HRS Coordinators

June 26, 2014
1 – 2:30 p.m.
Room 1106/1108, 21 N. Park
Agenda

• Payroll Processing
  – Overpayment Process
  – Underpayment Process

• Separation of Duties
  – Update on Compensating Control Reports
  – Chain of Custody
  – Removal of Security Roles
  – Determining Supervisors’ Approval

• Payroll Calendar
• Finance Funding Update
• Next Meetings
• Overpayment Process

• Underpayment Process
The Overpayment Process

• Methods for Correcting Overpayments
  – Negative Payline Request (preferred method)
  – ACH Reversal (limited use)
  – Check Correction
Negative Payline Request

**Used For:**
- Overpayment of gross wages

**Request When:**
- Employee is active and will have future on-cycle paychecks
- Request can be applied to more than one payroll ("payment plan")
- Must provide: Empl ID, Empl Record, Amount, Pay Period Dates (period in which the error occurred), and Earnings Code
- Break out multiple errors per pay period dates
ACH Reversal

**Used For (limited use):**
- Excessive overpayments that cannot be reasonably repaid via a payline

**Request When:**
- Active employee will not be able to pay back overpayment via negative payline in one or two payrolls
- Overpayment was made on employee’s last paycheck and error is caught at least 3 days before pay date to guarantee return of funds
- Bank Fraud/Lost Debit Card/Lost Checks
- Send in ACH reversal request to your AG Representative so a ticket can be logged and SC Payroll staff can begin the reversal process
Check Correction

**Used For:**
- Overpayment of Gross Wages
- Overpayment of Net Wages due to deductions not taken out
- Over-used leave upon termination

**Submit When:**
- Employee has an inactive status and will not have future earnings (negative payline request is not an option)
- Does not meet the ACH reversal criteria
- Active employee excessive overpayment after the 3 day ACH Reversal window
Check Correction Form

• Form must be **completely** filled out: fill out all areas of the “was” section plus the earnings and deductions areas of the “should be” section (use review paycheck page) – SC will calculate the taxes

• Use one check correction form **per pay period**

• Submit this form to the Service Center for calculation of **exact amount due before recouping money from the employee**
# Paycheck Correction

**Employee Name:**

**Empl ID:**

**Empl Rcd #:**

**ACH:**〇Yes 〇No

**Business Unit:**

**WISCIT #:**

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**Instructions (If additional lines are needed, submit a second Paycheck Correction form.)**

**Submit to:** servicecenter@sc.wisc.edu

**Note:** Please be sure to enter Earnings Code(s).

1. Complete the entire WAS section and through the gross on the S/B (should be) lines, calculating amounts where necessary.
2. This form is used to reduce an employee's gross pay. Do not use this form to increase the pay, change the accounting data or return undeliverable checks.
3. Underdeliverable checks should be returned to the UW Service Center for deposit into the cancel draft fund and will be available for the employee to claim.

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**Pay Run ID:**

**Date Range:**

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**Earnings Code**

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**WAS**

|          | Federal Tax | WI |                |             |
|----------|-------------|    |                |             |

**Calculations**

|          | Federal Tax | WI |                |             |
|----------|-------------|    |                |             |

**S/B**

|          | Federal Tax | WI |                |             |
|----------|-------------|    |                |             |

**Cross Foot Figure for Accuracy:**

#VALUE!

**0.00**

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**Explanation (Include LOA, termination, etc. dates):**

**If cancelling the ENTIRE CHECK, place a check in the following box:**

**☐**

**Approver Name:**

**Signature:**

**Phone Number:**

**Date:**
An overpayment has occurred -- which method do you use?

1. **START:** Is the employee in Active status?
   - **YES**
     - Negative Payline or ACH Reversal Request or Check Correction
   - **NO**
     - Check Correction or ACH Reversal Request

2. **Can overpayment be reasonably repaid in one or two paychecks?**
   - **YES**
     - Negative Payline Request
   - **NO**

3. **Is today’s date ≥ 3 days before the pay date?**
   - **YES**
     - ACH Reversal Request
   - **NO**
     - Check Correction Form

4. **Does the request meet the ACH criteria AND is ≥ 3 days prior to payday?**
   - **YES**
     - ACH Reversal Request
   - **NO**

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**ACH Reversal Request**

**Check Correction Form**
Additional Information

• Check Correction Form: https://uwservice.wisc.edu/forms.php under the General Employer/Administrator Resources
• Check Correction KB: #27632
• Payline Request KB: #19084
• ACH Reversals KB: #21590
The Underpayment Process

