

Presentation Series: Payroll - Part IV

JABSOM ADMINISTRATORS' MEETING (JAM)
THURSDAY, MARCH 1, 2018, 9:30AM
MEB CLASSROOM 301

REVISED: MAY 9, 2019

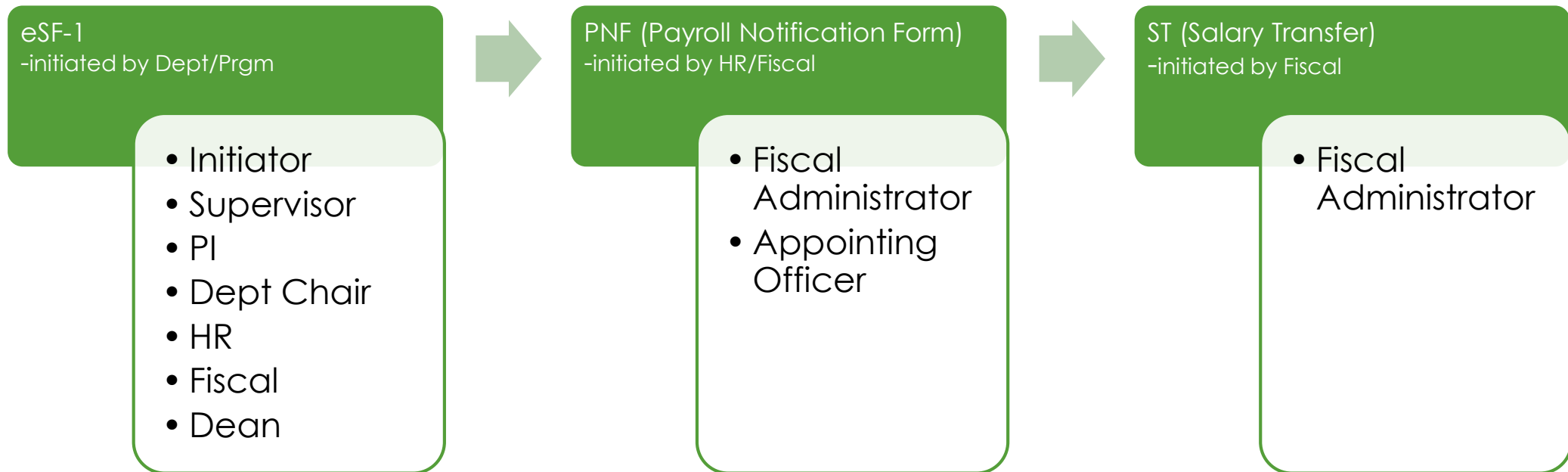
Goals for Part IV: To Understand ...

- The process for UH Employee Payroll Changes: eSF-1 → PNF → ST
- 3 Separate Systems: 1) eSF-1, 2) PeopleSoft (HR), 3) KFS (Financial)
- Payroll Deadlines: 5-day Lag vs 20-day Lag
- Payroll Reports: Reconciling to PNF

