**PAYROLL USER GROUP MEETING MINUTES**

**September 13, 2016**

**Welcome Kevin McHugh**

**National Payroll Week Celebrated September 5-9 Director, Statewide Payroll Bureau**

**Metro Credit Union Charlene Bauer, Sr. Vice President**

* Introducing Mary Holland, Commonwealth’s new primary contact at Metro Credit Union. She can be reached at [mholland@metrocu.org](mailto:mholland@metrocu.org), 877-MY-METRO, Extension 3504.
* Metro will reissue Metro debit cards using the chip technology with greater fraud protection. New debit cards will be mailed by holidays.
* Exclusive State Employee web page
* Specials- Exclusive offers for State Employees Only
* $19 million in Christmas Club Savings will be disbursed to members on 10/1/16.
* High Yield Savings Account at 1.20% APY
* My Reward Checking
* $0 ATM Fees –can use any ATM anywhere in the world and your fees will be refunded at the end of the month
* No monthly maintenance fees with direct deposit
* My Reward Savings
* Earn 2.00% APY on daily balances up to $3,000
* Must be linked to My Reward Checking
* Competitive Mortgage Rates
  + - Check out the newly launched New Mortgage Center on Metro website
    - Check rates, apply online, calculators, check loan status etc.
* Find State Specials
* 2 ways - main website, metrocu.org, and look for the Mass State icon and metrocu.org/state
* State webpage ([www.metrocu.org/mastatehrcmscontacts](http://www.metrocu.org/mastatehrcmscontacts))
* Request 2017 State payroll calendars – coming in Oct/Nov.
  + Mary Holland – new contact at Metro for Free Financial Education Lunch and Learn sessions. Happy to come to any agencies throughout Massachusetts

Mary Holland: [mholland@metrocu.org](mailto:mholland@metrocu.org), 877-MY-METRO, extension 3504

Charlene Bauer: [cbauer@metrocu.org](mailto:cbauer@metrocu.org), 617-889-7795

* Questions
* The High Yield Account has 1.2 % APY and why MY Reward Saving Account has 2%APY? **The High Yield is the Money Account with $10,000 min requirement. The My Reward Savings Account pays 2% APY for first $3,000.**

**FLUID Kevin McHugh Director, Statewide Payroll Bureau**

* New technology: Tablet/Mobile device experience, Platform Agnostic, Fresh Online look, End user Personalization, HTML5 & CSS3
* Functionality: Allow employees to use mobile device to: enter Time & Attendance- daily, view reported time and payable time by week, view paycheck-pay advises in PDF and view Personal Details.
* Will have FLUID Login Screen. FLUID tiles facilitate Navigation.
* Supported devices: Apple Mobile with IOS 8 and 9 using Safari. Mobile devices with Android5 and 6 using Google Chrome
* Timeline and Road Map:
  + Planned for go live for 9/24/16
  + Time & Attendance approval functionality – expected in next 12-18 months and
* Communication Plan: Via HR/CMS announcement

**SMART Plan Agenda Rob Young, Account Manager**

* Educational opportunities: Lunch and Learn
* Seminars in Fall 2016
  + - 10/6/16: Holyoke Community College
    - 10/13/16: Cap Code Community College
    - 11/3/16: No. Essex Community College- Haverhill
  + Let Retirement Board know of additional seminars requests. SMART can customize based on your employees needs such as Countdown to Retirement.
* New forms are being used for new hires – great success
* SMART Plan Survey
  + Your feedback is important – take survey online. Takes 3-5 minutes.
* Special Catch-up
* Input data in Catch-up ONLY when notified by Empower (monthly report)
  + Special Catch-up limit in 2016 is $36,000. Input $18,000 in the Special Catch-up amount as with the normal $18,000 limit, it will result in $36,000 limit correctly.

**MARIS Update Kevin McHugh** **Director, Statewide Payroll Bureau**

* MARIS Data – Focus on data accuracy
  + Designed to accurately track employee data, service hours, deductions and highest years of pay
* Increased data will help to better manage employee balances, years of service, eligibility
* Will better track pensionable earnings outside of regular pay
  + Each pay period system will edit against all data to identify potential/actual errors and warnings
  + Agencies will begin getting requests from the retirement board for corrections or explanations of data entry mistakes
* Top Known Mistakes
  + Hiring and paying employees without correct required data – SSN, Date of Birth, home address
  + Back dating or failing to pay on the 1st pay period of employment i.e. prior period adjustments
  + Rehire for Retro (non-pensionable payment) and leaving Pension Plan Active
  + Position standard hours not matching Job Codes i.e. 40 hr employee in 37.5 hr job code. Mass update performed 9/9/16. Information provided in CommonHelp Bulletin.

