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EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

December 29, 2016

The Honorable Ronald D. Kouchi,
President and Members of the Senate
Twenty-Ninth State Legislature
State Capitol, Room 409
Honolulu, Hawaii 96813

The Honorable Joseph M. Souki,
Speaker and Members of the House
of Representatives
Twenty-Ninth State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Souki and Members of the Legislature:

For your information and consideration, I am transmitting a copy of the Status of Employer Reporting of Information 2016 report, as required by Act 87, Session Laws of Hawaii 2015. In accordance with Section 93-16, Hawaii Revised Statutes, the report may be viewed electronically at <http://ers.ehawaii.gov/resources/reports-to-legislature>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Wesley K. Machida", with a stylized flourish at the end.

WESLEY K. MACHIDA
Director of Finance

Enclosure

c: Legislative Reference Bureau

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EMPLOYEES' RETIREMENT SYSTEM
OF THE STATE OF HAWAII

ACT 87, SESSION LAWS OF HAWAII 2015
RELATING TO THE EMPLOYEES' RETIREMENT SYSTEM

STATUS OF EMPLOYER REPORTING OF INFORMATION
2016

This is the 2016 status report on the State, the City and County of Honolulu and the Counties of Hawaii, Maui and Kauai departments' and Agencies' ("State and Counties") reporting of personnel and payroll information to the Employees' Retirement System (ERS) as required by Section 88-103.7 under Act 87, Session Laws of Hawaii 2015.

Employer Reporting Files

ERS benefits (retirement, death, refunds, disability, etc.) are based on the ERS membership status of the employee. The ERS is dependent on employers of the State and Counties to provide timely and accurate compensation information (based on payroll data) and service credit information (based on personnel data) on their employees to determine ERS benefit eligibility and entitlement. Employers are the sole source of this payroll and personnel data which is transmitted to the ERS by semi-monthly transactions coinciding with their salary processing schedule.

ERS approved file formats for employer reporting of payroll and personnel data:

1. Payroll File: 600 byte layout, version 2, Act 163
2. Personnel Interface File: 1500 byte layout, Act 163

ERS's first Act 87/2015 Report summarized the employers' files and whether files were being submitted by the approved format. This second Act 87/2015 Report focuses on the Employer Reporting Payroll File. Specifically, this report examines in detail ERS's evaluation of the file as it is received, reviewed and the data validated as it is entered into its Pension Management Information System to generate ERS benefits.

Employers and Billing Locations

Since 2006, the ERS has worked with the State and Counties in the implementation and the utilization of the payroll files. Employer reporting is divided into separate "billing locations" which are designated by the employer for ease of collection and processing. The payroll file billing locations for the State and Counties are listed below:

1. State of Hawaii
 - Department of Accounting and General Services (DAGS) – State of Hawaii (includes DOE, UH and HHSC)
 - Charter Schools (Ceridian)
2. City and County of Honolulu

- City and County of Honolulu
 - City and County of Honolulu – Board of Water Supply
3. County of Hawaii
 - County of Hawaii
 - County of Hawaii – Department of Water Supply
 4. County of Maui
 - County of Maui
 5. County of Kauai
 - County of Kauai

Status of Reporting

As noted in the Act, the ERS “shall require that information be furnished in electronic format and that information with respect to payroll and personnel transactions:

- (1) Allocate payments, including bonuses, salary adjustments, payments for compensatory time, and workers' compensation, to monthly or other periods as requested by the system;
- (2) Specify the purpose or nature of the payment; and
- (3) Indicate any changes or errors in payments that require correcting or updating.”

It states further that all departments and agencies “shall furnish the information required by the system pursuant to this section in the format required by the system.”

Each employer file has the following types of payroll information for each reported employee:

1. Demographic Identification
2. Employer Reporting Transaction Identification
3. Employee Transaction Information
4. Payroll Transaction Information
5. ERS Contributions
6. Pay Types

Based on these categories, we have detailed the current status of each employer’s compliance with the current format as indicated in the attached table. Unreported, erroneously reported or manually reported payroll records of transactions, adjustments, retroactive payments, and corrections require the ERS to research, request and manually adjust an employee’s or retiree’s benefit calculation record to accurately reflect the benefit for which an employee, beneficiary or retiree should be eligible to receive. The resolution of these issues is critical to the accurate and timely calculation of retirement benefits.

As indicated by the attached table, with the exception of the County of Hawaii Department of Water Supply, the employers are transmitting information which is erroneous or incomplete. Each employer has an independent payroll processing system and these systems are not compatible with the ERS system. Employers claim that they are restricted or limited by their

systems and are unable to configure them to comply with ERS requirements. Additions such as retroactive payment dates, or changes such as 1- to 2-byte data fields, are reportedly impossible for employers to provide resulting in hours of research and manual adjustments by ERS staff. To review the status of their reporting and to emphasize why the detailed information is required, the ERS will meet with the Finance, Payroll and Information Technology representatives for the State and each of the Counties during 2017. As of the date of this report, the State Department of Accounting and General Services (which processes the payroll for approximately 75% of all ERS employees) is expecting to update their payroll system within the next couple of years and has included the ERS in design and requirements discussions.

