out on the same P1 type 846, using biweekly base pay only. Shift and other normal BW pay types are not factored in for Catastrophic pay calculations.

‣ Catastrophic pay is treated as IPERS and Peace Officer retirement covered wages.

```
D3325178 ACT: _    REPORT OF PERSONNEL ACTION (P-1)   ------- P-1 TYPE ------
PRINTER:                    TEST, AFCSME T.            846 CAT/OTH/TERM/SICK
-- P-1 STATUS --   P-1 NUMBER ........: 2280754        ----- APPROVED BY ------
 NEEDS PA  APPV    EFFECTIVE DATE ....: 04/22/2016     PA   DEPT COMP PAYL PROC
OPTIONAL REMARKS* INITIATED BY ......: 111-111111      NO   NO   NO   NO   NO

REMARKS: QUALIFIED FOR CAT PAY + SICK/VAC PAYOUT
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  1




                                  CATASTROPH PAY    186.40


                                  REG OTH PAY ADJ   157.72
                                  SKLV PAYOFF PAY     0.00
                                  TERM LEAVE PAY      0.00
```

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Catastrophic Pay: P–1 Type 846 (Recipient)

▸ Remarks on the P1 should show the donor name, hours, and leave type donated, in addition to the calculation of the payment amount on the face of the P1.

```
D3449615  ACTION: _         PERSONNEL ACTIONS (P-1S)          PAGE: 0001 OF 000
PRINTER ID:                         REMARKS

EMPLOYEE QUALIFIED FOR CATASTROPHIC LEAVE WITH PAPERWORK TURNED INON
XX/XX/XX.

BASE SALARY = $1,864.00 / 80 = $23.30

DONATED HOURS:
  SALLY SMITH 8 HOURS VACATION = $186.40

PAYING OUT ACCRUALS SINCE PUT ON MEDICAL LEAVE WITHOUT PAY
VACATION BALANCE = 2.6416
SICK BALANCE = 3.9575
TOTAL = 6.5991

BASE PAY = $1,864.00 OR $23.30 + $0.60 (2ND SHIFT) = $23.90
6.5991 * $23.90 = $157.72
```

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Taxable Benefits& Deductions

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Deductions

Pre-tax Deductions
- If the employee's pre-tax indicator code = Y, then deductions for health/dental/life will reduce the employee's taxable Federal, State and FICA wage calculations.
- Flex health and Flex dependent care deductions are always pre-tax. Flex deductions will reduce taxable Federal, State and FICA wage calculations.
- IPERS and other Retirement contribution deductions will reduce Federal and State taxable wage calculations only (not FICA).
- Pre-Tax Deferred Comp deductions will reduce Federal and State wage calculations only (not FICA).

Post-tax Deductions
- Garnishment & Wage Assignment collections
- One Gift
- Credit Union
- Org dues & Insurance
- Misc Insurance (AFLAC, Natl Teachers Assoc, NY Life, Conseco, vision plan deduction, etc.)
- Roth Deferred Comp

Priority on Deductions
- Refer to HRIS Gross To Net manual for order on priority of deductions.
- For employees who don't have gross pay sufficient to cover all deductions, once a deduction amount cannot be collected and is skipped, all other deductions with lower priority are automatically skipped as well.

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Taxable Benefits

Federal and State Taxable Benefits

- The IRS requires that employers report the added value of taxable fringe benefits for an employee who has a taxable domestic partner or over-age non-student dependent(s) enrolled in health/dental insurance coverage.
- DAS-HRE Benefits requires documentation and/or affidavits be submitted from employees to affirm that a taxable benefit exists or has stopped. Work with DAS-HRE Benefits team to get necessary forms completed, so that P1s can be audited and approved in a timely manner.
- Automatic P-1s are not created by IowaBenefits to record these amounts. HRA's must manually key P-1s.
- P-1 type 300-Taxable Fringe Benefit is keyed to set up and record the monthly imputed income amounts.
- If an employee drops coverage on the domestic partner or over-age non-student dependent(s), a P-1 type 301-Taxable Fringe Benefit Cancel must be manually keyed. Automatic P-1s are not created by Iowa Benefits if the fringe benefits are to be stopped.
- Monthly imputed income amounts are calculated each new calendar year by DAS-HRE Benefits and published on the DAS-HRE website. Refer to the DAS-HRE-Benefits web page form, called '20XX Added Value Tax Table'.

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Taxable Benefits

- Taxable benefits processing occurs in same pay period that Health/Dental State Share insurance charges are collected. See example below:
  - Contract covered employee has one taxable dependent on their Blue Access Health and Delta Dental plans.
  - Blue Access CY2016 added value $347.54 + Delta Dental $20.92 = $368.46 total monthly fringe benefit
  - Income of $368.46 is recognized and taxed monthly.
  - Using a 15% sample Federal/State/FICA tax rate, the employee will have $55.27 additional tax withholding collected on their paycheck for that applicable pay period.
  - The employee DOES NOT have a deduction of $368.46 collected from their paycheck once per month. The employee is 'taxed' on $368.46 of income each month.

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Taxable Benefits P–1

Sample P-1 entry:

- Identify all taxable dependents in P1 remarks.

- Employee needs informed about the impact to their taxable wages being calculated and reported.

- Timing is critical! Don't fall behind in starting/stopping taxable benefits processing. If timing is off, any catchup amts may need processed on P1s. Otherwise DAS-SAE may need to key wage adjustments to fix W-2 income totals.

- Document specific plan(s) that are impacted by taxable dependent enrollment: Health/Dental/Both

- DAS-HRE will provide new added value tax amounts each calendar year that will need to be updated on P-1s.

```
D3325063 ACT: _     REPORT OF PERSONNEL ACTION (P-1)  | ------- P-1 TYPE ----
--
PRINTER:            SAMPLE EMPLOYEE .        300 TAXABLE FRINGE BENFIT
-- P-1 STATUS --   P-1 NUMBER ........: 2343153     | ----- APPROVED BY ---
---
   PROCESSED     EFFECTIVE DATE ....: 05/20/2016  | PA   BENE PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 405-100001 | YES  YES  YES  YES
220                                                |
REMARKS: 1 TXBLE DEP: AFSCME BLUE ACCESS + DENTAL  |
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
---------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  2 OF
                     |             |       |
                     |             |       |
             0.00  |FED TAXABLE   |   368.46
             0.00  |STATE TAXABLE |   368.46
```

```
D3449615  ACTION: _        PERSONNEL ACTIONS (P-1S)         PAGE: 0001
                             REMARKS

EMPLOYEE HAS BEEN NOTIFIED OF THE TAX CONSEQUENCES IMPACT TO THEIR
TAXBL WAGES AS A RESULT OF ADDING 1 TXBL DEPENDENT TO INSURANCE ENROLLMENT
EFFECTIVE XX/XX/XX

AFSCME BLUE ACCESS =  $347.54
DENTAL =               20.92
_____
        $368.46 = MONTHLY IMPUTED INCOME

HEALTH & DENTAL TAXABLE DEPENDENT NAME = XXXXXX

DAS-HRE HAS RCVD A COPY OF AFFIDAVIT FOR ONE DEPENDENT, XXXXXXXXXXXXX
AFSCME BLUE ACCESS AND DENTAL, TOTAL OF $368.46, IA BENEFITS HAS
BEEN NOTATED, PER C.ARREOLA  XX/XX/XX
```

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Pay/Pay Corrections & Rewrites

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Pay Calculations

Standby Pay

If the employee has standby pay, that amount must be calculated first using the rates applicable in the collective bargaining agreement.

Pays used to compute hourly rate of pay for Standby Pay:

Biweekly Base Pay

+ Special Duty Pay

+ Lead worker Pay

+ Extra Duty Pay

+ Education Differential Pay

+ Volunteer Firefighter Pay

+ Longevity Pay

+ SPOC/DNR 4% Premium Pay

+ SPOC Premium Pay

+ Shift Differential Pay (BW)

+ Med Passer Pay (BW)

Total x 26 / 2080, rounded = Standby Pay for the applicable pay period

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Pay Calculations

Calculating hourly rate of pay

There are different types of pay that should be included to compute the hourly rate of pay for Comp Time, Holiday Comp Time, Banked Holiday Pay, Callback, Sick Leave Payout upon Retirement, Terminal Leave Pay and Overtime (overtime rate is either 1:1 or 1:1.5 based on class code):

    Biweekly Base Pay

    + Standby Pay

    + Special Duty Pay

    + Lead worker Pay

    + Extra Duty Pay

    + Education Differential Pay

    + Volunteer Firefighter Pay

    + Longevity Pay

    + SPOC/DNR 4% Premium Pay

    + SPOC Premium Pay

    + Shift Differential Pay (BW)

    <u>+ Med Passer Pay (BW)</u>

    Total x 26 / 2080, rounded = Hourly Regular Rate of Pay

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Pay Corrections

Employee wage **<u>under-payment</u>** errors should be handled through payroll processing.

▸ For missed Regular hours to be paid:
  ◦ Enter time type 500-Prior Pay Period Hrs on HRIS timesheet on the following pay period. Key remarks on timesheet, stating dates/hours to be paid. Prior pay period hours (time type 500) are always paid at regular rate of pay.
  ◦ If missed prior pay period hours are to be treated as Overtime pay, then P-1 type 846 should be keyed to pay wages instead. Use detailed remarks: dates/hours to be paid, as well as hourly rate of pay calculation.
  ◦ A P-1 type 271-Leave Balance Correction will also be needed to restore missed sick/vacation accruals. Copy/paste detailed remarks from P-1 type 846, if applicable. If the employee does not have a full 80 hours worked on the timesheet that time type 500 is used, the leave balance correction may not be needed as the system will figure accruals on prior pay period hours, up to a total of 80 hrs.

Employee wage **<u>over-payment</u>** errors should be recovered through payroll processing as well.

▸ Employees cannot be allowed to write a check to repay overpaid wages back to their department, because the employee's year to date W-2 and retirement covered wage totals will not be properly updated in HRIS unless payroll action is taken.
▸ A cancel/rewrite is usually the best option to fix the overpayment because of implications involving timing of taxable wage reporting.
▸ If a cancel/rewrite does not occur, then overpaid wages typically need to be recouped on P-1 type 846-Cat/Other Pay. You will record a negative amount on Regular Other Pay line. Use detailed remarks: dates, hours overpaid, show math calculations, other relevant information.
▸ Also key P-1 type 271-Leave Balance Correction to recoup over-earned sick/vacation accruals, if applicable.

