

New Payroll and Time/Attendance System Implementation – November 2018 Updated

Paychex Flex

Recap

The Payroll and Time/Attendance system provided by Paychex Flex is designed to be an electronic replacement for the existing manual record keeping process. Employees will be required to use various methods to enter hours worked, depending upon the department. The various methods to accessing Paychex Flex and recording hours include; mobile device, desk top computer or time clock. Additionally, employees will have the ability to request time off electronically, which will automatically appear on the time record upon approval from a manager or supervision.

In addition to implementing the new system, Foundation and Associated Student Inc. employees will transition to a Bi-Weekly pay schedule. Hourly employees will be paid Bi-weekly on Friday and salaried employees will be paid Bi-weekly on Thursdays.

There are many benefits of the new system which include increased efficiencies, accuracy, instant vacation/sick balances and 24/7 access to the employee Paychex portal. Therefore, Foundation has also elected to “go green” and will no longer print pay stubs as they can be accessed electronically starting January 2019.

Semi-Monthly to Bi-Weekly beginning December 30, 2018

Effective December 30, 2018 hourly employees must clock in and out in the Paychex Flex system as required by California Wage and Hour record keeping laws.

Effective December 30, 2018 salaried employees must enter actual hours worked into Paychex Flex system at the end of the pay period. It will also be necessary for salaried employees to allocate time (including vacation and/or sick time) to a specific account number to ensure personnel charges are billed accurately to the customer.

On December 21, 2018 all employees will be paid one final time through the One Solution system per the current payroll calendar posted on the Foundation Website. Please follow the timecard deadline that is already in place. Hours should be submitted based on the following pay period:

Hourly: December 9th – December 29th paid on December 21, 2018

Salaried: December 16th – December 29th paid on December 21, 2018

The first Bi-weekly pay day for all staff is on January 17, 2019. Full time fully benefitted employee's holiday hours will automatically be populated on to the Paychex timecard for the holiday break. Please consult the new Employee Payroll Calendar for pay days and time card submission details.

Due to the first bi-weekly pay period being on January 17th, it may appear that there is a lag in pay; However due to the fact that employees are being paid on December 21st in advance, employees are actually receiving the money up front.

Salaried employees will notice a decrease in their net pay beginning on January 17, 2019; However the YTD pay will total the annual salary or the budgeted amount set on the Personnel Transaction.

Semi Monthly example: \$50,000 (annual salary) / 24 (pay periods) = \$2083.33 (per pay period)

Bi-Weekly example: \$50,000 (annual salary) / 26 (pay periods) = \$1923.07 (per pay period)

Hiring Managers and Principle investigators that submit Personnel Transactions forms with an effective date on or after December 30st, must be sure to calculate the per pay period salary correctly. In addition, Foundation HR strongly encourages Principle Investigator's and Directors to review the personnel charges immediately following the January 17, 2019 pay day and submit payroll transfers if necessary.

Accessing the new Paychex Flex System

The Foundation HR department will email each employee individually with instructions for accessing the Paychex Flex website. The emails will go out according to the following schedule:

Managers, Directors and PI's – Registration November 16, 2018

CSI3 Tutors CSI3 Department – Registration November 19, 2018

Foundation Full time employees – Registration November 20, 2018

Foundation Part time employee (except CSI3 tutors) – Registration December 3, 2018

Associated Students – Registration/ Training – December 4, 2018

Campus Dining Staff – Registration/Training December 7, 2018

Training Materials

Training materials and power point presentations have been developed to assist you with using the Paychex system. These materials can be found on the Foundation Human Resources website.