EMPLOYEE PAYROLL HANDBOOK

What is MARS?

MARS (Methodist Administrative Resource System) is the Houston Methodist HR/Payroll System. Using MARS Employee Self Service, you can view your paystubs, change your W-4 elections, update your direct deposit information, access your benefits and retirement elections, take your annual in-services, change your address, view your Houston Methodist Total Rewards and more. MARS can be accessed from the 'Frequently Accessed Pages' on the Houston Methodist Intranet. You will be asked to enter your User ID and password to access MARS.
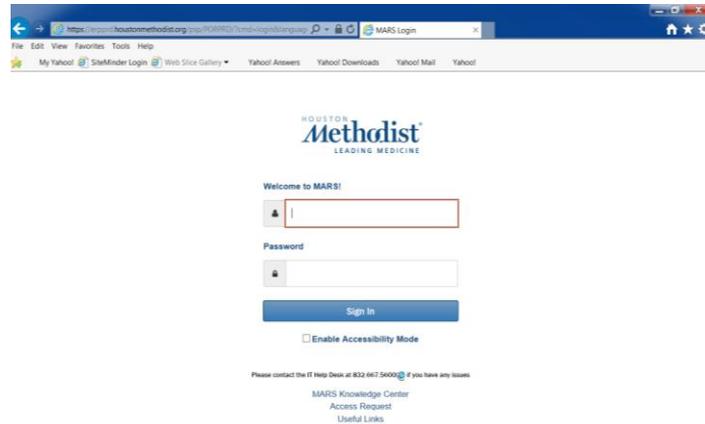
How do I access MARS from home or an offsite location?

As an added security measure, you will need to complete a one-time registration prior to accessing MARS from home.

To register for MARS offsite access:
- Click 'MARS Home Access' on the HM Intranet home page
- Login with your regular Username and Password
- Answer five questions (e.g., who was your favorite teacher?)
- Click 'Update'

After you register:
- Go to https://employees.methodisthealth.com anytime
  - Click on the 'MARS' tile
  - Log in with your regular Username and Password
- If you have any issues accessing the MARS Portal, please contact the IT Help Desk at 832-667-5600 or HELPDESK@houstonmethodist.org

How do I update my address or other personal information?

You can update your address, phone number(s), emergency contact, and other personal information using MARS.

To update your address:
- Select the 'Personal Details' tile from 'Employee Self Service'
- Click on the arrow (>) to the right of your 'Current Home Address'
- In the 'Change As Of' field, enter today's date or a future date
- Update your address information and click 'Save'
- Once your information is successfully saved, you will either see your current address change or see a row for a future address change

To update your phone number(s):
- Select the 'Personal Details' tile and 'Contact Details' section from 'Employee Self Service'
- Click on the '+' sign under 'Phone' to add a number or click on the arrow (>) next to the number you want to change
- Update your phone information and click 'Save'
- You can have multiple phone types. Only Business and Business Cell numbers will be available in Outlook

How will I be paid?

Participate in direct deposit to your designated bank/financial institution or the Houston Methodist designated Payroll Card. Upon hire, you should complete your direct deposit elections. Regular biweekly payments (including your first payment) will be direct deposited on the Thursday following the end of the pay period.

Where can I find the current year's pay dates?

The current biweekly payroll schedule is available from the Houston Methodist Intranet. Select the 'Human Resources' tab and then the link to Payroll Schedule from the left side under 'HR Links'.

How do I change my W-4 elections?

You may change your W-4 information anytime online within MARS Employee Self Service by selecting the 'Payroll and Compensation' tile and then the 'W-4 Tax Information' section. W-4 changes require Chrome or IE11 for your web browser. Once you successfully submit your elections, you will see a confirmation page as well as receive a confirmation email to your Houston Methodist email account. Please note that the deadline for changes is Monday of the pay week to ensure that the changes are effective with the next biweekly payment.

Please note that if you check the box to claim exempt status on your W-4, no Federal Income Tax will be withheld from your paycheck. You may still be liable for paying taxes when you file your tax return.

If you are claiming tax treaty exemptions based on your non-resident alien status, please contact The Payroll Department as soon as possible for additional information.

How do I elect or change my direct deposit options?

Houston Methodist requires direct deposit for employees. Your biweekly payments can be deposited electronically to any bank of your choice that participates in electronic funds transfer. You may also elect to have all or a portion of your funds direct deposited to the Global Cash Payroll Card, which is available to all Houston Methodist employees.

