HRA Training

DAS-SAE Centralized Payroll

April 2018

Items Covered

- Employee Information Module
- HRIS Time Reporting
- HRIS Warrant Information Module
- P-1's and 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

HRIS Employee Information Module

Employee Information Module

<u>Main Employee Information Screen</u>

- **Key Information** – 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.

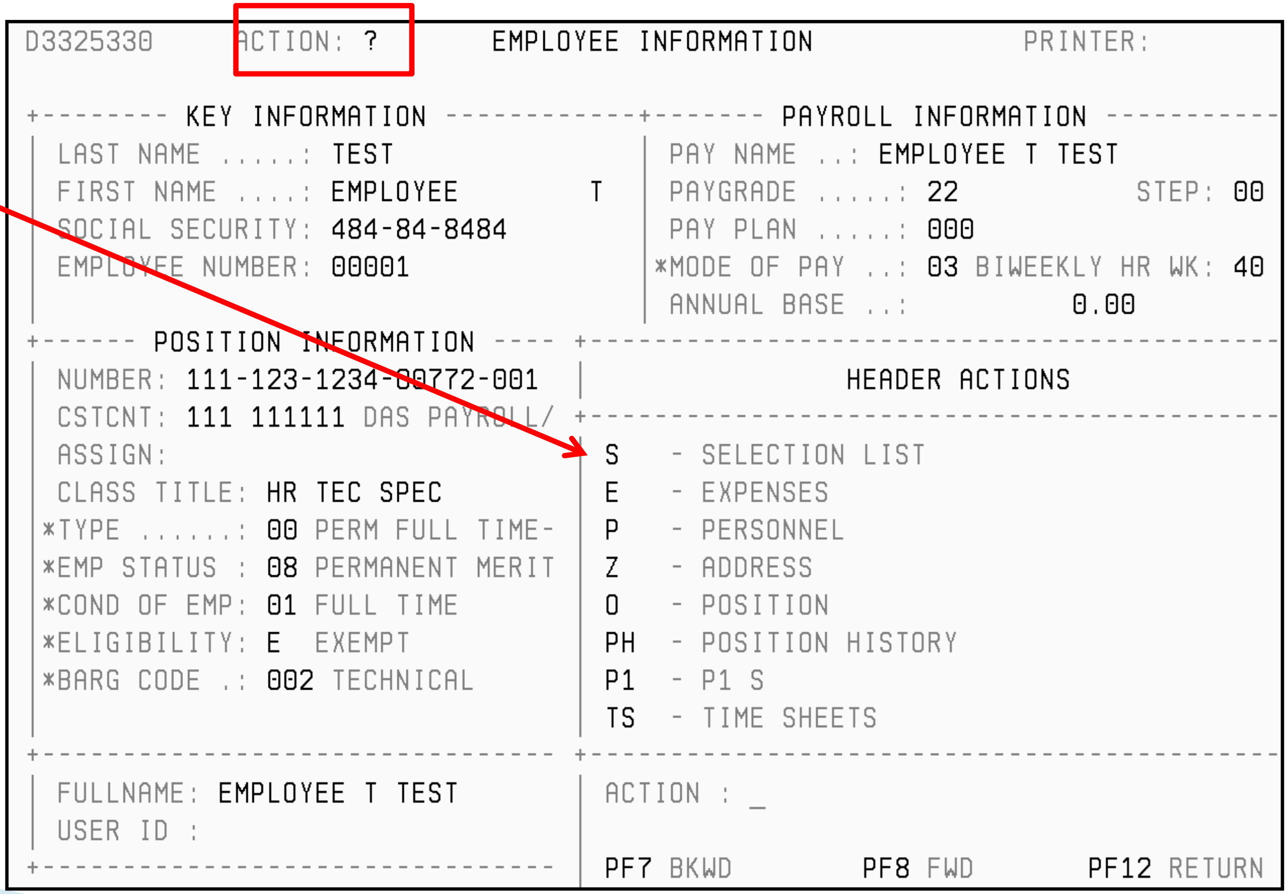
```
D3325361     ACTION: _        EMPLOYEE INFORMATION            PRINTER:
EMPLOYEE RECORD RETRIEVED
+-------- KEY INFORMATION ------------+------- PAYROLL INFORMATION ----------
| LAST NAME .....: TEST               | PAY NAME ..: EMPLOYEE T TEST
| FIRST NAME ....: EMPLOYEE        T  | PAYGRADE .....: 22           STEP: 00
| SOCIAL SECURITY: 484-84-8484        | PAY PLAN .....: 000
| EMPLOYEE NUMBER: 00001              |*MODE OF PAY ..: 03 BIWEEKLY HR WK: 40
|                                     | ANNUAL BASE ..:          0.00
+------ POSITION INFORMATION -------- | BIWEEKLY BASE :  1,465.60
| NUMBER: 111-123-1234-00772-001      |
| CSTCNT: 111 111111 DAS PAYROLL/PERS | FMR PAY PLAN .:
| ASSIGN:                             |
| CLASS TITLE: HR TEC SPEC            |
|*TYPE ......: 00 PERM FULL TIME-MERT |
|*EMP STATUS : 08 PERMANENT MERIT     |
|*COND OF EMP: 01 FULL TIME           |
|*ELIGIBILITY: E  EXEMPT              |
|*BARG CODE .: 002 TECHNICAL          |
|                                     | INCREASE DATE : 10/20/2017
+-------------------------------------+-------------------------------------
| FULLNAME: EMPLOYEE T TEST           |*TERM. REASON ..: 00 ACTIVE--
| USER ID :                           |*LEAVE REASON ..: 00 ACTIVE
```

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 (EI) 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 ..: EMPLOYEE T TEST
| FIRST NAME .....: EMPLOYEE       T  | PAYGRADE .....: 22           STEP: 00
| SOCIAL SECURITY: 484-84-8484        | PAY PLAN .....: 000
| EMPLOYEE NUMBER: 00001              |*MODE OF PAY ..: 03 BIWEEKLY HR WK: 40
|                                     | ANNUAL BASE ..:          0.00
+------ POSITION INFORMATION ---- +--------------------------------------------
| NUMBER: 111-123-1234-00772-001  |          HEADER ACTIONS
| CSTCNT: 111 111111 DAS PAYROLL/ +--------------------------------------------
| ASSIGN:                         | S    - SELECTION LIST
| CLASS TITLE: HR TEC SPEC        | 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: E  EXEMPT          | PH   - POSITION HISTORY
|*BARG CODE .: 002 TECHNICAL      | P1   - P1 S
|                                 | TS   - TIME SHEETS
+-------------------------------- +--------------------------------------------
| FULLNAME: EMPLOYEE T TEST       | ACTION : _
| USER ID :                       |
+-------------------------------- | PF7 BKWD        PF8 FWD        PF12 RETURN
```

Employee Information Module

Current Pay

Current Pay Screen (C) – This screen will show you any one time 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 .....: EMPLOYEE        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
```

Employee Information Module

<u>Special Pay</u>

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 ....: EMPLOYEE       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
```

Employee Information Module

<u>Position Detail</u>

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 -----------+
|                                      |  **** V A C A N T ****               |
| NUMBER ....: 111 123 1234 00772 001  | EMP SSAN ..: 484-84-8484             |
| SERIAL KEY: 085005                   | ENTRY DATE : 09/17/2010              |
|                                      | ENTRY TYPE : 021                     |
+------- POSITION INFORMATION ---------+---------- SPAN OF CONTROL -----------+
|                                      |                                      |
| COST CENTER: 111-111111 DAS PAYROLL  | MANAGED BY : **** V A C A N T ****   |
| CLASS TITLE: HR ASSOCIATE            | POSITION NO: 005-672-3299-00786-001  |
|*POS TYPE ..: 00  PERM FULL TIME-MERT |                                      |
|*FIELD STAT : N   NOT FIELD STATUS    +-------- BUDGET INFORMATION ----------
|*BARG ELIG .: E   EXEMPT              |                                      |
|*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
```

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 ....: EMPLOYEE       T |
| SOCIAL SECURITY: 484-84-8484      |
| EMPLOYEE NUMBER: 00001            |
+------------------------------------------------------------------------------
| TYPE ...: 01 HOME                          | 02 WORK
|                                            |
| LINE 1 .: 1111 MICKEY RD                   | 2111 330TH AVE
| LINE 2 .:                                  |
| 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:                                  |
```

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
- Leadworker expir 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 ....: EMPLOYEE       T | EMG PHONE:    -   -                     |
| SOCIAL SECURITY: 484-84-8484      | EMG NAME :                              |
| EMPLOYEE NUMBER: 00001            | EMG PHONE:    -   -                     |
+-----------------------------------------------------------------------------+
| SPOUSE SSAN:     -  -    | GENDER ....: F             | CREDIT CARD IND :   |
|*SPOUSE DEPT:             |*ETHNIC ORIG: 0 SI WHITE (  | RET SICK PAY IND:   |
| NO DEPT IDENTIFIED       |*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 : 05/11/2016 |STAT EXP DATE.: 00/00/0000 |RETRN LOA: 00/00/0000|
|EMPLYED DATE : 05/11/2016 |SPEC EXP DATE :   /  /     |TERM DATE: 00/00/0000|
|SENIORITY DTE: 05/11/2016 |EXTRA EXP DATE:   /  /     |LAST DAY :   /  /    |
|VACATION DATE: 05/11/2016 |RED CIRCLE EXP:   /  /     |LAST PAID:   /  /    |
|LONGEVITY DTE:   /  /     |LEAD WORK EXP :   /  /     |DISB EFF :   /  /    |
|IPERS ADJ DTE:   /  /     |LAST INCREASE : 10/01/2016 |DECEASED :   /  /    |
+--------------------------+-------------  * INDICATES SELECTION LIST -----+
```

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 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 ....: EMPLOYEE        T |                                        |
| SOCIAL SECURITY: 484-84-8484       |                                        |
| EMPLOYEE NUMBER: 00001             |                                        |
+------------------------------------+----------------------------------------+
|                                                                             |
|             *PERFORMANCE RATING ..: ME                                      |
|                                     MEETS EXPECTATIONS                      |
|              PERFORMANCE START ...: 05/11/2016                              |
|              PERFORMANCE END .....: 10/11/2016                              |
|              EVALUATION DATE .....: 09/11/2016                              |
|                                                                             |
+-----------------------------------------------------------------------------+
```

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.

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
- One Gift
- Miscellaneous deductions (AFLAC, NTA, Eyemed, Avesis etc.)

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
```

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
```

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 ....: EMPLOYEE        T +------  DEDUCTION INFORMATION ---------+
| SOCIAL SECURITY: 484-84-8484       | FEDERAL WH.: 001       0.00      75.98
| EMPLOYEE NUMBER: 00001 ID:         | STATE WH...: 01 000    0.00      55.23
+------ EARNINGS INFORMATION -------- OASDI......: Y                    81.94
|             ELIG  HOURS    EARNINGS  MEDICARE...:                     19.16
| REGULAR....:      80.00    1,465.60  RETIREMENT.:EXMPT N PLAN 1       87.20
| OVERTIME...: 2     0.00        0.00  HEALTH INSC: PLAN CN60W         111.50
| HOLIDAY OVT: 2     0.00        0.00  DENTAL INSC: PLAN DN600          19.26
| OTHER PAY..:                   0.00  LIFE INSC..: PLAN ET              5.80
|*PAY NOT SUBJ TO RETIRE:        0.00  CR UNION...:            0.00      0.00
| FEDERAL TAXABLE:               0.00  CHAR ORG...:   0        0.00      0.00
| STATE TAXABLE:                 0.00  DEF COMP...:PP 3        0.00      0.00
| PRETAX: Y  PRETAX DATE:  05/22/2016  DC ROTH ...:PP 3       37.50     37.50
| FED TAX STATUS.: 1                   EMP ORG DUE:                      0.00
| HOURLY RATE....:              18.32  FSA/HEALTH.:            7.50      7.50
|                                      FSA/DEPC...:            0.00      0.00
| ANNUAL GROSS...:          38,105.60 *OTHR DEDUCT:            0.00      0.00
| GROSS PAY......:           1,465.60  NET PAY....:                    964.53
```

Employee Information Module

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

- Adjusting tax withholdings on Federal or State W-4 forms
- Pay increases
- Deferred comp deduction changes
- Taxable Benefits (both State and Federal)
- Payouts

The Gross to Net 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 deductions do not reduce FICA covered wages. Please refer to the Gross To Net Calculator Manual for more detailed instructions on how to use this tool.

