Payroll

Afternoon Webinar

| Technology Information | Employer of Choice | Diversity, Equity, & Inclusion | Payroll | Wrap-up |

Fairview

Payroll Basics, Lawson Employee Self-Service, MyTime & Timekeeping

New Employee Welcome

EMPLOYEE SERVICE CENTER (ESC):

MONDAY THRU FRIDAY, 08:00-16:30 (8:00 AM - 4:30 PM)

ESC PHONE NUMBER: 612-672-5050

ESC E-MAIL: ESC@FAIRVIEW.ORG

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Agenda

Hold questions about topics until after we have covered that section

1. Payroll Basics

- Timing
- Holidays and Paid Time Off (PTO)
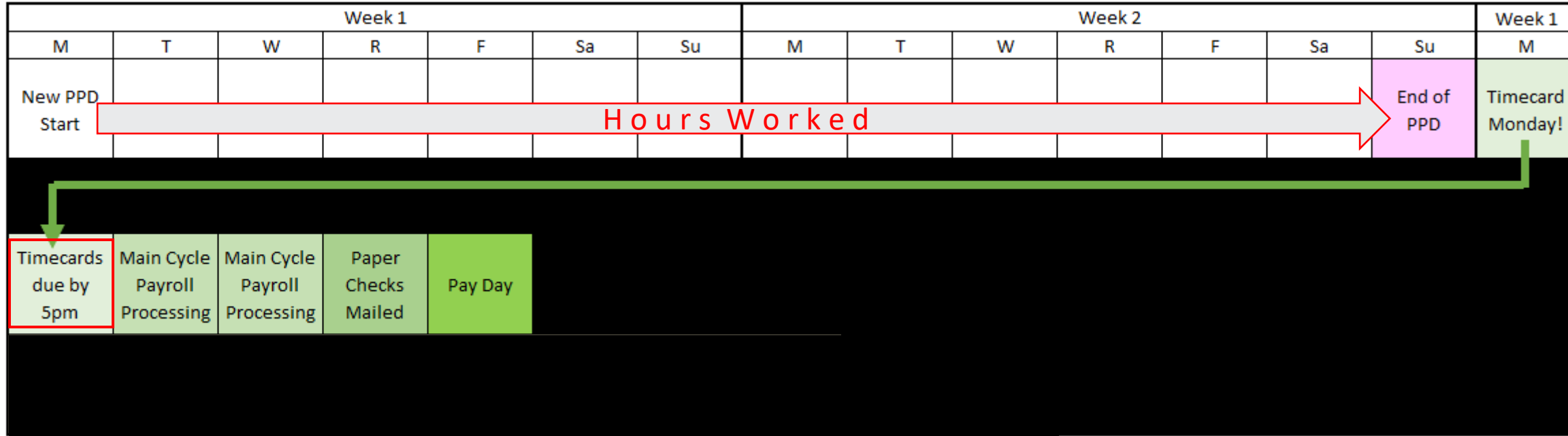- Safe and Sick Time

2. Lawson Employee Self-Service

- Pay and Personal Information
- Pay Statements
- Direct Deposit

3. My Time & Timekeeping

- Responsibilities
- Training/Resources

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Pay Timing

	Week 1							Week 2							Week 1
	M	T	W	R	F	Sa	Su	M	T	W	R	F	Sa	Su	M
New PPD Start														End of PPD	Timecard Monday!

Hours Worked

| Timecards due by 5pm | Main Cycle Payroll Processing | Main Cycle Payroll Processing | Paper Checks Mailed | Pay Day |

- Fairview follows a bi-weekly pay period that runs Monday thru Sunday, for a 2-week period.

- Timecard Monday: ALL timecards must be reviewed and approved by 5pm.

  – Anything that was missed, your manager can perform a "historical edit" that will be paid out on the next closest Payroll Cycle.

Pay Timing

- [Fairview Payroll Calendar](#) is available out on the Fairview Intranet

- Purple = Last day of a Pay Period (PPD)

- Light blue = Pay Day!

- Red = FV designated holidays

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2024 Payroll Calendar

Pro-tip!

