DECEMBER PAYROLL DAILY STAND UP

SUMMARY FROM THIS TUESDAY

- Flex time worked time entry code with cost overrides – in production now

- Everyone will be blocked out on December 27th while we process payroll

- Still working on loading PEBB changes files
  - Please hold PEBB questions until we let you know all files are loaded

- PEBB on transfers
  - Paid by losing agency
  - Is working in production
  - Verify in pay results

- Holiday Admin Use: used for reports on holidays

- Work schedule end dates: only used for temporary work schedule changes, not on going

WORK SCHEDULE REMINDERS

- New work schedules
  - Will only build schedules that start/stop at the top/bottom of the hour
  - Must have the same start/end times every day
    - There are exceptions for the four/9-hour days and one/4-hour day. End time can be different
  - Will not build same work schedule with different lunches
    - Will build schedule once with lunch at the halfway mark
    - Will not build new work schedule if it exists and the lunch is not at the halfway mark
  - If you need something outside these guidelines, use custom work schedules
  - Work schedules must be for 40 hours for full time employees
    - Some 80 hour schedules allowed per CBA but that is rare
  - Please communicate with others in your agency/agencies who are requesting work schedules be built

WORKDAY TO OSPA REMINDERS

- Do not request to open segments in OSPA for corrections

- Only December terms will be fed to OSPA through December 23rd

- If an employee is owed back wages due to compensation changes or timesheet corrections, manually calculate what the employee is owed
  - If paying in 2022 tax year
    - Make November P050 entries
    - Set November corrective/P010 dates
    - Request off cycle check from OSPA (do not run with Dec R1)
  - If paying in Workday
    - Enter in pay input in December in Workday
    - Will pay on January 3rd pay date

- **If you open a Case in Workday- please be sure to check the status of it**

SUBMITTING CASES TO WORKDAY

- Be sure to include important information
  - A detailed description of the question or issue
  - Example of who is having the issue (name, OR number, union representation etc)
  - What agency is the issue in (especially important for HR/Payroll who support more than one agency)
- Follow up on cases that are opened
  - May be asking for additional or clarifying information
- Please talk with others in your agency who can open cases to avoid duplicates

PAYROLL AND TIME TRACKING

- Need to send in requests to OSPS for BTs and Clear to Tax requests by close of business yesterday 12/20

- Last day to make entries into OSPA is 12/23

- Everyone will be changed to view only after close of business 12/23

- Please make sure to request any final terms to be pushed to OPSA by mid-day Friday
  - Don't wait until the last minute

PAYROLL AND TIME TRACKING

- Shift Differential when using Mandated to Work Beyond Scheduled hours is fixed in production.

- Please be sure to complete assign work schedule tasks for hires timely
  - Inbox item to complete
  - Holding up the I-9 process

- Pay Input
  - Still loading SEIU, AFSCME and DAS parking changes
  - Do not enter these deductions until we have finished loading files

PAYROLL AND TIME TRACKING

- Non-Intermittent Leave without pay
  - Preferred method is to put them out on leave of absence through absence
    - Done by absence partner
    - Enter if gone for the full work week (not just 11+ days in the month)
    - Must enter if gone for the full month
    - Do not use leave without pay time off events
    - Different than in OSPA
  - If not on leave of absence and pay results show a small positive or negative
    - For FLSA non-exempt must enter Regular-Salary as an override with a zero dollar for each week in pay input
    - For FLSA exempt must enter Regular-Salary as an override with a zero dollar for the month
- Will have examples this afternoon

PAYROLL AND TIME TRACKING – PENDING

- Taxes for other states being set up (26 states set up currently- see eNews for list)

- Shift Differential Not Eligible Hours: not removing the rounding for shift diff.

- Temporary employees: no daily OT

- Employees cannot delete overtime requests

- Pay advances – Pending

PAYROLL AND TIME TRACKING – PENDING

- Department of Corrections
  - Overtime for FLSA exempt, management service OT eligible employees-Moving to production today
  - OT eligible nurses not getting in/out time entry template
  - Shift differential not calculating and worktag not available to remove
  - Daybreakers not recording start of day
- Military FF: OT not calculating on days off
- SACU
  - Duty station at home needs in/out times for shift differential
  - Break time that accrues comp time straight