HR/CMS User Group Meeting

03/09/2022

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

Agenda

- ★ **Welcome**
  - Stacy Hoag, Relationship Manager
- ★ **Calendar Year Wrap-Up**
  - Kevin McHugh, Assistant Comptroller for Payroll and Payments
- ★ **Business Enterprise System Transformation (BEST) Project**
  - Tryntje Bumgardner, Change Management Business Lead
- ★ **Remote Worker**
  - Eduardo Canton, Statewide Payroll Officer
- ★ **Massachusetts Smart Plan**
  - Robert Young, Empower Retirement
  - Karl Kroner, Empower Retirement
- ★ **HR/Payroll Announcements**
  - Eduardo Canton, Statewide Payroll Officer
- ★ **Qualified Transportation & Flexible Spending Accounts**
  - Victoria Manley, Benefits Strategies
- ★ **DFML Dashboard**
  - Kevin McHugh, Assistant Comptroller for Payroll and Payments
- ★ **What's New**
  - Mary Holland, Metro Credit Union
- ★ **Payroll Reminders**
  - Eduardo Canton, Statewide Payroll Officer
- ★ **Payroll Close/Open Timeline**
  - Kevin McHugh, Assistant Comptroller for Payroll and Payments

Calendar Year Wrap Up

Kevin McHugh
Assistant Comptroller for Payments/Payroll

HR/CMS W-2 Summary

		2017	2018	2019	2020	2021
Box 01	Wages, tips, other compensation	$5,269,869,503	$5,404,564,646	$5,598,533,020	$5,753,769,701	$5,896,062,474
Box 02	Federal income tax withheld	$776,525,680	$682,402,394	$704,536,990	$726,198,096	$761,652,808
Box 05	Medicare wages and tips	$5,524,877,656	$5,756,766,427	$6,034,438,165	$6,254,870,418	$6,475,089,578
Box 06	Medicare tax withheld	$80,166,717	$83,529,641	$87,601,062	$90,833,342	$94,030,708
Box 16	State wages, tips,	$5,754,339,497	$5,908,400,053	$6,123,722,261	$6,296,224,776	$6,447,208,576
Box 17	State income tax	$275,425,951	$283,331,677	$291,683,382	$297,829,707	$305,613,788
	Total Employees	118,601	117,202	119,312	111,953	109,436

W-2 Paperless Option

★About 43K+ Employees opted to go paperless

Whereas more trees were killed,

★65K+ employees received a paper W2 form

★Including 65K+ W2 Brochures

★Folded nicely into 65K+ Envelopes

ACA 1095-C Statistics

ACA Summary Counts	2017	2018	2019	2020	2021
Monthly Average ACA full-time Employees	91,087	93,349	91,846	92,694	91,239
Monthly Average MEC coverage to Full Time	89,666	92,464	90,797	91,634	90,314
Offer rate	98.44%	99.05%	98.86%	98.86%	98.99%
Unique Employee Total	98,703	98,046	99,781	98,957	98,997
Total Paper	95,715	92,216	90,967	88,742	83,048
Total Paperless	2,988	5,830	8,814	10,215	15,949

ACA Paperless Option

★About 16K employees opted to go paperless for ACA form.

Whereas more trees were killed,

★83K+ employees received a paper ACA form

★Including 83K+ FAQ

★Folded nicely into 83K+ Envelopes

Business Enterprise System Transformation (BEST) Project

Tryntje Bumgardner

Change Management Business Lead

Program Update

HR/CMS User Group Meeting

March 9, 2022

Procurement and Next Steps

- BEST Executive Sponsors have determined that the Systems Integrator Bidder did not meet the minimum scoring threshold established prior to the start of the evaluation process for the Systems Integrator RFR. As a result, the Commonwealth cancelled both the Systems Integrator and Software RFRs.
- Upon announcement of the cancellations, the Procurement Team posted to COMMBUYS the intent to issue a single integrated RFR comprising both Software and System Implementor solutions. Vendors that participated in the prior RFR process, as well as new participants, will be eligible to respond to this new posting.
- The Executive Sponsors, relying on the expertise of the Evaluation teams and the Program Management Office throughout the process, are committed to building the strongest possible foundation for the success of the BEST project. We look forward to leveraging the work, knowledge, and experience gained from the prior RFRs to craft an effective and streamlined process in 2022!

Now Live

Most recently, we've been working with CTR staff and Subject Matter Experts from other agencies as we review solution gaps and strategize around Program participation and governance. We'd like to share a few of the other items we look forward to working on throughout the new year:

Website Redesign

Our website has been undergoing a refresh the last few months and we've revealed our brand-new look!

We've implemented changes to improve ease of use through navigation, graphics, and informational content to help you learn more about BEST.

Continued Focus

Master Data Management: We've been working with our IV&V partner, Gartner, to further develop an approach towards legacy data conversion that will support data transformation, rather than just migration. The program presents a unique opportunity for data principles to be applied consistently across the Commonwealth and will require significant coordination among agencies. Soliciting early involvement of key data stewards and beginning to perform an analysis of legacy data are vital steps to ensuring a smooth transition to the new solution.

Accessibility Testing: The BEST Program continues to work with agencies representing users of assistive technology such as JAWS, Dragon Naturally Speaking and Zoom Text, to ensure that the new solution will be accessible to Commonwealth employees, customers, and job applicants. Testing by third party experts as well as users of assistive technology has taken place and will continue throughout the Program.

Remote Worker

Eduardo Canton

Statewide Payroll Officer

Remote Worker

Massachusetts Smart Plan

Robert Young and Karl Kroner

Empower Retirement

SMART Plan Agenda

Presented by:

Rob Young-Manager, Participant Engagement

Karl Kroner-Client Relationship Manager

- 2022 Contribution Limits
- SMART Plan reminders
- Questions

2022 **New** Contribution Limits

- The limit on elective deferrals has increased to **$20,500.**
- The age 50 catch-up amount for participants aged 50 remains at **$6,500**.
- The new limit for participants utilizing the Special Catch-up program is **$41,000.**

Reminders

- Termination process
- Plan Service Center access

Reminders - Termination process

- HR/CMS to Empower
- If open jobs, not eligible for withdrawals
- Multiple Job Summary
- 960 Employees are active employees
- SMART@Empower-Retirement.com

Plan Service Center Access

- Security issue – don’t share passwords
- Efficient contribution changes
- One simple step….
- Please contact SMART Plan with any ???s

SMART@Empower-Retirement.com

Plan Service Center Access

CTR contact for SMART Plan updates ---
Ashley Nelson

Ashley.Nelson@mass.gov

Department	Descr	Deptid	Location Code	First Name	Last Name	Phone#	Email Address
OSC	OFFICE OF THE STATE COMPTROLLER	OSC1000	002	ASHLEY	NELSON	617-973 2625	ashley.nelson@mass.gov

Questions?

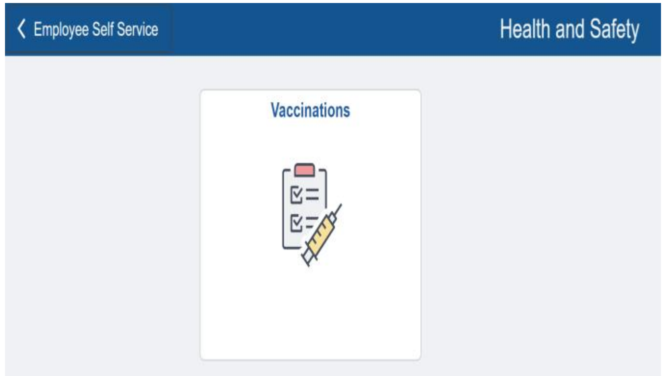
Thank you

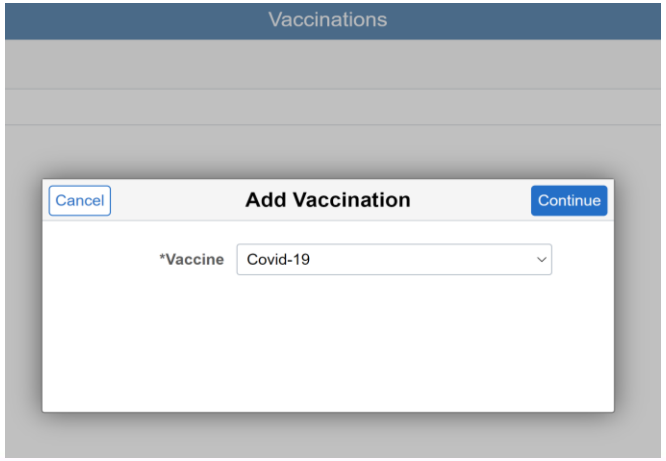
HR/Payroll Announcements

Eduardo Canton, Statewide Payroll Officer

New functionality in HR/CMS

- ★ A new feature called Health and Safety. This allows employees to record and upload their COVID-19 vaccination records
- ★ Employees can access this feature by selecting the Health and Safety tile on the HR/CMS SSTA home screen
- ★ Employees will be able to create a detail for each dose, and upload a photo of their COVID-19 Vaccination Record Card
- ★ Future Functionality: Ability to add COVID-19 Booster shot coming soon!





