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), after obtaining all approvals the HR Partner prepares the required paperwork and submits a completed payroll action form with supporting offer letter 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, and accuracy of data on the Payroll Action Form.

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. This is the confirmation to the department that transaction was processed. Departments may request that additional departmental staff receive PANs for specific transactions.