

State of Wisconsin Department of Administration

Pay One Time Transactions (POTT) Job Aid

Version 1.3

Version History

Version	Date	Editor	Description
1.0	01/12/16	Ashley Price	Initial release
1.1	10/06/22	Matt Olsen	Content update
1.2	01/23/23	Matt Olsen	Addition of POTT Changes Overview resource
1.3	04/02/24	Tammy Lenzendorf	Phase I POTT Improvements and deleting POTT update

Role: Agency Payroll Specialist

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OVERVIEW

POTTs are a customized feature in STAR HCM to adjust earnings and/or deductions for employees that are not automatically processed in the system.

The normal deadline to submit a POTT is Wednesday at 11 a.m. of processing week for the pay period. Only the current and next pay period are available to select for POTT entry.

For a list of common earnings and deductions codes and instructions on their usage, refer to the <u>POTTs</u> - <u>Earnings & Deduction Codes Guide</u>.

Any questions related to earnings POTTs can be directed to <u>Central Payroll</u>. Any questions related to deduction POTTs can be directed to <u>Central Benefits</u>.

COMMON SCENARIOS

Below is a list of common scenarios when a POTT is necessary to adjust an employee's paycheck. As a rule of thumb, if the earnings or deductions can be resolved by making corrections to the applicable timesheet, absence or benefit, Agency Payroll should fix using that method instead of POTT.

Scenario	POTT Entry
Pay out unused leave or collecting overdrawn leave for a terming employee.	Earnings POTT coded to LAN/LAR/LSR.
Pay discretionary merit compensation.	Earnings POTT coded to DMC.
Pay a sign-on bonus.	Earnings POTT coded to SA* (specific to type of bonus).
Collect overdrawn legal holiday for an active employee.	Earnings POTT coded to ODL.
Adjust current year WRS hours and earnings.	Earnings POTT coded to WAA.
Collect insurance deductions for employee going on a leave of absence.	Deduction POTT coded to applicable insurance deduction codes as an addition.
Override arrears or retro benefits.	Deduction POTT coded to applicable insurance deduction codes as an override.
General deduction not started or ended timely.	Deduction POTT coded to applicable general deduction code as an addition or refund.

EARNINGS BEGIN AND END DATES

If the dates are left blank, they will default to the dates for the current pay period.

When using different earnings begin and end dates:

- You need to manually key both the begin and end dates, never just one date assuming the other date will default.
- Except in limited circumstances, each row should encompass one week or pay period. If you need the earnings to go against multiple weeks or pay periods, separate rows should be used for each weekly period.

Scenarios for using the Earnings Begin and End Date fields in POTTs. All other POTT entries should use the default current pay period dates:

- Use original pay period begin and end dates: If you are changing old hours or differentials from a prior time sheet instead of correcting the time sheet and changes will NOT affect the FLSA rate for non-exempt overtime from that week.
 - i. Example 1: Board member per diems

- ii. Example 2: Timesheet corrections from prior pay periods where Finance has requested specific funding for that change.
- iii. Example 3: Lump sums necessary because of a change to work time on a prior pay period time sheet where the add-on is normally paid by Add'l Pay.
- Use original weekly begin and end dates: If you are changing old hours or differentials from a prior time sheet instead of correcting the time sheet and the changes will affect the FLSA rate for non-exempt overtime for that week.
 - i. Example 1: Timesheet corrections from prior pay periods for non-exempt employee with overtime in the affected week.
 - ii. Example 2: Lump sums necessary because of a change to work time on a prior pay period time sheet where add-on is normally paid by Add'I Pay.

When submitting batch (file) uploads for POTTS, you have two options:

- Load with no dates: The columns must be completely empty and there can be no comma between the two empty columns. Those two are the last columns in the file so you just set up the CSV as if those last two columns do not exist.
- Load with dates (if POTT is for applicable scenario above): All rows must have earnings begin and end dates entered or none of the data will load. You do NOT need to use the same earnings dates with all rows.

