

Controller's Office Payroll Hot Topics

May 26, 2022

Today's Agenda

- Fiscal Year End
- Address Verification
- Tax Location Project
- Worker's Compensation
- Coming Soon
 - Holiday Comp Pay Out
 - Holiday Highlighted on the Timesheet
- Summer Compensation
- Retro Funding Changes
- Payroll Cost Transfers
- Reminders
 - Update Supervisors
 - Time and Absence Queries and Reports Available on the Workcenter
- Where to Find Resources
- Contact Information



Fiscal Year End

- We have engaged Clifton Larsen Allen (CLA)
 as our external auditor for FY 22.
- This is an unusual situation for all of us and we appreciate your help and patience as we navigate getting a new audit firm up and running for the first time in 15 years.
- The new firm is requesting all financial data sooner than usual, so please be sure:
 - All Annual leave taken by June 30 is submitted and approved
 - Summer Comp eForms are complete and approved on time
 - Timesheets are complete and approved on time



Address Verification

- It is very important to make sure your address is updated before the end of the year, especially if you receive a paper W-2 and/or 1042. If you would like to receive an electronic W-2/1042 form and haven't already done so, complete the electronic consents in Employee Self Service.
- Please encourage your employees to complete a mid-year and end of year check.
- If you leave employment prior to the end of the calendar year or before W-2s are printed, please remove your consent to receive an electronic version of the W-2. Inactive employees do not have access to Employee Self Service and will not have the ability to view and print W-2s.



Tax Location Project

The **Tax Location Project** is ongoing with HR, making sure everyone is taxed correctly at a state level.

 Correct taxation is dependent on the correct set up in Peoplesoft. Please make sure the tax location code is the correct state when submitting hires for any employees not working in South Carolina. This includes telecommuting.

If you have been contacted by HR, please respond as soon as possible.



Worker's Compensation

- We are in the process of reviewing the work location for all remote employees to ensure the addresses are correct because workers compensation is based on the home address of the remote employee and is also tied to the tax location.
- When an employee moves to another state, please inform us as soon as possible so we can ensure they have workers compensation coverage and are paying the appropriate state tax.



Some important reminders:

- Actions should be sent timely by the HR deadlines.
- Full time is 37.5/40 hours per week and part time is anything less than 37.5 hours per week.
- The salary amount and dates of appointment on the Summer Hire eForm *must match* what is listed in the attached offer letter. Discrepancies will lead to the form being recycled which may delay compensation.
- Each line item in the grid on the offer letter (i.e. each separate class and ECOM/research assignment) must be associated with a separate summer hire eForm. The reason for this is that different duties are being performed for each grants/research project, administrative appointment, start-up fund, classes being taught, etc. Summer Hire eForms submitted as one hire for numerous lines will be recycled for edits which may result in delayed compensation.



Please pay attention to your faculty pay basis prior to creating an offer letter and initiating a summer hire eForm.

- 12-month faculty are not eligible for summer compensation since they do not have an out of basis time. Courses taught over the summer would either be FOV or internal dual based on the course being taught/department in which the course is being taught.
- 10.5 and 11-month faculty are only eligible for summer compensation during their established out of basis time each year. 10.5-month faculty are eligible for 1.5 months of summer comp and 11-month employees are eligible for 1 month of summer comp. The out of basis time must be the same each summer and should be noted in the offer letter/current FTE appointment letter.
 - For faculty with a 10 .5-month pay basis, total compensation for Summer 2022 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates).
 - For faculty with an 11-month pay basis, total compensation for Summer 2022 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates).



- It is very important to complete forms timely to ensure all employees are paid accurately and on time.
- Promptly review and approve your Summer Comp eForms to avoid situations where we are paying summer pay at the end of the calendar year.
- Just a reminder that it is a Department of Labor violation to not pay employees on time.
- If there is an issue with grant funding, it may need to be paid from departmental funds to ensure the employee is paid on time.
- Assuming paperwork is received timely by HR and has no errors requiring edit and resubmission, the first payment of summer for May appointments will be issued on May 31st for employees in current pay groups and on June 15th for employees in lagged pay groups.



