

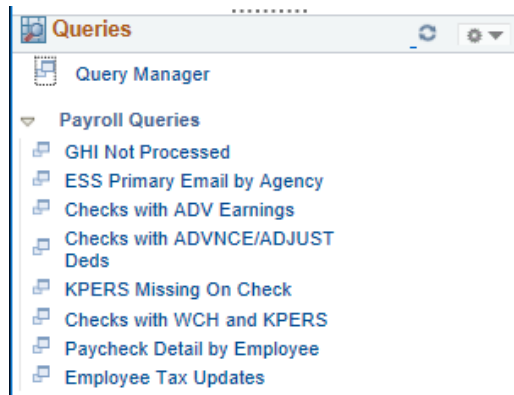
# SHARP PAYROLL QUERIES WORKCENTER JOB AID

## Instructions for Executing Payroll Queries

Click on the 'Payroll WorkCenter' tile



The following queries will display under Payroll Queries



To run a query, click on the query link (i.e. 'Checks with ADV Earnings') in the Payroll Queries section of the Payroll WorkCenter USA and a prompt box will appear to the right for Pay Period End Date (PPED), input the PPED that is currently processing for the on-cycle, and click on the 'View Results' button.

The screenshot shows the 'Payroll WorkCenter USA' interface. The 'Queries' section is expanded to show 'Checks with ADV Earnings'. A prompt box for 'Pay Period End Date' is set to '04/06/2019'. A red arrow points to the 'View Results' button with the text 'Able to download in Excel'. Below the button, there are download options: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (7 kb)'. A table of results is displayed below, showing columns for Agency, ID, Name, PPED, Off Cycle, Check Nbr, Tot Gross, Total Taxes, Total Ded., Net Pay, Earn Code, and ADV Earns.

Agency	ID	Name	PPED	Off Cycle	Check Nbr	Tot Gross	Total Taxes	Total Ded.	Net Pay	Earn Code	ADV Earns
1	K000C	Last, First M	04/06/2019	N	0	307.65	0.00	307.65	0.00	ADV	307.65
2	K000C		04/06/2019	N	0	277.65	0.00	277.65	0.00	ADV	277.65
3	K000C		04/06/2019	N	0	342.82	1.36	341.46	0.00	ADV	242.82
4	K000C		04/06/2019	N	0	193.60	0.95	192.65	0.00	ADV	80.00

If a calculated check contains the specific criteria being reviewed (i.e. contains ADV earning), the information will appear in the right-hand window of the workcenter. All results must be reviewed and addressed by the agency per the below instructions. After the on-cycle has been confirmed, run the query to verify that all identified issues have been addressed.

Agencies should run the payroll queries during every on-cycle pay calculation (calc) week, following each preliminary pre-calc. For a standard on-cycle payroll processing week the payroll queries should be run Wed – Fri. These queries will run against a calculated paycheck, therefore, if an employee's time has not been approved and there is no calculated paycheck, their information will not pull into the query results. If you are expecting a certain employee to pull into the query results and he/she doesn't, verify that his/her time has been approved. Once the time has been approved, following the next preliminary pay calc, the employee should have a calculated paycheck and will be tested against the query criteria. Employees can appear and drop off the query results depending on the calculated paycheck after each preliminary pay calc.

In addition, the payroll queries can be run on the Monday prior to payday (after the on-cycle has been confirmed) in order to verify the data. Agencies may be able to make changes to KPERS and GTL deduction codes and process any adjustments needed in one of the three off-cycles. However, once the paycheck is confirmed there can be no changes to the ADV Earnings or arrearage collections. Agencies are asked to monitor the query results closely and make the necessary corrections during pay calc week to minimize the number of errors and adjustments needed.

### **Instructions for Reviewing/Resolving Payroll Query Results**

**QUERY - 'GHI Not Processed'** – This query identifies the employees that Group Health Insurance (GHI) has not processed for the current pay period because no paysheet exists.

**QUERY - 'Check with ADV Earnings'** – This query identifies the *on-cycle* paychecks that have 'ADV' as part of the employee's other earnings and should be run following the first preliminary pay-calc and thereafter. All results must be reviewed and addressed by the agency per the below instructions.