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Pay Corrections

Cancels/Rewrites

- On Tuesday's of pay week, HRAs should be reviewing the Preliminary Payroll Journal on the I/3 HR/Payroll Data Warehouse to look for payment errors or missed employees who need to be paid, and making final corrections before final payroll runs Tuesday night.
- On Wednesday of pay week, HRAs should review the Final Payroll Journal for payment errors or employees missed.
- Should a payment error be identified and/or an employee missed, they should notify DAS-SAE Centralized Payroll ASAP to advise on details of the situation, and ask for them to be put on rewrites.
- If DAS-SAE Centralized Payroll is notified by noon on Wednesday of pay week, and the employee is paid by EFT, the employee's net pay can be cancelled off the bank tape. Employees would not receive any pay on the Friday pay date.
- If error is not caught in time for EFT to be cancelled off the bank tape, the HRA will need to collect a check from the employee for the Net Pay amount. Send a copy of the check with a copy of the cash receipt (CR) from I/3 to DAS-SAE Centralized Payroll.
- The HRA will need to correct the problem that originally caused the pay error in the pay period (hours incorrect, timesheet not written, catastrophic donations, comp time pay out, return from leave, etc.)
- Rewrite warrants will run on Monday night and the employee will receive a paper check on Tuesday. DAS-SAE Centralized Payroll sends the paper check to agency for distribution.

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Pay Corrections

53.4(7) Pay corrections. An employee's pay shall be corrected if it is found to be in violation of these rules or a collective bargaining agreement. Corrections shall be made on the first day of a pay period.

b. Overpayment and underpayment. If an error results in an employee's being overpaid for wages, except for FICA, state and federal income taxes and IPERS contributions shall be collected. Also, premiums for health, dental and life insurance benefits that have been underpaid shall be subject to collection. An employee may choose to repay the amount from wages in the pay period following discovery of the error or have the overpayment deducted from succeeding pay periods not to exceed the number of pay periods during which the overpayment occurred, or the employee or appointing authority may submit an alternate repayment plan to the director. The repayment plan shall identify the details of the overpayment, the reasons why the department's recouping the amount of overpayment in the same number of pay periods as those during which the overpayment occurred presents a hardship to the employee, and the terms of the alternate repayment plan. The director shall notify the appointing authority of the decision on the alternate repayment plan. If the employee separates from employment, the amount remaining shall be deducted from wages, vacation payout, applicable sick leave payout and any wage correction payback from IPERS. The collection of overpaid wages shall not result in reducing the employee's pay below relevant state and federal minimum wage statutes for each hour actually worked during the pay period in which the collection of overpaid wages occurs.

Recoupment of wages in subsequent pay periods following the error should occur via a P-1 action. Please contact DAS-SAE Centralized Payroll to provide details on how the wage overpayment originally occurred, so we can determine how to proceed on fixing the wage overpayment error.

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Payroll Accounting & Wage Reporting

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Payroll Accounting

Payroll Accounting – Employee Deductions & State Shares

- Employee deductions & state shares are collected each pay period and processed by DAS-SAE Centralized Payroll for distribution to various entities. Payments typically occur biweekly. The distributions of funds go to:
  - Vendors – For deductions like credit union, union dues, org dues/insurance, misc insurance, One Gift and garnishment collections
  - Tax Authorities – Federal, State and FICA tax withholding collections
  - Insurance Companies – Wellmark, Delta Dental, Life and LTD premiums due
  - Retirement plan administrators – IPERS, Judicial, Peace Officers (POR), TIAA-CREF employee and state share collections
  - Back to departments – imputed income & maintenance charges that are to be offset (pay & deductions should net to $0.00)

Payroll Deduction Errors

- If a payroll deduction error occurred, the process to fix involves:
  - Notify DAS-SAE Centralized Payroll ASAP, to determine best way to resolve
  - Key P-1s or make payroll changes to start/stop/change the deduction moving forward.
  - If warrant cancel/rewrite does not occur, then collections may potentially be held in DAS-SAE Centralized Payroll. I/3 Financial system could be used to generate a refund to the vendor/employee as needed.
  - Pre-tax deduction errors are more complicated to fix, because of impact to employee's taxable wages. Post-tax deduction errors may be easier to resolve.

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Payroll Accounting

Payroll Accounting – Salaries Expense

▸ Total Salary Expense for your employees is fully charged to your department through a series of accounting documents that are interfaced from HRIS to I/3 Financial, each time a payroll cycle occurs. These accounting documents have specific 2 digit codes that identify the type of payroll interface.

   ◦ Total Net pay is charged to your department on a JVA document

   ◦ Total Employee share deductions are charged to your department on IET documents

   ◦ Total State Shares are charged to your department on IET documents

   ◦ Payroll Distributions occur on CDE documents

   ◦ Net pay + EE deductions + State shares = Total charged to salaries

Example:

▸ Doc ID - 411PC18200312

▸ This was a payroll warrant cancellation document for Department 411.

▸ This occurred on day #182 of the calendar year (Julian date)

Example:

▸ Doc ID - 185PX20500312

▸ Was either an IPERS or Insurance Refund warrant issued for Department 185. Refund Payroll Journals are sent to agencies with refund warrants that were issued.

▸ This occurred on day #205 of the calendar year (Julian date)

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Payroll Accounting

**Payroll's Assigned Document Numbers
Used in Payroll Interfaces**

-- In the 4th and 5th positions --
(IET's, CDE's and JVA's)

PB	Payroll Maintenance
PC	Payroll Cancellation
PI	Payroll SERIP Billing
PL	Payroll Life Insurance/Imputed Income
PM	Relocation / Move Pay
PR	Payroll (regular)
PS	Payroll SLIP Billing
PX	Insurance Refunds & IPERS Refunds
PY	Insurance Refund Cancellation

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Payroll Accounting

Garnishments/ Wage Assignments/Child Support/Student Loans

- Types of Garnishments/Wage Assignments that are processed for State Employees by DAS-SAE Centralized Payroll include:
  - Child Support Income Withholding – Iowa Code Chapter 252D (Includes $2.00 processing fee, allowable per 252D.17, paragraph 2)
  - Student Loan Wage Assignments – US Dept. of Education, etc.
  - Court Ordered Wage Assignments for: District Court fines, creditor payments, etc.
  - IRS Tax Levies – per Internal Revenue Code
  - IRS Voluntary Deduction Agreements – normally initiated by employee, who works with IRS to submit forms
  - Iowa Dept. of Revenue Tax levies – allowable per Iowa Code Chapter 421.17
  - Bankruptcy Trustee withholding orders – US Bankruptcy Code & Iowa Code chapter 421.17
  - Debts due to various state agencies: DHS, Prison Industries, etc. – per Admin Rules Chapter 151 Sec 701
  - Creditor Garnishments (Sheriff garnishments) – per Iowa Code Chapter 642
  - All these types of deductions are reflected on the employee pay stub, on the line called 'Wage Assignment'.

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Payroll Accounting

Garnishments/ Wage Assignments/Child Support/Student Loans (cont'd)

- All notifications received by a State agency should be forwarded to Centralized Payroll for review and processing.
- Do not keep copies of the these notices in personnel files. This is confidential information between Centralized Payroll and the employee. If employees have questions on these matters, refer them to Centralized Payroll.
- Centralized Payroll can only honor a court ordered garnishment or wage assignment. 'Voluntary' wage assignments cannot be honored for State of Iowa employees – the only exception is an IRS or IDR Voluntary Payroll Deduction Agreement.
- When a garnishment/wage assignment is received/processed by Centralized Payroll, notification will be mailed from Centralized Payroll to the employee at the home address on their payroll record.
- Per Federal & State income withholding guidelines, there are various withholding rules and % that apply to the calculation of each type of wage assignment. There is also a priority, or 'pecking order' in which wage assignment collections should be taken. Questions from employees about all wage assignment calculations should be forwarded to Centralized Payroll staff.
- Biweekly and YTD deductions for garnishments/wage assignments are reflected on the employee's 'PRIE' screen or on Online Warrants on the line called 'Wage Assign'. Details regarding the actual deductions and for which accounts being collected are only available by contacting Centralized Payroll.
- Medical Support Notice forms (Parts A&B) received in Centralized Payroll from DHS Child Support will be forwarded to your agency for processing and follow-up. These notices mandate that benefits enrollment occurs or can be verified for court ordered health care coverage for an employee's dependents. Your agency will need to handle the related enrollment/benefits issues and respond to DHS.

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Wage Reporting

W-2's

- Employee taxable wages and tax withholding amounts are reported on a Calendar Year basis, based on actual Friday pay date. DAS-SAE Centralized Payroll is responsible for reporting all taxable wages to the Internal Revenue Service (IRS), all State tax authorities, and to the Social Security Administration (SSA).
- All employee wages processed on Centralized Payroll HRIS system are reported under FEIN 42-6004571, 'State of Iowa – Centralized Payroll'. Centralized Payroll uses the HRIS system to accumulate Federal, State and FICA taxable wage and withholding totals for each employee.
- Applicable taxable travel payments made through the I/3 Financial system (usually keyed on TP documents) are also added as taxable income to employee W-2 totals, per IRS rules. For taxable travel additions to income, refer to hard copy Payroll report #075N421-A, called 'Update Pay/Term Files with Travel Data for PP Begin xx/xx/xx'.
- There is currently no electronic W-2 reporting system available for Centralized Payroll employees.
- Per Agency notification, Centralized Payroll will either mail W-2s directly or send W-2 forms to Agency for distribution.
- W-2's returned mail processing: DAS-SAE Centralized Payroll logs all returned W-2s and forwards the W-2 form to the employing Agency. The Agency should perform due diligence to
    - a) update HRIS with address changes
    - b) forward original form to employee
- Duplicate W-2s are issued by DAS-SAE Centralized Payroll when a request form + $5.00 fee/yr is received.

