

HR/CMS User Group Meeting

June 8, 2022



OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS



Welcome

★ Welcome to the HR/CMS User Group

★ Virtual webinar

★ Chat function disabled

★ Mute function enabled

★ Q&A

★ Recorded



Remarks

William McNamara
Comptroller of the Commonwealth

Agenda

★ Welcome & Remarks

- William McNamara, Comptroller of the Commonwealth

★ Wage Act

- Kevin McHugh, Assistant Comptroller for Payroll and Payments

★ SMART Plan

- Karl Kroner, Empower Retirement

★ Business Enterprise Systems Transformation Program (BEST)

- Tryntje Bumgardner, Change Management Lead

★ PRRV Form Template and Job Aid

- Eduardo Canton, Statewide Payroll Officer

★ What's New and Resources

- Robert Cashman, CEO of Metro Credit Union

★ Payroll Reminders

- Eduardo Canton, Statewide Payroll Officer

★ Flexible Spending Accounts Commuter Transit and Parking

- Angela Thivierge, Benefit Strategies

★ Payroll Close/Open Timeline

- Kevin McHugh, Assistant Comptroller for Payroll and Payments

Wage Act

Kevin McHugh

Assistant Comptroller for Payroll and Payments

Wage Act M.G.L. c. 149, § 148. 489 Mass. 465 (2022)

- ★ Recently, the Massachusetts Supreme Judicial Court issued an opinion in the case of Reuter v. City of Methuen, interpreting aspects of the Wage Act, M.G.L. c. 149, § 148. 489 Mass. 465
- ★ Certain employees who are discharged are entitled to all earned wages, including accrued vacation benefits, on the day of discharge. An employer who violates this section of the law is responsible for treble the amount of the late wages, plus attorneys' fees and costs
- ★ Recently, CTR issued a fiscal year memo describing the process for calculating and paying wages owed to terminated employees on the day of termination. We want to clarify that the process we described is only required for certain types of workers, and you should consult with your own agency general counsel before termination to determine if payment on an employee's last day is required.

Gross to Net Pay

- ★ Timing of the date of discharge is an important factor in your ability to successfully calculate and enter this type of transaction into HR/CMS
- ★ You should not discharge on Payroll Tuesday (the Tuesday before pay day), as the system is not available for necessary transactions. Instead, CTR recommends that you suspend the employee using the code “Suspended No Pay” (SNP) on the timesheet until you have taken the steps necessary to ensure proper payment of the employee on their day of discharge
- ★ Pick the date of discharge. Pre-enter hours owed in HR/CMS the day before discharge to ensure you can predict final check in HR/CMS, otherwise, you will need to manually calculate gross to net pay
- ★ EOTSS, HRD, and CTR are currently working on a check calculator functionality in HR/CMS, that will facilitate the gross to net calculation going forward
- ★ If you need any assistance, please log a ticket in Service-Now

Questions?

SMART Plan

Karl Kroner
Empower Retirement



SMART Plan Update

Karl Kroner
Client Relationship Manager

SMART Plan Agenda

- 2021 Year in Review
- SMART Plan hybrid support/service
- Questions

2021 Year in Review

- Active Choice Enrollment
 - Many new State employees enrolled with your assistance! Quick Enroll form
 - 5,400 Total Enrollments
- Over \$13 billion in Plan; \$123m average contribution per quarter
 - Data through 12/31/2021
- 4,000+ Retirement Readiness Reviews with local Retirement Plan Advisors

Supporting your Employees

- Retirement Readiness Reviews through Webex or phone or worksite
- SMART Retirement + Beyond webinars with State Retirement Board
- SMART@Empower.com or Mass-SMART.com to set up appointments
- Online + Active Choice Enrollments

Online Scheduler

- Easier for Payroll/HR partners
- Easier for participants
- Provides reminder emails and survey information
- Retirees encouraged to schedule account reviews

Online Scheduler



Plan for a more secure and comfortable retirement with the **Massachusetts Deferred Compensation SMART Plan** —
Take advantage of a personalized review
at no additional cost to you.

Get help determining:

- How your assets are allocated
- Your savings rate
- The amount or percentage of your pre-retirement income you may need to replace
- Your planned retirement age
- Your retirement readiness



Contact your local Retirement Plan Advisor to set up
an enrollment meeting or a 1-on-1 Retirement Readiness Review
that is convenient for you.

[**CLICK HERE TO SCHEDULE**](#)



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www.mass-smart.com | (877) 457-1900

Questions?

Thank you

Business Enterprise Systems Transformation Program (BEST)

