Payroll & HRIS Forum

July 30, 2020
Agenda

- Payroll & HR Updates
  - Min Wage
  - New W4
  - Supplemental Contracts
  - Taxation of Graduate Assistantships
  - New Misc Wage Jobcode
  - Covid-19 Pay Protocol

- Systems Updates
  - UD WorkForce
  - Additional Assignment
  - W2
  - Pay Stub
  - SEMU
  - P&T
  - New Position Change Form
  - Essential Employees
  - Auto-Term Process
Payroll & HR Updates
Minimum Wage

- Minimum Wage will increase to $9.75 effective 10/01/2020
- Existing assignments with rates below the new minimum wage will be increased to the new rate.
- New assignments starting on or after 10/01/2020 should have the new rate.
- Next rate increases to $10.25 effective 10/01/2021

Correction:
Minimum Wage will not increase beginning 10/01/2020. Minimum wage will remain at $9.25.
On December 5, 2019, the Internal Revenue Service (IRS) released a new Form W-4, Employee’s Withholding Certificate, that’s very different from previous versions.

If you do not submit a new form, withholding will continue based on your previously submitted form.

You can use the IRS’s Tax Withholding Estimator (www.irs.gov/W4App) to estimate your tax withholding.

Before completing the 2020 Form W-4, please read the instructions that are included with the form. You must complete Steps 1 and 5. Steps 2, 3, and 4 are optional, but completing them will help ensure that your federal income tax withholding will more accurately match your tax liability.
Supplemental Contracts

• Overload compensation rates will remain at FY20 levels through June 30, 2023.
• Proration of additional pay for enrollments above 25 students, in 1/25ths only applied to summer 2020
• Instructions and calculator are available online: http://www1.udel.edu/payroll/suppay/
Taxation of Graduate Assistantships

- Payroll taxes are assessed in identical circumstances for stipends provided to RAs, GAs, and TAs during the academic year (i.e., Federal, state (and local when applicable) income taxes are withheld, but FICA taxes is not as long as the student is enrolled in at least a half time course of study).
- Students on off campus graduate internships are not eligible for the FICA exemption.
- A new JobCode - 4E1002 “Grad Intern Off campus” was created for GAs Receiving funding through off campus internships
- Note: Students who work during the summer session and who are not enrolled and attending classes during the summer session are not exempt from FICA.
New Misc. Wage JobCodes

- More Descriptive JobCodes were created for Misc. wage employees.
- Current Misc. wage JobCode should not be used and will be inactivated.
<table>
<thead>
<tr>
<th>Jobcode</th>
<th>Description</th>
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<tbody>
<tr>
<td>4I1016 Misc Wage, Research</td>
<td>Recruit, screen and enroll research subjects in suitable studies/clinical trials. Schedule, and carry out day-to-day lab activities, procedures, and research studies.</td>
</tr>
<tr>
<td>4I1017 Misc Wage, Skilled Trades</td>
<td>Performs inspection, maintenance, repair and replacement of existing and/or new equipment: electrical, plumbing, HVAC, and door and window hardware as well as miscellaneous small carpentry work.</td>
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<tr>
<td>4I1018 Misc Wage, Information Technology</td>
<td>Assist with desktop support. Install peripheral devices.</td>
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<tr>
<td>4I1019 Misc Wage, Maintenance, Construction, Natural Resources</td>
<td>Maintains and repairs many types of maintenance equipment. Performs routine tasks such as feeding, watering, milking and breeding of farm animals.</td>
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<tr>
<td>4I1021 Misc Wage, Communications &amp; Marketing</td>
<td>Design and print concert programs. Prepare and write communication features. Assist in event planning which can include room assignments, designing diagrams, suggesting audiovisual equipment and recommending other support needs.</td>
</tr>
<tr>
<td>4I1022 Misc Wage, Transportation, Delivery, Moving</td>
<td>Patrols campus to enforce parking rules and regulations. Deliver departmental and residential mail daily. Operates motor vehicles, accessory equipment and forklifts.</td>
</tr>
<tr>
<td>4I1023 Misc Wage, Training &amp; Education</td>
<td>Plan, organize, design, develop, and deliver individual and/or group professional development training programs. Assists with scheduling all undergraduate classes and provides general academic support in answering student registration/advising questions.</td>
</tr>
<tr>
<td>4I1024 Misc Wage, Sports &amp; Recreation</td>
<td>Assist with Club Sports programs. Schedule practice, coordinate transportation, maintain records. Assist with organizing and delivery of fitness programs.</td>
</tr>
<tr>
<td>4I1026 Misc Wage, Creative Arts</td>
<td>Interpret artist drawings and vision; research techniques and methods to create prop and set dressing pieces. Photographs events for web site use, publications and other communications and marketing needs. Prepares and photographs students and staff for marketing purposes.</td>
</tr>
</tbody>
</table>
Covid-19 Pay Protocol Updates

• Payments to misc. wage employees and hourly students not working has stopped and is now limited to working employees paid through soft funding.

