

SAM II TIPS FOR EFFICIENT INPUT

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AGENDA

- ☐ Garnishment Orders
- ☐ Voluntary Deductions
- ☐ Vendors State Buildings
- ☐ Date of Birth
- ☐ Back payments/Settlements/1PAY requests
 - Prorating Hours for Split Pay Period
 - Calculating 1PAY for Split Pay Period
 - Converting Minutes to Decimal
- ☐ ACA Healthcare 1095-C form

AGENDA

- ☐ Address - ADDR window
- ☐ Net Pay Electronic Funds Transfer - EFT window
- ☐ Employee Tax Parameters - TAX window
- ☐ Social Security Number - EIDC window
- ☐ ESMT
 - Nonresident Alien
 - INACS Payroll #
 - Name

AGENDA

- ❑ Deductions
- ❑ Accounting Distribution Overrides
- ❑ QISS
- ❑ QCHK
- ❑ Holiday

Garnishment Orders

- ❑ WRITs of Sequestration
- ❑ Old process served upon OA by sheriff within county where paying or disbursing office resides
- ❑ RSMo 525 revised effective 01/01/2015
- ❑ Served by the sheriff or a person over the age of 18 to any state facility
- ❑ Forward to OA immediately - we are responsible to process.
- ❑ Head of household form
- ❑ Make receptionist aware of change

Voluntary Deductions

- ❑ No longer withheld on a pre-tax basis
- ❑ Employee can start, change or cancel deduction at any time
- ❑ Not necessary to enter 12/15/xx expiration date
- ❑ Use 99/99/99 expiration date, so deduction carries over to next calendar year
- ❑ OA will no longer load voluntary deductions at the beginning of the calendar year for
 - AFLAC
 - Allstate
 - Dental Source
 - Humana/CompBenefits

Vendors State Buildings

Non-State Sponsored Voluntary Payroll Vendors may not access state facilities to solicit state employees UNLESS

The voluntary vendor's product qualifies as a pre-tax deduction under IRS Section 125 for cafeteria plans.

Recently, a number of companies are signing up under the State Vendor portal believing this gives them access to state facilities - It does not

Date of Birth Discrepancies

- ❑ DOB not entered into SAM II HR or does not match DOB on file with MOSERS
- ❑ OA will send out a spreadsheet each month of discrepancies to include DOB MOSER, SAM II HR, and on record with Dept of Revenue
- ❑ Need your assistance to add or change
- ❑ Assist MOSERS, Deferred Comp and OA when running SSN match job each year

Backpay/Settlement/IPAY Request

- ❑ Documentation must include:
 - Memo summarizing request
 - Why is the request being made
 - What is the request for
 - When is the request for - time period
 - How much is the request for
 - Include incorrect and correct semi-monthly rate
 - Helps to explain what is being corrected
 - Use to verify against ESMT
 - Supporting Documentation
 - Letters to employee
 - Agency Policy and Procedures
 - Calculation of amount due
 - Documentation dated prior to when pay to become effective
- ❑ Ensure ESMT processed prior to submitting request
- ❑ Submit ASAP in order for OA to have time to verify and contact agency if adjustments are necessary. Otherwise, may be delayed until next pay cycle
- ❑ OA does not calculate only verifies amounts
- ❑ Individual approving can be held liable - CSR
- ❑ Retroactive Salary Advancements are Against Constitution
<http://samii.mo.gov/37/bulletins/retroreminder.pdf>

PRORATING HOURS FOR SPLIT PAY PERIOD

86.6667	/	# WORKING DAYS IN PP	=	PRORATED HRS / DAY
HRS / DAY	X	# DAYS @ OLD RATE	=	PRORATED HRS @OLD RATE
HRS / DAY	X	# DAYS @ NEW RATE	=	PRORATED HRS @NEW RATE
HRS @ NEW RATE	X	AMTHRLY RATE INCREASE	=	AMT DUE THE EMPLOYEE

I
EXAMPLE:
11 POSSIBLE WORKING DAYS IN THE PAY PERIOD
OLD RATE IS 1159.50 PP = 13.38 / HOUR
NEW RATE IS 1198.50 PP = 13.83 / HOUR
DIFF IS 0.45 PER HOUR