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Wage Reporting

IPERS and other Retirement wage reporting

IPERS

- Covered wages are reported to IPERS on a monthly basis, based on Friday pay date(s). DAS-SAE Centralized Payroll is responsible for monthly wage reporting to be completed by the 15th of the following month.
- Each State agency is issued a unique IPERS employer identification number, and wages for each employee are reported under their employer ID number. Wages are categorized as either regular class or protected class when reported. Different contribution rates apply to each type of category/class.
- IPERS wage adjustments are sometimes needed to reclassify back pay wages paid to an employee for a prior period, or to correct or reclassify over- or under-reported wages for an employee. Centralized Payroll is responsible for submitting all IPERS wage adjustments and for collecting or refunding any IPERS contributions. Contact Centralized Payroll if you are advised by IPERS that a wage adjustment is needed.

Peace Officer (POR), Judicial, and TIAA-CREF Retirement

- Covered wage reporting for other retirement systems are specifically handled by the designated Plan Administrators for each type of retirement plan noted above.
- Centralized Payroll is only responsible for sending applicable retirement collections (EE and State Shares) to the Plan Administrator for deposit into the respective retirement trustee fund(s).

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Wage Reporting

Iowa Workforce Development (IWD) - Each State agency has an assigned SUI account number.

Each SUI account has a point of contact listed in My Iowa UI system. Your agency HRA contact name & phone # is listed.

IWD Wage Reporting

▸ Covered wages are reported to IWD on a quarterly basis, based on Friday pay date. DAS-SAE Centralized Payroll is considered to be 'Reporting Agent' for each agency SUI account on the IWD system.

▸ Centralized Payroll reports total wages for each employee, which is typically gross wages less sick pay. DAS-SAE Centralized Payroll also reports taxable wages for each employee, which is same calculation, except that calendar year maximum wage limits are applicable.

▸ IWD covered wage reporting is meant to help IWD establish 'base period' wages for all employees, so that if someone files a claim for unemployment benefits, the base period wages can be factored into the eligibility/calculation of benefits due.

IWD Unemployment benefits/claims processing

▸ Almost all State agencies are considered to be 'reimbursable' benefit SUI employer accounts. This means that for all State employees who received unemployment benefits, their employer SUI account is billed for reimbursement by IWD for the actual amount of benefits paid.

▸ IWD charge statements, called 'Notice of Reimbursable Benefits Paid', are sent out quarterly. DAS-SAE Centralized Payroll receives each of these SUI billings and makes payment (IET) to IWD from the State's General Fund Appropriation for unemployment.

▸ DAS-SAE Centralized Payroll may send a follow-up bill the home agency for reimbursement back to the General Fund Appropriation, for some or all of the unemployment charges, depending on whether the claimant's position was General funded at the time that wages were being paid.

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IPERS Information

▸ See DAS-SAE Centralized Payroll annual memo sent in July. Various payroll related information is covered.

▸ IPERS Employer Handbook is available online – see IPERS website.

▸ Covered wage examples are provided in the IPERS Employer Handbook.

▸ Certain pay types are <u>not</u> treated as covered wages. Examples are:

lump sum payouts	bonus pay	per diems
car/clothing allowance	travel reimbursements	Sedgwick workers comp benefits
health 'opt out' incentive	housing allowance	imputed income
move pay	taxable benefits	telework pay

▸ Lump sum payout rules vary by pay type, and are meant to prevent 'wage spiking':

  ◦ Sick and Vacation payouts are never IPERS covered wages

  ◦ Comp payouts are IPERS covered, up to max annual FY limit = 240 hrs per FY (Time types 600 and 601)

  ◦ If/when comp time is used in lieu of working, then those hours are treated as IPERS covered wages.

  ◦ Agency staff are responsible for monitoring lump sum comp payout hours. Refer to I/3 Data Warehouse reports to monitor information for all your employees (Leave/Comp Balance report or Managers Summary of Leave)

IPERS Forms/Paperwork

▸ HRA's can complete Employer pages for employees who are retiring or asking for a refund of member contributions. Completed Employer pages are to be returned back to the person who sent you the form.

▸ Be cautious on signing/completing Employer pages for refunds to <u>less than 6 month employees</u>. DAS-SAE Centralized Payroll has an alternative process if the Agency wishes to have wages zeroed and get their State shares returned.

▸ DAS-SAE Centralized Payroll will complete all member forms for Free Military Credit. Send DD-214 paperwork to Lisa Elliott in an email. After DAS-SAE Centralized Payroll submits originals to IPERS, a copy of completed forms will be sent to Agency for Personnel file.

▸ Member Beneficiary forms go directly to IPERS…don't keep copies!

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IPERS Information

IPERS CONTRIBUTION REFUNDS FOR TERMINATING EMPLOYEES

▸ **When a permanent employee terminates with LESS THAN six months of covered employment:** the agency can make the discretionary employer decision to have DAS-SAE Centralized Payroll issue an 'in-house' refund to the employee for all IPERS deductions collected. Agency notification must be sent to DAS-SAE Centralized Payroll to initiate the IPERS refund process. This process is NOT automatic.

▸ **When an employee terminates AFTER six months of covered employment:** The employee may decide to leave contributions with IPERS and continue to accumulate interest on the balance until a later date, until attainment of retirement eligibility, or until the account is subject to IPERS mandatory account distribution rules. Alternatively, the employee may request a contribution refund directly from IPERS by completing a form. As part of the contribution refund paperwork, there is an Employer page that HRA's should complete and return back to EE.

▸ **When an IPERS-covered employee becomes DECEASED**, you or a family member should contact IPERS immediately to notify about the details of the situation

IPERS Wage Adjustments

▸ **Missed covered wages**: If an employee receives wages that are not appropriately treated as IPERS covered, once Centralized Payroll is notified about the error, DAS-SAE Centralized Payroll will 1) collect missed contributions from both the employee/department, and 2) submit wage adjustments to IPERS to properly record the covered wages for the member

▸ **Employee Back pay**: If an employee receives back pay wages, it is the responsibility of Centralized Payroll to determine materiality amounts and reclassify any applicable IPERS-covered wages back to the appropriate time period(s) for which the wages were due to be paid.

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Other Retirement Plans

Peace Officer Retirement Plan (aka POR)

▸ Contribution rates for this retirement plan do not match IPERS rates.
▸ Retirement benefits calculations for this plan do not match to IPERS benefits.
▸ Covered wages for this plan do not match to IPERS calculations.
▸ This plan is self-administered by Public Safety staff
▸ Centralized Payroll contribution collections are a 'pass-through' transaction. SAE does not report wages to the Plan Administrator

Judicial Retirement Plan

▸ Contribution rates for this retirement plan do not match IPERS rates.
▸ Retirement benefits calculations for this plan do not match to IPERS benefits.
▸ Covered wages for this plan may not match to IPERS calculations.
▸ This plan is self-administered by Judicial staff
▸ Centralized Payroll contribution collections are a 'pass-through' transaction. SAE does not report wages to the Plan Administrator

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Federal & State W-4 Forms
Flat Tax withholding form
W-2 & Duplicate Warrants

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Federal & State W-4 forms

- A copy of the W-4 form is required to be submitted to payroll only if the employee has claimed **exempt** from withholding on either the Federal or State form W-4.
- By February 15th of each year, the employer must request a new Form W-4 from any employee that wants to continue to claim exempt from Federal or State Taxes. Anyone that fails to file a new W-4 form must be changed to withhold as if the employee is single with zero withholding allowance in the pay period that Feb 15 falls.
- The original W-4 form must be kept in the employee's personnel file.
- Centralized Payroll only needs copies of the W-4 when the employee initially claims an exempt status. In subsequent years, if the exempt claim status remains, we do not need a copy of the new W-4.
- If an employee is claiming exempt or claiming state withholdings in excess of 21, a copy of the Iowa W-4 should be sent to the Iowa Department of Revenue-Compliance Services Division.
- Please be sure to write 'State of Iowa-Centralized Payroll' under Employer Name and '42-6004571' under FEIN in the Employer information box on the lower right corner of the form before sending the copy to the Iowa Department of Revenue.
- To change an employee's Federal or State withholding status or exemptions/allowances, key P-1 #239-Tax Status Change. Remarks are required on Page 1 (213-Change 214-Delete)
- Note: The maximum number of allowable Federal and State exemptions (aka allowances) to be entered on the P-1 cannot exceed 98. The code of 99 is reserved for the 'flat tax rate'.
- If the employee is working in the US on a student VISA, then check with DAS-SAE Centralized Payroll to make sure if FICA tax is to be taken.

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Federal & State W–4 forms

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Federal & State W–4 information

IRS Lock in Letters

- The IRS may send the employer a lock-in letter that specifies the marital status and maximum number of allowances an employee may claim for Federal income tax withholding.
- DAS-SAE Centralized Payroll will handle all processing on IRS Lock in letters received. Notification letter will be mailed to employee by DAS-SAE Centralized Payroll.
- P-1 type 239-Tax Status change will be keyed, with remarks stating IRS lock in letter date and filing status being mandated. A DAS-SAE Centralized Payroll email notification will be sent to HRA to advise accordingly.
- If the employee furnishes a new Form W-4 after the employer receives the original lock-in letter or modification notice, the employer must withhold Federal tax on the basis of the new Form W-4, only if it
    - a) does not claim exemption from Federal tax withholding
    - b) if withholding according to the Form W-4 would result in more tax withheld than under the terms of the IRS lock-in letter or modification notice.
- The employer must disregard any new Form W-4 if the employee claims exempt from withholding or the W-4 results in less withholding than would result under the terms of lock-in letter or modification notice.