ENTER EARNINGS POTT

Earnings POTTs are used to increase or decrease earnings for an employee in a specific pay period. As a rule of thumb, LAN/LSR POTTs should be an individual batch per employee. All other types of earning POTTs can be organized into batches by earnings code and/or employee, whichever is preferred.

- 1. Navigate to Enter POTT By Batch page.
 - a. **Navigation**: Workforce Administrator Homepage > Payroll > Payroll Processing Tile > POTT Folder > Enter POTT By Batch.
 - b. Click Add a New Value.



- c. Enter **Company**, **Pay Group**, **Pay Period End Date**. Verify these for accuracy before starting the batch because they can no longer be changed after batch is added.
- d. Do <u>not</u> check the **Off Cycle** box unless tied to a year-end off-cycle payroll.
- e. Select Transaction Type of **Earnings** from the dropdown menu.
- f. Click Add.

Ent	er POTT- By Batch
,	Add a New Value
	*Company wis Q *Pay Group 505 Q *Pay Period End Date 02/24/2024 Q *Off Cycle ? *Transaction Type Earnings V *Batch ID NEW

- 2. Enter or update the fields below:
 - a. Empl ID: Employee ID.
 - b. Empl Rec: Employee Record (use applicable record).
 - c. Earnings Begin Date: defaults to current pay period, change if need to point to different dates.
 - d. Earnings End Date: defaults to current pay period, change if need to point to different dates.
 - e. Erncd: Earnings Code.
 - f. Oth Hrs: Hours associated with earnings code (negative to collect; positive to pay).
 - g. Amount: Flat amount associated with earnings code (negative to collect; positive to pay).
 - h. One Time Cd: Always use Addition for earnings POTTs.
 - i. Sepchk#: Should be **0** unless earnings need to be on a separate check by using **1**.
 - j. Comments: Notes to clarify the reason for POTT.
 - i. If you are submitting a POTT, you will only be able to enter a comment in the submitter comment box.
 - ii. If you are reviewing a POTT (central staff only), you will only be able to enter a comment in the reviewer comment box. Reviewer will list the reason a POTT row was rejected for agency correction. Agencies will have read-only access to the reviewer comments.
- 3. Click the **Plus** box to add a row(s) if needed and repeat Step 2.

(?)																F	ersonalize Find	, View All 🕘 📗	👔 First 🕢 1 of	ı.
Emplo	yee Data	Chartfield	Details	Validation	Audit Log	1111														1
Seq#	*Empl ID		Empl Rod	Name		Pay Status	Earnings Begin Date	Earnings End Date	Ernod	Description	Oth Hrs	Amount	*One Time Cd	Sepchk#	Combination Code	Select ChartFields	Review Status	Reviewer Comments	Submitter Comments	
1) Q	0 Q	(and the		Active	02/11/2024	02/24/2024	ODL Q	Overdrawn Leave	-8.00	0.00	Addition ¥	0		Select ChartFields		P	Ģ	

4. Click on Attach or View Supporting Documents to add supporting documentation(s).

Attach or View Supporting Documents (0)

a. Click Add.

File/Document Attachments Personalize Find View All 2 First ④ 1 of 1 ④ L									
Attachments Audit Log									
Attached File	Add	Process File	Process Instance						
1	Add			+ -					

b. Click **Choose File**. Navigate to and select the supporting document from your PC. Or you can drag a document and place the curser on the "choose file" and drop.



- c. Click Upload.
- d. Add clarifying information in the **Description** (optional).
- e. Click the **Plus** box to add another document or **Return** to continue with the POTT entry.

File/Document Attachments ②	Persor	alize Find \	📑 🛛 First 🕢 1 of 1 🤅	🕑 Last		
Attachments Audit Log						
Attached File	Description	View	Detach	Process File	Process Instance	
1 Sample.docx	Seq #1	View	Detach			+ -
Return						

- 5. When all rows are completed and documents attached, click **Save**.
- 6. Click Validate.



