PAYROLL USER GROUP

September 13, 2016

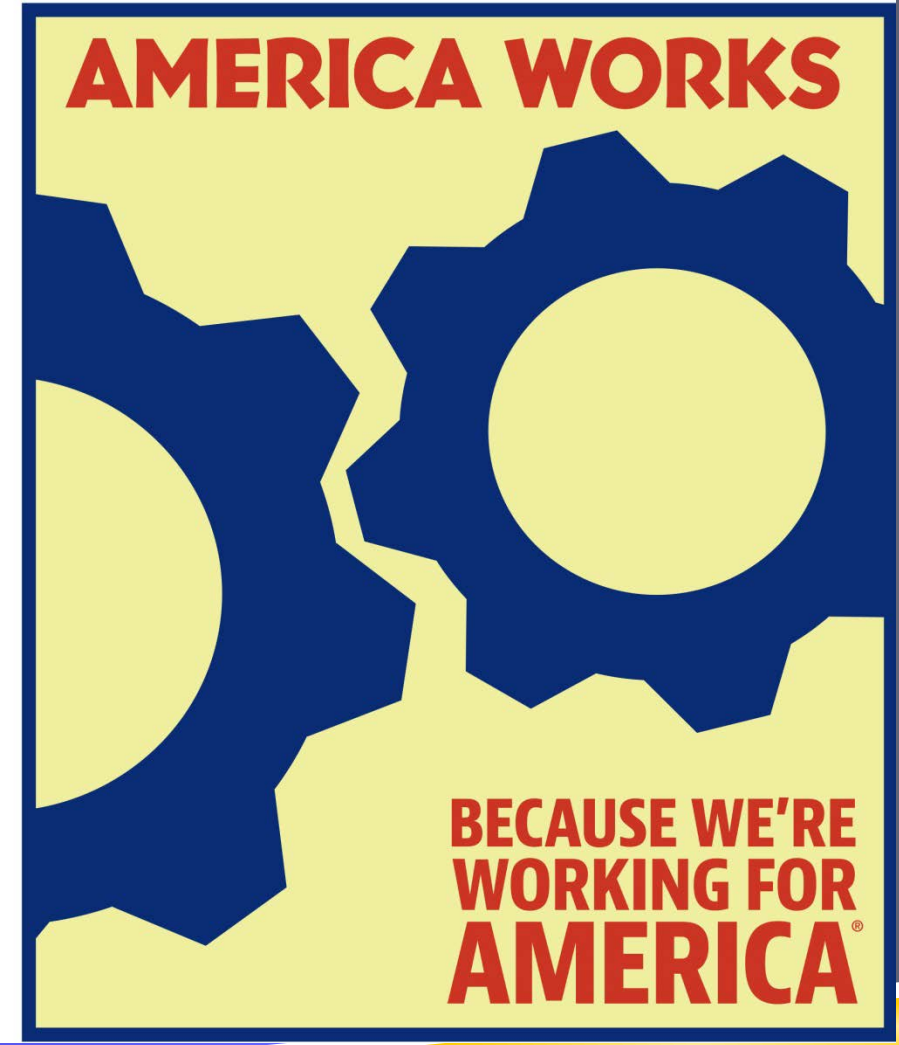
WELCOME

Kevin McHugh

State Payroll Director, CTR

RECOGNIZING YOUR ROLE: NATIONAL PAYROLL WEEK

- Why what you do matters:



NATIONAL PAYROLL WEEK SEPTEMBER

You help manage…

- 88,000 payments ($211M Gross)
- $38M in Payroll Deductions
- $37M in Taxes
- 3,800 Garnishment orders

...In a single pay period!

Go to **NationalPayrollWeek.com for helpful tools and payroll tips**

Thank you for your commitment and hard work.

METRO
CREDIT UNION

The credit union for
Massachusetts State Employees

What’s New

METRO
CREDIT UNION

Introducing Mary Holland

- mholland@metrocu.org
- 877-MY-METRO extension 3504

METRO CREDIT UNION
The credit union for Massachusetts State Employees

Get Big Protection in a Tiny Chip

Introducing chip technology for Metro Debit Cards.

Metro Debit Cards now come with built-in chip technology, giving you greater fraud protection when you use your card at a chip-activated terminal. Your card will not only be more secure – it will also be easy to use.

If you currently have a Metro debit card, a new card with the embedded chip will be sent to you automatically within the next few months.

METRO CREDIT UNION

Specials

METRO
CREDIT UNION

Christmas Club

$19 Million in Christmas Club Savings will be disbursed to Members on

October 1st.

METRO CREDIT UNION

High Yield Savings

HIGH YIELD SAVINGS ACCOUNT

Maximum earnings combined with the flexibility of a savings account!

1.20% APY*

- Great rate with balances of $50,000 or more
- Easy accessibility
- Safe, secure, and fully insured

METRO CREDIT UNION

To open, visit a location near you. For details, call **877-MY-METRO** or visit **metrocu.org**.

Boston | Burlington | Chelsea | Framingham | Lawrence | Lynn | Melrose | Newton | Peabody | Salem | Tewksbury

NCUA MSE

*Annual Percentage Yield (APY) based on daily balances for new accounts: 1.20% APY for balances of $50,000 or greater, 0.25% APY for balances of $25,000 to $49,999.99, 0.20% APY for balances of $10,000 to $24,999.99, and 0.15% APY for balances up to $10,000. APY is accurate as of 6/13/16, but may vary after account opening, is subject to change and is based on daily balances. Rates may change throughout the month and will affect the monthly interest payment. Fees may reduce earnings. Accounts cannot be accessed using ATM or Debit Card. $10,000 minimum opening deposit is required. Minimum withdrawal fee of $25 if withdrawal is less than $10,000. Low balance fee of $25, if at any time during the month the end of day balance falls below $10,000. **NEW MONEY ONLY. Funds on deposit at Metro are not eligible for this offer.**

METRO CREDIT UNION

My Reward Checking

BECAUSE YOU DESERVE IT...

MY REWARD CHECKING $0 ATM Fees | MY REWARD SAVINGS 2.00% APY

MY REWARD CHECKING

No ATM fees, PLUS cash back on your debit card purchases.

- **Free ATMs** and **unlimited refunds** of other banks' ATM fees
- Earn **3¢ reward** with every debit card purchase, up to $250 per year
- No monthly maintenance fee with direct deposit*
- eStatements required***

MY REWARD SAVINGS

My Reward Savings pays a higher rate of interest when it's linked to a My Reward Checking account.

- Earn **2.00% APY** on daily balances up to $3,000**
- Must be linked to My Reward Checking
- Limit one savings account per person

METRO CREDIT UNION

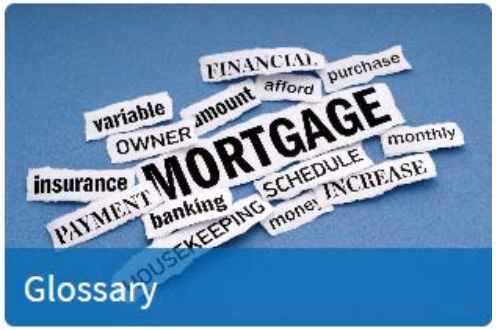
Competitive Mortgage Rates

MORTGAGE CENTER

Whether you're in the market for your first home, your next home, or want to refinance your current home, look to Metro for a mortgage that's a perfect match.

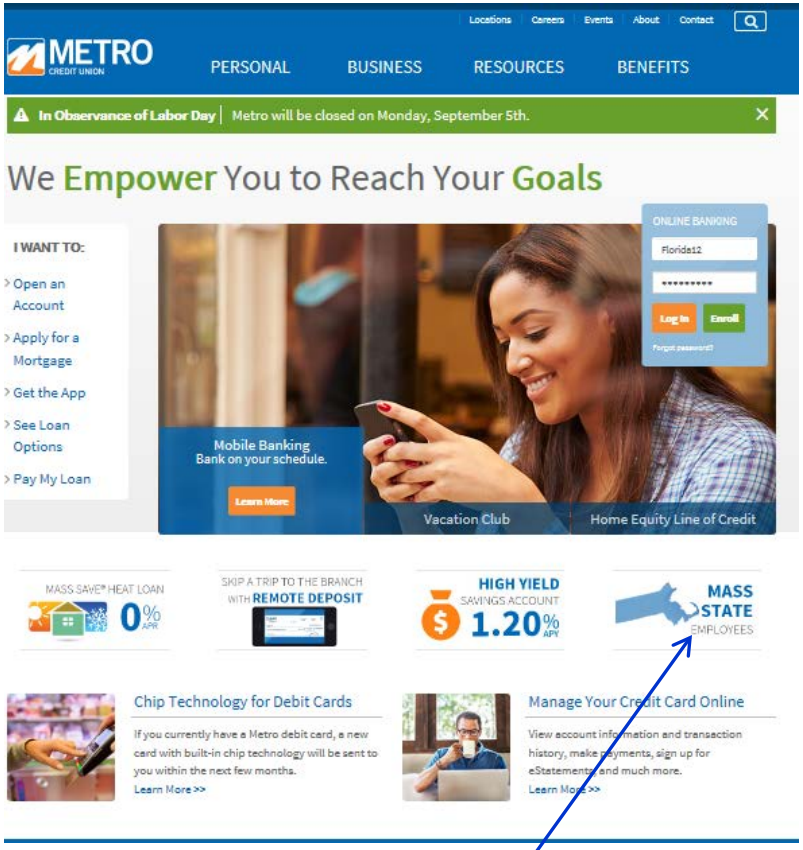
READY TO APPLY NOW?