Health and Safety Vaccine Module

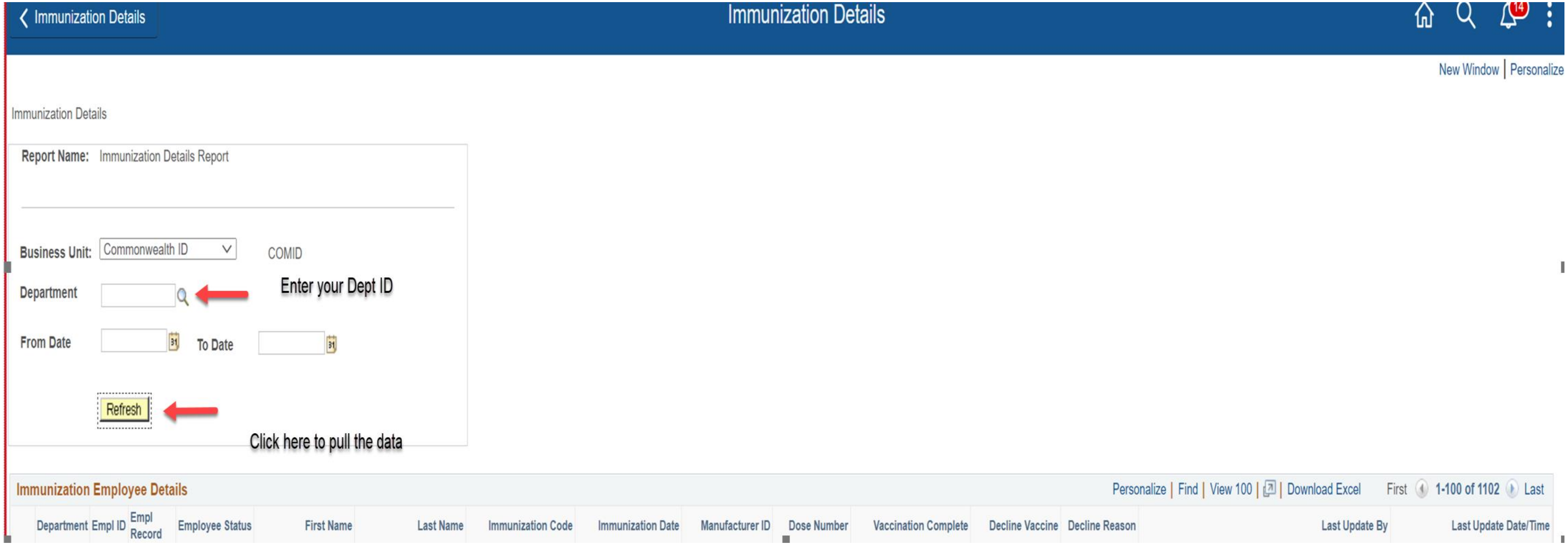
- ★The Health & Safety functionality Health Card will allow ADA Coordinators, Diversity Officer and Health and Safety Coordinators to enter approved exemptions (medical or religious)

- ★The Health & Safety Coordinator will be able to view who has reported a vaccination or employees who are outstanding

- ★This secured module will only be available to a limited number of designated users.

HR/CMS Immunization Details

★ **Navigation -> Commonwealth of Mass -> Health and Safety –> Immunization Details**



Maintain Telework

★ The Telework functionality enables core users to manage telework status information for employees.

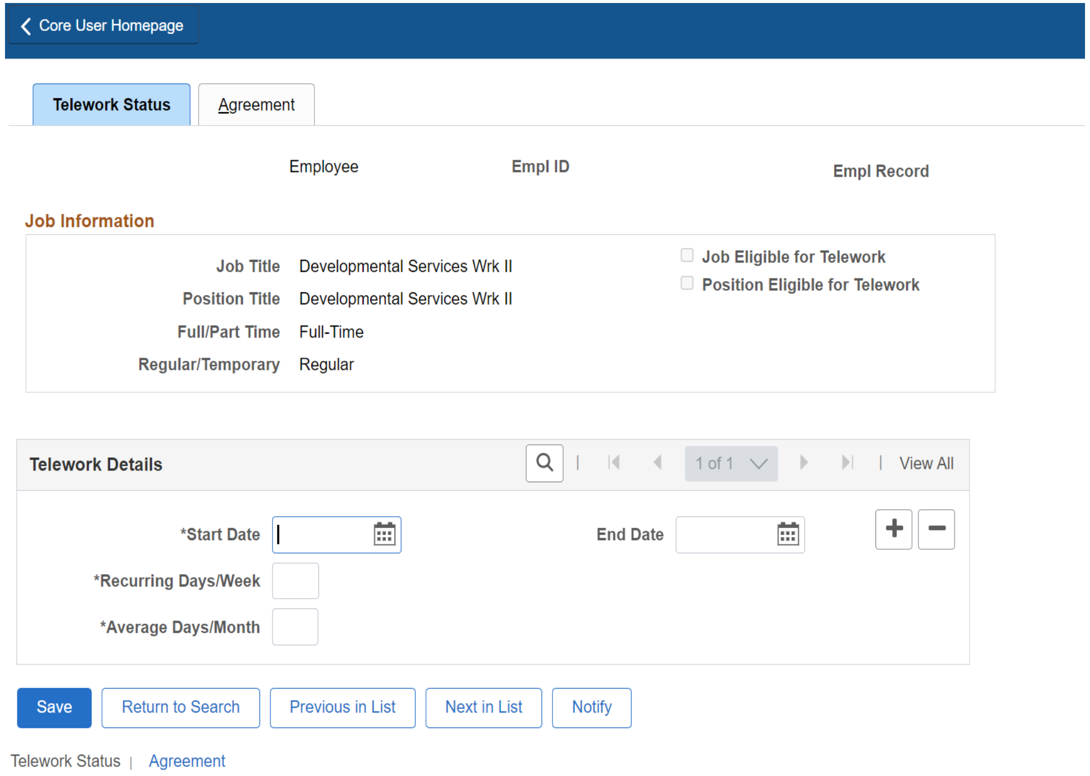
★ This tool is a great feature for departments to track employees who telework, number of days per week/month. It also captures approvals and denials.

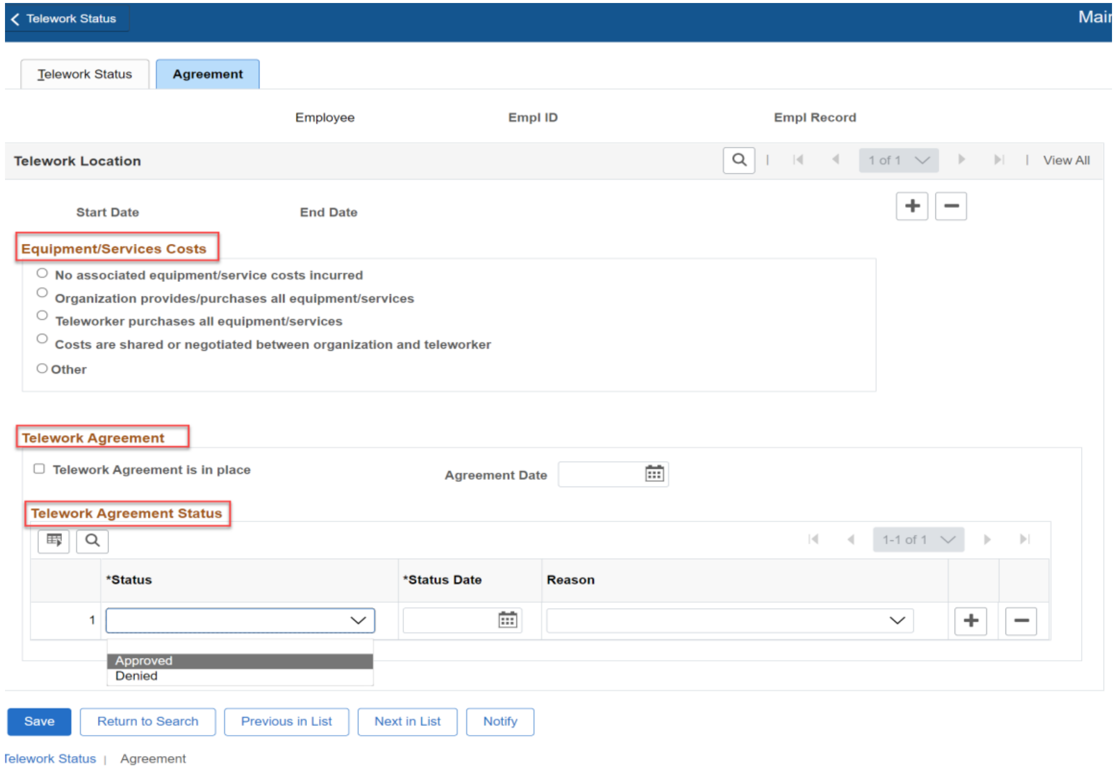
★ For more information, please review the new Telework Job Aid located in the HR/CMS Knowledge Center under Human Resources Job Aids-Maintain Job Information.

