



UNM

*Division of
Human Resources*

Payroll Off Cycle Adjustments Report

Payroll Off Cycle Adjustments Report

Core Office Collaboration



Agenda

- **Welcome and Agenda Overview**
Marie Chestnut, HSC Faculty Contracts
- **Review of the Payroll Audit**
Theresa Ramos, Office of Equal Opportunity
- **UBPPM #2000, Responsibility and Accountability for University Information and Transactions**
Denise Montoya, Human Resources
- **Results of the Payroll Audit**
Brian Malone, Student Financial Aid Office
- **Payroll Off Cycle Adjustments Report Expectations and Accountability**
Josie Abeyta, Payroll

Agenda (continued)

- **Hyperion Report Content and Demonstration**
Edwina Salazar, Office of Graduate Studies
- **ePrint Report Content and Demonstration**
Rita Abeyta, Main Campus Faculty Contracts
- **Summary and Additional ERP Initiatives Supporting the Selected Payroll Processes Audit**
Joyce McCarthy, Human Resources
- **Conclusion and Q & As**
Marie Chestnut, HSC Faculty Contracts

Review: Audit of Selected Payroll Processes

- Completed in January 19, 2011
- Called for reduction of Payroll adjustments and off cycle payrolls due to late paperwork
- Required core offices to provide better guidelines, instructions, and published deadlines
- Required an increase in University accountability related to employment transactions

Audit of Selected Payroll Processes

Review:

Audit of Selected Payroll Processes

- Resulted in Employment Areas, Office of Equal Opportunity, and Payroll forming task force
- Goal: To work collaboratively to provide support to departments for employment transactions
- Addresses:
 - Communication
 - Improving processes
 - Consolidating forms

UBPPM #2000, Responsibility and Accountability for University Information and Transactions

- Originally created during the implementation of Banner Finance
- Beginning of automation of approval processes
- Revised as a result of the Audit of Selected Payroll Processes (2010-07)
 - Audit focused on the need to improve the quality, accuracy, and timeliness of employment transactions University wide

What does your signature or approval represent?

- UBPPM #2000 defines specific responsibilities
- Deans/Directors/Department Heads
 - Responsible for defining departmental approval processes and designating individuals in their organizations who are authorized to process business and administrative transactions.
 - Responsible for exercising good judgment, upholding ethical standards, and should have internal procedures in place to ensure periodic review of designations and related training.

What does your signature or approval represent?

- Requestors
 - Responsible for determining the validity and appropriateness of the transaction; and evaluating the transaction for compliance with contractual requirements.
 - Accountable for fulfilling the above responsibilities, exercising good judgment, and upholding ethical standards.

What does your signature or approval represent?

- Initiators/Originators
 - Responsible for ensuring the electronic transaction and/or form is complete and accurate; verifying all backup documentation; notifying approvers and requester if a transaction will cause an account to go over budget; ensuring compliance with administrative processes; and ensuring deadlines are adhered to in submission of the transactions.
 - Accountable for fulfilling the above responsibilities, exercising good judgment, and upholding ethical standards.

What does your signature or approval represent?

- Departmental Approvers
 - Responsible for conformity with budget; verifying the appropriateness of the transaction; and ensuring compliance with University policies and procedures.
 - Primarily responsible for acceptance of the added risk associated with high dollar and/or risk transactions. Approvers will be accountable for fulfilling the above responsibilities, exercising good judgment, and upholding ethical standards.

What does your signature or approval represent?

- Core Offices

- Responsible for verifying proper transaction processing; and verifying compliance with University policies, federal and state laws and regulations, and administrative processes; and periodic review of transactions including trend analysis, internal controls, and review of departmental approval processes.
- Accountable for fulfilling the above responsibilities, exercising good judgment, and upholding ethical standards.

Results Supporting the Selected Payroll Processes Audit

- A memo to Vice Presidents/Deans/Directors and Chairs was issued regarding University-wide employment transaction improvements.
- University Business Policies and Procedures Manual #2000, Responsibility and Accountability for University Information and Transactions was modified.
- The OneSource website was created to provide instructions on employment transactions, forms, and **published deadlines.**
- The Payroll Off Cycle Adjustments Report is NOW available in ePrint and Hyperion that highlight late employment transactions creating payroll adjustments and/or off cycle payrolls to be run.