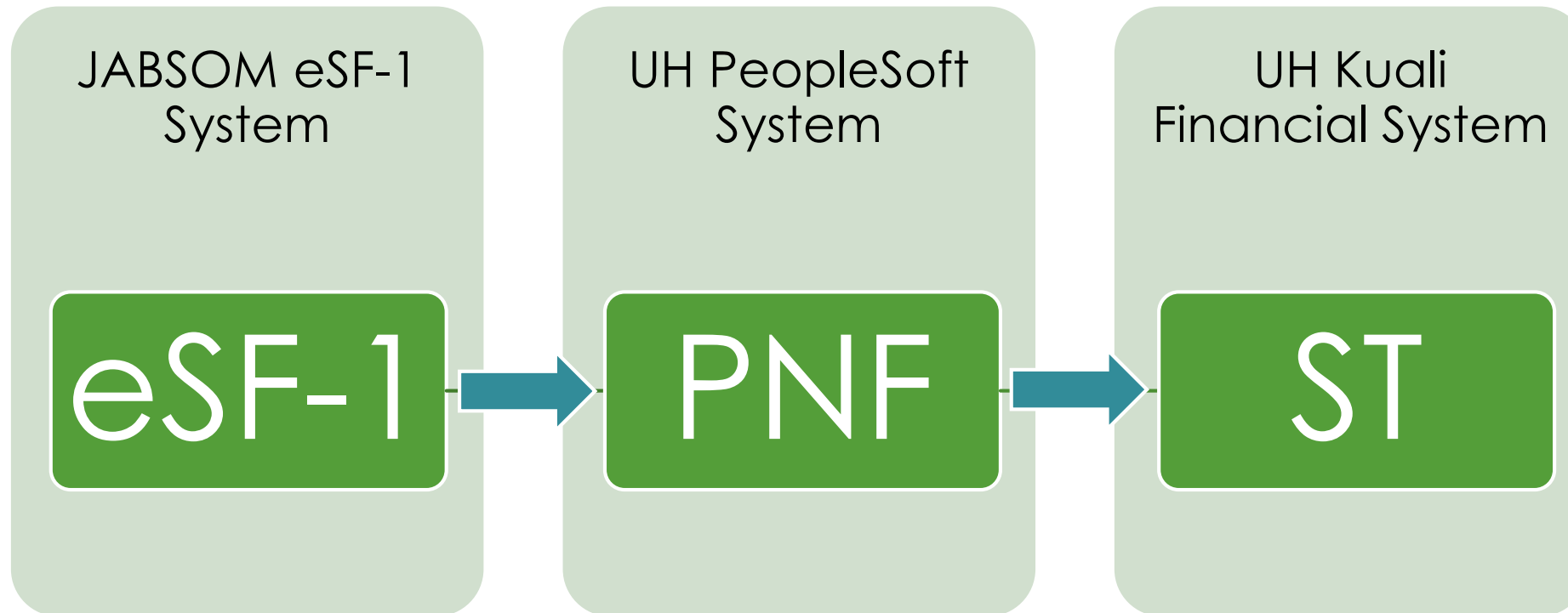
UH Employee Payroll Process

- FORMS/DOCUMENTS
- SYSTEMS

The Process & Approvals for UH Employee Changes



3 Separate Systems



3 Separate Systems

eSF-1

- [JABSOM eSF-1 Management System](#)
 - Maintained by JABSOM OIT
 - Electronic approvals
- eSF-1s
 - Only new hires, appointment period/account extensions, account distribution changes
 - All Others (e.g. FTE increase/decrease): Manual SF-1

PeopleSoft

- UH Human Resources Management System
 - Maintained by UH OHR
 - Manual/electronic approvals
- Payroll Notification Form (PNF)
 - Documents all changes related to employee's employment record

Kuali Financial

- [UH Financial Management System](#)
 - Maintained by UH FMO
 - Electronic approvals
- Salary Transfer (ST)
 - Only needed when actual payroll charges do not match account distribution according to PNF record

Effective Dates vs Payroll Deadlines

- TIMING IS EVERYTHING

Effective Date vs Payroll Deadlines

- PNF changes approved before the applicable UH Payroll deadline should reflect by the respective paid date.
- If changes are not approved by the applicable deadline, a Salary Transfer (ST) may be required upon the respective paid date.
- UH Payroll Deadline Schedules:
 - 5-Day Lag
 - 20-Day Lag (After-the-Fact)
 - Refer to PNF to identify Payroll Number, which will determine appropriate deadline schedule to follow

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Payroll Notification Form

PNF date: 02/21/2018

SSN [REDACTED]

Name: [REDACTED]

Doc No [REDACTED]

P/R: F54

WD: 063

Empl ID: [REDACTED]

Sex: F

Marital status: M

Fed Exempt: 3

State Exempt: 12

Pay class: SM

Ret/FICA:25 C0

Isl: 2

Visa:

Tenure: FTN 2011

Appointment period from:

To:

PSP:

UH Appt dt:

P/A	Description	Effective Date	Partial	Position Number
JED 580	Establ Or Change Acctg Profil	03/01/2018		[REDACTED]

C OF HLTH SCI & SW / SCH OF MED / [REDACTED]

5-Day Lag Employee PNF

Payroll Number: F54 = 5-day Lag

LAG PAYROLL - F53 **F54** F57, F58, F67, F68, F94, F95, F65, F66
 DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2018

HR / Fiscal must approve by:

PNF Effective Date: PAY PERIOD	Change will be reflected on: PAY DATE	G2, W/C, TDB	D60s	Fringe
		ePNFs for Changes, New Hires, LWOPs*, Terminations*, to Payroll by 11:00am on	to Payroll by 11:00am on	D55s, Meals, T/A to Payroll by 11:00am, on
01/01/18 - 01/15/18	01/19/18	12/29/17	12/27/17	12/29/17
01/16/18 - 01/31/18	02/05/18	01/16/18	01/10/18	01/16/18
02/01/18 - 02/15/18	02/20/18	01/30/18	01/29/18	01/30/18
02/16/18 - 02/28/18	03/05/18	02/12/18	02/13/18	02/12/18
03/01/18 - 03/15/18	03/20/18	02/28/18	02/26/18	02/28/18
03/16/18 - 03/31/18	04/05/18	03/14/18	03/13/18	03/14/18
04/01/18 - 04/15/18	04/20/18	04/02/18	03/27/18	04/02/18
04/16/18 - 04/30/18	05/04/18	04/16/18	04/11/18	04/16/18
05/01/18 - 05/15/18	05/18/18	04/30/18	04/26/18	04/30/18
05/16/18 - 05/31/18	06/05/18	05/15/18	05/11/18	05/15/18
06/01/18 - 06/15/18	06/20/18	05/30/18	05/29/18	05/30/18

5-Day Lag Payroll Deadlines

http://www.fmo.hawaii.edu/payroll/docs/Payroll_Deadlines_Lag.pdf

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Payroll Notification Form

PNF date: 02/22/2018

SSN [REDACTED]

Name: [REDACTED]

Doc No [REDACTED]

P/R: F69

WD: 060

Empl ID: [REDACTED]

Sex: F

Marital status: S

Fed Exempt: 0

State Exempt: 0

Pay class: SM

Ret/FICA: N0 N0

Isl: 2

Visa:

Tenure: N/A N/A N/A

Appointment period from: 08/01/2017

To: 05/11/2018

PSP:

UH Appt dt:

P/A

Description

Effective Date

Partial

Position Number

JED 580

Establ Or Change Acctg Profil

02/15/2018

[REDACTED]

C OF HLTH SCI & SW / SCH OF MED / [REDACTED]

20-Day Lag Employee PNF

Payroll Number: F69 = 20-day Lag

LAG (AFTER-THE-FACT) PAYROLL - F55, F59, F69, F77, F78, F6N, F6O
DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2018

**HR / Fiscal must
approve by:**

PNF Effective Date: PAY PERIOD	Change will be reflected on: PAY DATE	G2, W/C, TDB		LWOP Calendars to Payroll by 11:00am on:	Fringe D55s, Meals, T/A to Payroll by 11:00am on	D60s to Payroll by 11:00am on	F6N, F6O Hourly ePNFs, D-55s to Payroll by 11:00am on **
		ePNFs for Changes, New Hires, LWOPs*, Terminations* to Payroll by 11:00am on					
12/16/17 - 12/31/17	01/19/18	12/29/17	01/02/18	12/29/17	12/27/17	01/02/18	
01/01/18 - 01/15/18	02/05/18	01/16/18	01/17/18	01/16/18	01/10/18	01/17/18	
01/16/18 - 01/31/18	02/20/18	01/30/18	02/02/18	01/30/18	01/29/18	02/02/18	
02/01/18 - 02/15/18	03/05/18	02/12/18	02/16/18	02/12/18	02/13/18	02/16/18	
02/16/18 - 02/28/18	03/20/18	02/28/18	03/02/18	02/28/18	02/26/18	03/02/18	
03/01/18 - 03/15/18	04/05/18	03/14/18	03/19/18	03/14/18	03/13/18	03/19/18	
03/16/18 - 03/31/18	04/20/18	04/02/18	04/04/18	04/02/18	03/27/18	04/04/18	

20-Day Lag (After-the-Fact) Payroll Deadlines

http://www.fmo.hawaii.edu/payroll/docs/Payroll_Deadlines_After-the-Fact.pdf

eThORITY Payroll Reports

- HOW CAN I SEE PAYROLL EXPENSES?

eThORITY Payroll Reports

- ▶ eThORITY: Reporting System for all transactional data processed through KFS
 - ▶ Includes all General, Tuition, RTRF, Trust, Fixed Price, and Agency transactions
 - ▶ Also includes all Private and Federal transactions processed through RCUH
 - ▶ Note: RCUH Employee Payroll Detail not included
- ▶ 751 Payroll Report by Employee (for UH Employees)
 - ▶ Displays all accounts charged for a UH employee's payroll, subject to security access
- ▶ 752 Payroll Report by Account (for UH Employees)
 - ▶ Displays all UH employees paid on a particular account, subject to security access
- ▶ Access
 - ▶ Complete [Fiscal Systems Access form](#), check off "KFS w/ Payroll" and "eThORITY w/ Payroll," obtain appropriate PI and Department Chair approvals, send to FA

