Payroll Fiscal Yearend

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Pam Hansen	801-538-3125
Payroll Help Desk	801-538-3127
Security:	
John Harley	801-537-9176
Human Resource Issues/Personnel:	
DHRM	801-538-3025

Payroll Fiscal Yearend 2003 - Security

Security for the Payroll System will have the following deadlines and considerations:

- ✓ Mass changes to employee's home low org may require changes to the time entry person's security profile. The person responsible for time entry should make sure their security profile is updated to include any new fiscal year low orgs.

- ✓ Agencies are encouraged to give their accountants access to the Accountant Role. The accountants are then able to make all necessary changes to employee default charging and salary splits. Accountants are also able to access the "Time Sheet Check List Report" to review home, default charging, and salary split information for active employees. Another report available is the "New Hires and Transfer Report" which lists employees whose default charging has changed.

- ✓ John Harley in the Division of Finance must receive any changes for new fiscal year low org access by 05/16/2003. Please specify if the orgs are in addition to what is currently set up or if the orgs are replacing what is currently set up for the individual.

- ✓ The Payroll System Access Request form (PYSA 01) is available from the Finance web page at www.finance.utah.gov. This form must be filled out completely for new users of the Payroll System.

- ✓ Changes for an existing user of the Payroll System may be sent through email. The designated Payroll Coordinator may send an email to John Harley, Division of Finance specifying the changes.

- ✓ Payroll System security changes 07/05/2003 for new fiscal year org access.

- ✓ If you have any questions regarding security, contact John Harley at 801-537-9176.

Mass Change Process/Timing

The movement of coding information from old fiscal year coding to new fiscal year coding in the Payroll System takes place in two phases:

1) Agency accountants enter mass changes in the DAS Coding Block Entry Screens. This moves a group of employees in one org to a different org for the new fiscal year.

2) Payroll users enter exceptions to the mass change process. This moves individual employees.

Mass Changes

Agency accountants enter new fiscal year FINET coding to corresponding old fiscal year coding on the DAS Coding Block Mass Change Screen. Several Administrative Services systems use the information entered to "mass change" or move old fiscal year coding blocks to new fiscal year coding blocks.

The following process and dates are in effect for the mass change entry process.

Date	*Process*
04/18/2003	Coding blocks, currently being used within the Payroll System, are loaded to the DAS Coding Block Mass Change Input File.
04/28/2003	Agency accountants begin mass change entry using the CBCT table in FINET
05/22/2003	Last day for agency accountants to enter mass change data using the CBCT table in FINET.
05/23/2003	Division of Finance • FINET Control Group makes any final corrections to the DAS Coding Block Mass Change Input Screen. • Finance creates the Mass Change Output File for use by ITS, Fleet Operations, and Finance Payroll Section.

Payroll Fiscal Yearend 2003 - Mass Changes

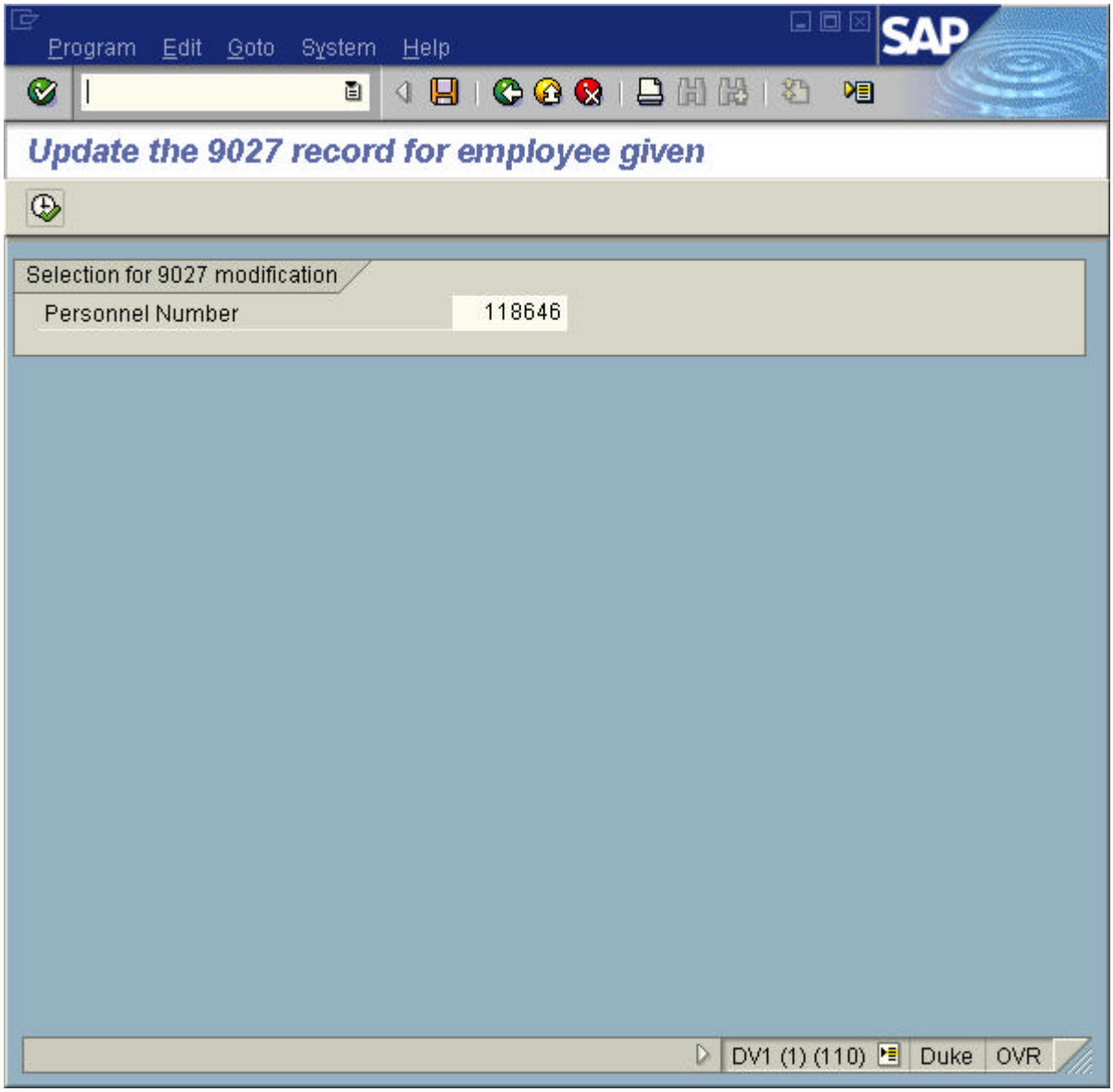
The following process and dates are in effect for the exception processing of employee home, default coding and salary split information.