For each paycheck identified as containing ADV in a preliminary pay-calc, review the employee's calculated paycheck and time reporting status then complete the appropriate action based on the review:

1. If the ADV is correct, all deductions have been taken, and all time/earnings for the employee are correct/approved and included on the calculated check, there is no action needed for the paycheck.
2. If additional withholding taxes appear on the calculated check, contact SHARP Payroll Processing Team at [payadj@ks.gov](mailto:payadj@ks.gov) or 785-296-3979 for assistance.
3. If earnings exist that are not yet approved and are not on the calculated paycheck, notify SHARP Payroll Processing Team at [payadj@ks.gov](mailto:payadj@ks.gov) or 785-296-3979 to delete the ADV and ensure the additional earnings are approved for inclusion in the next pre-calc. The check will be recalculated overnight using the additional earnings. **NOTE:** If additional time is approved on the last day of pay calc week, the agency must notify SHARP Payroll Processing Team at [payadj@ks.gov](mailto:payadj@ks.gov) or 785-296-3979 to delete the ADV. Failure to notify OCFO-Payroll to remove the unnecessary ADV prior to the final pay calc will result in a payroll arrearage that must be collected from the employee.
4. Please note, it is possible for an ADV to have been calculated to cover benefit deductions, but still have the deduction not taken. This may result from additional tax withholdings (see 2. above), taxes associated with Taxable Group Life or MetLife deductions. **Do not update the paycheck data** in this case as the system will re-calculate the advance in the next pre-calc to cover the total benefit

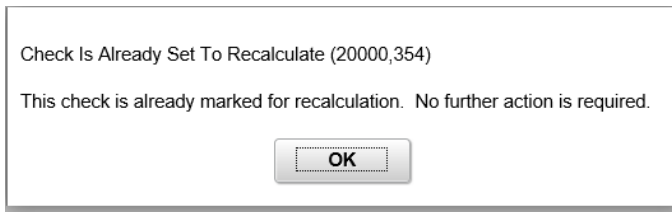
deductions as it takes 2 cycles to create the full advance needed to cover the deductions in this scenario.

**QUERY - 'Checks with ADVNCE/ADJUST Deds'** – This query identifies the *on-cycle* paychecks that have a deduction for ADVNCE, ADJUST or both and should be run following the first preliminary pay calc and thereafter. All results must be reviewed and addressed by the agency per the below instructions.

For each paycheck identified as containing ADVNCE/ADJUST in a preliminary pay-calc, review the employee's calculated paycheck and complete the appropriate action based on the review. Please note, if a paycheck has both deductions, the paycheck will be listed twice – once for each deduction code to allow for review of each deduction type, deduction amount, and the employee's net pay. If the amount of the deduction(s) could cause a hardship for the employee, the agency may set up a Maximum Arrears Payback prior to the final payroll calc/confirm being run. Once the paycheck is confirmed, the amount of the collection cannot be changed.

To set up a Maximum Arrears Payback complete the following steps:

1. Determine the amount to be collected from each paycheck by establishing a set amount or dividing the arrearage amount by a particular number of pay periods. The recommendations are: to collect the arrearage over the same number of pay periods that were adjusted and/or collect by the end of the calendar year.
2. Go to the Payroll home page, click on the 'Employee Payroll/Benefits Data' tile then click on the 'Employee Deductions/ER Contrib' folder then click on the 'Override General Deductions' link
3. Enter Employee ID and click on 'Search'
4. Enter the correct arrearage code listed on the query in the Deduction Code field
5. Click on the small box next to the word 'Maximum'
6. Enter the amount to be collected from each pay period in the larger box labeled 'Maximum Amount'. The system will collect the lesser of this amount or the arrearage balance. The system will not collect more than what is in the arrearage balance.
  - a. Note: If you do not want any amount deducted, follow steps 4 and 5 but leave the maximum amount box blank.
7. If there is another arrearage deduction code to be set up with a maximum, click on the Add Row (+) button on the right-hand side of the page. Then follow Steps 4, 5, and 6 again.
8. DO NOT change the boxes that say 'First Pay Period', 'Second Pay Period' and 'Third Pay Period'.
9. Click on the 'Save' button
10. Go to the Payroll home page, click on the 'Payroll Processing' tile then click on the 'Set Check to Recalculate' link
11. Enter Employee ID and click on 'Search'
12. Click on 'Set Check to Recalculate'
13. The system should not let you update a check that is already marked for recalculation. If user receives the following, then no further action is required:



To determine what an arrearage has been established for, review the employee's previous paycheck.

- ADV (ADVANCE) is established on an On-cycle paycheck (or a centrally-processed off-cycle paycheck – the paygroup will begin with KA) when the employee earnings are not enough to allow all scheduled deductions (i.e. health benefits).
- ADJ (ADJUST), is most often generated from an off-cycle adjustment processed either by the agency or centrally (the paygroup will begin with a K). It is possible for ADJ to be generated on a rare occasion on an on-cycle paycheck.

**Query - 'KPERs Missing On Check'** – This query identifies the *on-cycle* paychecks that have no KPERs deductions and should be run following the first preliminary pay calc and thereafter. All results must be reviewed and addressed by the agency per the below instructions.

**Note:** In Job Data, under Benefits Program Participation, if an employee's Elig Fld2 = GEN, the employee will **not** be included in the query results. When a retiree returns to work, the hiring agency must verify if an employee with GEN is set up properly.

