HR/CMS User Group

December 7, 2022

CHOCOLATE CHIP | OFFICIAL STATE COOKIE

OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS

Welcome

- ★ Chat function is disabled
- ★ Mute function is enabled
- ★ Closed Captioning is on
- ★ Q&A
- ★ Recorded

Agenda

I. Welcome
    I. Remarks – William McNamara, Comptroller
II. Empower Retirement - SMART Plan
III. Year End Processing, W-2 Distribution & ACA
IV. Benefit Strategies – Qualified Transportation & FSA
V. Workers' Comp Supplemental Pay
VI. Metro Credit Union
VII. Department Reminders

Opening Remarks

Comptroller William McNamara

SMART Plan

Robert Young/Karl Kroner

SMART Plan Agenda

- 2023 Contribution Limits
- OBRA Investment Expansion
- Reminders
- Questions

2023 Contribution Limits

In October 2022, the IRS announced increased contribution limits for 2023

Elective Deferrals	$22,500	(was $20,500)
Special Catch-up	$45,000	(was $41,000)
Age 50 Catch-up	$ 7,500	(was $6,500)

OBRA Investment Expansion

- As of October 1, 2022, participants can now choose:
  - SMART Path Target Date Funds
  - Managed Account
  - Capital Preservation Fund (existing)

- Participants will still default into the Capital Preservation Fund if no other option chosen

- Can choose at enrollment or via the website or call center:

  www.mass-smart.com

Reminders

- Refund Processing
  - Processed through HRCMS
  - Jane Waldron; jwaldron@tre.state.ma.us

- Plan Service Center security
  - Please don’t share passwords
  - Ashley.Nelson@mass.gov (OSC)

SMART@Empower.com

Year End Processing

Tryntje Bumgardner

W-2 and 1095-C Distribution

★ **Paper Delivery:**

- Update "Home Address" by January 1st
- Mailed to employee's Home Address
- W-2's Postmarked by January 31st
- Avoid using PO Box as "Home Address"

★ **Returns:**

- Undeliverable forms are returned to CTR and shredded

★ **Reprints:**

- Use HR/CMS Self-Service
- Contact Department for W-2 prior to 2012

Preparation for Tax Year End

- ★ Pay Period Ending 12/17/2022 is the last pay period for 2022 W-2 reporting
- ★ Last Pay period to correct Non-Cash Taxable Benefits:
  - CAR
  - PKF
  - PKS
- ★ All Taxes including Medicare and PFML

Employer Provided Vehicle

- ★Fringe Benefits must be added to an employee's federal and state taxable gross income and are subject to federal and state income tax withholding and Medicare taxes
- ★Includes an employee's use of an employer provided vehicle for business purposes which is also used for personal commuting
- ★Accomplished through a non-cash "payment" included in Paycheck
- ★Period is November 1, 2021, to October 31, 2022
- ★$1.50 per one way commute – or amount submitted by employee on OSD form
- ★If not already entered, must be entered by 12/17/2022

Refund Processing Timelines

- ★ Receipt vouchers for pay period ending 12/3/2022 or earlier should be submitted to the State Retirement Board by COB December 9th
- ★ Receipt vouchers for pay period ending 12/17/2022 must be submitted to the State Retirement Board by COB December 28th
- ★ All "Deferrals-in-Error" or "Over Contributions" need to be refunded to the employee (cash in hand) prior to 12/31 in order to have the W-2 updated correctly
- ★ Refund requests go to TRE c/o Jane Waldron jwaldron@tre.state.ma.us

Go Paperless

- ★ All employees are encouraged to Go Paperless!
- ★ Electronic delivery of Forms W-2 and 1095-C provides early access to forms (Helpful for students/parents applying for Financial Aid or for anyone to get your refund faster)
- ★ Access is secure within HR/CMS Self-Service
- ★ Lost, stolen, delayed or misplaced paper forms expose PII (Personally Identifiable Information) to possible fraud
- ★ The electronic form allows you to “cut and paste” values into online tax preparation software

Preview of 2023 Tax Changes

- ★ **See CTR Tax Update Memo for full list of changes (January)**
- ★ **Standard Deduction**
  - **The standard deduction for married filing jointly rises to $27,700 for tax year 2023. For single taxpayers and married individuals filing separately, the standard deduction rises to $13,850, and for heads of households, the standard deduction will be $20,800**
  - **https://www.irs.gov/newsroom/irs-provides-tax-inflation-adjustments-for-tax-year-2023**

2023 Tax Changes (continued)

★ **Qualified Transportation Fringe**

- The federal exclusion for Qualified transportation and parking is $300/month
- The federal exclusion for Qualified Transit passes is $300/month
- DCAMM's Government Center FMV is $449/month
- DCAMM's Merrimac Street FMV is $285/month (lower than monthly exclusion – no taxable reporting)

2023 Tax Changes (continued)

★ **State Unemployment and EMAC**

- **UI rate is 0.2% an increase from the current 0.1%**
- **EMAC cap remains at $15,000 and the rate is 0.34%**
- **https://www.mass.gov/service-details/learn-about-the-employer-medical-assistance-contribution-emac**

Paid Family Medical Leave

★PFML Contribution rates

- Effective January 1, 2023, the new contribution rate on eligible employees will be 0.63%. This is a decrease from the current 0.68%
- As an employee of the Commonwealth of Massachusetts, your contribution will be 0.318% of your wages during 2023; the Commonwealth will contribute the remaining of the remaining 0.312% of the required 0.63%

★PFML Maximum Benefit Amount

- Beginning in January 2023, the maximum total amount that an eligible employee can receive in PFML benefits will be $1129.82 per week. This is an increase from the current maximum benefit amount of $1084.31.

