

## Payroll Administration

### Payroll Records Maintenance - Departmental

The process begins for newly hired employees when the information listed below is entered into Online EDB or the appropriate forms are completed, and continues when changes are made to any of the information.

- Name
- Social Security number
- Date of birth
- Check/Surepay Disposition
- W-4 information
- Permanent Address
- Campus Address
- Employment verification (I-9)
- Oath/Patent
- Statement of Citizenship
- Form 8233
- Tax Treaty Statement
- Appointment/Distribution Information
- Parking, United Way, etc. deductions as appropriate

### Payroll Records Maintenance - Central

The process begins when Human Resources/Payroll documents are received in a central office and includes:

- Sorting, filing, or imaging documents
- Providing/mailling paper copies of documents on request

### Time Collection - Departmental

The process begins with the receipt and update or reporting of time. It includes validation of earnings and reasonableness testing. It is concluded when hours are prepared for payroll processing and includes the following:

- Reporting of payments such as regular, overtime, shift differential, rate differential, auto allowance, and On-Call rates
- Scheduling payments for appropriate cycle
- Processing of One-time payments e.g. performance awards, special Health Science Compensation Plan payments, settlement agreements, unsubstantiated travel reimbursement, educational assistance, relocation incentive
- Processing Late/Reduce Pay, e. g. correcting overmax payments, reversal, or reversal & late pay
- Processing Additional Pay
- Processing Workers' Compensation Adjustments
- Requesting special checks or Rushchecks

### Deduction Processing - Central

The process begins with the election by employees to have deductions taken from their checks and continues with:

- Collection of employee deduction information either from the employee directly or from a third party such as Credit Union, Labor Relations, or Parking Services
- Verification by the appropriate department of employee's eligibility for the deduction
- Entry of information into the Personnel/Payroll System (PPS)
- Reconciliation by the appropriate department of requested deductions to actual deductions
- Issuance of payments to appropriate departments or agencies

**Vacation and Sick Leave and Compensatory Time Administration - Departmental**

The process begins when an employee becomes eligible to accrue vacation and sick leave or compensatory time. It continues with changes in accrual rates or policies and employees' request for time off (vacation, sick, or comp time), and includes:

- Ensuring compliance with University policies concerning accrual and usage of vacation and sick leave and compensatory time.
- Reporting of time used
- Verifying accruals, usage, and balances
- Communicating vacation, sick, and comp time balances to employees
- Processing of adjustments
- Reporting of time used and payment of balances for terminating employees

**Vacation and Sick Leave and Compensatory Time Administration - Departmental**

The process begins when central offices are asked to assist departments with vacation and sick leave administration and includes:

- Administering the Catastrophic Leave Program
- Advising departments on the impact of hours adjustments on the financial component

**Garnishment/Levy/Court Ordered Child Support/Wage Assignments Processing - Central**

The process begins with receipt of a Garnishment, Levy, Court Ordered Child Support, or Wage Assignment and includes:

- Recording receipt of the document to establish date received
- Verifying that employee is on pay status and has no conflicting orders in effect
- Notifying employee of the intended withholding
- Calculating the amount to be withheld from the disposable income
- Deducting the amount from the paycheck
- Issuing a check for the balance to employee
- Paying the agency
- Reconciling the amount withheld to date with the original order and calculating current balance due
- Dealing with agencies to track down payments and verify employee eligibility and balances due
- Processing releases
- Monitoring orders still in effect for terminated employees
- Reconciling clearing account

**Non-Payroll Payments to Employees - Departmental**

The process begins with the identification of any non-payroll payments due to employees including

**Non-Payroll Payments to Employees - Central**

The process begins with the receipt of travel vouchers or reimbursement requests and includes:

