JUSTICE ADMINISTRATIVE COMMISSION

Everything You Wanted to Know About Payroll

Kevin Garland, Senior Human Resources Specialist
Loraine Cole, Senior Human Resources Specialist
Kale Stafford, Senior Human Resources Specialist

May 8, 2024

Payroll Calendar Timing and Tips

Kevin Garland

Payroll Calendar – Objectives

- That everyone who works with payroll, has a payroll calendar, and is comfortable using it.
- Let the calendar guide you, what's my first priority, second priority? What just processed overnight, what posted today?
- Understand that the calendar should have a role at the beginning of every work day.

Payroll Calendar – Release

- The Department of Financial Services (DFS) releases their payroll calendar annually.
- Based on this, JAC creates our own calendar specifically tailored for the JROs.
- JAC cannot begin to work on our calendar <u>until we receive the calendar from DFS</u>.
- If you ever need a calendar, or have a question, please ask your payroll specialist.

Justice Administrative Commission

Payroll Calendar - Information

- Payroll deadlines = “Due Dates” for the JROs
- EFT – Cancelation deadlines
- When the reports will post in RDS.
- When the paper warrants will be mailed out. If you need to track the warrants, please contact Tracy Kessler in JAC Operations.
- The pay dates for the supplemental & monthly payroll.

Payroll Calendar – Due Dates

- JAC cannot process payroll as fast as it is submitted, so our deadline is after yours.
- We give ourselves two business days after the JROs' due date (if the JROs' due date is Wednesday, COB, JAC's is Friday, COB).
- There are no guarantees that payroll changes submitted after your deadline & before ours will get entered.

Payroll Due Date – Priorities

- Our first priority is not to overpay anyone, which causes the largest ripple effect.
- Next, we do not want to underpay anyone and have them wait for the next supplemental payroll if we can help it.
- After that, we will process any position reclassifications – employee reassignments as time allows.

Payroll Calendar – Timing

- Every morning, identify where you are in the month, knowing of deadlines that have passed and those that are upcoming.
- As you get closer to deadlines: Internal communication…did anyone go out on FMLA…are there any hour adjustments…did anyone return from leave etc.?
- We know most of this is out of your control, but please keep asking.

JUSTICE ADMINISTRATIVE COMMISSION

Payroll Calendar – Timing Cont.

- Adjustments entered before monthly payroll processes vs. adjustments entered after the monthly payroll processes.
- Please try to be as current as possible with hour adjustments right up until payroll processes.
- We want to pay your staff as accurately as possible initially, rather than having a large overpayment to recoup afterwards.

Payroll Calendar – Tips

- What just happened, what’s about to happen?
- Trust the payroll calendar, the dates are not mobile or flexible.
- If additional information is required (fiscal year-end & calendar year-end), JAC will provide that information to you ahead of time. Please familiarize yourself with the details.

FLAIR: Payroll Reports

Kevin Garland

Objectives

- Learn the basics of navigating FLAIR – RDS (Report Distribution System)
- Learn some tips that will make filtering/searching the RDS reports much easier.
- Answer any questions you have regarding your payroll reports.

FLAIR RDS – Beginners

- If you need RDS access, please contact JAC Financial Services.
- Check your RDS directory daily.
- Practice navigating the system, it gets easier each time.
- Feel free to ask us questions anytime.
- We are here to help!

JAC – RDS Administrator

- Does someone in your office needs RDS access?
- Do you need a report added to your directory?
- Contact the JAC RDS Administrator, Dahlia Flowers.
- The RDS Administrator will get you set up. Your payroll specialist will assist you with your RDS payroll report needs from then on.

RDS Navigation – The Basics

- When you reach the FLAIR "Application Screen"

  - Enter **5** for RDS, and press enter

  - Option **1** will take you to your most recent reports.

  - Your RDS "directory" contains all of the report information, starting with your most recent reports.

Justice Administrative Commission

RDS Navigation – Continued

- Once you are in your RDS directory

  - The **F7** key – Scrolls you <u>back</u> one page

  - The **F8** key – Scrolls you <u>forward</u> one page

  - The **F3** key – Acts as your "back" button

- If you ever hit an incorrect key, or feel stuck in RDS, use the F3 key to find your way back to a screen that you recognize.

