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MEETING OVERVIEW

- Changes to our Payroll Services team
- Summer Benefits
- Grad Student Processing
- Payroll Document Schedule and Important Deadlines
- Hourly Adjustments
- Direct Deposit
- Overpayments
- Expense Transfers

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CHANGES TO OUR TEAM

- Mike Olin is retiring at the end of April after 30 years with WSU!
- Liz Rasmussen is retiring at the end of April as well, after 6 years with WSU!
- Charlie Cross accepted another position within WSU and will be leaving us April 7<sup>th</sup>
- Chelsy Kessler has separated from WSU and is on to bigger and better adventures
- Please welcome Nadja, who our newest member of the Payroll production team!

Congratulations and good luck to all of you!

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### CHANGES TO OUR TEAM

- With all of the changes that are happening please continue to send all documents and information through the main payroll email instead of to an individual.

[Payroll@wsu.edu](mailto:Payroll@wsu.edu)

- All overpayment issues/questions need to be emailed to the overpayment email

[Overpayments@wsu.edu](mailto:Overpayments@wsu.edu)

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### SUMMER BENEFITS

- Payroll will be taking two multiple deductions this year. First on the 5/10 paycheck for life insurance premiums, and the second on 5/25 paycheck for health insurance premiums.
- This means the impact on Net Pay will show as follows:
  - UMP Classic- Single: \$47.00/\$329.00, FF: \$134.50/\$941.50
  - Group Health Value- Single: \$34.50/\$241.50, FF: \$100.00/\$700.00
  - Life Insurance Deduction- varies on depending on selected coverage
- Premium Surcharges
  - Tobacco Users: \$12.50 X 2 = \$25.00 per month
  - Spouse Coverage: \$25.00 X 2 = \$50.00 per month
- This means the impact on Net Pay will show as follows:
  - Tobacco Surcharge: \$12.50/\$87.50
  - Spouse Surcharge: \$25.00/\$175.00

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### SUMMER BENEFITS

- Health Insurance Premium Table
    - [http://payroll.wsu.edu/deptpay/healthinstable\\_2017.htm](http://payroll.wsu.edu/deptpay/healthinstable_2017.htm)
- \*\*More options online

| HCA  | HLTH | WSU  | HLTH                    | PLAN | PLAN | HEALTH | CARRIERS | RED       | DED        | EMPLOYEE   | EMPLOYEE   | EMPL &   | FULL   |
|------|------|------|-------------------------|------|------|--------|----------|-----------|------------|------------|------------|----------|--------|
| CODE | CODE | CODE | CODE                    | CODE | CODE | CODE   | CODE     | G         | G          | E          | & SPOUSE   | CHILDREN | FAMILY |
| C    | C    |      | Group Health Classic    | 142  | 050  |        |          | \$147     | \$304      | \$257      | \$414      |          |        |
|      |      |      |                         |      |      |        |          | (\$73.50) | (\$152.00) | (\$128.50) | (\$207.00) |          |        |
| CV   | B    |      | Group Health Value      | 068  | 069  |        |          | \$69      | \$148      | \$121      | \$200      |          |        |
|      |      |      |                         |      |      |        |          | (\$34.50) | (\$74.00)  | (\$60.50)  | (\$100.00) |          |        |
| CHSA | J    |      | Group Health HSA        | 041  | 053  |        |          | \$25      | \$60       | \$44       | \$79       |          |        |
|      |      |      |                         |      |      |        |          | (\$12.50) | (\$30.00)  | (\$22.00)  | (\$39.50)  |          |        |
| C1   | N    |      | Group Hlth Sound Choice | 217  | 225  |        |          | \$46      | \$102      | \$81       | \$137      |          |        |
|      |      |      |                         |      |      |        |          | (\$23.0)  | (\$51.00)  | (\$40.50)  | (\$68.50)  |          |        |

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### SUMMER BENEFITS

- Example
  - An employee who has full family coverage (self, spouse, and child(ren)) under Uniform Medical Classic Plan and Employee Supplemental Life Insurance.
    - Per pay cycle premium of \$134.50 for Health Insurance
    - Per pay cycle premium of \$7.75 for Life Insurance

| Pay Date                           | 5/10                  | 5/25                     |
|------------------------------------|-----------------------|--------------------------|
| Life Insurance                     | \$ 7.75               | \$ 7.75                  |
| Life Insurance (Summer Benefits)   | \$ 46.50 (\$7.75 x 6) |                          |
| <b>Total</b>                       | <b>\$ 54.25</b>       |                          |
| Health Insurance                   | \$134.50              | \$134.50                 |
| Health Insurance (Summer Benefits) |                       | \$ 807.00 (\$134.50 x 6) |
| <b>Total</b>                       |                       | <b>\$ 941.50</b>         |

\*\*Normal life insurance deduction on the 5/25 check  
 \*\*Normal health insurance deduction on the 5/10 check

