# *Payroll Hot Topics*

# *September/October 2013*

1. ESS
2. FLSA
3. Dashboard Reports
4. Comp/Trade Questions
5. Payroll Cycle Schedule (December Checks)
6. Time Cards
7. Back-up Training

**1. ESS (Employee Self Service)**

**The employee has direct access to many of their personal documents as well as the ability to update their address, tax withholding and banking information.**

**Address Changes**

**Printing Check Stubs/W-2's**

**Changing Direct Deposit Info**

**Changing W-4 status/exemptions**

**\*\*Salary Letters\*\***

**The Payroll BOPM includes many "step-by-step" tutorials for Employee Self Service options.**

**2. FLSA – Fair Labor Standards Act**

**Non-Exempt (NE) employees are required to sign in and out each day.  Most campus NE employees are not required to sign in and**

out for lunch.  The custodial staff is one of the exceptions to this policy.  Campus NE employees that leave the campus for lunch/errands must sign out and either make up the time missed or use paid leave for the time out.

Exempt (E) employees are required to sign in each day.  They are not required to sign out.   However, if their supervisor or other district/federal guidelines mandate it, they will also sign out each day.

3. Dashboard Reports

Time Records Report – run as many times as you deem necessary during the payroll data entry and prior to cut-off date.  (Requi red for Audit)

## Time Record Errors Currently Being Searched For

RECORD MAY BE DUPLICATED
ACCOUNT NOT VALID FOR THIS LOCATION
ONE-TIME PAY EXCEEDS $500.00
WARNING - ## CONSECUTIVE DAYS ?
TRANSACTION DATE MM-DD-YYYY IS BEYOND PERIOD END DATE MM-DD-YYYY
THERE IS A TRANSACTION POSTING TO THE GL ERROR SUSPENCE FOR THIS TIMERECORD
TRANSACTION POSTING TO 6119 FOR NON-EXEMPT EMPLOYEE
ABSENCE POSTED FOR HOURS OTHER THAN 4 OR 8 FOR EXEMPT EMPLOYEE
TIMERECORD ABSENCE DATE IS A SATURDAY, SUNDAY, OR A HOLIDAY
POSSIBLE CONTRACT DATE MISMATCH
COMP TIME LIMIT OF 60 HOURS WILL BE EXCEEDED WITH COMP TIME ACTIVITY TRANSACTIONS
LOCAL/STATE ABSENCE ENTERED FOR EMPLOYEE WITH COMP TIME HOURS
OVERTIME MAY NOT BE PAID OUT OF RESPONSIBILITY '000'
FULL ABSENCE AND PAY ON THE SAME DAY
EARNED TRADE TIME ENTERED AFTER ON-DUTY DATE
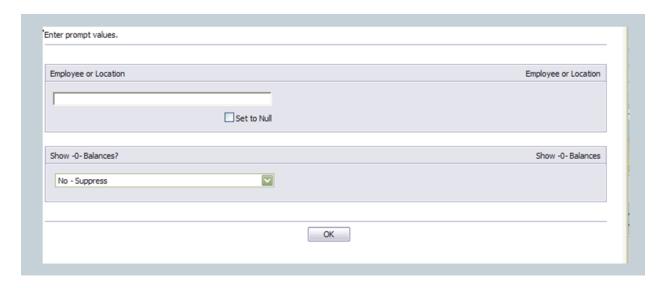EMPLOYEE HAS ABSENCE AND OVERTIME IN SAME WEEK
LEAVE PLAN "xxxxxxxxxx" MISSING FOR EMPLOYEE
TIMERECORD POSITION (999999999999) - DATED 99/99/9999 - NOT FOUND FOR EMPLOYEE
Student Worker Pay Code not 241
Exempt employee receiving Temp/Para pay

**Non-Rolling Leave Reports** – run each payroll to review comp time, trade time and vacation balances.  (Required for Audit)



**Payroll Distribution Reports** – run when reviewing budget expenses by account or by employee.

4. **Comp Time / Trade Time Questions**

5. **Payroll Cycle Schedule**

**No early release – Pay day is the 1$^{st}$ and the 15$^{th}$ of each month. If the pay day falls on a weekend or holiday, the payment will be released on the next business day.  December payments will be on 12/2 and 12/16.  The January 1$^{st}$ payment will be released on 1/2/14.**

Payroll Cycle Schedule1314.xls

## 6. Time Cards

When entering time records from the NE time card, use the bottom left portion of the time card to determine the total number of additional hours, overtime hours and comp time used and/or earned hours.  Remember if the used hours were uploaded via SmartFind, you do not need to enter them again.  You are verifying that the time card is reflecting accurate hours worked and that all absences are coded correctly.

| | Week-1 | Week-2 | Week-3 |
|---|---|---|---|
| Comp Time Opening Balance | | 16.00 | 16.00 |
| Comp Time Earned+ | | | |
| Additional Straight Hours+ | 16.00 | | |
| Comp Time Used- | | | |
| Hours to Pay- | | | |
| Comp Time Ending Bal. | 16.00 | 16.00 | 16.00 |
| | | | |
| Additional Hours to Pay | | | |
| Hours to Dock | | | |
| Overtime Hours Paid @ 1.5 | | | |
| Comp Time | (16.00) | | |

## 7. Training

a. <u>Back-up Training</u>      When: 10/3/13  8:30 am – 11:00 am

   Where: HR conference room Q107

b. <u>Refresher training</u>     When: 10/2/13  8:30 am – 9:30 am

   Where:  Payroll conference room Q114

UPCOMING TOPICS:  We want to hear from you.  Please send your Hot Topic ideas to your payroll specialist.  Remember:  For answers to your payroll questions, if you can't find it on the **Payroll BOPM**, contact your payroll specialist.