

Summer Months Workshop

Presented by Laura Vaca and Bruce Roberts | May 3, 2017

Agenda

- Purpose and Scope
- Short Work Break
- Timesheets
- JOB DATA Actions
- DNP (Delayed Net Pay AKA 10/12 pay)
- HR/Payroll Recap
- One Time Overrides
- Benefits
- Helpful Queries
- Wrap-up / Q&A

Purpose and Scope

- What You Need to Know
 - Employees scheduled to not be paid during Summer months will have a Short Work Break (SWB) row inserted on JOB DATA (10 and 11 month Employees)
 - Understanding SWB and how to enter Timesheets, Paylines and JOB DATA Actions
 - NEW: DNP Separate Check
 - Understanding One Time Overrides on the Paysheet
 - Benefits
- Helpful Reminders, Job Aids (Attachment A) and Queries (Attachment B)

Short Work Break: What is unique about June, July and August?

Favorites | Main Menu | Workforce Administration | Job Information | Job Data

ORACLE

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | SDCOE Job Data

Employee [Redacted] Empl ID [Redacted] Empl Record 0

Work Location [Redacted] Find First 2 of 3 Last

*Effective Date 07/01/2016
 Effective Sequence 1
 HR Status Active
 Payroll Status Short Work Break

*Action Short Work Break
 Reason Schedule
 *Job Indicator Primary Job

Position Number 10155438 School Office Manager-Bil
 Override Position Data

Position Entry Date 08/01/2010
 Position Management Record

Regulatory Region USA United States
 Company 015 Escondido Unio
 Business Unit 01500 Escondido Unio
 Department 031 Rock Springs Sc
 Department Entry Date 08/01/2010
 Location 015315 ROCK SPRINGS
 Establishment ID ESCONDIDOEL Escondido Unio

Last Start Date 04/03/1989
 Expected Job End Date
 Expected Return Date
 Override Last Date Worked
 Last Date Worked 06/30/2016

10 and 11 month paid employees in the M Paygroup who are not scheduled to be paid in June, July or August will have a SWB (Short Work Break) row inserted in JOB DATA with an effective date of 06/01/17 if Summer months June and July; 07/01/17 if Summer months July and August; and 07/01/17 if Summer month only July.

Short Work Break: What is unique about June, July and August?

- Actions on JOB DATA can have an effect on the employee's pay while on SWB.
- DNP (Formerly known 10/12 Pay) – Delayed Net pay is released in July and August (for employees with July and August Summer months only). NEW: DNP is now a separate payment.
- One Time Overrides can occur in June, July and August.
- Paysheets are not created for the M Paygroup employees with a Short Work Break row.

Short Work Break: What effects does SWB have?

- Employees not scheduled for Pay during June, July or August as mentioned do not have Paysheets created. This can have an affect on the following:
 - Timesheets (refer to Attachment A for recommended steps)
 - Retro Payments
 - Job Data Actions
- (Refer to HR Job Guides for recommended steps)

Timesheets

- If the employee works in one of the months that they are not scheduled to be paid, there are few things to consider:
 - Did they work against the position that is on Short Work Break?
 - Did they work against a position in P Pay Group that is not on Short Work Break?
- Working against the position in M Pay Group that is on Short Work Break
 - If SWB is in June:
 - Time worked prior to June – Enter time on Timesheet and Need to create a Paysheet
 - Time worked in June – Create a Paysheet and enter time directly on the Paysheet
 - If SWB is in July
 - Time worked prior to July – Enter time on Timesheet and Need to create a Paysheet
 - Time worked in July – Create a Paysheet and enter time directly on the Paysheet
 - If SWB is in August
 - Time worked prior to August – Enter time on Timesheet and Need to create a Paysheet
 - Time worked in August – Create a Paysheet and enter time directly on the Paysheet

Timesheets (continued)

- Also, you can utilize the Time and Labor queries to identify employees who have time worked and whose Payroll Status is SWB. See Attachment B.
- Employees working in a position in the P Pay Group: P Pay groups have Paysheets automatically created for 12 months (July through June).
 - Regardless of month worked, you can enter time on Timesheets
 - No need to create a Paysheet unless the employee is Terminated. Please review the Time and Labor queries to identify Terminated Employees in Attachment B.