To sign up for direct deposit to a checking account or savings account:
- Log into MARS with your network User ID and Password
- Select the Employee Self Service 'Payroll and Compensation' tile and then the 'Direct Deposit' section
- Click 'Add Account' for a new account or 'Edit' to change an existing account
- Enter the routing number, account number, account type, deposit type, amount or percent, and deposit order
- Verify that the correct bank name populated based on your routing number
- After completing the required information hit 'Submit' to setup your direct deposit account
- Please note that you must reach the confirmation page in order for your changes to be submitted
- You will receive an email confirmation that your direct deposit has been changed

To sign up for direct deposit to a Global Cash Card:
- Complete and sign the Global Cash Enrollment Form (available in HR office)
- Forward the form to your local HR office, or to the Payroll Department: Mail Station GB 166

Please note that you must specify one Net Balance account. Bonus payments or off-cycle payments will be direct deposited into your Net Balance account. You cannot delete your Net Balance Account. If you want to change your Net Balance Account, overwrite the current Net Balance routing number and account number with your new bank information.

Additional accounts may specify a dollar or percentage amount. **When closing an account, please complete your direct deposit changes in MARS prior to closing the account. The deadline to cancel an existing account is Monday of the pay week at 5:00pm.** Please note that if you provide incorrect routing or account information or close a direct deposit account and do not update your direct deposit prior to Monday of the pay week (and, as a result, your direct deposit fails), a replacement check cannot be issued until the funds are returned to Houston Methodist's account. This may take up to 5 business days.

The Global Cash Payroll Card is a safe and convenient way to receive your pay. The Global Cash card is a Visa debit card and, like direct deposit, your pay will be automatically available on your card every pay day. This card is available to all employees regardless of their credit or banking history. Please see the Global Cash Pay card consent form for detailed terms and conditions.

How do I view my pay information?

It is very important to Houston Methodist that you are paid correctly, timely, and in accordance with all state and federal laws. Please review your time cards and pay statements for completeness and accuracy. If for any reason you believe that your pay statement is not accurate, please contact your supervisor or Human Resources/Payroll immediately.

Your pay information is available online via MARS. After logging into MARS, select the Employee Self Service 'Payroll and Compensation' tile and then the 'Paychecks' section.

The accuracy of your paycheck is extremely important to Houston Methodist. Please note that prior to viewing your paystub, you must acknowledge the Wage and Hour message.

Sample Employee Paystub

Employee ID →

W-4 Elections →

Summary of Gross Income Tax Deductions Net Pay →

Your Taxable Gross Income →

Paid Time Off Details →

Direct Deposit Distribution & Amount(s) →

Hours and Earnings Breakdown →

Itemized After-Tax Deductions →

Itemized Imputed Income →

Itemized Before-Tax Deductions →

Tax Breakdown →

Paystub header

Pay Group:	400-Houston Methodist Hospital
Pay Begin Date:	12/01/2013
Pay End Date:	12/14/2013

Advice #:	000000000099999
Official Payday:	12/19/2013
Business Unit:	40000
Business Address:	6565 Fannin, GB240 Houston, TX 77030

Jane Sample
123 ANY STREET
HOUSTON, TX 77030

Employee ID:	9999999
Department:	00000000 HMH Department
Job Title:	HMH EMPLOYEE
Pay Rate:	$18.55 Hourly Rate

TAX DATA: Federal
Marital Status:	Single
Allowances:	1
Addl. Amount:	

MESSAGE:

TOTALS

TOTALS:	GROSS	BEFORE TAX DEDUCTIONS	AFTER TAX DEDUCTIONS	TAXES	NET PAY	FED TAXABLE GROSS
Current	1,924.43	56.26	9.07	404.77	1,454.33	1,868.17
YTD	22,809.74	787.64	75.06	4,332.72	17,614.32	22,022.10

PAID TIME OFF

PAID TIME OFF	YTD
Jan/Starting Balance	0.00
+ YTD Accrual through Prior PP	60.02
+ Accrual this pay period	4.62
- YTD used through Prior PP	36.62
- Used this pay period	0.00
- PTO Sold	0.00
+/- Adjustment/Holiday Accrual YTD	32.00
Current PTO Balance	60.01
Maximum Potential PTO Payout	0.00

NET PAY DISTRIBUTION

Bank Name/Payment Type	Account Type	Account Number	Deposit Amount
JPMORGAN CHASE	Checking	XXXXX9999	1454.33
TOTAL:			1,454.33

HOURS AND EARNINGS

Description	Current Hours	Current Rate	Current Earnings	YTD Hours	YTD Earnings
Regular Pay	80.00	18.550000	1,484.00	1,062.25	19,604.19
Overtime Pay - Week 1	1.25	27.825000	34.78	47.75	1,326.26
Overtime Pay - Week 2	2.00	27.825000	55.65		0.00
Bonus Overtime			0.00		1.40
Excused Absence - No Pay			0.00	1.88	0.00
Patient Satisfaction Bonus			0.00		300.00
Miscellaneous Bonus			350.00		350.00
Special Bonus			0.00		250.00
Challenge Bonus			0.00		20.00
PTO Scheduled			0.00	36.62	676.83
Bereavement			0.00	15.25	281.06
TOTAL	83.25		1,924.43	1,163.75	22,809.74

