HRM Payroll Information

We greatly appreciate your efforts during the mock payroll. This has been a valuable learning opportunity for everyone involved. The HRM team would like to extend an opportunity to resolve any payroll and/or leave differences to agency administrators that occurred during the mock. To accomplish these activities, the HRM PRD environment will be restored back to 09/27 right before the 10/1/24 arrear's payroll was initiated. We would like to make you aware of the following information:

- A CURRENT copy HRM PRD data will be deployed to the Sandbox environment on 10/06/2024. (Anything keyed after 9/27/24 will be copied over)
- HRM PRD will be offline on 10/07 & 10/08 for the data restore and preparation for the second run of the mock payroll process (Arrears Payroll 09/01-09/15; Paycheck date 10/01).
- Any manual entries since 09/27 will not be available after the HRM PRD restore. The items keyed after 09/27 will be available in the Sandbox only.
- HRM PRD will be available on 10/09/2024 for keying of payroll corrections and/or leave differences from the original HRM mock run payroll. Each agency point of contact has received a worklist which contains employee payroll and/or leave differences. Please review, research, and resolve any of the following information which relates to your pay and/or leave differences:
    - Review and correct eSTART Leave TADJ rejected worklist transactions.
    - Research manual entries which might have impacted payroll results (TADJ, OTIME, LWOP, One Time Pay, One Time Deductions).
    - Resolve any ESMT entries which occurred within GHRS but not HRM (Pay Rate, Salary Change, Deduction additions/removals).
- On 10/10/2024 at 5pm the HRM application will be brought offline for payroll processing (re-running 10/1/24 arrears paycheck).
- Refer to the "After Payroll FAQs" document below and on the HRM website to assist with administrator questions and research.

HRM Training staff will offer another online assistance on 10/09 & 10/10.
The link for the training session is **Join the meeting now** .

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HRM Training classes are being added throughout October.
Please visit https://sbsapptraining.alabama.gov/ to register for a class.

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To report any login or application issues please call the HRM Help Desk
at hrmsupport@finance.alabama.gov or (334) 353-9700

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(334) 353-9700
Mon-Fri | 8am-5pm CST
HRMSupport@finance.alabama.gov

ALHRM.ALABAMA.GOV

After Payroll FAQs

Q How do I look up paychecks?

A There are two options in HRM:

- ✓ Payroll Management Activity Folder (PAYM)
  - Issued Checks/Advises
  - Pay Distribution Detail
  - Pay Details
  - Deduction Details
  - Fringe Details
  - Employee Pay Summary and related tabs
  - Employee Pay Details History
  - Employee Accounting Data
- ✓ Pay Check Inquiry Activity Folder (QPCHK)
  - Issued Checks/Advises
  - Pay Distribution Detail
  - Pay Details
  - Deduction Details
  - Fringe Details
  - Pending Check/Advices and related tabs

Q Where can I find information related to an employee's Leave?

A Use the Leave Management Activity Folder (LEAVM).

- ✓ Leave Balances
- ✓ Leave Activity
- ✓ Leave Summary by Year
- ✓ Leave Accrual and Usage by Month
- ✓ FMLA Service Hour and Usage

Q Where do I find information related to my employee's taxes?

A Use the Deduction Management Activity Folder (DEDM).

- ✓ Net Pay Distribution
- ✓ Employee Tax Parameters and additional Withholdings
- ✓ Employee Pension Profile
- ✓ Miscellaneous Deductions

After Payroll FAQs

Q How do I view the current ESMT?

A The current ESMT may be found on two tabs of the Employee Profile Management (EPM) Activity folder.

- ✓ Employee Status Maintenance tab.
  - Scroll down to the grid.
  - Click the carrot ▶ to view the General Information Tab.
  - Click the tabs at the top to view the remaining details (i.e. Assignment Information, Classification Attributes, etc.)
  - If changes are needed on the ESMT click the Modify button. Be sure to update the From Date.
- ✓ Employee Status Maintenance Log tab.
  - Scroll down to the grid.
  - Top ESMT is listed first.
  - You may click the Transaction ID to view an ESMT completed in HRM.
  - Click the carrot ▶ to view the General Information Tab.
  - Click the tabs at the top to view the remaining details (i.e. Assignment Information, Classification Attributes, etc.)

Q How do I modify my employee's deductions?

A From the home page select the Deductions Management (DEDM) quick link.

- ✓ Search for the employee using the filters.
- ✓ Click the View button in the grid results.
- ✓ Select the tab for the deduction you need to modify.
- ✓ Scroll to the grid.
- ✓ Click the line 3-dot menu.
- ✓ Click Related Actions.
- ✓ Click Modify …
- ✓ The line will open in draft, make the necessary updates.
- ✓ Always update the From date to the effective date of the change.
- ✓ Click the Validate, Submit, and Close Button.

Note 1: If there is not a current deduction to modify click Create.

Note 2: Some tabs are for view only, for example, additional withholdings tabs are view only, modification are completed on the Employee Tax Parameter tab.

After Payroll FAQs

Q How do I find my rejected Timesheet Adjustments (TADJ)?

A From the home page select the Transaction Search quick link.

- ✓ Select the Time quick link.
- ✓ Complete the search fields to help locate your files:
  - Transaction Code (TADJ)
  - Transaction Dept
  - Transaction Unit
  - Transaction Status (Rejected).
- ✓ Click the Search button.