UNIVERSITY OF SOUTH CAROLINA

Controller's Office Payroll Hot Topics

November 18, 2020

Today's Agenda

- W-2/W-2c Electronic Access

- Using the Account Change eForm

- Late Terminations

- 2021 Pay Dates

- Furlough Codes

- Worker's Comp/Unemployment Fringe Benefits

- International Hires

- Payroll Toolbox

  - HCM PeopleSoft Resources
  - Time/Labor and Absence Management Implementation

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W-2/W-2c Consent and Forms HCM Employee Self Service

Consent to receive your W-2 or W-2c in electronic format.
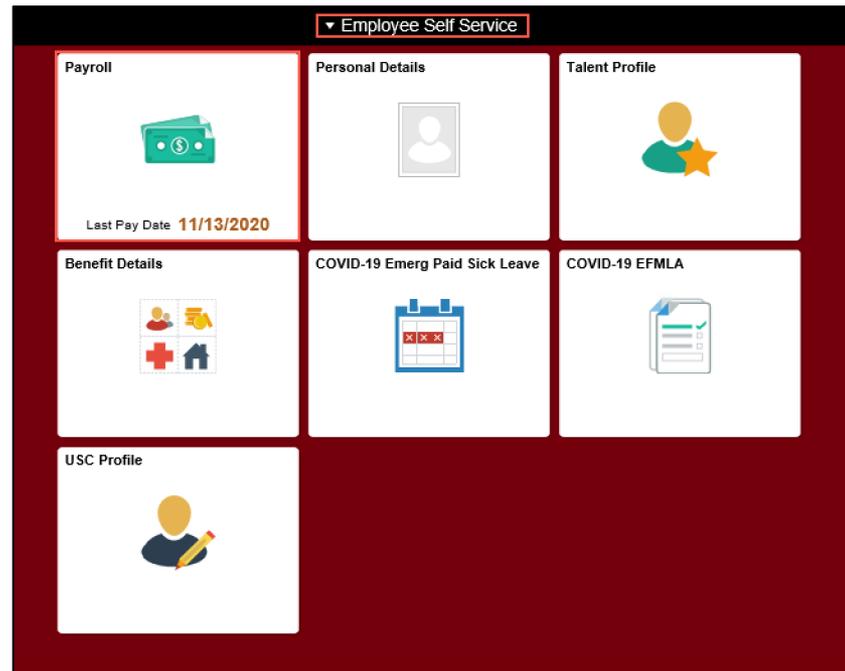
Note: This option is only available after you have received your first paycheck. If you consented to receive an electronic version of your 2019 W-2 form, you will not have to consent again. If consent is not selected, a paper W-2/W-2c will be sent in the mail.

W-2/W-2c Electronic Access

Navigation: Employee Self-Service > Payroll Tile > W-2/W-2C Consent Tile

Step 1: To consent to receive an electronic form, click the **W-2/W-2c Consent** tile.

W-2/W-2c Electronic Access

Notice the note indicating this employee currently receives W-2 or W-2c paper forms by mail. All employees can view their form electronically. The consent is to receive the form electronically only and will no longer be received in the mail.

Step 2: Click the **Consent** box to consent to receive forms electronically and click **Submit**.

W-2/W-2c Electronic Access

Step 3: To view an electronic form, click the W-2/W-2c Forms tile.

W-2/W-2c Electronic Access

An employee can view the electronic W-2 form in employee self service.

Step 4: To view an electronic form, select the appropriate date from the drop down, and click the **View Form** button.

Filing instructions are available if additional support is needed.

W-2/W-2c Electronic Access

Step 5: Review the form.

Using the Account Change eForm

- Live Demonstration

Account Change eForm – Some Helpful Tips

- Some employees may have more than one record return, indicating they have a primary and secondary job here at the university. Be sure to click the **Related Action Menu** button on the job requiring the account funding change.
- The **Pay Period Effective Date Lookup** will only show the current Payroll and future dated Payrolls. If you attempt to enter a date for a past Payroll(s) you will receive an error message.
- Always double-check the **Chartstring** information populated in the **New Distribution** section. Specifically, ensure there is a **Combination Code** at the end of the chartstring. This indicates the string is valid.

Retro funding changes can be requested using a **Payroll Retro Funding Changes Form** outside of HCM PeopleSoft. For more information, visit the Controller's Office website.

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Late Termination

- Timing of the termination paperwork is very important.
- Late paperwork can cost the university and the department additional fringe expense.
- If the university can receive a refund from PEBA, it may take 2-3 months after PEBA processes the termination paperwork.

2021 Pay Dates

The HCM Internal Audit finding: Paperwork not being completed and approved by the department in a timely manner.

- All weekly timesheets are due to be submitted and approved by noon on Monday, for the prior week-unless otherwise requested.

- Once an eForm is submitted, the information does not enter HCM PeopleSoft until it is in an approved status. Payroll and HR cannot do their part until it is approved by the department at all levels.

The HCM Support team is in the process of creating a notification that will be triggered when a transaction has been sitting unapproved for 5 days.

2021 Pay Dates

Month	Pay Dates
January	January 15 and 29
February	February 12 and 26
March	March 15 and 31
April	April 15 and 30
May	May 14 and 28
June	June 15 and 30
July	July 15 and 30
August	August 13 and 31
September	September 15 and 30
October	October 15 and 29
November	November 15 and 30
December	December 15 and 23

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Visit the Payroll website to view important Pay Date information.

Furlough - Reminder

The University of South Carolina implemented a **mandatory furlough** program for faculty and staff on the Columbia campus and in Palmetto College who are paid a base salary of $118,000 and above.