Empl Name:	Empl ID	Svc Date	CPU Date	Document Number	Doc Type	Payroll Number	Object Code-Name	Amount
Paid Date: 1/5/2018								
Account Number:								
Object Level Code-Name: WAGE-Payroll-Salaries & wages								
		12/31/2017	1/4/2018	20180104003416	PAY	F57	2001-REG EMP-PAYROLL	\$318.88
Total for WAGE-Payroll-Salaries & wages								\$318.88
Object Level Code-Name: FRIN-Payroll fringe costs								
		12/31/2017	1/4/2018	20180104003416	PAY	F57	2041-REG EMP FB-WORKER'S COMP	\$2.74
		12/31/2017	1/4/2018	20180104003416	PAY	F57	2042-REG EMP FB-UNEMPLOYMENT INS	\$0.54
		12/31/2017	1/4/2018	20180104003416	PAY	F57	2043-REG EMP FB-MEDICARE	\$4.62
Total for FRIN-Payroll fringe costs								\$7.90
Total for								\$326.78
Total for 1/5/2018								\$326.78
Paid Date: 1/19/2018								
Account Number:								
Object Level Code-Name: WAGE-Payroll-Salaries & wages								
		1/15/2018	1/18/2018	20180118001320	PAY	F57	2001-REG EMP-PAYROLL	\$318.88
Total for WAGE-Payroll-Salaries & wages								\$318.88
Object Level Code-Name: FRIN-Payroll fringe costs								
		1/15/2018	1/18/2018	20180118001320	PAY	F57	2041-REG EMP FB-WORKER'S COMP	\$2.74
		1/15/2018	1/18/2018	20180118001320	PAY	F57	2042-REG EMP FB-UNEMPLOYMENT INS	\$0.54
		1/15/2018	1/18/2018	20180118001320	PAY	F57	2043-REG EMP FB-MEDICARE	\$4.62
Total for FRIN-Payroll fringe costs								\$7.90
Total for								\$326.78
Total for 1/19/2018								\$326.78
Total for								\$653.56
Grand Total								\$653.56

751 eThORITY Payroll Report by Employee

Displays detailed transactions for all accounts charged for a UH employee's payroll for a specified period of time
 (Note: Subject to end user's security access permissions)

Empl ID	Svc Date	CPU Date	Document Number	Doc Type	Payroll Number	Object Code-Name	Amount
Account Number - Name:							
Employee Name: [REDACTED]							
Paid Date: 1/5/2018							
Object Level Code-Name: WAGE-Payroll-Salaries & wages							
[REDACTED]	12/31/2017	1/4/2018	20180104003416	PAY	F57	2001-REG EMP-PAYROLL	\$318.88
Total for WAGE-Payroll-Salaries & wages							<u>\$318.88</u>
Object Level Code-Name: FRIN-Payroll fringe costs							
[REDACTED]	12/31/2017	1/4/2018	20180104003416	PAY	F57	2041-REG EMP FB-WORKER'S COMP	\$2.74
[REDACTED]	12/31/2017	1/4/2018	20180104003416	PAY	F57	2042-REG EMP FB-UNEMPLOYMENT INS	\$0.54
[REDACTED]	12/31/2017	1/4/2018	20180104003416	PAY	F57	2043-REG EMP FB-MEDICARE	\$4.62
Total for FRIN-Payroll fringe costs							<u>\$7.90</u>
Total for 1/5/2018							<u>\$326.78</u>
Paid Date: 1/19/2018							
Object Level Code-Name: WAGE-Payroll-Salaries & wages							
[REDACTED]	1/15/2018	1/18/2018	20180118001320	PAY	F57	2001-REG EMP-PAYROLL	\$318.88
Total for WAGE-Payroll-Salaries & wages							<u>\$318.88</u>
Object Level Code-Name: FRIN-Payroll fringe costs							
[REDACTED]	1/15/2018	1/18/2018	20180118001320	PAY	F57	2041-REG EMP FB-WORKER'S COMP	\$2.74
[REDACTED]	1/15/2018	1/18/2018	20180118001320	PAY	F57	2042-REG EMP FB-UNEMPLOYMENT INS	\$0.54
[REDACTED]	1/15/2018	1/18/2018	20180118001320	PAY	F57	2043-REG EMP FB-MEDICARE	\$4.62
Total for FRIN-Payroll fringe costs							<u>\$7.90</u>
Total for 1/19/2018							<u>\$326.78</u>
Total for [REDACTED]							<u>\$653.56</u>
Total for [REDACTED]							<u>\$653.56</u>