Questions

Benefit Strategies

Angela Thivierge

GIC Flexible Spending Account (FSA) Programs

PUG Meeting Agenda September 14th, 2022

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

benefit strategies LLC

Commonwealth of Massachusetts
Group Insurance Commission

GIC FY2022 Plan (Ended)

Plan Year: July 1, 2021 – June 30, 2022
Grace Period: September 15, 2022
Claims Filing Deadline: October 15, 2022

GIC FY2023 Plan (Current)

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 Dataservices@benstrat.com

Reminder

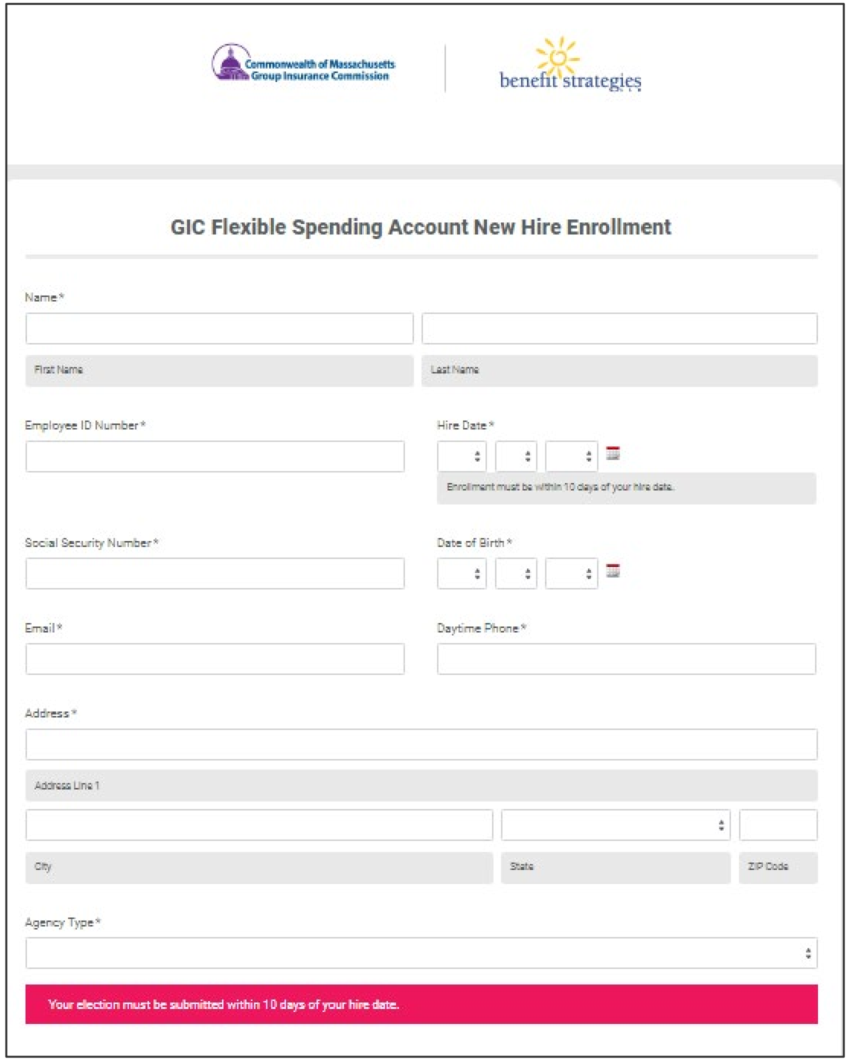
All enrollment must be done online by the member

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 - 2023 GIC FSA Handbook

E-Form for New Hire


Commonwealth of Massachusetts Group Insurance Commission

benefit strategies

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

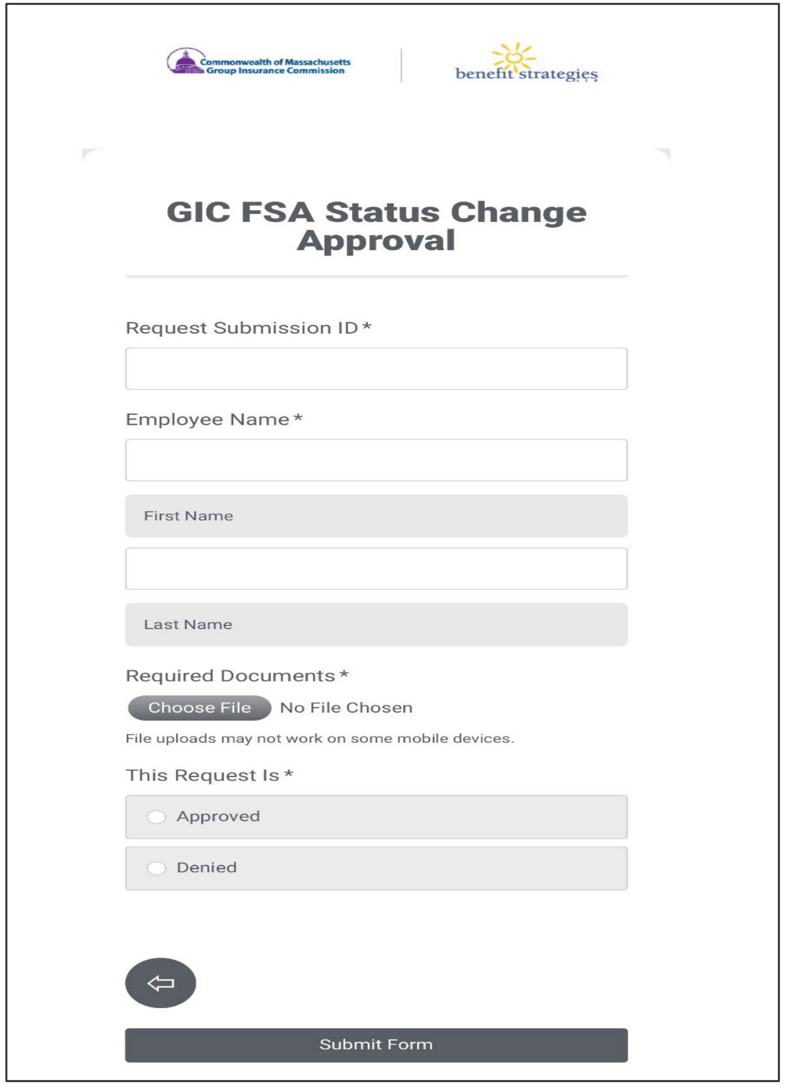
- Once the employee submits the request, the coordinator designated to your agency will receive an email with instructions on how to submit approval or denial