Date	*Process*
07/01/2003	Employee records have the new year home agency/org/distribution and default coding, including salary splits, updated in the payroll system.
07/01/2003	**The "Time sheet check list report" may be run for pay period 13 to view all employees home agency/org/distribution and default coding information including salary splits.** Agency accountants may audit the report to ensure employees are in the correct orgs for the new fiscal year. Verify default coding and salary splits are set up correctly for the new fiscal year. Change coding information for employees that are incorrect using the "Default cost distribution charging" screen.
	OR
07/01/2003	**The "New Hires and Transfer Report" may be run for pay period 13 to view employees whose home agency/org/distribution and default coding information is different for this pay period.** Agency accountants may audit the report to ensure employees are in the correct orgs for the new fiscal year. Verify default coding and salary splits are set up correctly for the new fiscal year. Change coding information for employees that are incorrect using the "Default cost distribution charging" screen.
07/11/2003	Last day to make changes on the "Default cost distribution charging" screen for pay period 13. Changes made after this date must have an effective date on or after 07/05/2003.

Other considerations:

- After employee records are updated on July 01, 2003 with mass changes from FINET, changes to the home org and distribution code are made in the personnel system, HRE.

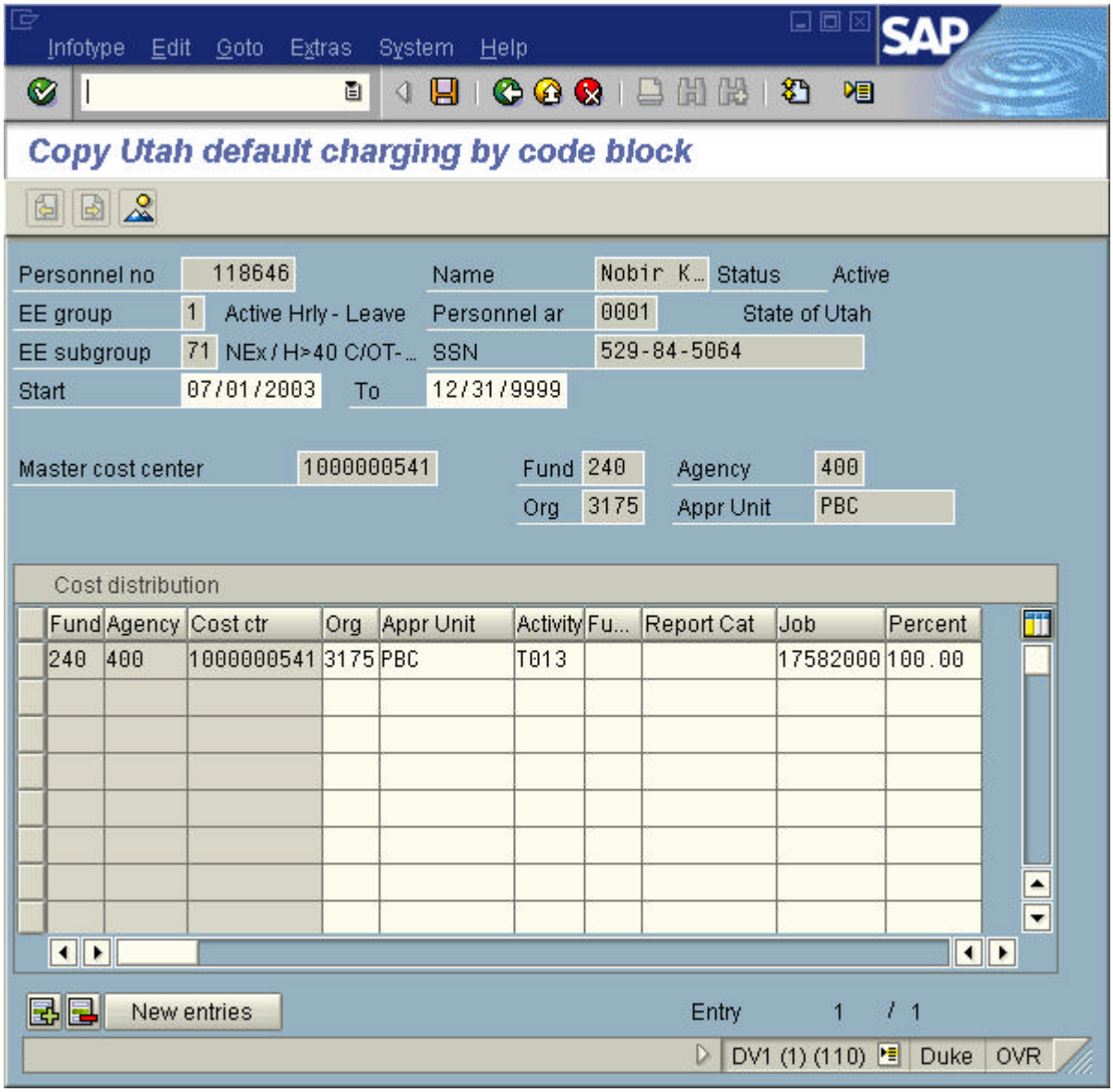
Payroll Default Cost Distribution Charging



This screen is used to input the employee number of the person whose charging is being changed.

