Payroll / Human Resources User Group

June 3rd, 2010
2:15 PM

NEBRASKA AdministrativeServices

Payroll / Human Resources User Group Agenda

General Payroll Information
Source of Email Address (AB)
Benefits / Wellness / Open Enrollment Update
Payroll Encumbrances
TMS Update

Announcements

Work Order Job Codes (Amy Archuleta)
Citrix Decision (Amy Archuleta)
Enroll With Eligibility vs. Termination Override Screen (Amy Archuleta)

General Payroll Information

Syl Luhring

Year End and Payroll

- End of fiscal year rapidly approaching – June 30th.
- Accountings schedule was sent out earlier.
- Additional information will come in Traffic Cones outlining processing dates, posting dates, position/budget rollover schedules, age rollover and other pertinent information needed for the year end.

Savings Bonds

New Vendor – Treasury Direct
Link – Treasurydirect.gov

Employee manages the account online. No more paper bonds to keep track of. Easy, quick and secure.

Deposits into the account are processed through the auto deposit feature of payroll rather than deductions.

The Employee
- •Registers an account with Treasury Direct
- •Provides HR with routing and account number for Auto Deposit and amount to be deposited from each payroll.
- •Manages the account personally thereafter.

•HR Office
- •Sets up the account in Auto Deposit for the employee.

General Payroll Information

AccelaPay Enhancements

- US Bank will soon be offering a new feature for the AccelaPay Debit card – the Companion Card
  - Multiple cards available for same account
  - Share funds with child, spouse etc.
- Account Balance Alerts
  - Text or email alerts to advise you of deposits to the account or notice that the account balance is getting low

General Payroll Information

Payroll Deductions

- As Discussed at last PHRUG - payroll deductions for 6 insurance companies are being cancelled effective July 1.
- Policy holders have been notified.
- Companies have been notified.
- Companies involved are:
  - Colonial Life & Accident Insurance
  - AIG – American General Life Insurance
  - Globe Life Insurance
  - New York Life Insurance
  - Security Mutual Life Insurance
  - Vulcan Life Insurance

General Payroll Information

Resetting Payroll

- Reset as often as you need to before submitting the Certification.
- If you have to reset payroll AFTER it has been certified, please call Susanne or me BEFORE doing so.
  - Creates duplicate auto deposit records.
  - Pays employee twice.
  - Causes major problems for agency to correct records.
  - Gets the Treasurer's office out of sorts.

General Payroll Information

Interims & Warrants

- Good response to push last fall.
- Numbers of both are rising again.
  - Interims –
    - please process final payouts through payroll when at all possible. If taxes are issue, have the W-4 adjusted.
    - Do not issue separate interims for vacation and sick leave payouts – Payroll !!!
  - Warrants –
    - Do not set up the Auto Deposit as a pre-note.
    - Watch codes (22 and 32) to be sure pre-note is turned off.

Source of Email Address (AB)

Julie Perez

Source of Email Address

http://www.das.state.ne.us/nis/training_manuals/state_dir/index.html

Benefits / Wellness Briefing

Paula Fankhauser / Mike Wanetka

Wellness Activity (4/1/10 thru 5/25/10)

- 5,138 completed the Health Assessment
- 5,889 completed one biometric screening option

PROGRAM ENROLLMENT

- 3,060 - Walk This Way
- 1,827 - EMPOWERED Health Coaching
  - 13 different focus areas
- 537 - Feel Like A Million
- 440 - Condition Management
  - 7 different condition areas

Annual Cycle for Qualifying into Enrollment for the Wellness PPO Plan (3 Steps)

Steps	Wellness PPO Criteria	Options	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Step 1	Enroll in Wellness Program	Feel Like a Million	Step 1: Wellness Program Enrollment Period									Finish completing program						Qualify for Wellness PPO
		EMPOWERED Coaching																
		Walk This Way																
		Condition Management																
Step 2	Biometric Screening Options	Onsite Screening													Step 2			
		Alternative Means Form																
		Home Kit Screening																
Step 3	Health Assessment	On-Line													Step 3			

Both enrolled employee and spouse must complete all three steps.

