Payroll User Group
June 7, 2017

Office of the Comptroller

www.mass.gov/comptroller

Welcome

Kevin McHugh
Commonwealth Chief Payroll Officer

METRO

CREDIT UNION

The credit union for Massachusetts State Employees

What’s New

New Home Equity Line of Credit

1.99% APR*
introductory rate through 6/30/18

3.50% APR*
prime minus 0.50% for the life of the loan after intro rate

A Home Equity Line of Credit is a smart and affordable way to borrow for things like home improvements, emergency expenses, or tuition.

Our Home Equity Line of Credit features:

- Prime minus 0.50% APR after introductory period ends - currently 3.50% APR
- Convert any portion of your balance to a fixed rate loan
- Lines available from $25,000 to $500,000
- Pay interest only during the 10 year draw period**

Apply for a Home Equity Line of Credit Now!

*Annual Percentage Rate (APR) 1.99% as of 6/1/17 is fixed through 06/30/18. Thereafter, the rate will adjust to the Prime Rate as published in the Wall St. Journal on the last business day of the month (Prime Rate as of 5/31/17 was 4.00%) minus 0.50%. The APR is variable and may vary monthly. Maximum interest rate is 15.00%, with a floor of 3.50%. Loan to value (LTV) not to exceed 80% or 75% for condos and 2-4 unit properties. LTV may be reduced based on creditworthiness. Minimum line amount is $25,000 and maximum line amount is $500,000. Available on 1-4 family primary residences in MA or southern NH. Property insurance required. $71 to $525 fee if appraisal is required. $140 review fee if property is in a trust. Early termination fee of $500 applies for lines closed within first 36 months, not to exceed 2% of original loan limit.
**You will be billed for interest only during the 10 year draw period. You have the option to make larger payments to reduce the principal balance of your loan.

NCUA Federally insured by NCUA MSIC Member MSIC Equal Housing Lender NMLS #198524

METRO CREDIT UNION
The credit union for Massachusetts State Employees

My Reward Checking

- Best checking around!
- No fees to use any ATM anywhere in the world!
- Metro reimburses ATM fees charged by other banks.
- Enjoy a high rate with the companion My Reward Savings.
- Easy Access.
- Introducing New Rewards Program – **Buzz Points**!

My Reward Checking Buzz Points

- **Free** to all My Reward Checking members
- Earn points on every purchase made with your My Reward Checking Debit Card
- Redeem for rewards – gift cards to local and national businesses
- Track points and view special offers through the easy-to-use app
- **Enroll today** to start earning your points!
- Visit metrocu.org or download Buzz Points app.

POWERED BY buzz POINTS

METRO CREDIT UNION The credit union for Massachusetts State Employees

First Time Home Buyer Products

Metro Credit Union can help! Our mortgage specialists will guide you through the loan application process and determine the product that best fits your needs.

FIRST TIME HOME BUYER PRODUCTS

FHA Mortgages
With low down payments, low interest rates, and other terms that will make home buying more affordable, an FHA Mortgage can help put home ownership within your reach.

HomeReady Mortgage™
A HomeReady Mortgage is a great option for first time homebuyers. It offers flexibilities not found in other mortgages, like the option to use income from family or other household members to help in qualifying, and low down payment options.

Home Possible® Mortgage
Low on savings? Your dream of home ownership can still come true with a Home Possible Mortgage. Low down payment options are available for single and multi-family homes, as well as the potential for reduced mortgage premiums and no-cash-out refinancing.

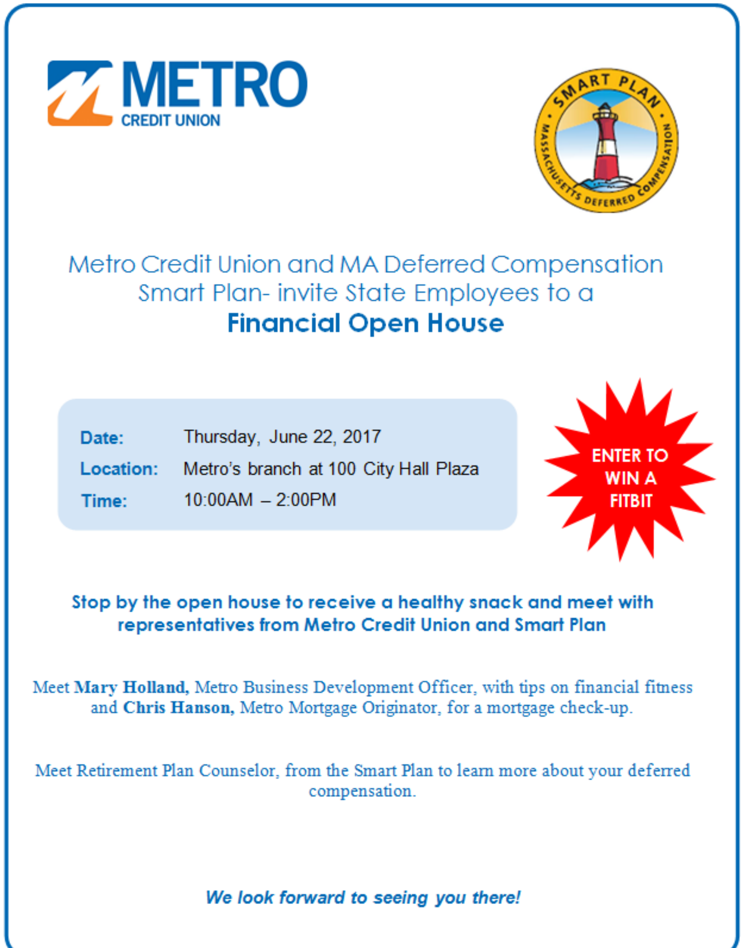
MassHousing Programs
Created for moderate-income home buyers, MassHousing's mortgage programs offer low interest and down payments, plus a choice of terms that can make home buying more affordable than you may have thought.

Operation Welome Home
Operation Welcome Home is mortgage program created by MassHousing for Veterans and members of the armed services who are first time home buyers which features competitive rates and a zero interest, deferred down payment option.*

*You do not have to be a first-time home buyer if you are purchasing a home in Boston, Chelsea, Cambridge, Everett, Fall River, Lawrence, Lynn, North Adams, or Somerville.

Upcoming Event

Financial Wellness Open House



- Healthy Snacks
- Fitbit give-away
- Learn about the benefits of Metro Credit Union
- Mortgage Loan Officer
- SMART Plan Representative
- We hope to see you!!