Tryntje Bumgardner, Change Management Lead

HR/CMS User Group Meeting

Program Management Office

June 8, 2022

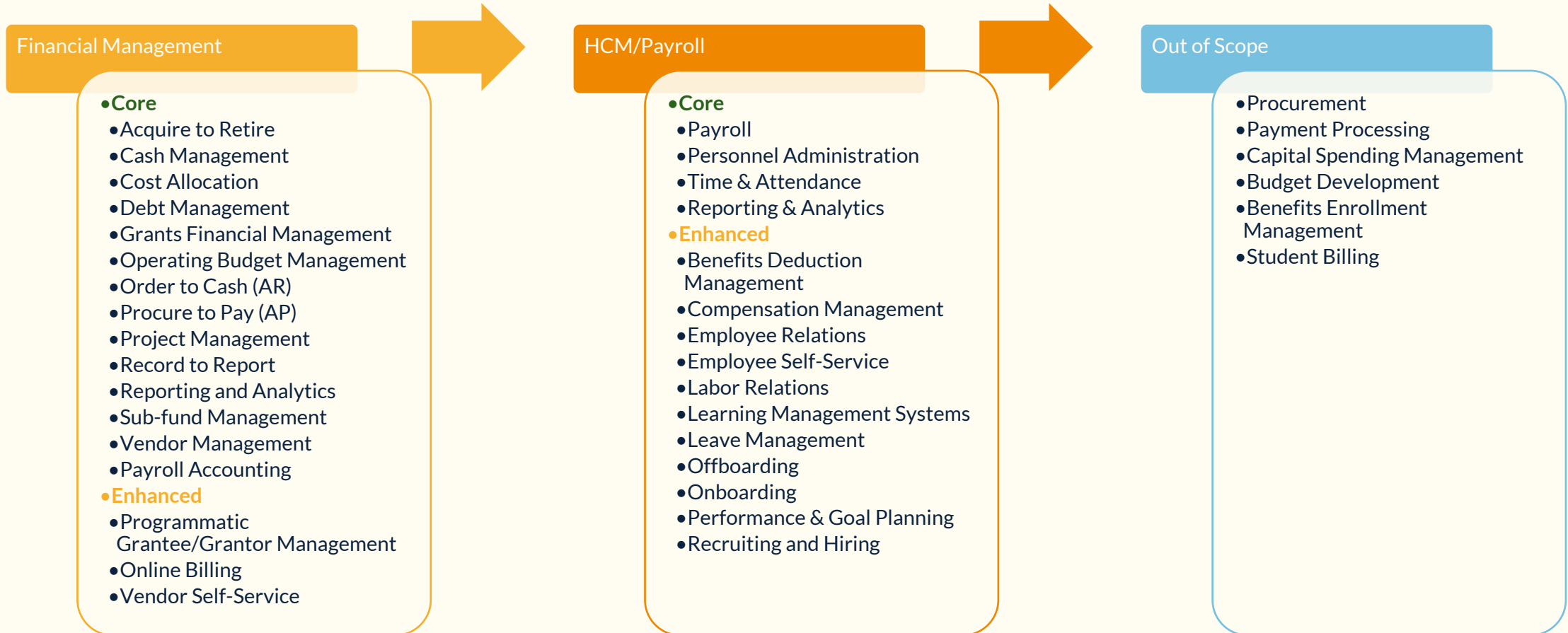


What's New in this RFR?

- Single RFR for Software & Systems Integrator
- Determined focus
 - Phased approach is defined to start with Financial Management, General Ledger and Labor Cost Management Software and Systems Integrator
 - Procurement of HCM/Payroll Software and Systems Integrator will follow later
- Flexible options
 - While a single ERP solution with no or few “add-ons” is preferred it is recognized this vision may not be fully achievable.
 - Open to a dual selection, two-product approach which would require a different SW product for Financials and HCM/Payroll.
- Enhanced Public Sector Experience



Implementation Scope by Phase



Expected Procurement Timeline

Phase	Item	Date
Posting	Notice of Intent to Procure posted on COMMBUYS	April 14, 2022
	RFR posted on COMMBUYS	May 3, 2022
	Bidders' Conference Call	May 10, 2022
	Deadline for Submission of Written Questions through COMMBUYS Q&A	May 13, 2022, 3:00pm
	Official Answers for Bid Q&A Published on COMMBUYS (estimated)	May 20, 2022, 5:00pm
	RFR Responses due	June 17, 2022, 12:00pm
Evaluation	Bidder Oral Presentations (estimated 2 ½ days remote presentation for Bidders scoring well during written Response and Client Questionnaire (Reference Checks)	August 1-31, 2022
	Due Diligence period	September 26- October 28, 2022
	Sponsors Name Apparent Successful Bidder(s)	November 18, 2022
Contract Terms	Negotiate and sign Financial Management SW and SI Agreements	November-December 2022
Program Start	Financial Management Solution Kickoff	January 2023



Questions & Follow-Up



PRRV Form Template and Job Aid

Eduardo Canton
Statewide Payroll Officer

PRRV Form Template & Job Aid

Payroll Refund Receipt Voucher (PRRV) Form

All lightly shaded fields need to be completed by the Department. Instructional comments are provided in cells with a red triangle in the top right hand corner. Click on these cells and instructions will be displayed. Also, see PRRV Job Aid at: <https://powerdms.com/docs/1914126?q=prv>

Email PRRV Form and deposit slips together as **one PDF** file for each employee to: EBR@tre.state.ma.us if there is an amount on the State Retirement line.

All other PRRV forms without Retirement can be emailed directly to CTR at: PRRV@mass.gov

Employee Dept ID:	DOC	Date Prepared:	6/8/2022
Employee ID:	123456	Prepared By:	Eduardo Canton
Employee Rcd #:	0	Preparer Email:	eduardo.canton@mass.gov
Employee Last Name:	John	Preparer Telephone #:	617-973-2652
Employee First Name:	Doe		
Last 4 digits of SSN:	0		

To the Treasurer and Receiver General:

I hereby certify under penalty of perjury that from [] to [] the collections on account for overpayment from the above referenced employee are in the amounts shown below.

New checks should be issued to this employee in the amount of: \$ **50.00**

New collections from this employee were made in the amount of: \$ **100.00**

The amounts credited to the following funds because of the overpayment should be adjusted and you are authorized to credit the overpayment to the funds listed and shown below:

Signed by Payroll Director: _____ **Date:** _____

Description as to why this voucher is being prepared:

Money collected (Net): \$ **100.00**

Mandatory Deductions:	Enter amounts onto PRRV in MMARS:
Federal Income Tax:	\$ 15.00 Line 1
State Income Tax:	\$ 5.00 Line 2
Medicare Tax:	\$ 3.16 Line 3
State Retirement:	\$ 10.00 Line 4
MA State FL/EE:	\$ 2.25 Line 5
MA State ML/EE:	\$ 3.00 Line 6
Total of Mandatory Deductions:	\$ 38.41 Line 7

Voluntary Deductions:	
Union	\$ 25.13
GICBHB	\$ 35.00
GICOLI	\$ 45.00
DCOMP	\$ 55.00
OBRA	\$ 65.00
Total Refund (Gross):	\$ 363.54 Lines 8 & 9

- ★ PRRV form is scheduled to be rolled out in July 2022
- ★ The new PRRV form will make it easier for users to enter the information accurately
- ★ The job aid is being updated to reflect the changes being made to the PRRV form

PRRV Form Template & Job Aid

★ Keep using the current PRRV form until further notice, and follow the tips below to ensure PRRVS are processed in a timely fashion:

- Enter one PRRV form and deposits for only one transaction and one employee in a separate file
- Use only 4 digits for SSN
- Enter employees' department on the PRRV form and not a department of the person submitting PRRV form
- Do not forget to include a deposit receipt
- Add up amounts from all lines of the PRRV form and make sure the result matches what's on the line for the Gross amount
- Include deposits for all Deductions (if applicable)
- Specify exact Pay period date or date ranges the refunds are for
- PRRVs in MMARS, please make sure lines 6 and 7 have Gross and not NET amounts
- Line 4 in PRRVs in MMARS is ONLY for State RET and not for DCOMP, OBRA or any other deduction

Questions?