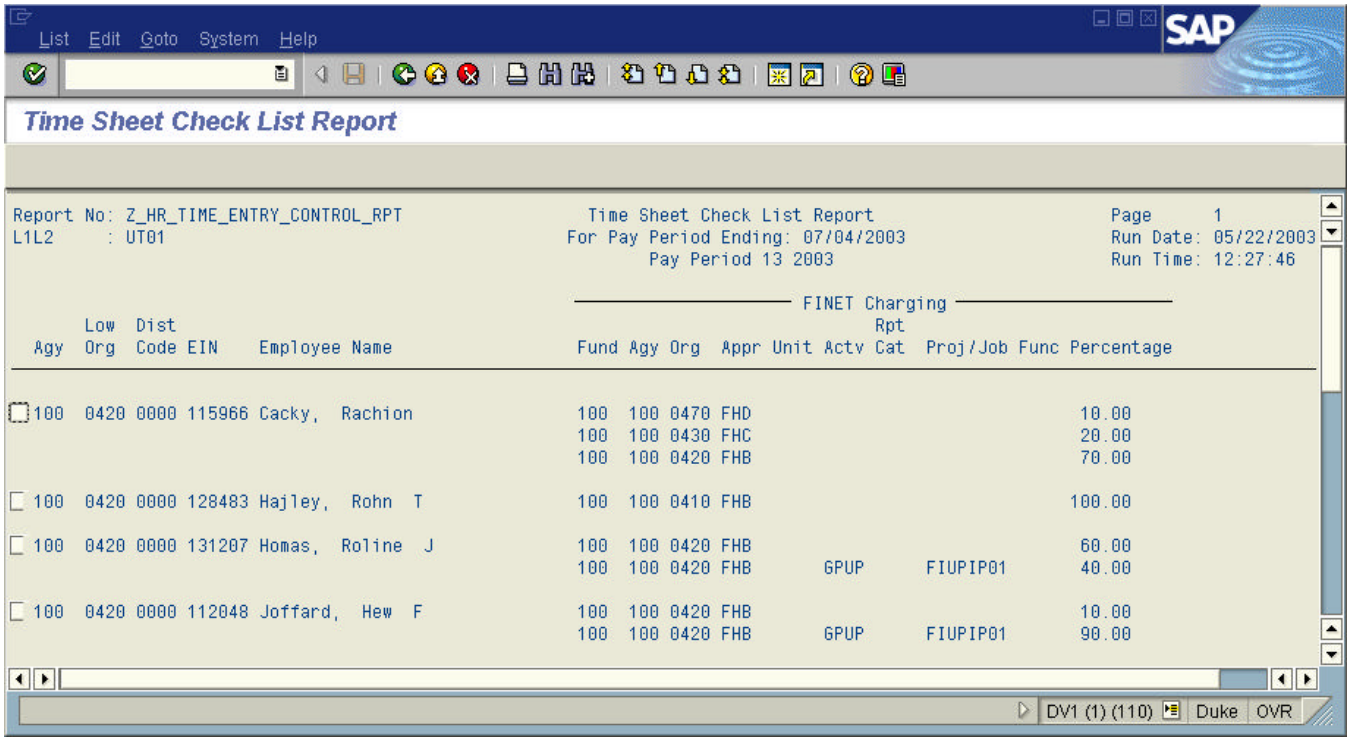
It is accessed using the option “Default cost distribution charging”.

Default Cost Distribution Charging Screen



This screen is used to change individual employee charging information to other coding blocks. See the Payroll User Manual available from the Finance web page at www.finance.utah.gov for instructions on how to use this screen.

Time Sheet Check List Report



List Edit Goto System Help

Time Sheet Check List Report

```
Report No: Z_HR_TIME_ENTRY_CONTROL_RPT          Time Sheet Check List Report                    Page      1
L1L2     : UT01                               For Pay Period Ending: 07/04/2003               Run Date: 05/22/2003
                                                     Pay Period 13 2003                        Run Time: 12:27:46

                                                 ------------------- FINET Charging -------------------
      Low  Dist                                                      Rpt
  Agy Org  Code EIN    Employee Name            Fund Agy Org  Appr Unit Actv Cat  Proj/Job Func Percentage
-------------------------------------------------------------------------------------------------------------

100  0420 0000 115966 Cacky,  Rachion           100  100 0470 FHD                                10.00
                                                100  100 0430 FHC                                20.00
                                                100  100 0420 FHB                                70.00

100  0420 0000 128483 Hajley,  Rohn  T          100  100 0410 FHB                               100.00

100  0420 0000 131207 Homas,  Roline  J         100  100 0420 FHB                                60.00
                                                100  100 0420 FHB       GPUP      FIUPIP01       40.00

100  0420 0000 112048 Joffard,  Hew  F          100  100 0420 FHB                                10.00
                                                100  100 0420 FHB       GPUP      FIUPIP01       90.00
```