RDS Navigation – Continued

- Once you see the type of report you want, use your tab key until you are beside the report.
- Type **S**, press enter, to "show" the report
- Type **F**, press enter, to "filter" the reports

Filtering makes it easy to search. If you want a payroll register (U214), it will update your directory to **only** show payroll registers.

Searching for Voucher Backup

- You’re reconciling the month, and don’t have backup for a transaction.
- First step, gather the info you do have, and then look at the voucher number itself.
- Each fiscal year, the payroll voucher numbers reset.
- Start of FY – 000003 & 000035
- End of FY – 004006 & 004014

Voucher Backup – Continued

- What is my first step when searching for a voucher?
- Compare the <u>current</u> payroll voucher # with the voucher # you're looking for, this will give you an idea of how far back you may need to look.
- Use the info provided here to "filter" the reports and search for the voucher #.

Voucher Backup – Continued

- Payroll voucher numbers will not exceed 4-digits. If the voucher is 5-digits, check with other sections at JAC.
- The voucher numbers we just looked at are for money coming out of your account.
- The other main payroll voucher numbers are for money being placed back into your account (typically refunds & cancelations).

Voucher Backup – Continued

- These voucher numbers will begin with a 9, and the #'s will also increase with each payroll.
- Start of the FY – 9000005 & 9000016
- End of the FY – 9001335 & 9001350
- What are the current voucher #'s, what voucher # am I looking for, how many digits, and does it start with a 0 or a 9?

"Restoring" an Archived Report

- If a report has an **A** next to it, the report is in "archive" status (i.e., over 30 days old).
- To "restore" an archived report, tab until you are beside the report, type **R** and press enter.
- This will take you to a screen to confirm the request.
- Type **Y** in the command line, press enter.
- In 15 minutes or so, the report will have an **R** next to it instead of an A, it's been restored & you now have access to it.

Payroll Reports – Pay Tab.

- **Payroll Tabulation by Acct. Code (Q213)**

  - Account code – 29 digits
  - Organization code – 11 digits
  - Voucher # and date & warrant date
  - Object codes
  - Total **employer** cost breakdown
  - Total gross salary charge

Payroll Tabulation Continued

- Working from right to left, it begins with the gross salary, then we work our way to the gross salary charge (gross salary + <u>employer</u> costs)
- Gross salary – Amount before taxes/deductions
- Object code – (11*** salary) (12*** OPS)
- Employer disability (1630)
- Employer life (1620)
- Employer health (1610)

Payroll Tabulation Continued

- Pre-tax benefit savings (1570) – This is the administrative fees paid by the employer for pre-tax deductions
- Optional retirement plan (1550)
- **P**ublic **E**mployees **O**ptional **R**etirement **P**lan (1522) – Employer contribution for the investment retirement plan.
- State retirement (1520) – Employer contribution to the state pension plan.

Payroll Tabulation Continued

- Employer FICA/MEDI (1510) – This is the *combined* employer contribution.
- On the far left is the gross salary charge – The total gross salary + employer contributions.
- If you ever need the gross salary charge for an individual, we highly recommend that you request access to FLAIR “PYRL” so you can view pay details.

Payroll Reports – Payroll Register

- **Payroll Register (U214)**
- Payroll type (monthly, on-demand, etc.)
- Pay date, voucher #, SWD #
- Employee & pay information, sorted by org code, class code, inter-dept. #
- Be careful using this report to reconcile… the org code page breaks are not always clean. End of page – start new page.

Payroll Register Tips

- Tip #1 – the far left column will have either a **0** or a **1** (O means paper warrant, 1 means an EFT)
- Tip #2 – when an employee is paid more than one payment **on-demand** (e.g., AL & SL), the payroll register combines the two payments into one line. Don’t panic, verify that the totals are correct.

Payroll Reports – Misc. Ded.

- **Miscellaneous Deduction Register (Q214)**

  This report lists your post-tax deductions

  - <u>Deduction code</u> – 3 digits
  - <u>Description/payee</u> – The company
- Lists each person in your office that has that deduction coming out of their pay.
- This report is pretty straight-forward; but, it is a valuable resource for checking your code 200 deductions as well as other deductions.

