DFA Conversations

Payroll and Time Tracking

2/23/2018
Agenda

• Introductions
• Payroll General Information
• Payroll by the Numbers
• Payroll Operations
• Workday Payroll/Time Tracking
• Time Tracking Reports
• Summary
• Questions
Introductions

- Phil Turke, Director of Payroll
- Leora Snowberger, Manager Payroll Operations & Labor Distribution
- Karen Husick, Manager Workday Payroll Applications
- Heather Wiese, Customer Service & Payroll Support
Payroll – General Information

- Work closely with HRIS, Benefits and HR/Pay Reps
- Employees should contact their units first if they have pay questions
- For assistance – email hrpayrollsupport@cornell.edu, call 255-8828
- Review Federal, FICA and State tax withholding
- Review gross earnings and deductions for reasonableness
- Watchful for any possible wage and hour issues
- Reminder – we do need Social Security Numbers for payroll reporting purposes
Payroll by the Numbers

• Semimonthly – average 11,500 employees

• Bi-weekly – average 10,700 employees

• Gross annual payroll in excess of $1 billion

• W-2’s issued for 2017 – 30,919
  o END – 20,391
  o STA – 10,528
  o 24 states
Payroll Operations

• Payroll Info: https://www.dfa.cornell.edu/payroll

• Calendars - https://www.dfa.cornell.edu/payroll/about/paycalendars

• Employee self-service
  o use for W-4’s, Payment Elections, W-2’s, Addresses

• On demand vs on cycle

• Overpayments/underpayments
Payroll Operations

• On Demand vs. On Cycle? What is the difference?

• On cycle
  o Pays with regular check

• On demand
  o Special off-cycle run
  o 45 minutes to complete each on demand on average
  o Should be for hardship or emergency
  o Many not picked up in a timely manner. We have some from December
Payroll Operations

- Reports to review to ensure payroll is accurate
  - Comp Plan Assignments with Expected End Dates by Supervisory Organization
  - Graduate Student Appointments
  - Hourly Student Appointments
  - CU Interim Pay Report
  - Workers on Leave Report
- Overpayment happens – gross vs net
Payroll Operations

- Overpayment amounts for CY 2016 and 2017

<table>
<thead>
<tr>
<th></th>
<th>CY 2016</th>
<th></th>
<th>CY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Overpayments</td>
<td>$747,280.84</td>
<td>Gross Overpayments</td>
<td>$1,040,996.07</td>
</tr>
<tr>
<td>Collected</td>
<td>$700,332.06</td>
<td>Collected</td>
<td>$985,561.05</td>
</tr>
<tr>
<td>Outstanding</td>
<td>$34,209.58</td>
<td>Outstanding</td>
<td>$40,872.88</td>
</tr>
</tbody>
</table>
Payroll Operations

- KFS – Costing for employee jobs
- Schedule of posting and processing
- System controlled
- Should be reviewed anytime there is a change
- Dual company employees - departments should review to ensure costing is correct in both companies
  - Paying on the wrong company is an over/underpayment
- We process many changes due to errors
Workday Payroll

• Configure and maintain earnings and deductions

• Unions – monitor contracts, apply updates to deductions (dues) and time tracking configuration

• Maintain and configure specific deductions for:
  o United Way
  o Cornell Store
  o Wellness Center
  o Care Fund
  o Cornell Tech Housing
Workday Payroll

• Data Audits:
  o Allowances – ensure proper payment, compliant with FLSA
  o Mid-period HCM changes
    o Validate earnings are paid correctly
    o Validate deductions are taken correctly
  o Terminations – validate final payments for Vacation Buyout, retirement deferrals, …
  o Dining Tips – ensure minimum wage law is met for tipped employees
Workday Payroll

• Workday delivered Retroactive Processing for Payroll

• What is Retro for Payroll?

• What causes Retro in Payroll? HCM Transactions such as:
  o Compensation changes
  o Hires
  o Add Job or End Job
  o Terminations
  o Pay Group change
Workday Payroll

• Workday delivered Retroactive Processing for Time Tracking

• What causes Retro in Workday Time Tracking?
  o Any add, change, edit to a Time Off request in a prior period
  o Any add, change, edit to a time block in Time Entry in a prior period (Historical Edits)
Workday Payroll

- Workday delivered Retroactive Processing for Time Tracking
  - Anyone can make an edit to a prior period, however, only the Manager, Timekeeper or Payrep can submit the time
- This error notice will appear:
Workday Payroll – Time Tracking

• Time Tracking Mass Submit process

• Why? Time must be submitted on a weekly basis in Workday Time Tracking.
  
  o Every Thursday @ 7 a.m. a process is initiated

  o Every time card that is available for Submit, will be picked up and pushed into an approval step
Workday Payroll – Time Tracking

- Audit reports payroll runs:
  - Cornell Student Fake Job with Time Entered
  - Invalid Time Clock Events
  - Time Blocks in Retro
Time Tracking Resources

- Website: https://hr.cornell.edu.workday
WDTT – Reports for Managers, Pay Reps and Timekeepers

• Best practice – recommended reports to use on a consistent basis:
  o Unapproved Time Block Detail by Supervisory Organization Report
  o Detailed Total Time by Supervisory Organization Report
  o Detailed Unmatched Time Clock Events by Supervisory Organization Report
  o Time Errors and Warnings Report

• Schedule Reports
Workday Time Tracking

- Unapproved Time Block Details by Supervisory Organization Report:

- Unapproved time blocks can result:
  - Overpayment
  - Underpayment
  - Error in time card
Workday Time Tracking

• Detailed Total Time by Supervisory Organization Report:

• Audit for total time of the time cards
  o Verify time worked
  o Verify time off
  o Overtime
  o Holiday
Workday Time Tracking

- Detailed Unmatched Time Clock Events by Supervisory Organization Reports:

- Audit at the end of each pay week:
  - Verify Clock in / Clock out

- Unmatched time clock events will not pay
Workday Time Tracking

• Time Errors and Warnings Report:

• Audit at the end of each pay week
  o Critical errors
  o Unmatched time clock events
  o Holiday time entered on no holiday
  o Warnings
  o Meal Violation
Summary

• Contact your Pay Rep if there is an issue with your payroll. Pay Reps submit a ticket.

• What is entered into Workday is what payroll processes, ensure information is accurate.

• Utilize reports before payroll is processed to ensure it is accurate.
DFA Conversations - Payroll

• Questions