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### GRAD STUDENT PROCESSING

- Summer Assistantships
  - Cancel assistantships for classes that don't make enrollments
  - Summer QTRs will run on the June 25<sup>th</sup>, 2017 payroll
- Fall Assistantships
  - Please get appointments and funding in by Thursday August 18 (\*Ready for HEPPS\*)
  - Confirm appropriate funding for appointments with QTRs
  - Grad Assistants need to be enrolled in 10 to 18 before the Grad School will begin the review process
  - Graduate Assistantship processing training will be offered by the Graduate School this summer on July 18<sup>th</sup> 9:00-10:30am , in Lighty 405.
    - Register through the Instructor Led Training HRS site:
      - [http://hr.hrs.wsu.edu/skillssoft/default.aspx?c=ill\\_wsusYST\\_284](http://hr.hrs.wsu.edu/skillssoft/default.aspx?c=ill_wsusYST_284)

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### GRAD STUDENT PROCESSING

- Graduate Assistantships
  - Grad School begins to process fall grad appointments on Monday, July 24<sup>th</sup>
  - Grad Students can sign up for payroll deduction for the full year in the fall if they will have continuing appointments in the spring
  - For training on how to fill out the grad payroll deduction request, see our tutorial at:
    - <http://payroll.wsu.edu/video/howtogradeddeduction.html>

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### PAYROLL DOCUMENT SCHEDULE

- The Summer Deadline Schedule for Payroll can be found on our website under DEPTPAY users
  - [http://payroll.wsu.edu/pdf/PayDocSchedule\\_Sum2017.pdf](http://payroll.wsu.edu/pdf/PayDocSchedule_Sum2017.pdf)
  - The fall/spring is also available online for 2017/2018
- Cut off dates to prepare for the fall semester!!
  - PERMS deadline for the 2<sup>nd</sup> half of August is: August 22, 2017
  - Payroll Calculation for the 2<sup>nd</sup> half of August is: September 2, 2017

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### IMPORTANT DEADLINES

- Dates To Watch Out For!
  - Time/Leave Reports with LWOP need to be submitted to HRS first and only!
    - Submitting them in a timely manner creates less overpayments
  - Time Reports with no LWOP submit to Payroll only
    - Submitting before the deadline to ensure the report gets processed on time
- PEARs
  - Check them early!
  - Hand drawn and Qwik Check Request
    - Deadline is **NOON** on payday
  - Overpayment deadline
    - **9am**-Typically 2 days after PEARs open

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### HOURLY ADJUSTMENTS

- All requests need to be made through PEARs if it pertains to the current PEARs pay cycle
  - After PEARs closes (or if it's a prior pay cycle adjustment) please send an email to [payroll@wsu.edu](mailto:payroll@wsu.edu)
- Payroll will need all of the following information to process requests:
  - Employees name and ID number
  - Position number
  - Old and new rate of pay
  - Funding account
  - Pay cycle affected
  - Hours Affected
  - The change that is being requested

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### WORK STUDY ADJUSTMENTS

- Changing pay from SHR to Work Study (FWS, SWS, IWS)
  - They **CANNOT** be done through an ETR!!
  - Only create an ETR if you want to change the departments funding account for work study that has already been paid.
  - Only include the departments charge on the ETR
- All requests need to be made through PEARs or an email to payroll
- Payroll has set up a template for the information that is needed to be able to process the request
  - [Work Study Template.docx](#)

*For all adjustment requests please make sure there is an active appointment in the system to support that request!*

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### DIRECT DEPOSITS

- Update on the online forms:
  - We are currently on hold with having self serve direct deposit forms online
- We will be promoting direct deposit in the coming months
  - Convenient and efficient
  - Saves time and is free
  - Safe and secure
  - Most WSU employees participate
  - Peace of mind if on vacation or otherwise away on payday

*Please take a small handful of the precut cards we have available for you to share with your employees and new hires!*

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### EXPENSE TRANSFERS

- Payroll Services offers special trainings for departments on how to complete the ETR form correctly.
- If you are interested in being involved in this training, then please let us know!

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### ADDRESS UPDATES

- Please remember to check all of the information given to you when hiring a new employee or a returning one.
- Check to see if they would have a WSU ID number from school or a previous job
- Please double check the employees address is up to date

Tip: Before processing a new employee try searching the national ID (SSN) field. If it pops up that the SSN is already in use, there is a good chance they already have a WSU ID/Record created.

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### COMP TIME BIENNIUM

- The biennium comp time payout will be paid by fiscal year end- July 10 paycheck
- In order to process this for the employee, all documents need to be turned into payroll on **June 27!**
- Please double check all documents that are being submitted to ensure there are no errors, so that everything will run smoothly.

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### QUESTIONS? CONCERNS? IDEAS?

If you have any questions, concerns, or ideas that would be good to review or talk about for the next meeting let us know!  
You may also email those ideas to payroll@wsu.edu




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