Advanced KHRIS Payroll

Tell me about yourself:

- Name
- Responsibility and length of service
- What are your class expectations?

House Rules

Please:

- Use the sign-in sheet
- Silence phones and Blackberries
- Refrain from email and internet use
- Leave the room tidy and ready for the next class
- Participate – This is your class!

Course Map

Course Objectives

By the end of this course participants will be able to:

- Understand Master Data and the reason for Master Data changes
- Understand Payroll Wage Types
- Understand the importance of dates related to Payroll
- Calculate Payroll
- Clear Adverse Weather
- Complete a Manual Adjustment
- Research a Claim
- Execute Payroll Reports
- Create and Update Military Leave
- Understand Sick Leave Sharing
- Run CATS_DA to see deleted records
- See Retroactivity using the Payroll Journal
- Research the Payroll Results
- Identify Infotypes Required for Tax Calculation
- Create Checklists for Payroll

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Course Map

Overview

Lesson 1

Lesson 1 Objectives

By the end of this lesson participants will be able to:

- Understand the concept of KHRIS payroll
- Understand master data and the reason for master data changes
- Identify payroll infotypes
- Understand payroll wage types
- Understand the importance of dates related to payroll

The Concept of KHRIS Payroll

Master Data

KHRIS *master data* is centrally stored employee information that is shared across all areas of HR.

Examples include:

- Employee name
- Address
- Basic pay information
- Position information

Listed below are instances in which master data is changed:

- Appointment to agency
- Change in organizational assignment (Position Number Change-External)
- Change in personal data (name, address, etc.)
- Recurring payments/deductions
- Garnishments
- Change of work location
- Tax withholding

Infotypes are screens of information about an employee.

Examples of infotypes include:

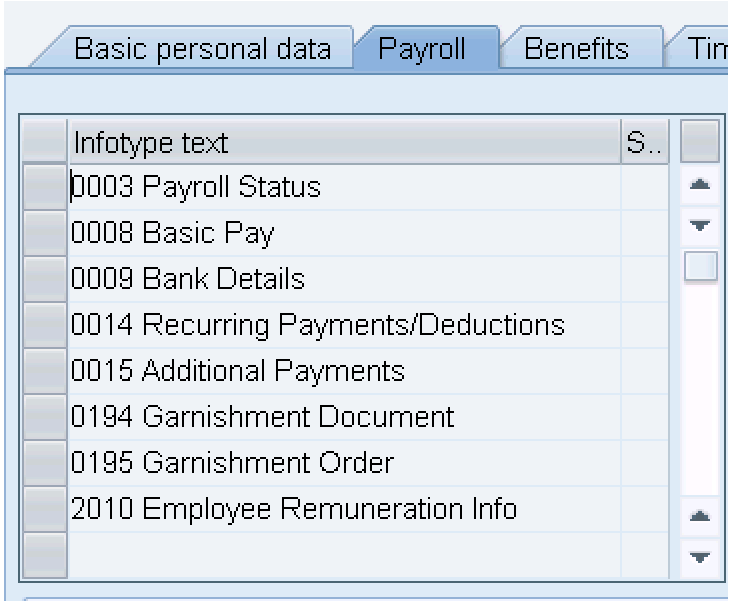
•IT0001 Organizational Assignment

•IT0008 Basic Pay

•IT0014 Recurring Payments/Deductions

•IT0208 Work Tax Area

Note: Tabs gather related infotypes together



Wage Types

Wage types are earning or deduction codes used to identify units of money or time that are used in the calculation of pay. Each wage type has distinct rules that determines how they are processed. There are wage types for base earnings, time, special payments, taxable benefits, voluntary deductions, retirement, garnishments, and health and life insurance.

- For example:
  - 1002 Pay Period Salary (earnings)
  - 3003 Employee recognition award (special pay)
  - 5811 Liberty Mutual (optional insurance)
  - Workers Comp

During time evaluation, time types are converted to wage types for payroll.

Examples:

- Time type ANLL is converted to WT 2056
- Time type COMP is converted to WT 2083
- Time type 1REG is converted to WT 2000
- Time Type 6ADL is converted to:
  - WT 2082= Paid time and a half
  - WT 2220= COMP Earned

IT0014 Deduction Dates

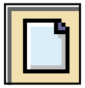
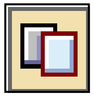
The *Start date* for a deduction is the first day of the pay period in which you want the deduction to start.

- EX: if you want a deduction to begin with the 04/1-15 pay period (pay date 04/30) use 04/01 as the start date
  - An exception to this is if an employee was appointed mid-pay period; the start date for an IT0014 for the employee cannot predate the employee's appointment date

- The use of a mid-period start date, with the exception of the situation noted above, may cause unpredictable, undesirable results, as in the case of IT0009, Bank Details
  - Ex: If the employee is hired on the 10^{th}, the Main Bank EFT should begin on the hire date of the 10^{th}.

Entry Options

Entry Options:

- Use Create for new records 
  - ➢ Used when the infotype has not been maintained (no green check)
  - ➢ If used when a record exists, may need to delimit existing record
  - ➢ OLD record will remain in the system
- Be sure to use Copy to change/update existing records 
  - ➢ Facilitates entry – fewer fields to update
  - ➢ Creates an historical record
  - ➢ OLD record will remain in the system
- Use Change only if a record was entered in error 
  - ➢ For example, when entering the bank account number you entered a 3 instead of a 2
  - ➢ **Does not create a history – overwrites the OLD record**

NOTE: <u>Beware of gaps in the record's dates.</u> They may result in serious problems in payroll. Be careful on the year date.

Lesson 1 Review

In this lesson you learned to:

- Understand the concept of KHRIS payroll
- Understand master data and the reason for master data changes
- Identify payroll infotypes
- Understand payroll wage types
- Understand the importance of dates related to payroll

Course Map

Payroll Review

Lesson 2

Lesson 2 Objectives

By the end of this lesson participants will be able to:

- Discuss pre payroll procedures
- Discuss final payroll procedures
- Discuss off cycle procedures
- Calculate Manual Payroll

How to complete and submit the off cycle request:

To submit an off cycle request, HR Administrators must complete a business request.

When completing the business request, select “I need support with”, drop down answer box “Payroll”, then it will say, “I need Payroll or Time Management support with”, drop down answer box, “Off-cycle Payroll Request”.

The business request will then show you this form to complete. Once complete, send the business request on to the Personnel Cabinet.

Check reversals should be done with caution. Do not reverse a check unless the employee has been grossly overpaid or paid in error.

- **If underpaid, additional pay can be processed without having to reverse the original check.**
- **If a reversal is requested, indicate the NET amount of the check to be reversed.**

To request the reverse of an EFT, send a Business Request through TFS and select Payroll/EFT Reversal request. More than one account can be submitted with request (savings, checking). Include the following:

- **Employee name**
- **PERNR**
- **Net amount of the deposit**
- **Date of deposit**
- **Banking information (routing and account number)**

Prior to payroll (pre payroll and final payroll) HRGs should check the following:

- **Reports**
- **Variants**
- **Changed Records**
- **Errors**

Checking these items can assist in ensuring a HRG will have a successful payroll

PSI:

Payroll Scenario Investigation

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Scenario 1: Check List

Pre Payroll Review

Prior to pre payroll, HRGs should:

- ✓ Verify/correct any errors sent by personnel
- ✓ Run payroll simulations (Ex retirement/tax changes, hardships)
- ✓ Review new employee actions
- ✓ Record LNPA absences for pay period if PAN hasn't cleared
- ✓ Run ZES001 (Ex. GAPS in dates, EFT and deductions)includes ESS
- ✓ Run Tcode PT_BAL00 variant 00_Time_Errors– No time keyed
- ✓ Run PT_ERL00 (to check for any time evaluation errors)
- ✓ PT_QTA10 (review WMAD causing overtime, negative comp balance)
- ✓ Check Work List
- ✓ Run Head Count Change report(Ex retirements, separations, payouts)
- ✓ Audit CATS_DA (review time entry)
- ✓ Review any hard copies (Ex. W4/K4 changes)

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After pre payroll runs HRGs should check the following:

- ✓ Verify/correct any errors sent by the Personnel Cabinet
- ✓ Payroll Journal (Ex. employees pay, retirement change, deferrals)
- ✓ Run ZES001 (Ex. GAPS in dates, EFT and deductions)includes ESS
- ✓ Run tcode PT_BAL00 (variant 00_Time_Errors) – No time keyed
- ✓ Run PT_ERL00 - time evaluation errors
- ✓ Run PT_QTA10 (Ex. WMAD causing overtime, negative comp balance)
- ✓ Complete the IT0416 for payouts and review with Payroll Simulation
- ✓ Check Work List
- ✓ Review any actions not reviewed during pre payroll
- ✓ Review Display Payroll Results
  - ✓ Payouts,
  - ✓ Block 50s,
  - ✓ Refunds(taxes/retirement/deductions)

When an Off Cycle is sent HRGs should check the following:

- ✓ Create the records to produce the correct results
  - ✓ create IT0416 or IT0015 when paying out employee annual/comp
- ✓ Complete any necessary corrections to the timesheet
- ✓ Process the appropriate action
- ✓ Complete Off Cycle request via business request.
- ✓ On the business request for Off Cycles, indicate the result you are expecting.
- ✓ Enter the net amount of the reversal you are requesting.
- ✓ Send a business request through TFS for any EFT reversal (strip)
- ✓ Review Payroll Results to determine amount owed to employee
- ✓ Submit your off cycle as early as possible
- ✓ Off cycle request received late in the day may not be processed

Calculating Gross Pay

To manually calculate gross pay:

- Multiply all paid hours by the appropriate rate of pay
  - These hours may include premiums
    - 2nd Shift or 3rd Shift
    - Weekend
    - Bilingual

Calculating Net Pay

To manually calculate net pay:

- Calculate the correct percent of local tax (if any) from the gross
- Subtract pre tax deductions from taxable gross for the taxable base
  - Then calculate federal tax (FIT)
  - Then calculate the state tax (SIT)
  - Then calculate the social security/Medicare (FICA)
  - Deferred Comp. is not subject to FIT or SIT but is subject to FICA
- Subtract statutory and any optional deductions

Additional tax withholding resources:

- Fed. tax tables -"Publication 15" current year- www.irs.gov
- State tax tables-"KY withholding tax table" current year-revenue.ky.gov
- Local taxes can be calculated using the current withholding tax codes at http://personnel.ky.gov/persadmin/hradministrators/LocalTaxInfo.htm
- Kentucky Retirement System https://kyret.ky.gov/

Scenario 2: Manual Payroll

Calculating Net Pay

Description			Wage Type	Employee Amt.	State Amt.	Taxable	Total
Regular Salary/Wages			E111	$ 1,606.13	$ 1,606.13		
Soc.Sec. @ EE 6.2%, ER 6.2%			/403	$ 88.53	$ 88.53	$ 1,428.02	$ 177.06
Medicare @ 1.45%			/405	$ 20.71	$ 20.71	$ 1,428.02	$ 41.42
Federal Tax	Fed Tax	FED	/401	$ 46.00		$ 1,428.02	$ 46.00
State Tax	KY Tax	KY	/401	$ 64.74		$ 1,428.02	$ 64.74
Local Tax	Local Tax	KY20	/451	$ 7.83		$ 401.53	$ 7.83
Local Tax Authority		KY09	/451	$ 27.10		$ 1,204.60	$ 27.10
Local Tax Authority		KY09	/453	$ 6.02		$ 1,204.60	$ 6.02
Local Tax Authority							$ -
Total Local Tax from "Xtra Local Tax" sheet				$ -			$ -
Total Retirement from "Retirement" sheet				$ 80.31	$ 622.97		$ 80.31
Retirement Installment Purchase							$ -
EE Health Insurance			400A	$ 97.80			$ 97.80
ER Health Insurance							$ -
Admin. Fee (Shortfall)							$ -
FSA Medical							$ -
FSA Dependent							$ -
State Paid Life Ins.							$ -
Deferred Comp/Annuites							
Misc.	KECU		5029	$ 100.00			
Misc.	Delta Dental		5511	$ 20.00			
Misc.	Cen United/Liberty Mutual		5531/5811	$ 25.00			
Misc.							$ 145.00
Detailed Wage Types			**NET PAY**	**$ 1,022.09**	**$ 2,338.34**	**TOTAL DISBURSEMENT AMT**	

Lesson 2 Review

In this lesson you learned to:

- Create pre payroll checklist
- Create final payroll checklist
- Create off cycle checklist
- Calculate gross and net pay

Course Map

Payroll Journal

Lesson 3

Lesson 3 Objectives

By the end of this lesson participants will be able to:

- Understand the Payroll Journal
- See retroactivity using the Payroll Journal

The payroll journal contains payroll data for selected employees during a timeframe or payroll period.

- One pay period or multiple pay periods
- Monitors totals for deductions and/or earnings
- One or multiple employees can be viewed
- Summary Page

Payroll Journal

EARNINGS	CURR	YTD
9E01 RegPay	1,314.56	1,314.56
TTYE		1,314.56

EMPLOYEE TAXES	CURR	YTD
	307.14	
FED W/H EE	134.48	134.48
FED OASDI EE	74.98	74.98
FED MedcarEE	17.54	17.54
KY W/H EE	57.14	57.14
KY20 Occup.EE	23.00	23.00

EMPLOYEE TAXABLE WAGES	CURR	YTD
FED W/H tax	1,209.40	1,209.40
FED OASDI EE	1,209.40	1,209.40
FED Medic EE	1,209.40	1,209.40
KY W/H tax	1,209.40	1,209.40
KY20 Occup.EE	1,314.56	1,314.56

EMPLOYEE DEDUCTIONS	CURR	YTD
603E SPRetEE	105.16	105.16
TTYD	105.16	105.16

Payroll Distribution: Check and Electronic Transfers

/559 Payment	902.26	

EMPLOYER PAID BENEFITS	CURR	YTD
603R SPRETER	434.86	434.86

EMPLOYER PAID TAXES	CURR	YTD
FED OASDI ER	74.98	74.98
FED MedcarER	17.54	17.54

Commonwealth of Kentucky Page

Payroll Journal

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SUMMARY PAGE 10/2010

CostCenter: 3109500000

EARNINGS	CURR	YTD	EMPLOYER PAID BENEFITS	CURR	YTD
9E01 RegPay	1,314.56	1,314.56	603R SPRETER	434.86	434.86

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You can use the Payroll Journal to see retroactivity.

Run Payroll Journal for PERNR 789

T Code: PC00_M10_CLJN

Pay Period: 12 of 2010

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Scenario 3: Payroll Journal

Lesson 3 Review

In this lesson you learned to:

- Understand the Payroll Journal
- See retroactivity using the Payroll Journal

Course Map

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Payroll Results

Lesson 4

Lesson 4 Objectives

By the end of this lesson participants will be able to:

- Understand what is contained in payroll results
- Understand the differences between different tables in payroll results
- Combine multiple tables into one view
- Identify and read wage types in payroll results
- Identify and read retroactivity in payroll results
- Understand different taxable results

In-Period / For-Period

The For-Period identifies the originating period for the payroll results. The In-Period identifies the period in which the payroll results were generated.

Ex. the employee had retroactivity in period 8 of 2012 back to period 1 of 2012.

C	Pmt date	R	For-Peri...	In-Perio...	Start/FP	End/FP	OC ...	OC ...	P...	P...	O	P	P	O	P	P	Er
A	01/13/2012		01.2012	08.2012	12/16/2011	12/31/2011			S	S							04
A	01/30/2012		02.2012	08.2012	01/01/2012	01/15/2012			S	S							04
A	02/15/2012		03.2012	08.2012	01/16/2012	01/31/2012			S	S							04
A	02/29/2012		04.2012	08.2012	02/01/2012	02/15/2012			S	S							04
A	03/15/2012		05.2012	08.2012	02/16/2012	02/29/2012			S	S							04
A	03/30/2012		06.2012	08.2012	03/01/2012	03/15/2012			S	S							04
A	04/13/2012		07.2012	08.2012	03/16/2012	03/31/2012			S	S							04
	04/30/2012		08.2012	08.2012	04/01/2012	04/15/2012			S	S							04

Payroll Result Tables

Drilling into the individual pay period identifies the various tables that are generated in the payroll cycle. The most frequently used are:

- RT_ (Results Table)
- BT (Payment Information)
- CO (Cost Distribution)
- C1 (Cost Assignment for different Infotypes)
- TAX (Employee Tax Details)
- TCRT (Cumulated Tax Results)

Kentucky , Khris M / Seq.nr. 00120 (04/01/2012 - 04/15/2012)

Name	Name	Nu...
WPBP	Work Center/Basic Pay	1
RT	Results Table	96
RT_	Results Table (Collapsed Display)	96
CRT	Cumulative Results Table	334
BT	Payment Information	1
C0	Cost Distribution	1
C1	Cost Assignment from Different Infotypes	1
V0	Variable Assignment	4
PCALAC	Status info. for subsequent programs	1
AB	Absences	2
ABC	Cumulation of Absence Classes	2
VERSION	Information on Creation	1
PCL2	Update information PCL2	1
VERSC	Payroll Status Information	1
TAX	Employee tax details	4
TAXR	Residence and unemployment tax details	4
TAXPR	Tax proration table	2
TCRT	Cumulated tax results	672
BAL	Balance table used for tax retrocalculation	22
NAME	Name of Employee	1
ADR	Address	1
PERM	Personal Characteristics	1
MODIF	Modifiers	1

The RT_ is a collapsed view of the payroll results for the current payroll.

Year-to-date information is not reflected in the RT_ table.

Tables / field strings of payroll result

Payroll Results	
Personnel No.	789 George Newman - USA
Seq. number	00004 - accounted on 01/05/2011 - current result
For-Period	12.2010 (06/01/2010 - 06/15/2010)
In-Period	12.2010 (Fin.: 06/15/2010)

Table RT - Results Table (Collapsed Display)

A	WT	WT Text	APC1C2C3aBKoReBTAwvTvNUnit	Amt/Unit	No.	Amount
*	/101	Total gross				1,446.00
*	/102	401(k) Wage				1,577.44
*	/109	ER benefit				521.82
*	/110	Net payment				126.20-
*	/114	Base wage f				1,446.00
*	/190	KERS/TIAA C				1,577.44
*	/191	Teachers Re				1,577.44
*	/192	Judicial Re				1,577.44
*	/301	TG Withhold	01			1,577.44
*	/301	TG Withhold	02			1,577.44
*	/303	TG EE Socia	01			1,577.44
*	/304	TG ER Socia	01			1,577.44
*	/305	TG EE Medic	01			1,577.44
*	/306	TG ER Medic	01			1,577.44
*	/351	TG EE Occup	03			1,577.44
*	/401	TX Withhold	01			170.76
*	/401	TX Withhold	02			71.16
*	/403	TX EE Socia	01			89.97
*	/404	TX ER Socia	01			89.97
*	/405	TX EE Medic	01			21.05

RT_

The payroll results for the Active periods for the retroactive adjustments shows an Outflow and an Inflow. These results can be seen on the RT_ table

This outflow is from a previous pay period that had a retro calculation. This outflow will be reflected on the next period.

*	/551	Retrocalc.d	77.07-
*	/553	Recalc.diff	77.07-

*	/X02	Outflow(/10	77.07
*	/X90	Outflow(/19	77.07
*	/X91	Outflow(/19	77.07
*	/X92	Outflow(/19	77.07

Active pay for period 11

This Inflow is the next period that shows the outflow from the previous period going into this period to be reflected on this check

*	/552	Difference	77.07

*	/Z02	Inflow(/102	77.07
*	/Z90	Inflow(/190	77.07
*	/Z91	Inflow(/191	77.07
*	/Z92	Inflow(/192	77.07

Active pay for period 12

/300s

The /3 wage types are Taxable Gross (TG). Taxable Gross is the sum of all earnings subject to tax. These technical wage types are used in the payroll calculation only.**

*	/301	TG Withhold	01	1,433.30
*	/301	TG Withhold	02	1,433.30
*	/301	TG Withhold	03	1,433.30
*	/303	TG EE Socia	01	1,433.30
*	/304	TG ER Socia	01	1,433.30
*	/305	TG EE Medic	01	1,433.30
*	/306	TG ER Medic	01	1,433.30
*	/350	TG EE Trans	04	1,433.30
*	/351	TG EE Occup	04	1,433.30

Exclusions include: Tuition assistance, etc.

