



MEMORANDUM

Date: July 31, 2012

To: HR Agents

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. As a result of mandated issues identified in both the [Audit of Selected Payroll Processes](#) and Federal Contract and Compliance Program audits, several changes were implemented:

- 1.) [A memo was issued to Vice Presidents/Deans/Directors and Chairs regarding University-wide employment transaction improvements.](#)
- 2.) [University Business Policies and Procedures Manual #2000, Responsibility and Accountability for University Information and Transactions](#) was modified.
- 3.) A [OneSource website](#) is available to provide assistance finding instructions, forms, deadlines, and the required information to hire and maintain employee records.
- 4.) Reports are available in ePrint and Hyperion that highlight late employment transactions creating payroll adjustments and/or off cycle payrolls to be run.

The reports are available in summary and detail format as follows:

1. Go to ePrint at <https://enif.unm.edu/cgi-bin/eprint.cgi>
 - Log into Repository “hrp_banp-HR/Payroll Reports-Production (banp)”
 - Report to look for: PZROPTRD-Payroll Transactions Processed on Off-Cycle Adjustments (detail)
2. Go to Hyperion at <https://hyperprod.unm.edu/Hyperion/browse/login>
 - Navigate to Brio-->Human Resources-->H_Departments-->H_General
 - Report to look for: PHRHO025 – Payroll Off-Cycle Adjustments Summary

- Select criteria i.e. Level3Org, Org Code, etc.--> choose an Adjustment code --> select a date range--> options to view, print, or export data

You should review these reports at the 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. You are expected to collaborate with the appropriate stakeholders in your organization and employment areas, 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 continue to analyze and develop tools that will allow us to work together to improve our shared processes ensuring compliance. Should you have specific questions, please contact the subject matter experts identified below:

Employment Areas	Phone
Faculty Contracts and Services-Main and Branch Campuses	277-4528
Faculty School of Medicine Academic Affairs	272-8268
HSC Faculty Contracts Office	272-4231
Human Resources Consultants -Staff	277-2013
Student Employment	277-3511
Office of Graduate Studies	277-2711
Resident Physician	272-6225