HRIS Time Reporting

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: EMPLOYEE         | 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  < ===
 _     8.00  010 - REGULAR TIME      01 FRIDAY
 _     8.00  010 - REGULAR TIME      04 MONDAY
 _     8.00  010 - REGULAR TIME      05 TUESDAY
 _     8.00  010 - REGULAR TIME      06 WEDNESDAY
 _     8.00  010 - REGULAR TIME      07 THURSDAY
             === >  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   WR WORK REPORT   EI EMPLOYEE INFO
```

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

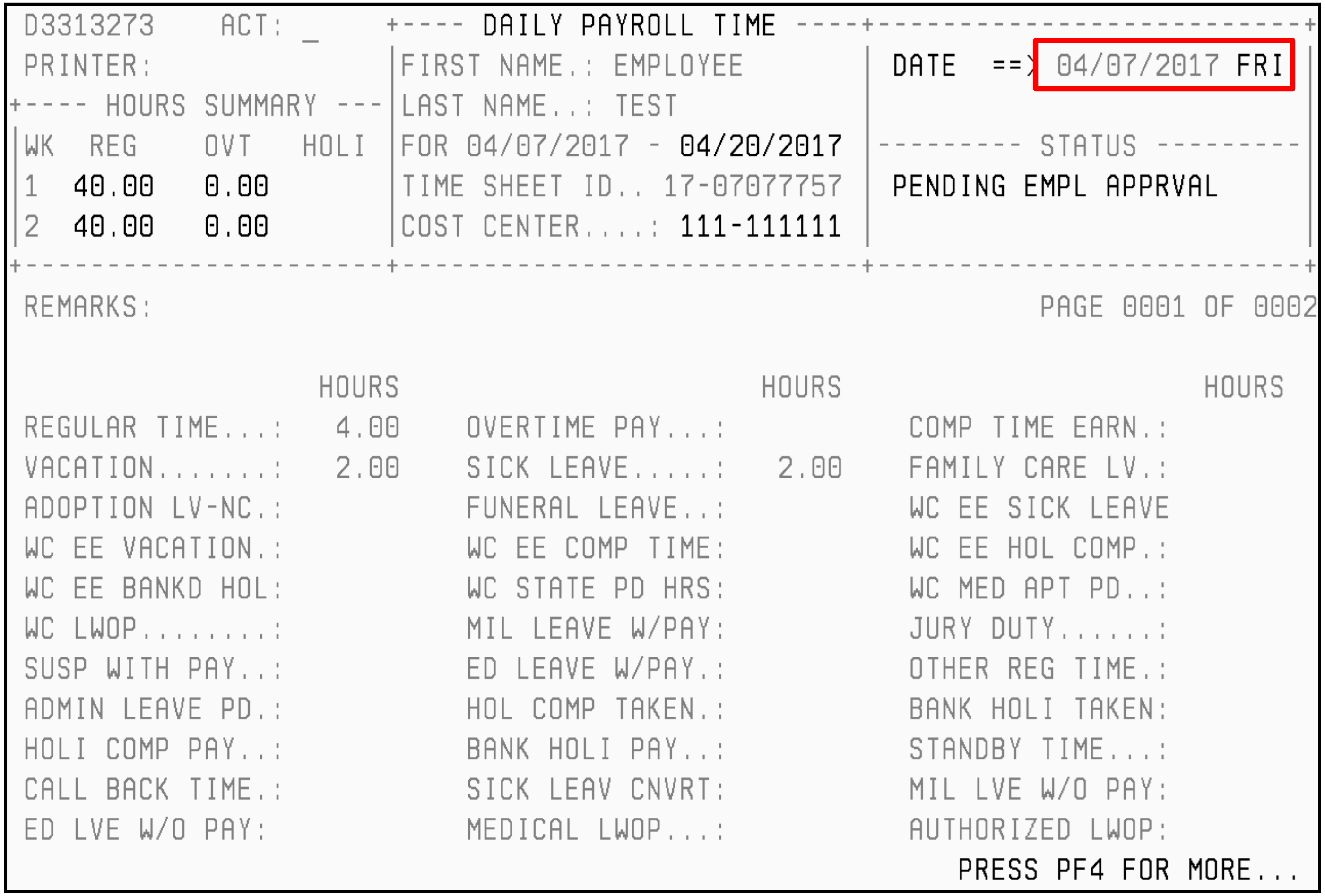
Mandatory Schedule Flag

- 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.

Time Reporting

<u>Exploding the day</u>

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.: EMPLOYEE        | DATE   ==> 04/07/2017 FRI
+---- HOURS SUMMARY ---|LAST NAME..: TEST            |
|WK  REG     OVT   HOLI|FOR 04/07/2017 - 04/20/2017  |--------- STATUS ---------
|1  40.00   0.00       |TIME SHEET ID.. 17-07077757  | PENDING EMPL APPRVAL
|2  40.00   0.00       |COST CENTER.....: 111-111111 |
+----------------------+-----------------------------+-------------------------+
REMARKS:                                                        PAGE 0001 OF 0002

                  HOURS                      HOURS                       HOURS
REGULAR TIME....:  4.00   OVERTIME PAY....:          COMP TIME EARN.:
VACATION........:  2.00   SICK LEAVE......:  2.00    FAMILY CARE LV.:
ADOPTION LV-NC.:          FUNERAL LEAVE..:           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.:
ADMIN LEAVE PD.:          HOL COMP TAKEN.:           BANK HOLI TAKEN:
HOLI COMP PAY..:          BANK HOLI PAY..:           STANDBY TIME...:
CALL BACK TIME.:          SICK LEAV CNVRT:           MIL LVE W/O PAY:
ED LVE W/O PAY:           MEDICAL LWOP...:           AUTHORIZED LWOP:
                                                        PRESS PF4 FOR MORE...
```

Time Reporting

Results:

```
D3313261   ACT: _     +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------
                      |    TEST, EMPLOYEE T.       | EMPL SUPR PROC
+WK  REG     OVT   HOLI |FOR 04/07/2017 - 04/20/2017 | NO   NO   NO
|1  40.00   0.00  0.00 |TIME SHEET: 17-07077757     | PENDING EMPL APPRVAL
|2  40.00   0.00  0.00 |COST CENT : 111-111111 001  | PROOFREAD: NO
+-----------------------+----------------------------+------------------------
 REMARKS:                                                    PAGE 0001 OF 000

ACT  HOURS ---- TYPE OF TIME ----   ----DATE----       ------ MESSAGE ---------
 _     4.00  010 - REGULAR TIME     FRI 04/07/2017
 _     2.00  206 - VACATION         FRI 04/07/2017
 _     2.00  221 - SICK LEAVE       FRI 04/07/2017
 _     8.00  010 - REGULAR TIME     MON 04/10/2017
 _     8.00  010 - REGULAR TIME     TUE 04/11/2017
 _     8.00  010 - REGULAR TIME     WED 04/12/2017
 _     8.00  010 - REGULAR TIME     THU 04/13/2017
             === > WEEK TWO < ===
 _     8.00  010 - REGULAR TIME     FRI 04/14/2017
 _     8.00  010 - REGULAR TIME     MON 04/17/2017
 _     8.00  010 - REGULAR TIME     TUE 04/18/2017
 _     8.00  010 - REGULAR TIME     WED 04/19/2017
 _     8.00  010 - REGULAR TIME     THU 04/20/2017
```

Time Reporting

<u>Selection List</u>

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 000
                             TIME TYPE SELECTION LIST   PRINTER ID :
 TIME SHEET FOR .....: TEST, EMPLOYEE T.
 DAY OF PAY PERIOD .: 04/14/2017  HOURS :    8.00

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

     INDIRECT TIME
     -------------
 _   206 - VACATION
 _   221 - SICK LEAVE
 _   233 - FAMILY CARE LEAVE                              * * SELECTED * *
 _   239 - ADOPTION LEAVE NONCONTRACT
 _   246 - FUNERAL LEAVE
 _   260 - WC EE SICK LEAVE
 _   261 - WC EE VACATION
```

Time Reporting

Results:

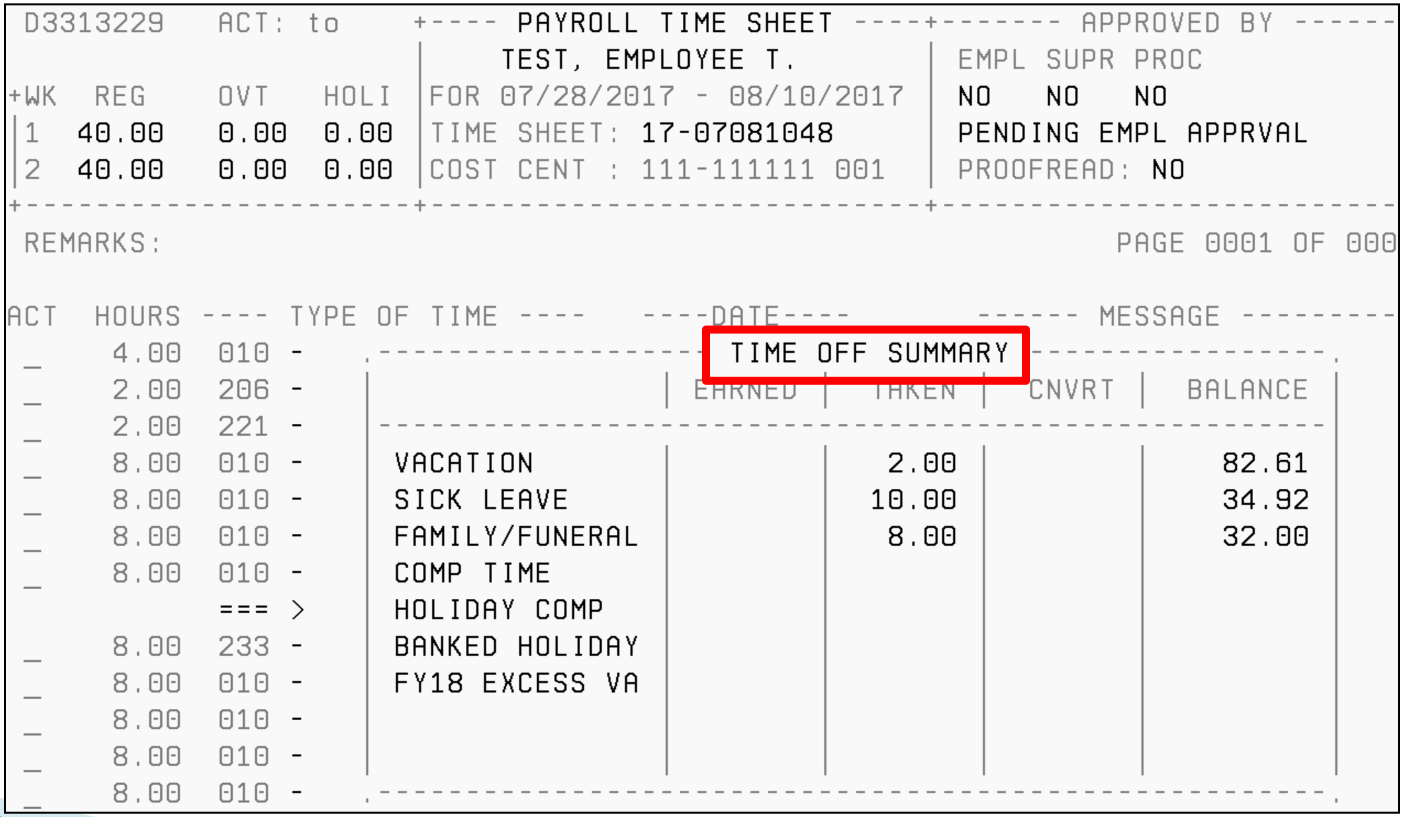
```
D3313261   ACT: _     +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------+
                      |     TEST, EMPLOYEE T.       | EMPL SUPR PROC           |
+WK  REG    OVT   HOLI |FOR 04/07/2017 - 04/20/2017 | NO   NO   NO             |
|1  40.00   0.00  0.00 |TIME SHEET: 17-07077757     | PENDING EMPL APPRVAL     |
|2  40.00   0.00  0.00 |COST CENT : 111-111111 001  | PROOFREAD: NO            |
+----------------------+----------------------------+--------------------------+
 REMARKS:                                                      PAGE 0001 OF 0001

