Payroll Processing / Issues

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Objectives

- To facilitate a better understanding regarding the role of JAC and the circuit throughout the payroll process.

- To obtain the knowledge & resources that will enable us to perform our duties more efficiently and effectively.

Payroll Overview

- **JAC Website -** https://www.justiceadmin.org
- <u>On the homepage</u>: Human resources > Compensation & pay > Payroll due dates

    - The current year payroll calendar (PDF) & key dates during for the month are listed.

    - Due Dates (circuit deadline)

    - RDS Reports available in FLAIR

    - EFT Cancellation Deadline

    - Paydays (monthly, suppl., CJIP)

JAC Website

- **Human resources > HR Memoranda**

  - Search by keyword (ex. "Form 1095")

  - Or search by yearly listings

- **Human resources > HR FAQ's**

  - New hires   - Post-tax deductions

  - Payroll   - Reemployment Asst.

  - Requests to Fill

  - Benefits

  - Retirement

JAC Website (cont'd)

- **Human resources > HR Forms**

    - Employee forms: Direct deposit (better to go through PF), W-4, I-9, W-9, beneficiary affidavit, FRS new employee cert. form, new OPS appt., new hire insurance waiver.

    - Agency forms: Affidavit for duplicate warrant, safety coordinator appt. form, position description, non-cash fringe benefits, request to fill vacancy.

Payroll Group Email

Submitting your payroll:

   - Email to the Payroll Group

- Payrollgroup@justiceadmin.org

- Response from JAC – "Received"

- **Always** use the payroll group as the *primary* recipient

- Work is printed, clocked in & distributed

Organize/Audit Payroll

- **Payroll is sorted by transaction type & effective date.**

   - Contact the circuit if clarification or additional documentation is required.

   - Identify transactions that will require multiple steps/follow up.

   - Process payroll entries in chronological (effective date) order.

Payroll Processing Sequence

- **Payroll is organized as it arrives**

  - Check for previous/future actions that may create a conflict

  - Keep the changes in chronological order

- **Enter salary/position updates first**

  - Mainly the pay changes, position reclassifications, employee reassignments

  - The employee's action history has an impact on unpaid hours entries

Payroll Sequence (cont'd)

- **Code 200 deductions**

  - Must be entered before the term PARs

  - Installments are *possible*, but we will not approve the salary refund until it is paid back in full

  - Ensure the employee has enough salary to cover the deduction

  - PAR to Jamie Johnson for deposit/approval

Payroll Sequence (cont'd)

- **Unpaid hours**

  - Check action history

  - Large number of hours, ask circuit for details. Leave with/without pay?

  - After entering, set PARs aside to check later

- **Check unpaid hours** (the day before payroll processes)

  - Verify the hours by viewing the "stop/cancel" screen in People First. It lists the pay information that will be sent to DFS.

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Payroll Sequence (cont'd)

- **Termination PARs**

  - Complete other entries first

  - Check for parking deduction

  - Check for any special instructions

- **Multi-step PARs**

  - Identify the steps needed

  - Hours & salary are first priority

  - Follow up with remaining entries after the payroll processes

Post Payroll

- **For payroll received after monthly processing**

  - Overpayment calculation **vs.** cancellation & on-demand (impact on benefits)

  - Can it wait until the supplemental payroll?

  - Is there a forthcoming leave payout large enough to deduct the overpayment from (code 200 deduction)?

Overtime Rules

■ **For part-time employees:**

- If an "included" part-time employee exceeds the contracted hours (based on FTE) *for the month*, they are paid <u>straight time overtime</u>.

- If a part-time employee works more than *40 hours in a week*, they are paid <u>time and a half overtime</u>.

- Straight/comp time for part-time employees who work on a holiday.

Overtime Rules (cont'd)

- **For full-time employees:**

    - Overtime (time and a half) is paid when an "Included" employee works more than 40 hours in a week.

    - Straight/comp. time is paid for full-time employees who work on a holiday.

    - More than 40 hrs. on a holiday week, holiday is straight time, rest is time & ½.

Supplemental Payroll

- **Prior month transactions, payroll received after DFS deadline:**

    - Pay changes, new hires, promotions, etc.

