

Controller's Office Payroll Hot Topics

February 24, 2021

Today's Agenda

- Earn Codes Query
- Dual Fringe Enhancement
- Covid 19 W2 Where to find the information
- Summer Comp Tools Available to View Project Funding
- Late Paperwork to Benefits
- Leave of Absence Overpayments



Query – Earn Codes

HCM PeopleSoft: hcm.ps.sc.edu

Navigation: Main Menu > Reporting Tools > Query > Query Viewer

Role: Business Manager Query Reports **Query Name:** SC_PY_ERN_CD_BY_CAT **Description:** Earning codes by category

Download results in: Excel SpreadSheet CSV Text File XML File (19 kb) View All						
Row	Earn Code	Status	Earning Cd Description	Category		
1	ASA	Α	Administrative Salary Adjstmnt	Additional Pay		
2	ASR	Α	Admin Salary Adj Retro	Additional Pay		
3	ATC	Α	Athletic Contract Pay	Additional Pay		
4	AWD	Α	Monetary Cash Awards	Additional Pay		
5	AWS	Α	Monetary Cash Student Treaty	Additional Pay		
6	AWT	Α	Monetary Cash Awd Teach Treaty	Additional Pay		
7	BOT	Α	Board of Trustees	Additional Pay		
8	CBP	Α	Call Back Pay	Additional Pay		
9	CBR	Α	Call Back Retro	Additional Pay		
10	CHR	Α	Chair Professorship	Additional Pay		
11	CHS	Α	Chair Professor Student Treaty	Additional Pay		
12	CHT	Α	Chair Professor Teach Treaty	Additional Pay		
13	FOR	Α	Faculty Overload Retro	Additional Pay		
14	FOV	Α	Faculty Overload	Additional Pay		
15	GEO	Α	Market Geographic Diff	Additional Pay		
16	GER	Α	Market Geo Diff Retro	Additional Pay		
17	GSA	Α	Grant Salary Adjustment	Additional Pay		
18	GSR	Α	Grant Salary Adj Retro	Additional Pay		
19	IOR	Α	International Other Retro	Additional Pay		
20	IOV	Α	International Faculty Overload	Additional Pay		
21	ISV	Α	Intl Fac Overload Std Trty	Additional Pay		
22	ITR	Α	International Teaching Retro	Additional Pay		
23	IVR	A	Intl Faculty Overload Retro	Additional Pay		
24	RST	Α	Supplement Retro Teach Treaty	Additional Pay		
25	RSV	A	Intl FaC Overload Retro Std	Additional Pay		
26	RTS	A	Retro Supp Student Treaty	Additional Pay		
27	SAP	Α	Special Assignment Pay	Additional Pay		
28	SAS	Α	Special Assgn Pay Stud Treaty	Additional Pay		
29	SAT	Α	Special Assign Teaching Treaty	Additional Pay		
30	SHD	A	HR Approved Differential	Additional Pay		



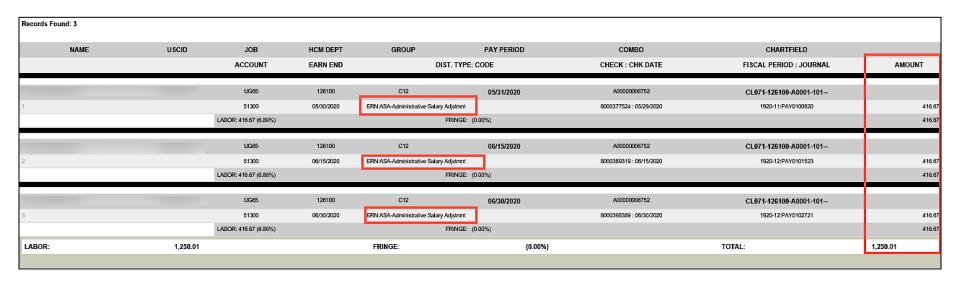
HCM Distribution - Distribution Code

Search by Earn Code using the **Distribution** field.