- The mandatory furlough is effective during the 2020-2021 fiscal year, beginning July 1, 2020.
- Half of a mandatory furlough needs to be taken before **December 18**.

The number of furlough days are as follows:

Category	Number of Furlough Days
Tier 1, base salary of $200,000 and above	20
Tier 2, base salary of $118,000<$200,000	10
9-month faculty, base salary of $118,000 and above	10

For detailed information regarding mandatory and voluntary furlough, visit the HR Toolbox.

Furlough – Reporting in ITAMS

Mandatory Furlough days:
- must be reported through the ITAMS system using the **FURLOUGH M Furlough Mandatory** code.

Voluntary Furlough days:
- must be reported through the ITAMS system using the **FURLOUGH-VOL UNPAID FURLOUGH HOURS, VOLUNTARY** code.

ITAMS Approvers:
- It is important supervisors ensure they are approving correct information regarding mandatory furlough.
    - Ensure correct code is used – mandatory vs. voluntary furlough
- Monitor furlough hours used to ensure mandatory days are taken but not exceeded.
- Exempt employees must take the 5 consecutive days in the FLSA workweek.
    - **Example:** Mandatory furlough entered for Monday through Friday, and no work performed on the previous Sunday or following Saturday as well.

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Furlough – Reporting in ITAMS

- Since mandatory furlough is planned, mandatory furlough **must be** entered into ITAMS at least a week before it is taken.
- Due to the complexity of mandatory furlough, it is strongly recommended to have a timekeeper to enter the mandatory furlough into ITAMS to ensure accuracy.

All 12-month exempt employees affected by mandatory furlough, a reduction in salary started on the 7/15 check. All 9-Month exempt employees affected by the mandatory furlough, a reduction in salary started on the 8/31 check.

Furlough Earning Codes

Earning Code	Description
FRF	10 Day Furlough SC105
FRE	10 Day Furlough SC11
FRD	10 Day Furlough SC12
FRG	10 Day Furlough SC9
FRC	20 Day Furlough SC105
FRB	20 Day Furlough SC11
FRA	20 Day Furlough SC12
SFF	Sup 10 Day Furlough SC105
SFE	Sup 10 Day Furlough SC11
SFD	Sup 10 Day Furlough SC12
SFG	Sup 10 Day Furlough SC9
SFC	Sup 20 Day Furlough SC105
SFB	Sup 20 Day Furlough SC11
SFA	Sup 20 Day Furlough SC12
SVF	Supplemental Voluntary Furlough
VFL	Voluntary Furlough

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International Hires

International Hires
- The University is not set up to manage international payroll.
- Working in a foreign country creates tax reporting liabilities that the University is not currently equipped to handle. This can put the University at risk.
- This is for anyone working physically outside of the US, even US citizens.
- If there is someone in your department working internationally, please notify Payroll/HR immediately.

Worker's Compensation and Unemployment

- Change in the process effective with the 10/15/20 payroll.

- The allocation will be processed through HCM Payroll and show up directly in HCM distribution. Anything prior to 10/15/20, will need to be reconciled.

- With this implementation, new payroll transactions and retro payroll JEs for the 10/15/20 payroll and forward will be processed through HCM Distribution/Payroll.

- For retro payroll JEs on payrolls prior to 10/15/20, manual journal entries will still be processed.

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Searching for Worker's Comp and FICA in HCM Distribution

- Search by Employee, Journal, Department, or Operating Unit
- Enter the Distribution Type **TAX**
- Select a specific Pay Period or Month
- Show output by Fringe-Detail Vertical
- Click the hyperlink in the tax column and/or download the results into Excel

Viewing Worker's Compensation and Unemployment in HCM Distribution

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	
		ACCOUNT	EARN END	DIST. TYPE: CODE		CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT
		AH10	115011	C12	09/15/2019	A00000033251	CL034-115000-K1000-301-10009094-	
1		51300	09/14/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	-7
2		51300	09/14/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	-29.92
3		51300	09/30/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	-6.98
4		51300	09/30/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	-29.91
		LABOR: (0.00%)		FRINGE: (73.81) (0.00%)				(73.81)
		AH10	115011	C12	09/15/2019	A00000005096	CL034-115011-E2632-202--	
5		51900	09/14/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	7
6		51900	09/14/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	7
7		51900	09/14/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	29.94
8		51900	09/14/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	29.92
9		51900	09/30/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	6.98
10		51900	09/30/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	7
11		51900	09/30/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	29.91
12		51900	09/30/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	29.94
		LABOR: (0.00%)		FRINGE: 147.69 (0.00%)				147.69
		AH10	115011	C12	09/15/2019	A00000032924	CL034-115016-K1000-301-10009037-	
13		51300	09/14/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	-7
14		51300	09/14/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	-29.94
15		51300	09/30/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	-7
16		51300	09/30/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11:RPAY000182	-29.94
		LABOR: (0.00%)		FRINGE: (73.88) (0.00%)				(73.88)

HCM PeopleSoft Resources

Time/Labor and Absence Management

Where to Find Resources

Contact Information

For questions regarding **W-2s**, please contact
uscpay@mailbox.sc.edu

For question regarding **Mandatory and Voluntary Furlough** guidelines, please contact HR.

For questions regarding **ITAMS**, please email Judy Timmons: timmons5@mailbox.sc.edu

For questions regarding **International Tax,** please email Jake Kiehl: kiehl@mailbox.sc.edu

For questions regarding the Time/Labor and Absence Management Implementation, please email
CMTEAM@mailbox.sc.edu

QUESTIONS

University of South Carolina