Failure to meet criteria will result in defaulting to the Regular PPO Plan at the appropriate tier, based on the effective date.

wellnessoptions Access

- Spouses
- Employees new to medical coverage
- New hires after December 3, 2009

Open Enrollment

- Celebrate
- Duplicate Tax ID's
- Life Insurance and LTD
- Manual entry of Life and LTD plans that had overlapping dates and Terminate Override issue

Misc

- Screening Information
- Dependent Coverage to age 26
- June 4th Eligibility File

Payroll Encumbrances

Bruce Snyder

19

Encumbrances

Payroll Encumbrance Process

- **CERTIFICATION OF PSL:**
  - Certified Encumbrances – PSL Only (Account 511100 to 5129900)
  - Biweekly Payroll Only
  - Payroll date: July 14 (.8 for most agencies).
  - Certification Date: July 31, 2010 (See attached Schedule)
  - Can utilize Import / Export of Payroll Journal Entry but be sure to calculate % of payroll to encumber. See Mini Manuals > Payroll Encumbrance

20

Encumbrances

Manual Encumbrances

- Can be entered in two different places

Agency Budget Menus

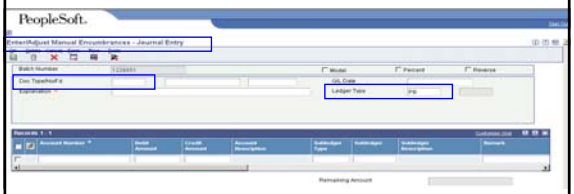
- Agency Budget Menu > Agency Budget Management > Enter/Adjust Manual Encumbrances > Enter/Adjust Manual Encumbrances

General Accounting Menus

- General Accounting – Agencies > Manage Journal Entry > Journal Entries with Debit/Credit Format

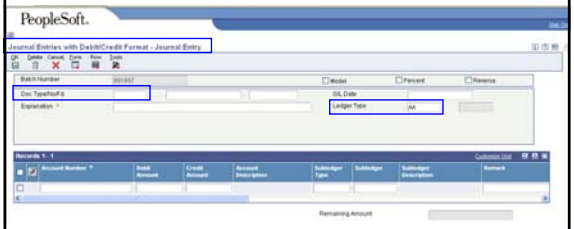
21

Encumbrances



- Enter J9 in the Doc Type/No/Co field.
- The Ledger Type field has a default of PB.

Encumbrances



- Enter J9 in the Doc Type/No/Co field.
- Change the Ledger Type from AA to PB.

Encumbrances

Manual Encumbrance Steps

- **Doc Type J9**
- G/L Date – using today's date
- Explanation – such as 'To encumber prior year'
- **Ledger Type PB**

Transaction must be **APPROVED , PREAUDITED** and **POSTED** in the month created.

Encumbrance Process

- **LIQUIDATING AN ENCUMBRANCE**
  - E1 Training Guides: Budgeting > Liquidating a Manual Encumbrance
  - Use void journal entry process. Make sure to use current GL date, and approve and post the batch.

2010 Encumbrance Schedule

July 6 – July 20	Create Manual Encumbrances (J9 document type – PB Ledger)
July 12	State Accounting posts B-14 payroll
July 14	GL Date for B-14 Payroll related to June Hours (8 of 10 days for most agencies)
July 26	State Accounting runs 7/23/10 PSL Mid-Biennial Carryover Report for review purposes
July 26	Run Encumbrance Detail to ensure accuracy

2010 Encumbrance Schedule

July 30	State Accounting runs 7/29/10 PSL Mid-Biennial Carryover Report for review purposes. This should agree with the 7/29/10 Encumbrance Detail
August 3	7/31/10 Certified PSL Mid-Biennial Carryover Report available for review
August 9	Agency Director signed copy of Certified PSL Mid-Biennial Carryover Report due to State Accounting. PSL Encumbrances may be liquidated following certification.
August 10 – 31	State Accounting and State Budget review of encumbrances
August 31	State Budget PSL Re-Appropriation

TMS Update

Dovi Mueller