86.6667	/	11 WORKING DAYS IN PP	=	7.88
7.88	X	4 DAYS @ OLD RATE	=	31.52
7.88	X	7 DAYS @ NEW RATE	=	55.16
55.16	X	0.45 (HRLY INCREASE)	=	\$24.82

CALCULATING I PAY FOR A SPLIT PAY PERIOD

NEW RATE	-	OLD RATE	=	DIFF PER PAY PERIOD
DIFF PER PAY PERIOD	/	# WORKING DAYS IN PP	=	AMT PER DAY @ NEW RATE
AMT PER DAY @ NEW RATE	X	# DAYS @ NEW RATE	=	AMT DUE EMPLOYEE

EXAMPLE:
11 POSSIBLE WORKING DAYS IN THE PAY PERIOD
7 WORKING DAYS AT NEW RATE
OLD RATE IS \$1159.50 PP OR \$13.38 / HOUR
NEW RATE IS \$1198.50 PP OR \$13.83 / HOUR

1198.50	-	1159.50	=	39.00
39.00 PER PAY PERIOD	/	11 WORKING DAYS	=	3.55
3.55 / DAY	X	7 DAYS @ NEW RATE	=	24.85

ADJUSTMENTS SHOULD BE MADE FOR COMP, LWOP AND SHIFT DIFFERENTIAL IF NEEDED

MINUTES CONVERTED TO DECIMAL

1 = 0.02	21 = 0.35	41 = 0.68
2 = 0.03	22 = 0.37	42 = 0.70
3 = 0.05	23 = 0.38	43 = 0.72
4 = 0.07	24 = 0.40	44 = 0.73
5 = 0.08	25 = 0.42	45 = 0.75
6 = 0.10	26 = 0.43	46 = 0.77
7 = 0.12	27 = 0.45	47 = 0.78
8 = 0.13	28 = 0.47	48 = 0.80
9 = 0.15	29 = 0.48	49 = 0.82
10 = 0.17	30 = 0.50	50 = 0.83
11 = 0.18	31 = 0.52	51 = 0.85
12 = 0.20	32 = 0.53	52 = 0.87
13 = 0.22	33 = 0.55	53 = 0.88
14 = 0.23	34 = 0.57	54 = 0.90
15 = 0.25	35 = 0.58	55 = 0.92
16 = 0.27	36 = 0.60	56 = 0.93
17 = 0.28	37 = 0.62	57 = 0.95
18 = 0.30	38 = 0.63	58 = 0.97
19 = 0.32	39 = 0.65	59 = 0.98
20 = 0.33	40 = 0.67	60 = 1.00

ACA Healthcare 1095-C form

- ❑ OA will issue the 1095-C, Employer-Provided Health Insurance Offer and Coverage Tax form to employees on or before January 31, 2016.
- ❑ OA will also submit this information to the Internal Revenue Service

Address - ADDR

- ❑ Employees are able to change through ESS
- ❑ Transaction uploads to SAM II HR w/ approvals applied.
- ❑ Document may reject to SUSE
- ❑ Validated by United States Postal Service
- ❑ No longer necessary to notify - automatically sent to MCHCP, MOSERS, ASI and Deferred Comp. Up to entity to use.
- ❑ Set-up Earnings Tax for St. Louis/Kansas City

Address - ADDR

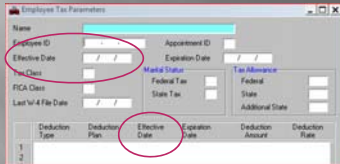
- ❑ Release Home Address - Select Yes/No according to the employee's choice
- ❑ Yes - employee may receive mailings from
 - Letters from State Representatives/Senators thanking employee for service
 - Voluntary vendors promoting products that are allowed through payroll deduction
- ❑ No - State will not release
 - NOTE: As a public entity, the State receives requests for employee address information and will supply, EXCEPT that by policy, the State will NOT release for purposes other than State employment purposes, when employee elects to not have address released

Net Pay Electronic Funds Transfer - EFT

- ❑ OA, Div of Accounting enters all EFT/Direct Deposit information. Agencies do have access to view EFT window
- ❑ Must use an asterisk "*" in the Appointment ID field to view employee's direct deposit information
- ❑ Prenote Issue Date: If field is blank, notice is sent to the employee's bank to verify account is correct. If field is populated with a date, prenote process has already occurred.
- ❑ EFT information is expired each month for employees that terminated over 90 days ago. Example, Monthly job runs on September 1st, so the EFT window will be expired for employees that terminated prior to June 30th.
- ❑ Review EFT screen for rehires to determine if the account is active and will be used for pay. If incorrect, submit updated banking information.



