

Payroll Process

Descriptive Narrative to Accompany Process Flowcharts

Timesheets

Employee follows established departmental procedures for completing timesheet and obtaining supervisor's approval. Once timesheet(s) is complete (time recorded, employee signature, supervisor approval, additional approval signature for vacation over the maximum accrual), the timesheet(s) is sent to the BRC Payroll team. Timesheets should be submitted to the BRC Payroll team by the 6th workday for employees on a monthly pay cycle and by the 5th and 18th workdays for employees on a bi-weekly pay cycle.

The BRC assistant prints employee payroll lists. The payroll list serves as a control document to ensure that a timesheet has been received for each employee. As timesheets are received, the BRC assistant checks the employee's name off on the payroll list to indicate receipt of the timesheet. If a timesheet has not been received by the due date, the BRC analyst contacts the employee to obtain the timesheet.

The BRC preparer performs a compliance check to ensure each timesheet has: employee signature, supervisor approval, additional approval signature for vacation over the maximum accrual (if applicable), accurate entry of time (for example, leave time entered as a negative number), and agreement of prior timesheet ending vacation and sick leave accrual balances with current timesheet beginning vacation and sick leave accrual balances.

If the BRC preparer finds errors or has questions, the BRC preparer works with the analyst to resolve the issue. In some instances, this may require that the timesheet be sent back to the employee or department for action and resubmission.

The BRC preparer enters timesheet data (vacation, sick leave, compensating (comp) time, and overtime) into the Payroll Time Reporting (PTR) system. If an employee timesheet reflects leave without pay (LWOP), the BRC preparer enters the LWOP into EDB. When all time has been entered, the BRC preparer initials and dates the timesheet to indicate that all the information was entered. The BRC preparer puts the timesheets into a folder and gives the folder to the BRC reviewer.

The BRC reviewer accesses PTR and, if necessary, EDB, and, for each employee, compares the data that appears in the system with the data reflected on the timesheet to verify that all time (vacation, sick leave, comp time, overtime, and LWOP) was entered accurately and completely.

If the data entered into PTR (and EDB, if there was LWOP) does not agree with the data reflected on the timesheet, the BRC reviewer returns the timesheet with error notes to the BRC preparer, who reenters the data.

Timesheets - continued

If the data that was entered into PTR (and EDB, if there was LWOP) agrees with the data reflected on the timesheet, the BRC reviewer initials and dates the timesheet to indicate the data was entered accurately and completely.

After the data on all the timesheets has been accurately and completely entered by the BRC preparer and verified by the BRC reviewer, the timesheets are given to the BRC assistant. The BRC assistant does a final review to ensure each timesheet contains the initials of the BRC preparer and BRC reviewer. The BRC assistant then files the timesheets (separate files have been set up for each employee by department code).

If either the BRC preparer or BRC reviewer made adjustments to a timesheet (for example, comp time should be at a premium rate rather than straight time), the department and the employee are notified, the electronic timesheet is adjusted, and a copy of the adjusted timesheet is returned to the department and employee for their records.