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



Coordinator LOA form

www.benstrat.com/gic-fsa/

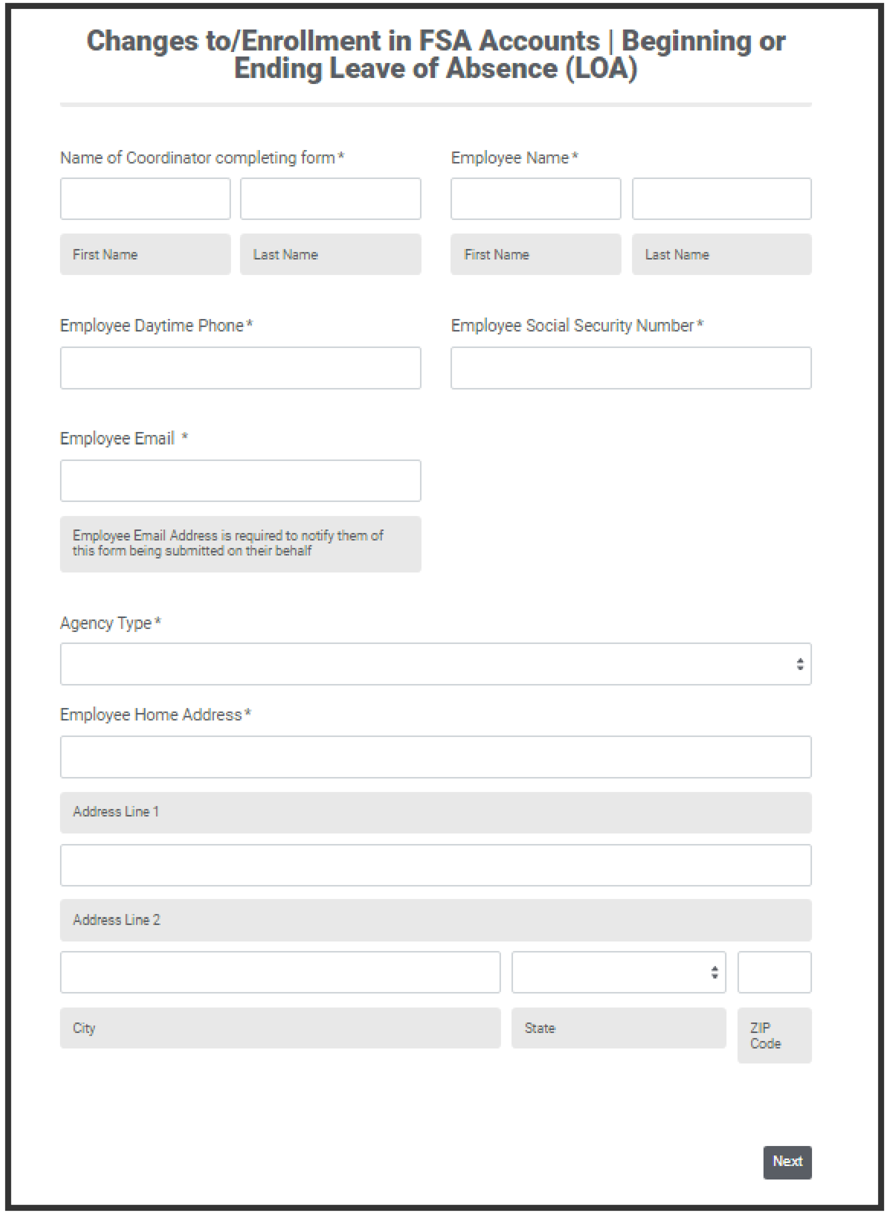
- Prior to submitting this form discuss all LOA options with the participant prior to the start of their leave
- When reporting the ‘Start of LOA’ it must be received prior to the first day of the leave in order to elect Direct Bill or Pre-Pay
- When reporting ‘End of LOA’ ensure you are also adjusting 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

E-Form for Coordinator LOA form



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

Name of Coordinator completing form *

First Name | Last Name

Employee Name *

First Name | Last Name

Employee Daytime Phone *

Employee Social Security Number *

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

Next

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

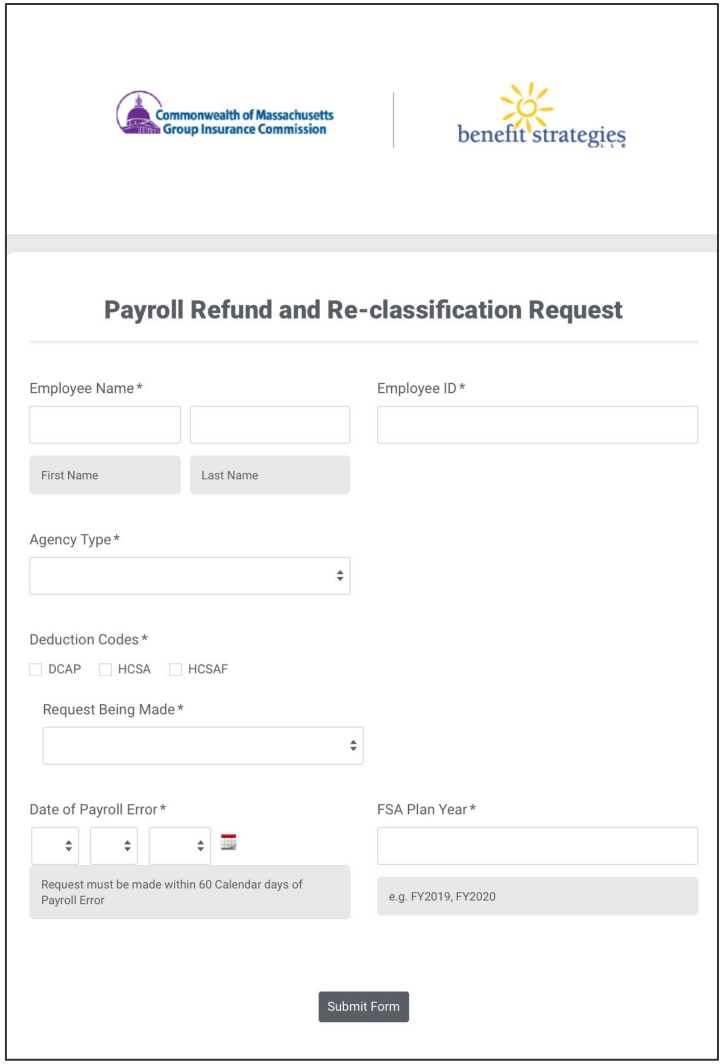
GIC Approves/Denies

- 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


Commonwealth of Massachusetts Group Insurance Commission
benefit strategies

Payroll Refund and Re-classification Request

Employee Name *
First Name
Last Name
Employee ID *
Agency Type *
Deduction Codes *
DCAP HCSA HCSAF
Request Being Made *
Date of Payroll Error *
Request must be made within 60 Calendar days of Payroll Error
FSA Plan Year *
e.g. FY2019, FY2020
Submit Form