The /6 wage types are Taxable Base (TB) wages. These technical wage types are used in the payroll calculation only.**

The pre-tax deductions have been subtracted from the taxable gross

*	/601	TB Withhold	01	1,277.72
*	/601	TB Withhold	02	1,277.72
*	/601	TB Withhold	03	1,277.72
*	/605	TB EE Medic	01	1,277.72
*	/606	TB ER Medic	01	1,277.72
*	/650	TB EE Trans	04	1,433.30
*	/651	TB EE Occup	04	1,433.30

Example of these deductions:

- Retirement
- Deferred Compensation
- Health Insurance

/700s

The /7 wage types are the Reportable Earnings (RE). Each /6** has an accompanying /7**. The /7** stops when the maximum taxable limits have been reached.**

* /700 RE plus ER	1,967.82
* /701 RE Withhold 01	1,451.24
* /701 RE Withhold 02	1,451.24
* /703 RE EE Socia 01	1,451.24
* /704 RE ER Socia 01	1,451.24
* /705 RE EE Medic 01	1,451.24
* /706 RE ER Medic 01	1,451.24
* /751 RE EE Occup 03	1,577.44

Ex. Social Security has a limit of $117,000 for 2014.

The /4** wages type reflect the actual taxes calculated from the reportable earnings.

*	/401	TX Withhold	01		160.10
*	/401	TX Withhold	02		43.44
*	/405	TX EE Medic	01		18.53
*	/406	TX ER Medic	01		18.53
*	/450	TX EE Trans	04		2.87
*	/451	TX EE Occup	04		17.92

01- Federal Tax
02- State Tax
04- Local Tax
EE- Employee Tax
ER- Employer Tax

PSI:

Payroll Scenario Investigation

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Scenario 4: Taxable Results

/5s are accumulations used in the payroll process. The /559 is the net amount that will be paid to the employee. The /5PY is good money. If the good money amount is positive, taxes are calculated. If it is negative then there is a claim.**

*	/550	Statutory n			1,190.44
*	/559	Payment	01		1,022.24
*	/560	Amount to b			1,022.24
*	/5PY	Good Money			1,433.30
*	/5U0	Tot EE tax			242.86
*	/5U1	Tot ER tax			18.53
*	/5U3	Number of p		1.00	
*	/5UA	Gen Taxable			1,433.30
*	/5UB	Tax base wa			1,433.30
*	/5UG	Tax gross w			1,433.30
*	/5UT	Actual Work		75.00	
*	/5UU	Taxable Hou		75.00	

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/500 Good money

Table RT - Results Table (Collapsed Display)

A	WT	WT Text	APC1C2C3aBKoReBTAwvTvMUnit	Amt/Unit	No.	Amount
*	/561	Claim				81.48
*	/563	Claim from				81.48
*	/5PY	Good Money				81.48-
*	/5UB	Tax base wa				374.81
*	/840	Diff.curr.f01			278.75	
*	9210	Salaried Ro			360.00	
1	/001	Valuation b01		10.864		
1	/002	Valuation b01		10.864		
1	2202	Sick Balanc01			9.75	
1	2222	Comp Balanc01			14.25	

Any time you have a negative Good Money, retroactivity is present. A claim against the employee is created because taxes can not be calculated. You may have to review multiple "For-period"s to find the claim.

Cumulative Results Table

- Displays the gross earnings and deductions
- Shows employee and employer contributions for **Y**ear, **M**onth, **Q**uarter
- Net pay is also available

Table CRT – Cumulative Results Table

CumYr	CI	CT	Wage Ty.	Wage Type Text	Number	Amount	Curr.	Start	End
2010	01	K	/101	Total gross	0.00	4,206.56	USD	01/01/2010	12/31/2010
2010	06	M	/101	Total gross	0.00	2,892.00	USD	06/01/2010	06/30/2010
2010	05	M	/101	Total gross	0.00	1,314.56	USD	05/01/2010	05/31/2010
2010	02	Q	/101	Total gross	0.00	4,206.56	USD	04/01/2010	06/30/2010
2010	01	Y	/101	Total gross	0.00	4,206.56	USD	01/01/2010	12/31/2010
2010	06	M	/102	401(k) Wages	0.00	2,892.00	USD	06/01/2010	06/30/2010
2010	05	M	/102	401(k) Wages	0.00	1,314.56	USD	05/01/2010	05/31/2010
2010	02	Q	/102	401(k) Wages	0.00	4,206.56	USD	04/01/2010	06/30/2010
2010	01	Y	/102	401(k) Wages	0.00	4,206.56	USD	01/01/2010	12/31/2010
2010	01	Y	/109	ER benefit contributions	0.00	1,826.40	USD	01/01/2010	12/31/2010
2010	01	Y	/110	Net payments/Deductions	0.00	336.52-	USD	01/01/2010	12/31/2010
2010	01	B	/190	KERS/TIAA CREF	0.00	4,206.56	USD	07/01/2009	06/30/2010
2010	01	E	/190	KERS/TIAA CREF	0.00	4,206.56	USD	07/01/2009	06/30/2010
2010	06	M	/190	KERS/TIAA CREF	0.00	2,892.00	USD	06/01/2010	06/30/2010
2010	05	M	/190	KERS/TIAA CREF	0.00	1,314.56	USD	05/01/2010	05/31/2010
2010	02	Q	/190	KERS/TIAA CREF	0.00	4,206.56	USD	04/01/2010	06/30/2010
2010	01	Y	/190	KERS/TIAA CREF	0.00	4,206.56	USD	01/01/2010	12/31/2010
2010	01	B	/191	Teachers Retire	0.00	4,206.56	USD	07/01/2009	06/30/2010

The BT table contains the payment information.

Kentucky , Khris M / Seq.nr. 00120 (04/01/2012 - 04/15/2012)

Name	Name	Nu...
WPBP	Work Center/Basic Pay	1
RT	Results Table	96
RT_	Results Table (Collapsed Display)	96
CRT	Cumulative Results Table	334
BT	Payment Information	1
C0	Cost Distribution	1
C1	Cost Assignment from Different Infotypes	1
V0	Variable Assignment	4
PCALAC	Status info. for subsequent programs	1
AB	Absences	2
ABC	Cumulation of Absence Classes	2
VERSION	Information on Creation	1
PCL2	Update information PCL2	1
VERSC	Payroll Status Information	1
TAX	Employee tax details	4
TAXR	Residence and unemployment tax details	4
TAXPR	Tax proration table	2
TCRT	Cumulated tax results	672
BAL	Balance table used for tax retrocalculation	22
NAME	Name of Employee	1
ADR	Address	1
PERM	Personal Characteristics	1
MODIF	Modifiers	1

In this example, the employee is paid via direct deposit (PayMeth P). This table reflects the bank routing number and account number for the payment. If an employee has multiple ACH deposits, each will be reflected in this table along with the associated dollar amount.

```
Payroll Results
Personnel No.     777777 Jake, Ben - USA
Seq. number       00037 - accounted on 07/23/2012 - current result
For-Period        14.2012 (07/01/2012 - 07/15/2012)
In-Period         14.2012 (Fin.: 07/15/2012)

Table BT - Payment Information

AT   WType WT Text                         Amount in Payroll Currency    Curr.  PayMeth  Recipient
PostalCode  City                             Ctry  Bank Number       Bank Account        IBAN                           Rec.
Purpose                                           Inv.Type   Date          Time       Transfer ID          Transf. PstlBank Ch.Accnt
Street                              CntryKey    Amount in Payment Currency      Curr.  Region  ISR Number
ISR Ref.                         PC  Reference                ColBnkTra

01   /559   Payment                                              50.00  USD     P
                                                 US     283978441        10110101111111
                                                          07/23/2012  23:41:14                         00
                                    02                                      USD

02   /559   Payment                                           1,451.19  USD     P
                                                 US     283978441        10220201222212
                                                          07/23/2012  23:41:14                         00
                                    01                                      USD
```

The C0 – Cost Distribution table reflects the default cost center and accounting template where the employee's pay and employer taxes will be charged.

Tables / field strings of payroll result

Payroll Results	
Personnel No.	789 George Newman - USA
Seq. number	00004 - accounted on 01/05/2011 - current result
For-Period	12.2010 (06/01/2010 - 06/15/2010)
In-Period	12.2010 (Fin.: 06/15/2010)

Table C0 - Cost Distribution

WSNo.	SeqNo.	CoCd.	BusArea	CostCntr.	Funds Center	Fund	Order	WBS Element	Share (%)
Functional Area		Grant		Segment	Budget Period				
01	01	COMK	1000	3109500000			RLMCCO		100.00

The C1 – Cost Distribution table reflects any additional overrides where the employee's pay and employer cost will be charged.

Tables / field strings of payroll result

```
Payroll Results
Personnel No.
Seq. number      00079 - accounted on 06/22/2012 - current result
For-Period       12.2012 (06/01/2012 - 06/15/2012)
In-Period        12.2012 (Fin.: 06/15/2012)
```

Table C1 - Cost Assignment from Different Infotypes

```
C1      CoCd    BusArea     CoAccArea   Cost Center Order        Cost Object    WBS Elem                   Network Plan  Operatio
CustOrder    CO Item   Res.Obj.     BusProcess    Funds Center       Fund Item                 Fund          PurchDoc      Item
Payment                 PaymtType CoCd    Bus.area     Cost Ctr      PaymtType Assignment             Tax ID      ObjectType Job
Hours          Serv.Type   Serv.Cat   Text                                                   Leg. Code          Commit.Item
FuncArea           Grant                      SFund          SendFuncAr           Send Grant           Segment       Budget Period
SBudget Period

0001    COMK    1000        COMK        5372700000  HMMCA0                      M470#########
             000000      0000000000                                                                                  00000
                                                                                                                 00000000
        0.00


0002    COMK    1000        COMK        5372700000  HMMABA                      M470#########
             000000      0000000000                                                                                  00000
                                                                                                                 00000000
        0.00
```

TAX – Employee Tax Details

This table will show the tax state of an employee at the time the payroll results were generated.

- Federal Status of 01 (single) with 0 exemptions.
- No other exemptions selected (amount, %)
- This employee is also exempted from Social Security Tax.

Payroll Results	
Personnel No.	789 George Newman - USA
Seq. number	00004 - accounted on 01/05/2011 - current result
For-Period	12.2010 (06/01/2010 - 06/15/2010)
In-Period	12.2010 (Fin.: 06/15/2010)

Table TAX - Employee tax details

```
Tax type  Tax type description                    Form. No.  Exmpt ind.

Tax split 01 Tax company COKY Tax level A Tax auth FED  Status 01 No.exempts 00 Ind: EIC  Add.amount          0.00
Add. prct.   0.00 No.exempt. 00 Addit.amt.          0.00 Exempt.amt           0.00 Pers.exmpt 00 Dep.exempt 00
EIC status  Add.tax.cd 0 Suppl.Mthd  Recip.ind.  Cert.stat. 0 TxCredBal          0.00 Status  No.exempts
Exempt.amt          0.00 Residence auth X Work auth  Unemployment auth X Q Children 00 Nexus Ind. 0
```

Tax Table continued

Tax split 02 Tax company COKY Tax level B Tax auth IN Status 01 No.exempts 00 Ind: EIC Add.amount 0.00
Add. prct. 0.00 No.exempt. 00 Addit.amt. 0.00 Exempt.amt 0.00 Pers.exmpt 00 Dep.exempt 00
EIC status Add.tax.cd 0 Suppl.Mthd Recip.ind. Cert.stat. 0 TxCredBal 0.00 Status No.exempts
Exempt.amt 0.00 Residence auth X Work auth Unemployment auth Q Children 00 Nexus Ind. 0

01	Withholding Tax	01
02	Earned Income Credit Payment	01
10	Employer Unemployment Tax	01
11	Employer Debt Repayment Tax	01
61	Employee Retirement Plan-S.S	01
62	Employee Retirement Plan-Med.	01
63	Employer Retirement Plan-S.S	01
64	Employer Retirement Plan-Med.	01
70	Pension Periodic Withholding	01
71	Pension N.P. Eligible Rollover	01
72	Pension N.P. Nonqualifying	01

This is the IN tax information

Tax split 03 Tax company COKY Tax level B Tax auth KY Status 01 No.exempts 00 Ind: EIC Add.amount 0.00
Add. prct. 0.00 No.exempt. 00 Addit.amt. 0.00 Exempt.amt 0.00 Pers.exmpt 00 Dep.exempt 00
EIC status Add.tax.cd 0 Suppl.Mthd Recip.ind. Cert.stat. 0 TxCredBal 0.00 Status No.exempts
Exempt.amt 0.00 Residence auth Work auth X Unemployment auth X Q Children 00 Nexus Ind. 1

01	Withholding Tax	01
10	Employer Unemployment Tax	01
11	Employer Debt Repayment Tax	01
61	Employee Retirement Plan-S.S	01
62	Employee Retirement Plan-Med.	01
63	Employer Retirement Plan-S.S	01
64	Employer Retirement Plan-Med.	01
70	Pension Periodic Withholding	01
71	Pension N.P. Eligible Rollover	01
72	Pension N.P. Nonqualifying	01

This is the KY tax information

Tax split 04 Tax company COKY Tax level C Tax auth KYOD Status 01 No.exempts 00 Ind: EIC Add.amount 0.00

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The Tax Cumulative Result Table (TCRT) – This table contains information on wage types associated with tax and taxable items for the employee. It contains month, quarter and year-to-date information by calendar year. The most recent calendar year is listed first in the table followed by the subsequent years.

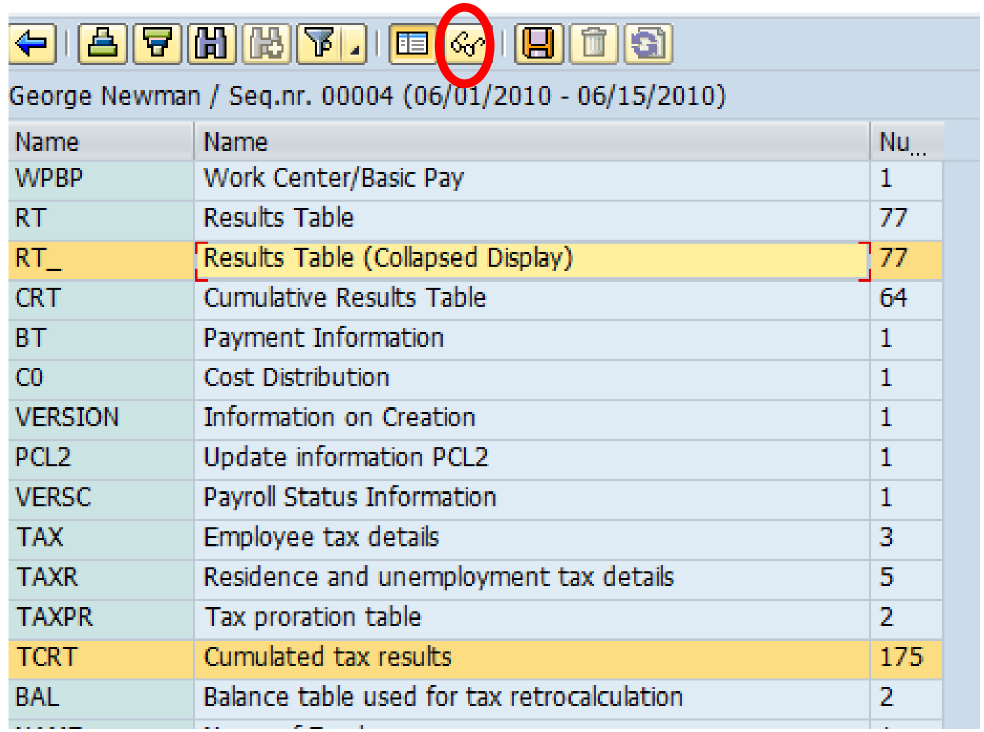
Table TCRT - Cumulated tax results

CalYr	CalNbr	CalT	Tax co.	TaxAu	Wage Type	Wage Type Text	Amount	Crcy	From	To
2010	01	K	COKY		/101	Total gross	4,206.56	USD	01/01/2010	12/31/2010
2010	06	M	COKY		/101	Total gross	2,892.00	USD	06/01/2010	06/30/2010
2010	05	M	COKY		/101	Total gross	1,314.56	USD	05/01/2010	05/31/2010
2010	02	Q	COKY		/101	Total gross	4,206.56	USD	04/01/2010	06/30/2010
2010	01	Y	COKY		/101	Total gross	4,206.56	USD	01/01/2010	12/31/2010
2010	06	M	COKY		/102	401(k) Wages	2,892.00	USD	06/01/2010	06/30/2010
2010	05	M	COKY		/102	401(k) Wages	1,314.56	USD	05/01/2010	05/31/2010
2010	02	Q	COKY		/102	401(k) Wages	4,206.56	USD	04/01/2010	06/30/2010
2010	01	Y	COKY		/102	401(k) Wages	4,206.56	USD	01/01/2010	12/31/2010
2010	01	Y	COKY		/109	ER benefit contributions	1,826.40	USD	01/01/2010	12/31/2010
2010	01	Y	COKY		/110	Net payments/Deductions	336.52-	USD	01/01/2010	12/31/2010
2010	01	B	COKY		/190	KERS/TIAA CREF	4,206.56	USD	07/01/2009	06/30/2010
2010	01	E	COKY		/190	KERS/TIAA CREF	4,206.56	USD	07/01/2009	06/30/2010
2010	06	M	COKY		/190	KERS/TIAA CREF	2,892.00	USD	06/01/2010	06/30/2010
2010	05	M	COKY		/190	KERS/TIAA CREF	1,314.56	USD	05/01/2010	05/31/2010
2010	02	Q	COKY		/190	KERS/TIAA CREF	4,206.56	USD	04/01/2010	06/30/2010
2010	01	Y	COKY		/190	KERS/TIAA CREF	4,206.56	USD	01/01/2010	12/31/2010

Selecting multiple tables

You can select multiple tables to appear in your list view.

- Hold down the “CTRL” key and select each desired table.
- Once all tables you wish to view have been selected, click on the eyeglasses symbol.


George Newman / Seq.nr. 00004 (06/01/2010 - 06/15/2010)

Name	Name	Nu...
WPBP	Work Center/Basic Pay	1
RT	Results Table	77
RT_	Results Table (Collapsed Display)	77
CRT	Cumulative Results Table	64
BT	Payment Information	1
C0	Cost Distribution	1
VERSION	Information on Creation	1
PCL2	Update information PCL2	1
VERSC	Payroll Status Information	1
TAX	Employee tax details	3
TAXR	Residence and unemployment tax details	5
TAXPR	Tax proration table	2
TCRT	Cumulated tax results	175
BAL	Balance table used for tax retrocalculation	2

Common combination:

- RT_ and TCRT- will show current pay period and accumulated totals.

Selecting multiple tables continued

This example shows both the BT and C0 tables in the same view. This can be printed if necessary.

Table BT - Payment Information

```
AT  WType WT Text                     Amount in Payroll Currency   Curr.  PayMeth  Recipient
PostalCode  City                        Ctry  Bank Number      Bank Account        IBAN                            Rec.
Purpose                                    Inv.Type   Date          Time        Transfer ID          Transf. PstlBank Ch.Accnt
Street                          CntryKey    Amount in Payment Currency    Curr.  Region  ISR Number
ISR Ref.                     PC  Reference             ColBnkTra

01  /559  Payment                                         1,070.69  USD    C
                                        US
                                                                                                00
                                                                           USD
```

Table C0 - Cost Distribution

```
WSNo.   SeqNo.  CoCd.  BusArea    CostCntr.   Funds Center     Fund        Order         WBS Element             Share (%)
Functional Area   Grant                     Segment     Budget Period

01      01      COMK   1000       3109500000                               RLMCCO                                    100.00
```

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Payroll Scenario Investigation

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Scenario 5: Display Pay Results

Lesson 4 Review

In this lesson you learned to:

- Explain and display Payroll Results
- Show multiple tables
- Research results using the results
- Understand inflows and outflows
- Explain the different taxable amounts

Course Map

Maintaining Infotypes

Lesson 5

Lesson 5 Objectives

By the end of this lesson participants will be able to:

- Understand the different infotypes related to payroll including:
  - IT0009 Bank Details
  - IT0014 Recurring Deductions
  - IT0015 One-time Deductions
  - IT0003 Employee Status

Entry Options:

- Use Create for new records
  - Used when the infotype has not been maintained (no green check)
  - If used when a record exists, may need to delimit existing record
  - Old record will remain in the system
- Be sure to use Copy to change/update existing records
  - Facilitates entry – fewer fields to update
  - Creates an historical record
- Use Change only if a record was entered in error
  - For example, when entering the bank account number you entered a 3 instead of a 2
  - Does not create a history – overwrites the existing record

NOTE: <u>Beware of gaps in the record's dates.</u>

They may result in serious problems in payroll.