METRO CREDIT UNION The credit union for Massachusetts State Employees

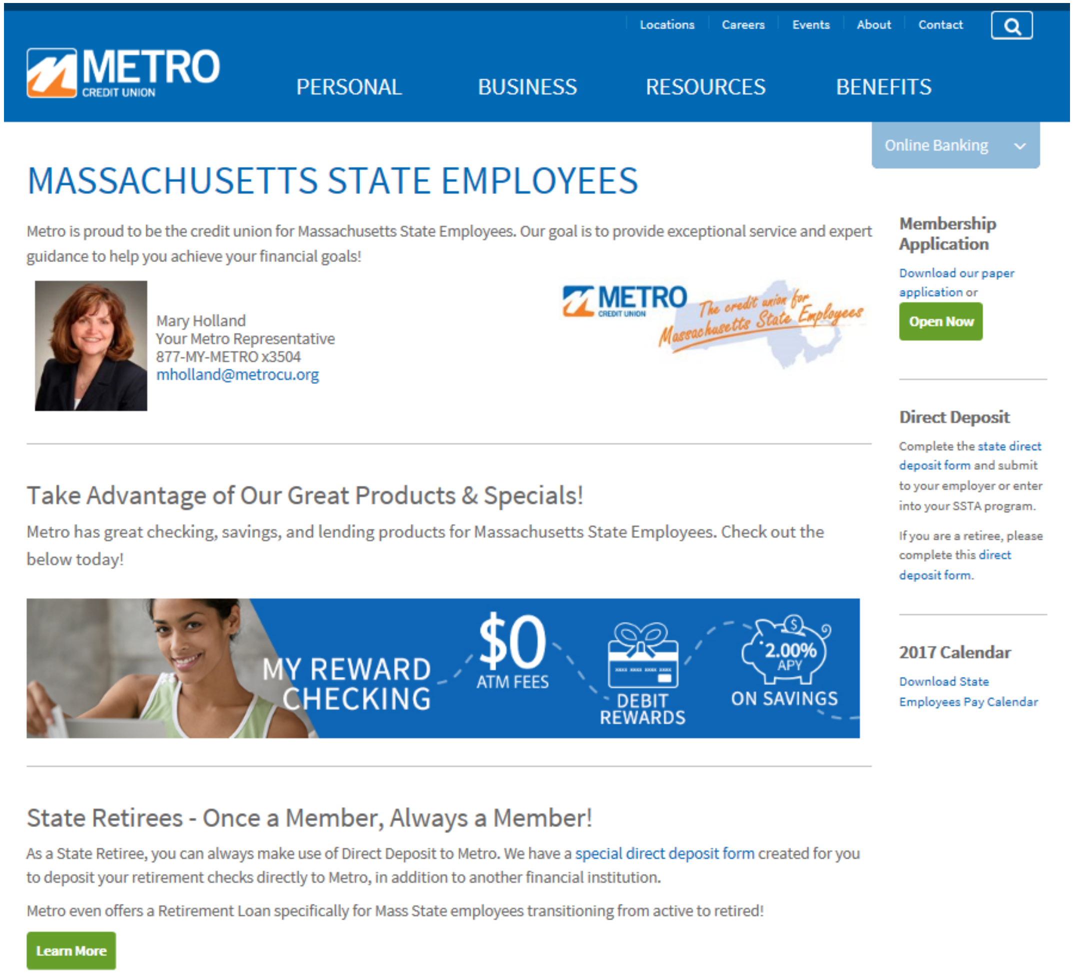
Resources

metrocu.org/state – where you find specials

METRO CREDIT UNION

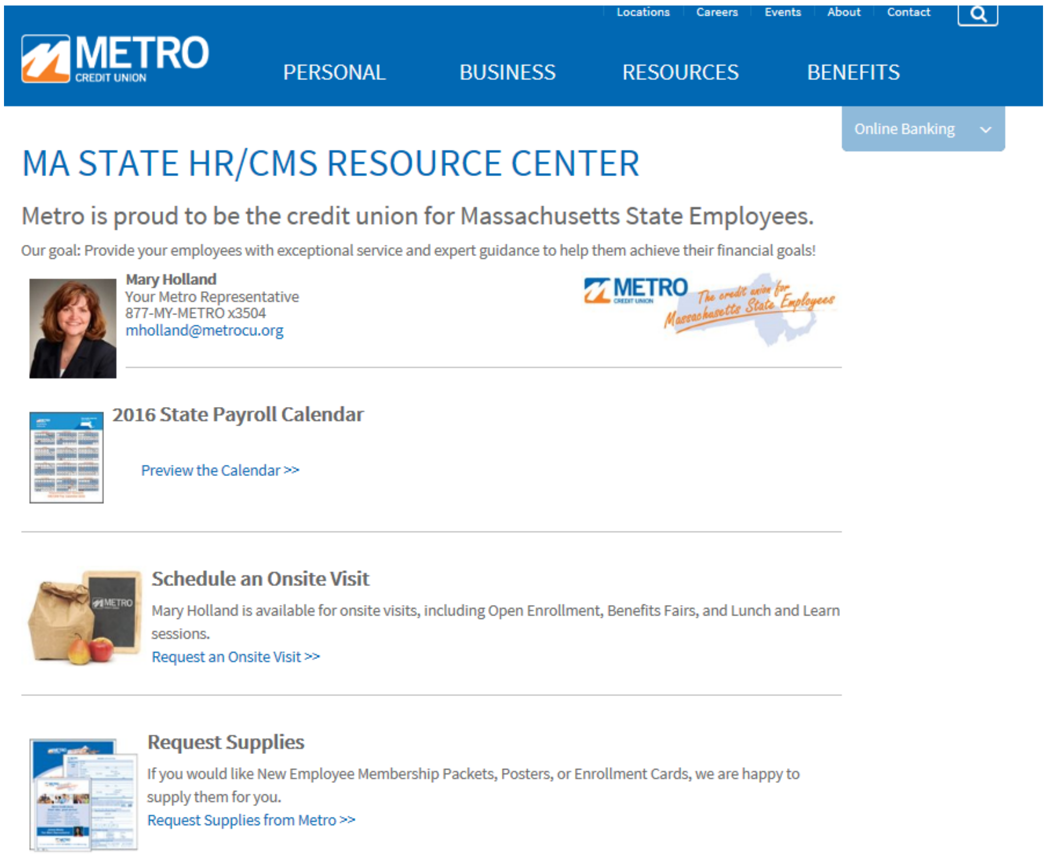
The credit union for Massachusetts State Employees

State Specials



METRO CREDIT UNION The credit union for Massachusetts State Employees

https://www.metrocu.org/mastatehrcmscontacts



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

Thank you

Mary Holland

mholland@metrocu.org

877-MY-METRO x 3504

METRO CREDIT UNION

The credit union for Massachusetts State Employees

Commonwealth of Massachusetts Group Insurance Commission

Flexible Spending Accounts
PUG Meeting

June 7, 2017

2017-2018 Plan Years

	2017 Fiscal Plan Year	2018 Fiscal Plan Year
Number of Months	12 months	12 months
Plan Year Dates	7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018
HCSA Maximum	$2,550	$2,600
HCSA Minimum	$250	$250
DCAP Maximum	$5,000 per calendar year	$5,000 per calendar year $192.30 per pay period
Grace Period 2.5 months	9/15/2017	9/15/2018
Deadline to File Claims	10/15/2017	10/15/2018
Bi-weekly Deductions Start	6/26/2016	6/25/2017
Bi-weekly Deductions End	6/24/2017	6/23/2018
Number of Pay Periods BI-WEEKLY	FSA 26	FSA 26

Confirmation Packet - June

- Confirmation packets mailed via USPS to all participants
- Confirmation Letter
  - 7/1/2017 – 6/30/2018 Plan Election Amounts
- Debit Cards
  - New HCSA participants will receive their set of two Health Care FSA debit cards in a separate mailing, plain white envelope
  - Re-enrolled participant cards will be reloaded with newly elected funds. New cards are not sent for each plan year.

Confirmation Packet Wallet Card

GIC HEALTH CARE FLEXIBLE SPENDING ACCOUNT (FSA)

ASK FOR IT! SHOW THIS CARD TO YOUR PROVIDER!

Each time you use the card, ask the provider for an itemized statement that includes:

1) Provider name and address
2) Patient name
3) Date the service/supply was provided (regardless when paid or billed)
4) Description of the service/supply
5) Dollar amount you owe

IRS regulations require you to provide an itemized statement for FSA expenses upon request. Submit online, via the mobile app, by fax, or mail. Also retain a copy with your personal tax records.

Note: Do not send the card terminal receipt, balance-forward or paid-on-account statements; these are not sufficient for IRS documentation.

CONTACT INFORMATION

www.asiflex.com/GIC

asi@asiflex.com

Phone: 1.800.659.3035

Customer Service Hours:

8 am - 8 pm Mon-Fri and 10 am - 2 pm Sat

Fax: 1.877.879.9038

PO Box 6044 | Columbia, MO 65205-6044

Get the ASIFlex Mobile App!

Submit claims and check your balance on–the-go!

The app is free and available on Google Play or the App Store, or asiflex.com/GIC!

Important Dates for Employees

2017 Plan Year: July 1, 2016 to June 30, 2017

2 ½ Month Grace Period: July 1 –September 15, 2017

Claim Filing Deadline: October 15, 2017

2018 Plan Year: July 1, 2017 to June 30, 2018

2 ½ Month Grace Period: July 1 –September 15, 2018

Claim Filing Deadline: October 15, 2018

Next Open Enrollment Spring 2018

Deactivated HCSA Cards

- Employees need to log into their account
  - Read secure messages
    - **www.asiflex.com/gic or via mobile app**
    - **Submit online, via mobile app, mail or fax**
- Supporting documentation
  - Explanation of Benefits (EOB)
  - Itemized statement from health care provider
- Do not call the GIC, we do not have access to the Employee’s FSA Accounts

Payroll Error - Refunds

- ***Avoid refund requests:*** enter the correct deduction code(s), deduction amount(s) and end date deduction(s) when entering terminations/leaves of absence.

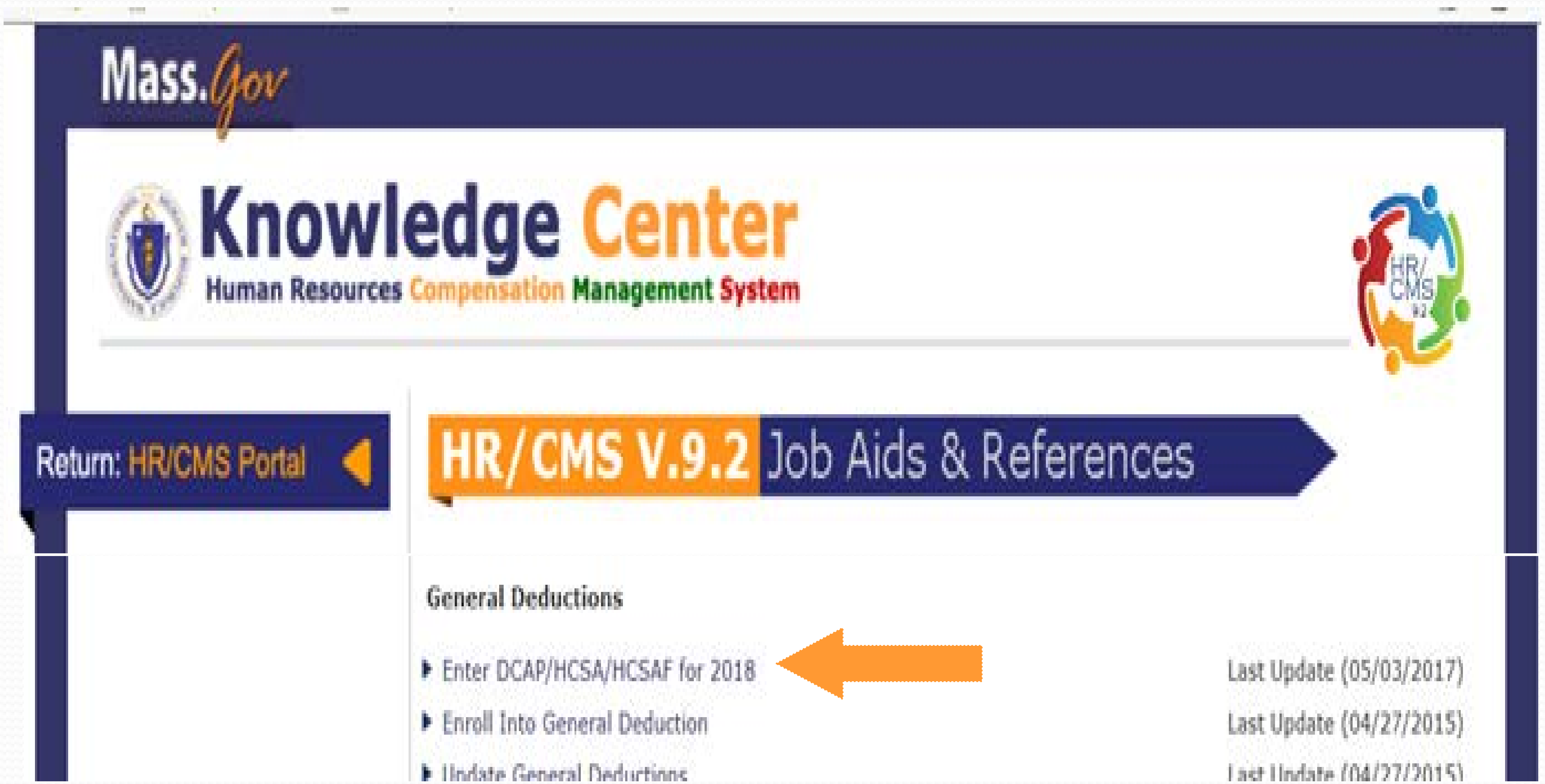
- To request a payroll refund send the request via secure or portal email to flexgic@asiflex.com within 60 days

Include the following information:

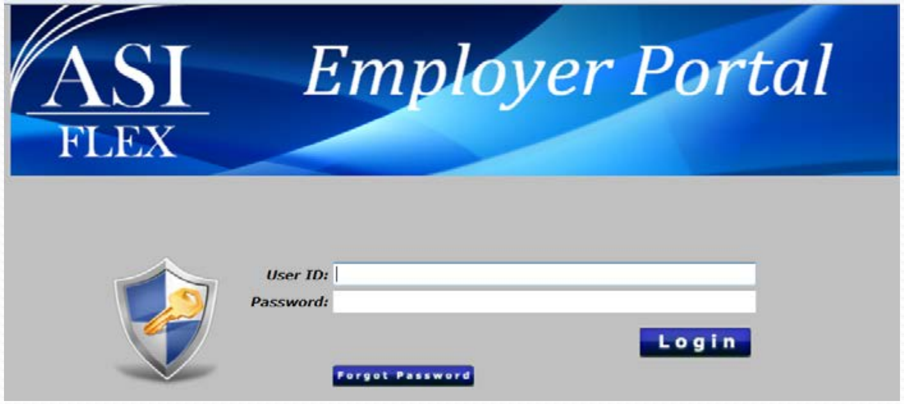
  - Employee Name
  - Employee ID
  - Deduction code(s) and amount(s) of refund; e.g. DCAP $50, HCSAF $2.50
  - Reason for refund; e.g. terminated state service, deduction taken in error
  - **UMass and HRCMS payroll systems**: Refunds by payroll reversals in the same calendar year. GIC will review and authorize the processing of the payroll reversal with CTR for HR/CMS agencies.