Metro Credit Union

Robert Cashman
CEO, Metro Credit Union



*The credit union for
Massachusetts State Employees*



June 2022 Updates





40 IS THE NEW 30!

We're making mortgages more affordable.

We're excited to offer a 40-year mortgage! Whether you're purchasing a new home in today's competitive housing market, or refinancing an existing mortgage, expanding your loan term can help lower your monthly payments and provide you with more options.

Features & Benefits

- Lower monthly payments
- Fixed Interest rates
- Available for purchases and refinances
- Low down payment options
- Refinance an existing mortgage or combine first/second/home equity loans
- Biweekly and Jumbo mortgages available too!



Metro Has Grown From 14 Branches to 19!



BOSTON - DORCHESTER
960 Morrissey Boulevard



BOSTON - WEST ROXBURY
1985 Centre Street



MEDFORD
1 Salem Street



PEABODY
240 Andover Street



READING
470 Main Street



BURLINGTON
50 Summit Drive



MELROSE
108 Main Street



Grand Opening Specials at New Locations

- **\$1,500 off Mortgage Closing Costs**
 - Offer expires September 30th
- **Open a My Reward Checking and Get \$300**
 - No ATM fees, plus no monthly service fee for 6 months, then reimbursed with direct deposit
 - Offer expires September 30th
- **Earn up to \$250 more when you Refer-a-Friend who opens a My Reward Checking account**



Certificate of Deposit Specials

THE SAFEST PLACE FOR A GUARANTEED RATE

Take advantage of our limited-time CD specials!
To open yours, visit any Metro location.



Chelsea | Boston | Burlington | Dorchester | Framingham | Lawrence | Lynn | Medford
Melrose | Newton | Peabody | Reading | Salem | Tewksbury | West Roxbury

MetroCU.org | 877.MY.METRO

2.00% APY*

24 Month CD Special

Insured by NCUA | Member MSIC * Annual Percentage Yield (APY) is accurate as of 05/23/2022 and subject to change at any time without notice. Minimum to open and earn APY is \$500.00. Penalty will be imposed for early withdrawals. Fees may reduce earnings. Account requires new money only; an additional \$5,000.00 must be added to funds transferred from existing Metro Credit Union accounts to satisfy this requirement. Visit MetroCU.org for current rates, terms and account requirements.



Always Available to You:



Mary Holland, CCUFC

Sr. Business Development Officer

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Questions?

Payroll Reminders

Eduardo Canton

Statewide Payroll Officer

Data Management

- ★ When entering addresses in HR/CMS, make sure to complete all fields (State and Zip)
- ★ CTR uses these for mailing Forms W-2;
incomplete addresses are time-consuming and may result in misdirected mail
- ★ Pop-up dialogs –
 - There are some that prevent saving and others that users can save past
 - These call out a data issue and should not be ignored
 - If you are not sure what the issue is, ask before saving
- ★ Mistakes do not get better with time

Social Security Number Validation

- ★ It is extremely important that employees' social security card numbers match the numbers entered in HR/CMS
- ★ A monthly query ran by CTR matching social security numbers/name information in HR/CMS with the data on file with Social Security Administration (SSA)
- ★ Any employee who has conflicting information according to SSA, will come up on the error report and CTR will notify the Payroll Director of each department, and request to make corrections ASAP
- ★ Failure to correct information in HR/CMS, may result in employees having issues when filing their tax returns, and applying for social security benefits
- ★ For example, if an employee is recently married and requests to update its name in HR/CMS, you must wait until you receive an updated social security card from the employee. If you change a name in HR/CMS and the employee has not updated their name with SSA, they will be on the error report and continue to show up until you change the name back to what their SS card says
- ★ If an employee has a hyphenated name – again, please make sure you are entering its information exactly as it is written on the SS card to avoid SSN mismatches
- ★ If the information matches the SSA card exactly and they are still not able to be verified by the SSA, the employee will need to visit an SSA office and rectify the problem

Direct Deposit

- ★ False requests can come from an employee's state email address
- ★ Encourage employees to change direct deposit information through ESS
- ★ In one recent example, a department noticed a change request coming from the email account of an employee out on leave who had not made a change in ten years
- ★ Payroll teams are reminded to verify any payment account information changes directly with the person making the request
- ★ In this remote working environment, face-to-face virtual meetings are recommended to verify the authenticity of the request
- ★ Passwords should also be changed immediately on any email accounts that have been breached
- ★ Please contact CTREmergencyNotifications@mass.gov with any such incidents

Additional Pay

- ★ Please check OK to Pay in Additional Pay to ensure your entry is correctly processed
- ★ Unless you have multiple instances of the same additional payment in the current pay period (then you would increment the number accordingly)
- ★ Avoid using multiple sequences in Addl Pay
- ★ Always put an “End Date” in Additional Pay, otherwise the payment may process behind the scenes
- ★ It is NOT recommended to uncheck OK to Pay to stop the additional payments

Payroll Errors

- ★ It is critical for departments to stick to all the deadlines
- ★ Avoid submitting urgent last-minute tickets on Payroll Processing day
- ★ CTR payroll will not correct time issues on Payroll Tuesday unless it is a system issue
- ★ Emails sent by CTR are a courtesy but are not the only prompt to reconcile your payroll
- ★ When hiring a new employee, check in HRCMS/Update Tax Data/State Tax Data panel to make sure that PFML is correctly set up

Questions?