Infotypes **(IT) are logical groupings that organize information in KHRIS. There are infotypes for deductions, including:**

- IT0009 Bank Details
- IT0014 Recurring Deductions
  - Remember to check all deductions when an employee is hired to ensure no past deductions will be taken
  - Remember to check all deductions when an employee is termed to ensure the deductions are stopped
- IT0015 One-time Deductions
- IT9015 Retirement (for use with KTRS only)

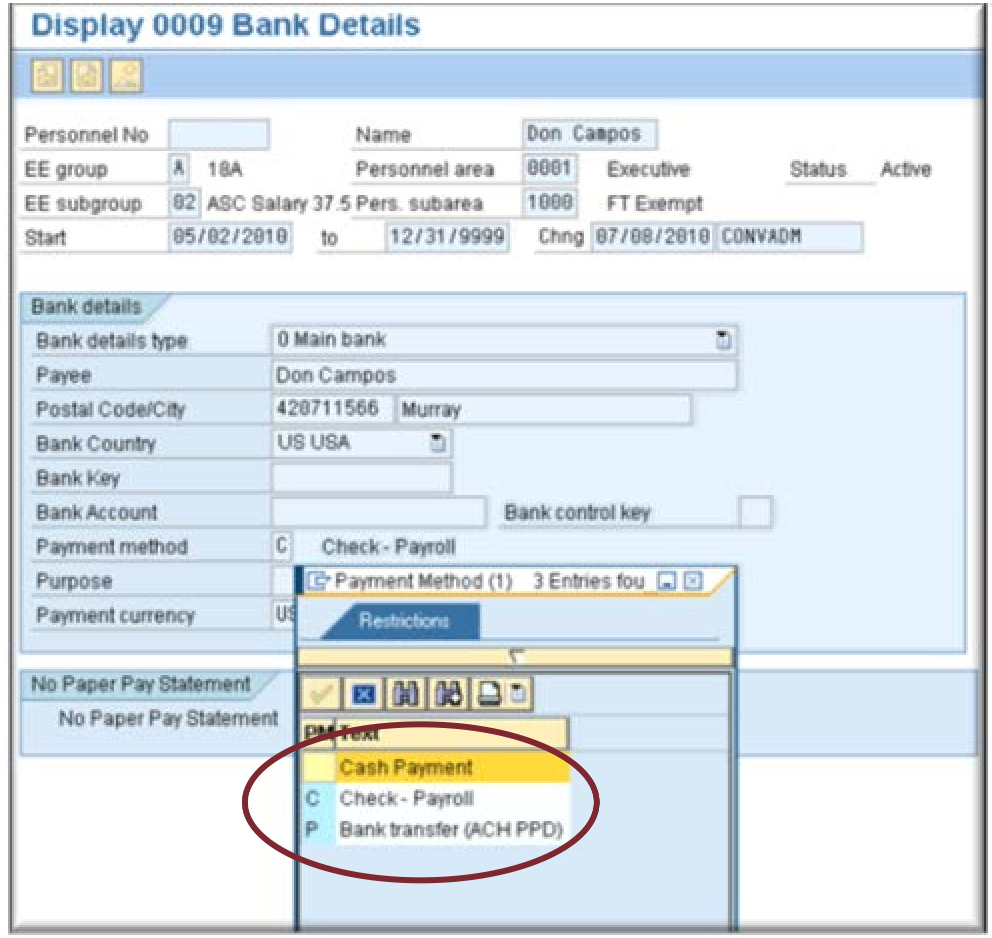
Bank Details

Contains information how an employee receives their pay.

- Check
- Electronic Funds Transfer (EFT)
  - Direct Deposit
- **Cash Payment should NEVER be selected**

New hires after Jan 2013 MUST be EFT unless they submit a hardship request.

- Employees can have unlimited EFT's



IT009 Bank Details

Bank Key = Routing Number (the routing number is validated against the Federal Reserve Routing Directory)

Bank Account = Employee account number at that bank

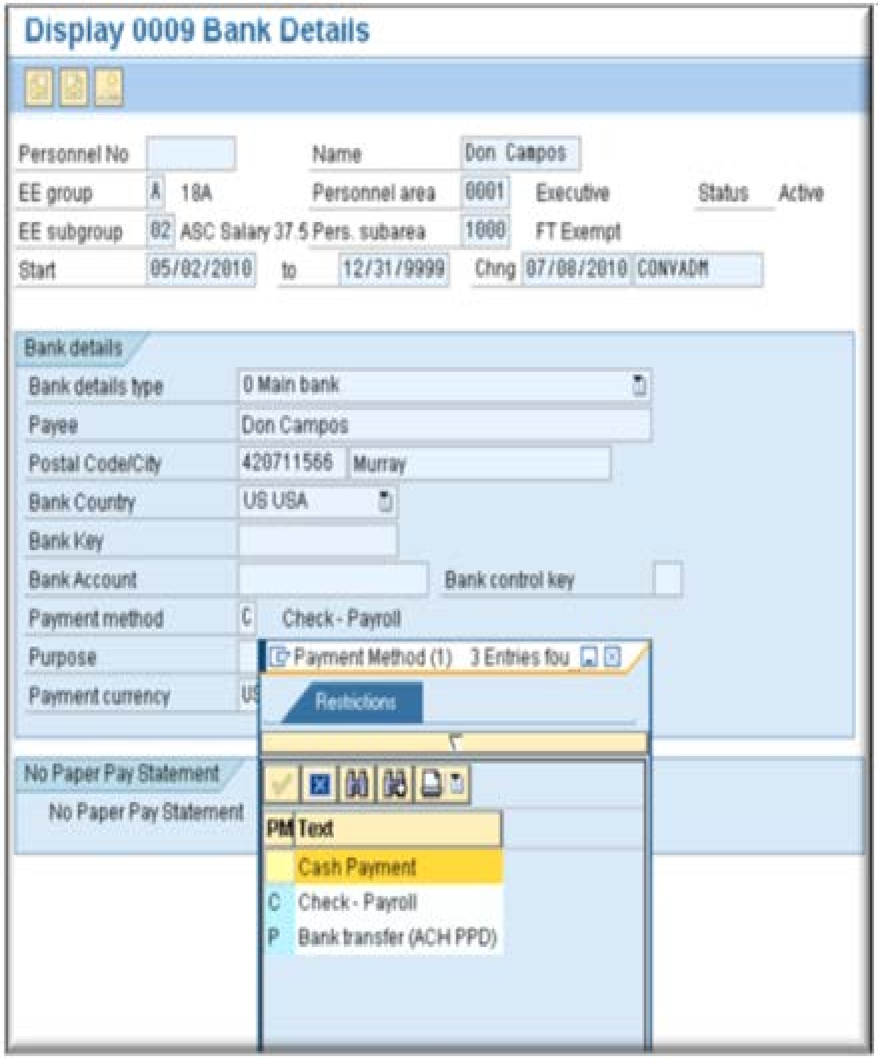
Bank Control Key = indicates whether it is savings or checking account.

01 = Checking, 02 = Savings.

This is NOT a drop down box.

Payment Method = this indicates whether EFT or paper check. C = Check (paper check), P = Bank Transfer(EFT)

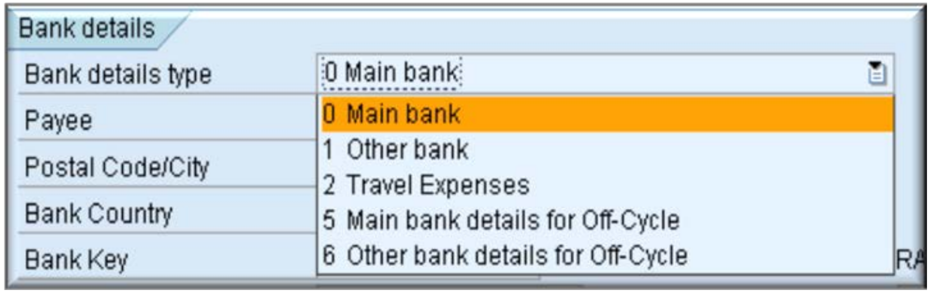
No Paper Pay Statement = All employees who are enrolled in direct deposit must have no paper pay statement checked in IT0009.



Main Bank vs. Other Bank

There may be more than one other bank on IT0009 Bank Details

- **Main Bank**
  - This is the employee's primary bank for the deposit of net pay (if check is chosen, all net pay is on one check)
  - Based on Check Date
- **Other Bank**
  - This option is used when an employee wants a defined amount of the net pay deposited into a different account than the main bank account
  - When Other Bank is chosen, the amount specified in the entry will be deducted from the net pay and sent to the Other Bank before the remaining deposit is made to the main bank
  - Employees may have an unlimited number of other banks
  - Based on Pay Period End Date



When payroll is processed, the system looks at the date of the payment (check date) for the employee and compares that date to the main bank records on IT0009. That determines which account will receive the monies for that payroll cycle. For example, an employee has the following records on IT0009:

- 03/16/2011 to 03/31/2012 Account 12345
- 04/01/2012 to 12/31/9999 Account 98765

Payroll is being run for the period 03/16/2012 through 03/31/2012. The check date for this pay period is 04/15/2012. The system will send the ACH (Automatic Clearing House) transaction to which account and why?

Transactions for "Other Banks" will follow the normal pay period date routine and be effective when the respective pay period is processed for an employee.

Bank Details-EFT Returns

When an agency is notified of a returned EFT

- The agency should correct the banking information on IT0009 or stop the incorrect EFT until the correct banking information is obtained and updated
  - If this is the main bank, stop EFT and make the payment a check.
  - If this is an other bank, you can stop it without changing to check.
- The agency will create a replacement check for the returned EFT amount via a positive manual adjustment form (SAS 27) for the net amount only
- The agency will be credited the returned funds via IET in eMARS from the Personnel Cabinet
- ***Agency should contact the employee to correct the bank information before the next payroll***

Bank Details-EFT Returns continued

When the HRG has been notified by the employee or the Personnel Cabinet that the employee's account is closed by the bank the HRG will need to do the following:

- **Send a business request through TFS that you need to have an EFT reversed (what used to be a strip)**
- **The following information should be included:**
  - Employee's name
  - PERNR
  - Net amount of the deposit
  - Date of deposit (Check Date)
  - Routing number
  - Account number

Note: Have employee sign the completed EFT Reversal – Payment Agreement.

Bank Details-EFT Returns continued

Once you have been notified by the Personnel Cabinet that funds have been returned, you should process a Positive Adjustment (SAS 27) to pay the employee.

Date: 03/10/12 | Adj. Yr: 2012 | 8/12

Finance and Administration Cabinet

Positive Adjustment

Payroll Voucher (SAS-27)

Agency Name: Personnel | Agency# or Cost Center: 12-345

Employee First Name M.I. Last Name	PERNR	Employee ID	Adjustment Period
Bruce T. Wayne	12345	BAT0001	From 02/16/12 To 02/29/12

Template	Unit	Activity	Location
BATMAN			

Memo/Reference: Employee Closed Bank Account

Description	Wage Type	Employee Amt.	State Amt.	Taxable	Total
Gross	/101	$ 254.33	$ 254.33		
Soc.Sec. @ EE 4.2%, ER 6.2%		$ -	$ -		$ -
Medicare @ 1.45%		$ -	$ -		$ -
Federal Tax					$ -
State Tax Authority					$ -
Local Tax Authority					$ -
Local Tax Authority					$ -
Local Tax Authority					$ -
Local Tax Authority					$ -
Total Local Tax from "Xtra Local Tax" sheet		$ -			$ -
Total Retirement from "Retirement" sheet		$ -	$ -		$ -
Retirement Installment Purchase					$ -
Health Insurance					$ -
Admin. Fee (Shortfall)					$ -
FSA Medical					$ -
FSA Dependent					$ -
State Paid Life Ins.					$ -
Misc.					
Misc.					
Misc.					
Misc.					
Misc.					
Misc.					$ -
NET PAY		$ 254.33	$ 254.33	TOTAL DISBURSEMENT AMT	

The taxable amount fields can be deleted to remove the tax and taxable amounts. No adjustment to the Taxables amounts are needed.

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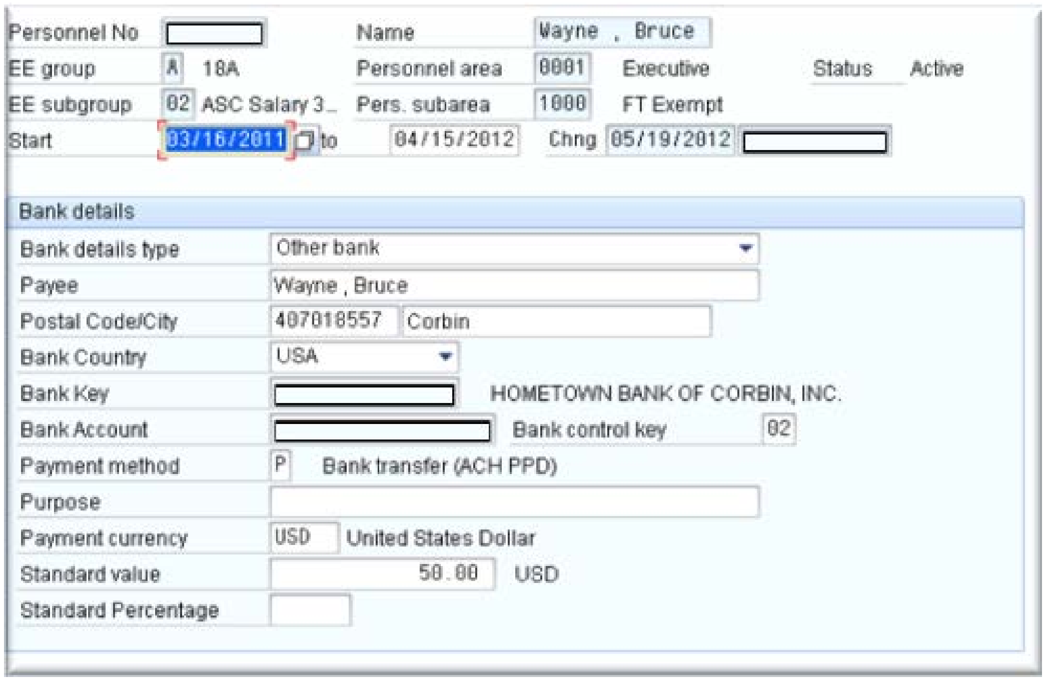
Enter the end date of the last pay period in the “to” box.

- **Ex**: If the last payroll run was for pay period 4/1/12-4/15/12, then enter 4/15/12. Save your entries.



Personnel No		Name	Wayne , Bruce		
EE group	A 18A	Personnel area	0001 Executive	Status	Active
EE subgroup	02 ASC Salary 3_	Pers. subarea	1000 FT Exempt		
Start	03/16/2011 to 04/15/2012	Chng	05/19/2012		

Bank details

Bank details type	Other bank
Payee	Wayne , Bruce
Postal Code/City	407018557 Corbin
Bank Country	USA
Bank Key	HOMETOWN BANK OF CORBIN, INC.
Bank Account	Bank control key 02
Payment method	P Bank transfer (ACH PPD)
Purpose	
Payment currency	USD United States Dollar
Standard value	50.00 USD
Standard Percentage	

Bank Details-Stop Main Bank Direct Deposit

When employees want to stop their "Main Bank" you need to:

- **Copy the existing record**
- **Change the payment method from "P" to "C".**
- **Enter the next pay period begin date after the last pay check date.**
  - **Ex**: 4/30/12 was the last pay date, then you would enter 5/1/12 as the start date on IT0009.

Notes:

- Copying an existing record for the main bank will delimit the prior record.
- Copying an existing record for an other bank will not delimit the previous record. You will need to manually make the change. Use the pencil to correct the to date.
- Use appointment date for a new employee.

Entry Options:

- Use create for new records
- Be sure to use copy to change/update existing records
  - Facilitates entry – fewer fields to update
  - Creates an historical record
- Use change if a record was entered in error
  - For example, when entering the bank account number you entered a 3 instead of a 2
  - Does not create a history – overwrites the existing record

Remember: GAPS IN DATES ARE BAD!

- Bank details may be entered by the employee in the KHRIS Self-Service Center
- Watch your dates—there can be no gaps in the bank details history

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Payroll Scenario Investigation

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Scenario 6: Bank Details

EFT to Credit Unions vs. Credit Union Deductions

What's the difference between EFT to a Credit Union and a Credit Union deduction?

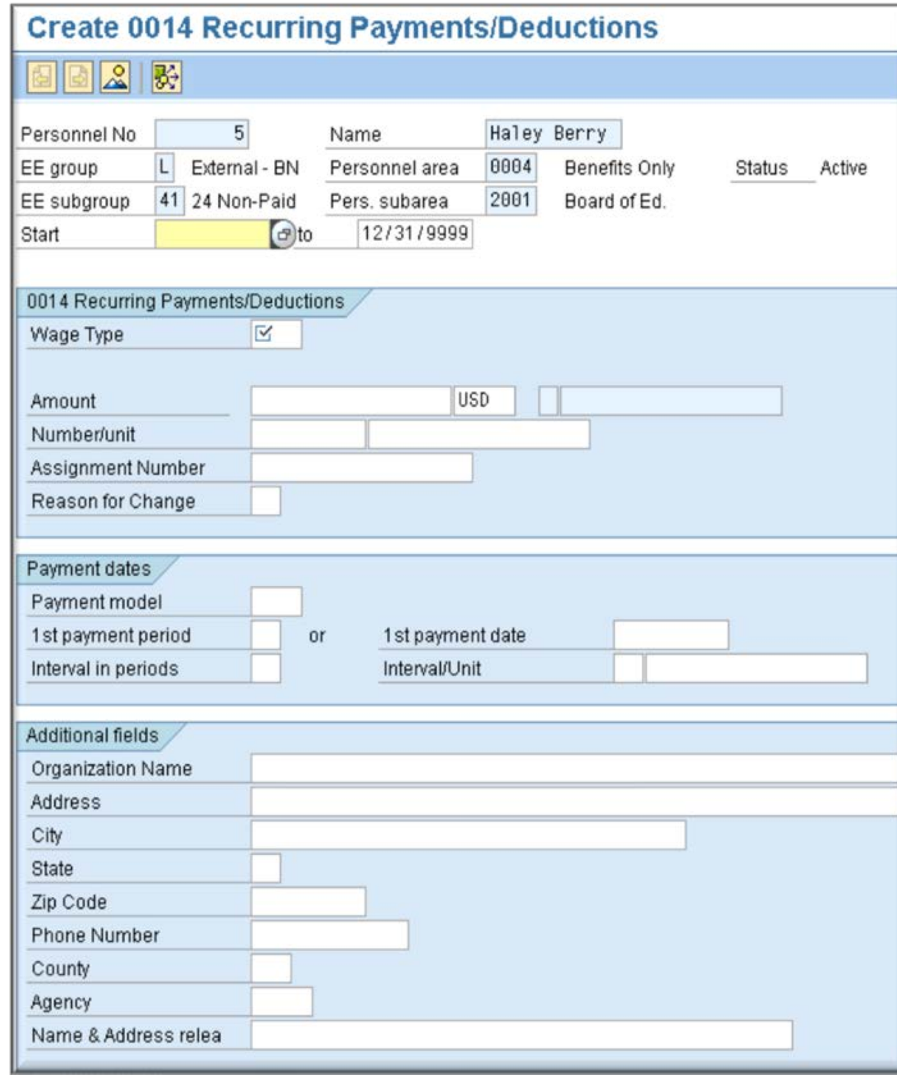
- An EFT which is set up on IT0009, is an electronic funds transaction that goes through the ACH process. It is the net or a portion of the net payment
- A Credit Union deduction, set up on IT0014, is not the same as an EFT. It is a payment to a credit union that is processed as a voluntary deduction. It is deducted before the net amount is calculated and deposited into the Main and Other banks

IT0014 Recurring Payments & Deductions

IT0014 Recurring Payments & Deductions are used when amounts are made with a specified frequency:

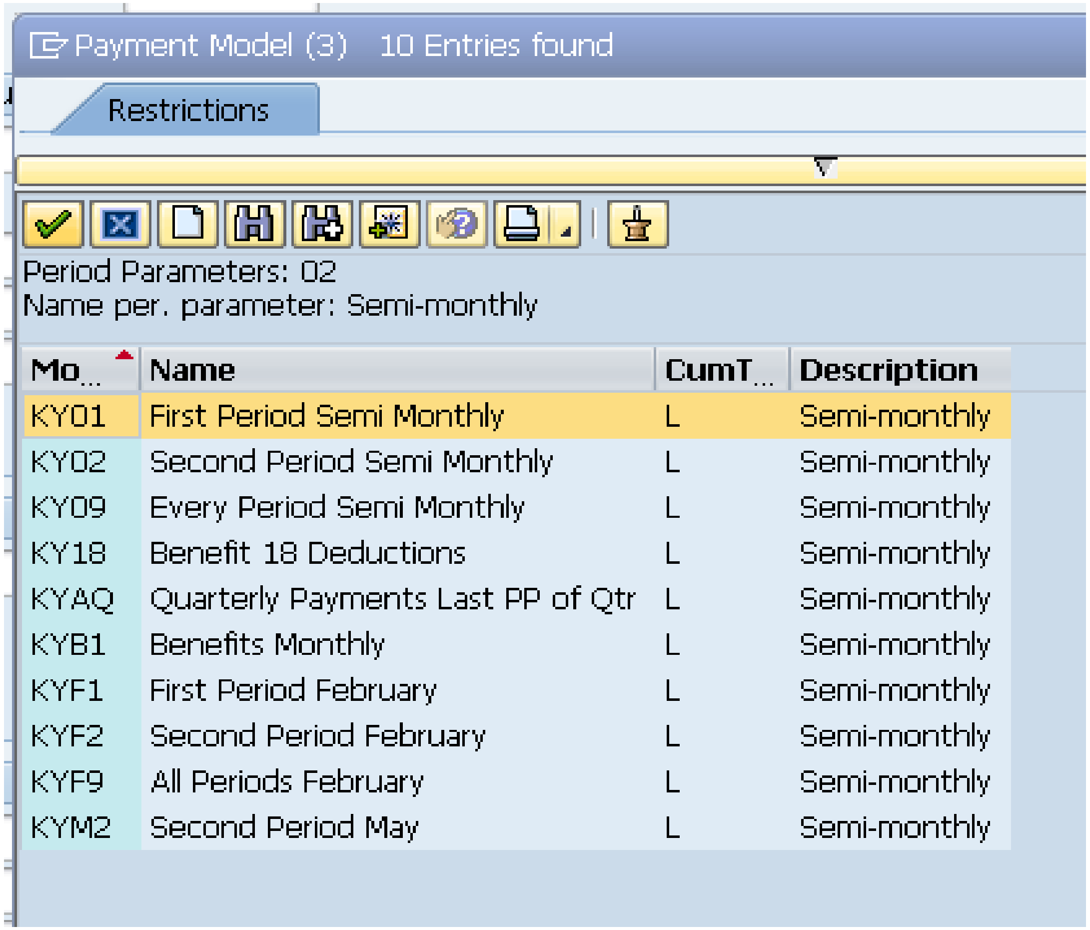
- Retirement
- Optional Insurances
- Credit Union Deductions
- Deferred Comp Deductions
- Expense allowance

Deferred compensation can be expressed as percents or amounts.



Payment Models are entered based on the payment frequency needed for either the deduction or the payment.

- Select the correct payment model from the possible entries



Mo...	Name	CumT...	Description
KY01	First Period Semi Monthly	L	Semi-monthly
KY02	Second Period Semi Monthly	L	Semi-monthly
KY09	Every Period Semi Monthly	L	Semi-monthly
KY18	Benefit 18 Deductions	L	Semi-monthly
KYAQ	Quarterly Payments Last PP of Qtr	L	Semi-monthly
KYB1	Benefits Monthly	L	Semi-monthly
KYF1	First Period February	L	Semi-monthly
KYF2	Second Period February	L	Semi-monthly
KYF9	All Periods February	L	Semi-monthly
KYM2	Second Period May	L	Semi-monthly

Refresher: Entry Options

Entry Options:

- Use Create for new records
  - Used when the infotype has not been maintained (no green check)
  - If used when a record exists, may need to delimit existing record
  - Old record will remain in the system
- Be sure to use Copy to change/update existing records
  - Facilitates entry – fewer fields to update
  - Creates an historical record
- Use Change only if a record was entered in error
  - For example, when entering the bank account number you entered a 3 instead of a 2
  - Does not create a history – overwrites the existing record

GAPS IN DATES ARE BAD

Scenario 7: Retirement Installment Purchase

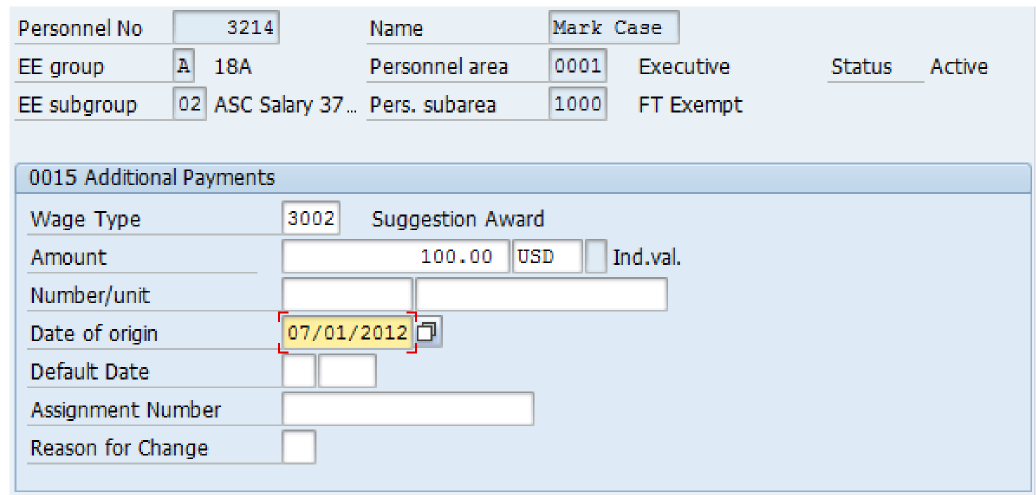
IT0015 One Time Payments and Deductions

IT0015 One Time Payments & Deductions are used when payments/deductions are not made on a repeating schedule, or to make an adjustment to a deduction.

Examples include:

- To catch-up arrears on a deferred compensation contribution
- To refund an overpayment on an optional insurance deduction
- Ensure date of origin is the beginning of a pay period

➢**NOTE** - Enter deduction once**.**



Personnel No	3214	Name	Mark Case		
EE group	A 18A	Personnel area	0001 Executive	Status	Active
EE subgroup	02 ASC Salary 37...	Pers. subarea	1000 FT Exempt		

0015 Additional Payments

Wage Type	3002 Suggestion Award
Amount	100.00 USD Ind.val.
Number/unit	
Date of origin	07/01/2012
Default Date	
Assignment Number	
Reason for Change	

What Can Retro

Payroll deductions that can retro include:

- Health and Life Insurance
- FSA Deductions
- Employee Retirement Contributions

NOTE - All other wage types will need to have an adjustment on IT0015 to either reduce or increase the deduction amount

This refund creates a negative item for the refund's value on the next remittance made to the payee.

- **Example-**
  - John Doe overpaid ABC Dental by $10.00, create an IT0015 for -$10.00 using the wage type for ABC Dental. On the next payroll, John's pay would reflect the refund of $10.00 in the check, and the remittance to ABC Dental would reflect -$10.00 for John.

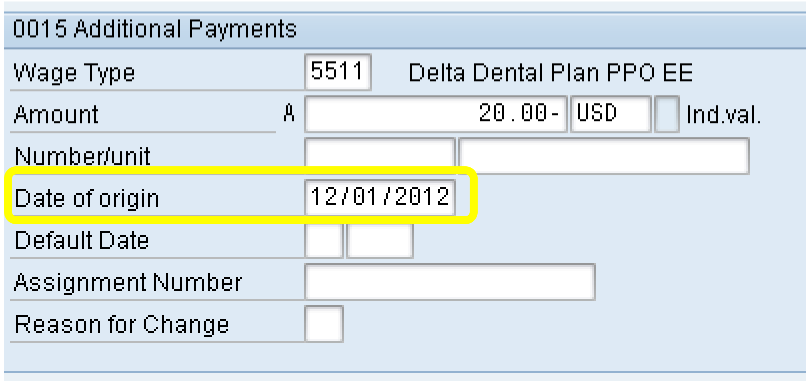
NOTE: HRG should communicate with the third party that there will be a negative amount for the employee on the next remittance

Refunding Deductions Using IT0015

If an employee has overpaid a deduction:

You may refund the money to the employee by executing an IT0015 for the wage type for the overpayment in a negative amount. This will refund the amount over-deducted for the employee based on the date of origin.

You should normally use the first day of the current pay period for the date of origin.



Note: Installment Service purchases are an exception. Please refer to QRG on how to refund retirement.

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Retirement Hardship Overview in KHRIS

- **Hardships should only be used for retirement**
- **Identify correct retirement plan to be updated**
  - Contact from Kentucky Retirement System
  - Agency Review / Employee Contact
- **Discuss repayment options with employees**
- **Update retirement records on IT0014**
- **Run payroll simulation – determine differences**
- **Enter**
  - **Pay Period Deduction (WT 666D) on IT0014**
  - **Balance (difference) (WT 666B) on IT0015**
  - **Hardship amount on IT0015 using (WT 3016)**
- **Run payroll simulation – validate results**

Retirement Hardship Details

Wage Type 3016 – "Advance" or loan amount given to the employee to prevent the entire check from being taken.

- **Amount is difference between the correct & incorrect retirement plan**
- **Amount is entered on IT0015**
- **Amount added to gross**

Retirement Hardship Details

The amount to be withheld each pay period is set up as a recurring deduction on IT0014. When you create the deduction, the system will prompt you to create a limit record that is stored on IT0015.

WT 666D – Pay period deduction amount. IT0014

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
666D	Pre Tax Reimburse Ded	06/16/2012	12/31/9999	A	35.91	USD

WT 666B – Amount collected from the employee. This limit is tied to the amount set on 666D. IT0015

666B	Pre Tax Reimburse Bala…	06/16/2012		107.73	USD		0.00	

WT 666B & WT 3016 should have the same amount/dates on IT0015

W...	Wage type long text	Date	C	Amount	Crcy	I	Number	Unit .
3016	Hardship Adjustment	06/16/2012		107.73	USD		0.00	

KHRIS Kentucky Human Resource Information System Connecting the Commonwealth

Retirement Hardship Details

The current period deduction and the remaining balance for the hardship can be found in the pay results for the period.

Seq. number	00123 - accounted on 07/23/2012 - current result
For-Period	14.2012 (07/01/2012 - 07/15/2012)
In-Period	14.2012 (Fin.: 07/15/2012)

* 666B Pre Tax Rei	71.82
* 666D Pre Tax Rei	35.91-

The end date is the infinity date because it will continue taking the deduction until the total amount has been satisfied.

PSI:

Payroll Scenario Investigation

CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION

Scenario 8: Hardship

What needs to be done next?

Identify hardship amount owed by employee. Your agency simulator can run payroll simulation after the correct retirement plans on IT0014 have been completed. After the simulation the simulator can send you the payroll results. You will need to review the retirement transactions.

Payroll Simulation results

* 600E KERS EE Ret01	1,478.39
* 602E Hazardous R	171.09-
* 602E Hazardous R01	2,365.45-
* 602R Hazardous R	619.77

Use the Payroll Simulation to find the next results

What needs to be done next?

Validate the results with another payroll simulation after all records have been created

* 666A Pre Tax Rei	75.00-
* 666B Pre Tax Rei	812.06
* 666D Pre Tax Rei	75.00-
3 3016 Hardship Ad	887.06

666A = Balance of amount deducted from check

666B = Balance of amount still owed by employee

666D = Amounted deducted from the check

3016 = Original amount of hardship

Hardship Results

Hardship adjustment is added to total earnings for this paycheck

The difference in employee contributions owed to retirement

Hardship Repay is pre tax

Payroll Check		Federal, State FICA Wages
Regular Pay	2,138.63	2,138.63
Hardship Adjustment	887.06	887.06
Total Earnings	3,025.69	
Refund 600E Retirement	1,478.39	1,478.39
Retro 602E Hazardous Retirement	(2,365.45)	(2,365.45)
Net retro activity for Retirement	(887.06)	
Net Earnings before Taxes and Deduc	2,138.63	
Taxes		
Federal	(193.26)	
Social Security	(79.49)	
Medicare	(27.44)	
Kentucky State	(105.73)	
Transportation	(6.05)	
Occupational	(37.82)	
Total Taxes	(449.79)	
Deductions		
National Teachers	(30.71)	
Hazardous Retirement	(171.09)	(171.09)
Hardship Repay	(75.00)	(75.00)
Commonwealth Credit Union	(281.00)	
Total Deductions	(557.80)	
Total Taxable Earnings		1,892.54
Net Pay	1,131.04	

*	/701 RE Withhold 01	1,892.54
*	/701 RE Withhold 02	1,892.54
*	/703 RE EE Socia 01	1,892.54
*	/704 RE ER Socia 01	1,892.54
*	/705 RE EE Medic 01	1,892.54
*	/706 RE ER Medic 01	1,892.54

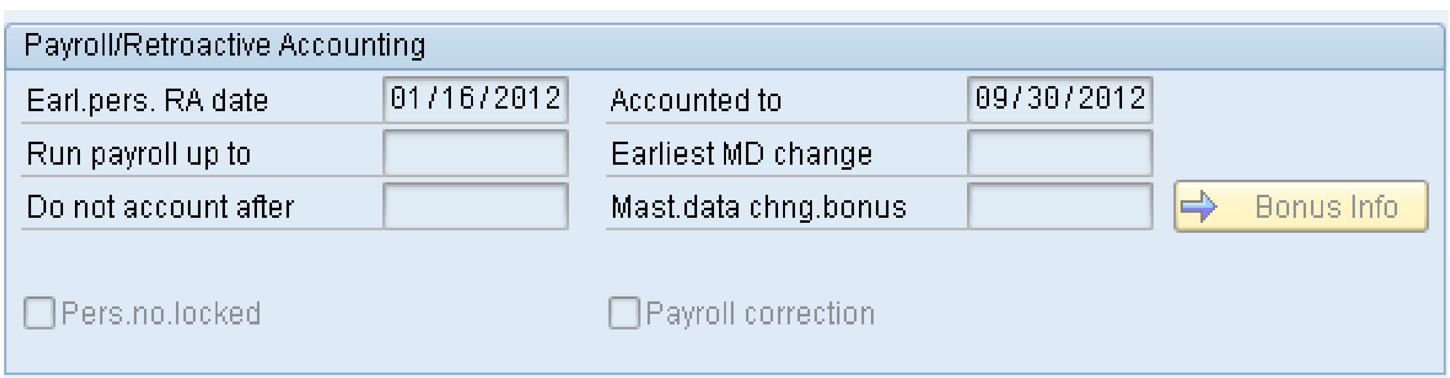
Reimbursements are set up when an employee must reimburse an agency: (Similar records as the hardship)

Example:

- Tuition Assistance (Post Tax)
- Local Tax
- When a reimbursement is set up in KHRIS, there are three wage types with the same number except for the last character as an identifier:
  - A (Accumulative Balance),
  - B (Balance)
  - D (Deduction Amount) associated with the number
- The deduction amount D is set up on IT0014. The balance B is set up on IT0015. The accumulative balance A will be created and maintained automatically when you set up D and B.

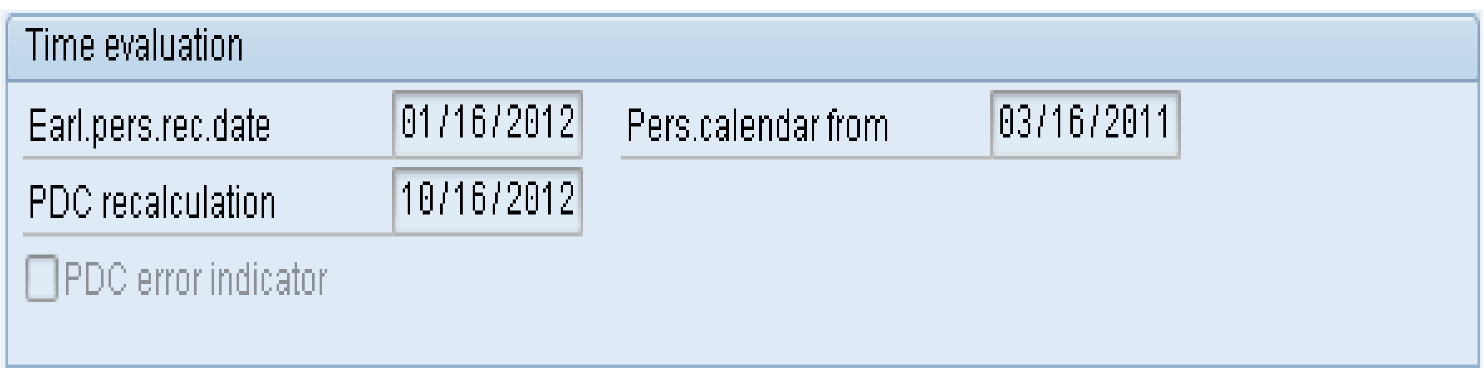
IT0003 Employee Status

- **Earl.pers.RA Date** – This is the earliest period retro activity can be run for an employee.
- **Accounted to** – This is the pay period end date which payroll has been run for this employee.
- **Earliest MD change** – System uses this field to track the earliest date of master data changes. Changes made prior to the “Accounted to” date cause retro to run.
- **Mast.data chng.bonus** – This field tracks changes to the master data. Changes made prior to the “Accounted to” date cause retro to run.
- **Pers.no.locked** – When this button is activated, the employee is locked and no pay results will be calculated.
- **Payroll correction** – When this button is activated, the employee has had a pay related change between initial and final payroll.



IT0003 Employee Status

- **Earl.pers.rec.date –** This is the earliest period that time evaluation can be run for this employee.
- **Pers.calendar from –** This date is populated in KHRIS but is not currently used in US payrolls.
- **PDC recalculation –** This date specifies when the next time evaluation should be run. If retroactive time changes are made to an employee, this date will be set back to the first date of the change. This causes time evaluation to run retro-actively.
- **PDC error indicator –** This will be activated if the time evaluation program could not run successfully for an employee in the most recent run.