Payroll Reports – Suppl. Ins.

- **Supplemental Insurance Register (**U21R**)**

 - This report lists your staff that have supplemental insurance coverage such as cancer, disability, & medical reimbursement.

 - It does not provide the specific company providing coverage. If an employee forgets who their provider is, have them log into People First and select Insurance Benefits.

Payroll Reports – HLD Insurance

- **Health Life & Disability Report (U21Q)**

 - Lists are in org code / inter-department number order.

 - Report provides both the employee & employer costs for each insurance.

 - The totals for each group are found at the bottom of the page.

Payroll Reports – Salary Refunds

- **Salary Refund Report (Q21Y)**

- This report is generated when an employee reimburses their JRO for an overpayment in salary.

- It is triggered by the "approval" of the deposit back into the JRO's account.

- An employee can reimburse their JRO by personal check, money order, or payroll deduction (code 200). Checks/money orders should be made out to either the JRO or to JAC.

Payroll Reports – EFT Cancellation

- **EFT Cancelation Report (Q21Z)**

 - The EFT cancelation report reflects the breakdown of the funds being restored to the JRO's account.

 - It posts the day after the pay/warrant date.

 - Please check your payroll and always be aware of the EFT cancelation deadlines.

Payroll Reports – Warr. Canc.

- **Warrant Cancellation Report (Q21K)**

 - This report is generated when a <u>paper</u> warrant is canceled and approved.

 - Paper warrants can be canceled up to 12 months after being issued.

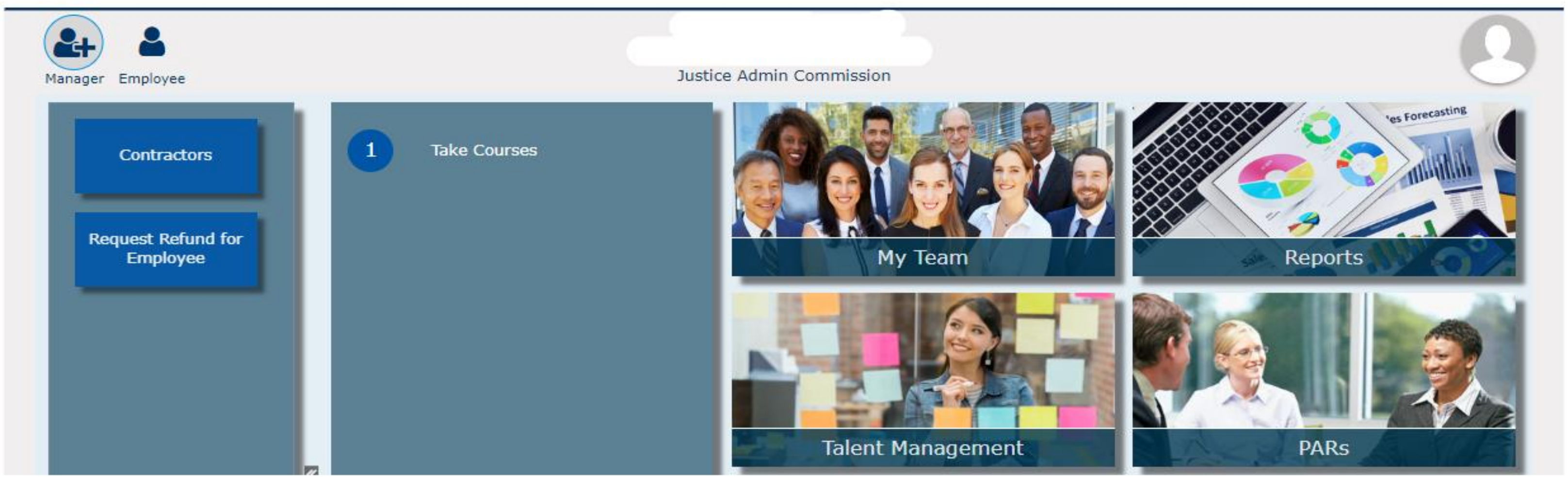
 - If a paper warrant that needs to be canceled arrives in the mail, please write void on the warrant and mail it back to JAC.

