NOTES/REMINDERS

- ➔ Hourly (12H) employees will only have hour fields displayed.
- ➔ 80 is the highest value to be entered in the hours field for any 1 earnings code.
- ➔ Upon adding a row, the Account Number will be blank.
- ➔ Only unconfirmed pay-lines that a person has access to will be available to them. Records will sort by paygroup, department number, and name.
- ➔ Only STO, OTA, OTP, REG, RGS, RGT, SHF, SHR, SDO, and LTS earnings codes are available for other earnings.
- ➔ Earnings codes other than STO, OTA, OTP, REG, SHF, SHR, SDO, and LTS will come in as display only. The special pays submitted by the departments will be keyed as payroll is being entered. The earnings codes used for special pays will be grayed out. Please do not delete any grayed out earnings codes.
- ➔ Insurance refunds will also be processed while departments are keying. ***You may see lines for employees you know are terminated. These lines should have no hours or amounts. Do not do anything to these records.***
- ➔ Cannot use RGS and RGT with other earnings codes – error message to call payroll.
- ➔ Must delete the row if something was entered at some point and you do not want it – Zeroing out the amount will not get rid of the record.
- ➔ Only FLSA Nonexempt and No FLSA are eligible for OTA, OTP, STO, and LTS.
- ➔ For Standard Hours = 37.5 eligible for OTA only, otherwise eligible for OTP.
- ➔ Work Study edits – work study accounts (5152) require a 75% Fed (class 252) / 25% non-work study split. The 25% can be split over multiple accounts within 5152.
- ➔ Pre-populated hours **will** appear for 12H employees if activity in job data occurred during the pay period. Make sure to verify that all hourly employees have the hours intended by the submitted timesheets.

STEPS FOR PAYROLL DATA ENTRY PANEL PROCESS

1. Paysheets are created by HR.
2. An Email will go out informing all approved users that paysheets are available by Monday 10:00 a.m.
3. Departments should run the CU Paysheet Report to use as a worksheet before entering time.
4. Departments/Budget Centers enter information. HR can also begin entering special pays, insurance refunds and charges. These entries can be seen by Departments/Budget Centers.
5. Departments should run the CU Paysheet Report when finished to go to their Budget Center with signatures, if needed.
6. An Email will go out informing all approved users that **paysheets will no longer be accessible except for view only for departments after Wednesday, 3:00 p.m.**
7. **Access will be taken away from departments only by Wednesday, 3:00 p.m**.
8. Budget Centers check information entered by departments.
9. An Email will go out informing all approved users that **paysheets will no longer be accessible except by view only for Departments and Budget Centers after Thursday, 11:00 a.m.**
10. **Access will be taken away from Budget Centers by Thursday, 11:00 a.m.**
11. Paysheets can still be viewed in CUBS until they have been confirmed (paychecks are cut). **Hourly paysheets are confirmed first (Thursday), then annual paysheets (Friday).**
12. No history will be available in paysheets.
13. Once confirmed, the PAY_SHEET_FOR_DEPARTMENT_USE query can be run (Monday morning). This will show all that was processed and all to be paid through Payroll – not what was posted to Financials.

<u>Tips</u>:

(1) Highly recommended obtaining timesheet before paying an hourly employee.

(2) Watch for pre-populated hours.

(3) Start process by running CU paysheet report. Use this report to verify hours against timesheets.

(4) For annual paid employees, review your reports and totals. If there has been no activity, your annual should match the previous payroll.

(5) Highly recommend running a full report upon completion for filing purposes and for final review.