PAYROLL USER GROUP MEETING

April 10, 2019

MEETING OVERVIEW

- Welcome Stefanie, and Karman Robbie!
- Summer Benefits
- Cyclic Appointments
- Graduate Deductions
- Comp Time Biennium
- Paper Checks
- Direct Deposit
- Non Resident Taxation Seminar

MEETING OVERVIEW

- No Funding Report
- Upcoming Deadlines
- Random Tid-Bits
- Modernization

SUMMER BENEFITS: PREMIUM COLLECTIONS

- Summer premiums for 9 month cyclic/academic employees will be collected on:
  - May 10th – summer life premiums
  - May 24th – summer medical premiums and surcharges
- The premiums will equate to 7 times the normal payroll deduction.
  - Visit hrs.wsu.edu/employees/benefits for a chart of summer medical premium deductions
  - Life Insurance Deductions will be based on level of coverage selected
  - Surcharges will also be collected, if applicable

SUMMER BENEFITS: SAMPLE OF MEDICAL PREMIUMS

HEALTH PLAN	EMPLOYEE ONLY	EMPLOYEE & SPOUSE	EMPLOYEE & CHILDREN	FULL FAMILY
Kaiser NW Classic	$577.50	$1190.00	$1011.50	$1624.00
Kaiser WA Classic	$567.00	$1169.00	$994.00	$1,596.00
Kaiser WA Value	$308.00	$651.00	$539.00	$882.00
Uniform Classic	$374.50	$784.00	$654.50	$1064.00

- Full chart at hrs.wsu.edu/employees/benefits

SUMMER BENEFITS: INDIVIDUAL 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 $152.00 for Health Insurance
  - Per pay cycle premium of $35 for Life Insurance

Pay Date	May 10th	May 24th
Life Insurance Life Insurance - Summer Total	$35.00 $210.00 ($35 x 6) $245.00	$35.00
Health Insurance Health Insurance – Summer Total	$152.00	$152.00 $912.00 ($152 x 6) $1064.00

- **Normal life insurance deduction on the 5/24 check
- **Normal health insurance deduction on the 5/10 check

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SUMMER BENEFITS: SUMMER ELIGIBILITY

- Nine month Faculty are eligible for summer benefits
  - If returning to faculty appointment in the Fall
  - If moving to another WA Higher Ed in the Fall
  - If not returning in the Fall, but will have a summer appointment(s) that averages half-time or more for the entire summer.
- Otherwise, benefits will cease as of May 31, 2019.
- Departments need to enter separation PERMS for non-returning Faculty no later than May 8th.

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SUMMER BENEFITS: ADDITIONAL INFO

- B-Line
  - B-lines should be reflected for all faculty who have an ongoing appointment. The B-line may not show up for temporary faculty with a May 15, 2019 end date.
  - B-lines do not always serve as an indicator of who has been set up to collect the summer premiums.
- Employees/Faculty on 9.5, 10 and 11 month appointments will be processed similarly to 9 month, but their rates are not reflected on this presentation or the website.
- Questions can be directed to HRS Benefits, 509-335-4521 or hrs@wsu.edu.

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CYCLIC APPOINTMENTS

- HRS needs all cyclic letters in a timely manner to make sure the cyclic break, if over 10 days is entered in the system.
- PEARs is a great tool to ensure all of your cyclic appointments were entered correctly!
- Make sure extended cyclic time reports are getting to HRS by document cut-off!
- For those going out in May, if they are in full pay status their last scheduled day they are eligible for the holiday. Time report needs sent to HRS to process so we can pay that out!
- Candy is leaving, please start cc'ing Lorelei Smith, lorelei.smith@wsu.edu on everything as she will be taking Candy's place.

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GRADUATE ASSISTANTS

- Summer Assistantships
  - Cancel assistantships for classes that do not make enrollments
  - Summer QTR will run on the June 25th, 2019 payroll
- Fall Assistantships
  - Please get appointments and funding in by Monday, August 19th ("Ready for HEPPS" in PERMS)
  - Confirm appropriate funding for appointments with QTRs
  - Graduate Assistantship processing training will be offered by the Graduate School this summer on July 18th 9:00-10:00am in Lighty 405
    - Register through the Instructor Led Training HRS site http://ihr.hrs.wsu.edu/skillsoft/default.aspx?c=ilt_wsu_SYST_284

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GRADUATE DEDUCTIONS

- Graduate Assistantships
  - Grad School begins to process fall grad appointments on Monday, July 22nd
  - Grad students can sign up for Graduate Payroll Deduction (PRD) for the full year in the fall if they will have continuing appointments in the spring
  - Forms can be found on MyWSU
    - At the top of the page click "Home Page" then in the middle of the page click on "HR, Payroll & Benefits", then on the left side panel click on the "Payroll Information" dropdown arrow and last click on "Graduate Deduction" to bring up the PRD selection screen(s)

