

# CHANGES TO PAYSLIPS

Effective January 3, 2021

## OVERVIEW OF CHANGES

With the implementation of Workday on January 3, 2021, employees will notice differences in payroll practices and on the payslips they receive each pay period. The information displayed on payslips will change and you will also notice differences in the way your pay is calculated. While payslips may look different, the modifications are correct and a result of the transition to the new Workday system and corresponding updates to compensation policy. As we convert to workday in December 2020, paychecks can be viewed using Compass after December 11.

See below for details explaining what changes to expect on your payslip.

## CHANGES IMPACTING YOUR PAY

The following three items highlight how changes to the [Scheduling Work and Overtime Compensation Policy 6.10](#) will impact pay.

- ▶ **Overtime payments will be based on the total hours worked (more than 40 hours per week) plus holidays in a given week.**
  - Non-worked hours, such as sick time, vacation time or comp time, will not count toward the overtime calculation.
  - As a result of this policy change, employees can expect differences in their gross pay.
    - \*If this policy conflicts with specific terms in an employee's collective bargaining agreement, the language in the collective bargaining agreement will prevail.
- ▶ **The premium pay rates for employees who work 2nd or 3rd shift, weekends, or receive Call-Back or On-Call pay will now be standardized.**
  - Employees who previously were not eligible for these payments may now be eligible.
  - Employees who receive these types of payments can expect differences in their gross pay because of the changing rates.
- ▶ **Employees who earn compensatory time may use it within 365 days of the date it was accrued. After 365 days from accrual, any unused compensatory time will be automatically paid out to the employee.**

The following two items highlight additional changes that will impact pay:

- ▶ **The calculation of the overtime rate of pay will change when an hourly employee receives [premium pay](#), such as shift and weekend differential, in the same workweek.**
  - This could result in an overtime payment rate that is greater than 1.5x the employee's base rate.



- ▶ **Employees working in the state of Ohio but residing in another state must use Workday to submit Form IT 4 NR - Employee Statement of Residency in a Reciprocity State – in order to receive a state tax credit.**
  - If this form is not present for an employee, taxes will be withheld for both Ohio and the employee's resident state, resulting in a lower net pay amount.

## CHANGES TO PAYSリップ APPEARANCE – NO PAY IMPACT

- ▶ For One-Time Payments, such as a bonus or other lump sum payment types, employees will see dates in the Hours and Earnings section of their payslip. Although these dates may differ from the Pay Period Begin and End dates, the payment will be paid in full on the payslip check date. The dates that appear in this section of the payslip for One-Time Payments do not have any impact on the payment or the employee. For more information about the One-Time Payment, visit your Worker Profile, click Job, then Worker History. Click View Worker History by Category, and then click on the Compensation tab.
- ▶ Employees who have completed the Your Plan for Health (YP4H) Personal Health Assessment (PHA) will see a credit for “Benefit Choice” or “Benefit Advantage” on their payslip issued as a negative deduction, instead of as an earning.
- ▶ Deductions such as Federal Tax Levy, Creditor Garnishment, Bankruptcy, Student Loan, and Support Order were previously bundled on one deduction line but will display as individual line items.
- ▶ Employees with multiple positions will not see YTD Hour values in the “Hours and Earnings” section of the payslip.
- ▶ Employees with positions as both a fellow (non-employee) and non-fellow (employee) will always receive two payslips from Workday - one payslip for each position on the appropriate pay schedule, rather than one combined payslip.
- ▶ There may be occasions where an employee receives two separate payslips for a pay period, resulting in two separate deposits into their bank account. This is typically a one-time occurrence when certain changes are made in Workday and will not occur on a regular basis.
- ▶ If an earning type appears multiple times in the “Hours and Earnings” section, employees will only see the YTD Amount value for that earning type displayed on one line. The amount shown will be the total of all earnings from that earning type.
- ▶ For the Overtime and Holiday Worked earning types, the hourly rate displayed on the payslip will not reflect the rate that was used to calculate the payment. The base hourly rate will display on the payslip, but the dollar amounts for Overtime and Holiday Worked earnings will calculate based on the premium hourly rate for each earning type. This is a display nuance only and does not impact net pay.
- ▶ Nursing employees who receive Certification Pay will see it displayed separately as its own line item instead of in the Hourly Pay line item.



- ▶ For those receiving Clinical Ladder pay, the payment will display as an allowance earning separate from Hourly Pay. While this change will appear to be a decrease in Hourly Pay, there is no impact to gross or net pay as the same total payment amount is still issued.
- ▶ Monthly employees will see Holiday Benefit Pay separate from Salary Pay. Previously, Holiday Benefit Pay and Salary Pay were both displayed under “Regular”.
- ▶ Paid Time Off earnings do not display on the payslip for “Associated Faculty – Semester”, “Graduate Associate”, and “Other Fellow/Trainee” employees.