



State of Oklahoma CORE Project

Business Process and Best Practices:

Financial Reimbursement for Educational Expenses Act of 2007

House Bill 1114

Summary:

House Bill 1114 permits executive branch state agencies to make direct payments on behalf of an eligible employee to any private or public entity for qualified educational loan expenses, pursuant to the guidelines in the above referenced HB.

This documentation explains how to initiate the payments through the payroll system.

Codes and Funding to Use:

There are special TRC, earnings and deductions codes setup that you will be using when initiating loan payments in relation to this House Bill. They are as follows:

- TRC Code = QEL
- Earnings Code = QEL associated with object code of 511300 and setting tax calculation to 'Supplemental' (25% FWT and 5.65% SWT for 2007).
- Deduction Code = QEL associated with employee liability code of 633190.

Determining Gross-Up Amount:

First you will need to determine the gross-up amount to use when entering the data into Weekly Elapsed Time. The steps below walk you thru calculating the gross-up amount.

- Navigate to 'Online Check' process. (Compensate Employees> Manage Payroll Process (US)> Use>Online Check)
- Enter the pay period end date associated with the employee's next main pay cycle; enter the Emplid and Empl Record # of the employee receiving the payment. Then click the button.



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Online Check - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7001/servlets/clientervlet/hrg4b/?ICType=Script&ICScriptProgramName=WEBLIB_

Home > Compensate Employees > Manage Payroll Process (US) > Use > Online Check

Online Check

Find an Existing Value

Pay Period End Date: 04302007

EmplID: 100052

Empl Rcd Nbr: 0

Search Clear Basic Search

- The question below will pop up. Click on the button.

Online Check - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7001/servlets/clientervlet/hrg4b/?ICType=Script&ICScriptProgramName=WEBLIB_

Home > Compensate Employees > Manage Payroll Process (US) > Use > Online Check

Do you wish to use the paysheet creation process to create data for this employee for online use? (2000,139)

You can use the paysheet creation process to create data for an employee for online processing. This will create data as created by the normal paysheet process for the employee selected; Please select 'yes' if you wish to do so.

Yes No

- You will then be taken to the on-line check page, as shown below:



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Online Check - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7001/servlets/iclientservlet/hrg4b?ICType=Script&ICScriptProgramName=WEBLIB

Home Worklist Help Sign Out

Home > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Use](#) > [Online Check](#) [New Window](#)

Company: 090 Pay Group: ME1 Pay Period End Date: 04/30/2007 Page: 1
 ID: 100052 Name: Dack IV, Duffy B Line: 1
 Empl Rcd#: 0 Check Dt: 04/30/2007 Check #: Regular

Online Check Request Find | View All First 1 of 1 Last

Save and Calculate Return to Search + -

OK to Pay Override Hourly Rate No Direct Deposit Gross-Up TL Records

Reg Rt Cd Reg Hrs OT Rt Cd OT Hrs Hourly Rate Reg Salary
 0.01

Earnings Begin/End Dates *State Locality
 04/01/2007 04/30/2007 OK

*Benefit Deductions Taken Ben Ded Subset *General Deductions Taken Genl Ded Subset
 Deduction Deduction

Other Earnings Find | View All First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Rate	Amount
<input type="text"/>					

[One-Time Deductions](#) [One-Time Taxes](#) [One-Time Garnishments](#)

- Fill out the page as follows:
 1. Click on the 'Gross-Up' check box.
 2. Change 'Benefit Deductions Taken' to 'None'.
 3. Change 'General Deductions Taken' to 'None'.
 4. In the 'Other Earnings' criteria box, enter the earnings code 'QEL' in the box labeled 'Code', and enter the amount of loan payment in the 'Amount' box. (In this example we want to make a \$5000.00 loan payment.) Your page should now look like the one below:



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- Click on the **Save and Calculate** button. You will then be taken to the 'Online Results' page as shown below:



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Online Check Results - Microsoft Internet Explorer

Address: http://webdev.oktaosf.state.ok.us:7001/servlets/clientservlet/hrg4b?ICType=Script&ICScriptProgramName=WEBLIB_MENU.ISCRIPT3.FieldFormula

Home Worklist Help Sign Out

Home > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Inquire](#) > **Online Results** [New Window](#)

Online Results

Dack IV, Duffy B	ID: 100052	Page: 1
Company: 090	Earnings: 8,103.93	Empl Rcd#: 0
Pay Group: ME1	Taxes: 3,103.93	Check #: 1
Pay Period End Date: 04/30/2007	Deductions: 0.00	Form ID:
	Net Pay: 5,000.00	On-line

Confirm & Print Delete Reverse & Confirm Change Data

Earnings

Deductions

Taxes

Return to Search

- The top of the page gives you the gross-up earnings, total amount of taxes that will be taken on this earnings and shows the Net Pay amount of \$5000.00 (the original amount we entered in the 'Other Earnings' criteria box along with the earnings code. Click on the arrow next to **Earnings** towards the bottom of the page. You will notice that the amount you entered has changed to be the actual 'Gross-Up' amount (\$8103.93) that you will need to enter into Weekly Elapsed Time along with the TRC code of 'QEL'. (See below).