Retro Payments during Non Schedule Paid Months (SWB)

- If you are paying RETRO during a month when the employee is not scheduled to work, create a Paysheet and pay RETRO directly on the Paysheet.
- RETRO payments made through EXCEL/CI will not load to the Paysheet for employees on Short Work Break. Pay RETRO directly on the Paysheet.

Job Data Actions

- Short Work Break rows are inserted at the time Paysheets are created for 10 and 11 mo Employees.
- If an employee is 10 or 11 month paid employee, it is highly recommended that any changes to JOB DATA such as Step Advances, Position Changes, FTE Changes, PAY schedule Changes are done prior to Paysheets being created.
 - Refer to HR JOB Guides for recommended steps on JOB DATA changes during summer months.
 - If you need to make changes to the JOB DATA after Paysheets are created, it is highly recommended that you audit the Paychecks for those employees after each Calc.

- Use correct effective dates on Job Data
- **CAUTION:** Future effective dates during months not scheduled for pay can create pay.

Job Data Actions (continued)

Example 1: It's July 25, and a 10 month employee turned in his resignation effective 8/5/17 during month that is normally a non paid month. HR inserts a row on JOB Data effective 8/5/17 with Action: Termination. The system will create a paysheet in August and pay the employee from 8/1 through 8/4/17.

- You may have to turn off the “OK to Pay” and remove the “JOB DATA” flag. Or if employee is entitled to pay leave as is, or make an adjustment on Paysheet using REG Earning Code.

Example 2: It's June 29 and District wants to get a head start on entering a new 10 month pay employee for next school year and has an effective hire date of 8/15/17. In August, a paysheet will be created and pay will be prorated from 8/15 -8/31/17.

- You may have to turn off the “OK to Pay” and remove the “JOB DATA” flag. Or if employee is entitled to pay leave as is, or make an adjustment on Paysheet using REG Earning Code.

*The Paysheet creation process will not insert a SWB row on future effective dates during non paid months and instead treat the Employee as “Active”. **Always review the paycheck after Payroll CALC and turn off “OK to Pay” and uncheck “JOB DATA” if necessary or make an adjustment to the pay earnings.**

Job Data Actions (continued)

- If an employee is on 10 or 11 pay and will be going to 11 or 12 pay in a month where the Short Work Break row exists on JOB DATA, you must return them from the SWB or a Paysheet will not be created.
- To make this Employee active in that month you must:
 - Insert a row to return the employee from SWB break before you make any changes on the Position or JOB DATA.
 - Follow HR Job Guide on steps for Position/Job changes
 - At CALC a Paysheet will be created and you can adjust the pay if needed.
 - Always review the paycheck after Payroll CALC.

Job Data Actions (continued)

- If an employee Terminates or Retires during a month they are on SWB, and the SWB row has been inserted, return them from SWB on JOB DATA and enter the correct termination date. If term date is after the 1st, pay will be prorated.
- If the effective date of the termination is prior to 7/1/17 and the SWB row has been inserted, contact CRC to remove the SWB row and enter the correct termination date.
 - Example: Today's date is 7/14/17 and the employee's termination date is 6/15/17. Contact CRC to remove SWB row then District can insert the correct termination date and create a Paysheet if necessary to pay any money owed through 6/14/17.
 - Refer to HR guides at <http://crc.sdcoe.net/resources/peoplesoft/guides> for recommended steps.

Job Data Actions (continued)