UNIVERSITY OF SOUTH CAROL	LINA HUB - HCM DISTR	RIBUTION → HCM DISTE	RIBUTION SEARCH		Sign out
USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
				05/31/2020	10000
Name	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
	to	CL071		06/30/2020	Chartfield,Name
Job	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	☐ Total
	to	126100		ALL 🗸	□ Sub-Total
HCM Dept.	Dist.Status	Fund	Contract	Fiscal Year	☑ Detail
	ALL			ALL 🗸	Sum.Adjustments
Journal.	Dist.Type	Class	Sponsor	Pay Run ID	Dutput
	ALL				
Check	Dist.Class	Account	Costshare		Fringe-Detail[Vertica
	ALL				
Check Date (m/d/y)	Dist.Code			_	
to	ASA				
		•			
		Submit Clear	CSV		

HCM Distribution - Distribution Code

The search returned all employees that received an **Administrative Salary Adjustment** (ASA) for CL071/Dept 126100 for pay periods 5/31/2020, 6/15/2020, and 6/30/2020.



Dual Fringe Enhancement

Before the January 31 in HCM insurance fringe followed the salary, not the primary position, so the dual positions were getting charged insurance fringes. Many of you requested that we move the insurance fringe back to the primary position as it was in legacy payroll and we were able to this manually via retro payroll fringe entries.

What does this mean?

- With this enhancement, insurance fringe will automatically be applied to the primary position
- This enhancement is in place for all current and future dual positions. The system automatically applies the override based on the dual employment position indicator.
- Due to this automation, the enhancement applies to all dual employment positions.

This enhancement went into effect with the **January 31**st payroll and affected insurance fringes only (health, life, dental, and disability). Retirement and FICA will still follow the salary.



Covid 19/W2 - Where to find the information

- Employees who took FFCRA-Required Sick/Family Leave in 2020 should receive two W-2 forms.
 - The first W-2 reports 2020 wages.
 - The second W-2 reports 2020 FFCRA-Required Sick/Family Leave wages in BOX 14 for informational purposes only.
- The IRS requires that an employer report/include any FFCRA-Required Sick Leave wages and Expanded Family Leave wages paid to an employee in the amount of wages in Boxes 1, 3 (up to the Social Security wage base) and 5 of Form W-2.
- They also require an employer to report to each employee the separate type and amount of FFCRA wages that were paid in Box 14.



Covid 19/W2 - Where to find the information

om W-2 Wage and Tax Staten	nent 2020	7 Social security tips		1 Wages, tips, other o	ompensation	2 Federal in	come tax withheld
Employer's name, address, and ZIP code UNIVERSITY OF SOUTH CA		8 Allocated tips		3 Social security wage	95	4 Social sex	curity tax withhold
UNIV. OF. S. CAROLINA	ROLLINA	9		5 Medicare wages and	d tips	6 Medicare	tsx withold
1600 HAMPTON ST. COLUMBIA SC 29208		10 Dependent care bene	its	11 Nonqualified plans		12a See ins	structions for box 12
Employee's name, address, and ZIP code	13 Statutory Fernances Districtive 14 Other safety 15 Sick leav		r leave	12b			
		b Employer identification	rumber (EIN)	wages subject		12c	
		a Employee's social secu	ity number	\$511 per day	limit	12d	
Copy C-For EMPLOYEE'S RECORDS		17 State income tax In the back of Copy B.		MS No. 1545-0008	19 Local in	Dept. o	20 Locality name If the Treasury - IRS HS wobsite at www.irs.gov/s come tax withhold
Copy C-For EMPLOYEE'S RECORDS	(See Notice to Employee o	n the back of Copy B. 7 Social security tips		MS No. 1545-0008	compensation	Dept. o Visit the li	if the Treasury - IRS RS website at www.irs.gov/d come tux withheld
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Covid 19/W2 - Where to find the information

- Please inform employees that if they received a second W-2 with information in Box 14 it is for informational purposes only.
- Forms were mailed January 27.
- Terminated employees do not have access to PS and will need to reach out to payroll.
- If an employee would like a reprint, please email payroll@mailbox.sc.edu. They will need to include:
 - USCID
 - last 4 digits of SS
 - address for mailing the form



