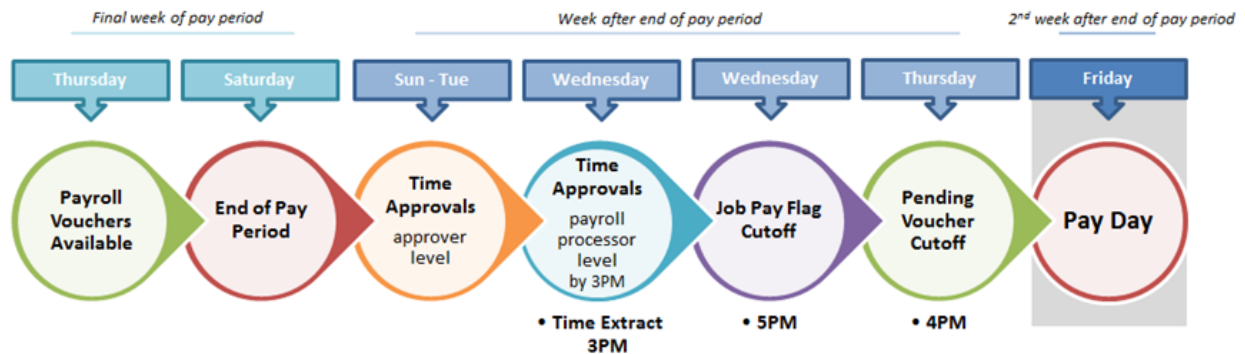


Biweekly Pay Life Cycle



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	9	10	11 BW # 31 Vouchers Available 08-31-14 - 09-13-14	12 Next Period Timesheets Available	13 End of Pay Per.
14	15 TIME approvals (approver)	16 TIME approvals (approver)	17 BW Job Pay Flag Off @ 5 pm TIME EXTRACT @ 3 pm Time - Proc.Final Approvals by 3pm	18 BW/HR. Pend.Vo. Cutoff @ 4 pm	19	20
21	22 CLOSE BW # 31 @ 8 am No On-line checks NO TAX ENTRY	23	24	25	26 PAYDAY BW # 31	27

- **During Pay Period (Sunday- Saturday)**

- Timesheets created Friday prior to pay period begin date (Sun)
 - If new hire and eDoc is routed after pay period begin, the timesheet will be created the night of the save or on the same day if employee clicks on clock or time detail.
- Pay Period begins on Sunday 12:00am
 - If employee was clocked in at the pay period break, the system will clock him/her out on the prior timesheet and clock in on the new timesheet.
- Missed Punch Approvals
 - Missed punch documents employees submit should be reviewed and approved throughout the pay period.
- Errors, Warnings and Notes
 - Approvers and Payroll Processors should review the Approval tab for warning and note icons to look for issues. These corrections should be made throughout the pay period.
 - This is monitored centrally and emails are sent to the approvers to correct invalid assignments and overlapping timeblocks.
- Time Audits
 - Approvers and Payroll Processors should run the following IUIE reports to identify issues during the pay period.
 - Clock Log Automatic: Look for employees where the system clocked them out after a 24hr long run on clock.