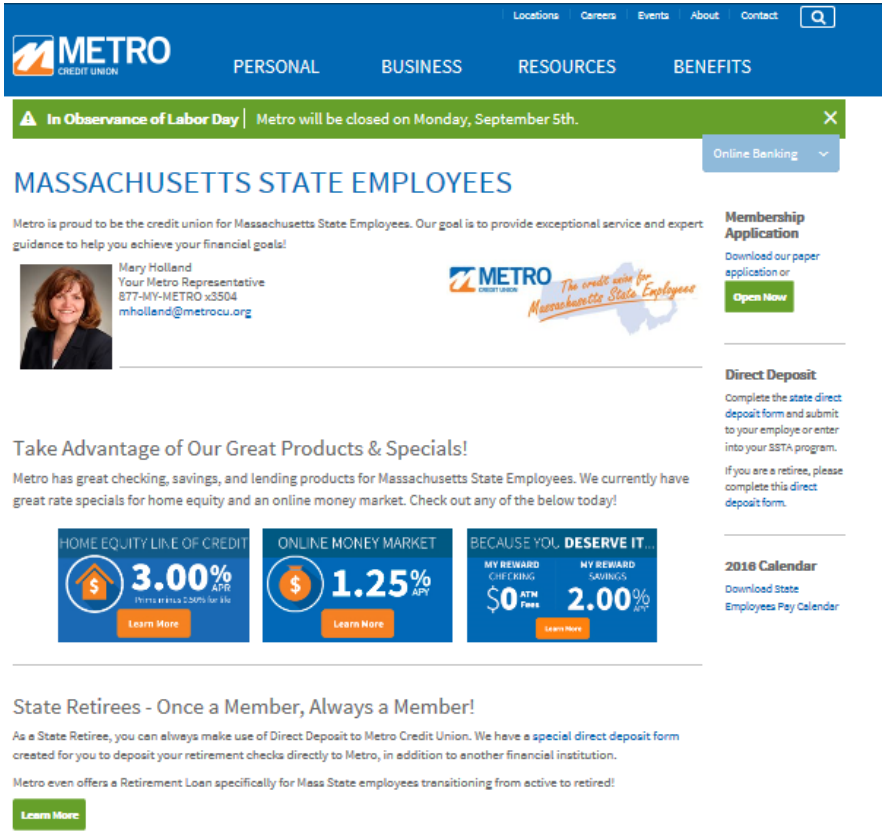
Apply for a Mortgage



METRO CREDIT UNION

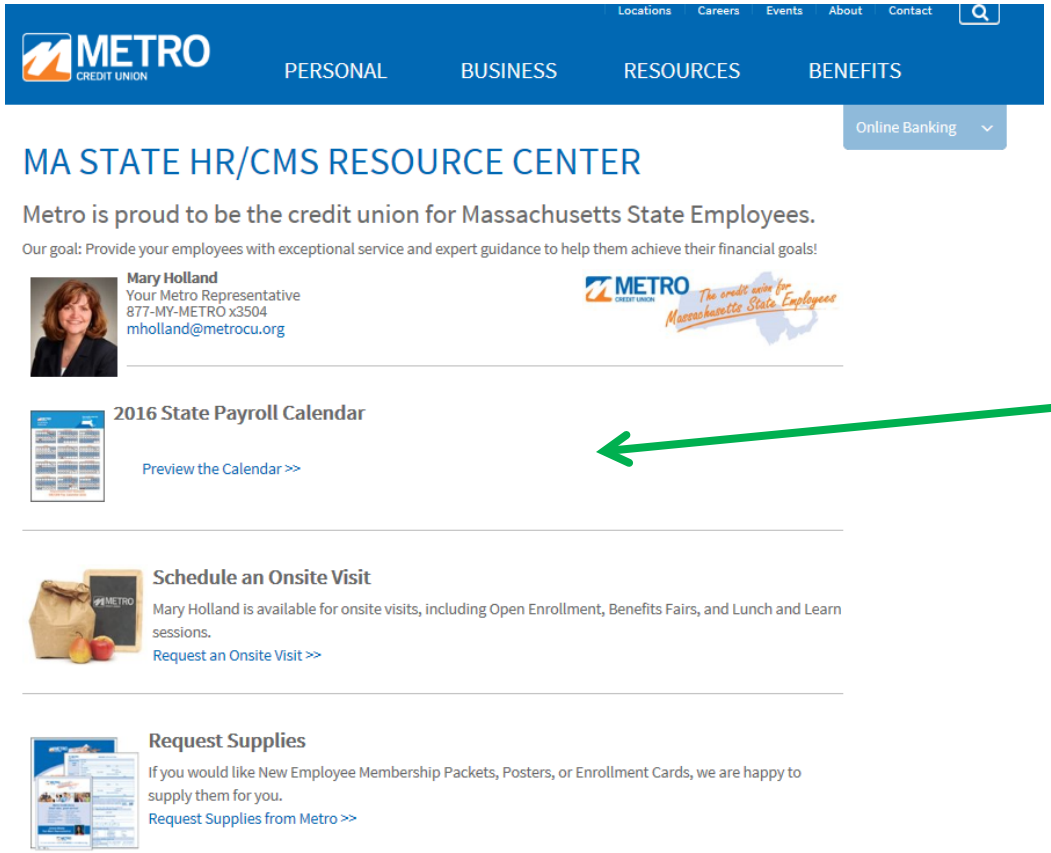
metrocu.org/state – where you find specials





METRO CREDIT UNION

https://www.metrocu.org/mastatehrcmscontacts



Coming Soon
2017
Payroll Calendars

METRO CREDIT UNION
The credit union for Massachusetts State Employees

Schedule Now!

- Dedicated Account Representatives
  - Lunch and Learn Sessions
  - Open Enrollments
  - Benefit Fairs
  - Employee Financial Education Seminars
- Promotional Materials Available
  - Payroll Inserts
  - Bulletin Board Posters
  - Intranet Links
  - Flyers and Brochures

METRO CREDIT UNION

Thank you

METRO
CREDIT UNION

Contacts

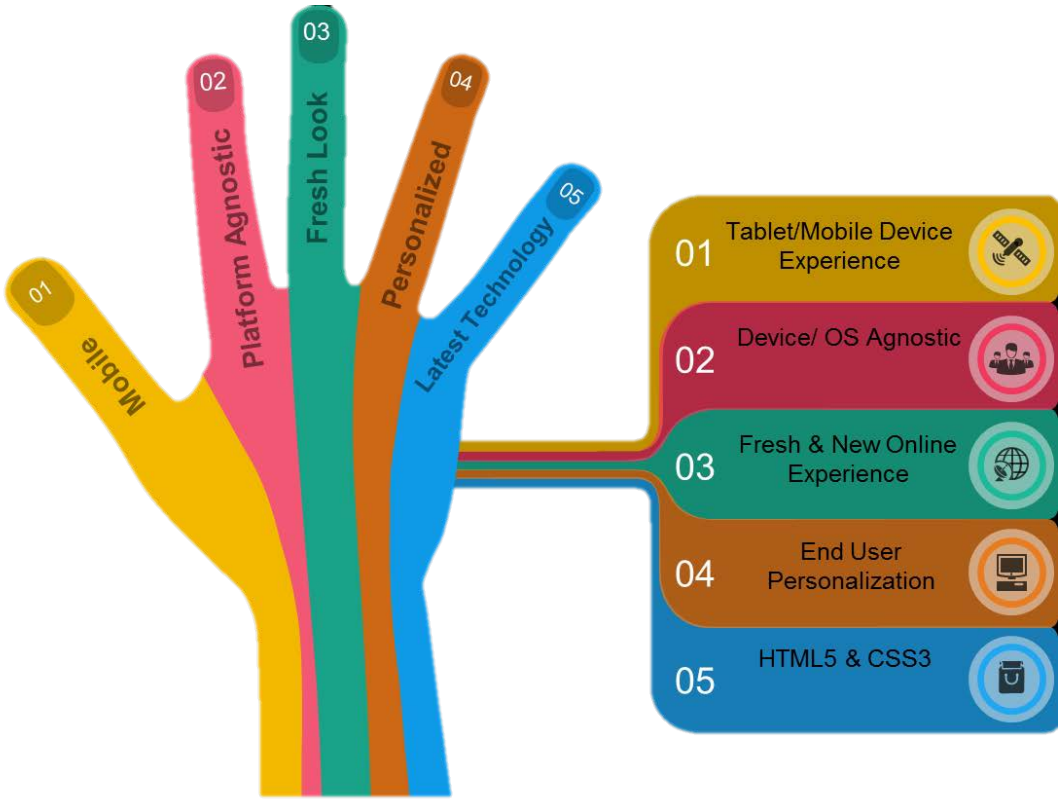
- Mary Holland
  - mholland@metrocu.org
  - 877-MY-METRO x 3504

- Charlene Bauer
  - cbauer@metrocu.org
  - 617-889-7795

METRO CREDIT UNION

FLUID

What is Fluid?