- It is very important to validate the funding before charging summer pay.
- If funding changes are needed, utilize the Payroll Retro Funding Change Form when payroll that has already posted through the system needs to be adjusted.
- The Controller's Office makes the change using a Retro Journal Entry and it must be initiated within 90 days of the original transaction otherwise it may not be cost transferred to another grant.



Retro Funding Change Journal Entries

- Retro Funding Change Journal Entries are after the fact corrections to payroll.
- Must be requested using a Retro Funding Change Form.
 - Payroll Retro Funding Change Form
- Please note, if payroll corrections affect sponsored awards, they are subject to the Cost Transfer Policy and must have a Cost Transfer Justification Form attached.
 - FINA 3.35 Cost Transfer Policy
 - Cost Transfer Justification Form



Payroll Retro Funding Change Form

- Use the detailed instructions to complete the form.
 - Be sure to provide supporting documentation, including Cost Transfer Justification Forms if applicable
- No manual forms or hard copies will be accepted.
 - Email forms to RetroJE@mailbox.sc.edu



Payroll Retro Funding Change Form

- Please make sure you are using the current Payroll Retro Funding Change Form.
- Use the Original Paycheck Date
- Be sure to enter the CORRECT funding chart strings and corresponding combo codes.

UNIVERSITY OF SOUTH CAROLINA PAYROLL RETRO FUNDING CHANGE										
TO BE COMPLETED BY THE DEPARTMENT										
USC ID:	NAME (Last, First):					PAY GROUP:				
JUSTIFICATION/NOTES (Cost Transfer Justification Form must be completed and attached if a USCSP project is part of the transaction):										
PAYCHECK DATE:			Has this paycheck date previously been moved via a Retro Funding Change Journal Entry?						0	
CURRENT DISTRIBUTION										
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINE	SS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
					-			+	+	+
SIGNATURES										
Initiated by: Date:						Approved by: Date:				
Printed Name: Printed Name:										
CONTROLLER'S OFFFICE USE ONLY										
Grants & Funds Management : Date:										



Payroll Retro Funding Change Process

- The Controller's Office review forms received.
- If approved, the Controller's Office will create the Retro Journal Entry, post the JE and upload all retros to HCM Distribution.
- Expect 3-5 days before you can view the change in HCM Distribution.
- Will show a pink lines once posted:



Please remember to submit any corrections within 90 days of the pay date.



Payroll Cost Transfers

Sponsored Awards: Any cost transfer must have a **Cost Transfer Justification Form** attached, if they impact sponsored awards. This form is to protect all vested parties

- Ensures PI review and approval prior to expenses being moved
- Ensures proper documentation to avoid audit findings

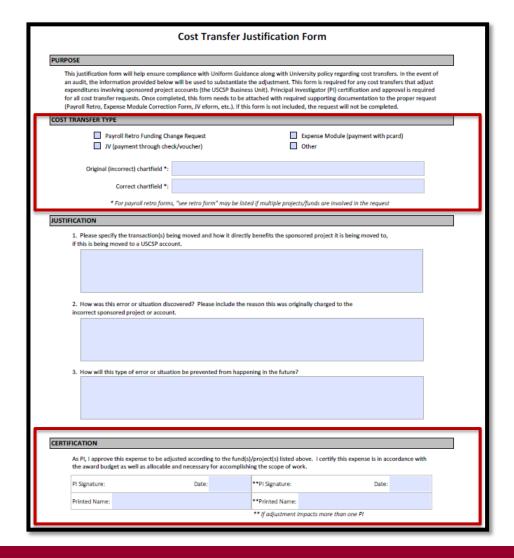
Non-Sponsored Awards: A Cost Transfer Justification Form is not needed for non-sponsored award accounts (*departmental transfers* or corrections).