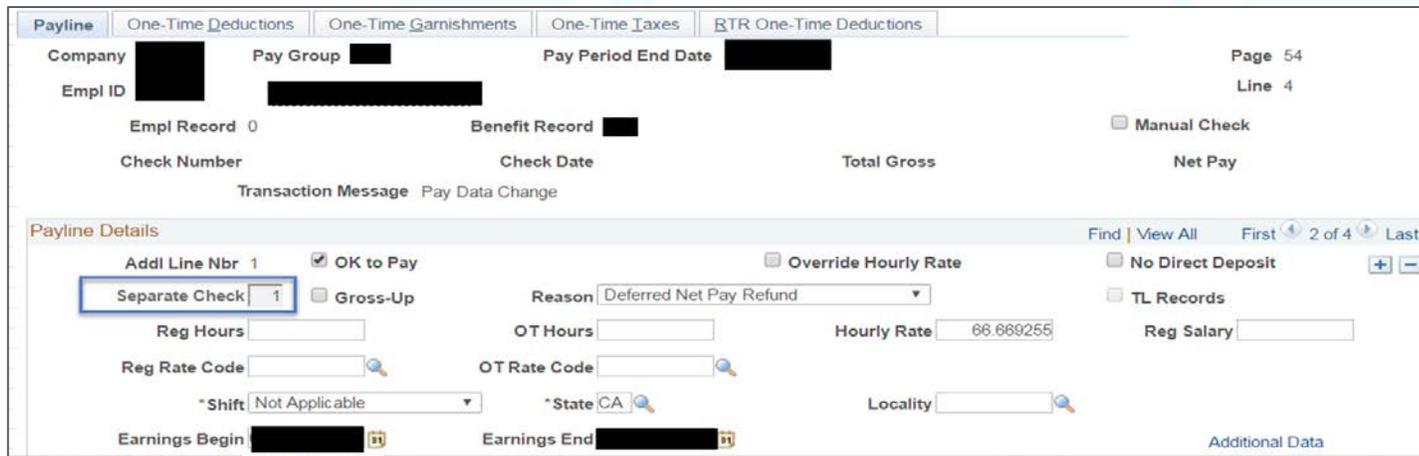
- Return from Short Work Break:
- At Paysheet Creation, an action of “Return from Work” will be inserted on JOB DATA in the month the employee is scheduled to return to work.
- The effective date of the action will be the same date of when the Short Work Break began:
 - A 10 month employee August through May: A Return from Work row will be inserted in August with an effective date of 6/1/2017 increasing the effective sequence #.
 - A 10 month employee September through June: A Return from Work row will be inserted in September with an effective date of 7/1/2017 increasing the effective sequence #.
 - An 11 month employee August through June: A Return from Work row will be inserted in August with an effective date of 7/1/2017 increasing the effective sequence #.

Reminders and Job Aids

- **IMPORTANT:** Any time you create an action on JOB DATA, Paysheets or Timesheets for Employees who are not regularly scheduled to be paid in June, July or August (SWB), review and audit the paycheck after CALC.
- Use Caution if needing to delete SWB rows. Contact CRC for advice on when deleting rows is appropriate.
- Refer to Attachment A for recommended actions to Timesheets/Paysheets during Summer months when employee is on Short Work Break.
- Refer to HR Payroll Guides for steps on Position changes and JOB DATA actions.
- Review Queries in Attachment B.

DNP (formerly 10/12 Pay)

- New: DNP (Delayed Net Pay) will now be a separate payment. It will continue to be Direct Deposit (if already set up) but will be separate from any other pay received (such as timesheets, Vacation payoffs, Retro etc.)
- Please note that the DNP Paysheets are visible to you and please make sure no data is entered or updated on the DNP Paysheets to ensure the release and accuracy of the DNP.



The screenshot displays the 'Payline Details' section of the EBS system. At the top, there are tabs for 'Payline', 'One-Time Deductions', 'One-Time Garnishments', 'One-Time Taxes', and 'BTR One-Time Deductions'. Below the tabs, fields for 'Company', 'Pay Group', and 'Pay Period End Date' are visible, along with 'Page 54' and 'Line 4'. The 'Empl ID' and 'Empl Record 0' are also shown. A 'Benefit Record' field is present, and a 'Manual Check' checkbox is checked. Below this, there are fields for 'Check Number', 'Check Date', 'Total Gross', and 'Net Pay'. A 'Transaction Message' field contains the text 'Pay Data Change'. The 'Payline Details' section includes a search bar with 'Find | View All' and navigation buttons for 'First', '2 of 4', and 'Last'. The 'Add Line Nbr' is set to '1'. There are checkboxes for 'OK to Pay' (checked), 'Gross-Up', 'Override Hourly Rate', 'No Direct Deposit', and 'TL Records'. The 'Separate Check' checkbox is checked and highlighted with a blue box. The 'Reason' dropdown is set to 'Deferred Net Pay Refund'. Other fields include 'Reg Hours', 'OT Hours', 'Hourly Rate' (66.669255), 'Reg Rate Code', 'OT Rate Code', '*Shift' (Not Applicable), '*State' (CA), and 'Locality'. At the bottom, 'Earnings Begin' and 'Earnings End' fields are visible, along with an 'Additional Data' link.

- Please let employees know ahead of time that they will have two direct deposits (or two paychecks) during the Summer if they have DNP and time worked.