Process Overview – Coordinator Termination Form

www.benstrat.com/gic-fsa/

E-Form for Coordinator Termination

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

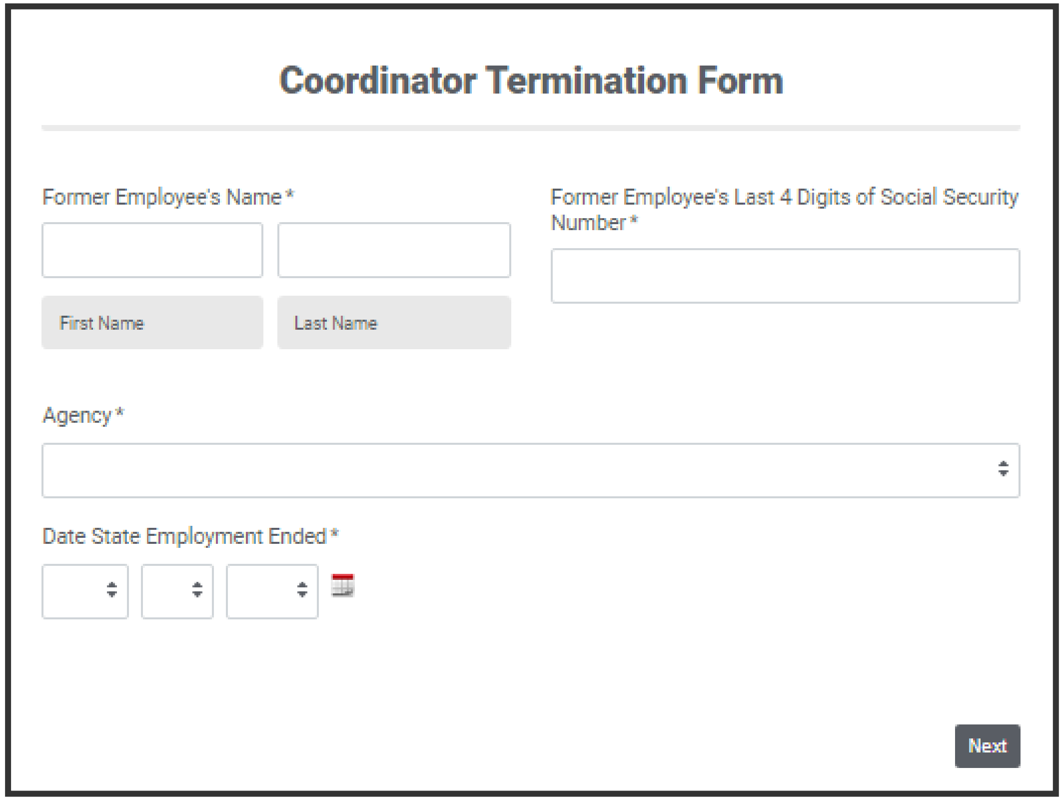
Form is ONLY used when employee has already ended employment and did not submit a Status Change form

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


Coordinator Termination Form

Former Employee's Name *

First Name

Last Name

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

Agency *

Date State Employment Ended *

Next

Commonwealth Commuter Programs

PUG Meeting Agenda December 7th, 2022

- ❑ Benefit Strategies Website
- ❑ Enrollment Form -Enrollments, Changes, Drops
- ❑ FY23 Transit Process
- ❑ FY23 Parking Process
- ❑ 2023 Increase to 300$ for Parking and Transit

Benefit Strategies Website

www.benstrat.com/clients/Commonwealth/

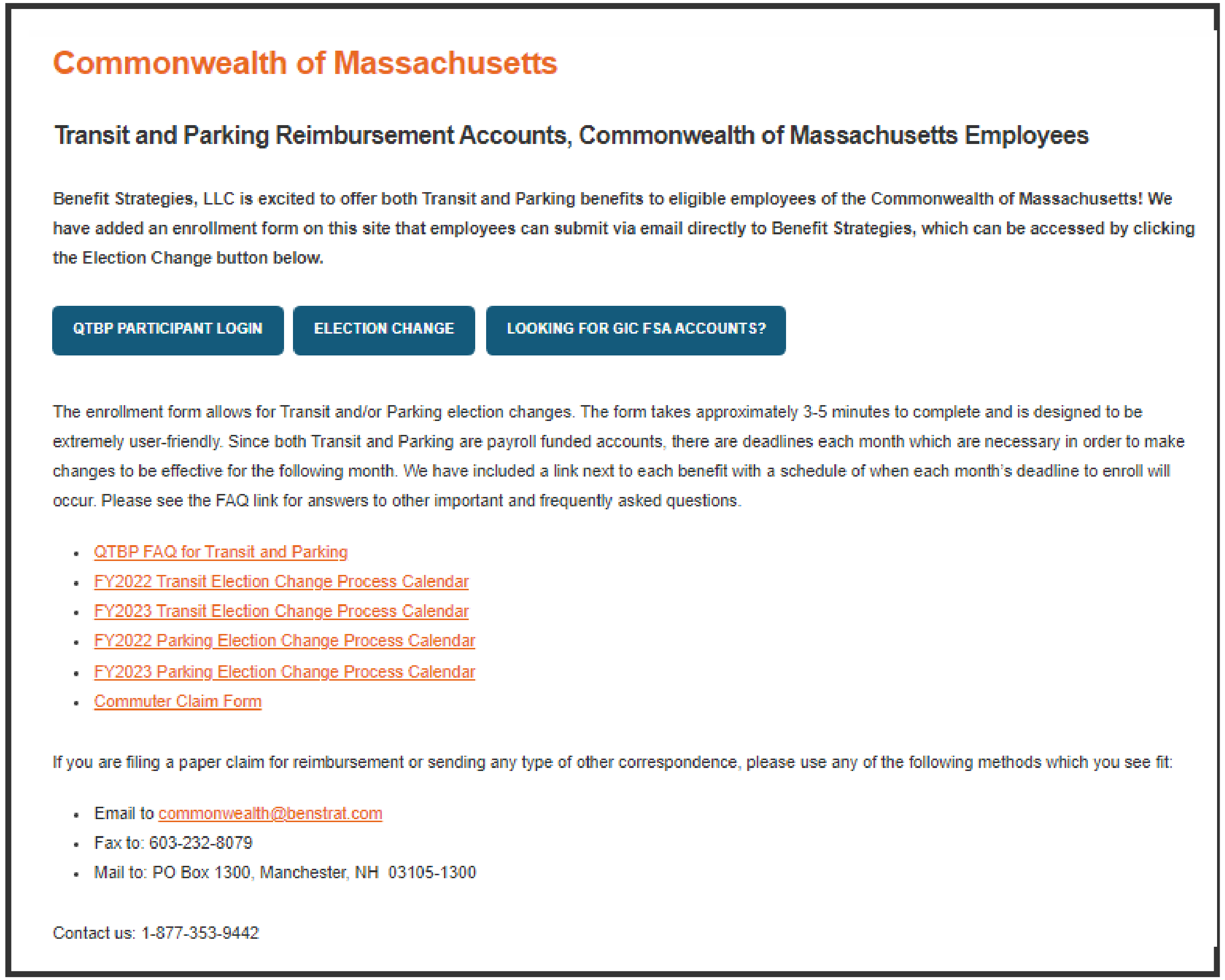
The Commonwealth of Massachusetts Commuter Transit & Parking benefits have their own dedicated page: https://www.benstrat.com/clients/commonwealth/

