

# SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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## Online Check

If you are using the Online Check process, located in Compensate Employees/Manage Payroll Process/Use/Online Check, to perform check 'modeling' for a future pay period or to calculate an adjustment for a prior pay period, there are certain problems that you may encounter. The Online Check process requires you to use a future pay period end date, and the SHARP system will use the earning, tax, and deduction rates associated with that particular pay period. This can cause certain problems at the beginning of the calendar year and the beginning of the fiscal year when some rates change, or if the employee has a change in rate of pay.

At the beginning of the new calendar year, the rates for employee Group Health Insurance and amounts for Flexible Spending Accounts could have changed. New tax tables also go into effect with the beginning of a calendar year.

At the beginning of the fiscal year, many employer rates change including Group Health Insurance, Workers Comp, Unemployment Insurance tax, State Leave Assessment, and employer KPERS. You will be required to manually calculate the correct amount where any of the employer rates have changed using the rate that was effective for that pay period.

Any time the system rates in the Online

Check process do not agree with the rates needed for the calculation, you will need to manually manipulate the Online Check data to fit the correct pay period information. For earnings changes you will need to change the rate of pay, or use the CNT earnings code in other earnings in order to have the correct total earnings for the calculation (See Example 1). For deductions, you may need to go to the One-Time Deductions panel and override the deduction with the correct amount. In the case of taxes, you may need to change the employee's tax status to match what it was when the paycheck was issued (See Example 2).

**Please note:** Any time you use the Online Check process, you will need to enter the employee's Taxable Group Life amount in order for the taxes to calculate correctly. The amount does not fluctuate with the employee's gross wages or deductions, so you can use the amount listed

on the original paycheck. You can find the amount in Maintain Payroll Data/Inquire/Paycheck Data/Paycheck Deductions. It is a general deduction listed as GTL\_\_\_ with a deduction class of "T". When accessing the Online Check panel, go to the One-Time Deductions panel, enter the plan type, deduction code and class, and the flat dollar amount.

For assistance in using the Online Check process, contact the Division of Accounts and Reports, Payroll Processing Team at 785-296-3146.

### Example 1:

Today is July 17, 2000, and despite your efforts to adjust a paycheck for the pay period end date of June 10, 2000, your Paycheck Adjustment didn't give you the results that you wanted. The employee should have been on leave without pay for one-half of the pay period. Now, you are using the Online Check process to assist

*continued on page three*

## PeopleSoft 8.0

The Department of Administration is working on a plan to implement PeopleSoft 8.0. It is anticipated that project work will begin in March of 2001 with "delta" training for the project functional staff. This type of training highlights the differences between version 7.02 that we have now and the new release. It is anticipated that the project would be ready to go live in August of 2002.

PeopleSoft 8.0 is entirely Internet-based and includes some eBusiness applications for pay, benefits, recruitment, compensation and employee development. Screens or panels will be called pages and will have a different look and feel – more like consumer software you

use on the Internet now. There are also several employee and manager self-service applications that Kansas will consider implementing.

Some increased or changed functionality for the HR/pay system includes: primary job indicator so employees with multiple jobs can be tracked easier, group processing of salary increases/step movement, parsing of the name into separate fields for last name and first name, and deductions moved from benefits pages to payroll.

As we progress through the project, we will share more information on hardware/software requirements, security, and other HR/Payroll/Benefits features.

### Inside This Issue

- ◆ Online Check
- ◆ PeopleSoft 8.0
- ◆ SHARP Bonus Pay Panel
- ◆ Reprints of 2000 Employee Total Compensation Statements
- ◆ Benefits of On-line Open Enrollment
- ◆ Dear Dead Eye

# SHARP Bonus Pay Panel

This information is a reminder of the correct procedures for processing certain types of bonus pay in SHARP. The Division of Personnel Services has determined some of these codes have been entered on the Time and Leave panel directly instead of on the Bonus Pay panel.