- **Overtime (comp. time & OT)**

- **Leave payments (2nd supplemental after term)**

- **May need to "stop/cancel" a payment in People First:**

    - If the payment was paid on-demand in FLAIR

Payroll Issues

- **Communication**

  - Circuit management > circuit HR > JAC HR > JAC management must all work together

- **Codes in BOMS vs. People First**

  - Similarities/differences

  - People First screen prints in your handout

  - Interpretation by JAC payroll (comments on the PAR are helpful)

Payroll Issues (cont'd)

- **People First Design**

  - Built for simple, sequential (eff. date), straightforward transactions

  - Prioritize: Hours & rate of pay come first. Follow up after payroll processes to complete subsequent transactions

  - Very limited access to correct entries once they've been made. Have to contact People First service center for assistance.

Payroll Issues (cont'd)

- **Checking your payroll**

    - <u>Payroll reports</u> – Monthly, supplemental, CJIP, "RDS reports" are all listed on your payroll calendar

    - <u>Rate Reports</u> – From Andy each month

    - <u>Pay statements</u> – Available on the DFS/EIC website (In your handout & upcoming slide)

    - You only have to check your payroll *changes* (recurring payroll)

Payroll Issues (cont'd)

- **Payroll deadline**

    - Become familiar with the payroll calendar

    - We do everything possible to input the work that arrives after circuit deadline

    - Let your managers know the deadline is approaching

    - Alert your payroll contact if any additional payroll is on the way after the deadline

Payroll Issues (cont'd)

- **Lost paper warrant**

  - Alert JAC "payroll group" by email with the payment information

  - We will request a stop payment through the DFS Reconciliation section

  - Circuit completes an *original* Affidavit for Duplicate Warrant form (available on JAC website)

  - Takes approximately 1 – 2 weeks

Reminders

- **Deferred Compensation**

    -Def. comp. representative and the employee complete the forms

    - Forms are sent to the Bureau of Deferred Compensation (contact info in handout)

    - Forms are forwarded to BOSP for entry

    - For <u>leave payouts with DC</u>, let us know about the DC in the PAR comments

    - We enter on-demand, BOSP approves it

Reminders (cont'd)

- **Direct Deposit**

  - Use People First instead of DFS form (safer & faster)

  - In People First: Employee Information > Personal Information > Direct deposit

  - Submitting the form to DFS takes 4 to 6 weeks to take effect

  - Only the employee has access to their information in People First

Reminders (cont'd)

DFS Employee Information Center (EIC) website:

DFS "Employee" (EIC) Web Site:
https://apps.fldfs.com/EIC/EmployeeInfoCenter/

DFS "Master" Account (EIC) Web Site:
https://apps.fldfs.com/EIC/EmployeeInfoCenter/MasterAccountLogin.aspx

Reminders (cont'd)

JAC website is easy to search:

- **Human resources > comp. & pay > payroll due dates/payroll calendar**

- **Human resources > HR Memoranda**

- Search by keyword (ex., Military leave)

- **Human resources > FAQ's**

- A quick & valuable resource for researching a question or obtaining backup documentation

Reminders (cont'd)

- **End of the calendar year:**

- **We send out a "calendar year end memorandum" that includes the important dates, deadlines & instructions (e.g., on-demands, salary refunds, cancellations)**

- **It is important to be as up to date as possible regarding your salary refunds/overpayments. Refunds not received & approved by the deadline will have to be recalculated to include federal w/h. This is because we've reached IRS deadline and the current year taxes have been finalized.**

Reminders (cont'd)

- **End of the fiscal year:**

- **<u>OPS</u> – Last two weeks of June, cannot pre-certify hours worked, pay on the supplemental payroll, certified forward.**

- **No <u>code 200 deductions</u> unless certified forward. Submit checks for overpayments (be aware of the deadline for checks).**

- **Please coordinate any payroll transactions that you are certifying with your *accounting* contact at JAC.**

Reminders (cont'd)

- **"<u>Collection</u>" requests/updates are forwarded to the Bureau of State Payrolls for processing.**

    - Garnishments

    - Child support

    - Student loans

    - IRS Levy

- **Official court documents are required before any updates will be processed by BOSP.**