★ Due to the increase of Teleworking, the team is currently working on a Mass Update to assist departments in entering Telework information.

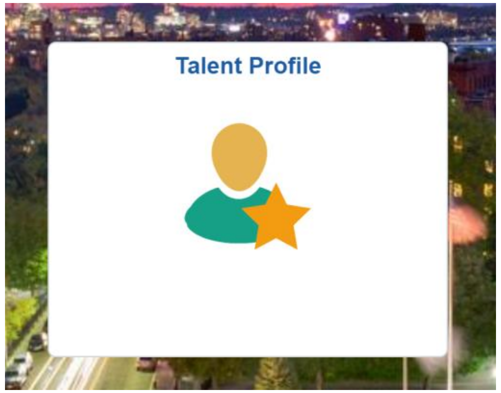
Maintain Telework

★ **Navigation -> Main Menu -> Workforce Administration -> Job Information -> Maintain Teleworkers**





Talent Profile in HR/CMS

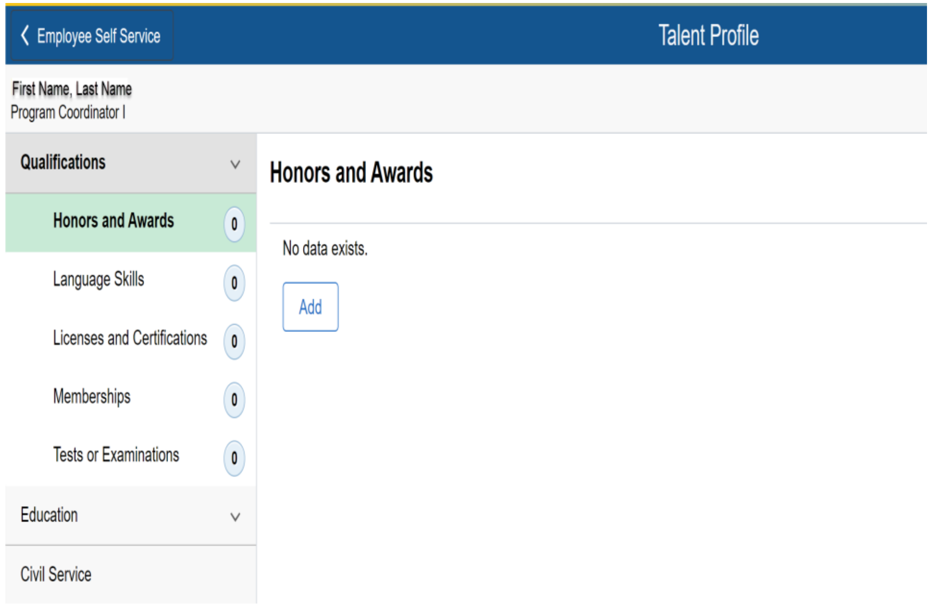


- The Talent Profile functionality enables employees in self-service to update their Education, Honors and Awards, Memberships and Test or Examinations.

- Employees will also be able to add attachments.

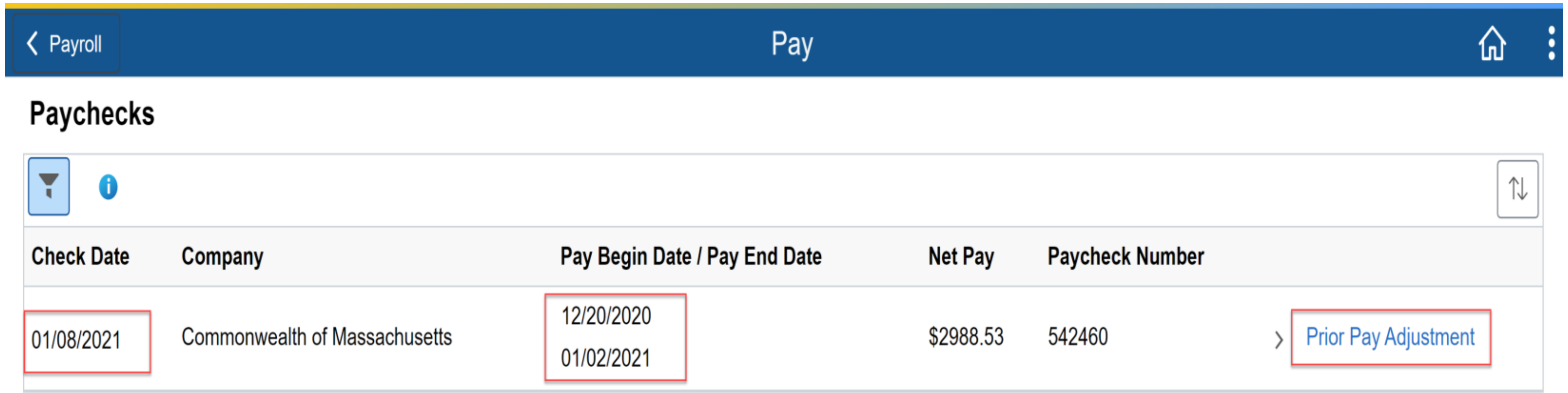
- Now employee’s and core users can add attachments. The Licenses and Certifications will remain view only. You can use the CIW for your reporting needs.

- The employee job aid for Talent Profile is located on the MassHR Employee Service Center website in the Guide for Viewing and Updating Personal Information.



Self Service online paycheck view with PPA details

- Any prior pay period adjustments will be indicated on the right side



Self Service online paycheck view with PPA details

- Prior Period Adjustment Page allows users to see the PPA detail from PPE 12/05/2020

< Payroll | Pay

Paychecks

Check Date	C
01/08/2021	C

Prior Pay Adjustment - Check date: 01-08-2021

1 row

	Earnings Begin Date	Earnings End Date	Earning Description	Hours	Rate	Total
1	11/22/2020	12/05/2020	Miscellaneous Job-Related Exp			116.83

ay Adjustment

- Self Service Review Paycheck

Commonwealth of Massachusetts
One Ashburton Place
Boston, MA 02108

Pay Group:	N06-CW Normal FLSA 6
Pay Begin Date:	12/20/2020
Pay End Date:	01/02/2021

Employee ID:	
Department:	DOT1000-Mass Dept of Transportation
Location:	Boston-10 Park Plaza
Job Title:	Administrator VI
Pay Rate:	

HOURS AND EARNINGS

	Current			YTD	
Description	Rate	Hours	Earnings	Hours	Earnings
Reimburse. Qualified Trans.			1.50		1.50
Miscellaneous Job-Related Exp			116.83		116.83
Holiday Pay Normal	53.846154	15.00	807.69	15.00	807.69
Vacation Leave - paid	53.846154	60.00	3,230.77	60.00	3,230.77

Qualified Transportation and Flexible Spending Accounts

Victoria Manley

Benefit Strategies

GIC Flexible Spending Account (FSA) Programs

PUG Meeting Agenda March 9th, 2022

- ❑ FY2023 Open Enrollment
- ❑ Ongoing Payroll Audit Process
- ❑ Open Enrollment Verification
- ❑ Important Plan Year Dates
- ❑ New Hire Enrollments
- ❑ Status Change Process Overview
- ❑ Coordinator LOA form
- ❑ Refund/Reclassification Requests Overview
- ❑ Coordinator Termination Process Overview
- ❑ FSA101 Presentation

benefit strategies LLC

Commonwealth of Massachusetts
Group Insurance Commission

FY2023 Plan Year Details

Plan Year July 1, 2022 through June 30, 2023

Open Enrollment Period

Open enrollment dates are:

Wednesday, April 6, 2022 – Wednesday, May 4, 2022

Enrollment Deadline:

May 4th

2 ½ Month Grace Period

Your deadline to incur eligible expenses during a grace period ends:

September 15

Debit Card transactions after this date will only apply to the new plan year

Claims Filing Deadline

Your deadline for filing claims for all reimbursements is:

October 15

Use the Mobile app for easy claim filing

Forfeiture Date

You forfeit any remaining balance as of:

October 16

Keep spend dates and plan year in mind when making your annual election

Election Calculation Assistance: Review your Explanation of Benefits (EOBs), RX Copays, Daycare bills, Cost of summer day camp, what you spent in your prior year elections to select the right amount for your annual election. Visit our Expense Worksheet and Tax Savings Calculator for additional guidance!

Tax Savings Calculator

Expense Worksheet

FSA Administration Fee: $1.00 per participant/month. Paid by the participant. Post tax through payroll.

FY2023 Open Enrollment Verification

All enrollment reports and ongoing plan information will be emailed to the ***one*** GIC Agency Coordinator listed in the MAGIC system. Please verify your agency's contact prior to open enrollment to ensure timely and accurate delivery of information.

Listed GIC Coordinator will receive a weekly email with a report attached during OE of participants who have enrolled to date.

