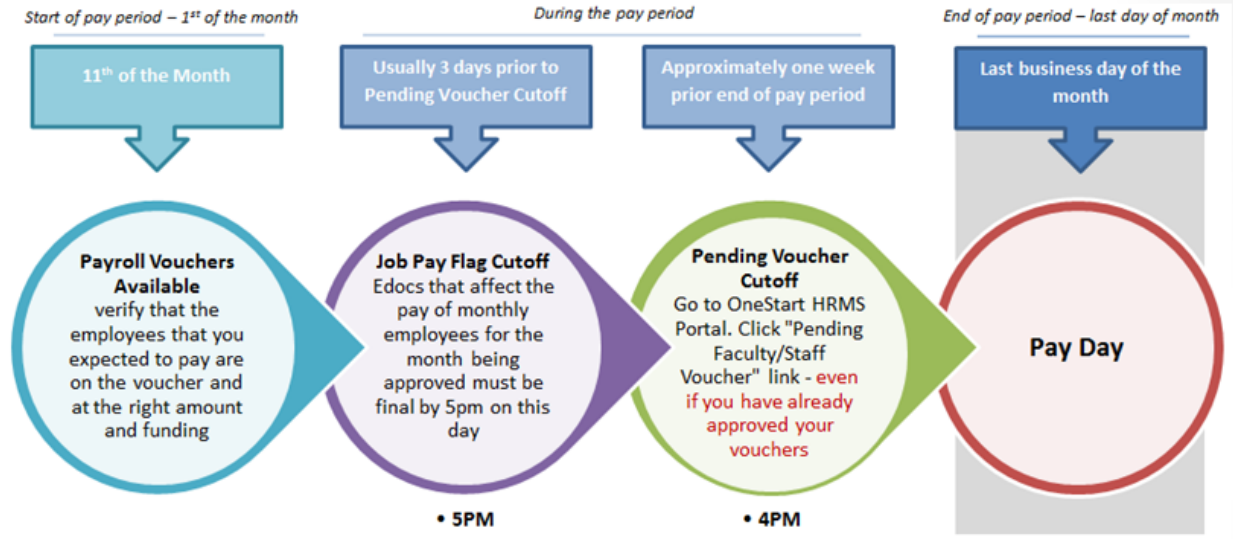


# Monthly Pay Life Cycle



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11 MO # 32 Vouchers Available 09-01-14 - 09-30-14	12	13
14	15	16	17	18	19 MO Job Pay Flag Off @ 5 pm	20
21	22 MO. Pend.Vo. Cutoff @ 4 pm	23	24 CLOSE MO # 32 @ 8 am No On-line checks NO TAX ENTRY	25	26	27
28	29	30 PAYDAY MO # 32				

- **Beginning of Pay Period through Job Pay Flag Cutoff Day**
  - Pay Period Begins 12:00 AM on the first day of the month
  - Vouchers are available approximately the 11<sup>th</sup> of the month
    - Review the vouchers for any job actions effective during the period
      - “Employee Activities” eDoc search
        - Created To, From Dates (go back at least a month from pay period)
        - Department
        - Optional: Salary Plan
      - New hire/transfer partial month pay is calculated by the work day method (work day calculation example below)
      - IUIE Report Employee List of Positions pulls all active employees and salaries for your department
    - Review the vouchers for additional pays
      - Any additional pay effective during the pay period will be on the voucher (even if only effective for one day of the pay period)
      - Adjustment voucher required to prorate additional pay amount.
      - “Additional Pay” eDoc search