In this lesson you learned to:

- Understand the different Infotypes related to Payroll including:
  - IT0009 Bank Details
  - IT0014 Recurring Deductions
  - IT0015 One-time Deductions
  - IT0003 Employee Status

Course Map

Taxes

Lesson 6

Lesson 6 Objectives

By the end of this lesson participants will be able to:

- Identify infotypes required for tax calculation
- Identify IT0207 Residence Tax Area
- Identify IT0208 Work Tax Area
- Identify IT0210 Withholding Information W4/K4
- Identify IT0235 Other Taxes

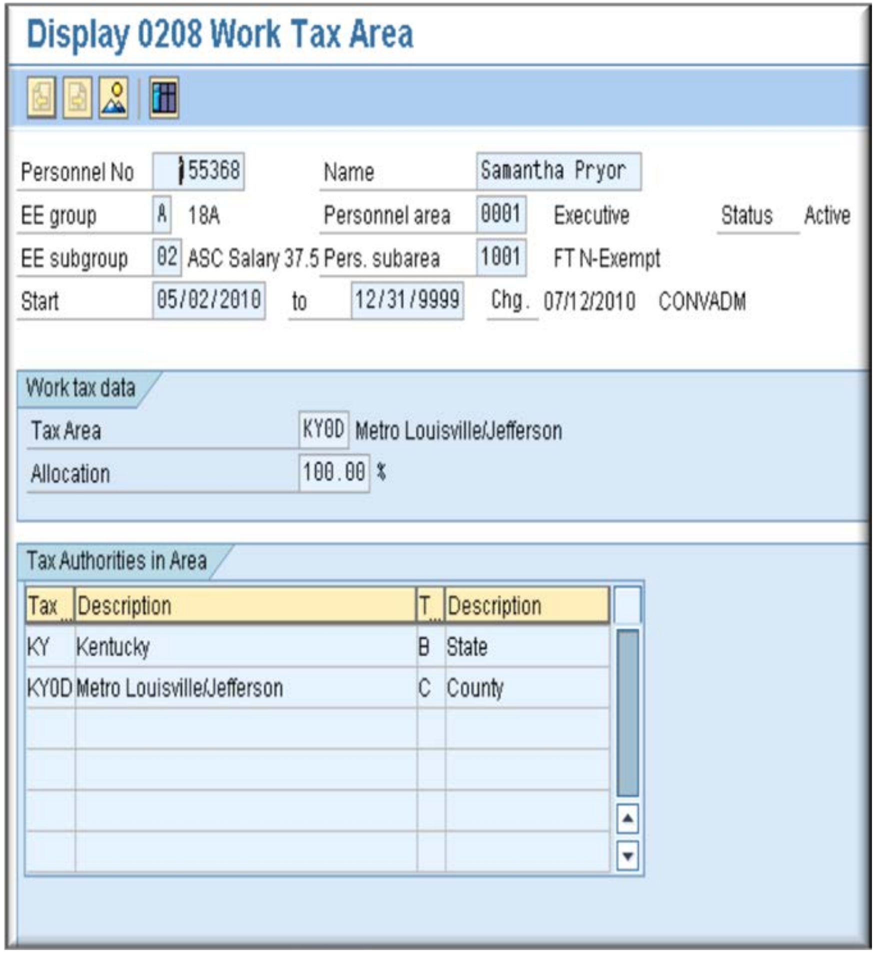
Infotypes Required for Tax Calculation

There are many tax areas that must be maintained for payroll. Some are required for all employees and others are based on special circumstances such as limit of exemptions or exemptions on some taxes.

- IT0207 Resident Tax
- IT0208 Work Tax Area
- IT0210 Withholding Information W4/K4
- IT0235 Other Taxes US – Social Security and Medicare
- IT0161 IRS Limits – IRS Lock-in Letter

Some cities and counties impose an occupational tax, based upon where the employee works.

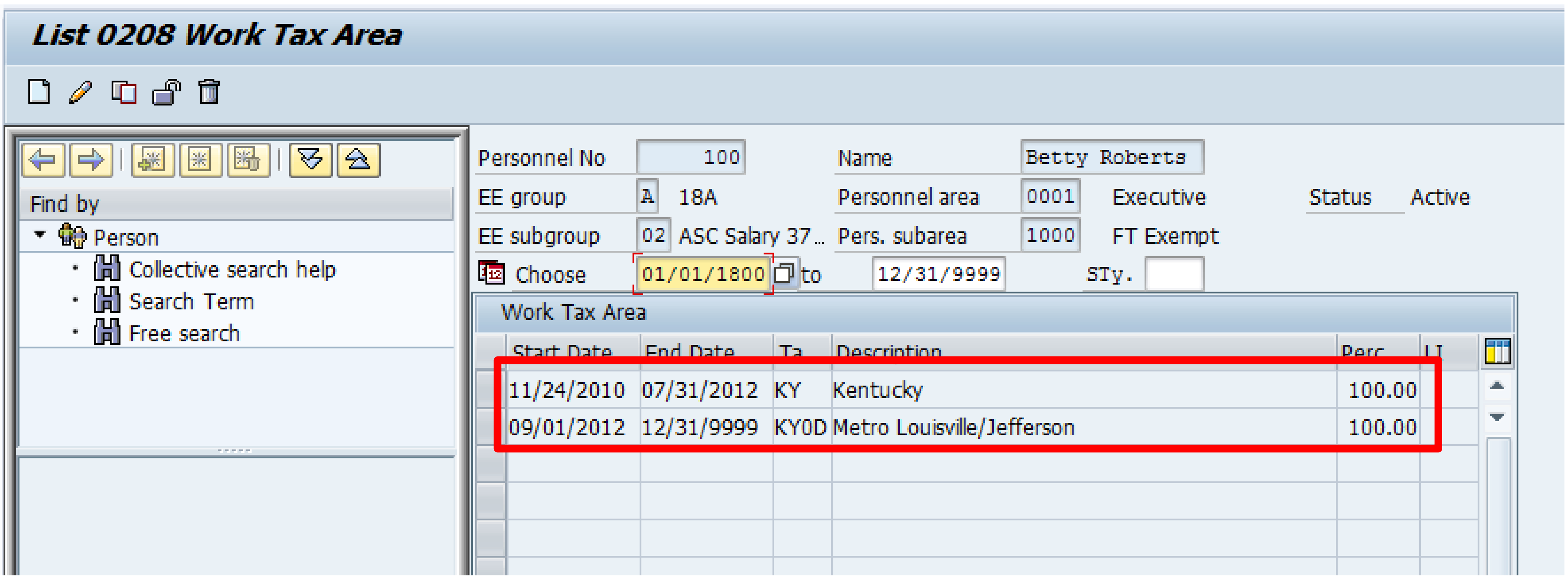
- Not all areas have an occupational tax
- May be split between work locations
  - Ex. 50% KY0D and 50%KY20
  - Must always equal 100%
  - Only use the create button with this infotype, as copying will not delimit the previous record
  - If currently only one tax location, must delimit and then create new ones



IT0208 Work Tax Area continued

Reminder: Work tax area must have continuous dates. Payroll will error if there are gaps in dates.

What is the gap?



This is used when an employee lives in a county that imposes a residence tax on earnings. The Copy button may be used with this infotype.

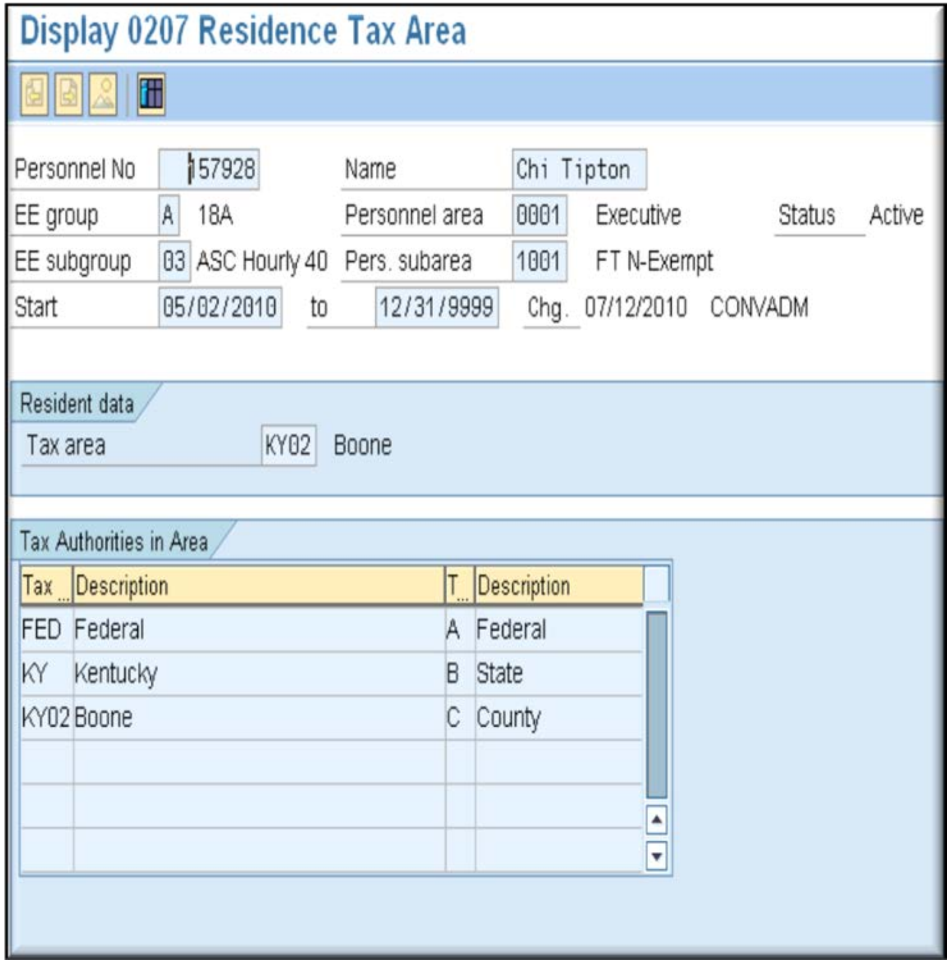
In order to determine the resident tax area:

- Identify the appropriate work tax area for the employee, once the work tax is selected it will be easier to choose the appropriate resident tax area if there is one associated with the work county.

IT0207 Residence Tax Area continued

Not all areas have residence tax

- Only applicable if you live within the taxing area. Otherwise it will reflect the state of residence.
  - Note: Reciprocal states will show in this area
- HRGs should also monitor the ESS changes made by employees and ensure the correct resident taxes are withheld.

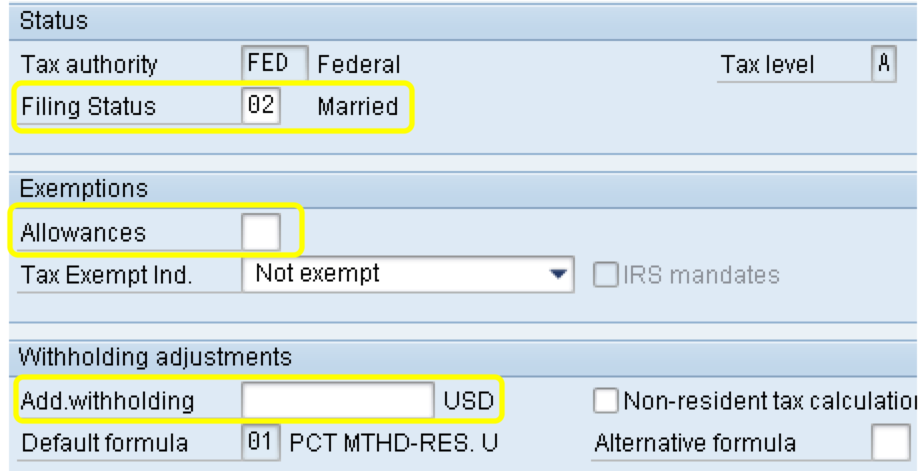


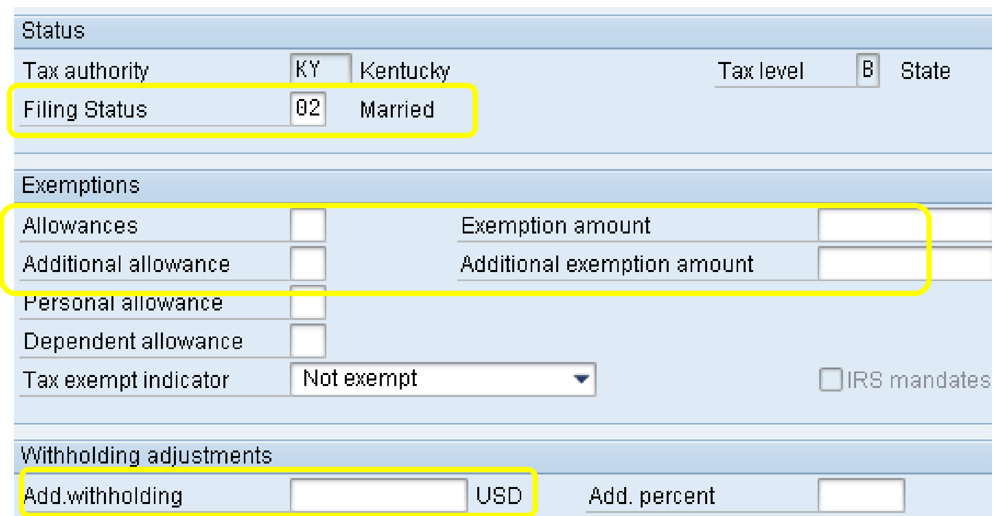
Scenario 9: Local Tax

IT0210 Withholding Information W-4/K-4

Federal and state taxes are maintained on IT0210

- Stores the details from an employee's federal employee withholding allowance certificates (Form W-4) and the employee's state allowance certificates (Form K-4)
- Specifies exemptions and/or additional amount to be withheld for paying federal and state taxes
- May be updated through ESS





IT0210 Withholding Information W-4/K-4 continued

If an employee fails to submit a W-4, the default is single with 0 exemptions. If an employee fails to submit a K-4, the default is 0 exemptions.

- Advanced EIC is no longer available. Eligible employees may receive EIC through their tax return.
- IT0210 stores the Tax Exempt indicator if an employee was exempt from paying federal or state taxes.
  - **The indicators are:**

    1) exempt not reportable (Rarely used Ex. Injured state police officers)

    2) exempt reportable

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Gaps in dates create errors in payroll.

The example below shows the FED withholding ends on 03/30/2012 and the new record doesn't start until 05/01/2012. This employee will not get paid.


List 0210 Withholding Info W4/W5 US

Personnel No | Name Kentucky , Khris M
EE group A 18A | Personnel area 0001 Executive | Status Active
EE subgroup 02 ASC Salary 37... | Pers. subarea 1001 FT N-Exempt
Choose 01/01/1800 to 12/31/9999 | STy.

Tax Withholding Informations W4/W5

Begin date	End date	Ta...	Description	LI
05/01/2012	12/31/9999	FED	Federal	
03/16/2011	03/30/2012	FED	Federal	
03/02/2011	03/15/2011	FED	Federal	
03/16/2011	12/31/9999	IN	Indiana	
03/02/2011	03/15/2011	IN	Indiana	

ALWAYS CHECK THE OVERVIEW AFTER A RECORD HAS BEEN CHANGED

Connecting the Commonwealth

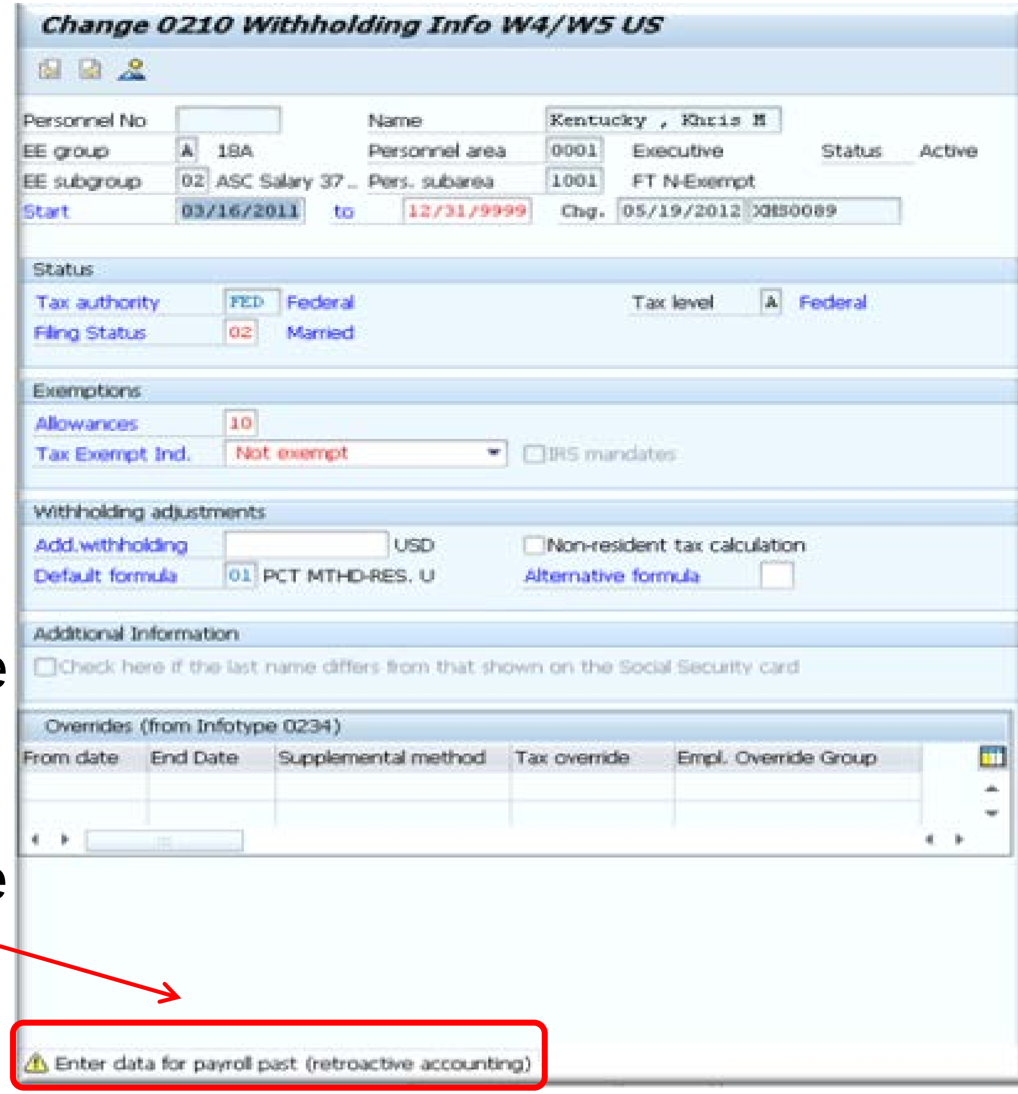
W-4/K-4 Error continued

That gap created the following error in payroll:

```
Kentucky , Khris M

07/2012 ( 03/16/2012 - 03/31/2012 )    Regular payroll run in 09/2012
08/2012 ( 04/01/2012 - 04/15/2012 )    Regular payroll run in 09/2012

  Initialization of payroll
  Basic data processing

    ENAME          Retrieve employee name
    WPBP           Read org. assignment / basic pay
    ACTIO  Z001    KY: Audit Check for IT1018 and Cost CCTR
    P0002          Read personal data
    P0006          Read address
    P0207  2       Read tax data
    GON            Continue with complete data

      Processing

        Infotype 0210: W-4 for federal tax authority is missing.
        Period 201208 , check date 04/30/2012
        Please check Infotype 0210.
```

The system does not stop you from making tax changes retroactively. Watching the dates are extremely important.

- For example, if a HRG makes a change to a record and does not change the start date, the system provides a warning that retro active accounting will take place based on this change.



Federal Tax Retroactivity

In this example, the system refunds the federal tax back to the employee. This Display Payroll Results shows the refund.

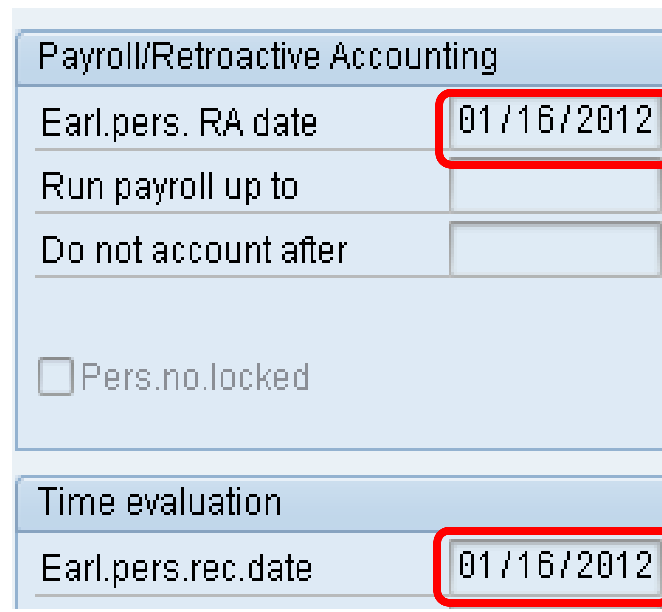
	Current Period Amount	Year To Date Amount
FED TX Withholding Tax	1,245.50-	62.50

Note: The system will refund taxes but will not retroactively collect taxes. Once the payroll has been finalized, there is no way to go back and collect refunded taxes from the employee.

Retroactive Tax Changes

Tax changes should only be made in the current year and not affect prior year information.

In an effort to reduce the retroactivity that may not be desired. The Personnel Cabinet has set the Early Period Date on IT0003. If you need to make a change prior to that date please submit a business request through TFS.