Employee Tax Parameters - TAX



- ❑ Must use "*" in the Appointment ID field to process or view employee information. All appointments are subject to the same tax information
 - ❑ Effective Date - this screen has two
 - Top Section - changes apply to any check issued after this date. If dated Sept 1st, applies to the Sept 2nd supplemental cycle or next regular cycle for the September 15th pay date.
 - Bottom Section - pay period date. Area to enter additional federal, state or City Earnings tax deduction. If the additional withholding is to begin with the September 15th pay date, the effective date should be 08/16/15.
- ONLY WINDOW IN SAM II HR THAT WORKS THIS WAY

Employee Tax Parameters - TAX

- ❑ Default is Single with 0 allowances if not setup or tax code incorrect
- ❑ Working Spouse - enter 'B' in the Marital Status State Tax Field
- ❑ Exempt from taxes - enter 'M' in both Marital Status fields plus '99' in Tax Allowance fields
- ❑ Nonresident Alien - Can only enter Single in Marital Status fields with 1 Tax Allowance
- ❑ Effective dating maintains audit trail of changes
- ❑ Employees that file Exempt must complete new W-4 form every year by February 15th. OHB622R1 Federal Exempt Employee report is ran in late December to identify the employee that must complete new form.

Employee Tax Parameters - Tax

- Lock-In Letter
 - Letter from IRS stating employee is not entitled to exempt tax withholding status
 - Provide copy to employee
 - Change Tax Window
 - Employee cannot change tax withholdings while the IRS Lock-In Letter is place
 - State of Missouri could be liable for taxes if the Lock-In letter is not enforced
 - IRS will send letter when the employee can change withholdings

Why did my employee receive two W-2 forms?

BECAUSE . . .
Employee was entered into SAM II under two Social Security Numbers

BUT . . .
How could this happen?

Incorrect Social Security Number

- ❑ ESMT entered with incorrect SSN
- ❑ A second ESMT entered with correct SSN
- ❑ Depending on when corrected – a pay check may have already been issued
- ❑ Result – two W-2 forms
- ❑ So, NEVER, NEVER, NEVER enter 2nd ESMT
- ❑ Use the EIDC screen to correct
- ❑ Email or Fax OA/Div of Accounting request to process EIDC along with documentation for correct SSN

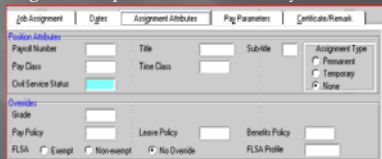


Non-Resident Alien

- ❑ Most common is an individual on an F1 or J1 Visa
- ❑ Not subject to Social Security or Medicare withholding tax for 5 years
- ❑ One day within the US counts as 1 year
- ❑ Foreign National Data Request Form (FNDR) must be completed and send to OA/DOA as soon as possible.
<http://samita.mso.gov/hr/ForeignNationalDataRequestForm.pdf>
- ❑ Ensure supporting documentation is complete
- ❑ OA/DOA will send form back to set up as Resident or Non-Resident Alien
- ❑ Requires special tax withholding
- ❑ Cannot have ADTAX withholdings on TAX screen
- ❑ Employment Status code must be "N" on ESMT
- ❑ Reason code should be "C19"
- ❑ Remarks should include explanation
- ❑ Every January employee must re-certify NRA status to ensure proper tax withholding

ESMT – INACS PAYROLL

- ❑ Pay will not generate for employee with an INACS Payroll Number on the Assignment Attributes window of the ESMT
- ❑ If pay is due the employee for missed wages, the Payroll Number should be changed to the Agency's Payroll Number
- ❑ Monthly job creates ESMTs to move employees that are in a "T" or terminated status to the INACS payroll number. The monthly job that ran on September 1st will move ESMTs with a date of August 1st or prior to the INACS Payroll Number.