The critical areas of the payroll files to be discussed with all employers will include:

1. Employer Reporting Information (detailed adjustment transactions)
2. Employee Transaction Information (correct and complete group and class codes)
3. Payroll Transaction Information (earning period dates)
4. ERS Contributions (contributions corresponding to classification)
5. Pay Types (correctly indicating the types of pay)

ERS will continue to work with the State and Counties on both the payroll and personnel files in order to comply with the provisions of Act 87/2015. In addition, it shall submit to the legislature reports on the progress of State and Counties' efforts to comply with section 88-103.7, Hawaii Revised Statutes, as amended by this Act. These reports shall be submitted to the Legislature prior to the regular sessions of 2016 through 2020.

Next Act 87/2015 Report Due:

Twenty days prior to the start of the 2018 legislative session.

Act 87/2015 - 2016 Report to Legislature - Employer and Billing Location - Attachment						
1.	State of Hawaii					
	Department of Accounting and General Services (DAGS) – State of Hawaii					
(a)		Reporting by approved file format.	Accurately Reported?	Issues		
	Import Process		No	Totals on Control Report did not match the sum of details.		
	Work Report Process					
	Demographic Information	Correctly reported	No	SSNs with discrepancies - "dummy" SSNs used until actual SSN is confirmed, creating erroneous records.		
	Employer Reporting Information	Employer Report Transaction - Regular (Positive) Report	No	Refer to detailed issues below.		
		Employer Report Transaction - Adjustment Report	No	DAGS does not report by adjustment file format.		
		Retirement Group	No	Manual mapping required.		
	Employee Transaction Information	Retirement Class	No	UH - Group code field limitation requires manual correction.		
				Manual mapping required		
				UH - Rounding to the nearest whole number - ERS must manually correct to decimals. Creates Base Pay error.		
		Full Time Equivalence Percent	No	Missing when processing pay changes.		
		Contract Type	No	UH - Group code limitation creates error.		
		Pay Rate Code	Yes			
		Pay Rate Code	Yes			
		Number of Hours Worked	No	Discrepancies requiring ERS manual adjustments.		
		Standard Work Hours in Period	No	Discrepancies requiring ERS manual adjustments.		
	Payroll Transaction Information	Pay Period End Date	Yes			
				Default dates, erroneous dates, D-70 manual correction required for adjustments.		
				Incorrect dates for "after-the-fact" employees.		
		Earning Period Start Date	No	HHSC - Adjustment pay using default dates.		
				Default dates, erroneous dates, D-70 manual correction required for adjustments.		
		Earning Period End Date	No	Incorrect dates for "after-the-fact" employees.		
		Payment Date	Yes	HHSC - Adjustment pay using default dates.		
				Field Limitation.		
				Missing when processing pay changes.		
		Base Pay	No	UH - Rounding of FTE creates Base Pay error.		

					Discrepancies. When member is overpaid, DAGS does not process corrected pay until member pays back employer, resulting in incorrect ERS pay information. UH - Stipend included in Regular Pay but not included in Gross Pay.	No	
				Gross Pay Amount	Other pay incorrectly reported as Regular pay. HHSC - employees with more than 40 hours reported incorrectly. Pay should be included in Excess Regular Pay.	No	
				Regular Pay Amount	Contributions from non-ERS members reported.	No	
			ERS Contributions	Correctly reported	UH - Contributions deducted from non-reportable pay (non-ERS member). Requires manual ERS correction.	No	
			Pay Types	Vacation Pay Amount	Deceased employees not reported on file	No	
				Workers' Compensation Pay Amount	Missing base pay, FTE% when included in payroll file. HHSC - Workers' Comp payment reports must be manually input.	No	
				Sabbatical Leave Pay Amount		N/A	
				Other Pay Amount	Discrepancies. Overtime creates "hourly" paycheck transaction resulting in error for missing hours.	No	
				Differential Pay Amount Recurring		No	
				Differential Pay Amount Non-recurring		No	
				Retroactive Pay Type	Missing - ERS must input manually. Reported with incorrect earning period dates. ERS must refer to D-70s for breakdown of earning periods (not always included).	No	
				Retroactive Pay Amount	Reported with incorrect earning period dates. ERS must refer to D-70s for breakdown of earning periods (not always included).	No	
				Excess Regular Pay Type	HHSC - Employees with more than 40 hours of pay should be reported with Excess Regular Pay.	No	
				Excess Pay Amount	HHSC - Employees with more than 40 hours of pay should be reported with Excess Regular Pay.	No	
				Miscellaneous Non-pay Amount Type		Yes	
				Miscellaneous Non-pay Amount		Yes	
				Straight-time Pay		Yes	
				Bargaining Unit		Yes	
				Warrant Distribution Code		Yes	