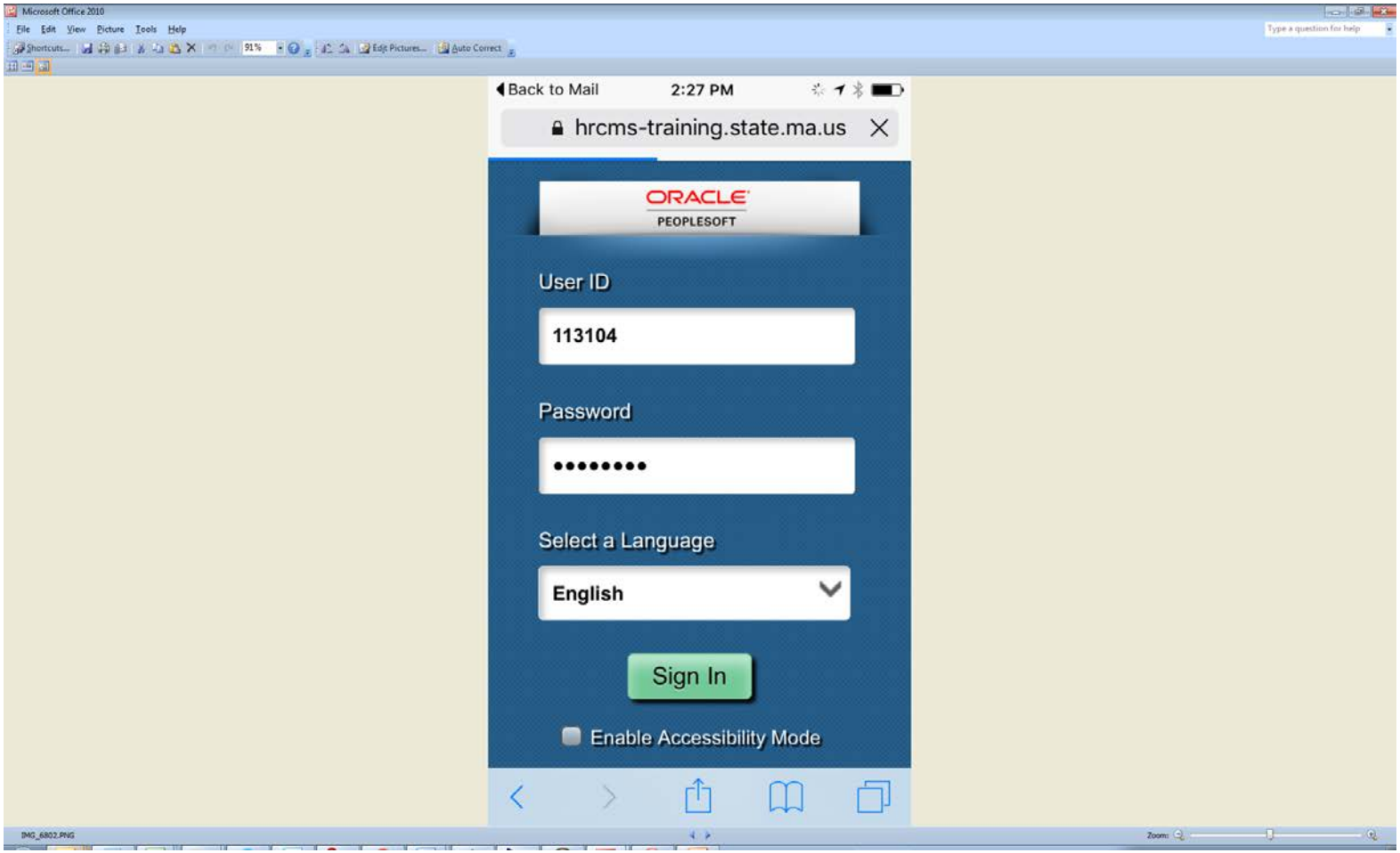
FLUID Implementation

September 2016

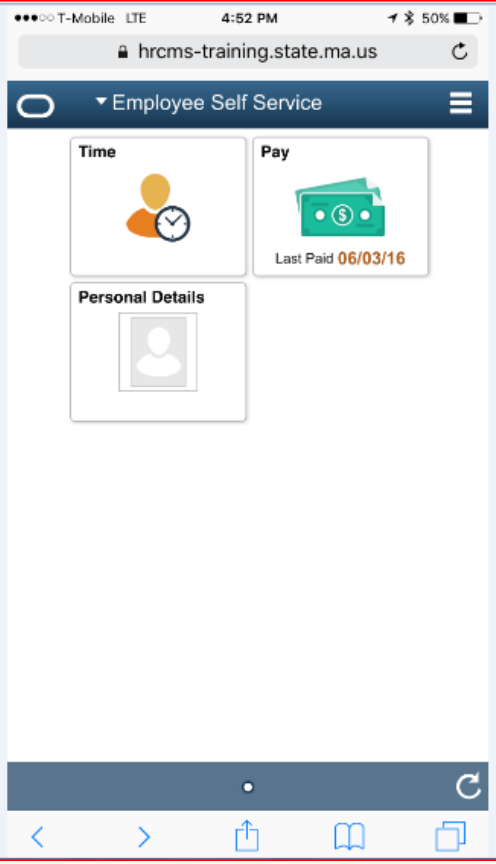
Overview of FLUID Functionality

- FLUID allows employees to use mobile devices to:
  - Enter Time and Attendance for both Punch and Elapsed
  - View reported time and payable time a week at a time
  - View Paychecks
  - View Personal Details

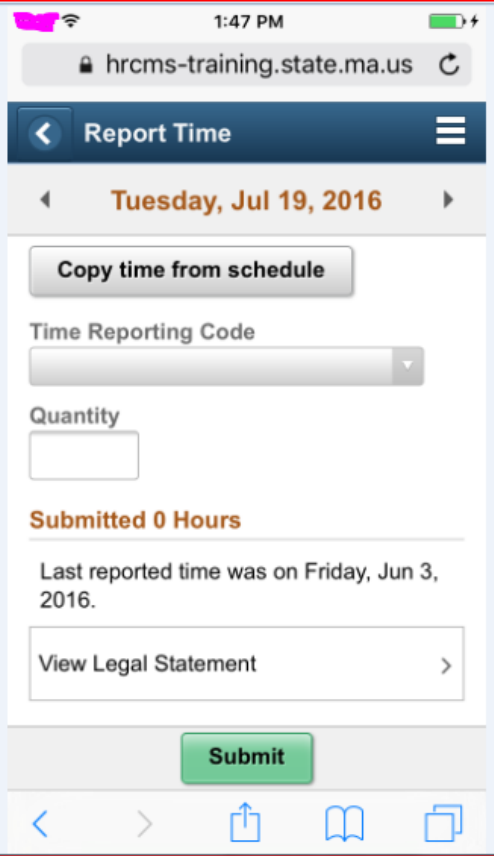
FLUID Login Screen



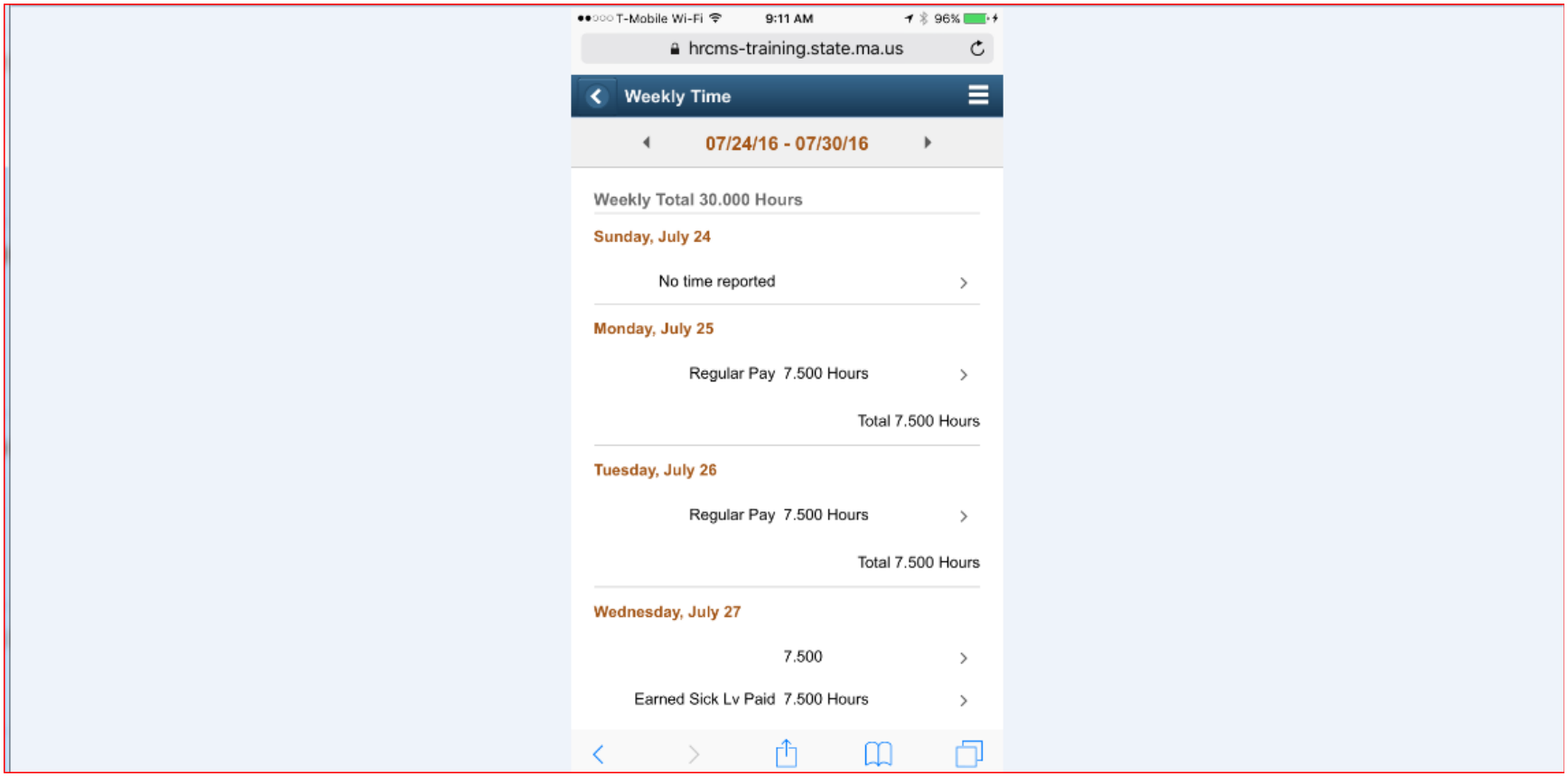
FLUID Tiles Facilitate Navigation



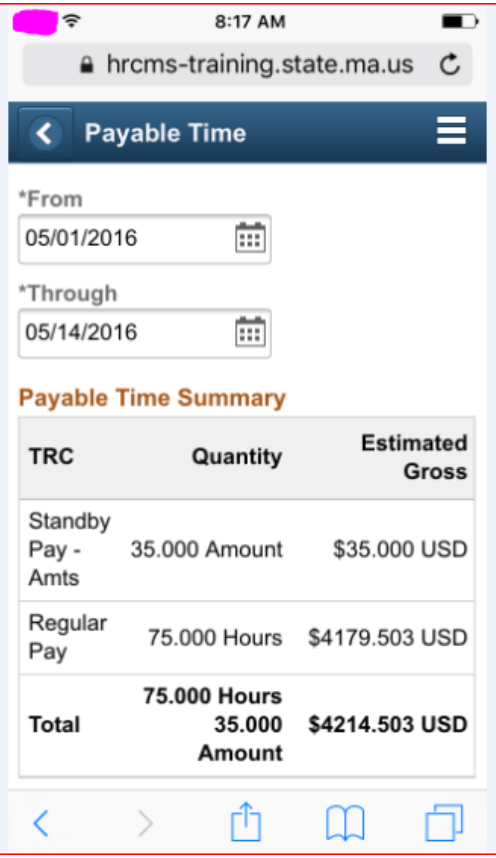
In FLUID, Time & Attendance is Reported Daily