Summer Months Recap – HR/Payroll

- Employees who work in the Summer in their M- Pay Group positions during their non paid months will not have paysheets created. If you need to pay time to their M Position, Create a paysheet and follow the recommended steps in Attachment A.
- If paying RETRO to an M-Pay Group position during a month not scheduled for pay, a Paysheet must be created and the RETRO pay must be added to the Paysheet.
- Future effective dates on JOB Data during months that are scheduled to be during non paid months (10 or 11 month Employees) may be treated as Active and pay may be generated. If unexpected pay is generated and you want to stop it, remove the “OK” to Pay and remove the “JOB DATA” flag on the Paysheet.
- Making changes in JOB Data or Positions during months when the SWB row has been inserted will still leave the Payroll Status of SWB. If they are supposed to be paid, remember return them from SWB to change the status to “Active” and then perform the Position and JOB Data Actions.

Summer Months Recap – HR/Payroll

- If changing from 10 to 12 or 11 to 12, or 12 to 10 or 11 to 10, follow HR Job Guides. If JOB Data Payroll status is SWB and you need to make them active that month, use Job Data Action “Return from SWB” and perform Job/Position Actions using the steps in the HR Guides.
 - If you did not return them from SWB a paysheet will not be generated. If this employee needs to get paid, Create a Paysheet and put pay on the Paysheet.
- Always review the SDCOE JOB DATA boxes and make sure they match the Pay Schedule of the Position to ensure pay is calculated correctly.
- Always review the ADD’L Pay (if applicable) and General Deduction Overrides and make changes if needed.
- For ANY changes to an employee’s Position, Job Data or Pay Frequency during the summer months:
 - ALWAYS review the JOB DATA Payroll Status and ALWAYS review the Paycheck.

Benefits: Deduction Overrides

- Pay Processing expects to apply all benefit and general deductions every pay period, unless subsets are selected
- Override Deductions (Employee) – a customization to allow users to modify the deduction schedule
- NOTE: An override for each applicable deduction class needs to be set up (taxable portion of basic life, domestic partner coverage, etc.)

Benefits: Queries for Deduction Overrides

- Deductions
 - Missing Overrides: M_BEN_DED_OVERRD_MISSING
 - Health (Medical, Dental, Vision or Prescription):
M_BN_EMPL_DED_PROC_HLTH
 - Non-Health (Basic Life, ADD, LTD, LTC, Legal, EAP):
M_BN_EMPL_DED_PROC_NONHLTH
 - Savings: M_BN_EMPL_DED_PROC_SVNGS
 - General Deductions (Benefit and non-Benefit):
M_BN_EMPL_DED_PROC_GENDED
- Additional Pay
 - For All Additional Pays: M_PY_ADDL_PAY_OVERRIDE

Benefits: Pay-in-Advance Districts/LEAs

- If you are hiring an employee in advance, you must ensure that their benefits or Additional Pays don't apply during the summer months.
- Example:
 - On July 5th, your HR team enters Hires who have an effective start date of July 19th (prior to final payroll calculation).
 - You will not be able to enter overrides until July 19th, because the employee has not started work yet. You will need to flag these employees for follow up
- Options:
 - You can wait until after the July payroll processes to process their benefits/Additional Pays and set up their overrides at the same time – OR –
 - You can process their benefits first and add a reminder between their start date and the final payroll calculation deadline to set up overrides

Benefits: Feedback and Reminders

- Be aware of the Ben Admin events you use to enroll employees in benefits (ADM/HIR)
 - If you have questions about this, contact the CRC prior to processing benefits during the summer months
- Review your deduction and Additional Pay overrides and update as necessary before the 1st payroll calculation for your summer months (if possible)
- Continue to monitor your payroll between calculations to identify corrections needed before final payroll calculation
- Be aware of dates
 - Review the payroll schedules for the summer months
 - If a benefits change has to be reflected on a payroll, aim to get as many of the benefits changes as you can into the system before that payroll's first calculation

Helpful Queries

- To prepare for Summer months we recommend you review your employees Payroll Status, scheduled Pay (SDCOE JOB DATA), Additional Pay Overrides, scheduled Benefit and General Deduction Overrides.
- Please refer to Attachment B: Helpful Queries during Summer Months.



Wrap-up / Q&A

Thank you for attending. Have a nice Summer.