7. Verify there are no rows with errors. If there is one or more rows with an error, refer to the Error Resolution section for additional instructions.

Totals	
Rows Validated: 1	
Rows Error: 0	
Total Rows: 1	

8. Click **Submit** to submit the batch to Central Payroll for review and approval.

Deta	il Data Valid	ation A	udit Log	
	Comments	Seq#	*Empl ID	Empl Rcd Nam
1	Þ	1		0 0
Va	alidate			Submit

ENTER DEDUCTION POTT

Deduction POTTs are used to add, refund, or override deductions for an employee in a specific pay period.

- 1. Navigate to Enter POTT By Batch page.
 - a. **Navigation**: Workforce Administrator Homepage > Payroll > Payroll Processing Tile > POTT Folder > Enter POTT By Batch.
 - b. Click Add a New Value.
 - c. Enter **Company**, **Pay Group**, **Pay Period End Date**. Verify these for accuracy before starting the batch because they can no longer be changed after batch is added.
 - d. Do <u>not</u> check the Off Cycle box unless tied to a year-end off-cycle payroll.
 - e. Select Transaction Type of **Deduction** from the dropdown menu.
 - f. Click Add.

Find an Existing Value	Add a New Value
*Company WIS	Q
*Pay Group 505	Q
*Pay Period End Date 09/1	0/2022 Q
*Off Cycle ?	
*Transaction Type Ded	luction 🗸
*Batch ID NEW	1
Add	

- 2. Enter or update the fields below:
 - a. Empl ID: Employee ID.
 - b. Empl Rec: Employee Record (use applicable record).
 - c. Plan Type: Plan type associated with benefit or general deduction.

- d. Benefit Plan: Benefit Plan associated with Plan Type (blank for Plan Type **00**).
- e. Ded Code: Deduction Code tied to paycheck deduction.
- f. Ded Class: Deduction type for tax purposes.
 - i. After-Tax: Post-tax employee deduction
 - ii. Before-Tax: Pre-tax employee deduction
 - iii. Nontaxable: Non-taxed employer deduction
 - iv. Taxable: Taxable employee deduction
 - v. PTax Ben: Employer share for retirement deduction
- g. Ded Calc: Always use Amount.
- h. Amount: Flat amount of the deduction or refund (always positive).
- i. One Time Cd: Type of transaction based on desired results.
 - i. Addition: Adds to current deduction amount or creates this amount if none exists
 - ii. Refund: Refunds deduction amount
 - iii. Override: Replaces existing deduction amount
- j. Sepchk#: Should be **0** unless earnings need to be on a separate check by using **1**.
- k. Comments: Notes to clarify the reason for POTT.
- 3. Click the **Plus** box to add a row(s) if needed and repeat Step 2.

											Person	alize Find V	iew All 🔄	📱 🛛 First 🕢 1 of 1	1 Last
De	Detail Data Validation Audit Log														
	Comments	Seq#	*Empl ID	Empl Rcd	Name	Pay Status	Plan Type	Benefit Plan	Ded Code	Ded Class	Ded Calc	Amount	*One Time Cd	Sepchk#	
1	P	1	Q	<u> </u>	And the second sec	Active	10 Q	GHCSCW	MEDIC	В	Amount 🗸	123.00	Addition 🗸	0	=

4. Click on Attach or View Supporting Documents to add supporting documentation(s).

	Attach or View Supporting Documents (0)										
	a. Click Add.										
Fil ?	File/Document Attachments Personalize Find View All 2 2 3 First (1 of 1 (1 tast)										
At	tachments Audit Log										
	Attached File	Add	Process File	Process Instance							
1		Add			+	-					

b. Click **Choose File**. Navigate to and select the supporting document from your PC.