• For COVID related leave, employees do not have to submit a leave request form but should notify their supervisor or HR Manager.

• Effective July 1, 2020, the vacation accrual limits outlined in the Vacation Accrual and Use Policy have been temporarily suspended through December 31, 2021. Eligible employees will be permitted to carry over vacation leave in excess of the limits outlined in the policy. Any excess vacation leave will not be forfeited until January 1, 2022.

• Limits still apply to Vacation Pay Outs.
Payroll & HR Systems
UD WorkForce – New System Features

- Time Off Requests
- New Roles
- New Assignment Grouping
- Delegation
- Reporting
- Non-exempt Timesheets
- 2FA
UD WorkForce – Website

- **Website** ([http://www.udel.edu/udworkforce](http://www.udel.edu/udworkforce))

- **Training Materials by each Role:**
  - System Overviews (PowerPoint Videos)
  - System Navigation (Recorded System Videos)

- **FAQs by Category**
  - Working with OCM to deliver a Search Mechanism as well
UD WorkForce - Timeline

• New system Go Live is September 6th
• Request for Leave Form
  – Retiring 08/20
  – Future dated time off requests can be entered up until that time
  – Managers can continue to review pending forms thru 08/24
  – Any approved future dated time off requests will be moved to new system
  – Any forms still pending as of 08/25 will be cancelled and must be re-entered into the new system
  – In the interim (08/20-09/06), departments will need to track time manually and enter into the new system
UD WorkForce – Cutover Activity

• Time Off Balance View
  – Will provide employees view to historical leave requests (RFL Form) with a link to the new system
  – Bank Balances will no longer display
  – Bank Balances will be available in the new system

• NEW Reporter Role
  – HR Supervisor Update Form (Effective 9/1/20) for changes to Timekeeper 3/2nd Alternate

• Access to old system (UD Time) will continue for reference/historical purposes

• Amending Time
  – Amendments to time dating back to June 1st, 2020 will be done in new system
  – Amendments prior to 6/1 will need to contact UDWorkForce@udel.edu
Additional Assignment

• New and enhanced form scheduled for Go Live in October
• Highlight of Enhancements include:
  – Overall better experience when processing Assignments
  – Better audits while processing
  – Routing Improvements
  – Ability to add attachments
• Training Job Aid will be provided
W-2 Electronic Consent

• Scheduled for availability late September
• Annual Federal W-2 Forms delivered electronically
• Employee must perform an initial consent
• Employee will have the ability to withdraw that consent at any time
• Phase 2 will include a method for New Hires to consent during On-boarding
Pay Stub Changes

- Scheduled for availability late August

- In support of the new 2020 W-4 Form the Pay Stub View – Federal and State Tax Sections are being modified.
SEMU

- 2020 launched new system
  - Reduce time on JED’s for grads on/off contract
  - Title change (on/off contract)
  - Termination
  - Extend funding

- Fall 2020 open as of 7/29 due 8/24
SEMU Fall 2020 Enhancements

- Department ability to download current or new data
- Addition of class field in funding section
- Validation of Speedtype
- Drop down of actions to include 3 digit action reason code
- Effective date of transactions shows on page
• Promotion and Tenure Process replacing UD Academe – live in PeopleSoft HR 7/1/20
• Generate ‘ebinder’ for those eligible
• Faculty member submits ‘ebinder’
• System tracks committee votes and progression with email notifications
Position Change Form

- New form to went live April 24, 2020
- Automates approved forms to flow into Position table on Peoplesoft HR
- Webform more descriptive in reference column
- Funding changes update LAM (Dept Budget Table)
- Dept, Location and HR Liaison changes all done on same form
- New type ahead lookup search boxes for ease of use
Essential Employees

• In Progress – to go live in fall
• Customizing Peoplesoft HR to store if EE is essential and % remote work
• Information viewable in webviews to HR Liaisons/HR Managers with access
• JED modifications – required for HIR/REH
• Viewable and editable for other actions
• Collection of this information to populate at go live
Auto Term Process

• Reintroducing Fall 2020
• Task force met to review process included Talent Solutions, IT and reviewed with HR Managers
• Recommendations made and programming underway
  – Criteria - Students, Misc Wage and adjunct not received pay in the past 6 months
  – Process – email to supervisor and copy to HR liaison and HR manager
  – Introduction of a new exception form – due BY 15th of month
  – Guidelines for ‘exceptions’ as well as required back up
Questions?