



# HR Shared Services - Payroll

<http://www.henryfordconnect.com/payroll>

## Payroll Contacts

**Corporate Payroll Hours:** M-F 8am to 5pm  
**Corporate Payroll** - (313)-874-9400 - PAYROLL1@hfhs.org  
**Payroll Fax** – (313)-874-9110  
**Manager** – Rebecca Woodring (bwoodri1@hfhs.org)

Employee Services - 313-874-7100 - employeeservices@hfhs.org  
 HFHS Help Desk - (248)-853-4900 - HELPDESK@hfhs.org

Questions / Tasks	Who to Contact
Address Changes	Employee Self Service
Benefits	Employee Services
Compliance	Corporate Payroll
CTO Accruals	Employee Services
Deductions	Employee Services
Direct Deposit	Employee Self Service
Garnishments	Corporate Payroll
Incorrect Rate of Pay	Employee Services
Non-Receipt of Paycheck	Corporate Payroll
Password Reset	HFHS Help Desk
Proper Input Hours	Corporate Payroll
Retirement Savings	Employee Services
TSA's	Employee Services
View CTO Balance	Employee Self Service
View Paycheck	Employee Self Service
W2 (2007 to YTD)	Employee Self Service
W2 (Prior to 2007)	Corporate Payroll
W4 Changes	Employee Self Service

## Online Help – Payroll Website

- City of Detroit 1040NR Employee Letter
- Compensation
- Direct Deposit
- Holiday Pay Guidelines
- How do I read my paycheck
- Involuntary Deductions Garnishments
- Kronos Holiday Pay Q&A
- Overtime and FLSA
- Paid Holidays
- Savings Bonds
- Schedule of Pay Dates
- Special Check and Correction Processes
- Tax Calculation Help
- Time Entry Access Change/Remove Request
- W-2 Reprint Request

## Commonly Used Time Entry Codes

Codes	Description
EB	Absence No Pay
DC	CTO Absence
DQ	CTO Family
DB	CTO Illness
DA	CTO Scheduled
EC	CTO Unpaid
DL	Holiday
DK	Jury Duty
EQ	LOA Family Unpaid
ED	LOA Unpaid
WP	Low Census – CTO
WR	Low Census – no pay
CC	On-Call
RG	Regular
AW or AY	Weekend Differential

## Payroll Correction Form

**Criteria:** (Deadline to Payroll, 4pm Wed of Non-Payweek)  
 •Anything above base pay earning  
 •Shortage in pay of less than 8 hours of base pay earnings  
 •Time sheet not submitted to the timekeeper by dept deadline

## Special Check Request Form

**Criteria:** Shortage in pay of 8 hours or more of base pay earnings. Special checks are mailed, exception – Canadian

\*Forms Location are located at Special Check and Correction Process link on the Payroll Website

## Payroll Processing Events

### Task Timeframes

	MON	TUES	WED	THURS	FRI
Time Approval Submittal Deadline	8PM				Pay Day
Payroll Processing Starts	8PM	8AM			
Error Report Resolution Timeframe	8AM - 2PM				
Special Check Request Period			8AM	8AM	5PM
Payroll Correction Request Period			8AM		
	MON	TUES	WED	THURS	FRI
Payroll Correction Req. Period Cont.			4PM		



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## Initial Time Entry Access

- Must attend Time Entry training. (HFHS University – Time Entry Class)
- Security access is granted upon completion of class

## Time Entry Access Change / Remove Request

- Go to Time Entry Access Change\Remove Request link on Payrolls website
- Complete form and save file
- Email file of completed form to [AccessRequest@hfhs.org](mailto:AccessRequest@hfhs.org)

## Record Retention

Required to hold on to all scheduled and timesheets for 3 years. Shred after 3 years.

## Payroll Fun Facts

- Provides service to all 13 business units
- Responsible for approximately \$52 million of payroll costs to 23,000 employees bi-weekly
- Produce approximately 625,000 checks a year
- Supports four time keeping systems (two Kronos, one Optilink and one Time Entry system)
- Manages three separate General Ledger Interfaces for eight business unit

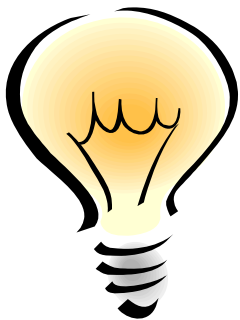
## Payroll FAQ's

### Q1. New hire employee not showing up in time entry. How do I enter time for this employee?

A. In time entry select Short form of "Hours Entry" and use the employee's social security number or ID number to bring up the employee's screen. Add new employee – F10 and the screen will pop up. Add last name, first name and cost center. Hit enter and this will save your information.

### Q2. Employee who has transferred to my cost center but is not showing up in my time entry. What do I do?

A. Contact employee's prior department and they will release the employee to your cost center by using the Employee's Scheduling Information screen. They will override the old cost center with the new cost center which will give you access to the employee's record.



Any ideas for process improvement in Payroll, please email Rebecca Woodring ([bwoodri1@hfhs.org](mailto:bwoodri1@hfhs.org)) with your suggestion!