Using the Global Changes Functionality When Reporting Contributions

What is the purpose of the Global Changes section?

Global changes allows you to make adjustments to a vast majority of records for each payroll submission.

When should I use this?

The first time an employer submits contributions after go-live, many of them will be converting from a monthly payroll to a new payroll frequency. Global Changes will help update wage information accordingly. After Go- Live, Global Changes can be used to adjust wages in situations like COLA increase in wages.

Before attempting to make a contribution submission, please complete the following:

- Create a Payroll Schedule for the current plan year for the file you are submitting.
- Set up a Payment Account.
- Update your Enrollments for the employees added to or missing from the last contribution submission.

Navigating to Global Changes

- Click on **Report** and then click on **Submit Report.**
- Click on the **Enter Online** button under the *Contributions* section.
- Fill in each blank according to your agencies information and make sure that the dates line up with what you are reporting.
- Copy over regular payment lines
- Follow the steps below for more information on the values to use in the **Wages** and **Rate of Pay Multiplier** fields.
- Enter the current period **Fulltime Work Units.**

Fields in the Global Changes Section

Wages Multiplier

The wages multiplier for manual submitters is located on the "Getting Started" page under the Enter Online Contributions. This is used to switch from monthly to another payroll frequency.

- Below is a guide for the different types of payroll frequencies.

(pp)= # of Pay Periods that month

- Weekly- 0.25 (4 pp) & 0.20 (5 pp)
- Bi- Weekly- 0.5 (2 pp) & 0.33 (3 pp)
- Semi-Monthly- 0.5 (2 pp)
- Monthly- Will leave value at 1.00

Current Period Fulltime Work Units

- In the **Prior Period Fulltime Work Units** field, the system is identifying the full time work units for the report that it is being copied from. In the example this is **160 hours**.

- In this example, the Employer is copying from a monthly report with a pay period of November 1 through November 30 to a weekly report with a pay period of December 1 through December 7. In this case, the Employer needs to change the **Current Period Fulltime Work Units** to 40 Hours to accommodate the shorter pay period.

Rate of Pay Multiplier

The **Rate of Pay Multiplier** field will always stay at 1.00 unless you are trying to give the vast majority in your agency a Cost of Living raise or an across-the-board raise.

Example: If your agency, who pays on a weekly basis, approved a 5% cost of living increase you will need to set your **Rate of Pay Multiplier** field to 1.05 on the contribution report you wish to see that desired change. Every time after that, leave the **Rate of Pay Multiplier** at 1.00.

Getting Started > | Details > | Summary > | Payments | Results

Employer Selection

Please select from the following:

Select the Employer: * — ELWA - LIMESTONE CO WATER AUTH

Select Reporting Frequency: * — Weekly

Pay Period: * — 12/01/2018 - 12/07/2018 - Arrears (0 Days)

Pay Date: * — 12/07/2018

— Monthly (11/01/2018-11/30/2018) Pay Date:11/3(

Copy Regular Payment Lines From:

Please note you have selected to copy a Monthly report to your current Weekly report. This will result in the payroll frequency on each of the enrollments reported on the selected Monthly payroll being updated to Weekly

Global Changes:

Wages Multiplier: — 0.25

Rate of Pay Multiplier: — 1.00

Prior Period Fulltime Work Units	Current Period Fulltime Work Units	
160.00	40.00	Hours

Continue >

Scenarios

Please keep in mind that these variables are just examples and can vary from each pay period.

Bi-weekly

An Employer is copying from
a **monthly report with a pay period of October 1 through October 31**
to
a bi-weekly report with a pay period of October 8 through October 21.
In this case, the Employer needs to change the **Current Period Fulltime Work Units** to 80 Hours to accommodate the shorter pay period.

ELAW - LAWRENCE COUNTY COMMISSION ⌄
Bi-Weekly ⌄
10/08/2018 - 10/21/2018 - Arrears (4 Days) ⌄
10/25/2018 ⌄
Monthly (10/01/2018-10/31/2018) Pay Date:10/3⁻ ⌄

Semi-monthly

An Employer is copying from
a monthly report with a pay period of December 29 through January 11
to
a semi-monthly report with a pay period of January 1 through January 25.
In this case, the Employer needs to change the **Current Period Fulltime Work Units** to 8 Days to accommodate the shorter pay period.
<u>Please note this pay period is 8 days because Monday was a holiday.</u>

EGCA - GREENE CO AMBULANCE SERVC ⌄
Semi-Monthly ⌄
01/12/2019 - 01/25/2019 - Arrears (0 Days) ⌄
01/25/2019 ⌄
Semi-Monthly (12/29/2018-01/11/2019) Pay Date ⌄

Multiple Payroll Frequencies

Example: Employer has 40 employees paid weekly, and 20 paid semi-monthly:

o   Submit contributions for the payroll frequency with the most employees (i.e., weekly in this case) first. In doing so, you will need to delete anyone paid semi-monthly off the report. Immediately after deleting those individuals, you will then need to go to **Search Demographics** screen and change the payroll frequencies for those employees to their actual frequency (i.e., semi-monthly in this case). That way you will not receive an error stating that you have 20 missing employees. You will then proceed to submit payment for the weekly report.

o   For the semi-monthly report, you should **<u>NOT</u>** copy over any regular payment lines. This would result in a blank submission. You would then manually add in the contributions for the 20 semi-monthly employees and then proceed to payment.