			Other Pay Amount	No	Other Pay erroneously being reported for post-6/30/2012 Members.
			Differential Pay Amount Recurring	No	
			Differential Pay Amount Non-recurring	Yes	
			Retroactive Pay Type	No	Discrepancies.
			Retroactive Pay Amount	No	Discrepancies.
			Excess Regular Pay Type	Yes	
			Excess Pay Amount	Yes	
			Miscellaneous Non-pay Amount Type	Yes	
			Miscellaneous Non-pay Amount	Yes	
			Straight-time Pay	Yes	
			Bargaining Unit	No	Incorrect values being populated.
			Warrant Distribution Code	Yes	

2 (b)		City and County of Honolulu - Board of Water Supply					Accurately Reported?		
			Reporting by approved file format.						Issues Fields with negative numbers are not right-justified with leading "0"s
		Import Process					No		Record Count, Gross Pay and/or Normal Contributions on the control report does not match the sum of totals.
		Work Report Process							Control Report totals for record count and gross pay are hand-written prior to submission.
		Demographic Information	Correctly reported				Yes		
		Employer Reporting Information	Employer Report Transaction - Regular (Positive) Report				No		Refer to detailed issues below.
			Employer Report Transaction - Adjustment Report				No		
		Employee Transaction Information	Retirement Group				Yes		
			Retirement Class				Yes		
			Full Time Equivalence Percent				Yes		
			Contract Type				Yes		
			Pay Rate Code				Yes		
			Pay Rate Code				Yes		
			Number of Hours Worked				Yes		
			Standard Work Hours in Period				Yes		
		Payroll Transaction Information	Pay Period End Date				Yes		
			Earning Period Start Date				Yes		
			Earning Period End Date				Yes		
			Payment Date				Yes		
			Base Pay				Yes		
			Gross Pay Amount				Yes		
			Regular Pay Amount				Yes		
		ERS Contributions	Correctly reported				No		Reporting workers' compensation contributions as additional contributions rather than regular contributions
		Pay Types	Vacation Pay Amount				Yes		
			Workers' Compensation Pay Amount				Yes		
			Sabbatical Leave Pay Amount				N/A		
			Other Pay Amount				No		Temporary Assignment Pay erroneously reported as Other Pay. Other Pay reported for post-6/30/2012 Members

			Differential Pay Amount Recurring	Yes	
			Differential Pay Amount Non-recurring	Yes	
			Retroactive Pay Type	No	
			Retroactive Pay Amount	No	
			Excess Regular Pay Type	Yes	
			Excess Pay Amount	Yes	
			Miscellaneous Non-pay Amount Type	Yes	
			Miscellaneous Non-pay Amount	Yes	
			Straight-time Pay	Yes	
			Bargaining Unit	Yes	
			Warrant Distribution Code	Yes	

				Mis-coded Other Pay for post-6/30/2012 members must be corrected to Differential Recurring Pay to be included for ERS calculation. Pay erroneously reported in this field must be researched manually and an adjustment file created to determine deficient contributions due from the employee.
			Differential Pay Amount Recurring	No
			Differential Pay Amount Non-recurring	No
			Retroactive Pay Type	No
			Retroactive Pay Amount	No
			Excess Regular Pay Type	No
			Excess Pay Amount	No
			Miscellaneous Non-pay Amount Type	Yes
			Miscellaneous Non-pay Amount	Yes
			Straight-time Pay	Yes
			Bargaining Unit	Yes
			Warrant Distribution Code	Yes

			Miscellaneous Non-pay Amount	Yes
			Straight-time Pay	Yes
			Bargaining Unit	Yes
			Warrant Distribution Code	Yes

			Other Pay Amount		No	Must accurately identify pay that should be non-eligible for post-6/30/2012 employees. LWOP reported with pay - must be manually corrected by ERS.
			Differential Pay Amount Recurring		No	Must accurately identify pay that should be non-eligible for post-6/30/2012 employees.
			Differential Pay Amount Non-recurring		No	Must accurately identify pay that should be non-eligible for post-6/30/2012 employees.
			Retroactive Pay Type		No	
			Retroactive Pay Amount		No	
			Excess Regular Pay Type		Yes	
			Excess Pay Amount		Yes	
			Miscellaneous Non-pay Amount Type		Yes	
			Miscellaneous Non-pay Amount		Yes	
			Straight-time Pay		Yes	
			Bargaining Unit		Yes	
			Warrant Distribution Code		Yes	