File Attachment	×
	Help
Choose File No file chosen	
Upload Cancel	

- c. Click **Upload**.
- d. Add clarifying information in the **Description** (optional).
- e. Click the **Plus** box to add another document or **Return** to continue with the POTT entry.

File/Document Attachments ②		Persor	nalize Find \	📑 🛛 📑 💽 📑 🔣	Last	
Attachments Audit Log						
Attached File	Description	View	Detach	Process File	Process Instance	
1 Sample.docx	Seq #1	View	Detach			+ -
Return						

5. When all rows are completed and documents attached, click Save.

6. Click Validate.

Detail Data Validation											
	Comme	Seq#									
1	Þ		1								
Validate											
	Save 🖃	Notify									

7. Verify there are no rows with errors. If there is one or more rows with an error, refer to the <u>Error Resolution</u> section for additional instructions.

Totals	
Rows Validated: 1	
Rows Error: 0	
Total Rows: 1	

8. Click **Submit** to submit the batch to Central Benefits for review and approval.

De	etail Data	ation <u>A</u>	udit Log	
	Comments	Seq#	*Empl ID	Empl Rcd Name
1	P	1		0 0
	Validate			Submit

ERROR RESOLUTION

Validation errors are generated at the **Validate** step of the POTT entry. They must be resolved for the affected row(s) of the POTT to process. Any rows with unresolved errors that are submitted cannot be reviewed or approved by Central Payroll.

To view the error message, click on **Validation** and the exclamation point:

					Personalize Find	View All 🔄 🔣	First 🕢 1 of 1	● Last			
Detail Data Validation Audit Log											
	Comments	Seq#	*Empl ID	Empl Rcd	Name	Status	Error Msg				
1	Ð	1		0 Q	Copyright States	Error	\mathcal{P}	+ -			

Message	How to Correct
MESSAGE: Duplicate Entry, matching record found in batch - X	Search for another batch in the pay period with the same data and delete it. If the other batch is already submitted, contact Central Payroll for assistance.
FIELD: X MESSAGE: Field is required	Fill in missing field(s) in the validation message.
FIELD: Amount MESSAGE: Amount cannot be Negative, remove the negative sign and use One-Time Code of REFUND	Change the amount to a positive number and use one- time code Refund if applicable.
FIELD: Amount & Oth_Hrs MESSAGE: Amount & Oth Hrs cannot be 0 when One-Time Code is set to ADDITION (or) REFUND	Enter at least one value other than 0.00 in Oth Hrs or Amount field.
FIELD: Plan_TYPE MESSAGE: Invalid value – press the prompt button or hyperlink for a list of valid values	Use the magnifying glass to select a valid Plan Type.
FIELD: Emplid MESSAGE: Invalid value – press the prompt button or hyperlink for a list of valid values	Enter a valid Empl ID for the employee.
FIELD Empl_Rcd MESSAGE: Invalid value – press the prompt button or hyperlink for a list of valid values	Enter a valid Empl Record for the employee.

Once the error has been corrected, click **Validate** and confirm the error row(s) has been resolved in the **Totals** section:

Totals	
Rows Validated:	1
Rows Error:	0
Total Rows:	1

FILE UPLOAD

Agency Payroll may use the file upload feature for batches with many rows to eliminate the need to manually key each individual row. Instructions for this process are in the <u>POTT File Upload Job Aid.</u>

REJECTED POTT

During review, Central Payroll and Central Benefits have the option to reject an earnings or deduction POTT for corrections without cancelling the entire POTT. No need for the agency to re-enter the entire POTT batch from the start to make a small correction - saving time for everyone.

1. Reject check box (available for central staff only)

- a. This will reject the entire batch back to the submitter to make changes.
- b. POTT batch status will show "Rejected" until agency corrects and resubmits the POTT. At that point the batch status will return to Submitted.
- c. If there are several lines in the batch and only one is rejected back and the rest are accepted, all lines are rejected back to the submitter.
- d. The accepted lines are grayed out and unable to be changed by the submitter. Only lines with the open boxes can be edited.

