



UNIVERSITY OF
SOUTH CAROLINA

**Controller's Office
Payroll Hot Topics**

February 24, 2021

Today's Agenda

- Earn Codes Query
- Dual Fringe Enhancement
- Covid 19 - W2 - Where to find the information
- Summer Comp - Tools Available to View Project Funding
- Late Paperwork to Benefits
- Leave of Absence - Overpayments



Query – Earn Codes

HCM PeopleSoft: hcm.ps.sc.edu

Navigation: **Main Menu > Reporting Tools > Query > Query Viewer**

Role: Business Manager Query Reports

Query Name: SC_PY_ERN_CD_BY_CAT

Description: Earning codes by category

SC_PY_ERN_CD_BY_CAT- Earning codes by category

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (19 kb)


[View All](#) First 1-100 of 146 [Last](#)

Row	Earn Code	Status	Earning Cd Description	Category
1	ASA	A	Administrative Salary Adjstmnt	Additional Pay
2	ASR	A	Admin Salary Adj Retro	Additional Pay
3	ATC	A	Athletic Contract Pay	Additional Pay
4	AWD	A	Monetary Cash Awards	Additional Pay
5	AWS	A	Monetary Cash Student Treaty	Additional Pay
6	AWT	A	Monetary Cash Awd Teach Treaty	Additional Pay
7	BOT	A	Board of Trustees	Additional Pay
8	CBP	A	Call Back Pay	Additional Pay
9	CBR	A	Call Back Retro	Additional Pay
10	CHR	A	Chair Professorship	Additional Pay
11	CHS	A	Chair Professor Student Treaty	Additional Pay
12	CHT	A	Chair Professor Teach Treaty	Additional Pay
13	FOR	A	Faculty Overload Retro	Additional Pay
14	FOV	A	Faculty Overload	Additional Pay
15	GEO	A	Market Geographic Diff	Additional Pay
16	GER	A	Market Geo Diff Retro	Additional Pay
17	GSA	A	Grant Salary Adjustment	Additional Pay
18	GSR	A	Grant Salary Adj Retro	Additional Pay
19	IOR	A	International Other Retro	Additional Pay
20	IOV	A	International Faculty Overload	Additional Pay
21	ISV	A	Intl Fac Overload Std Trty	Additional Pay
22	ITR	A	International Teaching Retro	Additional Pay
23	IVR	A	Intl Faculty Overload Retro	Additional Pay
24	RST	A	Supplement Retro Teach Treaty	Additional Pay
25	RSV	A	Intl FaC Overload Retro Std	Additional Pay
26	RTS	A	Retro Supp Student Treaty	Additional Pay
27	SAP	A	Special Assignment Pay	Additional Pay
28	SAS	A	Special Assgn Pay Stud Treaty	Additional Pay
29	SAT	A	Special Assgn Teaching Treaty	Additional Pay
30	SHD	A	HR Approved Differential	Additional Pay



HCM Distribution - Distribution Code

Search by Earn Code using the **Distribution** field.

 UNIVERSITY OF SOUTH CAROLINA HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Sign out

USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	05/31/2020 ▾	<input type="text" value="10000"/>
Name	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/> to <input type="text"/>	CL071	<input type="text"/>	06/30/2020 ▾	Chartfield,Name ▾
Job	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/> to <input type="text"/>	126100	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sub-Total
HCM Dept.	Dist.Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sum.Adjustments
Journal.	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Detail[Vertica ▾]
Check	Dist.Class	Account	Costshare		
<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	Dist.Code				
<input type="text"/> to <input type="text"/>	ASA				



HCM Distribution - Distribution Code

The search returned all employees that received an **Administrative Salary Adjustment (ASA)** for CL071/Dept 126100 for pay periods 5/31/2020, 6/15/2020, and 6/30/2020.

Records Found: 3

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
		ACCOUNT	EARN END	DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL		
1		UG65 51300	126100 05/30/2020	C12 ERN-ASA-Administrative Salary Adjstmnt	05/31/2020	A0000008752 8000377524 : 05/29/2020	CL071-126100-A0001-101-- 1920-11-PAY0100620	416.67 416.67
		LABOR: 416.67 (6.89%)		FRINGE: (0.00%)				416.67
2		UG65 51300	126100 06/15/2020	C12 ERN-ASA-Administrative Salary Adjstmnt	06/15/2020	A0000008752 8000389319 : 06/15/2020	CL071-126100-A0001-101-- 1920-12-PAY0101523	416.67 416.67
		LABOR: 416.67 (6.89%)		FRINGE: (0.00%)				416.67
3		UG65 51300	126100 06/30/2020	C12 ERN-ASA-Administrative Salary Adjstmnt	06/30/2020	A0000008752 8000386389 : 06/30/2020	CL071-126100-A0001-101-- 1920-12-PAY0102721	416.67 416.67
		LABOR: 416.67 (6.89%)		FRINGE: (0.00%)				416.67
LABOR:		1,250.01		FRINGE:	(0.00%)	TOTAL:		1,250.01



