Welcome to Payroll Processing 101

Payroll Personnel

Rachel Flores

P/R Manager

EPA Trainer and Guru

Correction payrolls

EPA Creator Tips

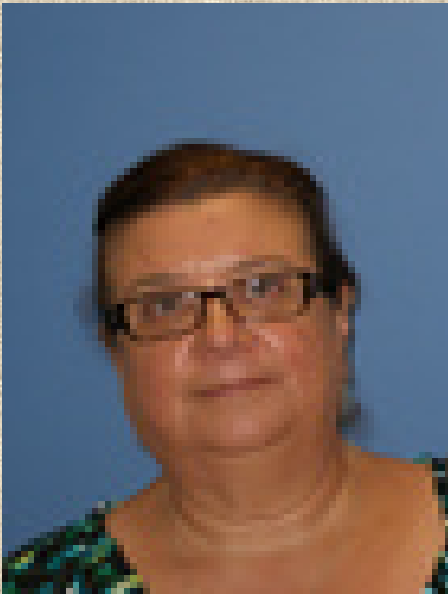*Cell Phone Allowances*

Court Orders

Payroll Personnel

Monthly and Supplemental Payroll "Go-To" Person

Monthly EPA Documents

Monthly BVD's

Supplemental Pay Forms

Maria Alaffa

P/R Spec. II

Payroll Personnel

Bi-Weekly Payroll Expert

Bi-Weekly EPA Documents

TimeTraq Contact

Replaces lost and stale dated checks

Anna delaGarza

P/R Spec. I

EPA's Drive the Payroll

Create an EPA every time you:

Hire a new employee

Terminate an employee

Change account number, title, etc.

Monthly EPA's

Ensure position has been approved through Budget and Human Resources when you hire a new employee

Search for the PIN that the employee will occupy

Create the EPA with the new info

If temporary PIN, create new PIN and check the box for "Temporary Position"

Questions you must consider before you create a document.

Is this ACTION for a Wage Position or a Budgeted Position?

Wage positions pay an hourly rate of pay and are usually not eligible for benefits.

Budgeted Positions pay a monthly rate and are usually entitled to benefits provided they meet all other criteria.

Questions you must consider before you create a document.

Is this a New Position or am I taking action on an Existing Position?

New positions are positions where the PIN has not yet been created.

If there is a position that is budgeted and vacant, you are taking an action on an *existing* position. Find the PIN using the search feature.

Glossary

Annual Term

The period of time the POSITION will be on the payroll. For wage and budgeted positions, these dates are typically 9/1 through 08/31.

Any term is valid in the system, provided the term is specified in ½ month increments

Glossary
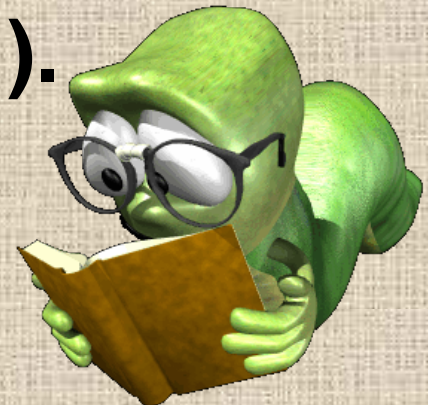
Annual Term

For *Teaching* and *Graduate Assistant* positions, the appointment duration is often different. The person may just be employed for the fall semester (9/01-01/15), or the spring semester (1/16-05/31).

Annual term date will match appointment.

Glossary

Iteration

The BPP system is organized by positions. However, positions and people in positions change over the course of the year.

Glossary

Iteration

Positions at the beginning of the fiscal year begin with iteration 01. As changes occur, iterations increment by one over the course of the year.
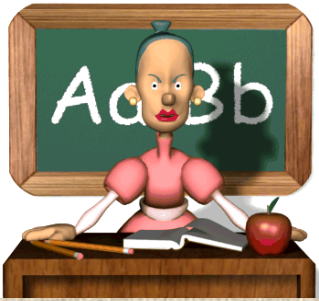
Each *CHANGE* to the position is called an ITERATION.

Glossary

Funding Source Lines

In the BPP system, the funding of positions are specified in advance. The funding source lines specify how those positions will be *funded*, the *account* that will pay the salary, and the *object code* that will be charged on the account.