Cost Transfer Justification Form

Access the form using this link:

Cost Transfer
Justification Form





Coming Soon!

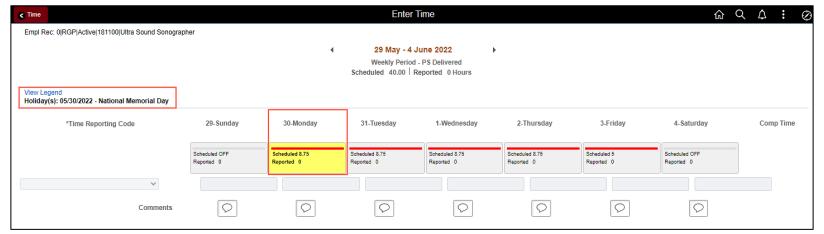
Holiday Comp Pay Out

Holiday comp, comp it or get a pay-out. Will be in production by July 4th. Communication and job aid will be made available before this change becomes available in HCM PeopleSoft.

Highlighted Holiday on FLUID Timesheet

The holiday will be highlighted in yellow on the FLUID timesheet with a legend at the top. This change will be available in HCM PeopleSoft by the July 4th holiday. This change will also be available on the Exempt, 28 Day Police, and Punch/Facilities timesheets.

Example of a Non-exempt FLUID Timesheet:



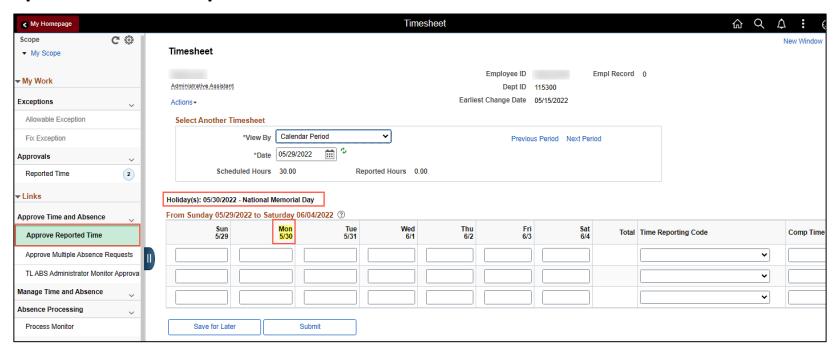


Coming Soon!

Highlighted Holiday on the Classic Timesheet

The holiday will also be highlighted on the classic timesheet used in Approve Reported Time to edit and/or approve employee timesheets.

Example of a Non-exempt Classic Timesheet:





Important Reminder

Timely Supervisor Updates are Vital

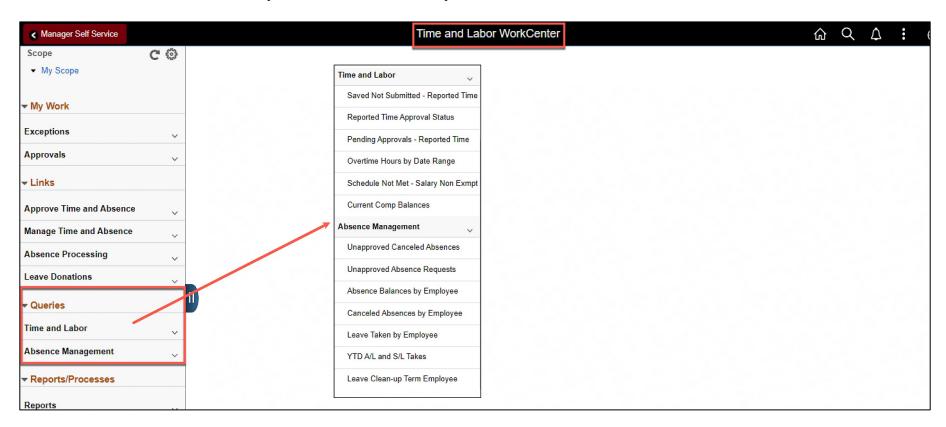
- Friendly reminder of the importance of timely supervisor updates in the Time and Absence System. Since we recycle position numbers as they become vacant, your employee's timesheet and absence information may be sent to the new department if the supervisor isn't updated timely. Please ensure you are frequently monitoring your rosters to ensure only active employees are seated as the supervisor.
- College/Division and Campus HR Contacts have SC_HR_EE_ROSTER and
 Department HR Contacts have SC_HR_JOB_CURRENT_ALL_DATA_V1 in HCM
 to quickly find supervisor information. In these queries, pay close attention to
 blanks in the supervisor information fields, that indicates an
 inactive/unavailable supervisor! If you find an inactive supervisor listed, please
 immediately initiate a supervisor change through either PeopleAdmin or HCM
 as applicable based on the employee type.
 - FTE, RGP/TL Staff and RGP/TL Faculty Supervisor changes must be initiated in PeopleAdmin as this is a change to the position description. Please initiate a modify position details form to quickly change the supervisor without being bogged down with the bulk of the position description fields.
 - FTE Faculty, TFAC, Temp Staff (Non-Exempt) Supervisor changes are initiated directly in HCM via the Job Change eForm.
 - Students Supervisor changes are initiated in HCM on the Student Job Change eForm.