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Federal W-4 lock-in

```
D3325063 ACT: _     REPORT OF PERSONNEL ACTION (P-1)      ------- P-1 TYPE ------
PRINTER:                                                  239 TAX STATUS CHANGE
-- P-1 STATUS --   P-1 NUMBER ........: 2276287           ----- APPROVED BY ------
   PROCESSED       EFFECTIVE DATE ....: 01/15/2016        PA   PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......:              .    YES  YES  YES
213
REMARKS: IRS W-4 LOCKIN LTR MANDATES SINGLE/0
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  3
        SINGLE            S |FED FILE STAT* | S  SINGLE
                        009 |   FED EXEMPT  | 000
                            |   FED VOL W/H |
                        021 |  STATE EXEMPT |
                            |    ST VOL W/H |
       IOWA              01 |   STATE CODE* |
```

```
D3449615  ACTION: _         PERSONNEL ACTIONS (P-1S)        PAGE: 0001 OF 0001
PRINTER ID:                        REMARKS

LTR 0866000000 DATED 11/13/15 IS MANDATING IRS W-4 FILINGS AT SINGLE/0
W/H ALLOWANCES
EMAIL NOTICE SENT TO HR/PA STAFF AT AGENCY.
ONLY FEDERAL W/HOLDINGS ARE BEING MANDATED, NO EFFECT TO STATE.
EE WILL RECEIVE DAS-SAE LETTER FROM ME TO NOTIFY, WITH A COPY OF
IRS LOCKIN LETTER ENCLOSED.
LELLIOTT 11/17/15
IRS W-4 LOCKIN LTR MANDATES SINGLE/0
```

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IDOR W-4 denial of exempt status

IDOR W-4 Denial Letters

▸ IA Department of Revenue will notify DAS-SAE Centralized Payroll if a claim of Exempt on an Iowa W-4 form is denied.

▸ DAS-SAE Centralized Payroll will start P-1 type 239 processing on IDOR denial letters received. DAS-SAE Centralized Payroll will send an email to HRA to advise about getting a new Iowa W-4 form completed by employee and finalizing the P-1.

▸ Iowa W-4 denial notification letter will be mailed to employee by IDOR.

```
D3325063 ACT: _     REPORT OF PERSONNEL ACTION (P-1)     ------- P-1 TYPE ------
PRINTER:                                                 239 TAX STATUS CHANGE
-- P-1 STATUS --   P-1 NUMBER ........: 2312622          ----- APPROVED BY -----
   PROCESSED       EFFECTIVE DATE ....: 01/15/2016       PA   PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: ___ _____J      YES  YES  YES
213
REMARKS: IDOR LTR DENIED STATE W-4 EXEMPT CLAIM
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1
--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  3
        SINGLE            S |FED FILE STAT* |
                        000 |   FED EXEMPT  |
                            |   FED VOL W/H |
                        000 |  STATE EXEMPT |
                            |    ST VOL W/H |
    IOWA- NON TAXABLE    51 |   STATE CODE* | 01  IOWA
```

```
SAE EMAIL   SENT ON 1/29/16 TO NOTIFY.
IDOR LETTER REF# 2016029700002  DATED 01/29/16
LISA ELLIOTT NOTES
```

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Flat Tax Withholding – P–1 type 239

Flat Tax

▸ If an employee is receiving a lump sum payment, such as move pay, termination or settlement, they may want to choose the option of having the supplemental (or flat) tax applied on that paycheck.

▸ The current flat withholding rate is 25% federal & 6% state.

▸ The flat rate is entered on the tax status change form by putting in "99" in the exemption field for FED EXEMPT and STATE EXEMPT on the P-1 type 239.

▸ The W-4 form can be used to accomplish this, or the employee can sign the form entitled "Request for Federal and State Income Tax Withholding Adjustment".

▸ A copy of this form must be sent to DAS-SAE Centralized Payroll for P-1 approval

▸ The effect of claiming flat tax can be calculated and compared using the Gross-to-Net payroll calculator.

STATE OF IOWA – CENTRALIZED PAYROLL

REQUEST FOR FEDERAL AND STATE
'FLAT TAX' INCOME TAX WITHHOLDING ADJUSTMENT

I request the Federal and State income taxes on my paycheck containing supplemental wages be adjusted in accordance with Federal guidelines, which are 25.0% of my gross earnings and with State guidelines which are 6.0% of my gross earnings, minus the federal tax withholding.

_____   _____
Signature   Date

_____   _____
Print Name   Social Security Number

Submit this form directly to your agency Personnel/Payroll Associate for processing.

Please Note: Requests for Federal and State Income Tax Withholding Adjustment forms that are emailed to Centralized Payroll are not accepted due to confidential information required to process your request.

Ask your Personnel/Payroll Associate for assistance to determine how changes to your W-4 will impact your paycheck. A Gross-to-Net Payroll Calculator is available.

** Personnel/Payroll Associate please provide a copy of this form to Centralized Payroll for P1 approvals. **

For Centralized Payroll Office Use Only

P1 Number _____

P1 Effective Date _____

January 2015

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Duplicate Warrants

Duplicate Warrant Affidavit

▸ If a payroll warrant is lost or destroyed, the employee may request a duplicate warrant be issued.

▸ Duplicates can be reissued if the warrant is less than 6 months old.

▸ Once a warrant is older than six months, it will be out dated in the I/3 system and may need to go thru the Appeal Board process for payment.

▸ Request for a duplicate *PAYROLL* warrant should be sent directly to DAS-SAE Centralized Payroll for processing.

▸ Request for a duplicate *DAILY PROCESSING* warrant should be sent directly to DAS-SAE Daily Processing.

▸ Duplicate Warrant Affidavit forms can be found on DAS-State Accounting website, under 'Manuals, Forms and Reference Materials'.

Iowa Department of Administrative Services
Service • Efficiency • Value

Governor Terry E. Branstad
Lt. Governor Kim Reynolds
Janet Phipps, Director

DAS

AFFIDAVIT AND AGREEMENT
FOR ISSUANCE OF DUPLICATE WARRANT

STATE OF _____
                          SS
COUNTY OF _____

I, _____ of _____
   (Affiant)   (Street, City, or Town)
County of _____, State of Iowa, being duly sworn, depose and say that a warrant of the State of Iowa, number _____ account number _____ in the amount of $_____ and dated _____ drawn to my order has not been received by me.

In consideration of the issuance and delivery of a new or duplicate warrant in like amount I hereby agree that I will surrender the warrant first described above should such warrant ever come into my possession.

Signature of Payee _____

Signature of Co-Payee _____
(if more than one payee)

INSTRUCTIONS CONCERNING DUPLICATE WARRANTS:
To better protect his/her interest, the owner of a warrant should immediately notify the department for whom they preformed the service/delivered goods, in writing of a lost warrant. The notification should describe the circumstances of the loss and give, if possible, the warrant issue date, number, and amount.

Affidavits may be mailed to:
DAS-SAE
Hoover Bldg 3rd FL
1305 E Walnut St
Des Moines, IA 50319

Hoover State Office Building   1305 East Walnut Street   Des Moines, IA 50319   (515) 281-5360   http://das.iowa.gov

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Duplicate W-2s

Duplicate W-2 forms:

▸ To obtain a duplicate form W-2, the employee must complete the required DAS-SAE Centralized Payroll form, sign and submit it along with a payment of $5.00 for each year requested.

▸ DAS-SAE Centralized Payroll will complete the duplicate W-2 as soon as possible.

▸ The completed duplicate W-2 form can be mailed to the employee's home address, picked up at DAS-SAE Centralized Payroll window (must show valid identification) or provided to them at their work location.

▸ Duplicate W-2 request forms can be found on DAS-State Accounting Centralized Payroll website, under 'Payroll Forms and Publications'.

STATE OF IOWA EMPLOYEE
DUPLICATE W-2 WAGE and TAX STATEMENT
REQUEST FORM

Department Employed _____ Today's Date _____

Employee Name _____

Current Address _____

City _____ State _____ Zip Code _____

Tax Year(s) Requested _____ Daytime Phone No. _____

Social Security No _____

Duplicate W-2 Request forms received by email will not be accepted.
Reissuance of a Duplicate W-2 may require up to 30 days.

The undersigned requests a duplicate W-2 Wage and Tax Statement be issued by the Iowa Department of Administrative Services at a fee of $5.00 for each tax year requested.

_____
Employee Signature

☐ Cash

☐ Check - *Payable to: Treasurer, State of Iowa*   How would you like this form returned to you?
  ☐ Mail to the above address
Mail this form to:-
  DAS-SAE Centralized Payroll   ☐ Local Mail to Department Personnel Associate
  Hoover State Office Building, 3rd FL
  1305 E Walnut Street   ☐ I will pick it up at the Hoover Building
  Des Moines, IA 50319
  ☐ I authorize the following person below to pick up my W2

_____

For Office Use Only

Date Received _____   Received By _____
Amount Received $_____   Payment Recorded By _____
Print Date _____   Printed By _____
Mailed / Local Mailed / Picked Up _____

Revised February 2016

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Automatic (Direct) Deposits & Credit Union Deductions

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Automatic Deposit

Automatic Deposits – P-1 Type 249

▸ Submit Agreement for Automatic Deposits form with original signature to DAS-SAE Centralized Payroll.
▸ Make sure SSN is correct on form.
▸ Write in P-1 # and effective date on the bottom of the form. (not the perforation)
▸ A copy of a VOID check attached to form is preferable and helpful when reading illegible numbers on the form.
▸ Department HRA initiates the P-1 type 249 - Automatic Deposit
▸ The P-1 can initially be approved by DAS-SAE Centralized Payroll based on a fax, but Agency still needs to send the original to DAS-SAE Centralized Payroll.
▸ Bank ABA (aka routing) numbers are 9 digits long.
▸ Only 1 bank can be selected for direct deposit at one time.
▸ For 1st time direct deposit P-1 entries, there is a 'pre-note' action that occurs. After pre-note is successful, then direct deposit starts in following pay period.

AGREEMENT FOR AUTOMATIC DEPOSITS

Name (Print)_____ Social Security No._____

☐ TO STOP: I hereby terminate my authorization for automatic deposits. This will be effective on receipt of this authorization by the Department of Administrative Services.

☐ TO START: Your direct deposit will be effective with the first full pay period after receipt of this authorization by the Department of Administrative Services.

☐ TO CHANGE: Your direct deposit will be effective on receipt of this authorization by the Department of Administrative Services.

To Start or Change: I hereby authorize the State of Iowa to pay my regular bi-weekly salary payment directly to my:

☐ Bank (checking)   ☐ Savings & Loan (checking)   ☐ Credit Union (checking)
☐ Bank (savings)   ☐ Savings & Loan (savings)   ☐ Credit Union (savings)

identified below and I additionally authorize the depository to credit the deposits to my account.

Depository Name _____ Branch _____
City _____ State _____ Zip _____
Bank Transit/ABA No. _____ Account No._____
DEPT. NAME _____ SIGNATURE _____ DATE _____

SEE DISCLAIMER ON REVERSE SIDE OF THIS FORM

Form DD-2 91-107 (10/03) 625-5326   **CENTRAL PAYROLL**

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Automatic Deposit

▸ Make sure employees are using the correct form for payroll changes. The form that is on the DAS web site is the direct deposit form for <u>Vendors</u>.