Teaching Assistants (GTA)

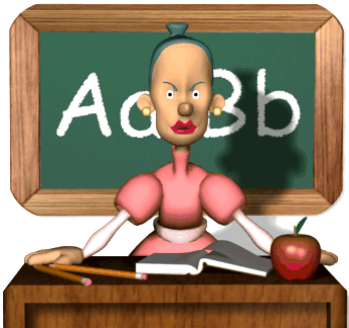*Annual Term dates can be 4 1/2 months to avoid overpayment .*

Treated like faculty for appointment periods

Use effective dates as semester dates:

Fall   9/1 – 1/15

Spring   1/16 – 5/31

If TA returns in the Spring semester, a new EPA will need to be created as a new iteration

Teaching Assistants (GTA)

Problems in the past –

There have been TA's overpaid due to appointing a TA for 9 months when the TA graduates in the Fall semester. It is easy to forget to terminate the TA in the spring semester after the TA is gone.

Complete your EPA based on the information the TA provides.

Graduate Assistants-Research

GRA's are also appointed for the time period for which they work

GRA's must work in order to be paid

50% appointment for 4 ½ months or more qualifies grad students for insurance benefits

Check with HR on the new Affordable Care Act rules

(Never qualify for retirement benefits due to the student status)

Summer Faculty Appointments

Full load for faculty teaching in the summer is 12 semester hours

Summer appointments include Maymester, SSI and SSII

Any assignment in excess of 12 hours over Maymester, SSI and SSII, will be paid at the adjunct rate and processed on an Academic Supplemental Pay form as an overload

Mini Mesters

January Semester

Considered part of the Spring semester.

Maymester

Considered part of the Summer sessions.

August Semester

Considered part of the Fall semester and is to be paid with the next fiscal year's funds.
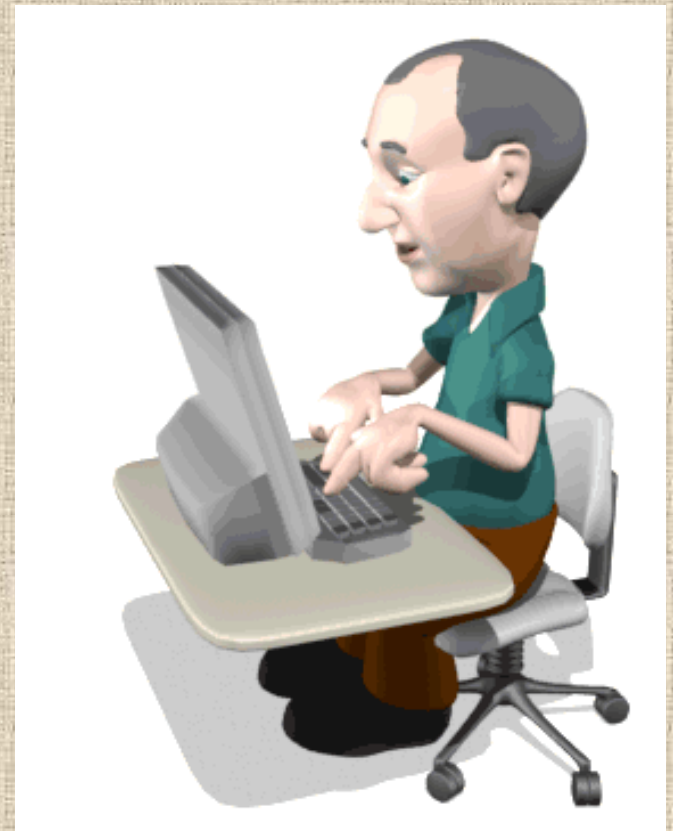
All to be paid on an Academic Supplemental Pay Form

EPA Creators

Must have training before given access to create EPA documents

There is a Train Traq course #2111629 (with quiz) that can be accessed in SSO

Rachel will do One-on-One training upon request

EPA Searches

Name (***Last***, ***First***)

ADLOC

PIN

UIN/ SSN

Document #

Main Menu ⇨ EPA ⇨ Search

`HELP?` `>>>> FEED`

| Search | Employee Details | Position Details | Document Details | Create Document |

Search for: [   ] 💡 Fiscal Year: [2009 ▾] ☐ Vacant Only

Position Type: [All ▾] Status: [Active Only ▾]

[Search] [My Documents]

