

Payroll Working Group Meeting Minutes

Date: September 21, 2023

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Federal Student Loan Garnishments – Sri Kamarthi

Based upon directions from the U.S. Department of Education, Payroll Managers should review any **new** student loan withholding wage garnishments orders received since March 2020 and reactivate/edit the withholding orders in Workday as applicable.

- Activation or creation of new orders should happen between 9/21 to 9/25 to facilitate the timing of biweekly and monthly payroll calculations. The payroll schedules can be found here:
 - <https://it.tamus.edu/workdayservices/news-and-updates/schedules/payroll-schedules/>
- The deductions will need to start on the 10/2 pay date for monthly employees and the 10/6 pay date for biweekly employees.
- The **Worker Withholding Orders Status** report can be run to aid in identifying the withholding orders that need to be reviewed.
- Do not take any action if you have not received new orders for the current inactive withholding orders.

New Annual Work Periods – Sri Kamarthi

- Received a request to create two short terms – (1/1 – 1/15) and (5/16 – 5/31)
- This is to be used as an add additional job for faculty
- This has been discussed with Compensation Working Group
- Any member who wants to opt-out of using these terms, can send a request to support@tamus.edu

Q: Will the new short terms be available for use in time for January 2024?

A: Yes, they will be available in time to use for January 2024.

Withholding Orders – Ranil Gunasekara & Sri Kamarthi

- Access to create/modify Withholding Orders will be removed from the Payroll Partner role on 10/05/23. The role will retain access to view withholding orders.
- Handling Withholding Orders of terminated workers
- Handling of Withholding orders of workers changing pay frequency
- Any feedback on new process

Q: When someone terminates, we're supposed to notify the state, who is responsible for doing that part?

A: The System Member is responsible

Q: Who is letting us know if the task is going to HCM?

A: We send a TD ticket to you letting you know when we submit the To Do's. We will include in the ticket what we did, even if it was nothing. And you can let us know if we need to do something differently at that time as well.

Q: Why did this process change to you guys handling these rather than the members?

A: System Members were creating the deduction recipients in Workday when they should not have, since it goes thru FAMIS. We were not able to remove access to create deduction recipients and still allow other Withholding Order management. All or nothing. That is why all the access is removed and ITSS Ops will manage the process in Workday only.

Workers Compensation Monopolistic State Employees – Sri Kamarthi

- Any member who have employees in Ohio, North Dakota, Washington and Wyoming need to establish as an employer for workers compensation
- These states usually require employers to file an application with them and make payment for workers' compensation coverage for employer's employees in their state.
- The System Risk Management workers' compensation insurance program covers employees in the Texas and all the other states excluding these four. We cannot get around these state's requirements for out of state employers/members
- Notification in Contact Change and Request Flexible Work Arrangement business process to payroll partners if any employee enters an address with one of these 4 states

Ohio: <https://info.bwc.ohio.gov/for-employers/workers-compensation-coverage/getting-coverage/applying-for-coverage>

800-644-6292

North Dakota: <https://www.workforcesafety.com/employers>

800-777-5033

Washington: <https://lni.wa.gov/insurance/insurance-requirements/do-i-need-a-workers-comp-account/>

360-902-4817

Payroll Working Group Meeting Minutes

Wyoming: <https://dws.wyo.gov/dws-division/workers-compensation/new-employers/>
307-777-6763

We will provide more information regarding this in our next working group meeting

Payroll New Features – Sri Kamarthi

- A new Payroll Calculation Lines Processing report has been delayed and will be available in November
- This report can be used to view details of individual payroll result lines and their related calculations. This single faceted report makes it easier for you to view, filter and analyze the selected payroll result lines.

Reminders:

Quarterly SSN validation process

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
October 6, 2023	Thursday September 28, 2023
October 20, 2023	Thursday October 12, 2023
November 1, 2023	Wednesday October 18, 2023
November 3, 2023	Thursday October 26, 2023
November 17, 2023	Thursday November 9, 2023

The minimum is close to 50 as possible

An authorized individual is the one submitting the Request for Mass Load (EIB) form on the Workday Help Website

Please do not alter the formatting or add formulas to the spreadsheet.