Company		1110	Olata af Miss			Patek ID	07												
Company	У	WIS	State of whist	JOHSIII		Batchild	21												
Pay Grou	μp	410	Dept of Corre	ections		Batch St	atus Rejected												
Pay Perio	od End	03/23/202	4			Created	By LENZET	SBNV											
Off Cycle	e?	Ν				Submitte	d By LENZET	SBNV											
Transact	ion Type	Earnings																	
Attach Run - Wi	ch or View Supporting Documents (t) Combination Code Selection [Mass Update] Select Chartfelds Combination Code Select Chartfelds Combination Code Update All																		
?																	P	ersonalize Find	View All
Employ	ree Data	Chartfie	d Details	Validation	Audit Log														
Seq#	*Empl ID		Empl Rcd	Name		Pay Status	Earnings Begin Da	te Earnings End Date	Erncd	Descript	on	Oth Hrs	Amount	*One Time Cd	Sepchk#	Combination Code	Select ChartFields	Review Status	Review Comme
1			0 9	Section 200	91.	Active	03/10/2024	B 03/23/2024 B	RF1	Referral	Bonus 1	0.00	500.00	Addition 🗸	0		Select ChartFields	Rejected	Ģ
2	100-04	51	0	Sect. Pro	y L	Active	03/10/2024	03/23/2024	CPR	Comp P	an Lump Sum	0.00	465.44	Addition	0		Select ChartFields	Accepted	Ģ
Valida	ate				S	ubmit		Fotals Rows Validated: Rows Error: Total Rows:	1 0 2										

- 2. Notification of a rejected POTT
 - a. The Central Office reviewer will notify the submitter via email that their POTT was rejected, although we might direct you to the Review comment for why the POTT was rejected instead of repeating ourselves in the emails.
 - b. Agency submitters and Agency reviewers can find POTTs in "rejected" status by going to the POTT entry page and entering pay period end date, select "Rejected" from the batch status drop down options, then click on the Search button.

CHARTFIELD & FUNDING

1. If you need to apply funding for a single employee, click on the "Select Chartfields" in the row for that employee.

2 Employ	ee Data Chartfield	Details	Validation Audit Log												F
Seq#	*Empl ID	Empl Rcd	Name	Pay Status	Earnings Begin Date	Earnings End Date	Erned	Description	\square	Oth Hrs	Amount	*One Time Cd	Sepchk#	Combination Code	Select ChartFields
1	(1997) (1997)		second beings	Active	03/10/2024	03/16/2024	REGQ	Regular Hours Worked		12.00	0.00	~	0		Select ChartFields

2. If updating for multiple employees as part of an upload, go into the Combo Code Selection (Mass Update) box and "Select Chartfields" from there.

Combination Code Selection [Mass Update]											
Select Chartfields	Combination Code										
	Update All										

3. Chartfield link that opens pop up to enter various chartfield information.

	ChartField Common Component														×
ChartField Details	ation Code	٥	Search (Options ination Codes	learch										Help
ChartField Detail															
Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Attiliate	Fund Attiliate
Q		۹ 🔤 ۹		a 🔤 🤉			۹ 🗌 ۹			۹ ۵		۵. ۵		۹	a
Ok Cano	e														

- a. The chartfields are validated with finance when they are entered and only validates that they are open/active codes not that they are the appropriate codes.
- b. Chartfield information must be for the agency where the employee is currently working. Cannot enter chartfield information to allocate to former employers. If this is needed, add notifications in the comments.
- c. If you process a mass upload of POTT transactions, once they are loaded on the screen you can update or make changes to one or employees to change the chartfields for those transactions using this functionality.
- d. "Validate" does not validate chartfields only validates the other data entered.
- e. The "Detail Data" tab only shows the combo code. Once clicked on details, you will see the detailed chartfields.