Searching My Documents

Click on the **MY DOCUMENTS** *button*

Search	Employee Details	Position Details	Document Details	Create Document

Search for: [   ] 💡 Fiscal Year: [2008 ▾] ☐ Vacant Only

Position Type: [All ▾] Document Status: [Active ▾]

[Search] [My Documents]

➖ My Document Results (Total items: 3) 🔻 📥

Doc ID	Route Doc	Type	Name	PIN	B/W	Adloc	Adloc Description	Status
0007015	EBRCO0007015	Change Salary, Title or Term	White, Snow B	I02293	B	15-120013	PAYROLL	Open for Editing
0006997	EWRCO0006997	Create or Reactivate Position	Duck, Daffy F	I800062186	W	15-120013	PAYROLL	Rejected
0006628	EBRCO0006628	Change Salary, Title or Term	Mouse, Minnie	I02293	B	15-120013	PAYROLL	In Routing

To further refine your search

*You may limit the Position Type to **BUDGET** ONLY or **WAGE** ONLY & the Status to **Active** ONLY*

Keep track of your Documents

Every time you create an EPA document:
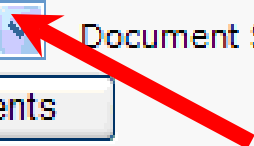
The document is filed in "My Documents" on canopy

Check it frequently to follow the status of your document

Tracking Documents

Rejected – click on Route Doc number to review rejection comments

	Search	Employee Details	Position Details	Document Details	Create Document

Search for: [   ] 💡 Fiscal Year: [2008 ▼]   ☐ Vacant Only

Position Type: [All ▼]   Document Status: [Active ▼]

[Search]   [My Documents]

My Document Results (Total items: 3)

Doc ID	Route Doc	Type	Name	PIN	B/W	Adloc	Adloc Description	Status
0007015	EBRCO0007015	Change Salary, Title or Term	White, Snow B	I02293	B	15-120013	PAYROLL	Open for Editing
0006997	EWRCO0006997	Create or Reactivate Position	Duck, Daffy F	I800062186	W	15-120013	PAYROLL	Rejected
0006628	EBRCO0006628	Change Salary, Title or Term	Mouse, Minnie	I02293	B	15-120013	PAYROLL	In Routing

Tracking Documents

Cancelled –Click on **Route Doc** number to see comments on why the document was cancelled.

Doc ID	Route Doc	Type	Name	PIN	B/W	Adloc	Adloc Description	Status
0005083		Create or Reactivate Position	,	I	B		Description not found	Open for Editing
0005060	EBRCO0005060	Create or Reactivate Position	White, Snow B	I02626	B	15-120013	PAYROLL	In Routing
0005059	EBRCO0005059	Create or Reactivate Position	White, Snow B	I	B	15-120013	PAYROLL	Cancelled
0005026	EBRCO0005026	Create or Reactivate Position	Dwarf Jr, Sneezy C	I02627	B	15-120013	PAYROLL	In Routing

Document Results

EPA Document Routing

Each created EPA document follows a routing path:

Monthly

1. College/Department

2. Human Resources

3. Grants (if grant funded)

4. Budget

5. Payroll

EPA Document Routing

Each created EPA document follows a routing path:

Biweekly

1. Department/College

2. Payroll

3. FYI copies go to HR, Financial Aid, and Budget for review

EPA must be complete and HR Packet submitted in order for a time sheet to be created.

Roles For Monthly Payroll

Department Administrator

Reviews BVD for accuracy

Updates as necessary

Notifies Department Approver

Monthly Payroll Processing

BVD – Budget Verification Document

EPA documents must be in the "Complete" status to appear on the monthly BVD by the day before "BVD Distributed to Departments" date.

Schedule is on our website

Monthly Payroll Processing

Verify all employee information on the **BVD**

**September BVD will have the new
year positions with updated:**

Salaries   *Funding Source*

New Employees   *Titles*

Department Administrator Role

Refreshing a PIN

View PIN on BVD Screen

Click the 'Refresh' Button

(all iterations will then be updated)

Department Roles

Department Approvers

Verify Accuracy of BVD

Submit to Payroll

Biweekly Payrolls

Biweekly payroll schedule is on Payroll Website

Follow New Employee **TimeTraq** Checklist

When creating **EPA**, be sure to use accurate dates, if you realize that one of your students was gone a month ago, use the last day worked by looking at their **TimeTraq** timesheets

REMEMBER

Biweekly TimeTraq contact is:

Payroll Employee

Anna delaGarza

Monthly TimeTraq contact is:

Human Resources' Employee

Christine Montez

New Employee TimeTraq Checklist

1. *Complete & Submit New Employee Packet*

*Note: Regular, benefit eligible staff and faculty will be provided a packet by HR and the Electronic I9 will be created by the HR department. For all others follow the process described at the HR link below.

https://hr.tamucc.edu/Employment/employmentforms.html

New Employee TimeTraq Checklist

2. Create *EPA*

(Only after EPA's have finished going through the approval process & item 1 has been completed can you move on to item 3)

New Employee TimeTraq Checklist

3. Activate Employee *PIN* in *TimeTraq*

(This can only be done by someone with a Dept Admin role).

A. Log on to *TimeTraq* as a Dept. Admin

B. Click on the *Activation Tab* at the top of the screen.

C. Enter the employee's *UIN* and *PIN* to create a *TimeTraq* job for the new position.

New Employee TimeTraq Checklist

4. Create Timesheet

      A.   **Click on "RP Review" tab**

      B.   **Change Match from "All Timesheets" to "All Jobs".**

Your new employee should now appear on your employee list.

      C. **Click on the "Create" button.**

New Employee TimeTraq Checklist

5. Assign a Manager to New Employee

*Note: You must assign a manager otherwise your new employee will not be able to submit his/her timesheet.

TimeTraq Tip of the Month for July 2009 provides step by step instructions on how to set up Managers.

Biweekly

*Be sure **TimeTraq** Authorization forms are kept up to date when the dept admin or dept approver changes.*

*Inform all employees that we are a **Direct Deposit** organization.*

Supplemental Payments

There are two forms that authorize supplemental payments:

1. **Academic Supplemental Pay form**

2. **Staff Supplemental Pay form**

Academic Supplemental Pay

This form is used to pay a supplemental payment for faculty for any reason

This form is used to pay a staff member for teaching an academic class

Provide Course Name/Number and number of SCH's if payment is for teaching an academic class

Academic Supplemental Pay

If payment is for an activity other than teaching an academic class, provide estimated number of hours worked to complete the task. We need to track hours worked for audit purposes.

Upon receipt of all authorizations – the payment will be made on the next available biweekly payroll.

(TimeTraq due dates are used for supplemental payment requests)

Certifications and Approvals

Employee *signature*

***Person Responsible* for funding this payment**

***Employee's (Payee's)* Dean/Department Head**

These certifications MUST be completed prior to work beginning

***Dean Responsible* for Supplemental Payment**

***Provost* & *VP* for Academic Affairs**

***Assoc. VP*-Research, Commercialization & Outreach** - **if external (grant) funding**

Budget

Staff Supplemental Pay form

Supplemental payments are for non-academic work performed outside the scope of the primary appointment

If work performed is within the scope of the primary duties, an *Overtime Payment* Form must be completed and sent to HR

Payments cannot be made until AFTER the work is completed

Staff Supplemental Pay form

Complete every section on the form

Date Work Began:

Date Work Completed:

And especially –

Amount of Hours worked
(These are very important now
for the Affordable Care Act (ACA) rules)

Certifications and Approvals

Employee's *signature*

Employee's (Payee's) *Department Head*

Person Responsible *for* *funding* *this payment*

Human Resources

VP Approval *for payments more than $2,000*

Assoc. VP *Research, Commercialization &*
Outreach *- if external (grant) funding*

Budget

Supplemental Pay

All supplemental pay requests are paper documents that must route around campus for necessary approvals

Timing of payment can be easily delayed when routed through campus mail

Monitor the progress of the approvals. You can check your account for the encumbrance.

Corrections

*New **EPA** must be completed to indicate a new **account number** and **effective date***

Corrections will be processed on **biweekly payrolls**

*Approved **EPA** documents must be received by the due dates used for **TimeTraq** to be processed on the next biweekly payroll*

*There are no **retroactive** salary/wage increases allowed*

Time & Effort

- *R.C.O. Office administers the Time & Effort module on Single Sign On*

Certification Periods are:
January 1 - June 30
July 1 - December 31

Each certification period will have 45 days to process corrections needed. Completed EPA document required to make corrections.

Time & Effort

If the period was already approved and an EPA document is processed to correct funding sources, the certification will be reset in Time & Effort and will need to be _re-certified_.

Questions/Comments

Thank you!