Flexible Spending Accounts Commuter Transit and Parking

Angela Thivierge
Benefit Strategies

GIC Flexible Spending Account (FSA) Programs

PUG Meeting Agenda June 8th, 2022

- Important Plan Year Dates
- New Hire Enrollments
- Status Change Process Overview
- Coordinator LOA form
- Refund/Reclassification Requests Overview
- Coordinator Termination Process Overview





GIC FY2022 Plan (Current)

Plan Year: July 1, 2021 – June 30, 2022

Grace Period: September 15, 2022

Claims Filing Deadline: October 15, 2022

GIC FY2023 Plan (Upcoming)

Plan Year: July 1, 2022 – June 30, 2023

Grace Period: September 15, 2023

Claims Filing Deadline: October 15, 2023

****Submissions received after the **Claims Filing Deadline** will not be accepted. Please remind employees of this****

HCSA \$250-\$2,850 *IRS Maximum HCSA election amount

DCAP up to \$5,000 per plan year *Maximum Per Pay Period: \$96.15 Weekly ; \$192.30 biweekly



New Hire Enrollments

www.benstrat.com/gic-fsa/

60 day waiting period for HCSA benefit; refer to calendar for HCSA effective date for new hires. No waiting period for DCAP benefit; effective immediately from date of hire.

- Enrollments received after 21calendar days from the date of hire will be denied
- A confirmation email will be sent to GIC Coordinator to enter the enrollment into the payroll system
- If inaccurate effective dates and/or information is found –email Dataseservices@benstrat.com

Reminder

All enrollment must be done online by the member
Employee completes election/enrollment e-form

Coordinator Reminders

- Make sure the number of payroll deductions are accurate for a mid-year enrollment
- Provide Guidance on FSA Benefit
- Provide FSA Member Handbook - [2022 GIC FSA Handbook](#) *FY23 handbook will be available soon

E-Form for New Hire

GIC Flexible Spending Account New Hire Enrollment

Name*

 First Name Last Name

Employee ID Number*
 Hire Date*
 Enrollment must be within 10 days of your hire date.

Social Security Number*
 Date of Birth*

Email*
 Daytime Phone*

Address*

 Address Line 1

 City State ZIP Code

Agency Type*

Your election must be submitted within 10 days of your hire date.



Process Overview – Status Change Request form

www.benstrat.com/gic-fsa/

Member Submits Request



- Status Changes must be submitted by the participant within 60 calendar days after the event occurs
- Please direct employees to the [status change form](#) on our website
- If the employee is reporting start of LOA and would like Direct Bill or Pre-Pay –the form must be submitted/approved prior to the start date in order to qualify for these options.

Coordinator Approves/Denies



- Once the employee submits the request, the coordinator designated to your agency will receive an email with instructions on how to submit approval or denial

Coordinator Gathers and Uploads Documents

- Supporting documentation **is required** for all Status Changes and **must be uploaded by the coordinator when responding to the request**



The GIC Coordinator is responsible for updating payroll deductions accordingly.

E-Form for Coordinator Approval

The screenshot shows the 'GIC FSA Status Change Approval' form. At the top, there are logos for the Commonwealth of Massachusetts Group Insurance Commission and benefit strategies. The form title is 'GIC FSA Status Change Approval'. Below the title, there are several input fields: 'Request Submission ID *' (text box), 'Employee Name *' (text box), 'First Name' (text box), and 'Last Name' (text box). There is a 'Required Documents *' section with a 'Choose File' button and 'No File Chosen' text. Below that, there is a 'This Request Is *' section with radio buttons for 'Approved' and 'Denied'. At the bottom, there is a back arrow button and a 'Submit Form' button.



Coordinator LOA form

www.benstrat.com/gic-fsa/

- Prior to submitting this form discuss all LOA options with the participant prior to the start of their leave
 - When reporting the 'Start of LOA' it must be received prior to the first day of the leave in order to elect Direct Bill or Pre-Pay
 - When reporting 'End of LOA' ensure you are also adjusting deductions in HRCMS if 'Pay Upon Return' was selected
- Form can be found under Coordinator Resources:
<https://www.benstrat.com/gic-fsa/>

Coordinator Reminders

- This is not in place of the Status Change Request form. Participants are still able to report Start/End of LOA by submitting the Status Change Request form
- Multiple forms may be needed depending on the progression of the LOA ie paid to unpaid or unpaid to paid
- Supporting documentation/approval is not needed
- Notification email is sent to the participant once a form is submitted outlining what was selected

Changes to/Enrollment in FSA Accounts | Beginning or Ending Leave of Absence (LOA)

Name of Coordinator completing form * Employee Name *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	First Name	Last Name

Employee Daytime Phone * Employee Social Security Number *

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Employee Email *

Employee Email Address is required to notify them of this form being submitted on their behalf

Agency Type *

Employee Home Address *

Address Line 1

Address Line 2

City State ZIP Code



Process Overview – Refunds and Reclassification

www.benstrat.com/gic-fsa/

Agency Coordinator Submits Request



- Refund and Reclassification requests must be submitted using the online form, on our website, under Coordinator Resources section
- Must be submitted within 60 calendar days of the first deduction taken in error
- **You must provide details** –assume the reader has no information on the case/situation

If inadequate details are provided, you risk denial of the request

GIC Approves/Denies



- GIC is sent requests bi-weekly for approval/denial.
- There is no appealing the GIC decision

Notice of Approval/Denial Sent to Coordinator



- Coordinators receive an email informing them of the approval/denial.
- **You must communicate this to your employee**
- **You may not change or stop deductions unless you have received approval/denial confirmation**

E-Form for Refund and Reclassification requests

The screenshot shows the 'Payroll Refund and Re-classification Request' form. At the top, it features the logos for the Commonwealth of Massachusetts Group Insurance Commission and benefit strategies. The form fields include:

- Employee Name***: Two input fields for First Name and Last Name.
- Employee ID***: One input field.
- Agency Type***: A dropdown menu.
- Deduction Codes***: Three checkboxes for DCAP, HCSA, and HCSAF.
- Request Being Made***: A dropdown menu.
- Date of Payroll Error***: Three date pickers.
- FSA Plan Year***: One input field.