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- If you want to see how the taxes are broken down, click on the arrow next to **Taxes** located toward the bottom of the page.



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Online Check Results - Microsoft Internet Explorer

Address: http://webdev.oktaosf.state.ok.us:7001/servlets/client/servlet/hrg4b?1CTType=Script&ICScriptProgramName=WEBLIB_MENU.ISCRIPT3.FieldFormula...

Home Worklist Help Sign Out

Pay Group: ME1 Taxes: 3,103.93 Check #:
 Pay Period End Date: 04/30/2007 Deductions: 0.00 Form ID:
 Net Pay: 5,000.00 On-line

Confirm & Print Delete Reverse & Confirm Change Data

Earnings Deductions Taxes Find | View 3 First 1-7 of 7 Last

State	Tax Entity	Resident	Tax Class	Tax Amount	Taxable Gross	AP Status
	US Federal		OASDI/EE	502.44	8,103.93	
	US Federal		OASDI/ER	502.44	8,103.93	
	US Federal		MED/EE	117.51	8,103.93	
	US Federal		Withholding	2,025.98	8,103.93	
	US Federal		Med/ER	117.51	8,103.93	
OK	State	Y	Withholding	458.00	8,103.93	

- You will want to do a print screen of these pages to keep with your records and for referencing when actually entering the gross-up amount in Weekly Elapsed Time.
- Now MAKE SURE you click on the **Delete** button which takes you out of the Online Check process and deletes these off-cycle paylines.



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Online Check Results - Microsoft Internet Explorer

Address: http://webdev.okaof.state.ok.us:7001/servlets/iclientservlet/hrg4b?1CTType=Script&ICScriptProgramName=WEBLIB_MENU.ISCRIPT3.FieldFormula...

Home Help Sign Out

Online Results

Dack IV, Duffy B ID: 100052

Company: 090 Earnings: 8,103.93 Empl Rcd#: On-line

Pay Group: ME1 Taxes: 3,103.93 Check #:

Pay Period End Date: 04/30/2007 Deductions: 0.00 Form ID:

Net Pay: 5,000.00

Buttons: Confirm & Print, **Delete**, Reverse & Confirm, Change Data

Earnings Find | View All First 1 of 1 Last

Begin Date: 04/01/2007 End Date: 04/30/2007

Rate Code	Hours	Rate	Earnings	Hourly Rate:	27.933473
Regular:				FLSA Rate:	
Overtime:				Shift Rate:	N /
Reg Earns:				State:	OK
Rate Used:	Hourly Rate			Locality:	

Other Earnings Find | View All First 1 of 1 Last

Code	Description	Rate Code	Hours	Rate Used	Amount
QEL	Qualified Educational Loan Rei				8103.93

Deductions

Taxes

Return to Search

Processing Thru PeopleSoft Payroll:

Step 1:

- Navigate to Weekly Elapsed Time. (Self Service>Manager>Tasks>Weekly Elapsed Time). On the Search Criteria page enter the Emplid and Date as you normally do when entering exceptional pay into Time and Labor. Then click on the **Search** button.



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Weekly Elapsed Time - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7001/servlets/clientervlet/hrq4b/?ICType=Script&ICScriptProgramName=WEBLIB_MENU.ISCRIPT3.FieldFormula...

Home > Self Service > Manager > Tasks > Weekly Elapsed Time

Weekly Elapsed Time

Use the following search to access or report Elapsed Time.

EmpID:

Date:

[Basic Search](#)

- Enter the gross-up amount (in this example 8103.93) in a rate field and enter QEL in the Time Report Code field as shown below:



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Weekly Elapsed Time - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7001/servlets/iclientservlet/hrg4b/71CType=Script&ICScriptProgramName=WEBLIB_MENU.ISCRIPT3.FieldFormula...

