05/11/12

The current 1-digit FICA/Retirement Code fields on the Job Data / Payroll panel will be expanded to 2 digits on 06/25/12 and the 2 digits will be the only fields on the PeopleSoft panel. There will be no double entry of FICA/Retirement code data as mentioned below.

Additionally, the FICA/Retirement code for existing PeopleSoft records will be electronically converted from 1 to 2 digits.

Call the HRIS hotline for questions.

Steve
Payroll Panel

Process

- Enter current 1-digit Retirement code, FICA code
- Enter corresponding 2-digit 07/01/12 FICA code, Retirement Code
- After DAGS converts to 2 digits, current Retirement code, FICA code will be removed from Payroll Panel
- Electronically convert current records
- Timeframe – Email announcement