- ASIFlex will research refund requests and forward to the GIC for approval

Updated Job Aid



Employer Portal



- Secure portal with unique credentials for each coordinator
- ASIFlex posts enrollment reports and payroll discrepancy reports
- Coordinator can upload enrollment forms, status change forms and etc.

Changes to Elections

- Can change election during plan year only with qualified status change
  - A deactivated HCSA card is NOT a qualifying status change
- 60 Days to make changes, same as other GIC Benefits
- Additional qualifying events for DCAP
- Use State Change Form:
  - Leave of Absence
  - Election Change
  - Termination/Transfers
- Complete Status Change forms in full and send to ASIFlex through portal or by fax, not to the GIC

Coordinator Action Items

- May/June 2017
  - Review 2018 enrollment lists posted to Employer Portal
    - 2018 Enrollments and 2017 Not re-enrolled

- On-Going Pay Period Discrepancy Reports
  - Will be sent through your Employer Portal
    - Email is sent when report is posted for each payroll date
  - Resolve discrepancies within two business days
  - Coordinators fax or upload new hire and change forms to ASIFlex, not the GIC

Contacting ASIFlex

Coordinators Only

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

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

Participant calls to account manager will be referred to Customer Service.

New Program Manager

Nick Federoff

nicholas.federoff@state.ma.us

benefit strategies LLC

25th Anniversary

1989 - 2014

Celebrating 25 Years of Third Party Administrator Innovation and Customer Service Excellence

Commuter Choice – Transit and Parking

Presented by Jasmine Shamer

06/07/2017

New Contact Information

- *Your existing Account Manager, Jasmine Shamer – has changed departments within Benefit Strategies, and is now an Account Executive.*
- *Please make note of her new email address: Jshamer@benstrat.com and her direct phone# 603-647-4666 ext 1159*
- *Please keep this email address and phone# for your records only – do no share with employees. Members should be contacting the Customer Service Department at 877-353-9442 or email Info@benstrat.com*

Reports Available

- *If your division is not getting all the email notifications from Benefit Strategies for changes or enrollments, or if your employees are not submitting copies of their completed election forms, a report can be generated by Benefit Strategies with all changes done within a date range. Please call or email Jasmine Shamer @ Benefit Strategies and request this report as often as needed – please make sure to provide your agency code when calling or emailing (JSHAMER@BENSTRAT.COM)*

Monthly Balance Reminders

- *Benefit Strategies sends email reminders to all members every month, between the 3rd and 5th of the month, asking them to login to their account and check their balance*
- *Very important that members do check their balance on a regular basis to make sure they have enough month to month for their commuter TRN or PRK expenses, and that they're not in excess of too much money*
- *Balances automatically rollover from month to month, and plan year to plan year if it's not spent – the intension is that members spend exactly what they put into the plan every month based on their PR deductions*

benefit strategies LLC 25th ANNIVERSARY

Stats as of 5/08/2017

- *Extra funds that are not being used by your employees:*

Over $500 Total	# of EE's	Division
$3,787.50	6	AGO1000
$828.50	1	AGR0100
$1,068.95	1	ALA0413
$1,075.50	2	APC3930
$3,885.65	3	BHC0001
$1,152.00	1	BSC1000
$4,688.72	5	CPC1000
$3,034.50	2	DCP1000
$5,975.00	4	DCP3000
$2,135.45	3	DCR1000
$2,683.25	4	DOI1000
$1,689.25	3	DOR0100
$6,806.55	10	DOT1000
$7,025.15	8	DPH0294
$4,861.50	3	DSS0993
$1,481.50	2	EED1000
$9,112.25	6	EHS0100
$3,338.75	4	EHS6000
$4,289.58	7	EOL1000
$1,990.50	3	EQE0427
$2,061.00	3	HRD1000
$5,509.85	6	ITD0001
$1,090.70	2	MCA9999
$1,526.25	2	MCB7000
$7,007.15	7	MRC9000
$2,364.00	3	OCD1000
$1,794.00	3	OSC1103
$2,414.50	3	REG2000
$3,103.75	4	SJC2000
$5,679.07	7	TRC
$4,107.75	5	TRE1400
$4,349.00	7	UMS0182 Boston
$2,653.90	3	VET1000
$2,914.00	3	WEL6000

Stats Continued

- *Total in overages (more than $500 per account) $130,354.59*
- *DOT1000 has the largest # of Employees (10)*
- *EHS0100 has the largest $$ amount ($9112.25)*
- *Total of 21 EE's that have between $1000 - $2000 balance, in total of $26,882.55*
- *Total of 5 EE's that have between $2000 - $2800 balance, in total of $12,215.00*
- *If you wish to receive a list for your division, please email Jasmine at Jshamer@benstrat.com*

UberPool & Lyft Announcement

- *In March 2017 an email was sent to all commuter Transit members in regards to UberPool & Lyft indicating that members could use their Visa flex cards as their preferred payment method which would use funds from their commuter Transit account. We have since found that due to system limitations this option is not available in the format of how the employer, the Commonwealth of MA, is set up and connected to the Visa credit card vendor.*
- *Benefit Strategies is happy to announce that starting in June 2017, members can submit a manual paper Commuter Choice Claim Form to be reimbursed for UberPool and/or Lyft expenses. Please keep in mind that UberPool and Lyft are to be used for to-and-from work rides in order to be eligible to be reimbursed from your commuter Transit account.*

UberPool & Lyft – Continued Part 2

- *The Visa flex card will not work, therefore please pay for your ride(s) with your personal credit card and then submit a reimbursement claim form which can be found here: https://www.benstrat.com/clientlink_ctb.php. Online consumer portal claim submission is not eligible for UberPool and/or Lyft rides. These must be submitted through the paper reimbursement claim form.*
- *Due to this being an available option, if you are going to utilize this new feature you are able to increase your current Payroll deduction. To do so, please complete the Online Election Form here: https://www.benstrat.com/ctbform/index.php*

UberPool & Lyft – Continued Part 3

- *Benefit Strategies sent out a blast communication email to all commuter Transit members on Tues 6/04/2017 to inform everyone of this option*
- *The Online Election Form has been updated to include information about the UberPool & Lyft as being an eligible expense to-and-from work for those who wish to increase their PR deductions*
- *The ALERT! Important Messages box on Benefit Strategies website has also been updated with this:*

ALERT!! Important Messages: UberPool and/or Lyft expenses can now be reimbursable from your commuter Transit benefit account. Please read the 2017PY QTBP FAQ listed at the bottom of this page for more details.

Contact Information

Your dedicated Account Executive:

Jasmine Shamer

NEW EMAIL: Jshamer@benstrat.com

Jasmine's Direct Line: 603-647-4666 ext 1159

Fax#: 603-647-4668

Website: www.benstrat.com

Phone# For Employees: 877-353-9442

Email For Employees: Info@benstrat.com

SMART Plan Agenda

Presented by Rob Young,

Manager Retirement Counseling

- Participant Data Interchange update
- New SMART Plan Video!
- OBRA-Social Security issues
- Questions

Full Data Interchange

- Data previously shared from Comptroller:
  - Name
  - SSN
  - Employee ID
  - HRCMS division code
  - Contribution amount
  - DOH/Termination Date/Restart date
- Data now shared (starting on June 2):
  - Date of Birth
  - Address
- Personal updates now automatic

Testimonial Video

Testimonial Video – How to Help?

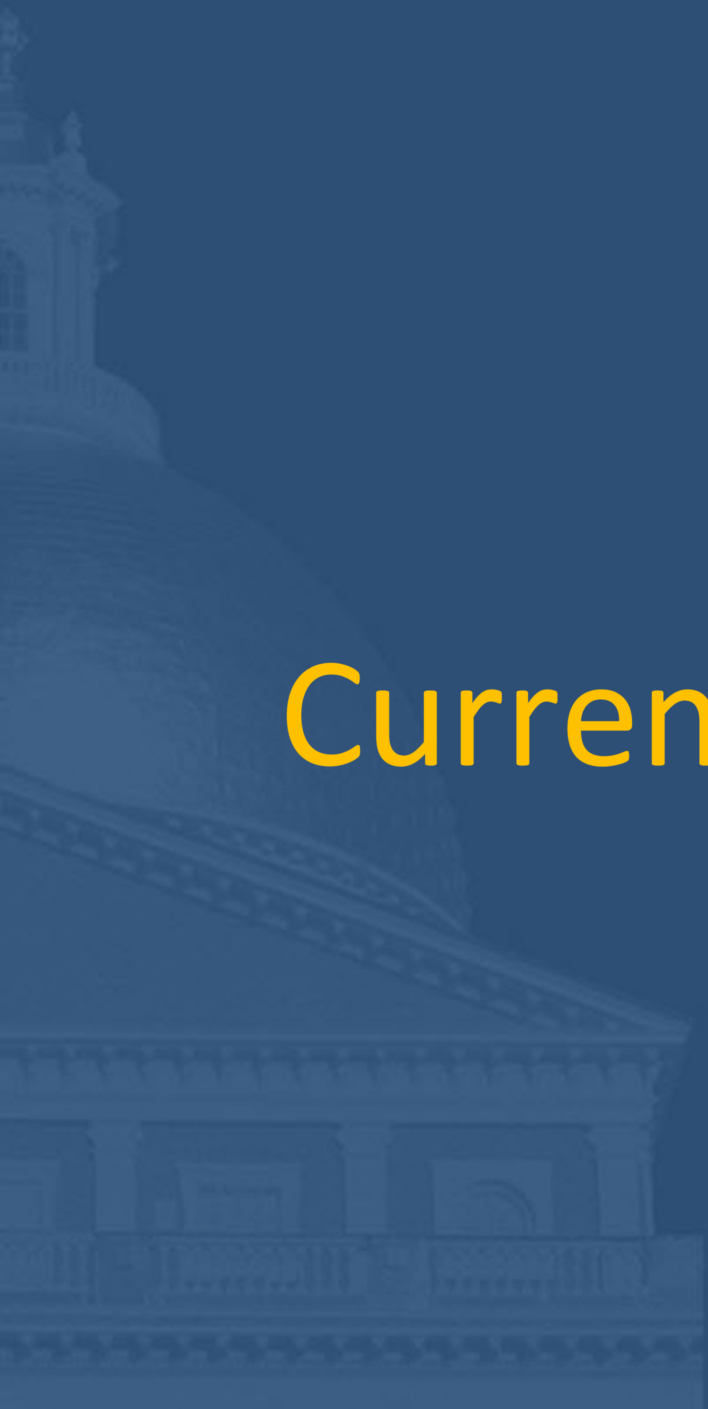
- New hire orientations
- Website banner www.mass-smart.com
- 2nd Quarter Newsletter callout
- Poster distribution
- Email communications
- During employee seminars with local Retirement Plan Advisors

OBRA Plan and Social Security

- Definition of "pension" for GPO/WEP purposes – Will not be a pension plan if:
  - Employee voluntarily contributes to a plan that is separate from and in addition to a primary retirement plan.
  - Employer makes no contributions to the plan.
  - The withdrawals from the plan do not exceed the employee's contributions (plus interest).
  - Withdrawals are not based upon age, length of service or earnings.
- Thus, most voluntary elective deferrals into a 457(b) plan are not subject to the Windfall Elimination Provision.
- But, if the employee is not in a separate or additional pension plan and the 457(b) plan is being used as a Social Security replacement plan, the WEP may reduce the participants' Social Security benefit.
- These rules are very complex and it is best to speak directly with a Social Security agent.