Reported Time is Viewed by Week

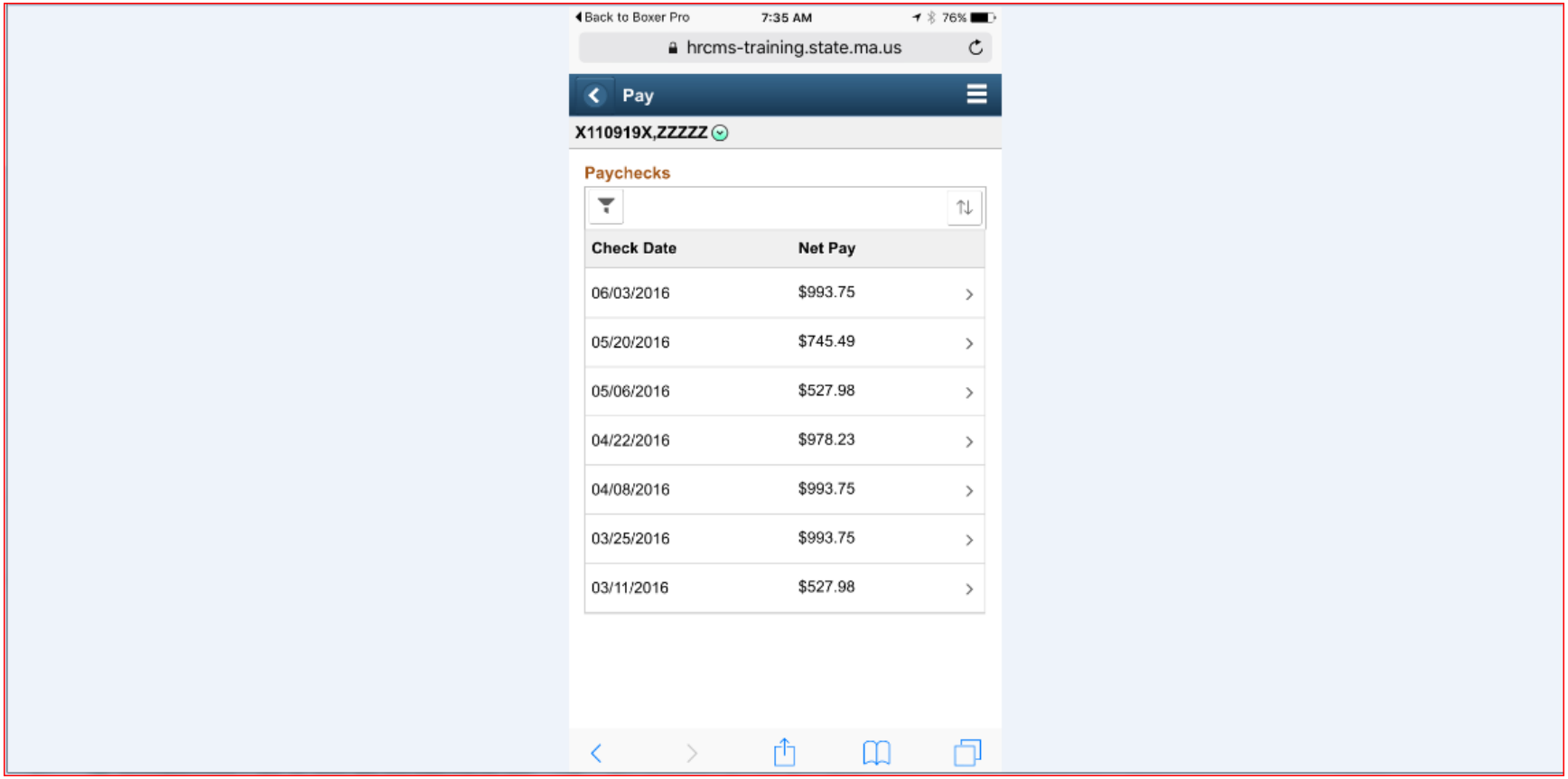


Payable Time is also Viewed by Week

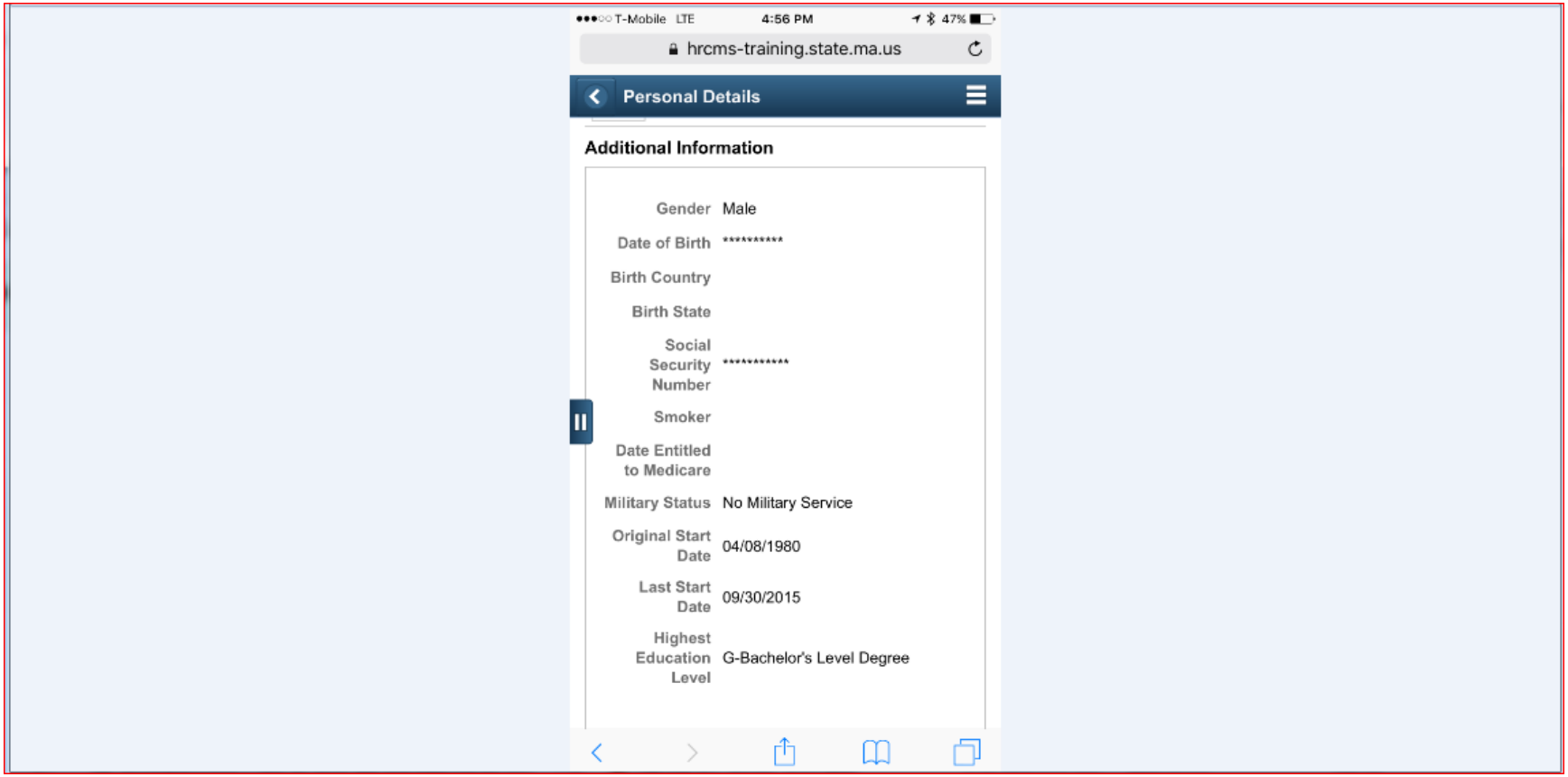


View Pay Advices

By Navigating to the Pay Tile, Pay Advices are available. Once Selected, the pay advice opens in PDF



Access Personal Details thru the Personal Details Tile



Supported Devices

- Apple Mobile Device with IOS 8 and 9 using Safari
- Mobile Devices with Android 5 and 6 using Google Chrome

Timeline and Roadmap

Go Live is planned for September 24, 2016!

More to Come!

Time & Attendance Approval functionality is not available yet. Estimated

12 – 18 months for delivery

SMART Plan Agenda

Presented by Rob Young, Manager Retirement Counseling

- Educational opportunities
- SMART Plan survey
- Special Catch-up reminder

Educational Opportunities

- SMART Retirement & Beyond
- Lunch + Learn
- New Hire Orientation meetings

SMART Retirement & Beyond

All Seminars from 6:00 PM - 8:00 PM

Please pre-register with MA Retirement Board

October 6	Holyoke Community College
October 13	Cape Cod Community College
November 3	No. Essex Community College-Haverhill

SMART Plan Survey

- The SMART Plan wants to know what you think!
- 3-5 minutes
- SMART Plan Retirement Counselor/Advisor can contact you

Special Catch-up

- Please input data in Catch-up screen **ONLY** when notified by Empower
- Special Catch-up Limit in 2016 is $36,000
- Worksheet not completed at times with Sick/Vac. Deferral-- **REQUIRED**
- Limit incorporates all 457b Plans

Questions?

Thank you

MARIS UPDATE

MARIS Data

- MARIS is designed to accurately track employee data, service hours, deductions, and highest years of pay
  - The increase of data will better manage employee balances, years of service and eligibility
  - The system will better track pensionable earnings outside of regular pay (retros, differentials, and other regularly recurring income)
  - Each pay period system will edit against all data to identify potential or actual errors and warnings
- With increased monitoring, agencies will begin getting bi-weekly request for corrections or explanations of data entry mistakes

Top Known Mistakes

- Hiring and paying employees without required data
  - SSN, Date of Birth, and home address
- Back dating, or failing to pay on the first payperiod employment
  - Doing a prior period adjustment in the payperiod after the hire date
  - Using a Retro code
- Rehire for Retro (non-pensionable payment) and leaving Pension Plan Active
- Position Standard hours do not match job codes, i.e. 40 hour employee in a 37.50 job code
  - Mass Update performed last Friday
  - All information was in the CommonHelp bulletin

Flexible Spending Accounts

Important Dates for Employees

Half-Year Plan: January 1 to June 30, 2016
2 ½ Month Grace Period: July 1 – September 15, 2016
Claim Filing Deadline: October 15, 2016

2017 Fiscal Plan: July 1, 2016 to June 30, 2017
2 ½ Month Grace Period: July 1 – September 15, 2017
Claim Filing Deadline: October 15, 2017

2018 Fiscal Plan: July 1, 2017 to June 30, 2018
Open Enrollment: April 5 – May 3, 2017

Payroll Error Refunds

- Refunds are made with post tax funds and create tax problems for the member and the Commonwealth
- Refunds may only be made within 60 days of the mistaken deduction effective 7/1/16
- After 60 days, it is up to the employer/agency to repay the employee – no refunds will be made from the FSA account
- Timely reconciliations will avoid problems

Payroll Error Refunds

- Email the request to Karin.Eddy2@state.ma.us within 60 days
- Including the Following Information:
  - Employee Name:
  - Employee ID:
  - If HRCMS, Include Record #:
  - Dates of Payroll errors:
  - Deduction code(s) and amount(s) of refund; e.g. DCAP $50, HCSAF $2.50:
  - Reason for refund; e.g. terminated state service, deduction taken in error:
  - FSA Plan year; e.g. CY2015, Half-Year, FY2017:

- Refunds for active employees, paid through HRCMS, will be processed as a **payroll reversal** in coordination with OSC.

