



## MEMORANDUM

Date: July 31, 2012

To: Vice Presidents, Deans, Directors, and Chairs

From: Chaouki Abdallah, Provost/Executive Vice President for Academic Affairs  
Helen Gonzales, Vice President for Human Resource  
Ava Lovell, Executive Officer Finance and Administration/Health Sciences Center  
Elizabeth Metzger, Interim University Controller

RE: Audit of Selected Payroll Process (Report 2010-07)

---

The Executive Leadership within the Chancellor, Provost, Finance, and Division of Human Resources are asking schools, colleges, and departments for a commitment to adhere to employment and payroll related deadlines which will allow the institution to create and reinforce mechanisms for accountability of employment transactions. This request was made through [a memo to Vice Presidents, Deans, Directors, and Chairs and was issued on November 10, 2011](#), regarding University-wide employment transaction improvements.

One of the improvements identified was the ability for your HR Agent to access and review reports that highlight late employment transactions requiring payroll adjustments and/or off cycle payrolls to be run. Vice Presidents, Deans, Directors, and Chairs are expected to support HR Agents' ability to monitor this process at a Banner Org Level 3 on a quarterly basis with the intent to increase accountability by improving processes ensuring quality, accuracy, and timeliness of all employment transactions. With your support, HR Agents in collaboration with the appropriate departments/units in your organization and employment areas will review internal processes and approvals, and ensure appropriate training is completed to address these late transactions and minimize them in the future.

Employment areas will be reviewing report content and will be available to work with your HR Agent.