DV1 (1) (110) Duke OVR

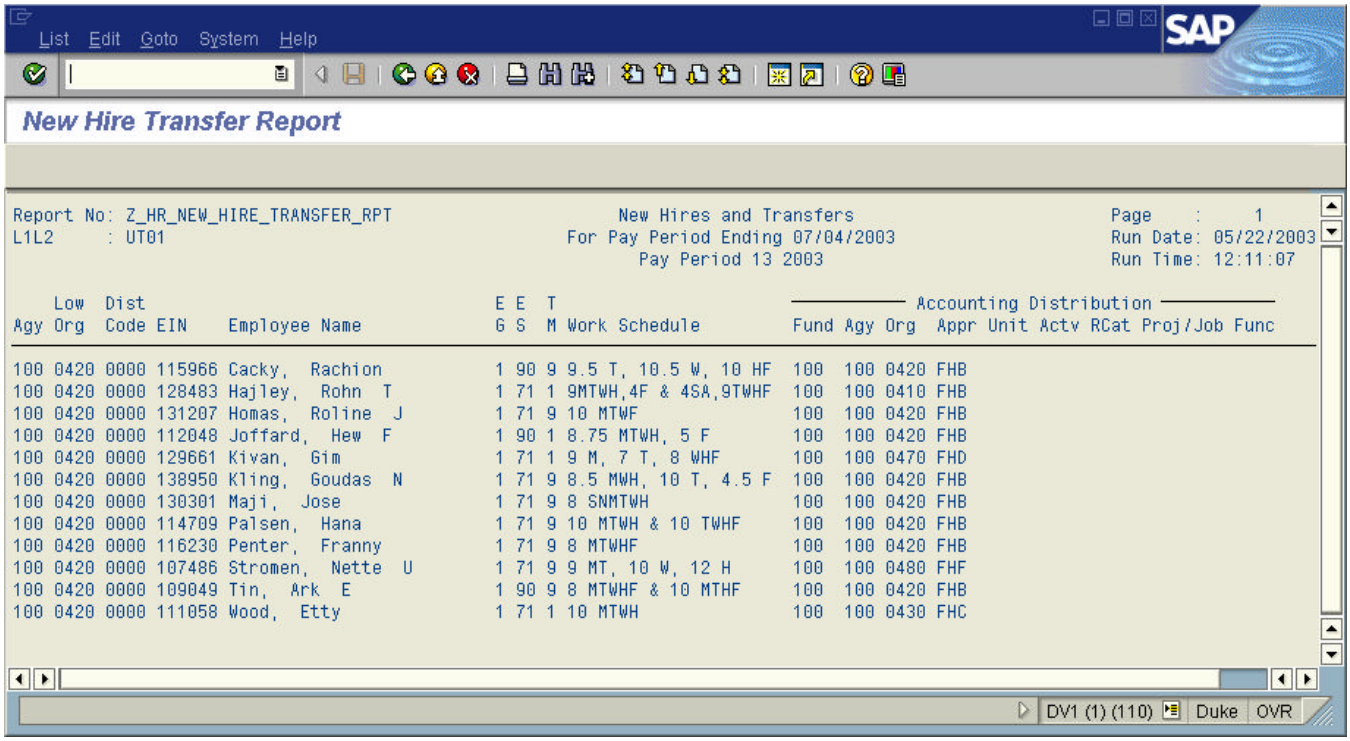
This report lists all active employees in the selected pay period. Use this report to verify that home, default coding, and salary splits are correct for the new fiscal year. The home information is the agency, low org, and distribution code displayed to the left of the employee's name. Default coding and salary splits are on the right side of the report.

Changes to the home low org or distribution code can be made in the personnel system, HRE.

Changes to any of the FINET charging can be made on the "Default Cost Distribution Charging" screen with an effective date of 07/01/2003 or later.

07/11/2003 is the last day to make changes to charging to be effective in pay period 13.

New Hires and Transfer Report



New Hire Transfer Report

```
Report No: Z_HR_NEW_HIRE_TRANSFER_RPT                New Hires and Transfers                    Page     :     1
L1L2     : UT01                                   For Pay Period Ending 07/04/2003               Run Date: 05/22/2003
                                                         Pay Period 13 2003                     Run Time: 12:11:07

    Low  Dist                                E E  T                      ———————— Accounting Distribution ————————
Agy Org  Code EIN    Employee Name           G S  M Work Schedule        Fund Agy Org  Appr Unit Actv RCat Proj/Job Func
-------------------------------------------------------------------------------------------------------------------------
100 0420 0000 115966 Cacky,  Rachion         1 90 9 9.5 T, 10.5 W, 10 HF  100  100 0420 FHB
100 0420 0000 128483 Hajley,  Rohn  T        1 71 1 9MTWH,4F & 4SA,9TWHF  100  100 0410 FHB
100 0420 0000 131207 Homas,  Roline  J       1 71 9 10 MTWF               100  100 0420 FHB
100 0420 0000 112048 Joffard,  Hew  F        1 90 1 8.75 MTWH, 5 F        100  100 0420 FHB
100 0420 0000 129661 Kivan,  Gim             1 71 1 9 M, 7 T, 8 WHF       100  100 0470 FHD
100 0420 0000 138950 Kling,  Goudas  N       1 71 9 8.5 MWH, 10 T, 4.5 F  100  100 0420 FHB
100 0420 0000 130301 Maji,  Jose             1 71 9 8 SNMTWH              100  100 0420 FHB
100 0420 0000 114709 Palsen,  Hana           1 71 9 10 MTWH & 10 TWHF     100  100 0420 FHB
100 0420 0000 116230 Penter,  Franny         1 71 9 8 MTWHF               100  100 0420 FHB
100 0420 0000 107486 Stromen,  Nette  U      1 71 9 9 MT, 10 W, 12 H      100  100 0480 FHF
100 0420 0000 109049 Tin,  Ark  E            1 90 9 8 MTWHF & 10 MTHF     100  100 0420 FHB
100 0420 0000 111058 Wood,  Etty             1 71 1 10 MTWH               100  100 0430 FHC
```

This report lists employees that are new hires or transfers in the selected pay period. A change to the home org is like a transfer which is why mass changed employees show on this report during pay period 13. Use this report to verify the home and default coding is correct for the new fiscal year on employees whose home information has changed effective 07/01/2003.

This report only lists the first row of default coding. It does not list any salary splits. Use the "Time Sheet Check List Report" to view active employees and all lines of coding.

In the example above the default appropriation unit was changed for the new fiscal year to FHB. Anyone that was set up with org 0420 and appropriation unit FHA was changed to FHB effective 07/01/2003. Some employees on this report have a different org than 0420. If this is correct then no entry is necessary. If these employees should also have a default org and appropriation unit of 0420 FHB then a change can be made on the "Default Cost Distribution Charging" screen with an effective date of 07/01/2003 or later.

Time Entry

- ✓ Entry screens for pay period 13 are available Saturday, 07/05/2003 through Friday, 07/11/2003. This is the dual year entry pay period.
- ✓ This year, 10 days (Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, and Monday) of pay period 13 fall in fiscal year 2003 and 4 days fall in fiscal year 2004. The payroll system automatically separates hours between fiscal years. Other pay is also separated between fiscal years based on the day in which the other pay is recorded.
- ✓ July 11, 2003 is the last day to make any old year changes on the time entry screen.
- ✓ Dual year preliminary payroll is processed on Monday, 07/14/2003 at 7:00 a.m. for the 07/18/2003 payday based on the new hourly rate (if applicable). Final payroll is processed on Tuesday, 07/15/2003 at 7:00 a.m.
- ✓ The Data Warehouse updates with payroll dollars spent for old fiscal year and new fiscal year.