ACT  HOURS ---- TYPE OF TIME ----   ----DATE----        ------ MESSAGE ---------
 _     4.00  010 - REGULAR TIME     FRI 04/07/2017
 _     2.00  206 - VACATION         FRI 04/07/2017
 _     2.00  221 - SICK LEAVE       FRI 04/07/2017
 _     8.00  010 - REGULAR TIME     MON 04/10/2017
 _     8.00  010 - REGULAR TIME     TUE 04/11/2017
 _     8.00  010 - REGULAR TIME     WED 04/12/2017
 _     8.00  010 - REGULAR TIME     THU 04/13/2017
             === >  WEEK TWO  < ===
 _     8.00  233 - FAMILY CARE LV   FRI 04/14/2017
 _     8.00  010 - REGULAR TIME     MON 04/17/2017
 _     8.00  010 - REGULAR TIME     TUE 04/18/2017
 _     8.00  010 - REGULAR TIME     WED 04/19/2017
 _     8.00  010 - REGULAR TIME     THU 04/20/2017
```

Time Reporting

<u>Hours/Balances</u>

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, EMPLOYEE T.      | EMPL  SUPR  PROC
+WK  REG    OVT   HOLI |FOR 07/28/2017 - 08/10/2017 | NO    NO    NO
|1  40.00   0.00  0.00 |TIME SHEET: 17-07081048     | PENDING EMPL APPRVAL
|2  40.00   0.00  0.00 |COST CENT : 111-111111 001  | PROOFREAD: NO
+----------------------+----------------------------+-------------------------
 REMARKS:                                                  PAGE 0001 OF 000

ACT  HOURS ---- TYPE OF TIME ----   ----DATE----   ------ MESSAGE ---------
 _    4.00  010 -   .---------------- TIME OFF SUMMARY ----------------.
 _    2.00  206 -   |                 | EARNED | TAKEN | CNVRT | BALANCE |
 _    2.00  221 -   ----------------------------------------------------
 _    8.00  010 -    VACATION         |        |  2.00 |       |   82.61 |
 _    8.00  010 -    SICK LEAVE       |        | 10.00 |       |   34.92 |
 _    8.00  010 -    FAMILY/FUNERAL   |        |  8.00 |       |   32.00 |
 _    8.00  010 -    COMP TIME        |        |       |       |         |
            === >    HOLIDAY COMP     |        |       |       |         |
 _    8.00  233 -    BANKED HOLIDAY   |        |       |       |         |
 _    8.00  010 -    FY18 EXCESS VA   |        |       |       |         |
 _    8.00  010 -   |                 |        |       |       |         |
 _    8.00  010 -   |                 |        |       |       |         |
 _    8.00  010 -   .---------------------------------------------------.
```

Time Reporting

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

```
M3313233   ACT: hs     +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------+
                       |     TEST, EMPLOYEE T.       | EMPL SUPR PROC           |
+WK  REG     OVT   HOLI |FOR 04/07/2017 - 04/20/2017 | NO   NO   NO             |
|1  40.00   0.00  0.00 |TIME SHEET: 17-07077757      | PENDING EMPL APPRVAL     |
|2  40.00   0.00  0.00 |COST CENT : 111-111111 001   | PROOFREAD: NO            |
+-----------------------+-----------------------------+--------------------------+
REMARKS:                                                          PAGE 0001 OF 0001
                                                   - SUMMARY OF HOURS BY TIME TYPE-
CT  HOURS ---- TYPE OF TIME ----    ----DATE---   | REGULAR TIME             68.00 |
_     4.00  010 - REGULAR TIME     FRI 04/07/20   | VACATION                  2.00 |
_     2.00  206 - VACATION         FRI 04/07/20   | SICK LEAVE                2.00 |
_     2.00  221 - SICK LEAVE       FRI 04/07/20   | FAMILY CARE LV            8.00 |
_     8.00  010 - REGULAR TIME     MON 04/10/20   |                                |
_     8.00  010 - REGULAR TIME     TUE 04/11/20   |                                |
_     8.00  010 - REGULAR TIME     WED 04/12/20   |                                |
_     8.00  010 - REGULAR TIME     THU 04/13/20   |                                |
_           === >  WEEK TWO  < ===                |                                |
_     8.00  233 - FAMILY CARE LV   FRI 04/14/20   |                                |
_     8.00  010 - REGULAR TIME     MON 04/17/20   |                                |
_     8.00  010 - REGULAR TIME     TUE 04/18/20   | PF7 BKWD PF8 FWD PF12 RETURN   |
_     8.00  010 - REGULAR TIME     WED 04/19/20   ---------------------------------
_     8.00  010 - REGULAR TIME     THU 04/20/2017
```

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 work reporting should not Include any time off.

```
D3313271   ACT: _                                         ------+----------------------+
PRINTER:                                  |                    |          HOURS    EXP |
+--------- STATUS --------|FOR 08/12/2016 - 08/25/2016 |TME/EXP   86.50    0.00 |
| PENDING PROCESSING         |TIME SHEET ID:  1606845382  |WRK RPT   86.50    0.00 |
+-------------------------+-----------------------------+----------------------+
REMARKS:                                                          PAGE 0001 OF 0001

                              PROJECT
ACT --DATE--   HOURS  FCT NUMBER      PROJECT DESCRIPTION
_   08/12/2016  86.50 010 38430000000 PUT GROW AND TAKE PRODUCTION AND STOCKING

_   08/12/2016        010 38440000000 PUT AND TAKE PRODUCTION AND STOCKING

_   08/12/2016        010 38450000000 RESTORATION PRODUCTION AND STOCKING

_   08/12/2016        010 19150000000 AQUATIC EDUCATION




LINE   ===> S SELECTION LIST
HEADER ===> S SEL LIST P PROOF H HARD COPY W WARNING R REMARK D DEFAULT
```

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
```

Time Reporting

Miscellaneous:

- 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 max 240 hours in the Fiscal Year. Any comp time paid out in excess of 240 hours in the FY should be paid using time type 601.
- It is very important for FMLA reporting purposes, that is an employee is out on military leave, you continue to create a time sheet and enter MLWOP hours. Since they are (or should be) in a leave code, a time sheet will not automatically create and you will need to remember to create one each pay period.

Time Reporting

- The employee **must** enter all hours worked as time type 010 Regular Time. **Do *not* enter overtime hours as time type 020, overtime, on a day when hours are worked over what is scheduled.**

- Overtime is not earned based on a daily schedule, but earned after working 40 hours in a week.

- You should NOT be manually entering comp time and/or overtime hours on each individual day.

```
D3313261   ACT: _     +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------+
                      |   SMITH, JOHN              | EMPL SUPR PROC           |
+WK  REG    OVT   HOLI |FOR 10/23/20XX - 11/05/20XX | YES  YES  YES            |
|1  40.00   6.00  0.00 |TIME SHEET:  6-446329       | PROCESSED                |
|2  40.00   6.50  0.00 |COST CENT : 005-410015      | PROOFREAD: YES           |
+----------------------+----------------------------+--------------------------+
 REMARKS:                                                      PAGE 0001 OF 0001
 TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS ---- TYPE OF TIME ----   ----DATE----       ------ MESSAGE ----------
 _     8.00  010 - REGULAR TIME     FRI 10/23/20XX
 _     2.00  020 - OVERTIME PAY     SUN 10/25/20XX
 _     8.00  010 - REGULAR TIME     MON 10/26/20XX
 _     2.00  020 - OVERTIME PAY     MON 10/26/20XX
 _     8.00  010 - REGULAR TIME     TUE 10/27/20XX
 _     2.00  020 - OVERTIME PAY     TUE 10/27/20XX
 _     8.00  010 - REGULAR TIME     WED 10/28/20XX
 _     8.00  010 - REGULAR TIME     THU 10/29/20XX
             === >  WEEK TWO  < ===
 _     8.00  010 - REGULAR TIME     FRI 10/30/20XX
 _     2.50  020 - OVERTIME PAY     SUN 11/01/20XX
 _     8.00  010 - REGULAR TIME     MON 11/02/20XX
 _     2.50  020 - OVERTIME PAY     MON 11/02/20XX
 _     8.00  010 - REGULAR TIME     TUE 11/03/20XX
 _     1.50  030 - COMP TIME EARNED TUE 11/03/20XX
 _     8.00  010 - REGULAR TIME     WED 11/04/20XX
 _     8.00  010 - REGULAR TIME     THU 11/05/20XX
 ? ACTION HELP PF7 BKWD PF8 FWD   PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT
```

THIS IS AN EXAMPLE OF THE INCORRECT WAY TO ENTER TIME

Time Reporting

- If there is overtime on the time sheet and any part of that week is changed to any type of leave time (sick/vac, family care etc.), you should change any over time back to regular time and re proof the time sheet.

```
D3313261   ACT: _     +---- PAYROLL TIME SHEET ----+------- APPROVED BY
                      |   TEST, EMPLOYEE T.        | EMPL SUPR PROC
+WK  REG   OVT   HOLI |FOR 07/28/2017 - 08/10/2017 | NO   NO   NO
|1  40.00  4.00  0.00 |TIME SHEET: 17-07081048     | PENDING EMPL APPRV
|2  40.00  0.00  0.00 |COST CENT : 111-111111 001  | PROOFREAD: YES
+---------------------+----------------------------+------------------
 REMARKS:                                                   PAGE 0001
 TS61115I  REGULAR TIME PAST 40 HOURS IN EACH WEEK CONVERTED TO OVERTIME
ACT  HOURS ---- TYPE OF TIME ----   ----DATE----       ------ MESSAGE --
 _   12.00  010 - REGULAR TIME     FRI 07/28/2017
 _    8.00  010 - REGULAR TIME     MON 07/31/2017
 _    8.00  010 - REGULAR TIME     TUE 08/01/2017
 _    8.00  010 - REGULAR TIME     WED 08/02/2017
 _    4.00  010 - REGULAR TIME     THU 08/03/2017
 _    4.00  020 - OVERTIME PAY     THU 08/03/2017
            === >  WEEK TWO  < ===
 _    8.00  233 - FAMILY CARE LV   FRI 08/04/2017
 _    8.00  010 - REGULAR TIME     MON 08/07/2017
 _    8.00  010 - REGULAR TIME     TUE 08/08/2017
 _    8.00  010 - REGULAR TIME     WED 08/09/2017
 _    8.00  010 - REGULAR TIME     THU 08/10/2017
```

```
D3313261   ACT: _     +---- PAYROLL TIME SHEET ----+------- APPROVED BY -----
                      |   TEST, EMPLOYEE T.        | EMPL SUPR DEPT PROC
+WK  REG   OVT   HOLI |FOR 07/28/2017 - 08/10/2017 | NO   NO   NO   NO
|1  40.00  4.00  0.00 |TIME SHEET: 17-07081048     | PENDING EMPL APPRVAL
|2  40.00  0.00  0.00 |COST CENT : 111-111111 101  | PROOFREAD: NO
+---------------------+----------------------------+----------------------
 REMARKS:                                                  PAGE 0001 OF 000
 TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS ---- TYPE OF TIME ----   ----DATE----       ------ MESSAGE --------
 _   12.00  010 - REGULAR TIME     FRI 07/28/2017
 _    5.00  010 - REGULAR TIME     MON 07/31/2017
 _    3.00  206 - VACATION         MON 07/31/2017
 _    8.00  010 - REGULAR TIME     TUE 08/01/2017
 _    8.00  010 - REGULAR TIME     WED 08/02/2017
 _    4.00  010 - REGULAR TIME     THU 08/03/2017
 _    4.00  020 - OVERTIME PAY     THU 08/03/2017
            === >  WEEK TWO  < ===
 _    8.00  233 - FAMILY CARE LV   FRI 08/04/2017
 _    8.00  010 - REGULAR TIME     MON 08/07/2017
 _    8.00  010 - REGULAR TIME     TUE 08/08/2017
 _    8.00  010 - REGULAR TIME     WED 08/09/2017
 _    8.00  010 - REGULAR TIME     THU 08/10/2017
```

Time Reporting

- You will need to change the overtime hours back to regular time and let the system or calculate the Overtime for you.