- ✓ **Your first check will most likely come via a paper check in the mail**
  - • **Verify your mailing address is correct in Lawson**
  - • **No pick-up option, only via mail**
- ✓ **Paper check is mailed on Thursday via USPS**
  - • **Will arrive as USPS allows**
  - • **Could take up to one week to receive via USPS**

Rain

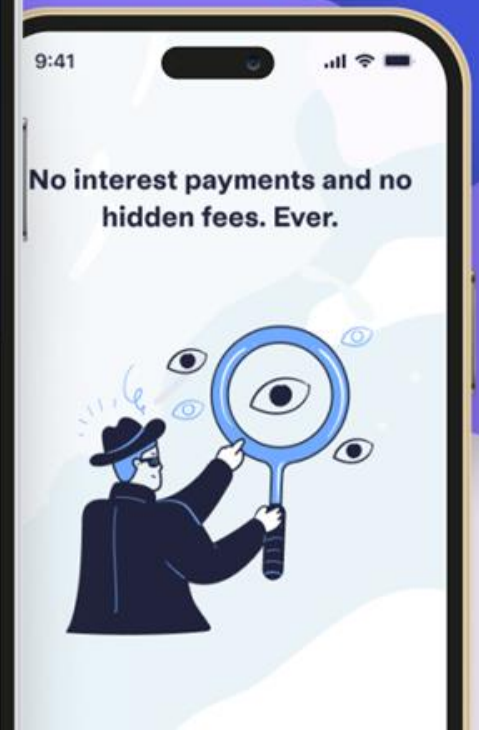Rain Instant Pay is a on-demand pay benefit brought to you by **Fairview Health Services**.

Through the Rain app, you can now access your paycheck before payday, giving you more control of your money!

FAQ Sheet

Short Video Presentation

Scan the QR code to get started!

Access your funds when you need them most.

Your earned wages

$ **2,500.00**

5 transfers remaining in the current reporting period (which ends January 1st, 12:00am UTC).

Cash out

History

April 2022

Cash out
April 12, 2022   -$600.00

Cash out
April 3, 2022   -$250.00

No interest payments and no hidden fees. Ever.
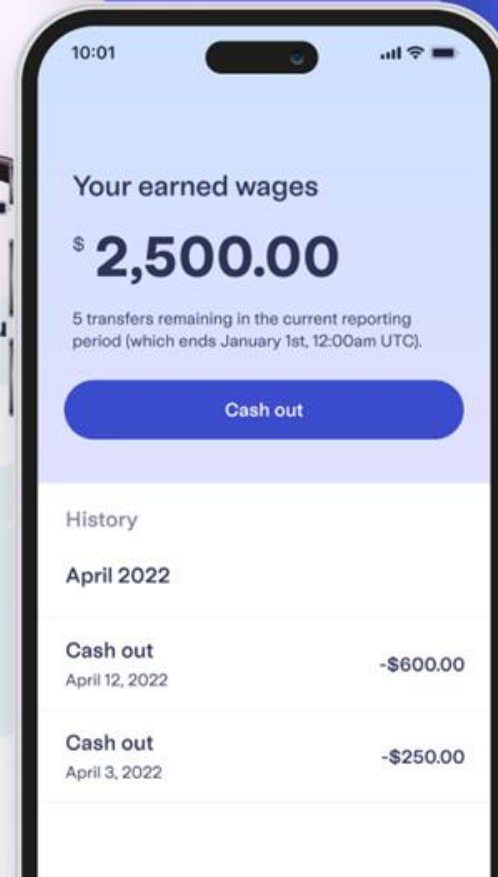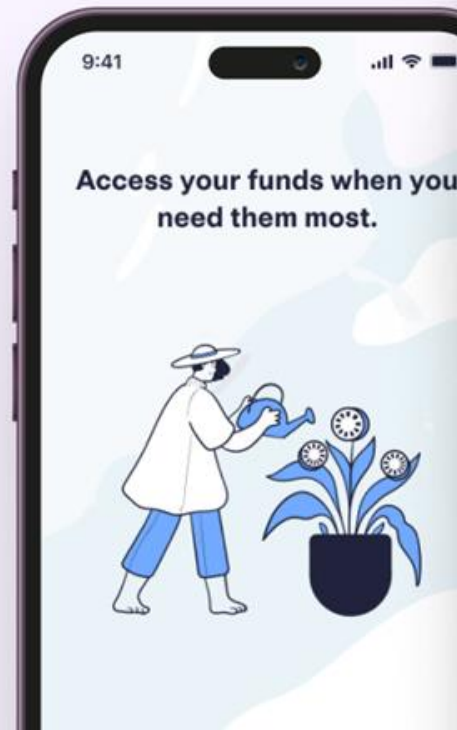
Holidays and Paid Time Off (PTO)

