REMEDIAL PAYROLL INSTRUCTION - REV 02/2011

Welcome to payroll. I know you know how to approve a timecard and how to calculate an hourly rate. This class will give you an overview of what Payroll Administration needs to get new employees on the payroll, adjust time and other various procedural items. As an aside, DER is a separate department and may require additional documentation on many of these items. Please contact DER for their requirements when in doubt.

Where to find things

One of the most daunting tasks of any new payroll person is the sheer volume of information available to you and who does what. From contracts to forms to phone numbers, the following will hopefully be your guide.

The intranet and internet is your friend. (repeat) The intranet and internet is your friend.

Know and love the MINT. http://mint.milwaukee.gov/MINT Introduce the MINT to everyone you encounter.

For current contracts and the salary ordinance, go to the Department of Employee Relations (Sections titled Labor Contracts and Compensation Services, resp.)

For forms such as the direct deposit form, state and federal W-4 forms, request for copy of W-2, jury duty, payroll certification, etc. go to the Department of Employee Relations/ Forms for City Employees section.

For employee benefit and wellness information go to Employee Resources/Employee Benefits section.

For information on employment verifications, go to Department of Employee Relations, Sitemap for DER.

For snowstorm and furlough policies, go to Department of Employee Relations, Policies City of Milwaukee.

For a link to Employee Self Service, instructions and troubleshooting items, they should visit Employee Resources/Employee Benefits/Self service

For employee self-service requests, like when employees forget their password, the employee having the trouble should file a MINT request. It is located at the top of the MINT home page.

To get payroll assistant forms, instructions (like the Auto Allowance manual or the Citytime Adjustments manual) or to view Payroll Administration letters, schedules and memorandums go to the Payroll Administration website:

http://city.milwaukee.gov/OfficeoftheComptroll362/Payroll-Administration.htm

For City employee phone numbers: http://directory.mpw.net/

Some general numbers that every payroll assistant should be aware of:

Worker's Compensation 286-2020
Deferred Compensation 276-2079
Employee's Retirement System 286-3557
Employee Benefits 286-3184
Payroll Administration 286-2363

How payroll flows through the system

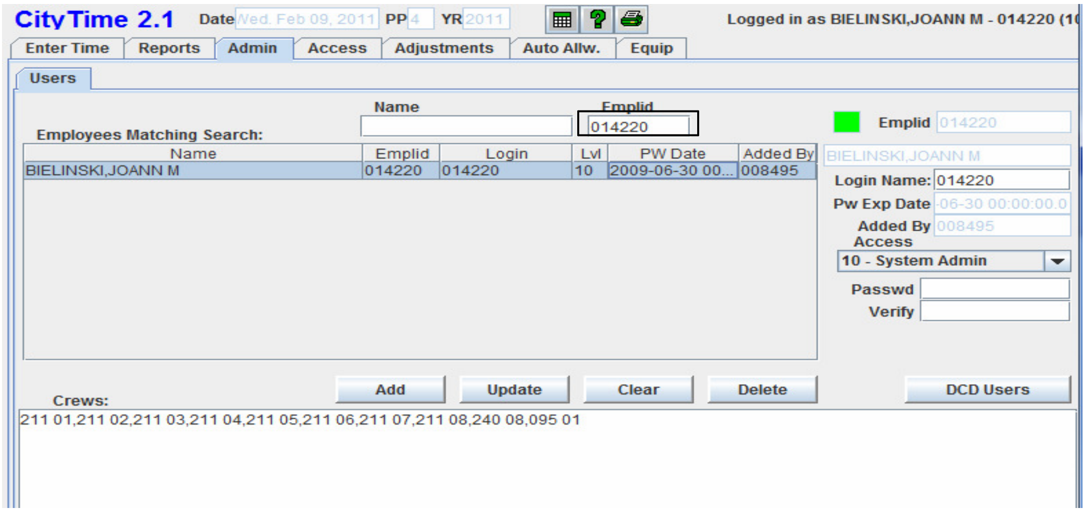
Almost all payroll entries start in Citytime on an employee's timecard (or in the adjustment tab). These timecard entries get "loaded" to HRMS. Payroll Administration completes the processing. The completed payroll then gets posted to FMIS and distributed to other entities like Nationwide (deferred comp), Wells Fargo (direct deposits) and ERS.