▸ **DO NOT** use the <u>Vendor</u> form located on the DAS website for <u>Employee</u> bank account starts/changes.

DAS-SAE
CENTRALIZED PAYROLL
AUTOMATIC DEPOSITS AND CREDIT UNIONS

Example 3

Direct Deposit Authorization Form DAS Iowa Department of Administrative Services
Service • Efficiency • Value

SECTION 1 – TRANSACTION TYPE

ARE YOU ADDING, CHANGING OR CANCELING THIS AGREEMENT?   ☐ ADD   ☐ CHANGE   ☐ CANCEL

1) The agreement represented by this authorization remains in effect until canceled by the payee and until such time, payments made by the State of Iowa to you will be deposited into the account at the financial institution designated below.
2) You are required to submit a new form for any change in banking designation or to cancel this authorization and revert to a state warrant.
3) It is your responsibility to notify the State of Iowa any time an account is closed.
4) An add or change in EFT status will be effective ten business days after entry into the State's accounting system.
5) A cancelation will become effective immediately after entry into the State's accounting system.

SECTION 2 – BUSINESS / INDIVIDUAL IDENTIFICATION INFORMATION

BUSINESS / INDIVIDUAL LEGAL NAME _____
            Memo Tax ID is Assigned To and Used for Tax Reporting
BUSINESS NAME _____
            DBA (Doing Business As) if Different than Legal Name
SSN _____ or FEIN _____
   Social Security Number   *Federal Employee ID Number*
MAILING ADDRESS _____
            Address to be used in case of Default to Check
CITY _____ STATE _____ ZIP _____

SECTION 3 – BANKING INFORMATION

Section 3 **requires** one of three items: 1) A voided check or copy of enrollment confirmation if a pre-paid card, or 2) The financial institution must complete the representative box within Section 3, or 3) The financial institution must supply a bank account verification letter.

FINANCIAL INSTITUTION NAME _____
FINANCIAL INSTITUTION ADDRESS _____
CITY _____ STATE ____ ZIP ____
NAME ON ACCOUNT _____   ACCOUNT TYPE:
ROUTING TRANSIT NUMBER _____   ☐ SAVINGS
CUSTOMER ACCOUNT NUMBER _____ ☐ CHECKING

REQUIRED IF REQUESTING A CHANGE:
OLD Routing Number: _____ OLD Account Number _____

I have verified the signature(s) and account numbers above. The Financial Institution is ACH capable and will comply with NACHA rules.
REPRESENTATIVE NAME _____ REPRESENTATIVE TITLE _____
SIGNATURE _____
DATE _____ PHONE NUMBER _____

Not For Employee Use!

SECTION 4 – REQUIRED VENDOR AUTHORIZATION FOR ADD, CHANGE OR CANCELATION

I hereby authorize the Department of Administrative Services to deposit payments from the State of Iowa to the account designated on this form and to initiate any adjustments or debit entries to this account for any erroneous deposits in the amount of the error only. I also understand that the State of Iowa can only deposit funds into the account holder and account.
I certify that I am authorized to enter into this agreement as the account holder or on behalf of the account holder.

AUTHORIZED NAME _____ TITLE _____ DATE _____
SIGNATURE _____ PHONE NUMBER _____

Mail or Fax Completed Form to: Dept. Admin Services-State Accounting Enterprise
                                 Attn: EFT Coordinator
Fax Number   Hoover State Office Building, 3rd FL   Phone Number
(515) 281-5255   Des Moines, Iowa 50319   (515) 281-0246
                                 Updated 07/2014

100

Automatic Deposit

Zero/Changes
- When zeroing out a bank account to stop the direct deposit, you must zero all three fields on the TO side of the P-1.
- Failure to enter anything on the TO side will result in the bank account information on the FROM side to remain in the employee's record.
- If bank account information needs to be changed for an employee on payroll, please notify the DAS-SAE EFT Coordinator to also change the I/3 system for vendor payments made via the accounting system if applicable.
- If you have an employee that does need their account changed on the I/3 system, you can make a screen print of P-1 type 249 and send to the attention of DAS-SAE EFT Coordinator. DAS-SAE staff will make the I/3 system change.

10
1

Automatic Deposit

```
D3325063 ACT: _    REPORT OF PERSONNEL ACTION (P-1)    ------- P-1 TYPE ------
PRINTER:                  TEST, AFCSME T.              249  AUTO DEPOSIT CHG
-- P-1 STATUS --   P-1 NUMBER ........: 2280756        ----- APPROVED BY ------
 NEEDS PA  APPV    EFFECTIVE DATE ....: 05/06/2016     PA   PAYL PROC
OPTIONAL REMARKS* INITIATED BY ......: 005-410010      NO   NO   NO

REMARKS:

--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  1




               CHECKING  22 │ AUTO DEP CODE* │ 00
                           │ ABA NUMBER     │ 000000000
                           │ ACCOUNT NUMBER │ 000000000000



---------------------------------------------------- * INDICATES SELECTION LIST
? ACTION HELP      PF7 PREV     PF8 NEXT     PF9 HELP    PF12 RETURN    CLEAR EXIT
```

102

51

Credit Union Deductions

Credit Union Deductions – P-1 type 304

▸ An original or copy of the credit union form is needed by DS-SAE Centralized Payroll to approve P-1 for Credit Union Deductions.

▸ Authorization forms will vary from Credit Union to Credit Union.

▸ Only one credit union deduction can be set up at one time. When writing a credit union deduction P-1, if the FROM side is filled in with different account information, you need to verify with the employee that their intent is to change this deduction.

▸ Make sure any leading zeroes are entered on the P-1 so the deduction is not rejected by the credit union.

▸ If a credit union deduction gets skipped for an employee (perhaps because of reduced hours, or if gross pay is not sufficient to cover the deduction amount), you will want to notify employees accordingly.

103

Credit Union Deductions

```
D3325073 ACT: _    REPORT OF PERSONNEL ACTION (P-1)    ------- P-1 TYPE ------
PRINTER:                    TEST, AFCSME T.           304 CREDIT UNION DEDUC
-- P-1 STATUS --  P-1 NUMBER ........: 2276944       ----- APPROVED BY ------
  PROCESSED       EFFECTIVE DATE ....: 11/06/2015    PA   PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 111-111111   YES  YES  YES
213
 REMARKS:

--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  1
    COMMUNITY CHOICE    01 | CREDIT UNION*  01  COMMUNITY CHOICE CR
                           | CU MEMBER NUM
    26 PAY PERIODS       4 | CU PP TO DED*   4   26 PAY PERIODS
                  194.00   | CU DED AMOUNT     405.00




    ---------------------------------------------------- * INDICATES SELECTION LIST
```

104

Credit Union Deductions

Zeroing a deduction

When zeroing/stopping a credit union deduction

▸ Go to the selection list and select 0 for no credit union deduction

▸ 0 - no deduction for the PP to deduct

▸ 0.00 for the amount

▸ You must enter 214 for the optional remark.

```
D3325073 ACT: _    REPORT OF PERSONNEL ACTION (P-1)     ------- P-1 TYPE ------
PRINTER:                      TEST, AFCSME T.            304 CREDIT UNION DEDUC
-- P-1 STATUS --   P-1 NUMBER .........: 2280757         ----- APPROVED BY -----
NEEDS PAYL APPV    EFFECTIVE DATE ....: 05/06/2016       PA   PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 111-111111       YES  NO   NO
214
REMARKS:

---------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  1
          COMMUNITY CHOICE    01 | CREDIT UNION*  | 0   NO CREDIT UNION DEDU
                                 | CU MEMBER NUM
          26 PAY PERIODS        4 | CU PP TO DED*  | 0   NO DEDUCTION
                           405.00 | CU DED AMOUNT  |     0.00




------------------------------------------------------- * INDICATES SELECTION LIST
```

105

Credit Union Deductions

▸ Below are the only credit unions available for a payroll deduction

```
-----------------DESCRIPTION AND SYNONYMS--
NO CREDIT UNION DEDUCTION
COMMUNITY CHOICE CU, 01
GREATER IOWA CREDIT UNION, 02
CAPITOL VIEW CREDIT UNION, 03
MEMBERS 1ST CREDIT UNION, 05
U OF I CREDIT UNION, 06
PUBLIC EMPL CREDIT UNION, 07
ITS CREDIT UNION, 10
NORTH STAR COMM CU, 13
COMM 1ST CREDIT UNION, 14
MHI-INDEPEN EMPL CU/VERIDIAN, 15
DSM POLICE OFFICERS CU, 16
```

106

Credit Union Deductions

107

HRIS Availability
& Payroll Calendar

108

HRIS Availability

- The chart shows when HRIS is down for processing. There are HRIS updates every night except for the Wed & Thurs after payroll writes.
- When HRIS is down, the Online Warrant system will also be unavailable.
  - M-5s process first in numerical order
  - P-1s process second in numerical order
  - Timesheets process third.

Availability of HRIS
(Human Resource Information System)

While all modules of HRIS are available to its users each day, there are several times throughout the two-week payroll cycle when it is taken off-line so that updates and processing can be done. When the HRIS system is taken off-line, users are unable to access the OnLine Payroll Warrant application.

The days, times and approximate duration of scheduled "down times" are as follows:

Payroll Week	Day in PP	Time	Duration
Monday	4	Noon	15-20 minutes
Monday (Final Night)	4	4:30 p.m.	6 hours
Tuesday	5	Noon	15-20 minutes
Tuesday (Warrant Night)	5	3:30 p.m.	10 hours
Friday	8	Noon	15-20 minutes
Friday (Update)	8	8:00 p.m.	2 hours

Rewrites Week			
Monday	11	Noon	15-20 minutes
Monday (Rewrites Night)	11	3:30 p.m.	12 hours
Tuesday (Update)	12	8:00 p.m.	3 hours
Wednesday (Update)	13	8:00 p.m.	3 hours
Thursday (Refunds)	14	8:00 p.m.	6 hours
Friday (Travel)	1	8:00 p.m.	9 hours

Reminder: This schedule does change for holiday processing or if we have special processing. These times can also change due to production problems.