DEDUCTIONS

- ❑ Not necessary for Agency to expire Cafeteria Plan or MOSERS deductions/fringes on the MISC window. Interface file will handle.
- ❑ Agency should expire ALL voluntary deductions: credit union, association or union dues, voluntary life, accident, cancer, or critical illness when employee terminates state employ.
- ❑ Not necessary for transfers unless the deduction specifically relates to the prior agency, such as union dues.

DEDUCTIONS

- ❑ Invalid Vendor Code error message will prevent the expiration of a deduction because the vendor number or name may have been changed

Deduction Type	FFLI	Effective Date	09/01/10	Expiration Date	09/30/10
Short Description	NCS TRS&MERSA LIFE INSUR CD	Fringe Pay Type		Deduction Processing Order #	62
Long Description	NCS TRS&MERSA LIFE INSUR CD	Deduction Processing Order #	62	Deduction Acceptance Priority #	62
Valid Input Windows	MISC - F10ED				
Category	FFLI				

Error Message Explanation

Error Code: 04728 Error Message: INVALID VENDOR CD

Explanation:
The Vendor code specified is invalid. Refer to the Vendor (VEND) table for the complete list of valid entries.

Type: FFLI Override Amount: 50.00 Goal List / Installments:
 Plan: FFLI Override Rate: 0.000000 Contribution to Goal:

To expire the deduction enter 09/01/10 in the effective date field and xx/xx/xx in the expiration date field

DEDUCTIONS

- ❑ Deduction Processing Order #
 - How the system Calculates Taxes
 - System will start with gross wages add imputed wages (group term life, meal, etc.) subtract pre-tax deductions to determine taxable wages
- ❑ Deduction Acceptance Priority #
 - The order in which Deductions are Taken
 - Lower number first to withhold

Deduction Type	REDTX	Effective Date	7/01/10	Expiration Date	9/30/10
Short Description	RED TAX W/M	Fringe Pay Type		Deduction Processing Order #	62
Long Description	REDCAL TAX WITHHOLDING	Deduction Processing Order #	62	Deduction Acceptance Priority #	62
Valid Input Windows	MISC				
Category	REDTX				

DEDUCTIONS

- Healthcare premiums paid ½ month in advance
 - Deduction withheld on August 31st pay date
 - Coverage for period of September 1st - 15th
 - Deduction effective date is August 1st
- Dental/Vision premiums for the current period
 - Deduction withheld on August 31st pay date
 - Coverage for period of August 16th - 31st
 - Deduction effective date is August 1st

ACCOUNTING DISTRIBUTION OVERRIDES

- Process order is:
 - CPER/PPER
 - AGYS
 - PSMT - LDPR
- If the employee does not have a position number on the ESMT, accounting distribution will charge to the OA Default Accounting - Fund 0101 Agency 300 Org 3065 Approp 0154

Check Labor Distribution Profile on AGYS when employee transfers from another agency to ensure field is blank or valid code for current agency

QISS

06/15/15	00	0001158345	REG	0.00	0.00	0.00	R	06/10/15
06/15/15	00	0001678282	REP	352.15	121.89	230.26	O	06/11/15
05/29/15	20	0018944309	REG	703.50	57.82	645.68	C	05/21/15

The regular check, REG, out of the GIN cycle is listed first which was a paper check as indicated by the '00' and was Redeposited, 'R' on 06/10/15. Staff in OA/DOA cancelled the check on 06/10/15 in order to process Replacement, REP, check in the supplemental cycle dated 06/11/15. Currently, the paper check issued is still outstanding, 'O'.

01/15/14	XX	0626649	NPC
11/27/13	00	0001634836	PTY

XX checks can be generated out of a regular cycle when an employee is in a terminated status and receiving pay, but deductions reduce net pay to zero. Also, generated during a No Pay Calc cycle when processing External Adjustments.

PTY stands for by Pay Type and used for Back pay and Settlements