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

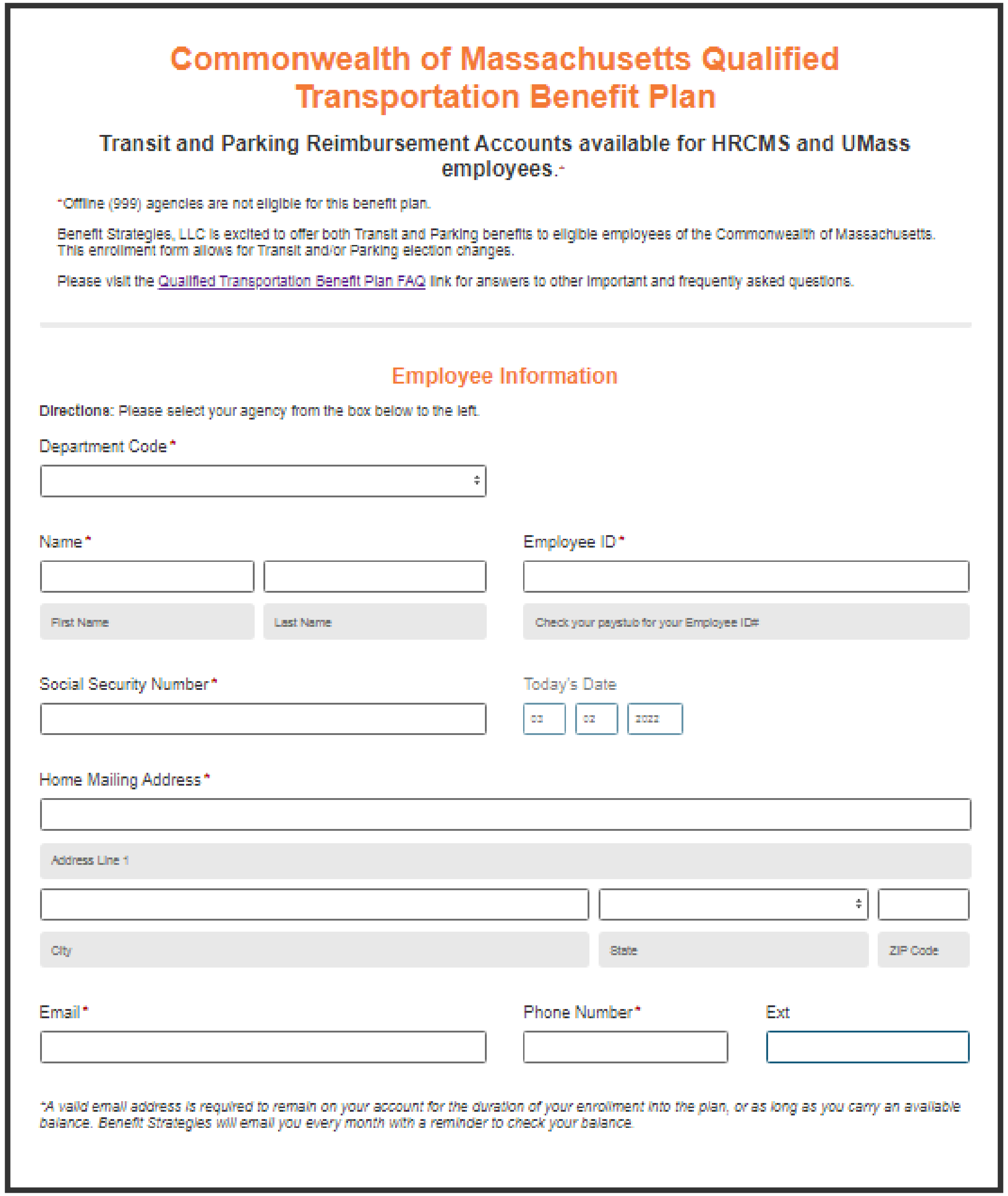
Contact us: 1-877-353-9442

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/

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.

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

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

2023 Parking and Transit Increase to $300 for the Calendar Year

Parking Amount Per Month

$ 1.00

IRS Max=$300 per month for pre-tax. If your total per month commuter cost is more than $300, please fill the total amount that you need, for example $320 is your monthly pass, we will adjust your account to have $300 pre-tax and $20 post-tax. Please do not include the $1.50 administration fee in the total of your election amount, as that is deducted separately.

Benefits/Expense Month

January 2023

Important note: The forms must be filled out completely with a benefit month chosen or the form will be denied.

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: Angela Thivierge

Email: athivierge@benstrat.com

benefit strategies LLC

Have Questions?

We've got you covered.

