Payroll User Group Meeting
October 11th, 2017

Payroll User Group Meeting 10/11/17

AGENDA

1. HRS
2. New Time Report Email
3. Payroll Outlook Calendar
4. Address Issues
5. PEAR Notes Requirements
6. Duplicate Time Reports
7. Overpayment Process
8. Reduced Hours/Holiday
9. Work Study
10. Modernization Update
11. Upcoming Deadlines
12. FAQ's

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HRS

- I-1433 Update
- Minimum Wage Changes
- January MSI
- Open Enrollment

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Time Report Email

We have created a new email address for time reports only! You may now submit time reports to payroll.timereports@wsu.edu. You will receive notification that your email has been received.

You may send reports to payroll.timereports@wsu.edu; Please do not CC the other Payroll email in order to avoid duplicates.

All LWOP reports still need to be sent to HRS only.

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Payroll Outlook Calendar

We have updated the Payroll.Calendar on Outlook. This calendar includes Payroll deadlines found on the document schedule. This is a great tool to use as a reminder for approaching deadlines.

The calendar can be accessed form the calendar tab in Outlook.

Mail Calendar People Tasks ···

Go to "Open Calendar"
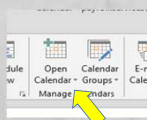
Then "From Address Book" and search for Payroll.Calendar
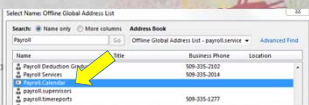
Success! You should have access.

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Address Issues

We're still encountering address issues. Please help new employees and returning employees to successfully enter or update their addresses to avoid mailing issues. All addresses must be on the line Address 1 and fall under 25 characters including street names and apartment numbers, with no punctuation, or they run the risk of being cut off.

Enter text here!

Leave these lines blank!

Common problem addresses are Terre View Drive, Northwood Drive, and Providence Court. These can be shortened to TerreView Dr (no space between Terre and View), Northwood Dr, and Providence Ct. The Prefix "Apt" is not required, and street suffixes can be deleted if addresses are still too long.

Help employees receive their checks on time by assisting in accurate address input!

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Overpayment Collection Process

Overpayments continue to be a concern.

Please make sure to pro-rate holiday and personal day hours for employees at less than 100% FTE.

Turn in any LWOP time reports to HRS even after doc cut off! As soon as you know, send it in.

Email: overpayments@wsu.edu

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PEAR Note Requirements

In order to help meet audit requirement needs, the following should be included on your PEARS note:

If items 1 through 7 are NOT listed on the PEARS, please fill in so that there will be a detailed record of who the correction involves:

1. Employee name
2. On what budget and project
3. Position number
4. Type of Appointment
5. Rate of pay
6. Number of hours or FTE
7. Pay period (s) affected

For further notes, please refer to PEAR Comments handout included with your presentation outline.

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Duplicate Time Reports

If you are sending revised time reports, please use the comment section to notify us of the revision to avoid duplicate entries of the report.

Duplicate time reports may cause overpayments if processed twice.

Best practices include:
   -Writing in comment box " 'Revised' + date"
   -Circling or indicating changes on the revised time report.
   - Writing what has changed on the time report.

Writing what has changed in emails themselves should be avoided as it is not on the signed time report.

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Work Study

- Payroll will not pay work study if the students award has not been updated in our system.

- For late awards, request adjustments through PEARs or an email if PEARs has closed.

- The following information is needed:
  - Employee name
  - ID#
  - Positon#
  - Old and new rate of pay
  - Pay cycle(s) affected
  - Hours affected
  - Budget/project
  - Work study award limit

- 40/60 split

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Reduced/Holiday Hours

Please look over contacts to ensure we have the best person to reach out to during the reduced holiday hours if Payroll questions arise. We will be running Payroll Calc at 2 p.m. on Jan. 3rd, so please plan ahead and communicate the deadlines to your employees.

Also a reminder fro your student employees, if they need to temporarily change their mailing address for the 11/22 payday the deadline to get us the temporary address change form in is 11/17.

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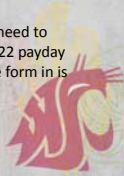
Reduced/Holiday Hours

For those that will be taking LWOP during the Winter reduced hours week please submit all time reports to HRS no later than Dec 27th.

As the holidays approach keep in mind:
- Civil Service employee must be in full paid status before the holiday to receive paid holiday

- AP/Exempt employees must be in some paid status before the holiday to receive paid holiday.

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Modernization

For more information, please visit:

http://modernization.wsu.edu/

The weeks of November 6th and 13th vendors will be on campus doing presentations of what their software can do! Mark your calendar and join us if you can! More information and a full schedule will be posted to the modernization site.

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Upcoming Deadlines

October 1st Half:

Doc. Cut Off: Thurs Oct. 12th

Positive Pay Entry Begins: Mon Oct. 16th

Positive Pay Closes: Weds Oct. 18th; 12:00 P.M.

Begin Review of PEARS: Thurs. Oct. 19th

Pay-Affecting Errors Due: Mon Oct. 23rd; 9:00 A.M.

Non-Pay Affecting Errors/PEARS Certification: Weds Oct. 25th; 12:00 P.M.

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Upcoming Deadlines

October 2nd Half:

Doc. Cut Off: Fri Oct. 27th

Positive Pay Entry Begins: Tues Oct. 31st

Positive Pay Closes: Thurs Nov. 2nd at 12:00 P.M.

Begin Review of PEARS: Fri Nov. 3rd

Pay-Affecting Errors Due: Tues Nov. 7th by 9 A.M.

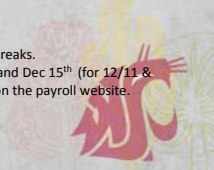Non-Pay Affecting Errors/PEARS Certification: Thurs Nov. 9th by 12:00 P.M.

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FAQ'S & Tips

- Address character limit is 25 with no punctuation. Please do not enter addresses on line 2.

- PEARS closing– two different deadlines; one for pay affecting, and one for check requests.

- QPREXP is a useful screen, especially when someone is paid on multiple funding's.

- Relocation payments run through Payroll must have current appointment before we can process them.

- Always send LWOP to HRS, even after deadline.

- Temporary address changes during the holiday breaks.
  Deadline: Nov 17th (for 11/22 paycheck) and Dec 15th (for 12/11 & 12/22 paychecks). Forms will be posted on the payroll website.

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Questions or comments?

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Thank you!

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**This has been a
WSU Training
Videoconference**

**If you attended this live training session and
wish to have your attendance documented in
your training history,
please notify Human Resource Services
within 24 hours of today's date:**

hrstraining@wsu.edu

PEAR COMMENTS:

In order to help meet audit requirement needs, the following should be included on your PEARS note:

If items 1 through 7 are NOT listed on the PEARS, please fill in so that there will be a detailed record of who the correction involves

1) Employee name
2) On what budget and project
3) Position number
4) Type of Appointment
5) Rate of pay
6) Number of hours or FTE
7) Pay period (s) affected

Always include the below on your notes:

8) Reason why the employee was not paid correctly through the normal method and please be specific
9) What steps have been taken by you if necessary to insure that this problem will not happen again
10) Your expectation from Payroll and what you want us to do to solve this problem. Please be specific, i.e, if you are requesting a manual check say so and when do you want it. Does the employee need the check this pay period or can they wait? If you want to wait until the next pay period and do NOT want a manual check, please state that in your note. If you are requesting a check, please note in your comment that you have talked to the employee involved and that he/she is requesting the check.
11) Please be sure to include your phone number and name so that payroll can contact you.