Please confirm all listed participants are:

- GIC benefit eligible
- Active members of your agency

Discrepancies should be emailed to Dataservices@benstrat.com

Ongoing Payroll Audit Process

Any participant deduction discrepancy of **$1 or more** will result in a payroll hold.

If a discrepancy is found, the GIC Agency Coordinator will receive an email from dataservices@benstrat.com outlining the discrepancy.

Impacted participants will be put on a payroll hold effective on the payroll date of the discrepancy. This means no claims will be paid or debit card transactions will be allowed until the Coordinator verifies payroll corrections have been made.

The payroll hold will remain in place until the discrepancy has been resolved – confirmation of any updates/adjustments will need to be communicated to Data Services in order to have the hold removed.

If the deduction discrepancy is a result of a status change, then a Status Change Request form is required to be submitted **by the participant**. Or if the discrepancy is the result of an LOA, you can submit the Coordinator LOA form on behalf of the participant.

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**

FY2022: HCSA $250-$2,750 **IRS Maximum HCSA election amount**
FY2023: 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.

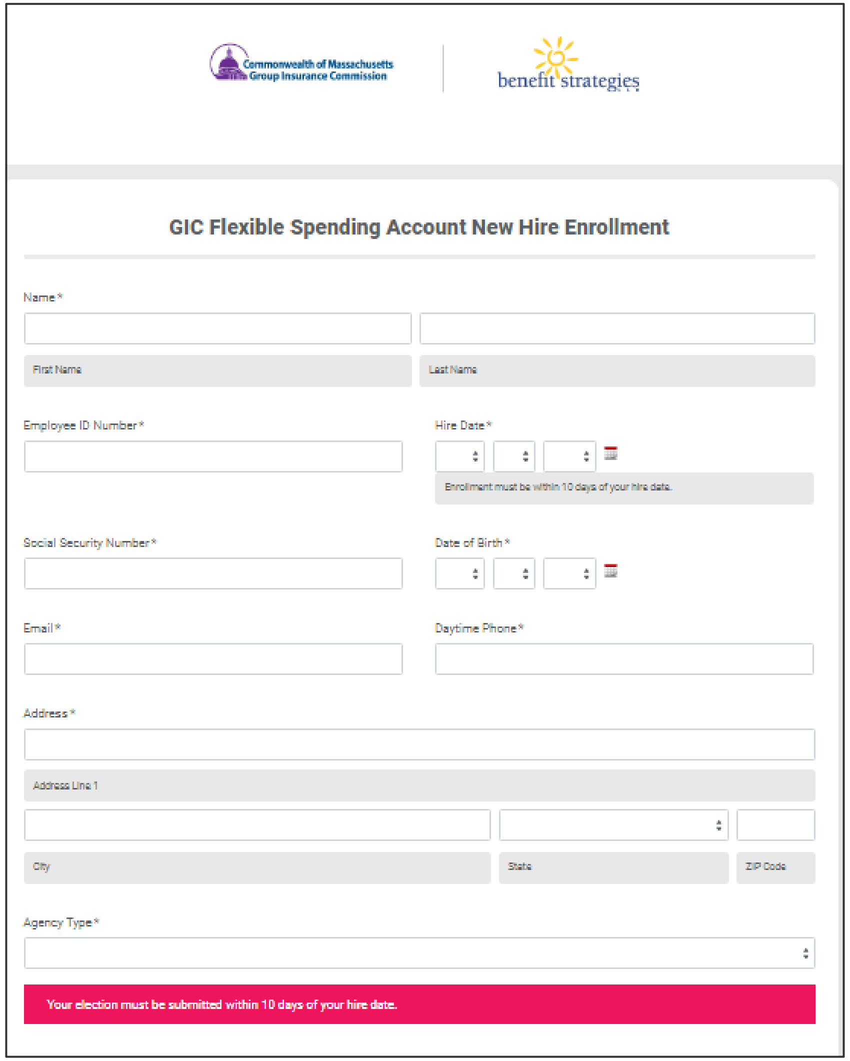
- Enrollments received after 21calendar days from the date of hire will be denied
- A confirmation email will be sent to GIC Coordinator to enter the enrollment into the payroll system
- If inaccurate effective dates and/or information is found –email Dataservices@benstrat.com

Reminder

All enrollment must be done online by the member

Employee completes election/enrollment e-form

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.

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]

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

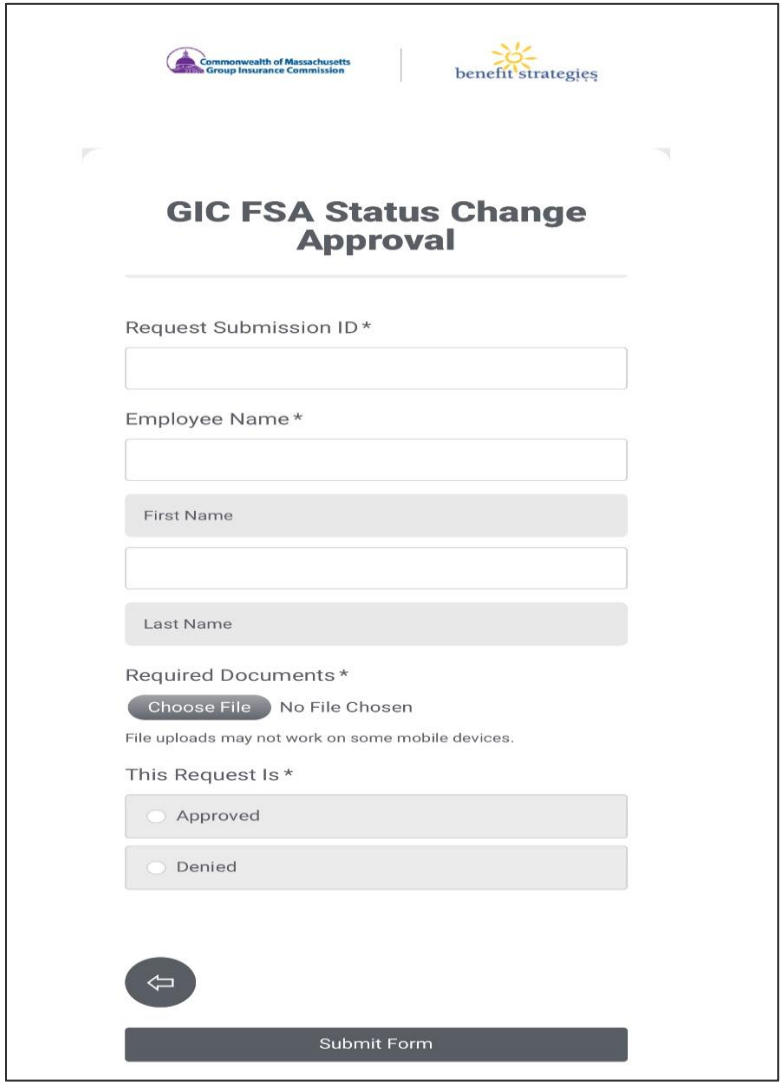
- Once the employee submits the request, the coordinator designated to your agency will receive an email with instructions on how to submit approval or denial

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


GIC FSA Status Change Approval

Request Submission ID *

Employee Name *

First Name

Last Name

Required Documents *

Choose File No File Chosen

File uploads may not work on some mobile devices.