Contacting ASIFlex

Coordinators

Account Manager	Kaleena Kollmeier
Email	flexgic@asiflex.com
Coordinators Only	(888) 602-4132
Direct Phone	(573) 777-5631
Direct Fax	(573) 442-4435
NOTE: Please refer participants to customer service and not to the account manager.	

Participants

Mailing Address	ASIFlex Customer Service P.O. Box 6044 Columbia, MO 65205-6044
Website	www.asiflex.com/gic
Email	asi@asiflex.com
Customer Service Hours	8 AM to 8 PM Mon. – Fri. 10 AM to 2 PM Saturday
Toll-Free Phone	1.800.659.3035
Toll-Free Fax	1.877.879.9038

Commuter Choice – Transit and Parking

Presented by Jasmine Shamer

09/13/2016

MBTA Increase Clean Up

- Benefit Strategies is recording that 130 members are still being PR deducted the old $75.00 TRN premium instead of the $84.50 as of the 9/09/2016 check deduction date:

  - AGO 1000 = 5
  - ANF 1000 = 4
  - BBE 4000 = 1
  - CHE 1000 = 1
  - CPC 1000 = 2
  - DCP 3000 = 2
  - DCR 1100 = 1
  - DCR 1400 = 1
  - DMH 2630 = 2
  - DOI 1000 = 1

  DOR 0100 = 5
  DOR 8700 = 2
  DOT 1000 = 13
  DPH 0294 = 10
  DPH 8200 = 1
  DSS 0993 = 2
  DYS 1980 = 1
  EHS 0100 = 8
  ENV 1000 = 3
  EOL 1000 = 6
  EQE 0427 = 6

  GIC 1000 = 2
  HRD 1000 = 2
  ITD 0001 = 4
  MRC 9000 = 6
  OCD 1000 = 2
  SAO 1000 = 5
  SEC 1000 = 5
  SEN 2820 = 2
  TRC COURTS = 8
  TRE 1400 = 2

Old Rates Clean Up

Benefit Strategies also has records indicating that 13 members are still being deducted the older $59.00 TRN premium which has been increased since 2014:

- AGO 1000
- ART 1000
- DCP 3000
- DOI 1000
- DOR 8700
- DOT 1000

DPH 0294
EHS 0100
EOL 1000
HCF 1000
OCD 1000
TRE 1400
WEL 6000

Transit Election Change Process Calendar for 2016

TRANSIT ELECTION CHANGE PROCESS CALENDAR

2016

Requests Received By Benefit Strategies by:	Payroll Process Date	Pay Check Date	Benefit Type	Funds Credited to Debit Card on	Benefit Month Used For
Wed 09/28/16	10-04-16	10-07-16	TRANSIT	10-20-16	Nov 2016
Wed 11/09/16	11-15-16	11-18-16	TRANSIT	11-20-16	Dec 2016
Wed 12/07/16	12-13-16	12-16-16	TRANSIT	12-20-16	Jan 2017

- *The deadline to submit your Transit changes for Nov 2016 benefit month (by completing the Election Change Form) is 09/28/2016, with deduction taken on 10/07/2016 check*

Parking Election Change Process Calendar 2016

PARKING ELECTION CHANGE PROCESS CALENDAR

2016

Requests Received By Benefit Strategies by:	Payroll Process Date	Pay Check Date	Benefit Type	Funds Credited to Debit Card on	Benefit Month Used For
Wed 9/14/16	9-20-16	9-23-16	PARKING	9-20-16	Oct 2016
Wed 10/12/16	10-18-16	10-21-16	PARKING	10-20-16	Nov 2016
Wed 11/23/16	11-29-16	**12-02-16**	PARKING	11-20-16	Dec 2016
Wed 12/21/16	12-27-16	**12-30-15**	PARKING	12-20-16	Jan 2017

- *The deadline to submit your Parking changes for Oct 2016 benefit month (by completing the Election Change Form) is 09/14/2016, with deduction taken on 9/23/2016 check*

Over $1000 Balances

- Benefit Strategies has identified 25 participants whom accumulated over $1000 in their Transit and/or Parking commuter plan with Benefit Strategies, with a grand total of $37,220.65 in funds that are at risk of being forfeited if not used:

- BHC 0001 = 2 EE total of $3,255.00
- CPC 1000 = 1 EE total of $1,960.00
- DOR 0100 = 1 EE Total of $1,050.00
- DPH 0294 = 2 EE total of $2,918.90
- EED 1000 = 1 EE total of $1,020.00
- EOL 1000 = 1 EE total of $1,392.00
- POL 4000 = 1 EE total of $1,040.00
- RGT 1000 = 1 EE total of $1,069.50
- TRB 1000 = 1 EE total of $1,440.00
- TRE 1400 = 1 EE total of $1,125.00

BSC 1000 = 1 EE total of $1,020.00
DCP 1000 = 1 EE total of $2,419.00
DOT 1000 = 1 EE total of $1,013.50
DSS 0993 = 1 EE total of $2,280.00
EHS 0100 = 1 EE total of $2,865.75
MRC 9000 = 2 EE total of $3,360.00
REG 2000 = 1 EE total of $1,030.50
SJC 2000 = 1 EE total of $1,069.00
TRC Courts = 3 EE total of $4,692.00
WEL 6000 = 1 EE total of $1,200.50

Over $1000 Balances Cont'd

- Benefit Strategies sends out Monthly Account Balance notifications to all members that have over $1.00 in their commuter plan account, and also reaches out by email to agencies whom have participants with over $500 in their commuter plan accounts
- Per the IRS regulations and plan rules, refunds are not permitted – if participants do not manage their commuter plan accounts, they can stand the risk of losing all funds they have in their Benefit Strategies account in the event their employment terminates with the Commonwealth of MA

2016PY Close Out for 2017PY

- The commuter TRN and PRK benefits run from December through November, due to the PR deductions being taken out a month ahead of the actual expense months to be January through December, making the current year dates be 12/2015 – 11/2016 (for deductions) to fund the accounts for use from 1/2016 – 12/2016
- Any unused funds left in the current 2016PY accounts will be automatically rolled over into the 2017PY on 12/19/2016 as the new plan year starts on 12/20/2016 to fund the accounts for Jan 2017 expenses
- There is no Open Enrollment for commuter TRN/PRK benefits – whatever amount of your election is in Dec 2016, it will be copied into the 2017PY
- If you do have a balance remaining in your 2016PY account come 12/19/2016 and you have not submitted your reimbursement claims to Benefit Strategies, those balances get rolled over into 2017PY accounts and when we receive the claims, we will roll back the needed balance into 2016PY to process the claims

Contact Information

Your dedicated Account Manager:

Jasmine Shamer, Senior Client Services Manager

NEW EMAIL: ClientServices@benstrat.com

Phone#: 877-353-9442

Fax#: 603-647-4668

Website: www.benstrat.com

New HR/CMS Training

Jess Cogswell
Department Assistance Bureau
Office of the Comptroller

www.mass.gov/ctr

Payroll Overview

Three hour training that provides an overview of payroll functions and how HR/CMS works with other systems. Participants will learn:

- HR/CMS link to LCM
- How to use the Best Practices Report
- Reading Payroll Reports
- Deductions
- When to use Additional Pay versus Timesheet
- Common errors and how to avoid them

Payroll Overview Pilot

- In the next few weeks, CTR will reach out to departments to participate in a pilot class.
- Pilot class will run late October/Early November
- First Payroll Overview class will run in December and will run monthly in 2017.

Self Service Time & Attendance Labor Distribution Overview

Two hour training that reviews the Labor Distribution functionality in Self Service. Audience is Self Service agencies, already using LCM, interested in employees further tracking hours. Topics include:

- Employee/Approver roles & responsibilities
- Core user roles & responsibilities
- How other agencies are using SSTA Labor Distribution
- HR/CMS link to LCM
- How to set up Combo Codes & User fields
- Reporting

Training will be offered by request.

Thank You!

Questions/Comments

Email me at
jessica.cogswell@state.ma.us

Complaints?

Kevin.mchugh@state.ma.us

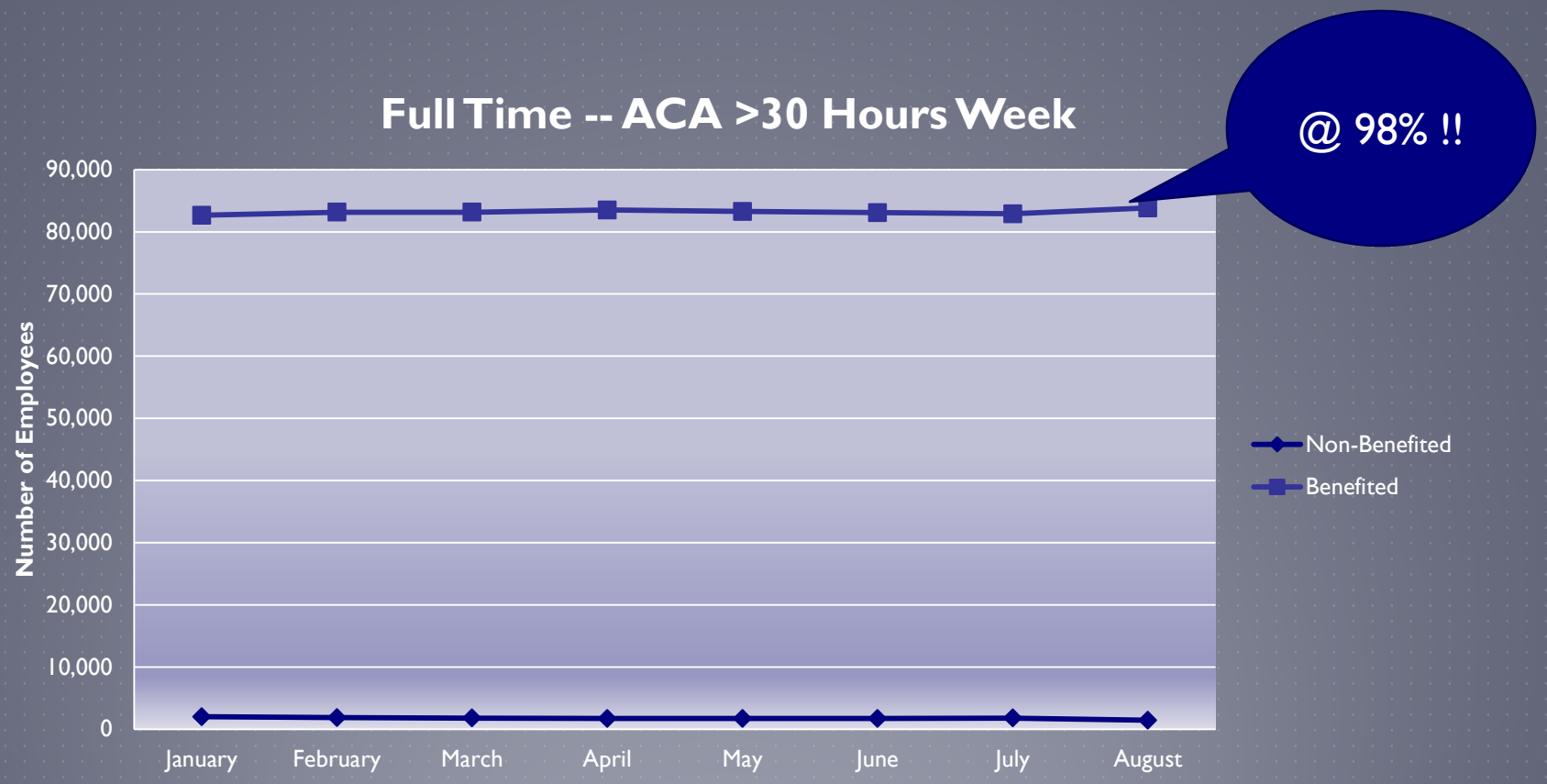
COMECC – Annual Campaign

- Natalie Wadzinski, HRD
- Emily Gilmore, Boston ABCD
- Beth Sagan, Commonwealth's Children Center