• Missed Payrolls vs Paylines
Missed Payroll Request (MPR)

• Eligibility Criteria for MPR:
  • Student Help – minimum of 5 hours
  • Classified & Unclassified Hourly Staff – minimum of 8 hours
  • Unclassified – minimum of 10% of regular gross pay

• Items not accepted for MPRs:
  • Overloads, Overtime or Add-ons
  • Additional pay not part of regular gross
  • Term leave payouts

• See KB #22181 for more details
Missed Payroll Request – Proposed Changes

- New eligibility criteria:
  - Cannot be older than 2 pay periods for unclassified EEs
  - Cannot be older than 4 pay periods for biweekly EEs

- New Approver Verbiage:
  - “By approving this form, I certify I am authorized to approve these requests on behalf of the campus/division, I have personally reviewed the form for accuracy and I understand the missed payroll submission guidelines.”

- Incomplete/Incorrectly filled out MPR forms will be rejected
Payline Request

• Active Employees:
  • Missed pay that doesn’t meet the MPR requirements or can wait until next on-cycle payroll (reg hours for hourly EEs should just be entered on the timesheet)
  • Incorrectly calculated retro pay or retro pay that failed to load to EE’s paycheck
  – Inactive Employees:
    • Leave payouts after termination
    • Time entered into HRS after termination
    • Additional pay/lump sum missed prior to termination
Payline Request

• When requesting a payline, please include the following information:
  • Empl ID
  • Empl Record
  • Earnings Code
  • Amount
  • Date Range (period in which error occurred)

• If have several requests, please consolidate on one spreadsheet in the following format:

• See KB #19084 for more details
Separation of Duties

• Update on Compensating Control Reports
• Chain of Custody

• Removal of Security Roles
• Determining Supervisors’ Approval
Separation of Duties (SOD) - Update

• Compensating (Mitigating) Control Reports
  – Process in place
  – Reports on every Sunday evening in Cypress
  – Supervisor or other authorized official verifies and signs off on the Compensating Controls Log/s
  • Who can signoff?
  – Due to Carla by the following Friday, preferably scanned and emailed
Separation of Duties (SOD) - Update

1. Person or Job data updates, i.e., Student Help, SH Template, HR Administrator AND Time Payroll Coordinator or Supervisor/Approver
   - 16 Divisions
   - 46 Employees

2. Requests for Add’l Pay (lump sums) AND Entry into HRS
   - 13 Divisions
   - 304 Employees

3. Chain of Custody – Hardcopy Checks
Chain of Custody (hardcopy checks)

- Individual checks available at 21 North Park
- Group checks (limited number)
  - Division/Department needs to submit list of checks that will be picked up
  - Signature will be required
  - List with check numbers, names provided
    - Division/Department will need to obtain signatures when distributing checks

- Strong encouragement to sign up for direct deposit
SOD - Removal of Security Roles

• Provisioning of Payroll Coordinator and TL Supervisor Security Roles
  – Managed on the TL Security page.
  – Only have to be identified as a payroll coordinator or approver on one active employee’s TL Security page to get the security role(s) dynamically provisioned.

• Groups
  – Managed on the TL Security page.
  – Controls what employees are accessible on the UWS Absence Page.
  – Contains active employees where an individual is setup on the TL Security page as either a payroll coordinator or approver.
    • Static Groups (A,B,C,D & F)
    • Dynamic Groups (F)
SOD - Removal of Security Roles

TL Security Page

Payroll Coordinator
Security Role
(Groups A & F)

TL Supervisor
Security Role
(Groups B,C,D & E)

Security roles are dynamically provisioned & Groups built nightly

home > time & labor > enroll time reporters > maintain TL security
Access to the UWS Absence Page requires one of the UW_UNV_AMCOORDINATOR security roles via OIM.

The UWS Absence page is a custom page designed to use the Group ID to select employees.

home > global payroll & absence mgmt > payee data > maintain absences > uws absences
UWS Absence Page

- Remove Payroll Coordinator Security Role, but still retain Approver Security Role
  - Only active employees that you are setup as an approver are visible.
    - Groups B, C, D & E

- Remove Both Payroll Supervisor/Approver Security Roles
  - Employees that are in alignment with your row level security setup through OIM are visible.
    - Department, Division, Campus or system
    - No Groups exist
No Payroll Coordinator or TL Supervisor security role

UWS Absence Page

Use the Department/Pay Group or Employee ID selection criteria to search for employees.