This Request Is *

Approved

Denied

Submit Form

Coordinator LOA form

www.benstrat.com/gic-fsa/

Coordinators can report a participant's Start or End of Leave of Absence

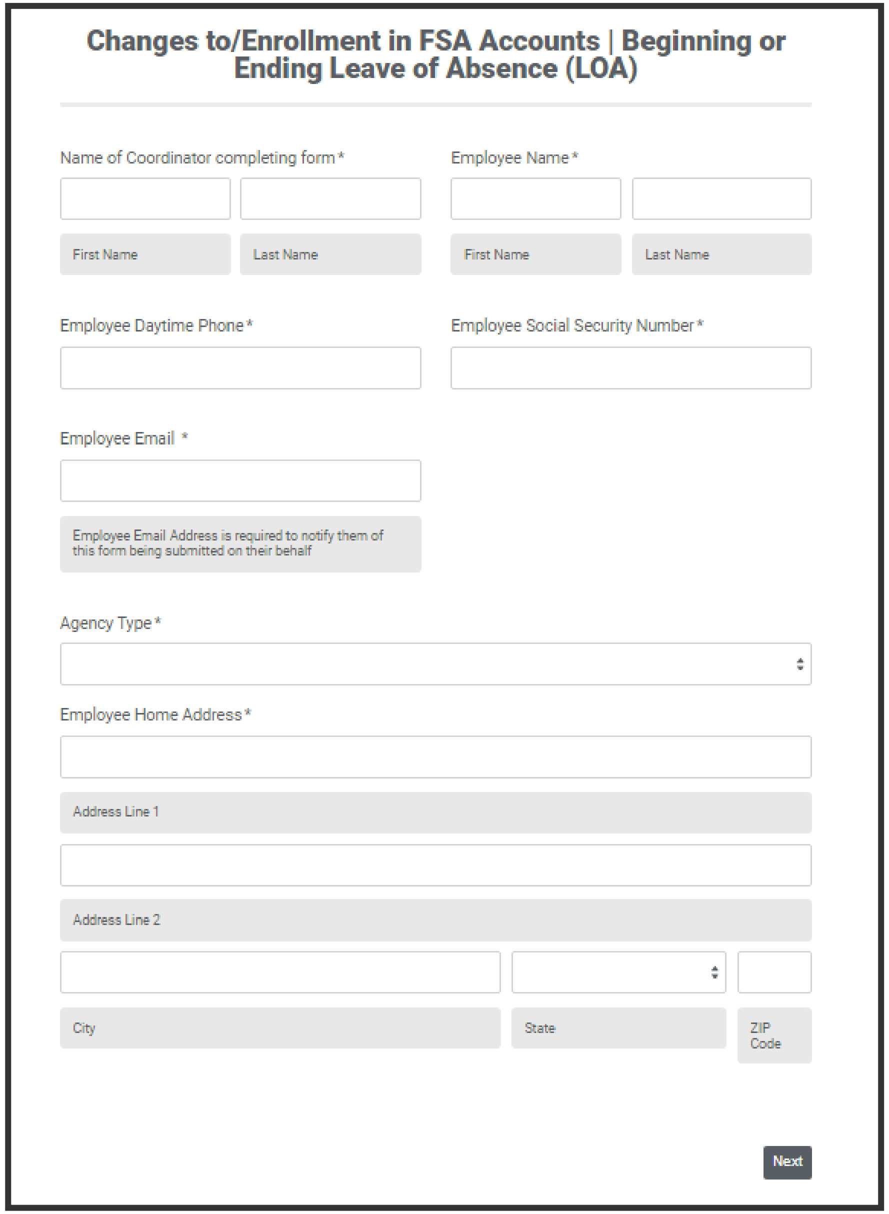
- Prior to submitting this form discuss all LOA options with the participant prior to the start of their leave
- When reporting the 'Start of LOA' it must be received prior to the first day of the leave in order to elect Direct Bill or Pre-Pay
- When reporting 'End of LOA' ensure you are also adjusting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

E-Form for Refund and Reclassification requests

Process Overview – Refunds and Reclassification

www.benstrat.com/gic-fsa/

Agency Coordinator Submits Request

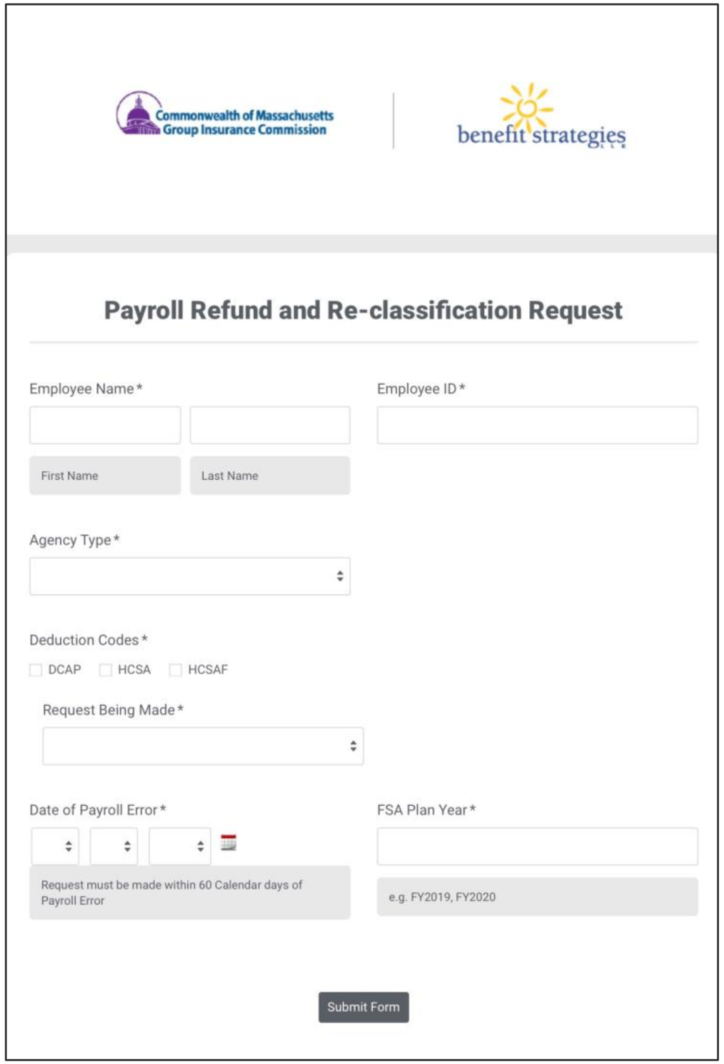
- Refund and Reclassification requests must be submitted using the online form, on our website, under Coordinator Resources section
- Must be submitted within 60 calendar days of the first deduction taken in error
- **You must provide details –** assume the reader has no information on the case/situation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


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

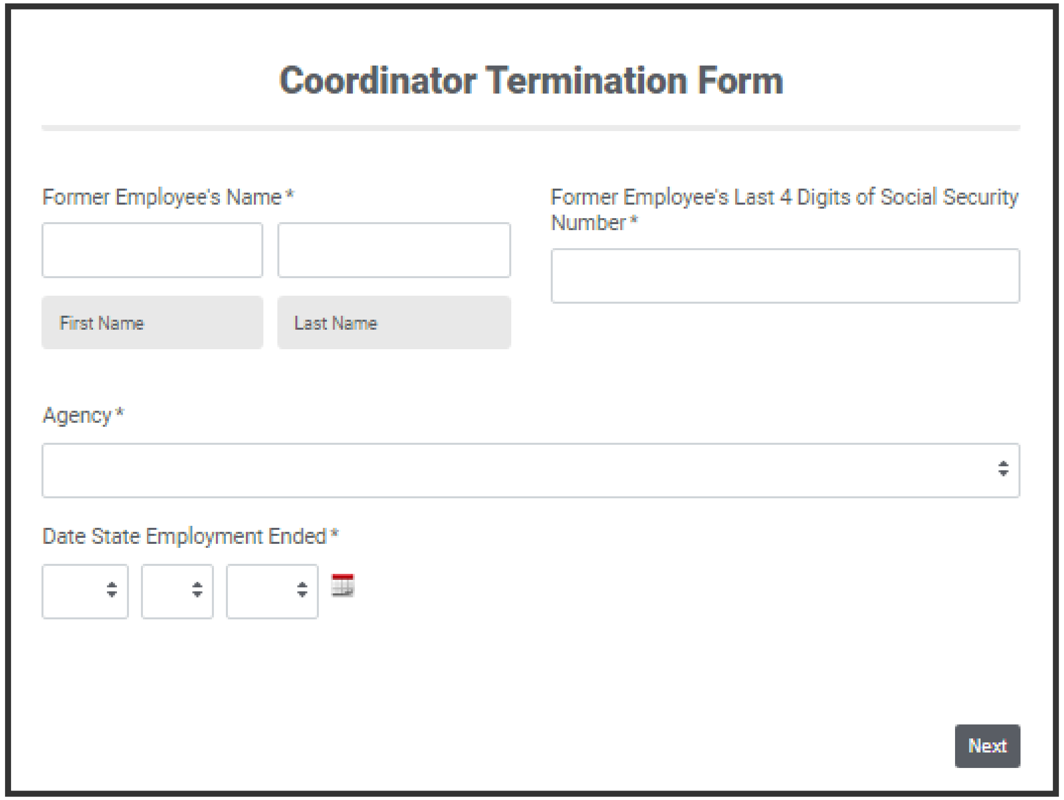
Form is ONLY used when employee has already ended employment and did not submit a Status Change form

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

Help Employees Understand the FSA

FSA 101 Recorded Presentation

Encourage employee to view FSA 101 presentation

What will be covered in the presentation?

- An overview of the FSA rules and regulations
- The tax savings Employees will experience
- How to use the benefits to the fullest

Employees can find the recorded presentation on our website to view at their convenience.