Correcting Time Entry

- ✓ **Normally, going to the pay period where there is an error and fixing the entry to what really should have occurred is the correct way to fix an error. Once the final payroll is processed for pay period 13 changes in pay periods 4 – 13 will not update employee records.**
- ✓ **If an error occurred in pay periods 4 – 13 correcting entries will need to be made with a wage type or by fixing the leave balance with a quota correction. Even though the system will allow users to change entries in any period, anything prior to 07/05/2003 will not change the employees record because it crosses fiscal years. Once the old fiscal year is over then changes cannot be made to those records.**
- ✓ **After payroll is processed for pay period 14 changes can be made in 14 to fix errors. Only changes prior to 07/05/2003 will not change the employees record.**

Old Year and New Year Charging

- ✓ Overtime, comp, and excess is charged to the fiscal year where it is earned. For non-exempt employees the overtime base is 40 hours in 1 week. Once the 40-hour limit is exceeded the hours above 40 are charged out by day. If the day where the limit is exceeded is in the old year the charges go to old year. If the day where the limit is exceeded is in the new year the charges go to new year. Agencies are not able to explicitly charge to one year or the other. It is dependent upon when the overtime base is exceeded.

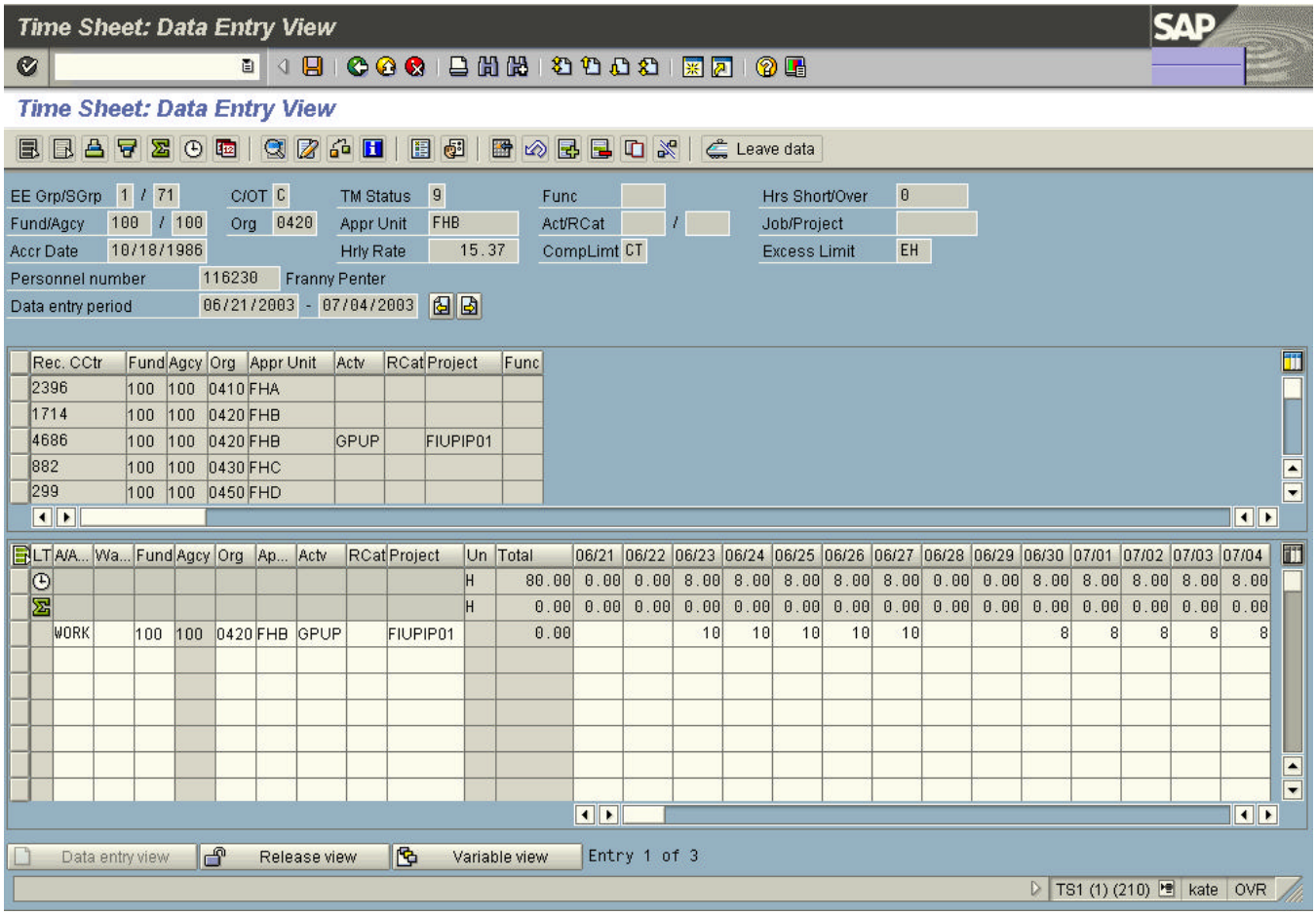
  Example: A non-exempt employee works 10 hours per day Monday through Friday in week 1. Since all the hours worked on Friday are overtime all of the charges are to old year. In week 2 the employee works 8 hours per day Monday through Friday. Friday is a holiday which causes the employee to earn 8 hours excess. Since all the hours worked on Friday are excess all of the charges are to new year.

- ✓ During the dual year time entry period hours that are normally charged to coding other than the default will automatically split lines between old year and new year. It is not necessary to enter on different rows to specify between the different fiscal years, the system splits it automatically.

- ✓ The work list area directly above the time entry section on the charging time screen contains the coding that has been used within the last 30 days. The first column displayed is the Receiver Cost Center. A new number is assigned to the coding once it is used in the new fiscal year. If copying the coding in future pay periods be sure to use the new fiscal year codes rather than the old fiscal year codes.

