

## **Payroll Process**

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

#### **Payroll Actions**

Note: The process flowchart and descriptive narrative for “Payroll Actions” apply to all actions that require entry into the EDB system, such as hiring a new employee, reclassifications, transfers, separations, stipends, merit increases, equity increases, bonuses, and fund changes.

The department follows established processes for initiating a payroll action. Typically, this includes working with Human Resources to prepare the required documents and to obtain the necessary reviews and approvals to proceed with the desired action (for example, in the case of a new hire action, this might entail obtaining approval to hire, developing a job description for the position, getting the position classified, entering the job description into CATS, and initiating the job search).

Once the desired payroll action is ready to be implemented (for example, a job offer has been made and accepted and a new employee will be beginning employment with the University), the department prepares the required paperwork, obtains approvals, and submits a complete documentation package to the BRC Payroll team.

The BRC analyst receives the request for payroll action and the supporting documentation package and records the request on a transaction log.

The BRC analyst reviews the request for payroll action and the supporting documentation package for completeness (that is, all required documentation has been submitted), proper approvals, and compliance with policy.

If the request for payroll action does not meet the requirements, the BRC analyst works with the department to resolve issues and advises them as to what action or additional documentation is needed before the request can be processed. In some instances, the request may be returned to the department for additional information, approvals, or documentation before resubmission.

If the request for payroll action meets all the requirements, the BRC analyst gives the request and supporting documentation package to the BRC preparer who enters the action into EDB. In order to post, each transaction must have a mandatory reviewer in the system. Mandatory reviewers are established within the system authorization structure and are only in the BRC. At least one individual in each department is designated as a non-mandatory reviewer in the system. Non-mandatory reviewers receive system-generated PANs for all payroll transactions for their departments. Departments may request that additional departmental staff receive PANs for specific transactions.

## Payroll Actions - continued

Once the payroll action has been entered into EDB, PANs are automatically generated and sent to the BRC mandatory reviewer, the non-mandatory reviewer, and any other individuals in the requesting department who have been designated by the preparer to receive them, serving as notification that the payroll action has been processed.

The BRC preparer prints relevant IDOCs. The BRC preparer initials and dates the request for payroll action and gives it, along with the supporting documentation package and IDOCs, to the BRC mandatory reviewer.

PANs are received by a BRC mandatory reviewer and must be reviewed within 2 business days. The BRC mandatory reviewer compares the information on the PAN with (1) the request for payroll action and the supporting documentation package and (2) the data that was entered into EDB for completeness, accuracy, and compliance with policy.

If the data entered into EDB does not agree with the data reflected on the request for payroll action and the PAN, the BRC mandatory reviewer returns the payroll action documentation to the BRC preparer, who corrects and resubmits the data.

If the data that was entered into EDB agrees with the data reflected on the request for payroll action and the PAN, the BRC mandatory reviewer initials and dates the request for payroll action to indicate the data was entered accurately and completely.

The BRC assistant does a final review to ensure that the BRC preparer and the BRC mandatory reviewer have both initialed the request for payroll action, logs the request as completed, and returns the payroll action documentation to the BRC analyst.

The BRC analyst sends a copy of the IDOCs to the department and files the payroll action documentation in the employee's payroll file.

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#### **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.