Presentation will be available the week prior to the start of Open Enrollment

Commonwealth Commuter Programs

PUG Meeting Agenda March 9th, 2022

- ❑ Benefit Strategies Website
- ❑ Enrollment Form -Enrollments, Changes, Drops
- ❑ FY22 Transit Process
- ❑ FY22 Parking Process

benefit strategies LLC

Benefit Strategies Website

www.benstrat.com/clients/Commonwealth/

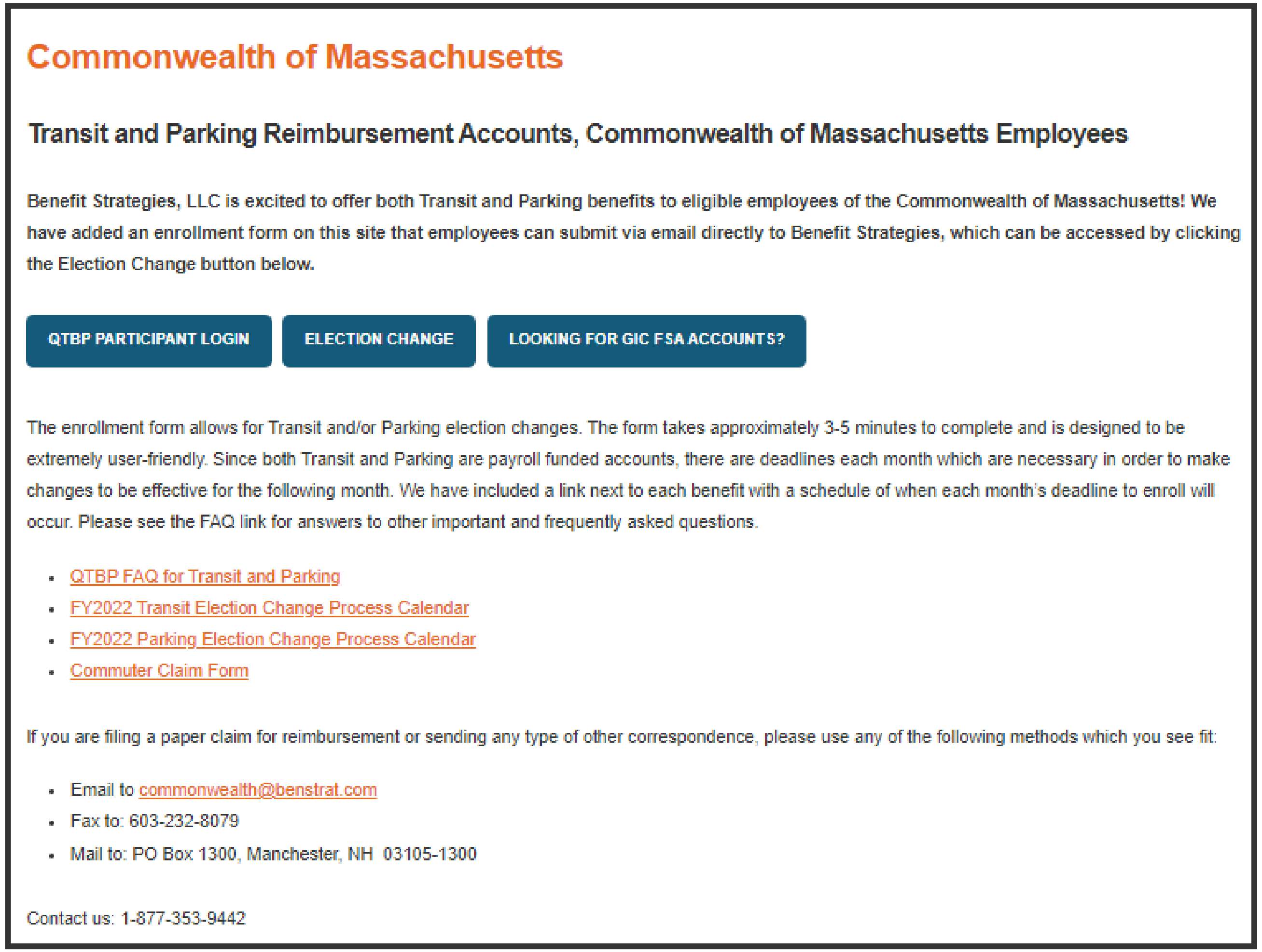
The Commonwealth of Massachusetts Commuter Transit & Parking benefits have their own dedicated page: https://www.benstrat.com/clients/commonwealth/

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
- FY2022 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

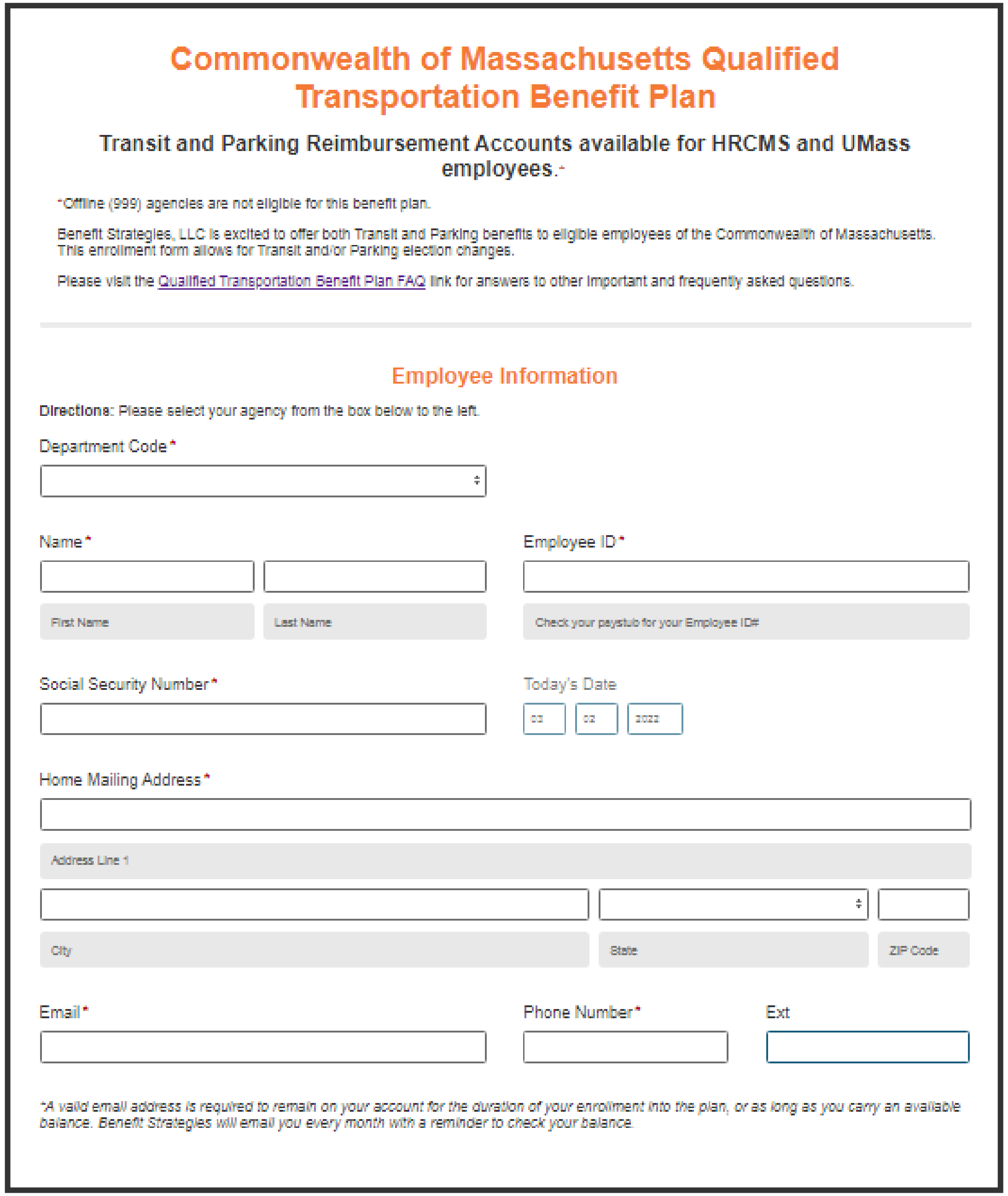
Contact us: 1-877-353-9442

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.

FY22 Transit Process Calendar

www.benstrat.com/clients/Commonwealth/

2022FY TRANSIT Election Change Process Calendar

The deadline to submit for the April 2022 Election Change E-Form today, 03/09/22, for the TRANSIT benefit.

This benefit month will be processed via payroll on 03/15/22 and will be deducted from the 03/18/22 paycheck.

Funds will be credited to the debit card on 03/20/22 to be used for the April benefit month.

TRANSIT ELECTION CHANGE PROCESS CALENDAR

07/01/21-06/30/22 Plan Year

Benefit Month	Requests Received by Benefit Strategies	Payroll Process Date	Paycheck Date	Funds Credited To Debit Card
July 2021	Weds. 06/02/21	06/08/21	06/11/21	06/20/21
August 2021	Weds. 06/30/21	07/06/21	07/9/21	07/20/21
September 2021	Weds. 08/11/21	08/17/21	08/20/21	08/20/21
October 2021	Weds. 09/08/21	09/14/21	09/17/21	09/20/21
November 2021	Weds. 10/06/21	10/12/21	10/15/21	10/20/21
December 2021	Weds. 11/03/21	11/9/21	11/12/21	11/20/21
January 2022	Weds. 12/01/21	12/07/21	12/10/21	12/20/21
February 2022	Weds. 12/29/21	01/04/22	01/07/22	01/20/22
March 2022	Weds. 02/09/22	02/15/22	02/18/22	02/20/22
April 2022	Weds. 03/09/22	03/15/22	03/18/22	03/20/22
May 2022	Weds. 04/06/22	04/12/22	04/15/22	04/20/22
June 2022	Weds. 05/04/22	05/10/21	05/13/22	05/20/22

FY22 Parking Process Calendar

www.benstrat.com/clients/Commonwealth/

2022FY PARKING Election Change Process Calendar

The deadline to submit for the April 2022 Election Change E-Form is 03/23/22 for the PARKING benefit.