HRIS DownTimes.doc (Revised 9/2010)

109

Payroll Calendar

- The chart on next page shows a typical month and when there are updates and when the HRIS system is down.
- You will notice that even though a new pay period has started, DAS-SAE Centralized Payroll is still working on the prior pay period.
- If you receive a message when writing a P-1 that states, 'must be in the current pay period', that means you are writing a P-1 for the next pay period and the HRIS system has not closed out the current pay period yet.
  - For example: you are writing a P-1 for the 10/7/2016 pp on 10/7/16 and they HRIS system is still on the 09/23/2016 pp until after rewrites. You will need to wait until 10/18/2016 before you can write certain P-1s for the 10/7/2016 pp.

110

Payroll Calendar

PAYROLL CALENDAR – EXAMPLE OF UPDATES, DOWN TIMES, AND PROCESSING SCHEUDLES

PAY WEEK MONDAY	PAY WEEK TUESDAY	PAY WEEK WEDNESDAY	PAY WEEK THURSDAY	PAY WEEK FRIDAY PAYDAY 3/13/15 PP
P1's and M5's for 3/13/15 PP Only Noon Update (15-20 Min) HRIS down at 4:30pm (6 Hrs) Night Update	P1's and M5's for 3/13/15 PP Only Noon Update (15-20 Min) HRIS down at 3:30pm (10 Hrs) Night Update Payroll Writes			P1's and M5's for 3/13/15 PP Only Noon Update (15-20 Min) HRIS down at 8:00pm (2 Hrs) Night Update
Day 4 3/30/15	Day 5 3/31/15	Day 6 4/01/15	Day 7 4/02/15	Day 8 4/03/15
REWRITES WEEK MONDAY P1's and M5's for 3/13/15 PP at noon and night. P1's and M5's for 3/27/15 PP night only. Noon Update (15-20 Min) HRIS down at 3:30pm (15 Hrs) Night Update Rewrites Write Cancellations in by 10:00am. Rewrites in by 2:30pm.	**REWRITES WEEK TUESDAY** P1's and M5's for 3/27/15 PP Only HRIS down at 8:00pm (3 Hrs) Night Update	**REWRITES WEEK WEDNESDAY** P1's and M5's for 3/27/15 PP Only HRIS down at 8:00pm (3 Hrs) Night Update	**REWRITES WEEK THURSDAY** END OF PAY PERIOD 3/270/15 PP P1's and M5's for 3/27/15 PP Only HRIS down at 8:00pm (6 Hrs) Night Update	**REWRITES WEEK FRIDAY** P1's and M5's for 3/27/15 PP Only HRIS down at 8:00pm (9 Hrs) Night Update
Day 11 4/06/15	Day 15 4/07/15	Day 13 4/08/15	Day 14 4/09/15	Day 1 4/10/15
PAY WEEK MONDAY P1's and M5's for 3/27/15 PP Only Noon Update (15-20 Min) HRIS down at 4:30pm (6 Hrs) Night Update	**PAY WEEK TUESDAY** P1's and M5's for 3/27/15 PP Only Noon Update (15-20 Min) HRIS down at 3:30pm (10 Hrs) Night Update Payroll Writes	**PAY WEEK WEDNESDAY**	**PAY WEEK THURSDAY**	**PAY WEEK FRIDAY** PAYDAY 3/27/15 PP P1's and M5's for 3/27/15 PP Only Noon Update (15-20 Min) HRIS down at 8:00pm (2 Hrs) Night Update
Day 4 4/13/15	Day 5 4/14/15	Day 6 4/15/15	Day 7 4/16/15	Day 8 4/17/15
REWRITES WEEK MONDAY P1's and M5's for 3/27/15 PP at noon and night. P1's and M5's for 4/10/15 PP night only. Noon Update (15-20 Min) HRIS down at 3:30pm (15 Hrs) Night Update Rewrites Write Cancellations in by 10:00am. Rewrites in by 2:30pm.	**REWRITES WEEK TUESDAY** P1's and M5's for 4/10/15 PP Only HRIS down at 8:00pm (3 Hrs) Night Update	**REWRITES WEEK WEDNESDAY** P1's and M5's for 4/10/15 PP Only HRIS down at 8:00pm (3 Hrs) Night Update	**REWRITES WEEK THURSDAY** END OF PAY PERIOD 4/10/15 PP P1's and M5's for 4/10/15 PP Only HRIS down at 8:00pm (6 Hrs) Night Update	**REWRITES WEEK FRIDAY** P1's and M5's for 4/10/15 PP Only HRIS down at 8:00pm (9 Hrs) Night Update
Day 11 4/20/15	Day 12 4/21/15	Day 13 4/22/15	Day 14 4/23/15	Day 1 4/24/15

111

I/3 Data Warehouse

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I/3 Data Warehouse

Reports currently available in HR/Payroll folder on Data Warehouse

Report Assignments available	Report Number	HR/Payroll Associates	Financial Managers	Financial - Other
Building Code	SAE-WN9000	X	X	X
Insurance Deductions	SAE-WN6000	X	X	
Managers Summary of Leave	S552H315	X	X	X
Managers Summary of Leave (Schedulable)	S552H315	X	X	X
Leave/Comp Time Balance Report	SAE-WN4000	X	X	
Pay & Expiration Dates	SAE-WN3000	x		
Payroll Distribution & Bypassed	075N644-A & B	X	X	X
Payroll Distribution & Bypassed (GAAP)	075N644-A & B GAAP	X	X	X
Payroll Journal	075N436-A	X	X	
Payroll Journal - Cancellations	075N447-A	X	X	
Payroll Journal - Summary Only	075N436-A	X	X	X
Payroll Journal Deductions - All	075N639	X	X	
Payroll Trustee Transfer	075N436-B	X	X	X
Payroll Warrant Issue Register	625I126	X	X	X
Positions by Agency&Cost Center	552H300 & 552H302	X	X	X
Salary Review Date	075N711 & 075N713	X		
Span of Control	SAE-WN2000	X		
State Share and Total Cost	075N251-A	X	X	X
Table of Authorized Position	075N450	X	X	X
Temporary Employees	552H358A	X		
Termination Report	552H362	X		
Time Report Summary FYTD	075N479	X	X	

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I/3 Data Warehouse

▸ Additional reports are being added as time allows and new data fields become available.
▸ If you have a specific request on a report you would like to see, please contact DAS-SAE Centralized Payroll.
▸ If you are trying to run a report and you receive an error message, please contact DAS-SAE Centralized Payroll. An email with a screen print of the error message is most helpful for troubleshooting.
▸ Do not submit an OCIO service desk ticket, as they cannot help you.
▸ Payroll information on the HR/Payroll Data Warehouse does include confidential information and should not be given to employees/managers without a business need.
▸ Confidential payroll fields include:
  ◦ SSN
  ◦ Disability code
  ◦ Ethnic Origin
  ◦ Gender
  ◦ Performance rating code
  ◦ Home address
  ◦ Birthdate
  ◦ Leave code
  ◦ Term code
  ◦ Net Pay

114

Sick Leave Incentive Program (SLIP)

115

SLIP Retirement P-1s

- The M-5 to establish a SLIP position can be done at any time. M-5 entry does not have to be in the same pay period as the when the retirement will occur.
- Make sure that you enter information into IowaBenefits, to ensure that a P-1 type 294 will be created to zero out the health/dental insurance codes & the information is passed from IowaBenefits to HRIS timely
- P-1 type 402 - Retirement and P-1 type 470 -SLIP Calculation need to be keyed at the same time. Make sure you are using good remarks to document IPERS filing date, math calculations, screen D7 info, etc.
- DAS-HRE Pre-Audit calculator spreadsheet has helpful worksheet tabs to make calculations for you. Be sure to copy/paste information from spreadsheet into P-1 remarks.
- On P-1 type 401, if the termination date is outside of the current PP dates, the employee **will not be paid**.
- Get timesheet and all P-1s keyed/approved ASAP. Goal is to have all information processed on HRIS so that the 1st Final Payroll Journal will reflect all transactions to occur for each pay period.
- Deferred Comp – verify with employee if they sent in a form to HRE-RIC. Employee may send one in without you knowing.
- Check the 1st Final Payroll Journal to ensure the employee's pay and deductions are as expected, especially if deferred compensation is involved.
- Iowa Admin Code Chapter 63.2 includes language on the regular rate of pay in regards to the vacation payout. It states that when other pay is to be included in the calculation, that other pay must have been in effect for at least three pay periods.

116

SLIP Retirement P-1s

▸ If a person has standby pay, it is treated the same as the other "special pays" such as med passer, shift differential, for the final payout. You may have to use one of the two lines on the SLIP calculation P-1 to enter the standby time, and make notes on the remarks page that you are using the line for standby pay.

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SLIP Retirement P-1s

▸ Sick/Vacation accruals & amount to be used for the current pay period should be entered on the 2nd page of the SLIP P-1.