```
D3313261   ACT: _    +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------+
                     |    TEST, EMPLOYEE T.       | EMPL SUPR DEPT PROC      |
+WK  REG    OVT   HOLI|FOR 07/28/2017 - 08/10/2017 | NO   NO   NO   NO       |
|1  44.00   0.00  0.00|TIME SHEET: 17-07081048     | PENDING EMPL APPRVAL     |
|2  40.00   0.00  0.00|COST CENT : 111-111111 101  | PROOFREAD: NO            |
+---------------------+----------------------------+--------------------------+
REMARKS:                                                   PAGE 0001 OF 0001
TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS ---- TYPE OF TIME ----   ----DATE----     ------ MESSAGE ---------
 _   12.00  010 - REGULAR TIME     FRI 07/28/2017
 _    5.00  010 - REGULAR TIME     MON 07/31/2017
 _    3.00  206 - VACATION         MON 07/31/2017
 _    8.00  010 - REGULAR TIME     TUE 08/01/2017
 _    8.00  010 - REGULAR TIME     WED 08/02/2017
 _    8.00  010 - REGULAR TIME     THU 08/03/2017
            === >  WEEK TWO  < ===
 _    8.00  233 - FAMILY CARE LV   FRI 08/04/2017
 _    8.00  010 - REGULAR TIME     MON 08/07/2017
 _    8.00  010 - REGULAR TIME     TUE 08/08/2017
 _    8.00  010 - REGULAR TIME     WED 08/09/2017
 _    8.00  010 - REGULAR TIME     THU 08/10/2017
```

```
D3313261   ACT: _    +---- PAYROLL TIME SHEET ----+------- APPROVED BY ------+
                     |    TEST, EMPLOYEE T.       | EMPL SUPR DEPT PROC      |
+WK  REG    OVT   HOLI|FOR 07/28/2017 - 08/10/2017 | NO   NO   NO   NO       |
|1  43.00   1.00  0.00|TIME SHEET: 17-07081048     | PENDING EMPL APPRVAL     |
|2  40.00   0.00  0.00|COST CENT : 111-111111 101  | PROOFREAD: YES           |
+---------------------+----------------------------+--------------------------+
REMARKS:                                                   PAGE 0001 OF 0001
TS61115I  REGULAR TIME PAST 40 HOURS IN EACH WEEK CONVERTED TO OVERTIME
ACT  HOURS ---- TYPE OF TIME ----   ----DATE----     ------ MESSAGE ---------
 _   12.00  010 - REGULAR TIME     FRI 07/28/2017
 _    5.00  010 - REGULAR TIME     MON 07/31/2017
 _    3.00  206 - VACATION         MON 07/31/2017
 _    8.00  010 - REGULAR TIME     TUE 08/01/2017
 _    8.00  010 - REGULAR TIME     WED 08/02/2017
 _    7.00  010 - REGULAR TIME     THU 08/03/2017
 _    1.00  020 - OVERTIME PAY     THU 08/03/2017
            === >  WEEK TWO  < ===
 _    8.00  233 - FAMILY CARE LV   FRI 08/04/2017
 _    8.00  010 - REGULAR TIME     MON 08/07/2017
 _    8.00  010 - REGULAR TIME     TUE 08/08/2017
 _    8.00  010 - REGULAR TIME     WED 08/09/2017
 _    8.00  010 - REGULAR TIME     THU 08/10/2017
```

Time Reporting

- Did the employee work extra during the week of a holiday? Employees must actually work more than 40 hours in the week of a holiday before they are eligible for overtime. The holiday entitlement (time type 250) no longer counts towards overtime.

Incorrect

```
D3313261    ACT: _      +---- PAYROLL TIME SHEET ----
                        |    TEST, EMPLOYEE T.
+WK  REG      OVT    HOLI |FOR 06/30/2017 - 07/13/2017
|1  40.00     4.00   0.00 |TIME SHEET: 17-07081049
|2  40.00     0.00   0.00 |COST CENT : 111-111111 001
+-----------------------+--------------------------
 REMARKS:

ACT  HOURS ---- TYPE OF TIME ----    ----DATE----
 _     8.00  010 - REGULAR TIME     FRI 06/30/2017
 _     4.00  020 - OVERTIME PAY     SAT 07/01/2017
 _     8.00  010 - REGULAR TIME     MON 07/03/2017
 _     8.00  250 - HOLIDAY          TUE 07/04/2017
 _     8.00  010 - REGULAR TIME     WED 07/05/2017
 _     8.00  010 - REGULAR TIME     THU 07/06/2017
             === > WEEK TWO < ===
 _     8.00  010 - REGULAR TIME     FRI 07/07/2017
 _     8.00  010 - REGULAR TIME     MON 07/10/2017
 _     8.00  010 - REGULAR TIME     TUE 07/11/2017
 _     8.00  010 - REGULAR TIME     WED 07/12/2017
 _     8.00  010 - REGULAR TIME     THU 07/13/2017
```

Correct

```
D3313261    ACT: _      +---- PAYROLL TIME SHEET ----
                        |    TEST, EMPLOYEE T.
+WK  REG      OVT    HOLI |FOR 06/30/2017 - 07/13/2017
|1  44.00     0.00   0.00 |TIME SHEET: 17-07081049
|2  40.00     0.00   0.00 |COST CENT : 111-111111 001
+-----------------------+--------------------------
 REMARKS:

ACT  HOURS ---- TYPE OF TIME ----    ----DATE----
 _     8.00  010 - REGULAR TIME     FRI 06/30/2017
 _     4.00  010 - REGULAR TIME     SAT 07/01/2017
 _     8.00  010 - REGULAR TIME     MON 07/03/2017
 _     8.00  250 - HOLIDAY          TUE 07/04/2017
 _     8.00  010 - REGULAR TIME     WED 07/05/2017
 _     8.00  010 - REGULAR TIME     THU 07/06/2017
             === > WEEK TWO < ===
 _     8.00  010 - REGULAR TIME     FRI 07/07/2017
 _     8.00  010 - REGULAR TIME     MON 07/10/2017
 _     8.00  010 - REGULAR TIME     TUE 07/11/2017
 _     8.00  010 - REGULAR TIME     WED 07/12/2017
 _     8.00  010 - REGULAR TIME     THU 07/13/2017
```

Time Reporting

Hours actually worked + Hours scheduled on the holiday per the default timesheet ÷ 10 = Hours of holiday

Part time employees and holiday

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.

```
D3313261    ACT: _       +---- PAYROLL TIME SHEET ----+

+WK  REG      OVT     HOLI   |FOR 08/25/2017 - 09/07/2017
|1  19.00     0.00    0.00   |TIME SHEET: 17-07219330
|2  15.80     0.00    0.00   |COST CENT : 009-213000 002
+----------------------------+----------------------------+
 REMARKS:
 TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS ---- TYPE OF TIME ----    ----DATE----
 _      7.00  010 - REGULAR TIME     MON 08/28/2017
 _      6.00  010 - REGULAR TIME     TUE 08/29/2017
 _      6.00  010 - REGULAR TIME     THU 08/31/2017
              === > WEEK TWO < ===
 _      3.80  250 - HOLIDAY          MON 09/04/2017
 _      6.00  010 - REGULAR TIME     TUE 09/05/2017
 _      6.00  010 - REGULAR TIME     THU 09/07/2017
```

Time Reporting

What is wrong with this time sheet?

ACT	HOURS	---- TYPE OF TIME ----	----DATE----	
_	8.00	010 - REGULAR TIME	FRI	07/28/2017
_	8.00	010 - REGULAR TIME	MON	07/31/2017
_	3.00	630 - CALL BACK TIME	MON	07/31/2017
_	8.00	010 - REGULAR TIME	TUE	08/01/2017
_	8.00	010 - REGULAR TIME	WED	08/02/2017
_	8.00	010 - REGULAR TIME	THU	08/03/2017
		=== > WEEK TWO < ===		
_	8.00	010 - REGULAR TIME	FRI	08/04/2017
_	8.00	010 - REGULAR TIME	MON	08/07/2017
_	8.00	010 - REGULAR TIME	TUE	08/08/2017
_	8.00	010 - REGULAR TIME	WED	08/09/2017
_	8.00	010 - REGULAR TIME	THU	08/10/2017

Time Reporting

What is wrong with this time sheet?

```
+--------------------+-------------------------+---
 REMARKS:
 TS61007I  TIME SHEET HAS BEEN PROOFREAD
ACT  HOURS ---- TYPE OF TIME ----   ----DATE----     -
 _      8.00  010 - REGULAR TIME     FRI 07/28/2017
 _      8.00  010 - REGULAR TIME     MON 07/31/2017
 _      8.00  206 - VACATION         TUE 08/01/2017
 _      8.00  010 - REGULAR TIME     WED 08/02/2017
 _      8.00  010 - REGULAR TIME     THU 08/03/2017
 _      1.00  020 - OVERTIME PAY     THU 08/03/2017
              === >  WEEK TWO  < ===
 _      8.00  010 - REGULAR TIME     FRI 08/04/2017
 _      8.00  010 - REGULAR TIME     MON 08/07/2017
 _      8.00  010 - REGULAR TIME     TUE 08/08/2017
 _      8.00  010 - REGULAR TIME     WED 08/09/2017
 _      8.00  010 - REGULAR TIME     THU 08/10/2017
```

Time Reporting

What is wrong with this time sheet?

ACT	HOURS	---- TYPE OF TIME ----	----DATE----	
_	8.00	010 - REGULAR TIME	FRI	08/25/2017
_	8.00	010 - REGULAR TIME	MON	08/28/2017
_	8.00	010 - REGULAR TIME	TUE	08/29/2017
_	8.00	010 - REGULAR TIME	WED	08/30/2017
_	8.00	010 - REGULAR TIME	THU	08/31/2017
		=== > WEEK TWO < ===		
_	8.00	870 - AUTHORIZED LWOP	FRI	09/01/2017
_	8.00	250 - HOLIDAY	MON	09/04/2017
_	8.00	870 - AUTHORIZED LWOP	TUE	09/05/2017
_	8.00	870 - AUTHORIZED LWOP	WED	09/06/2017
_	8.00	870 - AUTHORIZED LWOP	THU	09/07/2017

Time Reporting

What is wrong with this time sheet?

```
+--------------------+--------------------------+--------
 REMARKS:  EMPLOYEE IS STILL IN A LEAVE CODE 54-MEDICAL LWOP

ACT  HOURS ---- TYPE OF TIME ----   ----DATE----       ------
 _     8.00  902 - FMLA VACATION    FRI 07/28/2017
 _     8.00  902 - FMLA VACATION    MON 07/31/2017
 _     8.00  902 - FMLA VACATION    TUE 08/01/2017
 _     8.00  902 - FMLA VACATION    WED 08/02/2017
 _     8.00  902 - FMLA VACATION    THU 08/03/2017
             === >  WEEK TWO  < ===
 _     8.00  010 - REGULAR TIME     FRI 08/04/2017
 _     8.00  010 - REGULAR TIME     MON 08/07/2017
 _     8.00  010 - REGULAR TIME     TUE 08/08/2017
 _     8.00  010 - REGULAR TIME     WED 08/09/2017
 _     8.00  010 - REGULAR TIME     THU 08/10/2017
```

HRIS Warrant Information Module

Warrant Information Module

Main Page

The main page of the HRIS 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 shown will be the day payroll was written - not the actual day the employee receives their pay (official pay day).

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
```

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
```

Warrant Information Module

<u>Wages/Deductions/Hours Detail</u>

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.

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
```

Warrant Information Module

By typing ‘H’ you will see detail of the hours

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
```

Warrant Information Module

By typing 'D' you will see detail of the deductions.

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
```

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.

