

Payroll Process

Descriptive Narrative to Accompany Process Flowcharts

Time Reporting

Employee follows established procedures for completing timesheet and obtaining supervisor's approval. Once timesheet(s) is complete (time recorded, employee signature, supervisor approval, the timesheet(s) is routed by TRS to the BRC Payroll team. Timesheets should be submitted to the BRC Payroll team in accordance with TRS Time Reporting Schedule.

The BRC preparer checks that leave balances are sufficient to cover the time reported and/or hours reported match the employee's appointment. Additionally, the BRC preparer notes leave without pay as it requires a manual transaction in EDB. If there are any exceptions noted during the review, BRC analyst works with the Leave Manager, the employee and/or the employee's supervisor to resolve the issue. In some instances, this may require that the timesheet is returned, using TRS, for action and resubmission. This may also require revision of the Leave of Absence form.

The BRC assistant prints the employee payroll roster to confirm that all employees have submitted their electronic timesheet in TRS. The payroll roster serves as a control document to ensure that a timesheet has been received for each employee. If any are missing, the BRC assistant or analyst contacts the employee and the supervisor to obtain the TRS timesheet. When each department's roster is reviewed and determined to be complete, the BRC preparer submits attendance files in TRS. Manual transactions are entered at this time if any errors are flagged when the time is submitted in the TRS data to PPS.

Reviewing the bi-weekly roster. On the day following the submission to TRS, the BRC analyst confirms in PTR that each employee on the department's roster has confirmed positive payment (i.e., there is a Y in the PTR Roster field). If there are any exceptions (i.e., blanks in the field), the BRC analyst must make the appropriate manual transaction in EDB.

At the closure of monthly and biweekly cycles, a pay audit report is downloaded from the Data Warehouse. This is the final check to assure all employees are getting paid accurately. For monthly exempt employees who report exception item, any time reported as Leave Without Pay (LWOP) will require BRC staff to enter a transaction to bill the employee or deduct the hours on the next pay cycle. A deduction transaction will require the BRC staff seek employee authorization. A comparison from the TRS to pay audit report is conducted. If no adjustments are needed, the reports are filed electronically. If adjustments are needed, the preparer makes necessary adjustments and requests a rush check for underpayments, overpayments, or a full check which may have been blocked from the roster.