IPBS Questions and Answers – Volume 3

New Hires

1. **When entering a new employee, what date do we use as the hire date?**

   The hire date should always be the first day of work for regular employees or the first day of the covenant period for covenant employees.

2. **If an employee works for both the parish and school, and we have combined payroll, which agency do I select?**

   Choose the agency that is the employee's primary work location. If an employee works at the school 25 hours a week and the parish 15 hours a week, ELESCH-Parochial School should be selected as the agency. If an employee is split 50 percent between both, one will need to be chosen as the primary agency.

3. **If an employee lives in Oregon, where do we enter the Oregon State Tax?**

   Once the employee's Oregon address has been entered, it will prompt the system to ask for state tax information. On the tax screen, you will be able to enter the residence tax information. Select Oregon for State and enter the employee's withholding elections. Oregon state tax will be withheld and Ultimate Payment Services will handle the State tax filing.

4. **Will we enter all new hires or will Payroll Services do all the entry?**

   Beginning January 1, locations will be responsible for entering all new hires and making any changes to employee information. If an employee is already working in another location, an error message will appear during the new hire process. Please complete the PSPAF form for that employee and fax it to Payroll Services and they will be entered by PSO staff.

5. **Are substitute Teachers entered as temporary employees?**

   Yes. Substitutes should be entered as Temp-Lay under employee type. Please use the "Substitute" job code for all substitute teachers.

6. **Can you explain the difference between administrator and supervisor on the time management screen?**

   Administrator access is for Payroll Services staff only. When a new hire is entered at a location, the administrator access option will not appear. Supervisor access should be granted if the employee being hired will be assigned as a supervisor to approve employees' time after Go Live.

7. **On the Time Management Screen, what is the difference between "Employee Access," "Employee Clock Access" and "Salaried Employee Access?"**

   "Employee Access" is for regular hourly employees that will report hours worked. "Employee Clock Access" is for employees that will be required to clock in and out. "Salaried Employee Access" is for salaried employees that will do exception reporting only.

8. **What should the scheduled hours for teachers be in the new system?**

   Full-time covenant teachers who are paid over 12 months should be reported at 80 scheduled hours per bi-weekly period. If a teacher is .8FTE, their scheduled hours would be 64 (80 *.80), .5FTS would be 40 (80 * .50), etc.

9. What is the difference between Exempt and Non-exempt?

Below are the definitions from the Manager's Toolkit on the Human Resources Site:

Exempt: An individual who is exempt from the overtime provision of the Fair Labor Standards Act (FLSA) because they are classified as an executive, professional or administrative employee and meet the specific criteria for exemption. Exempt employees must be paid on a salary basis with the exception of highly paid computer professionals.

Non-exempt: An individual who is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is therefore covered by the provisions of the FLSA. Such an individual is therefore entitled to receive overtime for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Non-exempt employees may be paid on a salaried or hourly basis.

For more information, please contact the Office of Human Resources at hr@seattlearch.org.

10. Where do you enter employee benefit deductions?

Employee elected medical benefit premiums will be automatically entered through the UltiPro to Benefit Focus Interface. Payroll administrators will no longer be required to calculate the premiums to withhold manually. This will also apply to 403(b) elections and loan payments. These will be automatically entered into the employee record through the UltiPro to Transamerica Interface.

PTO Plans

11. All of our school employees receive personal days; not just teachers. Will we be able to assign them the Personal Leave PTO plans?

Yes. You will be able to assign plans to your employees as long as they are in accordance with Archdiocesan policies.

12. Our parish is in Seattle, do we have to select the Seattle Sick time for our employees?

If an employee qualifies under the provisions, then they should be assigned the Seattle Sick PTO plan. Please contact Matt Boswell in Human Resources if you have questions regarding the Seattle Sick law and how to apply it to employees.

13. Since leave balances will not be entered until sometime in January, will there be any issue for employees who take leave prior to those balances being entered?

No. Leave balances are allowed to go negative so employees should not experience any issues. Payroll Services will run reports to track who maintains a negative leave balance going forward and will contact locations if there is a consistent negative balance.

14. Will school personal days automatically disappear on June 30?

School personal days will be lost if not used by August 31.