Warrant Information Module

F8 to page thru all of the snapshot screens. (there are 8 pages)

Page 3 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
```

Warrant Information Module

- If a warrant is cancelled, you will see a cancel flag of ‘1’ and the cancel date
- If an employee is paid in rewrites, there will be a warrant flag of ‘Rewrites’
- If an employee has a Insurance refund there will be a warrant flag of ‘Ins Refund’

CLAIM NUMBER:	007517
PAY PERIOD .:	21
PAYDATE MO .:	1
PAY MODE ...:	03
WARRANT FLAG:	PAYROLL
CANCEL FLAG :	1
CANCEL DATE :	10/17/2016
REGULAR HRS :	80.00
OT HOURS ...:	
OTHER HOURS :	
REGULAR PAY :	1026.40
OVERTIME PAY:	
OTHER PAY ..:	

CLAIM NUMBER:	000001
PAY PERIOD .:	21
PAYDATE MO .:	1
PAY MODE ...:	03
WARRANT FLAG:	REWRITES
CANCEL FLAG :	0
CANCEL DATE :	00/00/0000
REGULAR HRS :	40.00
OT HOURS ...:	
OTHER HOURS :	
REGULAR PAY :	513.20
OVERTIME PAY:	
OTHER PAY ..:	

CLAIM NUMBER:	000003
PAY PERIOD .:	21
PAYDATE MO .:	1
PAY MODE ...:	03
WARRANT FLAG:	INS REFUND
CANCEL FLAG :	0
CANCEL DATE :	00/00/0000
REGULAR HRS :	
OT HOURS ...:	
OTHER HOURS :	
REGULAR PAY :	
OVERTIME PAY:	
OTHER PAY ..:	

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 Treasurers Office before reissuing the check.
- You can find more information in the Warrant Information Manual located on the DAS-SAE Centralized Payroll website.

Online Warrants - https://www.egov.state.ia.us/warrants/warrantProcessorServlet

- Online Warrant website availability coincides with HRIS system availability. When HRIS is down, employees will not be able to login to Online Warrant website.
- Employees should review the information in the News screen when logging into the Online Warrants system. There is also a ‘History’ link, which shows Warrant details for prior pay periods.
- DAS-SAE will send an email notice to HRA’s with updated ‘News’ screen information.

P-1s and Miscellaneous Items

General Information

- Each pay period, HRIS timesheets & P-1s should be keyed, reviewed and fully approved by agencies as soon as possible. Make sure to submit followup P-1 documentation and related correspondence to DAS approvers right away.

- DAS approvers (HRE and SAE staff) also need time to review P-1 documentation/remarks and approve P-1 calculations at CERT, COMP and PAYL levels. The goal is to have all HRIS transactions fully processed on HRIS before the Preliminary Payroll Journal runs on Mondays.

- HRA's should review the Preliminary 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 special P-1s processed for the pay period should be reviewed. This will help to avoid a Cancel/Rewrite on an employee.

- DAS also reviews 075N430 Warning/Error reports that sometimes identify problems with employee pay or deductions, prior to Tuesday payroll processing cutoff. HRE and SAE staff will send emails to HRA's as needed.

General Information

- The HRA must still obtain a signature on the Payroll Authorization page of the Final Payroll Journal that runs on Tuesday night. This is kept in the individual department for audit purposes. Authorized signatures must also be obtained for Rewrites and Vacation Payout Warrants.
- Documentation/emails from HRA's should be sent to the P-1 approvers below:
  - **BENE = DAS-HRE Benefits Team**
    - **Kelley Hall-Health/Dental**
    - **Krissy Estabrooks - Life/LTD/Leave**
    - **Jenny Sandusky and Christi Patterson -Deferred Comp, Pretax P-1s**
  - **DOM = Department of Management/Budget Analyst (for M-5 processing)**
  - **HR = DAS-HRE Personnel Officer**
  - **CERT/COMP = DAS-HRE Pre-Audit staff**
  - **PAYL = DAS-SAE Centralized Payroll**

P-1 Info/Miscellaneous Items

Commute Miles Pay – P-1 type 315

- IRS requires that employers report the added value of a taxable fringe benefit for an employee who has a State owned vehicle and is commuting to/from work and home. See DAS-SAE Travel policy #210.130. IRS income tables show income as $1.50 per one-way trip.
- Commute miles $$ entered will stay in EI record each pay period until another P-1 is written to zero the amount. Pay is shown on pay stub as 'maintenance' pay. A 'maintenance' deduction for the same amount is also reflected. Result = Net Pay is not impacted.

Tuition Reimbursement > $5,250.00 per Calendar Year is taxable – Amounts are paid on P-1 type 844

- TP documents are normally keyed on I/3 Financial to pay up to $5,250.00 reimbursement per calendar year. Always refer to DAS-SAE Accounting policy #220.150 – Educational Financial Assistance. Employee Educational Financial Assistance from agencies must first be pre-approved by DAS.
- Once an employee reaches the maximum calendar year non-taxable threshold of $5,250.00, additional reimbursement amounts are taxable as income. Wages must be paid via HRIS. Enter amounts on P-1 type 844 – as Income n/s to Retirement.
- Send copies of TP/documentation to Centralized Payroll for P-1 approvals (PAYL).

Move Pay – Paid on P-1 type 844

- If Move pay is due to an employee, the amount is paid on HRIS so that the income is reported & taxed. Agency Finance staff and Daily Processing team work together to Pre-audit the paperwork. Copies of the audited Relocation Expense Recap form(s) are required by SAE for P-1 approval.

P-1 Info/Miscellaneous Items

Non-State Sponsored Deductions - Automatic Payroll Deduction (APD) program:

- A participating 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, Natl Teachers Association, New York Life
  - Two Rivers (Eyemed and Avesis)
- Key P1 type 375 to start, stop or change misc insurance or professional dues deductions, after you receive authorization from the employee. Keep the authorization in the Personnel file. 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.
- If an employee does not have enough net pay to cover a miscellaneous deduction, the employee must work directly with the vendor/company directly to make up any missed payments.

P-1 Info/Miscellaneous Items

<u>Monthly Refund Warrants: Insurance Refunds and IPERS Contributions</u>

- Centralized Payroll will run 2 off-cycle pay runs each month, usually during Rewrites week. Regular Pay Warrants and Payroll Journals will be sent to the HRA, for:

- <u>Insurance Refunds</u>: The refund and billing adjustment paperwork is processed and pre-audited through Sandy Mezera. If insurance deductions were collected as pre-tax, then the refund amounts will be treated as taxable Federal/State/FICA wages. State shares are also returned to the agency as part of this process.

- <u>IPERS Contrib Refunds to less than 6 month employees</u>: Contribution refund amounts are treated as taxable Federal/State wages, since the deductions were originally collected as pre-tax. State shares are also returned to the agency as part of this process. SAE will makes IPERS adjustments to zero covered wages.

Taxable Benefits & Other Deductions

Deductions

Pre-tax Deductions

- If the employee's pre-tax indicator code = Y, then deductions collected or 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 an employee's 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). This is important for employees who 'bump up' their deferred comp deduct amounts to offset for a lump sum payment or payout at time of termination. You must allow for 7.65% FICA tax collections.

Post-tax Deductions – no impact to an employee's taxable Federal, State and FICA wages

- Garnishment & Wage Assignment collections, One Gift, Credit Union, Roth Deferred Comp
- Misc Insurance (AFLAC, Natl Teachers Assoc, NY Life, Conseco, Vision plan deductions, etc.)

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 a lower priority are automatically skipped as well

- If certain deduction errors occur, and if DAS is notified right away, we'll need to fix the problem moving forward, and its possible that DAS can also 'hold' those funds and issue a regular warrant to return funds back to the employee. Contact Centralized Payroll for more information.

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 dependent children over age 26, unmarried and FT student 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-1 entries.
- 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 dependent children over age 26, unmarried and FT student 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. Failure to stop taxable benefits in a timely manner may result in W-2 adjustments that need keyed by SAE.
- Monthly imputed taxable 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*.

Taxable Benefits

- Taxable benefits processing occurs in the same pay period that Health/Dental State Share insurance charges are collected. See example below:
  - Employee has one taxable dependent on their Health and Delta Dental plans.
  - The added value for health $347.54 + Delta Dental $20.92 = $368.46 total monthly fringe benefit
  - Taxable Federal, State and FICA 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.
  - Applicable amounts are updated to employee wage and withholding totals tracked on HRIS, which impacts W-2 reporting.
  - 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.

Taxable Benefits P-1

<u>Sample P-1 entry:</u>

- 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 adj to fix W-2 income totals.
- Document specific plan(s) that are impacted by taxable dependent enrollment: Health/Dental/Both
- DAS-HRE provides added value tax tables each calendar year. Amounts 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
```

Pay/Pay Corrections & Rewrites

Pay Calculations

<u>Standby Pay</u>

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

+ Longevity Pay

+ SPOC/DNR 4% Premium Pay

+ SPOC Premium Pay

+ Shift Differential Pay

<u>+ Med Passer Pay</u>

Total / 80= Standby hourly rate for the applicable pay period

Pay Calculations

Calculating hourly rate: There are different pay types to include 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 (OT rate is either 0, 1or 1.5 based on the employee's job class code):

Three (3) PP rule applies: Include the amounts below in the calculation of the employee's hourly rate only if the pay types have been in place for at least (3) pay periods.

Biweekly Base Pay
+ Standby Pay (Average of last 6 pay periods for sick and vacation payouts)
+ Special Duty Pay
+ Lead worker Pay
+ Extra Duty Pay
+ Education Differential Pay
+ Longevity Pay
+ SPOC/DNR 4% Premium Pay
+ SPOC Premium Pay
+ Shift Differential Pay
+ Med Passer Pay (Average of last 6 pay periods for sick and vacation payouts)
= Total / 80 = Hourly Regular Rate of Pay

Pay Corrections

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

- For missed Regular hours to be paid:
  - Send to rewrites OR
  - Enter time type 500-Prior Pay Period Hrs on HRIS timesheet on the following pay period.
  - 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.
  - A P-1 type 271-Leave Balance Correction will also be needed to restore missed sick/vacation accruals. 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 taxable wage reporting.
- Overpaid wages typically can 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.

Pay Corrections

Cancels/Rewrites

- HRAs should be reviewing the Preliminary Payroll Journal on the I/3 HR/Payroll Data Warehouse on Tuesday mornings for payment errors or missed employees and make 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 .
- 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.

Payroll Accounting & Wage Reporting

Payroll Accounting

Garnishments/ Wage Assignments/Child Support/Student Loans

- Various types of Garnishments/Wage Assignments that are processed for State Employees by Centralized Payroll include:
  - Child Support Income Withholding – Iowa Code Chapter 252D (Includes a $2.00 processing fee, allowable per IAC 252D.17, paragraph 2)
  - Student Loan Wage Assignments – US Dept. of Education, etc.
  - Court Ordered Wage Assignments for: District Court fines, court approved creditor payments, etc.
  - IRS Tax Levies – per Internal Revenue Code
  - IRS Voluntary Payroll Deduction Agreements – normally initiated by employees working with IRS.
  - Iowa Department 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 overpayment recovery, Prison Industries accounts receivable, 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's pay stub, on the line called 'Wage Assignment'.

Payroll Accounting

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

- All notifications received by a State agency should be forwarded to Central Payroll to be handled.
- Do not keep copies of the notices in personnel files. This is confidential information between Central Payroll and employee. If employees have questions on these matters, refer them to Central 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 HRIS.
- 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 Central Payroll from DHS Child Support will be forwarded to your agency for processing & 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.

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 I/3 Data Warehouse report #075N421-A, called 'Update Pay/Term Files with Travel Data.
- There is currently no electronic W-2 reporting system available for Centralized Payroll employees.
- Per Agency directive, Central Payroll will either mail W-2s directly or send W-2s to Agency to distribute. W-2s are printed using HRIS home address information on file as of the last official pay date in the Calendar year.
- W-2 returned mail: Central Payroll logs all returned W-2s & forwards the forms to the employing Agency. Agency to perform due diligence to a) update HRIS with address changes, and b) forward the W-2 to employee

IWD covered Wages

- Covered wages are reported to IWD on behalf of each State agency SUI account on a quarterly basis, based on actual **Friday pay date**. IWD Covered wages = Employee's Gross pay less sick time used.

