

HR / PAYROLL CONFERENCE CALL

APRIL 18, 2017

**NOTE: THE WEBINAR SLIDES AND RECORDING
WILL BE POSTED ON THE NEW OSC WEBSITE:**

[HTTPS://WWW.OSC.NC.GOV/STATE-AGENCY-RESOURCES/CUSTOMER-SERVICE-HRPAYROLL/HR-AND-PAYROLL-CONFERENCE-CALLS](https://www.osc.nc.gov/state-agency-resources/customer-service-hrpayroll/hr-and-payroll-conference-calls)



AGENDA

- **OM/PA Updates**
 - Employment % and Cap.util.lvl
 - Retro Ticket Reminders
- **Time Updates**
 - Adverse Weather
- **Payroll Updates**
 - State Board and Commission Members
 - One time Deferral Reminders
- **Benefits Updates**
 - Leave of Absence Non-Payment Reminder
 - Family Medical Leave, Worker's Comp & Short Term Disability > 5 years
 - Exception Request Reminder



HR- EMPLOYMENT % AND CAP.UTIL.LVL

- When working an employee action in SAP the Capacity Utilization Level (Cap.util.lvl) and the Work Hours per period (WkHrs/period) on IT0008-Basic Pay automatically populate based on the information entered on IT0007-Planned Working Time.
- As long as the employee is full time (FT) and the IT0007 is saved with the proper information there should not be any issues.
- If the employee is FT but they are listed as part-time (PT) on IT0007 or vice versa it is possible that the employee will be over or underpaid.
- Anytime an employee's hours are changed on IT0007 the Basic Pay must be updated as well.



HR- EMPLOYMENT % AND CAP.UTIL.LVL

- Example of a FT Employee

Work schedule rule

Work schedule rule: D01N08GN MTWHF-8,SaS-0 WSR Finder

Time Mgmt status: 1 - Positive Time Recording

Working Period: Wk - Sun (mdnt) - Sat

Part-time employee

Working time

Employment percent: 100.00

Daily working hours: 8.00

Weekly working hours: 40.00

Monthly working hrs: 173.33

Annual working hours: 2080.00

Weekly workdays: 0.00

IT 0007

IT0007-This employee is working 40 hours a week on a 40 hour/week schedule so the employment percent is 100.00 and the monthly working hours = 173.33...

Salary

Reason: ZC Salary Adjustment: Cap.util.lvl: 100.00

PS type: 01 Graded: WkHrs/period: 173.33 Monthly

PS Area: 01 Annual Salaries: Next inc.:

PS group: GR63 Level: Ann.salary: 32,480.00 USD

W...	Wage Type	Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Regular Salary		2,706.67	USD		<input checked="" type="checkbox"/>	0.00	

IT 0008

...IT0008-The Cap.util.lvl is 100.00 and the working hours per period = 173.33 monthly matching what is on IT0007.

Note: for a DOT or Temporary Employee the WkHrs/period would show as 80.00 bi-weekly.



HR- EMPLOYMENT % AND CAP.UTIL.LVL

- If a PT employee is on a PT schedule on IT0007 (Example: a PT employee works 20 hours a week and is on a M-F 4 hr/day schedule) their employment percent will still be 100.00 even though their monthly working hours are 86.65 per month.
- The Cap.util.lvl on IT0008 will match at 100.00 and the WkHrs/period will be 86.65 monthly

Cap.util.lvl	100.00
WkHrs/period	86.65 Monthly
Next inc.	
Ann.salary	62,164.00 USD

- As long as the information matches, the employee is good.
- Please note that the system is configured to remind us that if we attempt to change the hours per week that an employee works on IT0007 you must check IT0008:



Attention: Please check Basic Pay infotype (0008)



HR- EMPLOYMENT % AND CAP.UTIL.LVL

- In certain circumstances an agency chooses to leave an employee on a FT schedule even though the employee is actually working less than 40 hours.
- This is not recommended, but if an employee is configured this way the Cap.util.lvl on IT0008 must be changed to 100.00 and the Monthly working hours on IT0007 must match the WkHrs/period on the IT0008. (Will show as Bi-weekly hours for Temp Solutions and DOT.)

Example of a PT Temp
Solutions Employee's
IT0008.