Note: When using the Department only as the selection criteria, all active employees are returned, both eligible and non-eligible for leave.
Determining Supervisors’ Approvals

• Report
  – Payable Status Report
  – Nav: Home > time & labor > reports > payable status report
  – Reference: KB 17071 HRS Time & Labor - Reports

• Query
  – Needs Approval Report (UW_TL_777_NAR)
  – Nav: Home > reporting tools > query > query viewer
  – Reference: KB 20530, HRS Time & Labor – Time & Labor queries
Retirement Date Mismatches

• C basis
  – Academic year ends May 25
  – HRS Job Termination Date June 2
  – Unpaid for these days, why?
  – Is this appropriate?

  – Concerns:
    • Losing annuity for number of days
    • Will not benefit from the WRS increase for month of June
<table>
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<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
</table>
Reminders

• Load of Classified Pay Plan Increases this weekend
  – No HRS Job Data Entry between June 27, 5 p.m. and June 30 6 a.m.

• Final 6B payroll calc
  – begins 10 a.m. on July 3
The following slides are communication from Sue Adams of the Service Center Finance Team. Make sure this information is shared with individuals on your institution who work on finance and payroll funding.

Please note that the next payroll is the 2014BW06B payroll and is being processed overnight on a holiday weekend. Remember to complete all funding entries before leaving to enjoy the weekend. Thanks!
Finance Funding Updates

- Every active employee as of 7/1/2014 must have a new funding screen for fiscal year 2015 with an effective date of 7/1/2014. This includes C-Basis employees currently on Short Work Break who are having prepaid insurance payments disbursed over the summer.

- Most employees’ fiscal year 2015 funding screen was populated during the annual budget import and funding rollover that was completed on June 7 through June 9.

- All new hires, rehires, transfers and department changes where the Job Data entries and/or funding entries were made after June 6 need a fiscal year 2015 manual funding entry, using an effective date of 7/1/2014 or the date of the hire, rehire, transfer or department change, whichever date is later.

- Biweekly employees who were new hires, rehires, transfers and department changes where the Job Data entries were made after June 6 and the effective date is prior to 7/1/2014 will also need a fiscal year 2014 manual entry using an effective date of the hire, rehire, transfer or department change.

- Monthly S-Basis and V-Basis employees who were new hires, rehires, transfers and department changes where the Job Data entries were made after June 6 and the effective date is prior to 7/1/2014 will also need a fiscal year 2014 manual entry using an effective date of the hire, rehire, transfer or department change.
Funding Entry Effective Dates

• For funding entry for hires, rehires, transfers and department changes, use Effective Date and Org Department information from Job Data screen that lists the Hire, Rehire, Transfer or Department Change.

![Image of Job Data screen with highlighted Effective Date: 01/22/2014, Action: Hire, Department: A486700]
The Funding Entry page may list dates from Job Data entries (e.g., Short Work Break, pay plan increase, FICA status, etc.) that are not the effective date of a hire, rehire, transfer or department change date. Do not use these dates – refer to the Job Data screen where the hire, rehire, transfer or department change is listed. Use the effective date from Job Data even if the employee did not work on that date, e.g., the employee transferred on a Sunday, but did not work that day.
Payrolls That Cross Fiscal Years - Biweekly

Biweekly Pay Schedule
Classified and Student Hourly

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Run ID</th>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
</table>

Fiscal Year 2014:

- Populates funding for 6/29/2014 - 6/30/2014 of 2014BW07A pay period
- Funding is for 2/7 of Week 1 payroll if employee has an active appointment on 6/29/2014, even if employee did not actually work on 6/29 or 6/30
- A FY 2014 funding entry with an effective date of 6/29/2014 is needed if FY 2015 funding changes from FY 2014 funding if the entire 2014BW07A pay period should be charged to the new FY 2015 funding
- Entire pay period will be posted to FY 2015, whether or not funding is changing between fiscal years

Fiscal Year 2015:

- Populates funding for 7/1/2014-7/12/2014 of 2014BW07A pay period
- Funding is for 5/7 of Week 1 payroll plus Week 2 payroll, if employee has an active appointment as of 7/1/2014

Funding Chart Fields Are Setup by Controllers Office (Accounting Services)
Payrolls That Cross Fiscal Years - Monthly

• Campus: Madison (AG1)