DELETE/CANCEL POTTS

The process to delete or cancel existing POTTs is dependent on the **Batch Status** of the POTT. Review the status of the POTT and refer to the instructions below for the entry type.

POTT Status	How to Remove Entry
Created	Delete by Agency Payroll
Validated	Delete by Agency Payroll
Submitted	Cancel by Central Payroll
Closed	Shut off pay line by Central Payroll

To view the status of a POTT:

1. Navigate to Enter POTT – By Employee page.

- a. **Navigation**: Workforce Administrator Homepage > Payroll Dashboard > Payroll Processing Tile > POTT Folder > Enter POTT – By Employee.
- b. Enter **Pay Period End Date** and **Batch ID/Empl ID** (depending on the situation both may be needed to narrow down to the correct batch) and click **Search**.

Find an Existing Value Add a New Value									
Search Criteria									
Company begins with 🗸	•								
Pay Group begins with 🗸	•								
Pay Period End Date = 🗸	09/24/2022								
Off Cycle ?									
Transaction Type = 🗸	~								
Batch ID begins with 💊	·								
Empl ID begins with 🗸	100012345								
Empl Record = 🗸									
Batch Status = 🗸	~								
Created By begins with V	·Q								
Submitted By begins with 💊									
Case Sensitive									
Search Clear Basic Se	arch 🖾 Save Search Criteria								

c. If the Submitted By field is blank, then the POTT is in <u>Created</u> or <u>Validated</u> status and can be deleted by the agency. <u>See further below for steps to delete the POTT</u>.

Enter Payroll One Time Transactions											
Company	WIS	State of Wisconsin	Batch ID	3							
Pay Group	505	Dept of Administration	Batch Status	Created							
Pay Period End	10/08/20	022	Created By								
Off Cycle ?	Ν		Submitted By								
Transaction Type	Earning	5									

 d. If the Submitted By field is completed, then the POTT is in <u>Submitted</u> or <u>Closed</u> status. Click on <u>Return to Search</u> to review the status. <u>See further below for steps to request</u> <u>deletion of this POTT</u>.

View All First 🕢 1										
Company	Pay Group	Pay Period End Da	te Off Cycle ?	Transaction Type	Batch ID	Batch Status	Created By	Submitted By		
WIS	505	09/24/2022	Ν	Earnings	2	Closed				

To delete a POTT:

- 1. Return to the batch via the Enter POTT By Batch.
- 2. Enter **Pay Period End Date** and **Batch ID** (depending on the situation both may be needed to narrow down to the correct batch) and click **Search**.
- 3. Click the **Minus** box next to each row of POTT data and click **Save**.

									Persona	alize Find Vi	iew All 🔁	First (🜒 1 of 1	Last
De	ail Data Valid	lation A	udit Log											
	Comments	Seq#	*Empl ID	Empl Rcd	Name	Pay Status	Erncd	Description	Oth Hrs	Amount	*One Time Cd	Sepchk#		
1	Þ	1				Active	Q		0.00	0.00	~	0		•
	alidate			Subr	iit R	t <mark>als</mark> ows Validated	1: 0							
						Rows Erro Total Rows	r: 0 s: 1							
.	ave 🔯 Retur	n to Searc	h 🖹 Notify										+ Add	🖉 Upda

To request a cancelation:

If a **Submitted** batch or pay line shutoff of a **Closed** (and **Approved**) batch is needed, send an email to <u>Central Payroll</u> (Earnings POTT) or <u>Central Benefits</u> (Deduction POTT) that includes identifying information or a screenshot of the requested POTT to be removed. This must be done prior to the last pay calc-all on Thursday morning of processing week.

ADDITIONAL RESOURCES

- POTTs Earnings & Deduction Codes Guide
- POTT File Upload Job Aid
- LAN/LSR Guide