Cap.util.lvl	100.00	
WkHrs/period	48.00	Bi-weekly
Next inc.		
Ann.salary	37,440.00	USD



HR- EMPLOYMENT % AND CAP.UTIL.LVL

- Example of a PT employee on a FT schedule

Work schedule rule

Work schedule rule: D01N08GN MTWHF-8,SaS-0 WSR Finder

Time Mgmt status: 1 - Positive Time Recording

Working Period: Wk - Sun (mdnt) - Sat

Part-time employee

Working time

Employment percent: 50.00

Daily working hours: 4.00

Weekly working hours: 20.00

Monthly working hrs: 86.67

Annual working hours: 1040.00

Weekly workdays:

IT0007-This employee is working 20 hours a week on a 40 hour/week schedule so the employment percent is 50.00 and the monthly working hours = 86.67...

Salary

Reason: 22 Reinstatement Cap.util.lvl: 50.00

PS type: 01 Graded WkHrs/period: 86.67 Monthly

PS Area: 01 Annual Salaries Next inc.:

PS group: GR63 Level: GR Ann.salary: 32,000.00 USD

W...	Wage Type Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Regular Salary	2,666.67	USD		<input checked="" type="checkbox"/>		

...IT0008-The Cap.util.lvl must be changed from 50.00 to 100.00 and the working hours per period must match the IT0007 Monthly working hrs!!!

Note: to find an appropriate Work Schedule Rule you can use the WSR Finder tool noted above on IT0007.



HR- RETRO TICKET REMINDERS

- Even though most retroactive actions no longer require OSHR approval, BEST Shared Services still requires certain information prior to processing the action.
- In addition to the usual comments attached to any PCR, a retro PCR must also include comments explaining why the action is retro and if the action will have any impact on pay or benefits. If this is not included, your BSS representative will contact you to add the information to the PCR.
- When a Heat Ticket request is sent to BSS to process a retro action, the PCR number, date, action type and reason and employee ID must all be included on the request. (This information is required for any action or action deletion request.)



TIME - ADVERSE WEATHER – UPDATE

- AW liabilities remaining as of 4/18/2017:

APRIL

- # of EEs: **132**
- # of Hours: **954**

- Link to Job Aid for Adverse Weather Recovery:

- <https://ncosc.s3.amazonaws.com/s3fs-public/documents/files/recoveringadverseweatherowed.pdf>



PAYROLL- STATE BOARD AND COMMISSION MEMBERS

- State Board and commission members who are paid Stipend or per diem must now be paid through payroll
- New Hire action must be done –employee group 0 and Sub group G4 job 32001801.
- Enter the Stipend on IT0015 WT 1552



PAYROLL- STATE BOARDS AND COMMISSIONS MEMBERS

Create New Position Action

Create New Position - CREATE

General | Address | Time | Cost | **6**

Position

Position:
Valid from: 04/01/2017 to 12/31/9999
Infotype status: 2 Planned Work Flow Status: PCR Number: **1**
Position abbr.: B&C Member Position Name: Boards and Commissions Member
 Open Vacancy filled
Company Code: NC01 STATE OF NC Personnel area: 1401 State Controller **2**
Business Area: 1400 Office of the State Controller Pers. subarea: NC07 7day Temp
Employee group: Supplemental Staff EE subgroup: G4 Board Member **3**
Hours per Week: 40.00
SOC Code: 119000 OTHER MANAGEMENT OCCUPATIONS
County Code: 092 Wake
Position Types: None Emergency Essential Key Non-Key Position

Position Relationships

Org Unit: 21001353 OSC Comm, Govt Relatns, Policy&Planning **4**
Job: 32001801 Boards & Commissions Member
Reports To: 60008492 3,Information & Communications Spec III

Pay Grade | Pay Scale

Salary structure data

Ctry Grouping: USA Pay grade: FLATRATE
Pay grade type: 03 Flat Rate Level: FR
Area: 14 Flat Rate Key Date for Display: 04/01/2017 **5**
Currency key: USD
Pay grade: 20,000.00 To 350,000.00
Reference salary: 0.00
Time unit: Annually



PAYROLL- STATE BOARDS AND COMMISSIONS MEMBERS

INFORMATION FOR CREATE NEW POSITION ACTION

- You will use transaction ZOMA069 just as you would for any other position action.
1. Position abbreviation can be entered as “B&C Member” and the position name can be entered as “Boards and Commissions Member.”
 2. The Company Code, Personnel area, business area and personnel subarea will be the same information you use when creating any other temporary position at your agency.
 3. The Employee Group is to be O-Supplemental Staff and the Subgroup is to be G4-Board Member.
 4. The Job Code must be 32001801-Boards and Commissions Member. You will determine at your agency which org unit and what supervisor will be assigned to your position.
 5. As always the Pay Grade information will populate based off of the Job Code.
 6. The Address, Time and Cost tabs will be completed as usual for your agency’s temporary positions.