Below the date pickers, there is a note: "Request must be made within 60 Calendar days of Payroll Error" and an example: "e.g. FY2019, FY2020". A "Submit Form" button is located at the bottom right.



Process Overview – Coordinator Termination Form

www.benstrat.com/gic-fsa/

E-Form for coordinators to report end of state employment on behalf of FSA participants

Form is **ONLY** used when employee has already ended employment and did not submit a Status Change form

Form can be found on our website, under “Coordinator Resources” Section here: www.benstrat.com/GIC-FSA/

****As a reminder****

When an employee terminates employment their debit card is shut off & they will only be able to submit manual claims for services incurred on or before their last date of employment

Job Aid available on Benefit Strategies website

E-Form for Coordinator Termination

Coordinator Termination Form

Former Employee's Name * Former Employee's Last 4 Digits of Social Security Number *

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	

Agency *

Date State Employment Ended *

<input type="text"/>	<input type="text"/>	<input type="text"/>	
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Commonwealth Commuter Programs

PUG Meeting Agenda June 8th, 2022

- Benefit Strategies Website
- Enrollment Form -Enrollments, Changes, Drops
- FY23 Transit Process
- FY23 Parking Process





Benefit Strategies Website

www.benstrat.com/clients/Commonwealth/

The Commonwealth of Massachusetts Commuter Transit & Parking benefits have their own dedicated page:

<https://www.benstrat.com/clients/commonwealth/>

Items found on this page are:

- Member login page
- Direct link to the election change E-Form
- FAQ
- Commuter Claim Form
- Process calendars

Reminder:

It's All Online! No Paper Forms will be accepted!

Commonwealth of Massachusetts

Transit and Parking Reimbursement Accounts, Commonwealth of Massachusetts Employees

Benefit Strategies, LLC is excited to offer both Transit and Parking benefits to eligible employees of the Commonwealth of Massachusetts! We have added an enrollment form on this site that employees can submit via email directly to Benefit Strategies, which can be accessed by clicking the Election Change button below.

[QTBP PARTICIPANT LOGIN](#)

[ELECTION CHANGE](#)

[LOOKING FOR GIC FSA ACCOUNTS?](#)

The enrollment form allows for Transit and/or Parking election changes. The form takes approximately 3-5 minutes to complete and is designed to be extremely user-friendly. Since both Transit and Parking are payroll funded accounts, there are deadlines each month which are necessary in order to make changes to be effective for the following month. We have included a link next to each benefit with a schedule of when each month's deadline to enroll will occur. Please see the FAQ link for answers to other important and frequently asked questions.

- [QTBP FAQ for Transit and Parking](#)
- [FY2022 Transit Election Change Process Calendar](#)
- [FY2023 Transit Election Change Process Calendar](#)
- [FY2022 Parking Election Change Process Calendar](#)
- [FY2023 Parking Election Change Process Calendar](#)
- [Commuter Claim Form](#)

If you are filing a paper claim for reimbursement or sending any type of other correspondence, please use any of the following methods which you see fit:

- Email to commonwealth@benstrat.com
- Fax to: 603-232-8079
- Mail to: PO Box 1300, Manchester, NH 03105-1300

Contact us: 1-877-353-9442



Enrollment Form – Enrollments, Changes, Drops

www.benstrat.com/clients/Commonwealth/

- To enroll, make changes, or drop out – members must complete the Online Election Change E-Form
- E-Form can be found on our website - [here](#)
- Members are encouraged to review the Process Calendars for important deadlines
- If the agency coordinator receives an email notification for an employee that does not belong to their agency, please alert Benefit Strategies immediately –forward the email to commonwealth@benstrat.com
- If a form is not filled out completely–you will not receive the notification email. Instead, you will receive an email informing you of this with instructions to provide to the employee

The IRS Pre-Tax Transit and Parking limit for 2022 tax year is \$280.00 per month

Commonwealth of Massachusetts Qualified Transportation Benefit Plan

Transit and Parking Reimbursement Accounts available for HRCMS and UMass employees.*

*Offline (999) agencies are not eligible for this benefit plan.
Benefit Strategies, LLC is excited to offer both Transit and Parking benefits to eligible employees of the Commonwealth of Massachusetts. This enrollment form allows for Transit and/or Parking election changes.
Please visit the [Qualified Transportation Benefit Plan FAQ](#) link for answers to other important and frequently asked questions.

Employee Information

Directions: Please select your agency from the box below to the left.

Department Code *

Name *

First Name Last Name

Employee ID *

Check your paystub for your Employee ID#

Social Security Number *

Today's Date

Home Mailing Address *

Address Line 1

City State ZIP Code

Email *

Phone Number *

Ext

*A valid email address is required to remain on your account for the duration of your enrollment into the plan, or as long as you carry an available balance. Benefit Strategies will email you every month with a reminder to check your balance.



FY23 Transit Process Calendar

www.benstrat.com/clients/Commonwealth/

TRANSIT ELECTION CHANGE PROCESS CALENDAR
FY2023
07/01/22-06/30/23

[2023FY TRANSIT Election Change Process Calendar](#)

The deadline to submit the July 2022 Election Change E-Form was June 1st for the TRANSIT benefit.



This benefit month was processed via payroll yesterday, June 7th and will be deducted from the June 10th paycheck.

Funds will be credited to the debit card on June 20th to be used for the July benefit month.