Questions?

Thank you



Current Initiatives

EOL Pilot

- **OBJECT CLASS BB STATE EMPLOYEE RELATED EXPENSE codes (BB Codes) would be made available to DLS for a pilot program**
- **List of exact BB Codes piloted was determined by Labor & Workforce Development Finance (LWD)**

BB Codes – Definitions

Object Code	Object Code Name	TRC	TRC DESCRIPTION	TRC Use	EARN CODE	EARNINGS CODE DESCRIPTION
B01	Out of State Travel	B01	Travel And Oth Expe/OutOfState	Amount - Used for reimbursement to employees for the expense of approved **out of state** travel. Object Code B01.	B01	Travel And Oth Expe/OutOfState
		B1B	Travel Lodging Expense	Amount - Used for reimbursement to employees for approved lodging expenses in MA. Object Code B01.	B1B	Travel Lodging Expense
		BB1	Travel Airfare Expenses	Amount - Used for reimbursement to employees for approved airfare expenses only. Object Code B01.	BB1	Travel Airfare Expenses
B02	In State Travel	B02	Travel Expense/ In MA	Amount - Used for reimbursement to employees for approved **in state travel** expenses, such as lodging, excluding mileage, parking and tolls. Object Code B01.	B02	Travel Expense/ In MA
		BAE	Auto Expense Reimbursement	Amount - Used for reimbursement to employees for approved auto expenses not including mileage, tolls or parking. Object Code B02.	BAE	Auto Expense Reimbursement
		BMI	Car Mileage Reimbursement	Amount - Used to reimburse an employee for mileage while using a personal vehicle for approved business purposes. Object Code B02.	BMI	Car Mileage Reimbursement
		BPK	Parking Reimbursement	Amount - Used to reimburse an employee for parking to attend approved meetings, conferences, etc. Object Code B02.	BPK	Parking Reimbursement
		BTL	Toll Reimbursement	Amount - Used to reimburse an employee for tolls while traveling for approved business purposes. Object Code B02.	BTL	Toll Reimbursement
B03	Overtime Meals	B03	Overtime Meals Expense	Amount - Used for meal reimbursement when an employee works 3 or more hours of approved overtime exclusive of meal period. Meal reimbursements vary based on Collective Bargaining Agreements and Red Book. Employees on travel status are not eligible. Object Code B03.	B03	Overtime Meals Expense
B04	Tuition	B04	Tuition/Non-Graduate	Amount - Used for reimbursement to employees for approved tuition and/or tuition related expenses. All payments and reimbursements must be job related. Object Code B04.	B04	Tuition/Non-Graduate
		BB4	Tuition/Graduate	Amount - Used for Tuition reimbursement for approved Graduate level courses. Object Code B04.	BB4	Tuition/Graduate

Object Code	Object Code Name	TRC	TRC DESCRIPTION	TRC Use	EARN CODE	EARNINGS CODE DESCRIPTION
B05	Training & Membership	B05	Conference and Training	Amount - Used for reimbursement to employees approved for registration or reservation fees for conferences or training. Object Code B05.	B05	Conference and Training
		B06	Membership Dues and Licensing Fee	Amount - Used for reimbursement to employees for membership in professional associations or license fees. Object Code B05.	B06	Mbrship Dues and Licensing Fee
			Not Available in Timesheet	HRD Sponsored Training Reimbursement for NAGE	BNA	TRAINNAGE
			Not Available in Timesheet	HRD Sponsored Training Reimbursement for SEIU	BSE	TRAINSEIU
			Not Available in Timesheet	HRD Sponsored Membership/ Licensing Reimbursement	BX6	MBRSHPREIM
B07	Tangible Assets (Taxable)	BT7	Tangible Asset Allowances	Amount - Used for taxable reimbursement to employees for equipment or other assets. Object Code B07.	BT7	Tangible Asset Allowances
B08	Clothing Allowances	B08	Clothing Allowances	Amount - Used for reimbursement to employees for the approved purchase or cleaning of work-related clothing. Object Code B08.	B08	Clothing Allowances
B10	Exigent Job-Related Expenses	B10	Exigent Job-Related Expenses	Amount - Used for reimbursement to employees for approved incidental expenses, which require an immediate payment so that a department may perform its mission, or for job related expenses that cannot be paid for in an usual manner. Object Code B10.	B10	Exigent Job-Related Expenses
B92	Taxable Employee Reimbursement	B92	Taxable Employee Reimbursement	Amount - Used for any taxable (per IRS) employee reimbursements, excluding contractors. Object Code B92	B92	Taxable Employee Reimbursement
C98	Reimbursement of Contract Employee	C98	TravelExpense-Contract Service	Amount - Used for travel expenditure reimbursements incurred by a contract employee. Object Code C98.	C98	TravelExpense-Contract Service

BB Codes - SSTA

Look Up TRC

Search by: Time Reporting Code ▼ begins with B

Look Up | Cancel | Advanced Lookup

Search Results

View 100 First 1-22 of 22 Last

Time Reporting Code	Description
B01	Travel And Oth Expe/OutOfState
B02	Travel Expense/ In MA
B03	Overtime Meals Expense
B04	Tuition/Non-Graduate
B05	Conference and Training
B06	Mbrship Dues and Licensing Fee
B08	Clothing Allowances
B10	Exigent Job-Related Expenses
B1B	Travel Lodging Expense
B92	Taxable Employee Reimbursement
BAE	Auto Expense Reimbursement
BB1	Travel Airfare Expenses
BB4	Tuition/Graduate
BC+	Bonus Comp Adjustment Increase
BC-	Bonus Comp Adjustment Decrease
BLD	Blood Donation
BMI	Car Mileage Reimbursement
BNS	One Time Bonus
BPK	Parking Reimbursement
BRL	Bereavement Leave
BT7	Tangible Asset Allowances
BTL	Toll Reimbursement

Current Initiative:

- **Create a workflow form for:**
  - Entering documentation directly into system for travel authorization
  - System that performs reimbursement calculations
  - System that allows for storage of support documentation

Person Profile

- In HR/CMS 9.2, new functionality was introduced related to Person Profiles
- Person Profiles can be used to track Qualifications (Licenses, Certifications, and Memberships) and Education (Schools, Degrees and Areas of Study)
- Employees and Managers will receive notifications on expiring licenses and memberships 60 days in advance
- Views are currently available in the CIW – starter queries follow

Person Profile – Licenses

```
SELECT dbo_wh_employees.key2_emplid, dbo_wh_employees.last_name,
dbo_wh_employees.first_name,
dbo_ps_person_profile_licenses_certifications.tab_name,
dbo_ps_person_profile_licenses_certifications.effective_date,
dbo_ps_person_profile_licenses_certifications.license_number,
dbo_ps_person_profile_licenses_certifications.license_description,
dbo_ps_person_profile_licenses_certifications.expiration_date,
dbo_ps_person_profile_licenses_certifications.renewal_required,
dbo_ps_person_profile_licenses_certifications.date_to_warehouse

FROM dbo_wh_employees INNER JOIN dbo_ps_person_profile_licenses_certifications ON
dbo_wh_employees.key2_emplid =
dbo_ps_person_profile_licenses_certifications.emplid

WHERE (((dbo_wh_employees.key2_emplid) Like [Enter Empl ID or leave blank for all] &
"*"));
```

Person Profile – Memberships

```
SELECT dbo_wh_employees.key2_emplid, dbo_wh_employees.last_name,
dbo_wh_employees.first_name, dbo_ps_person_profile_memberships.tab_name,
dbo_ps_person_profile_memberships.item_id,
dbo_ps_person_profile_memberships.effective_date,
dbo_ps_person_profile_memberships.effective_status,
dbo_ps_person_profile_memberships.mandate_begin_date,
dbo_ps_person_profile_memberships.mandate_end_date,
dbo_ps_person_profile_memberships.membership_date,
dbo_ps_person_profile_memberships.mandate,
dbo_ps_person_profile_memberships.mandate_position,
dbo_ps_person_profile_memberships.date_to_warehouse

FROM dbo_wh_employees INNER JOIN dbo_ps_person_profile_memberships ON
dbo_wh_employees.key2_emplid = dbo_ps_person_profile_memberships.emplid

WHERE (((dbo_wh_employees.key2_emplid) Like [Enter Empl ID or leave blank for all] &
"*"));
```

Person Profile – Education

SELECT dbo_wh_employees.key2_emplid, dbo_wh_employees.last_name, dbo_wh_employees.first_name, dbo_ps_person_profile_education.tab_name, dbo_ps_person_profile_education.effective_date, dbo_ps_person_profile_education.school_form, dbo_ps_person_profile_education.major_form, dbo_ps_person_profile_education.graduation_indicator, dbo_ps_person_profile_education.terminal_degree_indicator, dbo_ps_person_profile_education.date_acquired, dbo_ps_person_profile_education.state, dbo_ps_person_profile_education.school_code, dbo_ps_person_profile_education.school_descr

FROM dbo_wh_employees INNER JOIN dbo_ps_person_profile_education ON dbo_wh_employees.key2_emplid = dbo_ps_person_profile_education.emplid