**Flexible Spending Accounts Karin Eddy, GIC**

* Important Dates for Employees
* Half year plan ending 6/30/2016
  + - 2 ½ Grace Period:7/1 – 9/15/16 (to accrue charges if you have money leftover)
    - Claim Filing Deadline: 10/15/16 (after that, you have forfeited your funds)
* 2017 Fiscal plan:7/1/16-6/30/17
  + - 2 ½ Grace Period: 7/1 – 9/15/17
    - Claim Filing Deadline: 10/15/17
* 2018 Fiscal plan**:** 7/1/17-6/30/18
  + - Open Enrollment: 4/5/17 - 5/3/17
* Payroll Error Refunds
* Refunds made with post tax funds create tax problems
  + Refunds may only be made within 60 days of the mistaken deduction effective 7/1/16. After 60 days it is up the employer agency to repay the employee – no refunds will be made from the FSA account.
  + Email the refund request to Karin.Eddy2@state.ma.us within 60 days with the required information – Employee Name & ID, HRCMS record #, Pay Periods of Payroll errors, deduction codes and amount, reason for refund and FSA plan year.
  + Refunds for active employees will be paid through HR/CMS through Payroll Reversal process in coordination with CTR.
* ASIFlex contacts for Coordinators and Participants were provided.

Contact Information for ASIFlex (Coordinators Only)

* Account Manager: Kaleena Kollmeier

Email: [flexgic@asiflex.com](mailto:flexgic@asiflex.com)

Toll Free: 888-602-4132

Direct Phone: 573-777-5631

Direct Fax: 573-442-4432

Contact information for ASIFlex (Participants)

* Mailing Address: ASIFLex Customer Service, P.O. Box 6044, Columbia, MO 65205-6044

Website: [WWW.asiflex.come/gic](http://WWW.asiflex.come/gic)

Email: [asi@asiflex.com](mailto:asi@asiflex.com)

Toll Free: 1-800-659-3035

Customer Service Hours: 8am to 8pm Mon-Fri; 10am to 2pm Sat

Toll Free Fax: 1-877-879-9038

**Commuter Choice – Transit and Parking** **Jasmine Shamer**

**Sr. Client Service Manager**

* MBTA Increase Clean Up:
  + 130 members have the old $75 deduction instead of new $84.50. 13 members have the old 2014 $59 active deduction.
  + Presentation included the list of employees.
  + Contact Jasmine for any reports needed with details.
* Transit Election Change Process Calendar for 2016
* The deadline to submit transit changes for November 2016 benefit month (by completing the Election Change Form) is 9/28/16 with deductions taken on 10/7/16 paycheck.
* The deduction will be funded on the Benefit Strategies Flex Cards on 10/20/16.
* Parking Election Change Process Calendar for 2016
* The deadline to submit your parking changes for October 2016 benefit month (by completing the Election Change Form) is 9/14/16 with deductions taken on 9/23/16 paycheck.
* The deduction will be funded on the Benefit Strategies Flex Cards on Sept. 20, 2016
* Monthly Balance Reminders
* 25 Participants with accumulated over $1000 in their Transit and/or Parking commuter plan with Benefit Strategies, totaling to $37,220.65 in funds that are at risk of being forfeited if not used. The presentation provided list of agencies.
* Contact Benefit Strategies for details. Please inform your employees to look into it.
* Benefit Strategies sends out Monthly Account Balance notification to all members that have over $1.00 in their commuter plan account, and also email to the agencies with members with over $500 in their balance.
* 2016PY Close Out for 2017PY
  + The TRN and PRK benefits run from December through November. The payroll deductions are taken out a month in advance, making the current year deduction dates 12/2015-11/2016 to fund the accounts to use from 1/2016-12/2016.
  + Unused funds left in 2016PY accounts will be automatically rolled over into the 2017PY on 12/19/16 as the new plan year starts on 12/20/16 to fund Jan 2017 expenses.
  + There is no Open Enrollment for commuter TRN/PRK benefits – the amount of your election is in Dec 2016, will be copied into 2017PY.
  + If member have a balance remaining for 2016PY account on 12/19/16 and not submitted reimbursement claims will be rolled over into the 2017PY accounts and when claims are received, the needed balance will be rolled back into 2017 PY to process claims.
* Contact Information
* Your dedicated Account Mgr: Jasmine Shamer; email: [clientservices@benstrat.com](mailto:clientservices@benstrat.com); phone #877-353-9442, fax #603-647-4668; website: [www.benstrat.com](http://www.benstrat.com)