This benefit month will be processed via payroll on 03/29/22 and will be reflected in the 04/01/22 paycheck.

Funds will be pre-funded to the debit card on 03/20/22**

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

07/01/21-06/30/22 Plan Year

Benefit Month	Requests Received by Benefit Strategies	Payroll Process Date	Paycheck Date	Funds Credited To Debit Card
July 2021	Weds. 06/16/21	06/22/21	06/25/21	06/20/21
August 2021	Weds. 07/14/21	07/20/21	07/23/21	07/20/21
September 2021	Weds. 08/25/21	08/31/21	09/03/21	08/20/21
October 2021	Weds. 09/22/21	09/28/21	10/01/21	09/20/21
November 2021	Weds. 10/20/21	10/26/21	10/29/21	10/20/21
December 2021	Weds. 11/17/21	11/23/21	11/26/21	11/20/21
January 2022	Weds. 12/15/21	12/21/21	12/23/21	12/20/21
February 2022	Weds. 01/12/22	01/18/22	01/21/22	01/20/22
March 2022	Weds. 02/23/22	03/01/22	03/04/22	02/20/22
April 2022	Weds. 03/23/22	03/29/22	04/01/22	03/20/22
May 2022	Weds. 04/20/22	04/26/22	04/29/22	04/20/22
June 2022	Weds. 05/18/22	05/24/22	05/27/22	05/20/22

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

benefit strategies LLC

Have Questions?

We've got you covered.

PFML Dashboard

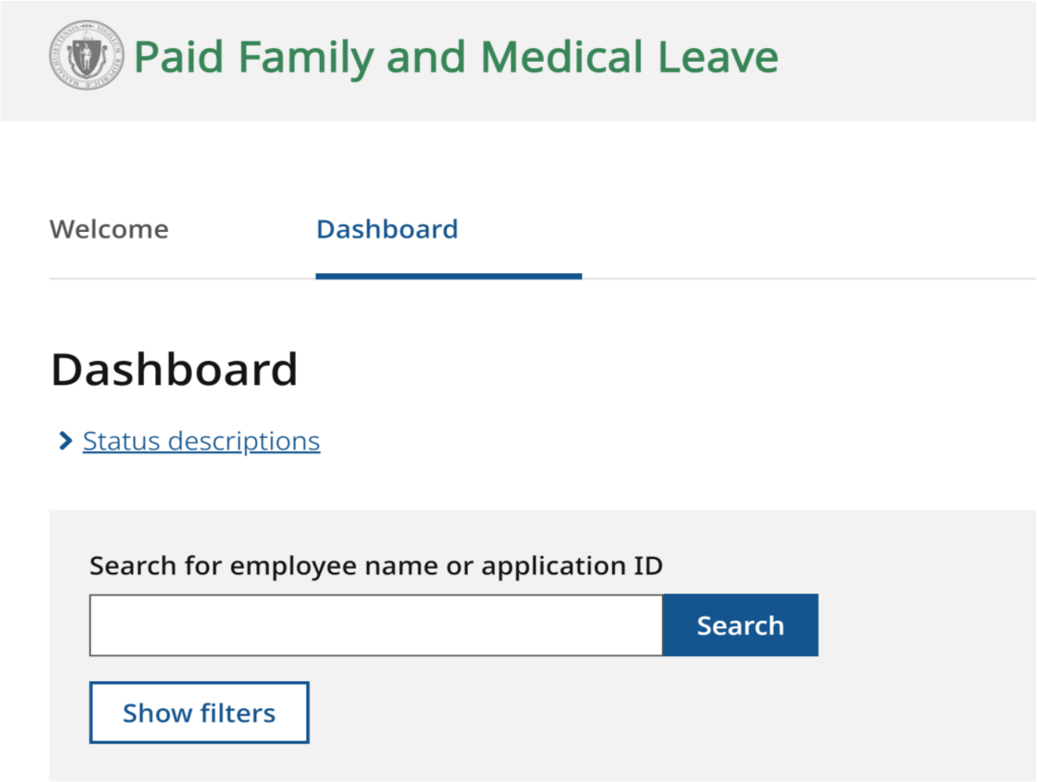
Kevin McHugh
Assistant Comptroller for Payments/Payroll

PFML Dashboard to Employers

- ★Effective February 2, 2022, The Department of Family and Medical Leave's (PFML) has released their employer dashboard for Commonwealth leave administrators.

- ★Please log in to the dashboard verify that you can access it successfully via this direct link: https://paidleave.mass.gov/login

- ★NOTE: You must have a registered and validated employer account with PFML in order to utilize the dashboard.



New Functions

★ Ability to do the following:

- View all active DFML claims for the leave administrator's linked agencies in one location
- Filter claims by status
- Search claims via employee name or application ID
- Sort claims by recency of application
- Sort claims by employee name
- See at-a-glance the deadline for employer response to the DFML's request for information

How to get access

Step 1 – On Paid Leave Login in page go on Create an employer account

Paid Family and Medical Leave

Log in to your paid leave account

Email address

Password

Show password

Forgot your password?

Log in

Need to apply for paid leave? Create an account

Are you a Massachusetts employer? Create an employer account

Step 2 – Create your account

Paid Family and Medical Leave

Create an employer account

Employees in Massachusetts who wish to apply for paid leave should follow these instructions.

Welcome! Please take a few minutes to create an account for your organization so you can manage leave for your team. Employees in Massachusetts can now apply for paid family and medical leave.

If you manage leave for multiple organizations, please create an account for one using the form below. Then you'll be able to add multiple organizations to your account.

What you can do with this account

Email address
Use a secure work address. An email address can only be associated with one account.

Password
Your password must be at least 12 characters long and include at least 1 number, 1 symbol, and both uppercase and lowercase letters.

Show password

Employer ID number (EIN)
Your Employer Identification Number is a 9-digit number assigned by the Internal Revenue Service. It is listed on tax returns and your payroll department should have this information.

We'll send you a 6-digit code to verify your email address.

Create account

What’s New

Mary Holland

Metro Credit Union

METRO
CREDIT UNION

The credit union for Massachusetts State Employees

March 2022 Updates

New Branches Now Open!

- 50 Summit Drive, Burlington
- 470 Main Street, Reading
- 240 Andover Street, Peabody

Opening in March and April

- 960 Morrissey Boulevard, Dorchester
- 1985 Centre Street, West Roxbury
- 108 Main Street, Melrose
- 1 Salem Street, Medford

Community Impact Highlights

- Metro received "Outstanding" Community Reinvestment rating for 2021
- Metro Credit Union Receives National Certification for New ***Safeguard Checking Account*** – Assisted over 185 individuals in becoming "banked".
- Opened 162 ***Credit Builder Loans*** to assist members in rebuilding or building credit
- Giving back to the community with more then 75 Metro employees serving on Board and Organizations that support economic development and programming to low and moderate income communities and residents.

40 is the New 30!

WE'RE MAKING MORTGAGES MORE AFFORDABLE.

Compare and save!

30 Year Fixed	40 Year Fixed	40 Year Fixed - Biweekly
Monthly Payment:	Monthly Payment:	Biweekly Payment:
$1,493.61*	$1,341.15**	$657.41***

40 Year Mortgage Features & Benefits

- Fixed interest rates
- Discounted rates for home purchases and biweekly payments
- Purchase a home with a low down payment
- Refinance an existing mortgage or combine first/second/home equity loans
- Biweekly and Jumbo mortgages available

3.625% Rate **3.658%** APR

40 Year Fixed Rate Mortgage

Financial Education Seminars
Two New Topics Added in 2022!

Understanding Medicare Planning for retirement is never easy, and maneuvering through Medicare rules and regulations is one more step in an already confusing process. During this seminar, you'll find out more about the basics of Medicare and how financial education can help you in retirement income planning.

Women and Investing There's no denying the facts: Women tend to earn less than men and live longer than men. If you're a woman who would like to retire one day, you may need to save more and invest more than men. Do you want to become a successful lifelong investor? This seminar will focus on the importance of taking control of your own future through investing.

Identity Theft & Fraud

Identity Theft Solutions Identity theft is becoming more common and sophisticated than ever. Learn the methods that identity thieves use to access confidential information, tools for preventing ID theft, and steps to take should identity theft occur.

Safeguarding Kids' Identity and Online Privacy Today's youth generation is tech-savvy and connected online. However, parents still play an important role in helping them avoid online hazards such as identity theft, privacy and cyber-bullying. This workshop covers important issues including online privacy tips, managing computer settings, smartphone apps, and positive online behavior.

