



# The Traffic Cone

*“Guiding you over and around the bumps of your payroll journey”*

*Provided by Syl Luhring – Payroll Supervisor, State Accounting (471-1460)*

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## *Monthly New Hires*

*(for Monthly Agencies only)*

Last May, we developed a method to eliminate the need to use an interim for a monthly new hire and pay them directly through the payroll system for the time worked. Agencies still need to calculate the accrual earnings for the period but the rest can be processed through the payroll, the same as anyone else.

Each agency having a new hire, not a transfer, should send me an excel spreadsheet listing the Address Book Number, the name and the date of hire. The employee should be set up in Workday and have had a chance to flow into the PFC following an extract. Should the employee make changes to their benefits package after you have sent the initial record and the time you begin processing the payroll, we will need to know and reset the employee's information in PFC. When the monthly payroll is processed, we will reset the file and the employee should be treated as a regular employee for future payrolls.

For those who have been using this method, please continue. For those who have not had an opportunity yet, please take advantage of the process. Since this program was installed in May, we have cut the usage of interims significantly. (98 for the first three months and only 12 for the remaining 8 months) It is a great time saver for anyone using it.

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