

## **Payroll Process**

### **Descriptive Narrative to Accompany Process Flowcharts**

#### **Payroll Reconciliations**

After paycompute at the end of the month, UCLA notifies BRC payroll preparers that payroll ledgers and reports are available. Payroll preparers print ledgers and download payroll financial information onto excel to prepare reconciliation report for departments. Preparer verifies salary information, funding and EDB transactions affecting pay against payroll ledger. Discrepancies are resolved (it's usually charges on the benefits account) and explained on report to the department.

In addition, reports from the Times Benefit Roster are reconciled against accruals in the payroll system and the timesheets.

Both reports once they are balanced, are initialed by the preparer, and reviewed by the designated reviewer. If all balances, the reports are mailed to the departments with a form requesting acknowledgement that reconciliations have been completed by BRC payroll and that the department has received them. The department signs and returns cover sheet to BRC.

BRC Assistant double checks for the preparer, reviewer and department signatures, logs the completion of the reconciliation and documents are filed.

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#### Payroll Exception Reports

Monthly, UCLA notifies individual campus departments (UCOP is considered a UCLA “department” and the BRC Payroll team is notified on behalf of UCOP) that the following Monthly Payroll Maintenance Reports are available for review. The Reports affecting UCOP departments typically include:

- PPP6201 Personnel Status Report.
- PPP6504 BELI Out of Compliance Report.
- PPP6511 Benefit Elig Control Rpt New Benefits excluded for xx/xx.
- PPP8832 Dependent missing SSN.
- PRS6203 Employee with visa/work permit expiring within next 4 months.
- PRS745 List of employees with expired visa.
- PPP1382 Employees with 1000 hours eligible for benefits.
- PPP1383 Employees approaching 1000 hours toward benefit eligibility.
- PPP1384 Employees with 750 hours-eligible for benefits.
- PPP1385 Employees approaching 750 hours-toward benefit eligibility.
- PPP1392 Employees with 1000 hours toward career status.
- PPP1393 Employees approaching 1000 hours toward career status.
- PRS6211 Employees approaching leave accrual and service award threshold.

The reports are available through the DocumentDirect web-based interface at:

<https://ddi.ais.ucla.edu>

The BRC assistant prints the Monthly Payroll Maintenance Reports.

The BRC analyst reviews the reports and distributes them to departments for action.

BRC staff are available to work with the departments to determine the actions that need to be taken and the documentation required by the BRC to process the actions.

#### *Note Regarding Service Anniversary and Retirement Gifts.*

EDB now produces a report that lists employees who are approaching a service anniversary milestone that requires an increase to the employee’s vacation leave accrual. The BRC analyst will send a copy of the report to the department to notify them of the upcoming change and work with the department to obtain any documentation needed to support the change. Each analyst will verify service years in the system against documentation provided by the department. The BRC analyst will process all service anniversary and retirement gift request forms provided by departments. If funding and approval are in place, service

anniversary and retirement gifts are given to the department. Any orders of nameplates will be placed by the BRC analyst. A copy of the completed action is given to the BRC Recharge Unit so they can recharge the department for the gift. Adjustments to accrual rates that appear on timesheets will be made only by BRC staff.