Human Resources Information System (HRIS)
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
Web Pay
Conversion Schedule

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

• Introduction email from Paylocity
• Tax authorization and bank verification
• Welcome call
• Online training
Web Pay Conversion Process

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

- Employee Email Addresses
- Worker’s compensation
- Direct deposits
- HSA contributions
- YTD totals
First Processing Checklist

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

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

- Ask employees to verify their first paystub in Paylocity with previous paystub in Paycor
Web Time – Timekeeping

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

The new system will offer:

• Online open enrollment in benefits
• Online enrollment changes to your benefits due to qualifying events
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
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
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
Onboarding

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

• Paylocity Implementation Specialist
  • Issues verifying data
  • Issues with data set-up
  • Issues processing payroll
Who to call

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

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