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Blue Water Cafe OPC	9.07	28.17
Cafe TMH	0.00	25.25
Gift Shop TMH	0.00	21.64
TOTAL:	9.07	75.06

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Dental	9.26	129.64
Medical	44.17	618.38
Vision	2.83	39.62
403(b) Contribution: 0%		
TOTAL:	56.26	787.64

TAXES

Description	Current	YTD
Fed Medicare	27.09	319.32
Fed Social Sec	115.83	1,365.37
Fed Withholding	261.85	2,648.03
TOTAL:	404.77	4,332.72

IMPUTED INCOME

Description	Current	YTD
*TOTAL Taxable Imputed	0.00	0.00

What if my payment is not in my bank account on payday?

Verify your paystub and your bank account information in MARS.

- If your information is correct in MARS, contact your bank to determine their posting schedule. Please note that posting dates and times vary by financial institutions
- If your direct deposit information is incorrect in MARS, please contact Payroll immediately

Please note that if your bank account has been closed and you did not modify your electronic direct deposit form in MARS by Monday of the pay week, a replacement check cannot be issued until the funds are returned to Houston Methodist's account. This may take up to 5 business days.

How and when do I receive my W-2?

You can elect to receive your W-2 electronically in MARS rather than receive a paper W-2 statement.
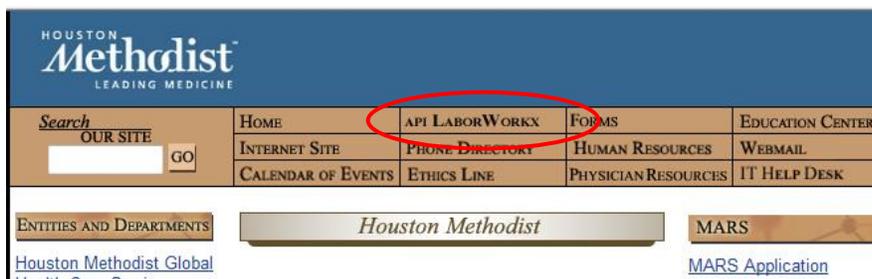- Log into MARS and select the Employee Self Service 'Payroll and Compensation' tile and then the 'W-2 Consent' section
- Check the box to consent to receive electronic W-2 and W-2c forms
- Click 'Submit'
- Enter your 'Password' and click 'Continue'
- You will see a confirmation page and receive an email confirming your consent
- Once W-2s are available in MARS, select the 'View W-2 Forms' section
- If you elect to receive your W-2 electronically, the consent will remain in place unless you withdraw it – i.e., you do not need to consent every year

If you do not consent to an electronic W-2, your W-2 for the previous year will be mailed by January 31st to your home address on file in MARS. Please ensure that you make any changes in MARS as they occur, as this is the address used for official Houston Methodist mailings.

What is LaborWorkx?

LaborWorkx is the Time and Attendance and Scheduling system. The LaborWorkx Time and Attendance System is accessed via the Houston Methodist Intranet.
- From the Houston Methodist Intranet, select the 'API LaborWorkx' tab
- Enter your Network User Name and Network Password and click 'Sign In'

What do I do in LaborWorkx?

Use the LaborWorkx Time and Attendance System for a variety of purposes including clocking in and out, entering your Paid Time Off (PTO) requests, reviewing your time card to ensure your pay information is accurate, and viewing your work schedule (if you are in a scheduling department). Review your timecard frequently throughout the pay period to ensure that your regular worked hours and PTO (as well as any other additional hours) are displaying correctly. You are able to view a summary of your hours from the 'Pay Distribution' sections of your time card screen (TCS).

Contact your supervisor immediately to correct any discrepancies. Once you have verified that your hours are correct, you are encouraged to use the 'Employee Sign off' feature. Sign off may be entered through Saturday of the pay week.

How do I clock in and out?

Non-exempt employees must be paid for all time worked that is defined as compensable time—it is your responsibility to ensure that your time is recorded accurately in the time and attendance system. You can clock in and out by using either a badge reader or LaborWorkx Quick Badge from a Houston Methodist computer.

Badge Reader:
• Swipe your ID badge at a badge reader. You do not need to press 'Enter' unless you must use a special code (e.g., No Lunch) or are working in a department outside your home department

Quick Badge:
• From a Houston Methodist computer, log into LaborWorkx and select 'Quick Badge'
• Detailed instructions about using Quick Badge and other time and attendance topics are available from the api LaborWorkx Knowledge Center
    o From the HM Intranet home page, select 'api LaborWorkx Knowledge Center' and click on the 'Time & Attendance' link

How do I make sure I'm in compliance with Wage and Hour Guidelines?