Workers' Comp Supplemental Pay

Eduardo Canton

Background

- ★ As a result of a decision issued this year by the Supreme Judicial Court and augmented by recently enacted legislation, payments of sick and vacation leave used to supplement Workers' Compensation payments are no longer considered regular compensation
- ★ Employers participating in the MSERS will need to cease taking retirement contributions from these payments
- ★ This decision was made final by the Supreme Judicial Court in Worcester Regional Retirement Board & others v. PERAC, 489 Mass. 94 (2022)

New Process

- ★ Currently, employees who are using sick, vacation, personal, or comp time to supplement the difference between their current salary and the worker's comp payment are subject to retirement
- ★ The use of the new TRC's will be available for Core users only
- ★ An official communication with more information will be sent out to all departments

Time Reporting Codes

★ **Effective December 18th, 2022 (migrating 22nd) employees wanting to use leave accruals to supplement worker's compensation pay will need to use the following TRCs that are not subject to retirement:**

- **SICW**
- **VACW**
- **PERW**
- **COMW**

Metro Credit Union

Mary Holland

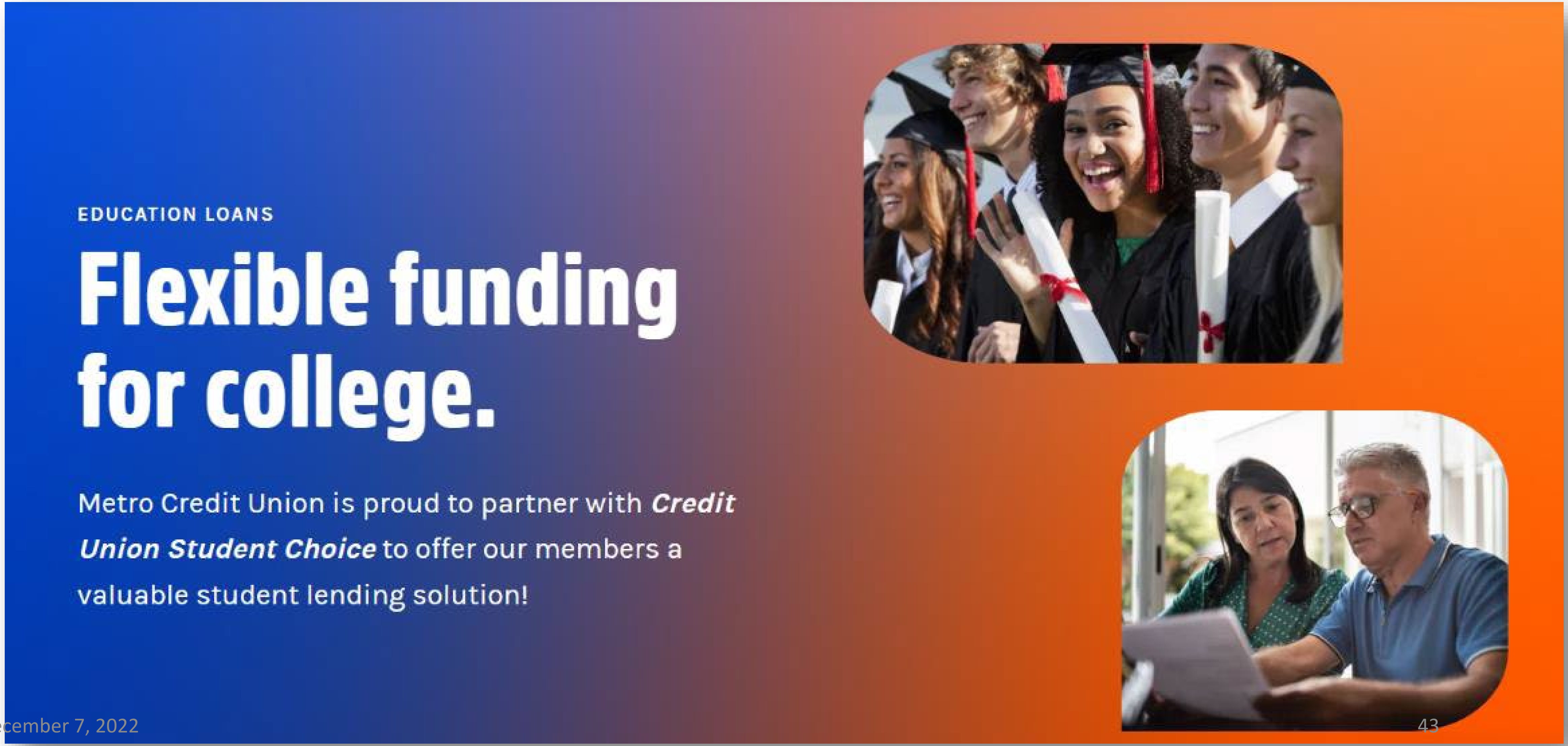
METRO
CREDIT UNION

The credit union for Massachusetts State Employees

December 2022 Updates

Student Loans

https://www.metrocu.org/education-loans

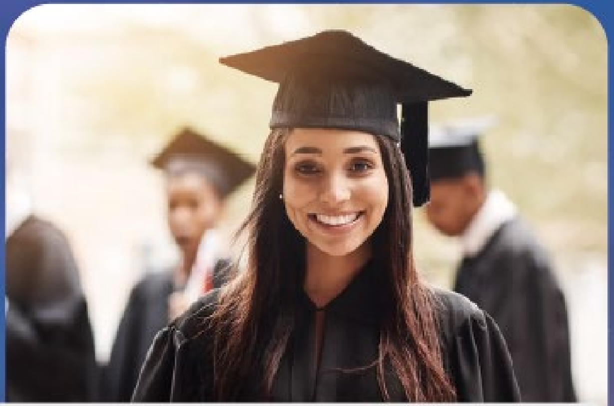


Student Loans

https://www.metrocu.org/education-loans

METRO

Student Lending



Undergraduate Education Line of Credit

Product Highlights

- Finance you through all four years of school
- Fixed and variable rate options
- Repayment terms of 20 or 25 years = **low monthly payments**
- No prepayment penalty

Work with your trusted financial partner – Metro!

Next Steps for Students and Parents

1. The FAFSA for students starting in Fall 2023 is open – **you can apply now!**
2. Review your school's financial aid award in Spring 2023
3. Commit to the school you are attending in Spring 2023
4. Complete your application for additional funding through Metro CU in Summer 2023

For more information or assistance:

- Call Metro Credit Union toll free at **844.658.4564**
- Visit **MetroCU.org/education-loans**
- Scan the QR code to learn more and apply!

