EEO/AA Office
New Ethnicity Form

PeopleSoft & Payroll
Name Field Reminders
New Codes
Payroll Reminders

Update Personal Information Panel

No Periods in Name Field
- Update Personnel Info – Name History panel
- Do not include periods in any name field
- Error message displayed if period entered
- Current records with periods fixed
Review of Name Field

- Enter data in appropriate fields
  - First, Middle, Last
- Use Upper/Lower Case – not all UPPER
- Suffixes should be Upper/Lower
  - Example: Jr, Sr, I, II, III, IV
  - Use no periods

New Personal/Reason Codes

- Electronic Payroll Change Schedule needs to track following data changes:
  - New - Marital Status: Data Change 908
  - New - Warrant Distribution: Data Change 909
  - Exemptions: Data Change 907

Required Signatures

- PNF using 907, 908, 909 ONLY
  - Requires only appointing officer signature
- Combined with non-907, 908, 909 actions
  - Requires normal signatures

New Marital Status Code

- New Code “T”
  - Married but filing Single for tax purposes
    - Form W-4, HW-4 checks “Married, but withhold at higher single rate” block
  - PeopleSoft stores “T” code; PNF prints “T”
  - DataMart stores “M” code
  - Payroll Change Schedule sends “S” code to DAGS Payroll
PeopleSoft & Payroll Mismatch

Remember to use these action/reason codes:

**New** - Marital Status: Data Change 908
**New** - Warrant Distribution: Data Change 909
Exemptions: Data Change 907

<table>
<thead>
<tr>
<th>Payroll Action</th>
<th>Payroll Reason</th>
<th>Payroll Reason</th>
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<tr>
<td>Send PNF to Payroll button</td>
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OHR End of December Deadlines

- Dec 14 – Submit 403(b) Salary Reduction Agreements for 01/15/10 and 01/20/10 paydates
- Dec 15 – Enroll/cancel February 2010 bus pass, Handi-Van fare coupons or Van Pool voucher
- Dec 15–18 – Employees pick up January bus pass, Handi-Van fare coupons or Van Pool voucher

OHR End of December Deadlines

- Dec 16, 4:30 pm – Deadline for submission of all Civil Service PeopleSoft actions
- Dec 17, 4:30 pm – PeopleSoft unavailable until December 29, 8am

Payroll Reminders

- Send all PNF hardcopies to Payroll by appropriate payroll deadline
- ePNF not processed until matching hardcopy received by payroll
- W-4, HW-4 forms attached to hardcopy PNF
- Press “Send PNF to Payroll” button
Payroll Deadlines

- Payroll Deadline – Dec 17, 4pm
- W2 Address Deadline – Dec 17, 4pm
- Scan Sheet Distribution – Dec 18, 9am
  - In the Payroll Office (instead of mailroom)
- Payroll Office open 12/23/09 & 12/30/09
  - Hours: 8am to 11am
- Faculty Paycheck Distribution on 12/31/09
  - Hours: 8am to 10am

Questions?
<table>
<thead>
<tr>
<th>Ethnicity &amp; Race</th>
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<tbody>
<tr>
<td>[HS] Hispanic or Latino</td>
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<tr>
<td>[CA] White</td>
</tr>
<tr>
<td>[AA] Black or African American</td>
</tr>
<tr>
<td>[HW] Native or Part Hawaiian</td>
</tr>
<tr>
<td>[GC] Guamanian or Chamorro</td>
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<tr>
<td>[SA] Samoan</td>
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<tr>
<td>[TO] Tongan</td>
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<td>[GP] Other Pacific Islander</td>
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<table>
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<th>Military Status:</th>
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