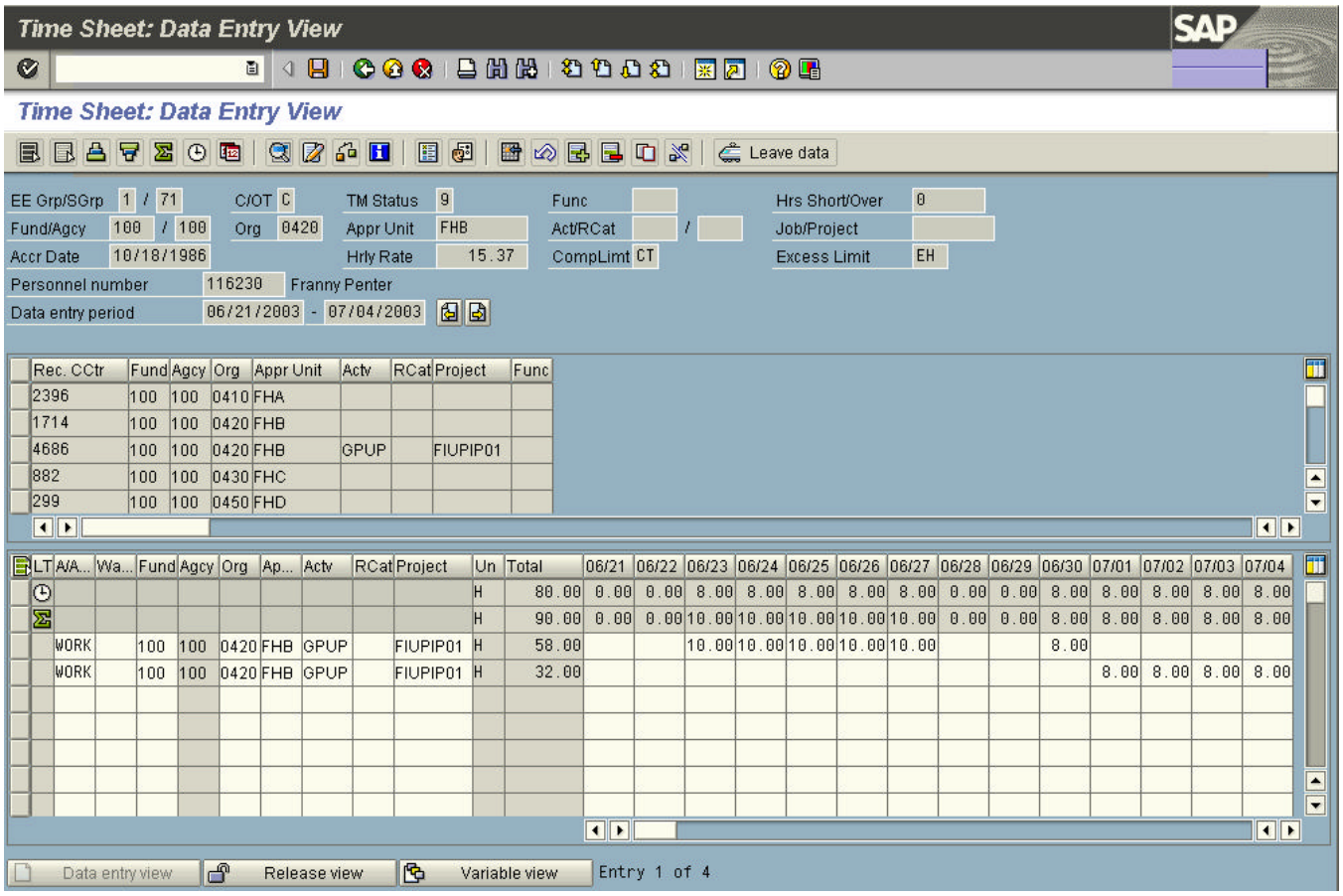
The following is an example of hours that are entered on the charging time entry screen and how the coding is displayed in the work list area.

Time entry screen with initial entry (before saving)



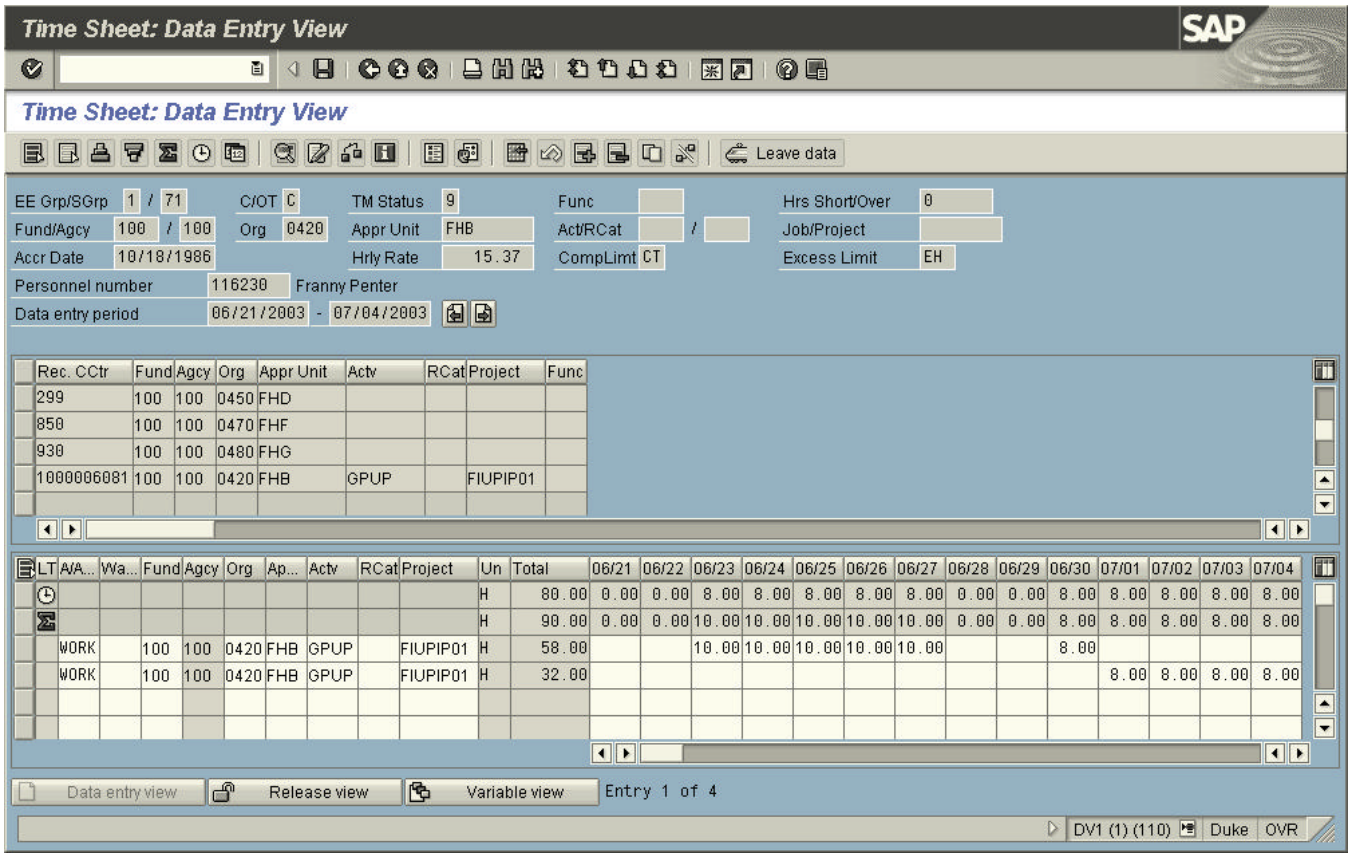
In this example all of the hours are being charged to coding that is different than the default. It is all entered on the same line even though some of the hours are entered in old year and some are entered in new year. Once the save button is clicked the line is split. The new year hours are moved to a separate row from the old year hours. The system does this automatically. The time entry person does not need to make any changes.

