

# We're Connected

## Payroll Transition

### AT&T Mobility LLC & Edge Wireless

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## Table of Contents

Introduction-Welcome

Peoplesoft Employee Self Service

Last Paycheck under Dobson Communications Payroll

AT&T Mobility Check dates and payroll calendars

New Federal and State Tax Forms

Direct Deposit and Pay Stubs

Commissions

Time Reporting Beginning Oct. 21

Time Off Conversion

Net Credited Service (NCS) dates

Employment verification

Transition to *eLink*

Additional Resources

## Introduction-Welcome

Welcome to AT&T! Our people are the foundation that makes AT&T the number one provider in the wireless industry. In order to maintain this position, we want you to have the information and tools you need to be successful.

The transition of Dobson Communications employees to AT&T Mobility Payroll will commence on Oct. 19, 2008. This guide is designed to assist your transition to AT&T Mobility payroll's time-reporting processes, pay cycles, pay period begin and end dates, and even how to complete your W4.

The [AT&T Wireless Net](#) and [AT&T MyIntranet](#) are resources that will assist you in this transition. The [HROneStop portal](#) is located on the [AT&T MyIntranet](#) and is your online source to help you manage your personal benefits, career, life, money, time and attendance, as well as your team.

## Peoplesoft Employee Self Service

Peoplesoft is the job history and payroll system for all AT&T Mobility employees. By using the employee's ATTUID, all AT&T Mobility employees can access Peoplesoft and manage their personal information.

- **Employee Self Service (ESS)** all Mobility employees can access the system to view their job history, pay history and paychecks. Through the ESS system, employees can also update personal information such as home address, phone numbers, preferred name, W4 and emergency contacts among others.
  - [Peoplesoft login Page](#). You will use your ATTUID to login. Your initial password is the word PASS (in uppercase) and the first four digits of your social security number followed by an exclamation point (i.e. PASS1234!). You will be prompted to change to a secure password upon login.
  - [Peoplesoft Online Help](#) contains instructions for all Employee Self Service transactions.

## Last Paycheck under Dobson Communications Payroll

Dobson Communications employees will receive their final Dobson Communications paycheck on Oct. 24, 2008, covering the pay period of Oct. 6, 2008 to Oct. 18, 2008.

NOTE: The final pay period on the Dobson payroll will be a 13-day pay period. Any hours for Oct. 19, 2008 will be paid from the Mobility payroll system.

## **AT&T Mobility Check Dates and Payroll Calendars**

**Hourly check dates:** All hourly employees are on bi-weekly pay cycles. The first hourly, or non-exempt, pay period will be Oct. 19, 2008 to Nov. 1, 2008, and the first hourly paycheck will be issued on Nov. 7, 2008.

To assist you in this transition, a detailed description of an AT&T Mobility paycheck is available at [How to read your paycheck](#).

To view your paycheck, login [to Peoplesoft Employee Self Service](#), and navigate to payroll and compensation > view paycheck.

Detailed [2008 Payroll Calendars](#) can be found at [HROneStop](#).

## **New Federal and State Tax Forms**

**All Dobson Communications employees must complete new W4s and state tax forms to ensure the correct payroll deductions are completed in the AT&T Mobility payroll system.**

**Your federal and state tax withholding will default to single/zero on your first check from AT&T Mobility unless your elections are completed by Nov. 1, 2008.**

To update your W4 and state tax form, go to Peoplesoft Employee Self Service. You will use your new ATTUID to login. [Update your W4 now](#)

## **Direct Deposit and Pay Stubs**

Good news! Your current Direct Deposit information will automatically convert to the AT&T Mobility payroll system. Be aware that the AT&T payroll system suppresses payroll stubs for employees on direct deposit unless state mandate requires a printed pay stub. Beginning Oct. 19, 2008, you will be able to [review your current direct deposit or enroll](#).

## **Commissions**

For employees who are eligible for commission, your commission pay dates will remain the last Friday of the month for the previous month's commission. Taxes will be applied at the federal supplemental rate of 25 percent, subject to annual adjustment by the IRS.

