



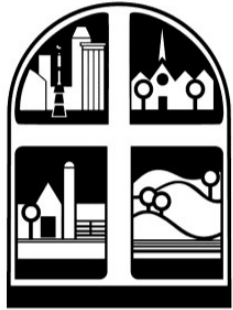
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# 2015 FISCAL MANAGEMENT AND DISCIPLESHIP CONFERENCE

## PAYROLL and HRIS

## TIPS and TRICKS



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# Human Resources Information System (HRIS)

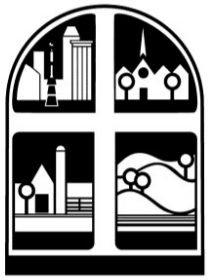




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# Parts of the New System

- **Web Pay - Payroll**
- **Employee Self Service**  
*Access W2, Paystubs & Timekeeping*
- **Web Time - Timekeeping**
- **Onboarding**  
*Access W2, Paystubs & Timekeeping*
- **Web Benefits**  
*Automates benefit enrollment*



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# Web Pay Conversion Schedule

- Pilot team launched – 5/29
- 20 locations per pay cycle from June 15 through August 31



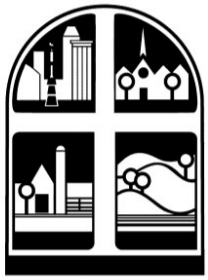
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# Web Pay

## Conversion Process

- Introduction email from Paylocity
- Tax authorization and bank verification
- Welcome call
- Online training

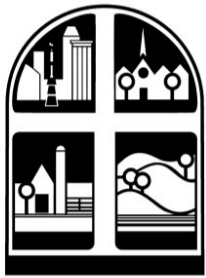


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# Web Pay Conversion Process

- Data extraction
- Database verification
- Test payrolls
- First payroll processing

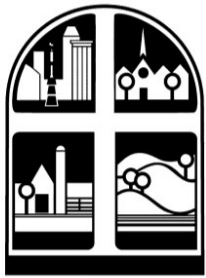


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# Database Verification

- Employee Email Addresses
- Worker's compensation
- Direct deposits
- HSA contributions
- YTD totals



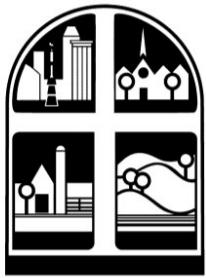
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# First Processing Checklist

- Pay rate
- Hours associated with all compensation
- Earnings
- Taxes
- Deductions
- Net Pay
- Group Term Life (GTL)



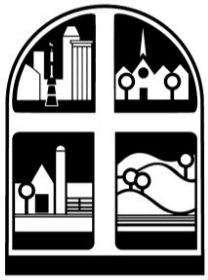


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# Employee Self Service

- Dashboard for employee to access all their information:
  - Paystubs | W2s | Year-to-date Balances
  - Update dependents, emergency contacts, tax withholdings, and direct deposit information
  - Electronic Timekeeping
  - Electronic Time Off Requests routed to Supervisors for approval
  - Benefits Changes

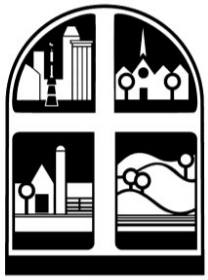


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# Employee Self Service

- Each employee must have an email address
- Send out email with registration info to all employees



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# Employee Self Service

- Ask employees to verify their first paystub in Paylocity with previous paystub in Paycor



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# Web Time – Timekeeping

- Two Types
  - Web Punch – for non-exempt employees
  - Timesheet – for exempt (part-time)



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# Web Time – Timekeeping

- Two Types:
  - Web Punch – clocking in and out, then the system automatically calculates time worked
  - Timesheet – entering daily hours manually on a time card



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# Web Time – Timekeeping

- Web Punch
  - Punches will be rounded to the nearest quarter hour
  - Examples:
    - 8:07AM would round BACK to 8:00AM
    - 5:23PM would round FORWARD to 5:30PM



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# HRIS – Web Benefits

**The new system will offer:**

- Online open enrollment in benefits
- Online enrollment changes to your benefits due to qualifying events



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# HRIS – Web Benefits

- New Open Enrollment Process:
  - Notification will be sent to employee's email address that it's time to enroll in benefits or make changes to benefits





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# HRIS – Web Benefits

- New Open Enrollment Process:
  - The new system will provide step by step guidance through the enrollment process
  - Employees able to view the descriptions for each of the plan coverages as well as compare costs



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# HRIS – Carrier Connections

Any employee information changes or enrollment changes are sent directly to the insurance carriers:

- Name
- Address
- Phone numbers
- New enrollments/changes to enrollments



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# Onboarding

- Changing from manual process to electronic
- Ensures critical data is complete when employee is hired



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# Who to call

- Paylocity Implementation Specialist
  - Issues verifying data
  - Issues with data set-up
  - Issues processing payroll



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# Who to call

- Central Payroll
  - Payroll related questions
  - Deductions & Earnings
  - Assistance with Processing Payroll
  - Web-pay, Web-time, or Employee Self-Service



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# Who to call

- Human Resources
  - Benefits
  - Retirement
  - Policies
  - Employment Laws
  - Web Benefits, Web Time, Employee Self-Service



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# Summary

- Check for scheduled conversion date for your location
- Watch for email(s) from Paylocity
- Return signed documents as soon as possible
- Register and complete online training



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## Summary

- Schedule and attend your welcome call
- Prepare for data extraction
  - Review your current payroll data and make sure “Data Quality Checklist” is complete
- Verify database and run test payrolls
- Process and verify your Paylocity payroll
- Launch Employee Self-Service registration email





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## Summary

- Ask employees to check pay stubs
- Watch email for Web Time, Web Benefits, and Onboarding roll-out
- Ask for help
  - Paylocity Implementation Specialist
  - Central Payroll
  - Human Resources
  - HRIS Help Desk – [HRIShelp@archindy.org](mailto:HRIShelp@archindy.org)