Always Remember To…

- Check your reports daily.
- Practice navigating & filtering reports.
- Ask questions of your payroll specialist.
- Check your reports to ensure your changes were processed correctly.
- Get familiar with, and pay attention to your voucher numbers.

People First Navigation

Loraine Cole



Objectives

- To provide a better understanding of how valuable a resource People First can be.
- To answer any questions about your new hires getting started initially.
- That you will be comfortable enough using People First that you incorporate it when checking your payroll & answering questions from your staff.

Logging Into People First

- If you have forgotten your password:

  https://PeopleFirst.myflorida.com

  Select "Forgot Password", follow the steps

- For new hires – PF will mail them a letter with the login ID. Go to the same site listed above.

- Enter the login ID & temporary password

- Update to the password of their choosing

Passwords

Q. Do I need to enter an email address <u>and</u> mobile phone number in People First?

A. Yes.

Contact Information

- Work Email
  - Work Information
    - Work Contact Information
      - Work Addresses – telephone number
- Notification Email
  - Personal Information
    - Contact Information
      - Notification Email

Contact Information

people first

EAP | Timesheet | Logoff

Employee

SHELIA GRIFFITH
SENIOR CLERK
Dept of Management Services

Employee / Personal Info / Contact Information

Contact Information

SHELIA GRIFFITH 10009016 SENIOR CLERK

Edit | New

Address Type	Address	City	Sta...	ZIP	Effective Date	End Date
Home Address	888 Easy Street	TALLAHASSEE	FL	32311	11/14/2017	12/31/9999
Mailing Address	123 Main St	TALLAHASSEE	FL	32311	11/16/2017	12/31/9999
Notification E-M...	SHEILA.GRIFFITH@DMS.MYFLORIDA.COM				11/16/2017	12/31/9999

Your current mailing address will be used for mailed correspondence. If there is no active mailing address, then the home address will be used.

Effective Date: 11/14/2017
End Date: 12/31/9999

Address Type: Home Address
Address Line 1: 888 Easy Street
Address Line 2:
ZIP Code: 32311
City: TALLAHASSEE
State: Florida
Country: US | USA
Home County: LEON
Work County: 037 | Leon
Mobile Phone: 444 | 444-4444
Alternate Phone: 000

☐ Check here if you would also like to use this as your mailing address.

Contact | Settings

Access to Information in PF

- The “security role code” of the **position** determines what records can be viewed.

- Most people have an “E”; they can only view their own information.

- At least one person in HR should have a “U”; this gives them access to their entire staff.

Org Code Range

Ex. 21500100000 to 21500199999

Once You're In…

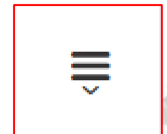
- Select "My Team" to look someone up

- Use the search bar – You can search by SSN, name, PF ID, or position number.

- To view a former employee, check the "Inactive" box before searching.

- Once you pull up the employee, you have access to view a lot of information.

Viewing Employee Information

- There are three lines on the right with a down arrow beneath them. 

- Click on those lines to view your options

- You can view the <u>insurance benefits</u>

- <u>Pay Info</u> – Salary, deductions, pay history

- <u>Personal Info</u> – W4, contact info, etc.

- <u>Work Info</u> – PAR "action history", retirement code, Org. work assignment, etc.

Helpful Screens in People First

- Under Pay Info, you will see "Gross Pay History (Pre-Tax)".

- This will list all of their payments back to when PF went live in November 2004.

- The only payments you cannot view here are any on-demand payments because they are processed through FLAIR, not People First.

Helpful Screens in People First

- Also under Pay Info – "Payroll Deductions"
  - Active deductions will be on top
  - These are "post-tax" deductions
  - Not all deductions are listed here because some deductions are maintained elsewhere (e.g., Deferred Comp., Child Support, Garnishments.)

People First Tips

- W4 – Withholding Tax – The Federal Tax Tables were updated **Jan. 1, 2020**.
- If your most recent W4 effective date was prior to this date, you are taxed based on the previous tax tables.
- When someone enters a new W4 record, the effective date now falls **after** this date. So now they are being taxed under the new tax tables.