IPERS covered Wages

- Covered wages are reported to IPERS on behalf of each State agency employer account on a monthly basis, based on actual **Friday pay date**. Typically, IPERS Covered wages = Gross pay less lump sum sick/vacation payouts less Comp time payouts > 240 hours per Fiscal year.

IPERS Information

- On-going IPERS wage compliance audits regularly occur. Your agency may get a letter or email. If so, contact DAS-SAE. SAE will submit requested wage information to IPERS, and we work with the Compliance Officer to follow up/explain any discrepancies. Your agency may receive a site visit from IPERS at the end of the audit, which is standard procedure.
- An IPERS Employer Handbook is available online – see IPERS website.
- Employees hired into Permanent positions are <u>always</u> IPERS covered upon hire.
- **Employees hired into Temporary positions are <u>never</u> IPERS covered upon hire. Retire code = 0 <u>must</u> be manually entered on all Temporary employee new hire/re-employment P1s (on page 9).** However, a temp employee may qualify for covered wages later on. DAS-SAE monitors this activity and will handle changing Retire codes for employees as needed.
- There are certain exceptions for IPERS covered positions for the Judicial and Legislative Branch**.**
- Certain pay types are <u>not</u> treated as covered wages. Examples are:

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

IPERS Information

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

- Lump sum Sick and Vacation payouts are never IPERS covered wages
- Lump sum Comp payouts are IPERS covered, up to the maximum annual FY limit = 240 hrs (Time types 600 and 601 are used to record covered hours vs non-covered hours)
- If/when comp time is used by an employee in lieu of actually working, then those hours are always 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 IPERS 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 member who sent you the form. You should not be submitting forms to IPERS on behalf of employees.
- Be cautious on signing/completing Employer pages for refunds to less than 6 month employees. DAS-SAE Centralized Payroll has an alternative process if the agency wishes to have the covered wages zeroed and get their State shares returned as well (see information on next page).
- Centralized Payroll will complete all required forms for **IPERS Free Military Credit**. Send DD-214 paperwork to Lisa Elliott . After DAS-SAE Centralized Payroll submits forms to IPERS, a copy of completed IPERS forms will be sent to Agency for Personnel file.
- Member Beneficiary forms should be submitted by the member directly to IPERS…don't keep copies at your agency or in Personnel files!

IPERS Information

IPERS Contribution Refunds to Terminated 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. Agency notification must be sent to Centralized Payroll to initiate the refund process. This process is NOT automatic.
- **When an employee terminates with MORE THAN six months of covered employment:** The employee may decide to leave contributions with IPERS and continue to accumulate interest on the balance 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 request form. As part of the contribution refund paperwork, there is an Employer page that HRA's should complete and return back to the employee.

Other Items:

- **When an IPERS-covered employee becomes DECEASED**, your agency or a family member should contact IPERS immediately, to notify about the details of the situation.
- **Missed covered wages**: If an employee receives wages that are not treated as IPERS covered in error, 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.
- Detailed remarks on back pay P1 entries are needed, showing amounts by PP, so that SAE can easily calculate the reclassification entries, which are recorded by month. Alternatively, a spreadsheet showing wages by PP can be submitted to HRE/SAE for COMP and PAYL P1 approvals .

Any IPERS Wage Adjustments needed for employees are always submitted by DAS-SAE/Centralized Payroll staff.

**** All employee retirement benefit questions should be directed to IPERS staff.**

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

Federal & State W-4 forms

- A copy of the employee's W-4 form is required to be submitted to Centralized Payroll only if the employee has claimed **exempt** from withholding on either the Federal or State form W-4.

- Centralized Payroll only needs copies of W-4 forms when the employee initially claims an exempt status. In subsequent periods, if the exempt claim status stays in place, we do not need a copy of the new 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. DAS-SAE typically sends out a reminder email to HRA's.

- Original State and Federal W-4 forms must be kept in the employee's personnel file.

Federal & State W-4 forms

- For Iowa withholding, if an employee is claiming exempt or total allowances of 22 or more, a copy of the Iowa W-4 should be sent to the Iowa Department of Revenue-Compliance Services Division.

- Be sure to write 'State of Iowa-Centralized Payroll' under Employer Name in the Employer information box on the lower right corner of the Iowa W-4 form before sending the copy to the Iowa Department of Revenue/Compliance Services Division, PO Box 10456, Des Moines IA 50306-10456.

- To change an employee's Federal or State withholding status or exemptions/allowances, key P-1 Type 239-Tax Status Change. Remarks coding is 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 on HRIS for flat tax' rate calculations.

- Iowa has a reciprocal tax withholding agreemt with State of Illinois. If your agency has employees who reside in the State of Illinois, their State code should be entered as 02-IL. Keep this in mind on all Hire/Rehire and Address change P1s.

- Other state withholding tax codes may apply, but these are rare. Consult DAS-SAE first in these cases.

- If an employee is working in the US on a student VISA (F-1), check with DAS-SAE on FICA tax code (1-YES to 4-NO).

Federal & State W-4 forms

DAS sends biweekly electronic new hire information from HRIS, to fulfill DHS Centralized Employee Registry reporting requirements.

Form W-4 (2016)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,050 and includes more than $350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than $1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for **yourself** if no one else can claim you as a dependent . . . . . **A** ____

B Enter "1" if:
- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less. . . . **B** ____

C Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . **C** ____

D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return . . . . **D** ____

E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) . . . **E** ____

F Enter "1" if you have at least $2,000 of **child or dependent care expenses** for which you plan to claim a credit . . . **F** ____
(**Note:** Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.
- If your total income will be less than $70,000 ($100,000 if married), enter "2" for each eligible child; then **less** "1" if you have two to four eligible children or **less** "2" if you have five or more eligible children.
- If your total income will be between $70,000 and $84,000 ($100,000 and $119,000 if married), enter "1" for each eligible child . . **G** ____

H Add lines A through G and enter total here. (**Note:** This may be different from the number of exemptions you claim on your tax return.) ▶ **H** ____

For accuracy, **complete all worksheets that apply.**
- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed $50,000 ($20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4** — **Employee's Withholding Allowance Certificate** — OMB No. 1545-0074 — **2016**

Department of the Treasury, Internal Revenue Service

▶ **Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

1 Your first name and middle initial | Last name | 2 Your social security number

Home address (number and street or rural route) | 3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code | 4 **If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.** ▶ ☐

5 Total number of allowances you are claiming (from line **H** above **or** from the applicable worksheet on page 2) — 5

6 Additional amount, if any, you want withheld from each paycheck — 6 $

7 I claim exemption from withholding for 2016, and I certify that I meet **both** of the following conditions for exemption.
- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

If you meet both conditions, write "Exempt" here . . . ▶ 7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature
(This form is not valid unless you sign it.) ▶ **Date** ▶

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) | 9 Office code (optional) | 10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2016)

Centralized Employee Registry Reporting Form

To be completed by the employer within 15 days of hire. Please print or type.

Submit this information online at www.iowachildsupport.gov
or fax to 1-800-759-5881 or mail to Centralized Employee Registry, PO Box 10322, Des Moines IA 50306-0322.

EMPLOYER INFORMATION

FEIN Required: ____ Employer Phone Number: ____
FEIN plus last 3-digit suffix used when filing Iowa withholding tax.

Name:
Address:
City: State: ZIP:

Questions: For A through D below, please see instructions on back for definitions and clarification.

A. Is dependent health care coverage available? .... Yes ☐ No ☐
B. Approximate date this employee qualifies for coverage (MM/DD/YY): __/__/__
C. Employee start date (MM/DD/YY): __/__/__
D. Address where income withholding and garnishment orders should be sent, if different from address above.
Address:
City: State: ZIP:

EMPLOYEE INFORMATION

Employee Date of Birth: __/__/__ Employee Social Security Number:
Last Name: First name: Middle Initial:
Address:
City: State: ZIP:

Iowa Department of Revenue
https://tax.iowa.gov

2016 IA W-4
Employee Withholding Allowance Certificate
To be completed by the employee

Marital Status: Single (if married but legally separated, check Single) ☐ Married ☐

Print your full name: Social Security Number:
Home Address: City: State: ZIP:

EXEMPTION FROM WITHHOLDING

If you do not expect to owe any Iowa income tax this year, and expect to have a right to a full refund of ALL income tax withheld, enter "EXEMPT" here: ____ and the year effective here: ____. Nonresidents may not claim this exemption.

Check this box if you are claiming an exemption from Iowa tax based on the Military Spouses Residency Relief Act of 2009 .... ☐
If claiming the military spouse exemption, enter your state of domicile here:

IF YOU ARE NOT EXEMPT, COMPLETE THE FOLLOWING:

1. Personal allowances .... 1.
2. Allowances for dependents .... 2.
3. Allowances for itemized deductions .... 3.
4. Allowances for adjustments to income .... 4.
5. Allowances for child and dependent care credit .... 5.
6. **Total allowances. Add lines 1 through 5** .... 6.
7. Additional amount, if any, you want deducted each pay period .... 7.

Employee: I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming an exemption from withholding, that I am entitled to claim the exempt status.

Employee Signature:
Date:

Employers: Detach this part and keep in your records. However, if the employee is claiming more than 22 withholding allowances or an exemption from withholding when wages are expected to exceed $200 per week, complete the section below and send it to the Iowa Department of Revenue. See Employer Withholding Requirements on the back of this form.

Employer Name:
Employer Address:
FEIN:

44-019a (07/24/15)

Federal & State W-4 information

<u>**IRS Lock in Letters**</u>

- The IRS may send the employer (Centralized Payroll) a lock-in letter that specifies the marital status and maximum number of allowances an employee may claim for Federal income tax withholding. The IRS lock-in notice has no impact on an employee's State W-4 withholding status.
- DAS-SAE Centralized Payroll will handle all HRIS Tax code processing on IRS Lock in letters received. A notification letter will be mailed to employee by DAS-SAE Centralized Payroll.
- P-1 type 239-Tax Status change will be keyed, with remarks indicating 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 IRS lock-in letter or modification notice, the employer must withhold Federal tax on the basis of the new Form W-4, only if

    a) the employee does not claim exemption from Federal tax withholding

    b) if withholding according to the new Form W-4 would result in <u>more tax withheld</u> than under the terms of the IRS lock-in letter or modification notice.

- The employer must <u>disregard</u> any new Form W-4 if the employee claims exempt from withholding or if the claims on the new W-4 will result in less withholding as compared to the terms of lock-in letter or modification notice.

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 ....... 102001        | 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
```

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.
- An Iowa W-4 Exempt denial has no impact on Federal W-4 withholdings
- 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.
- An Iowa W-4 denial notification letter will be mailed to employee by IDOR.

