Payroll Update Topics

- ADP Processing – Off-cycle Payrolls
- 2015 Payroll Work Calendar Changes
- On-cycle Payroll Cleanup
- PeopleSoft 9.2 Split/Upgrade Project
- FYI Quick Notes
Payroll Update Topics

WARNING

You will be tested!
ADP Processing – Off-cycle Payrolls

- Out of state taxation
- Administration of out of state taxation
- Imposed time constraints
- Off-cycle Payroll schedule changes
Who administers the out of state taxation for IU?

ADP
ADP Processing – Off-cycle Payrolls

Quiz!

What time do we currently start the off-cycle payroll processing?

11:30 am
# 2015 Payroll Work Calendar Changes

## August 2014

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21 (STRESS!)</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LOCK/CLOSE Off-Cycle #34 @ 11:30 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BW/HR. Pend.Vo. Cutoff @ 12 NOON</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BW Cleanup Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLOSE BW # 27 @ 8 am</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PAYDAY BW # 27</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PAYDAY MO # 28</td>
</tr>
</tbody>
</table>

<-------------------------- 3 Banking Business Days -------------------------->
## Off-cycle Payrolls

### 2015

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LOCK/CLOSE Off-Cycle #34 @ 10:30 am</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- BW Job Pay Flag Off @ 5 pm
- BW/HR. Pend.Vo. Cutoff @ 4:00 pm
- BW Cleanup Day
- MO Job Pay Flag Off @ 5 pm
- MO. Pend.Vo. Cutoff @ 4 pm

<table>
<thead>
<tr>
<th>25</th>
<th>26</th>
<th>27</th>
<th>28</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MO Cleanup Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CLOSE BW # 27 @ 8 am</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**< - - - - 2 Banking Business Days - - - - >**

Move from 11:30 am
Quiz!

When do we plan to start processing off-cycle payrolls in 2015?

10:30 am
# Biweekly Payrolls

## 2015

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LOCK/CLOSE Off-Cycle #34 @ 10:30 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BW Job Pay Flag Off @ 5 pm</td>
<td>BW/HR. Pend.Vo. Cutoff @ 4:00 pm</td>
<td>BW Cleanup Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MO Job Pay Flag Off @ 5 pm</td>
<td>MO. Pend.Vo. Cutoff @ 4 pm</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>CLOSE BW # 27 @ 8 am</td>
<td>CLOSE MO # 28 @ 8 am</td>
<td></td>
<td></td>
<td>PAYDAY MO # 28</td>
</tr>
</tbody>
</table>

*---* 2 Banking Business Days *---*
Quiz!

On what day do we normally process biweekly payrolls?

Monday
Quiz!

Why will we **NOT** process a biweekly payroll on Monday?

**Holidays / short work week**
Quiz!

Who is Indiana’s Governor?

Mike Pence
## Monthly Payrolls

### 2015

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LOCK/CLOSE Off-Cycle #34 @ 10:30 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BW Job Pay Flag Off @ 5 pm</td>
<td>BW/HR. Pend.Vo. Cutoff @ 4:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BW Cleanup Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MO Job Pay Flag Off @ 5 pm</td>
<td>MO. Pend.Vo. Cutoff @ 4 pm</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>CLOSE BW # 27 @ 8 am</td>
<td>MO Cleanup Day</td>
<td>CLOSE MO # 28 @ 8 am</td>
<td>PAYDAY BW # 27</td>
<td>PAYDAY MO # 28</td>
</tr>
</tbody>
</table>

< - - - - 2 Banking Business Days - - - - >
2015 Payroll Work Calendar Changes

Quiz!

How many business days do we need between a Monthly payroll closing and Monthly pay date?