SCAN ME

Student Lending Resources

FAFSA: The Free Application for Federal Student Aid (FAFSA) is the form you need to fill out to get any financial aid from the federal government to help pay for college.

SCAN ME

Federal Student Aid Estimator: Before you complete the FAFSA form, the Federal Student Aid Estimator can help you understand your options to pay for college by providing an early estimate of your Expected Family Contribution (EFC) and eligibility for federal student aid.

SCAN ME

Scholarship Search

Massachusetts Office of Student Financial Assistance (OSFA)

SCAN ME

College Board Scholarships

SCAN ME

Fast Web

SCAN ME

FinAid

SCAN ME

Student Loans

https://www.metrocu.org/education-loans

Refinance Your Student Loans

Are you juggling multiple costly student loan payments every month? Let Metro help you take control of your education debt with our student loan refinance solution!

Refinance and consolidate both private and federal student loans, setting up one convenient payment and potentially lowering your rate.** Our student loan refinance option comes with:

- **Competitive** interest rates - fixed and variable options
- Loan limit **up to $150,000**
- **Flexible repayment terms** (5, 10 & 15 years) to fit your needs
- **Easy online application** and instant credit decision

Whether you want to lower your interest rate, pay your loans off sooner, or reduce your monthly payment, we've got options to fit your needs. Don't delay – take control of your student loan debt today by refinancing with Metro!

2023 State Calendar Order or Print

https://www.metrocu.org/ma-state-employees

Massachusetts State Employees HR/CMS Pay Calendar 2023

JANUARY

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	PAYDAY 6	7
8	9	10	11	12	13	14
15	16	17	18	19	PAYDAY 20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	PAYDAY 3	4
5	6	7	8	9	10	11
12	13	14	15	16	PAYDAY 17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	PAYDAY 3	4
5	6	7	8	9	10	11
12	13	14	15	16	PAYDAY 17	18
19	20	21	22	23	24	25
26	27	28	29	30	PAYDAY 31	

APRIL

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	PAYDAY 14	15
16	17	18	19	20	21	22
23 / 30	24	25	26	27	PAYDAY 28	29

MAY

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	PAYDAY 12	13
14	15	16	17	18	19	20
21	22	23	24	25	PAYDAY 26	27
28	29	30	31			

JUNE

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	PAYDAY 9	10
11	12	13	14	15	16	17
18	19	20	21	22	PAYDAY 23	24
25	26	27	28	29	30	

JULY

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	PAYDAY 7	8
9	10	11	12	13	14	15
16	17	18	19	20	PAYDAY 21	22
23 / 30	24 / 31	25	26	27	28	29

AUGUST

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	PAYDAY 4	5
6	7	8	9	10	11	12
13	14	15	16	17	PAYDAY 18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
					PAYDAY 1	2
3	4	5	6	7	8	9
10	11	12	13	14	PAYDAY 15	16
17	18	19	20	21	22	23
24	25	26	27	28	PAYDAY 29	30

OCTOBER

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	PAYDAY 13	14
15	16	17	18	19	20	21
22	23	24	25	26	PAYDAY 27	28
29	30	31				

NOVEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	PAYDAY 10	11
12	13	14	15	16	17	18
19	20	21	22	23	PAYDAY 24	25
26	27	28	29	30		

DECEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	PAYDAY 8	9
10	11	12	13	14	15	16
17	18	19	20	21	PAYDAY 22	23
24 / 31	25	26	27	28	29	30

METRO CREDIT UNION The credit union for Mass State Employees

877.MY.METRO | MetroCU.org

Federally Insured by NCUA | Member MSIC

Always Available to You:

Mary Holland, CCUFC
Sr. Business Development Officer
MHolland@MetroCU.org
877.MY.METRO ext. 3504

Department Head Transition

Tryntje Bumgardner

Department Head Transition

- ★ 2023 New Department Head Resources will be provided by the Comptroller's Office
- ★ Resources will include information to assist New Department Heads with the information necessary to ensure a successful transition to their new role
- ★ The information will explain the Comptroller's role in State Government and foster engagement with the new Department Heads
- ★ More details will be announced soon

Hiring & Transferring

- ★ Prior to hiring, or transferring an employee, users must verify that the position data is correct
- ★ Person Checklist (New Hire) is available after entering personal information and creating the organizational relationship
- ★ Department transfers should be coordinated between the transferring and receiving agency
- ★ Make sure all benefits programs, additional pay and state tax data panel (PFML/UI) are up to date and set up accurately, as every department has their own specific agency policies

Termination Best Practices

- ★ Effective date should be the date following the last day worked
- ★ Do NOT inactivate Time Reporter Data status prior to the employee receiving any payments due. Inactive Time Reporter Data will prevent any entries in Timesheet from processing to Paycheck
- ★ It is important to use the appropriate reason for termination. GIC uses action and reason for benefit purposes. Use of an inaccurate reason code could result in loss of benefits to employees

State Finance Compliance

★ **CFO**

- **Oversees payroll (including payroll cost reporting), budget, revenue, payee, procurement, expenditure, fixed asset and internal control issues as these issues relate to the state accounting system**
- **Works closely with Department Head and staff to ensure that department expenditures (including payroll) will not exceed appropriations in violation of state finance law and that, if appropriation shortfalls are anticipated, the necessary steps are taken (in accordance with law) to reduce department obligations and expenditures to live within current appropriations**

State Finance Compliance

★ Payroll Director

a) In accordance with guidance from CTR, ensures that the entire payroll operation is performed in accordance with Bargaining Unit Agreements, Internal Revenue Service, Social Security Administration, Department of Revenue, Fair Labor Standards Act rules and regulations, CTR's Payroll Policy and Procedures and works with the Department's Human Resource Director to ensure compliance with HR directives of the Human Resources Division Personnel Policies, if applicable, and internal HR policies and procedures.

b) Works closely with CFO to ensure that payroll expenditures will not exceed appropriations in violation of state finance law and that employees are paid timely as required by law, and that, if appropriation shortfalls are anticipated the necessary steps are taken (in accordance with law) to reduce department payroll obligations and expenditures to live within current appropriations.

c) Serves as the Department representative in all matters regarding payroll operational issue and participates in the design, development, training and implementation of any new payroll sub-systems or interfaces.

d) Provides effective and efficient payroll customer service to employees by ensuring payroll personnel are equipped with accurate information to respond to employees' questions and problems.

e) Serves as the coordinator of determining, setting and requesting payroll assistance, identifying payroll funding problems, and managing labor cost distribution (LCM) defaults and adjustments as necessary.

f) Attends all Payroll User Group meetings, training sessions and informational seminars and briefs Department payroll personnel, CFO and other staff as appropriate.

g) Coordinates the transmittal of payroll records to be shipped to the State Records Center.

h) Ensures that all written and electronic communications from CTR, ANF, HRD and other applicable oversight departments are disseminated to the appropriate Department personnel in a timely manner.

