



Get the Facts on HR Direct: Enhancements to the Payroll Module

Enhancing the HR Application

The HR Direct Project is working on a major University initiative to advance the Human Resource Management System (HRMS) to the most current application release. The following plans are underway:

- Introduction of Commitment Accounting and Employee Self Service
- Upgrade of Core HR functionality, Base Benefits, Payroll, Talent Acquisition Management, and Time & Labor
- Planned pilots of Manager Self Service and Time & Labor Employee and Manager Self Service

During the HR Direct upgrade, the project will make enhancements to the Payroll Module.

Updates to Payroll Processing

The HR Direct project has identified - beneficial updates to the Payroll module during the upgrade, which include:

- Converted Enrollment Deductions to Savings Plans
- Streamlined the pay check process
- Eliminated the requirement for combo code entry in Add'l pay
- Enhanced the 2% Retirement Deduction Calculation process
- Eliminated customizations to the retroactive pay process
- Updated the tax treaty process
- Moved FLSA processing to Payroll

This document provides details on a few of the upcoming changes mentioned above.

Introducing Savings Plans

All employee enrollment deductions (i.e., 403(b)) will be converted to Savings Plans in the upgraded Payroll module. These deductions were previously tracked in general deductions.

The project has developed a one-time conversion program to convert Year to Date (YTD) employee level balances from the general deductions in 7.6 to Savings plans and FSA plans in 9.0. All YTD balances for the Calendar and Fiscal Year will be converted. The old general deductions have been converted to a non-existing company name – "MUM." You can review these deductions via a query.

You will receive a job aid prior to Go Live, which includes a mapping of old general deductions to new savings and FSA plans.

Additional Pay – Combo Code Process

Combo Codes will no longer be required on the Additional Pay pages. Employee funding source information will be entered on the Commitment Accounting Department Budget Table, including the earnings code and combo code. You would only enter the combination code in the Additional Pay page if it differs from the combination code(s) in the Department Budget Table.

2% Deduction Code Gets Redefined

The 2% Deduction Code used by the University for employees who make an annualized gross over \$30,000 will be redefined in HR Direct. This code will remain a general payroll deduction but will be broken down into four general deductions: RTLIN2 (Lincoln), RTTIA2 (TIAA), RTAIG2 (AIG), and RTSER2 (State Retirement). This will help streamline the 2% deduction calculation process and enhance reporting capabilities.



Quick Overview: Updated Tax Treaty Process

Custom entries for each Country were added to the Tax Treaty Table for Non-Resident Aliens in 7.6. There are now two delivered Tax Treaty values when you enter tax treaty information: QKNA and QKNA2. Both Treaties use a Country Code of \$S. The new Tax Treaty process will be addressed in the Payroll training course.

Tracking Your Payroll Data

Several payroll reports will be available in the HR Direct application, including:

- UMPAY710 Employee Head Count Report
- UMPAY711 Earnings History Report
- UMPAY735 Additional Pay Report
- UMPAY704 Tax Treaty Report

All Payroll reports will be reviewed during the Payroll training course.

Training: Courses, Online Tutorials, & More!

The HR Direct Training team has developed training courses, online tutorials, and training documentation (e.g. manuals, job aids). Details regarding the training courses and schedule are forthcoming.