

Part Time employees with Part Time Benefits Not Calculating Fix

Payroll Partners,

This communication notice is in regard to a May Change Advisory Board (CAB) release item for part-time employees that have part-time benefits. Since Workday Payroll went live on December 1, 2022, there has been an issue with part-time employees with part-time benefits not adjusting when there are changes to hours entered after Run 1. This issue will be fixed with the May CAB implementation.

What payroll partners need to know:

- The fix will automatically adjust the premiums as needed when payroll runs in production with the new memo code "Hours Accumulator – Memo"
- New Memo Code: "Hours Accumulator – Memo" will appear in "Pay Results" under the "Pay Accumulations / Balances" tab.
- New memo code effective dated May 1, 2024
- For pay periods prior to May 2024, the system does not have the memo code to know what hours were used in prior periods. Use the 2023 or 2024 PT PEBB Insurance Calculator Tool Template (Workday Drive > Payroll Information and Resources > Calculations > 2023 or 2024 PT PEBB Insurance Calculator Tool Template) to calculate any potential adjustment needed for those periods.
- As a reminder, the system will not bring anything forward after Dec. 1, 2023, because of the new No Retro Date (NRPPT).

What payroll partners will see in Pay Results:

- Moving forward, if this process determines hours changed and premiums need to change, there will be an adjustment to the employee and employer share of core benefit deductions that will come over in retro pay periods. These changes should always net to zero and can be seen on an employee's payslip.
 - Example (see screenshots below): The "Employee Pre Tax Deduction" share could see a negative entry on their payslip (money to the employee) and the "Employer Paid Benefits" would see a corresponding positive entry (increase the amount the employer is paying).



Payslip: [REDACTED]
(Regular) - Pending Completion of Retro

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Employee Pre Tax Deductions

Description	Amount	YTD
PEBB - EE OPT Life Pre Tax	20.82	100.06
PEBB-MODA Synergy PT 1% Pre Tax(HEM)	148.31	799.82
PEBB - Standard Life - Basic 1% Pre Tax	0.81	7.23
PERS	225.53	225.53
PERS	202.72	1,239.09
PEBB - Delta Dental PPO 1% Pre Tax - 04/01/2024 - 04/30/2024	(2.60)	
PEBB-MODA Synergy PT 1% Pre Tax(HEM) - 04/01/2024 - 04/30/2024	(30.65)	
PERS - 04/01/2024 - 04/30/2024	22.81	
Total:	632.48	2,651.91

Employer Paid Benefits		
Description	Amount	YTD
Miscellaneous - Employee Relations Board Assessment	2.19	13.14
PEBB - Delta Dental PPO 1% ER	55.25	319.70
PEBB-MODA Synergy PT 1% ER (HEM)	1,040.66	5,822.18
PEBB - Standard Life - Basic 1% ER	0.79	2.37
PERS Bond Debt	162.17	991.27
PERS Pension	617.60	3,775.06
PEBB - Delta Dental PPO 1% ER - 04/01/2024 - 04/30/2024	2.60	
PEBB - Delta Dental PPO Premier 1% ER		(132.72)
PEBB-MODA Synergy PT 1% ER (HEM) - 04/01/2024 - 04/30/2024	30.65	
PERS Bond Debt - 04/01/2024 - 04/30/2024	18.25	
PERS Pension - 04/01/2024 - 04/30/2024	69.50	
Total:	1,999.66	10,791.00

To Identify workers that may have over 80 hours:

- Run the **AUD|Monthly Time Variance Report**
- If there are PT employees over 80 hours, then those employees should be reviewed for premiums prior to May 2024.
- Employees that make adjustments on time sheets prior to May 1, 2024, will need to be manually adjusted using the PEBB PT Calculators in Workday Drive > Payroll Information and Resources > Calculations > 2023 or 2024 PT PEBB Insurance Calculator Tool Template).

Workaround Steps for periods prior to May 2024:

- 1) If there are additional hours worked after Run 1, the employee will need to make sure those are entered, submitted and approved to determine the hours worked for the pay period of the adjustment
- 2) Go to the Benefits Tab for the employee to see the PEBB Benefits the employee premiums calculated for a month
- 3) Enter the PEBB Benefits details for the worker into the calculator
- 4) Plug in the total hours for the month into the "Total Hrs worked by EE" column for the month and year you are working with in the PT PEBB Calculator
- 5) The "Effective Date" in pay input will be the pay period being adjusted (as long as the date is before the No Retro Date)
- 6) Calculator will calculate the new premium based on the hours worked
- 7) Enter in pay input for the adjustments

Sincerely,

DAS Workday Team

