CSE Payroll

Appointment entry and position management entry will be processed by cluster payroll staff. Other payroll tasks (e.g. pay entry, leave entry, HSAs, and distribution changes) may be performed by cluster payroll staff or by departmental staff as long as the unit’s volume is high enough to justify maintaining local access. Such decisions will be made on a case-by-case basis.

Department Responsibilities

Pay Entry

For hourly employees:

• Collect timesheets from employees
• Verify timesheets hours are correct
• Check for appropriate supervisor’s signature
• Include record number (if known), pay rate, and EFS account string (if known) for each hourly employee on the timesheet
• Communicate any questions regarding timesheets with employee
• Submit timesheets to cluster as early as possible, but no later than Tuesday morning of pay entry to be assured of timely processing.

For salaried and exception hourly employees: Notify cluster of any changes affecting pay by Tuesday morning of pay entry.

Absence Cards

Check for appropriate supervisor’s signature

HSAs (when processed by cluster)

Submit complete information, including credit/debit account strings, amount/hours to move, timeframe, and justification.

Distribution Corrections (when processed by cluster)

Submit complete information, including effective dates, account strings, and record number (if known)

Overpayments (when processed by cluster)

• Communicate with cluster to be clear who is processing to avoid duplicative processing
• Process HSA to move overpaid funds off sponsored account (if applicable)
• Communicate overpayment to employee and send copy of communication to cluster
• Obtain signed consent to collect form from employee and send to cluster
Off-Cycles (when processed by cluster)

- Communicate with cluster to be clear who is processing to avoid duplicative processing
- Include record number (if known), pay rate, amount/hours, and EFS account string (if known)

Cluster Responsibilities

Pay Entry

- Enter all timesheets received by the deadline
- Enter late timesheets by the deadline to the best of the cluster’s ability
- Verify payroll abstract the Monday of each payday week
- Make verified payroll abstracts available to departments by 3pm on the Monday of each payday week
- Send timesheets back to department with verified payroll abstract via Google drive
- Submit off-cycle requests at the department’s request
- Submit overpayment forms at the department’s request

Absence Cards

- Enter in the pay period it was received
- Send back to department at least biweekly with payroll abstracts, if not more frequently

HSAs (when processed by cluster)

Process in pay period it was received

Distribution Corrections (when processed by cluster)

Process before job entry deadline

Overpayments and Off-Cycles (when processed by cluster)

Submit forms as quickly as possible once forms are completed