WHERE (((dbo_wh_employees.key2_emplid) Like [Enter Empl ID or leave blank for all] & "*"));

Payroll Reconciliation

HR/Payroll Best Practices

- Use the HR/Payroll Best Practices Job aid
- Review the reports listed on the above job aid
- Review the HPAY011 error report daily and take corrective action. This report is run daily and identifies employees who have an error which is preventing their pay
- Avoid entering a DCOMP/TSA deduction(s) the Monday prior to payroll
- Emails sent by CTR are a courtesy but are not the only prompt to reconcile your payroll

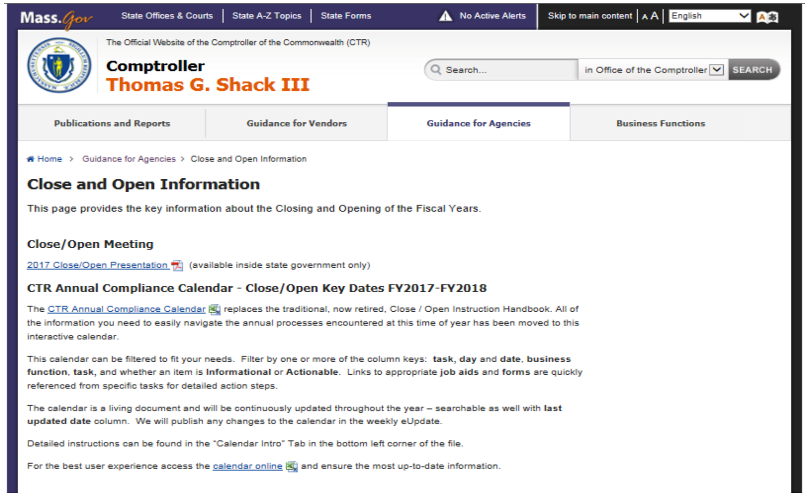
Automated Predictive Review

- **Statewide Payroll Team has developed helpful queries which automate the predictive review for departments**
- **Contact the Statewide Payroll Team and we will work with you to customize these for your department**
- **StatewidePayroll@MassMail.State.MA.US**

Payroll Reminders

Payroll Close / Open Timeline

- Departments should be familiar with the CTR Annual Compliance Calendar
- You can filter on Business Functions like ‘Payroll Management’ and whether this is an “Action” item.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The Official Website of the Comptroller of the Commonwealth (CTR)

Comptroller
Thomas G. Shack III

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Publications and Reports | Guidance for Vendors | Guidance for Agencies | Business Functions

Home > Guidance for Agencies > Close and Open Information

Close and Open Information

This page provides the key information about the Closing and Opening of the Fiscal Years.

Close/Open Meeting

2017 Close/Open Presentation (available inside state government only)

CTR Annual Compliance Calendar - Close/Open Key Dates FY2017-FY2018

The CTR Annual Compliance Calendar replaces the traditional, now retired, Close / Open Instruction Handbook. All of the information you need to easily navigate the annual processes encountered at this time of year has been moved to this interactive calendar.

This calendar can be filtered to fit your needs. Filter by one or more of the column keys: **task, day** and **date, business function, task,** and whether an item is **Informational** or **Actionable**. Links to appropriate **job aids** and **forms** are quickly referenced from specific tasks for detailed action steps.

The calendar is a living document and will be continuously updated throughout the year – searchable as well with **last updated date** column. We will publish any changes to the calendar in the weekly eUpdate.

Detailed instructions can be found in the "Calendar Intro" Tab in the bottom left corner of the file.

For the best user experience access the calendar online and ensure the most up-to-date information.

[Compliance Calendar]

COA Changes

By Today You Should Have:

- Identified any FY18 COA changes, e.g., program codes or appropriation changes
- Planned for any Position transfers and LCM distributions for FY18
- Started to enter PH documents for AP

Key Dates in June

- Finalize your PH activity for AP by June 30
- For PPE June 24 – Last full payroll of FY 2017:
  - June 25 - Last day for HR and Garnishment transactions in HR/CMS
  - June 26 - Last day for posting Time and Attendance
  - June 27 - Last day for making Labor Distribution changes in LCM

HR/CMS Account Code Roll

- **Now Available**
- **HMMMARS3 Report identifies:**
  - **All positions assigned to invalid accounts**
  - **If incumbent exists, then EMPLID and Recd# are shown**
- **Agencies must take corrective action before 7/1**
- **Resource Document on Knowledge Center provides recommended steps and info on Mass Position Transfer**
  - **KC ⇒ Payroll ⇒ Financial Data Management**
- **July 13 - Failure to act will result in these positions being automatically updated**
- **The invalid account codes will be updated with the FIRST valid account code within your department**

Mass Termination of Contract Jobs

- **NON HED Agencies will occur July 14th while HED Agencies will occur in the Fall**
- **Who? Active contractors hired before and unpaid since October 1, 2016**
- **Departments will be notified**
- **Report Name is HMPCS004 – Termination of Contract Jobs**

Payroll Receipt Vouchers

- **Continue to send Paper Voucher to the State Retirement Board (RET)**
- **All Vouchers for any Pay Periods through April 3 were due at RET before Friday May 26**
- **Vouchers for Pay Periods after April 3 should be submitted ASAP**
- **Cash Cutoff is June 30th for PRRVs**

LCM Rules Roll – POAA Rules

- **All current rules will expire on 6/30**

- **Draft rules for FY 2018 are available now**
- **Departments should review draft rules and delete any rules that will not apply to FY 2018**
- **Departments must include full justification for rule as a Comment and submit for approval**
  - **Departments do not need to email paperwork to CTR Payroll Bureau - Rules Request Form is no longer used**
  - **Departments should retain signed copy of rules on file**
- **New rules must have a From Date of 7/1/2017 for FY 2018**
  - **Any new FY 2017 rules must have To Date of 6/30/2017**

LCM Rules Roll – POAA Rules

- Document IDs for draft rules are defined as follows:
  - Department ID
  - Assigned Appropriation or ALL if the rule applies to all Appropriations
  - A if the rule applies to all Units or U if the rule is Unit-specific
  - A if the rule applies to all Positions or P if the rule is Position-specific
  - C17 (to indicate that it is a Create rule generated in 2017)
  - Unique number
- Departments can enter *C17* as the Document ID search criteria to find all draft POAA rules

LCM Rules Roll – Other Rules

- **PALT Rules – Rules are specific to FY**
  - Departments must reapply for all PALT rules
- **DEACC Rules – CTR Payroll Bureau has contacted Departments to confirm that rules still apply for FY 2018**
- **PCREQ / DEPTEs / Profiles – Will continue in effect for FY 2018**
  - Departments should review and make any changes needed for FY 2018

Split Year is 50% FY17 & 50% FY18

Split Year Payroll Proration

- **Pay Period begins on 6/25 and ends on 7/8.**
- **Payroll is prorated by business days of the pay period (Mon- Fri) – 5 Business Days in FY 2017 and 5 Days in FY 2018.**

Split Year – Earnings That Will Post to FY 2018

- **ERIP – All Sick, Vacation and COM Buyouts entered as Amounts will post to 7/1 and therefore, FY 2018**

Earnings Code	Description	MMARS Object Code
CBA	Comp Time Buy Back – Amounts	A08
SBA	Sick Leave Buy Back – Amounts	A12
VLA	Vacation In Lieu – Amounts	A13

- **Sick, Vacation and COM Buyouts entered as Hours will post to 6/30 and therefore, FY 2017**

Earnings Code	Description	MMARS Object Code
CBB	Comp Time Buy Back – Hours	A08
SBB	Sick Leave Buy Back – Hours	A12
VIL	Vacation In Lieu – Hours	A13

Split Year – Earnings That Will Post to FY 2017

- **Prior Period Adjustments – Entered in Timesheet on a date before 6/30**
- **Current Pay Period Charges Entered in Timesheet On or Before 6/30**
  - **If Combo Code is used to specify labor distribution for any day processed during Split Year Payroll or if Combo Code is used for Additional Pay**
  - **Note that time entered on or before 6/30 will split between FY 2017 and FY 2018 if no Combo Codes are used for any of the employee's payroll charges**

Split Year – Earnings That Will Post to FY 2017

- **Certain categories of Earnings Codes**
  - Furlough Processing
  - Reimbursements
  - Retro Earnings Codes
  - Settlements and Judgments
  - See CTR Memo for list of Earnings Codes

- **Be aware of the Posting Dates and establish EPPA/DEPTE for the pay period if needed.**
  - For example, BMI posts to 6/30 $\Rightarrow$ Need EPPA for PPE 7/8 to redirect charges in LCM

Split Year Funding

- **During Split Year, funding for FY 2017 charges are <u>not</u> from Payroll Holds**

- **PHs are <u>only</u> used for the Accounts Payable periods**

Accounts Payable Payroll

- **Pay Periods ending 7/22, 8/5, and 8/19**

- **2 ways to charge FY 2017:**
  - **Enter Prior Period Adjustment in Timesheet for a date before 6/30**
  - **Use an Accounts Payable earnings code in Timesheet or Additional Pay**

  See CTR Memo for list of AP Earnings Codes

- **Be aware of the Posting Dates (AP codes = 6/30)**
  - **Establish EPPA/DEPTE for the corresponding time slice**

  PPE 07/08/2017 for AP codes

Payroll Holds

- Payroll Holds are required for all charges – even negative and net $0 – during Accounts Payable
- Executive departments need ANF approval for any increases to PHs for Type 1 accounts where the total $$$ encumbered is > $25K
- <u>After June 30th, NO NEW PH for BUDGETED FUNDS</u>
- If Insufficient Budgeted Funds (including not having PH created prior to June 30) FY17 charges will not paid. Instead, department will need to request a Prior Year Deficiency funding
- Make sure you have enough $$$ to cover FY 2017 charges through Split Year payroll before you encumber the $$$ in a PH

Payroll Holds

- **Payroll Holds must:**
  - **Specify 2017 as the BFY and FY in the Header and on each Accounting line**

  After July 1st, if you leave the fields blank, value will default to 2018 on submission – CTR will reject PH

  - **Specify a program for federal grants (4CN)**
  - **Specify a unit if departmental budgets are used**
  - **Be unique for the combination of Department / Appropriation / Object Code**

Payroll Holds and Funds Availability

Type of Charge	PH Exists – Enough $$	PH Exists – Not Enough $$	PH Does Not Exist
Positive	PREXP references the PH and reduces the PH $$$ by amount of charge	PRLIF references the PH – FA reports show Budget Tracking as Encumbrance	PRLIF does not reference a PH (but must do so to be submitted) – FA reports show Budget Tracking as N/A
$0	PREXP references the PH	N/A	PRLIF is generated but can be submitted – FA reports show Budget Tracking as N/A
Negative	PREXP does not reference a PH	N/A	PRLIF is generated but can be submitted - FA reports show Budget Tracking as N/A

Ensure that PHs are in place for all AP charges – or account will be unfunded! PH can be for $0 if charges are net $0 or negative charges.

