Payroll Announcements and Updates

Norel Tullier, University Payroll
HRMS Unit Liaison Meeting 11/19/10
Additional Pay Workflow Project

- **Objective** – replace Additional Pay Submittal and Special Payment Forms with electronic transactions that are processed through workflow for approval and submission

- **Timeline**
  - Implement for pilot groups by 6/15/11
  - University-wide implementation by 12/31/11

- **Project Sponsors**
  - Sue MacDavitt, Senior Director, UHR
  - Norel Tullier, Director, University Payrolls
Additional Pay Workflow Project

- **Design Team members**
  - Central Office staff from HRRIS, UMHS HR, University Payroll & ITS
  - Departmental representatives
    - Tina Truskowski, College of Engineering
    - Patrick Smitowski, College of LSA
    - Bryan Van Sickle, Financial Operations – Sponsored Programs
    - Kim Andrus, Ross School of Business Administration
    - Debra Komorowski, School of Medicine
    - Julie Smigielski, School of Music
    - Janet Finfrock, School of Public Health
    - Ann Marie Carder and Martine Carl, Student Residences
    - Karyn Procter-Wicks, UM Health System – Internal Medicine
    - Kathy Hayford, Dearborn Branch Campus
    - Dee Dee Hurley, Flint Branch Cam
Employee Self-service

- By 12/31/11, all departments that are part of the Campus Timekeeping Unit and do not submit time data via an interface file are requested to be participating in Time/Labor self-service
  - Either via Employee Business in M-Pathways or
  - By using time “clock” collection devices
  - Contact Norel Tullier (norel@umich.edu) or Jim Mettlach (mettlach@umich.edu) to make arrangements for implementation for your units in 2011

- New Time Reporting link on Wolverine Access Gateway page
  - Linked to Supervisor ID instead of Static Groups

- Direct Deposit and Forms W-4
  - Please do not distribute hardcopy forms. Reference the Payroll web sit link: http://www.finops.umich.edu/payroll/forms#t74
  - Direct deposit self-service is accessible once a UMID has been created
  - Forms W-4 self-service is accessible once a JOB has been created
Employee Self-service

Electronic Forms W-2

- 44% of 69,000 Forms W-2 for 2009 were accessed via self-service
- Emails will be sent in December and January to individuals to remind them of the self-service options
- Request your assistance in encouraging faculty and staff to use W-2 self-service

<table>
<thead>
<tr>
<th>Major Unit</th>
<th>Percent Faculty/Staff using Self-service</th>
</tr>
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<tbody>
<tr>
<td>DEARBORN</td>
<td>44%</td>
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<tr>
<td>EXC_VP_CHF_FIN_OFF</td>
<td>53%</td>
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<tr>
<td>EXEC_VP_MED_AFF</td>
<td>54%</td>
</tr>
<tr>
<td>FLINT</td>
<td>36%</td>
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<tr>
<td>OFFICE_PRESIDENT</td>
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<tr>
<td>PRVST_EXC_VP_ACA_AFF</td>
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<tr>
<td>VP_SEC_UNIVERSITY</td>
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<tr>
<td>VP_STUDENT_AFFAIRS</td>
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</tbody>
</table>
Miscellaneous Announcements

- Regular vs. Fellowship Earnings
  - Reminder – changes to/from REG and FEL earnings cannot be made for a prior calendar year
  - Process changes for 2010 SOON!

- Hire Act FICA Savings – to date for calendar year 2010 are $147,673.96

- On 11/02/10, the PeoplePay Decision Tool was updated
  - A message about new changes will appear the first time that an individual signs-on after changes have been implemented
  - An archive of changes is now available on the top menu bar
Miscellaneous Announcements

- Payroll Data Warehouse changes to accommodate Social Security Number masking
  - Access to the Payroll Legacy Data Warehouse will be limited to staff in the University Payroll Office – SSN is key field
    - Accessed by only 12 individuals outside of University Payroll Office in last 12 months
    - Payroll staff will assist with queries if data is needed
  - Access to the UMID/SSN mapping table in the M-Pathways Payroll Data Warehouse will be restricted.
    - Access will be removed for all staff outside of the University Payroll Office.
    - Access may be reinstated via an OARS request and business reason.
    - The mapping table will also be removed from remote data feeds.
  - Implementation effective dates will be announced at a later date