Dual Fringe Enhancement

Before the January 31 in HCM insurance fringe followed the salary, not the primary position, so the dual positions were getting charged insurance fringes. Many of you requested that we move the insurance fringe back to the primary position as it was in legacy payroll and we were able to this manually via retro payroll fringe entries.

What does this mean?

- With this enhancement, insurance fringe will automatically be applied to the primary position
- This enhancement is in place for all current and future dual positions. The system automatically applies the override based on the dual employment position indicator.
- Due to this automation, the enhancement applies to all dual employment positions.

This enhancement went into effect with the **January 31st** payroll and affected insurance fringes only (health, life, dental, and disability). Retirement and FICA will still follow the salary.



Covid 19/W2 - Where to find the information

- Employees who took FFCRA-Required Sick/Family Leave in 2020 should receive two W-2 forms.
 - The first W-2 reports 2020 wages.
 - The second W-2 reports 2020 FFCRA-Required Sick/Family Leave wages in BOX 14 for informational purposes only.
- The IRS requires that an employer report/include any FFCRA-Required Sick Leave wages and Expanded Family Leave wages paid to an employee in the amount of wages in Boxes 1, 3 (up to the Social Security wage base) and 5 of Form W-2.
- They also require an employer to report to each employee the separate type and amount of FFCRA wages that were paid in Box 14.



Covid 19/W2 - Where to find the information

Copy B-To Be Filed With Employee's FEDERAL Tax Return			This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008			Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile											
Form W-2 Wage and Tax Statement 2020			7 Social security tips			1 Wages, tips, other compensation			2 Federal income tax withheld								
c Employer's name, address, and ZIP code UNIVERSITY OF SOUTH CAROLINA UNIV. OF. S. CAROLINA 1600 HAMPTON ST. COLUMBIA SC 29208			8 Allocated tips			3 Social security wages			4 Social security tax withheld								
e Employer's name, address, and ZIP code [Redacted]			9 [Redacted]			5 Medicare wages and tips			6 Medicare tax withheld								
			10 Dependent care benefits			11 Nonqualified plans			12a See instructions for box 12								
			13 <small>Statutory employee</small> <small>Retirement plan</small> <small>Third party sick pay</small>			14 Other \$471.25 Sick leave wages subject to the \$511 per day limit			12b								
			b Employer identification number (EIN)						12c								
			a Employee's social security number						12d								
15 State Employer's state ID number			16 State wages, tips, etc.			17 State income tax			18 Local wages, tips, etc.			19 Local income tax			20 Locality name		
Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)			OMB No. 1545-0008			Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile											
Form W-2 Wage and Tax Statement 2020			7 Social security tips			1 Wages, tips, other compensation			2 Federal income tax withheld								
c Employer's name, address, and ZIP code UNIVERSITY OF SOUTH CAROLINA UNIV. OF. S. CAROLINA 1600 HAMPTON ST. COLUMBIA SC 29208			8 Allocated tips			3 Social security wages			4 Social security tax withheld								
e Employer's name, address, and ZIP code [Redacted]			9 [Redacted]			5 Medicare wages and tips			6 Medicare tax withheld								
			10 Dependent care benefits			11 Nonqualified plans			12a								
			13 <small>Statutory employee</small> <small>Retirement plan</small> <small>Third party sick pay</small>			14 Other \$471.25 Sick leave wages subject to the \$511 per day limit			12b								
			b Employer identification number (EIN)						12c								
			a Employee's social security number						12d								
15 State Employer's state ID number			16 State wages, tips, etc.			17 State income tax			18 Local wages, tips, etc.			19 Local income tax			20 Locality name		
Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return			OMB No. 1545-0008			Dept. of the Treasury - IRS											



Covid 19/W2 - Where to find the information

- Please inform employees that if they received a second W-2 with information in Box 14 it is for informational purposes only.
- Forms were mailed January 27.
- Terminated employees do not have access to PS and will need to reach out to payroll.
- If an employee would like a reprint, please email payroll@mailbox.sc.edu. They will need to include:
 - USCID
 - last 4 digits of SS
 - address for mailing the form



Summer Comp – Tools Available to Track Project Funding

- HR is continuing to receive Summer Comp forms for 2020
- Received feedback from the Faculty Senate IT Committee that they do not have the tools they need to see what is left on their projects

There are two tools available to help track project funding:

- **HCM Distribution:** provides a monthly listing of all employees in the department in the payroll system. It can help identify that the correct employees are funded by the project and each employee is charged appropriately.
- **Grant Dashboard:** provides the ability to access expense data using the following search criteria: PI, Contract, and Project (USCSP and USCIP), the ability to expand categories to show detail account codes and displays the budget and actual expenses for direct expenses and cost share.



