

# PAYROLL CONCERNS

AUGUST 2021



# Payroll Challenges



January 15, 2021

- Pay rates changed to comply with CalPERS regulations
  - Identifiable rate on Publicly posted Salary Schedule
  - Extra pays such as Bi-Lingual, Shift Differential and Longevity shown separately
- Initially, Longevity and Bi-Lingual missing from some checks or in the wrong amounts

January 29, 2021

- Leave Balances are not printing on the bottom of some Earnings Statements
  - Work with FleetNet to correct
  - Corrected February 25, 2021
- Employee on extended Leave of Absence has not received Earnings Statements
  - Email and mail statements out

February 26, 2021

- Direct Deposit Batch was dated March 26, 2021 in Bank ACH setup
  - Corrected to February 26, 2021
  - Direct Deposits posted later that day

# Payroll Challenges (con't)



May 7, 2021

- Direct deposit file transfer date was processed as 5.10.21 - Reversed
- New file transit date with 5.7.21 processed
- Union Bank processed reversal on 5.7.21
- Manual checks were issued for all employees – Few were picked up
- Many from Finance Team stayed until midnight notifying employees by text, email and printing checks; Management signed all 200 manual checks
- Union Bank issued letter accepting liability and would pay any Bank fees

June 18, 2021

- Direct Deposit year-end file was not approved due to miscommunication. The Director of Finance took full responsibility for the error.
- File was approved for same day processing. A couple of banks did not process deposit until the next day.

Ongoing COVID issues

- The Finance/Payroll Department has been affected three times with personnel out with COVID and COVID related illnesses. The first time left a new Payroll Specialist to handle payroll processing on their own.
- Employee's ability to claim retroactive use of COVID leave has created more time-consuming work and adjustments for Staff in the calculations especially for Extra Board and part-time employees
- Processing of Extra Board/part-time employee's COVID leave pay difficult based on State required calculations.
  - Average number of hours in prior 6 months based on 7-day weeks not 5-day work week
  - Does not give 8 hours per day even if employee worked 40 hours per week for the last 6 months

# Questions?