```
D3325063 ACT: _    REPOR'              ACTION (P-1)    ------- P-1 TYPE ------
PRINTER:                 PITTS, ADAM M.                 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 ......: 501-400000     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
```

Flat Tax Withholding – P-1 type 239

Flat Tax Withholding – New Federal rate = 22%

- If an employee is receiving a lump sum payment, such as move pay, term or settlement payout, they may want to choose the option of having the supplemental (or flat) tax rate applied on that paycheck.
- Current flat withholding rate is 22% Federal & 6% Iowa. There is no flat tax available for IL state withholding.
- The flat tax rate is entered on the Tax Status Change P-1 type 239 by keying “099” in the fields for both FED EXEMPT and STATE EXEMPT.
- W-4 forms can be used to accomplish this, or the employee can sign the form entitled “Request for Federal and State Income Tax Withholding Adjustment”. The authorization form is on the Centralized Payroll website.
- A copy of the Flat tax authorization form or the W-4 forms must be sent by the HRA to Centralized Payroll for P-1 approvals.
- The effect of claiming flat tax can be calculated and reviewed using the Gross-to-Net payroll calculator.
- If the employee wants to return back to ‘normal’ W-4 filings in the subsequent pay period, remember to key a new P-1 type 239.

STATE OF IOWA – CENTRALIZED PAYROLL

REQUEST FOR FEDERAL AND IOWA

FLAT TAX INCOME TAX WITHHOLDING ADJUSTMENT

I request the Federal and State of Iowa income taxes on my paycheck containing supplemental wages be adjusted in accordance with Federal guidelines, which are 22.0% of my gross earnings and with State of Iowa 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 Human Resource Associate for processing.

Please Note: Requests for Federal and State of Iowa 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 Human Resource Associate for assistance to determine how changes to your W-4 will impact your paycheck. A Gross-to-Net Payroll Calculator is available.

** Human Resource Associate - Please provide a copy of this form to Centralized Payroll for approval. On P1 # 239 Enter 099 in Fed exempt and State exempt fields. **

For Centralized Payroll Office Use Only

P1 Number _______________________

P1 Effective Date _______________________

Duplicate Warrants

Duplicate Warrant Affidavit

- If a Payroll warrant is lost or destroyed, the employee may request that a duplicate warrant be issued.
- Duplicates can be reissued if the pay 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 re-issue.
- Request for a duplicate *PAYROLL* warrant should be sent directly to Centralized Payroll for processing.
- Request for a duplicate *DAILY PROCESSING* warrant should be sent directly to DAS-SAE Daily Processing. This form can be emailed to dassaedailyprocessingteam@iowa.gov
- Duplicate Warrant Affidavit forms can be found on the DAS-State Accounting website, under 'Manuals, Forms and Reference Materials'.
- There is a 10-day 'hold' period on all warrants that will soon out-date. Duplicates can't be issued once the 10-day hold period is reached.

DAS

Iowa Department of Administrative Services

Service • Efficiency • Value

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

AFFIDAVIT AND AGREEMENT
FOR ISSUANCE OF DUPLICATE WARRANT

STATE OF ____________ SS
COUNTY OF ____________

I, ____________ (*Affiant*), of ____________ (*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

Duplicate W-2s

Duplicate W-2 Request 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.
- The form with an original signature is required.
- The $5.00 fee is mandatory and will not be waived by DAS-SAE.
- Acceptable forms of payment are check or cash (exact amount only).
- The completed duplicate W-2 can be sent by Centralized Payroll to the requestor based on delivery options selected on the request form.
- Duplicate W-2 request forms can be found on DAS-State Accounting Centralized Payroll website, under 'Payroll Forms and Publications'.
- Only employees who are paid on the DAS/Centralized Payroll system should use this form. If an employee works for CBCs or a Regents institution, the employee should contact their employer directly.

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*

Mail this form to:
DAS-SAE Centralized Payroll
Hoover State Office Building, 3rd FL
1305 E Walnut Street
Des Moines, IA 50319

How would you like this form returned to you?

☐ Mail to the above address

☐ Local Mail to Department Personnel Associate

☐ I will pick it up at the Hoover Building

☐ 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

Automatic (Direct) Deposits
& Credit Union Deductions

Automatic Deposit

Automatic Deposits – P-1 Type 249

- Submit Agreement for Automatic Deposits form with original signature to Centralized Payroll.
- Make sure the employee's SSN is correct on the Authorization form.
- Write P-1 # and effective PP date on the bottom of the form (not on the perforation section)
- Attaching a VOID check to form is preferable & helpful for reading illegible information.
- Department HRA initiates the P-1 type 249 - Automatic Deposit when form is received.
- 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 always 9 digits long.
- Always enter the account number on P-1 exactly as it appears on the void check, including leading zeroes.
- 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. Employee receives a regular pay warrant during the pre-note process. After pre-note is successful, then direct deposit starts in following pay period.
- ***Did you know*** tha
  deposit, (R) Regul

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

Automatic Deposit

- Make sure employees are using the correct form for payroll changes. The form that is on the DAS web site is the I/3 direct deposit form to be used for <u>Vendor payments</u>.
- ***DO NOT*** use the <u>Vendor</u> form located on the DAS website for <u>Employee</u> bank account starts/changes.
- Employee direct deposit information on HRIS Payroll system is not linked to Iowa Benefits system.
- Employees must update these 3 applications separately, as needed, since the applications are not linked:
  - I/3 Financial/Vendor system
  - HRIS Payroll system
  - Iowa Benefits.

DAS-SAE

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 ____________________
Name 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 <u>requires</u> 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 fin[illegible] must supply a bank account verification letter.

Not For Employee Use!

FINANCIAL INSTITUTION NAME ____________________

FINANCIAL INSTITUTION ADDRESS ____________________

CITY ______________ STATE ______________ ZIP ______________

NAME ON ACCOUNT ____________________

ROUTING TRANSIT NUMBER ____________________

CUSTOMER ACCOUNT NUMBER ____________________

ACCOUNT TYPE: ☐ SAVINGS ☐ CHECKING

<u>REQUIRED</u> 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 ______________

SECTION 4 – <u>REQUIRED</u> 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 one financial institution 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
Hoover State Office Building, 3rd FL
Des Moines, Iowa 50319

Fax Number
(515) 281-5255

Phone Number
(515) 281-0248

Updated 07/2014

Automatic Deposit

Zero/Changes

- When stopping a direct deposit action, 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 on HRIS Screen D4.
- If bank acct information needs to be changed for an employee on payroll, please notify the EFT Coordinator for DAS-SAE to also change the I/3 system for vendor payments made on the accounting system if applicable.
- If you have an employee that needs their account changed on the I/3 system, 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.

```
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
                     073916668 |   ABA NUMBER    | 000000000
                               | ACCOUNT NUMBER  | 000000000000

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

Credit Union Deductions

Credit Union Deductions – P-1 type 304

- An original or copy of the credit union form is needed by DAS-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 that Credit Union member number that is entered on the P-1 exactly matches to the information provided 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.

Credit Union Deductions

Zeroing a Credit Union 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:

---------------- . .. _ .. ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  1
       COMMUNITY CHOICE    01 | CREDIT UNION* | 0    NO CREDIT UNION DEDU
                    028268005 | CU MEMBER NUM |
       26 PAY PERIODS       4 | CU PP TO DED* | 0    NO DEDUCTION
                       405.00 | CU DED AMOUNT |       0.00

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

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
```

Credit Union Deductions

COMMUNITY CHOICE CREDIT UNION

PAYROLL REQUEST FORM

C.U. MEMBER #:

Date:

Work Phone:

Name:

State Department:

Social Security #:

Mbr Signature:

EQUAL AMOUNTS - ALL CHECKS - WHOLE DOLLARS

CREDIT UNION USE ONLY

CCCU Staff:

* STATE PAY DATE:

CCCU ACCOUNTING USE ONLY

PROCESSED BY:

* EFFECTIVE DATE:

LOANS SHARES

Central Payroll is authorized to deduct total amount from my pay until cancelled by me in writing or by termination.

TOTAL .00

Community 1st Credit Union - PAYROLL DEDUCTION AUTHORIZATION
CREDIT UNION CODE #

NAME (Last) (First) (MI)	C.U. MEMBER NUMBER
DEPARTMENT	SOCIAL SECURITY NUMBER

I HEREBY AUTHORIZE the State Comptroller to deduct the following amounts, effective ______, and this authorization will continue in effect until cancelled by me in writing, or termination of my employment.

1ST PAYCHECK ONLY	2ND PAYCHECK ONLY	1ST AND 2ND PAYCHECKS ONLY	ALL PAYCHECKS ONLY

THE ABOVE DEDUCTION IS TO BE APPLIED AS FOLLOWS:

[redacted]

C.U. APPROVAL: ______ MEMBER SIGNATURE: ______ DATE:

DISTRIBUTION: - FIRST COPY - CREDIT UNION - - - SECOND COPY - MEMBER - - - THIRD - COMPTROLLER - - - FOURTH - PAYROLL

O.P.C. 5317

CAPITOL VIEW Credit Union

PAYROLL DEDUCTION AUTHORIZATION
CREDIT UNION CODE #3

NAME (Last) (First) (MI)	C.U. MEMBER NUMBER
DEPARTMENT	SOCIAL SECURITY NUMBER

I HEREBY AUTHORIZE the State Comptroller to deduct the following amounts, effective ______, and this authorization will continue in effect until cancelled by me in writing, or termination of my employment.

1ST PAYCHECK ONLY	2ND PAYCHECK ONLY	1ST & 2	ALL PAYCHECKS

[redacted]

C.U. APPROVAL: ______ MEMBER SIGNATURE: ______ DATE:

DISTRIBUTION: -- FIRST COPY--CREDIT UNION - - - SECOND COPY--COMPTROLLER - - - THIRD COPY-PAYROLL

HRIS Availability & Payroll Calendar

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:

<u>Payroll Week</u>	<u>Day in PP</u>	<u>Time</u>	<u>Duration</u>
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
<u>Rewrites Week</u>			
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)

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.

Payroll Calendar

PAYROLL CALENDAR – EXAMPLE OF UPDATES

AND PROCESSING SCHEUDLES

PAY WEEK MONDAY Pay Period A **Noon:** P1 Update **Night:** P1 Update	PAY WEEK TUESDAY Pay Period A **Noon:** P1 Update **3:30 PM** Payroll Processes	PAY WEEK WEDNESDAY	PAY WEEK THURSDAY	PAY WEEK FRIDAY Pay Period A **Noon**: P1's process for rewrites **Night**: P1's process for rewrites
REWRITES WEEK MONDAY Pay Period A **Noon**: P1s process for rewrites **3:30 PM** Rewrites process Pay Period B **Night:** First P1 update	REWRITES WEEK TUESDAY Pay Period B **Night:** P1 update	REWRITES WEEK WEDNESDAY Pay Period B **Night:** P1 update	REWRITES WEEK THURSDAY **Last Day of Pay Period B** Pay Period B **Night:** P1 update	REWRITES WEEK FRIDAY **First Day of Pay Period C** Pay Period B **Night:** P1 update
PAY WEEK MONDAY Pay Period B **Noon:** P1 Update **Night:** P1 Update	PAY WEEK TUESDAY Pay Period B **Noon:** P1 Update **3:30 PM** Payroll Processes	PAY WEEK WEDNESDAY	PAY WEEK THURSDAY	PAY WEEK FRIDAY Pay Period B **Noon**: P1's process for rewrites **Night**: P1's process for rewrites
REWRITES WEEK MONDAY Pay Period B **Noon:** P1s process for rewrites **3:30 PM** Rewrites process Pay Period C **Night:** First P1 update	REWRITES WEEK TUESDAY Pay Period C **Night**: P1 update	REWRITES WEEK WEDNESDAY Pay Period C **Night:** P1 update	REWRITES WEEK THURSDAY **Last Day of Pay Period C** Pay Period C **Night:** P1 update	REWRITES WEEK FRIDAY **First Day of Pay Period D** Pay Period C **Night:** P1 update

I/3 Data Warehouse

I/3 Data Warehouse

Reports currently available in HR/Payroll folder on Data Warehouse:

- 13-week Wage Statement for Workers Comp
- Accrued Leave Report 075N747
- Building Code
- DAS - PRJ Certification (Schedulable)
- Employee Roster
- Employees Eligible to Convert Sick Leave to Vacation
- FMLA Leave
- Increase Eligibility & Performance Date
- Insurance Deductions
- Leave Code
- Leave/Comp Time Balance Report
- Managers Summary of Leave
- Managers Summary of Leave (Schedulable)
- OSHA 300A Report
- OT Hours and Pay by PP
- Pay and Expiration Dates
- Payroll Distributions & Bypassed
- Payroll Distributions & Bypassed (GAAP)
- Payroll Journal
- Payroll Journal - Cancellations
- Payroll Journal - Summary Only
- Payroll Journal – SAE only
- Payroll Journal (Schedulable)
- Payroll Journal Deductions - All
- Payroll Trustee Transfer
- Payroll Warrant Issue Register
- Positions by Agency&Cost Center
- Span of Control
- State Share and Total Cost
- Table of Authorized Position
- Temporary Employees
- Termination Report
- Termination Report - SAE Use Only
- Time Report Summary FYTD
- Update Pay/Term Files With Travel Data
- YTD Overtime Report

I/3 Data Warehouse

- Many payroll reports have a ‘lag time’ on getting payroll information loaded for each pay period.
- All payroll reports contain ‘point in time’ information
- The output on Data Warehouse reports can be sorted and filtered as needed. Many reports allow users to enter Manager EI number in query prompts, to selectively view and report the data.
- The output on Data Warehouse reports can be downloaded (as Excel, PDF or .CSV files). Remember to save any electronic files in a secure LAN location (not your PC desktop).
- Reports can be ‘scheduled’ to run. Contact DAS-SAE for assistance.
- Ad hoc reporting: Use extreme caution!
- 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

I/3 Data Warehouse

Troubleshooting error messages/problems:

- If you get an error message while running a report: First close all programs, then shut down/restart your computer, then open Data Warehouse to refresh and re-run the report.
- If you continue to receive an error message, please contact DAS-SAE Centralized Payroll. An email explaining
  - Which report you are running (report name and report number)
  - If the report is a personal ad hoc vs published report
  - Which pay period you are running the report for + Exact steps that occurred when the error message was received
  - A screen print of the error message you received is most helpful for troubleshooting.
- Do not submit an OCIO service desk ticket when you have a DW problem, as OCIO staff 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	Ethnic Orgin	Performance Rating code	Net Pay
Birthdate	Term Code	Disability Code	
Gender	Home Address	Leave Code	

Sick Leave Incentive Program (SLIP)

SLIP Retirement

- To be eligible for SLIP Retirement benefits, employees <u>must be enrolled in a State of Iowa health plan at the time of retirement.</u>

- The M-5 to establish a SLIP position can be done any time. M-5 entry does not have to be in the same PP as the when the retirement will occur. Establish the SLIP position as soon as possible.

- Make sure that you update 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. Use the HRE Deduction Schedule as your guide, as this may need to be done in an earlier pay period.

- P-1 type 402 - Retirement and P-1 type 470 -SLIP Calculation need to be keyed at the same time. Make sure to use good remarks to document IPERS filing date, math calculations, screen D7 info, etc.

SLIP Retirement

- 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.

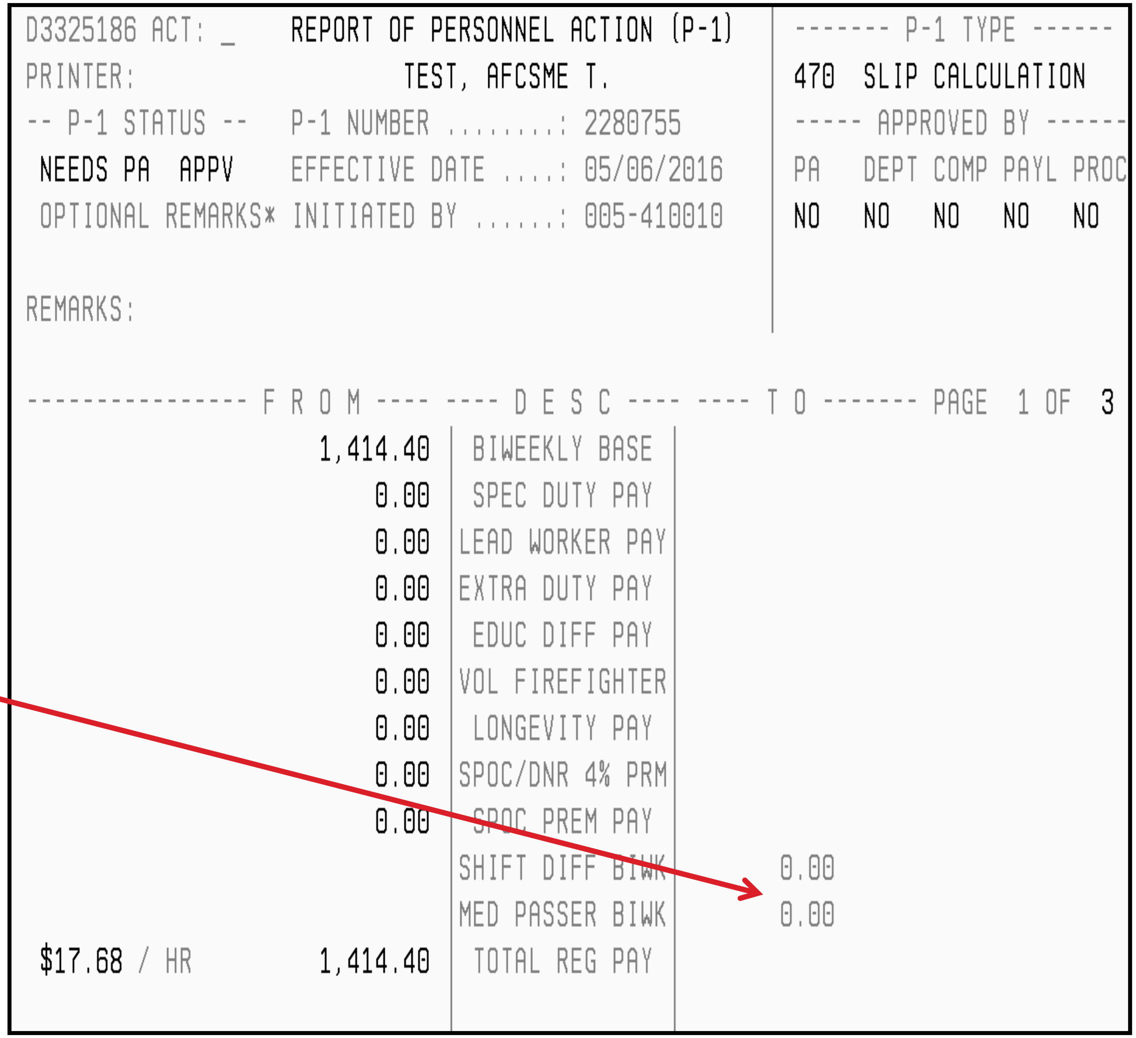
- Deferred Comp deduction – verify with employee if they sent in a form to HRE-RIC. Employee may send one in to DAS-HRE without your agency knowing about it.

- Check the Preliminary 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 calculations to be made for regular hourly rate of pay to be used for sick and vacation payouts.

SLIP Retirement

- If the employee receives shift and/or med passer pay, enter it in the applicable field
- 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.
- If the employee has received standby pay for at least three of the last six pay periods, calculate the average and enter it in either the shift or med passer pay field (you may need to add standby to one of the pays if the employee is receiving all three).