15. For teachers, will sick time be frontloaded on September 1?

Yes. The teacher sick PTO plan had been programmed to frontload sick days on September 1 of each year. This was covered in greater detail during the webinar that was offered on December 3 and December 5. The webinar is available on the Benefit Services SharePoint Site under the Parish Administrators Portal.

16. **We have an employee who has worked for many years but just recently became eligible for benefits. Will the system be able to accrue his vacation/sick pay?**

    Yes. You will need to change his seniority date to the date he became eligible to receive benefits. Be sure to assign him the PTO plan when you gain access to the system.

17. **How do we add available sick and vacation hours that carry over from 2013?**

    Rollover balances will be entered in early February. We will offer a short webinar on January 28 and January 30 to illustrate how to enter those balances.

Employee Maintenance

18. **How do we enter "other" deductions such as pledge payments?**

    Multiple deduction codes have been set up in the system. Select the employee and then select "Pay" located on the green menu bar. Select "Deductions" and then click on the green add button. Enter the effective date and select "Miscellaneous" as the plan type. Select the appropriate deduction code from the drop down menu and then select the reason. On the next screen, enter the deduction start date and any goal and then click the blue arrow. Enter the bi-weekly amount and click the blue arrow again. Review the information on the Summary screen and once verified, click "Save."

19. **Will you automatically stop benefits when we terminate employees or will we need to complete a termination form?**

    No forms will need to be completed. Once the employee is terminated in UltiPro the information will be sent directly to Benefit Focus where the termination of benefits will occur.

20. **How are stipends handled in UltiPro?**

    Any additional pay like coaching, bus driving or other stipends will need to be reported to Payroll Services through supplemental spreadsheets as part of the payroll process. The Payroll Administrator will be able to report a flat amount with hours for coaching, music, bus driving, stipends, etc.

21. **Will both hourly and salaried employees report holidays in UTM?**

    Yes. Holidays will need to be entered by both hourly and salaried employees. They will select the holiday pay code and enter the holiday hours on the applicable date in the period.

22. **We have an employee that works for the school, the parish, and also gives music lessons. They have three job codes and three rates. How will that work in the system?**

    If the employee is paid hourly, you can assign three different hourly rates with three separate job codes. They will then be able to enter their hours for each job through UTM.

23. **Will the system be able to support an employee who works at multiple schools on a salaried basis where the total weekly hours for both exceed 40?**

    Yes. Employees who work in multiple locations in exempt positions can have total hours that exceed 40 in a single week. However, if the employee is non-exempt they must be paid overtime for any hours worked over 40 across all locations.

24. **We have salaried teachers that work extra hours in extended care after school on an as-needed basis. How will that work in UltiPro?**

Any additional pay like coaching, bus driving or other stipends will need to be reported to Payroll Services through supplemental spreadsheets as part of the payroll process. The Payroll Administrator will be able to report a flat amount with hours for coaching, music, bus driving, stipends, etc. We also have an earning code titled "Other" that can be used for extended care or other programs.

Other Payroll Questions

25. **How does exception time reporting work in regard to Workers' Compensation?**

Salaried employees are reported at 160 hours per month regardless of exception time reported. Teachers are reported at 120 hours per month. Hourly employees are reported as hours worked so if exception time is entered for holiday, sick, vacation or personal, those hours will not be charged toward Workers' Compensation premiums. Beginning in January, premiums will be automatically calculated by the system and quarterly invoices will be sent to locations. Locations will have the opportunity to enter independent contractor hours prior to remittance.

26. **Can we have a list of employee names and passwords so that they do not have to call Payroll Services to reset their password?**

The first time an employee logs into UltiPro they will be prompted to reset their password and will need to select three challenge questions and answers .Once this occurs, we will not have access to the new passwords so we won't be able to provide them to Payroll Administrators. If they forget their password and cannot answer the challenge questions correctly we will reset their password to the default.

27. **Can you explain how the paycards work?**

Employees who do not sign up for Direct Deposit will receive their pay via a paycard which is a reloadable debit card. In December, employees who do not currently have direct deposit will be mailed the paycard and a brochure explaining how they can use the card. Each payday, the employee's paycard will automatically be loaded with the employee's net pay for the period. Employees may incur fees if the card is not used a certain way so it is important that they read and understand the brochure before the first payday.