This may result in a higher amount of federal withholding tax. You may want to consider adjusting your W4 allowances to offset the additional taxes withheld on your commission payments.

## Time Reporting Beginning Oct. 21

Upon transition to AT&T Mobility Payroll, you will move to [My Time](#) (Kronos), AT&T Mobility's online time reporting system. MyTime requires employees to report their time accurately and efficiently, view their timecard and review time-off balances.

**My Time is a 'positive' time keeping system. All hourly employees must time stamp to record time worked for each work day. In order to be paid, hourly employees must time stamp 4 times per day and approve their time card at the end of each week;** stamp in at start of shift, stamp out for lunch, stamp in at return from lunch and stamp out for the day. If an employee misses a time stamp, the employee should work with the manager to get that time entered into My Time to meet the payroll processing schedule. [My Time Quick Guide for Hourly Employees](#)

## To Report Time on Oct. 19 to 20

You will not be able to use My Time until Tuesday, Oct. 21, 2008. Your supervisor must record your time stamps for Oct. 19 and 20, 2008 in My Time. A separate communication has been sent to your supervisor with this instruction.

My Time training courses are on the [Learning Edge](#) and are mandatory for all employees. **You must complete training by Oct. 18, 2008.**

- MYT110 My Time Training for Hourly (non exempt) employees

The [My Time Portal](#) is a great resource for reference documents such as My Time Quick guides, and pocket guides.

[My Time Online help](#) is available at the My Time portal and contains instructions on how to enter time, make corrections etc.

## Time Off Conversion

Dobson Communications employees will be paid out any remaining vacation time on their last paycheck on the Dobson payroll.

Once converted to the AT&T Mobility payroll, employees will receive bargained time off based on their Net Credited Service (NCS) dates. All vacation taken this year while on Dobson payroll will be deducted from their new time off eligibility.

Employees will be able to view their vacation time in My Time beginning Oct. 31, 2008.

## **Net Credited Service (NCS) dates**

Your current Net Credited Service (NCS) date will be bridged and remain the same. Your NCS date is used to determine benefits eligibility, time off, and other employment related programs.

## **Employment Verification**

Please instruct your lender or verifier to contact the Work Number at [www.theworknumber.com](http://www.theworknumber.com) or call 1-800-367-5690.

You can learn more about this at this link: [Verification of employment policy](#)

## **Transition to *eLink***

You will transition to ***eLink***, the Employee Information Link, in December. ***eLink*** is AT&T's HR and payroll system that replaces PeopleSoft. ***eLink*** provides access to and responsibility for your personal information, including employment verification, personal address changes, and on-line paycheck stubs. [Click here](#) to access an introduction to your transition and some high-level information. Further details will be provided as they are available and within adequate time to ensure you are prepared.

## **Additional Resources**

AT&T Mobility Employee Services is dedicated to providing exceptional service to our employees. The Employee Services Transaction Center (ESTC) [Hotline](#) 1-800-345-6211 is available Monday through Friday, 7:30 am to 5:30 pm CST.

The ESTC also has support email boxes employees can contact for assistance:

- General: [hr.transactions@awsmail.att.com](mailto:hr.transactions@awsmail.att.com)
- Payroll: [wireless.payroll.office@awsmail.att.com](mailto:wireless.payroll.office@awsmail.att.com)
- Payroll tax: [payroll.tax.questions@awsmail.att.com](mailto:payroll.tax.questions@awsmail.att.com)
- Garnishments: [attmobilitygarnishments@awsmail.att.com](mailto:attmobilitygarnishments@awsmail.att.com)
- Pay time off: [paytimeadmin@awsmail.att.com](mailto:paytimeadmin@awsmail.att.com)
- Wage verification: [wageverification@awsmail.att.com](mailto:wageverification@awsmail.att.com)
- Manager Self Service: [psoft.workflow.admin@awsmail.att.com](mailto:psoft.workflow.admin@awsmail.att.com)