```
D3325186 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  1 OF  3
                      1,414.40 | BIWEEKLY BASE    |
                          0.00 | SPEC DUTY PAY    |
                          0.00 | LEAD WORKER PAY  |
                          0.00 | EXTRA DUTY PAY   |
                          0.00 | EDUC DIFF PAY    |
                          0.00 | VOL FIREFIGHTER  |
                          0.00 | LONGEVITY PAY    |
                          0.00 | SPOC/DNR 4% PRM  |
                          0.00 | SPOC PREM PAY    |
                               | SHIFT DIFF BIWK  |   0.00
                               | MED PASSER BIWK  |   0.00
 $17.68 / HR          1,414.40 | TOTAL REG PAY    |
```

SLIP Retirement

- Enter the hours accrued for the current pay period and any sick or vacation used.
- If the employee is converting sick to vacation hrs in the PP, you will need to put the number of sick hours being converted in the "Sick Used PP" field. Also add four hours converted to the accrual amount in the "Vac Accrued PP" field.

```
D3325187 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  2 OF  3
                   360.752755 | SICK BALANCE    |       +
                              | SICK ACCRUED PP | 2.77 -
                              |  SICK USED PP   | 0.00 = ACT.SK BAL:  363.522755
                   126.702420 |  VAC BALANCE    |       +
                              | VAC ACCRUED PP  | 2.61 -
                              |  VAC USED PP    | 0.00 = ACT.VAC BAL: 129.312420
```

SLIP Retirement

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
- Confirm the payout amounts match what was calculated on the Pre-Audit Calculator.

```
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
```

SLIP Retirement

- **Remarks**: Enter the same remarks in the SLIP Calculation P1 as you would for a regular (non-SLIP) payout.
- Even though the HRIS P1 automatically makes the payout calculations, the detailed calculations for the accruals must be shown in remarks.

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

$1417.40 + $XX.XX + $XX.XX + $XXX.XX = $1414.40 / 80 = $17.68
BIWEEKLY    SHIFT   MED PASS  OTHER*                    HOURLY

VACATION BALANCE ...  126.7020  VAC ACCRUAL RATE ..    8.923076
SICK BALANCE .......  360.7527  SICK ACCRUAL RATE ..    2.769231

LAST DAY: 07/28/17    HRS IN FINAL PP: 24.00    VACATION CEILING: 528

VAC BAL: 126.70240 + EARNED: 2.61 - USED: XX.XX + CONVERTED: X.XX
= FINAL BAL: 129.31242* HOURLY: $17.68 =$2,286.34 VACATION PAYOUT

SICK BAL: 360.7527 + EARNED: 2.77 - USED: XX.XX - CONVERTED: XX.XX
= FINAL BAL: 363.5227 * HOURLY: $17.68 =$6427.08 SICK PAYOUT
                                                   (MAX $2,000)
OVER 55 - BIRTHDAY ....: 03/28/1949
```

SLIP Retirement

Other Pay - If the employee has an Other Pay adjustment in the same pay period in which they are terminating, the 846 P-1 must process on HRIS before the SLIP Calculation P-1 is approved.

Otherwise, you must re-enter the $2,000.00 sick leave payout and vacation payout amounts on the 846 P-1 as well. This is because the 470 and 846 P1 both populate the sick leave payout and vacation payout fields on the EI record.

If the payout amounts are not re-populated on the EI record, the 846 P-1 could potentially override/zero out the payout amounts from the 470 SLIP Calculation P-1.

Transfer to SLIP

- The Transfer to SLIP P-1 must be done in the pay period <u>after</u> the employee retires.
- Put the retiree into the SLIP position that should already be created on HRIS
- All codes entered 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 402-3C8225 |  COST CENTER    |         ) DHS SLIP AND TERMI
                              | COUNTY OF EMP.* |
                              | POSITION NUMBER |         )80-99054-265
                         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
```

SLIP Screen

- Once the retiree has been moved into their SLIP position, and the P-1 has processed, the 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
```

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                      A  |
| SOCIAL SEC                         |
| EMPLOYEE N                         |
+------------------------------------+
```

PROCESS DATE	HEALTH CODE	INS PLAN HLTH ST SH	ST SH AMT DEBIT	ST SH AMT 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

SLIP Insurance Charges

SLIP Monthly Billing to Agencies

- The SLIP billing process is started by SAE on 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 SLIP Coordinator
  - DAS-HRE Benefits/SLIP Coordinator
  - Health Carrier
  - Dental Carrier (if applicable)
  - IPERS

  The different systems do not communicate with each other. DAS-SAE Centralized Payroll uses HRIS addresses for all mailings to current employees and to SLIP retirees.
- 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 changed before the billing is done for the prior month.
  - It is the last month of coverage for a SLIP retiree and SAE is reducing the 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 on 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. This manual contains important information about the SLIP billing process.

Payroll Header Files

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 re-active a cost center, please verify with SAE that there is still a active header file.

Payroll Header Files

Process to establish a new cost center

Budget set up in I/3 → Weekend update → Submit P-30 → P-30 processed → Set up cost center → Key cost center change M5

Process to update the Fund Source Information on an existing cost center

Budget set up in I/3 → Weekend update → Submit P-30 → P-30 processed → Change funding on cost center → Key cost center change M5

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. This is the name that will show up on reports

P-30 PAYROLL FORM USED TO ADD, CHANGE, OR DELETE RECORDS ON
ACCT CODE, DEPT HEADER, IPERS CODE, & UNEMPLOYMENT FILES

Date: __________
Completed by: __________
Pay Period Effective: __________

ACTION CODES		10 DIGIT PAYROLL NUMBER	ACCOUNTING CODES 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
	A								
	A								
	A								
	A								
	A								
	A								
	A								
	A								
	A								

ACTION CODES		10 DIGIT PAYROLL NUMBER	DEPARTMENT HEADER NAME (60)
	H		
	H		
	H		
	H		
	H		
	H		
	H		
	H		
	H		

ACTION CODES		6 DIGIT PAYROLL NUMBER	DEPARTMENT HEADER NAME (38)
	D		
	D		
	D		
	D		
	D		

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

HRIS Position Control

Position Control

Viewing cost centers & positons

- 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
```

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
```

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
```

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
```

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 1st 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 & a weekend update must have occurred. 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".

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
```

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 INACTIVATED".

```
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
```

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
```

Questions?