For each paycheck identified as missing KPERs in a preliminary pay-calc, review the employee's calculated paycheck and additional information (Job/Benefits, etc.) as needed then complete the appropriate action based on the review:

1. If the employee has been absent for more than 10 days and the employee wages to be paid are less than 50% of the employee's standard salary, the employee should not have KPERs deductions and no further action is necessary. This would include, but not be limited to, an employee on Worker's Comp or in a Leave Without Pay status. Other situations can be addressed with KPERs as needed.
2. If the employee has been hired/rehired into a benefits eligible position and the benefit codes have not yet been established, the agency must enter the KPERs and GTL codes effective with the Hire/Rehire date of the employee.

To establish the KPERs and GTL codes complete the following steps:

- A. Go to the Payroll home page, click on the 'Employee Payroll/Benefits Data' tile then click on the 'Employee Benefits Data' folder then click on the 'Retirement Plans' link
- B. Enter Employee ID and click on 'Search'
- C. If there is an existing row, to establish a new Retirement Plan row, click on the '+' sign to add a new effective dated row for the appropriate Plan Type, and enter the Hire/Rehire date for the employee in the 'Deduction Begin Date' field. If there is no previous row, enter data on the existing row, changing the effective date to the correct start date for KPERs.
- D. Click on the 'Elect' button and Enter the 'Benefit Plan'
- E. If a second row exists, navigate to that row. If no other row exists, add a row at the top section of the page to enter the GTL code. Follow steps C and D for the GTL.

F. Click on the 'Save' button

3. If the employee has been terminated and the agency entered an incorrect termination date for the Retirement Codes, contact SHARP Payroll Processing Team at [payadj@ks.gov](mailto:payadj@ks.gov) or 785-296-3979 to have the termination date in the Retirement Plans Table centrally corrected. NOTE: The correct effective date for KPERS Retirement Plan rows is the first day of the pay period AFTER the employee terminates to ensure KPERS deductions are taken on the final paycheck (i.e. if the employee terminates on the last Friday of a pay period, the termination date is the first day (Sunday) of the next pay period).
4. If the employee has been on Worker's Comp or Leave Without Pay, review the wages on the report to assist in determining if the employee has returned to work and needs to have KPERS and GTL restarted. If the employee benefits need to be re-started, complete step 2 above.
5. If the employee did not appear on the payroll calc week reports (because time was not approved until the final calc day) but appears on the report run after payroll confirm, the agency will need to correct the Retirement Plans benefit pages using step 2 above and request a pay-affecting adjustment for the employee's on-cycle paycheck.

**QUERY - 'ESS Primary Email by Agency'** – This query provides a listing, by agency, of the employees' primary email address located in Employee Self-Service (ESS). The primary email address is used for the following:

- Reported time was approved for payment
- Consent Granted confirmation for electronic W-2s
- Consent Withdrawn confirmation for electronic W-2s
- When electronic W-2s are available to print at the beginning of the year
- Confirmation when employee makes changes to W-4
- Confirmation when employee makes changes to K-4

**QUERY - 'Checks with WCH and KPERS'** – This query identifies the *on-cycle* paychecks that have Workers Comp Hours (WCH) earnings and KPERS deductions and should be run following the first preliminary pay calc and thereafter. All results must be reviewed and addressed by the agency per the below instructions.

When an employee has been absent for more than 10 days and the employee wages to be paid are less than 50% of the employee's standard salary, the employee should not have KPERS deductions. Agencies may contact KPERS at 785-296-6166 or 1-888-275-5737 for further information regarding this restriction.

This query provides the number of hours of WCH on the on-cycle calculated paycheck for employees with a calculated paycheck that contains both WCH and KPERS deductions. If the agency determines that the employee should not have had KPERS or GTL withheld, the agency must terminate the deductions in the Retirement Plan Table using the Pay Period Begin Date to terminate the benefits, and complete the appropriate disability paperwork on the employee.

To terminate the KPERS and GTL codes complete the following steps:

1. Go to the Payroll home page, click on the 'Employee Payroll/Benefits Data' tile then click on the 'Employee benefits Data' folder then click on the 'Retirement Plans' link
2. Enter the Employee ID number and click on 'Search'
3. For the appropriate Retirement Plan row, click on the '+' sign to add a new effective dated row, and enter the first day of the pay period for which there should not be any KPERS deductions in the Deduction Begin Date field.

4. Click on the 'Terminate' button
5. Navigate to the GTL row and follow steps 3 and 4 to terminate the GTL deduction
6. Click on the 'Save' button

**QUERY - 'Employee Tax Updates'** – The query prompts for a date range, which pulls from the Date Last Updated field on the Federal Tax Data Page in SHARP and will display the max effective dated row for all employees in your agency who had a Federal or State tax data change between the dates entered in the prompt. The results of the query will display the Employee ID, Effective Date, Form: (note: version A = 2019 or earlier; version B = 2020 or later), Last Action (see below for code references), and Date of last update.

Last Action Codes:

B = Batch

C = System (i.e. Rehire)

D = Hire Process

O = Online User

W = Employee Self Service