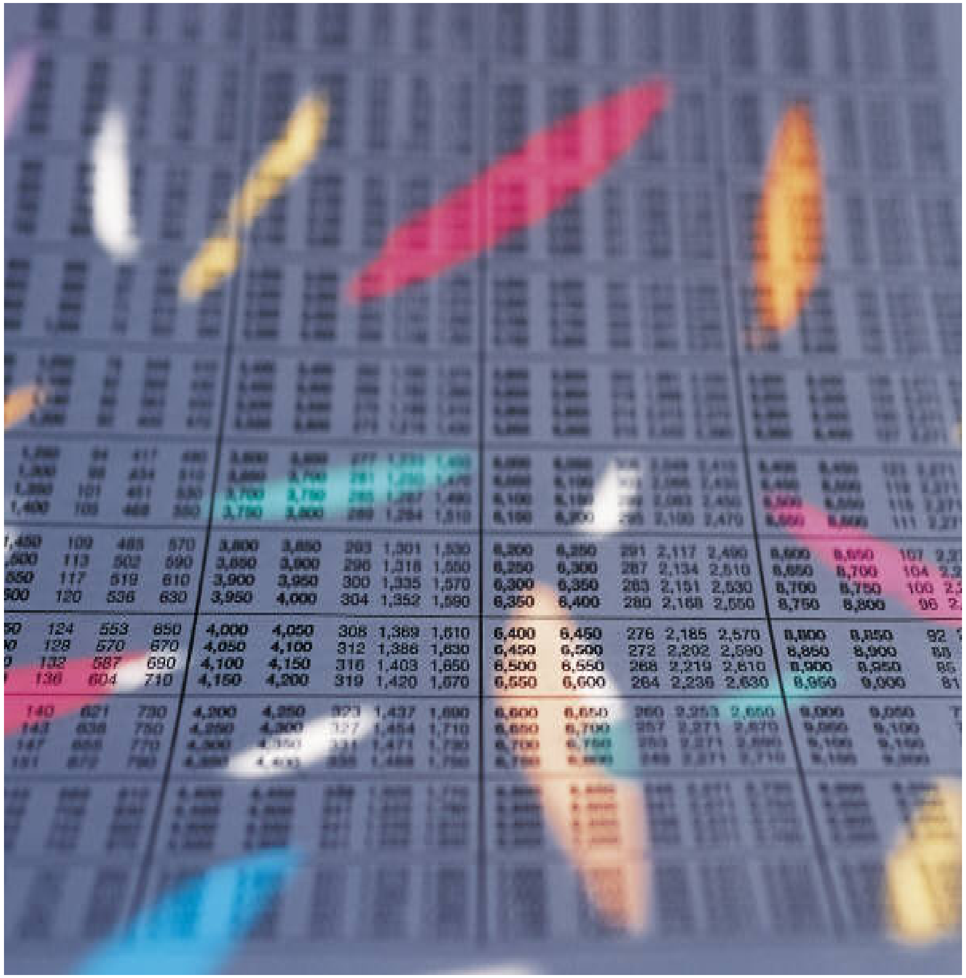


Retroactive Tax Changes

When you discover that an employee has an incorrect local tax

Make the appropriate changes to the taxes on IT0207 or IT0208.

Once the correct records have been entered run simulations to verify the results in payroll



Retroactive Tax Changes

During the payroll process, taxes due to the corrected tax authority are calculated.

The amount of money paid into the incorrect tax authority is compared to the taxes due.

Amounts paid into the incorrect tax authority are applied to the tax amounts due.

If there is an excess, this amount is refunded back to the employee

An employee was incorrectly set up on IT0208.

Tax for Frankfort was collected for 2 months.

The total earnings during that period was $3,000.

The tax withheld for Frankfort was $58.50.

($3,000 X 1.95%)= 58.50

Retroactive Tax Change Example Continued

The HRG will change IT0208
to Franklin County (KY0A) from Frankfort (KY20).

The system will:

- **Calculate the taxes due to Franklin County of $30.00 ($3,000 X 1%).**
- **Compare the $58.50 that has been paid into local taxes for the city of Frankfort,**
- **$30.00 will be applied to the tax due to Franklin County**
- **The difference of $28.50 will be refunded back to the employee.**

OTHER EXAMPLE - reverse

An employee had local taxes taken for Franklin county but should have been taken for the City of Frankfort

The HRG will change IT0208

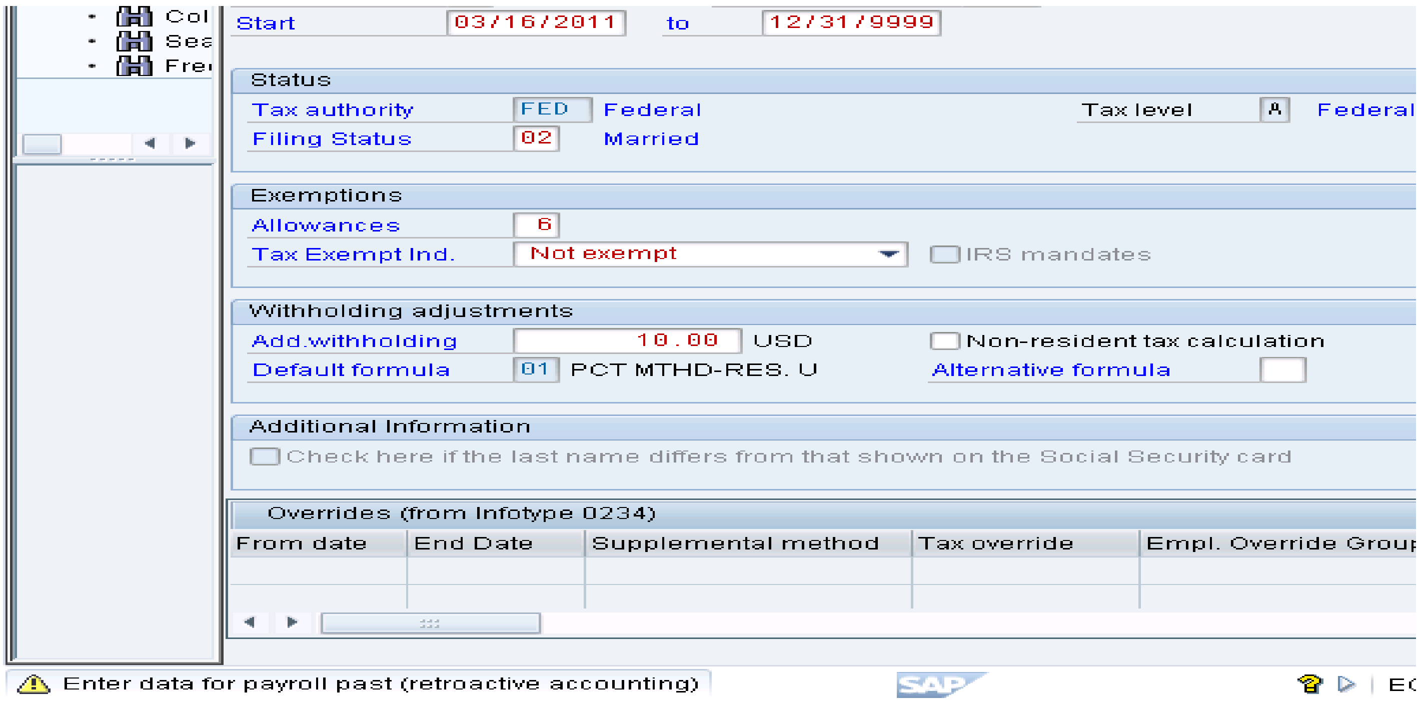
to Frankfort (KY20) from Franklin County (KY0A).

The system will:

- Calculate the taxes due to Frankfort of $58.50 ($3,000 X 1.95%)
- Compare the $30.00 that has been paid to Franklin county
- $30.00 will be applied to the tax due to Frankfort
- The employee will owe the difference of $28.50

Note: The tax difference will not be deducted from the employee's check

An employee wanted taxes changed on March 16, next year, but the HRG created the following record.



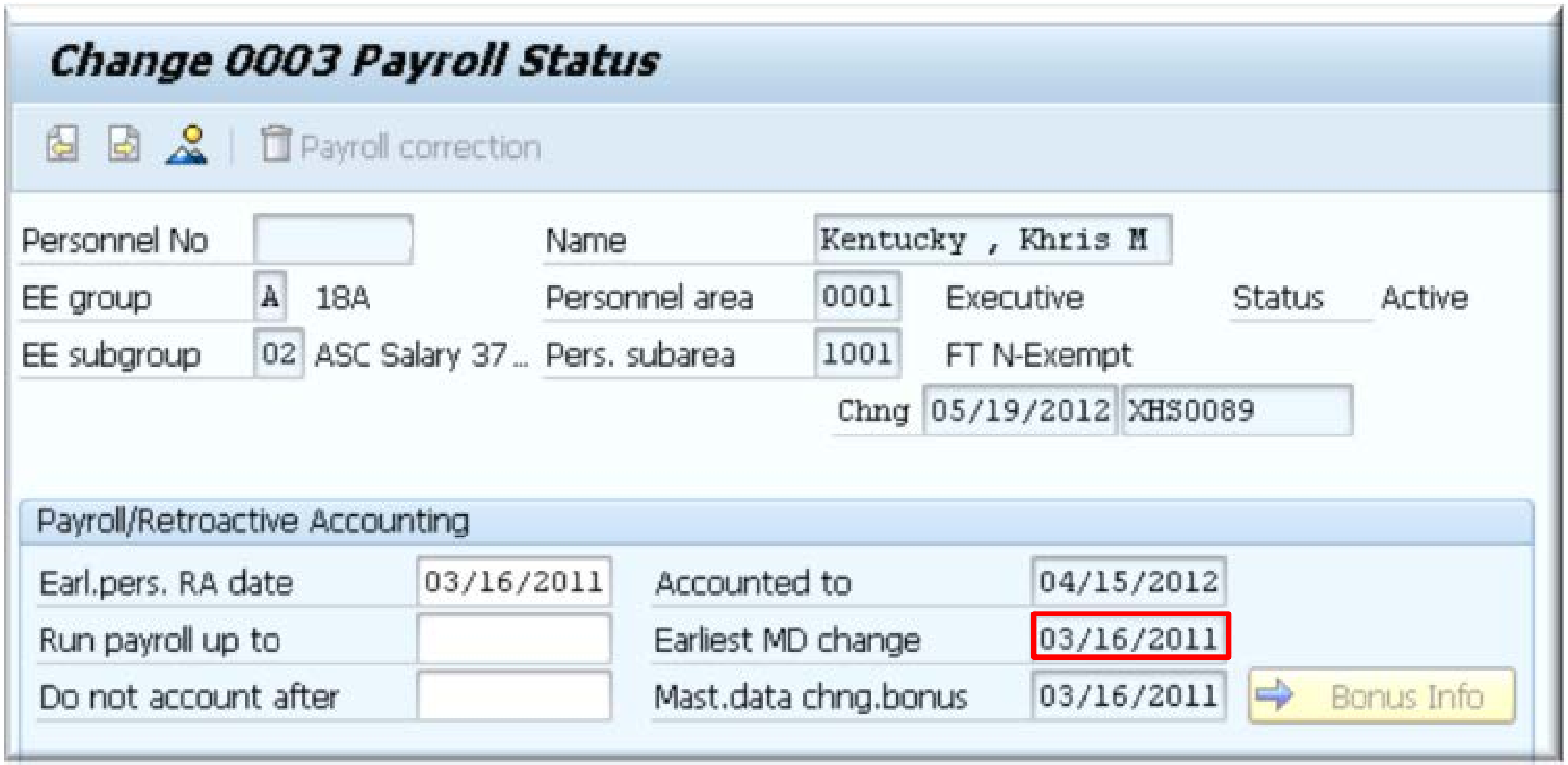
Tax Withholding Informations W4/W5

Begin date	End date	Tax...	Description
03/16/2011	12/31/9999	FED	Federal

What would happen?

The following example of IT0003 shows that the earliest MD change date has been set to 03/16/2011.

(This box will be blank if no retroactivity will take place)



Retro Active Results

The payroll simulation shows the retroactivity for this pernr.

Note:

Adjustment Check ‘0’ are off cycles.

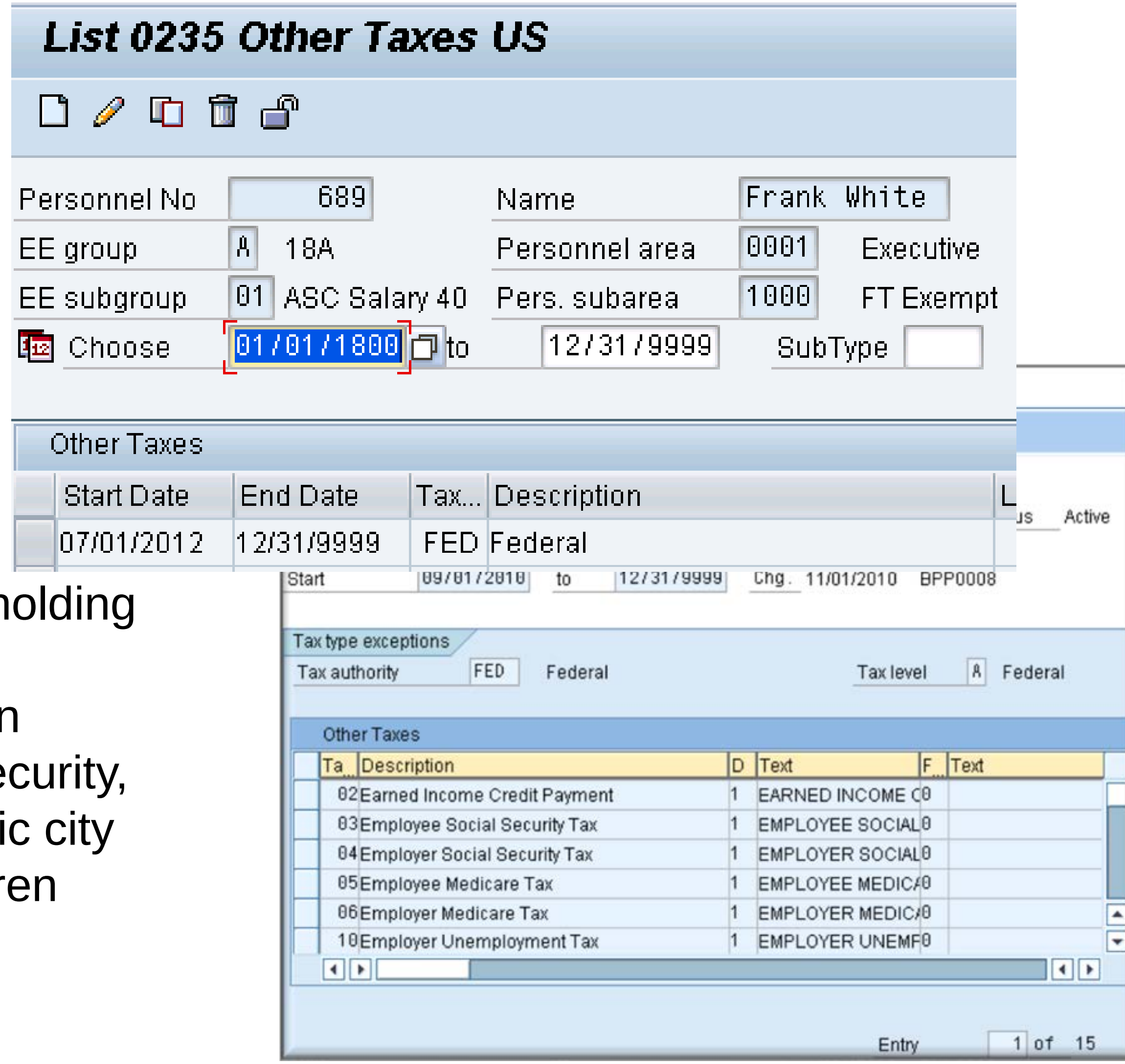
Some adjustments are from forced retros to update pay results.

Payroll Log

- General data
- Successful personnel numbers
  - Kentucky , Khris M

07/2011 (03/16/2011 - 03/31/2011)	Regular payroll run in 09/2012
08/2011 (04/01/2011 - 04/15/2011)	Regular payroll run in 09/2012
09/2011 (04/16/2011 - 04/30/2011)	Regular payroll run in 09/2012
10/2011 (05/01/2011 - 05/15/2011)	Regular payroll run in 09/2012
11/2011 (05/16/2011 - 05/31/2011)	Regular payroll run in 09/2012
12/2011 (06/01/2011 - 06/15/2011)	Regular payroll run in 09/2012
Adjustment check '0' on 07/11/2011	Regular payroll run in 09/2012
13/2011 (06/16/2011 - 06/30/2011)	Regular payroll run in 09/2012
14/2011 (07/01/2011 - 07/15/2011)	Regular payroll run in 09/2012
15/2011 (07/16/2011 - 07/31/2011)	Regular payroll run in 09/2012
16/2011 (08/01/2011 - 08/15/2011)	Regular payroll run in 09/2012
17/2011 (08/16/2011 - 08/31/2011)	Regular payroll run in 09/2012
Adjustment check '0' on 09/15/2011	Regular payroll run in 09/2012
18/2011 (09/01/2011 - 09/15/2011)	Regular payroll run in 09/2012
19/2011 (09/16/2011 - 09/30/2011)	Regular payroll run in 09/2012
20/2011 (10/01/2011 - 10/15/2011)	Regular payroll run in 09/2012
21/2011 (10/16/2011 - 10/31/2011)	Regular payroll run in 09/2012
22/2011 (11/01/2011 - 11/15/2011)	Regular payroll run in 09/2012
23/2011 (11/16/2011 - 11/30/2011)	Regular payroll run in 09/2012
24/2011 (12/01/2011 - 12/15/2011)	Regular payroll run in 09/2012
01/2012 (12/16/2011 - 12/31/2011)	Regular payroll run in 09/2012
02/2012 (01/01/2012 - 01/15/2012)	Regular payroll run in 09/2012
03/2012 (01/16/2012 - 01/31/2012)	Regular payroll run in 09/2012
04/2012 (02/01/2012 - 02/15/2012)	Regular payroll run in 09/2012
05/2012 (02/16/2012 - 02/29/2012)	Regular payroll run in 09/2012
06/2012 (03/01/2012 - 03/15/2012)	Regular payroll run in 09/2012
07/2012 (03/16/2012 - 03/31/2012)	Regular payroll run in 09/2012
08/2012 (04/01/2012 - 04/15/2012)	Regular payroll run in 09/2012
09/2012 (04/16/2012 - 04/30/2012)	Regular payroll run in 09/2012

IT0235 Other Taxes is used to exempt an employee's social security or local taxes.



- All tax types except withholding tax are displayed
- This is used to exempt an employee from Social Security, Medicare or some specific city and county tax i.e.. Warren County Transpark tax.

What if you can't find a tax authority on the Kentucky withholding tax codes?

- If you are looking for a tax authority (location) on the tax list and do not see it, the most likely reason is that the locality does not impose an occupational tax
- BSI (Business Software Inc.), the tax module that provide KHRIS with tax information, is updated with local tax additions and other changes, and contains all occupational taxes
- In the unlikely event that you are asked to set up an occupational tax and the locality is not on the tax list, please submit a business request for assistance

In this lesson you learned to:

- Identify Infotypes Required for Tax Calculation
- Identify IT0207 Residence Tax Area
- Identify IT0208 Work Tax Area
- Identify IT0210 Withholding Information W4/K4
- Identify IT0235 Other Taxes

Course Map

Additional Processes

Lesson 7

Lesson 7 Objectives

By the end of this lesson participants will be able to:

- Discuss Hiring Procedures
- Discuss Transferring Procedures
- Discuss Withdrawn Status
- Explain the Manual Adjustment
- Explain Claims

A HRG should have a check list to ensure an employee has moved to a different status of employment correctly. Examples include:

Hiring/Rehiring **Transferring** **Withdrawn**

PSI:

Payroll Scenario Investigation

CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION

Scenario 10: Employee Status Check List

For rehires the HRG should:

- **Verify that previous deductions were delimited, including Bank Details**
- **Check retirement code with START program**
- **Verify any months of service and sick leave with the Personnel Cabinet**
- **Verify that leave balances were paid out or reset to zero**

For new hires and rehires the HRG should:

- **Update new employee information**
  - (Ex direct deposit, W4/K4, address, health/life insurance, overtime election, etc)
- **Verify home residence and work tax area**
- **Create work schedule and timesheet**
- **If active in military, create records for military leave**
- **Verify action has cleared**
- **Verify financial information (template, work order, unit etc)**
- **Complete in-house forms/orientation/mentoring programs/deductions**
- **Complete any in-house paperwork**

When an employee transfers the HRG should:

Steps performed for the incoming agency:

- Verify retirement codes match the plan for the new agency.
- Local tax codes reflect the current work location.
- Social Security taxes have been corrected.
- Verify deductions are correct.
- Verify leave balances are correct using Transfer Months of Leave Chart.
- Ensure Adverse weather, claims and arrearages have been cleared
- Complete new employee checklist/paperwork

Steps performed for the outgoing agency:

- Verify Adverse weather, claims and arrearages have been cleared
- Process any payouts where leave balances do not transfer (Ex AOC).
- Verify lump sum deferrals for any payouts.
- Stop agency specific deductions/payments
- Send file to new agency with contact information for any questions
- Complete any in-house paperwork/exit interview

Transferring During a Mid Period

For mid-period transfers, the outgoing and incoming agencies need to coordinate their time entry. When the action has been processed through the system each agency has limited capability to work with data across that mid-period adjustment time frame.