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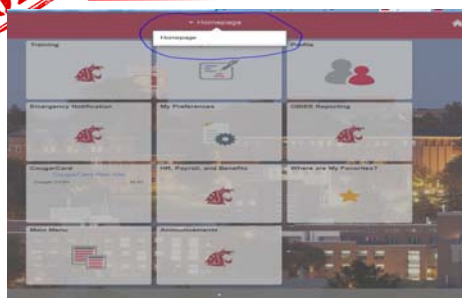
GRADUATE DEDUCTIONS



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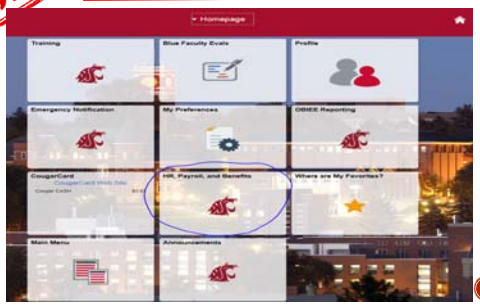

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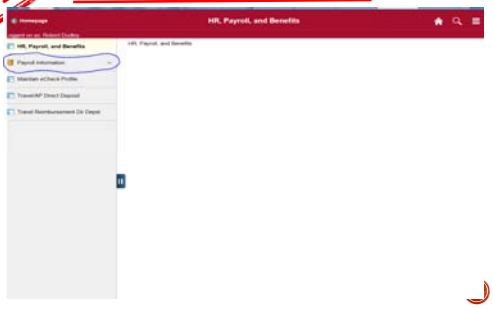

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GRADUATE DEDUCTIONS

COMP TIME PAYOUTS

- The biennium comp time payout will be paid by the fiscal year end – July 10 pay check
- In order to process this for the employee on time, all documents will need to be turned into Payroll by **JUNE 27.**
- Please double check all documents that are being submitted to ensure there are no errors.
- In order for the hours to be paid out, payroll needs a breakdown of when they were EARNED.

CHECKS

- Residence Hall checks are now available for pick up at the payroll window only.
- Temporary address changes are available for the May 24th, 2019 pay check.
- Payroll cannot mail checks to addresses out of the country.

DIRECT DEPOSIT

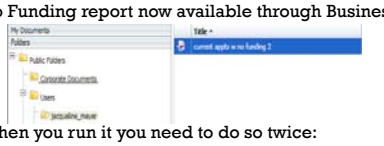
- Please continue to check employee's ID's and sign Direct Deposit forms in the highlighted boxes:
- This helps us ensure the security of employees!!

NON RESIDENT TAXATION SEMINAR

- Payroll will be offering a seminar to all departments interested in more information about payroll taxation for non residents.
- Goal:
  - Review the importance of the Tax Determination Questionnaire
  - Encourage departments to confidently provide basic information to all non resident employees
- Tentatively scheduled for the end of July.
- Interested or have specific topics of interest? Contact Brandon Cross at bmcross@wsu.edu subject: Non Resident Taxation Seminar
- Visit https://payroll.wsu.edu/non-u-s-citizens/ for Payroll information on non resident taxation.

NO FUNDING REPORT

- No Funding report now available through Business Objects!



- When you run it you need to do so twice:
  - The whole pay cycle (e.g. 4.01.19- 4.15.19)
  - From today through the end of the pay cycle (e.g. 4.10.19-4.15.19)
- Payroll will continue to run the report as well.

UPCOMING DEADLINE SCHEDULE

April 1st ½

- Doc Cut Off: Friday, 4/12
- Positive Pay Entry Begins: Tuesday, 4/16
- Positive Pay Closes: Thursday, 4/18 at 12pm
- Begin Review of PEARS: Friday, 4/19
- Pay- Affecting errors due: Tuesday, 4/23 by 9am
- Non- Pay-Affecting errors and PEARS Certified: Thursday, 4/25 by 12pm

RANDOM TID-BITS

- No need to CC Jackie on emails going to overpayments@wsu.edu
- If anyone is interested in another training for filling out Expense Transfer forms, please let Jackie know: jacqueline_meyer@wsu.edu
- Always turn in LWOP, even if it is after document cut-off. We WILL process LWOP up until we are running payroll! No one likes overpayments!
- Please do NOT CC payroll for current LWOP. HRS is awesome about getting it up to us same day.

RANDOM TID-BITS

- For submitting time reports via email other than LWOP, please use payroll.timereports@wsu.edu
- If your department contacts are incorrect on our website, please email payroll@wsu.edu to get this updated.

MODERNIZATION

- Payroll is working heavily with Modernization on the Work Day implementation!
- Please be patient with us if you are experiencing longer response times. If there is an urgent matter please consider emailing us instead of calling.
- As always we recommend emailing payroll@wsu.edu and calling 509-335-9575 so you can be directed to someone who can help you.

QUESTIONS/SUGGESTIONS/CONCERNS

THANK YOU!

- Thank you for everything you do! Payroll wouldn't be successful without your hard work and diligence!