Reminder: PRLDE & PRLIF Clean- Up

- **State Finance Law requires that accounts are funded before expenditures are made**

- **All State Accounts must be balanced before end of AP Period**

SSTA Reminder: Payable Time Approvals

- **At the end of AP Period, CTR will Close any Payable Time in “ NA” Needs Approval status for periods in FY 2017.**
- **Departments should not have unapproved time past 3 pay periods.**

Deficiency Payroll

- Request approval from CTR APB
- Transfer $$ to CTR account
- Department uses the Deficiency Earnings Codes (D01 – D06) as directed by CTR Payroll to process charges in HR/CMS Payroll
  - Judy Cole - judy.cole@state.ma.us
- CTR Payroll will handle the distribution to CTR account in LCM

Deficiency Payroll Codes

D01 Deficiency Regular

D02 Deficiency Travel Reimbursement

D03 Deficiency Other Pay - Subject to Retirement)

D04 Deficiency Vacation in Lieu

D05 Deficiency Sick Buy Back

D06 Deficiency Overtime

Coordinate with CTR Payroll which code is used for payment

ACA Reminders

ACA

- All wages tied to ACA should be exclusively paid in Timesheet
- Inaccurate SSN and Address data:
  - SSN and Employee Name - make sure they are entered correctly
  - Address: No double spaces, no special characters (i.e. #, -, etc.)

- ACA Eligible Leave of Absences without pay: FMLA, Military, Worker's Compensation, Jury Duty
  - Need to track hours for ONLY ACA purpose
  - Employees must be placed on PLA (Paid Leave of Absence)
  - Enrolled in "ACAESR" Workgroup which defaults to unpaid TRC: ACA
  - Hours counted using HR Assign Work Schedule – do not zero out the schedule
  - Non-compliance may lead to under-counting the hours towards ACA full-time measurement and possible ACA-ESR penalties

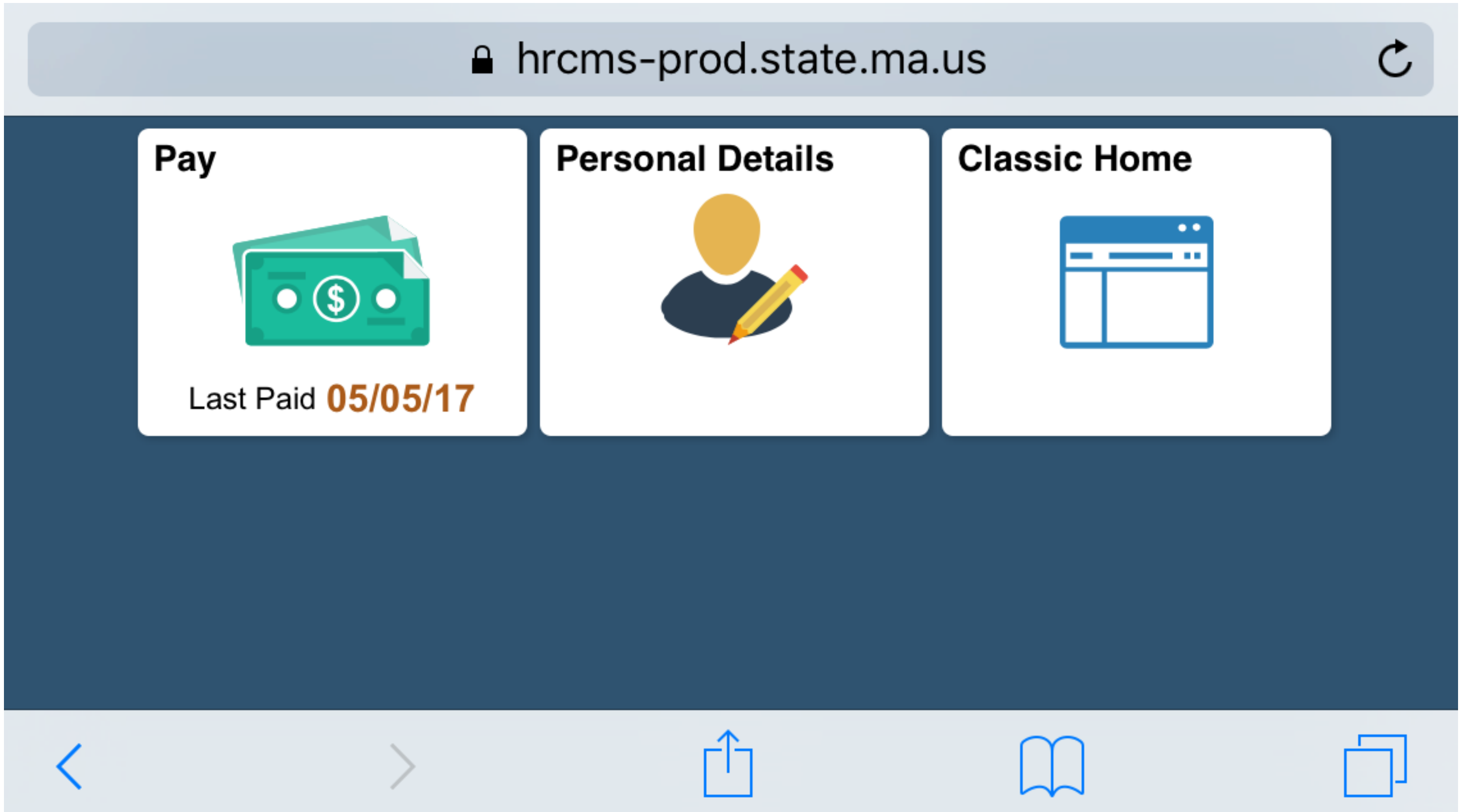
- **ACA Eligible Leave of Absences with pay receiving regularly recurring payments under Injured by patient/prisoner (IPP), Injured in the line of duty (ILD) and Military Leave Pay (MLP):**
  - **If the employee is on paid leave and their hours are tracked via timesheet no further action is needed.**
  - **If the employee paid flat amount on Additional Pay without tracking of hours, you need to track employee's weekly standard hours for ACA purposes.**
  - **Enter bi-weekly standard hours if tracking hours in Additional Pay.**
  - **Ensure no duplicate hours are reported for the same hours on both Timesheet and Additional Pay.**

HR/CMS Updates

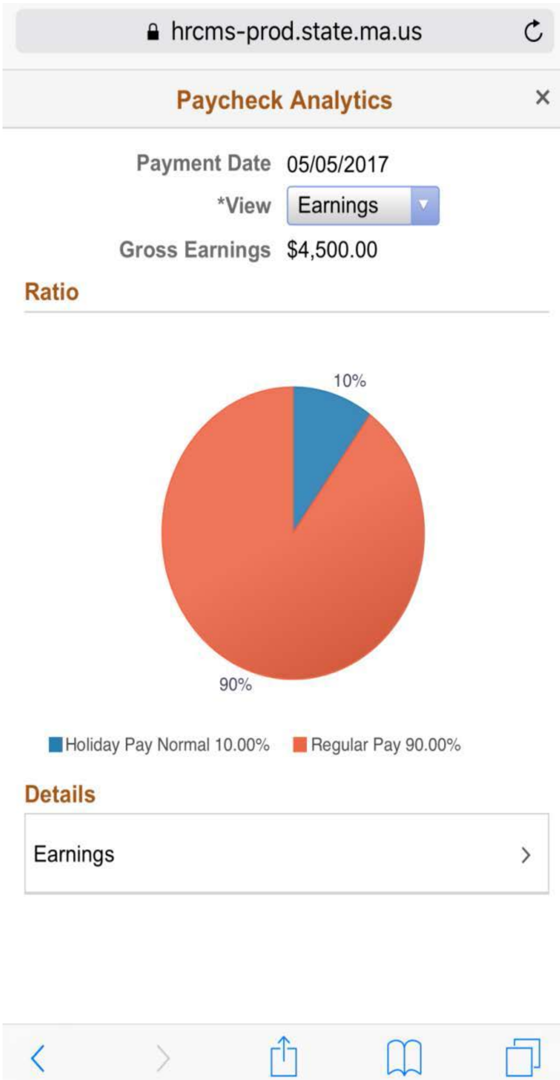
HR/CMS Updates

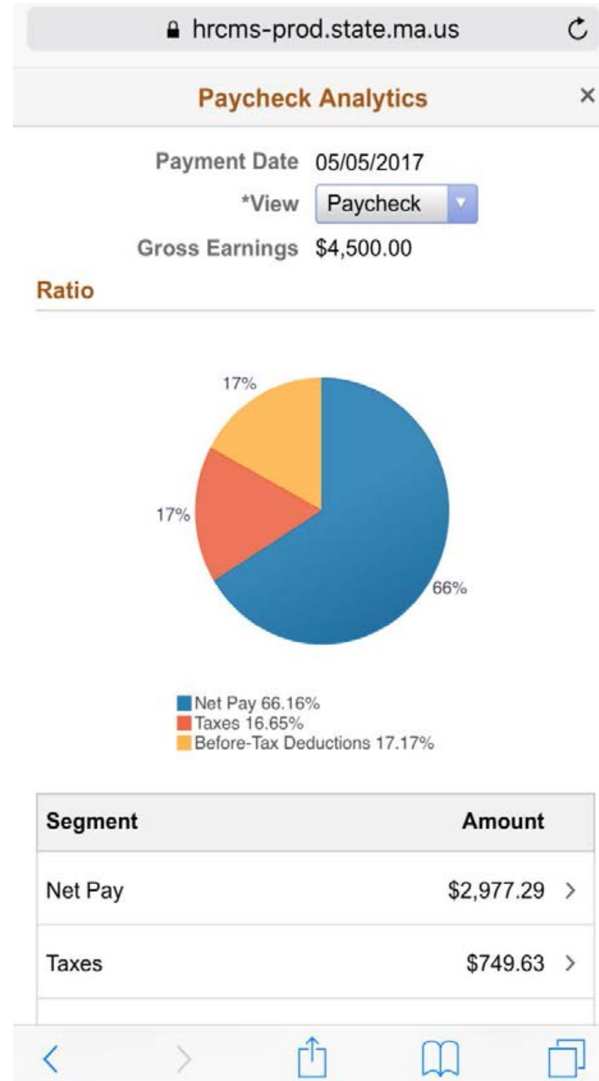
- HR/CMS Tools and Image Upgrades – we continue to keep current 2 Tools and 6 Image Upgrades completed since our last June meeting
  - New technology offers more mobile functionality: Fluid
  - Technology changes rapidly and staying current is key to benefits
  - Reducing customizations to reduce the long term cost of maintenance

