

# Payroll Queries and Timeline

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# HR Payroll Deadline

- ▶ In order to guarantee that transactions will be processed on the payroll, they must be fully approved and at Payroll's approval level by the HR Payroll Deadline
  - ▶ Please remember to give plenty of time for transactions to be entered and approved by the appropriate users for this deadline. Payroll is typically the final step in the workflow, after departmental approvals and UHR approval.
- ▶ This deadline is listed on our Payroll Processing Calendars on the Payroll website

# Monthly Payroll - Internal Deadlines

## Day 1 - Calc Day

- ▶ 9:00 a.m.
- ▶ Pay sheet creation
- ▶ Additional Pay Load
- ▶ Retro pay loaded
- ▶ Initial Automated Adjustments load
  
- ▶ 12:00 p.m.
- ▶ Institution initial review (target)\*

## Day 2 - Adjustment Day

- ▶ 9:00 a.m.
- ▶ Absence calendar closes
  
- ▶ 11:00 a.m.
- ▶ Initial Time and Labor load
- ▶ Initial manual adjustments due
- ▶ Automated Adjustment load #2
  
- ▶ 5:00 p.m.
- ▶ HR Lock

## Day 3 - Confirm Day

- ▶ 9:00 a.m.
- ▶ Final Time and Labor load
- ▶ Final Automated Adjustment load
  
- ▶ 11:00 a.m.
- ▶ Final manual adjustments due
  
- ▶ 2:00 p.m.
- ▶ Confirm payroll (hard deadline)

# Pre-Payroll Processing

- ▶ These queries can be run between the first of the month until the first day of Payroll processing.
- ▶ Pre-Payroll queries largely show how Job Data/Payroll Data is set up, but it doesn't show what is on the actual check.
- ▶ Best practice will be to verify queries both prior to payroll processing and during payroll processing.

# Pre-Payroll Processing

- ▶ Workforce Administration > Compensation Query Group
  - ▶ **Compensation Component Query - Summary:** Shows the employees comp rate with the supplements broken out
- ▶ Security and Workflow > MSS Workflow Query Group
  - ▶ **General MSS Transactions:** Shows MSS transactions that have been entered for an employee, as well as where the transaction is in the workflow
- ▶ Payroll > Monthly Payroll Query Group
  - ▶ **Estimated Monthly Payroll Query:** Shows an estimated prorated monthly pay amount based on the employee's job data comp rate, and the number of working days in the month (added as a prompt). Does not show back pay, retro pay, additional pay, etc, just the estimated earnings for that one month.
  - ▶ **Additional Pay Query:** Shows Additional Pay added by Payroll from the Supplemental Pay MSS Transactions. Shows data by Pay End Date.
  - ▶ **Employee Absences Not Approved:** Absences that have not been approved - absences should be approved by 9am of Day 2 of Payroll Processing.

# During Payroll Processing

- ▶ Once the Payroll begins, units can run queries to see what has been loaded to the employee's checks.
- ▶ This is the most accurate information in determining what employees will be paid for a specific payroll.
- ▶ These queries can be run daily during payroll to ensure pay is loading in correctly. If anything is incorrect, Central Payroll can help make corrections prior to the Payroll Confirm Deadline.

# During Payroll Processing

## ▶ Day 1 - After 12pm (\*target time)

- ▶ Payroll > Monthly Payroll Query Group
- ▶ **Validate Monthly Pay:** Shows what has been loaded to the employee's check
- ▶ **Active with No Paycheck:** Shows active employees who do not have a check generated

## ▶ Day 2 - After 1pm (for the 9am Absence Calendar Closing & 11am Adj Load)

- ▶ Time and Labor > BIWK Pay Reconciliation Group
- ▶ **Unpaid Absences:** Shows employees who will go uncompensated due to insufficient leave balance
- ▶ Payroll > Monthly Payroll Query Group
- ▶ **Validate Monthly Pay:** Shows what has been loaded to the employee's check

