Date: June 27, 2024

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

**ITSS Operations – Sri Kamarthi**

* The Save for Summer payroll transactions have been successfully loaded into Workday for the June Monthly Employees
* Quarterly Social Security Number verification process has been completed, and the corresponding files have been uploaded to the Payroll folders in File Depot
* Please complete a thorough review after Withholding Order requests are processed by our team to ensure accuracy

**Rounding Rule Update – Sri Kamarthi**

* The current rounding rule that calculates the hourly rate for salaried employees in case of unpaid time off needs to be updated for more accuracy.
	+ Update the hourly rate calculation from two decimals to four decimals
* The reduction amount will still be rounded to two decimal places, so the final salary is rounded correctly

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| --- | --- | --- |
| **Period** | **Test** | **Salary from Partial Month Payment Worksheet** |
| 5/1 - 5/31/24 | 40 hours unpaid time off  | $12,877.47 |

|  |  |
| --- | --- |
| Monthly salary | $16,454.54 |

|  |  |
| --- | --- |
| Rate | Monthly salary / 23 \* 8 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rate** | **Reduction amount (always rounded to two decimals)** | **Reduction amount** |
| **Current hourly rate** | 89.43 | 40 \* 89.43 | $3,577.20 |
| **New hourly rate** | 89.4275 | 40 \* 89.4275 | $3,577.10 |

|  |  |
| --- | --- |
| **Final Salary** | $12,877.34 |
| **Final Salary (after 4 decimal rounding)** | $12,877.44 |

**Retro Calculation Errors – Sri Kamarthi**

* We are seeing some cases where the retro calculation is showing errors when employee changing pay groups
* This is a tax authority change and previously supported by Workday
* There was a change in the how Workday handles retro pay group changes, they used to be unsupported but now create an error
* In these cases the retro would need to be canceled and if needed an on demand can be created for the retro payment if needed

**EIB Due Dates – Scott Ritter**

|  |  |
| --- | --- |
| **Pay Date** | **Due Date for Completed EIB Template** |
| July 12, 2024 | Wednesday July 3, 2024 |
| July 26, 2024 | Thursday July 18, 2024 |
| August 1, 2024 | Wednesday July 17, 2024 |
| August 9, 2024 | Thursday August 1, 2024 |
| August 23, 2024 | Thursday August 15, 2024 |
| September 3, 2024 | Monday August 19, 2024 |

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.