COMMMUNICATION

Withdrawn Status

Prior to an employee status of Withdrawn the HRG should:.

- Enter payouts ensuring employee does not exceed the max annual payout
- Transfer excess annual to sick quota if necessary.
- Verify deductions/benefits/other banks, delimited on the termination date
- Verify main bank record set to "check" after final pay date.
- Add evaluation day(s) to quota if required
- If deferring an amount use the calculation tool from the Personnel Cabinet.
- Enter any lump sum deferrals that the employee has requested.
- Delimit any deferrals set up as % prior to last payroll
- Record LNPA on the timesheet after termination date if PAN hasn't cleared
- Offer COBRA/Continuation of Group Life
- Verify home address for year end W-2
- Clear ALL adverse weather leave and claims and arrearages
- Verify all information on the PAN using Head Count Report
- Complete any in-house paperwork/exit interview
- If status is due to death follow all appropriate procedures
- RUN SIMULATION and review pre payroll results

Manual KHRIS Adjustment

All Pre KHRIS adjustments need to be made through a manual adjustment form.

- Board Orders
- Retirement Corrections

Most common KHRIS manual adjustments

- EFT Returns
- Board Orders
  - Attach documentation to the email

The form can be found at the Personnel Cabinet Website

- ALWAYS be sure to use the most current form
- Submit the completed form **WITHOUT** errors via business request

PSI:

Payroll Scenario Investigation

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Scenario 11: Manual Adjustment

Manual Adjustment

Description	Wage Type	Employee Amt.	State Amt.	Taxable	Total
Regular Salary/Wages	**E111**	**$ 10,461.03**	**$ 10,461.03**		
Soc.Sec. @ 6.2%	/403	**$ 616.15**	**$ 616.15**	**$ 9,937.98**	$ 1,232.30
Medicare @ 1.45%	/405	**$ 144.10**	**$ 144.10**	**$ 9,937.98**	$ 288.20
Federal Tax Fed Tax **FED**	/401	**$ 2,484.49**		**$ 9,937.98**	$ 2,484.49
State Tax KY Tax **KY**	/401	**$ 596.28**		**$ 9,937.98**	$ 596.28
Local Tax Local Tax **KY0S**	/451	**$ 104.61**		**$ 10,461.03**	$ 104.61
Local Tax Authority **KY0S**	/453	**$ 52.31**		**$ 10,461.03**	$ 52.31
Local Tax Authority					$ -
Local Tax Authority					$ -
Total Local Tax from "Xtra Local Tax" sheet		**$ -**			$ -
Total Retirement from "Retirement" sheet		**$ 523.05**	**$ -**	**$ 10,461.03**	$ 523.05
Retirement Installment Purchase					$ -
EE Health Insurance					$ -
ER Health Insurance					$ -
Admin. Fee (Shortfall)					$ -
FSA Medical					$ -
FSA Dependent					$ -
State Paid Life Ins.					$ -
Deferred Comp/Annuites					
Misc. KRS Interest EE=123.54	**7500**		**$ 410.39**		
Misc. KRS Interest ER=286.85					
Misc.					
Misc.					$ -
Detailed Wage Types	**NET PAY**	**$ 5,940.04**	**$ 11,631.67**	**TOTAL DISBURSEMENT AMT**	

Manual Adjustment

Description		Wage Type	Employee Amt	State Amt	Date
Retirement	KERS	600	$ 168.81		09/09
Retirement	KERS	600	$ 183.68		10/09
Retirement	KERS	600	$ 144.32		11/09
Retirement	KERS	600	$ 26.24		12/09

Retirement amounts must be entered for each month of income.

Claims are generated when activity has occurred resulting in an overpayment to an employee.

Ex.

Employee was originally paid 8 hours regular pay and it should have been 8 hours of leave without pay.

Time is corrected on the CATS timesheet .

Assuming the employee has no pay in the current period (i.e. withdrawn, leave without pay), **the system will retro back and create a claim for the amount that is due from the employee.**

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To research a claim:

- **Run a payroll journal for the period in which the claim was initially generated.**
  - In order to determine which period generated the claim, it may be necessary to review the payroll results.

Scenario 12: Claims

Scenario 13: Review Employee Paycheck

Lesson 7 Review

In this lesson you learned to:

- Create checklist for hiring employees
- Create checklist for transferring employees
- Create checklist for employees moving to withdrawn status
- Discuss when a manual adjustment is necessary
- Complete a manual adjustment
- Discuss how claims are created
- Research a claim

Course Map

Kentucky Human Resource Information System

Connecting the Commonwealth

Time Management

Lesson 8

Lesson 8 Objectives

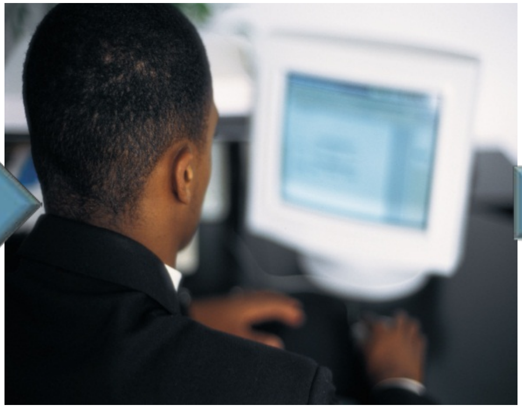
By the end of this lesson participants will be able to:

- Clear Adverse Weather
- Understand Military Leave
- Understand Sick Leave Sharing
- Understand how to use CATS_DA to see deleted records

Leave Sharing - Requestor

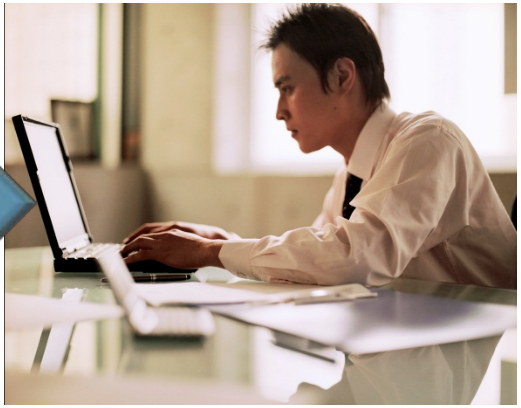
Employee completes a leave sharing request form (paper) and submits it to HR Generalist (outside of the system).

At this point the requestor may or may not know the donor.



HR Generalist enters the leave sharing request in KHRIS.

KHRIS uses workflow to route the request to an approver.

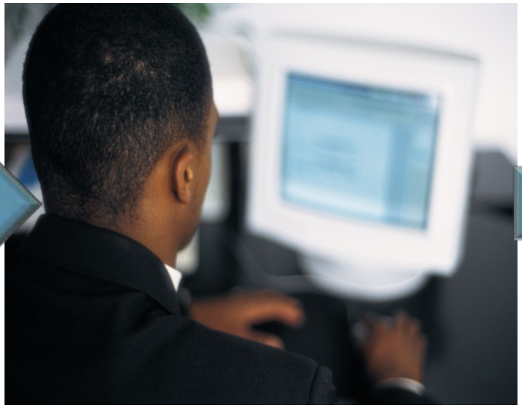


Leave Sharing Approver reviews the request and makes a determination (approve or deny).

Approval creates a record in IT**9003** with an effective date of the request.

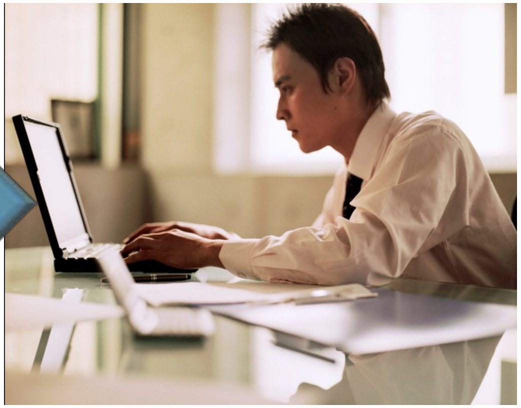
Leave Sharing - Donor

Employee completes a leave sharing form for donation and submits to HR Generalist.



HR Generalist enters the leave sharing donation in KHRIS.

KHRIS uses workflow to route the donation to an approver.



Leave Sharing Approver reviews the donation and makes a determination (approve or deny).

Approval creates two records: **IT9004** with recipient, date and number of hours and **IT2013** to reduce donor quota and add to recipients annual or sick buckets.

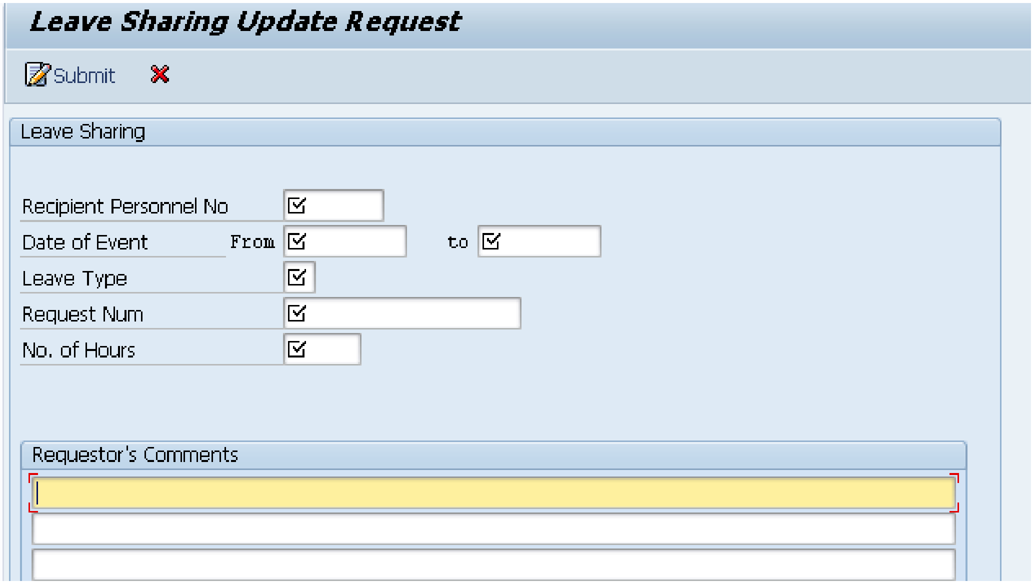
Transaction Code: Zleave_Sharing

Complete all required fields

Ensure IT2006 date matches the amendment date

Notes:

- Ensure the dates are valid on IT2013
- Do not use 12/31/9999 as an end date. Instead, use what has been requested by the employee
- PT50 can be used to review leave buckets



Sick Leave Sharing Returned

- **Enter request number of recipient**
- **Click submit and leave is automatically returned.**
  - Note – the approver determines when donations are returned.

Clearing Adverse Weather

You may need to manually clear an outstanding adverse weather leave (AWL) balance before the 123 days of expiration. The leave will be reallocated to the employee's comp, annual or leave without pay as needed.

Ex.

- Transfers
- Terminations
- Request to have leave allocated

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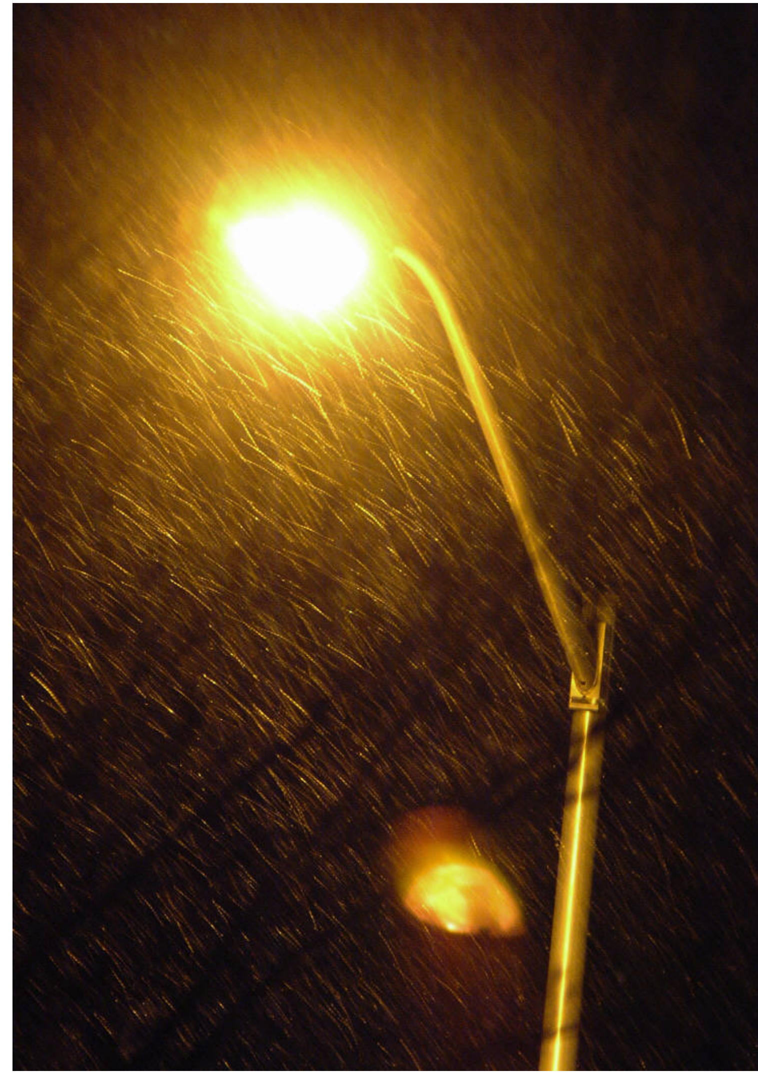
The start/to date of this IT2012 record would need to be a date after the date of AWL usage and within the pay period in which it needs to be made up.

Ex.

Prior to the transfer or termination date



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Scenario 14: Adverse Weather

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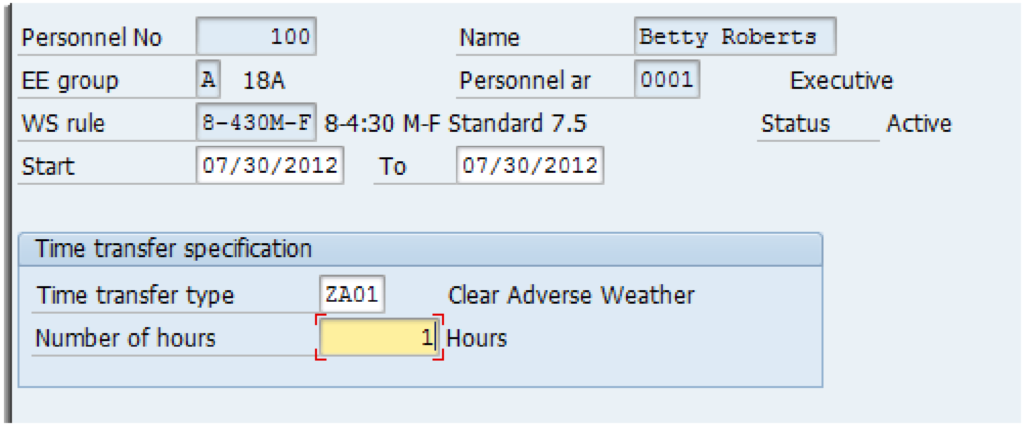
On IT2012 use subtype "ZA01".

The Start and To date should be the date the time is allocated

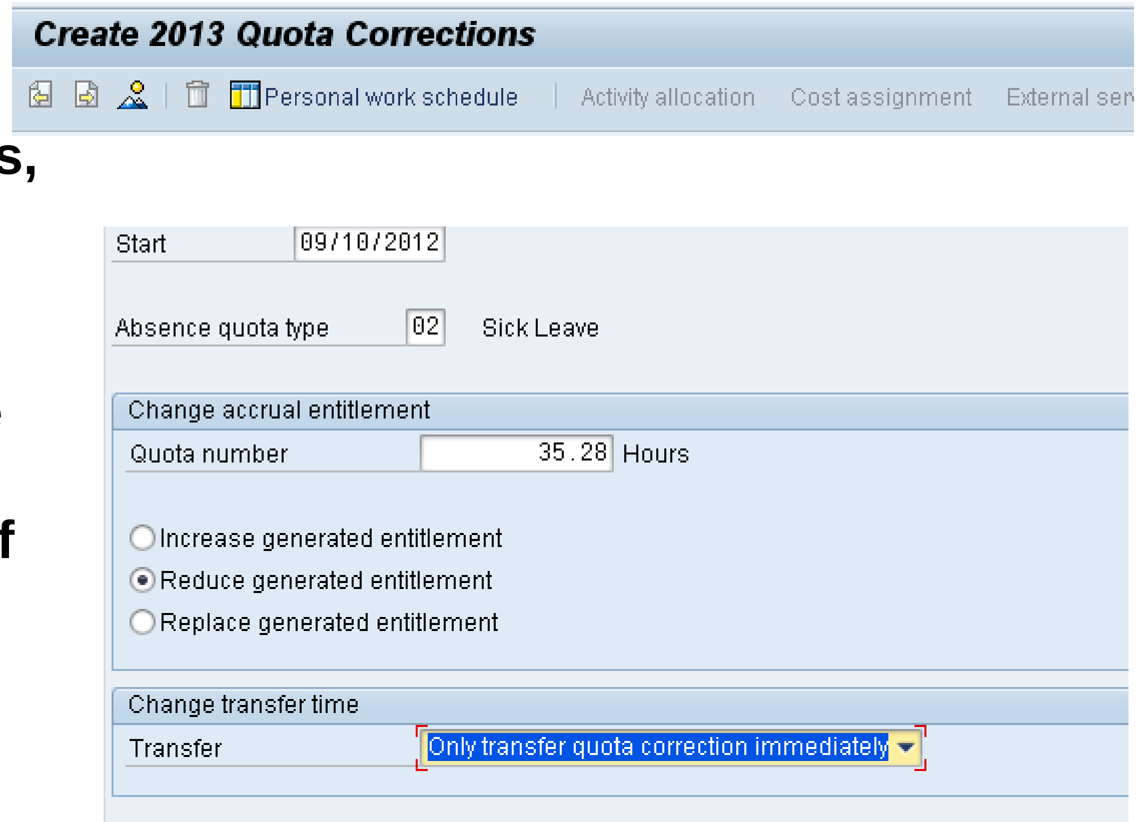
Enter a 1 in the Hours field.

Hours will be allocated on that date as opposed to the expiration date of the leave taken.


Personnel No 100 Name Betty Roberts
EE group A 18A Personnel ar 0001 Executive
WS rule 8-430M-F 8-4:30 M-F Standard 7.5 Status Active
Start 07/30/2012 To 07/30/2012

Time transfer specification
Time transfer type ZA01 Clear Adverse Weather
Number of hours 1 Hours

Zeroing out leave on Returning retirees



To delete the sick hours, create an IT2013 quota correction, with the effective date corresponding with the rehire date. You will decrease the number of hours in order to equal 0.00.

Do not simply change the number of hours.

Note: Never use "Replace" on IT2013

Make sure that you select the correct wage type for a returning retiree's "Retirement Employer Portion".

One of the following codes should be used for a returning retiree to pay the employer cost.