After Identity Theft As a victim of identity theft, you may feel upset and overwhelmed knowing that someone has access to your private information. Remember that recovering from identity theft is possible. By breaking the process down into eight steps and using the right resources, you'll protect yourself and move towards a life after identity theft.

Home Buying Tips

Buying a Home This seminar walks you step by step through the process of buying a home; from pre-approval through closing.

Factors Considered to Qualify for a Mortgage A variety of factors, like credit score, income, assets, debts and employment history are taken into consideration when underwriting your mortgage loan application. Learn what to expect so you can be prepared for a smooth process.

Other Topics

Breezing Through the Holidays It may be called "the most wonderful time of the year" but December can also be filled with unwanted debt from holiday spending. Learn budgeting strategies and tactics to avoid that year-end credit card crunch and sidestep debt traps in the future.

Drive Away Happy Getting a car can be overwhelming and stressful with all the decisions to make: new or used; buy or lease; (not to mention what color to pick!) Get tips and tricks on how to have the best car shopping experience possible, while also making wise financing decisions.

Metro@work Learn about Metro and the products and services designed exclusively to assist you along your financial journey.

To schedule a free Lunch & Learn Seminar or to learn more, please contact:

Mary Holland, Business Development Officer
877.696.3876 x3504 | MHolland@MetroCU.org

Free Lunch & Learn Seminars

An Extra Benefit for Your Employees!

At Metro Credit Union, we're here to help your employees feel better about managing their money. One way we do that is by offering complimentary virtual or on-site Lunch & Learn Seminars.

This is a great opportunity for your employees to hear valuable information on a wide range of financial topics.

Topics Include:

- Basics of Personal Finance
- Understanding Credit
- Family Finances
- Investing
- Identity Theft Solutions
- Home Buying Tips

Always Available to You:

Mary Holland, CCUFC
Sr. Business Development Officer
mholland@metrocu.org
877-MY-METRO ext. 3504

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Payroll Reminders

Eduardo Canton

Statewide Payroll Officer

Communications to CTR

It is important Log a Ticket:

- ★This ensures it will not get lost
- ★If someone is out it will still get addressed
- ★Payroll Staff are reviewing the ticket queue daily
- ★Track and review our work

Problems when departments don’t Log a Ticket:

- ★Too many direct calls to Payroll Staff
- ★Too many ‘please check’ type requests for Tuesday Confirm

Ticketing System

★ **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.

CTR Payroll Inbox

- ★ The **CTR Inbox** is used for specific purposes and **Not** monitored daily

- ★ Do not send general inquiries

Parking Reminders

- ★ **Employer Provided Parking**: Monthly Limit and Government Center rates have changed – see **Fiscal Year Memo** **fy-update_2022-15.pdf (macomptroller.org)**

Student Interns and Payroll

- ★All student interns should be hired and paid through HR/CMS.
- ★Check SSN entry.
- ★Regardless of payment type (hourly wages or stipends) they must be paid through HR/CMS.
- ★Job codes are available for student interns.

Important Reminders

- ★ **HIRE**: Do not create duplicate Empl ID #s - Check your SSN Entry

- ★ **PFML Tax**: Exempt Rules follow SUT

Massachusetts Emergency Paid Sick Leave (MEPSL)

★ **The MEPSL is coming to an end effective March 18th , 2022**

★ **The current TRCs are going to be retired**

- **FFESP**
- **FFMXA**

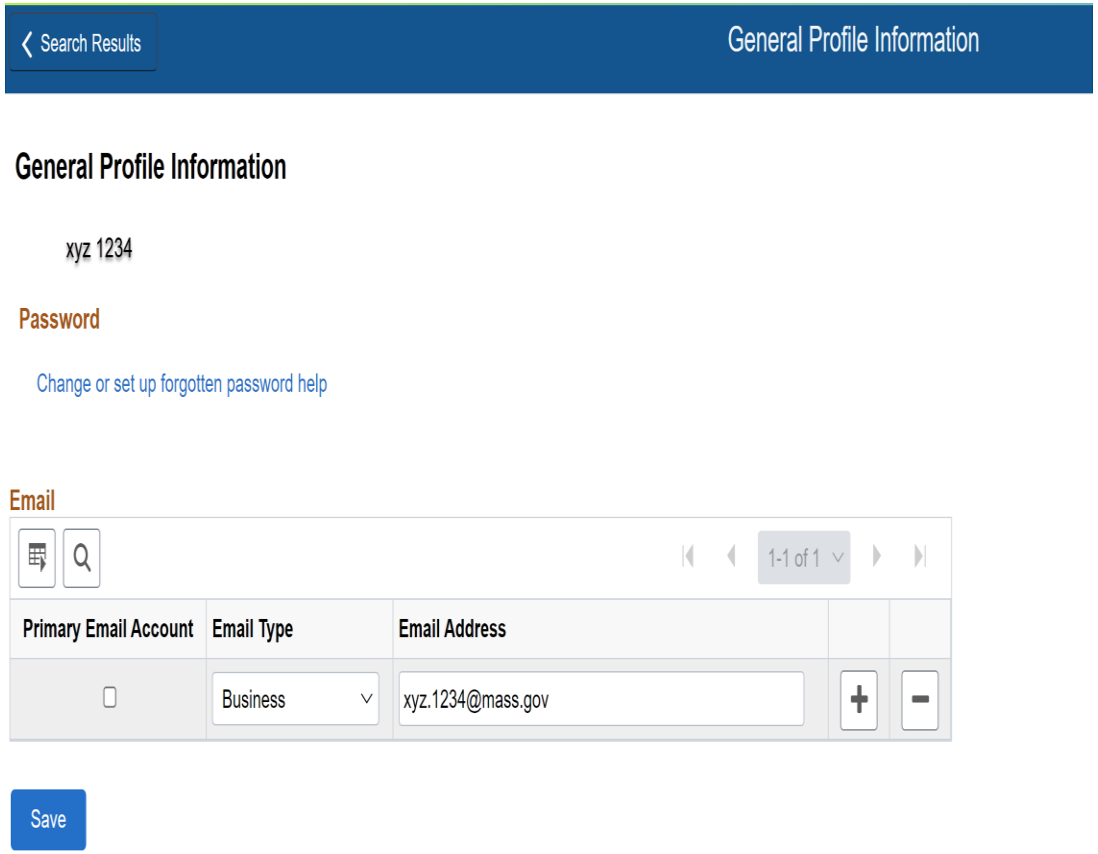
★ **Any MEPSL hours would need to be entered in HR/CMS by March 18th , 2022**

System Profile Issue

★ It is crucial to have a correct preferred email address to ensure notifications are successful

★ Be aware of any misspelling in email address such as extra periods, commas, spaces, et al

★ Validate that you have the most up to date email address in HR/CMS



Use/Lose

- ★ The Executive Departments will be extending the use/lose for calendar year 2020 and 2021 to January 14, 2023, for vacation and personal time

- ★ The previously announced deadlines for calendar years 2022 and 2023 use or lose time have not been changed

- ★ It is recommended that departments review their current Personal and Vacation Plans

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Payroll Close/Open Timeline

Kevin McHugh
Assistant Comptroller for Payments/Payroll

Close/Open

★ **Key Close Open Dates will be published on the:**

CTR Home Page > Key Resources > Annual Compliance Calendar

★ **The Dates in this presentation are unofficial.**

Fiscal Year Reminders

- ★ **Prior to June 1: Identify any FY23 COA changes, e.g., program codes or appropriation changes**
- ★ **May 1: Start entering PH documents**
- ★ **June 1: Position Rules Roll Departments can begin requesting FY23 Rules**
- ★ **June 30th : PH over $25K requires ANF approval for Executive Departments**
- ★ **Check the official Close/Open Instructions**

Key Dates – Last Payroll FY22

- ★Pay Ending June 18, 2022, is Last full Period for FY22, it is paid on June 24
- ★Split Year Payroll is June 19th – July 2nd FY Split is 90% FY22, 10% FY23
- ★June 30: Last day for entering PH
- ★Last Day for PRRV (Cash Cut off 7/1) for FY22
- ★July 1: Beginning of FY23

Accounts Payable

- ★Payroll Holds are object code based so departments need to encumber based on estimated payroll dollars, i.e. A01, A08, B02, etc. There is to be no duplication of Appropriation/Object Code combinations.

- ★All PH documents will workflow to CTR Payroll in order to assist departments in proper PH documents set-up.

- ★The PH document must include a justification in the Comment.

Mass Rules Roll

- ★On June 1st, CTR will either approve or reject all pending POAA Rules requested for FY23 Activity and will Process the MPOAA Program. Any new rules needed for FY22 or FY23 Activity can be entered after June 3rd.

- ★New draft rules for FY23 will be in the LCM document catalog.

HR Reminder

- ★ **Be careful when rehiring employees whose HR/CMS history (Object Code, Account, Unit) shows Accounting information no longer valid in the new FY.**

- ★ **It must be corrected as of July 1st in the new FY.**


Thank
You