752 eThORITY Payroll Report by Account

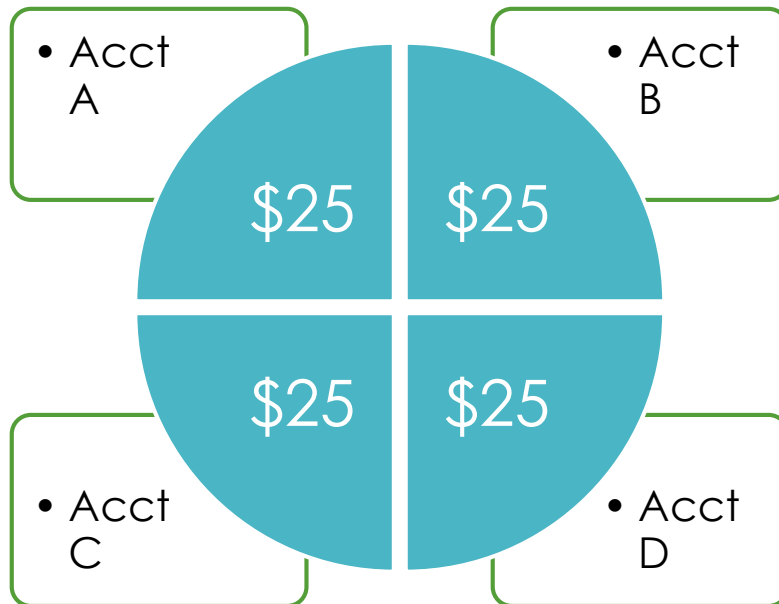
Displays detailed transactions for all UH employees paid on a particular account for a specified period of time
 (Note: Subject to end user's security access permissions)

Payroll Reconciliation

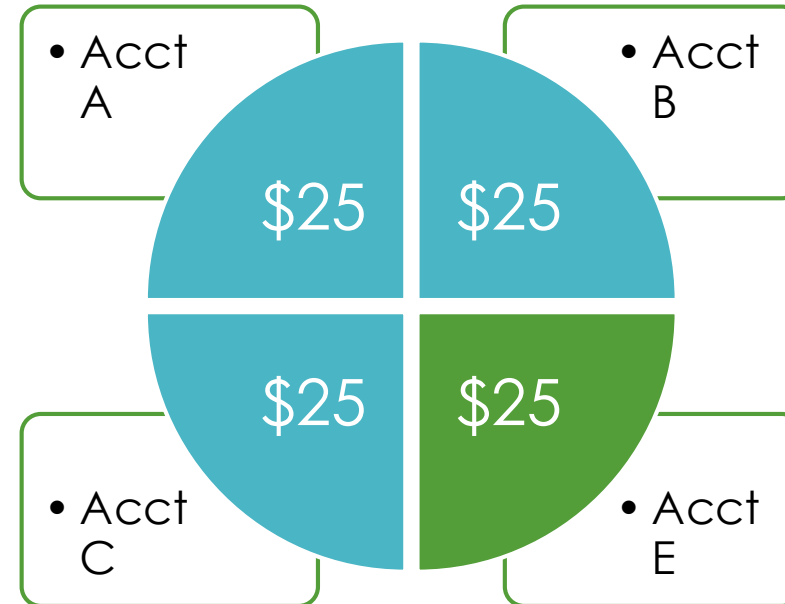
- THE 2X-A-MONTH EXERCISE

Reconciling: PNF \neq Payroll Report

Should be per PNF:



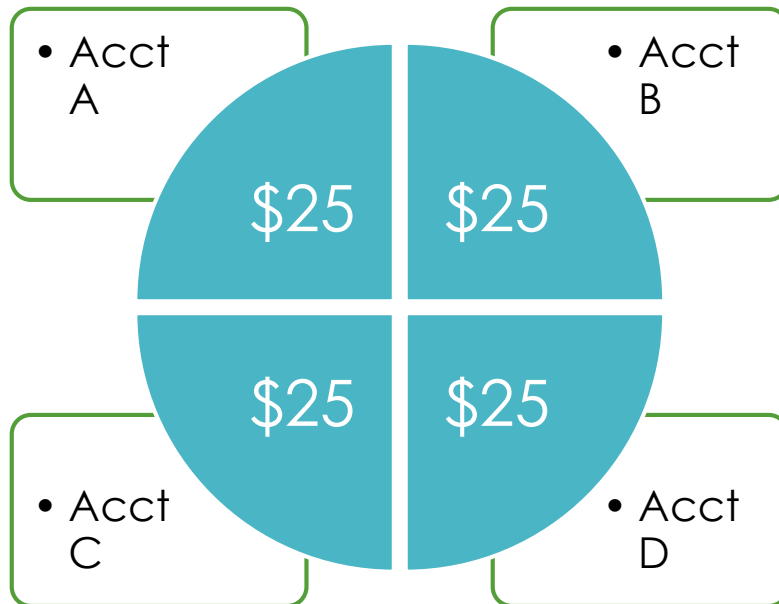
Actual per KFS / eThORITY:



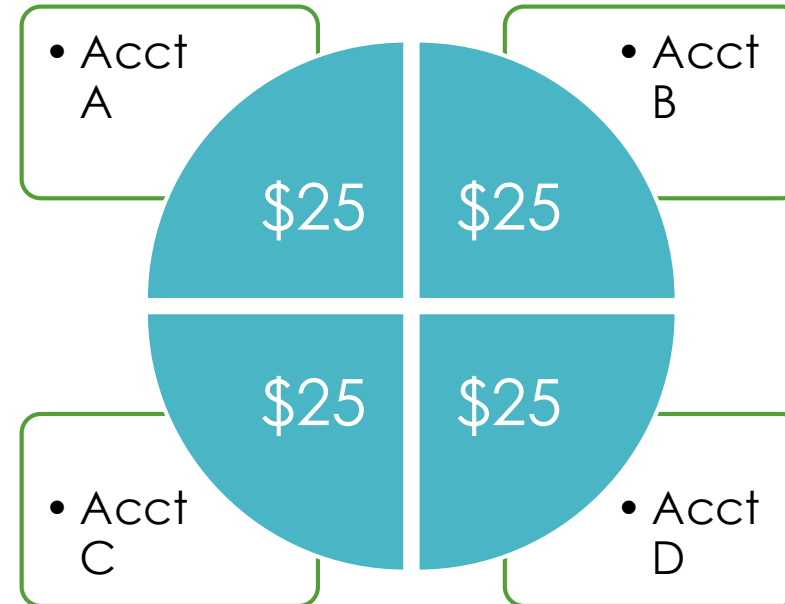
Salary Transfer Needed

Reconciled: PNF = Payroll Report

Should be per PNF:



Actual per KFS / eThORITY:



**Salary Transfer
Processed**

PNF	P/A	Description	Effective Date	Partial	Position Number
	JED 580	Establ Or Change Acctg Profil	12/01/2017		
JED 580	Establ Or Change Acctg Profil	12/01/2017			

PNF	Pay Type	Account Code	Percent	Semi month amt	NTE Date	Position Number
	BASER	MA 1122322	0.10000	697.75		
BASER	MA 4503028	0.39000	2,721.22	06/30/2018		
BASER	MA 4503028	0.01000	69.78	06/30/2018		
BASER	MA 4503028	0.15000	1,046.63	06/30/2018		
BASER	MA 4503190	0.25000	1,744.38	06/30/2018		
BASER	MA 6105948	0.10000	697.74	06/30/2018		

Empl Name:	Empl ID	Svc Date	CPU Date	Document Number	Doc Type	Payroll Number	Object Code-Name	Amount
Paid Date: 12/20/2017								
Account Number: 1122322								
Object Level Code-Name: WAGE-Payroll-Salaries & wages								
		12/15/2017	12/19/2017	20171219007997	PAY	F54	2001-REG EMP-PAYROLL	\$3,418.97
		12/15/2017	2/9/2018	2589307	ST	F54	2001-REG EMP-PAYROLL	-\$2,721.22
Total for WAGE-Payroll-Salaries & wages								\$697.75
Total for 1122322								\$697.75
Account Number: 2271332								
Object Level Code-Name: WAGE-Payroll-Salaries & wages								
		12/15/2017	12/19/2017	20171219000277	PAY	F54	2001-REG EMP-PAYROLL	\$1,046.63
		12/15/2017	2/9/2018	2589307	ST	F54	2001-REG EMP-PAYROLL	-\$1,046.63
Total for WAGE-Payroll-Salaries & wages								\$0.00
Total for 2271332								\$0.00

KFS/eTHORITY

Reconciling: PNF vs Payroll Report

As needed, Salary Transfer (ST) is processed to redistribute payroll charges according to account distribution indicated on the PNF

Any questions?

Thank you!