Benefit Month	Requests Received by Benefit Strategies	Payroll Process Date	Paycheck Date	Funds Credited To Debit Card
July 2022	Weds. 06/01/22	06/07/22	06/10/22	06/20/22
August 2022	Weds. 06/29/22	07/05/22	07/08/22	07/20/22
September 2022	Weds. 08/10/22	08/16/22	08/19/22	08/20/22
October 2022	Weds. 09/07/22	09/13/22	09/16/22	09/20/22
November 2022	Weds. 10/05/22	10/11/22	10/14/22	10/20/22
December 2022	Weds. 11/02/22	11/08/22	11/11/22	11/20/22
January 2023	Weds. 11/30/22	12/06/22	12/09/22	12/20/22
February 2023	Weds. 01/11/23	01/17/23	01/20/23	01/20/23
March 2023	Weds. 02/08/23	02/14/23	02/17/23	02/20/23
April 2023	Weds. 03/08/23	03/14/23	03/17/23	03/20/23
May 2023	Weds. 04/05/23	04/11/23	04/14/23	04/20/23
June 2023	Weds. 05/03/23	05/09/23	05/12/23	05/20/23



FY23 Parking Process Calendar

www.benstrat.com/clients/Commonwealth/

2023FY PARKING Election Change Process Calendar



The deadline to submit the July 2022 Election Change E-Form is June 15th for the PARKING benefit.

This benefit month will be processed via payroll on June 21st and will be reflected in the June 24th paycheck.

Funds will be pre-funded to the debit card on June 20th **

The amount pre-funded each month is based on the previous month's benefit amount **IF the processing date is later than the 20th**

PARKING ELECTION CHANGE PROCESS CALENDAR FY2023 07/01/22-06/30/23

Benefit Month	Requests Received by Benefit Strategies	Payroll Process Date	Payroll Check Date	Funds Credited To Debit Card
July 2022	Weds. 06/15/22	06/21/22	06/24/22*	06/20/22
August 2022	Weds. 07/13/22	07/19/22	07/22/22*	07/20/22
September 2022	Weds. 08/24/22	08/30/22	09/02/22	08/20/22
October 2022	Weds. 09/21/22	09/27/22	09/30/22*	09/20/22
November 2022	Weds. 10/19/22	10/25/22	10/28/22*	10/20/22
December 2022	Weds. 11/16/22	11/22/22	11/25/22*	11/20/22
January 2023	Weds. 12/14/22	12/20/22	12/23/22*	12/20/22
February 2023	Weds. 01/25/23	01/31/23	02/03/23	01/20/23
March 2023	Weds. 02/22/23	02/28/23	03/03/23*	02/20/23
April 2023	Weds. 03/22/23	03/28/23	03/31/23*	03/20/23
May 2023	Weds. 04/19/23	04/25/23	04/28/23*	04/20/23
June 2023	Weds. 05/17/23	05/23/23	05/26/23*	05/20/23

Contact Information for Employees:

Mon → Thurs: 8:00am – 6:00pm ET

Friday: 8:00am – 5:00pm ET

(Automated system available at all times)

Text-To-Chat: 1-877-353-9442

Email: Commonwealth@benstrat.com

Toll Free: 1-877-353-9442

Language translation services available

Fax: 603-232-8079

Contact Information for Coordinators:

Account Manager: Victoria Manley

Email: vmanley@benstrat.com



Have Questions?

We've got you covered.

Fiscal Year End

Kevin McHugh

Assistant Comptroller for Payroll and Payments

Payroll Close/Open Timeline

- ★ Departments should be familiar with the Close/Open calendar
- ★ Calendar is on CTR Close/Open page, new format
- ★ You can open the spreadsheet and filter out business functions like “Payroll Management”

Close/Open Resources

About

This page is designed to help Commonwealth of Massachusetts departments navigate the closing and opening of each Fiscal Year.

Please note that all dates are subject to change.



Please refer to the [Encumbrance Roll & Lapse Job Aid](#) which is also linked in the [CTR Close / Open Calendar](#) for guidance.