118

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SLIP Retirement P–1s

Page 3 of the SLIP P-1 will calculate for you the employee's:

- Amount of their sick payout
- Amount of their vacation
- Payout.
- SLIP beginning balance

```
D3325188 ACT: _     REPORT OF PERSONNEL ACTION (P-1)    ------- P-1 TYPE ------
PRINTER:                  TEST, AFCSME T.          470  SLIP CALCULATION
-- P-1 STATUS --   P-1 NUMBER ........: 2280755    ----- APPROVED BY ------
 NEEDS PA  APPV    EFFECTIVE DATE ....: 05/06/2016  PA   DEPT COMP PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 005-410010  NO   NO   NO   NO   NO

REMARKS:

--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  3 OF  3
         17.68 / HR
* 363.522755 SKLV BAL
-------------
      6,427.08  -------->     SKLV PAYOUT PAY  2,000.00
    -
-------------
      4,427.08
*        60 PERCENT
-------------
      2,656.25              SLIP BEGIN BAL     2,656.25

         17.68 / HR
* 129.312420 VACATION BALANCE  TERM LEAVE PAY   2,286.24
```

119

Transfer to SLIP

- The Transfer to SLIP P-1 must be done in the pay period after a person retires.
- Put the employee into the SLIP position that was created
- All lines on page 5 should show 55 SLIP
- This is important for the SLIP insurance billing to run properly.

```
D3325065 ACT: _     REPORT OF PERSONNEL ACTION (P-1)    ------- P-1 TYPE ------
PRINTER:                  .                        055  TRANSFER TO SLIP
-- P-1 STATUS --   P-1 NUMBER ........: 2367930    ----- APPROVED BY ------
  PROCESSED        EFFECTIVE DATE ....: 07/01/2016  PA   DEPT PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 005-333334  YES  YES  YES  YES

REMARKS:

--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  3 OF  5
EASTERN SDA--SCOTT           COST CENTER              DHS SLIP AND TERMI
      SCOTT            02   COUNTY OF EMP.*
       3082-03016-007       POSITION NUMBER        6980-99054-265
           27              PAY GRADE       10
          SOC WKR 3        CLASS TITLE    SLIP RETIREE
  32.38 / HR   2,590.40    BASE SALARY         0.00        0.00
               MX          BASE STEP      BB
```

```
D3325068 ACT: _     REPORT OF PERSONNEL ACTION (P-1)    ------- P-1 TYPE ------
PRINTER:                  |                        055  TRANSFER TO SLIP
-- P-1 STATUS --   P-1 NUMBER ........: 2367930    ----- APPROVED BY ------
  PROCESSED        EFFECTIVE DATE ....: 07/01/2016  PA   DEPT PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 005-333334  YES  YES  YES  YES

REMARKS:

--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  5 OF  5
  PERM FULL TIME-MERT  00   POSITION TYPE*  55   SLIP
  PERMANENT MERIT      08   EMPLOYEE STAT*  55   SLIP
  FULL TIME            01   COND OF EMP*    55   SLIP
```

120

SLIP Screen

- Once the employee has been moved into their SLIP position, and the P1-1 has processed, from the EI screen you can type SLI in the header action field, to access a retired employee SLIP screen.

- If you have any corrections that need to be done on a SLIP retiree or if they are returning to employment, please review the manual and/or call DAS-SAE Centralized Payroll for assistance.

```
D3325390  ACT: _     EMPLOYEE INFO - SLIP AND/OR SERIP DETAIL   PAGE: 0000
                                                           PRINTER:
+-------- KEY INFORMATION ---------+ SERIP-SLIP FLAG: SLIP
| LAST NAME .....:                 | POSITION NUMBER:      2000-14589-007
| FIRST NAME ....:                 | BIRTHDAY ......:
| SOCIAL SECURITY:                 | RETIRE DATE ...: 07/06/2012
| EMPLOYEE NUMBER:                 | DECEASED DATE .:   /  /
+---------------------------------+ INELIGIBLE DATE:   /  /
                                     INELIG. REASON:
HEALTH INS CODE:    CX600            SPOUSE: .
BLUE ACCESS                          SPOUSE BIRTHDAY:
TOTAL PREMIUM:    1,453.20
STATE SHARE .:    1,433.20
HI EFF DATE .:  08/01/2012
BEGIN BALANCE: $75,975.62
YOS INCENTIVE:      $0.00
SERIP VAC PAY:      $0.00
PROCESS      HEALTH INS PLAN    ST SH AMT   ST SH AMT    BALANCE
DATE         CODE   HLTH ST SH  DEBIT       CREDIT
07/01/2016  CX600    1,433.20       0.00     1,433.20   18,212.79
06/01/2016  CX600    1,433.20       0.00     1,433.20   19,645.99
```

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SLIP Screen

- You can see the details of the SLIP agency charges by typing TRN in the header action field.
- There is SLIP Manual located on the DAS-SAE Centralized Payroll website with a checklist that can be followed so you know what pay period to enter the P-1s.

```
D3325391  ACT: _        EMPLOYEE INFO - SLIP AND/OR SERIP DETAIL    PAGE: 0001
                                                           PRINTER:
+-------- KEY INFORMATION ----------+
| LAST NAME .....:                  |
| FIRST NAME ....:                  |
| SOCIAL SECURITY:                  |
| EMPLOYEE NUMBER:                  |
+----------------------------------+
PROCESS      HEALTH INS PLAN    ST SH AMT   ST SH AMT
DATE         CODE   HLTH ST SH  DEBIT       CREDIT       BALANCE

07/01/2016  CX600    1,433.20       0.00     1,433.20    18,212.79
06/01/2016  CX600    1,433.20       0.00     1,433.20    19,645.99
05/01/2016  CX600    1,433.20       0.00     1,433.20    21,079.19
04/01/2016  CX600    1,433.20       0.00     1,433.20    22,512.39
03/01/2016  CX600    1,433.20       0.00     1,433.20    23,945.59
02/01/2016  CX600    1,433.20       0.00     1,433.20    25,378.79
01/01/2016  CX600    1,433.20       0.00     1,433.20    26,811.99
12/01/2015  CX600    1,364.27       0.00     1,364.27    28,245.19
11/01/2015  CX600    1,364.27       0.00     1,364.27    29,609.46
10/01/2015  CX600    1,364.27       0.00     1,364.27    30,973.73
09/01/2015  CX600    1,364.27       0.00     1,364.27    32,338.00
```

122

SLIP Insurance Charges

SLIP Monthly Billing to Agencies

- The SLIP billing process is started the first full week of each month for the prior month.
- DAS-SAE Centralized Payroll plan is to have the billing through the accounting system by the 15th of each month.
- Any address changes for SLIP retirees must be communicated to DAS-SAE Centralized Payroll and DAS-HRE Benefits, Wellmark, Delta Dental (if applicable), and IPERS. The different systems do not communicate with each other. DAS-SAE Centralized Payroll uses HRIS addresses for all mailings.
- On the SLIP billing report, the amounts in the State Share from Carrier could differ from the State Share from Rate Table. This will happen if:
  ◦ Someone's insurance code is change before the billing is done for the prior month.
  ◦ It is the last month of coverage for a SLIP retiree since we are using their balance down to zero.
- If a retiree changes/terminates their insurance without notifying DAS, this could result in DAS-SAE Centralized Payroll over/under billing the department. If this happens DAS-SAE Centralized Payroll will contact the department with instructions of what will be done to correct the over/under billing.
- Please share with your office accounting staff the SLIP manual located on the DAS-SAE Centralized Payroll website as there is good information about the billing process.

123

Payroll Header Files

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Payroll Header Files

- P30's tell HRIS where to charge payroll expense on I/3 financial
- Submit the P30 form (located on the DAS-SAE Centralized Payroll website) to Wendy Noce for Processing.
- Before submitting a P30, a budget must be set up in I/3 and there must be a weekend update.
- Once a P30 has processed, you will be notified and then you can set up the cost center in HRIS
- A header file does not need to be set up if you are only doing a pay distribution
- The payroll distributions & bypassed report in data warehouse will show you those employees that have a pay distribution in their record.
- A bypassed record means that the cost center and the pay distribution is set up to go to the same accounting string. Since the cost center is already charging to that string, the system will bypass the distribution.
- Potential problems on P30 include:
  - Budget not set up prior to submitting the P30
  - Invalid fund/sub org/program code
- If you reactive a cost center please verify with SAE that there is still a active header file.

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Payroll Header Files

Action codes:
1. Add
2. Change
3. Delete

10 digit PR number:
Enter the 10 digit PR number that will correspond to your cost center

Accounting Codes:
Enter the I/3 accounting string you want the payroll charges to be charged to when PR processed.

Dept Header Name:
Enter the name you would like attached to the PR number and this is the name that will show up on reports

P-30 PAYROLL FORM USED TO ADD, CHANGE, OR DELETE RECORDS ON   Date:_____
ACCT CODE, DEPT HEADER, IPERS CODE, & UNEMPLOYMENT FILES   Completed by:_____
Pay Period Effective:_____

ACCOUNTING CODES

ACTION CODES	10 DIGIT PAYROLL NUMBER	FUND (3)	AGENCY (3)	ORG (4)	SUB ORG (2)	ACTIVITY (4)	JOB NO. (8)	REPORT CATEGORY (4)
		I/3 =	DEPT	UNIT	SUB UNIT		TASK	PROGRAM

IPERS and Unemployment Codes will be assigned by Centralized Payroll.
P30FORM (R 1/2012)

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HRIS Position Control

127

Position Control

<u>Viewing cost centers & positons</u>

▸ To view HRIS cost centers for a department, start with the Position Control Module on HRIS.

▸ From the Position Control Main Menu, select Cost Centers by Number.

```
A3324300              HUMAN  RESOURCE  MANAGEMENT  SYSTEM
HR00                           POSITION  CONTROL
                                  MAIN  MENU

        _   PF1     CLASSES BY CLASS NUMBER
        _   PF2     CLASSES BY CLASS TITLE
        _   PF3     POSITIONS IN A COST CENTER
        _   PF4     EMPLOYEES IN A COST CENTER
        _   PF5     COST CENTERS BY NUMBER
        _   PF6     PAY PLANS
        _   PF7     POSITIONS BY NUMBER
        _   PF8     WORK LOCATIONS BY CITY
        _   PF9     * * * *  HELP  * * * *
        _   PF10    EEO CENSUS STATISTICS DETAIL
        _   PF11    UNDERUTIL FOR EEO UNIT/CLASS
        _   PF13    CLASS TYPE UPDATE
        _   PF14    PAYMTX TYPE UPDATE
        _   PF15    APPROPRIATION FUNDING UPDATE
        _   CLEAR   LEAVE THE APPLICATION

      PLACE THE CURSOR ON THE LINE OR PRESS THE PF KEY

         GOOD MORNING, WELCOME TO POSITION CONTROL
```

128

Position Control

▸ Enter the department number in the 'enter cost center' line action field and press enter. This will bring up the first cost center for that department. On this screen look at the active flag to determine if this cost center is currently active on HRIS.