If you have questions, please reach out to Human Resources.

Important Reminder

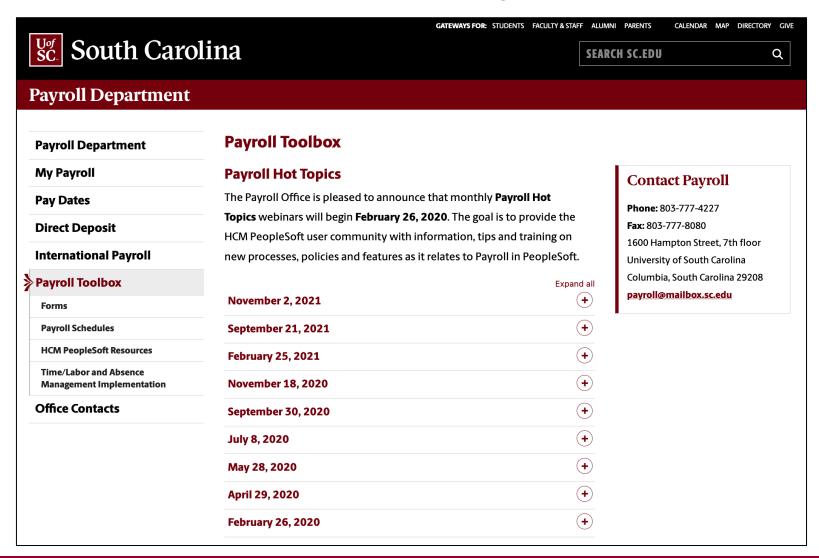
Time and Absence queries and reports are available on the Workcenter.



All queries are available in the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TL/ABS approver. This <u>Time and Absence Queries and Reports</u> <u>Reference Guide</u> provides detailed information about each query/report, along with some helpful tips.



Where to Find Hot Topic Resources





Contact Information

For questions regarding **Tax Location**, please contact Payroll: payroll@mailbox.sc.edu.

For questions regarding the **Worker's Compensation**, please contact Cresta Stewart: cresta@mailbox.sc.edu.

For questions regarding **Timesheets, Exceptions** and **Rules Calculations**, please contact Judy Timmons: timmons5@mailbox.sc.edu.

For questions regarding **Summer Compensation**, please contact Payroll: payroll@mailbox.sc.edu.

For questions regarding **Retro Funding Changes**, please email retroje@mailbox.sc.edu.

For questions regarding **Account Funding Changes**, please contact Payroll: payroll@mailbox.sc.ed.



For general questions regarding the **Time and Absence System**, please email CMTEAM@mailbox.sc.edu.

QUESTIONS