Home Worklist Help Sign Out

Home > Self Service > Manager > Tasks > Weekly Elapsed Time

Weekly Elapsed Time

Duffy Dack ID: 100052

Job Title: Application Administrator

Enter or change time reporting data in the table below. Time may also be entered by pressing the "Apply Schedule" pushbutton. The pushbutton will populate data in the table with time reporting data from the employee's scheduled time definition. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Reported time on or before 08/31/2007 is for a prior period.

From Sunday 04/15/2007 to Saturday 04/21/2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time Reporting Code	Short Description	Rate Code	Override Rate	Override Reason Code	More...	Delete
4/15	4/16	4/17	4/18	4/19	4/20	4/21							
0.000	8103	0.000	0.000	0.000	0.000	0.000	GEL	GEL HB1114				More...	Delete

[Return to Search](#)

- Now click the Save button.
- On the next screen click on the OK button.
- Once all your other exceptional time has been entered for this pay cycle, run Time Admin as you would normally do.

Step 2:

- Navigate to Employee General Deduction Data. (Compensate Employees>Maintain Payroll Data (US)>Use>General Deduction Data)
- Enter the employee's Emplid and Company and click on the Search button.



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General Deduction Data - Microsoft Internet Explorer

Address: <http://webdev.oklaosf.state.ok.us:7001/servlets/clientervlet/hrg4b?cmd=start&>

Home Worklist Help Sign Out

Home > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > [General Deduction Data](#) [New Window](#)

General Deduction Data

Find an Existing Value

EmpID:

Company:

Name:

Case Sensitive
 Include History Correct History

[Basic Search](#)

- Click on the plus sign () in the General Deduction criteria box to add a new row for entering a new deduction.



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The screenshot shows a Microsoft Internet Explorer browser window displaying the 'General Deduction Data' page. The browser's address bar shows the URL: <http://webdev.oklaosf.state.ok.us:7001/servlets/clientervlet/hrg4b?cmd=start&>. The page header includes the 'PEOPLE Soft' logo and navigation links: Home > Compensate Employees > Maintain Payroll Data (US) > Use > General Deduction Data. The main content area shows 'General Deduction Data' for 'Dack IV, Duffy B' with ID '100052' and 'Company: 090 Office of State Finance'. Below this is a 'General Deduction' section with a search bar containing '0293' and 'Spectera Before - Tax'. A table of deduction details is visible, including 'Effective Date: 01/01/2007', 'Deduction Calculation Routine: Flat Amount', 'Deduction End Date: 01/01/2008', and 'Flat/Addl Amount: \$7.79'. A yellow box with a plus sign is circled and labeled 'on. to click', pointing to a plus sign icon in the table's header row.

- A blank page will open up as shown below.



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- Fill in the page as follows:
 1. Enter 'QEL' deduction code in the box labeled 'Deduction Code:'.
 2. Enter the beginning of the pay period in the date field labeled 'Effective Date:'.
 3. Select 'Flat Amount' from the drop down list in the field labeled 'Deduction Calculation Routine:'.
 4. Enter the amount the agency wants to pay on the employee's educational loan (in our example it is \$5000.00).
 5. Enter this same amount in the field labeled 'Goal Amount:'.
 6. Click on the  Save button.
 7. Your screen should look similar to the one below:



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General Deduction Data - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7001/servlets/clientervlet/hrg4b?cmd=start&

Home > Compensate Employees > Maintain Payroll Data (US) > Use > General Deduction Data

General Deduction Data

Dack IV, Duffy B ID: 100052

Company: 090 Office of State Finance

General Deduction Find | View All First 2 of 10 Last

Deduction Code: QEL

Deduction Details Find | View All First 1 of 1 Last

Effective Date: 04/01/2007 Take on all Paygroups

Deduction Calculation Routine: Flat Amount

Deduction End Date: Deduction Rate or %:

Loan Interest %: Flat/Addl Amount: 5000.00

Goal Amount: 5000.00 Current Goal Balance:

Ded. stopped by Self Serv User

This data was last updated Online User Data last updated on by

Save Return to Search Refresh Update/Display Include History Correct History

(Note: By filling in the Goal Amount, this deduction will only be taken out once and then automatically stopped.)

Step 3:

You can now start running your normal payroll process. Before confirming the payroll always review it to ensure that what has been processed is correct. When you have completed this payroll your Payroll to AP process will create a miscellaneous withholdings voucher on class 994, and account/object code 633190. Before the withholding payments are processed, the generic Vendor ID No 0000001114, Qualified Education Loan Reimbursement, must be changed on the AP Voucher Payee page (the 2nd tab) to the actual Vendor ID of the specific loan provider. If the person processing the payroll does not also complete the AP process, the individual who does needs to be aware that the generic Vendor ID must be changed to the actual Vendor ID.