Two
## 2015 Payroll Work Calendar Changes

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>2014</td>
<td>LOCK/CLOSE Off-Cycle #34 @ 11:30 am</td>
<td>BW/HR. Pend.Vo. Cutoff @ 12 NOON</td>
<td>BW Cleanup Day</td>
<td>CLOSE BW # 27 @ 8 am</td>
</tr>
<tr>
<td></td>
<td>BW Job Pay Flag Off @ 5 pm</td>
<td>MO Job Pay Flag Off @ 5 pm</td>
<td>MO. Pend.Vo. Cutoff @ 4 pm</td>
<td>MO Cleanup Day</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>CLOSE MO # 28 @ 8 am</td>
<td>3 Banking Business Days</td>
<td>PAYDAY MO # 28</td>
<td>PAYDAY MO # 28</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>2015</td>
<td>LOCK/CLOSE Off-Cycle #34 @ 10:30 am</td>
<td>BW/HR. Pend.Vo. Cutoff @ 4:00 pm</td>
<td>BW Cleanup Day</td>
<td>CLOSE BW # 27 @ 8 am</td>
</tr>
<tr>
<td></td>
<td>BW Job Pay Flag Off @ 5 pm</td>
<td>MO Job Pay Flag Off @ 5 pm</td>
<td>MO. Pend.Vo. Cutoff @ 4 pm</td>
<td>MO Cleanup Day</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>CLOSE BW # 27 @ 8 am</td>
<td>2 Banking Business Days</td>
<td>PAYDAY BW # 27</td>
<td>PAYDAY MO # 28</td>
</tr>
</tbody>
</table>
On-cycle Payroll Cleanup

- Pending Cutoff Day
- Cleanup Day
On-cycle Payroll Cleanup

Quiz!

What time do we start locking Adjustment Vouchers and Payroll Vouchers on Pending Cutoff Day (2 days prior to on-cycle closing)?

4:00 pm
PeopleSoft 9.2 Split/Upgrade Project

- Go-live - weekend of June 6, 2015
- PeopleSoft 9.0 Split
- PeopleSoft 9.2 Upgrade
- Contract Pay
- Look and Feel (Navigation)
Quiz!

What color does Oracle like to use on their PeopleSoft pages?

Blue
Quiz!

When is the PeopleSoft 9.2 Split/Upgrade project scheduled to go live?

Weekend of June 6, 2015
FYI Quick Notes

- Open Enrollment Dates
- One.IU replacing OneStart (Spring/Summer 2015)
- General Deduction Load Files
- Direct Deposit Self-service Updates
- Same Sex Married Couples
Open Enrollment is November 10 - 21, 2014

Once a year during Open Enrollment, full-time Academic and Staff employees have the opportunity to make enrollment changes in the following benefit plans:

- Medical (including Tobacco-free Incentive)
- Dental
- Personal Accident Insurance
- Tax Saver Benefit (TSB) Reimbursement Accounts
- Health Savings Account (HSA)

⚠️ If you DON’T submit elections . . .
About One.IU

- **One.IU** is the replacement for **OneStart**, which will be retired in summer 2015.
- One.IU allows you to get directly to your task with substantially less clicking.
- One.IU supports all devices (phones, tablets, laptops, desktops).
- Navigation is simple, based on browsing, with icons for each task.
One.IU replacing OneStart
General Deduction Load Files

- We have a process in place for submitting and loading general deduction files.
- Currently most campuses submit files for annual parking and united way deductions.
- If you are manually entering a general deduction for more than 25 employees, then let’s talk.
Direct Deposit Self-service Updates

Your Bank Information

Transit Number: 086300012
Bank Name: OLD NATL BK IN EVANSTON

Distribution Instructions

Account Number: ******17
Validate Account Number: ******17
*Account Type: Checking
Deposit Type: Balance
Amount or Percent: Deposit Order: 1
(example: 1 = first account processed)

Payroll: Authorization (ACH Credit)

Save
Same Sex Married Couples

- Same sex married couples treated the same as opposite sex married couples
- Enrolled in Medical/Dental plans at IU
- Before-tax Medical/Dental deductions
- Domestic same sex couple – after-tax
- Please advise same sex married couples to provide marriage certificate
Payroll Updates

Questions?