Time entry screen after pressing enter



The new year entries are now on a separate row from the old year entries. A new Receiver Cost Center is assigned. This shows in the work list area once the data is saved.

Time entry screen after saving the data and coming back onto the screen



Even though the coding is the same for old year and new year a new Receiver Cost Center is assigned. It is at the very bottom of the work list area. Be sure to scroll down and use the new year coding in future pay periods if copying from the work list area. The old year coding will not display in the work list area once it is not used for 30 days.

Other Pay

- ✓ Old fiscal year earnings that are entered after 07/11/2003 need new fiscal year coding information. These are posted to FINET using Fiscal Year *2004*. This includes commute fringe, overtime meal allowance, service and incentive awards, etc. The following Division of Finance form must be attached:
  - ❖ Closing Accrued Expenditure IAT-Old Year, form FI 61E
  - ❖ **NOTE:** The agency enters the IAT information into FINET.

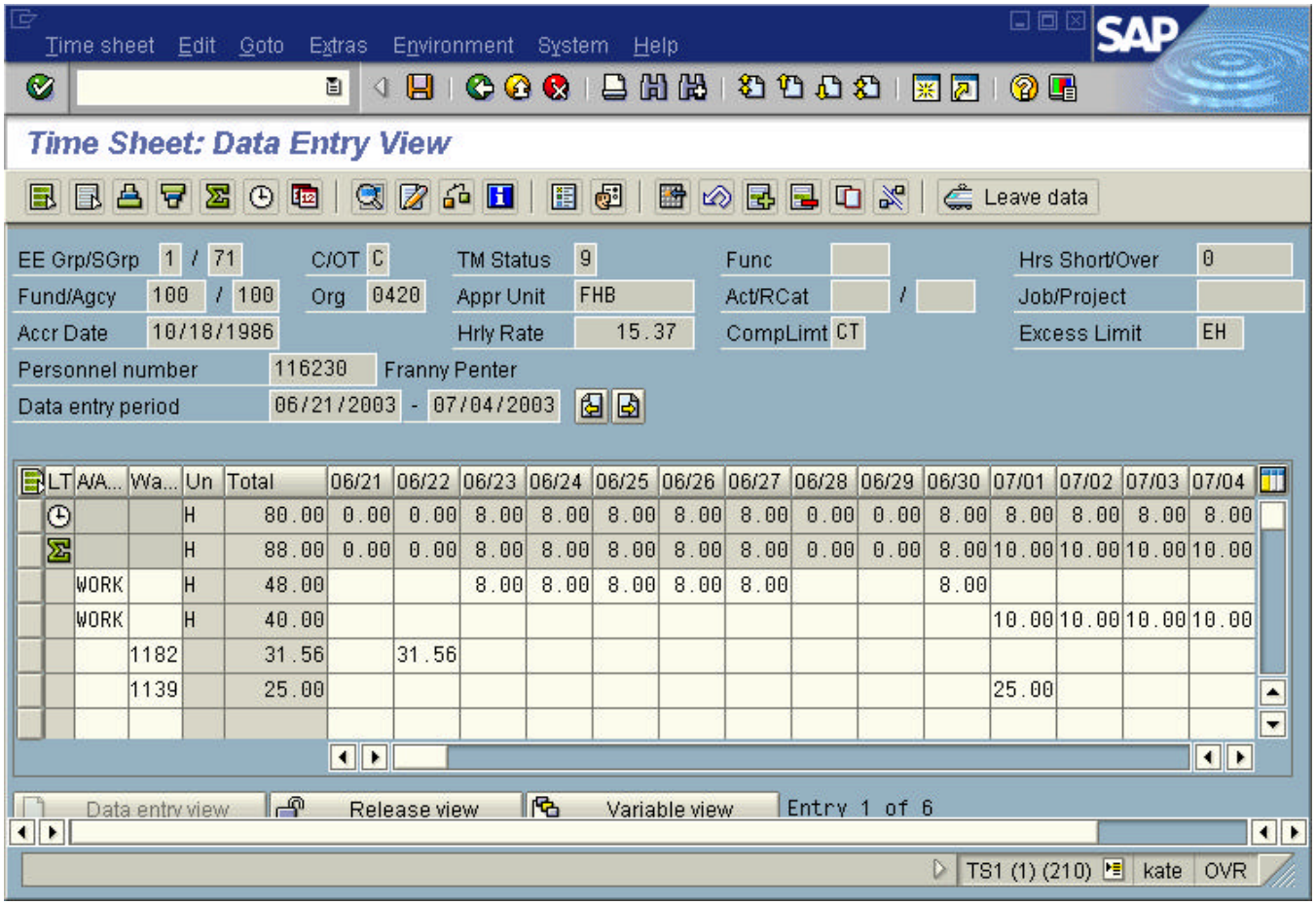
- ✓ Effective July 1, 2003, the private vehicle reimbursement rate if a state fleet vehicle **is** available to the employee will increase from 28 cents to 30 cents per mile.