- Timeblock Exceeds Hours: Look for employees who have timeblocks over a specific number of hrs to look for run on clocks.
 - Time Hours Audit: Monitor overtime and ACA limits.
 - Clock Log Warning-Unapproved Location: Identifies employees who took clock action from unapproved IPs per dept Clock Location rules.
 - Vouchers are available on the Thursday of the second week of the pay period.
 - Time employee's vouchers should not be modified until the day after the Time extract (Thursday).
 - 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)
 - Dept
 - Optional: Salary Plan
 - IUIE Report "Employee List of Positions" pulls all active employees and salaries for your dept.
 - 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)
 - "Additional Pay" eDoc search
 - Created To, From Dates (go back at least a month from pay period)
 - Dept
 - Optional: Salary Plan
 - IUIE Report Additional Pay Detail pulls all active additional pays for your dept.
 - Any eDoc saves will update the voucher until the Job Pay Flag goes off (Wed)
 - Note: Funding change eDocs saved to PS after the vouchers are created will not update the voucher.
 - Pay Period ends on Sunday 12:00am (Saturday midnight)
 - System will clock out anyone currently clocked in and then clock them in on new timesheet.
 - All unapproved Missed Punch documents are auto approved.
 - Process any terminations for the pay period.
 - [BW1/BWP Termination Procedures](#)
- **Time Approval Period (Sunday-Wednesday)**
 - Timesheets are routed for approval
 - Timesheets are routed for approval at 1:00am on the Sunday following the end of the pay period.
 - Action list notices will be issued based on the approver's preferences.
 - The employee can modify their timesheet up until the first supervisor approval is made.
 - Supervisor level approval (Sunday-Tuesday)
 - The first level of timesheet approval is to be performed by the individual supervising the employee's daily work.

- Closely review all timesheets, especially those with note or warning icons on the approver tab.
 - Warnings: The timesheet can still be approved with a warning, but could require action. Warnings include:
 - Leave accrual balance exceeded
 - ACA 22 and 29 hr warning
 - Earn code specific warning (ex: FMLA, Funeral)
 - NEP/NEC warning
 - Clock location warning
 - Errors: The timesheet is not able to be approved until these are corrected. Errors include:
 - Invalid time assignment
 - Overlapping timeblocks
 - Standard hours not met
 - 40 regular hours exceeded
- Approvers have access to earn codes the employee does not. Look for notes or known instances where these codes need to be added. Ex: Funeral time
- Approvers are attached to work areas. There can be multiple approvers per work area. Only one supervisor must approve per work area.
- All jobs/hours are visible on the timesheet for employees with multiple jobs. Supervisors only approve for the work area they are associated with.
- The route log displays who the timesheet routed to, and for which dept/work areas.
- Zero hour timesheets route for approval. The approval certifies they did not work any hours for that period.
- All supervisor level approvals must be complete for all jobs before the timesheet moves to the next level.
- When all supervisor level approvals are complete, the timesheet routes to the payroll processor level for final approval.
- Payroll Processor level approval (Sunday-Wednesday)
 - Timesheets route to payroll processor when all supervisor level approvals are complete OR on Wednesday morning (when auto approval runs).
 - Payroll processors verify timesheets from a payroll and policy compliance perspective, which is a higher level of approval.
 - Review all timesheets with notes and warnings to verify they are correct.
 - Warnings: The timesheet can still be approved with a warning, but could require action. Warnings include:
 - Leave accrual balance exceeded
 - ACA 22 and 29 hr warning
 - Earn code specific warning (ex: FMLA, Funeral)
 - NEP/NEC warning
 - Clock location warning
 - Errors: The timesheet is not able to be approved until these are corrected. Errors include:

- Invalid time assignment
 - Overlapping timeblocks
 - Standard hours not met
 - 40 regular hours exceeded
- Review any employees with special circumstances, such as FMLA or a job change.
- Payroll Processors have access to earn codes the employee does not. Look for notes or known instances where these codes need to be added. Ex: Injury
- When all payroll processor level approvals are complete the timesheet routes to Final.
- All timesheets are finalized at 3pm on Wednesday by the auto approval process.
 - If a timesheet is not “Ready to Approve” it will be disapproved.
 - Not ready to approve
 - Overlapping Time Blocks were found
 - Timesheet contains invalid assignments
 - Overtime has been charged to an HRW job
 - Expected hours are not met
 - ABS hours exceed standard hours
 - An FYI is sent to payroll processors for review. Any appropriate hours will need to be added to the voucher on Thursday.
- Extract run by central payroll office (Wednesday 3pm)
 - All Final timesheets are extracted to the payroll vouchers.
 - Process runs overnight to display the data on the vouchers.
 - All hours come to the voucher as approved.
 - Any hours that are unable to be extracted to the voucher fall out as extract errors.
 - Payroll processors are notified on Thursday morning of any extract errors. These hours will need to be added to the voucher or paid later on an adjustment voucher. If there is any job/time data cleanup needed to prevent future extract errors, it will be detailed in the email.
 - Examples: Hire eDoc still enroute, Position reclassification between paygroups
 - There are some situations where we always kick the hours out of the extract and the hours do NOT come to the voucher.
 - Staff Terminations (BW1,BWP)
 - There is an independent process for staff terms which we do not want to overwrite with the Time extract.
 - Employee on leave (full or partial)
 - In order to avoid overwriting the LVE hours on the voucher these timesheets are not extracted.
- **Pending Voucher Cutoff Day (Thursday 4pm)**
 - Payroll processor reviews Time data on vouchers and makes any necessary adjustments.
 - Extract errors
 - Disapproved timesheets
 - Central Office Audit Notices