Summer Comp – Tools Available to Track Project Funding

Uof SC South Carolina

Office of the Controller

ACCURATE AND TRANSPARENT

From financial reporting and accounting services to contracts and supplier management, the Office of the Controller upholds the highest standards.

The Office of the Controller is responsible for ensuring proper stewardship of the university's financial resources through effective policies, procedures and internal controls. We strive to provide excellent customer service and the highest integrity in financial reporting.

Office of the Controller

- General Accounting
- Grants and Funds Management
- Supplier and Tax Management
- Cash and Treasury Management
- Financial Reports and Transparency
- Chart of Accounts
- Policies and Procedures
- Contact Us

Expand all

- *NEW* How to Use the Finance Intranet
- *NEW* Travel Advisories and Policies
- *NEW* Supplier Self-Service Onboarding Portal
- *NEW* Grant Dashboard Reporting Tool**
- 2019-2020 Fiscal Year End
- Time and Effort Reporting System
- HCM Payroll Distribution Reporting Tool**
- Retro Payroll Funding Changes Update
- Graduate Assistant Emergency Financial Burden Loan Fund

Office of the Controller

Mandy Kibler, University Controller
1600 Hampton Street, 6th floor
Columbia, SC 29208
Phone: 803-777-2602
Fax: 803-777-9586

Access Financial Systems

PeopleSoft Finance
PeopleSoft HCM
Finance Intranet
University of South Carolina
Electronic Research Administration (USCeRA)

- Resources for these accounting tools can be found on the homepage of the [Controller's Office](#) website.
- The Controller's Office will be inviting members of the Faculty Senate IT Committee to a Lunch and Learn where HCM Distribution and the Grant Dashboard will be demonstrated.
- The Lunch and Learn is scheduled for **March 24, from 12-1 pm.**
- Summer Comp training coming soon.

Late Paperwork to Benefits

What happens when termination paperwork is late to Benefits?

PEBA will refund a maximum of 31 days retroactive of premiums.

- **Example:** If we receive a termination today; however, the term is retro to 12/1/2020 because we are in the March billing cycle, the termination date will be 3/1/2021.
- This means that the university is responsible for both the employer and employee share of the premiums from 12/1/2020 to 3/1/2021.



Leave of Absence - Overpayments

- Paperwork submitted weeks or months later.
- Requires a lot of analysis on the payroll side.
- Corrections to accounting and earnings must be made.
- All leave of absence salary overpayments will be paid back through payroll deductions.
- Payroll Department is in the process of pursuing a Payroll Marketplace where employees can pay back benefit arrears related to LOA.



Where to Find Resources



Payroll Department

[Payroll Department](#)

[My Payroll](#)

[Pay Dates](#)

[Direct Deposit](#)

[International Payroll](#)

Payroll Toolbox

[ITAMS Reference](#)

[Forms](#)

[Payroll Schedules](#)

[Student Account Codes](#)

[HCM PeopleSoft Resources](#)

[Time/Labor and Absence
Management Implementation](#)

[Office Contacts](#)

Payroll Toolbox

Payroll Hot Topics

The Payroll Office is pleased to announce that monthly **Payroll Hot Topics** webinars will begin **February 26, 2020**. The goal is to provide the HCM PeopleSoft user community with information, tips and training on new processes, policies and features as it relates to Payroll in PeopleSoft.

February 26, 2020

Expand all



April 29, 2020



May 28, 2020



July 8, 2020



September 30, 2020



November 18, 2020



Contact Payroll

Phone: 803-777-4227

Fax: 803-777-8080

1600 Hampton Street, 7th floor

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Columbia, South Carolina 29208



Contact Information

For questions regarding **Overpayments**, please email
Christal Rush: rushc2@mailbox.sc.edu

For questions regarding **W-2s**, please email Jake Kiehl:
kiehl@mailbox.sc.edu

For general Payroll questions, please email
payroll@mailbox.sc.edu



QUESTIONS



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