

Tax Information

↳ Federal Tax

↳ State
↳ SUI

Has to configure State for paygroups for SUI
Takes up to three days

↳ locals

↳ OH School District

↳ Tax-codes → Local Tax Code Locator (ADP)

→ Is HR assigning Jurisdictions to Employees during onboarding?

↳ ADP advises Payroll Practitioners should do that as best practice

↳ Tax Filing

↳ Workbook is provided with forms and guidelines

↳ process of setting this up

↳ based on Employee Address go to Local Tax Code Locator

↳ go People / Tax / Withholding

↳ Setup of options for taxation

↳ worked in state) Reciprocity?
↳ lived in state) override

↳ Marital status options vary per state (i.e. Georgia)

↳ Exemptions also vary per state

↳ Work location
↳ Report location

Worked in location is not necessarily the address of the place where they actually work, but the location where payroll is charged

→ Additional State Tax Information } → Inputs for taxation
→ Additional Specific Tax Information }

↳ There is a case where Arizona asks whether employees are covered by Employer Health Insurance

↳ Today this is not integrated with EE benefit selection

Doubts about Employee Id (Number) vs Pay Group and File Number

- File Numbers life cycle is very confusing
- Lots of questions around impacts of changes of File Numbers due to transfers or schedule changes
- Lot of excitement about getting rid of File Numbers
- Re-hires and transfers are big pain points in current system

Additional Federal

- Tax options like Qualified Pension

↳ They ask for options to import batches of changes instead of going to EE screens to do that

→ Effective date of changes applies to paydate for an entire period

Big discussion around withholding taxes for worked in state based on hours reported on time system for a given location

↳ way it's done today is via creating departments per location (with same file #?) (can it be done?)

Payroll Process

↳ Location → Company ?
↳ Dept ?

→ Accept by Pay Group

↳ Reports by Pay Group

Explanations about layout of Paycheck

↳ Initiated discussions around how earnings are calculated and hours are aggregated

↳ Mention to Total Pay product { where ADP pays and files taxes from ADP's account

↳ Check stubs mostly used for new hires

* ↳ Big discussion about workflow for validating (pre-note) direct deposit information and whether they should allow the users to enter it through the ESS and have it validated by Payroll

↳ Aline cards don't need validation (payroll card)

Deduction Priorities

↳ Add Back list

↳ Add back order is configured

↳ this is when net goes negative

* ↳ No controls on Stat deductions

Payroll Reports → Pay Group x Pay Period

- Statistical Summary → what the company has to pay used for funding the company account at ADP
 - Register → File Number x Employee Number debts here as well
 - Personnel → has a reconciliation page to find anomalies like multiple checks or gross distribution
 - ↳ Voluntary deductions
 - ↳ new hires and address changes
 - ↳ other changes - rates /
 - ↳ Pays issued to non-active employees
 - Payroll Summary
 - ↳ one line per department
 - ↳ totals page
 - New hires reported to States (for SUI)
 - ↳ validate if there are new hires not reported
- } how payroll knows that?

* Dates

There's a limited (13) number of dates related to HR and Payroll lifecycle that can be captured (or automatically tracked by the system) and reported

- hire date
- birth date
- original hire date
- adjusted service date
- ...

Are this custom fields at the Associate level?

Delivery Instructions

Big discussion around setup of direct deposit accounts, validations and effective dates.

Labor distributions

- labor levels

↳ client can configure 7 labor levels for labor distribution

In Vantage, pay group is always the first

→ This client used to have:

→ Location (what includes Division in it)

→ Dept

→ Function ??

→ Salary Grade → equates to Job code

→ Team → could be replaced by "Reports to" ??

→ Blank

→ Shift

ADP changed it for:

Paygroup

Locdept

function

Reports to

Job code

→ Mapping of Jobcodes to Workers Comp Codes falls short because on certain States Workers comp codes change for the same Job

Interesting question about how to flow data from Time to GL without going through Payroll (or at least not paying them directly)

→ They want the contractors to log hours for validating the agency invoices and productivity metrics and they want this to flow to GL to reconcile with the invoices

Gigantic discussion about the differences between worked in location and location where Payroll is charged from

① → Worked in location is where they actually worked → Time

② → Reporting Home Payroll } location is where they report the payroll being charged from
→ GL

Client wants the system to figure out based on the worked in location whether taxes have to be withheld at those specific locations considering the thresholds they define. At the same time they want the payroll to be charged to a different location/dept as far as GL is concerned.

Short discussion on Rates configuration for Hourly vs Salaried pay groups
→ looks like they have cases for non-exempt salaried employees where they report hours for Rates different than what's in their compensation

Hours and Earnings

what they are?

→ Review of existing earning codes → eliminating duplicates

Configuration for each earning code

↳ hours vs amount

↳ which "calculation basis" it's eligible for (i.e. 401k, taxation, ...)

→ Confusing discussion on criteria for splitting codes (GL, Reporting, ...)

↳ one example was (Sick Pay vs CA Sick)

↳ Bonus - client had multiple different codes for different taxation
↳ ADP presented limitations on what is possible to do as far as customizing the taxability of those different Bonuses if they chose to combine them into one code

*

↳ Other limitation that prevented consolidation of codes was the need of reporting to different GL accounts and same location/dept

→ Negative Deductions

↳ contribute to
Net directly
non-taxable

vs Reverse Deductions ???

↳ Generates an Earning ???

↳ Discussion around impacts on GL
accruals by having an earning or not

→ Question from client on how 401K match is calculated:

→ ADP explains the way its configured through the deduction configuration. It doesn't need to have an earning configured for the match.

↳ based on eligible wages

Deductions

→ First configuration is whether they support taking partial deductions or not

→ Client question if it was possible to configure that at the deduction level.

→ ADP says it can only be done for all deduct

→ Configure eligible earnings for % based deductions

→ Configure pre-tax vs pos-tax deductions

* → Gross up and deduction off-set ???

↳ Gross up earning vs Gross up deduction vs Deduction Off set

↳ Client seems confused by how this configuration works
They cannot be sure it's going to accomplish what they want

CS Client had a concept they called "Combs" for these type of Earning / Deduction pairs

Memos

→ Have to configure Memos for all "Balances" they need to control

Liens and Garnishments

- User tried to use the "Portal Search" and got confused with multiple Search buttons

→ - Big discussion about the options of "correct or delete the data" and "correct the effective date"

→ ADP advises to NEVER use that because there would not be any audit trail about these operation

→ Client asked why it's even available though

→ Big confusion here: ADP could not clearly explain whether they would be able to track these changes or not ADP ended up saying there's a report that would show that

→ "Client override" option is another one they don't want to use and would like to remove from screen

→ Screen with multiple tabs present message saying required fields not provided but the missing fields were "hidden" into one of the tabs different than the open one

→ Multiple places where the client asked why they would ever "check this option" and ADP responded never, but they couldn't remove the options from the screen or at least define a workflow for validating mistakes.

→ Job Information

- Job
- Job Dates
- Compensation
- Payroll

→ Change Pay → Pay Rate

- Compensation history
- projected compensation
- stacks changes for the same eff date (kind of bitemporal)

General Deductions vs Benefit Deductions

↳ Configured on Pay screen

↳ Generated automatically