Country Grouping: 10
Infotype: 0014

WT	Wage Type Long Text	Start Date	End Date
620R	KERs ER Retiree	01/01/1900	12/31/9999
621R	Hazardous ER Retiree	01/01/1900	12/31/9999
622R	CERS ER Retiree	01/01/1900	12/31/9999
623R	CERS Haz ER Retiree	01/01/1900	12/31/9999
624R	KERS Legis ER Retiree	01/01/1900	12/31/9999

Compensatory Leave

A/A...	SU...	MO ...	TU ...	WE ...	TH ...	FR ...	SA ...	SU...	MO...	TU ...	WE ...	TH ...	FR ...	SA ...	SU...
	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0
	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0
1REG		7.50	7.50	7.50	7.50	7.50			7.50	7.50			3.50		
6ADL			5.00	5.00					2.00				7.00	8.00	5.00
FURL												7.50			
COMP											7.50				
BLOD													4.00		
2NDH														4.00	
3RDH														4.00	
4WKH														8.00	

Calculate the comp balance on the above employee:

Full time Non-exempt OT status = "**C**"

The beginning comp balance for this employee = 0.00

What would the ending balance be after time is evaluated?

Military Leave

•Employee must have an active Military Status to be eligible for military leave.

•Employee must have a quota balance to use military leave with end date 9/30 of current year.

•The hours must be active and available during the requested leave after the bucket is created.

•For more information about Military Leave, visit the website below:

http://personnel.ky.gov/persadmin/hradministrators/hrgativemilitarydutyinfo.htm

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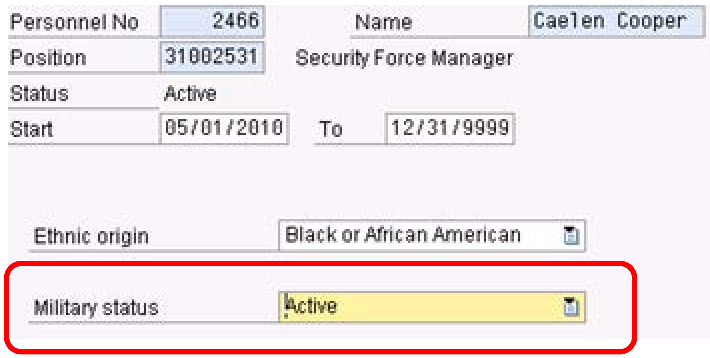
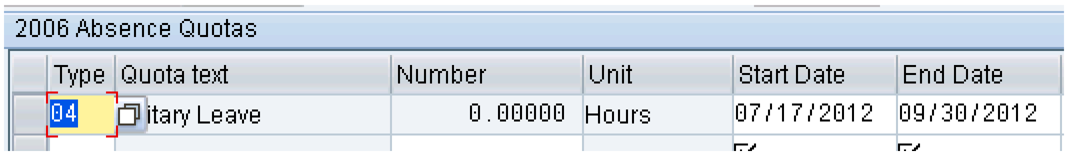
Scenario 15: Military Leave

Military Status on IT0077

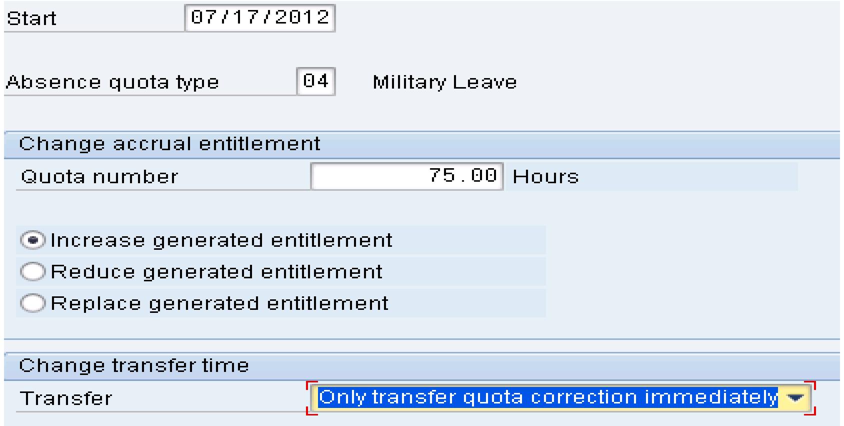
- Employee must have an active military status on IT0077 to be eligible for military leave.





•Ensure that the military leave bucket is created on IT2006 and start date is prior to the requested leave.

- Verify the hours have been entered on IT2013 after the quota bucket was created.



Use CATS_DA to view deleted records

Ex.

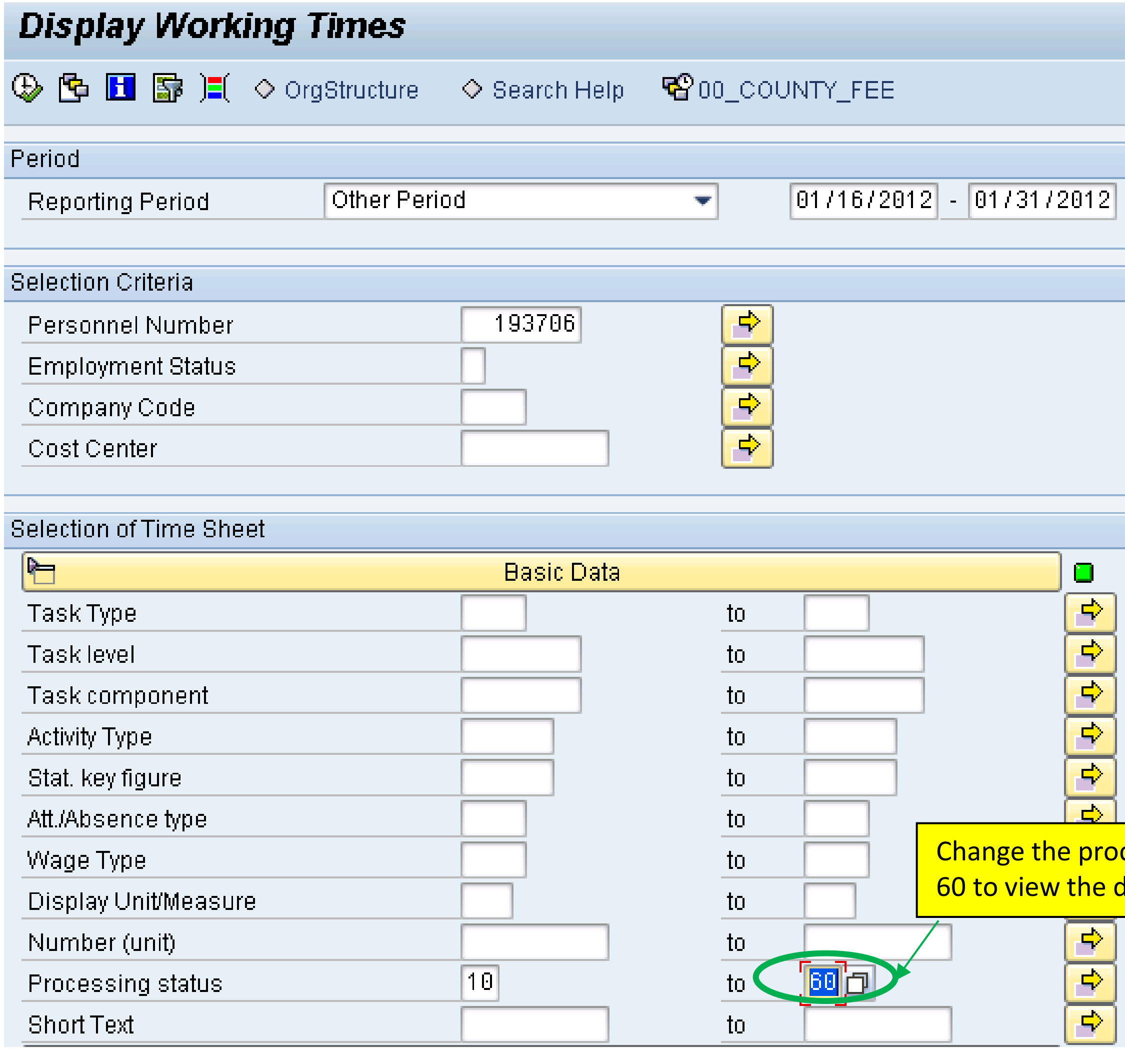
The time on the 17th was changed from 7.50 hours of 1REG to 7.50 hours of ANLL.

Data Entry Period 01/16/2012 - 01/31/2012 Week 03.2012

Data Entry Area

LT	Pers.No.	Name	A/A..	Total	MO 01/16	TU 01/17	WE 01/18	TH 01/19	FR 01/20	S..
		Kentucky, Khri_		90	7.50	7.50	7.50	7.50	7.50	
		Kentucky, Khri_		82.50	0	7.50	7.50	7.50	7.50	
		Kentucky, Khri_	SICK	13.75			7.50			
		Kentucky, Khri_	LNPA	3.75						
		Kentucky, Khri_	1REG	57.50				7.50	7.50	
		Kentucky, Khri_	ANLL	7.50		7.50				

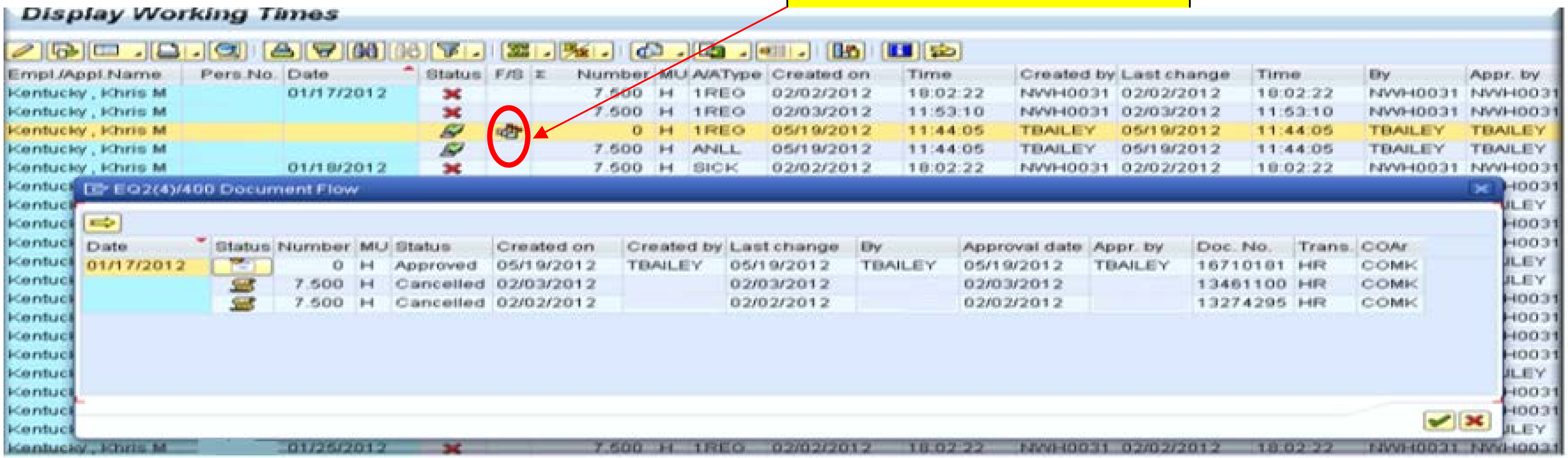
CATS_DA continued



Change the process status to 60 to view the deleted records

The records that have been deleted will show in the time payroll results. This is indicated with a red X. You can see the record before the changes were made.

Double click the Display Change History button to view the details.



Follow along with the instructor, everyone will use the Personnel Number listed below:

PERNR 1819

On 6/18/2012

6ADL was removed

Lesson 8 Review

In this lesson you learned to:

- Clear adverse weather
- Create and update military leave
- Understand sick leave sharing
- Run CATS_DA to see deleted records

Course Map

Lesson 1: Overview

Lesson 2: Payroll Review

Lesson 3: Payroll Journal

Lesson 4: Payroll Results

Lesson 5: Maintaining Infotypes

Lesson 6: Taxes

Lesson 7: Additional Processes

Lesson 8: Time Management

Lesson 9: Reporting

Wrap Up

Reports

Lesson 9

Lesson 9 Objectives

By the end of this lesson participants will be able to:

- Discuss flexible employee data
- Discuss employee listing data
- Discuss employee data verification

Employee Listing Data ZPAQ0038

Some data on this report include:

- Org Unit
- PERNR
- Social Security Number
- Name
- Job Title
- Position Number
- Monthly Salary
- Birth Date
- Work County

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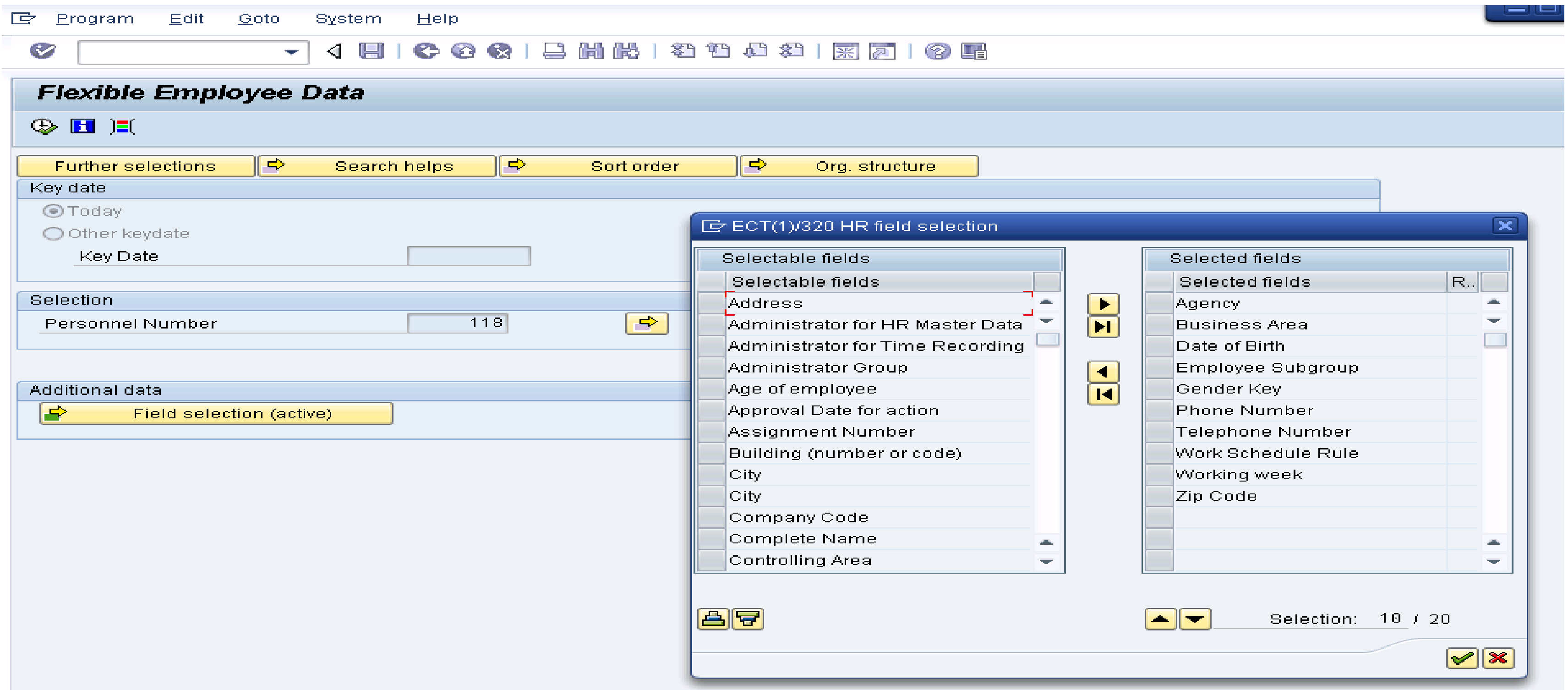
Scenario 16: Employee Listing

Flexible Employee Data S_AHR_61016362

Report will show different data selections for one or more employees



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Scenario 17: FLEXIBLE EMPLOYEE DATA

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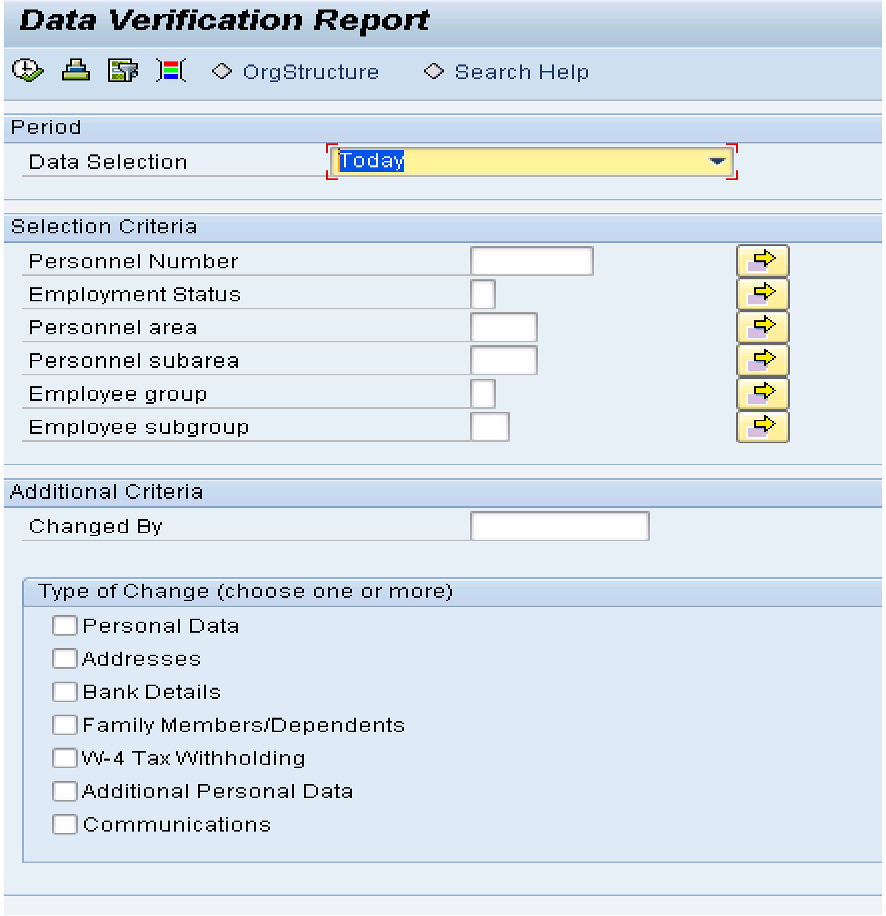
Employee Data Verification ZES001

- **This will show Master Data changes**
- **This can be ran by: PERNR(s), changed by Employee ID and other criteria**
- **Will show one or more of the Master Data Changes**



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Scenario 18: EMPLOYEE LISTING

Headcount Changes S_L9C_94000095

Some data on this report include:

PERNR	Employee Name	Name of action
Org Unit	Dates	Cost Center

CAN BE RUN USING FURTHER SELECTIONS

Employee and Cost Distribution Info. ZOMR028

Some data on this report include:

Org Unit	PERNR	Employee Name
Position Number	Account Information	

CAN BE RAN BY USING ANY SELECTION FROM THE OBJECT TYPE

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Scenario 19: Headcount Changes

Scenario 20: EE and Cost Distribution

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Lesson 9 Review

In this lesson you learned to:

- Execute flexible employee data
- Execute employee listing data
- Execute employee data verification

Course Map

- Lesson 1: Overview
- Lesson 2: Payroll Review
- Lesson 3: Payroll Journal
- Lesson 4: Payroll Results
- Lesson 5: Maintaining Infotypes
- Lesson 6: Taxes
- Lesson 7: Additional Processes
- Lesson 8: Time Management
- Lesson 9: Reporting
- **Wrap Up**

Your feedback is invaluable to the success of KHRIS

Participants should now be able to:

- Understand master data and the reason for master data changes
- Understand payroll wage types
- Understand the importance of dates related to payroll
- Calculate payroll
- Clear adverse weather
- Create and update military leave
- Understand sick leave sharing
- Run CATS_DA to see deleted records
- See retroactivity using the payroll journal
- Research the payroll results
- Identify Infotypes required for tax calculation
- Create checklists for payroll
- Complete a manual adjustment
- Research a claim
- Execute payroll reports

Questions and Answers

Need Assistance

For assistance with KHRIS, go to https://hr.personnel.ky.gov and follow the instructions from the quick reference guide given in class.