

Payroll has 5 basic functions:

- Process paychecks
- Maintain payroll deductions and tax withholdings
- Process Health, Dental and Group Life Insurance
- Maintain Employee Attendance Records
- Process Workers' Compensation

**The first function** is the employee paycheck. I would like to go over the other earnings in addition to your regular salary. Your other earnings include weekend differential, overtime, shift differential, meal allowance and supplemental payments such as longevity and the Working Conditions Stipend for NP-4 employees.

**OVERTIME:** For NP-4 contracts, all time and one half overtime begins after 40 hours per week. For other contracts, please check your contract book.

**SHIFT DIFFERENTIAL:** Shift is paid for 2<sup>nd</sup> and 3<sup>rd</sup> shift and is paid for actual hours worked at .80¢ per hour. Weekend differential is .55¢ per hour.

**MEAL ALLOWANCE:** (For NP-4 Union Contract Members). Paid for actual shift worked. You need to work at least ½ of a shift to be paid the meal allowance. The allowance is \$8.00 per meal.

**WORKING CONDITIONS STIPEND:** NP-4 employees receive this payment once a year, payable in the first check in December. NP-4 employees are Correction Officers, Correctional Counselors, Correctional Maintenance Supervisors and Correctional Food Service employees. This payment is considered supplemental income and is taxed accordingly.

**LONGEVITY:** Paid twice a year in April and October after ten years of service. You should be aware that all service counts even if it is not continuous. War Service also counts towards longevity. If anyone has been in the Armed Forces or has prior state service you should speak to your Human Resource Personnel Officer. Your DD-214 should be submitted and any paperwork regarding your prior service should also be submitted. Longevity payments are considered supplemental income.

DO YOU HAVE ANY QUESTIONS?

**The second function** of payroll is **Employee Payroll Deductions and Tax Withholdings**. Your withholdings are your federal and state taxes and FICA. Your federal and state taxes can be adjusted at any time. The federal and state W-4 form should be submitted to the Payroll Department in Wethersfield. The IRS considers longevity; bonuses, overtime, backpay, awards and retroactive

payments as supplemental wages and these are taxed at a flat rate of 28%, regardless of your filing status.

The State Comptrollers department processes and maintains any voluntary deductions, such as personal insurance and all wage executions such as creditors, IRS Levy and child support orders. The DOC payroll unit processes credit union deductions.

### **Any questions?**

**The third function** is maintaining the **Health, Dental and Group Life Insurance**. Employees in a permanent position who are eligible for benefits are entitled to participate in the State sponsored health and dental insurance plans.

**Open Enrollment** is during the month of May every year. During this time you can change your carrier or add dependents. Any changes made during open enrollment are effective July 1<sup>st</sup> of each year.

The exception for adding dependents during the year is marriage, new birth or adoption and loss of benefits. The paperwork for these exceptions needs to be done within 30 days of the event.

The state also offers a plan called **FLES**, which is the family coverage less an employed spouse. This offers a lower rate if both you and your spouse are employed by the state. You will need to contact Human Resources to let them know where your spouse is employed. You will also need to fill out the insurance application accordingly so that Payroll can process your deduction correctly.

In addition is the **COBRA ACT of 1985**. **COBRA (Consolidated Omnibus Budget Reconciliation)** is available for a child who is no longer a dependent or over the age limit, for divorce and also if terminated. If any of these events occur, you should contact Payroll or Human Resources for the necessary applications.

**GROUP LIFE INSURANCE:** Group Life Insurance is offered to all new hires. The amount of insurance and the premium is based upon your salary. If you choose not to sign up for life insurance at the time of hire and decide later that you want the insurance you will need to apply. An evidence of insurability form must be filled out and signed. After this form is submitted to the Group Life Division, they then make the determination if you are eligible.

And always remember to update your beneficiaries when situations change, such as marriage, divorce, or children. You can obtain beneficiary change forms from Human Resources.

**The fourth payroll function** is to update and maintain **attendance records**, balances of sick, vacations, personal leave and holidays. Payroll enters data daily from facility rosters for custody staff and also from bi-weekly timesheets submitted from departments such as Maintenance, Food Service, Counselors, Religious Services and Education.

I would like to go over how your balances are charged when you use time. All NP-4 employees are tracked in days. The smallest unit of time that can be taken from your balances is  $\frac{1}{4}$  of a day. If less than  $\frac{1}{4}$  of a day is used,  $\frac{1}{4}$  of a day will still be charged against your balances.

All other employees, such as managers, clerical staff, chaplains, and teachers are tracked in hours and your balances are in hours. The smallest unit of time that can be used  $\frac{1}{4}$  of an hour.

When you are taking any time off, your immediate supervisor in advance of taking the time off must approve the time off request form. If the request has not been approved, the day will be unauthorized leave and your pay will be docked.

**The fifth function of Payroll is Workers' Compensation.** The Payroll Workers' Comp. Unit works closely with the state's Workers' Compensation third party administrator, GAB Robins, to ensure that all paperwork is correct and submitted in a timely fashion and to ensure that the transition from being paid by DOC to being paid by GAB Robins is smooth and as problem free as possible for the injured employee.

If you are injured, you must report the injury to your immediate supervisor. The supervisor will provide you will a packet of forms to fill out. **It is extremely important that you fill out all the forms in the packet completely, even if you do not expect to lose any time from work.** When the forms are completed, return them to your supervisor. The information will then be sent to the Workers' Comp. Unit for processing.

#### **Any questions regarding Workers' Compensation?**

I have two final issues to go over with you. **Address Changes and Direct Deposit.**

**First**, it is extremely important when you change your address to notify Human Resources and Payroll. If you do not change your address, any insurance cards, notifications or your paycheck, if mailed could be lost or delayed. And if your paycheck is lost due to an incorrect address, it could take approximately two weeks to get a replacement check to you. You can obtain the forms for an address change from Human Resources.

**Last is Direct Deposit.** The advantage of having direct deposit is that your deposit should be in your account on Thursday morning on payday. (Remember, if there is a Holiday in that pay cycle this date could change.) When you sign up for direct deposit, it will take 4 or 6 weeks to begin. Please remember to contact Payroll ahead of time if you are planning to close your present account or change banks. There is a specific time frame for making changes. You may need to keep an old account open for an extra pay period until the changes can be made.

Are there any questions on any of the subjects I have covered today?