FUNDAMENTAL$

Florida State University

Payroll Updates
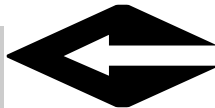
Direct Deposit Tips From Payroll

Policy

University policy requires both salaried and OPS employees to be on Direct Deposit/Electronic Fund Transfer (EFT). Any exception to this policy must be granted by the Controller's Office.

Signing Up

Employees can sign up one of two ways:

1. Go to the Controller's web site to print the Direct Deposit Authorization form. http://www.vpfa.fsu.edu/control/forms/printonly/directdeposit.pdf   Complete the form and fax to 644-9403 or send to Florida State University, Payroll Services, UCA 5600, Tallahassee, Florida   32306-2392.

2. Or enter OMNI, access the Human Resources Module and navigate as follows:
   Employee Self Service>Payroll and Compensation>Direct Deposit>Add Account
   You will need the following information:

   - Your Employee ID from OMNI is required as we can no longer use your SSN.
       To locate your Employee ID, please navigate as follows:
       Employee Self Service>Payroll and Compensation>View Paycheck
       (ID number is located under your name in the General Information box)
   - The type of account (Checking or Savings)
   - The financial institution routing number (always nine digits and should be verified with the financial institution).
   - Your account number (verify with your financial institution).
   - The deposit type which will normally be BALANCE unless you are setting up a second account.

Opening, Closing or Changing Account

When changing your account, be aware of the payroll cycle. Check with your payroll representative or call Payroll Services at (850) 644-3813 for advice. **Never close your account on pay week or you will be delayed in receiving your pay.**

W-4 Address (Mailing Address)

All employees must have a mailing address which is also their W-4 address. This address will be used to mail checks for those not signed up for Direct Deposit (EFT).
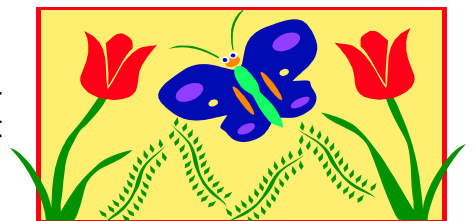
Payroll Updates—continued

Florida's New Minimum Wage Law

November 2, 2004, Florida voters passed a law to raise the minimum wage in the State of Florida from the approved Federal Minimum wage of $5.15 to $6.15. (Note under Fair Labor Standards Act (FSLA) when State and Federal Minimum wage rates conflict, the higher of the two prevail). The law takes effect April 2, 2005, and, according to the Office of Human Resources, only OPS employees are affected. Rate increases will be handled automatically through the OMNI system. Departments concerned about increases to their budgets or who wish to know which employees are currently earning below the new minimum wage may utilize a Public Query that has been developed in OMNI for this purpose. Navigate as follows: *Reporting Tools>Query>Query Viewer* - type in report name - FSU_HR_HOURLY_RT_515_to_614. This change will not affect Exempt and VISTA employees. If you have additional questions, please contact Rick Beyer, 443-7257.

Department Charges Report

This report is available to anyone with access to Business Objects and who had previous access to OMNI HR reports – timesheets and actives. This report displays payroll charges by HR Account Codes and Employee. There are two summary pages – one with benefits and taxes rolled up and the other with benefits and taxes split out. Detail pages are sorted by employee and show gross pay (REG, VAC, SCK, etc.), benefits (State retirement, health life, etc.) and matching social security and Medicare taxes. This report will be available after payroll confirmation, usually late Monday of pay-check week. Please contact Scott Copeland, 443-7287, if you have further questions.

> *PROMPTS:*
> *First prompt is for Dept ID - wildcard with %. Dept ID is the first 6 digits of the HR Account Code. Entering the first 3 digits of Dept ID and % will return all like account codes. You may run this report on all of your accounts or use the values button to select a specific Account Code. Second prompt is the Pay Period End Date which can be selected from the list of values.*

Payroll Encumbrances In OMNI

Commencing with Payroll R (end date 2/24/05), payroll encumbrances include earnings, deductions and taxes. More details will be published later to explain exactly how encumbrances are computed, but a short version is provided below:

Earnings are computed on a daily basis (10 days in a pay period) and are encumbered based on the rate, FTE and the length of the contract as follows: Sponsored Projects are encumbered for the length of the appointment. Non-sponsored projects are encumbered to the end of the fiscal year. Future funded appointments are being encumbered also.

Taxes are computed by looking at the individual's FICA tax status on the Payroll page of the Job Data table. Taxes are calculated using the appropriate tax rate for the earnings. The FICA cap is not applied, so individuals who have exceeded the cap will still have amounts encumbered.