Close/Open On-Demand Video Boot Camps

Processing Encumbrances During ANF
Year-End \$75K Rule

VIEW ON YOUTUBE

Annual Calendar Online

May 2022

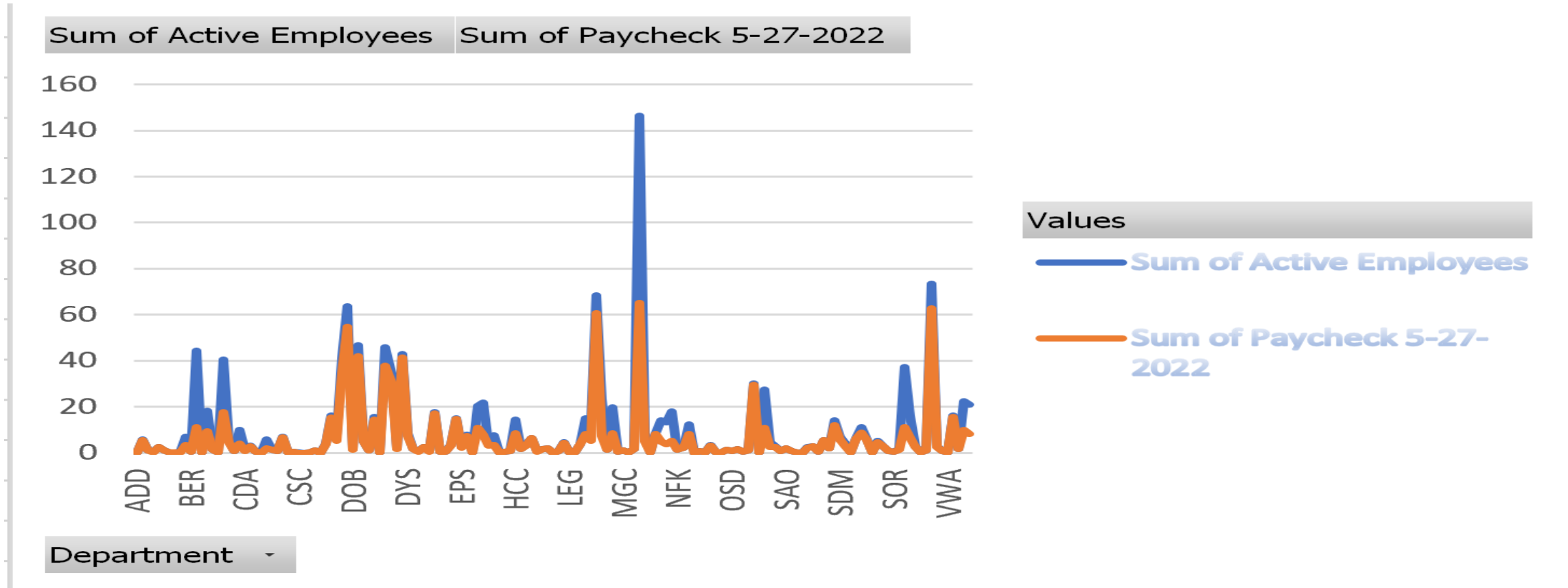
CALENDAR VIEW LIST VIEW

Filter by Business Function: ALL FUNCTIONS

Actionable/Open Actionable/Close Informational

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	
		Close/Open 2022-202		Central Revenue Table f	Close/Open 2022-202	Fringe, Indirect and
					HMBEN008 Compensa	
8	9	10	11	12	13	
	Central Subsidiary Expe		Central Expense (BQ89)	Department Revenue Br		
	Reconciliation of All App			HIMMMARS3 Account C		
15	16	17	18	19	20	
Department Expenses E	Close/Open Week Kick	Close/Open Week Cor	Close/Open Week Fed	Close/Open Non-Tax R	Close/Open Week Ask	FY2022 Payroll Ref
		Close/Open Week Cyt	Close/Open Week Pay	Close/Open Week Fina		
		Close/Open Week Elec	Close/Open Week Pay			
			Department COA Budg			
22	23	24	25	26	27	
		Close/Open For MMAJ	Close/Open 2022-202	HIMMMARS3 Account C	Budgets	
			Close/Open for MMAR	House 1 Load	DYNACash Accounts	
				Reconcile Revenue Thrc	LCM Rules Roll (POAA d	
29	30	31	1	2	3	
			Payments Referencing E	Encumbrance Suspensi	Budget Re-Sync	Begin Contract Roll
			Reconciling Invoices	HIMMMARS3 Account C	Clean Up REs and CRs	System Availability M
				Seller and Buying Depa	Encumbrance Suspensi	
					Last Day to Submit Garr	
					Prior Year Payroll Defici	
					Refund for Overpayer	
					Split Year Payroll	
5	6	7	8	9	10	
Complete Contract Roll	MMARS Opens for Pre-f	Close/Open 2022-202	HR/CMS User Group M	HIMMMARS3 Account C	BGTS Deadline	Fringe, Indirect and

Total Active Employees and Paychecks by Department



COA Changes

By Today You Should Have:

- ★ Identified any FY20223 COA changes,
e.g., program codes or appropriation changes
- ★ Prepare for any potential appropriation changes...budget is not finalized, still in conference if there are any changes
- ★ Planned for any Position transfers and LCM distributions for FY2023
- ★ Started to enter PH documents for Accounts Payable. Do not over encumber

Key dates in June

★ For PPE June 18 – Last full payroll of FY2022

- June 17 - Last day for HR & Garnishment transactions in HR/CMS
- June 20 - Last day for posting Time and Attendance
- June 21 - Last day for making Labor Distribution changes in LCM

★ Finalize your PH activity for AP by June 30

HR/CMS Account Code Roll

- ★ Now Available – a new report every Friday in June
- ★ HMMMARS3 Report identifies:
 - All positions assigned to invalid accounts
 - If incumbent exists, then EMPLID and Recd# are shown
- ★ Agencies must take corrective action before 7/1
- ★ Resource Document on Knowledge Center provides recommended steps and info on Mass Position Transfer
 - KC ⇒ Payroll ⇒ Financial Data Management
- ★ July 8 - Failure to act will result in these positions being automatically updated
- ★ The invalid account codes will be updated with the FIRST valid account code within your department

Mass Termination of Contract Jobs

- ★ NON-Higher Ed Agencies will occur on July 8
HED Agencies will occur in the Fall
- ★ Who? “Active” contractors hired before and unpaid since October 1, 2021
- ★ Departments will be notified
- ★ Report Name is HMPCS004 – Termination of Contract Jobs

Payroll Receipt Vouchers

- ★ Continue to scan paper Voucher and send it via email to the State Retirement Board (RET)
- ★ All Vouchers for any Pay Periods through April 9 were due at RET before Friday, May 20
- ★ Vouchers for Pay Periods after April 9 should be submitted ASAP
- ★ Cash Cutoff is June 30 for PRRVs

LCM Rules Roll – POAA Rules

- ★ All current rules will expire on June 30
- ★ Draft rules for FY2023 are available now
- ★ Departments should review draft rules and delete any rules that will not apply to FY2023
- ★ Departments must include full justification for rule as a comment and submit for approval
 - Departments do not need to email paperwork to CTR Payroll Bureau – Rules Request Form is no longer used
 - Departments should retain signed copy of rules on file
- ★ New Rules must have a From Date of 7/1/2022 for FY2023
 - Any new FY2023 rules must have To Date of 6/30/2023

LCM Rules Roll – POAA Rules

★ Document IDs for draft rules are defined as follows:

- Department ID
- Assigned Appropriation or ALL if the rule applies to all Appropriations
- A if the rule applies to all Units or U if the rule is Unit-specific
- A if the rule applies to all Positions or P if the rule is Position-specific
- C22 (to indicate that it is a Create rule generated in 2022)
- Unique number

★ Departments can enter *C22* as the Document ID search criteria to find all draft POAA rules

