

**PAYROLL PARTNER STANDUP
FEBRUARY 1, 2023**

CURRENT LIST OF ISSUES DAS TEAM IS WORKING

- Overpayment under \$250 – 818 employees – This is being reviewed and communication will go out to impacted employees by early next week
- Retro Cost Center overrides not moving OPE – Cost Calculation Workgroup working on resolution to this issue
- Union Dues not correct – AFSCME – This is resolved going forward
- Union Dues deducted when the employee opted out of paying dues
 - Working with Unions to get corrected files
- Fixed Deposits coming out each Payroll Run – Communication in draft
 - Workday functionality is to follow the payment election setup for each pay period
 - If employees do not want Fixed Deposits in each pay period they should remove Fixed Deposits and make automatic payments out of their bank accounts
 - Fixed deposits will pay out in the order they are entered in Payment Elections with Net Pay being the final disbursement. (e.g. if \$500 fixed deposit is setup and net pay is \$350 then the net pay of \$350 for that pay period will disburse to the Fixed Deposit account)

CURRENT LIST OF ISSUES DAS TEAM IS WORKING – PG 2

- VOYA entries not recalculating during retro. The issue is the % contribution should come out of every check but we don't want the flat amount to come out on every check
 - Communication to employees that VOYA deductions will one time per month on Run 1
- Mid-Month Comp Changes short 8 hours- DAS Team is working on a resolution to this issue and will communicate as soon as we have more information
 - Options provided to Payroll Partners 1/31 to make payments to employees that are underpaid due to this issue

FLEX TIME AND MID-MONTH COMP CHANGE UNDERPAYMENTS

- Flex Time issues in December were corrected in January with a configuration change
 - This resulted in employees seeing correcting entries in January that are causing some employees to be underpaid
- 3 options presented 1/31/23:
 - **Option 1:** Make the entry for the shorted salary using the earning code Regular-Salary into pay input using a 1/31/23 start/end date and let the underpayment run with our Run 2 payroll run and it will be paid out on February 15
 - **Option 2:** Make the entry for the shorted salary using the earning code Regular-Salary into pay input using a 1/31/23 start/end date and request a January retro payment to pay out the underpayment on Thursday Feb 2
 - This will get the missing hours paid out now and will also mean we cannot issue a run2 payment for the employee if one is owed
 - **Option 3:** OSPA Central Team can make the entry and request an additional payment for the earning in the amount needed
 - In this case the agency would NOT make the pay input entries
 - The Central payroll team will make the entry as we request the additional payment and can be sent in excel for multiple entries to be loaded at one time
 - Agency will provide: Employee OR#, Position # and Amount of the payment