▸ To look at the positions in a cost center, type a 'L' on the line action field next to the cost center you want to look at and press enter.

```
D3324341              POSITION CONTROL SYSTEM              PAGE: 0001
                         COST CENTER LIST

  ENTER COST CENTER  ===> 123-

ACT  NUMBER      NAME                      ACTIVE
 _   123-210001  FINANCE / CFO             Y

 _   123-210002  AR/BILLING/COLLECTION/CRM  N

 _   123-210003  AP,PURCH,ADMIN STAFF      N

 _   123-210005  AP,PURCH,ADMIN STAFF      Y

 L   123-210006  A/R AREA                  Y

 _   123-210010  FINANCE ADMIN SERVICES    N

 _   123-220000  FINANCIAL REPORTING       Y

L LOOK COST CENTER  PF7 BKWD    PF8 FWD    PF9 HELP    PF12 RETURN  CLEAR EXIT
```

129

Position Control

▸ When the Cost Center Update screen is opened; type a 'P' in the header action field to view any positions in the cost center.

```
D3324356              POSITION CONTROL SYSTEM
                        COST CENTER UPDATE
 ACTION: P
 COST CENTER RETRIEVED
+---- COST CENTER INFORMATION -----+--------- FUND SOURCE INFORMATION --------+
| COST CENTER .......: 123-210006  | AGENCY ..................: 123          |
|   A/R AREA                       | APPROPRIATION UNIT .....: C85          |
|*WORK LOC : 00012                 | ORGANIZATION ...........: 2250         |
|*DIV IND  :                       |                                        |
|*SUPPORT  :                       +--------- PAYROLL INFORMATION -----------|
| EEO UNIT :                       | TIME SHEET TYPE ........: 001          |
|*EMP UNIT : 000  NOT CLASSIFIED   | EXPENSE TYPE KEY .......: N            |
| P-5 REQ .: N    TRADE HRS ..: N  | DETAIL TIME TYPE .......: 30           |
| EXPENSES : N    ROTATE SCHED: N  | SATELLITE COST CENTER ..:    -         |
+-------------------- CONTACT USERID INFORMATION ---------------------------+
| HRIS .........:                                                           |
| PERS ASSISTANT:                                                           |
| SYSTEM ACCESS :                                                           |
| SKILLS/TRAIN .:                                                           |
| STAFF ACTION .:                                                           |
+--------------------------------------- * INDICATES SELECTION LIST --------+
A ADD    M MODIFY     D DELETE    AC ACTIVATE    IN INACTIVATE
P POSITIONS       E EMPLOYEES       C COMMENTS       W WORK LOCATION
PF1 PREV EFF PF2 NEXT EFF PF3 PREV PF4 NEXT     PF9 HELP PF12 RETURN
 _
```

130

Position Control

- All positions in the cost center will be listed on the screen. From this screen you can scroll between cost centers using the F1 and F2 keys.

```
D3324351                POSITION CONTROL SYSTEM              PAGE: 0001

                        POSITIONS IN A COST CENTER

 ENTER COST CENTER  ===> 123-210006  A/R AREA

 ENTER POS. NUMBER  ===> 123-C85-2235-00018-002


ACT POSITION NUMBER       EMPLOYEE NAME              CLASS TITLE

 _  123-C85-2235-00018-002 **** V A C A N T ****     CLERK-SPEC



 L LOOK AT THE POSITION
 PF1 PREV CC  PF2 NEXT CC  PF7 BKWD  PF8 FWD  PF9 HELP  PF12 RETURN  CLEAR EXIT
```

131

Position Control

Setting up a new cost center

- From the cost center listing, choose an active cost center that is set up similar to the one you are wanting to create and type 'L' to pull that cost center up.

- Type an "A" in the Header Action Field to ADD a new cost center. **Before** pressing enter, you will need to change the cost center name and cost center number.

- At this time you can also change the funding source information if you need to. If you want the cost center to be on the Time Reporting System:
  - Time Sheet Type should be set to 001 (EMPL-SUPR-PROC)
  - Time Sheet Type is blank for cost centers reporting on PAYN
  - Time Sheet Type is set to 002 (OFF-PROC) if department passes a timesheet file
  - Expense Type Key should be set to N
  - Detail Time Type will be either a 10 (No Work Reporting) or a 30 (Work Reporting).

- The fund source information must first be set up on the header file before you will be able to set the cost center. Before it can be set up on the header file, it must be set up on the I/3 accounting system and a weekend update must have occurred. Please contact DAS-SAE Centralized Payroll for assistance in setting up a header file.

- The work location field should be the building code the employees in this cost center are located.   The fields of EMP UNIT, P-5 REQ, EXPENSES, TRADE HRS, AND ROTATE SCHED are all required fields on the cost center setup, and are typically a "N".

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Position Control

- When you press enter, the cost center should be added and activated. You can tell that is has been both added and activated by the message as show below.
- Once a cost center has been set up, you can now create new positions or move employees into that new cost center.

```
D3324356                    POSITION CONTROL SYSTEM
                              COST CENTER UPDATE
 ACTION: _
 COST CENTER ADDED AND ACTIVATED
+---- COST CENTER INFORMATION -----+-------- FUND SOURCE INFORMATION --------+
| COST CENTER .......: 123-210016  | AGENCY ..................: 123          |
|    PCARD AREA                    | APPROPRIATION UNIT .....: C85          |
|*WORK LOC : 00012                 | ORGANIZATION ...........: 2250         |
|*DIV IND  :                       |                                        |
|*SUPPORT  :                       +--------- PAYROLL INFORMATION -----------|
| EEO UNIT :                       | TIME SHEET TYPE ........: 001          |
|*EMP UNIT : 000  NOT CLASSIFIED   | EXPENSE TYPE KEY .......: N            |
| P-5 REQ .: N    TRADE HRS ..: N  | DETAIL TIME TYPE .......: 30           |
| EXPENSES : N    ROTATE SCHED: N  | SATELLITE COST CENTER ..:   -          |
+------------------- CONTACT USERID INFORMATION ---------------------------+
| HRIS .........:                                                          |
| PERS ASSISTANT:                                                          |
| SYSTEM ACCESS :                                                          |
| SKILLS/TRAIN .:                                                          |
| STAFF ACTION .:                                                          |
+--------------------------------------- * INDICATES SELECTION LIST --------+
A ADD    M MODIFY    D DELETE    AC ACTIVATE    IN INACTIVATE
P POSITIONS        E EMPLOYEES        C COMMENTS        W WORK LOCATION
PF1 PREV EFF PF2 NEXT EFF PF3 PREV PF4 NEXT    PF9 HELP PF12 RETURN CLEAR EXIT
```

133

Position Control

Inactivating a Cost Center

- If there are no positions in a cost center, then it should be inactivated. If there are vacant positions in the cost center, it will need to be determined if these positions should be delete or moved before you can inactivate the cost center.
- A cost center should **never** be deleted from HRIS because all history for that cost center will be lost. The only exception would be if a cost center was set up in error and has never been used. Please contact DAS-SAE Centralized Payroll for assistance with deleting cost centers.
- To inactivate the cost center, type an IN in the header action field and press enter. After pressing enter, you will see the message "COST CENTER SUCCESSFULLY INACTIVATE".

```
D3324356                    POSITION CONTROL SYSTEM
                              COST CENTER UPDATE
 ACTION: IN
 COST CENTER SUCCESSFULLY INACTIVATED
+---- COST CENTER INFORMATION -----+-------- FUND SOURCE INFORMATION --------+
| COST CENTER .......: 123-120005  | AGENCY ..................: 123          |
|    DIRECTOR                      | APPROPRIATION UNIT .....: C85          |
|*WORK LOC : 00012                 | ORGANIZATION ...........: 1100         |
|*DIV IND  :                       |                                        |
|*SUPPORT  :                       +--------- PAYROLL INFORMATION -----------|
| EEO UNIT :                       | TIME SHEET TYPE ........: 001          |
|*EMP UNIT : 000  NOT CLASSIFIED   | EXPENSE TYPE KEY .......: N            |
| P-5 REQ .: N    TRADE HRS ..: N  | DETAIL TIME TYPE .......: 10           |
| EXPENSES : N    ROTATE SCHED: N  | SATELLITE COST CENTER ..:   -          |
+------------------- CONTACT USERID INFORMATION ---------------------------+
| HRIS .........:                                                          |
| PERS ASSISTANT:                                                          |
| SYSTEM ACCESS :                                                          |
| SKILLS/TRAIN .:                                                          |
| STAFF ACTION .:                                                          |
+--------------------------------------- * INDICATES SELECTION LIST --------+
A ADD    M MODIFY    D DELETE    AC ACTIVATE    IN INACTIVATE
P POSITIONS        E EMPLOYEES        C COMMENTS        W WORK LOCATION
```

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Position Control

▸ If later it is determined that a cost center needs to be reactivated, type an AC in the header action field and press enter. After pressing enter, you will see the message "COST CENTER SUCCESSFULLY ACTIVATED".

▸ When reactivating a cost center, please contact DAS-SAE Centralized Payroll to ensure the FUND SOURCE INFORMATION is still on the payroll header file.

```
D3324356                    POSITION CONTROL SYSTEM
                              COST CENTER UPDATE
ACTION: AC
COST CENTER SUCCESSFULLY ACTIVATED
+---- COST CENTER INFORMATION -----+--------- FUND SOURCE INFORMATION --------+
| COST CENTER .......: 123-120005  | AGENCY ..................: 123           |
|    DIRECTOR                      | APPROPRIATION UNIT .....: C85           |
|*WORK LOC : 00012                 | ORGANIZATION ...........: 1100          |
|*DIV IND  :                       |                                         |
|*SUPPORT  :                       +--------- PAYROLL INFORMATION -----------|
| EEO UNIT :                       | TIME SHEET TYPE ........: 001           |
|*EMP UNIT : 000  NOT CLASSIFIED   | EXPENSE TYPE KEY .......: N             |
| P-5 REQ .: N    TRADE HRS ..: N  | DETAIL TIME TYPE .......: 10            |
| EXPENSES : N    ROTATE SCHED: N  | SATELLITE COST CENTER ..:     -         |
+-------------------- CONTACT USERID INFORMATION --------------------------+
| HRIS .........:                                                          |
| PERS ASSISTANT:                                                          |
| SYSTEM ACCESS :                                                          |
| SKILLS/TRAIN .:                                                          |
| STAFF ACTION .:                                                          |
+--------------------------------------- * INDICATES SELECTION LIST --------+
A ADD     M MODIFY     D DELETE    AC ACTIVATE    IN INACTIVATE
P POSITIONS          E EMPLOYEES         C COMMENTS      W WORK LOCATION
PF1 PREV EFF PF2 NEXT EFF PF3 PREV PF4 NEXT     PF9 HELP PF12 RETURN CLEAR EXIT
```

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