Report

- Developed in collaboration with all the Employment Areas, Office of Equal Opportunity, and Payroll
- ePrint Report:
 - PZROPTRD - Payroll Transactions Processed on Off-Cycle Adjustments (detail)
- Hyperion Report:
 - PHRHO025 - Payroll Off-Cycle Adjustments Summary

Department Expectations and Accountability

- Review reports at the Banner Org Level 3 on a quarterly basis.
- Intent is to increase accountability by improving processes ensuring quality, accuracy, and timeliness of all employment transactions.
- 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.

Core Office Expectations and Accountability

- Employment Areas, Office of Equal Opportunity, and Payroll will continue to analyze and develop tools that will allow us to work together to improve our shared processes ensuring compliance.

PZROPTRK – Payroll Adjustment Key

PZROPTRK – Payroll Adjustment Key

<u>ADJ REASON CODE</u>	<u>DESC.</u>	<u>DEFINITION/EXAMPLE</u>
1EMP	Employee	Employee submitted documentation past deadline (Ex. timesheets, exception report, I-9, etc.)
2DTE	Department time entry	Department submitted past deadline (i.e. failed to enter time, approver failed to approve, late paperwork)
3DPT	Department	Department submitted paperwork to EDC past EDC deadline. (other examples incomplete, missing signatures)
4EDC	EDC	EDC submitted paperwork to Payroll past Payroll deadline. (other examples Incomplete, missing signatures)
5DAE	Department and EDC	SEE 3DPT and 4EDC
6ISE	Input/setup errors	EDC makes data entry error(s) during input/setup
7PYE	Payroll error	Payroll makes error during processing, etc.
8RTP	Routine procedures	Necessary and routine adjustments (i.e. deceased payouts, leave payouts, settlements, etc.)
9MSC	Misc or Unknown	Use this code when the error is outside other reason codes.
10BE	Benefits error	Benefit Office makes error during processing, etc.
11BL	Benefits late	Benefit Office submitted paperwork to Payroll past payroll deadline. (other examples Incomplete, missing signatures)

Hyperion Report Content and Demonstration

PHRH0025 – Payroll Off-Cycle Adjustments Summary

The screenshot displays a web-based interface for a Hyperion report. On the left side, there is a navigation pane with a tree view showing the following structure:

- Brio
 - Human Resources
 - H_Departments
 - H_General**

The 'H_General' folder is selected and highlighted in blue. On the right side, the report content area shows:

- A breadcrumb path: **H_General** Subscribe
- A horizontal separator line.
- The report title: **PHRH0025 - Payroll Off-Cycle Adjustments Summary** (with a mouse cursor pointing to it).
- A descriptive subtitle: *This report summarizes payroll adjustments within a date range.*
- A timestamp: *Apr 3 2012 5:49 PM*
- A user identifier: **bqy**

PHRHO025 – Payroll Transactions Processed on Off-Cycle Adjustments

HOME_DB

Department of Human Resources



PHRHO025 - Payroll Transactions Processed on Off-Cycle Adjustments

This quarterly report is used to identify transactions that were submitted to the employment areas and/or payroll late resulting in off cycle payrolls and/or payroll adjustments. The report will be submitted to leadership in an effort to decrease off cycle payrolls and/or payroll adjustments. Organization will be required to implement corrective action that reflects improvement in their employment transaction processes.

- Select by Level 3 Org
- Select by Org code
- Select by Adjustment code
- Select by Employment Area

1. Choose from list:

ABM: School of Architecture Planning	▲
ABN: University Libraries	
ABO: Continuing Education Cont Ed	
ABP: Extended University Ext Univ	
ABQ: VP Resrch & Econ Dvlpmt	
ABR: Academic Affairs Monitoring	
ACA: VP Student Affairs Administration	
ACB: VP Student Affairs Indpdnt Dept ID	▼

To select more than one Campus, hold down the CTRL key while clicking on each campus.

To select a continuous group of campuses, click on your first selection, hold down the SHIFT key, then click on the last selection.

2. Enter a Date Range

Use the following Date Format:

MM/DD/YYYY

For Example: 01/01/2007

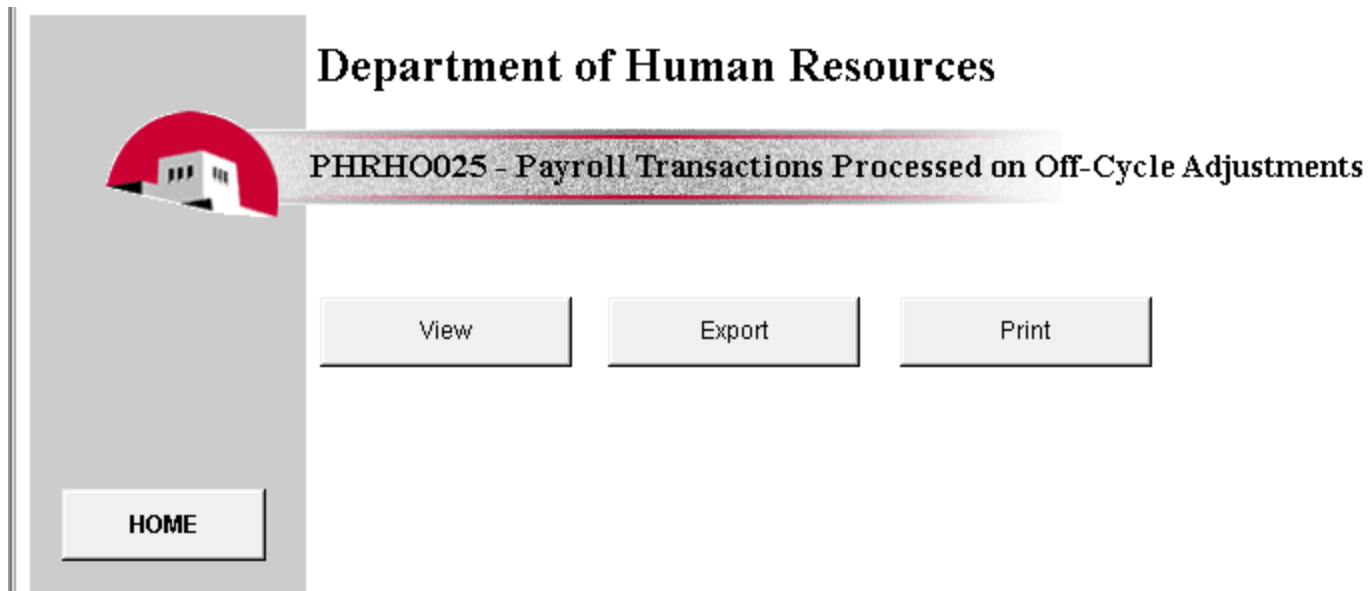
04/01/2012

06/03/2012


Process

HELP

PHRHO025 – Payroll Transactions Processed on Off-Cycle Adjustments



Department of Human Resources



PHRHO025 - Payroll Transactions Processed on Off-Cycle Adjustments

View Export Print

HOME

PHRH0025 – Payroll Transactions Processed on Off-Cycle Adjustments

06/04/12 12:55 PM

PHRH0025

Payroll Transactions Processed on Off-Cycle Adjustments Summary

Date Range: 04/01/2012, 06/03/2012

Total Adjustments for Date Range: 5

ABQ VP Resrch & Econ Devlpmnt

Total Level 3 Adjustments: 5

Faculty Contracts

Total Adjustments: 2

Adjustment Code	Adjustment Code Desc	Count
3DPT	Department	1
7PYE	Payroll error	1
		2

Human Resources

Total Adjustments: 2

Adjustment Code	Adjustment Code Desc	Count
3DPT	Department	2
		2

Office of Graduate Studies






Total Adjustments: 1

Adjustment Code	Adjustment Code Desc	Count
3DPT	Department	1
		1

ePrint Report Content and Demonstration

PZROPTRD – Payroll Transaction Processed on Off-Cycle Adjustments

hrp_banp - HR/Payroll Reports - Production (banp)

	<u>Report</u>	<u>Description</u>
  	PZROPTRD	Payroll Transactions Processed on Off-Cycle Adjustments
 	PZROPTRK	Payroll Adjustment Key

PZROPTRD – Payroll Transactions Processed on Off-Cycle Adjustments

hrp_banp - HR/Payroll Reports - Production (banp) : PZROPTRD

		Title	
 PDF	 TEXT		Payroll Transactions Processed on Off-Cycle Adjustments Detail

PZROPTRD – Payroll Transactions Processed on Off-Cycle Adjustments

Page Key: Level_3_org ▾

Pick Values Manually

Search: ABG

Range: to

PZROPTRD

UNIVERSITY OF NEW MEXICO
 Payroll Transactions Processed on Off-Cycle Adjustments
 Detail
 Fiscal Quarter: 01-APR-2012 to 30-JUN-2012

JUN-01-2012 11:44 PM

Level3Org: ABG College of Fine Arts CFA
 Org Code: 568A Cinematic Arts Department

Code	UNM ID	Employee Name	Check Date	Pay Yr	PayNo	Posn	SU	EC	JCRE	Comment
5DAE			04/09/12	2012	5R3	F90998	S1	F9	ADDSC	5DAE - EDC received 2/21/12, Payroll received 4/4/12, True effective date 8/1/11. Pay installment of \$4000 for 5R08-5R03.