The majority of the payroll processing for Payroll Administration starts with adjustments, continues through the loading and editing of the timecards and the coordination of benefits. We run what's called a confirmation process Thursday afternoon. On that first Friday of the pay period, the payroll is done being processed and Payroll Admin is posting entries. By the second Monday of the pay period, you get access to the prior payroll's entries through FMIS (financials).

Citytime

Citytime is administered by DPW. Doug Forbush is the contact. If you experience a system outage or extreme slowness, first thing you should do is log out and back in. If you still have a problem, give Doug a call at x8226.

It is up to you to set up payclerk and manager approval rights to timecards for the people in your department. This is accomplished by going to the Admin tab. Enter the emplid you want to update. Hit enter and his/her info should appear to the right and the bottom.



If a new user, you will have to enter a login name. Choose the access (single user, payclerk, manager or dept. admins) from the drop down on the right. List the crewids on the bottom (using no space between the crew and commas). Finally, you must add/reset the employee's password and verify it. Click Add or Update.

It is important for you to assure all timecards are entered timely and accurately. There are several reports every payroll assistant or their designee should be running every pay period, without fail:

Hours Reported but not approved
Total hrs per day > 12
Active hourly employees with < 80 hrs/pp
Employees with > 8 straight time hrs/day

Timecards are due at 2:00pm on the Tuesday following the pay period end date. All approvals must be made by this time. Changes after 2:00pm may result in no pay for hourly employees.

Adjustments

While it is the goal of every payroll professional to get the payroll right the first time, it is realized that some circumstances are out of your control and we allow for adjustments to be made to the Time Owed and Allowed (TOA), Hours and Dollars of payroll entries.

Adjustments can be made in Citytime or by Excel spreadsheet.

Excel spreadsheets are meant for voluminous or repetitive entries. If you see a need for an adjustment to be submitted on an Excel spreadsheet, contact Payroll Administration for the template. Completed Excel spreadsheets are to be submitted via e-mail to Payroll Administration's new e-mail address PAY ADM (that is PAY space ADM). When attaching the spreadsheet to the e-mail, include in the narrative the description of the adjustment you're submitting, the total dollar/hour amount and the number of rows without the headers. This will assure a complete file was received and loaded.

All other adjustments must go into Citytime. The three most important things to remember are:
1. Deadline is 3:00pm on the second Thursday of the pay period.
2. The event date should match the pay period you are correcting.
3. Every adjustment record needs a detailed description, complete with calculations.

For access to Adjustments, please send the required form, complete with signatures to Payroll Administration. Scanned images e-mailed to PAY ADM, fax or interoffice mail are all acceptable means of communicating this information. If you are in DPW, contact Dawn Crowbridge.

For access to management approval rights for Auto Allowance, please send the required form, complete with signatures to Payroll Administration. Scanned images e-mailed to PAY ADM, fax or interoffice mail are all acceptable means of communicating this information.

These forms and related instruction manuals may be found on the Comptroller/Payroll Administration website.

112R

This is the Payroll Deduction Authorization form. It is on the MINT under Department of Employee Relations/ Forms for City Employees. No one should be using the old version that references SS #. Anytime an employee experiences a change in W-4 information, changes unions due to a promotion/demotion/transfer, hire /retires /terminates or cancels deductions a 112R is needed. When submitting the 112R, a note regarding the reason and date of departure, when applicable, is appreciated. Finally, do not staple forms to the 112R, a paperclip will suffice.

112R's are due by noon on the Tuesday following the close of the pay period.