Fluid on Mobile Devices

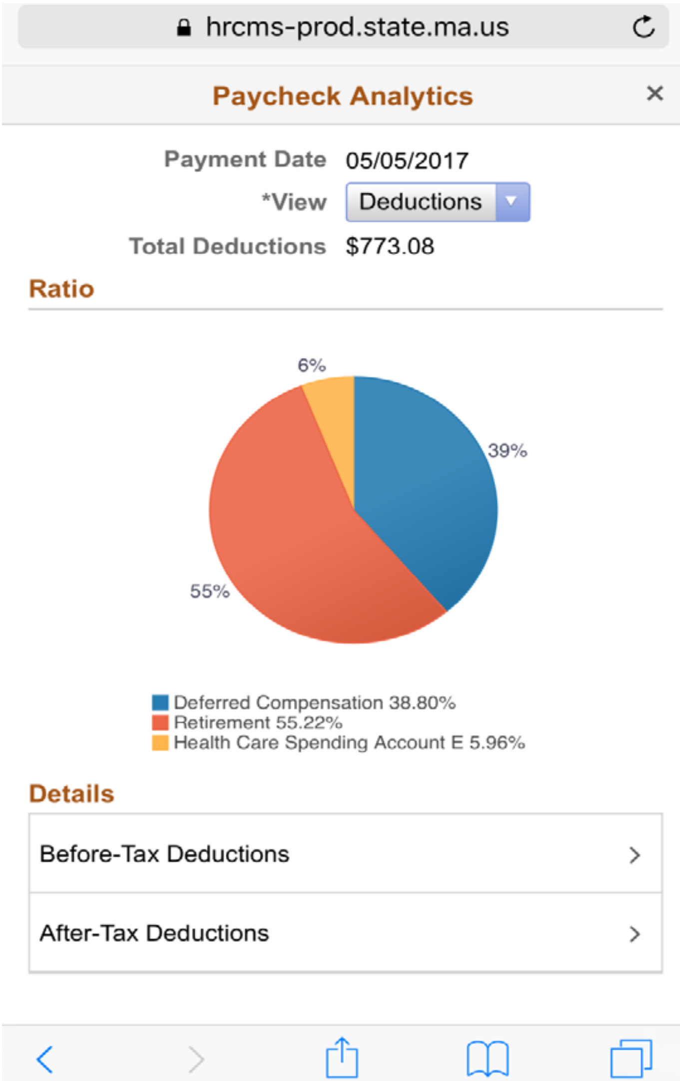


Payroll Analytics





Payroll Analytics



The Easiest Way In is for YOU to Open the Door

- **Phishing scams are still prevalent & more realistic – Delete e-mails if you don't know the sender**
- **Scenarios – DO YOU CHECK?**
  - **Spoof of a known sender – Is the e-mail address legitimate?**
  - **Spoof of a recognized landing page – Review the URL**
  - **Spoof of a help desk, or IT department (need your password to reset/confirm access).**
- **Often try to get you to open a link containing malware**

Hackers attempted – But no money was lost

- Since we know that the threat is there – and we also know we will have people succumb to Phishing; we are taking one additional precaution– *Two Factor Authentication*
- To view or change direct deposit information, employees will be prompted to enter a code which they will receive on their mobile/smartphone. Once this code is entered into Self-Service Direct Deposit, employees will be able to fully view their direct deposit information.

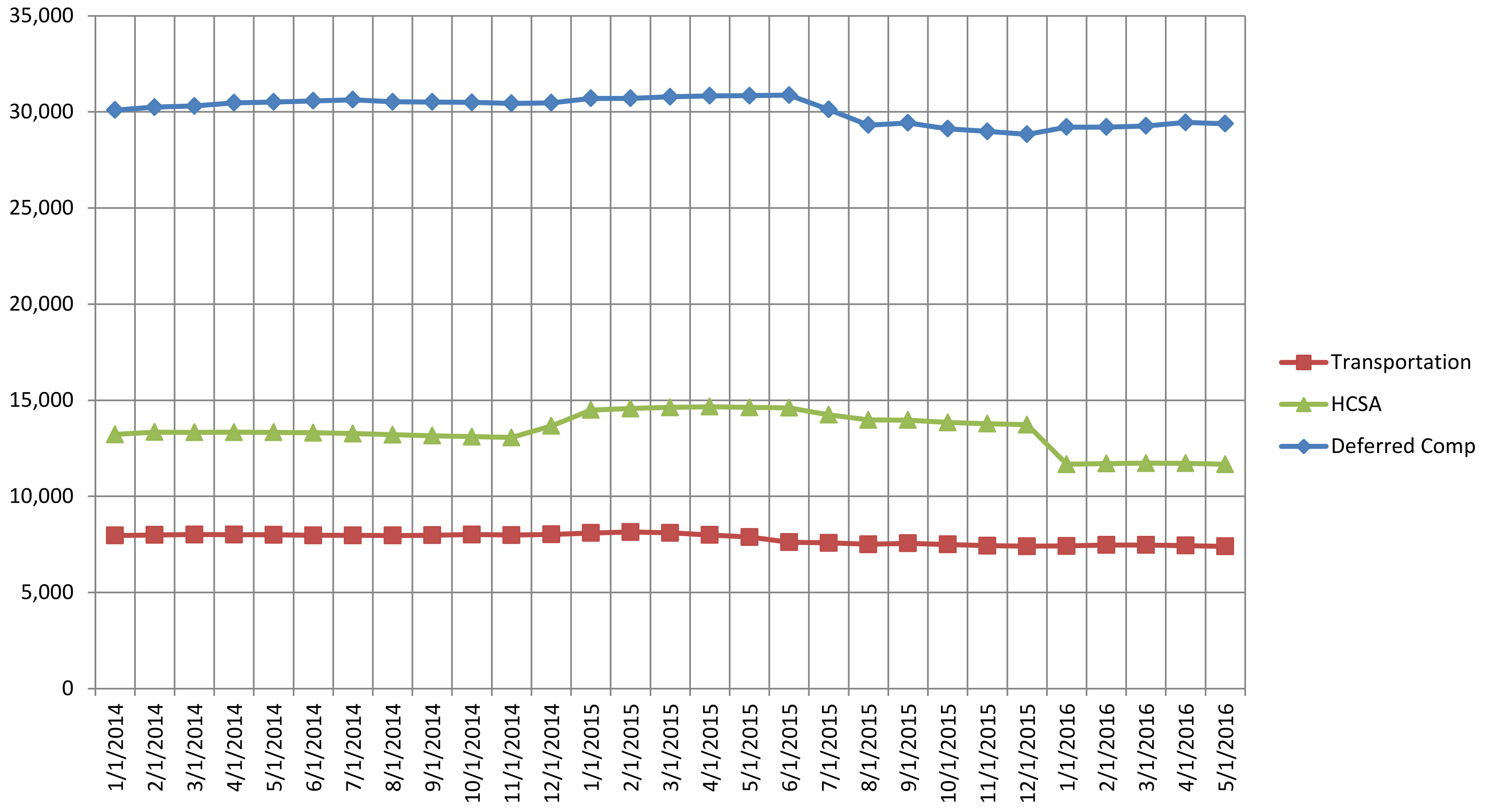
Implementation

- Employees who have provided their mobile phone number will automatically have access to this new functionality. New employees and those who have not provided their mobile phone number will need to provide their mobile number.
- Employees will need to make sure to identify the Phone Type as 'Mobile'. Even if an employee has their mobile number listed as another phone type, they have to add a ‘Mobile’ phone type.

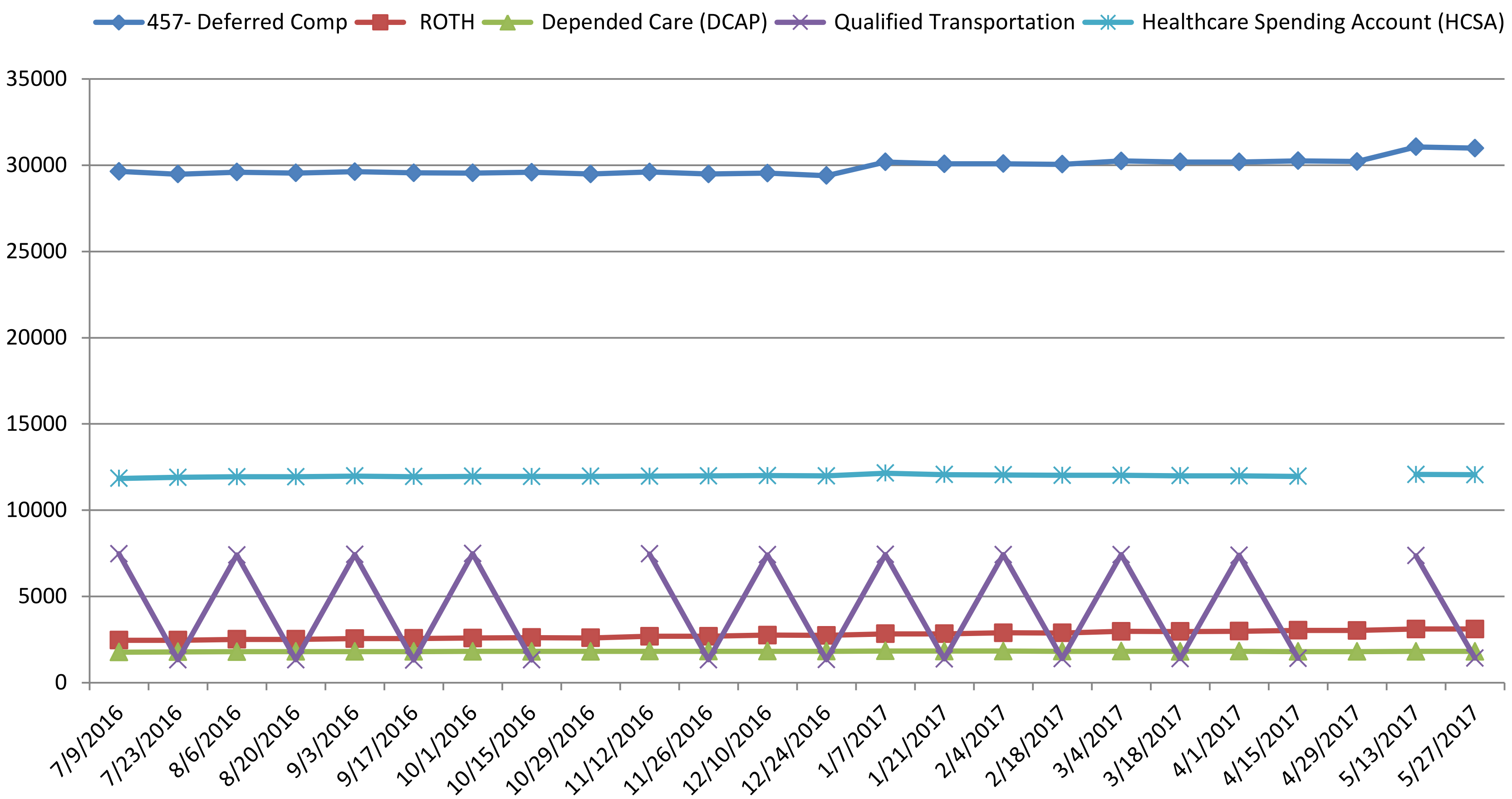
Other Security Enhancements

- All access to state financial systems will not be authorized until/unless the department's approved user is registered in HR/CMS
- Generally access should only be authorized to state employees
- Contract Employees (non-benefited employees) or consultants (Contingent Workers) may be authorized following the Policy
- Contingent Worker Job Aid available on Knowledge Center

