BIWEEKLY PAY PERIODS

Has PEBB approved the transition to 26 pay periods?
The change to the biweekly schedule does not require approval by PEBB. Per WAC 182-08-180, PEBB premiums become due the month in which insurance is effective and will not be prorated during any month. The UW will continue collecting the full monthly premium each month and splitting it across 2 pay periods in a month. Months with 3 pay periods will not have a premium deduction in the third pay period. However, related PEBB plans including Auto/Home insurance, FSA, DCAP, etc. that are not required to be paid as a monthly premium will be spread evenly across the 26 pay periods.

Will 26 pay periods have any impacts related to PERS (other than converting UW service data to be compatible with the State system)?
No, deductions will be taken each payroll for PERS.

For which financial institutions will direct deposit automatically transfer over?
Currently, in HEPPS, employees may set up one direct deposit account for their earnings. When Workday goes live, employees will have the option to establish up to three elections for direct deposit of their earnings. The account employees are using at the time of go-live will automatically be set up for the employee in Workday.

What we will not be able to automatically set up are an employee’s credit union deductions to:
- Washington State Employee Credit Union
- School Employee Credit Union
- Harborstone Credit Union

An employee may use one of their three elections to establish the deduction. The UW will assist and provide communication to these employees.

What was the rationale behind picking the timing of go-live?
Go-live was selected as the first pay period in 2016 due to payroll. Payroll implementations are done at year-end or quarter-end. Year-end is preferred so that all of the end-of-year payroll requirements/obligations can be done out of the current system (e.g., quarter-end and year-end reporting, creation of W-2s).

How will the biweekly change impact employee taxes?
Taxes are paid to the IRS based on when UW makes the payment to the employee. Hours will be collected for the first payroll in January 2016 beginning December 20, 2015. The pay period will end January 2, 2016, and payday will be on January 8, 2016. This makes all of those earnings 2016 IRS tax year wages.

This is no different from UW’s current practice where the hours from December 16 – December 31 are always paid on January 10 and reported to the IRS for that current (based on the January date) tax year.

What are the possibilities for employees to specify individualized frequency/amounts of voluntary deductions (e.g., to political action committee, Public Safety Protection Program, etc.)?
Employees will not be able to select the frequency of their deductions. The deduction frequency is configured for the deduction for all employees. Some deductions will be every pay period (any
deduction that is percentage-based and some others) and some will the first 2 pay periods per month and a very few (only 1 or 2) deductions happen once a month.

**TIMEKEEPING/ATR**

**How will time tracking be handled?** Time Tracking is the module for Workday’s timesheet. Employees using Time Tracking will report their hours worked in the module and submit it weekly to their manager for approval. Approved hours are then transmitted to Payroll for payment at the end of each biweekly pay period.

**What safeguards/accountability measures will exist to ensure an employee’s time sheet is approved?**
There is a new role of a time coordinator, whose responsibilities in the Time Tracking module will include ensuring that hours are entered in the timesheet and that hours are approved before payroll is locked.

**How will employees be able to access their previous year’s tax information?**
Workday will provide a link leading employees to a web-based system that will allow them to print previous years’ tax documents. The number of years will probably change to the IRS tax retention requirement instead of the number of years currently available in ESS.

**CORRECTIVE ACTION INFORMATION**

**Will corrective action documents be visible and to whom? Will that include informal counseling?**
The talent management portion of Workday includes features related to corrective action. Initially the talent management functionality will only be utilized in the medical centers, and is being configured to accept data and records of formal and final counseling. It is anticipated that only the employee, their direct manager, and select HR staff will be able to see this portion of an employee’s Workday record.

**ACCRUALS**

**What are the potential takeaways for employees losing by going to the new system?**
Currently, employees receive full leave accrual for each month as long as they do not have more than 10 days of leave without pay. Moving forward, accruals will be calculated on the basis of hours in pay status; therefore, employees will not accrue leave when they don’t work (LWOP). So, employees who have small amounts of leave without pay currently get a full accrual, but will get a smaller accrual in the new method.

A corollary to that is that currently when an employee starts on or before the 15th of the month or separates on or after the 16th of the month, the employee gets full accrual for the month. Moving forward, employees will only accrue on the hours that they worked in the month, so the accrual would be lower and would not be full like it is today.

It takes 3 pay periods to get a full 8 hours (1 months’ worth) of accrual. For example, sick leave accrual for a 100% employee will be 3.7 hours per biweekly period, so the balance will only be 7.4 after 2 pay periods, but will be 11.1 hours following 3 pay periods. By the end of the year, the accrual is the same, but how it is divided each pay period impacts the amount a person would have available at the end of the month.
How will individual employees be able to see past OWLS records?
The UW has not yet determined the particular mechanism that will be in place for employees to see past OWLS records, but is aware of this concern and recognizes the need for employees and other HR staff to be able to see this information.

Will release time for the purposes of tuition exemption be tracked?
There is nothing in the design for tracking release time for the purposes of tuition exemption. We are going to track release time for union-related duties.

Can a leave record be emailed to an employee from Employee Self-Service (ESS)?
Yes, a report can be downloaded into an Excel file and then emailed.