PAYROLL REMINDERS

Kevin McHugh

COMMONWEALTH COMPLIANT WITH ACA



Commonwealth Also Covers @3500 Employees who do not meet ACA Full Time Status

PAYROLL RECONCILIATION

- Must be completed prior to payroll processing
- Will prevent errors from being processed
- Will identify errors for correction in a timely manner
- HR/CMS Knowledge Center contains job aids, resource documents, tips and reminders
- Additional training and support available from CTR Payroll Unit and Department Assistance Bureau
  - Automated processes utilizing SQLs from Commonwealth Information Warehouse
  - CommonHelp

Who do I call???

Comptroller's HelpDesk (617) 973-2468 or comptroller.info@state.ma.us

- Questions about MMARS/LCM
- All Comptroller issues

CommonHelp (866) 888-2808 or CommonHelpServiceDesk@MassMail.State.MA.US

- Questions about HR/CMS, Luminist, DocDirect, CIW, Mass.gov

Employee Service Center (ESC- for departments who subscribe to the service) ESC Home Page

- Employee Calls
- Password Resets

CORRECTION MODE REQUESTS

- The correction mode policy has become much more restrictive to maintain proper audit trail and good internal controls
- Correction mode will only be used when the entry effects an employee's compensation, creditable service or GIC status
- Every effort should be made to confirm appropriate data entry into HR/CMS before completing actions
- Continued requests for corrections based on data entry errors will result in revocation of HR/CMS security
- The DSO will not be able to request reinstated access until the core user attends mandatory HR/CMS training

Proper method to correct data entry errors

Correction mode is not to be used for cosmetic errors. Most errors can be fixed without correction

If you enter an incorrect effective date on Job Data, enter another line with the same effective date and the next effective sequence

If you terminate a leave plan or pension plan before the end of the pay period, enter a new line and activate it the following day

ADDITIONAL PAY

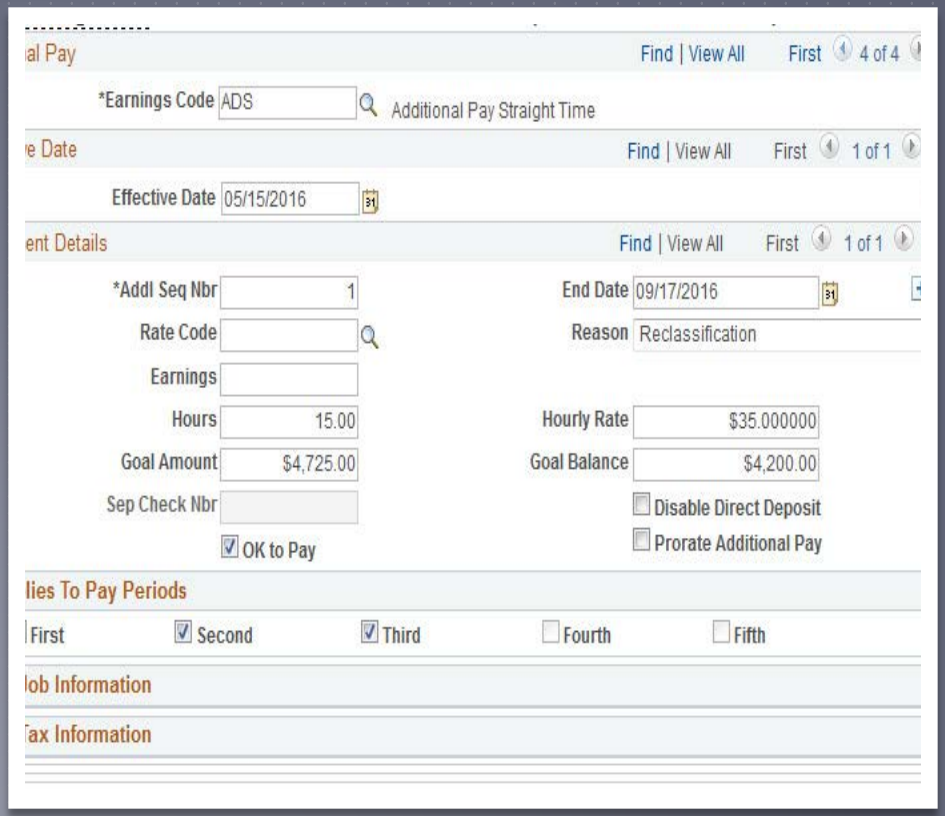
- Additional Pay should not be used for regular wages -- Additional Pay is used for certain recurring payments and periodic one-time payments
- Whenever possible, payments should be made through timesheet
- When entering additional pay, core users should not populate the Goal Balance field. This field is system generated. Matching the Goal Amount and Goal Balance will prevent the payment from processing
- To end an Additional Pay entry, core users should not uncheck OK to Pay or enter zero amounts in the earnings fields

Ending Additional Pay Entries

When it is determined that an additional pay entry (either one-time or recurring payments) should not be paid, there are multiple ways for a core user to end these payments

Example:

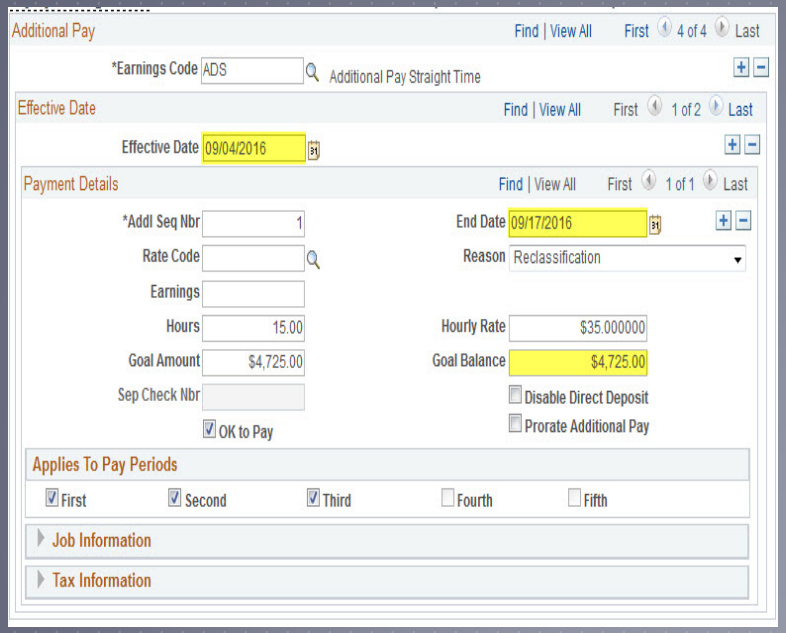
Recurring payment to an employee for additional hours for a defined period of time (15 hours at $35/hr for 9 weeks)

