Employee Payroll Update Quick Reference Guide

Contents

Purpose

The Employee Payroll Update screen must be completed when you hire a new employee and/or when any of the information contained on this screen changes. This is the only screen you will complete within the Payroll & Financial Center pertaining to employees.

> **IMPORTANT NOTE:** The Employee Payroll Update screen must be completed before the employee can be paid. The rest of the information is managed in Workday. Complete the following steps once the hire event is completed in Workday and the Employee record has fed over to the Payroll & Financial Center.

Log in to the Payroll & Financial Center

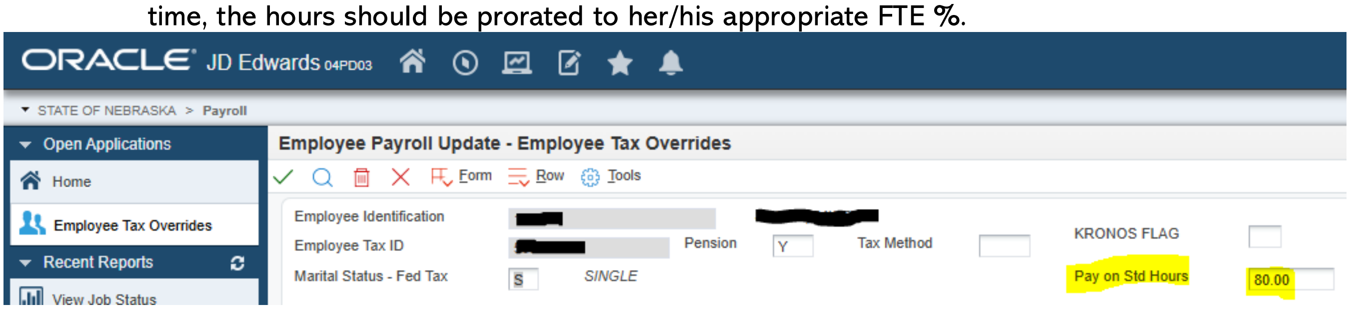
1. From this page, http://link.nebraska.gov/, click Payroll & Financial Center.
2. Type your User ID, press tab and then type your Password.
3. Click Sign In (or press Enter).

Employee Payroll Update

1. From the menu navigator: State of Nebraska > Payroll > Employee Payroll Update.
   a. Type the Employee ID number.
   b. Click **Find**.
   c. Check the box to the left of Address Number (i.e., the Employee ID) to select the Employee record.
   d. Click the Payroll Related button at the top of the screen.

Update Pay on Standard Hours

   e. If the employee will be paid a salary amount regardless of if a timesheet is completed, enter the Pay On Standard Hours into the appropriate field. Hours need to be entered based on the Employee's total hours for their pay period (80.00 for BW, 173.33 for MO). If the Employee is Part time, the hours should be prorated to her/his appropriate FTE %.

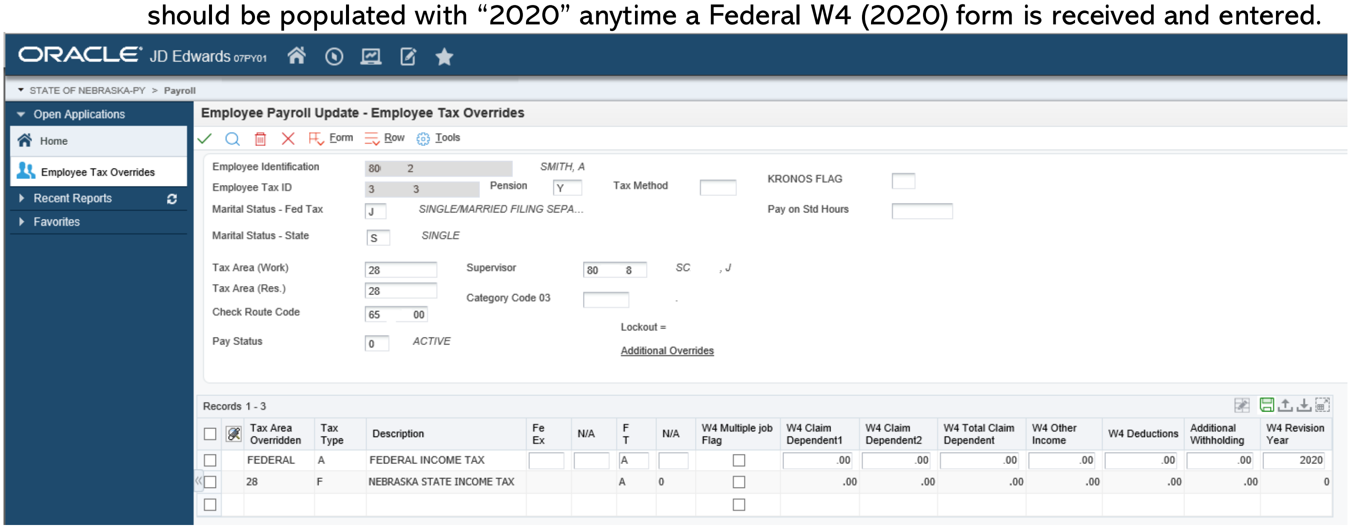


Update Manager ID for Time Entry Approval

f. If the Employee is attached to a specific Supervisory Organization in Workday, but, someone else approves her/his time entry in the Payroll & Financial Center, you can enter that supervisor's Employee ID number in the Supervisor field.
   - **NOTE:** This data field will be overwritten every time new information for the Employee is received from Workday. If you opt to make this change you will need to monitor it often. The only exception is when the Employee is the head of the Agency. Heads of Agencies are generally given an "Agency ID" as a supervisor in JDE if they fill out timesheets at all.

Employee Tax Overrides

g. Check that the Tax Method box is blank if entering a new hire.
h. Ensure that you enter the appropriate code into the Check Route Code field.
i. For entry of Marital Status – Fed Tax, the status must be A (Married Filing Jointly), H (Head of Household), or J (Single or Married Filing Separately).
j. For entry of Marital Status – State, that status must be M (Married) or S (Single)
k. Enter the appropriate data from the employees W4 or W4N in the fields on the bottom grid as shown below.
l. The column 'Fe Ex' is where State Exemptions should be entered. This column should always be blank for Federal information entered from a 2020 or later W4.
m. The columns 'W4 Multiple job Flag', 'W4 Claim Dependent1', 'W4 Claim Dependent2', 'W4 Total Claim Dependent', 'W4 Other Income', and 'W4 Deductions' should be populated with the correspondingly titled information from the Federal W4 (2020) form. None of those data fields should be populated on the State tax row. NOTE: JD Edwards will not calculate claim deductions for you; you must sum the dependent columns yourself and enter the total into the 'W4 Total Claim Dependent' column yourself.
n. The 'Additional Withholding' column can be populated for both State and Federal information if the employee wants to have additional funds withheld for taxes from each paycheck.
o. The 'W4 Revision Year' column should only be populated for the Federal tax row. This data field should be populated with "2020" anytime a Federal W4 (2020) form is received and entered.



2. Click the green checkmark to save the changes.

EXPENSE ACCOUNT INFORMATION

1. From the Employee Payroll Update screen, click the **EE Expense Account** icon to access the Automatic Bank Deposit Instructions screen.
2. Enter the appropriate banking information to be used for the employees' expense reimbursements. The Method Code (MC) will default to **E**.
   - **NOTE:** This is for expense reimbursements ONLY. Payroll deposit elections are entered in Workday.