W4

W4 is the federal form Employees Withholding Allowance Certificate. WT-4 is the State of Wisconsin's version. For the federal form, please use the correct year. It is up to you to assure that the form is complete. Payroll Admin does not accept forms with scribbles or white out. Paperclip the W4 and WT-4 to the 112R for changes to withholding.

Changes to Federal W4 do not change the State WT-4 withholding. Both must be submitted to affect a change in both.

The more in exemptions, the less in tax. Employees may choose an additional dollar amount to withhold. Assure the form is signed and dated. No additional markings should appear on the front of the certificate. No payroll professional should be offering tax advice. You can tell them what happens when they increase or decrease their withholdings and how to fill out the form, but do not offer tax advice.

New employees

Most new employees attend some sort of New Employee Orientation (NEO), however, it is up to you to assure that employees are entered into HRMS, a timecard is executed, W-4's are filed and a 112R is completed. W-4's (both state and federal) and 112R's are to be sent to the Comptroller's, Payroll Administration by the Tuesday following the close of the pay period in which they were hired.

HRMS entries for hiring/rehiring an employee are due on the last Friday of the pay period.

I-9 information is due within three days of hire. Contact DER at x2949 with questions regarding I-9's.

NEO will tell the employee about direct deposit, however it is important for you to know that direct deposit is mandatory for almost everyone. Direct deposit and related paperwork are sent to Comptroller's Office, Payroll Administration. A voided check complete with employees name (no starter checks) or a statement on financial institution letterhead with routing, account number and type of account must be submitted with direct deposit requests. If received in time for payroll processing, the direct deposit should happen immediately.

Direct Deposit

Direct deposit is mandatory for almost everybody. As stated before, NEO will introduce new employees to direct deposit, but it will be you they come to for questions for the duration of their career. All direct deposit forms come to Payroll Administration (Room 404 of City Hall). All direct deposit forms must be completed, signed and be accompanied by a voided check (no starter checks) or a letter from the bank showing the routing number, account number and type of account (checking or savings). If received in time for payroll processing, the direct deposit should happen immediately.

If an employee experiences fraud on his/her account, they should first speak with the bank. Most banks will open a new account for that employee and will do a courtesy transfer of their direct deposit for a limited time. It will be up to the employee to fill out a new direct deposit form, asap, to change accounts. The courtesy transfer only last a couple of pay periods.

If an employee closes his/her account after Pay Admin is done processing payroll but before payday, the employee will have to wait until those funds are returned to the City by the bank. This happens at the EARLIEST on the Monday after payday. The Treasurer's Office will then issue a check to the employee.

Copies of check stubs

If an employee wants a copy of his check stub, they should go to Employee Self Service. Payroll Administration issues check/advice stubs every payday and will not reissue.

Social Security Cards and Names

Every Department should have a copy of every employee's social security card on file. The name that appears on the social security card should be the same as in HRMS. You should not be changing a name until a copy of the new social security card is received. Middle initials may be used for a middle name. It is a good practice to update general comments for name changes.

Jury Duty

Jury Duty paperwork is due when the JRY adjustment is complete. Payroll Administration needs a copy of the employee's application (Form C-139RS) and copy of the County's Juror Certification of Service. All paperwork must be in Payroll Administration's hands by 3:00pm on the second Thursday of the pay period. Paperwork not received by 3:00pm will result in Payroll Administration changing the adjustment entry to the next pay period and will result in your manager having to reapprove that entry.

Your Department may require additional information from the employee, like a summons, however, Payroll Administration only requires the above named forms.

When employees are carried as 046 (jury duty leave) on their timecard, a resulting entry to JRY to take away the per diem amount received from the County must be made timely. The JRY event date must match the original 046 entry. A half a day entry to 046 must result in a half a day per diem amount to JRY and so on. Employees get to keep the mileage amount received.

Military

When employees are carried as 047, paid military training leave, they are limited to 80 hours when segmented or 88 hours as a whole per year (120 hours for Fire). 047 may be used on the actual training days, not for travel to and from destinations. All military training leaves must be accompanied by paperwork. Each department may have a different checklist, but Payroll Administration requires form PM-10 (police) or CS-11 (everyone else), orders and a copy of the voucher if a non-vet. Paperwork is due by 3:00pm on the second Thursday of the pay period.

