

**DATE:** May 11, 2020

**SUBJECT:** Fiscal Year End Payroll Processing for FY 2020

**EFFECTIVE DATE:** Immediately

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**APPROVAL:**

**SUMMARY:** Summary of Fiscal Year End Payroll Processing

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This informational circular will discuss key payroll processing concepts to aid in fiscal year end closing.

Note: Another informational circular regarding the fiscal year 2021 payroll contribution rates will be issued as soon as the information becomes available. There is also informational circular 20-P-036 available regarding the key payroll processing dates related to fiscal year end processing in SHARP and SMART.

### **Benefits Contribution Rates**

**Supplementals and adjustments use the benefit contribution rates effective for the pay period being adjusted.** Supplementals and adjustments that are processed for pay periods ending on or before June 13, 2020 will use fiscal year 2020 benefits contribution rates (or prior fiscal years benefits contribution rates depending on the fiscal year of the payroll period being adjusted). Supplementals and adjustments for pay period ending dates greater than June 13, 2020 will use fiscal year 2021 rates. Benefit contributions include: KPERs, TIAA-CREF, KPEDCP, workers compensation insurance, state leave reserve assessment, group health insurance (GHI), and parking administrative fee.

### **Tax Rates**

**Taxes for supplementals and adjustments will be calculated using the tax rates effective for the paycheck issue date for the off-cycle payroll being processed.** Taxes include: OASDI (Social Security), Medicare, federal withholding tax, state withholding tax, local withholding tax, and unemployment compensation insurance. Note for Regents: the use of the 'current' UCI rate for calculation purposes does not replace the reporting requirements for prior period adjustments necessary for quarterly UCI reporting.

### **Fiscal Year Expenditure Impact**

**Supplementals, adjustments and reversals will be charged to expenditures in the fiscal year the off-cycle paycheck is issued regardless of the pay period being adjusted.** Please note, the Run B off-cycle (scheduled for June 24, 2020, paid June 29, 2020) for the pay period ending June 13, 2020 will be the last opportunity to have a paycheck adjustment charged to fiscal year 2020 expenditures.

The fiscal year expenditure impact applies to both SHARP agencies and Regents institutions.

## **Budget End Date and Fiscal Year Changes**

The Budget End Date and Fiscal Year on the Department Budget tables will be updated centrally at the beginning of the fiscal year. This process is scheduled to run during the batch cycle the night of June 21, 2020 and should be completed by Monday morning, June 22, 2020. In that process, a new row will be added to the Department Budget tables with an effective date of June 14, 2020 (beginning date of the first on-cycle payroll charged to FY2021). The Budget End Date will be June 12, 2021.

Agencies should send Combination Code files or any Department Budget Table files for FY2021 changes into Statewide Payroll by Friday, June 19, 2020. These files will be loaded into SHARP beginning Tuesday, June 23, 2020. **Agencies should not enter any rows with an effective date greater than or equal to June 14, 2020 until June 23, 2020.** When adding new rows for FY2021, agencies should verify that June 12, 2021 was used as the Budget End Date for FY2021.

A special run of the KPAYGL5C (paycheck accounting transactions file) will be processed on Thursday June 25, 2020 after the 'B' off-cycle process has been completed for the June 13, 2020 pay period end date. A SHARP Infolist message will be sent out to agencies after the KPAYGL5C has finished processing on June 25. Agencies are encouraged to complete all FY2020 payroll adjustments on or before the 'B' off-cycle which processes on Wednesday night, June 24, 2020, since the 'B' off-cycle is the last payroll cycle in SHARP for FY2020. Otherwise, any adjustments processed in the 'C' off-cycle on Monday, June 29, 2020 will be included with FY2021 transactions and will not be included on the KPAYGL5C file until it is run again on Tuesday night, June 30, 2020.

## **GHI Adjustments**

June is a popular retirement month. Many employees will retire by June 15<sup>th</sup> which would impact the amount of GHI for which the employee should have on his/her final paycheck issued in July 2020. In order to avoid processing a refund for any employees who have a retirement date greater than June 14, 2020, MAP should be updated with an employee's termination date as soon as possible. If you have any questions or concerns, contact Kansas Department of Health & Environment, Division of Health Care Finance, State Employee Health Plan Membership Services by Email: [SEHPMembership@kdheks.gov](mailto:SEHPMembership@kdheks.gov) or Phone: 785-296-3226 about event maintenance that may affect claims processing for any employee.

## **Regents' Institutions Responsibilities**

Regents' institutions are responsible for ensuring that the correct benefit and tax contribution rates are used when calculating payroll for employees of their agencies and for ensuring that the SMART INF06 interface files affect the correct fiscal year expenditures.

## **Reminders**

To help reduce the number of adjustments to process, SHARP agencies are reminded of the following:

1. **Enter job data changes prior to the creation of paysheets.** Paysheets for on-cycle payrolls are generally created on the Tuesday night following the end of the payroll period. Agencies

should **not** change Job Data including the FLSA status after Tuesday night as this will cause issues with the paysheets and will require special handling. Agencies should also **not** change the Assign Work Schedule after Tuesday night if the change affects the Paygroup.

2. **Agencies should review the accuracy of the gross-to-net payroll information and employer contributions after each preliminary pay calculation.** The PAY002 report can be used to review the gross-to-net data. Agencies can review employer contributions by accessing the employee's paycheck deduction information for the period. Employer contributions have a deduction class of 'Nontaxable'.

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