**New HR/CMS Training Jessica Cogswell**

**CTR-Department Assistance Bureau**

* New Training classes: 1) Payroll Overview 2) Self Service Time & Attendance Labor Distribution Overview
* Payroll Overview – three hour training on how HR/CMS works with other systems. Topics cover:
* HR/CMS link to LCM
* How to use the Best Practices Report
* Reading Payroll Reports
* Deductions
* When to use Additional Pay vs. Timesheet
* Common errors and how hot avoid them
  + CTR will reach out to agencies to participate in pilot class; will run late October/early November.
  + First Payroll Overview 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, either using LCM or 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 upon request.
* Contact: [jessica.cogswell@state.ma.us](mailto:jessica.cogswell@state.ma.us)

**COMECC – Annual Campaign Natalie Wadzinksi, HRD Emily Gilmore, Boston ABCD**

**Beth Sagan, Commonwealth’s Children Center**

* Last year $800,000 in donation from the Commonwealth Employees
* COMECC is the information resource as well providing your employees resources including other charities to address specific needs of your employees.
* 9 State Community colleges and UMASS are participating with COMECC with 3-4 programs including endowments.
* SERV program also allows employees to volunteer 7.5 hours a month on a paid basis.

**Payroll Reminders Kevin McHugh** **Director, Statewide Payroll Bureau**

* ACA Statistics including UMASS for CY 2016
* Monthly Health Care Offer Rate average at 98%
* Also 3500 employees who do not meet ACA Full Time status
* Payroll Reconciliation
* Must be completed prior to payroll processing to prevent errors. Identify error and correct prior to payroll processing
* Refer to HR/CMS Knowledge Center for job aids, tips and reminders
* Additional training and support available from CTR Payroll Unit and Department Assistance Bureau: Automated Process using SQLs from CIW and CommonHelp
* Contacts:
  + - Comptroller’s HelpDesk: (617)973-2468; [comptroller.info@state.ma.us](mailto:comptroller.info@state.ma.us) for MMARS/LCM and other Comptroller questions
    - CommonHelp:866-888-2808; [CommonHelpServiceDesk@massmail.state.ma.us](mailto:CommonHelpServiceDesk@massmail.state.ma.us); for HR/CMS, Luminist, DocDirect, CIW, Mass.gov questions
    - Employee Service Center (ESC for departments who subscribe to service): for Employee Calls and Password Resets

<http://www.mass.gov/anf/employment-equal-access-disability/hr-policies/masshr/employee-service-center/>

* Correction Mode Requests:
  + Policy has become much more restrictive to maintain proper audit trails and controls
  + Correction mode will be only used when the entry effects employee’s compensation, creditable service or GIC status. Correction mode is not be used for cosmetic errors. Most errors can be fixed without corrections.
  + Every effort should be made to confirm appropriate data entry into HR/CMS before completing actions.
  + Continued requests for corrections on bad data entry will result in revocation of HR/CMS security. DSO will not be able to request reinstated access until core user attends mandatory HR/CMS training.
* Additional Pay
* Additional Pay should not be used for regular wages. It is used for certain recurring payments and periodic one-time payments.
* Whenever possible, payments should be paid through timesheet
* When entering additional pay, do not populate Goal Balance field. Matching the Goal Amount and Goal Balance will not generate payment.
* To end an Additional Pay entry, do not uncheck Ok to Pay or enter zero amount in the earning fields.
* Hires and Terminations
* Effective date of hires and terminations effect an employee’s compensation, their creditable service and GIC status
* Use Checklists for Hire, Termination with Pay and Final Term.
* All new hires are set up with a Hire Checklist.
* Checklists can be customized based your business needs
* Effective Dates – Extremely important!!
* SSTA conversion 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 NEVER to be retroactive.
* Multiple Time Reporter Data changes in a pay period can prevent an employee from being paid
* Mass State Employees Retirement Cap
* Employees hired after January 1, 2011 are subject to cap on the amount of the compensation that can be considered for purpose of benefits under MESERS.
* Can on the “regular compensation” and for the calculation of a retirement allowance is currently set at 64% of the Federal Limit under U.S.C. 401(a)(17). Limit is $266,000.
* For the CY 2016, the contribution cap: $18,056.00.
* Department must review and work with CTR for employees who may be in excess or close to reaching the cap.
* End of Accounts Payable
* “AP” earning codes were removed from HR/CMS
* Dates prior to 7/1/15 will not be accessible on timesheets
* Deficiency Payroll
* Prior year authorized expenses were incurred in prior fiscal year but not recognized until after the end of the accounts payable period.
* Department’s current fiscal year account is charged by CTR to support the expenditure
* Contact CTR APB: John Newell at 617-973-2658.
* Paperless Payroll
  + Encourage your staff to suppress Paycheck advises and W-2 – directly in Self-Service