- Designated Holidays (Non-Contract Only):
  - New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and a Self-Designated Day
  - We recognize our diverse workforce holds significance in many different cultural, spiritual, and personal events, our hope is to acknowledge this by giving employees the choice of a day of personal significance.
  - [More information](#)

- Observance
  - Designated holidays are observed on the actual date regardless of whether it falls on a weekday, Saturday, or Sunday.

Contract employees will need to refer to their contract for their plan specifics

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Holidays and Paid Time Off (PTO)

- Holiday Pay (Non-Contract Only):
  - If you are required to work on a designated holiday (or work a shift deemed "required"), you will be eligible for holiday pay on any regular straight time, overtime and double time hours, which is equivalent to ½ of your normal rate of pay.
    - ✓ Holiday Pay is not paid on on-call Hours.

  - If a designated holiday falls on a day you would normally be working, but your unit/dept is closed, then you can choose to use your PTO to get paid for the day or you can choose to take the day as unpaid.

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*Contract employees will need to refer to their contract for their plan specifics

Holidays and Paid Time Off (PTO)

- Paid Time Off:

  - To determine your accrual rate, you will need to reference the **PTO Grid** on the FV intranet **after** obtaining the following information from your recruiter/HR Rep:

    1. PTO category

       - ✓ 1, 2, or 3 – Based on your position/role

    2. Years of qualifying service

       - ✓ Everyone starting today will be at 0

       - ✓ Rehires/Transfers must check to see if any years will follow them into their role

    3. If your FTE is part-time or full-time

Fairview   *Contract employees will need to refer to their contract for their plan specifics*

Holidays and Paid Time Off (PTO)

- If you accrue PTO
  - No PTO limits from year-to-year (continuous accrual) except for total cap of 280 hours of PTO. Once you hit the cap, you need to use PTO before being able to accrue anymore!

- If you accrue other buckets of work (VAC/SICK/PPTO/Time Away/etc.) refer to your offer letter or contact your recruiter for details.

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Contract employees will need to refer to their contract for their plan specifics

Sick and Safe Time (SST)

What is SST?

- Paid time that can be used for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault, or stalking.

Who qualifies?

- Benefit given to employees who work at least 80 hours or more in a reporting year
- May be used immediately as you accrue time

What is the accrual rate?

- Non-benefit-eligible employees will accrue 1 hour for every 30 hours worked (Rate of .033 hours of SST per hours worked).

- Benefit-eligible employees who are enrolled in a Paid Time Off (PTO), Sick (SCK), Time Away or a non-accrual time off plan already receive time off benefits that exceed the requirement mandated and will not accrue any additional paid time off. SST time used will come out of the employee's existing time off benefit bank.

Other Information

- Employees may earn up to 48 hours in a year; the maximum carry over is 80 hours.
- Must state their need for absence is covered by SST; you are not required to specifically say "sick and safe time", Employees are not required to find a replacement if calling in for an SST reason

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Resource: Fairview SST SharePoint

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Lawson Login Screen

To login to Lawson, enter your Fairview login credentials.

- You will receive these credentials later this afternoon or soon thereafter.
- These would be the same credentials used to sign into a workstation or to check your e-mail.

Lawson Login instructions

- Offered in 9 languages

M Health Fairview ADFS

Sign in

User ID

Password

Sign in

Forgot Password?

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Lawson Employee Self Service (ESS)

infor | Infor Lawson

Sign Out

General ^

Sign Out

Lawson Home

Help ∨

Bookmarks ^

− Employee Self-Service

  Healthy Savings

  Employee Self-ID

 + Charity Donations

 + Employment

  Org Chart

 + Pay

 + Personal Information

+ Lawson Tools/Info

☰ Menu

Home

0 More ▾

Recent

No forms have been visited.