Payroll Reminders

Eduardo Canton

DUA Online

- ★ Departments should not contact DUA directly. Any requests should be emailed directly to StatewidePayroll@mass.gov
- ★ CTR will work with the requester to complete the “UI Online User Profile Designation Form”. Upon receipt of the form, the Statewide Payroll team will initiate a user profile. When completed, the user will receive a system-generated e-mail with instructions. Please note that the link is only good for 96 hours
- ★ Please do not forward the form to DUA. Doing so will result in a delay of the user getting access as DUA does not give access to users from Departments within the Commonwealth

W-4 Form

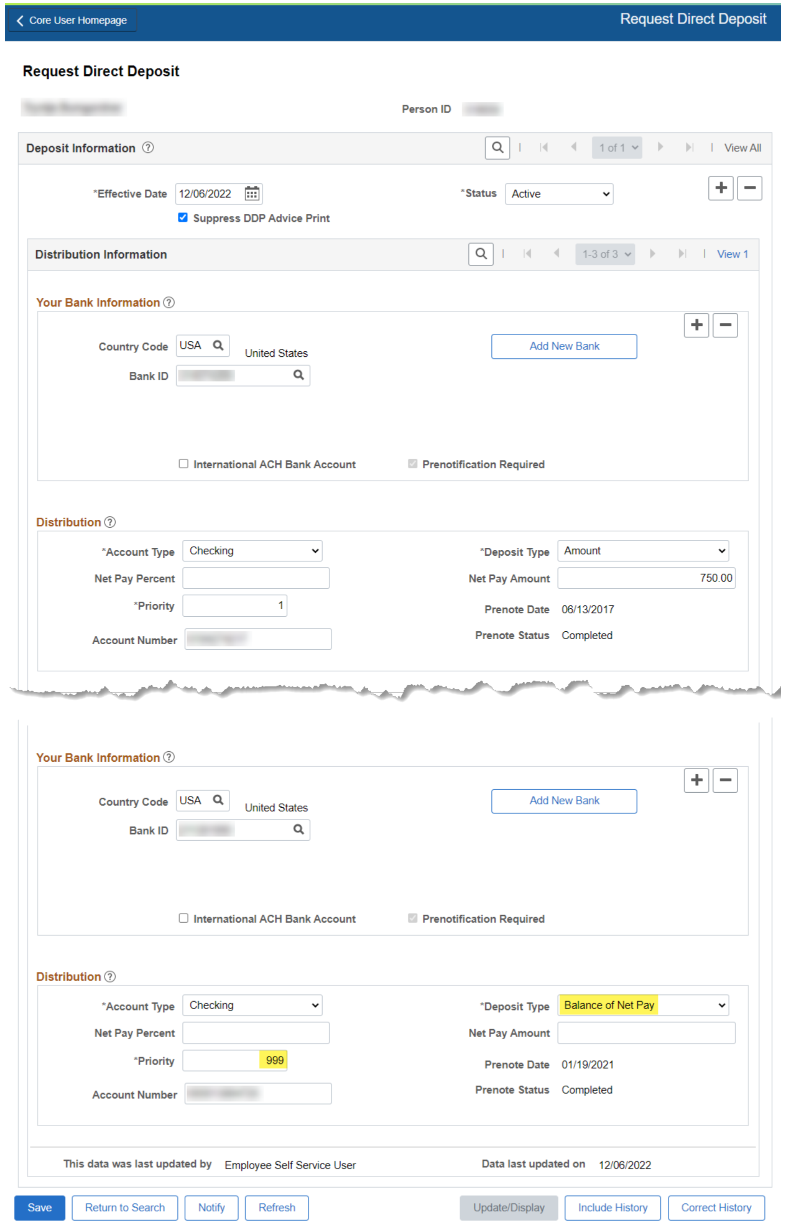
- ★ All new hires must complete the 2023 W-4
- ★ Employees who claim exempt have to re-certify their status every year. They will receive a system-generated email reminder. The Comptroller’s Office will monitor exempt employees to ensure that they have valid e-mail addresses in HR/CMS
- ★ The IRS recommends all taxpayers perform a Paycheck Checkup (https://www.irs.gov/paycheck-checkup) to withhold the right amount. Users will need current pay advice and tax return

Direct Deposit

- ★Whenever possible, employees should be directed to use Self-Service to update Direct Deposit accounts
- ★Core users should only update direct deposit accounts if it is not possible for employees to update themselves
- ★There must be a protocol in place to ensure that the change request is submitted by the employee and not a fraudulent request from an outside entity. This should include an independent verification of the employee

Direct Deposit Distributions

- ★ The Balance of Net Pay entry must have a priority number of 999
- ★ Do not use 998 for balance of net pay entries
- ★ All other accounts should be prioritized in the order that the distribution should occur 1-10



Direct Deposit Issues

- The Treasury makes two types of Direct Deposit changes:
  1. TRE deletes accounts which reject pre-note
  2. TRE uses correction mode to update routing or account information based on Notification of Change requests (NOC) that they receive directly from NEACH
- If your employee receives a system generated notice that there has been a change to their direct deposit, please contact Statewide Payroll to confirm that it was legitimate

Who Do I Call?

- ★ For HR/CMS issues, please log a ticket in ServiceNow or contact ServiceNow via phone at 844-435-7629 or email at MassGov@Service-now.com

- ★ For LCM/MMARS issues, please submit an inquiry on our Solution Desk ServiceNow Portal. You can also go to macomptroller.org/solution-desk to log in

Questions