LCM Rules Roll – POAA Rules

- ★ PALT Rules – Rules are specific to FY
 - Departments must reapply for all PALT rules
- ★ DEACC Rules –
 - Please contact CTR Payroll Bureau to request removal of rules that no longer apply for FY2023
- ★ PCREQ / DEPTES / Profiles – Will continue in effect for FY2023
 - Departments should review and make any changes needed for FY2023

State Year Payroll Proration

- ★ Pay Period begins on 6/19 and ends on 7/2
- ★ Payroll is prorated by business days of the pay period (Mon-Fri)
9 Business Days in FY2022 and 1 Day in FY2023



Split-Year Earnings that will post to FY2022

- ★ Sick, Vacation and COM Buyouts entered as Amounts will post to 7/1 and therefore, FY2023

Earnings Code	Description	MMARS Object Code
CBA	Comp Time Buy Back – Amounts	A08
SBA	Sick Leave Buy Back – Amounts	A12
VLA	Vacation In Lieu – Amounts	A13

- ★ Sick, Vacation and COM Buyouts entered as Hours will post to 6/30 and therefore, FY2022

Earnings Code	Description	MMARS Object Code
CBB	Comp Time Buy Back – Hours	A08
SBB	Sick Leave Buy Back – Hours	A12
VIL	Vacation In Lieu – Hours	A13

Split-Year Earnings that will post to FY2022

- ★ Prior Period Adjustments – Entered in Timesheet on a date before 6/19
- ★ Current Pay Period Charges Entered in Timesheet On or Before 6/30
 - If Combo Code is used to specify labor distribution for any day processed during Split Year Payroll or if Combo Code is used for Additional Pay
 - Note that time entered on or before 6/30 will split between FY2022 and FY2023 if no Combo Codes are used for any of the employee's payroll charges

Split-Year Earnings that will post to FY2022

★ Certain categories of Earnings Codes

- Furlough Processing
- Reimbursements
- Retro Earnings Codes
- Settlements and Judgments
- See CTR Memo for list of Earnings Codes

★ Be aware of the Posting Dates and establish EPPA/DEPTE for the pay period if needed.

- For example, BMI posts to 6/30 \Rightarrow Need EPPA for PPE 7/2 to redirect charges in LCM

Split Year Funding

- ★ During Split Year, funding for FY2022 charges are not from Payroll Holds.
- ★ PHs are only used for the Accounts Payable periods.

Questions?

Accounts Payable

Accounts Payable Period

★ Pay Periods ending (PPE): 7/16, 7/30, and 8/13

★ 2 ways to charge FY 2022:

- Enter Prior Period Adjustment in Timesheet for a date prior to 6/19
- Recommend not using Split Week for PPA. If you are adjusting time during the split pay period, review the Memo for the distributions expectations.
- Core users can post back to Jan 1
- Use an Accounts Payable earnings code in Timesheet or Additional Pay
 - See CTR Memo for list of AP Earnings Codes (When Available)

★ Be aware of the Posting Dates (AP codes = 6/30)

- Establish EPPA/DEPTE for the corresponding time slice
 - PPE 07/02/2022 for AP codes

Deficiency Payroll Codes

- D01** Deficiency Regular
- D02** Deficiency Travel Reimbursement
- D03** Deficiency Other Pay - Subject to Retirement
- D04** Deficiency Vacation in Lieu
- D05** Deficiency Sick Buy Back
- D06** Deficiency Overtime

Coordinate with CTR Payroll which code is used for payment

Payroll Holds

- ★ Payroll Holds are required for all charges – even negative and net \$0 – during Accounts Payable
- ★ Executive departments need ANF approval for any increases to PHs for Type 1 accounts where the total \$\$\$ encumbered is > \$75K
- ★ FY 2022 Encumbrance deadline is Friday, June 10, 2022
- ★ After June 30, NO NEW PH for BUDGETED FUNDS
- ★ If Insufficient Budgeted Funds (including not having PH created prior to June 30) FY2022 charges will not be paid. Instead, department will be required to process a Prior Year Deficiency funding
- ★ Make sure you have enough \$\$\$ to cover FY2022 charges through Split Year payroll before you encumber the \$\$\$ in a PH

Payroll Holds

★ PAYROLL HOLDS MUST:

- Specify 2022 as the BFY and FY in the Header and on each Accounting line
 - After July 1, if you leave the fields blank, value will default to 2023 on submission – CTR will reject PH
- Specify a program for federal grants (4CN)
- Specify a unit if departmental budgets are used
- Be unique for the combination of Department / Appropriation / Object Code

Payroll Holds and Funds Availability

Type of Charge	PH Exists – Enough \$\$	PH Exists – Not Enough \$\$	PH Does Not Exist
Positive	PREXP references the PH and reduces the PH \$\$\$ by amount of charge	PRLIF references the PH – FA reports show Budget Tracking as Encumbrance	PRLIF does not reference a PH (but must do so to be submitted) – FA reports show Budget Tracking as N/A
\$0	PREXP references the PH	N/A	PRLIF is generated but can be submitted – FA reports show Budget Tracking as N/A
Negative	PREXP does not reference a PH	N/A	PRLIF is generated but can be submitted - FA reports show Budget Tracking as N/A

Ensure that PHs are in place for all AP charges – or account will be unfunded! PH can be for \$0 if charges are net \$0 or negative charges.

Reminder: PRLDE & PRLIF Cleanup

- ★ State Finance Law requires that accounts are funded before expenditures are made
- ★ All State Accounts must be balanced before end of AP Period

SSTA reminder: Payable time approvals

- ★ At the end of AP Period, CTR will Close any Payable Time in “NA” Needs Approval status for periods in FY2022
- ★ Departments should not have unapproved time past 3 pay periods

Deficiency Payroll

- ★ Request approval from CTR APB
- ★ Transfer \$\$ to CTR account
- ★ Department uses the Deficiency Earnings Codes (D01 – D06) as directed by CTR Payroll to process charges in HR/CMS Payroll
- ★ CTR Payroll will handle the distribution to CTR account in LCM



Questions?

Thank You!