Frequent

No forms have been visited.

Common Tasks

Username Lookup
Lookup username

Useful Information

Hotkeys Help

Lawson Employee Self Service (ESS)

All employees have direct access to Lawson to easily view, update, and manage information:

Pay

- Direct Deposit
  - *Can add up to 5 accounts!*
  - *Takes 1-2 Pay Periods to verify w/ Bank*
- Pay Statements
  - *Access online pay stubs (and print one, if desired)*
- Tax Withholding
  - *W-4 information*
- W2
  - *Opt-in for on-line delivery of W-2*

Personal Information

- Emergency Contacts
  - *Be sure to list at least one*
- Manage/Update License Renewal
- Education – Add/Update Degree Information
  - *Required for all hospital-based patient care RN's and RN Leaders*
- Home Address
  - *This is where FV will send all mailings including (but not limited to) benefit information, tax information, and paychecks!*

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Lawson Home

ⓘ Help ⌄

🔖 Bookmarks ⌃

– Employee Self-Service
    Healthy Savings
    Employee Self-ID
    + Charity Donations
    + Employment
    Org Chart
    – Pay
        Direct Deposit
        Pay Statements
        Pay Rate History
        Payment Modeling
        Tax Withholding
        W2
        Year to Date

🔖 Bookmarks ⌃

– Employee Self-Service
    Healthy Savings
    Employee Self-ID
    + Charity Donations
    + Employment
    Org Chart
    + Pay
    – Personal Information
        Email/Mobile
        Disability
        Education
        Emergency Contacts
        Ethnicity
        Home Address
        Licensure-Certifications
        Marital Status
        Military Status
        Preferred First Name
        Personal Profile
        Time Off Balances

Pay Statements

- Upon clicking "Pay Statements", you will be given a list of pay periods for which a check was generated.

  ✓ *The system will keep up to one year's worth of pay stubs for you to view, print, or save.*

- Click on a Pay Period to review more details.

- **New hires will not have a list of checks until your first payday**

Direct Deposit

Direct Deposit

Direct Deposit
Accounts

You may open up to 4 account(s).

Bank	Order	Account	Description	Type	Amount
Bank of Superheroes	1	0000000001 Default	Main Account	Checking	100.00%

Add | Select New Default

To add a new account, select the "Add" button.

If you sign up for direct deposit, you will always have one "default" account that is set to 100%

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Direct Deposit

1. Click magnifying glass to bring up window to search for bank.

2. Enter routing number (you have from YOUR bank)

3. Click "Filter" button.

4. Click on blue bank name.

Direct Deposit

- *Note that clicking the bank name will auto-fill the "Bank" line and the "Routing Number" line.*

6. Enter short description of account
7. Select if "Checking" or "Savings"
8. Enter bank account number (double check for accuracy)
9. Enter effective date
10. Enter Flat $ amount OR Percent of Net *(Your Default account will always NEED to be 100%!)*
11. Click "Update"

Direct Deposit

10% to this account first
(or could do a flat $ amount)

Direct Deposit

Direct Deposit
Accounts

Bank		Order	Account	Description	Type	Amount
Wells Fargo Bank		1	123456789001	Bat Save	Savings	10.00%
Bank of Superheroes		2	0000000001 Default	Main Account	Checking	100.00%

Add   Select New Default

To add another account, select the "Add" button.

100% of what is left to this account
(default account will always be 100%)

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Direct Deposit: Final Notes

- If you only have one account, it will be your default account and you must enter it at 100% of net.

- Any additional accounts will take priority before the default account.

- Please remember that whenever you add a new account, it will always take 1-2 pay periods to verify any NEW accounts with your bank.

- You can update the flat amount or percent of net on any accounts (other than the default), switch account priorities, and switch your default account at (almost) any time.
  - No changes can be made while Payroll is running!

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My Time

All employees record in a system called "My Time"

All employees are assigned an LMS lesson with training videos and activities for your review.

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Intranet Page with Training

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Access Options

Time Clock

Intranet

Mobile App

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Install the UKG App
A great option to manage your timecard!