PAYROLL- STATE BOARDS AND COMMISSIONS MEMBERS

Create New Hire Action

Employee Action Request

Initiate WF

PCR Number

Personnel Number Jane Board Action: New Hire (NC)

Last 4 digits(SSN) 1234 Jane Board Reason: New Hire

Effective on 04/13/2017 Chng St:

CURRE...	PROPOS...
Pers.Area <input type="text"/>	Pers.Area <input type="text" value="1401"/> State Controller
Subarea <input type="text"/>	Subarea <input type="text" value="NC07"/> 7day Temp
EE Group <input type="text"/>	EE Group <input type="text" value="0"/> Supplemental Staff
EE Subgroup <input type="text"/>	EE Subgrp <input type="text" value="G4"/> Board Member
Org. Unit <input type="text" value="00000000"/>	Org. Unit <input type="text" value="21001353"/> OSC Comm, Govt Relatns, P
Job <input type="text" value="00000000"/>	Job <input type="text" value="32001801"/> Boards & Commissions Memb
EE Position <input type="text" value="00000000"/>	EE Position <input type="text" value="65024425"/> Boards and Commissions Member 1

Basic Pay

Pay Scale type <input type="text"/>	2 Pay Scale type <input type="text" value="04"/> T-Grade
Pay Scale Area <input type="text"/>	Pay Scale Area <input type="text" value="11"/> Hourly
Pay Scale Group <input type="text"/> Level <input type="text"/>	Pay Scale Group <input type="text" value="TGFR"/> Level <input type="text" value="FR"/>
Annual Salary <input type="text" value="0.00"/> Hrly Sal <input type="text" value="0.00"/>	Annual Salary <input type="text"/> Hourly Salary <input type="text" value="1.00"/>
	Calc Step - 0 <input type="text" value="100.00"/>
	Min <input type="text" value="13.26"/>
	Max <input type="text" value="74.58"/> Next Inc Date <input type="text"/>

Dates

4 Last day worked

ACA Qualification - Supplemental Staff Only

ACA Status **3**

ACA Coverage Eligible

Permanent To Temporary



PAYROLL- STATE BOARDS AND COMMISSIONS MEMBERS

INFORMATION FOR CREATE NEW POSITION ACTION

- You will use transaction ZPAA076 just as you would for any other employee action.
 1. First, key in the position number and hit the green check. Everything but the salary information will populate on the rest of the PCR based off of this number.
 2. You will need to change the Pay Scale Type to 04-T-Grade, Area to 11-Hourly, Group to TGFR and Level to FR. This information is exactly how a Temporary, Flat Rate employee should be entered to avoid errors on IT0008 Basic Pay when working the action.
 3. You may enter in the hourly salary as \$1.00.
 4. ACA status should be entered as ACA Non-Full-Time.



PAYROLL – STATE BOARD AND COMMISSION MEMBERS

Personnel No Name
EEGroup Supplemental Staff PersA
EESubgroup Statu Active

Additional Payments

Wage Type Board Member Stipend
Amount USD Ind.val.
Number/unit
Date of origin
Default Date
Assignment Number
Reason for Change

Enter WT 1552
The amount of the Stipen
And the date



PAYROLL- STATE BOARD AND COMMISSION MEMBERS

- Any stipend paid already in 2017 needs to be processed thru payroll.
- Send a spreadsheet to BEST with the names, PRNR and amount of payment already made in 2017.
- Best will gross-up the payment – this means the net pay will remain what the EE actually received. However, the gross pay will be more to accommodate FICA taxes.



GROSS UP EXAMPLE FOR \$45.00

Your Paycheck Results	
Monthly Gross Pay	\$48.73
Federal Withholding	\$0.00
Social Security	\$3.02
Medicare	\$0.71
North Carolina	\$0.00
Net Pay	
Net Pay	\$45.00
Calculation Based On	



PAYROLL- STATE BOARD AND COMMISSION MEMBERS

- IMPORTANT
- Communicate with your ACCOUNTS PAYABLE Department
- Payment for Stipends should be voided in A/P
- Expense reimbursement will still be processed in Accounts Payable
- Vendors in A/P should not receive 1099 for the stipends.