People First Tips Continued

- Someone has a security issue with their bank account, or they made a late change to their account.
  - This can result in the need to receive a paper warrant instead of an electronic deposit.
- In People First everyone has the option to a red “Stop Direct Deposit” button they can select before the monthly payroll run.

People First Tips Continued

- If an employee says, my paycheck was not deposited into my account this month!!!
  - Ask if they made a recent change to their account.
  - Check the payroll calendar, has the EFT cancellation deadline passed?
  - If so, the employee will need to call the DFS – Direct Deposit section to find out what's going on (850) 413-5517.

People First Tips Continued

- Everyone should log in regularly. Why???
  - To verify their contact information is correct.
  - To verify their salary & deductions are correct.
- Have employees come to you with their questions. People First will direct your employees to call JAC directly.
- Get comfortable using PF, explore what your access.

Leave of Absence

Kale Stafford

Objectives

- To facilitate a better understanding regarding each and every leave situation that may arise.
- To know <u>when</u> & <u>how</u> to submit leave PARS.
- To illustrate the importance of **communication** throughout each leave situation.
- To become as consistent & uniform as possible with regard to terminology, timing, and follow-up for each leave situation.

JUSTICE ADMINISTRATIVE COMMISSION

Leave & Communication

- **<u>At the beginning</u>** of any leave scenario, please communicate any questions, concerns, or relevant details with your JAC payroll/benefits specialist.
- Please be as specific as possible in the PAR comments (e.g., <u>with</u> pay, <u>without</u> pay, the type of leave, possible return date, hours to pay, whether they will be <u>applying for disability</u>).
- Provide any necessary backup documentation with the PAR (e.g., Military Leave/Orders).

Leave "With Pay"

- Is this actual leave, or just a few unpaid hours?
- The effective/transaction date is **<u>the day the leave began</u>** (not today's date ☺). This is especially important for disability claims.
- Leave "with pay" provides the flexibility to adjust their hours each month while keeping them in paid status (though their record will drop from any mass upload while on leave with pay).

Leave "With Pay" Continued

- In the PAR comments, provide big picture information.
- Even if you have a tentative return date, please indicate it in the PAR comments.
- Helps us maintain an accurate "action history" for each employee in People First.
- Be as up-to-date as possible with current month hour reductions before payroll runs.

Leave "With Pay" Continued

- The BOMS transaction code to use when placing an employee on leave with pay is **98**.
- The BOMS transaction code to use when bringing them back from leave with pay is **98**.
- Reminder: It's very important to submit the "return from leave with pay" PAR once they return to work. Sometimes it goes unnoticed until they drop from a mass upload.

Leave "Without Pay"

- Use leave without pay when the employee will not be paid any hours for at least a **full calendar month**.
- BOMS transaction code **58**
- Effective date: When the leave began.
- PAR comments: Leave without pay, the type of leave, approximate return date, etc.

Leave "Without Pay" Continued

- If you are unsure of the return date, there's no harm in placing them on leave without pay.
- When someone is placed on leave without pay, JAC Payroll lets JAC Benefits know for vouchering purposes.
- Use the emails from JAC Benefits to help keep track of who's on leave without pay.

Leave "Without Pay" Continued

- Do not process any PAR actions for someone on leave without pay (e.g., reassignment, salary increase, even a name change). People First will automatically place them back in active status.
- The BOMS transaction code for the return from leave without pay is **71**.

Military Leave

- Obtain a copy of the military orders (and military pay stubs) asap.
- Utilize the Military Leave At-A-Glance Provisions sheet on DMS's website, https://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_personnel_system_hr_practitioners/attendance_and_leave/military_leave.

Military Leave Continued

- Contact JAC with any questions/concerns.
- Submit the PAR & military orders to JAC.
- There are several types of military leave, communication between our offices is key.

Leave – Tips & Reminders

- When did the leave occur?
- Before monthly payroll, you may still have time to reduce their hours.
- After monthly payroll, overpayment calculation. Possible cancel/reissue if the amount of hours is significant.
- Did they just use a few more hours of leave than they had available? Or, does this rise to the level of a leave of absence situation?

Questions???