If an employee claims veteran status, it is recommended a copy of his/her DD214 is kept in his/her personnel file. Vets receive City pay (047) and their military pay. Once a DD214 is placed on file, HRMS, personal information/regional may be updated for the employee's veteran status.

If an employee is a non-vet a voucher can be easily obtained by the employee by going to the military's self service site called My Pay. The non-vets receive the greater of the two pays (City or military). Adjustments to military pay are accomplished by using earn code MIL.

Unpaid military leaves shall use earn code MLP. Instructions for unpaid military leaves may be found on the Payroll Administration website. MLP gives pension, vacation, and sick leave credits, however provides no pay.

Address changes

It goes without saying that address changes need to be input asap. If you use self service for your address changes, double check those addresses asap. All Departments (ERS, DER, Deferred Comp, etc.) in the City rely on you to assure the addresses are correct in the system.

Addresses must be in all CAPS with no punctuation. All employees need a physical address on file, but may have a P.O. Box for a mailing address. All addresses for active employees must be in Wisconsin.

Keep up on your retirees and other terminations. Retros and W-2's are still being processed for many.

Garnishments

All Garnishment paperwork should be sent to Payroll Administration. All garnishment calls should be directed to the garnishment hotline at 286-2492.

Paid time off

Probably one of the most confusing aspects of payroll is giving advice about the Time Owed and Allowed. This is a brief guide regarding how to calculate paid time off due.

Sick - Many union employees earn sick at a rate of 4.6 hours per pay period, however some unions/groups earn at a rate of 3.7 hours per pay period. To earn the full compliment, the employee must be paid for 80 hours. Employees paid less than 80 hours will be prorated (an employee that usually earns 4.6 hours of sick leave per pay period that got paid for only 40 hours will only earn 2.3 hours of sick leave).

Vacation - Many union people receive their entire vacation entitlement in PP#1. However, for most, it is not yet earned. This becomes important when an employee resigns or retires.

DC48 and unions that mirror DC48's benefits earn vacation monthly starting with their anniversary date.

Example: Empl X started with the City 05/01/2009. He is terminating employment on 01/31/2011. His buyout will be 9/10th of his annual entitlement (80 hours). Employees earn vacation in 10 active months starting with an employee's anniversary date. In this example, May through January is 9 months.

Example: Empl Y started with the City 02/01/1972. She is retiring on 03/31/2011. Her buyout will be her entire 2011 entitlement and 2/10th of her 2012 entitlement (240 hours). Employees start earning their next year's entitlement with the prior year anniversary date. Since her anniversary date was 02/01, in 2010 she earned her entire 2011 entitlement by the end of November. Starting with 02/01/2011, she started earning towards her 2012 entitlement.

The benefits service date in HRMS is the date that is used to calculate vacation on the Time Owed and Allowed. This date should be moved for all unpaid time.

The two things to remember about 09 time are:

Employees hired after March 1 of a year are not entitled to 09 time.
09 time is earned in the current year, in 10 months.

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069 time is time for doctor/dentist appointments. Most unions/groups receive three instances of two hours each. Once an instance is exhausted, there is no carryover of unused time.

In conclusion

This is remedial payroll training. I understand that there are many other issues, however, above the remedial level. This training was offered due to the large influx of new payroll people. Once everyone is up to speed on the basics, Payroll Administration may develop more advanced topics. To contact Payroll Administration:

Jo Ann Nelson - City Payroll Manager - x2320
Joann Bielinski - Assistant City Payroll Manager - x2967
Barbara James - City Payroll Specialist - x2327
Susan Prothero - City Payroll Specialist - x2310
Dorothy Randolph - City Payroll Assistant-Senior - x2312
Kathryn Schmidt - City Payroll Assistant-Senior - x2313
General Payroll Information - x2363