NOTE: Use of the earnings codes listed in this article is strictly limited to certain IT Positions and a few other positions covered by Executive Orders or Memorandum of Agreements. If you are uncertain if some of your employees are eligible for any of these bonuses, see the "Where can I get more information..." section at the end of this article.

## What is the Bonus Pay panel used for?

- To enter the following bonus earnings codes for eligible employees:
  - ✓ BOS – Executive Directive/ MOA-Signing Bonus
  - ✓ BOR – Executive Directive/ MOA-Recruitment Bonus

- ✓ BOM – IT-Mission Critical Skills Bonus
- ✓ BOA – IT-Skills Acquisition Bonus
- ✓ BOP – IT-Mission Critical Project Bonus
- ✓ RET – Retention Incentive Earnings

## What is the significance of entering the bonus on the Bonus Pay panel?

- It provides an automatic calculation of any overtime differential that may be due to the employee receiving the bonus.
- It serves as a historical and chronological record of bonus pay information.

How do I get to the Bonus Pay panel?

- Use the following Path within SHARP: Go+Administer Workforce+Plan Salaries (GBL)+Use+Bonus Pay.
- Enter the EmplID and Empl Rcd #. The Bonus Pay panel displays.
- Verify the correct Empl ID number, Name, and Empl Rcd # are listed.

## How do I enter the bonus? What should I not do?

- If the first row on the panel has a date only, leave that date and tab to the Erncd field and enter the bonus earnings code.
- If the panel has a prior period bonus row, click on the Add Row push button to open a new data entry row.
- Tab to the Bonus Amount field and enter the bonus amount. Enter the Months Prior for OT Calc if it is not grayed out.
- Do not click on Processed?. An "X" should not display at this time.
- Save the panel.
- Do not add these earnings codes to the employee's timesheet. The system will automatically calculate any overtime differential due and put it on the employee's timesheet as well as the Bonus code and amount.

**When does the bonus earnings code and the overtime differential due earnings code (if applicable) default into the**

## employee's timesheet?

- The morning after the
  - ✓ Preliminary-calculation,
  - ✓ Final pay calculation, or
  - ✓ Off cycle nights (whichever is first following the bonus pay panel entry).

## Can I enter a bonus for a future date as well as a prior date?

- Use the pay period end date that defaults.
- It is permissible to future date a pay period end date.
  - ✓ If the date is future dated, it will not automatically create a new timesheet at that time. The timesheet will be created on the first Sunday of the pay period.
  - ✓ The earnings code will default into the future dated timesheet on Day 2 of the Payroll Processing Schedule.
- In most cases you may not enter a prior pay period end date (pay period that has already been through the final pay calculation). An adjustment will not recognize it and the code will not auto-insert into the Time Entry Daily panel. Instead, enter the code using the pay period end date that defaults.

## What are the Executive Directive Numbers that authorize these bonuses?

- Executive Directive No. 97-264.
- Executive Directive No. 00-296.
- Executive Directive No. 00-299.

## Where can I get more information about these bonuses including who is eligible?

- Access the Division of Personnel Service's Document page: <http://da.state.ks.us/ps/documents/default.htm>. Select Information Technology Premium Pay Guidelines.
- Access the Accounts and Reports 1998 Information Circular page: <http://da.state.ks.us/ar/infocirc/Archive/fy1998/infocirc98.htm>. Select P-98-015.

## SHARP-SHOOTER

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## Online Check

*continued from page one*

you in completing form DA-180 so that you can submit the adjustment to Accounts and Reports for processing. Online Check allows you to use the next pay period end date which is July 22, 2000, and this pay period uses the new 2001 fiscal year rates for WCI, State leave Assessment, employer KPERS, and employer Group Health Insurance. Additionally, the employee has had a pay increase that was effective on June 25, 2000, which increased his pay from \$17.50 per hour to \$17.94 per hour.

