CSE Payroll

Appointment entry (with few exceptions) and position management entry will be processed by cluster payroll staff. Other payroll tasks (e.g. time card entry, absence entry, retro distribution adjustments, 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

The following tasks may be performed by the unit. The expectations listed following each task are the duties of the unit if the task is done by the unit rather than the cluster.

1. Time card entry
   - enter time on behalf of an employee
   - approve time on behalf of a supervisor
   - review time queries before payroll closes
2. Absence Entry
   - enter time off requests on behalf of an employee
   - approve time off requests on behalf of a supervisor
3. Appointment Entry
   - Units with an average of 40 or more academic year graduate assistant appointments may request entry access
   - Appointment entry is restricted to returning graduate appointments only
   - Unit must update shared payroll summary spreadsheet with all appointment information
4. Primary Abstract Review
   - Upload completed abstract to the Verified Abstracts folder by noon on the Tuesday following an abstract Monday.
5. Distribution Updates
6. Retro Distribution Adjustments

Shared Responsibilities

The following tasks may be done by the unit payroll staff or the cluster payroll staff. The expectations listed indicate what must be done when requesting processing by the cluster.

1. Retro Distribution Adjustments
   - Submit a document to the To Be Processed folder in Google Drive, using the correct naming convention

Updated 04/18/17
• Include complete information, including credit/debit account strings, amount/hours to move, timeframe, and justification.

2. Distribution Corrections
   • Submit an HRTS4 with updated distribution information to the To Be Processed folder in Google Drive, using the correct naming convention
   • Include complete information, including effective dates, account strings, and record number

3. Overpayments
   • Communicate with cluster to be clear who is processing to avoid duplicative processing
   • Process retro distribution to move overpaid funds off sponsored account or request that the cluster processes this step (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
   • Upload documents to the To Be Processed Folder

4. Off-Cycles
   • 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)
   • Upload completed documents to the To Be Processed Folder

Cluster Responsibilities

The following tasks may be performed by the cluster payroll staff. The expectations listed are for cluster payroll staff when these tasks are done at the cluster rather than the unit.

1. Primary Abstract Review
   • Verify abstract by checking name, job code, record number, standard hours, and pay rate match our records
   • Leave notes about issues for units
   • Upload verified abstract to the Verified Abstract folder by 3:00pm on abstract Mondays

2. Secondary Abstract Review
   • Review new entries done by the cluster after the unit has uploaded their verified abstract to the Verified Abstracts folder

3. Time Card Entry
   • Review time queries before payroll closes on a biweekly basis
   • Enter time and approvals as requested

4. Submit off-cycle requests at the department’s request

5. Submit overpayment forms at the department’s request

6. Absence Entry
   • Review queries before payroll closes on a biweekly basis
   • enter time off requests on behalf of an employee

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• approve time off requests on behalf of a supervisor
• Enter and approve absence requests as requested by the unit

7. Retro Distribution Adjustments
• Process the request within the same pay period it was received

8. Distribution Corrections/Updates
• Process in pay period it was received

9. Appointment Entry
• Process by payroll entry deadline
• Prioritize entry for new hires

10. Overpayments and Off-Cycles (when processed by cluster)
• Submit forms as quickly as possible once forms are completed