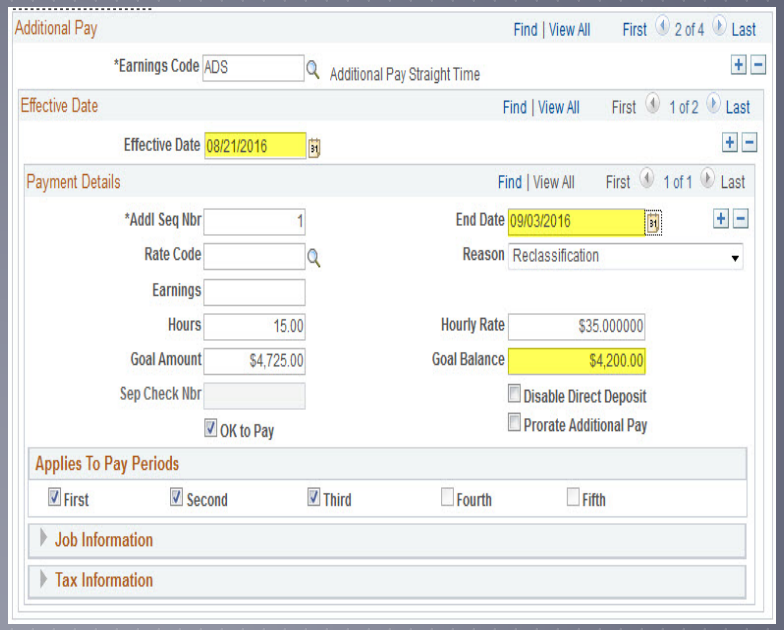


ENDING ADDITIONAL PAY ENTRIES

Enter a matching Goal Balance and Goal Amount

Enter an end date in the prior pay period



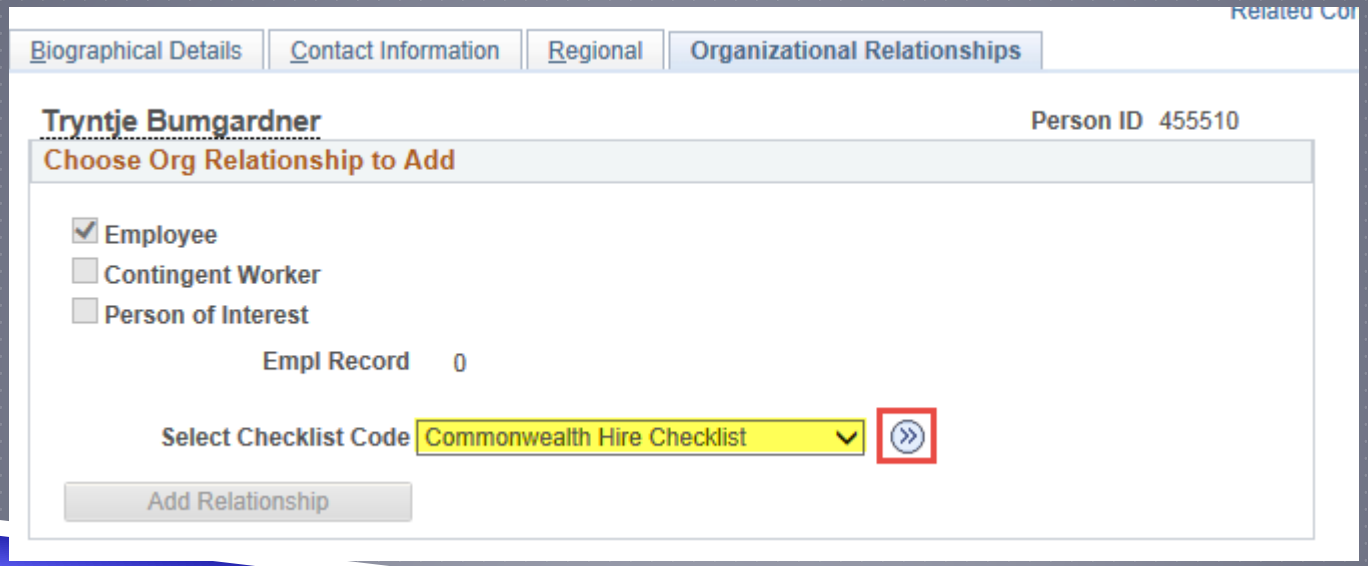


Payroll Reminders

HIRES AND TERMINATIONS

HIRES AND TERMINATIONS

- Effective dates of hires and terminations effect an employee's compensation as well as their creditable service and GIC status
- Checklists are available for Hire, Termination with Pay and Final Term
- All new hires are set up with a Hire Checklist



Hire Checklist

After personal data is attached to job data, the core user is returned to the organizational relationship page

Clicking on the double arrow icon will navigate to Commonwealth Hire Checklist

The Link IDs will navigate directly to the page which needs to be completed

When finished, close the page and come back to checklist to change the status

New Windc

Person Checklist

Tryntje Bumgardner Person ID 455510

Checklist History Find | View All First 1 of 1 Last

*Checklist Date 09/05/2016

*Checklist MAHIR Commonwealth Hire Checklist

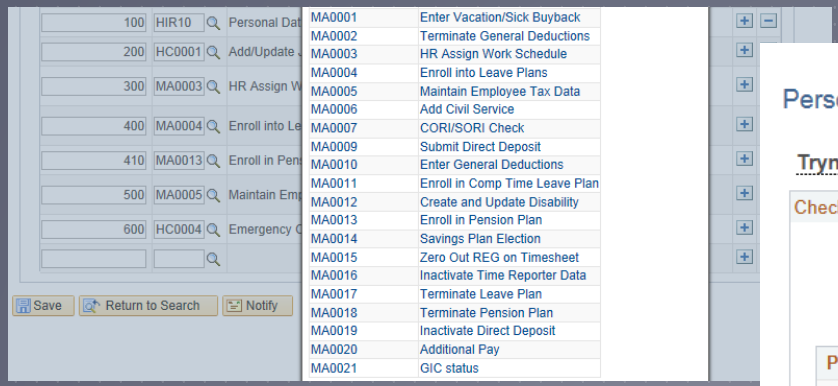
Comment

Person Checklist Items Personalize | Find | First 1-7 of 7 Last

*Sequence	*Item Code	Description	*Status	Link ID
100	HIR10	Personal Data	Initiated	Personal Data
200	HC0001	Add/Update Job Data	Initiated	Add/Update Job Data
300	MA0003	HR Assign Work Schedule	Initiated	HR Assign Work Schedule
400	MA0004	Enroll into Leave Plans	Initiated	Leave Plans
410	MA0013	Enroll in Pension Plan	Initiated	Pension Plan
500	MA0005	Maintain Employee Tax Data	Initiated	Maintain Employee Tax Data
600	HC0004	Emergency Contact	Initiated	Emergency Contact

Save Return to Search Notify

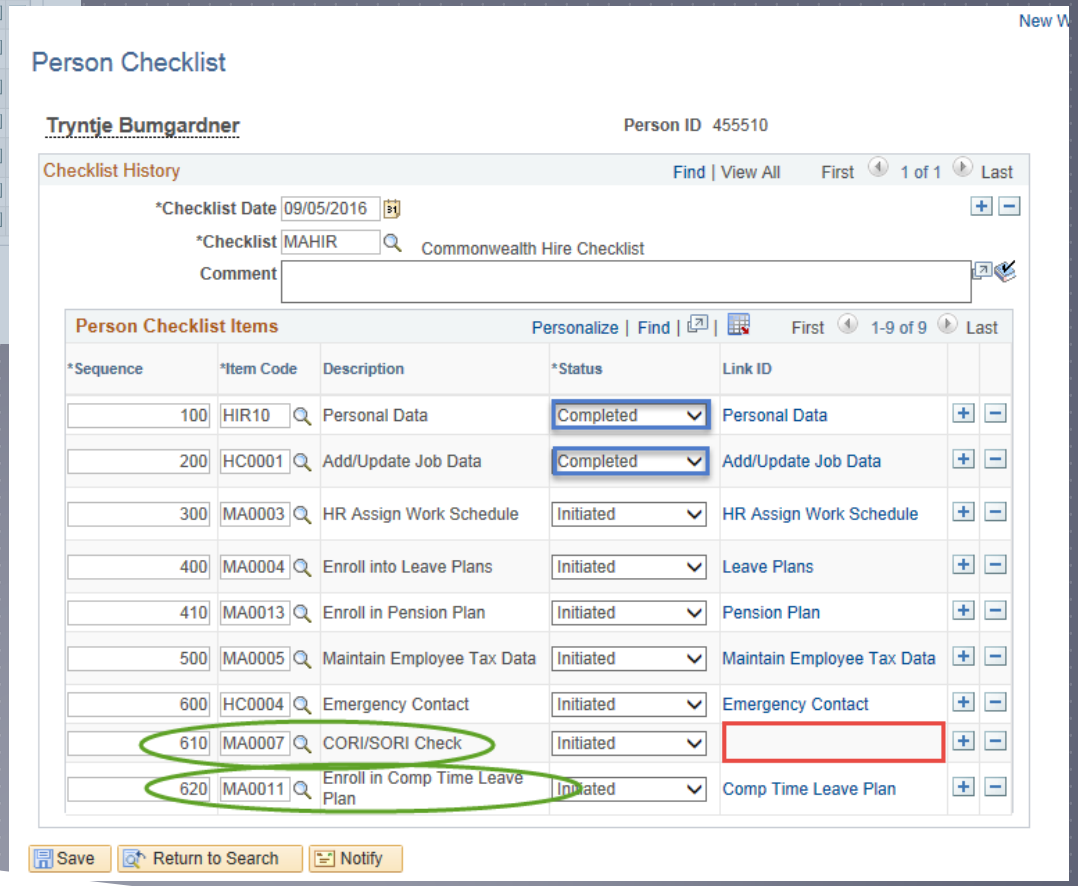
CHECKLISTS CAN BE CUSTOMIZED



There are select available actions which can be added

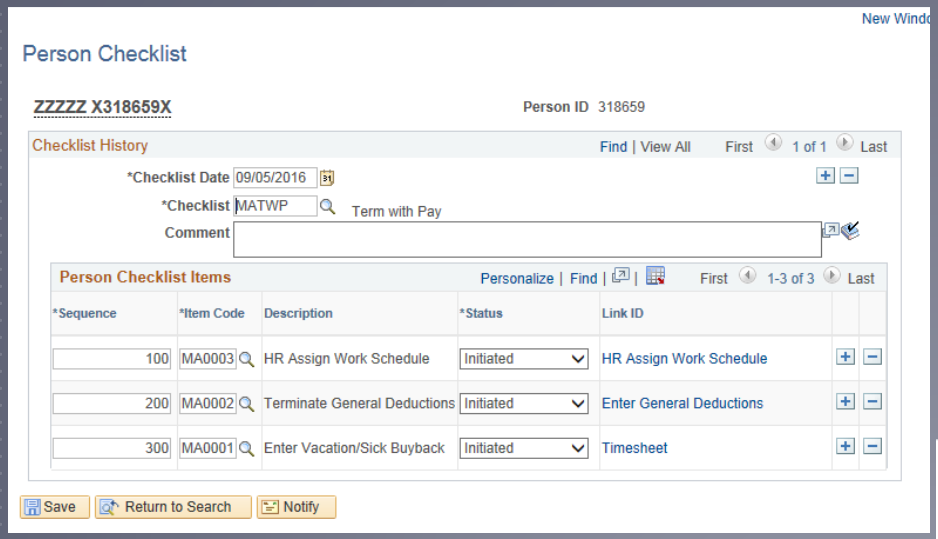
Statuses can be changed (notified, received, completed)

Actions without links are non-system actions



TERMINATION CHECKLISTS

Term with Pay

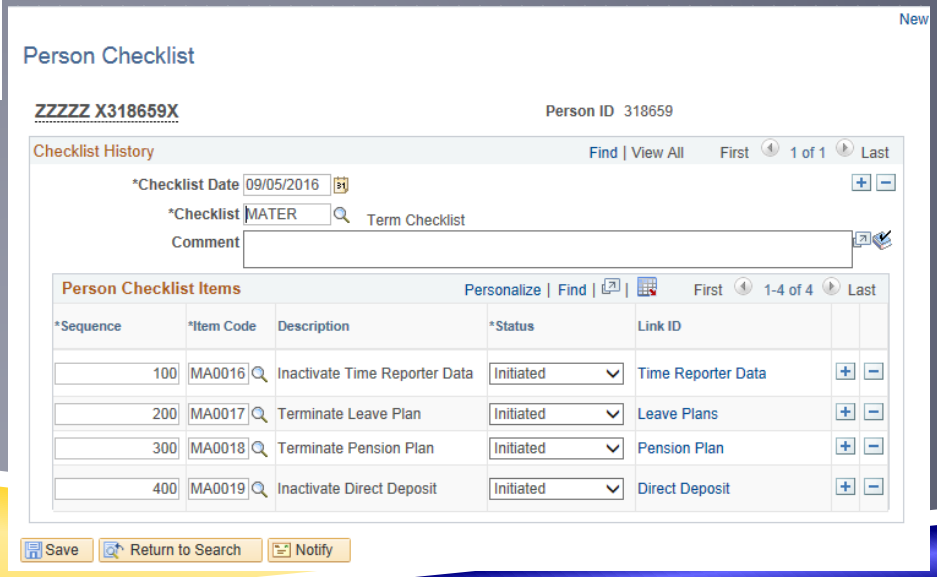


Navigate to Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist

Select Checklist from Lookup

Same functionality as Hire Checklist

Termination



EFFECTIVE DATES

- Effective dates are extremely important!!
  - SSTA conversions need to be future dated (Sunday of the next pay period).
  - Reports To changes need to be future dated (Sunday of the next pay period)
  - Schedule changes need to be future dated (Sunday of the next pay period) and should **never** be retroactive. This will cause the employees previously reported and paid time to recalculate and over or under pay the employee
- Multiple Time Reporter Data changes in a pay period can prevent an employee from being paid