Deductions are encumbered based on a snapshot of an employee's actual health, life and disability payments being made by the employer. Based on the employment status (12 month or 9/10 month), the amounts are computed on a 24 month schedule and encumbered. Funds for 9/10 month employees are adjusted for the double deducts in the months of February, March, April and the first pay period in May. The retirement is a snapshot of the employer's contribution to retirement (computed on a daily basis) spread out over the number of days remaining in the appointment. Deductions are encumbered for the current appointment only.

(Continued from page 2)

Encumbrance reports produced by Payroll are available for the current payroll period only. Encumbrances appear on a temporary table and like the old PES system exist for only one pay period at a time. Financials are designing reports to maintain this history. If you want to maintain your encumbrance history, please run your report right after payroll has been created. Scott Copeland is working on a procedure to improve availability by transferring report information to Business Objects. Please contact Rick Beyer, 443-7257, for further information.

OMNI HR/Payroll Live in 2005!

January 2005 brought the introduction of the second component of the OMNI System Implementation: Human Resources and Payroll. Employees across campus spent the end of 2004 gearing up to use the new system, which has components in Benefits Administration, Base Benefits, Human Resources, Payroll, Commitment Accounting, and Time and Labor. Similar to the Financials roll out last July, specialized training courses were created for the OMNI System. Home Office employees, HR and TL Department Reps, and others who have human resource responsibilities participated in various OMNI training classes. Over 140 classes were scheduled, serving approximately 1,800 employees.

A major difference in this implementation, however, was the introduction of Employee Self Service (ESS), a collection of modules that allow employees to perform their own HR tasks online. These include Time and Labor, Training and Development, Personal Information, Recruiting Activities, and more. To assist with the system, a full color guidebook was made available to each employee outlining the basic steps to using ESS functions. A similar book was recently created for Manager Self Service (MSS) and was made available in March.

For those employees who still need training in the OMNI System, classes continue to be scheduled. Check out the OMNI training page at www.omni.fsu.edu/training for more information or login to the training server to register. Detailed login and registration instructions can be found at http://www.omni.fsu.edu/communications/documents/register_instructions.pdf.

OMNI teams have started to use the existing HRMS Listserve to communicate items related to OMNI Human Resources and Payroll, so ERP will be shutting down the Project AIM Listserve. If you wish to continue to receive information about the OMNI system, join the Human Resources Listserve by subscribing at: https://lists.fsu.edu/mailman/listinfo/hrms.

Cyberdocs Provides Link for Purchase Orders And Invoices

http://cyberdocs.fsu.edu/cyberdocs/cyberdocs.asp

User Name: purchasing   User Password: purch00
Network: FSU   Library: Financial
Login

Click on the word "Advanced" to access the search screen. To view your department's purchase orders or invoices, enter your department number in the Org Code box. Click on Search. If you have any questions, please contact Linda Henker in Accounts Payable, 644-9408.
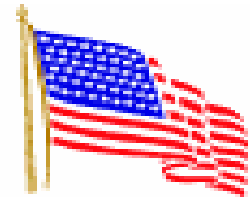
We're on the Web at
http://www.vpfa.fsu.edu/
control/

UNITED WE STAND
FLY THE FLAG PROUDLY!

Getting To Know Us

A Warm Welcome to Recent Additions to the AVP and Controller's Staff!
Dawn Windsor transferred from Audit Services to become the Assistant Controller in the Payables office. Nadine Louidor, Payables and Disbursements. Julie Bickford has been hired as Property Services manager. Julie brings many years of property control experience to the position and comes to us from Brevard Community College. Susan Mathis joins the Student Financial Services office serving as Financial Assistance Counselor.

Associate VP/University Controller's Office Happenings
FSU and FAMU sponsored the **SACUBO** (Southern Association of College and University Business Officers) **Drive-In Workshop** held January 20-21, in Tallahassee. Eighty people from Florida, Virginia, Texas, Alabama and Georgia registered to learn the latest issues and information on Current Topics in Higher Education and Finance. Twelve CPE credits were awarded to those attending all sessions. Sponsoring such workshops locally provides information from nationally recognized presenters on current topics and results in reduction of travel costs associated with staff training. The AVP/Controller's office was recently recognized with a Davis Productivity Award for this effort.

Financial Managers & Business Officers Seminar
The University Controller's office was pleased have guest speakers from the "6 Pack" at the seminar held on February 21. The "6 Pack" is comprised of senior and executive vice presidents representing 8 universities from across the nation and is the peer group of Sr. Vice-President John Carnaghi who hosted their February 20-22 gathering in Tallahassee. The format of the seminar consisted of the "6 Pack" panel responding to questions regarding budget constraints, distance learning impact, staff retention, etc. and how their universities handled such concerns. The seminars are intended to provide an opportunity for A&P staff with financial responsibilities to become better acquainted with each other as well as other areas of the university community. Contact Pat Hunt, 644-5140 or phunt@admin.fsu.edu if you would like to be invited to future Financial Manager offerings.