ONE TIME DEFERRAL

- Bonus Leave to be paid out in June 2017
- Eligible for One Time Deferral
- Documentation on the OSC website
 - <https://www.osc.nc.gov/state-agency-resources/customer-service-hrpayroll/best-forms-and-reports/benefits/one-time-deferral>
 - 2 IMPORTANT POINTS
 - The Amount entered on the form will REPLACE the current deduction for that pay period
 - FICA And TSERS (State retirement) will be deducted first from the Bonus amount
- Encourage your Employees to have the FORM reviewed by you before submitting to BEST



BENEFITS – LEAVE OF ABSENCE NON-PAYMENT REMINDER

- As a reminder...
 - Employees who are not using approved leave and are without pay and premiums for employee only or dependent coverage have not been received by BEST, will have their health insurance coverage for the SHP terminated due to LOA without pay status.
 - Coverage will no longer be dropped to a non-contributory plan as before, but will be termed all together.
 - This includes, but is not limited to, employees on LOAs for Family Medical Leave (FML), Worker's Compensation (WC) and Short Term Disability (STD) > 5 years.



BENEFITS – LEAVE OF ABSENCE NON-PAYMENT REMINDER

- **Exception:**

- If your EE has 70/30 dependent coverage with the Smoking credit (BSMO) – then this is the **ONLY** scenario that we can drop dependent coverage to EE only with \$0 premium.
- Therefore, if your EE is on LOA-FML/WC/STD and has 80/20 or CDHP coverage with all wellness credits and/or dependent coverage, but no premiums have been received – WE CANNOT DROP THIS EE TO 70/30 EE ONLY COVERAGE – and coverage will be termed due to LOA without pay status.



BENEFITS – LEAVE OF ABSENCE NON-PAYMENT REMINDER

- If your employee's coverage has been termed due to LOA without pay status, then the **Agency HBR** would need to submit an exception to the SHP for a potential reinstatement while on LOA, or the employee will have to wait until they return to work or the next open enrollment to re-enroll.
- BEST **cannot** reinstate the coverage without an approved exception from the SHP after coverage has been termed due to LOA without pay status.
- Though, it is likely that coverage gets reinstated by the SHP - if the employee is paid to date upon reinstatement. Therefore, please make sure that the employee's coverage is paid in full to BEST before submitting the exception.



BENEFITS – LEAVE OF ABSENCE NON-PAYMENT REMINDER

- To prevent termination of coverage while on LOA without pay, BEST must receive the SHP premium payment **by the 10th of the month.**
- To ensure BEST Benefits receives payments timely, Agency HBRs should discuss with their employees how benefits are administered while on a leave of absence and be sure to give a copy of this updated LOA letter to their employees upon LOA.



BENEFITS – EXCEPTION REQUEST PROCESS

REMINDER

- Agency HBRs are responsible for submitting exception request to the SHP and/or OSHR for these common scenarios (*these scenarios are common but not limited to the following*):
 - If your employee's coverage has been termed due to LOA without pay status from the DNTK or LOA reporting,
 - If your employee's coverage has been termed or revised due to an updated PA action submitted by the Agency,
 - If your employee's coverage has been termed on a current basis due to a retro terminated action submitted by the Agency and the employee prefers coverage to be termed on a retro basis as well,
 - If your employee disputes or disagrees with a Recon Billing update that has been updated due to audits to match the BF-eEnroll system.

Note: Benefitfocus is now the system of record, therefore, our payroll system is required to match eEnroll and if disputed, an exception is needed.



BENEFITS – EXCEPTION REQUEST PROCESS REMINDER

- BEST Benefits is willing to assist with content or verbiage in exception requests submitted by the Agency if necessary.
- However, it is ultimately the responsibility of the Agency HBRs to submit these types of exceptions to the SHP or OSHR for approval.



QUESTIONS



UNTIL NEXT TIME....

This presentation & recording will be posted on the *new* OSC website
<http://osc.nc.gov/>

- Menu Path from OSC Home Page:
 - State Agency Resources/Customer Service HR Payroll/Payroll Conference Calls, or
- Direct Conference Call Presentation Link:

<https://osc.nc.gov/state-agency-resources/customer-service-hrpayroll/hr-and-payroll-conference-calls>

The next HR/Payroll Conference Call webinar is scheduled for 5/16/17
at 10:00 a.m.



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