Summer Comp – Tools Available to Track Project Funding

- HR is continuing to receive Summer Comp forms for 2020
- Received feedback from the Faculty Senate IT Committee that they
 do not have the tools they need to see what is left on their projects

There are two tools available to help track project funding:

- HCM Distribution: provides a monthly listing of all employees in the department in the payroll system. It can help identify that the correct employees are funded by the project and each employee is charged appropriately.
- Grant Dashboard: provides the ability to access expense data using the following search criteria: PI, Contract, and Project (USCSP and USCIP), the ability to expand categories to show detail account codes and displays the budget and actual expenses for direct expenses and cost share.



Summer Comp – Tools Available to Track Project Funding



- Resources for these accounting tools can be found on the homepage of the <u>Controller's Office</u> website.
- The Controller's Office will be inviting members of the Faculty Senate IT Committee to a Lunch and Learn where HCM Distribution and the Grant Dashboard will be demonstrated.
- The Lunch and Learn is scheduled for March 24, from 12-1 pm.
- Summer Comp training coming soon.



Late Paperwork to Benefits

What happens when termination paperwork is late to Benefits?

PEBA will refund a maximum of 31 days retroactive of premiums.

- **Example:** If we receive a termination today; however, the term is retro to 12/1/2020 because we are in the March billing cycle, the termination date will be 3/1/2021.
- This means that the university is responsible for both the employer and employee share of the premiums from 12/1/2020 to 3/1/2021.

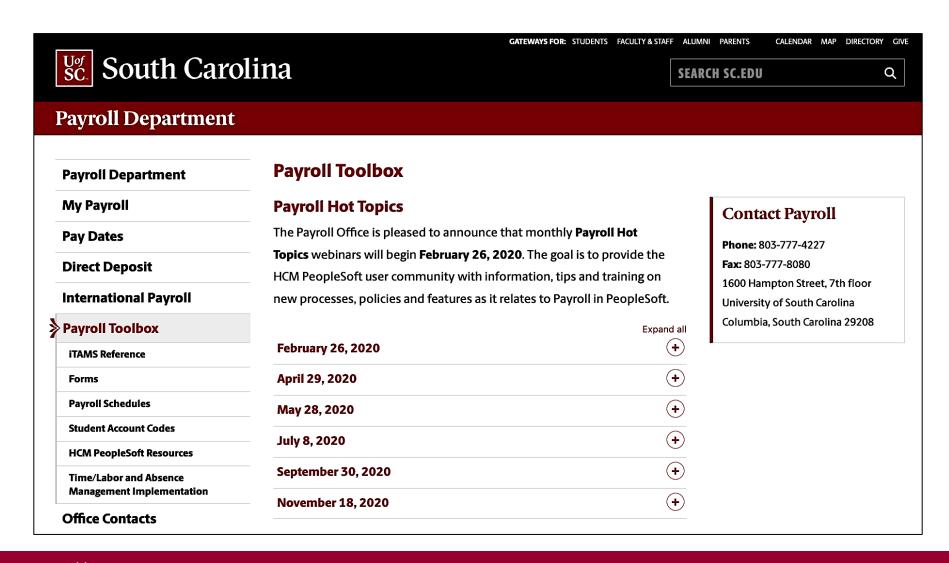


Leave of Absence - Overpayments

- Paperwork submitted weeks or months later.
- Requires a lot of analysis on the payroll side.
- Corrections to accounting and earnings must be made.
- All leave of absence salary overpayments will be paid back through payroll deductions.
- Payroll Department is in the process of pursuing a Payroll Marketplace where employees can pay back benefit arrears related to LOA.



Where to Find Resources





Contact Information

For questions regarding **Overpayments**, please email Christal Rush: rushc2@mailbox.sc.edu

For questions regarding **W-2s**, please email Jake Kiehl: <u>kiehl@mailbox.sc.edu</u>

For general Payroll questions, please email payroll@mailbox.sc.edu



QUESTIONS