MASS STATE EMPLOYEES RETIREMENT CAP

- Commonwealth employees hired after January 1, 2011 are subject a cap on the amount of compensation that can be considered for purposes of benefits under the Massachusetts State Employees' Retirement System ("MSERS").
- Under provisions of state law, the cap on the amount that is considered "regular compensation" for purposes of retirement contributions and for the calculation of a retirement allowance is currently set at 64% of the Federal Limit under U.S.C. 401(a)(17). The U.S.C. 401(a)(17) limit is $266,000.
- For the 2015 calendar year limit on regular compensation under G.L. c.32 is $169,600 (64% of $266,000). CY 2015 Contribution Cap: $18,056.00
- Departments must review and work with CTR for employees who may be in excess or close to reaching the cap.

END OF ACCOUNTS PAYABLE

- "AP" earnings codes were removed from HR/CMS.
- Dates prior to 7/1/2015 will not be accessible in Timesheets.

AP SPENDING AND LAPSE

Dept	PH Total	PH Spent	% Spend
ADD	$0.00	$0.00	0%
AGO	$13,400.00	$644.23	5%
AGR	$19,624.81	$3,951.01	20%
ANF	$11,367.00	$740.00	7%
APC	$4,555.62	$3,271.80	72%
BBE	$300.00	$0.00	0%
BCC	$98,402.00	$98,353.23	100%
BER	$1,166.11	$590.83	51%
BHC	$19,140.00	$2,647.20	14%
BRC	$24,999.25	$22,836.01	91%
BSC	$25,900.00	$19,613.80	76%
BSD	$29,617.95	$29,617.95	100%
CAD	$7,800.00	$2,619.52	34%
CCC	$0.00	$0.00	0%
CDA	$33,080.00	$657.17	2%
CHE	$429.38	$314.24	73%
CJT	$185,162.18	$157,940.81	85%
CME	$21,000.00	$155.08	1%
CPC	$82,918.00	$61,413.95	74%
CTR	$711,034.86	$696,009.23	98%
DAA	$0.00	$0.00	0%
DCP	$978.84	$978.84	100%
DCR	$110,934.20	$53,412.15	48%
DES	$21,670.99	$3,835.93	18%
DMH	[illegible]	$373,237.72	20%
DMR	$1,103,129.73	$1,034,858.36	94%
DOB	$78,000.00	$19,243.03	25%

Dept	PH Total	PH Spent	% Spend
DOI	$85,000.00	$2,196.72	3%
DOR	$172,000.00	$118,178.46	69%
DOS	$3,000.00	$89.25	3%
DOT	$665,644.87	$35,777.58	5%
DPH	$991,354.07	$170,862.64	17%
DPS	$6,300.00	$0.00	0%
DPU	$54,500.00	$101.15	0%
DSS	$2,098,283.17	$1,858,155.82	89%
DYS	$156,823.63	$78,156.44	50%
EAS	$0.00	$0.00	0%
EDU	$12,349.12	$12,349.12	100%
EEC	$70,069.05	$59,708.79	85%
EED	$5,500.00	$58.47	1%
EHS	$262,816.84	$75,149.24	29%
ELD	$10,530.00	$4,289.03	41%
ENE	$90,305.53	$9,549.68	11%
EOL	$3,405.60	$2,876.80	84%
EPS	$20,765.00	$5,053.91	24%
EQE	$113,721.00	$21,505.36	19%
FRC	$10,000.00	$1,340.17	13%
FSC	$0.00	$0.00	0%
FWE	$81,139.00	$1,979.39	2%
GCC	$0.00	$0.00	0%
HCC	$15,757.40	$1,581.32	10%
HCF	$53,315.00	$2,653.96	5%
[illegible]	$398.68	$30.95	8%
HRD	$8,500.00	[illegible]	[illegible]

Dept	PH Total	PH Spent	% Spend
IGO	$504.20	$504.20	100%
ITD	$27,000.00	$0.00	0%
LOT	$19,768.47	$14,125.98	71%
MAS	$31,100.00	$22,325.30	72%
MBC	$48,266.00	$27,262.43	56%
MCA	$0.00	$0.00	0%
MCB	$11,467.94	$11,427.30	100%
MCC	$0.00	$0.00	0%
MCD	$31,467.25	$15,636.37	50%
MGC	$39,000.00	$0.00	0%
MIL	$33,775.00	$1,505.83	4%
MMA	$0.00	$0.00	0%
MMP	$2,000.00	$0.00	0%
MRC	$86,470.20	$69,099.85	80%
NAC	$0.00	$0.00	0%
NEC	$935.19	$918.75	98%
NFK	$15,000.00	$1,884.50	13%
NSC	$122,050.00	$42,246.24	35%
NWD	$1,500.00	$0.00	0%
OCD	$37,146.53	$9,146.30	25%
OSC	$1,081.00	$1,081.00	100%
OSD	$3,000.00	$239.19	8%
PAR	$14,001.00	$1,790.86	13%
PER	$22,000.00	$136.05	1%
PLY	$0.00	$0.00	0%
POL	$3,721,382.64	$3,034,859.22	82%
RCC	$5,216.48	$5,215.98	100%

Dept	PH Total	PH Spent	% Spend
REG	$26,500.00	$4,381.91	17%
RGT	$16,290.75	$5,329.90	33%
SCA	$1,400.00	$0.00	0%
SDA	$750.00	$387.06	52%
SDB	$23,100.00	$17,387.43	75%
SDC	$747.32	$747.32	100%
SDF	$7.10	$0.00	0%
SDH	$30,261.00	$7,307.14	24%
SDM	$40,361.59	$1,871.52	5%
SDN	$0.00	$0.00	0%
SDP	$714.87	$714.87	100%
SDS	$67,750.00	$30,594.09	45%
SDW	$0.00	$0.00	0%
SEA	$2,000.00	$0.00	0%
SJC	$1,000.00	$626.16	63%
SRB	$18,675.00	$5,046.40	27%
SSA	$9,984.52	$5,834.52	58%
STC	$105,500.00	$6,707.95	6%
TAC	$3,500.00	$0.00	0%
TRB	$7,250.00	$0.00	0%
TRC	$1,363,748.01	$1,130,067.22	83%
TRE	$20,175.00	$0.00	0%
WEL	$56,862.79	$26,128.71	46%
WES	$645.68	$0.00	0%
WSC	$0.00	$0.00	0%
Grand Total	**$16,157,792.09**	**$9,974,834.08**	**62%**

DEFICIENCY PAYROLL

- Prior year payments are authorized expenses that were incurred in a prior fiscal year but the Department did not recognize that these expenses were incurred or the expenses were recognized after the end of the accounts payable period.
- Department's current fiscal year account is charged back by the Office of the Comptroller in order to support the expenditure.
- CTR APB Contact is John Newell 617-973-2658.

DEFICIENCY PAYROLL

Steps:

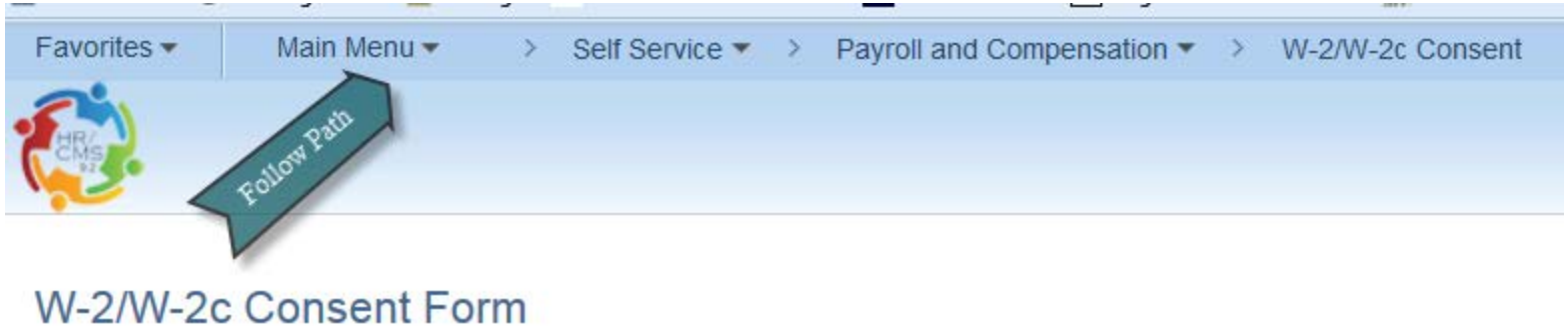
- **Request to CTR APB for approval**
- **Transfer $$ to CTR account**
- **Dept enters Prior Year Deficiency (PYD) code in HR/CMS Payroll for Current FY charges**
- **Based on information from department, CTR payroll processes cross departmental rule and labor distribution to charge CTR account (EPPA/DEPTE/DEACC)**

Suppress and Impress

Save a tree one form at a time

We can do better! Bottom 10%

15%	SHERIFF DEPARTMENT MIDDLESEX
15%	SHERIFF DEPARTMENT NORFOLK
18%	DEPARTMENT OF PUBLIC SAFETY
18%	SHERIFF DEPARTMENT HAMPSHIRE
19%	SECRETARY OF STATE
20%	STATE RECLAMATION BOARD
22%	COMMISSION AGAINST DISCRIMINATION
22%	STATE ETHICS COMMISSION
23%	ADMINISTRATIVE LAW APPEALS DIVISION
24%	MASSACHUSETTS COLLEGE OF LIBERAL ARTS
28%	SOLDIERS' HOME in MASSACHUSETTS
28%	SHERIFF DEPARTMENT FRANKLIN
28%	TRIAL COURT
29%	PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION

Reminder! Start Campaign to Suppress W-2

- Employees can request suppression directly in Self-Service