- Processing travel vouchers and issuing

<p>payments such as travel and expense reimbursement.</p> <ul style="list-style-type: none"> <li>• Obtain required documentation</li> <li>• Complete appropriate travel reimbursement requests</li> <li>• Complete appropriate miscellaneous reimbursement requests</li> </ul>	<p>reimbursements</p> <ul style="list-style-type: none"> <li>• Processing expenses reimbursements</li> <li>• Ensuring compliance with policy</li> </ul>
<p><b>On Cycle Payroll Processing -Departmental</b>  The process begins after time is collected from employees and includes:</p> <ul style="list-style-type: none"> <li>• Entering pay transactions into the system or completing appropriate time reporting documents</li> <li>• Reviewing Online PTR error messages and correcting transactions</li> <li>• Preparing and distributing checks and advices</li> </ul>	<p><b>On-Cycle Payroll Processing - Central</b>  The process begins after time is entered into the system or appropriate time reporting documents are received in the Payroll Department and includes:</p> <ul style="list-style-type: none"> <li>• Editing and review of various PPS error reports such as the Overmaximum listing</li> <li>• Running payroll compute process</li> <li>• Verifying reasonableness of resulting compute totals</li> <li>• Preparing and distributing checks and advices</li> <li>• Reviewing and distributing various payroll reports such as the Expense Distribution Report (PPP530)</li> <li>• Issuing special checks for Advances and Early Releases</li> <li>• Rewriting paychecks for overpayments, flush, overmax</li> <li>• Processing Retirement/FICA adjustments</li> </ul>

	<p><b>Special Off-Cycle Mass Payroll Processing - Central</b></p> <p>The process is used when it is necessary to issue checks outside of the normally scheduled checkwrites. Included in Special Off-Cycle Mass Payroll Processing are any additional cycles (XX Cycles) which are scheduled to process:</p> <ul style="list-style-type: none"> <li>• Year end adjustments</li> <li>• Special pay corrections, e.g. missing time files</li> <li>• Certain mass retroactive payments, e.g. lump sum payments negotiated as part of a contract which are not required to be paid on an employee's regularly scheduled paycheck.</li> <li>• Mass issuance of Incentive Award Payments</li> </ul>
	<p><b>Special Off-Cycle Individual Payroll Processing - Central</b></p> <p>Included in Special Off-Cycle Individual Payroll Processing are any individual payments requiring:</p> <ul style="list-style-type: none"> <li>• Advances</li> <li>• Handdrawns, Rewrites, Overpayments, Cancellations, or Orca transactions</li> <li>• Rush Checks</li> <li>• Early Releases</li> <li>• Stop Payment, Stale-Dated, and Bank Reject replacement checks</li> <li>• Payments to survivors of deceased employees</li> </ul>
<p><b>Retroactive Payroll Processing - Departmental</b></p> <p>The process begins with the determination that adjustment transactions are required to produce a retroactive payment and includes:</p> <ul style="list-style-type: none"> <li>• Determining the amount and method of adjustment</li> <li>• Completing pay transaction such as LX, RX, RA transactions either online or on appropriate forms</li> <li>• Processing Expense transfers</li> <li>• Notifying employee of the adjustment</li> <li>• Scheduling the adjustment for the appropriate payday</li> <li>• Making arrangements for collection of overpayments</li> </ul>	<p><b>Retroactive Payroll Processing Deductions- Central</b></p> <p>The process begins with the determination that adjustment transactions are required to deduct the appropriate amount for Parking, Credit Union, Union dues, etc. and includes:</p> <ul style="list-style-type: none"> <li>• Determining the amount and method of adjustment</li> <li>• Completing deduction transaction such as RF, DS, transactions either online or on appropriate forms</li> <li>• Notifying employee of the adjustment</li> <li>• Scheduling the adjustment for the appropriate payday</li> <li>• Making arrangements for collection of overpayments</li> </ul>
<p><b>Payroll Reconciliation – Departmental</b></p> <p>The process begins with the departments' receipt of the Payroll Expense Distribution report (PPP5302) and includes:</p> <ul style="list-style-type: none"> <li>• Reviewing the PPP5302 and reconciling displayed payment information to payments</li> </ul>	<p><b>Payroll Reconciliation to the General Ledger - Central</b></p> <p>The process begins at the start of the month end process and includes:</p> <ul style="list-style-type: none"> <li>• Reconciliation of payrolls paid prior to interfacing to the ledger</li> </ul>