- Created To, From Dates (go back at least a month from pay period)
  - Department
  - Optional: Salary Plan
- IUIE Report [Additional Pay Detail](#) pulls all active additional pays for your dept.
- June & July Reminder: A10 & S10 Employees will show the H2M earn code on the voucher. This code subtracts their regular pay for these two no pay months.
- Job Pay Flag goes off (Approximately 19<sup>th</sup> of the month at 5:00 PM)
  - Any eDoc saves will update the voucher until the Job Pay Flag goes off
    - Note: Funding change eDocs saved to PeopleSoft after the vouchers are created (approx. 11<sup>th</sup>) will not update the voucher
      - Update the funding on the voucher by modifying the account number in the funding section for regular pay
  - Adjustment vouchers should be processed if an eDoc save does not update the voucher prior to job pay flag cutoff
  - AS0/AS2s are evaluated for FICA exemption on this date. This will unbalance these vouchers as the employees' student enrollment is evaluated.
- Process any terminations for the pay period
  - [S10/S12 Termination Procedures](#)
  - Academic Terms will calculate the final month regular pay based on the term date.
  - If the termination eDoc will not be saved before the payroll cutoff, process an [adjustment voucher](#) to remove the regular pay for the individual to avoid an overpayment.
- **Pending Voucher Cutoff Day (Approximately 20th of the month at 4:00 PM)**
  - Payroll processor makes any necessary adjustments to the vouchers.
    - Vouchers are built based on the job data. It defaults to full pay for the time the employee is active during the pay period.
    - Record any UNPAID time: Hours absent without benefit time to cover.
      - Exempt professional staff record attendance in ePTO.
      - Record the number of HOURS in the voucher. The system will calculate the amount of pay to subtract based on the PS hourly rate.
        - ABE: Absent. Enter positive hours.
        - IJM: Injury (Only used if approved by Worker's Comp). Enter negative gross amount.
        - SNE: Suspension (Only used if approved by HR), Enter positive hours.
        - Other earn codes are available in ePTO to classify earnings, but the above are the only codes entered on the voucher.
      - This includes planned absences through the end of the pay period (month).
      - The central office will audit for mismatches of the voucher and ePTO. Any unpaid time entered in ePTO MUST be entered on the voucher to reduce pay.
      - Any absent time from a prior period must be entered with the correct dates on an adjustment voucher.
    - If regular pay reduction is needed, process an [adjustment voucher](#).
    - Make any one time funding changes

- Click “Show Details” on the voucher header to expose the full accounting key, including the additional pay sequence number
  - Funding by Amount must include an account checked as “residual”. This account will fund any remaining balances after the amounts are exhausted.
  - Note: Any funding change eDocs saved after the vouchers were initially created will NOT update and must be manually adjusted for current month
    - Update the funding on the voucher by modifying the account number in the funding section for regular pay
- Check “Pending Faculty/Staff Vouchers” page
  - Select monthly checkbox
  - Type in department code
  - Search and Count Vouchers
  - Any results indicate there is an entry on the voucher which is not marked as approved.
    - Click on the link to open the voucher. Use the Find section in voucher header and select “Unapproved” from the drop down.
    - Make any necessary corrections and mark as approved
  - Always do this on the pending cutoff day, EVEN if you have already approved your vouchers. Some payroll calculation processes can unbalance your vouchers.
- Verify Totals on each voucher
  - Faculty/Staff Voucher
    - Enter Department ID and search
  - Click on the “Payroll Voucher Balance” tab
  - Verify Earn codes and totals are as expected
    - Recommend comparing to prior monthly payroll totals
      - Absent hours are not calculated and are not subtracted from the total amount
    - Keep in mind eDocs for this pay period, ex: ALW, Temp Pays
- Enter adjustment vouchers prior to cutoff at 4:00 PM
  - Any prior pay period transactions must be on an adjustment voucher
  - Any reduction of regular pay should be done on an adjustment voucher
  - Any eDoc activity saved after the job pay flag cutoff will require an adjustment voucher
- **Day after Central Office Payroll close day**
  - Fiscal Approver Report is emailed
    - Verify payroll reports for reasonableness
  - If an overpayment is discovered:
    - Prior to the check date, request to Stop Pending Direct Deposit Transaction. Must have sufficient time to stop payment.
    - If unable to stop the payment:
      - Contact FMS Payroll processor to calculate an OVP payback. Employee will write a check back to the university for NET amount.
      - Subtract Gross pay (hours) from subsequent pay period through an adjustment voucher if payment will be made in the same tax year

- If overpayment is near year end, rules are different. Please discuss with your FMS processor.
- **Quarterly Audits**
  - Employee List of Positions: This report allows you to view active employees in your departments. Look for employees who are no longer working and be sure they are terminated in a timely fashion.
  - ePTO Balances: Report of employee's leave balances. Monitor those approaching zero, service date changes, etc. in ePTO system.

\*All days of the week referenced in this document are the standard dates. Please consult the [monthly payroll work calendar](#) for the specific dates per payroll.

**Work Day Calculation:**

For REG pay: Monthly rate / number of work hours in the term month = hourly rate for month

Example: \$4335 / 168 (Jun 2014) = \$25.804 hourly rate

Hourly rate X work hours = prorated monthly amount