PZROPTRD – Payroll Transactions Processed on Off-Cycle Adjustments

Level3Org:	ABG	College of Fine Arts CFA										
Org Code:	595A	Art Art History										
Code	UNM ID	Employee Name	Check Date	Pay Yr	PayNo	Posn	SU	EC	JCRE	Comment		
3DPT			04/30/12	2012	5R4	F90269	S1	F9	ADDSC	3DPT - EDC received 4/17/12, Payroll received 4/25/12, True effective date 8/1/11. Pay installment of \$2250 for SAC for 5R08-5R04.		
4EDC			05/31/12	2012	5R5	FT0111	00	FT	ADDJB	4EDC - EDC received 4/20/12, Payroll received 5/25/12, True effective date 5/1/12. Pay installment of \$4000 for 5R05.		
4EDC			05/31/12	2012	5R5	FT0111	00	FT	ADDJB	4EDC - EDC received 4/20/12, Payroll received 5/25/12, True effective date 5/1/12. Pay installment of \$4000 for 5R05.		
4EDC			05/21/12	2012	5R3	FT0111	00	FT	NHIRE	4EDC - EDC received notification 2/1/12, Payroll received 4/16/12, True effective date 2/1/12. Employee has fellowship sponsor that does not allow her to accept payment for teaching. Position should have been cancelled and employee should not have received any payment. Employee turned in actual 5R02 check, voided. Employee still owes \$750 from 5R03, payment made in payroll via check on 5/9/12.		
5DAE			04/09/12	2012	5R3	F90834	S2	F9	ADDSC	5DAE - EDC received 2/20/12, Payroll received 4/4/12, True effective date 8/1/11. Pay installment of \$3200 for 5R08-5R03.		
6ISE			05/31/12	2012	5R5	FE0082	A1	FE	ADDJB	6ISE - EDC setup with earn code of 204 instead of 203. 204 earn code requires a rate in default earnings which was not added resulting in a \$0 pay. Payroll did not receive paperwork until after the final.		
6ISE			05/31/12	2012	5R5	FE0115	A1	FE	ADDJB	6ISE - EDC setup with earn code of 204 instead of 203. 204 earn code requires a rate in default earnings which was not added resulting in a \$0 pay. Payroll did not receive paperwork until after the		

PZROPTRD – Payroll Transactions Processed on Off-Cycle Adjustments

Page Key: Level_3_org ▾

Pick Values Manually

Search: ABQ

Range: to

PZROPTRD

UNIVERSITY OF NEW MEXICO
 Payroll Transactions Processed on Off-Cycle Adjustments
 Detail

JUN-01-2012 11:44 PM

Fiscal Quarter: 01-APR-2012 to 30-JUN-2012

Level3Org:	ABQ	VP Resrch & Econ Devlpmnt								
Org Code:	069B	Bureau of Business Economic Rsrch								
Code	UNM ID	Employee Name	Check Date	Pay Yr	PayNo	Posn	SU	EC	JCRE	Comment
3DPT			05/14/12	2012	5R4	S00634	00	SE	JBEND	3DPT - Department submitted past deadline; EDC rec'd 4/26/12; Payroll rec'd 4/27/12; true effective date 4/2/12. Adjust to pay April 2012 wages, do not collect insurance premiums, per Benefits, items were sent to BRS for collection.

Summary

- Goal: Reduce off cycle payrolls by improving processes
- Report is available 24/7
- Review should take place at minimum on quarterly basis
- HR Agents/Deans and Directors will be notified on a quarterly basis
- Encourage you to work with core offices to establish process improvements
- Opportunity to determine if additional training is needed

Additional ERP Initiatives Supporting the Selected Payroll Processes Audit

Innovative use of technology to improve our processes including:

- Planned automation of all employment transactions
 - ePAF(Electronic Personnel Action Forms)
 - UNMJobs
 - Workflow
- Electronic routing and storage of employment transaction documentation (Extender/BDMS)
- LoboTime

Conclusion and why is it important?

- Ensures compliance with policies, laws, and regulations
- Ensures qualified hires
- Retains valuable employees
- Increases employee morale
- Minimizes cost per hire
- Provides ability to defend decisions
- Improves the overall image of University
- Models effective decision making

Questions?