It is very important to Houston Methodist that you are paid in accordance with the Fair Labor Standards Act (FLSA). Please review Policy HR67 - Wage and Hour Compliance.

Some of the topics covered in this policy:
- Working off the clock is not allowed. Non-exempt employees must be compensated for all time worked. Please review your time in LaborWorkx to ensure all hours are accurate. Additionally, you are strongly encouraged to sign off on your timecard each pay period. Do not perform work before clocking in, after clocking out, or during an unpaid meal period. Do not work at home (e.g., business emails/phone calls) without being compensated. Prior to performing any work off site, you should obtain approval from your supervisor.
- Overtime (for non-exempt employees) is paid for worked time exceeding 40 hours in a pay week. Houston Methodist's pay week begins on Sunday and ends on Saturday.
- Unpaid meal periods should be uninterrupted. If you are not able to take an uninterrupted meal period, you must enter the appropriate meal special code (e.g., No Lunch) at the badge reader or in Quick Badge (at the end of your shift) or work with your supervisor to adjust your lunch deduction within the pay period.

What if my timecard or number of hours worked is incorrect?

Review your timecard in LaborWorkx frequently throughout the pay period to ensure that your worked hours and PTO (or any other additional hours) are recorded correctly. Contact your supervisor immediately to correct any discrepancies. At the end of the pay period, it is important to review your timecard one last time and signoff (deadline for signoff is the Saturday of the pay week). The signoff lets your manager know you agree with the hours to be paid. You can view a summary of your hours in the Pay Distribution sections of your time card screen (TCS).

If you find an error after payroll has processed, requests for adjustments will be paid in accordance with the Payroll Processing Procedure (HR54).
- If you were underpaid, your manager will need to submit a Paycheck Adjustment in MARS with details regarding the missing hours. Please note that The Payroll Department will communicate directly with the person who submits the Paycheck Adjustment request.
- If you were overpaid, please contact your manager immediately. If appropriate, your manager will contact the Payroll Department and you will need to sign a Wage Recoupment Form to take back the overpayment from your future paychecks.

How is holiday time paid?

Holiday hours are classified as Paid Time Off (PTO). If you are eligible for PTO, hours are awarded to your PTO balance at the time that the holiday occurs. If you work on the holiday, the holiday hours will remain in your PTO balance and will be available for future use. If you are an hourly/non-exempt employee and must work on a holiday, the hours worked are paid as straight time or overtime depending on the number of hours you worked in the week.

Some holidays pay an additional holiday premium (paid at one-half times the base rate of pay). If you are eligible (i.e., a regular non-exempt employee), holiday premium is paid if you work on the actual holiday during the eligible window on Thanksgiving, the day after Thanksgiving, Christmas Day, or New Year's Day.

Who do I contact for an employment/wage verification?

Houston Methodist outsources employment verification services to PreCheck's Healthcare Employment Verification Network (HEVN). The verifying party can visit PreCheck's website at www.EmpCheck.com or call **1-888-279-4504**. The verifier must provide the **hospital code of 2569** for Houston Methodist. In order for PreCheck to release your salary information to the verifier, you will need to create a salary key. To set up a salary key, call customer service at 1-888-279-4504.

Where can I find information about HR pay practices and policies?

There are several pay-related HR policies and procedures regarding HM pay practices that have more detailed information on topics such as PTO, meal periods/breaks, shift differential, etc. HR Policies and Procedures are available in PolicyTech, which can be accessed by clicking on the 'Policies and Procedures' link on the Houston Methodist Intranet home page. Search by System_HR

- Time and Attendance HR103
- Bereavement Leave HR47
- Cash Equivalent Payments HR53
- Compensation & Job Changes HR37
- Jury Duty HR69
- On-Call Pay HR52

- Overtime Compensation HR60
- Paid Time Off HR25
- Payroll Processing HR54
- Shift Differential HR48
- Wage and Hour Compliance HR67

Who should I contact if I have additional questions?

- Your supervisor
  - Your timecard has incorrect hours or is missing information
  - Your paycheck is incorrect
  - Your standard hours are incorrect
- HR Payroll
  - Direct deposit
  - Garnishments
  - Payroll taxes
  - HRPayroll@houstonmethodist.org or 832-667-6213
- HR Benefits
  - Insurance deductions (e.g., Medical, Dental, Vision, etc.)
  - Paid Time Off (PTO)
  - Leaves of absence
  - hrhub@houstonmethodist.org or 832-667-6211
- HR Generalist
  - Bonuses
  - Compensation rate
- Entity cafeteria/gift shop
  - Cafeteria/gift shop deduction amounts
- IT Help Desk
  - Username/password issues
  - HELPDESK@houstonmethodist.org or 832-667-5600
- Parking Department
  - Bus and parking (HMH only) deductions
  - AskParking@houstonmethodist.org