

## Payroll Processing Contingency Plan

To ensure consistency in planning services to agencies, we have coordinated with the Department of Enterprise Services Printing and Mail services to be sure our two agencies are able to work in concert to meet your payroll needs in the event of a partial government shutdown.

### **PROCESSING THE JULY 10, 2017 PAYROLL**

Washington Technology Services (WaTech) will be in operation to support processing of the July 10, 2017 payroll. Assuming that agencies affected by a shutdown will not be able to make corrections as of July 1, our general reminders include:

- New employees should be entered into HRMS as early as possible. Please take special care to enter new employees transferring from another agency to ensure continuity of pay, insurance etc.
- All employees' time and leave should be entered into HRMS as early as possible.
- All standard payroll activities performed to verify payroll need to be completed by June 30, 2017, including:
  - All end of biennium compensatory time payouts need to be keyed into HRMS
  - Retroactive adjustments (prior pay periods)
  - Leave adjustments (prior pay period)
  - Account/Budget coding changes
  - Hourly time sheet entry in CATS
  - All payroll error reporting and corrections
  - Run of the Match Code W payroll simulations on employees that have changes
  - All DRS and HCA updates

### **PAYROLL WARRANT AND PRINTED EARNING STATEMENTS DISTRIBUTION**

#### **Agency Action Required:**

To prepare for the possibility of a partial government shutdown, agencies should provide the following notice to employees that receive a warrant in the workplace to get their consent to have their warrant mailed to their address in HRMS:

In the event of a partial governmental shutdown we will be unable to deliver your warrant for the July 10<sup>th</sup> payroll. You must contact the payroll office and make a request

to have your warrant mailed to you and confirm your address in HRMS or request the warrant be mailed to a different address.

Agencies currently using CMS insert for mailing of employee warrants, will not need to obtain additional consent from the employees and no further action is required.

Should a shutdown extend to July 6 when payroll warrants and printed earning statements are scheduled to be distributed, WaTech will distribute warrants and printed earnings statements as follows:

- **With employee consent:** Warrants and printed earnings statements will be mailed through CMS insert using the employee's address in HRMS or the provided address above.

Agencies must provide WaTech with a list of those employees who have provided consent by June 29<sup>th</sup> (as outlined above) to the WaTech Support Center.

- Envelopes with an OFM return address will be used for agencies that do not have specific agency insert envelopes.
- If any of these warrants or printed earnings are returned, WaTech will notify the agency.
- **Without employee consent:** Agencies must develop a contingency plan to distribute the warrants. Please contact WaTech Support Center no later than June 29 to discuss these alternatives. **WaTech will not mail warrants and earnings statements to employees without consent.**

Agencies must notify employees the manner in which their warrants/paychecks and printed earnings statements will be provided to them on July 10<sup>th</sup>.

### **INSTRUCTIONS FOR "FAST ENTRY" FOR TEMPORARY LAYOFF ACTIONS IN HRMS**

Leave Without Pay (LWOP) actions for temporary or emergency layoffs can be pre-entered into HRMS. In collaboration with OFM State Human Resources, instructions for "fast entry" of LWOP actions are provided in the section below.

**NOTE:** Agencies **should not terminate eligibility** in the Pay1 system for employees who are temporarily laid off due to the budget not being enacted by July 1.

If needed, agencies will receive additional instruction in advance of the July 25, 2017 payroll in the event that the state budget is not enacted prior to scheduled payroll processing for that pay period.

The following LWOP absence types have been approved for use in the fast entry processing of LWOP:

- **9033 – LWOP** use for **non-represented** employees who are being temporarily laid off due to the budget not being enacted by July 1;
- **9391 – LWOP – Emergency** use for **civil service exempt** employees who are placed on emergency leave without pay due to the budget not being enacted by July 1;
- **9397 - LWOP Tmp Layoff/LegAction** use for **represented** employees who are being temporarily laid off due to the budget not being enacted by July 1.

Agencies can utilize user procedure [Fast Entry of Time Data \(PA71\)](#) to enter the LWOP absence type on mass employees. The LWOP absence type can be entered for the entire pay period and will reflect the employees work schedule hours on **IT2001 (Absences)**.

#### Agency Action:

- **Hourly Employees** - No action is required on hourly employees.
- **Monthly Salaried Employees** - Create the appropriate LWOP absence type effective for the entire pay period utilizing **PA71**.
- **24/7 Salaried Employees:**

**Note:** Agencies must first create a **Schedule Substitution (IT2003)** for the July 4 holiday, making it a working day, enabling them to enter LWOP for that day.

#### OPTION 1

- Create a valid work schedule for all employees for the entire pay period.
- Create the appropriate LWOP absence type effective for the entire pay period utilizing **PA71**.

#### OPTION 2

- Create WT1223 for 24 hours for one day (07/01/2015) utilizing PA71 with entry on the Employee Remuneration Info (IT2010).
- Create the appropriate LWOP absence type record effective 07/01/2015 to 07/01/2015 utilizing PA71.

### **IMPLEMENTING THE CONTINGENCY PLAN ON JUNE 26**

**WaTech will begin implementing a payroll processing contingency plan on June 26. WaTech will begin processing DAY0 followed by several iterations of DAY1.**

**Agencies not impacted by a government shutdown** should continue to operate under the current published 2017 Payroll Processing Calendar.

**Deadline:** All agencies must complete payroll warrant cancellations/EFT reversals by June 26 8:00 p.m.

Processing multiple iterations of an early DAY1 schedule allows for the following:

- All interface (Gap) 1 and 101 agencies can provide files as early as June 26.
- WaTech will perform early DAY0 payroll processing on the night of June 26. Iterations of DAY1 will occur on the nights of 27, 28 and 29.
- Payroll Posting Error Reports (ALAS and RPCIPE) and agency spool files will be available on June 27, 28, 29 and 30.
- If deemed necessary, WaTech will process a noon payroll on June 30.
- **Locked Employees:** Agencies will need to ensure all employees with errors that caused them to be locked out of final processing receive payment as appropriate. Agencies impacted by the government shutdown must have a plan in the event of a locked employee receiving a warrant outside of HRMS.
- Agencies can run Match Code W payroll simulations in HRMS.
- Should a budget be passed prior to 8 p.m. on June 26, early processing will cease and normal payroll processing will resume on June 30.
- Should a budget be passed after June 26, normal scheduled processing will occur on June 30, 2017.
- If needed, a communication will be sent to the HRMS HR/Payroll community addressing the processing of the July 25, 2017 payroll in the event of the state budget not being passed.