- ✓ Effective July 1, 2003, the reimbursement rate, if a state vehicle **is not** available will decrease from 36.5 cents to 36 cents per mile. This decrease in the higher rate is necessary to be in line with rates established by the Internal Revenue Service.

- ✓ Other pay that is entered on the time entry screen as a wage type can be charged to old year or new year. If the charge is to old year then enter the amount on a day in the old year. If the charge is to new year then enter the amount on a day in the new year.

- ✓ July 11, 2003 is the last day to enter other pay to post to either old year or new year.

Time entry screen with other pay in old year and new year



In this example the telephone reimbursement (wage type 1182) is charged to old year since it is entered on 06/21/2003. The incentive award (wage type 1139) is charged to new year since it entered on 07/01/2003.

Payroll Fiscal Yearend 2003 - Personnel

- ✓ The Department of Human Resource Management, DHRM, maintains the personnel system, HRE. It will be taken offline at 12:00 p.m., on Friday, June 27, 2003. Any actions (salary, assignment, or otherwise) that need to be effective prior to July 01, 2003, must be entered and approved in HRE before 12:00 p.m. on June 27, 2003. HRE will be available again on Tuesday, July 01, 2003.

- ✓ During the time HRE is unavailable, DHRM will update employee records with the new fiscal year FINET coding mass changes sent from payroll with an effective date of July 01, 2003.

- ✓ HRE will be available for use in the new fiscal year beginning Tuesday, July 01, 2003. From that point forward, HRE will not allow any action with an effective date prior to June 28, 2003. Any pay-related actions that precede that date must be entered manually in payroll.

- ✓ 06/21/2003 is the effective date for merit increase (if applicable), longevity increases, market comparability, legislative market adjustments and benefit changes (paid on 07/18/2003).

- ✓ Questions about the compensation package for state employees for fiscal year 2004 should be directed to DHRM.

Payroll Fiscal Yearend 2003 – Timing Outline

Date	Description
April 28, 2003	Agency accountants begin mass change entry using the CBCT table in FINET.
May 16, 2003	John Harley in the Division of Finance must receive any changes for new fiscal year low org access. Please specify if the orgs are in addition to what is currently set up or if the orgs are replacing what is currently set up for the individual.
May 22, 2003	Last day for agency accountants to enter mass change data using the CBCT table in FINET.
June 21, 2003	Effective date for merit increase (if applicable), longevity increases, market comparability, legislative market adjustments and benefit changes (paid on 07/18/2003).
June 21 –27, 2003	Data entry available for pay period 12 (old fiscal year).
July 01, 2003	Employee records have the new year home agency/org/distribution and default coding, including salary splits, updated in the payroll system.
July 01, 2003	**Run the "Time sheet check list report" for pay period 13 to view all employees home agency/org/distribution and default coding information including salary splits.** Agency accountants may audit the report to ensure employees are in the correct orgs for the new fiscal year. Verify default coding and salary splits are set up correctly for the new fiscal year. Change coding information for employees that are incorrect using the "Default cost distribution charging" screen.
June 01, 2003	**The "New Hires and Transfer Report" may be run for pay period 13 to view employees whose home agency/org/distribution and default coding information is different for this pay period.** Agency accountants may audit the report to ensure employees are in the correct orgs for the new fiscal year. Verify default coding and salary splits are set up correctly for the new fiscal year. Change coding information for employees that are incorrect using the "Default cost distribution charging" screen.
July 01, 2003	The private vehicle reimbursement rate if a state fleet vehicle **is** available to the employee will increase from 28 cents to 30 cents per mile.
July 01, 2003	The reimbursement rate, if a state vehicle **is not** available will decrease from 36.5 cents to 36 cents per mile. This decrease in the higher rate is necessary to be in line with rates established by the Internal Revenue Service.
July 03, 2003	Payday for pay period 12
July 04, 2003	Independence Day Holiday
July 05, 2003	Payroll System security changes for new fiscal year orgs.
July 05 – 11, 2003	Data entry available for pay period 13 (dual year).

Payroll Fiscal Yearend 2003 – Timing Outline

Date	**Description**
July 11, 2003	Last day to make changes on the "Default cost distribution charging" screen for pay period 13. Changes made after this date must have an effective date on or after 07/05/2003.
July 11, 2003	Last day to make old year changes on the time entry screen.
July 11, 2003	Last day to enter other pay to post to either old year or new year.
July 11, 2003	Old fiscal year earnings that are entered after this date need new fiscal year coding information. These are posted to FINET using Fiscal Year *2004*. This includes commute fringe, overtime meal allowance, service and incentive awards, etc. The Division of Finance Closing Accrued Expenditure IAT-Old Year, form FI 61E must be attached.
July 14, 2003	Dual year preliminary payroll is processed beginning at 7:00 a.m.
July 15, 2003	Dual year final payroll is processed beginning at 7:00 a.m.
July 19 – 25, 2003	Data entry available for pay period 14 (new fiscal year).
July 19 – December 12, 2003	**If an error occurred in pay periods 4 – 13 correcting entries will need to be made with a wage type or by fixing the leave balance with a quota correction. Even though the system will allow users to change entries in any period, anything prior to 07/05/2003 will not change the employees record because it crosses fiscal years. Once the old fiscal year is over then changes cannot be made to those records.**
August 02 – 08, 2003	Data entry available for pay period 15.
August 02 – 08, 2003	**After payroll is processed for pay period 14 changes can be made in 14 to fix errors. Only changes prior to 07/05/2003 will not change the employees record.**