## ▶ Day 3 - After 11am (for the 9am Adj Load)

- ▶ Payroll > Monthly Payroll Query Group
- ▶ **Validate Monthly Pay:** Shows what has been loaded to the employee's check

# Biweekly Payroll - Internal Deadlines

## Day 1 - Calc Day

- ▶ 10:00 a.m.
- ▶ Absence Calendar closes
  
- ▶ 1:00 p.m.
- ▶ Pay sheet creation
- ▶ Retro pay loaded
- ▶ Initial Automated Adjustments load
- ▶ Initial time load
- ▶ HR Lock

## Day 2 - Confirm Day

- ▶ 11:00 a.m.
- ▶ Time Load #2
  
- ▶ 12:00 p.m.
- ▶ Final Automated Adjustment load
  
- ▶ 2:00 p.m.
- ▶ Final Manual Adjustments Due
- ▶ Final Time Reload
  
- ▶ 4:00 p.m.
- ▶ Payroll Confirm (Hard deadline)

## Timesheet Lockdown

- ▶ Day 1
- ▶ Timesheets Locked at 10am
- ▶ Timesheets Unlocked after Initial Time Load Completes
  - ▶ (typically 3:30pm - 5:30pm)
  
- ▶ Day 2
- ▶ Timesheets Locked at 10am



# Pre-Payroll Processing

- ▶ Biweekly hourly comp rate is also determine by Job Data
- ▶ Biweekly payroll is more focused on ensuring that the correct hours have been entered and approved for your employees

# Pre-Payroll Processing

- ▶ Workforce Administration > Compensation Query Group
  - ▶ **Compensation Component Query - Summary:** Shows the employees comp rate with the supplements broken out
- ▶ Security and Workflow > MSS Workflow Query Group
  - ▶ **General MSS Transactions:** Shows MSS transactions that have been entered for an employee, as well as where the transaction is in the workflow
- ▶ Time and Labor > BIWK Pre-Payroll Query Group
  - ▶ We recommend all the queries in this group if possible, to correct missed punches, exceptions, and verify the hours reported on the timesheet

# During Payroll Processing

- ▶ While comp rate does still come from Job Data, biweekly employee pay is based more on the reported hours and ensuring the correct number of hours have loaded to the check.

# During Payroll Processing

## ▶ Day 1 - Before 10am

- ▶ Time and Labor > BIWK Pre-Payroll Query Group
- ▶ *Reported Time Not Approved*
- ▶ *Employee Absences Not Approved*

## ▶ Day 1 - After 3:30pm (\*after email is sent to Time and Absence Listserv)

- ▶ Time and Labor > BIWK Pay Reconciliation Group
- ▶ *TL Reconciliation Report*: Shows hours that have loaded onto the check
- ▶ *Validate Biweekly Pay*: Shows what is on the check (including retro pay)
- ▶ *Unpaid Absences*: Shows employees who will go uncompensated due to insufficient leave balance

## ▶ Day 2 - After 2pm (after second time load and final adj load)

- ▶ Time and Labor > BIWK Pay Reconciliation Group
- ▶ *TL Reconciliation Report*: Shows hours that have loaded onto the check
- ▶ *Validate Biweekly Pay*: Shows what is on the check (including retro pay)

# Process Improvements

- ▶ The Payroll Department is always working to develop new queries and improved processes that can be used to enhance transparency and obtain a more accurate Payroll process
- ▶ Payroll processing is a partnership between the units, UHR, and Central Payroll, and we want to make sure campus has the tools needed to be successful
  - ▶ Retro Pay Query - This is a query we have been working on based on campus feedback
  - ▶ Do you have any ideas for other queries that would help with Payroll Processing?
  - ▶ Would it be helpful to send an email to run monthly validation reports in the same way that we notify for biweekly validation reports?
- ▶ Let us know if you would like to set some time to meet to discuss best practices and timelines for your particular unit!