In order to make the Online Check calculate correctly, you will need to:

- Override the WCI, STLEAV, and RETREG employer charges so that they use the 2000 fiscal year rates instead of the 2001 fiscal year rates. The amounts will have to be manually calculated and entered onto the Online Check. You would enter these by accessing the One-Time Deductions

panel and entering the appropriate plan type, benefit code and deduction code and class. Tab to enter the flat amount that you calculated for that deduction.

- Override the employer health insurance amounts to correctly reflect the rates that were in effect during fiscal year 2000. This step is optional in this case since employer health insurance amounts have no impact on calculating an overpayment for an employee. If you override the employer deductions, you will need to enter several rows to cover the medical, dental, vision, and prescription drug amounts.

Additionally, you should note that the UCI rate changed from 0.2% for fiscal year 2000 to 0.1% for fiscal year 2001. Since the adjustment will be processed in fiscal year 2001, the new rate should be used for the calculation.

	Ajusted Paycheck	Online Check Calculation	Difference
Earns:			
REG	80 hrs @ 17.50 =1,400.00	40 hrs @ 17.50 (Override-700.00 Amount) = 700.00	
Taxes:			
OASDI	82.87	39.47	-43.40
Medicare	19.38	9.23	-10.15
Federal	204.05	76.01	-128.04
State KS	61.00	18.00	-43.00
UCI	2.67	0.70	-1.97
Deductions:			
GTLREG T	0.41	Override Amount 0.41	
STLEAV	7.42	Override Amount 3.71	-3.71
WCI	14.00	Override Amount 7.00	-7.00
PBLUBT B	49.51	49.51	
PBLUBT N	114.93	Override Amount 114.93	
DLTABT B	3.72	3.72	
DLTABT N	8.72	Override Amount 8.72	
DRUGBT B	10.51	10.51	
DRUGBT N	12.96	Override Amount 12.96	
RETREG B	56.00	28.00	-28.00
RETREG N	50.26	Override Amount 25.13	-25.13
NETPAY A	912.96		
NET	0.00	465.55	-447.41

### Example 2:

Today is January 26, 2001 and you need to calculate the overpayment for a check that was for the pay period end date of December 9, 2000. The employee was erroneously paid for 8 hours of overtime and you already have adjusted his paycheck for a different reason. Now, you

are using the Online Check process to assist you in completing form DA-180 so that you can submit the adjustment to Accounts and Reports for processing. The problem is that when you use the Online Check, you must use the pay period end

*continued on page four*

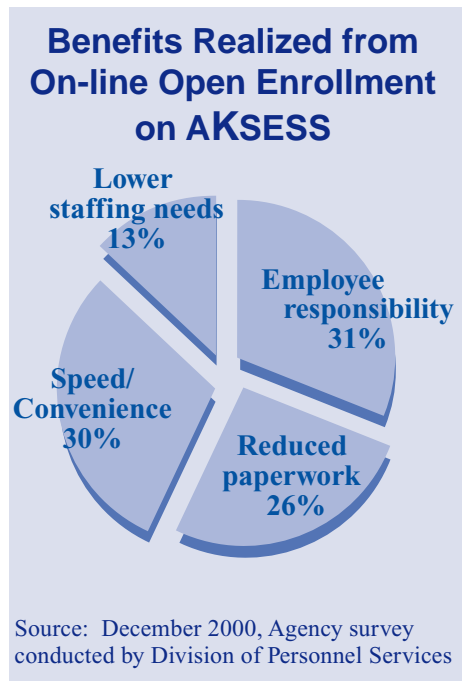
## Reprints of 2000 Employee Total Compensation Statements

The 2000 Employee Total Compensation Statements were mailed to the home addresses of all benefits eligible employees during the second week of February 2001. The Division of Personnel Services is finalizing reprint procedures for employees who did not receive their statement. Before a reprint is processed, an agency should ensure the employee was:

- active in the SHARP system on February 12, 2001, and
- employed all or part of Calendar Year 2000.