- Workstudy Limit Exceeded: Payroll will contact dept if an employee has exceeded the workstudy limit. These hours must be moved to another job.
 - Over 40 hours: If an employee has over 40 regular hours the dept(s) will be contacted to correct to the OVT/NEP/CPE/NEC code.
 - HOL on a non holiday week: If HOL is entered during a non-holiday week the dept will be contacted to correct the earn code.
- Corrections received after timesheet is final
 - Temporary hours are extracted as read only. A negative entry must be added to reduce hours.
- Be sure to add a note to timesheets where there will be a discrepancy between the timesheet and the 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.
 - Update the funding on the voucher by modifying the account number in the funding section for regular pay.
- Check “Pending Faculty Staff and Hourly Vouchers” page.
 - Select biweekly 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 and select “Unapproved” from the drop down.
 - Make any necessary corrections and mark as approved.
- Verify Totals on each voucher
 - Faculty/Staff and Temporary Vouchers
 - Enter Dept ID and search
 - Click on the “Payroll Voucher Balance” tab
 - Verify Earn codes and totals are as expected.
 - Calculate the expected hours based on employees on the voucher.
 - For BW1 and BWP vouchers total all regular and “Counts as Regular” codes (ex: VAC). Do not include additional pay codes like Overtime and Shift.
 - This total should match FTE (40hrs) * number of employees.
 - Employee List of Positions IUIE Report
 - Keep in mind eDocs for this pay period, ex: ALW, INP, Temp Pays
 - Any prior pay period adjustment vouchers must be entered by the 4pm cutoff also.
- **Day after Central Office Payroll close day (Tuesday)**

- Fiscal Approver Report is emailed
 - Review payroll labor reports for reasonableness (ie: review large term pays or one-time additional pays).
- 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.
- Run IUIE Audit Reports
 - Auto Approved Timesheet Detail: Report returns list of timesheets which were auto approved by the system. It includes the names of the approvers/payroll processors for whom the auto approval occurred.
 - It is important to follow up with these approvers/payroll processors to ensure approvals are being done in a timely fashion every pay period. Timesheets auto approved at both levels are especially problematic because they are being paid with no review.
 - Missed Punch Auto Approval: Documents auto approved by the system at the end of the pay period due to non approval by the approver.
 - Missed Punch Detail: Report displays missed punch document information including workflow data. This allows you to identify overuse of the document.
 - Workstudy Limit of Earnings: Report of workstudy student's earnings balances versus their workstudy limit. Monitor those approaching the limit.
- **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.
 - Time Roles: This query finds members of a Time Role by role name or by employee. Allows you to audit for roles associated with employees (especially terminated employees) and verify roles for your department/work area.
 - Timesheet Correction Report: Report displays timesheet data for a date range where the Employee ID is NOT the same as the Employee ID of the user who modified the timesheet.
 - Hours Balance Report: Report of employee's leave balances. Monitor those approaching zero, excess compensation time, service date changes, etc.

*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.