For iPhone

For Android

UKGDimensions

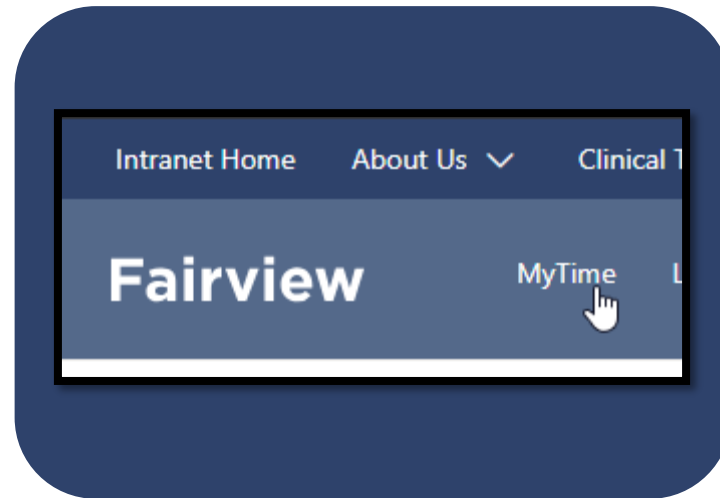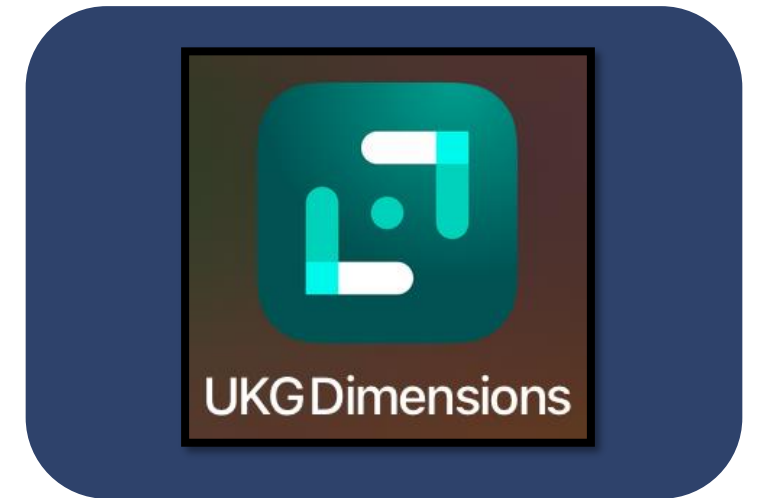Full Download Instructions
Mobile Overview

Timecard Responsibilities

All Employees MUST review and comply with the Recording of Time **policy.**

- Responsibility to review timecard

Reviewing MyTime Timecard

- Non-Exempt/Hourly EE's: Please ensure your timecard is correct including, but not limited to, missing punches or missing PTO/SCK/Vacation Time
- Exempt/Salaried EE's: Ensure schedule is correctly loaded. Additionally, ensure all PTO hours entered and worked hours equal your shift length (8 hours PTO + 0 hours worked, etc.)

Managers

- Must finish reconciling all EE timecards **by 5pm on "Timecard Monday"**. (Monday before regular Pay Day)
- *Have 1-2 backups to review in case you are unable to fulfill that task!*

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Pro-tip!

- ✓ **Be sure to verify the accuracy of your timecard!**

- ✓ **Get into the habit NOW of reviewing your timecard after each shift to ensure accuracy.**

- ✓ **It is your responsibility to maintain your timecard.**

MyTime Recap!

Complete your
My Time LMS soon

Utilize this tip sheet to float your hours during orientation this week. NCO attendees- use this to put in your hours.

(108- Orientation)

Additional My Time Resources

Employee Service Center

Contact the ESC for all HR Questions

- Your Hours for today will be entered for you!
- Connect with your leader about completing your MyTime training.
- Connect with your leader about how to enter your hours moving forward

ESC Hours of Operation

Monday – Friday from 8 AM – 4:30 PM

ESC Phone Number

612-672-5050

Employee Service Center Email

ESC@Fairview.org

Reminder:
This presentation (and bonus slides) will be available in your afternoon email!

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