Detailed instructions for obtaining reprints will be posted on the SHARP web site at <http://da.state.ks.us/sharp> before the end of February.

In mid-January, agency human resource managers received a memo from Bobbi Mariani, Director of the Division of Personnel Services, that contained detailed information on the Earnings Codes included in the direct compensation portion of the statement. This information should assist agencies with any questions employees may have regarding their statement.



## Online Check

*continued from page three*

date of February 3, 2001, and that pay period uses new rates for Flexible Spending Accounts and Group Health Insurance.

First, you need to compare the GHI rates, Flexible Spending Account deductions, and tax status to see if the employee had any changes. You find the employee's GHI rates changed for 2001, the employee did not participate in a Health Care Flexible Spending Account during 2000 but is a participant for 2001, and the employee's tax status changed from married with 5 withholding allowances to single with 2 withholding allowances effective on December 29, 2000.

In order to make the Online Check calculate correctly, you will have to:

- Change the employee's tax data back to married with 5 withholding allowances in Maintain Payroll Data/Use/Employee Tax Data. It is best to use tomorrow's date when inserting the new row, then delete the row immediately after you have completed using the Online Check process.
- After accessing the Online Check panel, enter a healthcare flexible spending account row so that the amount will not be included in the calculation. You will need to access the One-Time Deductions panel and enter the plan type, benefit code, and deduction code and class. You will not put an amount in the Flat/Additional Amount box. The Online Check process will then override an amount of zero for the Health Care deduction.
- Override the Group Health Insurance rates to reflect the employee's deductions for the pay period ending December 9, 2000. While still in the One-Time Deductions panel, add a row by pressing F7. Then enter the appropriate plan type, benefit code and

deduction code and class. Tab to the amount field and enter the correct rate for the employee health insurance. You

will need to add several rows to change the medical, dental, vision, and prescription drug amounts.

	Adjusted Paycheck	Online Check Calculation	Difference
<b>Earns:</b>			
REG	80 hrs @ 17.94 = 1,435.20	80 hrs @ 17.94 = 1,435.20	
	8 hrs @ 26.91 = 215.28		-215.28
Total	1,650.48	1,435.20	-215.28
<b>Taxes:</b>			
OASDI	98.41	85.06	-13.35
Medicare	23.02	19.89	-3.13
Federal	110.21	76.32	-33.89
State KS	32.00	25.00	-7.00
UCI	1.59	1.37	-0.22
<b>Deductions:</b>			
GTLREG T	0.54	Override Amount 0.54	
STLEAV	7.10	6.17	-0.93
WCI	15.27	13.28	-1.99
PBLUBT B	49.51	Override Amount 49.51	
PBLUBT N	118.04	118.04	
DLTABT B	3.72	Override Amount 3.72	
DLTABT N	9.51	9.51	
DRUGBT B	10.51	Override Amount 10.51	
DRUGBT N	21.36	21.36	
RETREG B	66.01	57.41	-8.60
RETREG N	65.69	57.12	-8.47
HCARE B	0.00	Override Amount 0.00	
HCARE N	0.00	Override Amount 0.00	
NETPAY A	1,257.09		
NET	0.00	1,107.78	-149.31

## Dear Dead Eye...

- Q:** What do I do if an employee was on a Leave of Absence when the Governor's Pay Plan was implemented on February 4, 2001?
- A:** On February 3, 2001, an update was made for employees on steps 1-5 with a status of Active, Suspended, and Paid Leave. Employees who were on Leave of Absence did not have their pay rate updated. These employees should be handled on a case by case basis as their status changes. If they return to active status, be sure to check their pay information to be sure that it reflects

at least the new minimum, step 4. As you update the Date Next Increase field, remember that time on step requirements have changed to six months for steps 4 and 5.

*All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785) 296-4886, or E-Mail: [douglas.quinn@state.ks.us](mailto:douglas.quinn@state.ks.us).*

*All questions will be answered in the following issue of the newsletter.*



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