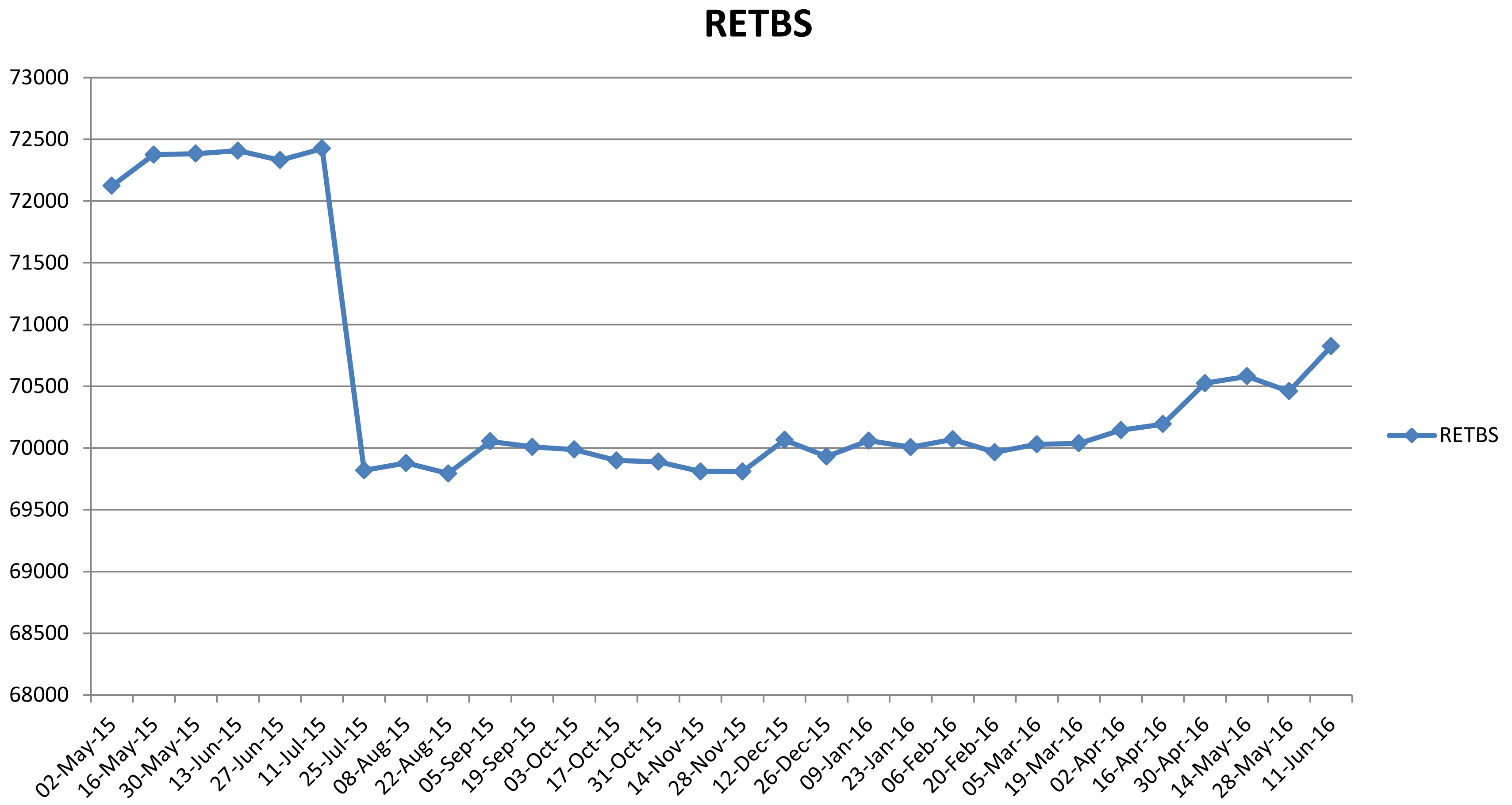
Employee Voluntary Pre-Tax Deduction Participation over Last Year



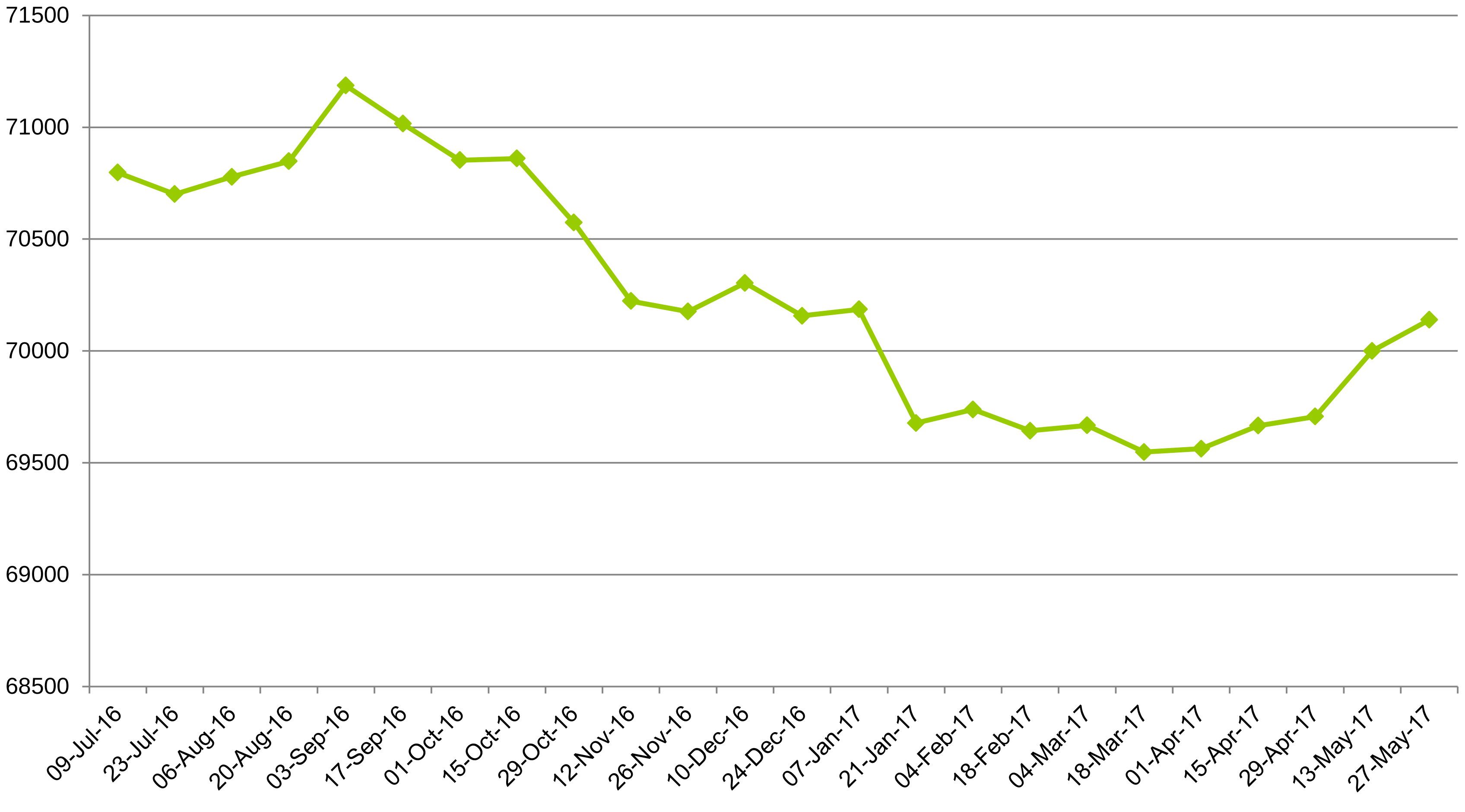
Employee Voluntary Pre-Tax Deduction Participation over This Year



State Retirement Last Year



State Retirement This Year



Paperless Payroll

Segment of Government	# on Direct Deposit	Suppessed	% Suppressed
ATTORNEY GENERAL	586	586	100%
DISTRICT ATTORNEY	1594	1374	86%
ENVIRONMENTAL AFFAIRS	3422	2422	71%
EXECUTIVE OFFICE FOR ADMINSTRATION & FINANCE	3154	2994	95%
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT	955	849	89%
EXECUTIVE OFFICE OF EDUCATION	17680	16063	91%
EXECUTIVE OFFICE OF HEALTH & HUMAN SERVICES	22491	16702	74%
EXECUTIVE OFFICE of LABOR and WORKFORCE DEVELOPMENT	1112	1103	99%
EXECUTIVE OFFICE OF PUBLIC SAFETY & HOMELAND SECURITY	14450	12649	88%
GOVERNOR	68	61	90%
JUDICIARY	7275	2743	38%
LEGISLATURE	953	403	42%
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION	5904	4723	80%
MASSACHUSETTS GAMING COMMISSION	84	82	98%
OFFICE OF COMPTROLLER	134	130	97%
SECRETARY OF STATE	530	335	63%
SHERIFF DEPARTMENTS	6338	4671	74%
STATE AUDITOR	215	215	100%
TREASURER & RECEIVER GENERAL	670	666	99%
OTHER INDEPENDENT	237	126	53%
Grand Total	**87,852**	**68,897**	**78%**

Ending of Printed Pay Advices

- **We are at 80% paperless**
- **Treasury to Print Checks Only in September**
- **If departments wishes to provide the service, the department will need to print locally**
- **Expectation that employees will be trained to retrieve advices electronically**