<p>submitted</p> <ul style="list-style-type: none"> <li>• Reviewing benefit charges</li> <li>• Reviewing leave usage transactions</li> <li>• Determining what if any adjustments are required</li> </ul>	<ul style="list-style-type: none"> <li>• Accruing of biweekly wages not paid in the current month</li> <li>• Verifying benefits assessments, such as financial leave accrual, Worker's Comp, Insurances, IAP, etc.</li> <li>• Reviewing the Expense Distribution Report (PPP5302) for reasonableness</li> <li>• Posting to the General Ledger</li> <li>• Reconciling Clearing Accounts</li> <li>• Reviewing Invalid Accounts and notifying departments of required adjustments</li> </ul>
	<p><b>Bank Reconciliation - Central</b></p> <p>The process begins with the receipt of a file from the bank of cash payments and includes:</p> <ul style="list-style-type: none"> <li>• Reviewing account balances</li> <li>• Comparing bank statement to general ledger, reconciling issues, paid items, adjustments, and balances</li> <li>• determination of an outstanding check amount, includes notification of state agencies of unclaimed funds (as appropriate)</li> <li>• reconciling the cash account</li> <li>• Processing required adjustments</li> </ul>
	<p><b>Payroll Tax Compliance and Filing Ongoing - Central</b></p> <p>The process begins with calculation of tax liability both employee and employer and includes:</p> <ul style="list-style-type: none"> <li>• Interpreting and applying tax reporting regulations</li> <li>• Making deposits of Federal, California, Social Security , and multiple states taxes</li> <li>• Interpreting and monitoring reporting and withholding regulations for aliens and enforcing compliance</li> <li>• Completing all required reports for the appropriate agencies</li> <li>• Reconciling payments to reports</li> </ul>
	<p><b>W-2/1099/592B/1042S Production/Distribution - Central</b></p> <p>The process begins with year end reconciliation of the annual payroll and includes:</p> <ul style="list-style-type: none"> <li>• Reconciling payments with total taxes withheld, and total earnings with reported earnings</li> <li>• Preparing and distributing employee tax forms (W-2, 1042S, 592B)</li> <li>• Filing the annual returns for Federal, California, Social Security, and multiple states.</li> <li>• Issuing duplicate and corrected tax forms</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicating information to employees and researching and answering inquiries</li> </ul>
<p><b>Department Oversight - Department</b>  The process encompasses all phases of Human Resources/Payroll activities and includes:</p> <ul style="list-style-type: none"> <li>• Pre-approving Human Resources/Payroll actions such as Hires, Promotions, Separations, etc.</li> <li>• Reviewing PAN or ASAP notifications in a "Post-Audit" mode of approval or signing appropriate documents</li> <li>• Overseeing the daily Human Resources/Payroll activities of the department</li> </ul>	

	<p><b>Systems Testing and Installation and Maintenance - Central</b></p> <p>The process begins with the identification of a need to modify systems or control tables and includes:</p> <ul style="list-style-type: none"> <li>• Determining need for system modification</li> <li>• Developing a requirements document</li> <li>• Working with technical staff to define method of achieving requirements</li> <li>• Reviewing and analyzing system releases or modifications to determine impact on systems, departments, and central units</li> <li>• Preparing and conducting testing of system modifications</li> <li>• Notifying affected users</li> <li>• Scheduling installation</li> <li>• Updating system control tables</li> </ul>
	<p><b>Special Process Updates in support of Human Resources Compensation Administration - Central</b></p> <p>The process begins with the identification of required pay rate changes (Range Adjustments, Merit Increases, or implementation of contract provisions) and includes:</p> <ul style="list-style-type: none"> <li>• Managing, scheduling, and implementing Merit process</li> <li>• Managing, scheduling, and implementing Range Adjustment process</li> <li>• Implementing special processes to meet contract provisions</li> <li>• Reviewing and distributing reports</li> <li>• Communicating processes to departments and employees</li> </ul>
	<p><b>Overpayment collection - Central</b></p> <p>The process begins when the Payroll Office is notified of an overpayment and includes:</p> <ul style="list-style-type: none"> <li>• Processing ORCA transactions and/or calculating overpayment amount</li> <li>• Notifying employee of overpayment amount and requesting repayment</li> <li>• Initiating collection efforts</li> <li>• Monitoring and aging Balance sheet accounts</li> <li>• Answering questions concerning overpayment amounts and tax implications</li> <li>• Writing off uncollected debts</li> </ul>