<table>
<thead>
<tr>
<th>Pay Run ID</th>
<th>Pay Group</th>
<th>Period Begin Date</th>
<th>Period End Date</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014UNC07</td>
<td>ARG A-basis</td>
<td>07/01/2014</td>
<td>07/31/2014</td>
<td>08/01/2014</td>
</tr>
<tr>
<td>Crosses Fiscal Year</td>
<td>Summer Session</td>
<td>06/23/2014</td>
<td>07/20/2014</td>
<td>08/01/2014</td>
</tr>
<tr>
<td>Crosses Fiscal Year</td>
<td>Summer Service</td>
<td>06/26/2014</td>
<td>07/25/2014</td>
<td>08/01/2014</td>
</tr>
</tbody>
</table>

- **Fiscal Year 2014:**
  - Populates funding for 6/23-6/30 (S-Basis) or 6/26-6/30 (V-Basis) of 2014UNC07 pay period for employees with an active appointment at the start of the pay period
  - A FY 2014 funding entry with an effective date of 6/23 (S-Basis) or 6/26 (V-Basis) is needed if FY 2015 funding changes from FY 2014 funding if the entire 2014UNC07 pay period should be charged to the new FY 2015 funding
  - Entire pay period will be posted to FY 2015, whether or not funding is changing between fiscal years

- **Fiscal Year 2015:**
  - Populates funding for 7/1/2014 – through end of pay period
  - Funding Chart Fields Are Setup by Controllers (Accounting Services)
Encumbrance Update

• Most (about 95% systemwide) fiscal year 2014 encumbrances have been zeroed out.

• We are working to zero out the remainder of the fiscal year 2014 encumbrances not already at zero.

• The nightly encumbrance process that initiates new and updated encumbrance balances will not be run for the remainder of the fiscal year.

• We anticipate that fiscal year 2015 encumbrances will be calculated during the week of July 7.

• A gentle reminder: payroll production issues always take priority over encumbrance issues.
Direct Retro (Salary Cost Transfer) Update

• Direct retros (salary cost transfer processing) will not be processed until the 6M payroll processing is complete and posted in WISDM. As of 6/25 we are not there yet!

• We cannot guarantee we can resolve direct retro problem (salary cost transfer) issues by the end of the fiscal year for any issues not already reported.

• Divisions and departments are STRONGLY urged to enter correct funding in the funding screen prior to payrolls being calced to eliminate the need for salary cost transfers and direct retros.
Payroll Calc Week Funding Reports


- **This report should be run every day a payroll is in calc.** The sooner funding is entered to correct problems, the better!

- The report is updated nightly; funding changes made during the day will not be reflected in the report until the next day.

- Sort on the **Budget Lvl Indicator** column to find suspense and department level funding transactions.

- Sort on the **Error Desc** column to find invalid funding transactions.

- This report also displays payroll lines where only a portion of an employees payroll has invalid funding or being charged to suspense, default, or department level funding.

- The report displays the amount of the problem transaction. Use Review Paycheck, Job Data and the funding screen to troubleshoot the issue.

- Troubleshooting tips: a wrong effective date has been entered in the funding; or a payment is being made for a previous job on a reused employee record; or this is a duplicate payment!!
Other Finance Funding Reports

• Employee Funding Summary Report (KB 17922) Navigation: Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

• Employee Funding Becoming Inactive Report (due to Project/Grant ending or funding department closing) [KB 27860] Navigation: UW Financial Reports > Proj/Dept Inactive Fund Report

• Funding Change Report (KB 17246) Navigation: UW Financial Reports > Funding (CA) Audit Report

• Security Role: FI Campus User Funding Reports
Other Finance Information

- Reference Sheet for Funding Employee Jobs in HRS on **UW Service Center** website, **Finance** home page, **Finance Resources** section. Direct link is: [https://uwservice.wisc.edu/docs/publications/finance-essentials-reference.xlsx](https://uwservice.wisc.edu/docs/publications/finance-essentials-reference.xlsx) (Excel format)

- Tip: How To Save Funding Entry Criteria – this tip will greatly reduce funding entry time. [http://uwservice.wisc.edu/docs/publications/hrs-wisline-20140429.pdf](http://uwservice.wisc.edu/docs/publications/hrs-wisline-20140429.pdf) – see slides 49-51

- UW Service Center Fiscal Year End website: [https://uwservice.wisc.edu/administration/fye-2014/](https://uwservice.wisc.edu/administration/fye-2014/)
Next Meetings

- Thursday July 24
- Wednesday August 27 – Cancelled
- Thursday September 25
- Thursday October 23
- Thursday December 11